BOARD OF TRUSTEES MEETING
NORTH IDAHO COLLEGE
DRIFTWOOD BAY ROOM - STUDENT UNION BUILDING
6:00 P.M. - JANUARY 31, 2000

MINUTES

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
              Kathy Christie, Assistant Vice President for Planning and Assessment
              Robert Ketchum, Assistant Vice President for Instruction
              Donna Ward, Recording Secretary for the Board of Trustees
              Linda Erickson, Secretary, College Senate
              Dan Sheckler, President, ASNIC
              Bill Rutherford, Vice President, N.I.C.E.
              Denise Clark, Vice Chair, Faculty Assembly

VERIFICATION OF QUORUM

Board Chair Chamberlain verified that a quorum of the Board of Trustees was present at the meeting. She indicated that Vice President Gee had been appointed parliamentarian of the Board meetings.
INTRODUCTION OF GUESTS

Nils Rosdahl, Advisor for the “Sentinel” College newspaper, asked the new editors for the Sentinel for Spring 2000 semester to introduce themselves. Kiantha Shadduck, a new reporter from “The Coeur d’Alene Press” was also introduced.

PROGRAM

The Management Team from Molstead Library, composed of Denise Clark, Jill Jascha, Andy Finney and Ann Johnston, provided a Powerpoint demonstration of the library’s electronic card catalog.

APPROVAL OF MINUTES

Motion was made by Trustee Nixon and seconded by Trustee Wood to approve the minutes of the regular meeting of December 15, 1999, as amended to correct the spelling of McLain Hall on page 5 of the minutes. The motion was unanimously approved.

APPROVAL OF LEGISLATIVE PROGRAM, 2000

Vice President Schenk said that the draft Legislative Program had been reviewed at the December Board meeting and that the revisions suggested by the Board had been made. Schenk stated that the draft document had been reviewed and approved by the NIC Legislative Committee. The following motion was made:

MOTION: 01-31-00-01: Motion was made by Trustee Nixon and seconded by Trustee Williams to approve the draft Legislative Program, 2000, as presented. The motion was unanimously approved.

FIRST READING: PERSONAL LEAVE POLICY

President Burke told the Trustees that this was the first reading of the Personal Leave Policy, which would allow personal leave for up to two days per contract year for Category 3 employees. The policy would allow the opportunity to take personal leave under extenuating circumstances. Trustee Nixon questioned the procedure #3, which states that the employee need not to explain or justify taking the leave. Burke explained that the policy would address some instances which are very private to the employee. Trustee Ostermeyer asked if two days was common practice or if an additional day might be added to the procedure. Burke explained that if this policy is approved, an amended policy could be brought before the Board in the future requesting such a change as needed. Trustee Williams suggested that some incentive be provided if Category 3 employees did not use the personal leave days during the
contract year. The policy will be presented at the February Board meeting for approval.

**PRELIMINARY SPRING CREDIT ENROLLMENT UPDATE**

Vice President Lindsay explained to the Trustees that on the 10th day of classes, 3,659 students had been enrolled in Spring, 2000 semester. This represents a 7.5% increase over the same time period last year. He told the Trustees that since the official 10th day of reporting as required by State regulations was within a day of the Board meeting, a more in-depth analysis of enrollment would be made at the next Board meeting.

**NINE-POINT PLAN UPDATE**

Vice President Gee told the Trustees that North Idaho College has actively engaged in implementing many aspects of the Nine-Point Plan that was established by the Board of Trustees and the Coeur d’Alene Tribe. He then presented an overview of the items that have been accomplished in order to provide the Board of Trustees with current information concerning the implementation of the Nine-Point Plan.

Gee thanked Tom Flint, Alan Lamb, and Debra Vigil who aided in the collection of the information to be presented to the Board. He also introduced Darrell Tso, who is the interim American Indian/Minority Student Advisor.

**STRATEGIC PLAN UPDATE**

Vice President Christie provided a report and update of the Strategic Plan. She showed a demonstration of the Strategic Plan on the College Intranet Website. Christie explained that each of the objectives has access to the action plan on the Website by use of a link. She said that continued monitoring of the implementation of the action plans will take place through the end of March and again at the end of the semester. Trustee Wood asked how it would be determined if the new plan was completed. Christie pointed out that timelines and goals set forth in the action plans show the completion. Trustee Nixon noted that not all activities of the College are listed. Christie replied that the plan was designed to address a small number of items. Initially, the six most urgent are to be dealt with in a strategic way. It was explained that some objectives cannot be accomplished because of funding, but many have already been completed.
FACILITIES MASTER PLAN RECOMMENDATIONS

President Burke explained that the Facilities Master Plan, as prepared by Walker-Macy architects, was presented in final draft form to the Board of Trustees at the November, 1999 meeting. Subsequently, the Facilities Master Planning Committee has formulated its recommendations which were presented to Burke. Burke then presented his recommendations based on the committee's findings. Several recommendations, including acquisition of property, parking, dealing with new acquisitions, and consideration of long-term use were specifically emphasized by Burke as being crucial to carrying out the remainder of his recommendations.

Trustee Nixon noted his opinion that the acquisition of the Robin Hood Campground did not appear to be addressed by the architect in the last planning document. He requested that this be brought to the architect's attention and determine if there were further recommendations to be brought to the Trustees at a future time. Therefore, the following motion was made:

MOTION: 01-31-00-02: Motion was made by Trustee Wood and seconded by Trustee Nixon to accept the Facilities Master Plan and associated recommendations of January, 2000, as amended, to include the possible further recommendations of the architect to include property owned and controlled by the College as of the date of the January 31, 2000, Board meeting. The Facilities Master Plan and associated recommendations of January, 2000, are to be included in the Board of Trustees' archives for future reference. The motion was unanimously approved.

RESIDENCE HALL FUNDING REVIEW

Vice President Lindsay first clarified for the Trustees and audience the distinctions between a dormitory and a residence hall. He said that NIC is requesting direction from the Trustees for the possible construction of a residence hall. He explained the steps necessary to begin constructing a residence hall, beginning with contacting investment bankers of the Dormitory Housing Commission to conduct a formal financial viability study based on current market data. The report would determine if the construction would be viable, the general size of the structure itself, and various other components. There was discussion of the above; whereupon, the following motion was made:

MOTION 01-31-00-03: Motion was made by Trustee Williams and seconded by Trustee Nixon directing the President to proceed in contacting the Dormitory Housing Commission's investment banker to conduct a financial viability study for the construction of a new
residence hall. The motion was unanimously approved.

BUDGET STATUS REPORT FY 1999-00

Jurgens showed graphs to the Trustees and audience which reflected the growth in revenue, expenditures, and tuition and fees year-to-date with a five-year average. He stated that accounting process has changed in the past year and that revenue does not reflect the county tax revenue. Jurgens said that this budget year is consistent with the five-year average. Jurgens also provided a graph of the General Fund budget from 1965 through 2000, along with specific changes in the budgeting process which explained anomalies in the graph. Again, Jurgens indicated that it was his opinion that the budget was within a “norm”, and no corrective action was necessary at this time.

REPORT OF THE COLLEGE PRESIDENT

President Burke thanked Jurgens for preparation of the budget indicators and keeping the Board apprised. Burke reported that the campus-wide Y2K preparedness went well, that the Joint Finance-Appropriations Committee hearings were scheduled for February 3, 2000, and that the Flathead Valley Community College Trustees would be visiting the campus on February 4, 2000. He told of past and future events being hosted by NIC, including a Martin Luther King celebration, a bomb threat workshop with District 271 and police departments, and a collaborative project with INEEL to involve secondary schools and NIC in a satellite broadcast of a science curriculum called JASON. Burke also indicated that NIC received a “Top Twenty” and a Bronze Employee Award for contributions to United Way. The College also received an award from Kootenai County for a 200% increase in recycling efforts.

REPORTS:

SENATE

Linda Erickson, Secretary of the Senate, told the Board that the Senate was currently working on policies and procedures with the goal to move them forward for approval as expeditiously as possible.

FACULTY ASSEMBLY

Denise Clark, Vice President of Faculty Assembly, said that the Curriculum Council restructuring is nearly in place and will be returning to the faculty with suggested changes. She said a committee has been formed to address workload issues with the results to be sent on to the Meet & Confer and Welfare Committees for recommendations. Clark also indicated that adjunct faculty may soon be represented in Faculty Assembly.
**N.I.C.E.**

Bill Rutherford, Vice President of N.I.C.E., said that they had administered a work equity survey and sent the responses to the Meet & Confer and Welfare Committees. He told of a few of the results of the survey, and said that N.I.C.E. continued to discuss the awarding of Professional Development Units (PDUS).

**ASNIC**

Dan Sheckler, President of ASNIC, expressed appreciation on behalf of the students for considering the construction of a residence hall without a general student fee. ASNIC is working with other U.S. Student Associations and will be attending conferences and working with other schools to formulate ways to keep the cost of education affordable for students.

**REPORT OF THE BOARD CHAIR**

Board Chair Chamberlain praised the Wild Game Feast recently sponsored by the Alumni Association. She encouraged support of our State public television, which is at risk of not being funded, and also encouraged attendance at the upcoming diversity conference in Spokane featuring Morris Dees.

**REMARKS FOR THE GOOD OF THE ORDER**

Virginia Johnson invited the Trustees and audience to the opening reception for faculty art show and to the jazz concert, during the first week of February.

**EXECUTIVE SESSION**

**MOTION: 01-31-00:04:** 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  
Barbara Chamberlain aye  
Fred Ostermeyer aye  
Rolly Williams aye  
Sheila Wood aye  

Time: 8:35 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, W. W. Nixon, Fred Ostermeyer, Rolly Williams, Sheila Wood, Rolly Jurgens, Mike Ramsden, 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 and to consider the evaluation of an employee.

RECONVENE

The Board returned to open session at 9:28 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: 9:29 p.m.

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Barbara Chamberlain, Board Chair  Sheila Wood, Secretary