BOARD OF TRUSTEES MEETING
NORTH IDAHO COLLEGE
DRIFTWOOD BAY ROOM - STUDENT UNION BUILDING
APRIL 26, 2000

MINUTES

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Board Chair Barbara Chamberlain.

ATTENDANCE

Trustees:   Barbara Chamberlain
            W. W. Nixon
            Fred Ostermeyer
            Rolly Williams

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 Schenck, 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, Secretary for the Board of Trustees
               Mike Ramsden, Attorney for North Idaho College
               Linda Michal, President, N.I.C.E.
               Bill Richards, Chair, College Senate
               Curt Nelson, Chair, Faculty Assembly

Absent:     Sheila Wood
            Dan Scheckler

VERIFICATION OF QUORUM

Board Chair Chamberlain verified that a quorum of the Board of Trustees was present at the meeting.

INTRODUCTION OF GUESTS

President Michael Burke introduced Tim Hansen, the new Human Resources Director.
PROGRAM

Kathy Christie, advisor to Phi Theta Kappa, the international honor society for students in two-year colleges, told the Board members and audience about the goals and accomplishments of the organization over the past year and introduced the incoming officers for the next academic year.

APPROVAL OF MINUTES

Motion was made by Trustee Nixon and seconded by Trustee Wood to approve the minutes of the regular meeting of March 23, 2000, as amended. The motion was unanimously approved.

TENURE RECOMMENDATION APPROVAL

Vice President Gee explained that each Spring semester the Tenure Committee provides the Vice President for Instruction with a list of faculty members recommended for tenure. The list of candidates was presented to the Board at the March meeting. Board Chair Chamberlain stated that she had read the files of the candidates and indicated that the following motion was appropriate:

MOTION: 04-26-00:11 Motion was made by Trustee Nixon and seconded by Trustee Williams to confer tenure upon:

Rick Baron   Welding, Professional Technical Education
Paula Cleanthous  A.D.N., Nursing
Debbie Edwards  Professional Technical Education
Randy Edwards  Physical Therapist Assistant
Dan Erlacher   English
Judith Halversen  A.D.N., Nursing
James Haner  Computer Information Technology
Kevin Olson   Mathematics
Laurie Olson-Horswill  English
Sue Shibley   Business Office Education

The motion was unanimously approved.

COMPENSATION FOR SPECIAL ASSIGNMENTS POLICY

President Burke explained that the Compensation for Special Assignments Policy outlines the criteria by which the College provides compensation for temporary, extra duties assumed by an eligible employee for an extended period. The accompanying procedures provide the process by which compensation is awarded. The policy was written to provide broad guidelines for the compensation offered, with consistency over
time provided by the Human Resources Director. This compensation can include faculty, classified staff, and administrative personnel who meet the eligibility criteria in the policy. Burke said that the Senate and the President’s Cabinet had reviewed and approved the policy in its final form. The policy was presented to the Board for a first reading. Request for approval will be sought at the May Board meeting.

BUDGET STATUS, FY1999-00

Vice President Jurgens explained to the Trustees that revenue is close to the previous five-year mean. He noted, however, that the expenditure trend for this fiscal year is beginning to depart from the five-year mean. The President’s Cabinet has met and discussed the expenditure status, and corrective action has been taken to ensure that expenditures do not exceed the Operating Budget.

PERFORMANCE MEASURE NO. 5: APPLIED TECHNOLOGY GRADUATE REPORT

Vice President Gee told the Board that the Professional/Technical Division was required to report specific information to the State in order for the State to award funding determined by “capacity building” formulas. Gee introduced Ray Keevy, Learning/Placement Specialist who provided an overview of the data required by the State for funding. These data shows that the college leads the state in training-related job placements for its Applied Technology graduates.

APPROVAL OF COLLEGE CALENDAR 2001-2002

Vice President Lindsay stated that the College maintains a rolling two-year calendar to aid in planning. The second year is updated each year. This proposed calendar is being presented to the College Senate and the Board of Trustees simultaneously. The second reading of the calendar will be presented to the Board at the May meeting, and approval of the 2001-2002 calendar will be pursued at that time.

APPROVAL OF FY2000-2001 BOARD OF TRUSTEES MEETING SCHEDULE

President Burke explained that Idaho law requires the Board of Trustees to adopt an annual meeting schedule for its regular meetings. Board Policy No. 2.01.03 establishes the last Wednesday of each month as the date of the regular Board of Trustees Meetings. In accordance with the Idaho statutes and Board Policy, the following motion was made:

MOTION: 04-26-00:12 Motion was made by Trustees Nixon and seconded by Trustee Ostermeyer to approve the schedule of proposed meetings for the academic year 2000-2001 beginning August 30, 2000 through June 27, 2001. The motion was unanimously approved.
SYMPHONY GUILD PROPOSAL

Vice President Schenk explained that a Letter of Agreement outlining the independent relationships of the Symphony Orchestra Guild, North Idaho College, and the NIC Foundation has been approved by the Symphony Guild Board of Directors. Schenk introduced Harold Smart, President of the Symphony Guild, who explained that the agreement was a “graduation” of the guild as an independent entity. The following motion was made:

MOTION: 04-26-00:13 Motion was made by Trustee Williams and seconded by Trustee Nixon to endorse the Letter of Agreement outlining the independent relationships of the Symphony Orchestra Guild, North Idaho College, and the North Idaho College Foundation. The motion was unanimously approved.

AMERICAN INDIAN CULTURAL CENTER ARCHITECT

President Burke explained that a joint steering committee of College employees and Coeur d'Alene Tribal members began meeting this Fall to discuss the selection of an architect for the American Indian Cultural Center on campus. The committee met periodically throughout the Fall and Spring semester on the project. A Request for Proposals (RFP) for architectural services was issued and the steering committee reviewed the seven proposals the College received. Four firms were invited to make presentations to the steering committee in February-March, 2000. Rolly Jurgens subsequently made thorough reference checks on each firm being considered. On April 12, 2000, the committee met to deliberate and select a finalist to provide architectural services for this important project. At that meeting, the committee selected Jones and Jones Architects from Seattle. The decision was subsequently approved by the Coeur d'Alene Tribal Council on April 14, 2000.

The Board requested that the contract for the architectural design be presented for review for endorsement of the negotiated costs of the architectural services. Subsequently, the following motion was made:

MOTION: 04-26-00:14 Motion was made by Trustee Nixon and seconded by Trustee Ostermeyer to endorse Jones and Jones Architects as architect for the American Indian Cultural Center. The Trustees granted Vice President Jurgens the right to negotiate the terms of the contract pending final approval by the Board. The motion was unanimously approved.
BOARD AGENDAS AND MEETINGS

Board Chair Chamberlain explained that this subject was placed on the agenda to allow the Trustees the opportunity to explore the agenda, discussion, report, and action items included in future Board meetings. Chamberlain suggested that future meetings emphasize major challenges, long-term planning and goals, and in-depth discussions of these subjects, as well as the incorporation of a year-long subject calendar so that Board members are aware of upcoming information.

RESIDENCE HALL ANALYSIS

Vice President Lindsay explained that in March, the Board was presented with a preliminary financial plan for the proposed residence hall. Lindsay provided an additional 30-year projection that depicted profit being generated in the sixth year after construction. This information, coupled with other information obtained from advisors and bankers, has enabled the Administration to consider the project viable enough to move ahead to the “Request For Information” (RFI) stage of this project. In the RFI stage of a project such as this, the College will request information from all parties interested in participating in the planning and construction of the facility. By requesting formal RFI’s, the College will gain additional information concerning options available to design, finance, construct, and possibly manage a residence hall. The information gathered would aid in the development of the Request For Proposal (RFP), which will be the next step in the planning process. Therefore, the following motion was made:

MOTION: 04-26-00: 15: Motion was made by Trustee Williams and seconded by Trustee Nixon to endorse the Administration’s plan to pursue Requests for Information for a new residence hall. The motion was unanimously approved.

BUDGET DEVELOPMENT FY2000-01

Vice President Jurgens explained to the Board that Jim Headley chairs the Operating Budget Committee (OBC). Budget hearings between the President, each of the Vice Presidents, and the OBC have been completed, and the committee is prioritizing the requests in conjunction with the Strategic Plan. The Operating Budget Committee will then forward its recommendations to the Administration for inclusion in the development of the proposed North Idaho College Budget FY 2000-01 that will be presented at the May Board meeting.
MEET AND CONFER

Vice President Schenk explained the “Meet and Confer” process to the Board. He then introduced Scott Satake, Chair of the Meet and Confer Committee, who presented the Trustees with the faculty and NICE pay scales and the base pay multipliers. Satake requested the Board to consider an overall 6.4% salary increase, not including reclassifications and new employees. He also requested: (1) that the median wage percentile be moved from the 50th percentile to the 60th percentile over the next five years, (2) that the College continue to maintain the current level and quality of health benefits with the College continuing to contribute at least 71% of the premium costs, and (3) that when addressing personnel funding issues, to consider the salary and benefits needs of current employees first. Satake also requested the Board to aggressively pursue securing revenue from the various funding sources to meet the salary and benefit requests.

REPORT OF COLLEGE PRESIDENT

President Burke reported to the Board that the Strategic Planning program is now at mid-cycle with reporting by each department completed. He said that the Northern Idaho Center for Higher Education (NICHE) had received funding from the State for start-up assistance. Assistant Vice President Ketchum is working with the NICHE Local Operations Committee to establish facilities, logos, and other details of this project. Burke stated that he had attended the State Board of Education meeting in Idaho Falls and the Phi Theta Kappa Induction Banquet. Burke commended the Earth Day interest group, in particular Alan Lamb, Denise Clark, Erna Rhinehart, Karen Lamb, and representatives of Kootenai Electric and Panhandle Health, for the successful Earth Day Celebration.

REPORTS:

SENATE

Senate Chair Bill Richards told the Board that he had been re-elected to serve the next academic year in his current office. Other officers elected were Rhena Cooper, vice Chair; Dan Erlacher, Secretary and Michele Burkhart, Parliamentarian. Additionally, Richards apprised the Trustees of the various policies being reviewed by the Senate. He expressed his gratitude for sharing input on the College calendar, and indicated that this has not been past practice and appreciated being involved.
FACULTY ASSEMBLY

Faculty Assembly Chair Curt Nelson told the board that the election of officers would take place at the next Assembly meeting. He said that the Assembly would be considering the evaluation of adjunct faculty, mentoring, and workload issues.

N.I.C.E.

Linda Michal, President of N.I.C.E., stated that the membership had been working on Meet and Confer issues and election of new officers. Michal also indicated that the Employee of the Year selections were underway and thanked Scott Satake for his presentation on behalf of the Meet and Confer Committee.

ASNIC

Linda Michal said that Dan Sheckler, President of ASNIC, was unable to attend the meeting due to another commitment. She read a letter from Sheckler to the Board expressing his thanks for the opportunity to work with the Trustees. He said the students were considering new health insurance coverage with less expensive rates and the formation of a crisis fund for students.

REMARKS FOR THE GOOD OF THE ORDER

Vice President Ketchum thanked Ostermeyer for the referral to Workforce Training Center of the Defense Department/U. S. Air Force. Ray Keevy said the Job Fair had over 800 people from the community attend and 85 employers represented. He indicated that the program was very successful with students from NIC, LCSC, and UI. President Burke shared a letter from the Coeur d’Alene City Council about the Legalization of Marijuana Club that has been formed on campus. Burke responded to the publicity surrounding the formation of the club, and he cited the NIC drug and alcohol policies, local and State laws, and a recent U.S. Supreme Court ruling relating to the organization of students clubs formed and funded by student fees. Board Chair Chamberlain pointed out that the NIC Board of Trustees does not endorse drug use, that NIC has not had students in overt violation of the drug and alcohol policies, and that the club is attempting a political action through the Idaho State law referendum process. She cited that such an attempt in itself is an educational process for the students involved, and reminded the audience that NIC is an educational facility. The Board directed President Burke to draft a response letter to the Coeur d’Alene City Council.
EXECUTIVE SESSION

MOTION: 04-26-00: 16 Motion was made by Trustee Williams and seconded by Trustee Ostermeyer 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:

Barbara Chamberlain    aye
Bill Nixon            aye
Fred Ostermeyer      aye
Rolly Williams       aye

Time: 9:07 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, Bill Nixon, Fred Ostermeyer, Rolly Williams, Mike Ramsden, Rolly Jurgens, Steve Schenk, and Donna Ward. The Board of Trustees met in Executive Session to conduct deliberations regarding labor negotiations.

RECONVENE

The Board returned to open session at 9:35 p.m. No further business was discussed or action taken at that time.

ADJOURNMENT

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

Time: 9:37 p.m.

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Barbara Chamberlain, Board Chair  Sheila Wood, Secretary