BOARD OF TRUSTEES MEETING  
NORTH IDAHO COLLEGE  
DRIFTWOOD BAY ROOM - STUDENT UNION BUILDING  
6:00 P.M. - DECEMBER 13, 2000  

MINUTES

CALL TO ORDER

Board Chair Barbara Chamberlain called the meeting to order at 6:00 p.m.

ATTENDANCE

Trustees:  
Barbara Chamberlain  
Bill Nixon  
Fred Ostermeyer  
Rolly Williams  
Sheila Wood  

Also present:  
Michael Burke, President  
Jerry Gee, Vice President for Instruction  
Rolly Jurgens, Vice President for Administration  
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, Secretary for the Board of Trustees  
Doug Marfice, Attorney for North Idaho College  
Bill Richards, Chair, College Senate  
Ray Keevy, President, N.I.C.E.  
Bob Bohac, Vice Chair, Faculty Assembly  
Janel Falk, President, ASNIC

VERIFICATION OF QUORUM

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

INTRODUCTION OF GUESTS

Board Chair Chamberlain introduced Taryn Broadwater, the education reporter from the Coeur d’Alene Press, and noted that several students from Instructor Tim Rarick’s speech class were present.
PROGRAM

Robert Ketchum, Assistant Vice President for Instruction and Director of the Workforce Training Center, provided a program on the assessment system, ACT WorkKeys. He presented a Powerpoint demonstration of the various skill sets that are assessed and certified by ACT WorkKeys and the importance of such information to employers.

APPROVAL OF MINUTES

Motion was made by Trustee Nixon and seconded by Trustee Wood to approve the minutes of the regular meeting of November 15, 2000. The motion was unanimously approved.

LEGISLATIVE PROGRAM, 2001

Vice President Schenk explained that the Board of Trustees adopts a Legislative Program each year that guides the President, the College Legislative Committee, and other college staff as they prepare to participate in the upcoming Legislative Session. The draft Legislative Agenda has been reviewed by President’s Cabinet, was approved by the North Idaho College Legislative Committee, and was presented to North Idaho Legislators at a recent meeting.

Upon the incorporation of slight modifications to the program the following motion was made:

MOTION 12-15-00: 43: Motion was made by Trustee Williams and seconded by Trustees Ostermeyer that the Legislative Program for 2001 be approved with recommended changes. The motion was unanimously approved.

FINANCIAL ‘DASHBOARD’ INDICATORS

President Burke explained that in previous meetings the Board of Trustees had discussed the possibility of developing financial “dashboard” indicators that reflect the financial well-being of the college. The intent is that specific indicators will give Trustees a quick overview of vital financial information in a simple, informative format. They would also be available for review in the budget development process in Spring, 2001. The Trustees reviewed the proposed indicators, and any suggested revisions from the Trustees will be sent to President Burke. As this was the first reading, the financial indicators will be brought before the Trustees at their next meeting for Board approval.
NIC ALUMNI SURVEY DATA

Assistant Vice President Christie presented a report on the College’s Outcomes Assessment Plan. She stated that a survey designed by the American College Testing Service (ACT) for two-year colleges was distributed by mail during the Summer of 2000 to approximately 400 NIC students who graduated in Fall ’97, Spring ’98, or Summer ’98. Twenty-two percent of the surveys were returned. While the return sample was small, Christie explained that the results of the survey provided the Outcomes Assessment Committee and the College administration with demographic data, information on student satisfaction with NIC, information on the students’ continuing educational experiences, and data on the students’ employment history since leaving NIC. The Trustees were provided with detailed information on the survey. Christie said that copies of the comparative report will be placed in the instructional division offices, in major campus offices, and in the Molstead Library. The report has been reviewed by the President’s Cabinet and will be shared with the division chairs and directors in the College management group.

LONGHOUSE/CULTURAL CENTER PROJECT

President Burke explained that as part of the Nine Point Plan agreement between the Board of Trustees and the Coeur d’Alene Tribe, the college has established a Longhouse Steering Committee comprising NIC staff, students, and Tribal Council representatives. The committee recommended and the Board of Trustees confirmed the selection of Jones and Jones Architects as the firm to create the conceptual design for this project. Two meetings were held during the Fall semester, at which design, location, access, and use issues were addressed.

Burke said that preliminary designs of the buildings will be presented in January or February, 2001. It is anticipated that an advisory council, comprising NIC staff, students, and Tribal Council representatives will be established to advise the college on the use of the building. Dr. Burke indicated that a “Memorandum of Understanding” will be developed to clarify the long-term relationship between the Coeur d’Alene Tribe and the Board of Trustees concerning this building, its use, and its governance.

BUDGET STATUS, FY 2000-01

Vice President Jurgens said that each month, current revenue and expenditure information is presented to the Board of Trustees. Because the November meeting was early in the month, the October financial information was not available. The November information is not available for the December meeting because the meeting is also early in the month. Thus, the budget overview
presented was information through October only. Jurgens indicated that both revenues and expenditures are extremely close to the previous five-year means.

REPORTS

COLLEGE PRESIDENT

President Burke told the Trustees and audience that the Northern Idaho Center for Higher Education (NICHE) held its grand opening. He thanked the staff and the maintenance department, computer services, and others for working to make the center operational and the event a success. Burke said that the annual Legislative Send-Off Lunch with the Chamber of Commerce would be held on December 14, 2000. He reported that meetings of the Residence Hall Planning team, Longhouse Steering Committee, and Health Sciences Building team had been held and plans are moving forward in these areas. Burke also said that he had met with Steve Ruppel of Computer Services, and a plan is being implemented for solutions for privacy concerns in regard to the computer systems and records retention.

SENATE

Bill Richards, Senate Chair, said that the Senate had approved, for a first reading, the NICE Professional Development Units policy. He said that a modified form of the policy was being presented for the second reading. Richards is also meeting with Steve Ruppel and others about computer privacy issues, as well as looking at changes or additions to the policy manual. A volunteer committee is reviewing the Student Code of Conduct for possible revision.

FACULTY ASSEMBLY

Bob Bohac, President of the Faculty Assembly, said that the next meeting would be held on Thursday. He indicated that meeting will include information on dual enrollment, policies, committee charges, and membership.

N.I.C.E.

Vice President Ray Keevy, said the Executive Committee of N.I.C.E. has developed a mission statement and updated by-laws, and those items will be coming to the Board of Trustees as information items. Keevy said that modifications to the PDU policy and the sick leave policy’s sick-leave bank interpretation were under review. He also said that Tim Hansen will be explaining the reclassification process at the next N.I.C.E. meeting.
**ASNIC**

President Janel Falk said that she had recently attended the legislative send-off lunch. A meeting with other student governments within the state was held, and a statewide student organization was formed. She said that the group ratified a constitution and discussed a legislative agenda. ASNIC is preparing for the end of the semester, holding a fundraising with PTK for “St. ASNIC,” and preparing end-of-semester care packages for finals week. Falk also reported that a job description is being prepared for the ASNIC Secretary.

**BOARD CHAIR**

Board Chair Chamberlain said she had enjoyed attending the legislative send-off event. She acknowledged her appreciation for the financial “dashboard indicators” as a tool for evaluation.

**REMARKS FOR THE GOOD OF THE ORDER**

Jurgens said gas costs are projected to increase to 28-48%, which will require additional expenditures for the college. He also said that the Dorm Housing Commission had met and is eager for the bond process to start. Jurgens also thanked the Trustees for the floral tribute for his recently deceased father.

**EXECUTIVE SESSION**

**MOTION: 11-15-00: 42:** Motion was made by Trustee Wood and seconded by Trustee Williams 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
- Fred Ostermeyer     aye
- Bill Nixon          aye
- Rolly Williams      aye
- Sheila Wood         aye

Time: 7:50 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, Bill Nixon, Fred Ostermeyer, Rolly Williams, Rolly Jurgens, Steve Schenk, Doug Marfice, and Donna Ward. The Board of Trustees met in Executive Session to
discuss the acquisition of and interest in real property which is not owned by a public agency.

**RECONVENE**

The Board returned to open session at 8:03 p.m. No further business was discussed or action taken at that time.

**ADJOURNMENT**

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

Time: 8:03 p.m.

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Barbara Chamberlain, Board Chair     Sheila Wood, Secretary