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
Sheila Wood

Also present: Michael Burke, President
Kathy Christie, Assistant Vice President for Planning and Assessment
Tim Hansen, Director, Human Resources
Jerry Gee, Vice President for Instruction
Robert Ketchum, Assistant Vice President for Instruction
Linda Michal, Interim Vice President for Student Services
Steve Schenk, Vice President for College Relations and Development
Donna Ward, Secretary for the Board of Trustees
Mike Ramsden, Attorney for North Idaho College
Bill Richards, Chair, College Senate
Bill Rutherford, Chair, Staff Assembly
Bob Bohac, 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 guests Taryn Brodwater, Jerry Mather, Larry Isenberg, Dick Raymond, and Mike Wytychak.
PROGRAM

Tony Stewart, NIC Instructor and Popcorn Forum Director, spoke of the events taking place during the week of the Popcorn Forum. He introduced Sharla Chittick-Trainor, who portrayed Joan of Arc, and Terri Giumarra, who portrayed Audrey Hepburn. Both guests gave a short performance for the meeting attendees. Because this was the last Board meeting for Steve Schenk prior to his departure for his new position, Stewart expressed his gratitude to Schenk for his participation in the Popcorn Forum television interviews over the past 16 years.

APPROVAL OF MINUTES

MOTION: Motion was made by Trustee Williams and seconded by Trustee Wood to approve the minutes of the special and regular meeting of February 28, 2001, as amended, to add the sentence, “The Board of Trustees supports the grant that provides funding for the Latino Outreach Program.” at the conclusion of the Program paragraph. The motion was unanimously approved.

PUBLIC COMMENTS

Jurgens said that NIC has been in contact with the Department of Parks and Recreation regarding the plans for the tennis courts. The conversion has been discussed and verbal approval has been given for removal of the tennis courts. An appraisal of $90,000 for the tennis courts has been given to the Department of Parks and Recreation with their verbal approval of the appraisal and the conversion pending from the U. S. Park Service. Jurgens and Board Chair Chamberlain stressed that no decision has been made on a plan for conversion or replacement of a like or similar facility. This decision will be addressed in the future.

Larry Eisenberg, a member of the Board of Directors of the Coeur d’Alene Skeet and Trap Club, addressed the Board on that entity’s suggested use of the escrowed conversion funds from the demolished tennis courts. He covered the history of the club, the current facilities, and the large participation in the sport. Eisenberg presented letters from community members, copies of which are entered into the record by attachment to these minutes. He indicated that the interest of the members of the community are reflected in the letters. Eisenberg invited the Board members to visit the current range. Board Chair Chamberlain thanked the members of the Skeet and Trap Club and said their representatives would be advised of timeline and processes for the decision.

Mike Wytychak, a member of Coeur d’Alene Tennis Association, feels that Federal law prevails and the National Park Service would need to either approve or disapprove any plan submitted to the State of Idaho. Wytychak expressed his opinion that Federal law requires an immediate
purchase of comparable property upon conversion. He made the request that the funds equal to the appraisal of the tennis courts be placed in escrow, and that the funds be released in February, 2002, if recreational property has not be acquired. Wytychak also asked that notice and public comment be part of the plan. Wytychak requested a Board motion to approve the foregoing.

In response to Wytychak’s comments, Board Chair Chamberlain explained that the college has a legal responsibility for the conversion plan. She indicated that a Board vote would not be immediately forthcoming because the Board needs to discuss the matter and to understand the ramifications of the budgetary needs. Chamberlain asked for a ruling from College counsel regarding the Federal requirements.

Also in response to Wytychak’s comments, Vice President Jurgens said that the information had been submitted, and an officer of the Idaho Department of Parks and Recreation had approved the appraisal. Jurgens also told Wytychak it was the students of NIC that would be required to pay the appraisal amount of the demolished tennis courts; consequently, taxpayer revenue was not involved in the project.

**TUITION AND FEES SCHEDULES, FY2001-02**

Vice President Jurgens told the Board that this was the second reading of the tuition and fees information. The proposed schedule plans for a 8.3% increase in in-district and a 7.0% out-of-state tuition and fees. ASNIC requested that the student fees be raised from $21 to $22. Student parking fees will increase from $5 to $10 per semester to generate about $40,000 per year to provide bus transportation from several parking lots on the outlying areas. This will gain about 125 additional parking spots per year. The city lot next to the museum will be rented to provide additional spots. Jurgens provided comparison data with other regional institutions, with other similar institutions on a national level, and with the other 50 states. Following comments by ASNIC President Janel Falk and Board Chair Chamberlain, the following motion was made:

**MOTION: 03-28-01: 06** Motion was made by Trustee Williams and seconded by Trustee Woods to approve the tuition and fees schedule for FY 2001-02 as presented.

**STAFF PROFESSIONAL DEVELOPMENT POLICY**

Human Resources Director Tim Hansen told the Board that the Staff Assembly (formerly N.I.C.E.) leadership developed the Staff Professional Development Policy and Procedure with the intent that North Idaho College formally support professional growth and development to help staff perform their current work with more efficiency and effectiveness. The policy provides funding to employees wishing to improve their knowledge, skills, and abilities in their position. The substance of the policy and procedure were summarized by Hansen. He said that the intent of this program is not to usurp any existing training funds, but to provide
opportunities for staff in departments where training funds may be insufficient. The present proposal has been reviewed and endorsed by the Staff Assembly, College Senate, and the President's Cabinet. This policy will be brought back for consideration for approval at the April meeting.

**PRESIDENTIAL PERFORMANCE REVIEW**

President Burke explained that although one of the duties of the Board of Trustees is to provide an evaluation of the College President at regular intervals, a policy and procedure for this process is not in the policy manual. The current practice, however, involves an annual evaluation of the President by the Board of Trustees. In order that the Board may have guidelines to carry out this review, the draft Policy and Procedure No. 2.02.2, Presidential Performance Review, were presented for a first reading. The Board requested clarification by legal counsel on whether a written evaluation would be a matter of public record.

**TENURE RECOMMENDATIONS**

Vice President Gee told the Board that in accordance with the Tenure Policy and Procedure 3.02.0, five faculty have been recommended by the Tenure Committee for application for tenure. They are:

- Michael Burton  Nursing
- Skip Gillespie  Drafting
- Kathy Gulka  Licensed Practical Nurse
- Eydie Kendall  Physical Therapist Assistant
- David McRae  Carpentry

Gee said that the files of these applicants are presently available in the President's Office should a member of the Board of Trustees wish to review them. This matter will be presented for Board approval at the April, 2001 meeting. Gee mentioned that the policy requires the Board to rule by April 30.

**SABBATICAL LEAVES, 2001-2002**

Vice President Gee explained that the Sabbatical Leave Committee makes recommendations each year to the Vice President for Instruction for the awarding of sabbatical leaves. These recommendations are then forwarded to the Board of Trustees for approval. The Sabbatical Leave Committee has recommended the following sabbatical leave with pay and benefits in accordance with Board Policy 3.04.8 for the Spring 2002 semester for R. Michael Bundy, instructor of History. Mr. Bundy plans to enroll in graduate courses related to minority studies, such as Native American History, as well as a course in Historiography so that he can develop a history majors course for NIC. The history majors course is necessary to pursue a bachelor’s degree in history at a university, and it will aid students in that pursuit. Based upon this information, the following motion was made:
MOTION: 03-28-01: 07 MOTION was made by Trustee Williams and seconded by Trustee Nixon to approve Sabbatical Leave with full pay and benefits in accordance with Board Policy 3.04.8 for the Spring 2002 semester for R. Michael Bundy. The motion was unanimously approved.

COLLEGE CALENDAR, 2002-2003

Linda Michal, Interim Vice President for Student Services, explained that the North Idaho College Calendar Committee prepared the 2002-2003 College Calendar. The College maintains a rolling two-year calendar to aid in planning, and the second year is updated each year. Michal noted the changes from previous calendars and the reasons for those changes. Michal said that the proposed 2002 Christmas holiday includes two new days of campus closure. This proposed calendar has been presented to the College Senate for a first reading. The second reading will be presented to the Senate and the Board at their respective April meetings. Any changes from the Senate will be brought before the Trustees at their April Board meeting.

BOARD GOALS REVIEW

President Burke indicated that he had included on the agenda the goals approved by the Board last fall so that discussion could take place. Board Chair Chamberlain mentioned that it could be a standing item on the agenda so that the goals are kept before the Board as a reminder. Chamberlain also indicated that the first goal, the communication plan, needs to be reviewed by the Board.

ACCREDITATION UPDATE AND GOVERNANCE STANDARD

Vice President Christie told the Board of Trustees that Dr. Larry Stevens of the Northwest Association of Schools and Colleges visited NIC on March 26, 2001. Dr. Stevens met with the College administrators and discussed the changes of the accreditation standards and related policies. Stevens suggested that two goals be set—to achieve reaffirmation of accreditation and achieve a self-study that is commended. He outlined the specific areas that are problematic for most schools, the self-study design, and suggested timeline to be followed.

Christie also said that the NIC Accreditation Steering Committee has been formed and includes twenty-nine members who represent all areas of the College. Trustee Bill Nixon has agreed to represent the Board of Trustees on the committee. Christie explained the various processes that will take place as the self-study progresses over the next year and a half. The Board will be kept fully informed of the progress of the self-study report.
**BUDGET STATUS, FY 2000-01**

Jurgens pointed out that the expenditures through February 2001, are greater than in the previous five years. He explained that in order not to over-expend the revenue, spending controls have been implemented, and all expenditures are being reviewed by administration and all approvals are to be made by the Vice President of Administrative Services or the President.

**REPORTS**

**COLLEGE PRESIDENT**

Burke indicated that the Legislative Joint Finance and Appropriations Committee had approved a 9.6% increase in NIC’s base budget as well as property tax relief and funding for the Health Sciences Building. Also suggested for approval are enhancements for technology and salary competiveness. Burke said discussion is underway with the City officials to deal with parking issues and a shuttle for off-campus parking. The City is willing to collaborate in order to help solve some of the congestion in the neighborhoods adjacent to the College. He indicated that the architect’s design for the Cultural Center/Longhouse may be delayed due to the earthquake in March, 2001.

**SENATE**

Bill Richards, Senate Chair, indicated that Senate discussion will be taking place on the formulation of the calendar. He said a policy change will be proposed regarding the Travel Policy. He also reported that the Admissions and Academic Standards Committees asked for a policy that establishes the composition of that committee. The Senate has also received a draft for modification to the existing Benefits Procedure.

**FACULTY ASSEMBLY**

Bob Bohac, President of Faculty Assembly, said that by-law changes to the Faculty Assembly constitution had been proposed, and those will be brought before the Board, if approved by the faculty. They are also considering approving and adopting the Idaho Faculty Assembly rules.

**STAFF ASSEMBLY**

Bill Rutherford, Chair of Staff Assembly, told the Board that the official leader’s title of that entity is now “Staff Chair.” He said nominations for officers have taken place and 30 people have been nominated. Staff are feeling more empowered, therefore, are becoming involved in the Staff Assembly meetings. Rutherford told the Board that the biggest concern for staff members are their salaries. He thanked the Senate, Tim Hansen, and President Burke for support of Staff Professional Development Units Policy.
Janel Falk, President of ASNIC, said the students are revising the student health insurance plan and hope to keep premium rates the same or lower. At the April Board of Trustees meeting she will report a summary of ASNIC’s year. The students have organized a beach cleanup day from noon to 4 p.m. on Saturday, March 30. Falk said the bill revising the student board elections was approved. She also thanked Steve Schenk for helping her understand and participate in the NIC Legislative process.

Board Chair Chamberlain thanked Trustee Fred Ostermeyer for agreeing to be the Idaho delegate to ACCT. Chamberlain indicated that the Trustees’ joint meeting with the Coeur d’Alene City Council was successful. She said that meeting resulted in good dialogue and possible mutual collaborative projects.

Donna Ward told the Trustees and audience that North Idaho College had been nominated for two awards by the International Association of Administrative Professionals. The first is the International Award for Excellence to be presented in Toronto, Canada in July, and the second, on the division level, Employer of the Year, to be presented at Bellingham, Washington in May.

Motion: 03-28-01: 08 Motion was made by Trustee Wood and seconded by Trustee Nixon 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 (f) to consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation.

Roll call vote was as follows:

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

Time: 9:20 p.m.
Present in Executive Session were Michael Burke, Barbara Chamberlain, Bill Nixon, Fred Ostermeyer, Rolly Williams, Sheila Wood, Jerry Gee, Tim Hansen, Mike Ramsden, and Donna Ward. The Board of Trustees met in Executive Session to consider charges brought against an employee and to consider and advise legal counsel of probable litigation.

**RECONVENE**

The Board returned to open session at 10:25 p.m. No further business was discussed or action taken at that time.

**ADJOURNMENT**

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

Time: 10:26 p.m.

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Barbara Chamberlain, Board Chair        Sheila Wood, Secretary