Call to Order

Board Chair Barbara Chamberlain called the meeting to order at 6:02 p.m.

Verification of Quorum

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

Attendance

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

Also present: Michael Burke, President
Kathy Christie, Assistant Vice President for Planning and Assessment
Jerry Gee, Vice President for Instruction
Bruce Gifford, Vice President for Student Services
Tim Hansen, Director, Human Resources
Robert Ketchum, Assistant Vice President for Instruction
Rolly Jurgens, Vice President for Administrative Services
Donna Ward, Secretary for the Board of Trustees
Mike Ramsden, Attorney for North Idaho College
Roberta Black, Chair, College Senate
Mike Bundy, Chair, Faculty Assembly

Absent: Chase Williams, Newly Elected President, ASNIC

Approval of Minutes

MOTION: Motion was made by Trustee Wood and seconded by Trustee Williams to approve the minutes of the regular meeting of May 30, 2001 as presented. The motion was unanimously approved.
**Public Comment**

Jim Spears and David Hollinshead of the Coeur d’Alene Summer Theatre thanked the Board for the relationship with North Idaho College and the NIC Foundation. Spears said that the partnership of CDA Summer Theatre and NIC is a fine example of cooperation and collaboration. He provided tickets and invited the Trustees to a show as guests of the theatre.

**Program**

Ray Keevy, Director of Professional/Technical Education, presented a program on the graduation placement data. He provided detailed information, and he said that North Idaho College again is the highest in the State of Idaho at 89.50% for training-related placement.

**City of Coeur d’Alene-North Idaho College Proclamation**

President Burke explained that in discussions between the leadership of the City of Coeur d’Alene and North Idaho College, it was determined that an agreement of collaboration would be an appropriate because of numerous common interests such as planning for growth, master planning, recreation facilities, and other projects. Duplication of tax-funded projects would also be minimized. Burke introduced Chris Copstead, Chair of the City Council, who supported the proclamation and said that continued economic vitality is important to the community. College Attorney Mike Ramsden indicated that the proposed agreement document does not constrain future Boards of Trustees and is a good partnership of the City and NIC.

**Travel Policy and Procedure**

Vice President Jurgens said that the current Travel Policy and Procedure have been changed to reflect the current business practices of the College. Meal, mileage, and other expenses of travel have been revised to reflect current costs related to business travel and have been moved from the policy to the procedure. Trustee Williams questioned the use of an employee’s personal insurance for a rental vehicle used for College business. He also suggested that the responsibility of arranging for transportation vehicles for athletic events be done through one person, possibly the Athletic Director, to help the Transportation Department with scheduling vehicles. Since this was a first reading, Jurgens will review these suggestions prior to the next Board meeting. The Travel Policy and Procedure will be presented at that time for consideration for approval.
Request for Leave of Absence

Vice President Gee said that Rick Baron has been a welding instructor at NIC since 1992. Mr. Baron has requested an unpaid leave of absence for the academic year 2001-2002 in accordance with Board Policy 3.04.6. Division Chair Walt Carlson and Dr. Gee have granted approval for Mr. Baron's leave of absence. Therefore, the request was presented for the required Board approval.

**MOTION: 06-27-01:21:** Motion was made by Trustee Nixon and seconded by Trustee Williams to approve a one-year unpaid leave of absence for Rick Baron for the academic year 2001-2002. The motion was unanimously approved.

ASNIC Budget, FY02

Vice President Gifford said that the ASNIC Budget, FY02, was presented at the last Board meeting, and it accurately reflects the priorities and goals of the student government for the next academic year. Therefore, the following motion was made:

**MOTION: 06-27-01:22:** Motion was made by Trustee Nixon and seconded by Trustee Wood to approve the ASNIC Budget, FY02, as presented. The motion was unanimously approved.

Auxiliary Services Budget, FY02

Vice President Gifford said that since the last Board meeting, the budgets have been revised to reflect current expenditures patterns for FY01 through May 2001. Lanny Stein answered questions about the budget. Whereupon the following motion was made:

**MOTION: 06-27-01:23:** Motion was made by Trustee Williams and seconded by Trustee Nixon to approve the Auxiliary Services Budget, FY02, as presented. The motion was unanimously approved.

Plant Fund Budget, FY02

Vice President Jurgens explained the changes since the last May Board of Trustees meeting and answered the Trustees' questions about some details of the budget. Whereupon, the following motion was made:
MOTION: 06-27-01:24: Motion was made by Trustee Nixon and seconded by Trustee Wood to approve the Plant Fund Budget, FY02, as presented. The motion was unanimously approved.

Operating Budget, FY02

Vice President Jurgens indicated that there were several changes in the Operating Budget, FY02. He said the budget presented for a first reading indicated an inaccurate estimate. The district levy estimate for new construction was revised downward from original estimates by Kootenai County, which is reflected in the proposed budget. He also noted a reduction of $12,295 in county tax revenue, salary salvage in the Instructional budget is $4,015, and a computational error in the College Relations budget of $8,280.

Jurgens explained the percentage increases and decreases in the budget from last year. Burke indicated that the budget is flexible, and that attrition as well as other factors can change the budget. Jurgens outlined the larger percentage increases to expenditures in the various departments of the College. The transfers of funds for depreciation, the fund balance, and the Student Union rental were explained to the Trustees. Trustee Chamberlain requested that the shuttle bus be a separate line item under Physical Plant Operations in order to better track the cost. Whereupon, the following motion was made:

MOTION: 06-27-01:25: Motion was made by Trustee Nixon and Seconded by Trustee Williams to approve the Operating Budget, FY02, in the amount of $26,049,516, with revisions to the county tax revenue to reflect the reduction of $12,295, to provide the offsetting reduction in salary salvage from the Instruction Department of $4,015, and to correct an error in the College Relations Department of $8,280. The motion was unanimously approved.

Trustee Chamberlain asked about the 76%/24% split between M&O and Plant Fund, and Dr. Gee said that deviation from that ratio can be “brutal.” Keevy suggested that the issue of salary competitiveness may require a change in the ratio. Trustee Wood requested the pie chart outlining instructional support, full-time and part-time salaries, travel, etc.

Privacy Policy and Procedures

Tim Hansen, Human Resources Director, indicated that the second reading of the Privacy Policy and Procedures was before the Board. He pointed out the change on page 3 of the Procedure and that no personal information about employees
will be included in the NIC directories. Therefore, the following motion was made:

**MOTION: 06-27-01:26:** Motion was made by Trustee Wood and seconded by Trustee Nixon to approve the Privacy Policy and Procedures, as presented. The motion was unanimously approved.

**Board Self-Evaluation Policy and Procedures**

President Burke told the Board he had made the requested changes and minor word revisions as requested at the last Board meeting.

**MOTION: 06-27-01:27:** Motion was made by Trustee Wood and seconded by Trustee Williams to approve the Board Self-Evaluation Policy and Procedures, as presented and amended. The motion was unanimously approved.

**Budget Status, FY 2000-01**

Vice President Jurgens indicated that the expenditures have exceeded revenue despite restrictions and corrections to the budget and have exceeded the five-year average. He told the Board he is confident that NIC will not overspend the budget approved by the Board.

**Reports**

**College President**

President Burke reported that Trustee Nixon, Trustee Ostermeyer, and he attended the ACCT conference in Chicago. Burke congratulated Mr. Ostermeyer on his appointment as the Idaho delegate. He reported that State Board of Education met last week in Moscow, and that Board member Curtis Eaton has resigned to take a position at the College of Southern Idaho. Burke also reported on other subjects: (1) The State Board will be meeting at NIC on August 1; (2) the NICHE Oversight Committee had met, and Dr. Hoover of the University of Idaho will be the next chair; and (3) former founder of Prodigy and philanthropist, Greg Carr, visited NIC, is interested in furthering human rights in Idaho, and has an interest in working with NIC in this endeavor.

**Senate**

Roberta Black, Senate Chair, said she had no report, since the Senate has not met since the last Board meeting.
Faculty Assembly

Mike Bundy, Faculty Assembly Chair, reported that he had served on a committee with the new Vice President for Student Services, Bruce Gifford, and feels he is a good addition to NIC. Bundy said that the Faculty Assembly has not met, so he had nothing to report.

Staff Assembly

Ray Keevy, Staff Assembly Chair, said that the assembly met this month and did a review of the year. He reported that the Professional Development Policy for staff had been approved, and direct deposit for payroll checks had been implemented. Keevy indicated to the Trustees that he hoped they would consider salary competitiveness for the staff who are paid at the lowest rates of the salary schedule.

ASNIC

Chase Williams, President of ASNIC, was not present; therefore, there was no report.

Board Chair

Barbara Chamberlain thanked Trustees Ostermeyer and Nixon for attending the ACCT conference, and asked each of the Trustees for their comments on the past year.

Remarks for the Good of the Order

NIC Math Instructor Scott Satake said he was dissatisfied with the way the last Board meeting transpired with regard to salary issues. He felt that the faculty was not adequately represented, and he had several issues he felt should be addressed. Satake provided a handout of information he presented to the Trustees.

Rayelle Anderson, Director of the NIC Foundation, said that the tickets for the new house raffle were nearly sold out. She invited the Trustees to attend the July 3 drawing.

Executive Session

MOTION: 06-27-01:28: 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; (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency 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:  9:08 pm  
Present in Executive Session were Michael Burke, Barbara Chamberlain, Bill Nixon, Fred Ostermeyer, Rolly Williams, Sheila Wood, Mike Ramsden, and Donna Ward. The Board of Trustees met in Executive Session to consider the evaluation of an employee, to discuss acquisition of real property that is not owned by a public agency, and to discuss pending litigation.

RECONVENE

The Board returned to open session at 11:05 p.m. at which time the following motion was made:

MOTION:  06-27-01:29  Motion was made by Trustee Williams and seconded by Trustee Ostermeyer to authorize Board Chair Chamberlain to approve the employment contract for Dr. Michael Burke for FY2001-2002. The motion was unanimously approved.
Adjournment

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

Time: 11:08 p.m.

Barbara Chamberlain, Board Chair  Sheila Wood, Secretary