Program

At 5:30 p.m. the Board of Trustees was provided a tour of the Residence Hall currently under construction. Vice President for Student Services Bruce Gifford and Auxiliary Services Director Lanny Stein led the Trustees, several staff persons from the media, and others through the building.

Call to Order

Board Chair Barbara Chamberlain called the meeting to order at 6:15 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
             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
             Marc Lyons, Attorney for North Idaho College
             Roberta Black, Chair, College Senate
             Bob Bohac, Chair, Faculty Assembly
             Chase Williams, President, ASNIC
Introduction of Guests

Board Chair Chamberlain introduced Erica Curless of the Spokesman-Review newspaper, and Lita Burns, newly hired Director of Nursing, as guests.

Approval of Minutes

MOTION: Motion was made by Trustee Nixon and seconded by Trustee Wood to approve the minutes of the regular meeting of June 27, 2001 as presented. The motion was unanimously approved.

Public Comment

None.

Travel Policy and Procedure

Vice President Jurgens said that the Travel Policy and Procedure have been revised to reflect changes recommended by the Board at the June meeting. The Trustees indicated that the revisions addressed the concerns outlined previously. Jurgens said that he had talked with ICRIMP about the revisions, and the college’s insurance carrier had approved the changes. Board Chair Chamberlain then responded that moving traffic violations were not addressed in the policy and procedure and requested that subject be included. Whereupon, the following motion was made:

MOTION: 08-29-01:30 Motion was made by Trustee Williams and seconded by Trustee Nixon to approve the Travel Policy and Procedure No. 7.05, with the provision that moving traffic violations be included in the final policy and procedure. The motion was unanimously approved.

At this time, Vice President Gee, Parliamentarian, gave rise to a point of order and told the Board that there was a discrepancy in the numbers of the Policy and Procedure. Whereupon the following motion was made:

MOTION: 08-29-01:31 Motion was made by Trustee Williams and seconded by Trustee Nixon to amend the previous motion indicating the Travel Policy and Procedure approved as No. 7.06. The motion was unanimously approved.

Preliminary Fall Credit Enrollment

Vice President for Student Services Bruce Gifford told the Board that Idaho state regulations do not permit official enrollment figures to be released until after the tenth day of classes.
He explained that this was to allow for late enrollment of students and for students to add or drop classes. A complete report will be presented at the September meeting. Gifford indicated that the New Student Orientation was successful, with approximately 700 students and over 100 parents in attendance.

**Instructional Area Overview**

Vice President Gee provided the Board with an overview of the developments in the Instructional area of the college. He reported that a new Writing Center has been initiated that provides support for students across the curriculum. Keith Hunter, Kim Morgan, and other faculty will be staffing the center on a volunteer basis. Gee said that Distance Education enrollment continues to increase. In order to serve the growing enrollment in that area, two computer servers were linked together to provide adequate support. Students are now able to obtain an Associate Degree entirely through Distance Education. Gee praised the faculty for learning the technology and assuming the responsibility to make this program successful. According to Gee, the first LPN Pinning Ceremony for graduates of the Distance Education nursing program was held recently.

Gee reported that Human Anatomy and Physiology enrollment had increased by 70 students this Fall. He said due to dedicated staff, students’ needs and demands in the Health Science field are being met. He indicated that 1300 students were on waiting lists for classes one week prior to the Board meeting. According to the Division Chairs, most of those students have been placed in classes as of the date of the Board meeting. Dr. Gee indicated that new faculty positions had been added in Math, Emergency Medical Technician training, and Anthropology. He reported that NIC has the highest placement in the state for professional/technical programs and is leading the state in dual enrollment.

According to Gee, modular or flexible contracts that do not define the contract based upon days worked, but rather duties performed, are a positive change for faculty. He reported that faculty might assume increased committee assignments, advising, and other duties to reduce teaching load. He said that modified release time to perform in areas of strong expertise has also been made available.

Gee said that the continuous enrollment system has worked extremely well. A committee has been established to review the process, and the second year of a yearlong schedule has been developed.

The library staff has spent numerous hours preparing for the transition from Carl Web to Endeavor Voyager, both cataloging and search systems. Gee said that the latter became operational the first day of school; consequently, the staff is learning along with the students.
**Status of New Buildings**

Vice President Gifford reported that the Trustees had toured the Residence Hall earlier in the evening, and they now had firsthand knowledge of how it is progressing. He said the building was scheduled for completion on December 20, with the “grand opening” to students on January 9, 2002. The Residence Hall will house 202 students in 57,000 sq. ft. It is funded from revenue bonds and will be paid by rental revenue from the student residents. He indicated that various workshops, retreats, and conferences are being considered for the summer months.

Vice President Gee said that the anticipated opening of the Health Sciences Building is 2004. He indicated that it is a Department of Public Works project and that design and other approvals must be sought from that entity at various stages of design and construction. Gee reported that the building will contain 62,000 sq. ft. The conceptual phase has been completed, and the architect has worked out a schematic design that has been approved. The Health Sciences Building will increase the general classrooms on campus by 25 percent. There are currently 40 general classrooms on campus.

President Burke informed the Board and audience that the conceptual designs for the Cultural Center/Longhouse were displayed on easels in the meeting room. Burke said that the design had been delivered to the Longhouse Steering Committee and to the Coeur d’Alene Tribal Council members. Burke identified the steering committee members and told the Board that students are also involved on a rotating basis. The steering committee met on Monday, August 27, and will meet again in September to decide upon the remaining design alternative. The Tribal Council will be reviewing the design simultaneously, and a recommendation will subsequently be made to the Board. A feasibility study is also taking place to determine if a capital campaign can support funding the Cultural Center building construction and the furnishing of the Health Sciences building.

**Budget Status FY2000-01**

Vice President Jurgens told the Board that June 30, 2001, was the end of fiscal year. He provided a graph summary of the general fund that showed NIC had more revenue than expenditures, slightly over $900,000. Jurgens identified the various sources of revenue, and indicated that the excess in the budget has been designated for the fund balance. He said that it is an auditor recommendation that the college fund balance be targeted at 12.5% of revenue. With the addition of the $900,000, the fund balance will be at slightly over 10%. Jurgens said the fund balance has been as low as 7.4% in the past three years. He also provided the Trustees with an outline of the various major budgeted expenditures for the past fiscal year.
Jurgens showed budget comparisons for the prior five years as compared to the FY00-01 budget year. June expenditures met the five-year average, and tuition and fees revenue were also similar to the five-year mean.

**FY 2001-2002 Budget Overview**

Vice President Jurgens provided background information on the 2001-02 FY projected budget. He indicated that direct instruction is 44.03% of total budget. The change in percentage from last year’s budget is small (0.07%). Jurgens stated that there was a large increase in utilities for FY02. When he corrected for the increases in the utilities budget, he found that the percentage attributed to direct instruction increased to 44.50%.

Jurgens said that in FY02 the largest portion of the increase in total revenue is from state. Kootenai County revenue projection is less than last year due to the State revenue increase. He also noted tuition is slightly more as a percent of the total revenue. Jurgens explained to the Board that direct instruction and instructional support cannot necessarily be compared to other institutions because other schools include line items such as athletics in the Instructional budget, which NIC does not. Also included by Jurgens was a comparison of tuition and fees with other regional institutions.

**Reports**

**College President**

President Burke reported that NIC and the City of Coeur d’Alene had signed a Proclamation and Agreement in July, which provides for collaboration on various projects of interest to both NIC and the City. Burke said that NIC could, upon gaining approved curriculum, provide training to City employees in several areas, including fire science and wastewater management. He indicated that NIC, the University of Idaho, and the City also had agreed to a partnership to develop an educational corridor north of the campus along Northwest Boulevard.

The President said that Art on the Green and the State Board meeting were held on campus the first week of August. The Western Governors also met in Coeur d’Alene, and one of the major topics was the energy drain from the Inland Northwest to California and other areas of the country.

Burke said that Sholeh Johnson had been hired as the Assistant Vice President for External Relations. Also, he had attended the LPN Pinning Ceremony for the Distance Education students who had completed their education. He indicated that this method was very effective for students living in the St. Maries and Bonners Ferry areas. Burke said that the first week of classes and the Fall Convocation had gone well. Burke said he had ridden the parking shuttle, and that seems to be off to a good start. He complimented faculty and staff for the efficient start of school.
**Senate**

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

**Faculty Assembly**

Bob Bohac, Faculty Assembly Chair, said that he had been meeting with the faculty regarding the Meet and Confer process with the goal toward improving it this year. He stated that the following were the new officers of Faculty Assembly: Lori Olson-Horswill, Vice Chair; Chad Klinger, Secretary; and Mike Bundy, Treasurer.

**Staff Assembly**

Ray Keevy, Staff Assembly Chair, said that group did not have an August meeting; however, the executive board had a retreat. They had made committee assignments, and they will meet in about two weeks.

**ASNIC**

Chase Williams, President of ASNIC, said that new student orientation went well. ASNIC officers will meet next week. Williams provided the Board with the Student Handbook, and he said the students are very proud of it. Williams praised Julie King, ASNIC Secretary, and Vice President Bruce Gifford for their work on the handbook and with the start of the new semester.

**Board Chair**

Barbara Chamberlain, Board Chair, said she was pleased with the NIC-City Agreement and the NIC, University of Idaho, and City of Coeur d’Alene collaboration on the future educational corridor vision of Northwest Boulevard. She said that endeavors such as this ensure that lifelong learning is a community goal.

**Remarks for the Good of the Order**

None.

**Executive Session**

**MOTION: 08-29-01:32:** 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 (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:    8:14 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, Bill Nixon, Fred
Ostermeyer, Rolly Williams, Sheila Wood, Mike Ramsden, Marc Lyons, and Donna Ward. The
Board of Trustees met in Executive Session to consider the evaluation of an employee and to
discuss pending litigation.

**RECONVENE**

The Board returned to open session at 10:03 p.m. at which time no further business was
discussed.

**Adjournment**

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

Time:  10:04p.m.

_____________________________  _______________________________
Barbara Chamberlain, Board Chair       Sheila Wood, Secretary