Call to Order

Board Chair Barbara Chamberlain called the meeting to order at 6:05 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
Doug Marfice, Attorney for North Idaho College
Roberta Black, Chair, College Senate
Bob Bohac, Chair, Faculty Assembly
Ray Keevy, Chair, Staff Assembly
Jeremy Izins, Sophomore Senator, ASNIC

Introduction of Guests

Sara Leaming of the Coeur d'Alene Press, Erica Curless of the Spokesman-Review, Stan Wood, CPA, of Magnuson McHugh, CPAs, and Jeremy Izins, ASNIC Sophomore Senator, were introduced as guests.
Approval of Minutes

MOTION:  Motion was made by Trustee Wood and seconded by Trustee Williams to approve the minutes of the regular meeting of August 29, 2001 as presented. The motion was unanimously approved.

Opportunity for Public Comment
None

Program: TRIO Grant

Vice President Gee introduced Michele Jerde, Director of the Learning Center, who was instrumental in writing the TRIO grant. She provided history of the grant process and then introduced Barbara Lundberg, Grant Administrator. Ms. Lundberg explained that the goal is to help students served by the grant be successful in college. Among the services provided by the grant funds are academic advising on a regular, recurring basis, campus and community referrals for additional assistance, one-on-one and peer tutoring, transfer information and assistance, and help with scholarship applications and financial aid. The TRIO grant has been funded at $190,000 for each of four years, as well as a $5,000 technology grant. Lundberg outlined the eligibility requirements for students as well as additional goals of the program for the students.

External Audit, FY2000-01

Vice President Jurgens introduced Stan Wood, CPA of Magnuson-McHugh, Certified Public Accountants, who provided information to the Board of Trustees about the annual audit. Wood expressed his appreciation to all the departments for the cooperation granted to the auditor. He indicated that past areas of concern have been corrected, and that the fiscal year ended with a $51,000 unexpended balance remaining of the proposed budget for fiscal year 2000-01. Wood explained that in 1997 the Fund Balance was compared with other institutions. At that time it was his recommendation that 12.5% was a reasonable percentage of the annual budget to maintain in the Fund Balance. Over the next three years the Fund Balance declined, according to Wood, but it has been recovering, and as of June 30, 2001 was at 10.12% of the total budget. Wood reported that the Fund Balance increase was $943,000 greater than initially projected due to unanticipated tax, tuition, and PERSI gain-sharing revenues. He explained that every department within the College had conducted an inventory based upon last year's audit recommendations, and commended the Board for that accomplishment. He said that inventory evaluation on fixed assets is currently at $500, and he said that $500-$1,000 is common. Wood
reiterated his thanks to the employees of NIC; whereupon, the following motion was made:

**MOTION: 09-26-01: 33** Motion was made by Trustee Williams and seconded by Trustee Ostermeyer to accept the audit for FY2000-01 as presented. The motion was unanimously approved.

**Fall 2001 Enrollment Analysis**

Vice President Gifford introduced Richard Bevans, Registrar, who had helped in the preparation of the report. Gifford told the Board that the official enrollment, by state mandate, is reported on the 10th day of classes to allow students to add and drop classes. The official enrollment on the 10th day was 4,133 students, a 2% increase over last year. Gifford also provided data on the academic and technical student enrollment by full-time equivalency, gender, high school of origin, and by average age, ethnicity, major, and residency.

**Idaho Promise Scholarship**

Vice President Gifford introduced John Jensen, Assistant Director of Admissions, who reported on the Idaho Promise Scholarship recently approved by legislature. Jensen said the goal of this scholarship is to encourage Idaho students to do well in high school, to graduate, and to continue their higher education. He outlined the criteria for qualification for the $250 scholarship available each semester. He indicated that the student does not have to apply for the scholarship, since it is given automatically.

**Accreditation Update**

Assistant Vice President Kathy Christie provided an update on the accreditation process. She described the three-stage process on the departmental level with the identification of departmental strengths, challenges, and recommendations for solutions; the formation of committees that address each of the nine accreditation standards; and the preparation of the self-study document due in the Spring, 2002.

**College Budget, FY2000-2001**

Vice President Jurgens said that just two months of fiscal year information is available; consequently, at this time there are no areas of concern. He said that a five-year comparison shows revenue near, and expenditures slightly above, the previous five years. Jurgens said he would explore possible sources of unanticipated revenue in the forthcoming fiscal year.
Board of Trustees Mission and Goals

Board Chair Chamberlain indicated that the Board of Trustees Mission Statement and Goals would be reviewed within the next few months. She suggested that a performance evaluation for the Board might be considered the main goal for 2001-02. Chamberlain also suggested to the President that a Board retreat be planned, and that the retreat be directed toward accreditation criteria.

Reports

College President

President Burke said that he was in Boise on September 11, when the tragic events at the World Trade Center and Pentagon took place. He praised Vice Presidents Gee and Gifford for their immediate responses to the campus community. Burke said a fundraiser for American Red Cross would be held October 5. Burke said that a meeting with Fort Grounds Homeowners revealed numerous challenges created by NIC's growth. He told the Board that the Idaho Junior Miss Pageant was successfully hosted by NIC. Burke also reported that Assistant Vice President for External Relations, Sholeh Johnson, had started earlier in the week, but was not present at the Board meeting due to illness.

Senate

Roberta Black, Senate Chair, said that entity is looking at policies regarding early retirement and governance.

Faculty Assembly

Bob Bohac, Faculty Assembly Chair, told the Board that Ken Wright had recently represented the faculty at a meeting of Higher Education Faculty in Boise, and that group had been meeting with the Governor to discuss faculty-related higher education issues. Bohac reported that a facilitator was being used to develop an NIC faculty-staff handbook.

Staff Assembly

Ray Keevy, Staff Assembly Chair, told the Board that three applicants had applied for funds under the Professional Development Policy. He reported that the staff appreciates having this policy. Keevy also reported that committee assignments were nearly complete.
**ASNIC**

Jeremy Izins, Sophomore Senator substituting for President Chase Williams, reported that the students are conducting Fall elections. They have scheduled a blood drive in October, and they are reviewing the possibility of a paid advisor position for the ASNIC Board.

**Board Chair**

Board Chair, Barbara Chamberlain, reported that she had attended the Spokane Chamber of Commerce Annual Meeting. At that meeting a video clip was shown that featured NIC's Law Enforcement and Nursing Programs. She commented on the horrible events of September 11, and said she received a copy of Vice President Gifford’s e-mail to the campus and commended his efforts in providing services for the employees and students during this unsettling time. Chamberlain also said that as Board Chair she wants North Idaho College to be a leader in human rights, and to make special effort to be the forum for this subject.

**Remarks for the Good of the Order**

President Burke said that he is Campaign Chair for United Way. In view of the national disaster of September 11, the American Red Cross has been a huge recipient of donations. He asked people to remember to also donate to local charities. He said that Kootenai County has many homeless, hungry, and needy individuals and families. Burke stressed the importance of maintaining support for the local community as well.

**Executive Session**

**MOTION: 09-26-01: 34** 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            ay
Sheila Wood               aye

Time:  8:08 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, Bill Nixon, Fred Ostermeyer, Rolly Williams, Sheila Wood, Jerry Gee, and Tim Hansen, Doug Marfice, and Donna Ward. The Board of Trustees met in Executive Session to consider complaints against an employee, to consider 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 9:30 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:  9:31 p.m.

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Barbara Chamberlain, Board Chair         Sheila Wood, Secretary