Call to Order

Board Chair Barbara Chamberlain called the meeting to order at 6:04 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
Kathy Christie, Assistant Vice President for Planning and Assessment
Sholeh Johnson, Assistant Vice President for External Relations
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
Brian Cowin, Freshman Senator, ASNIC
**Introduction of Guests**

Megan Cooley of the Coeur d'Alene Press and Julia Silverman of the Spokesman-Review newspapers were introduced as guests.

**Program**

Nils Rosdahl, advisor for the NIC newspaper, *The Sentinel*, introduced students Josh Studor, Andy Tevis, and Jerry Manter. The students each told the Board about the awards received by them at the National Collegiate Press Convention held in New Orleans earlier in the Fall. North Idaho College and the students were competing with four-year college and universities. NIC won second place in the nation for photo design. Josh Studor, Production Editor, won two awards: first place in the nation for front-page design and first place in the nation for information graphics design. Jerry Manter, Managing Editor, won the first place award, “Best of Two-Year School, Less-Than-Weekly Publication,” for overall design, stories and package competition. *The Sentinel* also won fourth place in nation for September 11 World Trade Center disaster coverage. James Childs, On-Line Editor, won first place in the nation against all universities for on-line Web reporting. Rosdahl praised the students for their teamwork and said that the quality of the program attracts top-notch people.

**Approval of Minutes**

**MOTION:** Motion was made by Trustee Nixon and seconded by Trustee Williams to approve the minutes of the regular meeting of October 24, 2001 as amended to include on page 3, the end of paragraph 2, the following sentence: “Trustee Ostermeyer recommended that it would be appropriate for the NIC Security Department to utilize the training provided at the Fort Sherman Institute.” The motion was unanimously approved.

**Opportunity for Public Comment**

Trustee Nixon requested that election of Board officers be held this evening. Board Chair Chamberlain said that board elections were held after a biennial reorganization of the Board. She said that in November 1999, the Trustees elected new officers and that policy states that organization take place every two years. Chamberlain suggested that the policy could be revised to reflect annual elections. It was noted that Idaho statute provides that election of officers take place in November after the General Election. Chamberlain then asked that the College’s legal counsel research both the policy and the statute and offer an opinion later in the meeting.

**Election of Officers**

Trustee Nixon then made a motion to hold an election of officers. Trustee Ostermeyer suggested that the College attorney’s opinion requested earlier in the evening be heard. Doug
Marfice, Attorney for NIC, stated that it was his opinion that there was no requirement that elections be held at this meeting, subsequent to research of Idaho Code Section 33-2106 and College Policy 2.01.1. He also stated, however, that nothing in the Idaho Code or in the College Policy prohibited the election of Board officers at the meeting. Due to the ambiguity between Idaho Code and the College Policy, Marfice suggested that the Board proceed with the election, and the policy be revised in the near future to clarify the election process. Trustee Ostermeyer then seconded Trustee Nixon’s motion to hold elections. Vice President Gee, Parliamentarian, rose to a point of order and told the Board that the Board Agenda would have to be amended to include the election process. Whereupon, Trustee Ostermeyer removed his second to the motion to hold elections pending legal counsel’s opinion of the election statutes, policy, and the “Sunshine Law.”

Attorney Marfice subsequently provided interpretation of the “Sunshine Law”, Idaho Code Section 67-2343 and said that an additional item, such as the election of officers may, by motion and approval by a quorum, be added to the agenda and that election can take place without further notice. He suggested holding the election at this meeting and clarifying the College Policy for future elections. Whereupon, the following motion was made:

MOTION 11-14-01: 36  Motion was made by Trustee Williams and seconded by Trustee Ostermeyer to amend the agenda for this meeting to include elections for Chair and Vice Chair to take place, with the elected to take office at the December meeting. The motion was unanimously approved.

Election

Trustee Williams then nominated Sheila Wood as Chair to begin the office at the December, 2001 meeting. Trustee Ostermeyer seconded the nomination and the Trustees cast a unanimous ballot electing Trustee Wood as Board Chair, assuming the office at the December, 2001, meeting.

Trustee Williams nominated Fred Ostermeyer as Vice Chair to begin the office at the December, 2001 meeting. Trustee Wood seconded the nomination and the Trustees cast a unanimous ballot electing Trustee Ostermeyer as Vice Chair, assuming the office at the December, 2001, meeting.

Approval of Purchase of Property for Head Start

Vice President Jurgens told the Board that recently North Idaho College Head Start was awarded $325,000 in federal funds to purchase property for a new Head Start center in Post Falls. The property is located at 905 North Spokane Street, Post Falls, Idaho. Jurgens explained that due to growth in the Post Falls School District, existing space provided by the District for the Head Start program would soon be unavailable. The purchase of the facility will be entirely funded with federal dollars awarded to Head Start, no college operational funds will be applied to the purchase, and the property would be a physical asset of North Idaho
College. Should Head Start cease to exist, the property would revert to the College. As this was the second reading of this item, the following motion was made:

**MOTION: 11-14-01: 37** Motion was made by Trustee Nixon and seconded by Trustee Wood to approve the purchase of property located at 905 North Spokane Street, Post Falls, Idaho, pending approval of appraisal being satisfactory and endorsement of the contract by the College's legal counsel.

**Approval of Legislative Program for 2002**

Sholeh Johnson, Assistant Vice President for External Relations, presented the draft Legislative Program. She reviewed the changes suggested by the Trustees at the October Board meeting. Burke thanked Johnson for bringing the forward the Legislative Program; whereupon, the following motion was made:

**MOTION: 11-14-01: 38** Motion was made by Trustee Wood and seconded by Trustee Ostermeyer to approve the Legislative Program for 2002 as presented. The motion was unanimously approved.

**Approval of Christmas Break Revision for 2001 Calendar Year**

President Burke explained that the Board of Trustees added two additional holidays during the Christmas-to-New Year’s break in the 2002-2003 College Calendar. In informal discussions last Spring with the Board of Trustees, the possibility was considered of adding two additional holidays to the 2001-2002 College Calendar. Burke said that the particular holidays proposed to be added to the current 2001-2002 College Calendar are Christmas Eve (December 24th) and New Year’s Eve (December 31st), both days falling on Mondays, with a subsequent holiday on Tuesday. Burke explained that it is the intent of this request to afford employees of the College to have two four-day weekends during the Christmas-to-New Year’s break in this current year’s calendar. After discussion, the following motion was made:

**MOTION: 11-14-01: 39** Motion was made by Trustee Nixon and seconded by Trustee Wood to approve December 24, 2001 and December 31, 2001, as official College holidays for the 2001-2002 calendar year. The motion was unanimously approved.

**Development Department Update**

Rayelle Anderson, Interim Director of the North Idaho College Foundation, explained to the Trustees that the Development Department now includes the NIC Foundation, Alumni Association, and Grants Development. She explained that the Development Department is instrumental in securing outside financial support for the College, and details about the areas of development was presented by Anderson. She also reported the NIC Foundation external audit found no areas of concern.
Anderson introduced Priscilla Portenier, NIC Alumni Association coordinator. Portenier explained the recent restructuring of the association and the membership requirements. She provided an overview of the benefits of joining the association and some of the methods currently being used to contact former alumni. Portenier invited the Trustees to the January 11, 2002 Alumni Night at the NIC basketball game, and the January 19, 2002 Wild Game Feast.

Jack Purdie, Grants Coordinator, was introduced to the Board. He mentioned key areas where grants can be effective, and he stated that the Development Office's focus is on internal functions, students, and technology. He reported on progress to date of the TRIO grant, which provides funds for certain students that might otherwise not have opportunities for education. Anticipated projects by Purdie’s office include health and science-related programs that will coincide with Health and Sciences Building construction and programs.

**Board of Trustees Succession Plan**

At the Board of Trustees retreat held on Saturday, November 3, 2001, Bill Nixon and Barbara Chamberlain announced that they are planning to resign their positions on our Board of Trustees as of January 31, 2002. Both Trustees expressed sadness at leaving, and both cited personal reasons for leaving the Board.

Board Chair Chamberlain led the Trustees in discussion of the process for selection of two new trustees. It was concluded that a letter of application as well as a response to a list of appropriate questions would be provided to each applicant. The information will be available for potential candidates the week of November 26, with return of the application packet by December 14, 2001.

**Accreditation Self-Study Requirements**

President Burke stated that Standard 6, the Governance and Administration unit of the Accreditation Self-Study, cites that ethical conduct requirements as well as Board of Trustees’ authority, responsibility, and duties be clearly defined in a published policy document.

Trustees Chamberlain and Williams suggested that Policy 2.01.1, Authority, Appointment & Functions be revised to delineate the officer responsibilities of the trustees, as well as the responsibilities provided by Idaho Code. It was agreed that a trustee code of ethics, possibly similar to the model standard developed by ACCT, be developed. The Trustees also requested that job descriptions or responsibilities for the Board officers be set forth in Policy 2.01.02, Responsibilities and Duties (of the Board of Trustees). President Burke’s office will provide revised drafts of these policies at the next meeting.
**Budget FY01-02**

Jurgens indicated that there are no anomalies in 5-year budget comparisons. He said that $303,750 will be eliminated from the FY01-02 (current) budget by the State, and the President’s Cabinet is putting together a plan in order to make this reduction in revenue.

**Reports**

**College President**

President Burke presented the ACCT certificate to the Trustees for membership in that organization. He said that the United Way campaign had raised nearly $15,000, and he congratulated Kathy Christie and the committee for all of their efforts. Burke praised Candace Wheeler and Steve Ruppel for their parts in helping host the Western Cooperative for Educational Telecommunication held November 1-3. He said that the Information Technology report had been received from the Technology Planning Committee. He thanked Robert Ketchum and Sandra Jacquot for co-chairing the committee.

**Senate**

Robert Black, Senate Chair, said that the Senate had not yet met, but they will have many policies for review in December.

**Faculty Assembly**

Bob Bohac, Faculty Assembly Chair, said that the early retirement policy had been sent to the Senate representatives and that a faculty handbook committee meeting had been held.

**Staff Assembly**

Ray Keevy, Staff Assembly Chair, said that Professional Development funds are being used by the staff to further job-related education. He said that part of each meeting has been dedicated to a program, such as the grievance policy, and conflict/mediation process.

**ASNIC**

Brian Cowin, Freshman Senator, substituting for Chase Williams, President, said that ASNIC had finalized plans for attending a conference in Baltimore at end of month. The students had also aided a student couple whose home had been damaged by fire.
Board Chair

Board Chair Chamberlain said she has appreciated working with the other Trustees and also appreciated the confidence of the other Trustees in her during her term on the Board.

Remarks for the Good of the Order

Trustee Ostermeyer suggested a Board workshop on exploration of other funding sources. He suggested that Workforce Training Center also be examined as a source for additional revenue.

Donna Ward invited Board to the NIC Holiday party. Rolly Jurgens passed out the Head Start Harvest Fest invitations. Kathy Christie said that PACE survey will take be administered soon, and she hope to provide the results in January

Executive Session

MOTION: 11-14-01: 40 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 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: 9:29 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, Bill Nixon, Fred Ostermeyer, Rolly Williams, Sheila Wood, Doug Marfice, and Donna Ward. The Board of Trustees met in Executive Session 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 9:47 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: 9:48 p.m.

_______________________________ _____________________________
Barbara Chamberlain, Board Chair        Sheila Wood, Secretary