Call to Order

Board Chair Wood called the meeting to order at 6:01p.m.

Verification of Quorum

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

Attendance

Trustees: Bill Nixon
Fred Ostermeyer
Rolly Williams – by telephone as indicated below
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
Mike Ramsden, Attorney for North Idaho College
Edwina Stowe, Chair, College Senate
Chad Klinger, Faculty Assembly
Ray Keevy, Chair, Staff Assembly
Chase Williams, President, ASNIC
**Introduction of Guests**

Winston Ross of the *Spokesman-Review*, Josh Studor of *The Sentinel*, and Megan Cooley of the *Coeur d’Alene Press*, were introduced as guests.

**Approval of Minutes**

**MOTION:** Motion was made by Trustee Nixon and seconded by Trustee Ostermeyer to approve the minutes of the regular meeting December 19, 2001, as presented. The motion was unanimously approved.

**Amendment of Agenda**

Chair Wood explained that Trustee Williams was recovering from surgery and was not able to attend the meeting in person. In consideration of this, Wood requested that Tab 13, Acceptance of Trustee Resignation and Tab 14, Appointment of New Trustees, take place at this point in the agenda. Trustee Williams was connected to the meeting via speaker telephone. Chair Wood verified two-way audio. Whereupon, the following motion was made:

**MOTION:** 01-30-02: 01 Motion was made by Trustee Ostermeyer and seconded by Trustee Nixon to suspend the rules and amend the agenda to immediately consider Tab 13, Acceptance of Trustee Resignation, and Tab 14, Appointment of New Trustees. The motion was unanimously approved.

**Acceptance of Trustee Resignation**

President Burke read a letter from Bill Nixon that tendered his resignation from the North Idaho College Board of Trustees, effective at the conclusion of the January 30, 2002, meeting. Burke explained that no formal action was necessary. Board Chair Wood accepted the resignation with the stipulation that it would be effective at conclusion of the meeting.

Board Chair Wood outlined the major accomplishments of the board during Nixon's term. President Burke and Trustees Ostermeyer and Williams commended Trustee Nixon for his commitment, service, and leadership to NIC. A plaque was presented to Nixon to commemorate his service. Bill Nixon responded by expressing his pleasure with serving as a trustee and indicated he would always consider himself part of the NIC family.

**Appointment of New Trustees**
President Burke indicated that with the resignations of Barbara Chamberlain Bill Nixon it is necessary to appoint two new trustees. He applauded the board for the extensive process that brought the trustee selection to its conclusion.

Whereupon,

Trustee Williams nominated Dennis (Denny) B. Hague to fill the vacancy of Bill Nixon. Williams said he submitted his name with pleasure and cited some of the activities and attributes that Hague will bring to the position. Trustee Ostermeyer seconded the nomination.

Trustee Ostermeyer nominated Michael (Mic) W. Armon to fill the vacancy of Barbara Chamberlain. Ostermeyer cited Armon’s significant financial background and management capabilities. Trustee Williams seconded the nomination.

Wood asked for further nominations. There being none, the board was unanimous in the appointment of Dennis B. Hague to fill the position of Bill Nixon until the November, 2002 election, and unanimous in the appointment of Michael W. Armon to fill the position of Barbara Chamberlain until the November, 2002, election.

Board Chair Wood congratulated and welcomed the new trustees who will be sworn in at the February 2002 meeting.

**Recess**

Motion was made by Trustee Ostermeyer and seconded by Trustee Nixon to recess (at 6:20 p.m.) for refreshments and to enable notification the trustee candidates of the appointments. The motion was unanimously approved.

At this time, Trustee Rolly Williams was disconnected from the speaker telephone and did not participate in the remainder of the meeting.

The meeting reconvened at 6:36 p.m.

**Authority, Appointment and Functions Board of Trustees, Policy 2.01.01**

President Burke said that the Authority, Appointment and Functions, Board of Trustees, Policy 2.01.01 was before the board for a second reading. Changes since the last meeting were indicated by bold and strikeouts. Subsequent to discussion, the following motion was made:
MOTION: 01-30-02: 02 Trustee Nixon moved and Trustee Ostermeyer seconded the approval of Authority, Appointment and Functions, Board of Trustees, Policy 2.01.01 as presented. The motion was unanimously approved.
Responsibilities, Board of Trustees, Policy 2.01.02

President Burke outlined the editorial changes incorporated into the policy since the December board meeting. He said that in order to meet accreditation requirements this policy was revised to include the duties of the board officers. After discussion the following motion was made:

**MOTION: 01-30-02: 02** Motion was made by Trustee Nixon and seconded by Trustee Ostermeyer to approve Responsibilities, Board of Trustees, Policy 2.01.02 as presented. The motion was unanimously approved.

Grants Coordination, Policy No. 7.03.01

Jack Purdie, Grants Coordinator, told the trustees that no changes had been made since the first reading at the December 2001, meeting. He said that the policy and accompanying procedure formalize the informal process that is currently in place.

**MOTION: 01-30-02: 03** Motion was made by Trustee Nixon and seconded by Trustee Ostermeyer to approve Grants Coordination, Policy 7.03.01 as presented. The motion was unanimously approved.

Request for New Permanent Position - Security Officer

Vice President Jurgens explained to the board that with the opening of the residence hall there has been an increase in responsibility for the security staff. That department has difficulty employing and scheduling trained security professionals to work part-time. The full-time position would be created from part-time monies. Jurgens told the board that no increase in funding was necessary to create this position. Whereupon, the following motion was made:

**MOTION: 01-30-02: 04** Motion was made by Trustee Nixon and seconded by Trustee Ostermeyer to approve a full-time security officer position from part-time funds budgeted in the campus safety department. The motion was unanimously approved.

Revised Board of Trustees Meeting, Policy 2.01.03

President Burke explained that due to accreditation requirements a systematic review of policies was being undertaken. He indicated that revisions to the Board of Trustees Meeting, Policy 2.01.03 were set forth in bold and strikeout type. There were several additional revisions proposed, and as this is a first reading, the policy will be brought to the board at the February meeting for approval.
New Cash Management and Investments, Policy 7.01.07

Vice President Jurgens indicated that the Cash Management and Investments, Policy 7.01.07 was brought to the board in order to comply with accreditation standards. The policy provides criteria for investment North Idaho College funds. The policy will be brought before the trustees for approval at the February 2002, meeting.

New Use and Limit of Debt, Policy 7.01.08

Vice President Jurgens told the board that no policy currently exists addressing the use and limit of debt by North Idaho College. The proposed Use and Limit of Debt, Policy 7.01.08 states that NIC will not incur debt for construction, remodeling, or acquisition of buildings without board approval. The policy will be brought to February meeting for approval.

Revised Governance Policy and Procedure 2.01.04

President Burke told the board that this policy was revised in order to reflect the current practice. Governance Policy 2.01.04 policy was condensed and the procedure were revised to show how new policies and procedures are processed through the governance structure. He indicated that the Senate had approved the policy and it would be brought to the board for approval in February.

New Alternative Work Schedule Policy and Procedure 3.02.29

Human Resources Director Tim Hansen told the board that the Work Schedule Policy 3.02.29 and accompanying procedure provide tools to help managers and supervisors adjust employees’ schedules to both work and family life. After some discussion it was agreed that the policy would be brought to board at the February 2002, meeting for approval.

Revised Senate Constitution

President Burke said that Roberta Black, Senate Chair, had submitted the revised Senate Constitution. The Senate has approved the revisions, which are minor and reflect the current names of various campus entities. Edwina Stowe, substituting for Roberta Black, indicated that the revised Constitution submitted to the board has several additional changes that will be brought forth at next meeting.
**Preliminary Enrollment, Spring Semester, 2002**

Vice President Gifford that the opening enrollment for the spring semester, 2002, was a record—4,042 full-time students compared with 3,829 full-time students a year ago. This represents a 5 1/2% increase. Gifford presented data on the enrollment including gender, student major, percentage of enrollment by residency, and other information.

**2002 Legislative Update**

Assistant Vice President Johnson provided the trustees with a summary of legislation of interest to NIC. She said that the term limits legislation had been voted down, but that Governor Kempthorne intended to veto this bill. She indicated that the House and Senate would most likely override the veto. Johnson said that John Goedde and Leon Smith of the Senate and House Education Committees, respectively, would co-sponsor draft legislation that deletes the tuition cap for community colleges (currently $50) and establishes the limit at 10%, and further that eliminates the tuition cap of $850 per year and establishes $1250 as the limit. Vice President Johnson said that she has a letter that supports the legislation from Chase Williams, ASNIC President, that will be presented to the legislators.

**Human Resources Update**

Human Resources Tim Hansen reported on projects undertaken by that department over the past year, including recruitments, reclassifications, job descriptions for each employee, a new employees’ orientation program, and a supervisor training series. He also provided data on the number of employees in each employment category.

**Budget FY2002**

Vice President Jurgens told the board that the latest financial data for NIC indicates revenue for tuition and fees is beginning to slightly exceed the five-year mean. Vice President Jurgens said that this year’s budget as compared to the previous five years is on target, and that there were no anomalies to be noted.

**College President**

President Burke reported that the former Aryan Nations compound was received as a gift for North Idaho College at a press conference on Martin Luther King Day. He said he had made his presentation before the Joint Finance and Appropriation Committee of the legislature the previous week and was accompanied by Board Chair Wood and Vice President Jurgens. Burke indicated that the accreditation process was on target for meeting the timeline and documents from all the reporting departments would be received at the end of the week for compilation into the self-study document. Burke said he was looking forward to working with the newly appointed trustees.
**Senate**

Edwina Stowe, Vice Chair of the Senate, told the board that the Senate had approved a number of policies, and that currently a flow chart was being drafted to document implementing policies from inception through final board of trustees’ approval. Stowe expressed her appreciation for the efforts Dr. Burke and others have made with communication to the campus constituency groups and attempts to keep the campus informed.

**Faculty Assembly**

Chad Klinger, representing Faculty Assembly, reported that three faculty attended the Higher Education Faculty luncheon with legislators. Faculty would meet the day following the board meet to discuss the Meet and Confer process.

**Staff Assembly**

Ray Keevy, Staff Assembly Chair, said that the focus of staff is currently on the Meet and Confer process. A survey will be sent staff that contains a list of proposed items to be considered for the Meet and Confer process. Many of the items on the list had minimal or no financial impact. Keevy indicated that January 31 was the deadline for the survey.

**ASNIC**

Chase Williams, President of ASNIC, said that the students had held new student orientation and attendance was approximately twice the number expected; most of the attendees were non-traditional students. Williams said that for the first time the book swap had been held in the Student Union Building. He reported that Jason Luker, Outdoor Pursuits Coordinator, has announced his resignation end of semester. Williams and the executive board of ASNIC met to discuss a replacement search. He said that the students were supportive of a tuition increase due to the recent budget shortfalls within the state.

**Board Chair**

Board Chair Wood thanked the other trustees for the fair and objective process established for selection of the new trustees. She also expressed her appreciation to the NIC Foundation for its willingness to be the steward of Greg Carr gift of the former Aryan Nations compound. Wood said she had attended President Burke’s presentation to the Joint Finance and Appropriations Committee, and indicated that it was a positive experience for her.
Remarks for the Good of the Order

Board Chair Wood thanked everyone for the support she received during her first meeting as chair.

Executive Session

**MOTION: 01-30-02: 05** Motion was made by Trustee Ostermeyer and seconded by Trustee Nixon 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:

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<tr>
<th>Trustee</th>
<th>Vote</th>
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<tr>
<td>Bill Nixon</td>
<td>aye</td>
</tr>
<tr>
<td>Fred Ostermeyer</td>
<td>aye</td>
</tr>
<tr>
<td>Sheila Wood</td>
<td>aye</td>
</tr>
</tbody>
</table>

Time: 8:24 p.m.

Present in Executive Session were Michael Burke, Bill Nixon, Fred Ostermeyer, Sheila Wood, Rolly Jurgens, Mike Ramsden, 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 9:24 p.m. at which time no further business was discussed.

Adjournment

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

Time: 9:25 p.m.

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Sheila Wood, Board Chair