Call to Order

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

Verification of Quorum

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

Attendance

Trustees: Mic Armon
          Denny Hague
          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
              David Dose, Director, Fort Sherman Institute
              Donna Ward, Secretary for the Board of Trustees
              Marc Lyons, Attorney for North Idaho College
              Edwina Stowe, Vice Chair, College Senate
              Lori Horswill-Olson, Faculty Assembly
              Randy Hill, Vice Chair, Staff Assembly
              Chase Williams, President, ASNIC
Introduction of Guests

None.

Approval of Minutes

**MOTION:** Motion was made by Trustee Williams and seconded by Trustee Ostermeyer to approve the minutes of the special meeting of January 14, 2002, and the regular meeting January 30, 2002, as presented. The motion was unanimously approved.

Program

Doug Fagerness, Director of Head Start, presented the program on the various Head Start Centers in North Idaho. He provided data on the individuals and families served, the differing role of Head Start in each community, and the various services provided.

Oath of Office to New Trustees

Vice President Rolly Jurgens administered the oath of office to each of the new trustees, Dennis B. Hague and Michael W. Armon. A signed copy of each oath is included as a part of these minutes.

Board of Trustees Meeting, Policy 2.01.03

President Burke explained that this was the second reading the Board of Trustees Meeting, Policy 2.01.03. The proposed revisions from the January meeting had been incorporated; whereupon, the following motion was made:

**MOTION:** 02-27-02: 06 Motion was made by Trustee Williams and seconded by Trustee Hague to approve the Board of Trustees Meeting, Policy 2.01.03 as presented. The motion was unanimously approved.

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, and that there had been no revisions since the January meeting; whereupon, the following motion was made:

**MOTION:** 02-27-02: 07 Motion was made by Trustee Ostermeyer and seconded by Trustee Williams to approve the Cash Management and
Investments, Policy 7.01.07 as presented. The motion was unanimously approved.

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. There being no revisions, the following motion was made:

MOTION: 02-27-02: 08 Motion was made by Trustee Williams and seconded by Trustee Armon to approve the Use and Limit of Debt, Policy 7.01.08 as presented. The motion was unanimously approved.

Governance Policy and Procedure 2.01.04

President Burke told the board that this policy was revised in order to reflect the current governance practice at NIC. As this was a second reading of the Governance Policy and Procedure 2.01.04, the following motion was made:

MOTION: 02-27-02: 09 Motion was made by Trustee Armon and seconded by Trustee Williams to approve the Governance Policy, 2.01.04 as presented. The motion was unanimously approved.

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 were presented for a second reading with no revisions from last month.

MOTION: 02-27-02: 10 Motion was made by Trustee Williams and seconded by Trustee Hague to approve the Alternative Work Schedule Policy, 3.02.29 as presented. The motion was unanimously approved.

Senate Constitution

President Burke said that Senate had submitted its Constitution as an information item and for approval in compliance with college policy. Edwina Stowe, substituting for Roberta Black, indicated that the revised Constitution had several minor revisions since the first reading, but it was now ready for approval. Whereupon, the following motion was made:

MOTION: 02-27-02: 11 Motion was made by Trustee Williams and seconded by Trustee Armon to approve the Senate Constitution as presented. The motion was unanimously approved.
MOTION: 02-27-02: 11 Motion was made by Trustee Williams and seconded by Trustee Hague to approve the Senate Constitution as presented. The motion was unanimously approved.

**Tuition and Fee Schedules FY02-03**

Vice President Bruce Gifford provided handouts of the proposed 2002-03 tuition and fee schedule. He also provided the board with tuition and fee information from various regional institutions. Gifford said that Senate Bill 1364 which would change the tuition cap from $50 a year to 10% and from $950 to $1250 per year has been favorably received, but it is still not approved by the house or signed by the governor. Gifford indicated that he and the administration had talked with the ASNIC president, Chase Williams, and other Senators and students. Williams has reviewed and endorsed the increases, as has the college administration.

Gifford also told the board that a $32 increase in fees was also being proposed. He indicated that the increase in fees would primarily address technology needs. If both proposals for tuition and fees are approved, the total in-district tuition will be $1544 per year, or $772 a semester. Gifford said that this figure would mean NIC’s tuition and fees remain the lowest in the region.

Gifford also announced that NIC would offer a grant-in-aid to each of the high school student body presidents in the five northern counties. He said that no additional funds were necessary to offer these grants-in-aid, since current funds available for the grants-in-aid for area valedictorians and salutations are under-utilized.

According to Vice President Gifford, Darrell Tso, Minority Student Advisor, is having difficulty attracting Native American students to NIC due to the cost of out-of-state tuition. The tribal boundaries of the inland Pacific Northwest differ from the state boundaries. For this reason, Gifford will be proposing a waiver of out-of-state tuition for certain regional tribal members. He believes this will aid lagging Native American student enrollment. Board Chair Wood replied that one of the goals of the board was to reach out to Native American students and enhance access to NIC.

Trustee Williams suggested this be considered a first reading of the proposed grant-in-aid to out-of-state minority students and the matter be brought for approval, with details, at the March meeting.

**Official Enrollment, Spring Semester, 2002**

Registrar Richard Bevans and Vice President Gifford provided information on the spring semester 2002 enrollment. The data provided head count totals for both academic and technical students and total enrollment of full-time equivalent (FTE) students. The data reflected a 5.5% enrollment increase over the spring semester of 2001.

**2002 Legislative Update**
President Burke indicated he would report for Sholeh Johnson who was in Boise. He told the board that the general fund budget reduction for NIC was 8.6%, and the
Professional/Technical budget was reduced 9.5%. The funding for the Health and Sciences Building may be at risk, and the Promise Scholarship has been reduced to $400 instead of $500 per year. The revised tuition bill had been approved by the Senate and was to be voted upon by the House in the near future.

**Budget FY2002**

Vice President Jurgens pointed out that each month a budget printout is provided to the board. He reviewed the revenue and expenditures to date as compared to previous five years. He indicated the trendlines were similar, with no anomalies to be noted. He said that the data included the monies sent back to the state for NIC’s portion of the funds for the budget shortfall. Jurgens said that tuition and fee revenue is slightly behind the previous five-year comparison.

Requests for proposals (RFPs) from audit firms for NIC’s external audit will take place in March, and health and property insurance RFPs will be advertised soon. Jurgens told the trustees that these contracts are up for bid every five years.

**College President**

President Burke reported that new tools for performance evaluations were being implemented that provide more flexibility for managers and links the evaluations to departmental planning. He said the upward appraisal system is being reviewed with a new pilot program being implemented in April. Burke also told the trustees that a publication calendar has been prepared to make the campus aware of the annual publication-related projects. He also reported that the maintenance department will begin to use a Web-based system to schedule work orders. He also mentioned that NIC had won two awards and was in the top ten fundraisers in Kootenai County for United Way. Finally, he noted that the wrestling team had placed third at the NJCAA national wrestling tournament.

**Senate**

Edwina Stowe, Vice Chair of the Senate, welcomed the new board members and praised their desire to volunteer to guide the institution. She said that the accreditation self-study project is taking considerable time and effort from everyone involved.

**Faculty Assembly**

Laurie Horswill-Olson, representing Faculty Assembly, said the faculty recently met to discuss the Meet and Confer process, the proposed requests to be presented through that process, as well as possible revision of faculty salary schedule. She reported that the faculty handbook continued to progress. Faculty will also be electing curriculum council representatives.
**Staff Assembly**

Randy Hill, Vice President of Staff Assembly, reported on the results of a recent survey of the staff for proposals for the Meet and Confer process. Representatives of Staff Assembly will be meeting with Human Resources regarding changes to the reclassification policy. Hill said that new officers and Senate representative positions would be elected in March.

**ASNIC**

ASNIC President Chase Williams welcomed new trustees and expressed his gratitude and eagerness to work with them. He reported that students had reviewed and endorsed the proposed tuition and fees legislation. Williams reported that financial planning workshops were going to be held for the students, and he expressed his pride in providing NIC students with financial planning opportunities. He reminded everyone of the basketball game with Treasure Valley to be held later in the week.

**Board Chair**

Board Chair Sheila Wood said that an orientation for new trustees had been held, and she thanked Erna Rhinehart for conducting them on a campus tour as well as all of the vice presidents for attending the orientation. Wood applauded Sholeh Johnson on her legislative work on behalf of NIC. She said that she and President Burke met with Coeur d’Alene Tribal members to receive a $10,000 cash donation from them, and a certificate of appreciation was presented to the Tribal Council by Wood and Burke.

**Remarks for the Good of the Order**

Robert Ketchum said that NIC is a partner with Idaho Job Service for a one-stop consortium with NIC as recipients of a grant of $250,000 for worker retraining. Ketchum said that the Bank of China has requested a two-day customized training workshop. The Workforce Training Center has partnered with banking training developers in the United States to aid in providing the training. Kathy Christie reported that two Phi Theta Kappa students had received national scholarships. Ken Wright said that two NIC students made application to Boise State University Pharmacy School and were admitted without interviews. Wright said that admittance without an interview is unprecedented.

**Executive Session**

**MOTION: 02-27-02: 12** Motion was made by Trustee Ostermeyer 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, (e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations, 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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<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Mic Armon</td>
<td>aye</td>
</tr>
<tr>
<td>Denny Hague</td>
<td>aye</td>
</tr>
<tr>
<td>Fred Ostermeyer</td>
<td>aye</td>
</tr>
<tr>
<td>Rolly Williams</td>
<td>aye</td>
</tr>
<tr>
<td>Sheila Wood</td>
<td>aye</td>
</tr>
</tbody>
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Time: 8:25 p.m.

Present in Executive Session were Mic Armon, Michael Burke, Denny Hague, Fred Ostermeyer, Rolly Williams, Sheila Wood, David Dose, Robert Ketchum, Marc Lyons, 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, to consider negotiations involving matters of competitive trade or commerce with governing bodies in other states or nations, and to discuss pending litigation.

Reconvene

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

Adjournment

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

Time: 10:11 p.m.

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Sheila Wood, Board Chair