CALL TO ORDER
Board Chair Ostermeyer called the meeting to order at 6:00 p.m.

VERIFICATION OF QUORUM
A roll call verified that a quorum of the Board was present at the meeting.

ATTENDANCE
Trustees:  Mic Armon
          Denny Hague
          Judy Meyer
          Fred Ostermeyer
          Rolly Williams

Also present:  Michael Burke, President
               Jerry Gee, Vice President for Instruction
               Bruce Gifford, Vice President for Student Services
               Rolly Jurgens, Vice President for Administrative Services
               Robert Ketchum, Assistant Vice President for Instruction
               Marc Lyons, Attorney for North Idaho College
               Donna Ward, Secretary for the Board of Trustees
               Peggy Schnell, Staff Assembly Chair
               Edwina Stowe and Rhena Cooper, Faculty Assembly
               Sandra Jacquot, Senate Chair
               Joel Crane, ASNIC President

VERIFICATION OF QUORUM
Board Chair Ostermeyer verified that a quorum of the board was present.

INTRODUCTION OF GUESTS
Board Chair Ostermeyer introduced guests John Parry, John Elder, and Jim Clark.
President Burke introduced Kent Propst, the newly hired Assistant to the President for Community Relations, and Al Williams, the newly hired Athletics Director.

APPROVAL OF MINUTES
Motion was made by Trustee Armon and seconded by Trustee Meyer to approve the minutes of the regular meeting of June 25, 2003.
An additional motion was made by Trustee Armon and seconded by Trustee Meyer to approve the minutes of the special meeting of August 7, 2003. Roll call vote was unanimous for approval.

OPEN FORUM FOR PUBLIC REMARKS
John Parry, an employee of Empire Airlines and President of Concerned Businesses, told the trustees he was addressing them on behalf of himself, personally, and not his employer or Concerned Businesses. He urged the trustees not to approve the president’s three-year employment contract.

FACULTY EVALUATION POLICY 3.02.21
Vice President Jerry Gee told the trustees that the Faculty Evaluation Policy 3.02.21 was presented as a seconding reading. The policy was modified due to a change of administrative roles and timelines associated with the Tenure Policy. Gee also explained that there have been no changes since the first reading. The following motion was made:

MOTION: 08-27-03: 20 Motion was made by Trustee Williams and seconded by Trustee Armon to approve the Faculty Evaluation Policy 3.02.01 as presented. The motion was unanimously approved by roll call vote.

COURSE WITHDRAWAL BY STUDENT POLICY 5.04.01
Vice President Gee explained that the Course Withdrawal by Student Policy 5.04.01 was drafted to modify the policy to remove a final date for students to withdraw from classes. The date(s) for withdrawal are now included on the college calendar. Discussion took place, and the following motion was made:

MOTION: 08-27-03: 21 Motion was made by Trustee Armon and seconded by Trustee Williams to approve the Course Withdrawal by Student Policy 5.04.01 as presented. The motion was unanimously approved by roll call vote.

COURSE WITHDRAWAL BY INSTRUCTOR POLICY
Vice President Gee provided the trustees with information about the Course Withdrawal by Instructor Policy 5.04.02. He explained the policy as a means for instructors to withdraw a student only when the student is disruptive, hostile, or violent. Following questions from the board of trustees, the following motion was made:

MOTION: 08-27-03: 22 Motion was made by Trustee Williams and seconded by Trustee Hague to approve the Course Withdrawal by Instructor Policy 5.04.02 as presented. The motion was unanimously approved by roll call vote.
**Preliminary Fall Credit Enrollment**
Vice President Gifford told the trustees that state regulations do not allow official enrollment data to be released until after the 10th day of classes. Gifford did indicate that enrollment had increased, and he would present the official enrollment figures at the next board meeting.

**Instructional Overview, Fall 2004**
Vice President Gee provided an overview of the changes and additions to the instructional component of the college. New faculty positions, new education programs, curriculum modifications, and changes to facilities were some of the subjects he addressed.

**Budget Review, FY03-04**
Vice President Jurgens reviewed the budget for fiscal year 2003-04 for the trustees. He discussed the budgeted changes by program, the changes in revenue sources in the last fiscal year and over the past ten years. Jurgens also provided a pie chart showing the percentage of the budget attributed to the various categories established by National Association of College and University Business Officers (NACUBO) guidelines.

**Educational Corridor Update**
President Burke told the trustees that the discussions were continuing with the Public Entities Steering Committee and Stimson Mill owners. He said that NIC and UI will proceed with a draft conceptual plan for the use of the land, and they will continue to meet to discuss the future of the site.

**Presidential Contract Renewal**
Trustee Ostermeyer said that the trustees had conducted a performance evaluation of the resident in compliance with the Presidential Performance Review Policy 2.0.02. The college attorney, Marc Lyons said that upon completion of the review process each year, the President’s contract renewal takes place. The contract is a three-year contract that runs July 1 to June 30 of each year. Lyons indicated that the position of president is generally provided a multiple-year contract in order to provide stability for both the college and the president. Lyons said that if no action were taken to renew the contract, then this would be the president’s second year of a three-year contract. If the contract were renewed, then it would run for three years. Ostermeyer said he and Trustee Williams will be leaving the board in less than two years, and not signing the new contract would allow the new trustees to do performance evaluation and determine the status of the contract.

Trustee Armon stated that the three-year contract was a premise upon which President Burke was hired, and to not renew his contract would be defaulting on the original hiring of the president. Armon said that Dr. Burke had achieved the goals set for him by the board and that the trustees had approved his performance for the past year. Trustees Williams agreed with Trustee Armon and echoed that Burke had fulfilled the
goals set by the board. Williams said that any leader will have criticism over the term of leadership, and that he did not believe that non-renewal of the president’s contract would in any way help new board members. Trustee Meyer agreed, and cited the very positive accreditation review, the strides taken in improving the Athletics Department, as well as other departments on campus, and the number of issues that have been addressed by President Burke over the past several years. Trustee Meyer said that it is important to retain a good president.

Whereupon, the following motion was made:

**MOTION 08-27-03: 23:** Motion was made by Trustee Williams and seconded by Trustee Meyer to authorize Board Chair Fred Ostermeyer to approve and renew the three-year employment contract of Dr. Michael Burke for FY03-04. The motion was approved 4-1 by roll call vote as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Mic Armon</td>
<td>yes</td>
</tr>
<tr>
<td>Denny Hague</td>
<td>yes</td>
</tr>
<tr>
<td>Judy Meyer</td>
<td>yes</td>
</tr>
<tr>
<td>Fred Ostermeyer</td>
<td>no</td>
</tr>
<tr>
<td>Rolly Williams</td>
<td>yes</td>
</tr>
</tbody>
</table>

**REPORTS**

**PRESIDENT’S REPORT**

President Burke told the Board that two new employees had been hired: Kent Propst, Assistant to the President for Community Relations and Al Williams, Athletic Director. He reported on the recent tour of the Declaration of Independence and his attendance at the Regional Chamber of Commerce meeting with Congressmen Otter and Nethercutt. Burke also said that the recommendations of the Athletic Review Committee were being implemented. Finally, he reported that he would keep the trustees advised of the revenue and expenditures of the Fort Sherman Institute.

**SENATE**

Senate Chair Sandra Jacquot said that the Senate would conduct its first meeting the following day. She said that the Faculty Professional Development Leave Policy, the Attendance Policy, and the Staff Development Procedure modifications were being reviewed. Jacquot said that three students had been invited to join the Senate meeting.

**FACULTY ASSEMBLY**

Faculty Assembly Chair Rhena Cooper thanked Edwina Stowe for substituting for her, and told the trustees that she taught until 7:20 p.m. Cooper said that she wanted to share some of the positive changes that President Burke has accomplished for faculty and other college employees: the establishing of budgets for the college governance constituency groups, the increased “voice” in shared governance, the commitment to
the full-time/part-time teacher ratio, and representation with the Management Team and Expanded President’s Cabinet, as well as regular meetings with the President. Cooper said that faculty is very pleased with the strides made during Dr. Burke’s presidency.

**STAFF ASSEMBLY**
Staff Assembly Chair Peggy Schnell said that the Staff Assembly was working on committee assignments. She said that Human Resources had presented a program at the last meeting to inform staff about the Family Medical Leave Act. Schnell praised President Burke for stating that implementing the recommendations of the salary study is his top priority at the All-Employee Meeting earlier in the month. She said she looked forward to working with the administration to accomplish that goal.

**ASNIC**
ASNIC President Joel Crane said that from the students’ perspective, things were going great. He reviewed a number of the projects that ASNIC will be undertaking, and he said that Senate elections will be held soon. He said that the students are also planning a flag ceremony to celebrate the new NIC flag, and that the trustees would be invited.

**BOARD CHAIR**
Board Chair Ostermeyer said he had attended training about public meetings and open meeting law. He also said he had attended the Workforce Education and Economic Development Advisory Group meeting, and he was glad to see the participation by the community members.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Meyer said that she and Denny Hague had attended a meeting with the Panhandle Area Council and explored ideas to collaborate with other public entities and share resources and facilities

**ADJOURNMENT**
Motion was made by Trustee Williams, seconded by Trustee Hague, and unanimously approved to adjourn the meeting.