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
              Rolly Jurgens, Vice President for Administrative Services
              Bruce Gifford, Vice President for Student Services
              Robert Ketchum, Assistant Vice President for Instruction
              Kathy Christie, Assistant Vice President for Institutional Research and Outcomes Assessment
              Kent Propst, Assistant to the President for Community Relations
              Brenda Smith, Director of Human Resources
              Marc Lyons, Attorney for North Idaho College
              Donna Ward, Secretary for the Board of Trustees
              Peggy Schnell, Staff Assembly Chair
              Suzanne Bromley, Faculty Assembly Vice Chair
              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
Guests at the meeting included John Cranney of Unmanned Systems, and NIC students Martin Lee, Mike Haley, and Cari Anne Cranney. John Cranney told the board and audience that a group of students had developed remote controlled hammerhead submarine and robots. The students placed seventh in competition against students from MIT, Cornell, and the U. S. Navy Academy,
and they hope to finish in first place at next year’s competition. Cranney encouraged NIC to considering integrating the technological and engineering classes in order to facilitate projects such as the small, unmanned robots.

Vice President Bruce Gifford introduced Dean Bennett winner of this month’s Sterling Silver Employee Award. Gifford said that Bennett was an NIC alumnus and an employee of 23 years.

President Burke recognized by employees Ali Shute and Robert Singletary as recent recipients of the Mayor’s “Awards in the Arts.”

Burke also noted a change in the schedule for the January Board of Trustees meeting. It will be held on Wednesday, January 21, 2004, due to the hearings before the state legislature on the regular January board meeting date.

**APPROVAL OF MINUTES**

  Motion was made by Trustee Meyer and seconded by Trustee Armon to approve the minutes of the regular meeting of October 22, 2003, as amended. Roll call vote was unanimous for approval.

**ELECTION OF BOARD OFFICERS**

Board Chair Ostermeyer stated that the Trustees generally hold election of officers during the November board meeting. Nominations and elections were as follows:

**MOTION: 11-19-03: 28**

Trustee Armon nominated Trustee Meyer as treasurer, Trustee Hague seconded the nomination, and Trustee Williams then moved that nominations cease and that the trustees cast a unanimous ballot for treasurer. Roll call vote was unanimous, and Trustee Meyer was elected as treasurer.

**MOTION: 11-19-03: 29**

Trustee Meyer nominated Trustee Armon as secretary, Trustee Hague seconded the nomination, moved that nominations cease, and that the trustees cast a unanimous ballot for Trustee Armon as secretary. Roll call vote was unanimous, and Trustee Armon was elected as secretary.

**MOTION: 11-19-03: 30**

Trustee Meyer nominated Trustee Hague as vice chair, Trustee Williams seconded the nomination, moved that nominations cease, and that the trustees cast a unanimous ballot for Trustee Hague as vice chair.
Hague as vice chair. Roll call vote was unanimous, and Trustee Hague was elected as vice chair.

MOTION: 11-19-03: 31 Trustee Armon nominated Trustee Williams as board chair, Trustee Meyer seconded the nomination, moved that nominations cease, and that the trustees cast a unanimous ballot for Trustee Williams as board chair. Roll call vote was unanimous, and Trustee Williams was elected as board chair.

A recess was then called, the exchange of board chair from Trustee Ostermeyer to Trustee Williams took place, and Trustee Williams then conducted the remainder of the meeting.

REQUEST FOR NEW POSITION
Vice President Gifford told the trustees that demand for student health services is increasing both in number and complexity of the health problems addressed. It was explained that students with health problems are being turned away, and a new position would help meet the increased demand. He requested approval of a new full-time position in student health services, and he explained that student fees approved for this fiscal year would fund the position. Gifford requested authorization to recruit and fill the current part-time, non-benefited position with a full-time, benefited nurse practitioner.

MOTION: 11-19-03: 32 Motion was made by Trustee Armon, seconded by Trustee Hague, and unanimously approved to authorize the position of full-time, benefited nurse practitioner.

LEGISLATIVE PROGRAM FOR 2004
Kent Propst, Assistant to the President for Community Relations, said that the Legislative Committee had been meeting regularly to draft the legislative program. He reviewed the draft program, which includes: change in employee compensation, developing resources to enhance economic growth, access to higher education opportunities, and capital budget requests that include alterations and repairs for Americans with Disability Act (ADA) projects, mechanical upgrades to the Sherman Building, and electronic key card access system (a request in a prior budget year that had been approved), and the remodel of the Seiter Building.

Following discussion, the trustees suggest that Idaho State University be added as one of the colleges and universities with which NIC collaborates in paragraph number three of “Developing Resources to Enhance Economic Growth.” Subsequently, the following motion was made:
MOTION: 11-19-03: 33 Motion was made by Trustee Hague, seconded by Trustee Meyer to approve the draft Legislative Program for 2004 as corrected to include Idaho State University in paragraph number three of “Developing Resources to Enhance Economic Growth.” The motion was unanimously approved.

STRATEGIC PLANNING UPDATE
Assistant Vice President Christie provided an update on the progress of new Strategic Plan 2004-2006. The committee made no changes to the mission or value statements, and members decided to focus the Strategic Plan on a few critical initiatives, goals, and objectives. The committee examined external and internal environments, regional growth, and other data that would be helpful to begin the planning. Christie said that a community advisory group was formed for input on the Strategic Plan. She asked for the board’s input and suggested revisions for the plan. The final version of the Strategic Plan 2004-2006 will be brought to the board for approval.

PROFESSIONAL SERVICE CONTRACT CALENDAR UPDATE
Vice President Jurgens reviewed the current Professional Services Contracts schedule and said that legal services was the next service to be reviewed, in 2004. The trustees discussed the travel needs of the college, and it was suggested that travel be reviewed with cost containment in mind. Subsequent to the discussion, the following motion was made:

MOTION: 11-19-03: 34 Motion was made by Trustee Ostermeyer and seconded by Trustee Armon to authorize President Burke submit a Request for Proposal (RFP) for travel service that encompasses all travel for NIC. The motion was unanimously approved.

The trustees requested that the information regarding the RFP for travel be provided at the February board of trustees meeting.

PRESIDENT REPORT
President Burke said that the subject of his report would be an update on Fort Sherman Institute. He reported that NIC is currently sharing financial data with private individuals and working with the college attorney to determine if the lease of the building, the FSI equipment, and other assets can be privately assumed. Discussion of the inventory and appraisal of the equipment and a lease at fair market value took place.
Trustee Meyer suggested that as the Fort Sherman Institute program is finalized, consideration be given to the intellectual property, coursework, manuals, current contracts, and any future contracts that have been under the auspices of NIC.

President Burke said that FSI currently has no outstanding contracts, that the New Tribes Mission contracts have been completed, that the revenue has been paid, and that there are no other training contracts. The employees’ and consultants’ contracts expire on December 2, 2003.

College Attorney Marc Lyons stated that he needed to do further examination to determine if the consultants’ work product remains with them, whether the college has access or rights to the work product, and how state or grant funding of the work product affects ownership. Discussion about the “intellectual property” and “goodwill” of Fort Sherman Institute took place. Trustee Armon requested that “goodwill” be considered in the negotiations for the transfer of assets. The following motion was then made:

**MOTION: 11-22-03: 35 Motion was made by Trustee Armon, seconded by Trustee Hague, and unanimously approved to authorize the President to negotiate a lease agreement with a group or entity for the equipment of Fort Sherman Institute.**

In concluding his President’s report, Burke thanked the United Way Committee and Kathy Christie for the fundraising efforts during this year’s campaign. He also thanked the Legislative and Strategic Planning Committees for the time involved in meeting and drafting those programs. Burke reviewed the campus events, including the theatre and musical productions, the art gallery exhibit, math competitions, Career Development Week, and the athletic teams successes. He said that planning and discussions for the education corridor by the community and NIC continue, but no significant progress has been made recently in the Stimson Mill relocation.

**SENATE**

Senate Chair Sandra Jacquot told the trustees that the Senate would meet the following day and would be reviewing the Student Code of Conduct policy. She said that the Attendance and Faculty Professional Development Policies were in conference committees for revision.

**FACULTY ASSEMBLY**

Vice Chair Suzanne Bromley said faculty were involved in concluding the Fall semester, in gearing up for final exams, and in looking ahead to next semester. At their last meeting the faculty discussed the Meet and Confer salary negotiations and representatives provided information on the institutions used as
comparables for salary issues. Bromley said that students will be completing evaluations of instructors on line for the first time.

**STAFF ASSEMBLY**
Staff Assembly Chair Peggy Schnell thanked the trustees and administration for the number one objective, “Change in Employee Compensation,” on the Legislative Agenda.

**ASNIC**
ASNIC President Joel Crane expressed his gratitude to the Legislative Committee for the 2004 Legislative Agenda. He reported on other subjects including student plans for a proposed recreation center, ADA compliance issues, the students’ mission and goals statements, and a draft fact brochure about ASNIC and student activities.

**BOARD CHAIR**
Trustee Williams thanked the board for bestowing upon him the honor as board chair, and he said he will do the best he can in the position.

**GOOD OF THE ORDER**
Trustee Meyer requested feedback to the board on the student loan default data. Vice President Jurgens said he is working on the process and will report his findings back to the board.

Jurgens asked if the budget financial reports were of value to the trustees on a monthly basis. Following discussion, the trustees agreed that the regular monthly budget spreadsheets should be included with the board notebook, and quarterly oral reports to the trustees would be sufficient beginning in December, unless anomalies existed in the budget. After March, the information will be presented at the board meeting every month until the close of the fiscal year.

Several of the trustees shared their positive comments on the goal and planning workshop held by them the day prior to the board meeting.

Trustee Armon reported his experiences as a judge in Chili Cook-Off. He also noted that the trustees were planning meetings with the community to hear and understand local educational needs. Armon also stated that the board of trustees was planning meetings with the local school districts, as well as other community representatives.
**MOTION:** Motion was made by Trustee Armon, seconded by Trustee Ostermeyer, and unanimously approved to adjourn the meeting.

Time: 8:16 p.m.

_____________________________ _______________________________
Rolly Williams, Board Chair   Mic Armon, Secretary