BOARD OF TRUSTEES MEETING
DRIFTWOOD BAY ROOM – STUDENT UNION BUILDING
6:00 P.M. – JANUARY 21, 2004
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Board Chair Williams called the meeting to order at 6:04 p.m. and verified that a quorum of the Board was present at the meeting.

ATTENDANCE
Trustees: Mic Armon
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
Kathy Christie, Assistant Vice President for Planning and Assessment
Robert Ketchum, Assistant Vice President for Instruction
Kent Propst, Assistant to the President for Community Relations
Brenda Smith, Human Resources Director
Marc Lyons, Attorney for North Idaho College
Donna Ward, Secretary for the Board of Trustees
Peggy Schnell, Staff Assembly Chair
Rhena Cooper, Faculty Assembly Vice Chair
Sandra Jacquot, Senate Chair
Joel Crane, ASNIC

INTRODUCTION OF GUESTS
Introduced as guests were Nick Bock, of the Sentinel staff, Karen Sherman of the Coeur d’Alene Press, Steve Griffits of Jobs Plus, and Rick Curry, Kootenai County Commissioner. Assistant Vice President Robert Ketchum introduced Dennie Seymour, Sterling Silver Award winner for January.

APPROVAL OF MINUTES
Motion was made by Trustee Meyer to approve the minutes of December 17. Following discussion, a subsidiary motion was made by
Trustee Ostermeyer to amend those minutes to include in the last paragraph of page two: Vice President Jurgens is instructed to contact Dave Chapman’s office to ensure that NIC is following what is allowed by State statute. The subsidiary motion was seconded by Trustee Armon, and unanimously approved. Trustee Armon also seconded the main motion and it was also unanimously approved.

**Open Forum for Public Remarks**
There were no public remarks.

**Old Business**
Discussion took place regarding Trustee Ostermeyer’s inquiry at the December board meeting about the Facilities and Equipment Policy 6.01 for personal use of college equipment by employees. Trustee Ostermeyer suggested that the policy be cancelled. President Burke said that the President’s Cabinet has reviewed a revision to the policy and that canceling the policy would circumvent the shared-governance process. Vice President Jurgens said that the day following the December board meeting a memo was sent to the departments supervised by him prohibiting personal use of college equipment. Burke explained that the revised policy would go to Senate. Trustee Ostermeyer then requested when it will be before the board. Senate Chair Jacquot replied that if the revised Facilities and Equipment Policy requires only two reading in the Senate, the policy could be before the board this April.

**Spring Credit Enrollment Update**
Vice President Gifford said that Monday, January 26th would be the tenth day of enrollment for Spring semester, and that the tenth day of class is considered the official census date for all Idaho colleges and universities. He reported that the enrollment increase could be between 3-4%. He cited the increases in both the number of checks issued for financial aid and the total amount distributed.

**Tuition and Fees Agreement with Jobs Plus**
Kent Propst, Assistant to the President for Community Relations, introduced Steve Griffits, president of Jobs Plus. Griffits said that Jobs Plus (an economic development organization in the region) wishes to establish a formal relationship with NIC with regard to waiver of non-resident, credit tuition rates for employees, spouses, and dependents for businesses new to the region. He told the board that the intention is to provide Jobs Plus with the incentive to attract new business and industry, while at the same time possibly increasing the enrollment at NIC. Propst provided a copy of the draft partnership agreement with Jobs Plus allowing for the tuition waiver as outlined above. The agreement also provides for modification or cancellation by the NIC administration or board of trustees at any time for any reason. Although not subject to formal approval by the board, the proposed waiver of tuition agreement as outlined met with the trustees’ approval.
**Human Resources Review**

Brenda Smith, Director of Human Resources, provided the trustees with a handout regarding NIC employee data, which included the current number of employees, average length of employment, attrition rate, and a recruitment summary. She reviewed the projects that human resources has undertaken during the past year, including regulatory compliance, training and development, and compensation. Smith reported that a spot audit on federal wage withholding statements, or I-9s, found that a number were incorrectly completed. Because of the large federal fines for incorrect data or other errors or omissions, she implemented a project to have all employees complete new I-9s. All of those forms, including those formerly filed in NIC off-site locations, are now filed with the human resources office. Smith said that NIC is now 100% compliant with I-9s.

Smith also reported that sexual harassment training, as required by law, has been completed by new employees. She said that between November and the present, the human resources office has educated 450+ employees on sexual harassment issues. Smith also reported that the human resources office has expanded its role in professional development, such as the supervisors training in legal issues, communication, and conflict resolution. Other activities of that office include a new two-day training for new employees, expanded training on the Datatel system, and educating NIC employees about the new compensation system.

Discussion took place regarding the Meet & Confer process and the proposed compensation model. Smith stated that salary recommendations as a result of the salary study would be coming to the board this Spring. Trustee Meyer requested that the board be allowed as much time as possible to review a two-to-three-year plan for the salary recommendations.

**Legislative Session Review**

Kent Propst told the trustees that NIC and the College of Southern Idaho (CSI) held the annual pizza party for legislators in Boise on January. He said there were a record number of legislators in attendance. He reported that President Burke will present NIC’s budget requests to the Joint Finance Appropriate Committee (JFAC) on Thursday, January 29. Trustee Meyer praised the collaboration with CSI and said that she would be attending the JFAC presentation.

**Educational Corridor Update**

President Burke said that the Stimson Mill was still seeking a site for relocation. He told the trustees that NIC has contracted with Hatch-Mueller to develop a site plan, that a committee has been formed to provide planning input, and that Trustee Hague will represent the board of trustees. There was discussion of integrating the planning sessions with UI and the City of Coeur d’Alene, and the trustees were informed that Jack Dawson of UI and Mike Gridley of the City of Coeur d’Alene were included as members of committee. Trustee Armon recommended that Tony Berns (of Lake City Development Corporation) be included on the committee. Additional discussion took place about the ownership divisions of the mill property. Vice President Jurgens responded that surveys have not yet been drawn, so
property boundaries have not been determined. Meyer said she would like to escalate the decision as to what portion of the property will belong to NIC.

**Budget FY03 04 Update**

Vice President Jurgens reported that revenue is exceeding the five-year mean, which is due to the change in registration deadlines; thus, the five-year average has not yet caught up the deadline revision. He said there were currently no concerns with the budget.

**President’s Report**

President Burke reported that NIC had entered into an equipment lease agreement with Fort Sherman Institute, LLP. He outlined the terms of the agreement and said that there was the option to extend the lease past the end of the fiscal year, should the parties agree. Board Chair Williams noted that the board had done what they could to make the Fort Sherman Institute a success.

Burke also reported that he and Vice President Gee had met with the local school district superintendents to discuss professional-technical education in grades K-12. He said that additional meetings would take place as early as the following week to examine the Riverbend facility for possible expansion and collaboration as a high school-community college professional-technical model. Burke said planning is underway for a meeting with the Kootenai County Commissioners and possibly with the boards of NIC and local school districts.

Burke also reported on the Governor's recommended increase to the higher education budgets of 2.5%, as well as supplemental funding for personnel benefit costs. He read a letter from George Boggs, President of the American Association of Community Colleges, praising President George W. Bush’s support of community colleges as workforce training entities. Burke also read a letter to Athletic Director Al Williams from the Northwest Athletic Association of Community Colleges (NWAACC) thanking Al for addressing the CDA Sting Soccer Club, and helping to assure the success of soccer in the community through membership in NWAACC.

**Senate Report**

Senate Chair Sandra Jacquot said the next Senate meeting would be January 18, and that the HIPAA policy will be presented for a second reading. She said that Senate had a first reading of the Naming of Facilities policy and would be forwarding that policy to the trustees soon.

**Faculty Assembly Report**

Faculty Assembly Chair Rhena Cooper Rhena reported on the Idaho higher education faculty representatives' luncheon for the legislators. Cooper shared her opinion that having a faculty presence at the luncheon and the legislature was vital to NIC’s success and that her presence provided feedback and representation for the NIC faculty.
**Staff Assembly Report**
Staff Assembly Chair Peggy Schnell said that staff had made food and monetary donations to aid fifteen student families during the holidays. She reported that the change in employee compensation was generating interest and questions, and that Staff Assembly with the help of human resources was providing information to staff about this subject.

**ASNIC Report**
ASNIC President Joel Crane reported on his recent trip to Boise for the annual NIC-College of Southern Idaho (CSI) legislative kickoff luncheon. He said that he appreciated the opportunities to learn the processes in Idaho House and Senate and to meet with representatives of CSI. He stated that committees had been formed for the student budget, the student handbook, and the proposed recreation center development.

**Board Chair Report**
Board Chair Rolly Williams said that he had reconvened the History Committee, which is compiling the history of NIC for publication. Current members are Betty McClain, chair, Sheila Wood, Fred Ostermeyer, and Mary Sorenson. Williams said he is seeking a method of using profits from the initial sale to provide funding for periodic updates the book so that it becomes self-sustaining, and he has discussed funding with Vice President Jurgens.

**Remarks for Good of Order**
Trustee Ostermeyer said that a former NIC student-athlete, Winston Brooks, was currently working on his master’s degree at Gonzaga University, and that it was rewarding to see Winston’s success.

**Executive Session**
**MOTION: 01-21-04:** 1 Motion was made by Trustee Armon and seconded by Trustee Meyer 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;
Roll call vote was as follows:
Mic Armon: aye
Denny Hague: aye
Judy Meyer: aye
Fred Ostermeyer: aye
Rolly Williams: aye

Time: 8:20 p.m.
Present in Executive Session were Mic Armon, Denny Hague, Judy Meyer, Fred Ostermeyer, Rolly Williams, Michael Burke, College Attorney Marc Lyons, Brenda Smith, and Donna Ward. Salary negotiations were discussed.

**Reconvene**
The meeting reconvened at 8:56 p.m. and no further discussion took place nor business conducted.

**Adjournment**
Motion was made by Trustee Armon, seconded by Trustee Ostermeyer, and unanimously approved to adjourn the meeting.

Time:  8:57 p.m.

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Board of Trustees Chair    Board of Trustees Secretary