BOARD OF TRUSTEES MEETING
DRIFTWOOD BAY ROOM - STUDENT UNION BUILDING
6:00 P.M. - FEBRUARY 25, 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
         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
              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
Joe Butler, of the Coeur d'Alene Press, was introduced as a guest. Bob Murray introduced Michelle Greene, the Sterling Silver Award winner for February.

APPROVAL OF MINUTES
Motion was made by Trustee Meyer and seconded by Trustee Ostermeyer to approve the minutes of the January 21, 2004 meeting. The motion was unanimously approved.
OPEN FORUM FOR PUBLIC REMARKS
Ten NIC students appeared before the board and spoke about the proposed increases in tuition and student fees. The students noted their personal concerns with the proposed increases and asked the trustees to look for additional sources of revenue. Board Chair Williams responded that the board is aware of the students’ needs, that the trustees will be mindful of those needs, and that creative collaboration will be necessary in building the budget for the next fiscal year.

OFFICIAL SPRING CREDIT ENROLLMENT
Vice President for Student Services, Bruce Gifford, explained that the 10th day of class was past, and the official Spring credit enrollment could be provided. He said that the enrollment head count was 4,194, an increase of 4.1% over the same period last year.

Gifford also provided distance education, offsite, and interactive video conferencing (IVC) course enrollments by head count. In addition, he provided data on the male-female ratio, full-time/part-time comparison, enrollment by age, average student age (27), and the top four majors. Gifford said that 70.7% of the students are Kootenai County residents.

Discussion took place regarding financial aid in the forms of grants, loans, and scholarships, as well as the issues that limit student enrollment in the Nursing Program.

TUITION AND FEES SCHEDULE
Vice President Jurgens presented the first reading of the tuition and fees schedule for FY04-05. The schedule provides for an overall 8% increase for Kootenai County resident students and a $1 increase in student accident insurance. Jurgens noted that he had met with Joel Crane, president of ASNIC, and other members of student government and reviewed the proposed tuition and fees increases.

Jurgens outlined comparisons with other colleges and universities in the region, and noted that only the College of Southern Idaho’s (CSI) tuition is lower, at $16 less than NIC for one semester. He said explained the revenue that would be generated by tuition, by state appropriations, and by local taxes, and said that health insurance would likely increase by 15%-40% during FY04-05. Discussion then took place regarding savings to the college through employee medical savings or cafeteria plans.

ASNIC President Joel Crane responded to the tuition and fees presentation and thanked the students for coming forward to speak to the trustees. Crane summarized the student comments, and noted that the students support employee salary increases. However, he suggested the trustees to seek additional revenue from other sources than the students. He stated that increasing tuition and fees places difficult financial constraints on students seeking education.
HIPAA POLICY
Vice President Jurgens explained to the trustees that federal law now requires a policy to protect individual's health information. Due to that requirement, the proposed Privacy of Health Information Policy as well as the privacy manual (prepared by the law firm of Hall, Farley, Oberrecht & Blanton, PA, of Boise, Idaho) were presented for a first reading. Jurgens said that Lisa Hals is designated Privacy Offer for the implementation and enforcement policy, which ensures that employees’ health information remains confidential.

NIC STRATEGIC PLAN
Kathy Christie, Assistant Vice President for Planning and Assessment, presented the final draft of the NIC Strategic Plan 2004-2007 for a first reading. She explained that no substantial revisions to the content had been made since its presentation to the trustees in November. Christie said that since that time, minimal wording changes from community and campus groups had been incorporated. The board chose to approve the Strategic Plan without a second reading; therefore, the following motion was made:

Motion: 02-28-04: 02 Motion was made by Trustee Armon, seconded by Trustee Ostermeyer, and voted unanimously by the trustees to approve the North Idaho College Strategic Plan 2004-2007 as presented.

Report NIC Foundation, Alumni Association, Grants Development
Rayelle Anderson, Director of Development and Executive Director of the NIC Foundation, provided an overview of the Foundation and the Development Department. She explained that these departments strive to promote public awareness of the college, and to raise funds of approximately $1 million a year through fundraisers, scholarship endowments, stocks and bonds, and gifts to the Foundation. Anderson cited the capital projects undertaken by the Foundation over the past decade, as well as data on scholarships and NIC employee grants.

Priscilla Portenier, Alumni Coordinator, said that the current membership is 1,185, an increase of 30% since last year. She said that since the 1980s alumni have given over $515,000 to NIC, and that 15,000 alumni newsletters were distributed this year.

Jack Purdie, Grants Coordinator, provided information on the grants that have been received by NIC during the last fiscal year and the grant-funded TRIO programs that help students with entry-level academic issues. He explained that NIC has received $3 million in grants in recent years from government agencies and private foundations. Purdie summarized the departments within the college that have been aided by those grants.

Rayelle Anderson concluded by noting that the Development Office also includes employees Eva Anderson and Marieta Walker and explained their responsibilities. On behalf of trustees, Board Chair Rolly Williams thanked the Foundation for the contributions that enable the college to do things that otherwise might not be possible.
LEGISLATIVE SESSION UPDATE
Kent Propst, Assistant to the President for Community Relations, said that the JFAC hearings had gone well and that the community colleges’ budget was approved. The budget will still require the full legislative and Governor’s approval. Propst reviewed several of the bills that pertain to the community colleges.

Trustee Armon told the other trustees that he attended JFAC presentation by President Burke. He said that it was interesting to see UI’s and CSI’s presentations, both of which went fairly well. Armon reported that NIC’s presentation was outstanding, and that the legislators showed a great deal of respect for President Burke and NIC.

EDUCATIONAL CORRIDOR UPDATE
President Burke reported that he had attended a planning meeting for the educational corridor and explained some of the key issues that the committee is discussing.

PERKINS LOAN UPDATE
Vice President Jurgens told the trustees that his office now has a full-time employee working on federal student loan collections. He said that he had talked with Dave Chapman and other resources, and NIC is in compliance with state statute regarding student loan collections.

TRAVEL REQUEST PROPOSALS UPDATE
Vice President Jurgens said that he assembled a committee to review the proposals for travel agencies. That group is awaiting additional information requested from the travel agencies. Recommendations from the committee will be sent to Jurgens when that information is received.

PRESIDENT’S REPORT
President Burke told the board that NIC’s presentation was well received by the Joint Finance-Appropriations Committee (JFAC) of the legislature. He reviewed his activities for the month, including attending the GED graduation at Idaho State Penitentiary. Burke highlighted other NIC activities: the opening of a GED site in Post Falls, the hosting of the Region 18 wrestling tournament, the honoring of 50+ student athletes at the last home basketball game, and the selection of NIC student, Teresa Tully, as the Idaho New Century Scholar by AACC. Burke expressed his gratitude to Kathy Christie for the accreditation self-study document. He said that it will be used for evaluator training by the Northwest Association of Colleges and Universities.

SENATE
Senate Chair Sandra Jacquot said that at the last Senate meeting the draft policy on Personal Use of College Equipment was returned for reconsideration and rewriting. She reported that the Senators had concerns with definitions and other issues of the policy. She said that the Senate did not want to consider the draft policy.
FACULTY ASSEMBLY
Faculty Assembly Chair Rhena Cooper stated that NIC is nearly halfway through the Spring semester and praised the NIC students and faculty for perseverance. Cooper noted the difficult decisions before the trustees with regard to budget and compensation and expressed her confidence in the board to overcome those challenges.

STAFF ASSEMBLY
Staff Assembly Chair Peggy Schnell expressed her gratitude to the President, the administration, and to Brenda Smith, Human Resources Director, for sharing the compensation issues with the employees. Schell said that staff morale is good, despite the lack of salary increases for the past several years. She indicated that employees hoped the board would consider more than the 2% increase provided by state appropriations. Schnell also expressed the hope that any salary increase would not be diminished by the increasing health insurance costs.

ASNIC
ASNIC President Joel Crane, provided an overview of student activities, including the drafting of a policy manual for students, an ASNIC honor code, assembling student ambassadors, and planning a campus health center. Crane said that the student executive board had attended a conference in Texas, and that NIC is doing very well compared to other two and four-year institutions.

BOARD CHAIR REPORT
Board Chair Williams said that he was pleased to receive a card of thanks from staff for the additional days off during the Christmas holidays. He reassured the campus group leaders that board will do the best that they can to budget the resources available and that building the budget will require the creative cooperation of the entire campus.

EXECUTIVE SESSION
MOTION: 02-25-04: 03 Motion was made by Trustee Hague and seconded by Trustee Armon 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: 8:55 p.m.
Present in Executive Session were Mic Armon, Denny Hague, Judy Meyer, Fred Ostermeyer, Rolly Williams, Michael Burke, College Attorney Marc Lyons, Jerry Gee, Rolly Jurgens, Bruce Gifford, Kent Propst, and Donna Ward. Acquisition of real property not owned by a public agency was discussed.

**RECONVENE**  
The meeting reconvened at 10:15 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: 10:16 p.m.

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Board of Trustees Chair    Board of Trustees Secretary