CALL TO ORDER AND VERIFICATION OF QUORUM
Board Chair Williams called the meeting to order at 6:00 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
Sarah Garcia, Controller
Jerry Gee, Vice President for Instruction
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
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
Guests at the meeting were Joe Butler of the Coeur d’Alene Press, Chris Hein of the NIC Sentinel, and Kootenai County Commissioner Rick Curry. Mike Halpern, Director of Campus Safety and Services, introduced Debbie Stone, the Sterling Silver Award winner for March.

APPROVAL OF MINUTES
Motion was made by Trustee Meyer and seconded by Trustee Hague to approve the minutes of the February 28, 2004 meeting as presented. The motion was unanimously approved.
**OPEN FORUM FOR PUBLIC REMARKS**
Several NIC students and a community member spoke to the trustees about the proposed tuition increase as well as questioning the use of student tuition and fees and the funding of the Fort Sherman Institute. Their comments were acknowledged by Board Chair Williams and were responded to later in the meeting.

**TUITION AND FEES SCHEDULE**
Sarah Garcia, Controller, appearing for Vice President Jurgens, presented the second reading of the tuition and fees schedule for FY04-05. She explained that there were no changes to the proposed schedule since the last meeting, and she requested approval. The following motion was then made:

**MOTION: 03-31-04: 04** Motion was made by Trustee Hague and seconded by Trustee Ostermeyer to approve the tuition and fees schedule for FY04-05 as presented. The motion was unanimously approved.

**HIPAA POLICY**
Lisa Hals, substituting for Vice President Rolly Jurgens, presented the proposed HIPAA Policy and accompanying Privacy Manual for a second reading. She explained that the college needed to be in compliance with federal regulations under the privacy act by April 14, 2004, and that compliance has been completed. Hals said that NIC contracted with a law firm in Boise that specializes in HIPAA regulations, and the policy and manual were drafted by that firm. The following motion was then made:

**MOTION: 03-31-04: 05** Motion was made by Trustee Meyer and seconded by Trustee Ostermeyer to approve the HIPAA Policy and Privacy Manual as presented. The motion was unanimously approved.

**SABBATICAL LEAVES FOR 2004-2005 SCHOOL YEAR**
Vice President for Instruction Jerry Gee told the trustees that three faculty members had requested sabbaticals in accordance with Board Policy 3.04.03. The faculty requests were: Mona Klinger for fall semester 2004, Chad Klinger for fall semester 2004, and Rhena Cooper, for spring semester 2005. Gee explained the projects they would be undertaking during their sabbaticals. Their teaching duties would be assumed within their respective departments with no new funding required. He then recommended approval of the sabbatical requests. Therefore, the following motion was made:

**MOTION: 03-31-04: 06** Motion was made by Trustee Hague, seconded by Trustee Ostermeyer, and unanimously passed to approve sabbatical leaves for Mona Klinger for fall semester 2004, for Chad Klinger for fall semester 2004, and for Rhena Cooper for spring semester 2005, per Board Policy 3.04.08.
TENURE CANDIDATES
Vice President Gee presented to the trustees the tenure candidate recommendations that had been forwarded to him by the Tenure Committee in accordance with Board Policy 3.02.09. The candidates are:

Bob Bennett       English  
Kathleen Czurda-Page  Computer Information Technology  
Matthew Gallatin    Philosophy  
Jim Jeitler         Chemistry  
Kim Johnson         English  
Kris Klassen        Psychology  
Kathleen O’Brien    Business/Office Technology  
Janice Ramirez      Nursing

Gee said the tenure candidates’ files were located in the President’s Office and the trustees may review the files prior to the April board meeting. He then explained the process necessary for tenure and the Board Policies applicable to tenure, academic freedom, and evaluation of faculty.

BOARD OF TRUSTEES MEETING CALENDAR, 2004-2005
President Burke explained that in accordance with Idaho Code 67-23400 through 67-2345, the trustees are required to adopt an annual meeting schedule for the regular board meetings. He summarized the proposed calendar, and said that no action would be necessary, as this was the first reading. Trustees chose to waive a second reading, and the following motion was made:

MOTION: 03-31-04: 07 Motion was made by Trustee Hague, seconded by Trustee Meyer, and unanimously passed to waive the second reading of the Board of Trustees Meeting Calendar, 2004-2005, and approve same.

BUDGET DEVELOPMENT TIMELINE FY04-05
President Burke, substituting for Vice President Rolly Jurgens, provided a summary of the budget development timeline, and explained that the budget-building process is underway. He said that property tax estimates, data from the Insurance Committee, the administrative response from the President’s Cabinet on salaries and benefits, revenue projections, M&O expenses, as well as other information is being assembled within the college departments. Burke reported that the first reading of the proposed budget will occur in May, with the second reading and request for board approval in June, 2004.

During discussion of the budget development, Trustee Meyer requested that the board be provided with projections for three to five years of salary costs, possible capital expenditures and insurance costs, as well as estimated revenue to aid the Board in prioritizing this fiscal year’s proposed budget. In light of proposed health insurance premium increases and in order to obtain quality service and accountability, Trustee
Ostermeyer asked that NIC’s insurance agent be requested to treat NIC as an “A client.” He wants to insure that NIC employees are provided the best benefits available.

**Legislative Session Final Review**

Kent Propst, Assistant to the President for Community Relations, told the trustees that the legislative session had adjourned on Saturday, March 20. He reviewed the legislation signed into law by the Governor, which included the funding appropriation for community colleges, and increases to the Promise Scholarship from $1,000 to $1,200. Other legislative actions impacting community colleges were also reviewed.

**College Reports**

**President**

President Burke reported on his activities for the past month including participation in accreditation evaluator training and attending two meetings of the Educational Corridor planning team, the memorial service for Richard Mullen of the Coeur d’Alene Tribe, and the United Way awards ceremony. Burke noted that NIC had hosted the Popcorn Forum, the All-State Music competition, and was participating in the national self-defense program, “Take Back the Night.”

Other events that had occurred since the last meeting and noted by President Burke included the opening of the GED center in Post Falls and the Health & Sciences Building groundbreaking ceremony.

**Senate**

Senate Chair Sandra Jacquot told the board that the Senate had met the previous Thursday and reviewed several policies that should be coming to the trustees soon. She also said that the Senate had voted for the approval of naming the soccer field for Bill Eisenwinter.

**Faculty Assembly**

Rhena Cooper, Faculty Assembly Chair, told the board that faculty are pleased that eight candidates are considered for tenure. She expressed her appreciation to the trustees for her spring 2005 sabbatical, as well as those granted to Mona and Chad Klinger. Cooper said the faculty are examining ways to improve communicating with and to honor adjunct faculty.

Cooper also addressed remarks made earlier in the evening by students about the use of revenue from student tuition and fees. She explained that in order to maintain the quality of education, it is necessary to have staff in advising, financial aid, registration, division offices, and administration to support the efforts of the students. Cooper also pointed out that cutting funding of these departments by lowering tuition and fees could result in the quality of that education going awry. She also noted that tuition and fees are not the only source of funding necessary to support NIC.
**STAFF ASSEMBLY**

Peggy Schnell, Staff Assembly Chair, reported that Staff Assembly had forwarded their Meet and Confer recommendations to President Burke, and had formed an ad hoc compensation committee to formulate a way for staff to move through the salary schedule. She said that staff will receive a budget workshop at next week’s meeting presented by Vice President Jurgens. Schnell remarked that she was appreciative to hear the board’s concern about salary increases and increases in the cost of health insurance, as both subjects are major concerns for staff.

**ASNIC**

Joel Crane, ASNIC President, told the board that this would be his last meeting, and that new officers will be elected shortly. He indicated that balancing the needs of the students, establishing affordable tuition and fees, and funding college operations is challenging. He urged the board to examine the scholarships and financial aid available to middle-class students that may not currently be receiving aid.

Crane also reported that a plasma-screen TV for advertising and providing other information to the students has been installed in the Student Union. It will save printing costs and allow campus clubs to advertise. He suggested that email addresses for all students be established by NIC, so that students may receive information as quickly as employees. He cited the recent proliferation of misinformation resulting from an alleged assault.

Crane said he hoped that the planning for a campus recreation center would continue and stated that he had formed a committee for that purpose. He recommended that the board consider sponsoring legislation to allow a student-trustee on the Board of Trustees.

In closing, Crane thanked board for the wonderful experience working with them during the past year.

**BOARD CHAIR REPORT**

Rolly Williams, Board Chair, thanked Crane for his service and stated that he had represented the students very effectively during his ASNIC presidency. In addition, he noted the successful groundbreaking ceremony for the Health & Sciences Building and expressed the Board’s appreciation for those involved in planning that event.

Williams then addressed his remarks to the students inquiring into Fort Sherman Institute. He explained the concept and inception of the program had occurred prior to the September 11 incident involving the World Trade Center. Williams stated that given the circumstances at the time, the FSI concept seemed a very viable program for NIC. He noted that in looking back, the community criticism was that the board did not do enough to support FSI, and some students felt that the board did too much. Williams stated that the concept of providing first responder training, homeland security, and hostage survival is still right. He stated that the scope of FSI was ahead of the funding
available from federal and other sources of revenue. FSI had access to the best experts from the Department of Defense and other entities that train in hostage survival and counter-terrorism. Williams then said he hoped this would be the Board’s final comments on the continued speculation about FSI.

**ADJOURNMENT**

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

Time: 7:58 p.m.

________________________________  ________________________________
Board of Trustees Chair    Board of Trustees Secretary