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
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, Assessment and Research
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
Nancy Edwards, Staff Assembly Chair
Susanne Bromley, Faculty Assembly Chair
Jim Jeitler, Senate Chair
Heather Ericson, ASNIC President

INTRODUCTION OF GUESTS

Guests at the meeting included Nils Rosdahl, Instructor for the Sentinel, Cyndie Hammond, Director of Lewis-Clark State College, Coeur d’Alene, and Linda Davis, NIC Booster Club President.

APPROVAL OF MINUTES

Motion was made by Trustee Armon and seconded by Trustee Ostermeyer to approve the minutes of the June 23, 2004 meeting. The motion was unanimously approved.
OPEN FORUM FOR PUBLIC REMARKS
Cyndie Hammond expressed her appreciation for the collaboration and cooperation extended to Lewis-Clark State College.

PROFESSIONAL IMPROVEMENT POLICY 3.02.20
Vice President Gee, told explained to the Trustees that this was the first reading of the Instructional Professional Improvement Policy 3.02.20. The revision to the policy reflects the change in the amounts of funds and the period over which the funds are used. The former policy allowed faculty $500 over a three-year period for professional development. The revision will increase the amount to $750 over a two-year period. Gee said that the total amount budgeted would remain the same. He explained some of the uses by faculty of the professional improvement funds. Board Chair Williams said that since this was a minor change to the policy, unless any of the other Trustees objected, that a motion for approval would be considered. Therefore, the following motion was made:

MOTION: 08-25-04: 22  Motion was made by Trustee Hague and seconded by Trustee Armon to approve the Instructional Professional Improvement Policy 3.02.20 as presented. The motion was unanimously approved.

PRELIMINARY CREDIT ENROLLMENT
In preparation for the preliminary credit enrollment report, Vice President Gifford reviewed the early Fall semester schedule for enrollment, adding or dropping classes, etc. Gifford explained that the official enrollment is determined on the tenth day of the semester. He reported that although he could not provide “hard” numbers, that enrollment appears to be similar to last year’s figures with more first-time students. A detailed report will be presented at the September meeting.

INSTRUCTIONAL OVERVIEW
Vice President Gee presented highlights of the changes and additions within the Instructional Division, including the re-opening of the LPN program in Sandpoint, as well as new programs in Landscape Technology, Radiology Technician, Resort Management, Outdoor Recreational Vehicle Repair. Gee also reported on changes in the subjects of welding, automotive and collision repair, hybrid classes, and offerings within the Workforce Training Centers. He stated that NIC has received grant funding to train potential foster parents. A joint-powers agreement has been signed for an NIC center in Kellogg, and Bonners Ferry is being considered for an additional off-campus site. Gee also discussed the opening and relocation of offices, equipment, and employees into the new Health and Sciences Building. It was explained that a request for occupancy costs has been submitted to the state as an enhancement to the NIC budget in FY06 to support the custodial, maintenance, other costs, associated with the new Health and Sciences Building.

Vice President Gee reported that NIC, along with UI and LCSC, had contracted with CCBenefits to do a “needs assessment” survey of the ten northern counties in order to obtain accurate data to use in planning future higher educational needs.

Gee cited the biggest instructional challenge as keeping pace with on-going technological changes and assessing the cost-effectiveness, viability, need, and other elements of ever-changing technology.
**FACILITIES UPDATE**

Vice President Jurgens provided updates to the physical plant projects that are in progress or have recently been completed. The Health and Sciences Building construction is underway and on schedule. Jurgens stated that completion and occupation is expected in Fall 2005. Other projects include painting of the Fort Sherman Officers' Quarters Building, fan coil (HVAC) replacement in the Hedlund Building, ventilation of the Boswell stage workshop, re-roofing of the Student Union Building, completion of the Robin Hood Campground parking, and installation of a bakery in Emery's. Jurgens also reported that a substantial upgrade of the mechanical system in Sherman Building is scheduled for next summer.

**BUDGET AND BENCHMARKS FOR FY04-05**

Vice President Jurgens explained the comparison of the FY03-04 and FY04-05 budgets by program with the percentage and dollar changes. He said that the increases to the general fund budget result from campus-wide salary increases and transfer of the Workforce Training Center budget into general budget. Jurgens also provided a comparison of budgeted revenue from tuition and fees, county, state and other sources from FY04 to FY05. Those comparisons reveal that total revenue from the county has increased, but the mil levy rate has decreased.

Jurgens also provided a ten-year history of budget funding support. Those charts indicate that state and county revenues are declining as a percentage of the overall budget, and that students are assuming a greater percentage share of the college revenue.

Other data reported by Jurgens was the general fund budget growth since 1965, which he indicated reflects the overall growth of the college. He also provided property tax and assessed levy rates and resident tuition and fee histories for the last 25 years.

**APPOINTMENT OF CLERK OF THE ELECTION FOR BOARD OF TRUSTEES ELECTION**

Vice President Jurgens explained that in order to allay any problems that might occur, a Clerk of Election to oversee the trustee election needed to be formally appointed. After discussion, the following motion was made:

**MOTION: 08-25-04: 23** Motion was made by Trustee Armon and seconded by Trustee Meyer to approve Vice President Rolly Jurgens as the Clerk of the Election for the upcoming Board of Trustees election. The motion was unanimously approved.

Jurgens stated that Rolly Williams was a candidate for re-election to his current position, and that Christie Wood, James Hammond, and Tyler Allen Brown had filed petitions for candidacy for Position B. Other discussion included the length of the trustee terms of service, which is set by state statute and the timeline for the pre-election and election processes.
REPORTS

COLLEGE PRESIDENT
President Burke reported on the increasing number valedictorians and salutatorians that have received scholarships over the past four years. Additionally, he provided information on his activities over the last two months including attendance at a meeting of the Virtual Possibilities Network (VPNet) leaders, the NIC capital campaign kickoff event, a meeting with the Idaho Commission on Hispanic Affairs, and Fall convocation events.

SENATE
Jim Jeitler, Senate Chair, stated that the Senate would be reconvening August 27. The Student Honor Code, Academic Integrity, and Memorials Policies will be reviewed.

FACULTY ASSEMBLY
Faculty Assembly Chair Susanne Bromley thanked the Board for the approving the Instructional Professional Improvement Policy, and she stated that the first Faculty Assembly meeting on would be held the following Monday. Bromley also reviewed some of the accomplishments of faculty over the summer.

STAFF ASSEMBLY
Nancy Edwards, Staff Assembly Chair, reported that the staff had a retreat mid-July and identified this year’s challenges and goals for solutions. She stated that she met with President Burke to share those issues. Edwards also related that an insurance representative will be present during the Fall professional development day to inform employees how to use health care benefits wisely.

ASNIC
Heather Erikson, President of ASNIC, said that the ASNIC leadership was getting ready for new student orientation on the following Friday. She reported on a conference she had attended as well as a retreat held in collaboration with LCSC students. Erikson also noted that the SUB basement remodel was nearly complete.

BOARD CHAIR
Board Chair Rolly Williams provided an update on the Athletic Review Committee recommendations for the other trustees and audience. Williams said that the recommendations have been implemented or completed by the college administration or acted upon by the Trustees.

REMARKS FOR THE GOOD OF THE ORDER
Ostermeyer said that he, President Burke, and Board Chair Williams had met with the Chancellor of the Community Colleges of Spokane, and he had discussed the misreporting of information by a CCS employee at an Athletic Review Committee meeting.

Board Chair Williams said that the Board Self-Evaluation will be handed out and reviewed by the Board at a special meeting of the Trustees the following week.
Trustee Meyer noted that none of the Trustees was attending the ACCT conference in October 2004 in New Orleans. She suggested that the Board begin planning now for the 2005 ACCT conference in Seattle. Additionally, Meyer stated that the Coeur d’Alene Chamber of Commerce was sponsoring a regional legislative planning meeting. Trustee Meyer, President Burke, and Brenda Smith will be attending. Trustee Meyer also called attention to the forthcoming Bellwood lecture, open to public at the University of Idaho in Moscow. Meyer concluded her remarks with an amusing description of the Fall 2004 college freshman.

**EXECUTIVE SESSION**

**MOTION: 08-25-04: 23:** 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: 8:23 p.m.

**RECONVENE/ADJOURNMENT**

The meeting reconvened at 9:25 p.m. at which time no other business was conducted. The following motion was then made:

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

Time: 9:26 p.m.

__________________________________________ _________________________________________

Board of Trustees Chair    Board of Trustees Secretary