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: Denny Hague
Judy Meyer
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
Nancy Edwards, Staff Assembly Chair
Susanne Bromley, Faculty Assembly Chair
Jim Jeitler, Senate Chair
Heather Ericson, ASNIC President

INTRODUCTION OF GUESTS
There were no guests at the meeting.

APPROVAL OF MINUTES
Motion was made by Trustee Hague and seconded by Trustee Meyer to
approve the minutes of the December 15, 2004 meeting. The motion was
unanimously approved.

OPEN FORUM FOR PUBLIC REMARKS
None.

PRELIMINARY SPRING CREDIT ENROLLMENT REPORT
Bruce Gifford, Vice President for Student Services, told the Board that January 19 was the
second day of classes, and enrollment data would be official on the tenth day of classes. He
stated that enrollment appeared comparable to a year ago at this time. An official
enrollment report will be presented at the February meeting. Gifford stated that NIC had
contracted with Noel-Levitz, a national firm specializing in marketing, recruitment, retention,
advising, orientation, and customer services consultation. In early February that company will have representatives on campus helping train NIC employees in the specified areas.

**BOARD OF TRUSTEES PERPETUAL CALENDAR REVIEW**
President Burke provided a draft of the Board of Trustees Perpetual Calendar and asked the Board to review and provide input on the calendar. Some of the topics that were considered for inclusion were the Board self-evaluation, the President’s evaluation, and the possible designation of a month for a Board retreat.

**LEGISLATIVE SESSION UPDATE**
Kent Propst, Assistant to the President for Community Relations, noted that the Legislative session was underway and that Governor Kempthorne had presented his budget with his State of the State Address. The Governor’s budget recommendation includes a 4.9% increase in State appropriations, as well as a 1% change in employee compensation (CEC). Propst reported that NIC’s request was for a 7.7% overall increase. He noted that it was the legislature’s duty to set the budget. Propst also reported on the calendar of events that would take place in January at the Legislature. He also spoke positively of the annual joint NIC-CSI luncheon with representatives of both colleges and thirteen of fifteen North Idaho Legislative delegates. Other legislative notables were present as well, and Propst indicated that the event imparted much goodwill for the community colleges.

**HUMAN RESOURCES UPDATE**
Brenda Smith, Human Resources Director, presented a report on the Human Resources Office, and the projects undertaken over the past year, including the addition of new staff, training and development initiatives, transition of benefits from the Business Office to Human Resources, and a review of workforce by number of part-time/full-time employees, average length of employment, attrition, and recruitments. Smith also updated the Trustees on the compensation project that includes the transition to pay-for-performance or merit-based pay for staff and on the work by an ad hoc committee to aid in that transition.

**SECOND QUARTER BUDGET REVIEW (FY05)**
Vice President Jurgens told the Trustees that the second quarter budget review data was very consistent with that of the previous five years. He provided information on the revenue, expenditures, and the progressive monthly growth of revenue, expenditures, and tuition and fee revenue. Jurgens stated that there were no items of concern.

**REPORTS**
**COLLEGE PRESIDENT**
President Burke reported that he had recently attended the Mountain States Community College Presidents’ conference and the joint NIC-CSI Legislative lunch this month. Burke also noted that he would be attending the State Board of Education meeting, the Chamber of Commerce Days at the Legislature and the Higher Education Joint Legislative Session. He will also be making presentations on behalf of NIC before the Joint Finance-Appropriations Committee and the House and Senate Education Committees later in the month.
Burke applauded the NIC college athletes’ average 2.765 GPA, and he noted that three athletic teams had team GPAs higher than 3.0. He also invited the Board to attend the Grand Opening of the NIC Silver Valley Center on February 12, and asked the Trustees to note that a retreat was being planned for Thursday, February 24.

SENATE
Jim Jeitler, Chair of the college Senate stated that there had been no Senate meeting, so he had no report.

FACULTY ASSEMBLY
Susanne Bromley, Faculty Assembly Chair, stated that faculty had appreciated the professional development opportunities of the previous week. She also noted that faculty had an average of 100-150 students each, and were undertaking the new semester’s task of matching names and faces.

STAFF ASSEMBLY
Nancy Edwards, Staff Assembly Chair, told the Board that Randy Bennett of Food Services assembled and distributed 23 food baskets from donations from staff. Edwards is working with Human Resources on the pay-for-performance transition and working with staff to assess the priorities for the Meet and Confer process.

ASNIC
Heather Erikson, ASNIC President, stated that she had enjoyed the semester break, that ASNIC had not formally met, and that ASNIC would be continuing with the goals set last semester.

BOARD CHAIR
Rolly Williams, Board Chair, had no report.

REMARKS FOR THE GOOD OF THE ORDER
Rayelle Anderson, Executive Director of the NIC Foundation, reported that the “Providing Opportunities—Fulfilling Dreams” community campaign had met nearly 75% of the established goal of $2 million. She reviewed the efforts of the various divisions within the campaign, and she invited the Trustees to the “Open Your Heart” Valentine Dance fundraiser for the campaign on February 12.

EXECUTIVE SESSION

MOTION: 01-19-05: 01 Motion was made by Trustee Meyer and seconded by Trustee Hague 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:

Denny Hague: aye
Judy Meyer: aye
Rolly Williams: aye

Time: 7:22 p.m.
RECONVENE/ADJOURNMENT
The meeting reconvened at 9:06 p.m. at which time no other business was conducted. The following motion was then made:

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

Time: 9:08 p.m.

______________________________   ________________________________
Board of Trustees Chair    Board of Trustees Secretary