



NORTH IDAHO COLLEGE

BOARD OF TRUSTEES MEETING

DRIFTWOOD BAY ROOM – STUDENT UNION BUILDING

6:00 P.M. – APRIL 28, 2004

MINUTES

EXECUTIVE SESSION

Executive session was called to order at 5:13 p.m. in the Sherman Building Conference Room as follows:

MOTION: 04-28-04: 08 Motion was made by Trustee Ostermeyer and seconded by Trustee Meyer to adjourn to Executive Session under Idaho Code Section 67-2345(b) *To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent;*

Roll call vote was as follows:

Mic Armon:	aye
Denny Hague:	aye
Judy Meyer:	aye
Fred Ostermeyer:	aye
Rolly Williams:	aye

Present in executive session were Mic Armon, Denny Hague, Judy Meyer, Fred Ostermeyer, Rolly Williams, Michael Burke, College Attorney Marc Lyons, and Donna Ward. The evaluation of a college employee was discussed. The executive session was continued until after the conclusion of the regular board meeting.

RECONVENE

The meeting reconvened at 5:50 p.m. and no further matters were discussed or business conducted. After moving to the Edminster Student Union Building, the regular board meeting was then called to order as follows:

CALL TO ORDER AND VERIFICATION OF QUORUM

Board Chair Williams called the meeting to order at 6:03 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
Heather Erikson, ASNIC

INTRODUCTION OF GUESTS

Nils Rosdahl, Journalism Instructor, was introduced. He reviewed the awards received during the past year by *The Sentinel* staff. Rosdahl also introduced the editors for the 2004-2005 school year, and he thanked Chris Heinrich for serving as this school year's managing editor.

Joel Crane, ASNIC President, introduced the 2004-2005 ASNIC President, Heather Erikson, and Vice President, Emily Compton.

APPROVAL OF MINUTES

Motion was made by Trustee Hague and seconded by Trustee Ostermeyer to approve the minutes of the March 25, 2004 meeting. The motion was unanimously approved.

OPEN FORUM FOR PUBLIC REMARKS

Donna Montgomery, a local citizen, explained the forthcoming Relay for Life cancer fundraiser and urged NIC to form a team for the July 16 & 17, 2004 event.

SECOND READING: TENURE CANDIDATES

Vice President Gee explained that the names of the tenure candidates were presented at the March board meeting for a first reading, and that the candidates' files were made available for review in the intervening time by the trustees. Gee introduced the candidates present and the meeting and recommended all of the candidates for conferral of tenure per board policy. Motion was then made as follows:

MOTION: 04-28-04: 09 Motion was made by Trustee Hague and seconded by Trustee Meyer to approve and grant the conferral of tenure upon:

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

Per Board Policy 3.02.9, beginning the Fall 2004 semester.

FIRST READING: ATTENDANCE POLICY 5.14

Vice President Gee, explained that the Attendance Policy 5.14 was presented for a first reading. The policy originated as a recommendation from the Athletic Review Committee. It has been reviewed and modified by the Instructional Council, the Faculty Assembly, and a conference committee of ASNIC. Gee explained that the policy allows students to attend intra- or extra-curricular activities and provides for unavoidable situations, such as family illnesses or other events. He stated that the policy does not relieve the student of the necessary coursework. Gee answered questions from the trustees and said that the policy will be presented for approval at the May meeting.

MEET AND CONFER RECOMMENDATIONS AND ADMINISTRATIVE RESPONSE

President Burke presented a PowerPoint that summarized the Meet and Confer salary and benefit recommendations, as well as those of the Faculty and Staff Assemblies. Burke thanked Denise Clark and the Meet and Confer Committee for their considerable work on the compensation adjustments.

The administrative response to the Meet and Confer recommendations included adoption of the PSPC study as set forth in the "Proposed Salary & Benefits Plan, 2004 in Response to *Expanded Meet & Confer* Proposal dated April 28, 2004" presented at the meeting.

Following Burke's presentation, the trustees discussed possible future revenue sources including tuition and fees, local property taxes, the use of foregone taxes, and State funding allocations.

Further discussion took place concerning the acquisition of additional property to accommodate the increasing growth of the college, possible areas of cost reduction, and an explanation by Vice President Jurgens of the use of foregone taxes.

Burke summarized the Public Sector Personnel Consultants (PSPC) study that was recently conducted, and he cited the findings of that study. He explained that in order to implement the recommendations of the study and to bring NIC's compensation into

the current market ranges, compensation increases will be necessary over the next five years or so.

Trustee Williams said no formal action was necessary, but the board did endorse building the budget at a 7% salary increase set forth in the administrative recommendations.

STRATEGIC PLAN 2004-07 AND DEPARTMENTAL PLANNING 2004-05

Assistant Vice President Christie told the board that the Strategic Plan Action Plans and Departmental Planning for 2004-05 had been received from all of the college departments. She said that contained within the Strategic Plan are actions that address most of the issues in the previous discussion regarding compensation and funding. She said that the Strategic Plan identifies and provides necessary steps, timeframes, and methods to measure the strategic planning accomplishments. Christie noted that initial work groups have been created and that more community members will be added as the actions plans are implemented.

Assistant Vice President Christie told the trustees that according to the recent reaccreditation recommendations, NIC needs to clarify how strategic planning efforts are linked to departmental goals and planning. To accomplish this recommendation, , Christie said that 49% of the 2004-2005 Departmental Planning goals are directly connected to the Strategic Plan and that the balance of the goals link directly to each vice president's or managers' goals. On behalf of the trustees, Board Chair Williams thanked Christie for her work on Strategic Planning.

3RD QUARTER BUDGET REVIEW

Vice President Jurgens provided the revenue and expenditures data and graphs through March 2004 and the five-year comparisons of same. He stated that the expenditures and revenue are closely following the prior five-year trends and that there were no areas of concern. Jurgens stated that although the budget is following the five-year trend, tuition and fees were being collected at a rate greater than initially budgeted.

REPORTS

COLLEGE PRESIDENT

President Burke provided a summary of his activities during the previous month. He attended the AACC conference in Minneapolis, which included the presentation of the New Century Scholarship award to NIC student, Teresa Tully. At that conference, Burke participated as a member of the Commission on Diversity and Inclusion and made a presentation as part of a panel discussion on diversity. Burke reported that NIC has hosted the Idaho All-Star High School games, the NIC Athletic Award Banquet, the Women in Higher Education Roundtable, and the State Board of Education meeting in April. He also noted that NIC participated in the March of Dimes fundraiser walk and the Corporate Walking Challenge. Other notable events mentioned by Burke were the start of construction of the Health and Sciences Building and the 50th anniversary of

Brown v. Board of Education, for which a commemorating resolution will be brought to the trustees at the May meeting.

SENATE

Sandra Jacquot, Senate Chair, said that the Instructional Professional Improvement and Repeating a Course Policies had both passed the Senate and had been forwarded to the President's Cabinet. The May meeting was the last meeting of the Senate this fiscal year according to Jaquot.

FACULTY ASSEMBLY

Rhena Cooper, Faculty Assembly chair, reported the excitement and pride of the faculty members attaining tenure. She noted that the faculty had collected \$500 of their own personal funds and had given it to the NIC Foundation for a new adjunct faculty achievement award. Cooper noted the accomplishments of many of the faculty members, and stated that NIC is on the "cutting edge" in many areas.

STAFF ASSEMBLY

Peggy Schnell, Staff Assembly Chair, thanked President Burke and the Board of Trustees for their support of the salary increase. She stated that most staff are aware that executing a balanced budget while increasing salaries is difficult, staff are appreciative of the administrative work involved, and will do what they can to help, including education and possible use of the cafeteria plan.

ASNIC

Heather Erikson, newly-elected ASNIC President, said she was honored to be part of the governance body for next year. She said new officers are moving into their positions, and ASNIC is moving forward with projects from former senators. Erikson expressed her hopes for a productive year working with board and college community

BOARD CHAIR

Board Chair Williams reiterated the board's goal of remaining within 75%-25% ratio between the salary and M&O budgets while pursuing the objective of the 50th percentile target with salaries. He expressed the desire to reach that goal within the next several years in order to do the best possible for employees. Williams also reminded attendees that board meetings were held to conduct the business of the board, that the meetings were conducted in public, but they are not public meetings. He stated that the open forum at the beginning of each meeting is for public comment relating to items on the board agenda; however, it is the policy of board not to respond to speakers making remarks, only to listen to the speakers. Williams stated that he is pleased with the low ratio of adjunct faculty to full-time faculty, and he is proud of the adjunct faculty and the work they do.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Armon explained the current “No Moose Left Behind” fundraiser by the Excel Foundation. The Excel Foundation raises funds to provide grant support to School District 271 for educational needs.

Trustee Meyer reminded the other board members of the ACCT Conference June 16-19 in San Antonio.

EXECUTIVE SESSION

The executive session that was called prior to the regular board meeting continued at 8:56 p.m. with the following present: Mic Armon, Denny Hague, Judy Meyer, Fred Ostermeyer, Rolly Williams, Michael Burke, College Attorney Marc Lyons, and Donna Ward. Evaluation of a college employee was discussed.

RECONVENE

The meeting reconvened at 9:16 p.m. and no further business was conducted.

ADJOURNMENT

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

Time: 9:17 p.m.

Board of Trustees Chair

Board of Trustees Secretary