



# North Idaho College

NIC Board of Trustees Meeting Agenda

4:00 p.m. Executive Session

5:30 Budget Workshop

6:00 p.m. Meeting

Edminster Student Union Building, Driftwood Bay Room

May 27, 2009

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*Mission statement: North Idaho College is committed to student success, teaching excellence and lifelong learning. As a comprehensive community college, North Idaho College provides educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.*

4:00 p.m.

## **CALL TO ORDER IN DRIFTWOOD BAY ROOM**

Verification of Quorum

Christie Wood

## **EXECUTIVE SESSION**

Idaho Code Sections 67-2345(B)

5:30 p.m.

## **BUDGET WORKSHOP**

Christie Wood

6:00 p.m.

## **RECONVENE BOARD MEETING**

Verification of Quorum/Introduction of Guests

Christie Wood

Minutes Review/Approval

Christie Wood

Public Comment

Celebrating Success: Sentinel Awards

Nils Rosdahl

## **OLD BUSINESS**

Tab 3: ACTION: Facilities Master Plan

Priscilla Bell

Tab 4: Second Reading/ACTION: College and Plant Fund Operating Budget

Rolly Jurgens

Tab 5: Second Reading/ACTION: ASNIC Budget

Jack Vanderlinden

Tab 6: ACTION: Update - Early Retirement Incentive Program

Marc Lyons

## **NEW BUSINESS**

Tab 7: First Reading: Auxiliary Services and Auxiliary Enterprises Budgets

Rolly Jurgens/  
Jay Lee

Tab 8: First Reading: Teaching Focus Policy #03.02.34

Jay Lee

Tab 9: ACTION: Approval of Budgets for Area Agency on Aging and Head Start

Rolly Jurgens

Tab 10: ACTION: Suspension of Withdrawals by Instructor Policy #5.04.02

Marc Lyons

**INFORMATION ITEMS**

Tab 11: FY-11 Department of Public Works and Legislative Line Item Requests  
Kootenai Technical Education Campus (K-TEC) Update  
Foundation Update  
POST Academy Update  
Military Science/ROTC Update

Priscilla Bell  
Ron Vieselmeier  
Mic Armon  
Jay Lee  
Jay Lee

**REPORTS**

College President  
Senate  
Faculty Assembly  
Staff Assembly  
ASNIC  
Board Chair

Priscilla Bell  
Nancy Edwards  
Pat Lippert  
Gary Coffman  
Jack Vanderlinden  
Christie Wood

**REMARKS FOR THE GOOD OF THE ORDER\*****ADJOURN**

- \* Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President's Office and at each board meeting.
- \*\* Executive sessions may be called for the purposes of considering hiring a candidate for public employment; considering the evaluation, dismissal, or disciplining of a public employee; conducting deliberations concerning labor negotiations or to acquire an interest in real property not owned by a public agency; advising its legal representatives in pending or probable litigation or considering preliminary negotiations in matters of competitive trade or commerce with governing bodies in other states or nations.

Next Board Meeting  
June 24, 2009

**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

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**SUBJECT**

Executive Session

**BACKGROUND**

From time to time the board will find it necessary to adjourn to executive session.

**DISCUSSION**

When an executive session is required, a number of specific steps must be taken. These steps are:

1. Cite Idaho Code Sections 67-2345.
2. Cite one or more specific subsections in the code section.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

**COMMITTEE ACTION**

Roll call vote of the members of the board of trustees with a two-thirds majority is necessary to adjourn to executive session.

**FINANCIAL IMPACT**

None.

**REQUESTED BOARD ACTION**

A motion under Idaho Code Section 67-2345 subsection:

- \_\_\_\_\_ (a) To consider hiring a public officer, employee, staff member or individual agent;
- \_\_\_\_\_ (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;
- \_\_\_\_\_ (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;
- \_\_\_\_\_ (d) To consider records that are exempt from disclosure as provided in Chapter 3, Title 9, Idaho Code
- \_\_\_\_\_ (e) To consider preliminary negotiations involving matters trade or commerce in which the governing body is in competition with governing bodies in other states or nations;
- \_\_\_\_\_ (f) To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation;

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

Roll call: \_\_\_\_\_ Armon  
\_\_\_\_\_ Meyer  
\_\_\_\_\_ Vieselmeyer  
\_\_\_\_\_ Williams  
\_\_\_\_\_ Wood



# North Idaho College

BOARD OF TRUSTEES MEETING

BOARD WORKSHOP – 4:00 PM

MEETING 6:00 PM

DRIFTWOOD BAY ROOM, STUDENT UNION BUILDING

April 22, 2009

MINUTES

## CALL TO ORDER

Vice Chair Mic Armon called the meeting to order at 4:05 p.m.

## VERIFICATION OF QUORUM

Vice Chair Armon verified that a quorum of the board was present at the meeting.

## ATTENDANCE

Trustees: Rolly Williams  
Mic Armon  
Ron Vieselmeyer  
Judy Meyer  
Christie Wood (arrived at 5:00 pm)

Also present: Priscilla Bell, President  
Jay Lee, Vice President for Instruction  
Rolly Jurgens, Vice President of Administration  
Eric Murray, Vice President for Student Services  
Marc Lyons, Attorney for North Idaho College  
Sarah Garcia, Controller  
John Knapp, KADD

## BOARD WORKSHOP

### FY-10 Budget

VP Rolly Jurgens presented the proposed FY-10 budget for trustees to review and discuss. VP Jurgens explained that President Bell had directed budget planners to employ a zero-based budgeting process when developing the proposed budget for FY-10. He began by reviewing how funding for the college had shifted from FY09 to what is anticipated in FY-10 including state funds, tuition and fees, county funds and other funding sources. For FY-09 the college had initially budgeted 40% of the operating budget including professional-technical education funding utilizing state funds. For FY-10 the college is planning for 38% of the operating budget to be comprised of state funds. He also highlighted that other funding will decrease from 5% to 2% primarily because the administration proposes moving funding for the workforce training center from the general fund operating budget into the auxiliary enterprises budget.

VP Jurgens next reviewed expenditures and revenue. He stated that it had been determined that in the coming year there would be no funds available for any salary increases, however \$14,000 had been budgeted for columnar movement within the salary grid to award faculty who had improved their education and a \$20,000 allocation was being proposed for the reclassification of some classified employee positions. He pointed out the savings of \$300,000 that would be recognized through a decrease in costs for employee health benefits and a

\$90,000 allocation for grants-in-aid which will be used to help offset the proposed increase in tuition and fees.

He went on to show a proposed reduction in spending for instruction of nearly \$594,000 which consists primarily of part-time faculty and some classified positions not being filled as well as reductions to maintenance and operations budget items throughout the instruction department. Other department reductions consist primarily of reductions in maintenance and operations costs. Cost increases to the administrative services budget are derived by moving some custodial and grounds positions from the professional technical budget in instruction over to the administrative services budget. He finished his review of expenditures by pointing out that \$900,000 had been allocated to finalize the purchase of the property on the Rathdrum Prairie for the proposed professional technical facility as well as \$50,000 allocated for closing costs on that purchase. VP Jurgens stated that expenditures in the proposed FY-10 budget had decreased from FY-09 by \$1.4 million.

VP Jurgens continued with a review of revenue streams for FY-10 including the proposed increase to tuition and fees of nearly \$720,000 and the potential \$1.3 million decrease in state general funds and a potential reduction of nearly \$200,000 in PTE funding from the state. He pointed out that the administration was recommending a \$50,000 increase in fees from the Children's Center. He went on to say that some analysis had been done regarding the proposed increase in fees for Children's Center services and it was determined that even with the increase, the cost for those services is still in line with costs for local day care centers. He outlined the proposed budget and expenditures for the plant fund and reviewed the proposed allocation of funds for personnel positions.

VP Jurgens closed his presentation of the proposed FY-10 budget by reviewing a list of projects among which the anticipated stimulus funds will be allocated including improvements to classroom technology, student book scholarships, a parking lot for the proposed mill site and various campus maintenance and repair projects.

Chair Wood joined the meeting at this time.

Trustee Meyer asked for more information regarding the assistant dean of students position that VP Eric Murray is proposing be added in the Student Services department. VP Murray informed trustees that initially a counselor position was going to be exchanged for the assistant dean of students position in order to maintain budget neutrality. He stated that at this time it has become apparent that the counselor position and the assistant dean position can both be included in the budget. He explained that the model that has been developed reduces staffing for counseling services from five days a week to four days a week in order to help fund some of the changes, and Student Services is currently in talks with the Women's Center to have volunteers come on campus on the fifth day to staff the facility and provide services. A brief discussion ensued regarding the proposed reorganization of career services following which VP Jurgens concluded his review of the FY-10 budget.

#### Facilities Master Plan Workshop

VP Jurgens introduced Mr. John Knapp of Knapp Architecture Design Development. Mr. Knapp began his presentation of the draft facilities master plan by stating that what North Idaho College is facing is changing demands and changing workplace which is changing education. He went on to say that the process that was undertaken over the past five months in developing the draft plan was one that utilized the strategic plan to project of the needs of the college's service areas. The process began with the application of nationally recognized

institution-based space guidelines, the conversion of credit-hour production to full-time enrollment and the assembly of basic facilities data. He continued by saying that growth and enrollment distribution by campus were projected out to the year 2018 then the strategic plan goals were applied and a capital improvements plan developed.

Mr. Knapp continued by showing the current total full-time enrollment for all NIC campuses nearly doubling by the year 2018. Campuses include the main campus, the outreach centers, ABE/GED, Workforce Training Center, the proposed facility on the Rathdrum Prairie and enrollment at the Coeur d'Alene campuses for University of Idaho and Lewis-Clark State College. He went on to show a summary of space needs, which based on projections of current inventory to the year 2018, demonstrates there will be a space deficit due to UI and LCSC enrollments.

Mr. Knapp reviewed a prioritized list of eleven capital improvement projects of which the first three are the Seiter Hall renovation, the facility on the Rathdrum Prairie and an addition to Meyer Health and Sciences building. He went on to list some issues that came to light during the master plan study. Issues include the need to address heavy teaching loads of faculty, the need to develop new, discretionary operational funding and how best to develop a funding approach for facilities at North Idaho College. He reviewed and discussed some potential ways to address those issues. He closed his presentation by describing the next steps for implementing the plan.

A discussion ensued among trustees regarding a shared responsibility between the college and the K-12 programs for student skill-levels and success. Trustee Meyer asked staff if they had a sense of the percentage of students that are not coming directly from high school, but that have been away from school for some time and may require some remedial education to raise their skill level. President Bell responded that the information can be obtained and she directed VP Lee and the office of instruction to research the topic.

President Bell thanked Mr. Knapp for his work on the draft plan. She stated that the plan will be on a future agenda for further discussion and when the board is ready to adopt it, staff will request official board approval to use this plan as a guide and at that time incorporate any suggested changes by the trustees to the list of capital improvement priorities.

At 5:55 pm Chair Wood stated that the board would take a ten minute break before continuing on to the regular meeting of the board.

#### **RECALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Wood recalled the meeting to order at 6:05 pm and verified that a quorum of the board was present.

#### **ATTENDANCE**

Trustees: Mic Armon  
Ron Vieselmeier  
Rolly Williams  
Christie Wood  
Judy Meyer

Also present: Priscilla Bell, President  
Rolly Jurgens, Vice President for Administrative Services  
Eric Murray, Vice President for Student Services  
John Martin, Vice President for Community Relations

Jay Lee, Vice President for Instruction  
Marc Lyons, Attorney for North Idaho College  
Nancy Edwards, Senate Chair  
Gary Coffman, Staff Assembly Chair  
Ann Johnston, Faculty Assembly Chair  
Jack Vanderlinden, ASNIC President

## **APPROVAL OF MINUTES**

Chair Wood called for remarks of the meeting minutes. There were no remarks.

**A motion was made by Trustee Meyer and seconded by Trustee Williams to approve the regular meeting minutes of March 25, 2009, the minutes of the board workshop held on March 31, 2009, the minutes of the Executive Session held on April 9, 2009 and the minutes from the Executive Session held on April 14, 2009. The motion passed unanimously.**

## **PUBLIC COMMENT**

Chair Wood called on Beverly Oh who expressed concern about the proposed relocation of the career center. She stated that she felt that moving the career center into a smaller area would cause a reduction of services to students and would be a waste of financial resources.

Chair Wood next called on Roger Bacon who expressed concern about the relocation of the career center. He stated that he felt adding two new administrative positions would be a waste of money and that he felt that moving those services into a smaller area wouldn't work because the new space will no longer comply with the Americans with Disabilities Act.

Chair Wood called on Gail Laferriere who stated her concerns about moving career center services into a smaller area. She stated that 2,589 students have come through campus that interacted with the career center and she feels that services at that level would no longer be possible if the career center is moved into a smaller area.

Chair Wood called on Kim Johnson who expressed concern about the funds allocated for the proposed assistant dean of students position. She commented that based on what she understood from the budget workshop, the funds allocated for the assistant dean of students position were made up of new money. She said that during a faculty assembly meeting, faculty was told that the funds for this position would not cost the college any new money because someone was to be reassigned to that position.

## **CELEBRATING SUCCESS**

VP Eric Murray introduced Holly Edwards, Heather Erikson and Jimmie O'Harra who presented the Online Orientation program on which they collaborated. Their presentation demonstrated the interactive and user tracking features of the system. It also highlighted the value provided to students who may not be able to come on campus for an orientation and the effectiveness of the information that is captured from user responses.

Chair Wood took this opportunity to invite VP Murray to make the announcement that the ASNIC election results had just come in and that Jack Vanderlinden had been elected to serve as president for the next academic year.

## **OLD BUSINESS**

### Tuition and Fees 2009-10 Academic Year

Sarah Garcia introduced the second reading of the tuition and fees that she presented during the March board meeting stating that none of the figures had changed since the first reading. Trustee Armon asked Ms. Garcia if the figures presented in her packet for tuition and fees for the other institutions in the state were up to date. Ms. Garcia responded that the larger institutions in the state had not finalized their tuition and fees because they are still waiting for final funding decisions from the state. President Bell stated that the institutions in Spokane would have an increase in tuition and fees of 7%. Trustee Armon asked Ms. Garcia what percentage of NIC students were full time at 12 credits. Ms. Garcia responded by saying that now that full-time enrollment equals 12 credits, the percentage of full-time students is 60%.

**Motion: 04-2-09 45: Trustee Vieselmeyer moved to approve the tuition and fees presented for the 2009-2010 academic year. The motion, seconded by Trustee Williams passed unanimously.**

## **NEW BUSINESS**

### Awarding Tenure

VP Jay Lee presented a list of four faculty being recommended for tenure status: Kristy Gonder, James Jewell, Nancy Murren and Don Schoesler. He stated that each instructor had successfully completed all the requirements associated with gaining tenure which included undergoing faculty evaluations, evaluations from students, fellow faculty and division chairs, submission of working materials and review from the Tenure Committee. VP Lee thanked the Tenure Committee for their work and their recommendations and he requested that the board consider approval of tenure for the four faculty.

**Motion: 04-22-09 46: Trustee Meyer moved to approve tenure for Kristy Gonder, James Jewell, Nancy Murren and Don Schoesler. The motion, seconded by Trustee Armon passed unanimously.**

### Early Retirement Incentive Program

President Bell explained that human resources had researched the feasibility of offering an early retirement incentive to eligible staff. She stated that once financial models had been developed, it had been determined that only faculty and professional staff who meet the criteria would be eligible for the voluntary program and that it would not be financially feasible for the college to offer the incentive to classified staff.

She went on to say that eligibility was established at the PERSI rule of 90 which requires an employee to have collective years of PERSI service plus age equaling 90. This would also apply to those who participate in the optional retirement program. Plan development took into consideration faculty and staff who are eligible for retirement on June 30, 2009 as well as those who will be eligible by June 30, 2010 and June 30, 2011. It is being suggested to the board that for those eligible to retire by June 30, 2009 we would offer an incentive of 30% of their annual salary and an incentive of 50% of their annual salary to those who would be eligible prior to June 30, 2012 if they retire by June 30, 2009. She let trustees know that if everyone who is eligible took advantage of the offer, the college would recognize a savings of more than \$326,000 the first year and more than \$424,000.



President Bell reminded trustees that this was a first reading, but because of the time in the fiscal year for those who are considering retirement and because of the timelines required to implement this program, she encouraged the board to consider a motion to approve it.

Trustee Meyer asked if there would be any campus resources or counseling services offered to those eligible to help them assess the offer. President Bell responded that human resources would be communicating individually with those eligible to explain the benefits that they would be eligible to receive if they choose to take advantage of the offer.

Trustee Armon asked about the plan to replace full-time faculty. President Bell stated that the plan for faculty in the first year would be to replace the positions with adjunct faculty and hire full-time tenure track faculty by year two to fill the positions. For professional staff positions, the plan, in some cases, will be to restructure some offices and eliminate the need for certain positions or hire for lower-level positions.

**Motion: 4-22-09 47: Trustee Armon moved to approve the early retirement incentive program. The motion, seconded by Trustee Vieselmeyer passed unanimously.**

*First Reading: College and Plant Fund Operating Budget*

VP Jurgens reviewed highlights of the budget that were reviewed and discussed during the workshop earlier in the day. He restated that the proposed budget provides for a 3.5% reduction from FY-09 and includes such things as moving the budget for the Workforce Training Center into the auxiliary enterprise budget, a funding allocation for the purchase and closing costs of the property on the Rathdrum Prairie, a significant cost savings in the employee health benefits plan and the movement of expenditures from the professional technical education budget to the general fund budget. VP Jurgens pointed out that the funds allocated for the assistant dean of students position were not new funds as he had stated previously, but a reallocation of existing funds identified through maintenance and operations savings within the Student Services Department.

Some discussion took place among trustees and staff regarding the proposed reorganization within Student Services.

VP Jurgens reviewed the list of projects for which the anticipated stimulus funds will be allocated. President Bell took this opportunity to point out that Faculty Assembly recently passed a resolution regarding an approach to budgeting that minimizes impact on students. The resolution recommends that since instruction is the core of the institution it is the most protected tier. She went on to state that minimizing impacts to instruction was the first priority in budget planning this year. She continued by citing the second tier in the resolution had to do with the institution's attempt to do all it can to preserve the students' ability to achieve their professional and educational goals through support services. She finished by saying the third tier includes extracurricular activities which are not necessarily crucial to student success and retention. She mentioned that the Meet and Confer Committee expressed their appreciation for what the board had done to assure a good budget for the college and that they believe the college has arrived at the best budget conclusion that was possible in terms of wages and benefits.

Trustee Vieselmeyer commended President Bell and all who had made the budget workable under very difficult circumstances. He went on to commend the faculty and staff for willingly accepting no increase in salary to enable the budget to work.

Trustee Armon asked for some clarification on the proposed book scholarship program. VP Murray explained that there are a large number of students whose family income is too high for them to qualify for student aid, but who don't make much money to pay the bills and pay for their education. He went on to say that last year the college had 588 students in that category. The proposed book scholarship program will make \$300 available per semester to each of students in this category to help them pay for books. The maximum amount of book scholarship funds available per year of the stimulus money is \$150,000. The money will help offset the cost of tuition and lower the amount of loans they would otherwise have to apply for.

Chair Wood expressed the board's appreciation for staff's work on the budget and that they understand that there is much more to be done before it can be approved.

#### First Reading ASNIC Budget

VP Murray introduced ASNIC President Jack Vanderlinden who reviewed the proposed budget developed for ASNIC. Chair Wood asked President Vanderlinden what process is undertaken to raise student fees. President Vanderlinden with some clarification from VP Murray responded that the student senate went through a number of budget meetings where they reviewed priorities and proposed the increase in fees. VP Murray added that it is the responsibility of the senators to gain student feedback about the proposed increase in fees and then the group makes the recommendation.

Trustee Armon asked President Vanderlinden what percentage increase was projected for total enrollment. President Vanderlinden stated that they had projected an approximate 5% increase. Trustee Armon then noted that there appeared to be an approximate \$60,000 surplus as of the end of March and he asked President Vanderlinden where ASNIC anticipates ending the year. President Vanderlinden responded that ASNIC is discussing ways to utilize the funds including a remodel to the ASNIC Club room. Trustee Armon asked what comprises the Administration line item in the ASNIC budget. President Vanderlinden replied that administration includes office supplies and furniture, equipment and officer stipends. Chair Wood asked what was included in the Student Crisis Relief line item and President Vanderlinden responded that this fund is set up to help students who may be having difficulty making ends meet and gifts are coordinated through counseling and health services and Linda Michal for purposes of confidentiality.

Chair Wood asked the board if they felt ready to approve the ASNIC budget at this time and Trustee Armon remarked that the board might consider approving all budgets at the same time at a future meeting. President Bell added that the auxiliary services budget would be presented for a first reading at the May meeting. The board decided to wait to approve all budgets at the same time and no action was taken on the ASNIC budget.

#### First Reading: Board of Trustees Calendar for FY09-10

President Bell reviewed the draft meeting schedule for the board of trustees for FY 09-10. She pointed out the recommendation to hold the April 2010 meeting one week earlier than usual to accommodate the annual regional DC Fly-in and she let trustees know that staff will schedule the October 2009 meeting to take place at the Workforce Training Center.

**Motion: 4-22-09 48: Trustee Armon moved to approve the Board of Trustees Calendar for FY09-10. The motion, seconded by Trustee Vieselmeyer passed unanimously.**

## **INFORMATION ITEMS**

### **Third Quarter Budget Review**

VP Jurgens reviewed the budget for the third quarter of FY09. He pointed out that the receipt of tuition and fees has already surpassed the amounts anticipated for the year.

### **Kootenai Technical Education Campus**

President Bell asked Trustee Vieselmeyer, as board liaison to K-TEC, to provide an update. Trustee Vieselmeyer mentioned that the group met on April 10, 2009. He said that the group had hired a grant writer to help with fundraising and Ron Nilson mentioned at the April meeting that the manufacturers had raised approximately 40% of the funds required for the project. He said that Mr. Nilson also mentioned that some of the businesses that had previously committed to donate funds were now struggling financially; however, Mr. Nilson felt convinced that the group would have the necessary funds by October. Trustee Vieselmeyer added that the K-TEC group was hiring an architect to work on a conceptual design for the facility and that it was their intent to try and model it closely with the Dehryl Dennis facility in Southern Idaho. He concluded his remarks by mentioning that K-TEC plans to produce some literature that describes K-TEC and its vision and he shared some examples of logos designed exclusively for K-TEC by NIC graphic design students.

Trustee Armon asked VP John Martin about the status of the legislation for the joint school district SPFR. VP Martin responded that the legislation hadn't yet been signed by the Governor, but since it wasn't an appropriations bill he felt that it would still move through the system.

President Bell added that she would be meeting with the school superintendents in early May to discuss how the college and school districts are working together in terms of the vision for the buildings and any possible joint use of the buildings.

### **Foundation Update**

Trustee Armon reported that Foundation Board Member, Kimber Gates, is heading up the annual fundraising campaign for the Foundation. He next reported that the Foundation is moving forward so that they will be prepared for the purchase of the mill site property once the environmental assessment and other matters have been resolved. Trustee Armon also reported that the Foundation has applied to the city of Coeur d'Alene for annexation of the portion of the mill site that currently lies within the county. The first city hearing on that request will be May 12, 2009.

### **Association of Community College Trustees Fall Conference**

President Bell reminded trustees that it would be beneficial to register soon for this conference in October as hotel rooms tend to fill quickly. She mentioned that funds are available in the current fiscal year's budget to pay for registrations and airfare. She pointed out that this conference provides an excellent professional development opportunity for trustees and she encouraged them to try and attend. Trustee Armon commented that after reviewing the course topics he felt it would be beneficial for him to attend from the standpoint of his role on the NIC Board and as liaison to the Foundation, and his schedule will allow him to attend. Trustee Meyer commented that she would let the President's Office know soon if she would be available to

attend. Trustee Vieselmeyer commented that trustees had struggled with the thought of spending tax payer funds for this travel and had determined that it was important enough to attend, but limit attendance to just a few because of the cost.

## **REPORTS**

### **College President**

President Bell took this opportunity to announce that the college had received official notification that the welding technology program had been approved for expansion to a new eight-credit certificate program at the post-secondary level. And the college also received approval for the applied associate of sciences degree in business management which is a degree designed in collaboration with the Tribe and focused on employers' needs.

President Bell went on to remind trustees about the booster club event scheduled for May 2 on campus beginning at 5:30 in the Student Union Building. This will be an opportunity to recognize some of the college's outstanding coaches and athletes and it will also be the first ever hall of fame induction and Trustee Williams will be among those inducted to the hall of fame.

### **Senate**

Chair Nancy Edwards reported that the Senate last met on April 16, 2009. Their guest speaker was Eric Murray who presented information regarding the restructuring of Student Services. They also had a first reading of the Teaching Focus policy and procedure. She went on to say that Senate next meets on April 30 when they will have a first reading of the Committees policy and procedure and a second reading for the Teaching Focus policy and procedure. She finished her report by stating that the election of new officers will take place during a meeting in early May.

### **Faculty Assembly**

Chair Ann Johnston reported that Faculty Assembly last met on April 9, 2009 and passed a resolution that President Bell had summarized earlier in the board meeting. She went on to report that Eric Murray had joined them for the April 9 meeting to discuss the reorganization of Student Services. She finished by saying that their next meeting was scheduled for May 14.

### **Staff Assembly**

Chair Gary Coffman reported that Staff Assembly met on April 9 and President Bell was their guest speaker. He went on to say that during the meeting, President Bell provided a description of the outcomes of the Meet and Confer request and she accepted and answered questions regarding the budget, K-TEC and the Education Corridor, which was much appreciated. He went on to report that Staff Assembly plans to have VP Murray attend their May meeting so that he can address the group regarding the restructure of Student Services. He stated that new officers have been elected and they will be installed during the May meeting. He finished by mentioning that they are in the midst of selecting the winners of the annual staff appreciation awards and he thanked the Foundation for securing the sponsorship from the Spokane Teachers Credit Union and North Idaho Title to help facilitate the awards and bringing staff awards to the same level as faculty awards.

### **ASNIC**

President Vanderlinden began by telling trustees he was looking forward to working with them as ASNIC President next year. He continued by reporting that ASNIC realized a higher

participation rate in this year's election of officers. He stated that ASNIC had co-sponsored a trip to Bend, Oregon for members to work on a Habitat for Humanity house and they worked with the Human Rights Education Institute to co-sponsor two speaking events at the college. In commemoration of Earth Day, members of ASNIC distributed water bottles across campus and he took that opportunity to distribute bottles to trustees.

**Board Chair**

Chair Wood thanked VP Martin and his staff for their work on the Week'sWorth. She mentioned that she appreciates being able to receive news and photos of things happening on campus in this format.

**REMARKS FOR THE GOOD OF THE ORDER**

Trustee Meyer asked for clarification about the program for the upcoming celebration for retirees and several other upcoming events on campus. Trustee Armon stated that he would be unable to attend the commencement ceremony.

At 7:50 pm, a motion was made by Trustee Williams, seconded by Trustee Vieselmeyer, to go into executive session under Idaho Code § 67-2345(b) and (c) for the purpose of discussing personnel matters and issues related to the acquisition of an interest in real property not owned by a public agency. Roll call vote was taken as follows:

Judy Meyer	aye
Rolly Williams	aye
Mic Armon	aye
Christie Wood	aye
Ron Vieselmeyer	aye

At 9:50 p.m., a motion was made to return to open session by Trustee Williams, seconded by Trustee Meyer. The motion was unanimously approved.

**ADJOURNMENT**

Chair Wood adjourned the meeting.

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Board of Trustees Chair

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Board of Trustees Secretary



# North Idaho College

BOARD OF TRUSTEES MEETING  
EXECUTIVE SESSION – 1:00 PM  
MOLSTEAD LIBRARY CONFERENCE ROOM 114

May 4, 2009

MINUTES

## Call to Order and Verification of Quorum

Board Chair Christie Wood called the meeting to order at 1:06 p.m. and verified that a quorum of the board was present.

## Attendance

Trustees: Rolly Williams  
Ron Vieselmeyer  
Christie Wood  
Judy Meyer

## Executive Session

Following call of the meeting to order, motion was made by Trustee Williams, seconded by Trustee Meyer, to go into executive session under Idaho Code § 67-2345(c) for the purpose of discussing issues related to the acquisition of an interest in real property not owned by a public agency. Roll call vote was taken as follows:

Judy Meyer	aye
Rolly Williams	aye
Christie Wood	aye
Ron Vieselmeyer	aye

At 2:35 p.m., a motion was made to return to open session by Trustee Williams, seconded by Trustee Meyer. Unanimously approved. Chair Wood adjourned the meeting.

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Board of Trustees Chair

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Board of Trustees Secretary



# North Idaho College

EXECUTIVE SESSION – 6:00 PM

HEDLUND BUILDING

HAUGHT CONFERENCE ROOM

May 6, 2009

MINUTES

## Call to Order and Verification of Quorum

Board Chair Christie Wood called the meeting to order at 5:30 p.m. and verified that a quorum of the board was present.

## Attendance

Trustees: Rolly Williams  
Mic Armon  
Ron Vieselmeyer  
Christie Wood  
Judy Meyer

Also Present: Priscilla Bell, President  
Marc Lyons, Attorney for North Idaho College

## Executive Session

Following the call to order, a motion was made by Trustee Vieselmeyer, seconded by Trustee Williams, to go into executive session under Idaho Code § 67-2345(b) and (c), for the purpose of discussing issues related to evaluation of a public officer and deliberations concerning acquiring an interest in property not owned by a public agency. Roll call vote was taken as follows:

Judy Meyer	aye
Rolly Williams	aye
Mic Armon	aye
Christie Wood	aye
Ron Vieselmeyer	aye

At 8:53 p.m., a motion was made to return to open session by Trustee Meyer, seconded by Trustee Armon. Unanimously approved. Chair Wood adjourned the meeting.

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Board of Trustees Chair

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Board of Trustees Secretary



# North Idaho College

EXECUTIVE SESSION – 6:00 PM

HEDLUND BUILDING

HAUGHT CONFERENCE ROOM

May 14, 2009

MINUTES

## Call to Order and Verification of Quorum

Board Chair Christie Wood called the meeting to order at 6:00 p.m. and verified that a quorum of the board was present.

## Attendance

Trustees: Rolly Williams  
Ron Vieselmeyer  
Christie Wood  
Judy Meyer

Also Present: Priscilla Bell, President  
Marc Lyons, Attorney for North Idaho College

## Executive Session

Following the call to order, a motion was made by Trustee Williams, seconded by Trustee Vieselmeyer, to go into executive session under Idaho Code § 67-2345(b), for the purpose of discussing issues related to personnel matters. Roll call vote was taken as follows:

Judy Meyer	aye
Rolly Williams	aye
Christie Wood	aye
Ron Vieselmeyer	aye

At 8:15 p.m., a motion was made to return to open session by Trustee Meyer, seconded by Trustee Williams. Unanimously approved. Chair Wood adjourned the meeting.

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Board of Trustees Chair

---

Board of Trustees Secretary



**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

---

**TAB 3**

**SUBJECT**

Approval of the Facilities Master Plan

**BACKGROUND**

John Knapp of “kadd” (Knapp Architecture Design Development) was employed to prepare a detailed Campus Facilities Master Plan from which the college could make definitive growth plans for facilities.

**DISCUSSION**

After many meetings over several months with staff, faculty and the administration, a campus Facilities Master Plan was prepared and presented to the board of trustees at their April, 2009, meeting. It is the intent of the administration to follow the recommendations in the plan when preparing budget requests for funding, capital construction, remodeling, and demolition.

**COMMITTEE ACTION**

The plan was reviewed by the President’s Cabinet and many groups on campus.

**FINANCIAL IMPACT**

The plan will have financial impact only when it is used as guidance for future construction on the campus. Possible plan updates may be necessary in the future that may have financial impact.

**REQUESTED BOARD ACTION**

Approve the Facilities Master Plan as presented at the April meeting of the board of trustees meeting to provide guidance for future construction projects on the NIC campus.

Prepared by  
Rolly Jurgens  
Vice President for Administrative Services

**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

---

**SUBJECT**

**TAB 4**

Second Reading: Operating and Plant Fund Budgets for FY09-10

**BACKGROUND**

Attached is the Operating Budget and Plant Fund Budget Proposal for FY10 as prepared and proposed by President's Cabinet. It reflects both projected changes in revenue and expenditures for next year. This document had only minimal changes from the first reading and is presented to the board of trustees for approval.

**DISCUSSION**

Operating Budget

The Operating Budget reflects a decrease in the state allocation of over 12%, a 5.5% decrease in PTE funding, and a 10.9% increase in tuition and fees along with a change in full-time fees from eight (8) credit hours to 12 credit hours. It also includes plans for a 3.5% increase in enrollment for the 2009-10 academic year. The budget provides for a change in funding for the health insurance program. The budget has a 3% property tax increase included along with planned growth in new property coming onto the tax rolls of \$150 million, which is one quarter of the amount we budgeted for in FY09 and a decrease of nearly \$1.4 billion in property tax values for property already on the tax rolls.

Salary increases are not recommended for faculty or staff. We have budgeted relatively minor amounts for reclassifications of faculty and staff that obtain educational improvement.

Some increases are added to the maintenance and operations budget for items such as utilities. The FY10 budget moves the Workforce Training Center under Auxiliary Enterprises. It does not change its reporting relationships. In addition, \$150,000 will be dedicated for the WFTC budget in the Contingency Fund to provide a cushion in the event the economic downturn adversely affects WFTC operations. PTE funding has not been utilized to fund the General Studies program. In fact, three positions that had previously been paid from PTE funding have been moved to the General Studies budget. This was done to provide additional funds to PTE for necessary program expenses.

Along with increases in tuition and fees, the Grant-in-Aid Budget and Scholarship Budgets will be increased to assist students with those increased costs.

Funds available from the Federal Economic Stimulus Program are shown separately from routine operations. Those stimulus funds will be rolled into the operating budget as the detail is prepared.

**Plant Fund Budget**

The Plant Fund is a separate budget within the overall Operating Budget of the college. It is funded in part by a transfer of funds from the Operating Budget to cover expenses related to the purchase of one-time equipment needs, infrastructure, physical plant, and the acquisition of the Educational Corridor site and the Prairie Property. It also reflects funds allocated to the college annually by the State Department of Public Works for remodeling and renovation projects.

The Plant Fund Budget is for those items that are major in size and generally cost in excess of \$15,000 per project. Typically, all property acquisitions and major capital improvements to

facilities are included in the Plant Fund budget. As such, it is a self-balancing fund. Budgets relative to the purchase or lease of property from various entities/firms are included.

The Plant Fund Budget is funded from the annual transfer of funds from the Operating Budget, the Fund Balance and the Department of Public Works.

**COMMITTEE ACTION**

The President's Cabinet has prepared and thoroughly reviewed this budget proposal.

**FINANCIAL IMPACT**

This budget will enable all Operating Budget programs to operate on the same relative level even though internal realignments have been made because of state General Fund reductions.

**Regarding the tax affect of the FY08 Operating Budget...we estimate----**For the homeowner with a \$100,000 taxable property, the property taxes paid for NIC will increase approximately \$8.84 per year. The current tax rate for NIC is .000727467 or \$72.75 tax for \$100,000 of taxable value. If this budget proposal is adopted, the levy rate will change to approximately .000815828 and the same homeowner will pay \$81.58 if their home remains at the same value as last year. County estimates for property tax values will not be finalized until fall.

**REQUESTED BOARD ACTION**

Recommend approval of the FY10 Budgets as presented.

Prepared by  
Rolly Jurgens  
Vice President for Administrative Services

# **Board of Trustees**

# **Budget Workshop**

**Presented by Dr. Priscilla Bell, President  
and  
Rolland Jurgens, V.P. for Administrative Services**

**Second Reading of the Budget for FY 2010  
5/27/2009**

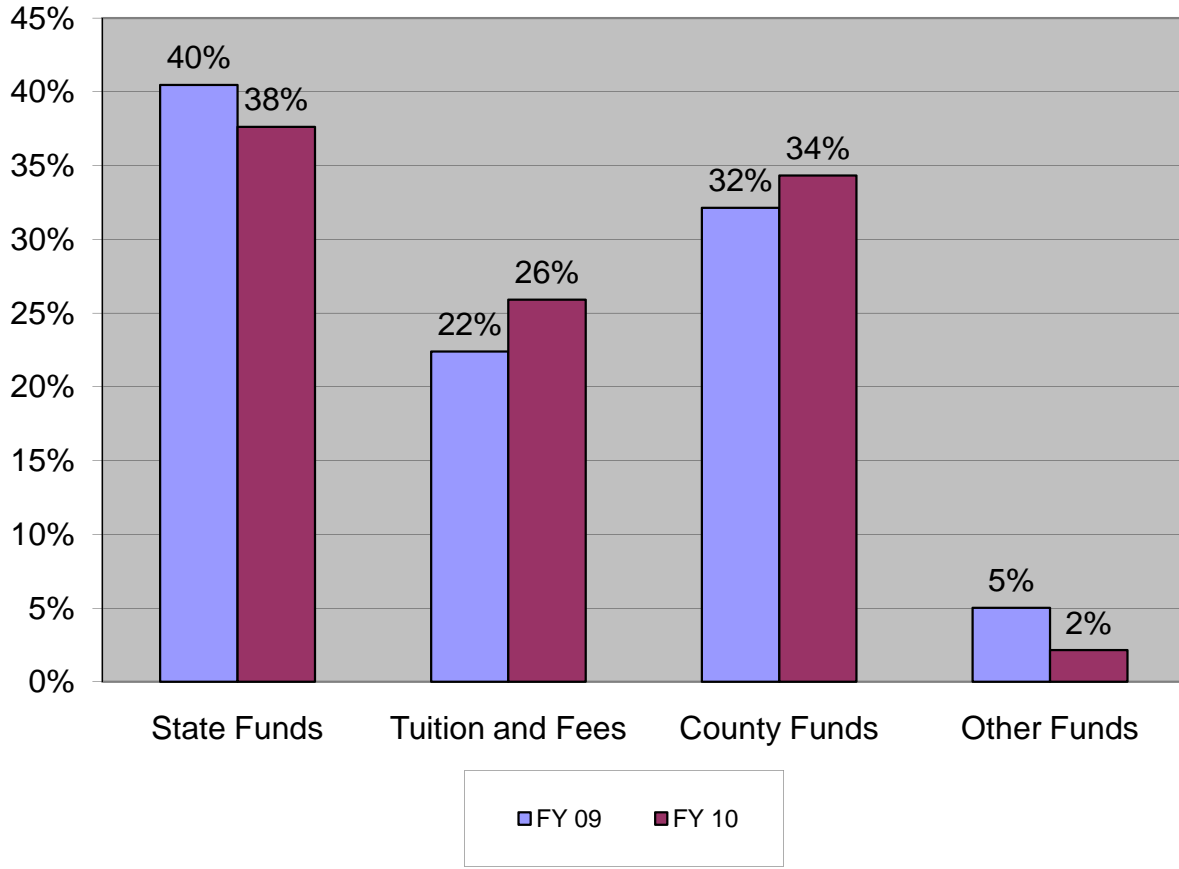
# **Board of Trustees Budget Workshop 5/27/2009**

Second Reading of the Budget for FY 2010

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Expenditures and Revenues	2-3
Budget Changes	4
Plant Fund	5
Position Changes	6
Federal Economic Stimulus Funds	7

### FY 10 Budget Realities Funding Shifts



5/27/2009

**Excludes All Stimulus Funds**

**North Idaho College  
Operating Budget Considerations  
FY 10**

	<u>1st Reading</u> <u>4/22/09 Workshop</u>	<u>Changes</u>	<u>2nd Reading</u> <u>5/27/09 Workshop</u>
<b>FY 09 Expenditures Base</b>	<b>\$ 40,158,540</b>	<b>\$ -</b>	<b>\$ 40,158,540</b>
<b>Expenditure Increases for FY 10</b>			
Salary Change Costs	\$ -		\$ -
Faculty Columnar Movement	14,000		14,000
Reclassifications	20,000		20,000
Subtotal	\$ 34,000	\$ -	\$ 34,000
Associated Benefits	3,400		3,400
Total Salary Change	\$ 37,400	\$ -	\$ 37,400
Staff Tuition Waivers	\$ 30,000		\$ 30,000
Insurance Changes	\$ (300,000)		\$ (300,000)
Grant-in-Aid Increases	\$ 90,000		\$ 90,000
Utility Increases @ 10%	\$ 75,582		\$ 75,582
Audit Costs Increase	\$ 4,200		\$ 4,200
Contingency Fund:	\$ 112,600		\$ 112,600
Trustees-Election	\$ (6,000)		\$ (6,000)
Instructional Changes	\$ (593,717)	(50,670)	\$ (644,387)
Student Services Changes	\$ (76,884)		\$ (76,884)
Community Relations Changes	\$ (66,193)		\$ (66,193)
Athletics Changes	\$ (82,217)		\$ (82,217)
President Changes	\$ (33,596)		\$ (33,596)
Director of Development Changes	\$ (74,671)		\$ (74,671)
Administrative Services Changes	\$ 87,920		\$ 87,920
WFTC Move to Auxiliary Enterprises	\$ (1,562,210)		\$ (1,562,210)
Prairie Acquisition Transfer	\$ 900,000		\$ 900,000
Closing Costs/Prairie	\$ 50,000		\$ 50,000
<b>Total Expenditure Incr.</b>	<b>\$ (1,407,787)</b>	<b>\$ (50,670)</b>	<b>\$ (1,458,457)</b>
<b>FY 10 Expenditure Projection</b>	<b>\$ 38,750,754</b>	<b>\$ (50,670)</b>	<b>\$ 38,700,084</b>
<b>Percentage Change</b>	<b>-3.5%</b>		<b>-3.6%</b>

**Excludes All Stimulus Funds**

**North Idaho College  
Operating Budget Considerations  
FY 10**

	<u>1st Reading</u> <u>4/22/09 Workshop</u>	<u>Changes</u>	<u>2nd Reading</u> <u>5/27/09 Workshop</u>
<b>FY 09 Revenue Base</b>	<b>\$ 40,158,540</b>	<b>\$ -</b>	<b>\$ 40,158,540</b>
<b>Increase in Tuition &amp; Fees</b>			
Tuition & Fees Schedule Change	\$ 719,962		\$ 719,962
Enrollment Increase @ 3.5%	\$ 314,780		\$ 314,780
State General Fund Change @ -12.5%	\$ (1,333,100)	\$ -	\$ (1,333,100)
State General Fund One-Time Funds	\$ (105,000)	\$ -	\$ (105,000)
Liquor Tax Reduction	\$ (5,000)		\$ (5,000)
PTE Funding Change -5.5%	\$ (199,297)	\$ (50,670)	\$ (249,967)
3% Property Tax Budget Increase	\$ 349,043		\$ 349,043
New Property on Rolls	\$ 109,120		\$ 109,120
Property Tax Revenue Adjustment	\$ (73,699)		\$ (73,699)
Children's Center Fees	\$ 50,000		\$ 50,000
WFTC Move to Auxiliary Enterprises	\$ (1,234,595)		\$ (1,234,595)
<b>Total Revenue Increases</b>	<b>\$ (1,407,786)</b>	<b>\$ (50,670)</b>	<b>\$ (1,458,456)</b>
<b>FY 10 Revenue Projection</b>	<b>\$ 38,750,754</b>	<b>\$ (50,670)</b>	<b>\$ 38,700,084</b>
<b>Percentage Change</b>	<b>-3.5%</b>		<b>-3.6%</b>



5/27/2009

**North Idaho College  
FY 09 Budget Planning**

	<u>Fiscal Year 09</u>	<u>Base Change Est.</u>	<u>New</u>	<u>Estimated Fiscal Year 10</u>
<b>Personnel Services</b>				
Administrative Salaries	\$ 693,806	Distributed		\$ 693,806
Professional Salaries	5,047,658	\$ (1,622,395)	\$ 114,140	3,539,403
Faculty Salaries	10,947,438			10,947,438
Support Staff Salaries	4,860,176		19,600	4,879,776
Temporary/Hourly Salaries	756,944			756,944
Subtotal	\$ 22,306,022	\$ (1,622,395)	\$ 133,740	\$ 20,817,367
<b>Employee Benefits</b>	6,722,843		(300,000)	6,422,843
% of P.S.	30.1%			30.9%
<b>Total Salaries &amp; Benefits</b>	\$ 29,028,865	\$ (1,622,395)	\$ (166,260)	\$ 27,240,210
% of Total	72.3%			70.4%
<b>Maintenance &amp; Operations</b>				
Leased Equipment	\$ 26,803			\$ 26,803
Equipment	828,721			828,721
Furniture	75,872			75,872
Travel	518,325			518,325
Staff Development	259,251	Distributed		259,251
Supplies & Materials	1,078,944	\$ (569,801)		509,143
Repair/Maint. Agreements	379,382			379,382
Printing & Copier	324,903			324,903
Memberships	112,989			112,989
Subscriptions	20,697			20,697
Other	7,503,788		900,000	8,403,788
<b>Total Maintenance &amp; Operations</b>	\$ 11,129,675	\$ (569,801)	\$ 900,000	\$ 11,459,874
% of Total	27.7%			29.6%
<b>Total Budget</b>	\$ 40,158,540	\$ (2,192,196)	\$ 733,740	\$ 38,700,084
<b>% Change</b>				-3.6%

**Plant Fund Budget  
General Fund Budget Proposal FY 10  
Second Reading**

**Plant Fund Budget Base**

		Sum
Transfer from Base Operating Budget	\$ 1,215,155	Info Only
	-	\$ 3,669,624
Property Taxes for FY 10-Ed. Corridor	2,454,469	
Transfer from FY 09 Plant Fund Unspent Taxes (Fund Bal.)	2,454,469	
Department of Public Works-Unknown	704,000	
<b>Total Funding</b>		<b>\$ 6,828,093</b>

**Plant fund Expenditures**

**Long-Term Obligations--**

		Sum
Ed. Corridor Payment	\$ 1,094,683	Info Only
Ed Corridor Down Payment	3,500,000	\$ 4,594,683
U of I Library Offices Annual Rental	15,590	
ABE/GED Center in CDA, Rental	36,336	
Ponderay Center Rental	56,643	
Bonnors Ferry Center Rental	25,500	
Silver Valley Center Rental	12,000	
WFTC-Foundation (Annual to 2015)	164,809	
WFTC Additional Space Rental	28,004	
NIC Foundation-Robin Hood Campground (Annual to 2014)	81,348	
NIC Foundation-Hentges Purchase (Annual to 2010)	52,165	
Welding Shop Rental	17,400	
Ramsey Facility Rental	63,100	
Burlington Northern-Rental for Entrance to Lot	9,015	
Museum Storage Rental	17,500	
Subtotal		<b>\$ 5,174,093</b>

**Other Activities--**

Meyer Land Purchase	\$ 900,000	
Property Closing Costs	50,000	
Subtotal		<b>\$950,000</b>

**DPW Projects:**

Facilities Maintenance Shop and Vehicle Garage	\$ 415,000	
Parking Lot Overlay/Seal Coating	289,000	
Subtotal		<b>\$ 704,000</b>
<b>Total Projects</b>		<b>\$ 6,828,093</b>

		<b>\$ -</b>
--	--	-------------

**Position Changes**  
**General Fund Budget Proposal FY 10**

<b><u>FTE</u></b>	<b>Personnel</b>		
	1st Reading	<u>Changes</u>	2nd Reading
	<u>4/22/09 Workshop</u>		<u>5/27/09 Workshop</u>
<b>Instruction</b>			
Faculty Special Appts. To Tenure Tracked Positions			
1.0 Speech	\$	-	
1.0 Music	\$	-	
1.0 Mathematics	\$	-	
1.0 English	\$	-	
3.0 Biology	\$	-	
1.0 Chemistry	\$	-	
1.0 Geology	\$	-	
1.0 Philosophy	\$	-	
Library Director	\$	(9,360)	
0.5 Sr. Admn. Asst.-POST Academy	\$	19,600	
<b>Admin Staff</b>			
1.0 Share Point and Portal Admn.	\$	65,000	
<b>Student Services</b>			
Dean of Students	\$	-	
1.0 Asst. Dean of Students	\$	58,500	
<b>Total Salaries &amp; Benefits</b>			
	<b>\$</b>	<b>133,740</b>	<b>\$ - \$ -</b>
12.5 FTE			

North Idaho College  
FY 10 Stimulus Funding

Funding Availability	\$ 632,000
Classroom Technology	\$ 335,000
Student Book Scholarships	\$ 150,000
Property Parking Development	\$ 60,000
Maintenance & Repair on Campus	\$ 87,000

**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

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**TAB 5**

**SUBJECT**

ACTION/Second Reading: ASNIC Budget for FY2009-10

**BACKGROUND**

The Associated Students of North Idaho College (ASNIC) budget is presented to the board for a second reading

**DISCUSSION**

This budget is funded entirely by student fees and accurately reflects the priorities and goals of the student government for the next academic year.

**COMMITTEE ACTION**

The ASNIC Budget Committee, the ASNIC Board, and their financial advisor have reviewed and approved the attached budget.

**FINANCIAL IMPACT**

There are no institutional financial implications as there are no college operational funds associated with this budget.

**REQUESTED BOARD ACTION**

It is recommended that the board consider a motion for approval of the ASNIC Budget FY2009-10 as presented.

Prepared by  
Eric W. Murray, Ph.D.  
Vice President for Student Services

**NORTH IDAHO COLLEGE**

**ASSOCIATED STUDENTS OF NORTH IDAHO COLLEGE**

**OPERATING BUDGET**

**FISCAL YEAR 2009/10**

**July 01, 2009 - June 30, 2010**

North Idaho College

Associated Students of North Idaho College

Operating Budget

Fiscal Year 2009/10

July 01, 2009 - June 30, 2010

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**Note to ASNIC Budget - Fiscal Year 2009/10**

**Note 1:** Increase ASNIC fee  $\geq$  12 Credit Hours from \$23 to \$25

**North Idaho College**  
**Associated Students of North Idaho College - Operating Budget**  
**Fiscal Year 2009/10 (July 01, 2009 - June 30, 2010)**

Account Title	Fiscal Year 2010 Budget	Fiscal Year 2009 April Actual	Fiscal Year 2009 Budget
<b>FUNDS PROVIDED</b>			
Student Fees	\$ 177,028.00	\$ 174,546.76	\$ 144,831.00
<b>Total Income</b>	<b>\$ 177,028.00</b>	<b>\$ 174,546.76</b>	<b>\$ 144,831.00</b>
<b>EXPENDITURES</b>			
<i>Administration</i>			
Administration	50,530.00	45,107.77	44,380.00
Presidential Discretionary Fund	250.00	201.92	250.00
<b>Total Administration Expenses</b>	<b>\$ 50,780.00</b>	<b>\$ 45,309.69</b>	<b>\$ 44,630.00</b>
<i>Student Services Expenses</i>			
AlterNet Rides	\$ 550.00	\$ -	\$ -
ASNIC Banquet	3,000.00	3,203.49	2,000.00
ASNIC Major Project	4,000.00	3,126.08	2,000.00
Attorney - Consulting	1,200.00	630.00	1,200.00
"Go Green"	10,000.00	19,379.34	6,297.00
Handbook	8,000.00	6,532.75	8,000.00
Newspapers	150.00	201.40	700.00
Retreats / Conferences	5,000.00	5,340.16	4,500.00
St. ASNIC	2,000.00	1,569.31	1,100.00
Student Crisis Relief	1,200.00	680.00	1,200.00
Writing Center	1,000.00	-	-
<b>Total Student Services Expenses</b>	<b>\$ 36,100.00</b>	<b>\$ 40,662.53</b>	<b>\$ 26,997.00</b>
<i>Educational / Program Expenses</i>			
Orientation Leaders	\$ 500.00	\$ -	\$ 500.00
JAZNIC	1,000.00	600.00	600.00
Outdoor Pursuits	33,717.00	20,131.87	26,000.00
Pep Band	1,000.00	800.00	800.00
Educational Programs	6,000.00	(3,939.67)	6,000.00
Student Events Board	33,717.00	23,582.87	31,200.00
Volunteer Programs	2,000.00	-	-
<b>Total Educational / Program Expenses</b>	<b>\$ 77,934.00</b>	<b>\$ 41,175.07</b>	<b>\$ 65,100.00</b>
<i>Special Interest Groups</i>			
I.C.C. Discretionary Fund	7,214.00	6,831.92	8,104.00
<b>Total Special Interest Groups</b>	<b>\$ 7,214.00</b>	<b>\$ 6,831.92</b>	<b>\$ 8,104.00</b>
<b>Total Expenditures</b>	<b>\$ 172,028.00</b>	<b>\$ 133,979.21</b>	<b>\$ 144,831.00</b>
<b>Net Revenue/(Expense)</b>	<b>\$ 5,000.00</b>	<b>\$ 40,567.55</b>	<b>\$ -</b>



**North Idaho College**

**Associated Students of North Idaho College - Administration Budget Detail**

**Fiscal Year 2009/10 (July 01, 2009 - June 30, 2010)**

<b>Account Title</b>	<b>Fiscal Year 2010 Budget</b>	<b>Fiscal Year 2009 April Actual</b>	<b>Fiscal Year 2009 Budget</b>
Payroll - Student	\$ 30,240.00	\$ 28,546.00	\$ 29,280.00
Workman's Compensation	150.00	142.73	-
Equipment - Purchased	2,500.00	1,371.60	2,500.00
Furniture - On Inventory	750.00	-	100.00
Travel Expense	5,000.00	1,197.44	5,000.00
College Car	1,500.00	1,578.13	-
Supplies	1,200.00	1,023.80	300.00
Office Supplies	1,200.00	1,657.13	700.00
Copier - Expense	600.00	481.98	100.00
Copier - Rent	2,000.00	1,660.00	2,000.00
Miscellaneous Expense	600.00	397.74	500.00
Advertising	200.00	-	200.00
Receptions	2,000.00	4,389.86	2,000.00
Election	100.00	575.00	100.00
Bank Charges	120.00	25.00	30.00
Postage	120.00	61.36	70.00
Audit	2,250.00	2,000.00	1,500.00
<b>Total: Administration</b>	<b>\$ 50,530.00</b>	<b>\$ 45,107.77</b>	<b>\$ 44,380.00</b>

**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

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**TAB 6**

**SUBJECT**

Update-Early Retirement Incentive Program

**BACKGROUND**

As per Section 6 of Policy 3.02.17, the board of trustees approved the initiation of an early retirement incentive program for the current fiscal year available to all faculty and professional staff that would otherwise be eligible to retire by June 30, 2012. The initial proposal called for a different buyout percentage for those currently eligible to retire (by June 30, 2009) and those otherwise eligible by June 30, 2012.

Upon further legal review of relevant laws governing such programs, it was determined that all eligible employees should be offered the same percentage payment. The proposal was therefore adjusted to provide a 50% incentive payment for all eligible participants, regardless of their full retirement date. In order to comply with federal timelines and disclosure requirements, it was necessary to effect delivery of the offers by early May, 2009.

**DISCUSSION**

The board of trustees previously approved the original program and because it was necessary to revise the percentages, the board should ratify the early retirement program with the adjusted percentage of 50% incentive payment for all eligible participants.

**COMMITTEE ACTION**

None required

**FINANCIAL IMPACT**

The impact of this change still provides NIC with potential cost savings in the first and second year should all individuals take advantage of the program. Whereas the initial proposal identified a potential savings in year one of up to \$311,121, this change still maintains a potential savings to the college in year one of up to \$231,749 should all eligible individuals take advantage of the program. The year two estimated cost savings of up to \$424,285 remains unchanged (provided all individuals participate in the program). The total potential savings for both years is approximately \$656,034, should all eligible individuals participate in the program.

**REQUESTED BOARD ACTION**

It is requested that the board of trustees ratify the change to the Early Retirement Incentive Program to provide for an equal incentive percentage offer to all eligible participants of the program.

Prepared by  
Wade Larson  
Human Resources Director

**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

---

**TAB 7**

**SUBJECT**

First Reading: Auxiliary Services and Auxiliary Enterprises Budgets FY2009-10

**BACKGROUND**

The Auxiliary Services budget comprises the individual budgets of the various operations housed within the Student Union. These operations are the Union itself, the Food Services, the Bookstore, and the Residence Hall. The departments within Auxiliary Services operate solely on the funds generated through sales and are not subsidized with any college funds.

The Auxiliary Enterprises (Workforce Training Center) Budget comprises the individual budgets of the following areas: Workforce Development, Community Education, Apprenticeship Programs, Administration, and Customized Training.

**COMMITTEE ACTION**

No committee action is required in this process.

**FINANCIAL IMPACT**

For the Auxiliary Services budget there are no institutional implications as there are no associated college operational funds. For the Auxiliary Enterprises (Workforce Training Center) budget, \$150,000 has been reserved for the in FY 2011 Contingency Fund.

**REQUESTED BOARD ACTION**

No action is required at this reading, but the board may consider a motion approving the Auxiliary Services and Auxiliary Enterprises budgets for FY2009-10 as presented.

Prepared by  
Eric W. Murray, Ph.D.  
Vice President for Student Services

and

Dr. Jay Lee  
Vice President for Instruction

**NORTH IDAHO COLLEGE**

**AUXILIARY SERVICES**

**OPERATING BUDGET**

**FISCAL YEAR 2009/10**

**July 01, 2009 - June 30, 2010**

North Idaho College

Auxiliary Services

Operating Budget

Fiscal Year 2009/10

July 01, 2009 - June 30, 2010

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Bookstore Revenue and Expense by Line Item	<u>2</u>
Food Service Revenue and Expense by Line Item	<u>3</u>
Student Union Revenue and Expense by Line Item	<u>4</u>
Residence Hall Revenue and Expense by Line Item	<u>5</u>

**North Idaho College**  
**Auxiliary Services Operating Budget**  
**Fiscal Year 2009/10 (July 1, 2009 - June 30, 2010)**

<b>Auxiliary Services Operations</b>	<b>FY 2010 Budget</b>	<b>FY 2009 April Actual</b>	<b>FY 2009 Budget</b>
<b>Revenue</b>			
Bookstore	\$ 2,712,250	\$ 2,666,219	\$ 2,577,000
Food Services	922,814	697,153	929,600
Residence Hall	808,963	796,692	806,800
Student Union Building	412,100	373,522	358,250
<b>Total Revenue</b>	<b>\$ 4,856,127</b>	<b>\$ 4,533,585</b>	<b>\$ 4,671,650</b>
<i>Cost of Sales, Returns &amp; Waivers</i>			
Bookstore	\$ 2,062,650	\$ 1,994,323	\$ 1,947,710
Food Services	438,223	295,067	447,000
Student Union Building	212,652	198,520	165,313
Total Cost of Sales, Returns & Waivers	\$ 2,713,525	\$ 2,487,910	\$ 2,560,023
<b>Net Revenue</b>	<b>\$ 2,142,603</b>	<b>\$ 2,045,675</b>	<b>\$ 2,111,627</b>
<b>Expenses</b>			
<i>Payroll (Salaries, Taxes &amp; Benefits) Expense</i>			
Bookstore	\$ 324,029	\$ 247,437	\$ 312,266
Food Services	382,627	299,937	441,100
Residence Hall	177,833	146,353	178,800
Student Union Building	278,710	222,375	257,900
Total Payroll Expenses	\$ 1,163,199	\$ 916,102	\$ 1,190,066
<i>Administrative Expense</i>			
Bookstore	\$ 121,089	\$ 100,404	\$ 115,750
Food Services	90,479	59,946	63,050
Residence Hall	210,417	142,066	193,466
Student Union Building	131,222	105,718	130,867
Total Administrative Expenses	\$ 553,206	\$ 408,134	\$ 503,133
Total Expenses	\$ 1,716,405	\$ 1,324,236	\$ 1,693,199
<b>Net Income from Operations</b>	<b>\$ 426,198</b>	<b>\$ 721,439</b>	<b>\$ 418,428</b>
<i>Other Income/(Expense)</i>			
Food Services Vending Income	\$ 21,600	\$ 26,024	\$ 29,400
Residence Hall Debt Service - Interest/Principal	(402,445)	(403,000)	(402,700)
Total Other Income/(Expense)	\$ (380,845)	\$ (376,976)	\$ (373,300)
<b>Net Income/ (Loss)</b>	<b>\$ 45,353</b>	<b>\$ 344,464</b>	<b>\$ 45,128</b>

**North Idaho College - Auxiliary Services (Bookstore)**

**Operating Budget - Fiscal Year 2009/10**

<b>Account Title</b>	<b>Fiscal Year 2010 Proposed Budget</b>	<b>Fiscal Year 2009 Actual - 07/01/08 though 04/30/09</b>	<b>Fiscal Year 2009 Budget</b>
<b>SALES</b>			
New Books	\$ 1,617,000	\$ 1,638,872	\$1,525,000
Used Books	715,000	710,839	675,000
General Books	12,500	9,892	12,500
Sundries	21,000	21,271	18,000
Computers	24,000	23,551	20,000
Software	66,250	77,346	62,500
School / Office Supplies	110,000	66,687	110,000
Gifts	24,000	16,258	33,000
Electronics	21,000	19,035	21,000
Clothing	100,000	69,058	100,000
Other Sales	4,000	3,208	4,000
Miscellaneous Income	17,500	17,351	17,500
Sales Discounts	(20,000)	(7,148)	(21,500)
<b>TOTAL SALES</b>	<b>\$ 2,712,250</b>	<b>\$ 2,666,219</b>	<b>\$ 2,577,000</b>
<b>SALES RETURN</b>			
New Books	\$ 110,000	\$ 116,082	\$ 100,000
Used Books	71,500	68,370	65,000
General Books	200	433	200
Sundries	50	31	50
Computers	500	818	500
Software	1,200	1,441	1,200
School / Office Supplies	1,500	642	1,500
Gifts	250	56	250
Electronics	1,000	1,283	1,000
Clothing	3,500	2,357	3,500
<b>TOTAL SALES RETURNS</b>	<b>\$ 189,700</b>	<b>\$ 191,513</b>	<b>\$ 173,200</b>
<b>NET SALES</b>	<b>\$ 2,522,550</b>	<b>\$ 2,474,706</b>	<b>\$ 2,403,800</b>
<b>COST OF SALES</b>			
New Books	\$ 1,172,000	\$ 1,179,509	\$ 1,105,625
Used Books	438,700	421,213	413,910
General Books	8,375	8,070	8,375
Sundries	14,000	14,018	12,000
Computers	19,475	20,005	17,200
Software	54,000	63,001	51,000
School / Office Supplies	66,300	37,649	66,300
Gifts	19,500	10,045	19,500
Electronics	14,300	12,435	14,300
Clothing	69,800	40,030	69,800
Purchase Discounts	(3,500)	(3,167)	(3,500)
<b>TOTAL COST OF SALES</b>	<b>\$ 1,872,950</b>	<b>\$ 1,802,810</b>	<b>\$ 1,774,510</b>
<b>GROSS PROFIT</b>	<b>\$ 649,600</b>	<b>\$ 671,896</b>	<b>\$ 629,290</b>
<b>PAYROLL EXPENSES</b>			
Salaries	\$ 201,500	\$ 152,240	\$ 194,682
Part-Time Wages	5,250	4,167	5,000
Student Wages	25,000	23,692	25,000
Services (Contract Labor)	12,000	12,154	11,000
Employee Benefits - Miscellaneous	180	126	-
Social Security and Medicare	15,506	10,950	13,525
Workman's Compensation	4,635	2,277	2,754
Unemployment	-	1,179	-
Medical Insurance	37,215	23,347	38,840
Retirement Contribution	22,743	17,305	21,465
<b>TOTAL PAYROLL EXPENSES</b>	<b>\$ 324,029</b>	<b>\$ 247,437</b>	<b>\$ 312,266</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Advertising	\$ 1,000	\$ 259	\$ 1,000
Bad Check	500	493	500
Bad Debt	500	-	500
Bank and Credit Card Fees	27,000	25,356	24,000
Cash (Over) / Short	150	226	150
College Car	-	151	-
Copier Expense	500	476	500
Copier Rent	1,200	913	1,200
Equipment - Purchased	12,500	9,720	10,000
Furniture - On Inventory	1,000	600	1,000
Maintenance Contract	12,750	11,147	12,750
Memberships	2,400	1,700	2,400
Miscellaneous	1,500	1,006	1,250
Office Supplies	1,000	758	1,000
Postage	8,000	3,895	7,500
Repair Expense	750	295	750
Supplies	6,500	7,474	6,500
Staff Development	250	190	250
Travel	9,800	8,733	7,700
Utilities:			
Electricity	17,253	13,932	18,700
Garbage	6,008	4,755	5,500
Natural Gas	10,285	8,159	12,150
Telephone	-	-	250
Water	243	169	200
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 121,089</b>	<b>\$ 100,404</b>	<b>\$ 115,750</b>
<b>TOTAL EXPENSES</b>	<b>\$ 445,117</b>	<b>\$ 347,841</b>	<b>\$ 428,016</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 204,483</b>	<b>\$ 324,055</b>	<b>\$ 201,274</b>

**North Idaho College - Auxiliary Services (Food Service)**

**Operating Budget - Fiscal Year 2009/10**

<b>Account Title</b>	<b>Fiscal Year 2010 Proposed Budget</b>	<b>Fiscal Year 2009 Actual - 07/01/08 though 04/30/09</b>	<b>Fiscal Year 2009 Budget</b>
<b>SALES</b>			
Market - Food	\$ 501,600	\$ 350,926	\$ 510,000
Market - Beverage	150,000	137,361	181,200
Educated Cup - Food	2,700	2,632	5,500
Educated Cup - Beverage	38,475	35,780	46,000
Convenience Store (Residence Hall)	40,000	34,871	-
Catering	84,000	66,891	93,300
Summer Camp Catering	101,439	65,829	86,000
Miscellaneous Income	5,000	3,320	8,700
Sales Discounts	(400)	(456)	(1,100)
<b>TOTAL SALES</b>	<b>\$ 922,814</b>	<b>\$ 697,153</b>	<b>\$ 929,600</b>
<b>COST OF SALES</b>			
Food	\$ 276,844	\$ 192,284	\$ 269,600
Supplies	46,141	29,010	45,600
Beverage	110,738	68,318	116,200
Purchase Discount or Rebate	4,500	5,455	15,600
<b>TOTAL COST OF SALES</b>	<b>\$ 438,223</b>	<b>\$ 295,067</b>	<b>\$ 447,000</b>
<b>GROSS PROFIT</b>	<b>\$ 484,592</b>	<b>\$ 402,085</b>	<b>\$ 482,600</b>
<b>PAYROLL EXPENSES</b>			
Salaries	\$ 216,000	\$ 173,630	\$ 245,000
Part-Time Wages	28,800	20,136	29,100
Student Wages	22,500	18,632	43,300
Employee Benefits - Miscellaneous	300	233	-
Social Security and Medicare	17,136	13,524	21,800
Workman's Compensation	12,159	9,645	15,400
Unemployment	2,500	-	2,000
Medical Insurance	58,752	44,967	57,400
Retirement Contribution	24,480	19,169	27,100
<b>TOTAL PAYROLL EXPENSES</b>	<b>\$ 382,627</b>	<b>\$ 299,937</b>	<b>\$ 441,100</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Advertising	\$ 600	\$ 50	\$ 300
Bad Debt	1,000	-	1,000
Bank and Credit Card Fees	60	50	100
Cash (Over) / Short	135	147	300
College Car	180	108	100
Copier Expense	960	815	1,100
Copier Rent	480	410	600
Dish and Utensil Replacement	12,000	1,098	3,100
Equipment - Purchased	17,500	8,619	5,000
Furniture - On Inventory	-	130	-
Janitorial Supplies	60	21	100
Maintenance Contract	5,576	6,050	4,650
Memberships	250	230	300
Miscellaneous	300	338	600
Office Supplies	2,700	2,210	1,500
Postage	60	6	100
Repair Expense	9,000	7,956	8,500
Staff Development	1,000	243	1,000
Supplies	4,800	5,225	2,500
Travel	1,000	82	1,500
<i>Utilities:</i>			
Electricity	10,352	8,359	10,500
Garbage	7,001	5,544	5,400
Natural Gas	12,341	9,791	11,700
Sewer and Street Lights	1,332	1,164	1,300
Telephone	577	458	500
Water	1,213	844	1,300
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>90,479</b>	<b>59,946</b>	<b>63,050</b>
<b>TOTAL EXPENSES</b>	<b>\$ 473,106</b>	<b>\$ 359,883</b>	<b>\$ 504,150</b>
<b>NET INCOME FROM OPERATIONS</b>	<b>\$ 11,485</b>	<b>\$ 42,202</b>	<b>\$ (21,550)</b>
OTHER INCOME - Vending	\$ 21,600	\$ 26,024	\$ 29,400
<b>NET INCOME (LOSS)</b>	<b>\$ 33,085</b>	<b>\$ 68,226</b>	<b>\$ 7,850</b>



**North Idaho College - Auxiliary Services (Student Union)**

**Operating Budget - Fiscal Year 2009/10**

<b>Account Title</b>	<b>Fiscal Year 2010 Proposed Budget</b>	<b>Fiscal Year 2009 Actual - 07/01/08 though 04/30/09</b>	<b>Fiscal Year 2009 Budget</b>
<b>SALES</b>			
College Rental	\$ 153,500	\$ 153,500	\$ 143,500
Room Rental	198,200	170,688	131,500
Equipment Rentals	55,000	44,573	72,250
Miscellaneous Income	1,800	2,118	5,000
Interest	3,600	2,643	6,000
<b>TOTAL SALES</b>	<b>\$ 412,100</b>	<b>\$ 373,522</b>	<b>\$ 358,250</b>
<b>Less: Waivers</b>			
Room	\$ 167,202	\$ 161,178	\$ 118,350
Equipment	45,450	37,343	46,963
<b>TOTAL WAIVERS</b>	<b>\$ 212,652</b>	<b>\$ 198,520</b>	<b>\$ 165,313</b>
<b>NET SALES</b>	<b>\$ 199,448</b>	<b>\$ 175,002</b>	<b>\$ 192,937</b>
<b>EXPENSES</b>			
<b>PAYROLL EXPENSES</b>			
Salaries	\$ 186,448	\$ 153,552	\$ 170,700
Part-Time Wages	7,000	279	7,000
Student Wages	8,500	7,345	8,500
Employee Benefits - Miscellaneous	180	121	-
Social Security and Medicare	14,509	10,923	12,500
Workman's Compensation	4,039	2,896	3,800
Unemployment	-	2,290	-
Medical Insurance	34,821	27,546	36,900
Retirement Contribution	23,214	17,422	18,500
<b>TOTAL PAYROLL EXPENSES</b>	<b>\$ 278,710</b>	<b>\$ 222,375</b>	<b>\$ 257,900</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Advertising	\$ 600	\$ -	\$ 1,000
Art Work	1,000	-	1,000
Bank and Credit Card Fees	200	-	200
Bad Debt	1,000	13	2,000
Consulting	1,500	-	1,500
Copier Expense	500	431	500
Copier Rent	1,000	680	1,000
Equipment - Purchased	6,000	5,831	4,500
Furniture - On Inventory	1,200	7,952	-
Insurance	3,589	-	3,417
Janitorial Supplies	6,500	6,671	6,500
Maintenance Contract	4,400	3,240	4,400
Memberships	2,500	2,096	2,500
Miscellaneous	1,000	199	1,000
Office Supplies	2,500	2,385	2,500
Postage	500	445	500
Receptions	1,000	626	1,000
Repair Expense	20,000	16,535	20,000
Staff Development	2,000	-	2,500
Supplies	5,000	2,082	5,000
Travel	3,000	3,382	6,000
<i>Utilities:</i>			
Electricity	41,408	33,437	42,350
Garbage	2,978	2,368	2,600
Natural Gas	18,512	14,686	15,000
Sewer and Street Lights	1,332	1,164	1,600
Telephone	1,032	818	900
Water	971	675	1,400
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 131,222</b>	<b>\$ 105,718</b>	<b>\$ 130,867</b>
<b>TOTAL EXPENSES</b>	<b>\$ 409,932</b>	<b>\$ 328,092</b>	<b>\$ 388,767</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (210,484)</b>	<b>\$ (153,091)</b>	<b>\$ (195,830)</b>

**North Idaho College - Auxiliary Services (Residence Hall)**

**Operating Budget - Fiscal Year 2009/10**

<b>Account Title</b>	<b>Fiscal Year 2010 Proposed Budget</b>	<b>Fiscal Year 2009 Actual - 07/01/08 though 04/30/09</b>	<b>Fiscal Year 2009 Budget</b>
<b>Income</b>			
Rental Income	\$ 695,645	\$ 705,138	\$ 693,500
Cancellation Fee	19,607	18,700	22,700
Summer Rental	67,312	51,708	62,900
Special Events (Activity Fee)	7,600	7,780	8,000
Other Sales	800	-	-
Miscellaneous Income	18,000	13,366	19,700
<b>TOTAL INCOME</b>	<b>\$ 808,963</b>	<b>\$ 796,692</b>	<b>\$ 806,800</b>
<b>EXPENSES</b>			
<b>PAYROLL EXPENSES</b>			
Salaries	\$ 79,756	\$ 65,545	\$ 74,900
Part-Time Wages	6,500	-	6,500
Temporary	-	-	500
Student Wages	2,560	584	3,000
Coordinator and RA Room & Board	59,950	59,040	59,100
Employee Benefits - Miscellaneous	120	59	-
Social Security and Medicare	6,469	4,787	6,500
Workman's Compensation	1,776	1,233	4,100
Unemployment	-	-	3,600
Medical Insurance	10,351	7,492	12,300
Retirement Contribution	10,351	7,613	8,300
<b>TOTAL PAYROLL EXPENSES</b>	<b>\$ 177,833</b>	<b>\$ 146,353</b>	<b>\$ 178,800</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Advertising	\$ 4,500	\$ 4,458	\$ 3,400
Bad Debt	5,600	(3,849)	7,000
Bank and Credit Card Fees	96	80	100
College Car	240	199	200
Copier Expense	1,200	911	500
Copier Rent	360	273	300
Equipment - Purchased	10,000	-	10,900
Furniture - On Inventory	400	-	400
Insurance	5,162	-	4,916
Janitorial Supplies	6,000	4,375	4,600
Maintenance Contract	8,781	7,454	8,050
Memberships	100	60	200
Miscellaneous Expense	300	49	2,400
Office Supplies	1,500	1,270	900
Postage	360	482	900
Receptions	7,600	6,816	8,000
Repair Expense	42,000	29,282	25,400
Staff Development	5,000	3,711	3,000
Subscriptions	50	45	-
Supplies	7,200	4,513	10,000
Travel	1,200	1,040	1,200
<i>Utilities:</i>			
Cable Television	16,207	12,832	15,300
Electricity	28,706	22,543	30,600
Garbage	3,867	3,120	2,600
Internet Service	23,310	18,500	23,400
Natural Gas	21,539	17,249	21,500
Sewer and Street Lights	5,067	3,797	4,900
Telephone	2,404	1,578	1,300
Water	1,670	1,277	1,500
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 210,417</b>	<b>\$ 142,066</b>	<b>\$ 193,466</b>
<b>NET FROM OPERATIONS</b>	<b>\$ 420,713</b>	<b>\$ 508,273</b>	<b>\$ 434,534</b>
<b>OTHER (INCOME) EXPENSE</b>			
Debt Service - Interest / Principal	\$ 402,445	\$ 403,000	\$ 402,700
<b>TOTAL OTHER (INCOME) EXPENSE</b>	<b>\$ 402,445</b>	<b>\$ 403,000</b>	<b>\$ 402,700</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 18,268</b>	<b>\$ 105,273</b>	<b>\$ 31,834</b>

**NORTH IDAHO COLLEGE**  
**AUXILIARY (WORKFORCE TRAINING CENTER)**

**OPERATING BUDGET**

**FISCAL YEAR 2010**  
**July 01, 2009 - June 30, 2010**

North Idaho College

Auxiliary (Workforce Training Center)

Operating Budget

Fiscal Year 2010

July 01, 2009 - June 30, 2010

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DEPARTMENTAL  
BUDGET ALLOCATION

Budget	Dept. #	#30-27850	Workforce Development		
			FY 09	Increase	FY 10
<b>Personnel Services</b>					
6110	Administrative F/T		\$0	\$0	\$0
6120	Administrative P/T		\$0	\$0	\$0
	FTE		0.0	0.0	0.0
6210	Professional F/T		\$31,215	\$0	\$31,215
6220	Professional P/T		\$0	\$0	\$0
	FTE		0.0	0.0	0.0
6310	Faculty F/T		\$0	\$0	\$0
6320	Faculty P/T		\$185,500	(\$75,500)	\$110,000
	FTE		0.0	0.0	0.0
6410	Classified F/T		\$26,464	\$0	\$26,464
6420	Classified P/T		\$25,079	\$0	\$25,079
	FTE		0.0	0.0	0.0
6530	Temporary		\$0	\$0	\$0
	FTE		0.0	0.0	0.0
	Total Salaries		\$268,258	(\$75,500)	\$192,758
7001	Employee Benefits		\$78,026	(\$33,388)	\$44,638
	<b>Total P. S.</b>		<b>\$346,284</b>	<b>(\$108,888)</b>	<b>\$237,396</b>
	Total FTE		0.0	0.0	0.0

<b>Maintenance &amp; Op.</b>					
7700	Leased Equipment		\$0	\$0	\$0
7810	Purchased Equipment		\$4,000	\$0	\$4,000
7900	Furniture		\$0	\$0	\$0
8010	Travel		\$4,600	\$0	\$4,600
8100	Staff Develop.		\$200	\$1,000	\$1,200
8210	Supplies/Mat.		\$40,000	\$5,000	\$45,000
8310	Repairs/Maint. Agr.		\$0	\$0	\$0
8410	Printing/Copies		\$22,000	\$0	\$22,000
8500	Memberships.		\$200	\$200	\$400
8600	Subscriptions		\$0	\$0	\$0
9301	Other Expenses		\$27,883	\$122,117	\$150,000

<b>Total M &amp; O</b>			<b>\$98,883</b>	<b>\$128,317</b>	<b>\$227,200</b>
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<b>Total Budget</b>			<b>\$445,167</b>	<b>\$19,429</b>	<b>\$464,596</b>
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<b>% P.S. Increase</b>				<b>-31.4%</b>	
<b>% M &amp; O Increase</b>				<b>129.8%</b>	
<b>% Total Increase</b>				<b>4.4%</b>	

Anticipated Revenue					\$600,000
includes \$39,000 from State Division of PTE					
Balance					\$135,404

#30-27851

**Workforce Community Education**

	<u>FY 09</u>	<u>Increase</u>	<u>FY 10</u>
<u>Personnel Services</u>			
6110 Administrative F/T	\$0	\$0	\$0
6120 Administrative P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6210 Professional F/T	\$69,753	\$0	\$69,753
6220 Professional P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6310 Faculty F/T	\$37,100	(\$37,100)	\$0
6320 Faculty P/T	\$0	\$25,855	\$25,855
FTE	0.0	0.0	0.0
6410 Classified F/T	\$8,821	\$0	\$8,821
6420 Classified P/T	\$3,392	(\$3,392)	\$0
FTE	0.0	0.0	0.0
6530 Temporary	\$265	(\$265)	\$0
FTE	0.0	0.0	0.0
Total Salaries	\$119,331	(\$14,902)	\$104,429
7001 Employee Benefits	\$34,709	(\$6,534)	\$28,175
Total P. S.	\$154,040	(\$21,436)	\$132,604
Total FTE	0.0	0.0	0.0

<u>Maintenance &amp; Op.</u>			
7700 Leased Equipment	\$0	\$0	\$0
7810 Purchased	\$0	\$0	\$0
7900 Furniture	\$0	\$0	\$0
8010 Travel	\$950	(\$800)	\$150
8100 Staff Develop.	\$0	\$0	\$0
8210 Supplies/Mat.	\$7,500	(\$5,000)	\$2,500
8310 Repairs/Maint. Agr.	\$250	(\$100)	\$150
8410 Printing/Copies	\$875	\$0	\$875
8500 Memberships.	\$0	\$200	\$200
8600 Subscriptions	\$0	\$0	\$0
9301 Other Expenses	\$19,500	(\$7,165)	\$12,335
Total M & O	\$29,075	(\$12,865)	\$16,210

Total Budget	\$183,115	(\$34,301)	\$148,814
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% P.S. Increase	-13.9%
% M & O Increase	-44.2%
% Total Increase	-18.7%

Anticipated Revenue \$72,000

Balance (\$76,814)

#30-27852

**Workforce Apprenticeship**

	<u>FY 09</u>	<u>Increase</u>	<u>FY 10</u>
<u>Personnel Services</u>			
6110 Administrative F/T	\$0	\$0	\$0
6120 Administrative P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6210 Professional F/T	\$0	\$31,215	\$31,215
6220 Professional P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6310 Faculty F/T	\$80,000	(\$80,000)	\$0
6320 Faculty P/T	\$0	\$60,000	\$60,000
FTE	0.0	0.0	0.0
6410 Classified F/T	\$37,071	\$0	\$37,071
6420 Classified P/T	\$2,886	\$0	\$2,886
FTE	0.0	0.0	0.0
6530 Temporary	\$0	\$0	\$0
FTE	0.0	0.0	0.0
Total Salaries	\$119,957	\$11,215	\$131,172
7001 Employee Benefits	\$34,891	\$2,869	\$37,760
Total P. S.	\$154,848	\$14,084	\$168,932
Total FTE	0.0	0.0	0.0

<u>Maintenance &amp; Op.</u>			
7700 Leased Equipment	\$0	\$0	\$0
7810 Purchased	\$3,000	\$0	\$3,000
7900 Furniture	\$0	\$0	\$0
8010 Travel	\$1,300	\$0	\$1,300
8100 Staff Develop.	\$600	\$0	\$600
8210 Supplies/Mat.	\$32,961	\$42,039	\$75,000
8310 Repairs/Maint. Agr.	\$0	\$0	\$0
8410 Printing/Copies	\$1,000	\$5,000	\$6,000
8500 Memberships.	\$200	\$300	\$500
8600 Subscriptions	\$0	\$0	\$0
9301 Other Expenses	\$6,000	(\$1,000)	\$5,000

Total M & O \$45,061 \$46,339 \$91,400

Total Budget \$199,909 \$60,423 \$260,332

% P.S. Increase 9.1%

% M & O Increase 102.8%

% Total Increase 30.2%

Anticipated Revenue \$350,000

Balance \$89,668

#30-27853

**WTC Administration**

	<u>FY 09</u>	<u>Increase</u>	<u>FY 10</u>
<u>Personnel Services</u>			
6110 Administrative F/T	\$0	\$0	\$0
6120 Administrative P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6210 Professional F/T	\$0	\$88,797	\$88,797
6220 Professional P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6310 Faculty F/T	\$0	\$0	\$0
6320 Faculty P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6410 Classified F/T	\$97,274	\$0	\$97,274
6420 Classified P/T	\$17,807	(\$12,035)	\$5,772
FTE	0.0	0.0	0.0
6530 Temporary	\$3,400	\$0	\$3,400
FTE	0.0	0.0	0.0
Total Salaries	\$118,481	\$76,762	\$195,243
7001 Employee Benefits	\$34,461	\$1,475	\$35,936
Total P. S.	\$152,942	\$78,237	\$231,179
Total FTE	0.0	0.0	0.0

<u>Maintenance &amp; Op.</u>			
7700 Leased Equipment	\$0	\$0	\$0
7810 Purchased	\$2,500	\$0	\$2,500
7900 Furniture	\$0	\$0	\$0
8010 Travel	\$4,000	\$0	\$4,000
8100 Staff Develop.	\$0	\$0	\$0
8210 Supplies/Mat.	\$12,000	\$0	\$12,000
8310 Repairs/Maint. Agr.	\$250	\$0	\$250
8410 Printing/Copies	\$19,000	(\$9,000)	\$10,000
8500 Memberships.	\$600	(\$300)	\$300
8600 Subscriptions	\$300	\$300	\$600
9301 Other Expenses	\$80,000	\$0	\$80,000

Total M & O **\$118,650 (\$9,000) \$109,650**

Total Budget **\$271,592 \$69,237 \$340,829**

**% P.S. Increase 51.2%**

**% M & O Increase -7.6%**

**% Total Increase 25.5%**

Anticipated Revenue \$0

Balance **(\$340,829)**



#30-27854

**Workforce Customized**

	<u>FY 09</u>	<u>Increase</u>	<u>FY 10</u>
<u>Personnel Services</u>			
6110 Administrative F/T	\$0	\$0	\$0
6120 Administrative P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6210 Professional F/T	\$86,785	\$0	\$86,785
6220 Professional P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6310 Faculty F/T	\$0	\$0	\$0
6320 Faculty P/T	\$37,200	(\$17,200)	\$20,000
FTE	0.0	0.0	0.0
6410 Classified F/T	\$34,847	(\$3,003)	\$31,844
6420 Classified P/T	\$0	\$0	\$0
FTE	0.0	0.0	0.0
6530 Temporary	\$0	\$0	\$0
FTE	0.0	0.0	0.0
Total Salaries	\$158,832	(\$20,203)	\$138,629
7001 Employee Benefits	\$46,198	\$2,322	\$48,520
Total P. S.	\$205,030	(\$17,881)	\$187,149
Total FTE	0.0	0.0	0.0

Maintenance & Op.

7700 Leased Equipment	\$0	\$0	\$0
7810 Purchased	\$3,500	(\$1,150)	\$2,350
7900 Furniture	\$600	(\$300)	\$300
8010 Travel	\$33,400	(\$29,400)	\$4,000
8100 Staff Develop.	\$9,000	(\$7,500)	\$1,500
8210 Supplies/Mat.	\$26,650	(\$10,000)	\$16,650
8310 Repairs/Maint. Agr.	\$1,400	(\$1,400)	\$0
8410 Printing/Copies	\$9,500	(\$4,000)	\$5,500
8500 Memberships.	\$850	(\$450)	\$400
8600 Subscriptions	\$38	\$2	\$40
9301 Other Expenses	\$20,700	(\$10,200)	\$10,500

Total M & O \$105,638 (\$64,398) \$41,240

Total Budget \$310,668 (\$82,279) \$228,389

% P.S. Increase -8.7%

% M & O Increase -61.0%

% Total Increase -26.5%

Anticipated Revenue \$275,000

includes \$39,00 from State PTE, & \$85,000 for SOJT

Balance \$46,611

WFTC Grand Balance (\$145,960)

**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

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**TAB 8**

**SUBJECT**

Proposed Teaching Focus Policy #3.02.34

**BACKGROUND**

For several years, faculty members and instructional administrators have worked to develop a clear and comprehensive list of faculty duties and responsibilities. The proposed policy codifies the college's commitment to maintaining focus on our instructor's primary duties and responsibilities related to teaching.

**COMMITTEE ACTION**

The committee known as the Modular Contract Committee has worked on this policy and procedure, creating a description of the general faculty duties and responsibilities, which include teaching activities, teaching development, advising, committee responsibilities, and governance, campus welfare and learning-support activities. The resulting policy and procedure have been presented to the President's Cabinet, the college attorney, the Faculty Assembly, and the College Senate.

**FINANCIAL IMPACT**

None

**REQUESTED BOARD ACTION**

This is a first reading to accept the Teaching Focus Policy #3.02.34 and its related procedure. No action is required at this time.

Prepared by  
Jay A. Lee, J.D.  
Vice President for Instruction

# Draft Policy

Policy #3.02.43

Effective Date \_\_\_\_\_

<p><i>(Impact Area—Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Teaching Focus</p>
	<p><b>Policy Originator or Author</b></p> <p>Modular Contract Committee</p>	<p><b>Supersedes Policy #</b></p> <p>New</p>
<p><b>Relates to Procedure</b></p> <p>#3.02.43</p>	<p><b>Impact:</b></p>	
<p><b>Legal Citation:</b> <i>(if any)</i></p>		
<p><b><i>North Idaho College</i></b></p>		

Policy Narrative

[Page 1 of 1]

To achieve the student success and teaching excellence commitments of North Idaho College’s mission statement, the college recognizes that keeping faculty focused on their primary responsibility of teaching is vital to the college’s success. Accordingly, teaching thirty-credit hour equivalence per academic year, teaching development, and other activities that directly advance student learning are expected to comprise the foremost responsibilities and the predominant focus of faculty time and effort. College service, including student advising and committee duties, must be limited so as not to interfere with this primary focus. Should additional college service be required, adjustments to the faculty member’s contract are required, subject to approval by the faculty member, the appropriate division chair, dean, and the vice president for Instruction.

**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

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**TAB 9**

**SUBJECT**

Approval: Operating Budgets for Head Start and Area Agency on Aging for FY09-10

**BACKGROUND**

North Idaho College is the umbrella organization under which both Head Start and the Area Agency on Aging operate. As such, NIC has financial responsibility for the two organizations.

**DISCUSSION**

Funding for Head Start is provided by the federal government. Funding for the Area Agency on Aging is also primarily from the federal government through the state of Idaho. These two budgets are presented to the board of trustees at this time to provide a more complete picture of the financial operation of the college. Attachment A is the budget for Head Start. Attachment B is the budget for the Area Agency on Aging.

**COMMITTEE ACTION**

None

**FINANCIAL IMPACT**

None

**REQUESTED BOARD ACTION**

Recommend approval of the FY10 Budgets for Head Start and the Area Agency on Aging as presented.

Prepared by  
Rolly Jurgens  
Vice President for Administrative Services

## NIC Head Start Budget - 2009-2010

<b>Funding Description</b>	<b>Budget Allocations</b>
Federal Operations Grant	\$ 2,201,817
PA 20 T & TA	\$ 27,000
State TANF Funding	\$ 106,999
COLA Increase	\$ 67,376
ARRA Increase	\$ 40,508
Quality Improvement	\$ 111,111
Facilities/Construction	
<b>Total Head Start Program Funding</b>	<b>\$ 2,554,811</b>
Harding Rental Income (projected)	\$ 25,000
USDA/CACFP (projected)	\$ 110,000
PA20 One Time Training Funds	\$ -
<b>Total Operating Budget</b>	<b>\$ 2,689,811</b>
<b>Category Description</b>	<b>Rental/USDA</b>
<b>A. Personnel</b>	
Personnel Salaries	\$ 1,469,264
<b>B. Fringe Benefits</b>	
FICA	\$ 101,119
Worker's Comp	\$ 11,975
PERSI Retirement	\$ 149,455
PERSI Medical	\$ 9,350
Health/Life Insurance	\$ 335,278
<b>C. Travel</b>	
Staff Travel Out of Service Area	\$ 3,000
<b>D. Equipment/Furniture/Maintenance</b>	
Durable purchases	\$ 2,542
<b>E. Supplies</b>	
Office Supplies - Administration	\$ 5,000
Office Supplies - Program	\$ 7,500
Supplies - Harding Center	\$ 8,000
Supplies - Centers	\$ 42,000
Food Services Supplies (USDA non-creditable)	\$ 250
Other Supplies - Custodial/Cleaning	\$ 4,500
Other Supplies - Postage	\$ 2,000
Other Supplies - Copier fees	\$ 8,600
CACFP/USDA Food	\$ 86,000
<b>F. Contractual</b>	
Custodial Service Contracts - Harding	\$ 27,250
Custodial Service Contracts - Centers	\$ 29,310
<b>G. CONSTRUCTION</b>	
	\$ -
<b>H. OTHER CATEGORY</b>	
<b>Other Parent Services</b>	
Policy Council	\$ 12,000
Parent Education Activities (Center)	\$ 1,000

<b>Children Services</b>	
Medical (Other)	\$ 5,000
Dental (Other)	\$ 6,000
Mental Health/Psychological Services	\$ 500
Disabilities Related Services (Other)	\$ 8,708
<b>Local Travel</b>	
Staff Travel - mileage	\$ 27,000
<b>Child Travel - Local Travel</b>	
Vehicle Operating Expenses (Other)	\$ 2,000
Disabilities Pupil Transportation (Other)	\$ 500
<b>Occupancy</b>	
Mortgage - Harding Center	\$ 25,000
<b>Rental/Lease</b>	
Lease - Shoshone	\$ 14,500
Lease - Sandpoint	\$ 15,900
Lease - Boundary	\$ 20,280
Lease - Lakeland Center	\$ 20,280
<b>Utilities</b>	
Telephone/equipment/ISP Providers	\$ 30,000
Utilities	\$ 66,000
<b>Maintenance</b>	
Facility Maintenance & Repairs	\$ 24,000
Harding Center Maintenance/Repairs	\$ 18,000
<b>Printing/Publications</b>	
Printing	\$ 1,500
Publications & Subscriptions	\$ 250
Advertising	\$ 500
<b>Accounting Services</b>	
Fiscal Audit	\$ 6,500
Payroll/Accounting - NIC	\$ 16,000
<b>Liability Insurance</b>	
Liability Insurance General	\$ 11,500
<b>Other Category</b>	
Personnel - Fingerprinting (Other)	\$ 500
Memberships (Other)	\$ 9,000
<b>Technology</b>	
*Computer Repairs/Supplies/Equipment	\$ 18,000
<b>Staff Development/Training - PA 20</b>	
Staff Travel/Lodging/PerDiem	\$ 7,000
*Staff Prof. Development	\$ 20,000
<b>TOTAL funding allocation</b>	<b>\$ 2,689,811</b>

Total Income: \$ 2,689,811  
Total Expenses: \$ 2,689,811

<b>Area Agency on Aging FY 2010 Budget</b>	
<b>REVENUE</b>	
<b>Federal</b>	
Older Americans Act	950,150
Corporation for National Services	81,490
Nutrition Services Incentive Program	73,386
<b>State</b>	
Senior Services	694,266
<b>Local</b>	
Other Grants/Contracts	10,000
United Way of Kootenai County	15,000
Fundraising/Donations	8,000
Conference	4,500
<b>TOTAL BUDGETED REVENUE</b>	<b>1,836,792</b>
<b>EXPENDITURES</b>	
Salary	533,940
Fringe	205,000
Advisory Council	950
Audit	6,000
Conference	4,500
Contracted Services	906,143
Equipment - Purchased	12,000
Insurance	2,041
Maintenance/Repair	9,000
Membership	1,990
Office Expense	17,075
Postage	4,470
Printing/Copying	5,142
Professional Services	4,400
Public Information	7,507
Rent	39,600
Staff Development	11,310
Subscriptions	725
Telephone	18,586
Travel	31,628
Volunteer - Other	1,500
Volunteer Mileage	8,867
Volunteer Recognition	4,418
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>1,836,792</b>

**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

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**TAB 10**

**SUBJECT**

Suspension of Instructor-Initiated Withdrawal Policy

**BACKGROUND**

Policy #5.04.02 allows instructors to initiate student withdrawals from courses. The College Senate and the administration are currently working on a revision to this policy and anticipate that the revision will be submitted to the board for approval. In the meantime, legal counsel has reviewed the existing policy and concerns regarding the legality of the policy have been identified. Those concerns have been communicated to both the administration and the College Senate.

**DISCUSSION**

Pursuant to board policy #2.01.03, a policy may be suspended by a roll call vote of the entire board of trustees. Attached to this discussion is a May 18, 2009 correspondence to the board of trustees from the chair of the College Senate recommending that the board suspend the current policy. The College Senate and the administration agree that at this time the board should take the action of suspending the current policy #5.04.02.

**COMMITTEE ACTION**

None

**FINANCIAL IMPACT**

None

**REQUESTED BOARD ACTION**

It is requested that the board of trustees approve, by roll call vote, a motion to immediately suspend policy #5.04.02.

Prepared by  
Marc A. Lyons  
North Idaho College Attorney



## Memorandum

May 18, 2009

To: Christie Wood, Chair, North Idaho College Board of Trustees, and all Trustees

CC: Priscilla Bell, Jay Lee, Eric Murray, Shannon Goodrich, Nancy Edwards, Erin Norvell, Joyce Lider, and Phil Corlis

From: Laurie Olson-Horswill, Chair, College Senate, 2009-2010

RE: Instructor-Initiated Withdrawal Policy

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During the College Senate's final meeting of the year on May 14, 2009, senators discussed and voted on the following:

In response to Attorney Lyons' legal opinion and recommendations from President Bell, the College Senate recommends that the North Idaho College Board of Trustees suspend the Instructor-Initiated Withdrawal Policy (#5.04.02) until the Senate has approved its revision by the end of fall semester 2009.

**BOARD OF TRUSTEES MEETING**  
**May 27, 2009**

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**TAB 11**

**SUBJECT**

FY11 Department of Public Works and Legislative Line Item Requests

**BACKGROUND**

Each year NIC must submit budget requests to the Department of Public Works and to the State Board of Education for funding in the upcoming year.

**DISCUSSION**

Copies of the material submitted initially to the Department of Public Works are included in the board packet.

**REQUESTED BOARD ACTION**

This is an informational item, so no action is necessary.

Prepared by  
Rolly Jurgens  
Vice President for Administrative Services

Under the Eight-Year Plan for Education Program Development submitted to Idaho State Board of Education, North Idaho College identifies Dental Hygiene, Dental Assistant and Physical Therapist Assistant programs for implementation in fiscal year 2010.

Due to feedback received from the Panhandle Dental Society, Dr. Lita Burns and Vice President for Instruction, Jay Lee, feel that the continued emphasis on Dental Hygiene and Dental Assistant is misplaced. The Panhandle Dental Society did argue for NIC to continue to aggressively pursue federal and state legislative funding for the dental programs. However, there appears to be reduced demand for hygienists and assistants, and previous requests for legislative funding have been unsuccessful.

Based on the above, Dr. Burns and VPI Lee recommend the NIC Board of Trustees take a different approach in its legislative agenda and now turn its attention to finding funding to implement a Physical Therapist Assistant program. Research indicates there is a strong demand for assistants and employment opportunities appear far more abundant than that expected for hygienists and dental assistants. The Rural Health Consortium has expressed interest in supporting NIC's efforts to start a PTA program and may be willing to assist the college in several ways (personnel, equipment, etc.).

Initial start up costs for a Physical Therapist Assistant program would be approximately \$250,000 to cover personnel and equipment (this is significantly less than the \$605,000 estimated for the dental programs start up).

Under the plan to begin a Physical Therapist Assistant program, North Idaho College would act as the lead agency/program for a three college consortium with the College of Southern Idaho and the College of Western Idaho. NIC would employ the lead instructor/director of the program. This lead instructor would instruct from Coeur d'Alene, but deliver via IVC or the internet to CSI and CWI. In the second year of the program, NIC, CSI and CWI would each hire clinical coordinators to work with program students within their home areas and in local clinic sites.

Under this approach, there would essentially be one program (and therefore one accreditation process) delivered in three sites. The colleges would share the costs of running the program and the burden of completing the rigorous accreditation process. The state would also benefit from the increased employment pool of well-trained candidates.

To conclude, the college will continue to pursue implementation of the dental programs, but we will now look for other resources to fund and deliver such programs. Today, we ask that the board of trustees support a legislative agenda that focuses on pursuit of funding (\$250,000) to begin a Physical Therapist Assistant program.

In the future, the Office of Instruction will bring forward to the board a request to support a new program, one that doesn't currently appear on the college's eight-year plan, Cosmetology. Research conducted by Business and Professional Programs Division Chair Gayne Clifford, reveals strong employment demand and strong student interest in such a program. A window of opportunity exists for a facility that would meet all of the needs for a cosmetology program, but the actual time that the window may be open is still to be determined.

Respectfully submitted,

Jay A. Lee  
Vice President for Instruction