



North Idaho College

NIC Board of Trustees Meeting Agenda
August 24, 2020

Amended August 21, 2020

Mission statement: North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

6:00 p.m. **BOARD MEETING** Zoom connect: <https://nic.zoom.us/j/99587794817> or by phone: 669 900 6833 / Meeting ID: 995 8779 4817

Convene/Call to Order	Joe Dunlap
Verification of Quorum	Joe Dunlap
Review Minutes	Joe Dunlap
Public Comment**	Joe Dunlap
Celebrating Success: Accreditation Reaffirmation	Rick MacLennan

CONSTITUENT REPORTS

ASNIC	Kai Sedlmayer-Nardi
Faculty Assembly	Chris Pelchat
Staff Assembly	Jeff Davis
Senate	Steve Kurtz

PRESIDENT'S REPORT

Rick MacLennan

OLD BUSINESS

Tab 1: Second Reading/Action: Board Member General Conduct Policy	Ken Howard
Tab 2: Second Reading/Action: Institutional Review Board Policy	Rick MacLennan
Tab 3: Third Reading/Action: FY21 Budget	Chris Martin

NEW BUSINESS

Tab 4: Resolution to Reserve Forgone Taxes	Chris Martin
Tab 5: First Reading/Action Approve Amended Faculty Assembly Constitution and Bylaws	Chris Pelchat

BOARD CHAIR REPORT

Joe Dunlap

REMARKS FOR THE GOOD OF THE ORDER**

ADJOURN

* Executive sessions may be called for the purposes of considering personnel matters, deliberating regarding an acquisition of an interest in real property, considering records that are exempt from public disclosure, considering preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body, communicating with legal counsel regarding pending/imminently-likely litigation, communicating with risk manager/insurer regarding pending/imminently-likely claims or to consider labor contract matters.

** Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President's Office.

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Held by Video Conference
June 24, 2020
MINUTES

EXECUTIVE SESSION

Chair Joe Dunlap called the meeting to order at 4:00 p.m. Trustees were in attendance virtually through Zoom video conference. Trustee Howard made a motion to go into executive session under Idaho Code § 74--206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer or employee. The motion was seconded by Trustee Murray and roll call vote was taken as follows:

Todd Banducci	aye
Joe Dunlap	aye
Ken Howard	aye
Brad Murray	aye
Christie Wood	aye

At 5:05 p.m., Trustee Howard made a motion to return to open session. The motion was seconded by Trustee Wood, and Chair Dunlap recessed the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Dunlap called the meeting to order at 6:00 p.m. The meeting was conducted by way of Zoom video conference. He verified that a quorum was present, then read, aloud, the college's mission statement.

ATTENDANCE

Trustees: Todd Banducci
Joe Dunlap
Ken Howard
Brad Murray
Christie Wood

Also present: Rick MacLennan, President
Lita Burns, VP for Instruction
Chris Martin, VP for Finance and Business Affairs
Graydon Stanley, VP for Student Services
Laura Rumpler, Chief Communications and Government Relations Officer
Marc Lyons, Attorney for North Idaho College

Chair Dunlap called for any changes to the minutes from the meeting held on May 27, 2020. There were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT

There was no public comment.

CELEBRATING SUCCESS

Chief Information Officer Ken Wardinsky and Director of e-Learning Thomas Scott provided an overview of the efforts to transition instruction and college operations to an online and virtual environment following the shut down resulting from the Coronavirus Pandemic.

PRESIDENT'S REPORT

Dr. MacLennan opened by reporting on the status of the Bonners Ferry and Silver Valley Outreach Centers, stating that he and members of the administration had met with community leaders from Boundary County to make them aware of plans to close the Bonners Ferry center at the end of fall semester and ways the college will continue to serve that community. He reported that VP Lita Burns is establishing a team to work on the transition of both outreach centers, adding that the Silver Valley Center will be closing prior to fall semester.

Dr. MacLennan went on to report on weekly meetings with the other three Idaho community college presidents, adding that Matt Freeman, executive director of the Idaho State Board of Education, and Greg Wilson from the Governor's Office join them regularly. He reported that during their most recent call, the group discussed the draft revisions to legislation related to the tuition cap, and briefly explained the Governor's proposal and the recommendation by the community colleges.

He continued by reporting that summer FTE enrollment is up by 10% and fall enrollment is currently 11% down from the same time last year. He closed by reporting that NWCCU will be meeting June 25 to review the evaluation committee's report for the institution's year-7 accreditation evaluation and he and others will be joining that meeting.

KTEC REPORT

Trustee Banducci reported that during the most recent KTEC Board meeting, the board was informed that approximately 490 applications had been submitted, 459 students are enrolled, there are active waitlists, and donations have increased. During the meeting, retiring Post Falls Schools Superintendent Jerry Keane was honored.

OLD BUSINESS

Board Member Conduct Policy

Trustee Ken Howard opened by commenting that a recommendation from Trustee Banducci had been incorporated into the draft policy. Trustee Wood commented that there is agreement on much of the policy language and she recommended scheduling a workshop to focus discussion on specific elements of the document. Chair Dunlap proposed scheduling a workshop prior to the August board meeting to discuss both the policy and the budget.

Trustee Howard made a motion to keep the policy tabled until it is brought forward again, possibly at a workshop. The motion, seconded by Trustee Wood, carried unanimously.

NEW BUSINESS

Head Start Application for Additional TANF Child Slots

Head Start Director Beth Ann Fuller presented a proposal for NIC Head Start to accept six additional Temporary Assistance for Needy Families (TANF) slots to be served in Bonner County. Following a question by Trustee Howard, Ms. Fuller responded that the slots will serve children in Sandpoint, adding that Bonner County was chosen because it had the highest waiting list. She went on to explain the change to the scope of service occurs when the grant award and the numbers of those being served changes, and NIC Head Start must show how those additional numbers will be absorbed.

Trustee Howard made a motion to approve the request for six additional TANF slots and a change to the program's scope of service to accommodate the additional slots. The motion, seconded by Trustee Wood, carried unanimously.

Institutional Review Board Policy

Dr. MacLennan presented, for a first reading, a newly drafted policy covering activities of the college's institutional review board created to review any human subjects research conducted at NIC. Trustee Banducci requested clarification about human subjects research and Dr. MacLennan responded that this relates to the institution's use of survey instruments administered to students, as well as human research projects in the classroom. VP Burns explained that federal regulations require that the college understand the intent of any research involving human subjects, how the information gathered will be used, and how the college protects the privacy of students and faculty involved. This was a first reading and no action was taken at this time.

Appoint Clerk of the Election

Chair Dunlap explained that during election years the board formally appoints a clerk of the election, adding that this has traditionally been the vice president for finance. He requested a motion to appoint VP Chris Martin as clerk of the election. Trustee Wood made a motion to appoint Chris Martin as North Idaho College district clerk of the election for the upcoming trustee election. The motion, seconded by Trustee Banducci, carried unanimously.

Approval of President's Contract

College Attorney Marc Lyons presented the contract renewal for President Rick MacLennan, explaining that the renewal extends the contract for an additional year with an effective renewal period of July 1, 2020 through June 30, 2023. He went on to comment that this is the only change being proposed and the other terms, including compensation, are unchanged. Trustee Wood made a motion to approve a renewed contract and authorize the board chair to execute the contract on behalf of the board of trustees and North Idaho College. The motion was seconded by Trustee Murray. Trustee Wood expressed her appreciation for Dr. MacLennan's leadership. The motion carried unanimously.

INFORMATION ITEM

COVID-19 Planning Update

Dr. MacLennan commented about activities and efforts related to the college's response to COVID-19. He discussed the formation of a logistics planning committee to plan for immediate needs and plan for fall semester. He also discussed briefly, the small group assembled to work on instruction and classroom delivery for fall.

VP Burns briefly discussed the impact of the program instituted in the spring to allow students to withdraw due to COVID-19, stating that 850 students withdrew from one or more classes from 1,462 seats, which equates to an average of 1.7 seats per individual student. She reported that even though the impact of COVID-19 was notable in total spring 2020 withdrawals, the overall percentage change was within 2% of the previous three-year average.

VP Burns went on to review planning for fall semester, including continuation of learning in the safest possible manner, determining class size in consideration of safe physical distancing, considerations of a variety of modes of instructional delivery and related student needs, and communicating information to students about the instructional modes. She reported that over the next two weeks, students will be completing labs that couldn't be completed during the normal

spring semester and she closed by acknowledging that should the college need to return to fully online instruction, there will be some instruction that will need to be put on hold.

BOARD CHAIR REPORT

Chair Dunlap announced that the next board meeting will be in August and the board will hold a workshop some time in early August related to the policy on board member conduct and possibly the budget. He expressed his appreciation for the work undertaken to serve students, in the face of so many conflicts over the past year.

REMARKS FOR THE GOOD OF THE ORDER

There were no other comments and Chair Dunlap adjourned the meeting at 7:25 p.m.

Board of Trustees Chair

Board of Trustees Secretary



North Idaho College
BOARD OF TRUSTEES WORKSHOP
Held by Video Conference
August 3, 2020
MINUTES

Board Chair Joe Dunlap opened the workshop and reviewed the order of topics, stating that because his time was limited, Trustee Banducci had requested the topic of the budget be first. Chair Dunlap opened the floor for questions related to the budget.

Trustee Howard asked for a status of fall enrollment and for any additional issues with the budget since the last meeting, of which the board should be made aware. Dr. MacLennan reported that to date, headcount is down a little more than 10% year over year, and FTE is down 9%, which is the reduction on which the budget is based.

VP Chris Martin provided an update on CARES Act Grant funding received by the college, to help offset spending related to COVID-19. He explained that of the \$2.7 million the college has received, \$1.4 million has been spent. The balance will be spent on digital education, helping the college prepare to serve students remotely, and for student support for fall semester. He reported that there are no substantial changes to the budget as proposed earlier in the summer.

Following a question by Trustee Wood, VP Martin reviewed specifics about how the CARES Act funds have been spent, including grants to students whose education was interrupted in the spring due to COVID-19 and for whom the college will grant funds. He added that funds will be provided to students for emergency needs, such as help with housing. He went on to explain that other expenditures include such things as information technology software to support distance education and remote testing.

Trustee Murray asked about the college's checks and balances to ensure those applying for assistance are actually eligible. VP Graydon Stanley reported that specific criteria must be met by those applying for funds and the information students share in their applications are subsequently verified by the Office of Student Services. He added that students with the greatest needs are given priority.

Trustee Banducci asked if the board would meet its statutory timelines if the budget isn't passed until August and he asked if the proposal still includes a proposed property tax increase. VP Martin responded that board's approval of the budget in August will meet statutory requirements. He added that the budget includes a proposed 3% property tax increase, equaling \$479,000 in revenue, and he briefly reviewed the scenarios requested by the board related to employee step increases. In response to a question from Trustee Banducci about the status of fall athletics programs, Dr. MacLennan reported that with the exception of golf, fall league play will occur in spring in alignment with the NWAC and NJCAA.

Fall Semester Opening

Dr. MacLennan provided a brief update on plans for instructional offerings and methods of instruction for fall, and the work underway to ensure classrooms, labs, and study spaces are staged to ensure appropriate physical distance for students choosing to come to campus for instruction. He discussed the protocols identified in the NIC Rebounds reopening plan and reported that there are plans in place that can be activated to quickly transition the college into fully online instruction, should the need arise, including what students can expect if that occurs, and the anticipated impact to the college.

Trustee Howard asked if class sizes had been modified or if some classes would be cancelled if enough students were not enrolled in them. Dr. MacLennan responded that many of the college's larger meeting spaces have been modified to serve as learning spaces to allow for classes with appropriately distanced seating. VP Lita Burns reported that instructional leadership had worked hard to not reduce class capacities, but instead had developed a model of hybrid learning so that a portion of a class would be on campus in the classroom on one of the two meeting days and the remainder of the class would be online during those times, and the two would alternate for the other meeting date. She went on to explain that some course sections may be consolidated if enough students are not enrolled in a single section.

There was some discussion about the alternatives in place to ensure that faculty and staff are protected, such as mandatory face coverings, plexiglass shields for front line workers and for faculty in the classroom, and cleaning protocols.

Trustee Murray asked about delivery modes for Workforce Training and Parker. VP Burns responded that the same modes would be utilized at the college's other sites for theory instruction, commenting that the number of students in labs has been reduced, so additional labs are being opened to accommodate proper distancing. She reported that implementing this for Workforce Training reduces the number of sections that can be offered.

There was some discussion about enforcing the college's mask mandate when students return, including educational and awareness campaigns in support of mask wearing, and enlisting the help of employees and members of student government in messaging. Board members shared their support of enforcement of the mask mandate.

Board Member General Conduct Policy

Trustee Howard commented that the most recent version of the proposal contains all the modifications provided by trustees over the past few months and he asked if there were any other changes that need to be made. Chair Dunlap expressed his support for the content, but he recommended that for consistency, the numbered items should either be numbers or letters, but not both. Trustee Murray stated that the matters discussed in the policy were inferred, just not in writing and he added his support for the policy. He recommended a wording change related to conflict of interest. Trustee Wood asked that the heading for the section relating to violations of the policy be changed to read "Potential Actions for Trustee Violation of Policy" instead of "Potential Discipline for Trustee Violation of Policy."

Trustee Howard took this opportunity to ask about the status of the NWAC joining the NJCAA as previously proposed. Dr. MacLennan reported that there has been no official talks or action taken on this matter.

Chair Dunlap expressed his appreciation for the efforts by the administration and college employees for the work done to respond to COVID-19.

There were no other comments and Chair Dunlap closed the workshop at 11:08 a.m.

Board of Trustees Chair

Board of Trustees Secretary

Policy

Policy _____

Effective Date _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Board of Trustees</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Board Member Conduct</p>
	<p>Author:</p>	<p>Supersedes Policy (New)</p>
<p>Relates to Procedure #</p>	<p>Impact:</p> <p>Board of Trustees</p>	
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Pursuant to Idaho Code Title 33 Chapter 21; 33-2107 entitled General Powers of the Board of Trustees, the Board of Trustees of each community college district shall have the power to adopt policies and regulations for its own government and the government of the college. In furtherance of this power the Board of Trustees establishes this policy regarding Board Conduct.

Purpose

The purpose of this policy is to prescribe processes, behaviors, and methods of appropriate communications for effective and efficient Board operations. This policy is not intended to infringe upon individual first amendment rights nor interfere with personal relationships. Utilizing proper procedures and channels of communications and exercising respectful behaviors results in a more effective and efficient organization.

General Guidelines for Conduct

The Board expects its members to demonstrate ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behavior when acting as Board members.

Board members are expected to:

1. Devote time, thought, and study to the duties of a trustee in order to be effective and provide credible service.
2. Consider information received from all sources and base personal decisions upon all available facts while maintaining confidentiality of privileged information.
3. Work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.
4. Recognize that authority over the organization is only vested in the Board when it meets in legal session.
5. Maintain the integrity of the Board and the position of the trustee when communicating and interacting with outside individuals and agencies. This includes full disclosure to participants when attending meetings as an ordinary citizen.
6. Respect the majority decisions of the Board.
7. Be loyal to the interests of North Idaho College (“NIC”) and the Board.
8. Demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board when they do not.
9. Maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, NIC administration or employees.
10. Deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions.
11. Represent everyone the College serves, not a particular interest group.
12. Declare any conflict of interest. A trustee will not participate in, vote on, or exert influence on, any decision in which the trustee has any interest.

The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board.

The Board will enforce upon itself and its members effective practices to govern and discharge its duties effectively and efficiently. The Board and individual Board member’s self-discipline will apply at all times and to such matters including, but are not limited to attendance, respect for others, proper decorum, confidentiality with sensitive information, speaking with one voice for external communications, and adherence to the policies and rules of the College and the Board. The Board will take appropriate action to enforce the obligations imposed hereunder, including without limitation, limiting or suspending Board privileges, private or public censure. or other such action as the Board deems appropriate.

Each Board member is subject to and shall conform his or her behavior in accordance with Board and general College policies regarding ethical and professional conduct.

Interaction with College Personnel Guidelines

College personnel regard a visit by a Board member, except for consultation with the President, as a special occasion. Ongoing interaction can create confusion as to the roles of the Board and the College Administration. To prevent the appearance of impropriety or unethical conduct and to avoid the use of undue and inappropriate influence over College personnel, Board members shall coordinate College related contact and interactions with the President.

The Board recognizes the rights of students, faculty, administrators and other employees of the College to hold private meetings and to carry on the day-to-day operations of the College without the participation of Board members. Accordingly, it is improper for Board members:

1. To attend or participate in private meetings of students, faculty, administrators or other employees of the College where College business is to be considered, unless the Board member has been invited to attend as an observer only, or the Board as a whole is invited to attend and has decided to participate, or the Board member has been officially designated by the Board to attend or participate;
2. To participate in the day-to-day operations of the College without official Board approval;
3. To intercede with students, faculty, administrators or any other employees of the College on behalf of any person or program without approval of the Board.
4. To threaten or harass or intimidate any employee or student of the College or anyone doing business with the College; and
5. To borrow money, solicit funds or accept gratuities of any kind from any employee of the College, unless the activity, is conduct involving election, campaigning, or free speech or is otherwise protected by constitution or statute.

Communications-Procedures/Board Members Request for Information

In order to assure that internal and external communication between the Board, the public and the college staff are clear and represent the unity and maintain the integrity of the Board acting as a whole, these policies will be followed as individual responsibilities of each Trustee. Trustees should be continually conscious of the potential that their position is viewed as one of power and may unduly influence college employees

1. Individual Trustees requesting information that will require a material amount of staff time to compile, or the preparation of a special report, or that may be disruptive shall make such requests to the Chairperson of the Board. The Board Chairperson may approve the request or, at his or her discretion, have the request placed on the agenda of the next Board meeting for the consideration of the Board of Trustees. Compilations and reports prepared pursuant to this provision will be available to all Trustees. Individual Trustees shall not make such requests directly to an employee of the College.

2. Individual Trustees with questions regarding the operations of the College, such as inquiries concerning employment or admission to the College, complaints for or about students, complaints from or about faculty and staff, complaints or questions about administrative decisions, and complaints or questions from or about facilities, shall convey such to the Office of the President for consideration and possible action;

3. When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees should carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or action of the Board or College;

4. Trustees should make no announcement of nor give any information about action taken by the Board until such action has been communicated by the Board Chairperson or President through regular official channels;

5. Consistent with this and other Board Policies, an individual Trustee shall not purport to act for, bind, or commit the College to any act or course of conduct without prior approval of the Board. The College can be bound only by formal action of the Board.

Communication with Legislators, Public Officials, and Community Leaders

Unless authorized by the Board, Board members, should take reasonable care to clarify that they are acting as individuals and not on behalf of the Board or the College and should strive to maintain consistency with established board decisions, policies and plans.

Relationship with the Press

The Board Chairperson and the President, or their respective designees, shall be the spokespersons to the press on College matters. In most cases, Board members should refer inquiries from reporters to the Chairperson and/or President, or designee. The goal is to speak with one voice on College matters and to remove the potential of conflicting statements. However, the Board recognizes elected officials will respond to an inquiry of the Press when they feel it's appropriate.

Conflict of Interest

As required by state law, if a Board member's outside activity (employment, participation or involvement in another business, corporation, institution or other entity) constitutes a conflict of interest, then the Board member will (a) disclose to the Board such conflict or the potential conflict; (b) absent herself/himself from discussion regarding any issue which involves his role as a Board member and his outside activity, and (c) refrain from voting on any such issue.

Trustee Usage of Facilities

Trustees are not prohibited from using College facilities for professional or personal reasons provided such facilities are normally available to the public, and the Trustee is subject to the same conditions, goes through the same procedures and pays the same compensation as would a member of the public who is not a College employee or are specifically authorized by Board policy.

Complaints Regarding Individual Board Member

In the event the College receives a complaint about a Trustee from a member of the public or from a College employee, the complaint shall be referred to the Board Chairperson or, if the complaint is against the Chairperson, to the Vice Chairperson. The Trustee that is the subject of the complaint shall be notified and given an opportunity to respond. The Board shall have the discretion to investigate the complaint, including the authority to engage an outside consultant to undertake the investigation. Any report from an outside consultant shall be disseminated to all Board members prior to any action being taken against the Board member. Meetings to hear complaints or to consider the conduct of a Board member shall initially take place in executive session. If the Board decides to take action (such as censure), such action may be a private admonishment or, if the Board decides the conduct justifies public admonishment, may announce censure (or other appropriate sanction) at an open meeting.

Potential Action for Trustee Violation of Policy

A Trustee violation of this policy will be subject to the following potential action as determined by the Board as a whole:

Loss of Board appointments to committees.

Loss of officer status (e.g. designation as Chair, Vice-Chair, Secretary, Treasurer, etc.).

Private censure in executive session by other Board members.

Public censure by the Board (by motion or resolution in an open meeting)

Prior such action, the Trustee will be entitled to a hearing before the Board in executive session to hear the charges and to allow the Trustee to respond. The decision of a majority of the Board is final.

The Board shall cause a record to be made of any such complaint proceedings and deposit such record in a confidential file maintained by the Secretary of the Board.

BOARD OF TRUSTEES MEETING
August 24, 2020

TAB 2

SUBJECT Draft Institutional Review Board Policy

BACKGROUND

The North Idaho College Institutional Review Board was created for the purpose of reviewing any human subjects research conducted at NIC. This includes all research with human subjects including faculty, staff and/or students as research subjects or by NIC faculty, staff and or students at any location.

In accordance with Code of Federal Regulations, Title 45, Part 46: Protection of Human Subjects the IRB must be comprised of at least five members from varying backgrounds, and at least one member must have a background with scientific areas and at least one member must have experience primarily with nonscientific areas. Additionally, at least one member must not be otherwise affiliated with the institution and not part of the immediate family of a person who is affiliated with the institution.

DISCUSSION

The NIC Institutional Review Board was approved by Senate as standing committee earlier in the academic year and Senate requested that a related policy and procedure be developed.

COMMITTEE ACTION

The policy and procedure have both been reviewed and approved by the president, President's Cabinet, and Senate.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

This is a first reading and no action is requested at this time.

Prepared by
Shannon Goodrich, Sr. Executive Assistant
for President Rick MacLennan

Policy

Policy # _____

Effective Date: _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees/Students/Community</p>	<p><i>(General Subject Area)</i></p> <p>Research</p>	<p><i>(Specific Subject Area)</i></p> <p>Institutional Review Board</p>
<p>Relates to Procedure #</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p> <p>Code of Federal Regulations, Title 45: Public Welfare, Part 46—Protection of Human Subjects</p>		
<p>North Idaho College</p>		

Policy Narrative

[Page 1 of 2]

Federal law requires all entities conducting research on human subjects to have an Institutional Review Board, or IRB. In accordance with the guidelines outlined in the U.S. Code of Federal Regulations, Title 45, Part 46, it is the policy of North Idaho College to protect employees, students, and community members participating in research projects conducted on college grounds by employees or students.

DEFINITIONS

Research: *"a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research, whether or not they are conducted or supported under a program which is considered research for other purposes." (CFR 45: 46, 102, item l)*

Human Subjects: *"living individual(s) about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." (CFR 45: 46, 102, item e,1)*

Minimal Risk: *"the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily*

life or during the performance of routine physical or psychological examinations or tests.” (CFR 45: 46, 102, item j)

Principal Investigator: A Principal Investigator is the primary individual responsible for the preparation and administration of a research project.

COMPLIANCE

This policy addresses all research projects involving human subjects in the following aspects:

- Research taking place on the NIC campus, even if the researcher is not an NIC employee or student
- Research using input from NIC students or employees
- Research in the community, sanctioned or assigned by NIC faculty or supervisors

Such research projects must be submitted for IRB review unless they fall into one of the “Exempt” categories defined in the procedure accompanying this policy.

BOARD OF TRUSTEES MEETING
August 24, 2020

TAB 3

SUBJECT: FY21 General Operating Budget

BACKGROUND:

Presented are the proposed budgets for Fiscal Year 2021 for the total institution as developed by the college administration. These budgets include the general fund, plant fund, fee-based funds, service funds and grants and reflect the anticipated changes in revenues and expenditures for FY21. Due to the uncertainty created by COVID-19, the college has been operating under a Board approved continuing budget resolution since July 1, 2020. At this time, fall enrollment projections place enrollment within the forecasted assumptions used during budget development.

DISCUSSION:

General Overview:

Planning assumptions for FY21 include a forecasted 9% decline in traditional credit enrollment. Since the prior presentation to the Board the state has also implemented an additional 5% holdback of the FY21 state appropriations. Other notable changes include updated property tax numbers based on final calculations provided by Kootenai County, as well as an increase to other revenues.

State Funding:

The state general fund appropriation decreased to \$12.6M from prior year. This equates to a decrease of (\$268,700), year over year. The appropriation includes the impact of Enrollment Workload Adjustment in the amount of (\$146,900), change in health benefit costs (\$51,900), 2% base reduction (\$253,900), as well as funding of \$184,000 for Change in Employee Compensation. The impact of the 5% holdback on the general fund appropriation is (\$621,300).

The state CTE allocation decreased by \$51K over FY20. This allocation includes \$90,600 in support of Change in Employee Compensation, (\$25,800) related to benefit changes, and a 2% base reduction (\$116,000). The impact of the 5% holdback on the CTE appropriation is (\$287,300).

Levy Increase:

The budget proposal includes a 3% increase to the Maintenance and Operation Levy, this increase will result in \$483,994 in additional tax revenue.

Tuition and Fee Income:

This proposed budget does not include any increase in general tuition and fees.

Change in Employee Compensation:

Based on discussion and guidance following the first reading, this proposal includes multiple scenarios for consideration by the Board of Trustees. One scenario fully funds a step increase: \$465,750 plus related benefit costs of \$93,550. One scenario proposes a ½ step

increase mid-year: \$232,785 plus related benefit costs of \$46,775. The final scenario includes no step increase.

Overall Institutional Budget:

The total overall institutional revenue budget for FY21 is \$61.3M a reduction of \$3.7M from FY20. The overall institutional expense budget for FY21 is \$62.2M a reduction of \$2.4M from FY20 not including any expenses related to step increases.

Fund Balance Transfer:

Due to the uncertainty created by COVID-19 and the implications the pandemic has had on forecasting enrollment, the college has proposed a budget with a 9% decline in enrollment. Given these unique circumstances, the college is requesting to use between \$838,832 and \$1,398,131 in fund balance or reserves in FY21.

REQUESTED BOARD ACTION: It is recommended that the board consider a motion to approve the FY21 Institutional Budget. With the approval of the FY21 budget, the board authorizes the college to use up to \$_____ in fund balance for FY21.

Prepared by: Chris A. Martin
Vice President for Finance and Business Affairs



North Idaho College

FY2021 Budget

**Third Reading
Presented to the Board of Trustees
August 24, 2020**

**North Idaho College
General Fund
Operating Budget
FY 2021**

	<u>FY20 Budget</u>	<u>PROPOSED FY21 Changes</u>	<u>PROPOSED FY21 Proposed Budget</u>
Changes in Revenue			
Tuition and Fees Base	\$ 13,155,921		\$ 13,155,921
Reduction of Tuition budget to FY20 actual	-	\$ (2,040,000)	\$ (2,040,000)
9% Enrollment Decrease from FY20 actual		\$ (1,000,600)	\$ (1,000,600)
Subtotal	<u>\$ 13,155,921</u>	<u>\$ (3,040,600)</u>	<u>\$ 10,115,321</u>
State General Funds Base	\$ 12,695,400		\$ 12,695,400
State General Fund 5% Reduction		(621,300)	\$ (621,300)
State General Fund Change ¹	-	(268,700)	\$ (268,700)
State Liquor Tax	\$ 200,000		\$ 200,000
CTE Funding Base	\$ 5,797,900		\$ 5,797,900
CTE 5% Reduction		(287,300)	\$ (287,300)
CTE Funding Change ²	-	(51,200)	\$ (51,200)
Property Tax Base	\$ 15,992,651		\$ 15,992,651
New Property on Rolls (max estimate)		417,500	\$ 417,500
3% Tax Increase		483,994	\$ 483,994
Interest Income Base	\$ 175,000		\$ 175,000
All other Revenue			
County Tuition Payments	\$ 800,000		\$ 800,000
Miscellaneous Tax Receipts	\$ 650,000		\$ 650,000
Revenue sharing from other funds	\$ 105,000		\$ 105,000
Estimated Salary Salvage	\$ 115,000	\$ (115,000)	\$ -
Fund Balance Transfer	\$ 181,910	\$ (181,910)	\$ -
Other Revenue ³	\$ 176,500	\$ 99,618	\$ 276,118
FY20 Revenue Projection	<u>\$ 50,045,282</u>	<u>\$ (3,564,898)</u>	<u>\$ 46,480,384</u>
Percentage Change			-7.67%
			\$ (3,564,898)

¹ Change in health benefit costs (\$51,900), 2% CEC \$184,00, Enrollment Workload Adjustment (\$146,900), 2% Base Reduction (\$253,900)

² 2% CEC \$90,600, Benefit Cost Change (\$25,800), 2% Base Reduction (\$116,000)

³ Other revenue increase for 2/3 share of unfunded DeArmond building occupancy costs and shared cost of DeArmond ESA

North Idaho College
General Fund

Operating Budget without Salary Impact Including Mandatory Increases and no priority items
FY 2021

Operating Expenses <i>Without Salary Impact</i>	FY20 Original	FY21 Proposed	\$ Difference	% Difference
Academic Instruction	\$ 13,988,894	\$ 12,579,794	\$ (1,409,100)	-10.1%
CTE Instruction	5,475,278	5,278,434	\$ (196,844)	-3.6%
Academic Support	5,963,780	5,982,939	\$ 19,159	0.3%
Student Services	4,194,807	3,817,860	\$ (376,947)	-9.0%
Institutional Support	8,215,434	7,870,649	\$ (344,784)	-4.2%
Physical Plant	4,547,252	4,464,357	\$ (82,894)	-1.8%
Public Service	49,000	49,000	\$ -	0.0%
Student Aid	1,020,988	959,533	\$ (61,455)	-6.0%
Transfers	6,611,110	6,316,649	\$ (294,460)	-4.5%
5% State Holdback			\$ -	
Total Expenditures	\$ 50,066,542	\$ 47,319,216	\$ (2,747,326)	-5.5%

Total Revenue (from prior page) \$ 46,480,384

Revenue over (under) expenses without salary impact \$ (838,832)

	Full 2% Step	1/2 Year Step	No Step
Cost estimate for step for full-time employees	465,750	232,875	-
3% increase in adjunct and overload per credit rate	-		
3% increase for part-time hourly employees	-		
Benefit impact of compensation increase	93,550	46,775	
Total Cost of Compensation Increase	\$ 559,300	\$ 279,650	\$ -

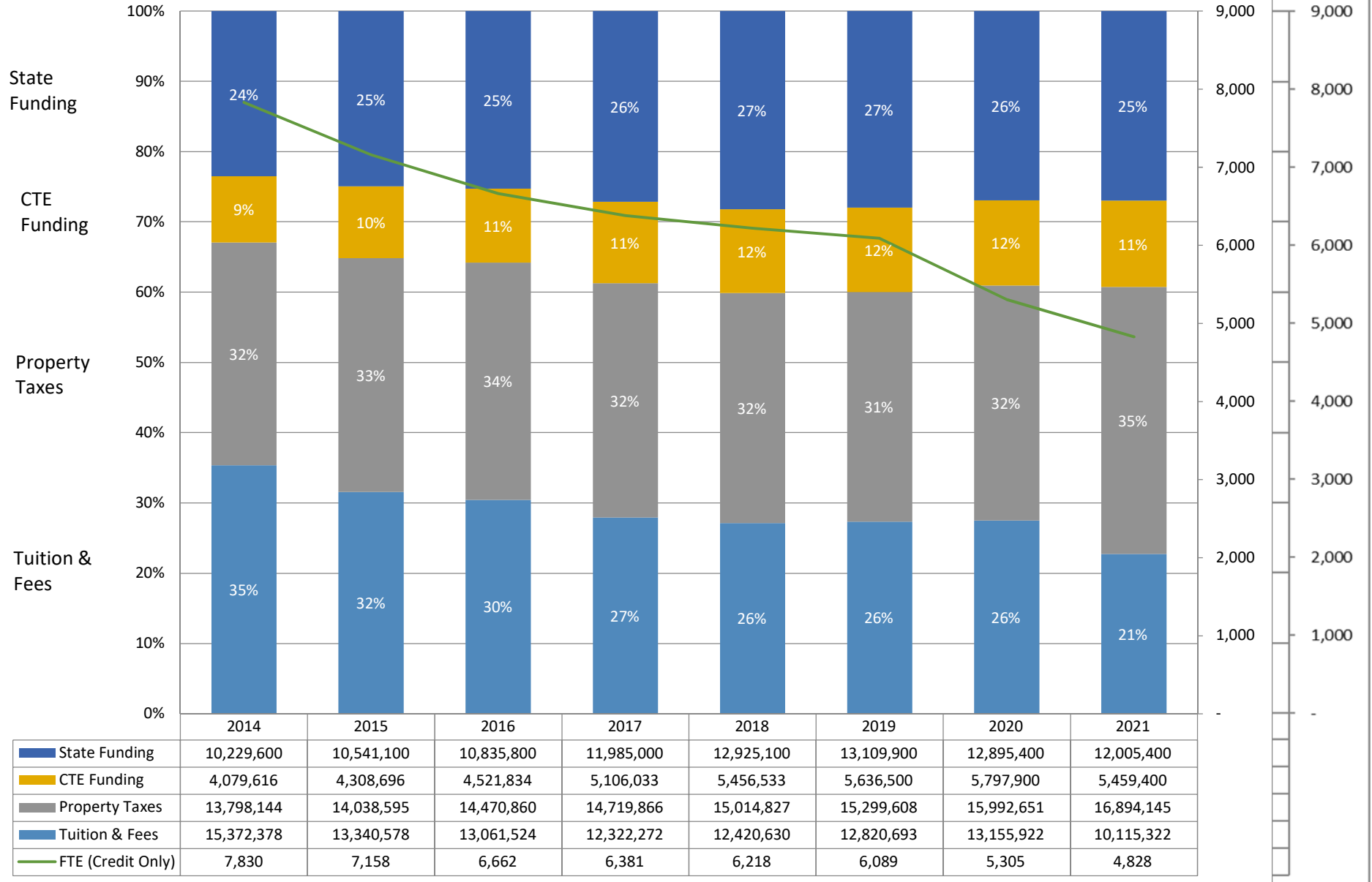
Fund Balance Needed **\$ (1,398,131)** **\$ (1,118,482)** **\$ (838,832)**

**North Idaho College
General Fund
Operating Budget Considerations
FY 2021**

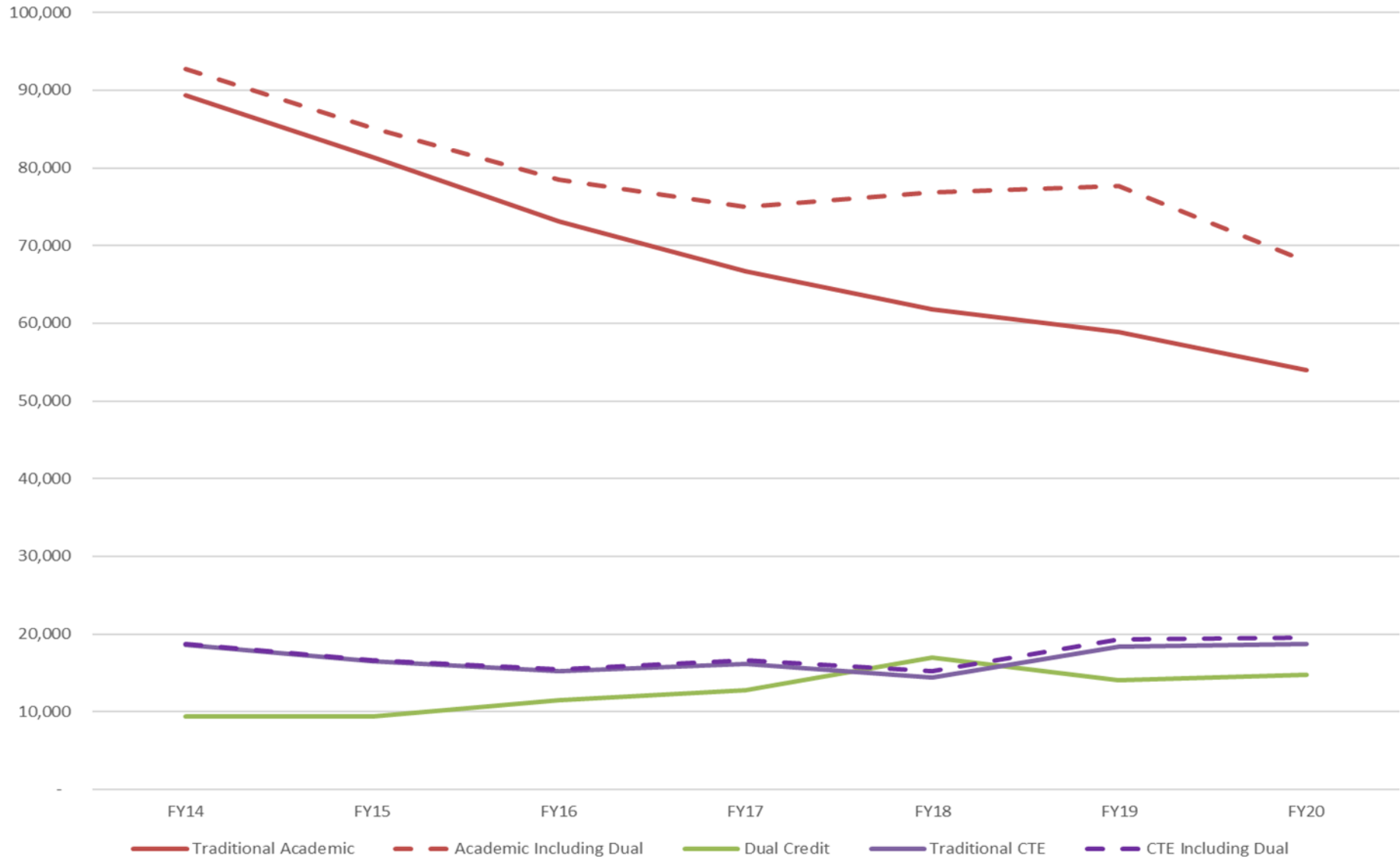
	FY20 Approved	FY21 Proposed
Revenue		
Tuition and Fees	\$ 13,155,921	\$ 10,115,321
State General Fund Allocation	12,695,400	11,805,400
State Liquor Tax Allocation	200,000	200,000
State CTE Allocation	5,797,900	5,459,400
Property Taxes	15,992,651	16,894,145
Other Revenue		
County Tuition Payments	800,000	800,000
Miscellaneous Tax Receipts	650,000	650,000
Revenue sharing from other funds	105,000	105,000
Estimated Salary Salvage	115,000	-
Fund Balance Transfer	181,910	-
Other Revenue	351,500	451,118
Total Revenue	\$ 50,045,282	\$ 46,480,384
 Operating Expenses		
Salary	\$ 25,955,788	\$ 24,797,957
Benefits	9,326,994	9,263,786
Equipment Inventory	1,391,915	1,090,501
General Expenses	13,370,585	13,075,572
5% State Holdback - General Fund and CTE		(908,600)
Total Expenditures	\$ 50,045,282	\$ 47,319,216

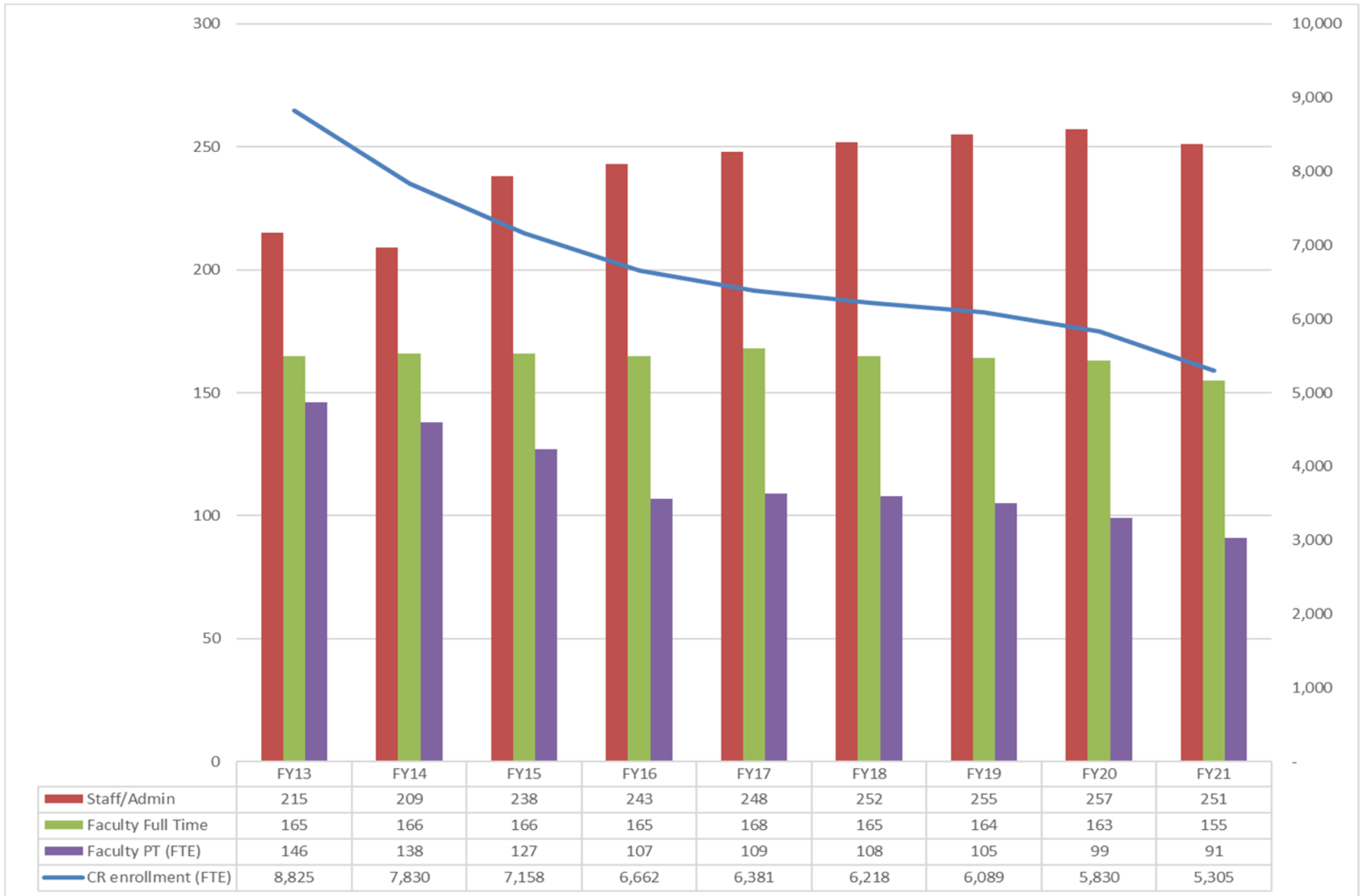
Personnel Costs are approximately 70.5% of the total budget in FY20 and 71.1% in FY21

Revenue and Enrollment History



Credit Hours By Student Type





Employee FTE is based on budgeted positions for FY17-FY21. Staff FTE includes Athletics and Children's Center

**NORTH IDAHO COLLEGE
TUITION AND FEES PER SEMESTER
2020/2021 SCHOOL YEAR
Fiscal Year 2021**

	2019/2020	2020/2021	Difference	% Increase
<u>Total Tuition and Fees</u>				
In-District	<i>(\$141.50 per credit)</i>			
5 credits	\$ 707.50	\$ 707.50	\$ -	0.00%
12 credits	\$ 1,698.00	\$ 1,698.00	\$ -	0.00%
15 credits	\$ 2,122.50	\$ 2,122.50	\$ -	0.00%
Out-of-District	<i>(\$165 per credit) *</i>			
5 credits	\$ 1,075.00	\$ 1,075.00	\$ -	0.00%
12 credits	\$ 2,480.00	\$ 2,480.00	\$ -	0.00%
15 credits	\$ 2,975.00	\$ 2,975.00	\$ -	0.00%
Washington Residents	<i>(\$246 per credit)</i>			
5 credits	\$ 1,230.00	\$ 1,230.00	\$ -	0.00%
12 credits	\$ 2,952.00	\$ 2,952.00	\$ -	0.00%
15 credits	\$ 3,690.00	\$ 3,690.00	\$ -	0.00%
WUE Residents	<i>(\$287 per credit)</i>			
5 credits	\$ 1,435.00	\$ 1,435.00	\$ -	0.00%
12 credits	\$ 3,444.00	\$ 3,444.00	\$ -	0.00%
15 credits	\$ 4,305.00	\$ 4,305.00	\$ -	0.00%
Out of State/International	<i>(\$364 per credit)</i>			
5 credits	\$ 1,820.00	\$ 1,820.00	\$ -	0.00%
12 credits	\$ 4,368.00	\$ 4,368.00	\$ -	0.00%
15 credits	\$ 5,460.00	\$ 5,460.00	\$ -	0.00%

***\$215.00 per credit for the first 10 credits, then \$165.00 for credits 11-18
FY21 NIC will waive Accident Insurance Fee of \$11 on the first credit**

Comparison of **Resident** Tuition & Fees Per Semester

Institution	Estimated 2020/2021	Cost to attend NIC
CSI, Twin Falls	\$2,100	\$ 2,475.00
NIC, Coeur d'Alene	\$2,123	\$ 2,123.00
CWI, Nampa	\$2,085	\$ 2,475.00
CEI, Idaho Falls	\$1,935	\$ 2,475.00
SCC, Spokane	\$2,246	\$ 3,690.00
SFCC, Spokane	\$2,246	\$ 3,690.00
FVCC, Montana	\$2,495	\$ 4,305.00
LCSC, Lewiston	\$4,271	\$ 2,475.00
BSU, Boise	\$4,525	\$ 2,475.00
UI, Moscow	\$4,812	\$ 2,475.00
EWU, Cheney	\$3,730	\$ 3,690.00
ISU, Pocatello	\$4,929	\$ 2,475.00

Cost based on 15 credit hours.

**NORTH IDAHO COLLEGE
TUITION AND FEES PER CREDIT
2020/2021 SCHOOL YEAR
Fiscal Year 2021**

Per Credit Breakdown - First 12 Credits

	Tuition	OOS/OOD Tuition	Gen Fee	Commencement	Stu Health	Athletic	Stud Act	ASNIC	DHC Bond Fee	Total
In District	101.50		13.50	0.33	2.83	3.00	3.17	2.33	15.00	141.50
Out Dist	101.50	23.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	165.00
Wash	101.50	104.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	246.00
WUE	101.50	145.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	287.00
Out State	101.50	222.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	364.00

DHC Bond fee supports operations of the Student Union Building, Student Wellness and Recreation Center, Residence Hall and associated bonds.

**North Idaho College
Proposed Plant Fund Budget FY2021**

		FY20 Budget	FY21 Proposed Budget
Total Funding:	\$	4,634,907	4,317,638
Obligations:			
Rent	\$	356,375	330,425
Instructional Equipment Replacement Fund	\$	364,830	329,857
Computer Equipment Replacement	\$	773,500	677,250
Capital Investment Reserve	\$	2,588,111 ¹	2,588,111
Deferred Maintenance	\$	231,900	231,900
Instructional Furniture Replacement	\$	115,690	57,844
Administrative Furniture Replacement	\$	54,501	27,251
Plant Fund Contingency	\$	150,000	75,000
Net Plant Fund	\$	-	-

1- includes the 1% property tax increase for FY13

Capital Investment Reserve

FY2021 Budget Proposal

	FY2018 actual	FY2019 actual	FY2020 estimate	FY2021 estimate
Capital Investment Reserve Beginning Balance	\$ 2,636,502	\$ 5,272,961	\$ 10,132,138	\$ 10,047,249
Sources				
Tax revenue dedicated to Capital Investment	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111
Interest income on cash pool	\$ 48,348	\$ 187,372	\$ 100,000	\$ 50,000
Contribution from General Fund Fund Balance		\$ 2,800,000		
Subtotal Sources	\$ 2,636,459	\$ 5,575,483	\$ 2,688,111	\$ 2,638,111
Uses				
Land improvements				
Meyer Health & Sciences Expansion (Proposed)			\$ 487,000	
DeArmond Building		\$ 660,000		
Christainson Gymnasium Feasibility Study		\$ 56,307		
Property Acquisition			\$ 2,286,000	
Subtotal uses	\$ -	\$ 716,307	\$ 2,773,000	\$ -
Net change this year	\$ 2,636,459	\$ 4,859,177	\$ (84,889)	\$ 2,638,111
Capital Investment Reserve ending balance	\$ 5,272,961	\$ 10,132,138	\$ 10,047,249	\$ 12,685,360
Board Reserve Designated for Property Acquisition	\$ 1,000,000	\$ 1,026,563	\$ 1,040,000	\$ 1,040,000
Total Board Reserves	\$ 6,272,961	\$ 11,158,701	\$ 11,087,249	\$ 13,725,360

**North Idaho College
Fee Based Activities
Proposed Budget FY2021**

	ASNIC	STUDENT HEALTH SERVICES	STUDENT ACTIVITIES AND RECREATION	ATHLETICS	COMMENCEMENT	TOTAL FEE BASED ACTIVITIES	FY20 BUDGET
TUITION & FEES REVENUE	\$ 130,585	\$ 158,613	\$ 177,359	\$ 167,986	\$ 18,564	\$ 653,107	\$ 736,670
SALES REVENUE						\$ -	\$ -
RENTAL REVENUE						\$ -	\$ -
OTHER REVENUE			8,600	1,402,311		1,410,911	\$ 1,507,756
TOTAL REVENUE	\$ 130,585	\$ 158,613	\$ 185,959	\$ 1,570,297	\$ 18,564	\$ 2,064,018	\$ 2,244,426
OPERATING EXPENSES							
SALARY EXPENSE	\$ -	\$ 110,054	\$ 105,000	\$ 812,205		\$ 1,027,259	\$ 1,192,474
BENEFITS		38,386	38,000	295,050		371,436	\$ 406,290
EQUIPMENT INVENTORY							\$ -
GENERAL EXPENSES	130,585	10,173	42,959	463,042	20,973	667,732	\$ 645,663
TOTAL OPERATING EXPENSES	\$ 130,585	\$ 158,613	\$ 185,959	\$ 1,570,297	\$ 20,973	\$ 2,066,427	\$ 2,244,426

North Idaho College
Service Units
Proposed Budget FY2021

	DHC OPERATIONS	WORKFORCE TRAINING	LAKESIDE CHILDREN'S CENTER	OTHER AUXILIARY SERVICES	FY21 BUDGET	FY20 BUDGET
FEDERAL REVENUE			\$ 22,000		\$ 22,000	\$ 20,000
RENTAL REVENUE				125,000	\$ 125,000	\$ 169,009
STUDENT FEE REVENUE	\$ 839,912				\$ 839,912	\$ 920,840
OTHER REVENUE *	\$ 1,199,140	\$ 2,328,547	332,771	\$ 25,000	\$ 3,885,458	\$ 4,209,576
FUND BALANCE TRANSFER	\$ 349,418				\$ 349,418	\$ 321,000
GENERAL FUND SUPPORT	\$ -		\$ 270,100	\$ 262,901	\$ 533,001	\$ 548,237
TOTAL REVENUE	\$ 2,388,470	\$ 2,328,547	\$ 624,871	\$ 412,901	\$ 5,754,789	\$ 6,188,662
SALARY EXPENSE	\$ 886,396	\$ 1,618,629	\$ 404,300	\$ 235,000	\$ 3,144,325	\$ 2,845,145
BENEFITS	-		180,600	82,250	262,850	\$ 588,009
EQUIPMENT INVENTORY	-	-	-	-	-	\$ -
GENERAL EXPENSES	1,502,074	706,615	39,971	85,795	2,334,455	\$ 2,251,692
TOTAL OPERATING EXPENSES	\$ 2,388,470	\$ 2,325,244	\$ 624,871	\$ 403,045	\$ 5,741,630	\$ 5,684,846
NET INCOME	\$ (0)	\$ 3,303	\$ -	\$ 9,856	\$ 13,159	\$ 503,816

***DHC Operations include Bookstore Operations, Student Union Operations, Residence Hall, Food Service, and Student Wellness and Recreation
Other Auxiliary Services include Parking Services, One Card and Event Services.***

* For DHC Operations this figure is net of cost of goods sold.

** DHC Operations includes \$1.1M in debt service.

**North Idaho College
FY2021 Budget Proposal
(based on FY20 figures)
Grants**

	Area Agency on Aging	Head Start	Other Grants	FY21 BUDGET
Tuition and Fee Revenue				
Federal Revenue	\$ 1,320,680	\$ 3,489,454		\$ 4,810,134
State Revenue	678,590			678,590
Rental Revenue		18,700		18,700
Other Revenue	-		1,577,600	1,577,600
Total Revenue	\$ 1,999,270	\$ 3,508,154	\$ 1,577,600	\$ 7,085,024
Salary Expense	\$ 545,500	\$ 1,880,126		\$ 2,425,626
Benefits	162,938	801,906		\$ 964,844
Equipment	6,000	-		\$ 6,000
Operating Expenses	1,284,832	826,122	1,577,600	\$ 3,688,554
Total Expenses	\$ 1,999,270	\$ 3,508,154	\$ 1,577,600	\$ 7,085,024

*Other Grants Include: **EDA i6 (\$675K)** Adult Education (\$400K), CTE Grants (CND/AdvOpp) (\$150K), TRiO (\$250K), INBRE (\$175K) and other grants*

**North Idaho College
FY2021 Budget Proposal**

Total Institution

	General Fund	Fee Based	Services	Grants	FY21 BUDGET	FY20 BUDGET
Tuition and Fee Revenue	\$ 10,115,321	\$ 653,107	\$ 839,912		\$ 11,608,340	\$ 14,813,431
Federal Revenue			22,000	4,810,134	4,832,134	4,155,307
State Revenue	\$ 17,464,800			678,590	18,143,390	19,379,579
Local Revenue	\$ 16,894,145				16,894,145	15,992,651
Interest Income	\$ 175,000				175,000	175,000
Purchase Discount	\$ 1,500				1,500	1,500
Net Sales Revenue	\$ -	-	3,885,458		3,885,458	4,209,576
Rental Revenue	\$ -	-	125,000	18,700	143,700	187,709
Other Revenue	\$ 1,829,618	1,410,911	882,419	1,577,600	5,700,548	6,231,503
Total Revenue	\$ 46,480,384	\$ 2,064,018	\$ 5,754,789	\$ 7,085,024	\$ 61,384,214	\$ 65,146,256
Salary Expense	\$ 24,797,957	\$ 1,027,259	\$ 3,144,325	\$ 2,425,626	\$ 31,395,167	\$ 32,141,197
Benefits	\$ 9,263,786	371,436	262,850	964,844	10,862,916	11,161,327
Equipment	\$ 1,090,501	-	-	6,000	1,096,501	88,394
Operating Expenses	\$ 12,166,972	667,732	2,334,455	3,688,554	18,857,714	21,251,523
Total Expenses	\$ 47,319,216	\$ 2,066,427	\$ 5,741,630	\$ 7,085,024	\$ 62,212,298	\$ 64,642,441
Net Income	\$ (838,832)	(2,409)	\$ 13,159	\$ 0	\$ (828,083)	\$ 500,939

* FY21 Budget proposal for Grants is based on FY20 information

BOARD OF TRUSTEES MEETING
August 24, 2020

TAB 4

SUBJECT: Resolution to Reserve Current Year Foregone Tax Amount

BACKGROUND: In accordance with HB-354, which amended Idaho Code 63-802(f), the Board must adopt a resolution to accrue all or part of current year foregone amounts. This change to statute requires:

- Adoption of a resolution specifying the dollar amount to be reserved,
- The district must provide notice of intent to do so, and,
- Hold a public hearing which may be in conjunction with its annual budget hearing,
- The resolution is to be adopted at the annual budget hearing if the taxing district has a budget hearing requirement.

With this change, prior accrued foregone that has not been taken, remains.

DISCUSSION:

General Overview:

With this change to statute, the College is requesting the Board to reserve any portion of the allowable levy increase that is not taken this year.

The Board may increase the levy by up to 3% each year. The full 3% for FY2021 equates to \$483,994.00. Depending on if any increased taxes are taken as part of the FY2021 budget, the College is requesting any difference between what is taken and the full 3% be reserved as foregone.

REQUESTED BOARD ACTION: It is requested the Board consider a resolution to reserve any untaken taxes as foregone

Prepared by: Chris A. Martin
Vice President for Finance and Business Affairs

NORTH IDAHO COLLEGE -- RESOLUTION 2020-02

RESERVE OF CURRENT YEAR FOREGONE AMOUNT

This Resolution is made this ___ day of _____, 2020, by North Idaho College, whose address is 1000 W. Garden Ave., Coeur d’Alene, Idaho 83814 (the “College”), to reserve the current foregone amount.

RECITALS:

WHEREAS, the College is a validly organized and existing junior college authorized under Title 33, Chapter 21 of the Idaho Code;

WHEREAS, the Board of Trustees of the College (the “Board”) has authority pursuant to Idaho Code Section 33-2111 to levy property taxes;

WHEREAS, the College intends to reserve its current year’s foregone amount in the amount of \$_____;

WHEREAS, the College has met the notice and hearing requirements in Idaho Code Section 63-802 to reserve the current year’s foregone amount,

NOW, THEREFORE, be it resolved by the majority vote taken by the Board of Trustees of North Idaho College on August 24, 2020, that \$_____, is to be included in its total foregone amount for use at a future date.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the date first written above.

BOARD OF TRUSTEES
NORTH IDAHO COLLEGE

By: _____
Chair

ATTEST:

Clerk

Faculty Assembly Constitution and Bylaw Amendments

Below are the approved changes to the Faculty Assembly Constitution and Bylaws after the second reading during the 8/20/2020 meeting. 113 faculty were in attendance for the approval of these amendments with no more than 4 faculty voting in opposition to a given amendment.

Items with a strikethrough are to be removed. Items in italics are to be added. Amendments are organized in the order and cluster they were voted on.

Amendment Vote 1:

Constitution

ARTICLE V - AMENDMENTS TO THE CONSTITUTION

Section 2

Requirements for amendment passage include the following:

4. *If 60% of the membership is not present during the second reading, a vote facilitated through a secured digital platform may be executed and tabulated.*

5. The amendment to the Constitution is subject to ratification by the Board of Trustees.

Rationale: Article 5 Section 2 Item 4 is an entirely new item being proposed as an amendment. This provides us an official process to ensure we can meet the 60% threshold. The second amendment would need to be made in order to accept this amendment which is to change the Item number from 4 to 5 of the original item 4. These will be voted on together.

Bylaw

ARTICLE VII: AMENDMENTS TO THE BY-LAWS

Section 3. If 60% of the membership is not present during the second reading a vote facilitated through a secured digital platform may be executed and tabulated.

Rationale: Article 7 Section 3 is an entirely new section being proposed as an amendment. This provides us an official process to ensure we can meet the 60% threshold. The second amendment would need to be made in order to accept this amendment which is to change the Item number from 4 to 5 of the original item 4. These will be voted on together.

Amendment Vote 2:

ARTICLE IV: MEETINGS

Section 7. All votes considered during a faculty assembly meeting need majority support of the Faculty members present and voting. Abstentions represent a non-vote and thereby lowers the majority threshold.

Rational: Article 4 Section 7 is an entirely new section being proposed as an amendment. Clarity needs to be provided about how to handle abstentions cast by voting members.

Amendment Vote 3:

ARTICLE IV: MEETINGS

Section 3. Notice of all meetings must be given to the Assembly members in writing specifying time, place, and proposed agenda at least three (3) working days prior to the meeting.

Rational: Adding the (3) matches the style of the rest of the document.

ARTICLE VI: FACULTY SENATORS

Section 1. Elections

4. In the event of a vacancy in the Senate, a member shall be ~~electioned~~ elected by and from the Faculty Assembly to serve the remainder of the unexpired term. In the interest of continuity, preference shall be given to current alternatives.

Rationale: This amendment is to correct the tense of the word elect that was used incorrectly.

Amendment Vote 4:

ARTICLE IV: MEETINGS

Section 1. The first regular meeting of the Faculty Assembly shall be held the ~~first~~ week *of convocation*. ~~the faculty are required to be on campus at the beginning of the Fall Semester.~~

Rational: This amendment adds clarity to when the first Assembly meeting occurs.

Amendment Vote 5:

ARTICLE III: OFFICERS

Section 1. The Assembly ~~€~~Chairperson, ~~∨~~Vice ~~€~~Chairperson, ~~corresponding~~ Secretary, and ~~€~~Treasurer, *and Adjunct Faculty Representative* are the officers of the Faculty Assembly and shall be elected from the voting membership by the Faculty Assembly ~~at~~ by the last regular meeting of the academic year ~~(typically May)~~. The newly elected officers shall begin their terms of office ~~at~~ *after* the ~~first~~ *last* meeting of the ~~next present~~ academic year ~~(typically August)~~. Members of the Senate are not eligible to serve concurrent terms as Faculty Assembly Officers.

Rationale: Adding an Adjunct Faculty Representative to the Executive Committee provides a necessary outlet for adjunct faculty voice. Loosen the language about the vote for officers gives us more flexibility to ensure we have leadership in place. There are also new obligations of the Faculty Assembly Chair that require them to take their seat earlier than the prep week before Fall Semester. This includes BOT and Presidential Advisory Council responsibilities. The rest is capitalization edits to match document and removal of the word corresponding when referring to the secretary as it does not match language elsewhere.

Amendment Vote 6:

ARTICLE III: OFFICERS

Section 2. The Executive Committee shall be composed of the Assembly Officers and the three immediate past chairpersons (*or past vice-chairs may substitute if any of the three previous chairs are no longer employed by NIC*), and is empowered to act for the Assembly in matters pertaining to the immediate governance of the Assembly. The Committee is responsible to and reports to the Assembly, which retains the authority to review actions taken by the Committee.

1. The Executive Committee shall provide continuity for the Faculty Assembly from year to year.
2. The Executive Committee shall provide a member to represent the Faculty Assembly at meetings or other functions when the Chair is unable to do so.
3. The Executive Committee shall assist the Chair in preparing the agenda for each Faculty Assembly meeting.
4. The Executive Committee shall nominate faculty representatives for all ~~Senate and Assembly~~ Standing Committees. The nominations shall become effective upon the affirmative vote of a majority of Faculty members present and voting at the next Assembly meeting.
5. The Executive Committee shall appoint ~~a recording secretary and a parliamentarian for the Faculty Assembly meetings~~ an Adjunct Faculty Representative to the committee by October and February each year.
6. The Treasurer has the responsibility for the collection and deposit of all monies donated to the Assembly.
7. The Assembly Chairperson will have the sole authority for withdrawal of funds from any Assembly account.

Rationale: These needs to be a bit of flexibility with the three past chair language to ensure we can fill those seats if someone no longer works for NIC. Standing committee language changed to match policy 2.03.01. The secretary is now voted in as an officer so the EC will not appoint them. The Adjunct Faculty Representative cannot be selected until Fall and Spring LOA's have been confirmed so they must be appointed not elected. The rest of the edits in the amendment fix capitalization to match document.

Amendment Vote 7:

ARTICLE II: MEMBERSHIP

Section 2. Those Assembly members who do not qualify for voting participation under this section may be appointed by the Executive Committee, upon mutual consent, to serve ~~with vote on Senate as voting member of standing and ad hoc~~ committees.

Rationale: This amendment allows us to place Adjuncts on committees and give them voting rights. It also updates the language to match policy and procedure 2.03.01.

Amendment Vote 8:

ARTICLE II - MEMBERSHIP and VOTING ELIGIBILITY

The Faculty Assembly shall consist of all personnel under faculty contract or faculty letter of appointment. Voting membership shall consist of all members under full-time faculty contract. ~~Voting~~

participation shall be extended to those members who have served at least four consecutive semesters on at least half time appointment as reflected by contracts and letters of appointment.

Rationale: The timeline for LOAs combined with the limited capacity of HR software makes it difficult to determine eligible adjuncts in this category and leaves quorum unknown for the first few months. Adjunct voice is amended to be captured in Motion 5, regarding Article 3 Section 1 and Article 2 Section 2

Amendment Vote 9:

ARTICLE VIII: STANDING COMMITTEES

Section 1: Faculty Instructional Development Committee

Function

Faculty Development is a program of planned learning experiences to promote the achievement of the broad professional goals of faculty, collectively and as individuals, through the enhancement of their knowledge of instructional methodology and their respective content area. By helping faculty to become better instructors, the ultimate faculty development goal of improving the quality of teaching and learning is achieved. In order to effect this goal, the College appropriately allocates resources, monetary and human, to the program to provide education opportunities not readily available to NIC instructors.

Structure

Faculty membership shall be one member from each division selected by the Assembly Executive Committee. Any division members, with the exception of the division chairperson, may represent the division. In the case of an individual being assigned to two divisions, s/he may represent only one. To the extent practical, committee members shall serve two-year staggered terms. Two non-voting administrative members shall also serve on FIDC: the Vice President of Instruction, or appointed representative, and the Director of Professional Development.

Section 2: Faculty Tenure Committee

While Tenure policy falls within the jurisdiction of the College Senate, decisions regarding the tenure of individual faculty members lie within the jurisdiction of the Faculty Tenure Committee.

Function

This committee shall assume faculty responsibilities as outlined in the official policy established by the Board of Trustees.

Structure

Members and alternates of the Tenure Committee shall be elected by the Executive Committee from among the tenured members of the faculty. This committee shall consist of five members and three alternates, designated in order. At least three members must be retained from the previous year. It is recommended that voting members be selected from the previous year's alternates.

Section 3: Meet and Confer

Function

The Meet and Confer Committee is to represent the faculty in negotiating with the administration in matters concerning salaries and working conditions.

Structure

There shall be six members of the Meet and Confer Committee, each of whom shall serve for two

years. To assure continuity, only two members will be replaced each year. Committee members may succeed themselves.

Section 4: Sabbatical Leave Committee

Function

The Sabbatical Leave Committee shall rate and recommend applicants for sabbatical leave in accordance with the Sabbatical Leave Policy.

Structure

The Sabbatical Leave Committee shall consist of five members and an alternate appointed by the Executive Committee of the Faculty Assembly. Should any of the Committee members apply for sabbatical, alternates shall replace those members on the committee.

Section 5: Faculty Handbook Committee

Function

The Faculty Handbook Committee shall review the Faculty Handbook annually and provide a forum to seek consensus regarding any proposed amendments or revisions.

Structure

The Faculty Handbook Committee shall consist of up to six members: up to three representatives from the College Administration, appointed by the President of the College or his/her designee and three representatives from the faculty, selected by the Faculty Assembly from its own membership in the following manner:

- Two positions will be elected from the Faculty Assembly at large to three-year rotating terms. To begin rotation, one member will be elected for two years and the other member for three years.
- The third member will be appointed by the Faculty Assembly Executive Committee from the membership of the Executive Committee itself.
- Committee members shall be limited to two consecutive terms.

Section 1: It is the Faculty Assembly Chair's responsibility to gather reports from the following Standing Committees; Curriculum Council, Teaching and Learning Council, Tenure, Sabbatical Leave, Meet and Confer, Faculty Handbook.

Section 2: Committee reports can be in writing or presented directly to the Assembly at a minimum of once annually.

Rationale: The committee process has been reworked in recent years and is now governed by policy 2.03.01. This amendment clears out old committees and allows for committee management that is in line with the aforementioned policy and procedure that was supported by faculty. The new language ensures proper communication between key Standing Committees and the Assembly to ensure our collective voice is represented.