Dear Trustees,

Summer has arrived and our semester is in full swing. Soon the various camps will bring even more activity to our lovely campus. I have several things to report from the last month, but I’d like to begin by saying that this is my last letter to the board. My five and a half years at NIC have been professionally rewarding and personally inspiring. I want to again thank the board for the opportunity to lead North Idaho College and participate in the incredible growth of this excellent institution during this period. It has been a real pleasure to work with you. I also thank the faculty and staff for their dedication to student success and for supporting me during my tenure. I have been both fortunate and proud to work with the faculty and staff here; they are peerless in their commitment to the college and our students!

I wish each of you a happy and safe summer.

**International Student Enrollment**

One component of our previous and current strategic plan calls for NIC to develop an international education program and increase the number of international students on campus. During the past several years we have had 10 - 13 international students, mostly athletes, at NIC each semester. We believe that NIC can offer substantial benefits to international students while meeting their needs and simultaneously enriching the educational experience for all NIC students. Additional international students will also bring significant new revenue which will offset expenses associated with the program.

Over the past year we have engaged a group of faculty and staff in discussions about moving forward with this international student initiative and are now poised for progress. To proceed, we will increase our commitment to international student recruiting, as well as implement an English as a Second Language program, international student support services, international student orientation, and international student admissions literature. We will undertake these efforts in FY13 with the goal of establishing a robust international education and student program by fall 2013 in accordance with our strategic plan.

**NIC Foundation/Development Department**

Only 1,500 tickets remain to be sold for the NIC Foundation’s 19th annual Really BIG Raffle fundraiser. The raffle drawing will be held at 7 p.m. on Wednesday, July 11 in Ft. Sherman Park on the Main campus – please join us for the festivities.

The NIC Foundation set a new record this year by awarding over $700,000 in scholarships to nearly 800 NIC students during the 2011-12 academic year. There are more than 150 named scholarship funds each with unique criteria. Scholarships are awarded to students enrolled in both credit and non-credit programs as well as students enrolled in dual credit.

In late May the NIC grants office submitted a grant proposal to the U.S. Department of Labor in the amount of $3 million to support the training and education needs of the local aerospace and advanced manufacturing industries by adding program offerings in Aviation Maintenance and Advanced Manufacturing. In addition, NIC was notified it is a recipient of an Idaho Department of Parks and Recreation grant in the amount of $28,821 which will allow replacement of the existing gangway to the NIC beach dock. Through the NIC Foundation, two corporate grants will be submitted through the Wells Fargo Foundation and Bank of America Foundation in support of student scholarship totaling $7,500.
The Alumni Relations Office is in the process of collecting pledges from the 2nd annual Spring Phone-a-thon, which have doubled from last year. Student callers reached out to thousands of NIC alumni on behalf of NIC. In addition, the annual Alumni Association Alumni of the Year and Honorary Alumni Award recipients will be announced soon. The Alumni Association will proudly represent NIC in the Coeur d’Alene 4th of July Parade, which starts at 11 a.m. The 2012-13 Alumni Association Scholarship Program received a record number of student applications this spring, and the Association Scholarship Committee interviewed and then selected 12 award recipients to receive $7,100 in scholarships which will be provided by the Alumni Association.

**Office of Instruction**

Lumina Foundation Grant – NIC staff are working with the NIC Grants Office on a statewide consortia grant through the Lumina Foundation in the amount of $600,000 to develop a “Reverse Degree” for Idaho college students. Approximately 10 such grants will be funded nationally. The concept addresses the fact that some community college students transfer to 4-year universities prior to earning an AA degree. Under this agreement, those students will be awarded an AA degree after they earn sufficient credits at the 4-year university. That AA degree will be awarded from the community college they transferred from, giving them a degree should they have to stop out prior to earning a BA degree.

Avista Entrepreneur Program – NIC has received $100,000 from Avista as start-up funds to develop a program designed for students who have a business plan for a small business. The NIC Foundation has agreed to partner in this endeavor by helping to establish a scholarship fund for students in this program. This program will be modeled after a nationally recognized program at Spokane Community College.

NIC recently developed and offered a welding program for laid off miners at the Lucky Friday Mine in Kellogg, Idaho. At the completion of the 10-week welding course, nine students received their certificates in varying skill levels of welding. This ceremony was held in Kellogg on June 5.

Months of work intended to relocate the NIC Outreach Center in Ponderay to Sandpoint was finalized with the recent lease signing. The new center will be known as NIC Sandpoint and will provide much needed additional space and improved facilities in a much more visible and accessible facility.

Although it’s only June, work has begun on developing this year’s Convocation Week, scheduled for the week of August 20-24. The schedule is already full of events designed to kick off the 2012-2013 academic year and welcome faculty back to campus and introduce new staff. In addition, various events will showcase activities and events that will be developed and implemented during the academic year.

**Meetings**
The following is an overview of meetings and events that I or members of President’s Cabinet attended over the past month:

- **May 18** Discuss potential for aerospace facility rotary
- **May 21** Record May NIC Today TV show CASA Board meeting
May 23  Discuss strategy for 2013 legislative session with Teresa Molitor  
Lunch with Foundation donor  
Monthly Constituent Leader meeting  
May 24  CASA Ray of Hope Breakfast in Sandpoint  
VP Ron Dorn and I visited and toured new Sandpoint Outreach facility and attended the formal lease signing ceremony.  
May 25  Rotary  
Jun 1  Athletic Department Golf Tournament  
Jun 5  Presidents’ Council meeting via video conference  
Jun 11  VIP Reception at Raffle House  
Jun 18  CASA Executive Session Conference Call  
Jun 19  River City Leadership Graduation  
Upcoming meetings:  
Jun 21  Opera Coeur d’Alene Board meeting  
Jun 22  Visiting with members of Community Colleges of Spokane to discuss potential of joint Spokane Community College and NIC health professions program using our current physical therapist assistant program as a model.  
Jun 25  Farewell reception for Sheldon Nord  
CASA Board meeting  
Jun 28  Board and NIC Foundation Social  
Jun 29  Rotary
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.

4 – 5:30 p.m.
   Inspection of Property
      Mic Armon

5:30 p.m.
   **EXECUTIVE SESSION**
      Mic Armon
      Idaho Code Sections 67-2345 (b), (c), (f)

6 p.m.
   **CONVENE BOARD MEETING**

   **CALL TO ORDER**
   Pledge of Allegiance
   Verification of Quorum/Introduction of Guests
   Minutes Review/Approval
   Public Comment
   Celebrating Success: Fire Fighter Academy
      Mike Mires

   **SPECIAL REPORTS**
   KTEC
      Mark Cotner

   **EXECUTIVE REPORTS**
   Vice President for Resource Management
      Ron Dorn
   Vice President for Instruction
      Jim Perez
   Vice President for Community Relations and Marketing
      Mark Browning
   Vice President for Student Services
      Sheldon Nord
   College President
      Priscilla Bell

   **OLD BUSINESS**
   Tab 1: Second Reading: Staff Sabbatical Policy
      Alex Harris
   Tab 2: Second Reading: Board Meeting Schedule for 2012-13
      Priscilla Bell

   **NEW BUSINESS**
   Tab 3: First Reading: Revised Professional Services Contracts Policy #7.01.04
      Ron Dorn
   Tab 4: Development Agreement for Phase IB of the Ed Corridor with LCDC
      Ron Dorn

   **REPORTS**
   Board Chair
      Mic Armon

   **REMARKS FOR THE GOOD OF THE ORDER**

   **ADJOURN**
NIC Board of Trustees Meeting Agenda
4:00 p.m. Executive Session
6:00 p.m. Meeting
Lake Coeur d’Alene Room
June 27, 2012

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.

4:00 p.m.
EXECUTIVE SESSION
Idaho Code Sections 67-2345 (b), (c), (f)  Mic Armon

6:00 p.m.
CONVENE BOARD MEETING

CALL TO ORDER
Pledge of Allegiance  Mic Armon
Verification of Quorum/Introduction of Guests  Mic Armon
Minutes Review/Approval  Mic Armon
Public Comment
Celebrating Success: Fire Fighter Academy  Mike Mires

SPECIAL REPORTS
KTEC  Mark Cotner

EXECUTIVE REPORTS
Vice President for Resource Management  Ron Dorn
Vice President for Instruction  Jim Perez
Vice President for Community Relations and Marketing  Mark Browning
Vice President for Student Services  Sheldon Nord
College President  Priscilla Bell

OLD BUSINESS
Tab 1: Second Reading: Staff Sabbatical Policy  Alex Harris
Tab 2: Second Reading: Board Meeting Schedule for 2012-13  Priscilla Bell

NEW BUSINESS
Tab 3: First Reading: Revised Professional Services Contracts Policy #7.01.04  Ron Dorn
Tab 4: Development Agreement for Phase IB of the Ed Corridor with LCDC  Ron Dorn
REPORTS
Board Chair
Mic Armon

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
August 22, 2012
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:

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
___________ Howard
___________ Wood
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Mic Armon called the meeting to order at 4:00 p.m. and verified that a quorum of the board was present.

ATTENDANCE
Trustees: Christie Wood
         Judy Meyer
         Ron Vieselmeyer
         Ken Howard
         Mic Armon

EXECUTIVE SESSION
Motion was made by Trustee Howard, seconded by Trustee Meyer, to go into executive session under Idaho Code § 67-2345(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Roll call vote was taken as follows:

Mic Armon   aye
Judy Meyer  aye
Ron Vieselmeyer aye
Ken Howard aye
Christie Wood aye

At 5:05 p.m. a motion was made to return to open session by Trustee Wood, seconded by Trustee Vieselmeyer. Chair Armon adjourned the meeting to reconvene in the Lake Coeur d’Alene Room.

BUDGET WORKSHOP
At 5:10 p.m. Chair Armon convened the budget workshop. Vice President Ron Dorn reviewed the proposed operating budget for FY13. Chair Armon asked Dorn to provide a description of available one-time funds. VP Dorn stated that there is $254,765 available through a recent rebate from Post Falls Urban Renewal, approximately $100,000 that could be carried over from the FY12 budget and potentially $200,000 remaining from the $1.8 million state surplus from FY12.

A discussion took place about the use of one time funds. Trustee Howard expressed an interest in seeing how the funds available could be used to reduce the amount of the proposed tax levy. Dr. Bell commented that she would not recommend using one time funds for general operating expenses. A suggestion was made by board members to continue consideration of the proposed budget and funds available for revenue and not take action at this time.

Chair Armon adjourned the budget workshop.
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Mic Armon called the meeting to order at 6:15 p.m. and verified that a quorum of the board was present.

ATTENDANCE
Trustees: Christie Wood
        Judy Meyer
        Ron Vieselmeyer
        Ken Howard
        Mic Armon

Also present: Priscilla Bell, President
              Marc Lyons, Attorney for North Idaho College
              Mark Browning, Vice President for Community Relations and Marketing
              Jim Perez, Vice President for Instruction
              Ron Dorn, Vice President for Resource Management

Chair Armon led the board and meeting attendees in the Pledge of Allegiance. He then welcomed attendees to the meeting.

APPROVAL OF MINUTES
Chair Armon called for remarks regarding the meeting minutes.

Motion was made by Trustee Meyer and seconded by Trustee Wood to approve the minutes of the meeting held April 18, 2012, the minutes of the executive session held April 24, 2012 and the minutes of the special meeting held April 30, 2012. The motion carried unanimously.

PUBLIC COMMENT
Erin Norvell addressed the board in support of the Staff Sabbatical policy that was being presented to them for a first reading.

Bob Murray presented board members with gifts from faculty member Kathy Lewis along with her thanks to them for granting her tenure during the April board meeting.

CELEBRATING SUCCESS
Jessica Johanson presented the board with an overview of the North Idaho College Challenge Course she operates through Student Activities.

SPECIAL REPORTS
Kootenai Technical Education Campus
Mark Cotner reported that the facility construction is moving along and they have hired 10 instructors. He stated that their grand opening event will be held on August 27 and the target number of students they'll be able to serve is 500 in three sections each day. He offered the board a tour of the new facility.
CONSTITUENT REPORTS

ASNIC
There was no report from ASNIC.

Staff Assembly
Chair Garry Stark reported that during their meeting on May 10 they celebrated all 22 nominees for Staff Appreciation Awards and he recognized the three winners. He went on to name the newly elected officers and senators for the coming year and he spoke in support of the proposed Staff Sabbatical policy.

Faculty Assembly
Chair Kathie O’Brien reported that she had been re-elected as Faculty Assembly Chair and she named the newly elected officers and senators for the coming year. She recognized the three Faculty Achievement Award winners and discussed activities some faculty would be engaged in over the summer.

Senate
Chair Joe Jacoby reported that Senate was happy to see the Staff Sabbatical policy come before them and he expressed his appreciation of staff and their service to students and to the college. He next reported that the procedure containing information regarding requests for tuition waivers had been revised and passed for second reading. He also stated that revisions to the Professional Service Contracts policy had passed a second reading. He took this opportunity to thank Dr. Bell for her work over the years and he finished by introducing Jon Totten who is the Senate Chair for next year.

Dr. Bell took this opportunity to recognize the constituent leaders and express her appreciation for their involvement and work over the past year.

EXECUTIVE REPORTS

Vice President for Resource Management
VP Dorn updated the board on the move of the Ponderay Outreach Center to a facility in Sandpoint. He stated that the lease would be signed on May 24, and a memorandum of understanding with the local economic development organization would also be executed on that date. He went on to describe some of the benefits the college will derive from the new location. He added that the lease is effective July 1 and classes will begin at the center in August.

Vice President for Instruction and Student Services
VP Perez described a new Business Entrepreneur Program brought about by Avista that will train business people in the development and maintenance of small businesses. He stated that Avista intends to provide each of four colleges in the region with $100,000 of start-up funding and NIC will begin offering the program in 2013.

Perez next reviewed some specifics about a grant submitted recently by NIC for nearly $3 million to support educational programs in the aerospace industry. He went on to say these programs could potentially provide 300-400 new jobs locally. He recognized Sara Fladeland, Marie Price and Mike Mires for their hard work in preparing and submitting the grant.

Perez finished his report by expressing his appreciation to those who worked on this year’s commencement ceremony, stating that it was a wonderful event. He stated that he’d heard many positive comments from parents that day about their students’ experience at NIC.
Vice President for Community Relations and Marketing

VP Browning expressed his appreciation for the commencement ceremony and recognized Auditorium Director Justin Van Eaton and his staff for their part in the event. He went on to report on the work by the Communications and Marketing staff on the catalog for next year and other upcoming projects.

College President

Dr. Bell provided more information about the $3 million federal grant that VP Perez had reviewed in his report. She stated that NIC is the only college in Idaho applying for an individual grant, so we’re hopeful we will be awarded the grant. She added that North Idaho could see upwards of 1,200 new jobs. Dr. Bell reported that NIC had been notified of a Department of Parks and Recreation grant award for $29,000 that will fund a new gangway to the dock on the NIC beach. She also reported on some upcoming meetings she had planned with members of the arts community in Sandpoint to discuss some collaboration ideas.

She next reported on a meeting she and the presidents of University of Idaho and Lewis Clark State College had recently with Tim Mason of the Department of Public Works about funds for the proposed joint use building. She stated that the project proposal had been scaled down from $21 million to $12 million and from 75,000 square feet to 45,000 square feet. The three colleges are asking DPW to set aside $4 million in 2014 and another $4 million in 2015 with the three colleges providing the final $4 million. She added that UI will not have this facility as their number one priority; however it will be strongly highlighted in their request.

She finished by providing an update on the postings and search committees for the open positions for HR executive director, vice president for instruction and vice president for student services.

OLD BUSINESS

FY13 Budget Proposal

Trustee Wood made a motion to table the budget proposal to allow more time for the board to review it, and schedule a special board meeting in the near future for the purpose of review and approval. The motion was seconded by Trustee Vieselmeyer.

Trustee Howard asked for confirmation that the motion was to table tabs 1-6 in the board materials. Trustee Wood confirmed that was the motion. Trustee Meyer requested a list of sources for one time funds, as well as a list of upcoming capital projects be provided to the board as they further review the budget proposal.

Meyer asked Dr. Bell for her observations about the budget proposal. Dr. Bell stated that she believes the proposal for FY13 reflects the most important needs, though there are approximately $1.5 to $2 million in unfunded projects. She stated that the administration had been judicious in prioritizing requests and needs and the proposed 2% increase in property taxes and 3% increase to tuition and fees provides for a balanced budget which should be adopted in terms of expenditures and revenue to support those expenditures. She expressed her reservations in using one time funds for ongoing operating costs and that she believes doing so for next year would negatively impact the college going forward.

Trustee Meyer expressed her interest in the board considering a 3% property tax increase and 3% increase to tuition and fees because she feels that the value NIC provides is worth it to students and the property tax increase will allow NIC to continue to provide the best services possible.
Following this discussion, Chair Armon called for a vote. The motion to table the second reading of the FY13 budget carried unanimously. Chair Armon stated that a special meeting will be held on June 15 at 8 a.m. for further budget review and approval.

**NEW BUSINESS**

**Staff Sabbatical Policy**

Alex Harris reviewed the newly drafted Staff Sabbatical policy presented for the board’s first reading and he discussed the policy’s development process.

Trustee Howard commented on the section of the draft procedure that states reasons and purposes for which a staff member could request a sabbatical. There was some discussion about the presidential approval of staff sabbaticals since faculty sabbaticals are approved by the board. Harris explained that a request begins with the immediate supervisor who will determine if the request fits within the departmental budget. After that it moves through a process until it reaches the Staff Sabbatical Committee then President’s Cabinet after which the president may approve.

The board recommended the language in the procedure be revised regarding reasons or purposes for requesting a sabbatical leave. Dr. Bell stated that the board approves policy and not procedure, but that the administration would work with the college attorney to identify alternative language for the procedure. This was a first reading and no action was taken.

**Board Meeting Schedule for 2012-13**

Dr. Bell reviewed the proposed schedule for the coming year. She informed the board that the proposed dates had been cross checked with dates for conferences and meetings that trustees may take part in throughout the year in order to avoid conflicts. This was a first reading and no action was taken.

**INFORMATION ITEMS**

**DPW Schedule**

VP Dorn reviewed the list of capital improvement requests to DPW for FY14 and described the process for developing and submitting the list. He informed the board that the formal in-person request will take place in October.

**BOARD CHAIR REPORT**

Chair Armon announced that there will be a retreat on June 15 that will follow the special board meeting that begins at 8 a.m. when the board will complete a second reading of the budget. He went on to mention some of the activities happening on campus over the summer months.

**REMARKS FOR THE GOOD OF THE ORDER**

None.

Chair Armon adjourned the meeting at 8:15 p.m.

________________________________________  ________________________________
Board of Trustees Chair                      Board of Trustees Secretary
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Mic Armon called the meeting to order at 8:05 a.m. and verified that a quorum of the board was present.

ATTENDANCE
Trustees: Judy Meyer
          Ron Vieselmeyer
          Ken Howard
          Mic Armon

Also present: Ron Dorn, Vice President for Resource Management
              Sarah Garcia, Controller
              Marc Lyons, Attorney for North Idaho College

OLD BUSINESS
FY13 Budget Proposal
Vice President Ron Dorn opened his review of the budget proposal by reviewing the capital investment reserve fund revenues and expenditures from FY2009 to present, which had been previously requested by board members.

Trustee Wood arrived at 8:20 a.m.

A discussion took place about the philosophy for creating or identifying revenue to fund the college’s operations and the college’s capital investment reserve fund.

VP Dorn recommended that the board’s finance committee start working with the administration earlier each fall, once the final enrollment numbers are known, in order to have a budget created sooner for the next year.

More discussion took place about the impact of lower than expected enrollment as the budget was prepared based on 3% enrollment growth.

Trustee Howard commented that while the board and administration review revenue sources, he also believes the institution’s expenditures should be reviewed to identify any available funds there. He proposed a 2% increase to tuition and fees and a 1% increase to the property tax levy. He further proposed that the funds generated by the 1% property tax increase be put into the capital investment reserve and if it’s determined those funds are needed at some point during the year they can be accessed then. He added that he could accept increasing tuition and fees to 3% if the board could agree to allocate any one time fund sources to the capital investment reserve along with the funds from the 1% property tax increase.
Some discussion took place about Howard’s proposal. Trustee Wood made a motion to increase tuition and fees by 3% and increase property tax by 1% with the caveat that the one-time funds received from the Post Falls Urban Renewal district and funds anticipated from the closing of the Post Falls Urban Renewal District be allocated to the capital investment reserve. The motion was seconded by Trustee Meyer.

Trustee Howard restated that he feels the funds from 1% property tax increase should be allocated to the capital investment reserve while the college’s expenditures are analyzed to identify any sources of revenue. He added that the one-time funds should be more clearly defined as there are fund sources in addition to the Post Falls Urban Renewal District. He moved to amend Trustee Wood’s motion as follows:

Amendment 1: Allocate all one-time funds from any source not identified as a regular revenue stream into the capital investment reserve.

Amendment 2: Allocate the funds generated by a 1% property tax increase to the capital investment reserve.

Trustee Vieselmeyer seconded the motion to amend the original motion. The vote on amendment 1 carried with three in favor, Trustees Wood and Meyer opposed.

The vote on amendment 2 carried with three in favor, Trustees Wood and Armon opposed.

The vote on the original motion, as amended, to increase tuition and fees by 3% and increase property tax by 1% carried with four in favor, Trustee Wood opposed.

Trustee Howard moved to approve the FY 2012-13 budget, as amended, consisting of the plant fund budget, service units budgets, fee based budgets, grants budgets and the total institutional budget with a 3% increase to tuition and fees and a 1% increase in the property tax levy. The motion, seconded by Trustee Wood, carried unanimously.

It was agreed that the finance committee would meet soon to clarify the definition of one time funds.

Chair Armon recessed the meeting at 9:30 a.m. to reconvene at the Best Western Coeur d’Alene Inn.

**RECONVENE AND VERIFICATION OF QUORUM**
Chair Mic Armon reconvened the meeting at 10:00 a.m. and verified that a quorum of the board was present.

**ATTENDANCE**
Trustees: Christie Wood
Judy Meyer
Ron Vieselmeyer
Ken Howard
Mic Armon

Also Present: Joe Dunlap, Gary Livingston and Marc Lyons
EXECUTIVE SESSION
Motion was made by Trustee Howard, seconded by Trustee Wood, to go into executive session under Idaho Code § 67-2345(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. Roll call vote was taken as follows:

Mic Armon  aye
Judy Meyer  aye
Ron Vieselmeyer  aye
Ken Howard  aye
Christie Wood  aye

At 3:00 p.m. a motion was made to return to open session by Trustee Howard, seconded by Trustee Meyer. Chair Armon adjourned the meeting.

____________________________  ______________________________
| Board of Trustees Chair | Board of Trustees Secretary |

SUBJECT
Staff Sabbatical Policy

BACKGROUND
NIC is committed to professional development for its employees. We believe that professional development provides ongoing opportunities for learning, experience and growth which directly and positively impact our ability to provide high quality services to the students and community that we serve. As part of its effort to expand professional development, Staff Assembly proposed the development of a policy and procedure to provide opportunity for staff to take time for development of new skills, programs, and experiences to enhance the provision of service to our stakeholders. In conjunction with Human Resources, this policy and procedure are provided for your consideration.

DISCUSSION
Over the past two years, leaders of Staff Assembly, Human Resources and Dr. Bell considered ways to enhance the opportunity to develop employees. A key recommendation was to create a sabbatical opportunity for staff similar to that offered to faculty. This sabbatical would be awarded to long-time employees who have actively contributed to the success of the college. Applicants will submit recommendations for projects to complete during the sabbatical for review and approval by the established committee. The approval committee will review applications and prioritize the sabbatical requests by their pertinence and applicability to NIC’s mission, values and goals. Recommendations on awarding staff sabbaticals will be submitted to the president.

COMMITTEE ACTION
This policy was reviewed and approved by the Senate and President’s Cabinet. Following their first reading, the board proposed some changes which are shown in the version presented for second reading.

FINANCIAL IMPACT
No impact for FY13. Once the staff sabbatical process is approved, an approval committee will review and put forth recommendations for staff sabbaticals as part of the normal budgeting process (beginning with budgeting for FY14). Budget requests shall be made to cover the costs, if any, related to the employee’s salary for the term of the sabbatical.

REQUESTED BOARD ACTION
Request the board consider a motion to approve policy 3.04.08.01.

Prepared by,
Wade Larson/Karen Hubbard
Human Resources
## Policy Narrative

**Intent:**
The North Idaho College Board of Trustees recognizes the college has a responsibility for professional growth of its staff. Therefore, paid sabbatical leaves may be granted to North Idaho College staff to enable the recipients to augment their professional development and to improve their ability to discharge effectively their professional duties and enhance their service to the college. The decision to authorize sabbatical leaves and the determination of the number of sabbatical leaves is within the sole and absolute discretion of the NIC President.

**Definition:**
A staff sabbatical leave provides for a significant block of time for staff to engage in activities that promote professional growth.

**Purposes:**
Professional sabbatical activities are limited to the following:

1. Work toward a degree or certificate;
2. Completing refresher courses or a program of study, work, or travel designed to keep the staff member abreast of the latest developments in his/her field;

3. Completing a certification program that enhances practices and processes that support the college’s mission, values, and goals.

4. Pursuing new or advanced training which will benefit the staff member in a current or future position at the college.

If sabbatical leave is requested for a purpose not included in the above list, the request may be submitted to the Board of Trustees for specific approval.

Eligibility:
The staff sabbatical is available to all benefit-eligible staff members who have been employed continuously at North Idaho College for at least seven (7) years.
SUBJECT
Board of Trustees Meeting Calendar 2012-13

BACKGROUND
According to Idaho Code Sections 67-2340 through 67-2345, the board of trustees is required to adopt an annual meeting schedule for its regular meetings.

DISCUSSION
In accordance with state statute, Attachment A is proposed to establish the board’s annual meeting schedule. As in the past, no board meeting is planned for July.

Any retreats and workshops will be announced as needed.

COMMITTEE ACTION
None.

FINANCIAL IMPLICATIONS
None.

RECOMMENDATION
Request the board consider a motion to approve the board of trustees meeting calendar for 2012-13.

Prepared by
Priscilla Bell, Ph.D.
President
Board of Trustees
FY 2012-2013
Meeting Schedule

- July, 2012 – no meeting
- August 22, 2012
- September 26, 2012
- October 24, 2012
- November 28, 2012
- December 19, 2012
- January 23, 2013
- February 27, 2013
- March 27, 2012
- April 24, 2013
- May 22, 2013
- June 26, 2013

Retreats/workshops by announcement
SUBJECT
First reading, professional services contracts policy revision.

BACKGROUND
Policy #7.01.04 for awarding professional service contracts is a current NIC policy that contains significant procedural narrative. It would seem advisable to separate the policy and procedure, leaving intact the board’s authority to write policy.

DISCUSSION
The revised procedure clarifies that the president and the vice president for resource management are the only college employees authorized to sign contractual obligations by delegated authority on behalf of the board of trustees. Additionally, the time requirement for termination of service was decreased from 90 days to 30 days written notice.

COMMITTEE ACTION
None.

FINANCIAL IMPACT:
None.

REQUESTED BOARD ACTION
No action is requested at this time.

Prepared by
Ron Dorn, Vice President for Resource Management
POLICY FOR AWARDING CONTINUOUS PROFESSIONAL SERVICE CONTRACTS

The North Idaho College Board of Trustees has determined that it is in the best interest of the college to contract for some professional services for a period of longer than one fiscal year. Examples of such services are: (a) banking, (b) attorney, (c) architect, (d) auditor, (e) insurance and grant consultants or directors. However, it is also believed that different vendors for these services should periodically have opportunities to present proposals for providing such services to insure the efficient and wise use of college funds. It is further understood that if it is determined that services are unsatisfactory, that a request for proposals can be initiated at any time. Any service may be terminated by the trustees with a ninety (90) day written notice.

The Administration will establish an ad hoc committee consisting of no less than three college employees in the field covered by the desired service. The committee will prepare a request to be circulated in a geographic area large enough to insure responses from several qualified professionals. The committee will review the proposals and make written recommendations to the President’s Cabinet and the board of trustees.
Definitions to be used in the interpretation of this policy:

a. PROFESSIONAL will mean those services conforming to the standards of a professional determined through practice, special skills, licensure or uniqueness of the service.

b. CONTINUOUS will mean a period of more than one year during which services are provided.

c. SERVICE will mean actions, words or benefits accrued to North Idaho College as the result of an individual's or firm's efforts.
SUBJECT
Education Corridor, River Avenue Extension

BACKGROUND
North Idaho College is working with the City of Coeur d’Alene and LCDC to develop and construct an extension of River Avenue, and associated infrastructure that is part of the campus expansion. Phase II of this development involves LCDC providing funding for the street construction. LCDC has requested that North Idaho College execute an agreement that defines the responsibility of the parties and allows LCDC and the construction contractor access through NIC property for the project. The Plans and Specifications were previously reviewed and approved by the City and LCDC.

DISCUSSION
LCDC has proposed a development agreement with North Idaho College. The proposed agreement recognizes the joint goals and responsibilities by LCDC and North Idaho College. By approving the Phase II development agreement related to the extension of River Avenue, North Idaho College consents to the street and related infrastructure construction pursuant to the Plans and Specifications and that the improvements will be dedicated to the City for a public street.

COMMITTEE ACTION
No committee action is necessary.

FINANCIAL IMPACT
See Exhibit C of the Agreement:
NIC = $270,740 (Comprised of $83,300 in landscaping costs and $62,440 in electrical costs) plus $125,000 in forgiveness of amounts owed by LCDC for Education Corridor property acquisition)
City = $250,000
LCDC = $500,000

REQUESTED BOARD ACTION
The board is requested to consider a motion to authorize the board chair and the president to execute the Phase II development agreement.

Prepared by
Ron Dorn, Vice President for Resource Management
PHASE TWO DEVELOPMENT AGREEMENT

THIS PHASE TWO DEVELOPMENT AGREEMENT ("Development Agreement") is entered into effective this ____ day of ____________, 2012 ("Effective Date"), between the Coeur d’Alene Urban Renewal Agency dba Lake City Development Corporation ("Developer") and North Idaho College ("NIC").

1. Recitals.

1.1 Developer has heretofore constructed certain Improvements (as defined in the Phase One Development Agreement) on real property owned by NIC in the City of Coeur d’Alene, Idaho (the "City"), pursuant to that certain Development Agreement entered into between the Developer and NIC on June 1, 2011 (the “Phase One Development Agreement”), as part of the first phase of a project commonly known as the “Education Corridor Project” (the “Project”), which real property is more particularly shown in the engineer’s drawing of the project site attached hereto as Exhibit A attached hereto and made a part hereof by this reference (the “NIC Property”).

1.2 Developer desires to construct certain additional Improvements (as described under Section 1.3 hereof) on the NIC Property as part of the second phase of the Project.

1.3 Developer intends to design, construct and install on the NIC Property certain public street improvements, including, but not limited to, storm sewer lines, waterlines, dry utilities, streets, curbs, sidewalks, landscape trees and shrubs, and lighting (collectively, the “Phase Two Improvements”) pursuant to the development plans, scope of work and specifications attached hereto as Exhibit B (the “Plans and Specifications”).

1.4 The City has approved construction of the Phase Two Improvements by Developer pursuant to the Plans and Specifications.

1.5 Developer and NIC recognize the mutual benefit they will receive from NIC’s cooperation with Developer to allow Developer’s construction and installation of the Phase Two Improvements on the NIC Property, and the parties hereto desire to provide for the construction and installation of the Phase Two Improvements as set forth herein.

2. Construction of the Phase Two Improvements; Consent of NIC.

2.1 Developer, and its agents including architects, engineers and contractors, shall construct the Phase Two Improvements consistent with the Plans and Specifications, including all items requiring governmental authority (and public and private utility companies), and shall obtain all construction permits required, if any, as a condition for construction of the Phase Two Improvements. Developer shall make reasonable efforts to proceed with construction of the Phase Two Improvements in compliance with the timeline provided in the construction contract for the Phase Two Improvements.
2.2 NIC hereby consents to the construction and installation of the Phase Two Improvements on the NIC Property pursuant to the Plans and Specifications.

3. Obligations of Developer and NIC.

3.1 NIC agrees to cooperate with Developer as may be reasonably required for construction and installation of the Phase Two Improvements.

3.2 NIC agrees to provide access to and from the NIC Property to Developer and its agents during construction of the Phase Two Improvements.

3.3 The Developer, the City and NIC agree to share the costs as shown on Exhibit C attached hereto, of the Phase Two Improvements as described in and according to the Plans and Specifications, provided Developer shall not be responsible for maintenance of the same following completion of the Phase Two Improvements.

3.4 Developer and NIC further agree to execute such additional documents as necessary to facilitate the construction and installation of the Phase Two Improvements by Developer pursuant to the Plans and Specifications.

3.5 NIC acknowledges and agrees that the Phase Two Improvements shall be dedicated to the City upon completion, and the Phase Two Improvements will be utilized by the City for public purposes.

4. Liens.

   Developer shall not permit any liens to stand against the NIC Property, the Phase Two Improvements or any portion thereof for any work done or materials furnished in connection with the design, installation or construction of the Phase Two Improvements. Developer may contest the validity of any such lien provided that, upon a final determination of the validity thereof, Developer shall cause the lien to be satisfied and released of record.

5. Default.

   Failure of either party hereunder to perform their obligations set forth herein shall constitute default. Neither party shall be deemed to be in default under this Development Agreement except upon the expiration of ten (10) days from receipt of written notice from the other party specifying the particulars in which such party has failed to perform its obligations under this Development Agreement, unless such party, prior to expiration of said ten (10) day period, has rectified the particulars specified in said notice of default.

6. Remedies.

   6.1 Default. In the event either party is in default under this Development Agreement, the other party may institute legal action to enforce the terms of this Development Agreement.

PHASE TWO DEVELOPMENT AGREEMENT – 2
6.2 No Waiver. A party’s failure to insist upon strict performance of any of the terms, covenants, conditions or agreements contained herein shall not be deemed a waiver of any rights or remedies that said party may have and shall not be deemed a waiver of any subsequent breach or default in the performance of any of the terms, covenants, conditions or agreements contained herein by the same or any other party hereto.

6.3 Remedies Cumulative. In addition to the remedies set forth in this Development Agreement, each party shall have all other remedies provided by law or equity to the same extent as if fully set forth herein word for word. No remedy available to any party shall exclude any other remedy available to such party under the Development Agreement or under law or equity. All remedies shall be cumulative.

7. Reliance by Parties.

It is of the essence of this Development Agreement that the construction of the Phase Two Improvements and the cooperation of NIC therewith is of substantial economic significance to the other party and that the failure of either party to perform its duties and obligations under this Development Agreement in the manner contemplated herein shall result in substantial direct and consequential damages to the other party.

8. Attorneys’ Fees.

In the event either party initiates or defends any legal action or proceeding in any way connected with this Development Agreement, the prevailing party in any such action or proceeding (in addition to any other relief which may be granted, whether legal or equitable), shall be entitled to recover from the losing party in any such action or proceeding its reasonable costs and attorneys’ fees (including, without limitation, its reasonable costs and attorneys’ fees on any appeal). All such costs and attorneys’ fees shall be deemed to have accrued on commencement of any legal action or proceeding and shall be enforceable whether or not such legal action or proceeding is prosecuted to judgment.


The provisions of this Development Agreement are not intended to create, nor shall they in any way be interpreted or construed to create, a joint venture, partnership, or any other similar relationship between the parties.


This Development Agreement is not intended to create, nor shall it in any way be interpreted or construed to create, any third party beneficiary rights in any person not a party hereto.

11.1 Generally. All notices given pursuant to this Development Agreement shall be in writing and shall be given by facsimile, personal service, by United States mail or by United States express mail or other established express delivery service (such as Federal Express), postage or delivery charge prepaid, addressed to the appropriate party at the address or facsimile number set forth below:

**DEVELOPER:** Coeur d’Alene Urban Renewal Agency dba Lake City Development Corporation
Attention: Executive Director
105 North First Street, Suite 100
Coeur d’Alene, ID 83814
Facsimile No: (208) 667-9338

**NIC:** North Idaho College
Attention: Ron Dorn, Vice President
100 W. Garden Avenue
Coeur d’Alene, ID
Facsimile No: (208) 665-2785

With Copy to Counsel for Developer:

S. C. Danielle Quade
Hawley Troxell Ennis & Hawley LLP
401 Front Street, Suite 212
Coeur d’Alene, ID 83814
Facsimile No: (208) 954-5285

With Copy to Counsel for NIC:

Marc A. Lyons
Ramsden & Lyons, LLP
700 Northwest Blvd.
Coeur d’Alene, ID 83814
Facsimile No: (208) 664-5884

Provided, however, that any notice of default shall be sent return receipt requested. The person and address to which notices are to be given may be changed at any time by any party upon written notice to the other party. All notices given pursuant to this Development Agreement shall be deemed given upon receipt.
12. Successors and Assigns.

The terms, covenants, conditions and agreements contained in this Development Agreement shall be binding upon, and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties hereto. In the event of any sale or conveyance of NIC’s interest in the NIC Property, NIC shall remain liable to the other party for the performance of said party’s obligations hereunder. Developer’s successors and assigns shall remain subject to the obligations set forth in this Development Agreement.


This Development Agreement shall not be modified without the written agreement of the parties hereto.

14. Termination.

This Development Agreement shall terminate upon completion of the Phase Two Improvements and Developer’s performance of its duties and obligations hereunder.


15.1 Captions and Headings. The captions and headings in this Development Agreement are for reference only and shall not be deemed to define or limit the scope or intent of any of the terms, covenants, conditions or agreements contained herein.

15.2 Entire Agreement. This Development Agreement contains the entire agreement between the parties hereto and supersedes all prior agreements, oral or written, with respect to the subject matter hereof. The provisions of this Development Agreement shall be construed as a whole and not strictly for or against any party.

15.3 Time. Time is of the essence of this Development Agreement.

15.4 Counterparts. This Development Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. If a party signs this Development Agreement and transmits an electronic facsimile of its signature, the other party may rely upon the facsimile and treat it as a signed original of this Development Agreement.

[Signature Page Follows]
EXECUTED as of the date first set forth above.

NORTH IDAHO COLLEGE

By: ____________________________
   Name: Michael Armon
   Its:    Board Chair

By: ____________________________
   Name: Ron Dorn
   Its:    Acting President

COEUR D’ALENE URBAN RENEWAL
AGENCY DBA LAKE CITY
DEVELOPMENT CORPORATION

By: ____________________________
   Name: Dennis M. Davis
   Its:    Chairman
EXHIBIT A – ENGINEER’S DRAWING OF PROJECT SITE
EXHIBIT B – PLANS AND SPECIFICATIONS

EXHIBIT B – 1
EXHIBIT C – COST SHARING

NIC = $270,740 (Comprised of $83,300 in landscaping costs and $62,440 in electrical costs plus $125,000 in forgiveness of amounts owed by LCDC for Education Corridor property acquisition)

City = $250,000

LCDC = $500,000