4:00 p.m.

**EXECUTIVE SESSION**

Idaho Code Sections 67-2345(a), (b), (c)  
Ken Howard

6:00 p.m.

**RECONVENE BOARD MEETING**

**CALL TO ORDER**

Pledge of Allegiance  
Verification of Quorum/Introduction of Guests  
Minutes Review/Approval  
Public Comment**  
Celebrating Success: JAZZNIC  
Terry Jones

**CONSTITUENT REPORTS**

ASNIC  
Chris Deane

Staff Assembly  
Garry Stark

Faculty Assembly  
Kathie O’Brien

Senate  
Jon Totten

**PRESIDENT’S REPORT**

Joe Dunlap

**OLD BUSINESS**

Tab 1: Accept NIC Audit for Year Ending June 30  
Ron Dorn

**NEW BUSINESS**

None

**BOARD CHAIR REPORT**

Ken Howard

**REMARKS FOR THE GOOD OF THE ORDER**

**ADJOURN**

* 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; to consider records that are exempt from disclosure as provided in Chapter 3, Title 9, Idaho Code or considering preliminary negotiations in matters of competitive trade or commerce with governing bodies in other states or nations; or advising its legal representatives in pending or probable litigation.

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

**NEXT BOARD MEETING**

February 27, 2013
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:

_____ Consider personnel matters [Idaho Code § 67-2345(1)(a) & (b)]
_____ Deliberate regarding labor negotiations or acquisition of an interest in real property [Idaho Code § 67-2345(1)(c)]
_____ Consider records that are exempt from public disclosure [Idaho Code § 67-2345(1)(d)]
_____ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code §67-2345(1)(e)]
_____ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 67-2345(1)(f)]
_____ Communicate with risk manager/insurer regarding pending/imminently-likely claims[Idaho Code § 67-2345(1)(j)]
_____ Conduct labor negotiations [Idaho Code § 67-2345(2)]

Moved by ________ Seconded by ________           Carried:       Yes _______ No ______

Roll call:   ___________ Banducci
            ___________ Howard
            ___________ Meyer
            ___________ Nilson
            ___________ Wood
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 4:10 p.m. and verified that a quorum of the board was present.

ATTENDANCE
Trustees:  Todd Banducci
          Ken Howard
          Judy Meyer
          Ron Nilson
          Christie Wood

The board received a brief outline of the draft accreditation report from Assessment and Accreditation Coordinator Karen Ruppel and Vice President Mark Browning.

EXECUTIVE SESSION
At 4:35 p.m. a motion was made by Trustee Wood, seconded by Trustee Meyer, to go into executive session under Idaho Code § 67-2345(a), (b) to consider personnel matters (c) to deliberate regarding labor negotiations or acquisition of an interest in real property. Roll call vote was taken as follows:

          Todd Banducci       aye
          Ken Howard           aye
          Judy Meyer           aye
          Ron Nilson           aye
          Christie Wood        aye

At 5:35 p.m. a motion was made to return to open session by Trustee Meyer, seconded by Trustee Banducci. Chair Howard recessed the meeting to reconvene in the Driftwood Bay Room.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 6:00 p.m. and verified that a quorum of the board was present.

ATTENDANCE
Trustees:  Todd Banducci
          Ken Howard
          Judy Meyer
          Ron Nilson
          Christie Wood

Also present:  Joe Dunlap, President
Chair Howard led the board and meeting attendees in the Pledge of Allegiance. He then welcomed attendees and guests to the meeting.

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

Motion was made by Trustee Wood and seconded by Trustee Meyer to approve the minutes of the meeting held November 28, 2012. The motion carried unanimously.

**PUBLIC COMMENT**
None.

**CELEBRATING SUCCESS**
NIC Athletic Director Al Williams highlighted the teams’ athletic rankings for this year and reviewed team members’ academic success, as well. He discussed their involvement in the community including participation in the Susan G. Komen Race for the Cure, Habitat for Humanity and the wrestling team’s reading program for local first graders. He also discussed some athletic events that NIC hosts including the Tri-state Tournament and the Special Needs Games.

**SPECIAL REPORT**
*RGU – Professional Technical Education Programming*
Robert Uhrich of RGU Architects reported on long term programming needs and proposed lab facilities for professional technical education based on input from PTE staff and faculty. Following his review, Uhrich commented that the final report in January will include proposals for construction sites and associated costs.

*Area Agency on Aging*
Pearl Bouchard provided the annual update for the Area Agency on Aging. She discussed the agency’s previous plans for diversifying funding including mail campaigns and an endowment opened in 2011. She next discussed the agency’s implementing fee for services, including managed care and employee assistance programs.

**CONSTITUENT REPORTS**
*ASNIC*
ASNIC President Julie Salinas reported on activities ASNIC was involved in over the past month. Activities included the annual St. ASNIC event, NIC Foundation grant awards to ASNIC, work on improved accessibility and lighting for the market area in the student union and the upcoming legislative higher education week in Boise.

*Staff Assembly*
Chair Gary Stark reported that in addition to a food and cash drive for the St. ASNIC event, Staff Assembly raised approximately $1,200 allowing for 51 food baskets for the event. He next reported that the seven year employment requirement in the Staff Sabbatical policy
was discussed at the last Staff Assembly meeting. He next announced a staff “shout out” for Dawn Saari that he missed reporting on at the last board meeting.

**Faculty Assembly**
There was no report from Faculty Assembly.

**Senate**
Chair Jon Totten deferred his report until his new business item later in the meeting.

**PRESIDENT’S REPORT**
Dr. Dunlap reflected on accomplishments over the past six months as well as the addition of new administrators and board members. He covered highlights such as the economic impact study and resulting report, a slight enrollment increase and strategies for sustaining enrollment, and the new outreach center in Sandpoint. He also discussed the collaboration efforts between the community colleges in Idaho, the Complete College Idaho initiative, the $2.9 million aerospace grant and the grant from Avista for an entrepreneurship program. He discussed the upcoming year seven accreditation self-evaluation and visit in March and the educational master plan document that will be presented in final form in February. He reported on a meeting with administrators from McCall College regarding their interest in partnering with NIC to deliver higher education in the McCall area in central Idaho. He mentioned an upcoming sustainability symposium being hosted on campus by the University of Idaho. He finished his report with some items for trustees’ calendars.

**OLD BUSINESS**

**Audit for Year Ending June 30, 2012**
Vice President Dorn stated this was a second reading and requested the board accept the audit as presented at the November meeting.

Trustee Nilson made a motion to postpone accepting the audit until the January meeting to allow him time to meet with the auditor and have some items clarified. The motion was seconded by Trustee Meyer. Trustee Banducci asked some questions regarding the inclusion of the audits of the NIC Booster Club and the NIC Foundation. He next asked about the timing of requests for proposals for professional services. Following discussion, the motion carried unanimously.

**Naming Fort Sherman Park**
VP Browning presented, for a second reading, the proposal to name the area commonly known as Fort Sherman Park as Cheamkwet Park. He explained the history of the area and its relevance for the Coeur d’Alene Tribe.

Trustee Nilson made a motion to name the area formerly known as Fort Sherman Park, Cheamkwet Park. The motion, seconded by Trustee Wood, carried unanimously.

**NEW BUSINESS**

**Revised Reduction in Force Policy**
Senate Chair Jon Totten presented a revised Reduction in Force policy. He thanked members of faculty, staff and the administration who have worked over the years to move the revision forward and he provided a history of the process to revise the policy. He stated that this policy focuses strictly on reviewing a program for viability because of a financial emergency and the resulting force reduction.
Trustee Meyer asked Totten if there was another policy that dealt with reduction in force for reasons other than financial emergency. Totten replied that there was not.

Trustee Wood made a motion to table the policy and return it to committee for further consideration. Trustee Meyer seconded the motion. Dr. Dunlap asked the board to provide some clear guidance of their expectations for the committee to work with. Trustee Wood amended her motion to table the policy and return it to committee for further consideration and review, and with input from the board, return a revised proposal to the board within six months. Trustee Meyer seconded the motion. The motion carried unanimously.

BOARD CHAIR REPORT
Chair Howard announced that the date of the January board meeting now conflicts with the legislative higher education activities in Boise and he requested a motion to move the board meeting date from January 23 to January 30. Trustee Banducci made a motion to move the date of the meeting to January 30. The motion, seconded by Trustee Nilson, carried unanimously.

Chair Howard next brought up the topic of holding board meetings or special meetings in some outreach areas outside of Kootenai County in order to allow other communities in the college’s service area to attend. Trustee Meyer brought up the distinction of tax payers that support the college in Kootenai County versus the citizens outside Kootenai County.

Trustee Banducci made a motion to direct Dr. Dunlap to explore opportunities and make recommendations to the board for holding a regular or special meeting in service areas outside Kootenai County. The motion, seconded by Trustee Nilson, carried unanimously.

Chair Howard next discussed members of the board identifying opportunities to speak within the community on behalf of the college.

He next reported that the community college board chairs and presidents met recently and discussed the Voluntary Framework of Accountability and out of county tuition and agreed that a more equitable subsidy be implemented for students outside of the taxing county.

He finished by announcing that during legislative higher education week in Boise, the three community college boards would be participating in a joint training session and meeting hosted by the Idaho Counties Risk Management Program.

REMARKS FOR THE GOOD OF THE ORDER
None.

Chair Howard adjourned the meeting at 8:15 p.m.
SUBJECT
ACTION: External Financial Audit for FY12

BACKGROUND
An annual financial audit report for North Idaho College is prepared by an external audit firm. The annual audit report is currently being done by Magnuson, McHugh, CPAs, P.A. of Coeur d'Alene.

DISCUSSION
Toni Hackwith of Magnuson, McHugh presented the audit to the board on November 28, 2012. A detailed audit exit conference was conducted by Magnuson & McHugh, CPAs, P.A. on October 29, 2012, with the finance committee of the board of trustees, President Dunlap, Vice President Dorn, and Controller Sarah Garcia. Any questions as a result of the audit will be addressed and answered at the board meeting.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to accept the audit of FY2011-2012.

Prepared by
Ron Dorn
Vice President for Resource Management