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(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: OARS – Orientation, Advising, Registration Sessions  
Alex Harris

**SPECIAL REPORTS**  
Educational Master Plan  
Joe Dunlap  
Professional Technical Education Programming and Facilities Report  
Lauri & Robert Uhrich  
RGU Architecture

**CONSTITUENT REPORTS**  
ASNIC - Student Rec Center Presentation  
Christopher Deane  
Staff Assembly  
Garry Stark  
Faculty Assembly  
Kathie O’Brien  
Senate  
Jon Totten

**PRESIDENT’S REPORT**  
Joe Dunlap

**OLD BUSINESS**  
None

**NEW BUSINESS**  
Tab 1: First Reading: College Calendars for Academic Yrs 2019-20 and 2020-21  
Graydon Stanley  
Tab 2: ACTION: Approval of Aerospace Facility Lease  
Ron Dorn  
Floodworks Certification with City of Coeur d’Alene  
Ken Howard

**BOARD CHAIR REPORT**  
Ken Howard

**REMARKS FOR THE GOOD OF THE ORDER****  

**ADJOURN**  
* Executive sessions may be called for the purposes of considering personnel matters; conducting deliberations regarding labor negotiations or acquisition of an interest in real property; to consider records that are exempt from public disclosure; to consider 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 claims; or to conduct labor negotiations.  
** Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President’s Office.

**NEXT BOARD MEETING**  
April 24, 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 5:10 p.m.

ATTENDANCE
Trustees: Todd Banducci
         Ken Howard
         Judy Meyer
         Ron Nilson

Also present: Joe Dunlap, President
              Ron Dorn, Vice President for Resource Management
              Sarah Garcia, NIC Controller

Budget Workshop
Vice President Ron Dorn provided the board an overview of the college’s budget planning process. He reviewed budget assumptions for FY14 planning that include the assumption there will be no new funds from various funding sources, a five percent decrease in enrollment and that budget decisions will be aligned with the college’s strategic and educational master plans.

Dorn went on to explain that he and Dr. Dunlap had met individually with each of the college’s budget managers to review departmental budget requests and ensure managers understood that specific maintenance and operations requests must be justified and aligned with the college’s strategic plan.

Dorn continued with an explanation of each of the institution’s funds from which fund accounting is developed including general funds, the plant fund, the fee based fund, service fund and grant fund. He stated that capital investment reserve funds are allocated each year to the plant fund as unexpended funds and that the college intends to allocate fees only for the use for which they are collected.

There was a brief discussion about profits from revenue generated by the college’s service areas that are returned to the institution’s general fund.

Dorn finished with an overview of revenue that can be generated by property taxes and tuition and fees.

Chair Howard recessed the meeting at 6:45 p.m.

The meeting reconvened at 7:00 p.m. and a discussion of the report produced by RGU Architecture for the college’s professional technical programs and facilities took place.
Trustee Ron Nilson expressed that the report lacked an indication from local manufacturers that the needs identified by faculty, in the report, actually align with their needs. He added that he would like more clarification about the grading system presented for site selection for a facility. He went on to recommend that before the board makes any further decisions about professional technical programs, that a more in depth survey be conducted with employers to ensure the college is prepared to respond appropriately to their needs.

Chair Howard commented that the board should identify the value recorded in the report and determine what elements are missing. He added that once the missing elements are identified the board will be able to discuss them with RGU and if needed have RGU complete a more in depth assessment. Dr. Dunlap commented that in addition to gaining further input from industry in order to assess demand, the college should also identify the area’s highest demand employment and analyze related data gathered and provided by the Department of Labor.

A discussion took place about providing student services at an off campus site. VP Graydon Stanley was asked to comment on the topic and he responded that he had prepared a needs and cost analysis for this purpose.

Following more discussion, the board agreed to begin bringing concerns to the attention of RGU now, including the need for them to obtain more comprehensive input from employers, and providing cost data to build a facility off campus, that differs from the design recommended in their report, on the various sites available to the college.

The meeting was adjourned at 7:50 p.m.
North Idaho College
BOARD OF TRUSTEES MEETING
MEETING - 6:00 P.M.
EDMINSTER STUDENT UNION – DRIFTWOOD BAY ROOM
February 27, 2013
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 4:05 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees: Todd Banducci
Ken Howard
Judy Meyer
Ron Nilson

EXECUTIVE SESSION
Motion was made by Trustee Meyer, seconded by Trustee Nilson, 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Todd Banducci</td>
<td>aye</td>
</tr>
<tr>
<td>Ken Howard</td>
<td>aye</td>
</tr>
<tr>
<td>Judy Meyer</td>
<td>aye</td>
</tr>
<tr>
<td>Ron Nilson</td>
<td>aye</td>
</tr>
</tbody>
</table>

At 5:50 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 Lake Coeur d’Alene 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 was present.

ATTENDANCE
Trustees: Todd Banducci
Ken Howard
Judy Meyer
Ron Nilson

Also present: Joe Dunlap, President
Marc Lyons, Attorney for North Idaho College
Mark Browning, Vice President for Community and Governmental Relations
Lita Burns, Vice President for Instruction
Graydon Stanley, Vice President for Student Services
Ron Dorn, Vice President for Resource Management
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 Weed Meyer and seconded by Trustee Nilson to approve the minutes of the meeting held January 30, 2013. The motion carried unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Heather Erikson, assistant director of student development presented an overview of the Footsteps event scheduled on campus March 5-7. She explained the event is comprised of five interactive exhibits related to social injustice and participants include the Veteran’s Club, Human Rights Education Institute, the NIC Gay Straight Alliance, NIC American Indian Student Alliance and the NIC Drama Club, Actors Vagabonds and Such.

SPECIAL REPORTS
Karen Ruppel presented an overview of the on-site accreditation evaluation and visit by the Northwest Commission on Colleges and Universities scheduled for March 25-27. She reviewed the accreditation reporting cycle and the process the college undergoes for our self-study and report. She went on to explain the evaluation process that NWCCU will undertake during and after their visit.

CONSTITUENT REPORTS
Faculty Assembly
Chair Kathie O’Brien reported that Selena Grace from the State Board of Education attended the last Faculty Assembly meeting and discussed the Complete College Idaho initiative. She next reported that a faculty sub-committee had recently presented President Dunlap with their findings and recommendations for the division chairs selection and position process. She then reported on the process to review the campus committee structure and she closed by reporting that Faculty Assembly meetings are made available to faculty in NIC outreach centers.

ASNIC
ASNIC President Christopher Deane reported that since the beginning of the year, ASNIC has been working on streamlining the club processes and he stated there are currently over 300 active participants in student clubs. He commented that they had given away over 100 tickets to the upcoming basketball tournament and he mentioned that several ASNIC senators would be participating in the upcoming President’s Sustainability Symposium with the University of Idaho. He reported that work has begun on ASNIC elections. He finished by asking the board for their feedback and questions regarding the upcoming student report on a student rec center.

Staff Assembly
Chair Garry Stark reported on business from the last Staff Assembly meeting including the introduction of some new staff members, the annual employee giving campaign, the Mother’s Nook breast feeding room provided for use by students and employees, updates
on the certification of the dike road and employee day. He closed by mentioning the wayfinding signs recently placed in various parking lots on campus.

**Senate**
Chair Jon Totten reported that Senate had been working on the committee restructuring project and the feedback gathered from employees to help the college determine how to improve campus committees. He stated that Senate is eagerly awaiting the board’s feedback on the reduction in force policy.

**PRESIDENT’S REPORT**
Dr. Dunlap began his report by congratulating Athletic Director Al Williams, Wrestling Coach Pat Whitcomb and the NIC Wrestling Team for winning the national championship this season.

Dunlap went on to thank the Coeur d’Alene Tribe for their recent contribution to the college and he mentioned there would be a ceremonial presentation during the men’s basketball game on Friday.

He next announced that the college’s first staff sabbatical had been awarded to Garry Stark for him to attend a facilities management course.

Dunlap next reported that the college had recently entered into an agreement with the Spokane College of English Language and he asked VP Graydon Stanley to report briefly on the program. Stanley stated that through the agreement, SCEL has selected NIC as their community college of choice to which their international students can transition.

Dr. Dunlap continued by reporting that a lease is being pursued for a facility near the Hayden Airport for the new aerospace program. He added that this new lease will also allow the college to move its Outdoor Power Recreational Vehicle Program currently located in a leased facility on Ramsey Road to this other facility and the first 16 months of the new lease can be covered by the aerospace grant.

Dunlap next reported times for both the NIC men’s and women’s basketball games on Friday during the upcoming regional basketball tournament.

Dr. Dunlap went on to report that as of March 1, campus security would fall under Student Services instead of the Office of Resource Management and he added that the college had allocated $25,000 to outfit 140 classrooms across campus with interior locks in case an incident calls for faculty and students to shelter in place. He also added that the college has plans to acquire a software program that will track student misconduct and evaluate patterns of behavior. He stated this will allow the college to be proactive rather than reactive to potential hazardous situations and the college is looking at alternative methods for emergency notification.

He followed up on the Faculty and Senate reports regarding campus committee restructuring by mentioning that President’s Cabinet would be reviewing employee feedback and making recommendations to Senate for restructuring. He then stated that college policies and procedures were under review and many could be revised.
He stated that VP Mark Browning is chairing a committee to develop events to celebrate the college’s 80th anniversary next year. He added that the committee will be made up of individuals from the community, the Coeur d’Alene Tribe and college employees.

He finished by reporting that the college had recently received a $35,000 grant to build an ADA compliant ramp from the dike road to the beach.

Trustee Meyer mentioned an article she’d read recently about career transition programs offered in Spokane. Dr. Dunlap stated the administration would take a look that.

Trustee Banducci asked for some clarification about the size requirements for a sidewalk on the dike road and the ramp that will be built to the beach from the dike road. Garry Stark responded that with matching funds from the grant, the college hopes to build an ADA compliant sidewalk to get users from the ramp to the restrooms and up to Roseberry Drive.

NEW BUSINESS
Assess Public Support and Adopt Event Center Parameters
Dr. Dunlap opened by stating some considerations for a potential public-private partnership to construct an event center to house sporting events and accommodate sports teams as well as provide a venue for other community events. He requested the board to consider parameters for the development of an event center, keeping in mind the college’s number one priority of a Professional Technical Education facility as well as other competing capital construction priorities. He went on to request that the board conduct a feasibility study related to a sports complex, to assess public interest and to look at potential financing methods for a facility.

Trustee Meyer made a motion to adopt a resolution outlining parameters under which the college may explore an athletic/event center. The motion was seconded by Trustee Banducci. Chair Howard reviewed each of the resolution’s five parameters and discussion ensued during which the board agreed on an open ended timeline to allow President Dunlap to establish a committee to conduct the study and periodically report developments to the board. It was also agreed that consideration should be given to competing projects in this and other communities, and that without private funding, this project will not go forward. Following discussion, the board voted and the motion to adopt the resolution passed unanimously.

INFORMATION ITEMS
Legislative Session Update
VP Mark Browning reviewed some state legislative issues related to education, including proposed legislation prohibiting discriminating against any student clubs based on religious affiliation and legislation to authorize all higher education institutes to start and operate charter schools. He also reviewed legislation that will significantly revise state funded scholarships and legislation to revise the authority of regulating firearms in public entities and agencies. He added that are no related bills, so far, that impact the community colleges. He finished by reporting that the community college appropriation is still on schedule for Thursday.

BOARD CHAIR REPORT
Chair Howard thanked the Coeur d’Alene Tribe for their recent donation to the college and expressed his pleasure with the college’s relationship with them.
He went on to discuss the report on PTE facilities and programs prepared by RGU Architecture, stating that it will be formally reviewed and discussed by the trustees during the March board meeting. He stated that it is his hope that the report will be used to engage in a discussion about developing resource availability for PTE with staff, the community and others.

He continued by discussing a meeting with President Fernandez and Rocky Owens from LCSC regarding cooperative efforts for integrating programs and other issues impacting both schools in North Idaho.

He next discussed the budget workshop the board held on the previous day wherein they received information from the administration about how the budget process has been revised on campus and how it will proceed going forward.

He remarked that the board continues to work toward a reduction in force policy for Senate to review.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Nilson made an appeal to members of the business community to provide input in the recent report provided for Professional Technical Education.

Trustee Meyer commented further about the meeting with President Fernandez. She went on to comment that the monument sign project is coming together and signs should be erected soon. She finished by reading the preamble of the Idaho Business for Education organization and commented on their focus on transforming education in Idaho.

Chair Howard commented that there will be several opportunities for members of the business community to respond about NIC’s needs for Professional Technical Education.

The meeting was adjourned at 7:45 p.m.
SUBJECT
First Reading: College Calendar, Academic Year 2019-20 and 2020-21.
First Reading: College Calendar, Academic Year 2018-19 amendment of spring semester dates

BACKGROUND
The North Idaho College Calendar Committee has prepared the 2019-20 and 2020-21 calendars. See Attachments A and B.

The Committee reviewed the 2018-19 calendar and identified spring dates need to be adjusted one week to maintain the standard calendar template. See Attachment C.

DISCUSSION
NIC's instructional calendar includes two 17-week semesters and a summer session. A semester is comprised of 16 weeks of instruction and one week of final exams. Summer instruction is delivered in 4, 6 or 8 week sessions. The proposed calendars include term dates, commencement, holiday closures and dates when the college is open but classes are not in session.

There are no departures from the current operating timelines in the 2019-20 and 2020-21 calendars.

COMMITTEE ACTION
The College Senate is being provided the calendars as an information item.

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
None. This is a first reading.

Prepared by
Graydon A. Stanley
Vice President for Student Services
## NORTH IDAHO COLLEGE
### COLLEGE CALENDAR
#### 2019 - 2020

### May 2019
- 10: Commencement
- 13: Summer Session begins
- 27: Memorial Day – campus closed

### June 2019

### July 2019
- 4: Independence Day - campus closed

### August 2019
- 8: Summer session ends
- 19: Fall semester begins

### September 2019
- 2: Labor Day – campus closed

### October 2019
- 22: Advising Day – classes that meet 4 p.m. or later are in session

### November 2019
- 27-29: Thanksgiving Break – campus closed

### December 2019
- 12: Fall semester ends
- 25: Christmas Day - campus closed
- 26-31: Holiday Break - campus closed

### January 2020
- 1: New Year’s Day - campus closed
- 13: Spring semester begins
- 20: Martin Luther King Day – campus closed

### February 2020
- 17: Presidents’ Day – campus closed

### March 2020
- 30-31: Spring Break begins – classes not in session

### April 2020
- 1-3: Spring Break continues – classes not in session
- 16: Advising Day - classes that meet 4 p.m. or later are in session

### May 2020
- 14: Spring semester ends
- 15: Commencement
- 18: Summer session begins
- 25: Memorial Day – campus closed

Rev. 03/07/13
### NORTH IDAHO COLLEGE
### COLLEGE CALENDAR
### 2020 - 2021

#### May 2020
- 7: Spring semester ends
- 8: Commencement
- 11: Summer session begins
- 25: Memorial Day – campus closed

#### June 2020

#### July 2020
- 3: ‘Independence Day’ observed - campus closed

#### August 2020
- 13: Summer session ends
- 24: Fall semester begins

#### September 2020
- 7: Labor Day – campus closed

#### October 2020
- 27: Advising Day – classes that meet 4 p.m. or later are in session

#### November 2020
- 25-27: Thanksgiving Break – campus closed

#### December 2020
- 17: Fall semester ends
- 25: Christmas Day - campus closed
- 28-31: Holiday Break - campus closed

#### January 2021
- 1: New Year’s Day - campus closed
- 11: Spring semester begins
- 18: Martin Luther King Day – campus closed

#### February 2021
- 15: Presidents’ Day – campus closed

#### March 2021
- 29-31: Spring Break begins – classes not in session

#### April 2021
- 1-2: Spring Break continues – classes not in session
- 15: Advising Day - classes that meet 4 p.m. or later are in session

#### May 2021
- 13: Spring semester ends
- 14: Commencement
- 17: Summer session begins
- 31: Memorial Day – campus closed

Rev. 03/07/13
## COLLEGE CALENDAR

### Spring 2019

**Dates approved by BOT**

#### January 2019
- **1**  New Year's Day - campus closed
- **7**  Spring semester begins
- **21**  Martin Luther King Day – campus closed

#### February 2019
- **18**  Presidents' Day – campus closed

#### March 2019
- **25-29**  Spring Break – classes not in session

#### April 2019
- **4**  Advising Day - classes that meet 4 p.m. or later are in session

#### May 2019
- **9**  Spring semester ends
- **10**  Commencement
- **13**  Summer session begins
- **27**  Memorial Day – campus closed

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### Proposed changes for BOT approval highlighted in green

#### January 2019
- **1**  New Year's Day - campus closed
- **13**  Spring semester begins
- **21**  Martin Luther King Day – campus closed

#### February 2019
- **18**  Presidents’ Day – campus closed

#### March 2019
- **25-29**  Spring Break – classes not in session

#### April 2019
- **11**  Advising Day - classes that meet 4 p.m. or later are in session

#### May 2019
- **16**  Spring semester ends
- **17**  Commencement
- **20**  Summer session begins
- **27**  Memorial Day – campus closed
SUBJECT
Aerospace Facility Lease

BACKGROUND
NIC is a recipient of certain grant monies to fund aerospace-related training/education. As part of the educational mission of the college, NIC has been seeking facilities for lease as a training facility near the airport. Such property has been located and the terms of a lease have been agreed.

DISCUSSION
NIC has worked with Unio Development, LLC to lease 4.888 acres of property located at 1845 W. Dakota, Hayden, Idaho. The term of this lease is five (5) years, commencing March 1, 2013, and ending February 28, 2018, unless sooner terminated according to the provisions of the Lease Agreement. The entirety of the property, including the building and parking areas, will be dedicated to the educational mission of NIC and function largely for the administration of such.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
The grant does provide some monies for facilities. Base rent is $4,900/month. The lease is subject to a non-appropriation clause. Appropriation of rent must be approved annually by the NIC Board of Trustees as part of the budget approval process.

REQUESTED BOARD ACTION
The board is requested to approve, by motion, the lease, as negotiated and to authorize the board chair to execute the lease. Further, the board is requested to approve a budget that includes funding for the lease.

Prepared by,
Marc Lyons, College Attorney