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

6:00 p.m. Lake Coeur d’Alene Room
RECONVENE BOARD MEETING

CALL TO ORDER
Pledge of Allegiance Ken Howard
Verification of Quorum/Introduction of Guests Ken Howard
Minutes Review/Approval Ken Howard
Public Comment** Ken Howard
Celebrating Success: NIC Athletics Community Service Projects Pat Whitcomb

SPECIAL PRESENTATION
Higher Education Campus Project Brad Marshall & Dale Baune - JUB Engineers & Jon Mueller - Landmark Landscape Architects

SPECIAL BUSINESS
Tab 1: ACTION: Election of Officers Ken Howard

CONSTITUENT REPORTS
ASNIC Benaiah Cheevers
Staff Assembly Nancy Edwards
Faculty Assembly Michelle Lippert
Senate Chantel Black

PRESIDENT’S REPORT
Joe Dunlap

OLD BUSINESS
Ken Howard

NEW BUSINESS
Tab 2: Naming Wrestling Mat Room Joe Dunlap
Tab 3: NIC Financial Audit for the Year Ending June 30, 2013 Ron Dorn
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.

UPCOMING EVENTS:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>December 4 5-7 p.m.</td>
<td>NIC Legislative Reception – SUB Driftwood Bay Room</td>
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<tr>
<td>December 5 1:00 p.m.</td>
<td>Retirement Reception for VP Ron Dorn – SUB Driftwood Bay Room</td>
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<tr>
<td>December 18 4-8 p.m.</td>
<td>Executive Session and Board Meeting</td>
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<tr>
<td>December 19 7 p.m.</td>
<td>Associate Degree Nursing Program Pinning Ceremony – Schuler Auditorium</td>
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<tr>
<td>February 10-13</td>
<td>ACCT National Legislative Summit, Washington, DC</td>
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SUBJECT
Executive Session

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

DISCUSSION
When an executive session is required, a number of specific steps must be taken. These steps are:
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
Chair Ken Howard convened the workshop at 6:10 p.m.

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

Presenters: Mike Mires - dean of Professional Technical and Workforce Education, NIC
           Colleen Krajack - director of Human Resources, Ground Force Worldwide
           Tom Power - president, Sunshine Minting
           Jim Tippett – general manager, Bayshore Systems
           Bob Potter - former executive director, Jobs Plus
           Steve Griffitts - executive director, Jobs Plus
           Tom Stoesser – president, Riverbend Commerce Park
           Mike King, D.A. Davidson

Chair Ken Howard welcomed attendees and presenters. He explained the purpose of the workshop was for the board to explore program needs for career technical programs and to establish priorities for those programs. He added that the board would also hear information about financing methods and that there would be no discussion on the location of the facilities. He introduced individuals presenting information and explained the presentation outline.

Mike Mires provided a five year growth plan for career technical programs and a breakdown of program priorities with associated square footage needs and opportunities for space and equipment sharing. He went on to review a phased facilities proposal for the programs and he reviewed the number of students the college anticipates could be served in a new facility.

Colleen Krajack, director of Human Resources at Ground Force Worldwide provided insight into the needs of her organization and those of other local manufacturing industries. She stated her concurrence with the administration’s top two program priorities of manufacturing and mechanical trades and she added that she would also include CAD in the top priorities.

Tom Power, president and CEO of Sunshine Minting expressed his company’s difficulty with attracting and maintaining a qualified workforce; stating that their trades needs include millwright, CNC operators, hydraulic mechanics and lab and quality assurance and CAD technicians. He added that it would be helpful if employee candidates also had technical math and English skills and he shared that because of the lack of a qualified workforce in North Idaho, Sunshine Minting chose to expand its business into Las Vegas. He expressed his agreement with the administration’s proposed program priorities.
Jim Tippett, general manager for Bayshore Systems, stated that they grew their business by 110 percent last year and he stated some of their workforce needs include welders, fabricators, and machinists. He added that North Idaho could attract other industry if there was a skilled workforce. He expressed his agreement with the college’s proposed priorities and stated that he had hired several completers from KTEC.

Chair Howard asked former Jobs Plus Executive Director Bob Potter to comment. Mr. Potter stated that this has been an important community topic for the past 25 years and it needs to get done.

Steve Griffitts, executive director of Jobs Plus commented that the first priority should be the community employers since they’re here and supporting our economy. He added that he would feel guilty bringing in any industry similar to what is already here without fear of taking employees away from current organizations because there is no new workforce from which to hire. He stated that he knows of companies hiring trades employees at good wages and this community must build a workforce to meet those companies’ needs.

Chair Howard confirmed Mr. Griffitts thoughts about including aerospace among the college’s highest program priorities.

Tom Stoesser, president of Riverbend Commerce Park provided the board with information on lease terms; stating they could accommodate the college’s needs for lease terms and square footage for the phased highest priority programs. He stated that 20,000 square feet would be the minimum size they could accommodate.

Mike King from D.A. Davidson provided information on bond financing. He stated that the college’s general obligation debt limit is $229.4 million based on NIC’s property tax assessed valuation of $11.4 billion and stated that NIC’s long term bond rating is AA. He reviewed a bond schedule for a $15 million project cost showing bond pricing, interest cost, debt service and 20 and 25 year maturity debt scenarios. He added that the college could go out for a 30-year maturity. He stated the process for a bond issue, once it is approved by voters, would take approximately two months.

Chair Howard recommended that the board address the highest prioritized programs, determine how much to authorize the administration to work with and direct the administration to develop a plan for a bond in the spring within those parameters.

There was a discussion about the college’s options for repaying a bond, including the continued use of the college’s tax base, which has been collected each year and put aside in a capital improvement fund. Trustee Wood expressed concern about depleting the capital improvement fund for this facility in light of the college’s other facilities needs. Chair Howard commented that these bond scenarios allow the board to set policy for the administration and if the administration determines that enough of the highest priorities cannot be cured within the funding parameters set, then the board can look elsewhere for funding. Trustee Nilson expressed concern about the college continuing to collect its tax base even though the mill site has been paid off.

Trustee Banducci asked Mr. King what the estimated upfront costs for a bond issue would be if the bond isn’t approved. Mr. King stated that costs include such things as bond counsel, underwriters and financial advisors and if the bond isn’t approved, the college won’t incur those costs. Banducci recommended that the board consider hiring a consultant to help evaluate the various sites to present to the public.
Trustee Nilson commented that a lease of the Jacklin facility could serve as a short term solution for some of the programs with a higher priority. Chair Howard responded that the board could direct the administration to evaluate both a bond issue and the Jacklin facility.

Trustee Meyer commented that it would be helpful to put costs and timelines on the priorities identified to help the board determine how to fund this and the college's other needs.

Chair Howard commented that the board should agree on some fundamental policies and funding parameters to help the administration evaluate prospective solutions. He asked the trustees to consider what other information they feel they need in order to determine how to move forward.

The meeting was adjourned at 9:00 p.m.

__________________________________  __________________________________
Board of Trustees Chair              Board of Trustees Secretary
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 5:00 p.m. and verified that a quorum was present.

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

EXECUTIVE SESSION
Motion was made by Trustee Banducci, 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:

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

At 5:55, a motion was made to return to open session by Trustee Meyer, seconded by Trustee Nilson. Chair Howard adjourned the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Howard called the meeting to order at 6:05 p.m. and verified that a quorum was present.

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

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
Ron Dorn, Vice President for Resource Management
Graydon Stanley, Vice President for Student Services

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 any changes to the minutes from the September 25, 2013 meeting. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT
Tom Stoeesser of Riverbend Commerce Park commented on the college’s needs for career technical education facilities and the prospect of a lease of the Jacklin facility.

Roy Glisson offered the services of All Wall Contracting for the college’s career technical education facilities.

Dale Hickman of H2A Architects provided the board with a prospective project timeline to meet the end of the current lease term for the college’s Welding facility.

CELEBRATING SUCCESS
VP Mark Browning presented the college’s annual report to the community produced by the Communications and Marketing Department. He introduced members of the department present at the meeting and he showed a short video produced by Marketing Coordinator Nick Granier. He closed by announcing several awards that department members had received for their work and announced that President Dunlap had recently received the Pacesetter Award from the regional chapter of the National Council for Marketing and Public Relations.

SPECIAL REPORTS
Sports Complex
Chair Howard stated that during the September board meeting, the board authorized the administration to hire a consultant to update the information from the 2008 study conducted for a sports complex. He introduced and welcomed John Frew of Frew Development and Joe Briglia from VenueWorks.

Mr. Frew provided a background on himself and his firm and reviewed several of their projects and facilities comparable to that proposed for North Idaho College. Joe Briglia of VenueWorks provided background on his firm, stating that they are a third party facility operator and he reviewed several of the facilities they currently manage.

Mr. Frew provided facility recommendations including that it be a multipurpose facility with meeting space, show production capabilities, a commissary, amphitheater and onsite parking. He went on to recommend that NIC athletics should be located at this facility. Frew proposed a 3,000 seat, 80,000 square foot facility. He explained that 3,000 seats is the threshold for hosting NJCAA events and that a larger number would compete with the Spokane Arena which has an average show number of 5,300 seats. Frew went on to review structure design types, parking recommendations of 1,200 spaces, and site options; recommending the Old Atlas Mill Site and further recommending co-locating several of the college’s instructional facilities.

Frew continued by proposing a capital budget for each of the design types, ranging from $18 to $28 million.

Joe Briglia reviewed a proposed operating budget. He discussed staffing options, stating there are opportunities to utilize the college’s current staff and student labor and he highlighted that there are educational opportunities with the culinary arts program. He went on to discuss management options, stating there are opportunities for a combination of college and third party management.
Chris Pearson of VenueWorks reviewed the event and show opportunities afforded by the North Idaho location.

Mr. Frew closed by reviewing financing options, their recommendations and next steps.

Trustee Nilson asked what other revenue sources exist to cover projected initial losses. Mr. Frew responded that there are opportunities for master leasing. He went on to say that the college could lease out parcels on the land that are adjacent to the facility and he encouraged the college to consider the opportunities of utilizing existing staff to reduce some labor expense.

Chair Howard asked that the revenue or income opportunities that were presented, but not included in the pro forma, be noted so that the board remains aware of them. He thanked the presenters and recessed for a five minute break.

CONSTITUENT REPORTS

ASNIC
ASNIC President Benaiah Cheevers reported on activities that students had been involved in over the past month including attendance at a conference in Boise with the Association College Unions International, senators’ efforts in improving the transparency for the college’s processes for tuition and fees, and volunteering during the college’s day of service. He closed by expressing student support for a sports complex.

Staff Assembly
Chair Nancy Edwards reported that the October meeting that was held at the Workforce Training Center and she reported on efforts to staff the college committees and staff participation in the recent day of service.

Faculty Assembly
Chair Michelle Lippert reported on the last faculty meeting during which tenure and the proposed board workshop were discussed and explained faculty’s preference for the workshop format. She next reported on faculty assignments to college committee.

Senate
Chair Audry Bourne reported on specifics of the September and October meetings including college’s committee restructure project and readings of several college policies.

PRESIDENT’S REPORT
Dr. Dunlap first asked Kylene Lloyd from the Student Services office to provide some enrollment highlights for fall. Following Lloyd’s report, Dr. Dunlap continued by reporting on efforts by President’s Cabinet to reduce the budget by approximately $800,000 to accommodate the drop in enrollment. He went on to report on the recent ACCT conference in Seattle, the ribbon cutting for the science lab at the Sandpoint center, the upcoming ribbon cutting for the new Aerospace Center of Excellence and discussed an upcoming meeting for the newly established PTECH and some other activities for the college.

OLD BUSINESS

Career Technical Facilities
Chair Howard opened the discussion referring to the previous evening’s workshop. Trustee Meyer reviewed a capital budget road map and project timeline she developed showing the various facilities projects the college has in addition to its first priority career technical facility. She expressed her hope that the board could direct the administration to further evaluate the suggested scenarios.
Trustee Banducci expressed his interest in the college hiring a consultant to provide more expertise in evaluating the college’s options for career technical program facilities.

Trustee Wood stated she would like to have a short term option included in the evaluation. She made a motion to authorize the administration to explore Trustee Meyer’s proposed roadmap, focused on career technical education facilities, along with a short term option with costs for a five year term for the college’s first phase priority with the Jacklin Facility. The motion was seconded by Trustee Meyer. Trustee Nilson expressed that there should be two motions; one for evaluating long term options and one for a short term lease options for the Jacklin Facility. Trustee Wood withdrew her motion.

Trustee Nilson made a motion to authorize the administration to explore with Jacklin, a plan for a lease price for a turn-key operation to meet the college’s short term needs for career technical educational facilities. The motion, seconded by Trustee Wood, carried unanimously.

Trustee Wood made a motion to authorize the administration to explore a solution for the college’s long term career technical educational facilities needs, based on Trustee Meyer’s capital budget roadmap, verifying costs and timelines and returning a report to the board in a reasonable timeframe. The motion, seconded by Trustee Meyer carried with four in favor and one opposed.

Association of Community College Trustees Conference
Chair Howard asked each of the trustees to provide a brief report on the sessions they attended during a recent conference held in Seattle Washington.

NEW BUSINESS
None.

BOARD CHAIR REPORT
Chair Howard wished VP Ron Dorn a happy birthday and he went on to briefly discuss the career technical education workshop held the previous evening, the ribbon cutting in Sandpoint, his visit with Faculty Assembly and a recent meeting of the Idaho Community College Consortium, which is made up of the presidents and board chairs of the Idaho community colleges.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Meyer referred to an article from the Lewiston newspaper that she had shared with the other members of the board. Chair Howard reviewed some items for trustees’ calendars.

The meeting was adjourned at 9:50 p.m.
SUBJECT
Election of board officers

BACKGROUND
This item is included on the agenda to enable the board to take action regarding the election of officers pursuant to North Idaho College Policy 2.01.1, Authority, Appointment and Functions of Board of Trustees and Idaho Code 33-2106.

DISCUSSION
Idaho Code 33-2106 states: "At its first meeting following the appointment of the first board of trustees, and at the first regular meeting following any community college trustee election, the board shall organize, and shall elect one (1) of its members chairman, one (1) a vice-chairman; and shall elect a secretary and a treasurer, who may be members of the board; or one (1) person to serve as secretary and treasurer, who may be a member of the board.

Nominations for Treasurer: ____________________________________________

Vote Carried: Yes _____  No _____

Nominations for Secretary: _____________________________________________

Vote Carried: Yes _____  No _____

Nominations for Vice Chair: __________________________________________

Vote Carried: Yes _____  No _____

Nominations for Chair: ______________________________________________

Vote Carried: Yes _____  No _____

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
In accordance with Idaho Code 33-2106, the trustees shall elect officers at this meeting. Following the election of board officers, it is recommended that the board chair-elect conduct the remainder of the meeting.

Prepared by
Joe Dunlap, Ed.D.
President
SUBJECT: Naming of the Wrestling mat room in Christianson Gymnasium in honor of John Owen

BACKGROUND: The NIC Athletics department would like to name the mat room used by the Wrestling team in honor of former head Wrestling Coach John Owen. From 1976 to 1996, Coach Owen led the Cardinals to 8 NJCAA National Championships, and 10 additional top 3 national finishes. Along the way, he earned four NJCAA National Coach of the Year awards and entrance to the NJCAA and Idaho Hall of Fame. Owen was also a charter inductee into the NIC Athletics Hall of Fame in 2009. Additionally, Owen was a Physical Education instructor at NIC for 30 years.

The Wrestling room recognizes the names of former Cardinal All-Americans on the interior walls and showcases the Regional Champion plaques. The Wrestling room is on the second level of Christianson Gymnasium.

DISCUSSION: Christianson Gymnasium is named after former NIC President Perry Christianson, and in 2007 the basketball court was named in honor of former Men’s Basketball Coach and Athletic Director Rolly Williams. Williams is also a member of the NJCAA Hall of Fame and NIC Hall of Fame. Coach Owen’s accomplishments helped NIC establish its reputation as the premier community college wrestling program in the nation, and the standards are still upheld today. The Wrestling program is responsible for 14 of the 16 national championships earned by NIC athletic programs to date.

COMMITTEE ACTION: The NIC Hall of Fame committee would like to recognize Coach Owen at the Tri-State Wrestling tournament on Saturday December 21, 2013, prior to the final round. The 20 minute ceremony will honor Coach Owen and his family in front of the Wrestling community and give him the proper recognition for his accomplishments as a coach, instructor, and mentor in the Inland Empire.

In recognition of this event, the committee would also like to place a name plate in the foyer of Christianson gymnasium leading up to the 2nd Floor. Also, on the second floor of gymnasium, in the entry way to the mat room, we would like to place a wall plaque with Coach Owen’s name.

FINANCIAL IMPACT: The cost of the name plates will be covered by the NIC Booster Club.

REQUESTED BOARD ACTION: It is requested that the board of trustees consider a motion to name the wrestling mat room in honor of Wrestling Coach John Owen.

Prepared by
Al Williams, NIC Athletics Director
SUBJECT
External Financial Audit for FY13

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 will present the audit along with any findings. A detailed audit exit conference was conducted by Magnuson & McHugh, CPAs, P.A. on November 12, 2013, with Trustee Banducci, President Dunlap, Vice President Dorn, Vice President Stanley, Vice President Browning 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 of the audit of FY2012-2013.

Prepared by
Ron Dorn
Vice President for Resource Management