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), (f)

Ken Howard

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

**CALL TO ORDER**
Pledge of Allegiance
Verification of Quorum/Introduction of Guests
Review Minutes
Public Comment**
Recognition of Outgoing Mayors Sandi Bloem and Clay Larkin
Celebrating Success: Adult Basic Education & TRIO Programs

Ken Howard
Ken Howard
Ken Howard
Ken Howard
Rex Fairfield and Holly Edwards

**CONSTITUENT REPORTS**
ASNIC
Staff Assembly
Faculty Assembly
Senate

Benaiah Cheevers
Nancy Edwards
Michelle Lippert
Audry Bourne

**PRESIDENT’S REPORT**
Joe Dunlap

**OLD BUSINESS**
Jacklin Seed Proposal for Short Term CTE Facilities Needs
Tab 1: Capital Project Planning

Bruce Cyr/Tom Stoesser
Joe Dunlap & Dave Teater

**NEW BUSINESS**
Tab 2: First Reading: Credit for Prior Learning Policy #5.04.07
Tab 3: First Reading: Revised Business Office & Facilities Operations Policy #2.03.02,
revised Continuous Professional Service Contracts Policy #7.01.04, and
Elimination of Financial Aid Policy #5.03

Lita Burns
Joe Dunlap & Dave Teater

**INFORMATION ITEMS**
Legislative Update

Mark Browning

**BOARD CHAIR REPORT**
Ken Howard

**REMARKS FOR THE GOOD OF THE ORDER**

Ken Howard

**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:**
February 11 5:30 p.m. NIC Board Tenure Workshop
February 26 4-8 p.m. NIC Board of Trustees Executive Session and Board Meeting
March 26 4-8 p.m. NIC Board of Trustees Executive Session and Board Meeting
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 4:05 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 Meyer, seconded by Trustee Nilson, to go into executive session under Idaho Code § 67-2345(a), (b) to consider personnel matters and (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 4:55, a motion was made by Trustee Meyer to return to open session and seconded by Trustee Nilson. Chair Howard adjourned the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair 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

Also present: Joe Dunlap, President  
              Marc Lyons, Attorney for North Idaho College  
              Lita Burns, Vice President for Instruction  
              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 any changes to the minutes from the November 20, 2013 meeting. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Human Resources Executive Director Laura Hill reported on activities for the college’s recent United Way Campaign, stating that the college raised $4,111.73.

CONSTITUENT REPORTS
ASNIC
ASNIC Vice President Joshua Brands reported on recent activities including a tour of the aerospace facility. He expressed that some students are interested in starting an aerospace club. He went on to report that one of their senators had resigned and applications are being reviewed and interviews underway for a replacement. He reported that ASNIC will meet monthly instead of bi-weekly and they plan to invite members of the community to attend and present on relevant topics.

Staff Assembly
Chair Nancy Edwards reported that Pat O’Halloran from the Aerospace Program presented an overview of the grant and program during the recent Staff Assembly meeting. She went on to report that the St. ASNIC food basket program was a success and she acknowledged and thanked Jan Pederson in Dining Services for her work in preparing the baskets.

Faculty Assembly
Chair Michelle Lippert reported that during the December Faculty Assembly meeting, faculty passed a resolution related to the format for the upcoming board workshop on tenure that included the following:

- Faculty requests a regularly formatted workshop with a public sign up,
- Faculty rejects the Pro-Con setup,
- Faculty requests an active role in planning of the workshop, and that the workshop be clearly focused on NIC tenure policy,
- Faculty requests the workshop begin with an informational presentation by faculty.

Lippert went on to report on other topics from the December meeting and she finished by commenting on the NIC Foundation grant awards and she thanked the Foundation for their contributions to the college.

Senate
Chair Audry Bourne reported on the policies that passed a second reading during their November meeting. She thanked the administration for their guidance in the policy review process this year and she thanked senators for their work.

PRESIDENT’S REPORT
Dr. Dunlap opened with some specifications and cost information that Trustee Banducci had requested for equipment that would allow board meetings to be broadcast online. He went on to say that in light of reduced enrollment, the college had reduced budgets by more than $840,000, therefore he wouldn’t recommend purchasing the equipment, at this time, unless directed by the board.
Dr. Dunlap went on to report on several events including the college’s recent receipt of a $538,000 grant award from the Albertson Foundation to fund the college’s I-Best Program, plans to contract with a capital construction consultant to help with facilities planning projects and some legislation being introduced by Senator John Geodde that would require the POST Academy in Meridian to divert some of their funding to support the North Idaho College academy.

NEW BUSINESS

Facility Master Plan and Capital Needs and Authorization

Dr. Dunlap reviewed a cash flow and action plan to demonstrate that the college can fund and manage several capital projects without depleting the capital reserve fund. He described funding sources including base cash on hand, capital reserve funds, fundraising, grants, the Permanent Building Fund, bonds, and college-owned land. He then reviewed a proposed scope of work and recommended that the board approve an expenditure of up to $100,000 from the capital reserve for contracted services through the end of the fiscal year and direct the administration to move forward with facilities and capital master planning.

Trustee Nilson expressed concern about burdening the tax payers with additional bonds and continued use of the college’s tax base without a clear picture of how the funds will be used. Trustee Wood expressed her desire for the board to hold a workshop for further review and discussion before authorizing any spending. Trustee Meyer commented that she would like to see dates and a timeline associated with the next steps and scope of work.

A discussion ensued about the board’s intent in adding the $2.4 million to the college’s tax base each year and its allocation to the college’s capital reserve. Chair Howard recommended the board give Dr. Dunlap’s request some consideration over the next month or so and view it as a constructive way to move forward. He went on to indicate that of the four projects proposed by Dr. Dunlap, the only one that would require the use of tax funding is the career technical facility. He went on to recommend that at some point, the board make a motion as to whether or not to continue taking the $2.4 million each year.

More discussion took place about a workshop for further review.

Trustee Banducci took this opportunity to ask about the progress of the review of college policies. Dr. Dunlap responded that significant progress had been made and some policies would be coming to the board in January. Chair Howard requested that as they are ready, policies be sent to the trustees for their review rather than just prior to a board meeting at which they would be asked to take action.

Some discussion took place about potential activities associated with the board’s visit to the legislature in January.

BOARD CHAIR REPORT

Chair Howard took this opportunity to thank Ron Dorn for his service to the college. He stated that the administration was in the process of trying to schedule meetings for the board with the Coeur d’Alene Tribe and the city councils for Post Falls, Coeur d’Alene and Rathdrum. He announced the date and time for the tenure workshop as February 11 at 5:30 p.m. and he expressed his vision for the workshop’s format. Trustee Nilson requested that the board be provided with the number of individuals eligible for tenure and the number of individuals granted tenure over a certain period of time.

Chair Howard went on to say that the Jacklin proposal for a CTE facility would be on the January board agenda. He closed his report by reading aloud the college’s mission statement and he commented that he intends to read it at the beginning of each meeting going forward.
REMARKS FOR THE GOOD OF THE ORDER
Trustee Nilson wished everyone a merry Christmas. Trustee Banducci commented on the Coeur d'Alene Tribe’s holiday event and the upcoming Tri-State Wrestling Tournament that the college is hosting. Trustee Wood commented on the current issues between the college’s patrol academy and the POST Council and the Meridian academy.

The meeting was adjourned at 7:05 p.m.

_________________________________________________________
Board of Trustees Chair                                           Board of Trustees Secretary
Chair Ken Howard called the workshop to order at 5:30 p.m.

Vice President for Community Relations and Marketing Mark Browning reviewed the schedule for the legislative meetings January 20 and 21 in Boise, including the hearings for the Joint Finance Appropriations Committee and the House and Senate Education Committees.

Browning next reviewed talking points for the trustees to use in discussions with legislators and members of other agencies with whom they’ll be meeting. He then reviewed NIC’s line item request to JFAC and reviewed events related to legislative funding relevant to community colleges.

There was some discussion about potential bills and Trustee Banducci stated that if the college takes a position on legislation for weapons on school grounds then he wants the topic brought before the board.

Chair Howard requested that information packages be prepared in hard copy form and provided to the trustees by the Friday prior to their departure.

There was some discussion about holding an executive session in Boise instead of holding it at the usual time prior to the monthly board meeting. The board determined they would leave the regularly scheduled meeting in place rather than meeting in Boise.

The meeting was adjourned at 6:25 p.m.
SUBJECT
Capital Project Planning

BACKGROUND
NIC is considering four capital projects over the next several years. A facility master plan needs to be developed along with development of funding streams for the projects.

DISCUSSION
Presentation by Teater Consulting includes a discussion of the proposed work plan, strategies and task timeline for development of a long range facility master plan.

REQUESTED BOARD ACTION
Request a motion authorizing the administration to proceed with developing a long-range facilities master plan that includes timelines for capital construction, management strategies, options for funding opportunities, pre-design of facilities, and development of internal capacity.

Prepared by
Joe Dunlap, President
WHEREAS, there is a strong need to develop a comprehensive long term plan for all considered capital construction projects to include: CTE Facility, Sports Complex, Joint Use Facility and Student Recreation Center, and,

WHEREAS, there is a need to obtain and consolidate current and historical information about the NIC facilities, departments, individual roles, project specific data, and organizational structure in the context of facility development, and,

WHEREAS, there is a need to coordinate and supervise construction in those related areas to planning, design, procurement, schedule, construction, and post-construction activities, and,

WHEREAS, NIC needs assistance with the overall management, development, execution, coordination, and administration of capital planning and construction programs to better coordinate and supervise planning activities and final product including public engagement, options development, and final plan/design, and,

WHEREAS, NIC needs to manage, maintain and track facility condition assessment and there is a need to increase internal skills, capabilities and capacity of current staff to perform ongoing capital project activities and the development of processes for cost control, timely, and accurate measurement and reporting of expenditures, and,

WHEREAS NIC will need to maintain existing facilities, remodel outdated facilities and construct new facilities;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Trustees directs NIC administration to develop a long-range facilities master plan that includes timelines for capital construction, management strategies, options for funding opportunities, pre-design of facilities, and development of internal capacity.
NORTH IDAHO COLLEGE

Facility Planning and Management Services

NIC Capital Project Needs

- **Support** the College with its capital planning needs
- **Build** internal capacity and skills of NIC personnel
- **Provide** technical assistance and supervision in the development of a campus master plan
- **Lead and manage** the planning and construction of various capital projects
Introduction of Team Leaders

- **Doug Nichols**: Project Manager, Architect, and Facility Planner

- **Dave Teater**: Project Manager, Ed. Administrator, and Facility Planner

**Doug Nichols’ Areas of Focus:**
- Principal in charge
- Contract interface
- Building physical condition assessment
- Project cost estimates
- Project scheduling
- Campus planning monitoring
# Introduction of Team Leaders

- **Dave Teater's** Areas of Focus:
  - Day to day NIC interface
  - General capital program leadership
  - Strategic capital finance management
  - Facilities database development
  - Building of NIC internal capacity
  - Efficiency studies

# Work Plan Overview

- **Task Group 1**: Project Initiation
- **Task Group 2**: Program Administration
- **Task Group 3**: Facilities Database and Long Range Campus Plan
- **Task Group 4**: Project Planning/Management for Four Major Projects and Related Efficiency Studies
Task Group 1: Project Initiation

- Getting started
- Housekeeping issues (e.g. security, parking, technology clearance, etc.)
- Review and analysis of past studies and documents
- Identification of any data deficiencies
- Disposition of work papers
- Reporting protocols

Task Group 2: Program Administration

Overarching “Umbrella” Activities
**Task Group 2: Program Administration**

1. General Capital Program Leadership, Management, and Supervision
2. Building Internal Capacity
3. Strategic Capital Financial Management
4. Capital Schedule Management

**Task Group 3: Long Range Campus Plan**

1. Space Utilization Analysis
2. Facility Condition Assessments
3. RFQ Activities for Campus Planner
4. Manage Campus Planner Activities

Approximately 6 Months
Task Group 4: Project Management

- Create cost models and manage capital budgets for each project
- Create and manage master schedules for all project phases
- Assist with: A/E selection, creating owner project requirements and construction standards, bidding, construction quality control, FF&E procurement

Project Management (cont’d)

- Design oversight: schematic, design development, construction documents
- Administer construction phase, attend construction meetings, change order management, reporting to NIC
- Close-out of public works requirements, post-occupancy warranty administration
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<td>16. Planning Drawings, Budgets, Schedules</td>
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### NORTH IDAHO COLLEGE - LONG RANGE FACILITY PLANNING

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Wrap Up

- Discussion
- Next Steps

Thank You!
1.0 **Project Start**

Purpose: To help create a shared understanding of the project and how the project will meet the owner's objectives. It provides an opportunity for modifications to the work plan, schedule, and deliverables. It ensures ongoing communication with the client project director.

1.1 Meet with the project director to establish working relationships, determine lines of communication, and finalize contractual arrangements.

1.2 Make logistical arrangements for the project and future on-site visits.
   1.2.1 Parking
   1.2.2 Security Passes
   1.2.3 Internet Access
   1.2.4 Office or meeting space

1.3 Perform ongoing project management including informing the project director of open issues throughout the project via periodic verbal and email communication and conference calls. In addition, perform contract management, invoicing and other logistical issues.

1.4 Review the handling and storage of project work papers with the project director and subsequently with the project team.

1.5 Obtain pertinent reports and background materials relevant to the study from the College.

1.6 Revise original work plan and project time lines with the NIC designated representative and adjust as necessary.

Deliverables: Revised Work Plan and Schedule

2.0 **Data Gathering**

Purpose: Gain current and historical information about the College, the departments, individual roles, project specific data, and organizational structure.

2.1 Gather data as outlined in the data acquisition sheet.

2.2 Review and analyze collected data, including:
   2.2.1 relevant organizational charts;
   2.2.2 budgets, both operational and capital;
   2.2.3 policies, operating procedures, mission statement, goals, and objectives of the College;
   2.2.4 contracted services agreements;
   2.2.5 computerized maintenance management system data and capabilities;
   2.2.6 prior studies and reports relevant to this project
      2.2.6.1 geotechnical reports
      2.2.6.2 long-range capital plans
      2.2.6.3 feasibility studies
2.2.6.4 any other reports related to capital projects or maintenance and operations
2.2.6.5 drawing archives
2.2.7 student demographic and other demographic data;
2.2.8 most recent accreditation reports and follow-up reports;
2.2.9 standards
  2.2.9.1 capacity
  2.2.9.2 space
  2.2.9.3 design
  2.2.9.4 equipment standards
  2.2.9.5 building system standards
2.2.10 inventory databases and other written inventory data.

2.3 Review activities with the NIC designated representative and adjust as necessary.

Deliverables: Data Acquisition Sheet

3.0 Analysis of Data Gathered

Purpose: To identify potential gaps that may exist between standards, best practices, and the data collected in Task 2.0 above for capital projects.

3.1 Ascertain those areas where a discrepancy exists between the standards or best practices and the current practices in capital projects.
3.2 Ascertain those areas where a discrepancy exists between the various reports related to capital projects.
3.3 Reconcile any conflicts between current practices and standards or information from prior reports.
3.4 Determine the fiscal impact any conflicts.
3.5 Review activities with the NIC designated representative and adjust as necessary.

Deliverables: Ad Hoc Reports as Necessary
4.0 General Program Management, Administration, and Supervision

Purpose: To assist the College with overall management, development, execution, coordination, and administration of the capital planning and construction program.

4.1 Interface and communicate with NIC personnel, and contractors, and representatives of outside organizations regarding the capital projects program.

4.2 Assist the NIC staff, personnel, and contractors in identifying lines of authority, organization and communication to effectively manage the program.

4.3 Assist the NIC staff, personnel, and contractors in evaluating and revising current procedures and developing new procedures as necessary.

4.4 Manage budgets, manage expenditures, and tabulate and compile fiscal reports associated with the program based on information provided by NIC staff, personnel, and contractors.

4.5 Assist NIC personnel with the development, periodic review, and revision of program and project schedules.

4.6 Assist NIC personnel in the management, supervision, oversight, and evaluation of performance of the separately hired architectural/engineering (A/E) firms, specialty consultants, and general contractors.

4.7 Assist the NIC Risk and Safety Manager to mitigate potential problems/risks including digitizing of archival documents.

4.8 Review activities with the NIC designated representative and adjust as necessary.

Deliverables: Ad Hoc Reports as Necessary

5.0 Capacity Building

Purpose: To increase the skills and capabilities of current staff to perform ongoing capital project activities so the College can better perform appropriate tasks internally.

5.1 Identify existing personnel who can effectively and efficiently perform selected capital planning and capital improvement tasks.

5.2 Identify selected capital planning and capital improvement tasks that existing staff might effective and efficiently perform.

5.3 Explain and demonstrate how selected tasks are performed.

5.4 Assess, monitor, and provide additional feedback on tasks performed.

5.5 Provide periodic feedback to the NIC designated representative and adjust as necessary.

Deliverables: NA
6.0 **Financial Management (Strategic)**

Purpose: To provide staff with high level budgeting and the development of processes for cost control and timely, accurate measurement and reporting of expenditures.

6.1 Assist NIC in refining its overall capital program budget, including revenue sources, probable hard and soft costs (fees, permits, etc.).

6.2 Assist in the management of grants, rebates etc., from public agencies, foundations, utilities, etc. associated with the capital project.

6.3 Supervise the preparation of periodic summaries of program revenues and expenditures and to reallocate available funds as necessary.

6.4 Identify options for tracking overall project budgets and costs with the NIC fiscal team, construction managers, and A/E firms as needed.

6.5 Help develop protocols for maintaining all NIC records for the annual audit.

6.6 Review activities with the NIC designated representative and adjust as necessary.

**Deliverables:** Periodic fiscal reports

7.0 **Schedule Development**

Purpose: To develop, review and revise both a program and project schedules that conform to NIC requirements.

7.1 Identify software used by the management consulting team firm for use in coordinating and maintaining program and project schedules that document the sequence and time frame for each project;

7.2 Identify software used by the A/E firm for use in coordinating and maintaining schedules that document the sequence and time frame for each project and/or bid package;

7.3 Assist the A/E firm to develop and maintain an updated task matrix for each project.

7.4 Assist the A/E firm in the development of a preliminary detailed project implementation schedule and critical dates list. Typical activities include, but are not limited to:

7.4.1 Programming
7.4.2 Pre-Design Analysis
7.4.3 Geotechnical exploration & recommendations
7.4.4 Surveying
7.4.5 Design phases
7.4.6 Value engineering
7.4.7 Constructability reviews
7.4.8 State and NIC review and approvals
7.4.9 Permitting requirements
7.4.10 Phase estimates and reviews
7.4.11 Advertisement, bidding, evaluation and award
7.4.12 Early bid packages
7.4.13 Construction Notice to Proceed
7.4.14 Substantial Completion
7.4.15 Building commissioning
7.4.16 Occupancy Permit
7.4.17 Furniture installation
7.4.18 Move-In
7.4.19 Close-out

7.5 Review with the NIC designated representative and adjust as necessary.

**Deliverables:** Task Matrix and Schedule
8.0 Review and Verify Enrollment Projections

Purpose: To validate current estimates of future enrollments so they can be matched with current capacities.

8.1 Electronically collect enrollment histories from NIC personnel.
8.2 Review current enrollment projection studies and methodology utilized.
8.3 Develop sample enrollment projection summaries using NIC's various methodologies to verify consistency of conclusions.
8.4 Adjust enrollment projection methodology as appropriate.
8.5 Verify enrollment projections for the study period of five years.
8.6 Review with the NIC designated representative and adjust as necessary.

Deliverables: Enrollment Projections

9.0 Space Utilization Analysis

Purpose: To determine the ability of facilities to house existing students and programs.

9.1 Identify space labeling standards for use in study.
9.2 Determine NIC standards for "fill rate" for classrooms, labs, and offices.
9.3 Collect usage data for selected facilities in cooperation with NIC administration.
9.4 Calculate and summarize utilization information using standard and data above.
9.5 Meet with NIC staff and review existing utilization information.
9.6 Based on utilization information, determine if there is sufficient capacity to meet needs or if additional space is required, or if there is excess space.
9.7 Review with the NIC designated representative and adjust as necessary.

Deliverables: Space Utilization Report

10.0 Conduct Facility Assessments

Purpose: To gain an accurate building assessment including physical condition, functional adequacy, and site condition.

10.1 Review existing facility condition data.
10.2 Meet with selected NIC staff to review the facility assessment methodology, and to discuss the review schedule and procedures.
10.3 Notify NIC administrator of the schedule. Adjust as necessary.
10.4 Conduct condition assessment evaluations. The evaluations shall:
   ■ Assess the physical condition of each building.
   ■ Assess the functional adequacy of each building.
   ■ Assess the condition of each site
10.5 Prepare a report detailing the condition at each building
10.6 Review with the NIC designated representative and adjust as necessary.

Deliverables: Facility Assessment Report
11.0 **Campus Planner RFQ Development**

Purpose: To develop preliminary language for an RFQ for a campus planner. Information developed here will become the basis for additional reviews of the RFQ process.

11.1 Gather and review other RFQs developed for related or similar projects.
11.2 In conjunction with the NIC project director, determine the major sections of the RFQ.
11.3 Determine a timeline for the publication, pre-proposal conference, screening, and interviewing processes.
11.4 Prepare a draft RFQ with language in each major section.
11.5 Review the draft RFQ with NIC project director and edit as necessary.
11.6 In conjunction with the NIC project director, submit revised draft RFQ to NIC legal counsel for review if determined necessary by NIC’s project director.
11.7 In conjunction with the NIC project director, share the final revision of the RFQ with the appropriate community college leaders.
11.8 In conjunction with the NIC project director, develop notice language for distribution in the local newspaper and/or trade publications.
11.9 In conjunction with the NIC project director, distribute the RFQ to interested firms.

Deliverables: Final RFQ, RFQ Notice

12.0 **Pre-Proposal Activities**

Purpose: To answer questions about the RFQ and the selection process from interested firms.

12.1 In conjunction with the NIC project director, set a pre-proposal conference date, time, and place.
12.2 In conjunction with the NIC project director, conduct a pre-proposal conference.
12.3 In conjunction with the NIC project director, receive questions from interested respondents.
12.4 In conjunction with the NIC project director, prepare a question and answer document for publication.
12.5 In conjunction with the NIC project director, prepare addenda as necessary.
12.6 In conjunction with the NIC project director, share the pre-proposal information with appropriate community college leaders.

Deliverables: Question and Answer, Addenda (if needed),

13.0 **Screening Process**

Purpose: To identify the top campus planning firms that will be eligible for additional review and/or interview.

13.1 Develop a screening instrument that will help NIC officials sort and select the top campus master planning firms that will be eligible for additional review and/or interview.
13.2 Review and revise the screening instrument as necessary with the NIC project director and other NIC officials.
13.3 In conjunction with the NIC project director, identify a screening team.
13.4 Arrange a screening team meeting shortly after the closing date of the RFQ.
13.5 In conjunction with the NIC project director, provide a brief training on the screening process for the screening committee.
13.6 In conjunction with the NIC project director, screen applicants using the screening instrument.
13.7 In conjunction with the NIC project director, notify successful candidate firms of the date, time, and place of upcoming interviews.
13.8 In conjunction with the NIC project director, notify unsuccessful firms of screening decision.
13.9 In conjunction with the NIC project director, share the screening information with appropriate community college leaders.

Deliverables: Screening Instrument

14.0 Interview and Selection Process

Purpose: To identify the top campus planning firm from the finalists that will be recommended for selection.

14.1 Develop an interview instrument that will help NIC officials sort and select the top campus master planning firm.
14.2 In conjunction with the NIC project director, review and revise the interview instrument as necessary.
14.3 In conjunction with the NIC project director, identify an interview team.
14.4 In conjunction with the NIC project director, provide a brief training on the interview process for the interview committee.
14.5 In conjunction with the NIC project director, interview finalists using the interview instrument.
14.6 In conjunction with NIC project director, conduct reference checks of the preferred firm.
14.7 In conjunction with the NIC project director, notify successful finalist firm of decision.
14.8 In conjunction with the NIC project director, notify unsuccessful firms of decision.
14.9 In conjunction with the NIC project director, share the interview and recommended award information with appropriate community college leaders.
14.10 In conjunction with the NIC project director, forward recommendation to the Board of Trustees for final approval.
14.11 In conjunction with the NIC project director, negotiate a scope of work and fee with the successful firm.

Deliverables: Interview instrument
15.0 **Manage the Long Range Campus Planning Process**

Purpose: To coordinate and supervise the facility/campus planning firm’s activities and final product including public engagement, options development, and final plan/design.

- **15.1** Review owner planning materials (already developed) with planning firm.
- **15.2** Coordinate planning activity schedules with owner.
- **15.3** Conduct periodic progress meetings with planning firm.
- **15.4** Attend selected public engagement activities as the owner’s representative.
- **15.5** Review options as they are developed. Identify issues that may require adjustments to the options.
- **15.6** Review the preparation of the draft master plan which is based on the prioritized projects.
- **15.7** Review draft plan with appropriate NIC officials.
- **15.8** Supervised input gathering activities related to draft plan at public meetings.
- **15.9** Supervise the revisions of draft plan as appropriate and supervise preparation of final master plan. Plan to include:
  - Background Information
  - Facility impact on current and future programs
  - Enrollment projections and space utilization data
  - Facility assessments
  - Evaluation of alternatives
  - New construction, expansion, and renovation work required. Substantiation to be based on the data.
  - Identification of other issues that are foreseeable beyond the period covered by the plan and recommendations to deal with those issues.
- **15.10** Supervise presentation of the final plan to the College.

**Deliverables:**
- Master Plan Options
- Final Long-Range Facility Master Plan
16.0 Planning: Drawings and Budget

Purpose: To use the existing documentation to identify the facility and site layout in conceptual form and to identify the costs necessary to accomplish the work identified in the conceptual drawings.

16.1 Review the process for selection of an A/E firm, including developing lists of potential firms, developing selection criteria, preparing and transmitting requests for qualifications, and conducting interviews. Repeat the process if necessary. (See Assumptions for the Work Plan.)

16.2 Assist NIC in the preparation and review of a contract with the A/E firm.

16.3 Assist the A/E firm in the preparation of drawings that address the facility needs based on the data gathered in previous studies.

16.4 Assist the A/E firm in refining the concept drawings based on discussion and input from appropriate NIC personnel.

16.5 Present the final concept drawing to the appropriate NIC personnel.

16.6 Assist the A/E firm in the review of existing building cost information using local historical data and the R.S. Means cost estimating publication.

16.7 Assist the A/E firm in the preparation of a detailed line item cost estimates for the conceptual drawing.

16.8 Based on discussions with the A/E firm and NIC staff, work with an independent cost estimating firm to develop an opinion of probable costs to construct the project, including site and soft costs.

16.9 Share the cost estimate report with the NIC designated representative and appropriate NIC leaders.

Deliverables: Drawings and Cost Estimate Report Ad Hoc Reports as Necessary

17.0 Project Management

Purpose: To coordinate and supervise construction in those related areas of planning, design, procurement, schedule, construction, and post-construction activities.

17.1 During the planning phase:

17.1.1 In cooperation with the A/E firm, consultants, and general contractor, meet with local jurisdictions and service groups as owner representative during design;

17.1.2 In cooperation with the A/E firm, consultants, and general contractor, assist with selection of testing, geotechnical, traffic studies, surveying, asbestos abatement, consultants, etc.
17.2 During the design phase:
17.2.1 In cooperation with the A/E firm, consultants, and general contractor, assist with the development of schedules.
17.2.2 Conduct periodic progress meetings between the owner, the A/E firm, and others. These meetings shall serve as a forum for the exchange of information regarding the project and a review of the design progress.
17.2.3 If requested by the owner, compile and convey the owner review comments to the A/E firm.

17.3 During the procurement phase:
17.3.1 Conduct a telephone and correspondence campaign to attempt to increase interest among qualified bidders.
17.3.2 Assist the owner in preparing and placing notices and advertisements to solicit bids for the project.
17.3.3 In conjunction with the owner and A/E firm, attend pre-bid conferences. These conferences shall be forums for the owner and A/E firm to explain the project requirements to the bidders, include information regarding schedule requirements, time and cost control requirements, access requirements, owner administrative requirements, and technical information.
17.3.4 Receive from the A/E firm a copy of all addenda; review addenda for effect on the project budget, schedule, and for clarity and coordination in documentation.
17.3.5 Assist the owner in bid opening and evaluation of bids for responsiveness and price; make recommendations to the owner concerning the acceptance or rejection of bids, including alternate bid prices.
17.3.6 Conduct a post-bid conference to review contract award procedures, schedule, and project staffing, and other pertinent issues.
17.3.7 In consultation with the owner and A/E firm, participate in a pre-construction conference to review project reporting procedures and other rules.

17.4 Time and Schedule Management
17.4.1 On a monthly basis, review with the contractor the progress of construction, and evaluate the percentage complete of each construction as indicated in the contractor’s construction schedule. This review will compare actual progress compared to scheduled progress and shall serve as the basis for progress payments to the contractor. Further, this review shall serve as input into the periodic construction schedule report that shall be distributed to the owner, A/E firm, and contractor.
17.4.2 As necessary, recommend that the owner require the contractor to prepare and submit a recovery schedule as specified in the contract documents.

17.5 During the construction phase:
17.5.1 In cooperation with the A/E firm, consultants, and general contractor, conduct periodic on site construction observations.
17.5.2 Periodically conduct coordination meetings at the project site with each contractor and the A/E firm.
17.5.3 Review the minutes (prepared by the A/E firm) from the coordination meetings and report any errors.

17.5.4 Review the status of shop drawings, test reports, samples and other documents that have been submitted to and received from other entities.

17.5.5 In cooperation with the A/E firm, consultants, and general contractor, track project expenditures and budgets.

17.5.6 In cooperation with the A/E firm, consultants, and general contractor, participate in the change order process.

17.5.7 In cooperation with the A/E firm, consultants, and general contractor, prepare and present monthly status reports to the Owner, including schedule and financial updates.

17.5.8 Receive from the contractor, all maintenance and operations manuals, warranties and guarantees for materials and equipment installed in the project. These materials shall be reviewed for completeness and forwarded to the A/E firm for copying and delivering to the owner.

17.5.9 In cooperation with the A/E firm, consultants, and general contractor, assist the owner with owner provided furnishings and equipment procurement (if required), and installation (if required).

17.5.10 In cooperation with the A/E firm, consultants, and general contractor, keep necessary records related to the construction project.

17.5.11 Review and approve the A/E firm’s determination that the project and contractor’s work is substantially complete. Review and approve the A/E firm’s list of incomplete work or work that does not conform to the requirements of the contract documents, such list to be attached to the certificate of substantial completion.

17.5.12 Review and approve the A/E firm’s determination of final project completion and provide to the owner a written recommendation regarding final payment to the contractor.

17.6 During the post-construction phase:

17.6.1 In cooperation with the A/E firm, consultants, and general contractor, participate in close-out and commissioning activities (if applicable), including warranties.

17.6.2 Prior to final completion of the project, review and approve the A/E firm’s indexed binders of manufacturer’s maintenance and operations manuals, warranties and guarantees, and certificates to be delivered to the owner.

17.6.3 Assist the A/E firm’s efforts in obtaining an occupancy permit by coordinating final testing, preparing and submitting final documentation to governmental agencies and accompanying governmental officials during inspections of the project.

17.6.4 Participate in an 11-month, on-site warranty review with the owner and A/E firm to document work to be completed or corrected by the contractor.

17.6.5 Prepare and deliver to the owner, final project accounting and close out reports.

Deliverables: Periodic Progress Reports, Schedules, Budget Reports
18.0 Manage Efficiency Studies

Purpose: To coordinate and contracted services to conduct effectiveness and efficiency studies for selected NIC departments.

18.1 Review owner needs for efficiency review(s).
18.2 Assist the owner in RFP development and procurement for projects.
18.3 Supervise the development of a work plan for each efficiency study contractor.
18.4 With each selected subcontractor:
   18.4.1 Supervise project initiation activities;
   18.4.2 Supervise data collection process;
   18.4.3 Supervise review of standards for each department;
   18.4.4 Supervise management interview process;
   18.4.5 Supervise analysis of data gathered in documentation and interviews;
   18.4.6 Supervision development of subcontractor’s final report.
18.5 Review with the NIC designated representative and adjust as necessary.

Deliverables: Efficiency Report(s)
SUBJECT
Credit for Prior Learning Policy

BACKGROUND
The NWCCU standard for granting credit for prior learning reads as follows:
2.C.7 Credit for prior experiential learning, if granted, is
a) guided by approved policies and procedures;
b) awarded only at the undergraduate level to enrolled students;
c) limited to a maximum of 25% of the credits needed for a degree;
d) awarded only for documented student achievement equivalent to expected learning achievement for courses within the institution’s regular curricular offerings; and
e) granted only upon the recommendation of appropriately qualified teaching faculty.
Credit granted for prior experiential learning is so identified on students’ transcripts and may not duplicate other credit awarded to the student in fulfillment of degree requirements. The institution makes no assurances regarding the number of credits to be awarded prior to the completion of the institution’s review process.

The policy was developed to provide a standard process for evaluating students’ prior learning experiences, so that credit may be appropriately awarded.

COMMITTEE ACTION
This policy has been reviewed and revised by NIC’s Senate, and is now presented to the board of trustees for a first reading.

FINANCIAL IMPACT
Minimal impact. This would be delivered in a directed study format.

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

Prepared by,
Lita A. Burns, PhD
Vice President for Instruction
Policy Narrative

North Idaho College evaluates credit for prior learning (CPL) to enable professional-technical students to enrich or accelerate their programs of study. CPL credit is awarded for the achievement of an advanced level of knowledge and/or skill outside of college coursework. The learning must be documented, demonstrable, college-level, currently applicable, and be equated to specific course outcomes in the college curriculum.

CPL credit is awarded for prior learning through the use of published procedures and through portfolio assessment. CPL is awarded for learning that is acquired through work experiences, correspondence and extension courses, civic, community, and volunteer work; participation in formal courses; military training, and in-service training sponsored by associations, business, government, and industry.

A student interested in a professional-technical program at North Idaho College may receive CPL only if the learning: 1) is evaluated by appropriately qualified teaching faculty through formal procedures, 2) meets the outcomes of specific courses at the college, 3) relates to the student’s education program, and 4) meets the standards of quality as set forth by the Idaho State Board of Education and the Northwest Commission on Colleges and Universities. CPL credit is limited to a maximum award of 25% of the credits needed for a specific degree or certificate program. Students can make application for CPL by completing the procedures described in detail in the North Idaho College Handbook for Credit for Prior Learning. CPL is applicable to professional-technical education programs that lead to employment and generally will not transfer to other institutions.

This policy does not pertain to Challenge for Credit, College Level Exam Program (CLEP) Credit, Foreign Language Placement Credit or Advanced Placement (AP) Credit.
SUBJECT
College Policy Revisions

BACKGROUND
As a part of a thorough review of college policies begun this past fall semester, President’s Cabinet and Senate have collaboratively developed and approved minor revisions to Policies 2.03.02 and 7.01.04. There were no substantive changes to either one; however revisions must be approved by the board of trustees.

In addition to these two policies, President’s Cabinet and Senate both approved the elimination of Policy 5.03 Financial Aid. The reason for elimination is that the college is mandated by the U.S. Department of Education to carry out financial aid practices, therefore a policy stating the college is doing so, is unnecessary.

FINANCIAL IMPACT
None.

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

Prepared by
Shannon Goodrich, Sr. Executive Assistant
NIC President’s Office
Policy Narrative

The North Idaho College Business Office under the guidance of the board of trustees and the college president shall adopt practices for two goals:

1. to provide for the safety of students, employees and the public through the development and publication of campus emergencies/safety regulations, risk management guidelines;
   2. to maintain proper receipt, use and record-keeping for the receipt, use and disbursement of all funds and other assets received or possessed by North Idaho College.

These practices shall be codified in the Administrative Services Operational Guidelines and shall ensure all assets are protected and used for their intended purposes. In an effort to ensure accountability and to ensure stewardship of the institution’s finite resources, the vice president for Finance and Business Administrative Services Affairs or his/her designee will communicate changes in the Administrative Services Operational Guidelines Manual to constituent groups.
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.
NIC will steward the Financial Aid process as outlined in the federal guidelines that are updated yearly by the Department of Education.