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* Christie Wood
   Idaho Code Sections 67-2345(a), (b), (c), (f)

6:00 p.m. Lake Coeur d'Alene Room
RECONVENE BOARD MEETING/CALL TO ORDER Christie Wood
   Pledge of Allegiance
   Verification of Quorum/Introduction of Guests
   Review Minutes
   Public Comment** Christie Wood
   Celebrating Success: Disability Support Services 5-7 minutes Tim Gerlitz

CONSTITUENT REPORTS
   ASNIC 5 minutes Richard Fortman
   Staff Assembly 5 minutes Carol Jones
   Faculty Assembly 5 minutes Erin Davis
   Senate 5 minutes Chantel Black

PRESIDENT’S REPORT 15 minutes Joe Dunlap

KTEC BOARD REPORT 5 minutes Todd Banducci

OLD BUSINESS
   Tab 1: FIRST READING: Student Recreation Center Graydon Stanley/Jon Totten/Richard Fortman
   Tab 2: SECOND READING: Revised Campus Emergencies Policy #7.04 Graydon Stanley

NEW BUSINESS
   Tab 3: FIRST READING: Revised Political Activities Policy #3.02.11 Mark Browning
   Tab 4: FIRST READING: Eliminate Payroll Advance Policy #3.02.27 and Memorials Policy #6.06.01 Chris Martin
   Tab 5: FIRST READING: Eliminate Information for Transfer Students Policy #5.04.06 Lita Burns
   Tab 6: FIRST READING: Levee Remediation Agreement Chris Martin
   Discuss Input for City of Coeur d’Alene Four Corners Project Joe Dunlap
INFORMATION ITEMS
Update on Career Technical Education Facility

BOARD CHAIR REPORT

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:

City of Cd'A Public Workshop - Four Corners Project February 25 6 p.m. Cd'A Library Community Room

Walden History Project Reception February 26 4-6 p.m. Molstead Library
honoring Ace and Ellen Walden's legacy

NIC Foundation Bon Appetit Event March 13 5:30 p.m. – Hayden Lake CC

NIC Board Executive Session/Meeting March 25 – SUB

Human Rights Banquet April 13 – Coeur d'Alene Inn

Common Read Symposium April 21 – SUB

NIC Board Meeting April 22 5 p.m. – Sandpoint Outreach Center

NIC Commencement Breakfast & Ceremony May 15
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 Christie Wood 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
Christie Wood

Also present: Joe Dunlap, President
Marc Lyons, Attorney for North Idaho College
Mark Browning, Vice President for Communications and Governmental Relations
Lita Burns, Vice President for Instruction
Chris Martin, Vice President for Finance and Business Affairs
Graydon Stanley, Vice President for Student Services

Chair Wood opened by asking Trustee Howard to read, aloud, the college’s mission statement. She then led the board and meeting attendees in the Pledge of Allegiance and welcomed attendees and guests to the meeting.

APPROVAL OF MINUTES
Chair Wood called for any changes to the minutes from the meeting held on December 16, 2014. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Members of the NIC Registrar’s Office and Advising Services provided an overview of the Orientation, Advising, Registration Sessions, which provide information for new students to be successful in the registration process, attending college at NIC and career planning.

Sociology Instructors Mauree Steinel and Jackie East-Peters provided an overview of the college’s Common Read project, implemented through the Student Education Committee and Diversity Steering Committee in an effort to promote diversity and cultural competence throughout the college.

SPECIAL REPORTS
Coeur d’Alene City Administrator Jim Hammond and City Engineer Gordon Dobler provided a progress report on the flood control project along the levee on Rosenberry Drive. Dobler reviewed the work phases required for FEMA’s recertification of the levee, including the work to correct deficiencies for final certification and approval at a cost of $816,220, which, he stated,
includes a $75,000 contingency. He went on to review work that has been completed, so far, by city and college crews, reducing the cost by approximately $100,000, bringing the remaining cost balance to approximately $650,000. Dobler continued by commenting that the city anticipates the remaining work will be completed over the next two years, which will allow the costs to be broken up over two budget years and work completed late summer of 2016.

A discussion took place about who is responsible for the levee and Rosenberry Drive and potential options for cost sharing between the city and college. Following discussion, the board directed the administration to work with the city to draft a dike road remediation agreement that includes cost sharing, the development of a clearly written easement outlining responsibility for ongoing maintenance and operation of the road and a cap on cost spending. It was determined that the administration will bring a draft agreement to the board for review at the February board meeting.

CONSTITUENT REPORTS

ASNIC
ASNIC President Richard Fortman discussed his recent trip to Boise with members of the administration to participate in the community college legislative luncheon. He then discussed end of year projects including budget, elections and ratifying the ASNIC constitution. He closed by discussing the students’ continued work on their rec center presentation.

Staff Assembly
Chair Carol Jones discussed student support activities that occur during the week prior to the beginning of spring semester and she mentioned that this spring, the college dropped 137 students for non-payment compared to last year’s 290.

Faculty Assembly
Chair Erin Davis reported that during their January 8 meeting, Faculty Assembly received a demonstration of the college’s newly implemented virtual tour and an update on the Common Read program and they received a diversity training update and a request from e-Learning to participate in the state’s learning management system features survey.

Senate
Chair Chantel Black provided an update on the policies and procedures Senate passed for a first or second reading during their January meeting.

PRESIDENT’S REPORT
Dr. Dunlap opened by reporting on a shelter-in-place emergency drill that took place at college locations earlier in the day. He went on to report that the Radiography Program was recently re-accredited for eight years and he expressed his appreciation for the efforts of the Program Director Shellie Son and Dean Christy Doyle. He continued by announcing that the results of the 2014 attempts at the nursing exam had just been published and that of the 12 programs in the state of Idaho, NIC had the highest pass rate of 98%. He expressed his appreciation for NIC nursing faculty. Dunlap next announced that the Foundation had hired Tom Monahan as council for a capital campaign feasibility study in support of the Career Technical Facility and he mentioned that work had begun on the pursuit of an Economic Development Administration grant in support of the Career Technical Facility. He next reminded trustees of the Foundation’s upcoming Bon Appetit fundraiser and encouraged them to purchase their tickets soon. He went on to announce that Steve Rayborn had been selected as the new deputy administrator for the State Division of Professional Technical Education and he discussed a recent meeting with an IT analytics company in Sandpoint that needs language training and IT education as well as a
meeting with Kootenai Health and Hagadone Corporation to discuss ways in which NIC can serve their needs in IT knowledge, skills and abilities. He closed by reviewing President Obama’s proposal for free college and he announced that through the Department of Labor and the Governor’s Office, the state budget proposal includes $6 million for industry sector grants.

KTEC REPORT
Trustee Meyer reported that there had been no meeting in the past month and she commented the North Idaho Business Journal highlights KTEC students each month and she briefly discussed this month’s article. She added that Trustee Banducci would be attending the January 28 meeting in her stead.

OLD BUSINESS
Amended Faculty Assembly By-laws:
Faculty Assembly Chair Erin Davis presented the amendment to the Faculty Assembly By-laws for a second reading. Trustee Howard made a motion to approve the amendment. The motion was seconded by Trustee Meyer. Chair Wood called upon College Attorney Marc Lyons to review his analysis of the application of open meeting law to meetings of employee groups including Faculty Assembly. Lyons reported that in his analysis, he reviewed the Idaho Attorney General’s guideline letters, the statute, and Idaho Supreme Court case law to arrive at the conclusion that the only governing body subject to the open meeting law at North Idaho College is the board of trustees. He added that constituent groups, committees, President’s Cabinet and other employee groups, even though they do give recommendations to the board and are involved in some policy input, they are not subject to the open meeting law. Trustee Banducci commented that the board had not had much time to discuss the matter and he expressed his wish to postpone the discussion and vote one more month to allow for further exploration.

Trustee Howard commented that the college should allow constituent groups the opportunity to meet with their members and discuss matters sensitive to them and he expressed that the analysis conducted by Marc Lyons answered his questions with regard to where the law stands on the issue. He went on to comment that board members had received some other analysis that was unsigned and he expressed his discomfort with arguments made to which no one takes ownership and he finds no reason to delay the approval of the Faculty Assembly’s amendment. In support of his wish for further exploration of the issue, Trustee Banducci raised questions posed in the analysis he provided to board members. Chair Wood commented that she is comfortable with the legal analysis conducted by Marc Lyons and feels that the other issue for Trustee Banducci is a philosophical one and she went on to state that the constituent groups should feel free to meet without feeling they’re not able to express their opinions. Trustee Howard commented that the board is not delegating authority through this amendment, but that it does allow groups the opportunity to speak among themselves. Erin Davis commented that Faculty Assembly feels that any non-member attending a meeting without specifically being on the agenda may suppress the discussion and she added that her monthly report to the board is intended to inform the board of the business conducted and contents of presentations made during Faculty Assembly meetings.

Following this discussion, the motion carried with three in favor and one abstention.

At this time Chair Wood called for a five minute break.
NEW BUSINESS
*Revised Campus Emergencies Policy #7.04:*
VP Graydon Stanley presented revisions to the campus emergencies policy, commenting that revisions include the elimination of information that has become outdated due to new regulations, guidelines and staffing. Trustee Howard commented that he feels the policy should address the requirement for constituents to comply with the policy. Stanley stated that he and his team will conduct some research and add some language prior the board’s second reading.

INFORMATION ITEMS
*JFAC Presentation:*
VP Mark Browning distributed itineraries for the board’s upcoming visit to the legislature and provided an overview of the Governor’s funding recommendations and priorities President Dunlap will discuss in his presentation. A brief discussion took place about the level at which the trustees should address the topic of out of district tuition with legislators during this visit.

*Institutional Optimization:*
VP Lita Burns provided an overview of the program implemented last fall in which the institution is assessing all of its programs and processes in order to become more efficient and effective.

BOARD CHAIR REPORT
Chair Wood commented that she expects the city of Coeur d’Alene will be coming forward with a proposal to discuss beach annexation and she reported that the Coeur d’Alene Police Chief is bringing before the city council, a proposal to gift holsters, used previously by the Police Department, to the NIC POST Academy. She mentioned that she has asked Dr. Dunlap to begin developing a committee for the Joint Use Facility and she reminded the board of the upcoming President’s Cabinet and Board retreat and she asked for agenda items.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Meyer confirmed that the April 2015 board meeting will take place in Sandpoint and she recognized former NIC student, Roni Rutledge, who died unexpectedly in December.

The meeting was adjourned at 9:11 p.m.
SUBJECT
North Idaho College Student Recreation Center Proposal

BACKGROUND
The current facilities provided at North Idaho College for student access to recreational activities are not adequately providing health and fitness opportunities.

In the spring of 2014 the Associated Students of North Idaho College (ASNIC) conducted a campus wide survey which showed the students' continued support for a new recreation facility. The survey indicated that the students were willing to support an additional fee of up to $100 per semester.

In August 2014 the NIC administration created the North Idaho College Student Recreation Center Advisory Board, which was charged with the creation of a comprehensive facility proposal. This advisory board began its work immediately with focus on three areas: philosophy and programming, location and pre-design, and finance.

DISCUSSION
The Student Recreation Center will provide an opportunity for students to engage in a wide range of recreation and wellness activities. This facility will expand our programming potential, provide student employment opportunities, accommodate our Physical Education department with additional space for courses and serve as a powerful tool for recruitment and retention.

As part of this process, we connected with and visited several institutions with student recreation centers to learn from their experiences. We examined their program philosophy, building design and their financial models. From all of our colleagues we heard that these facilities are extremely beneficial to their campuses.

Determining the right location for this building was an important part of this process. There are many variables that were considered in the selection process. Ultimately, the committee determined that the best location for the building is located south of River Avenue behind Winton Hall (tennis courts). This site is central to campus, both today and in the future, it meets the physical requirements for a building this size and it requires the least amount of disruption to the current layout of campus.

COMMITTEE ACTION
The Student Recreation Center Advisory Board met with the Dormitory Housing Commission (DHC) on Monday, February 9. Members of the DHC endorsed the project and instructed the committee to move forward with their planning and presentations to the board of trustees.

FINANCIAL IMPACT
Total project cost is estimated at $7,666,119 according to calculations from ALSC Architects. Total debt-service with a 30-year maturity is estimated at $14,517,150.

The project is to be financed through revenue bonds with the pledged income generated through Student Fees and Student Recreation Center operations, estimated annually at
$745,800. Student Fees, calculated using NIC Full-Time Equivalency fall and spring semester combined count totaling 6,338 at a per semester rate of $100, would be supplemented with Center Revenue to meet the debt service and annual operation obligations.

Annual expenses include personnel and operating costs – estimated annually at $211,288, in addition to the annual debt-service. Maximum annual debt-service is estimated at $520,750 and average annual debt-service (years 7 – 30) is estimated at $518,631 based on an average coupon rate of 4.885285%.

REQUESTED BOARD ACTION
The committee is requesting no board action at this time. This presentation is for information only. Following this presentation and the ensuing discussion, the committee will seek Board action in March 2015.

Prepared by:
Jon Totten
NIC Student Recreation Center Advisory Board Chair
North Idaho College

Student Recreation Center

February 18, 2015
Student Recreation Center Advisory Committee

Jon Totten - Outdoor Pursuits, Chair
Sarah Garcia - Business Office
Steve McGroarty - Auxiliary Services
Heather Erikson - Student Development
Jess Bennett - Recreational Sports
Paul Manzardo – Physical Education/Resort Recreation Management
Jennifer Harbour – Physical Education
Richard Fortman - ASNIC

Cheyenne Salazar- ASNIC
Tim Gerlitz – Disability Support Services
Laura Hill - Human Resources
Ken Thompson – Athletics
Nick Granier – Communications and Marketing
Bill McElver – Physical Plant
Mic Armon - DHC

Consultants
Dave Teater – CSG Consultant
Dave Houtari – ALSC
Overview

Background and Student Perspective
Richard Fortman

Project Summary and Timeline
Jon Totten

Philosophy and Programming
Jess Bennett

Facility Location/Pre-Design
Jon Totten

Financial Impact
Steve McGroarty

Closing Statements/Questions
Jon Totten
Background and Student Perspective

• Current Facilities
  Needs for Improvement

• Student Input
  ASNIC Survey

• Support for Student Recreation Center
  Student Fee
Project Summary and Timeline

Committee make-up and focus areas

- Philosophy and programming
- Facility location and pre-design
- Financial impact

Project timeline

- Aug. 2014 – Jan. 2015 - SRC Committee
  - programming, location, facility costs estimates, financial impacts, presentations
- Feb. 2015 - Dorm Housing Commission Presentation
- Feb. 2015 - NIC Board of Trustees Presentation
Philosophy and Programming

- Research Results from the NIRSA/ NASPA Consortium
  - Nationwide Survey of over 33,000 students from 41 schools
  - Recruitment – 68%
  - Retention – 74%

- Philosophy and Programming Subcommittee Process

- Anticipated Programming
Functional Space

- Lockers (2)
- Climbing Wall
- Admin
- Classroom
- Elevated Track
- Gym
- Multipurpose
  - Fitness
  - Fitness
- Laundry
- Storage
- Weights
- Spinning
Administrative Space
North Idaho College
Student Recreation Center

Possible Amenities and Activities:

- Rock Climbing Wall
- Jogging Track
- Fitness
- Free Weights
- Weight Machines
- Cardio Machines
- Basketball & Volleyball Courts
- Locker Rooms
- Equipment Check-Out
- Outdoor Recreation/Resource Center
- Administration Offices
- Core Support & Circulation Spaces
- Available for P.E. Classes
- Student Employment
Facility Location/Pre-Design
Facility Location/Pre-Design

- Research and Benchmarking
- Location Selection Process
- Pre-design
Site Recommendation
Financial Information
## Project Cost

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Square Feet</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Areas</td>
<td>23,165</td>
<td>4,254,150</td>
</tr>
<tr>
<td>Core &amp; Circulation Spaces</td>
<td>5,791</td>
<td>1,013,469</td>
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<tr>
<td>Total Building Square Feet</td>
<td>28,956</td>
<td>5,267,619</td>
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<tr>
<td>Site Development Allowance</td>
<td></td>
<td>701,500</td>
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<tr>
<td>Total Construction Cost</td>
<td></td>
<td>5,969,119</td>
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<tr>
<td>Project Soft Costs</td>
<td></td>
<td>1,372,000</td>
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<tr>
<td>Total Project Cost (without FF&amp;E)</td>
<td></td>
<td>7,341,119</td>
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<tr>
<td>FF&amp;E Allowance</td>
<td></td>
<td>325,000</td>
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<tr>
<td><strong>Total Project Cost</strong></td>
<td></td>
<td><strong>7,666,119</strong></td>
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</table>
## Bond Summary Statistics

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
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<tbody>
<tr>
<td>30 Year-Term (05/01/2016 – 05/01/2046)</td>
<td></td>
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<tr>
<td>Total Interest</td>
<td>7,297,150</td>
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<tr>
<td>Total Debt-Service</td>
<td>14,517,150</td>
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<tr>
<td>Maximum Annual Debt-Service</td>
<td>520,750</td>
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<tr>
<td>Average Annual Debt-Service (years 7 – 30)</td>
<td>518,631</td>
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<tr>
<td>Average Coupon</td>
<td>4.885285%</td>
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# Annual Debt-Service (2016 – 2023)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Series 2008</th>
<th>Series 2012</th>
<th>Series 2016</th>
<th>Total ($)</th>
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<tr>
<td>2016</td>
<td>407,550</td>
<td>412,950</td>
<td></td>
<td>820,500</td>
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<tr>
<td>2017</td>
<td>409,500</td>
<td>408,800</td>
<td>345,000</td>
<td>1,163,300</td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td>818,400</td>
<td>345,000</td>
<td>1,163,400</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td>821,650</td>
<td>345,000</td>
<td>1,166,650</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td>819,325</td>
<td>345,000</td>
<td>1,164,325</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td>820,200</td>
<td>345,000</td>
<td>1,165,200</td>
</tr>
<tr>
<td>2022</td>
<td></td>
<td>309,300</td>
<td>345,000</td>
<td>654,300</td>
</tr>
<tr>
<td>2023</td>
<td></td>
<td></td>
<td>520,000</td>
<td>520,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>817,050</strong></td>
<td><strong>4,410,625</strong></td>
<td><strong>2,590,000</strong></td>
<td><strong>7,817,675</strong></td>
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### Supporting Fund Balances

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<tr>
<th>Fund</th>
<th>FY 2014 Balance ($)</th>
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<tbody>
<tr>
<td>Auxiliary Enterprise</td>
<td>2,550,143</td>
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<tr>
<td>Student Services</td>
<td>2,100,638</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>4,650,781</strong></td>
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</table>
## FTE Calculation

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2015 Annual Credit Hours</td>
<td>105,632</td>
</tr>
<tr>
<td>Divisor (15 Credit Hours)</td>
<td>15</td>
</tr>
<tr>
<td>FY 2015 FTE (Annual)</td>
<td>7,042</td>
</tr>
<tr>
<td>FY 2015 FTE (Fall and Spring Semesters)</td>
<td>3,521</td>
</tr>
<tr>
<td>FY 2016 Annual Credit Hours</td>
<td>95,069</td>
</tr>
<tr>
<td>Divisor (15 Credit Hours)</td>
<td>15</td>
</tr>
<tr>
<td>FY 2016 FTE (Annual)</td>
<td>6,338</td>
</tr>
<tr>
<td>FY 2016 FTE (Fall and Spring Semesters)</td>
<td>3,169</td>
</tr>
<tr>
<td>Annual Student Fees: 6,338 x $100</td>
<td>$633,800</td>
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</table>
# Base Year – Income Projection

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fees</td>
<td>633,800</td>
</tr>
<tr>
<td>Memberships</td>
<td>63,000</td>
</tr>
<tr>
<td>Rock-Climbing Wall</td>
<td>15,000</td>
</tr>
<tr>
<td>Programming / Rental Fees</td>
<td>23,000</td>
</tr>
<tr>
<td>Concessions / Retail</td>
<td>10,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>745,800</strong></td>
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</tbody>
</table>
## Base Year – Income & Expense Projection

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>745,800</td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>(3,250)</td>
</tr>
<tr>
<td>Personnel Expenses</td>
<td>(134,828)</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>(73,210)</td>
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<tr>
<td>Debt-Service</td>
<td>(518,631)</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>15,881</td>
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</tbody>
</table>
Next Steps

- Feb. 2015 - NIC Board of Trustees Presentation
- April - May 2015 - A/E Selection
- June 2015 – Jan. 2016 - Facility Design:
  - schematic design, value engineering, design development, construction documents, constructability review
- Feb. 2016 - Agency Review
- March 2016 - Bid/Contract
- April 2016 – June 2017 - Construction
- July – Sept. 2017 - Close Out
- Sept. 2017 - Open Facility
Closing Statements/Questions
SUBJECT
Policy 7.04 Campus Emergency Policy

BACKGROUND
Campus Emergencies Policy #7.04 was reviewed by appropriate staff as part of the college’s comprehensive policy review process and presented to the board for a first reading at the January 2015 meeting.

DISCUSSION
The policy was outdated and included many subjects that did not relate to campus emergencies. Over the past three years, there have been many changes to how we manage emergencies on campus; these are included in the updated policy. The sections that were omitted addressed separate, non-emergency issues, and are covered already under separate college policy, or federal and state employment laws, or will be addressed under separate college guidelines or policy.

At the first reading, the board of trustees requested that verbiage be added to require compliance with the policy by all employees.

COMMITTEE ACTION
The attached policy has been reviewed and approved by the President’s Cabinet, the College Senate, and the college attorney and revised at the direction of the board of trustees.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
This is presented to the board for a second reading with a request for approval.

Prepared by:
Graydon A. Stanley, Vice President of Student Services
Alex Harris, Director of Student Development
Policy

Policy # 7.04

Effective Date __________

<table>
<thead>
<tr>
<th>(Impact Area - Dept Name)</th>
<th>(General Subject Area)</th>
<th>(Specific Subject Area)</th>
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</thead>
<tbody>
<tr>
<td>Business Procedures</td>
<td>Campus Emergencies</td>
<td>Emergency Response</td>
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<tr>
<td></td>
<td>And Safety Regulations</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Student Services</td>
<td>Supersedes Policy #</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.13</td>
</tr>
</tbody>
</table>

Relates to Procedure # | Impact:

Legal Citation (if any):

North Idaho College

Policy Narrative

CAMPUS EMERGENCY POLICY

To ensure a safe campus environment, North Idaho College, in collaboration with city and state emergency personnel, has developed a comprehensive emergency response and crisis protocols. This plan is reviewed and updated annually. College employees are expected to be familiar with and comply with all campus emergency protocols.

This policy is intended to address how to report an emergency or potential danger. The event itself will dictate the procedure(s) to be initiated by college personnel, first responders and/or city and state emergency personnel.

In the event of a situation requiring police, fire and/or medical assistance are to be reported using 911, the universal emergency phone number. 911 is to be used. Anyone utilizing 911 should report the action to Campus Security immediately.

Anyone with knowledge of plans, actions or threats which could endanger faculty, staff, students or other individuals should report the information to Campus Security immediately. If a member of the college community is made aware of an information or actions that emergency which potentially endangers faculty, staff, or students they should be reported contact Campus Security immediately to the Business Office (769-3340) or at 769-3310. The Campus Security Supervisor, vice president for administrative services will initiate any required action and complete the necessary reports.

Comment [SG1]: Added at board request following first reading.
In the event of fire or a situation requiring police assistance, the universal emergency phone number 911 (on campus dial 9-911) is to be used. Anyone utilizing 911 should report the action to the Business Office.

Persons designated to make decisions in emergencies that may require classes to be dismissed or the campus to be evacuated are listed in hierarchical order below.

1—President  
2—Vice President for Administrative Services  
3—Vice President for Instruction  
4—Vice President for Student Services

This entire section addresses a separate issue and should either be revised as a separate policy or omitted and understood to be covered under federal and state employment laws.

ACCIDENT PREVENTION POLICY  
AND GENERAL SAFETY RULES AND REGULATIONS  
FOR NORTH IDAHO COLLEGE

North Idaho College is constantly striving to provide an accident free environment for all employees. As a continuing part of this effort, a program of employee training and education followed by safety work rules and regulations is being implemented.

No matter how well safety is engineered into an operation, much of an employee’s safety depends upon his own conduct. Some people work safely in dangerous surroundings, whereas others have accidents on jobs that seem trouble free. Therefore, it is necessary to establish and enforce a clear statement of work rules and regulations.

Every work related accident has some factor contributing to its occurrence. If the cause, upon investigation, is found to be a deficiency in the physical characteristics of work areas, it will be corrected. Similarly, if the contributing cause is found to be unsafe actions by the employee or supervisor, effective corrective action must also be taken.

A corrective action shall always be determined by the evidence at hand. It is reasonable to hold an employee responsible for his actions if the proper training process has been followed. The proper corrective action for the employer, therefore is to supply the education necessary to eliminate the causes of accidents.

With this program in mind, North Idaho College is instituting a total accident prevention program governed by the following policy.

1. Assignment of responsibility, authority, and accountability.
Policy # 7.04

a. The supervisor is the person responsible and in control of loss in the respective departments. Therefore, a supervisor will be held accountable for accidents occurring in his particular department.

2. It shall be the responsibility of the supervisor and the employee to maintain safe working conditions.

3. Safety training programs shall be established for all supervisors and employees.

4. All industrial accidents shall be reported, no matter how slight, to the immediate supervisor as soon as possible and always on the day of the accident. In addition, a supervisor's accident report shall be completed as thoroughly as possible within a reasonable time following the accident.

The following general safety work rules and regulations shall apply to all North Idaho College employees. In addition, individual departmental rules and regulations will be formulated and made a part of the employment requirement for that particular department.

Since this is the beginning program, North Idaho College reserves the right to change or expand it as situations and conditions dictate.

RULES AND REGULATIONS

Employees shall not perform work or use tools or equipment for which they have not been properly trained and authorized by their supervisor.

In lifting, handling, and moving of equipment or materials do not attempt to lift or move such items if you have not been trained to do so.

The proper footwear shall be worn as dictated by the job to be performed. Surface conditions as affected by weather will determine whether a non-slip sole is to be worn.

Desks, chairs, garbage cans, or any other make-shift device shall not be used in place of a standard approved ladder to gain access to an out of reach area.

Do not attempt to make electrical repairs or otherwise tamper with electrical devices. This job can only be handled by professionals adequately trained to do so.

All employees shall report unsafe conditions to the Business Office at once. Do not proceed to work in or around an area you are not sure is safe.

Equipment guards shall be regarded as a necessary part of all power equipment. All guards shall be in place and properly used on all machinery and equipment.

Horseplay of any kind is absolutely forbidden.
The use of alcohol, narcotics or hallucinogenic drugs shall not occur while at work.

Do your part to help provide yourself with safe employment. With a cooperative effort by everyone, reasonably safe and secure employment can be assured.

**SANCTIONS FOR VIOLATIONS**

An employee who is responsible for his/her own injury or injury to others or damage and destruction of property because of a failure to follow the safety regulations of the college shall be subject to penalties as indicated below:

1. In the event that actions of an employee are observed which violate the college's safety rules and regulations, the appropriate supervisor or college official may issue a verbal and/or written warning to be placed in the employee's permanent personnel file.

2. In the event that an employee is observed in a clear and blatant violation of safety rules or in the event that it can be established that a work related accident is the result of a clear failure on the part of the employee to observe established safety rules and regulations, the appropriate supervisor or college official may:
   
   a. Suspend the employee without pay for a designated period of time or
   
   b. Terminate the employee for cause and bar him from further employment by North Idaho College.

Any questions concerning this policy should be directed to the vice-president for administrative services.
SUBJECT
Revised Political Activities Policy #3.02.11

BACKGROUND
Political Activities Policy #3.02.11 was reviewed and revised as part of a comprehensive policy review effort through President’s Cabinet. All policies were assigned to various members of PC and were evaluated for on-going need, revision or removal.

DISCUSSION
After a complete review and analysis, it is proposed to revise Policy #3.02.11 slightly to include the language “including electronic correspondence in accordance with NIC Policy 3.08.02 Section 3, Uses Not Allowed.” This helps to strengthen proper use of electronic mail, including signatures as to not constitute any form of support or endorsement or opposition to political candidates or causes.

Language was also inserted in the third paragraph which states, “college president in consultation with the employee’s supervisor and supervising member of President’s Cabinet.” This insertion helps to clarify the proper reporting structure for all college employees through their individual supervisor and supervising member of President’s Cabinet.

COMMITTEE ACTION
The proposed revisions have been reviewed and approved by President’s Cabinet, College Senate and the College Attorney and are recommended for approval by the Board of Trustees.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
This is a first reading of the policy. Staff and administration recommend approval by the Board of Trustees.

Prepared by,
J. Mark Browning, MPA
VP for Communications and Governmental Relations
Policy

Policy # 3.02.11

Effective Date 7/28/93
Revised _______

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Relates to Procedure # Impact:

Legal Citation (if any):

North Idaho College

Policy Narrative

North Idaho College recognizes that its employees are both integral members of the educational institution and private citizens. When they speak or write as private citizens, they should be free from institutional censorship or discipline. However, employees should make every effort to indicate that they do not speak for North Idaho College, neither by using college stationery nor by identifying NIC in their statement or with their signature including electronic correspondence in accordance with NIC Policy 3.08.02 Section 3, Uses Not Allowed.

Neither the board of trustees nor any North Idaho College officer is to prevent, threaten, harass, or discriminate against any NIC employee who chooses to run for public office. Employees may campaign freely, consistent with the board's policies that prohibit any campaign activities during duty hours. Requests for leave of absence to campaign for public office are considered on an individual basis.

North Idaho College employees who are elected to the state legislature will be granted a leave of absence without pay from the day before the opening of a regular session or special session of the legislature to the day after the close of session. Leave and pay status of NIC employees who are elected to part-time municipal or county offices will be determined by the board college president in consultation with the employee’s supervisor and supervising member of President’s Cabinet on an individual basis.

North Idaho College employees have a right to join, without fear of reprisal, any professional association or labor organization, including those concerned with employee representation.
SUBJECT
Elimination of Policy #3.02.27 Payroll Advances and Policy #6.06.01 Memorials

BACKGROUND
Payroll Advance Policy #3.02.27 Memorials Policy #6.06.01 have been reviewed by appropriate staff as part of the college’s comprehensive policy review process.

DISCUSSION
Policy #3.02.27 is being recommended for elimination. As the college has moved to a bi-weekly payroll schedule the need for payroll advances has been removed. Payroll Advance will be moved from policy to the Administrative Guidelines.

Policy #6.06.01 is being recommended for elimination. The policy of allowing the placement of rocks and trees in memoriam has created unintended hardship on the college as well as painful discussions with families who placed the memorials as the memorials are damaged, die or required to be relocated for planning purposes. The development office has worked to create the opportunity to memorialize individuals through scholarships and other tangible items that can be placed on campus such as benches, etc. which have a set time of use and can be moved if needed.

COMMITTEE ACTION
The recommendation to eliminate these policies has been reviewed and approved by President’s Cabinet and the College Senate.

FINANCIAL IMPACT
None.

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

Prepared by:
Chris A. Martin, VP of Finance
It is the intent of the North Idaho College Board of Trustees that payroll advances are not to be considered a routine or expected benefit for employees. Payroll advances are to be discouraged whenever possible.

Payroll advances will be available only in the event of a personal emergency involving the employee when no other recourse is available. An emergency is defined as a sudden, unexpected occurrence demanding immediate attention. Not being available to receive one’s paycheck on the scheduled payday is not considered an emergency.

Payroll advances will be for amounts equal to or smaller than 50% of the net monthly payroll amount after all deductions, reductions, fines or penalties and may not exceed the amount of actual pay earned so far that month.

Payroll advances will not be given to any individual employee more than twice during any 12 month period.
**Policy**

**Policy #6.06.01**

Effective Date: **March 23, 2005**

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**Legal Citation (if any):**

**North Idaho College**

Policy Narrative

The placement of any memorial, rock, stone, name plate, marker, artwork, plaque or other item for permanent or temporary memorial or commemorative purposes, on any property or buildings owned or controlled by North Idaho College is permitted only with approval from the board of trustees, other than as permitted specifically through policy 6.06 “Naming of Facilities.”

Memorials or other items placed on the ground, beach, trees or buildings owned or controlled by North Idaho College must have the specific prior approval of the board of trustees for their placement, or they will be removed and disposed of.

The Office of Community Relations will maintain a map of approved memorials.
SUBJECT
Information for Transfer Students Policy

BACKGROUND
Policy 5.04.06 Information for Transfer Students Policy has been reviewed as a part of the comprehensive policy review process.

DISCUSSION
The policy provides general information regarding the transfer process for North Idaho College students interested in pursuing a baccalaureate degree. This general information is provided in the college catalog and is viewed as advising information and not a practice requiring governance by policy.

Last spring, the North Idaho College Board of Trustees approved a new Transfer of Credit Policy (5.04.06.01) which defines how NIC will consider accepting transfer credits as well as providing students the criteria used in reviewing and accepting transfer credits. There will be language included in the Transfer of Credit procedure which will provide guidance for students who are seeking assistance with processes related to transferring credits from NIC to other higher education institutions.

The Idaho State Board of Education will be considering the revised Articulation and Transfer Policy (Policy III.V.) during their February board meeting. Policy III.V. defines and describes the process by which institutions of higher education will articulate the transfer of Associate of Arts, Associate of Science, Associate of Applied Science and Baccalaureate Degrees. The policy also addresses the articulation of general education core courses which were recently adopted in the Statewide General Education Policy (III.N.).

COMMITTEE ACTION
The recommendation is to eliminate this policy. The recommendation for elimination has been endorsed by College Senate and the President’s Cabinet and is now being presented to the board of trustees for consideration.

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
Approve the request to eliminate Policy 5.04.06 Information for Transfer Students

Prepared by
Lita A. Burns, PhD
Vice President for Instruction
INFORMATION FOR TRANSFER-ORIENTED STUDENTS

Most four year institutions require one half of the total number of credits for the baccalaureate degree to be taken at the upper division level. A total of 70 credits toward the total number of credits required for the student's intended baccalaureate degree may be taken at junior or community colleges.

All candidates for a degree should acquire, early in their freshman year, a general catalog from the four year institution to which they plan to transfer in order to insure their NIC program parallels that of the transfer institution. Specific core requirements may be modified if they will result in the loss of credits at a particular transfer institution/program.

North Idaho College has articulation agreements with all Idaho institutions and selected out-of-state four year colleges and universities which allow students who hold the A.A./A.S. degree to transfer with junior standing. Students should consult with their advisor for details.
SUBJECT
Partnership with City of Coeur d’Alene on Levy Certification

BACKGROUND
On July 2, 2013, the college entered into an agreement with the City of Coeur d’Alene for financing of the City of Coeur d’Alene Flood Works Certification Project. In the July 2013 agreement, the college and the city agreed to a 50%/50% split of Phase 1 and Phase 2 costs to seek FEMA certification of the flood works, with the college share not to exceed $248,124.50.

Phase 3 of the project has an estimated total project cost of $816,200. The college has worked with the city to determine a cost sharing arrangement to support the completion of Phase 3 to gain FEMA Certification.

Easements are in place with the City of Coeur d’Alene for the operation and maintenance of the levy and flood works located on NIC property.

DISCUSSION
Phase 3 of the project for certification includes the actual work required to gain certification from FEMA. The estimated total project cost for Phase 3 is $816,220. The college, in an effort to ensure certification of the levy, which provides flood protection for the main campus, and partner with the city as a good neighbor, has negotiated a cost sharing arrangement where the college will financially support Phase 3 up to $232,400.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
Total financial impact of $232,400. FY 2016 Impact: $100,000 paid by July 2, 2015. FY 2017 Impact: $132,400 paid by July 2, 2016 or upon completion of the work, whichever is later.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to approve executing Amendment 1 to the Agreement for Financing of the City of Coeur d’Alene Flood Works Certification Project.

Prepared by:
Chris A. Martin, VP of Finance
AMENDMENT 1
TO
AGREEMENT FOR FINANCING OF THE
CITY OF COEUR D’ALENE FLOOD WORKS CERTIFICATION PROJECT

This Amendment to the Agreement for Financing of the City of Coeur d’Alene Flood Works Certification Project (the “Amendment”) is made and entered into between the City of Coeur d’Alene, Idaho (the “City”) and North Idaho College (“NIC”) as of the ___ day of ______________, 2015. The City and NIC are collectively referred to as the “Parties.” All other terms are defined in the Agreement for Financing of the City of Coeur d’Alene Flood Works Certification Project, effective as of the 2nd day of July, 2013 (the “Agreement”).

WITNESSETH

WHEREAS, the City maintains and operates that certain levee located along the shoreline of the Spokane River and is in the process of obtaining Levee Certification from FEMA; and

WHEREAS, the College agreed to assist the City by contributing a set amount of funds for certain improvements to the levee as required by FEMA which are more particularly described in the Agreement; and

WHEREAS, the Agreement contemplated a Phase 1 and Phase 2 regarding work to be completed for the Flood Works Certification Project (the “Project”); and

WHEREAS, Phase 1 and Phase 2 have been completed and the College has met its obligations under the Agreement;

WHEREAS, the City has determined that certain additional improvements are necessary to complete Levee Certification as is further described in Exhibit A which is attached hereto and incorporated herein by reference (“Phase 3”); and

WHEREAS, the total cost for Phase 3 of the Project is estimated at $816,220.00; and

WHEREAS, the College has agreed to assist the City with some of the City’s maintenance obligations by contributing certain additional funds as is more fully set forth below.

NOW THEREFORE, the Parties amend the Agreement as follows:

Amendment to Paragraph II of the Agreement. Paragraph II Financing of Project is amended by adding the following language:

2. Phase 3: Notwithstanding language in Paragraph II of the Agreement limiting NIC’s obligation to a total amount of $248,124.50, NIC has agreed to contribute additional funds and services as follows:
a. NIC shall pay the City for the actual cost of construction of item 4 Exhibit A (pertaining to Opening No. 14, with a total cost estimate of $132,400.00) either on July 2, 2016 or upon completion of the work, whichever comes later. NIC has completed all improvements outlined in item 6 Exhibit A pertaining to Interior Drainage Basin work except for those improvements identified for College and Hubbard (with a total cost estimate of $2,500). NIC will complete the College and Hubbard improvements prior to June 30, 2016; because NIC is completing this work directly no payments will be made to the City in regard to these improvements.

b. NIC will pay the City $100,000 on or before July 2, 2015. Fifty-thousand of this amount shall be used by the City toward the cost of items 7 Exhibit A (pertaining to tree removal/maintenance), and 8 Exhibit A (pertaining to erosion repairs); the remaining fifty-thousand shall be used by the City toward the cost of items 12 Exhibit A (pertaining to construction engineering and contract administration), 14 Exhibit A (pertaining to FERMA FIRM Flop map revision and additional MT-2 Forms), 15 Exhibit A (pertaining to contract documents by City of CDA), 16 Exhibit A (pertaining to providing response to FEMA on CLOMR and re-Certification and prepare final design plans suitable for construction), and 17 Exhibit A (pertaining to LOMR to FEMA at completion of project requirements).

c. Except as expressly set forth herein, NIC has no obligation or responsibility for maintenance, repairs and, or improvements to the levee and, or for payments in regard to Phase 3 of the Project and any subsequent phase or work in relation thereto.

Except as set forth in this Amendment, the terms of the Agreement shall remain in full force and effect. This Amendment may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

SIGNATURE PAGE TO FOLLOW
IN WITNESS WHEREOF, NIC and the City have caused this Amendment to be executed and delivered by a duly authorized officer of each of them, all this _____ day of __________, 2015.

NORTH IDAHO COLLEGE

BY: ________________________________

Notice Address:
Attention: ____________________________
North Idaho College
1000 W. Garden Ave.
Coeur d’Alene, ID 83814

CITY OF COEUR D’ALENE, IDAHO

BY: ________________________________
Steve Widmyer, Mayor

ATTEST: ________________________________
Renata McLeod, City Clerk

Notice Address:
City Clerk
City of Coeur d’Alene
710 E. Mullan Avenue
Coeur d’Alene, Idaho 83814