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. Lake Coeur d’Alene Room

CONVENE BOARD MEETING/CALL TO ORDER
- Pledge of Allegiance
- Verification of Quorum/Introduction of Guests
- Review Minutes
- Public Comment**
  - Celebrating Success: English Dept. Efforts in Remediation Reform & Retention

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
- Review Planned Unit Development
- Tab 1: Approve Student Recreation Center Proposal
  - Graydon Stanley/Jon Totten/Richard Fortman
- Tab 2: SECOND READING: Revised Political Activities Policy #3.02.11
  - Mark Browning
- Tab 3: SECOND READING: Eliminate Payroll Advance Policy #3.02.27
  - Chris Martin
- Tab 4: SECOND READING: Eliminate Memorials Policy #6.06.01
  - Chris Martin
- Tab 5: SECOND READING: Eliminate Information for Transfer Students Policy #5.04.06
  - Lita Burns

NEW BUSINESS
- Tab 6: Approve Head Start Grant
  - Beth Ann Fuller
- Tab 7: FIRST READING: Revised Instructor Initiated Withdrawals Policy #5.04.02
  - Lita Burns
- Discuss Trustee Travel
  - Christie Wood

INFORMATION ITEMS
- Career Technical Education Facility
  - Chris Martin
BOARD CHAIR REPORT

Christie Wood

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:

- Human Rights Banquet
  - April 13 – Coeur d’Alene Inn
- Common Read Symposium
  - April 21 – SUB
- NIC Board Open House & Meeting
  - April 22
    - Open House 4 p.m.
    - Meeting 5 p.m.
    - Sandpoint Outreach Center
- NIC Commencement Breakfast & Ceremony
  - May 15
- NIC Board Meeting
  - May 27 – SUB
- NIC Board Meeting
  - June 24 – SUB
- Really BIG Raffle
  - July 8 – NIC Campus
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 4:00 p.m. and verified that a quorum was present.

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

EXECUTIVE SESSION
Motion was made by Trustee Howard, seconded by Trustee Meyer, to go into executive session under Idaho Code § 67-2345(a), (b) to consider personnel matters, (c) to deliberate regarding acquisition of an interest in real property and (f) to communicate with legal counsel regarding pending/imminently-likely litigation. Roll call vote was taken as follows:

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

At 5:50 p.m., a motion was made by Trustee Meyer to return to open session. The motion, seconded by Trustee Nilson, carried unanimously. The meeting was recessed to reconvene in Lake Coeur d’Alene Room.

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
- Ron Nilson

Also present:
- Joe Dunlap, President
- Marc Lyons, Attorney for North Idaho College
- Mark Browning, Vice President for Communications and Governmental Relations
- 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 January 21, 2015. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Director of Student Disability Services Tim Gerlitz provided the board with the history of laws protecting persons with disabilities and provided an overview of services provided to NIC students through his office.

CONSTITUENT REPORTS
ASNIC
ASNIC President Richard Fortman reported that two new senators had joined the ASNIC Board and he reviewed several of the group’s goals including a revitalization of their constitution, elections, ASNIC banquet, and getting the Student Recreation Center proposal approved by the board. He closed with a review of some upcoming student events.

Staff Assembly
Chair Carol Jones reported on activities at the assembly’s last meeting including a report by NIC’s School Resource Officer Gus Wesel, an update on the Foundation’s Employee Giving Campaign and a demonstration of the college’s new Campus Virtual Tour available on the NIC website.

Faculty Assembly
Chair Erin Davis reported that during their last meeting VP Burns presented the proposed Faculty Compensation and Teaching Focus Policies. She closed by mentioning faculty involvement in the Foundation’s Employee Giving Campaign.

Senate
Chair Chantel Black reviewed policies and procedures that Senate will be reviewing during their February meeting.

PRESIDENT’S REPORT
Dr. Dunlap opened by reporting that meetings with budget managers will be held across the college over the next three weeks. He went on to discuss the various training opportunities being offered at the Safety Fest at the Workforce Training Center taking place this week and he provided an update on events and activities happening at Molstead Library. He stated that JFAC will be setting the budget for community colleges March 9 and the Permanent Building Fund Advisory Council budget will be set March 12. He announced the new location of the NIC Human Resources Department and an upcoming financial aid audit.

KTEC REPORT
Trustee Banducci attended the last KTEC Meeting on behalf of Trustee Meyer and reported that the KTEC Board is excited about the college’s new facility and the good relationship displayed
between Trades and Industry Division Chair Doug Anderson and KTEC Director Tim Fortune. He went on to report that the KTEC Board has expressed their appreciation for Kassie Silvas and her efforts and he closed by stating that there has been some discussion of City Link extending services nearer KTEC and some discussion of adding a traffic signal at Highway 41 and Lancaster. Trustee Meyer stated that she would be absent for the February 25 meeting and asked Trustee Banducci to attend on her behalf.

**OLD BUSINESS**

*Student Recreation Center:*

VP Graydon Stanley opened by reporting that the working committee had met with the Dorm Housing Commission to discuss the project and he added that the committee had received the DHC’s endorsement to move ahead and to present the project to the NIC Board of Trustees. He introduced Jon Totten, the project committee chair, who provided an overview of the history of the project and he introduced ASNIC President Richard Fortman who provided the students’ perspective and the project timeline. Jon Totten, Jess Bennett and Heather Erikson continued the presentation by reviewing philosophy and programming work and the site selection process which included consideration of 11 different campus sites. She went on to report that the committee proposes siting the center on the land behind Winton Hall where the tennis courts are currently located. Erikson stated that this particular piece of land was gifted to the college with a restriction that it be used for recreational purposes. VP Chris Martin added that the committee is working with counsel to determine the impacts this site selection may pose regarding that previous gift. Auxiliary Services Accountant Steve McGroarty next provided the financials including total project costs of $7.7 million, bond summary, debt service schedule and available supporting fund balances. McGroarty stated that the base-year income is projected at $745,800 and he stated the base-year income and expenses should net $15,881.

Trustee Nilson asked if there would be any impact to county tax payers should student enrollment decline further than projected or operating expenses are underestimated. VP Martin responded that enrollment projections are set so that there will be no impact to the college’s general fund for this project. He added that revenue and expenses have been projected conservatively and there is the opportunity to refinance the bonds, should the need arise, and there will be no impact to the tax payers. Trustee Howard added that his recollection from bond counsel during a previous DHC meeting was that should the available funds fall short, the bond has a provision that requires the student fee to be increased and that it is not tax supported.

Jon Totten reviewed next steps and proposed timeline for facility construction and completion. Dr. Dunlap stated that a map of the approved planned unit development would be available for the trustees to review at the March meeting when the project is presented for a first reading to help them understand the site restrictions and building requirements of the various lots on the higher education campus.

At this time the board took a brief recess.

*Revised Campus Emergencies Policy #7.04:*

VP Stanley presented the policy for a second reading, stating that language had been added since the board’s first reading, asking employees to be familiar with and comply with the all campus emergency protocols. Trustee Howard made a motion to approve the policy. The motion was seconded by Trustee Meyer. Trustee Banducci pointed out a duplicate sentence on page two. The motion carried unanimously.
NEW BUSINESS

Revised Political Activities Policy #3.02.11:
VP Mark Browning presented revisions to Political Activities Policy #3.02.11, highlighting the proposed inclusion of the use of electronic correspondence in accordance with NIC Policy #3.08.02 and the provision of authority for the president, rather than the board, to determine the leave and pay status of employees elected to part-time municipal or county offices. Trustee Banducci asked if the intent of the policy extends to members of the administration in light of a letter that certain individuals signed recently supporting a political item on behalf of an advocacy group. Chair Wood asked Trustee Banducci to address his question under a separate area of the agenda. Trustee Nilson asked if this policy had ever been utilized and then commented about the similarity of the approval of a leave of this type and a sabbatical leave which requires board approval. Trustee Howard asked about the purpose of the delineating employees elected to part-time municipal or county positions. VP Browning responded that the time commitments required by those types of office may impact the needs of the college with regard to an employee’s time, which would call for a review and determination by the administration. Chair Wood commented that the policy indicates that employees should make every effort to indicate that they do not speak for the college and that this is good practice for everyone, but that no one can completely control free speech, and she pointed out that Trustee Banducci’s concerns are that everyone make an effort to not represent the college unless the college or the board has endorsed something. This was a first reading of the revised policy and no action was taken.

Eliminate Payroll Advance Policy #3.02.27 and Memorials Policy #6.06.01:
VP Martin presented a proposal to eliminate Payroll Advance Policy #3.02.27, stating that the college’s move from a monthly pay schedule to a bi-weekly pay schedule has removed the need for payroll advances and the administration is proposing to move the topic out of the college policy manual and into the Administrative Guidelines Manual.

Martin went on to present a proposal to eliminate Memorials Policy #6.06.01, stating that the policy has allowed for the placement of rocks and trees as memorials on campus and over time those items either die or need to be relocated for planning purposes, creating a hardship on the college. He added that the administration is working with the development office to devise a method by which individuals may be memorialized through scholarships and other tangible items with a plan for evaluation and maintenance of those items. He went on to state that the administration wishes to rely on the board for naming of items placed on campus. Trustee Howard expressed his concern with the way the college will be able to distinguish the difference between gifts and memorials, going forward. This was a first reading of the revised policy and no action was taken.

Eliminate Information for Transfer Students Policy #5.04.06:
Faculty Coordinator Karen Ruppel presented a proposal to eliminate policy #5.04.06. She explained that a policy was written last spring as a result of the college’s accreditation evaluation and that policy better defines the college’s practices for reviewing and accepting credit. She added that policy #5.04.06 provides information for students transferring to other institutions from North Idaho College and it was determined that this is advising information and does not belong in policy. She went on to explain that the Idaho State Board of Education is revising some of its policies including information on articulation and transfer that will address transfer of credit between institutions. This was a first reading and no action was taken.

Levee Remediation Agreement:
VP Martin presented an agreement drafted by the administration and the city of Coeur d’Alene for the cost sharing of phase three of the levee remediation need for the city to ultimately obtain
FEMA certification of the flood works. He stated that of the $816,200 of the total cost for phase three, the college and the city had agreed that the college would pay $232,400 divided between fiscal years 2016 and 2017. Dr. Dunlap commented that during cost sharing negotiations with the city, the administration had reviewed all of the remaining tasks in phase three to determine those that are appropriate for the college to accomplish on its own and through that review were able to arrive at the figure comprising the college’s share of the work.

Trustee Howard commented that this proposed agreement attempts to resolve how much of the cost NIC should bear for the remediation of the dike and to clarify that NIC has no responsibility for maintenance and operation of the dike. He went on to recommend amending the agreement in paragraph 2.a. to replace the words “estimate of” with the words “not to exceed,” so that there is no open-ended cost of construction variable that the college will have to face. There was some discussion of Trustee Howard’s recommendation and of the college’s plans to appropriately budget these costs. Following discussion, the board agreed that the first sentence in paragraph 2.a. should read: “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 not to exceed $132,400) either on July 2, 2016 or upon completion of the work, whichever comes later.”

Trustee Howard made a motion to approve Amendment 1 to Agreement for Financing of the City of Coeur d’Alene Flood Works Certification Project, with the proposed amendment, and authorize its execution by the college. The motion was seconded by Trustee Nilson. Chair Wood asked college Attorney Marc Lyons if he concurs with the proposed changes. Lyons commented that the changes could be made to the document with no problem. The motion carried unanimously.

Discuss Input for City of Coeur d’Alene Four Corners Project:
Dr. Dunlap provided a brief background about past discussions regarding the use and future conveyance of the property currently owned by the Bureau of Land Management, which is situated adjacent to the campus in the Four Corners area. He stated that previous discussions between the city and the college had included that future conveyance was conditional upon the land being used for educational or recreational purposes. He went on to recommended that the administration pursue a written agreement with the city of Coeur d’Alene regarding the conveyance, to the college, of the property between River Avenue and Hubbard Streets along Northwest Boulevard, once the BLM has conveyed the land to the city, and he requested input from the board on the matter. Trustee Howard commented that he would like to see something in writing that is enforceable to ensure the college’s interest in the property and to ensure the college’s rights to use the land for the uses that, to this point, have only been discussed. He added that he would like it stated in the agreement that the college has an undivided sole interest in the property in question. Following some discussion, the board directed Dr. Dunlap to pursue an agreement with the city.

INFORMATION ITEMS
Update on Career Technical Education Facility
VP Martin recognized members of the project committee in attendance and went on to provide the board with an update on the process for the development of the career technical facility, including the timeline, five year enrollment projections and anticipated employment projections for the programs that will be housed in the facility. He stated that the committee had arrived at a total project cost of $20.6 million which includes a project cost per square foot of $186.56 and construction cost per square foot of $152.83. He went on to discuss the committee’s recommendation to design the entire facility and move forward with phase one at a cost of $15 million, which would include all programs except Automotive Technology and Automotive
Collision Repair. He went on to state that the committee proposes leaving phase two, at a cost of $5 million and including Automotive Technology and Automotive Collision Repair, pending available funding, which, he added, will come from external fundraising and grants.

Trustee Nilson commented that following much work during committee meetings, the resulting project will be a state of the art facility. Trustee Meyer commented on ways the committee had discussed keeping costs down including partnering with community resources to help with state of the art equipment and she expressed the importance of utilizing the facility for instruction as much as possible.

Following a question from Trustee Banducci regarding the potential of an additional $1 million from the Albertson’s Foundation, Dr. Dunlap stated that he continues to work with them.

Trustee Howard asked VP Martin about the reduction in square footage per student. VP Martin responded that currently programs have individual lab and instruction spaces, but the new facility design includes instruction space that can be shared among programs. Howard then asked if the design will accommodate the current wait lists and Martin responded that wait lists will be accommodated and also in planning the design, the committee worked with industry to determine employment trends that will also be accommodated.

Chair Wood recognized Trustees Meyer and Nilson for their contributions to the committee. Following a suggestion by Trustee Meyer, Chair Wood added that this project would be added as a standing agenda item for the next year.

BOARD CHAIR REPORT
Chair Wood complimented Dr. Dunlap for his presentations to the legislature during Higher Education Week in January.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Meyer expressed her appreciation for Trustee Howard’s work with the Idaho Community College Consortium and the success and strength of the three community colleges working together. She then suggested that the board host an open house when the April meeting is held in Sandpoint. Trustee Nilson suggested that a full presentation of the CTE facility be given during the board meeting in Sandpoint.

The meeting was adjourned at 9:35 p.m.
SUBJECT
North Idaho College Student Recreation Center Proposal

BACKGROUND
The current recreation facilities at North Idaho College are insufficient and are not providing adequate recreation and wellness opportunities for our students.

In spring 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 North Idaho College 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. All of our colleagues agreed, that having a recreation facility on their campus was extremely beneficial.

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 February 9, during which, the committee was directed by DHC to proceed with this presentation.

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. 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%.
The project is to be financed through revenue bonds with the pledged income generated through Student Recreation Center Fees and Student Recreation Center operations. Fiscal Year 2016 Student Recreation Center Fee per Semester FTE is calculated at $37 to cover estimated planning and development expenses. Estimated Student Recreation Center Fee per Semester FTE for the Fiscal Years 2017 – 2022 is estimated at $87 to cover debt-service and operational expenses.

REQUESTED BOARD ACTION
The Dorm Housing Commission has a retreat in April, prior to the April Board of Trustees meeting, and during their retreat they will make a final decision on the proposed project. In order to make their decision, they need an approval from the NIC Board of Trustees. Additionally, the student fee supporting this project will be included in the college budget, which the board will review for a first reading at the April board meeting. The committee requests board approval of the Student Recreation Center proposal.

Prepared by:
Jon Totten
NIC Student Recreation Center Advisory Board Chair
DORMITORY HOUSING COMMISSION OF NORTH IDAHO COLLEGE

**Auxiliary, Student Union, Student Recreation Center Coverage Analysis**

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<td>Interest Income (Auxiliary Enterprise)</td>
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<td>603</td>
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<td>Student Services Fee (Student Union Fees - $93 per FTE per Semester)</td>
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<td>New Student Fee (Student Recreation Center)</td>
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<td>240,724</td>
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<td><strong>Total Pledged Revenues</strong></td>
<td>$ 6,294,536</td>
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<td>$ 5,304,120</td>
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**Operations and Maintenance Expense**

Cost of Merchandise Sold (Auxiliary Enterprise) | $ 2,893,568 | $ 2,513,832 | $ 2,158,285 | $ 2,023,593 | $ 2,023,593 | $ 2,023,593 | $ 2,023,593 | $ 2,023,593 | $ 2,023,593 |
| Salaries (Auxiliary Enterprise) | 969,060 | 888,719 | 842,124 | 782,084 | 782,084 | 782,084 | 782,084 | 782,084 | 782,084 |
| Payroll Taxes (Auxiliary Enterprise) | 41,591 | 40,256 | 40,853 | 37,770 | 37,770 | 37,770 | 37,770 | 37,770 | 37,770 |
| Repairs and Maintenance (Auxiliary Enterprise) | 47,700 | 62,415 | 62,991 | 43,500 | 43,500 | 43,500 | 43,500 | 43,500 | 43,500 |
| Replacement of Dishes, Glasses, and Utensils (Auxiliary Enterprise) | - | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Supplies - Cleaning and Other (Auxiliary Enterprise) | 35,305 | 41,973 | 35,552 | 34,000 | 34,000 | 34,000 | 34,000 | 34,000 | 34,000 |
| Medical Insurance Premiums (Auxiliary Enterprise) | 108,685 | 100,315 | 86,528 | 102,846 | 102,846 | 102,846 | 102,846 | 102,846 | 102,846 |
| Utilities and Garbage (Auxiliary Enterprise) | 234,914 | 243,803 | 124,888 | 126,715 | 126,715 | 126,715 | 126,715 | 126,715 | 126,715 |
| Fees and other Operating Expenses (Auxiliary Enterprise) | 272,329 | 255,898 | 236,113 | 232,913 | 232,913 | 232,913 | 232,913 | 232,913 | 232,913 |
| Fees and other Operating Expenses (Student Services) | - | - | - | - | 105,000 | 213,020 | 240,000 | 240,000 | 240,000 |
| Fees and other Operating Expenses (Residence Hall) | - | - | - | - | 345,000 | 345,000 | 345,000 | 345,000 | 345,000 |
| **Net Pledged Revenues** | $ 1,577,075 | $ 1,273,835 | $ 1,145,721 | $ 1,022,158 | $ 1,456,897 | $ 1,451,155 | $ 1,445,231 | $ 1,439,116 | $ 1,425,482 |

**Debt Service on Parity Obligations**

Series 2012 Bonds (Student Union) | 
| | | | | | | | | |

**Proposed Student Recreation Center Student Fee (FY 2016)**

| Notes: |
| Additional Bonds Test requires minimum 1.25 times coverage |
| Proposed Student Recreation Center Bonds assume: |
| - 30 Year-Term |
| - Interest Rates as of 01/20/2015 plus 0.75% cushion |
| - "A2" Bond Rating (same as existing bonds) |
| - Cash Fund the required increase in the Debt-Service Reserve Fund (global) |
3/12/2015

Dormitory Housing Commission
North Idaho College

North Idaho College Board of Trustees

Last Spring, there was a discussion at the Dormitory Housing Commission meeting regarding the Student Recreation Center. At that time, the Commission allocated $50,000 specifically for the planning, pre-design and release of an RFP for a Student Recreation Center.

As you are aware, the students have tried for many years to get a Student Recreation Center approved. This year, with the assistance of the funding we provided, the students brought together an advisory committee, made up of interested parties from across campus, to develop a plan, programming and preliminary design of a facility. They presented that information to us on February 9, 2015 and to you on February 25, 2015, both as informational presentations.

The advisory committee will be presenting this information as a first reading to the NIC board of trustees at their March 25, 2015 meeting. We would encourage you to approve the students request for the location and agree to charge the necessary fee (not to exceed $100 per semester per full time student).

We endorse this project and value the efforts put in to this process. Our intention is to agree to finance this project through bond financing, pending the presentation and discussion of the financing model and project details, which will occur at our annual meeting on April 9, 2015.

Sincerely,

John Marcheso, Chair

Mic Armon, Vice Chair

Sandy PATANE, Commissioner
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
Request the board consider a motion to approve revisions to Political Activities Policy #3.02.11.

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

BACKGROUND
Payroll Advance Policy #3.02.27 has 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.

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

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
Request the board approve the elimination of Payroll Advanced Policy #3.02.27 from the college Policy Manual.

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.
SUBJECT
Elimination of Policy #6.06.01 Memorials

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

DISCUSSION
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 this policy has been reviewed and approved by President’s Cabinet and the College Senate.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
Request the board approve the elimination of Memorials Policy #6.06.01 from the college Policy Manual.

Prepared by:
Chris A. Martin, VP of Finance
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.

During their February board meeting, the Idaho State Board of Education reviewed revisions to their Articulation and Transfer Policy (Policy III.V.) and will review them for a second reading during their April meeting. Revisions will likely pass without issue. 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
**Policy**

Policy # 5.04.06

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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<tr>
<td>Students</td>
<td>Grading</td>
<td>Information for Transfer Students</td>
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<tr>
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<td></td>
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<td></td>
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<td>Supersedes Policy #</td>
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<th>Relates to Procedure #</th>
<th>Impact:</th>
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**North Idaho College**

Policy Narrative [Page 1 of 1]

**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
North Idaho College Head Start Grant Application with Narrative
North Idaho College Head Start Five Year Goals

BACKGROUND
North Idaho College has served as the grantee for the North Idaho College Head Start since August 1, 1974. NIC Head Start is a school readiness program that provides education and support for young children and their families. NICHS has eight sites in all five northern counties, currently serving 293 children.

DISCUSSION
In accordance with the Head Start Act, North Idaho College Head Start Policy Council met and approved the NICHS grant application on March 20, 2015. The grant application must then be reviewed and approved by the NICHS Governing Body, which is the North Idaho College Board of Trustees. The NICHS grant application and the accompanying grant documents must be signed by the NIC Board Chair and submitted to the Region X Office of Head Start no later than April 1, 2015.

FINANCIAL IMPACT
The Head Start grant is federal funding from The Department of Health and Human Services/Office of Head Start.

REQUESTED BOARD ACTION
Approvals: NIC Head Start grant application for program year July 1, 2015 to June 30, 2016. NICHS Five Year Goals for new five-year definite grant period beginning July 1, 2015.

Prepared by
Beth Ann Fuller
North Idaho College Head Start Director
### Allocation of Enrollment Slots in the Target Area

#### 2015–2016 Enrollment Slots

<table>
<thead>
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<tr>
<td><strong>Kootenai County</strong></td>
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<tr>
<td>Harding Head Start and Preschool Center – in Coeur d’Alene</td>
<td>187 Total (*Includes 14 TANF)</td>
<td>192 Total (*Includes 14 TANF)</td>
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<td><strong>Bonner County</strong></td>
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<tr>
<td>Collaboration w/School District #84, Center-based</td>
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<td>Julien Bucher Early Learning Center – in Bonners Ferry</td>
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<td><strong>Shoshone County</strong></td>
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**TOTAL** | 293 | 293

Policy Council Approval: to be presented at the next scheduled meeting: March 20, 2015

Board of Trustees Approval: to be presented at the next scheduled meeting: March 25, 2015
North Idaho College
MISSION
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.

North Idaho College Head Start
MISSION
North Idaho College is a school-readiness program that provides education and support for young children and their families.

Program Goal #1
Our professional development system will inspire staff to acquire skills, knowledge, and sensitivity to provide high-quality services and to build life-long learners.

1.1 Utilize reflective conferencing and a staff survey to determine the training and technical assistance needs of the program and the needed delivery system.

1.2 Staff exhibit competency and consistency in utilizing the program’s data collection, on-going assessment, and child/family outcome tools.

1.3 Increase the mentor-coaching program-wide as a professional development approach.

Program Goal #2
Staff will support parents/guardians in promoting the health and well-being of their families through health/nutrition education that supports optimum opportunities for growth, learning and development.

2.1 Staff will support parents/guardians to identify the connections between the success of their children in school, the well-being of the family, and on-going routine health practices, health promotion, and prevention.

2.2 Staff will support increased connections and collaborations with community agencies which provide health and nutrition services for families with young children.

Program Goal #3
Families will make community connections toward enhanced parenting, career, and life goals.

3.1 Align data collection tools and procedures with the Parent, Family and Community Engagement Framework (PFCE), and the 7 family engagement outcomes.

3.2 Establish meaningful ways to connect staff, parents and guardians to community supports through events, committees, boards, and coalitions.

Program Goal #4
The program will establish sustainable supports for children, families, and staff to create nurturing and responsive relationships and high quality supportive environments.

4.1 Incorporate Trauma Informed Care (TIC) into all program services.

4.2 Infuse the philosophy of Positive Behavior Intervention and Supports (PBIS) across all services to children and families leading to school-readiness and future success.

4.3 Use research based tools to measure capacity and improve sustainable supports in all targeted service areas.
SUBJECT
Instructor-Initiated Withdrawal Policy #5.04.02

BACKGROUND
Instructor-Initiated Withdrawal Policy #5.04.02 has been reviewed as a part of the comprehensive policy review process.

DISCUSSION
This policy provides the parameters within which an instructor may initiate the withdrawal of a student from a course. The policy allows instructors to withdraw students from courses when that action is in the best interest of the student or in the best interest of the learning environment. It is important to note that Policy #5.04.02 is not intended to interfere with policies and procedures related to student conduct.

COMMITTEE ACTION
The policy revisions have been reviewed by President’s Cabinet, Faculty Assembly and the College Senate and are now being presented to the board of trustees for consideration.

FINANCIAL IMPACT
None

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

Policy #5.04.02

Effective Date: 8/27/03
Revised Date: 1/01/10

Policy Narrative

Instances occur when a student’s academic non-performance can interfere with the learning of students who attend class. As articulated in the NIC Mission Statement, NIC strives to facilitate student success and teaching excellence. If a student has failed to live up to the course requirements, to the extent that it negatively impacts the learning environment of other students, a withdrawal by the instructor can be initiated.

This withdrawal is considered an academic dismissal, not related to disciplinary violations covered in the Student Code of Conduct.

To withdraw a student, the instructor must follow established procedures, including informing the student in advance and providing documentation to the Registrar’s Office. A student who has been withdrawn officially before the close of business hours of the last day for withdrawal will receive a grade of W for the course(s). The student has the right to appeal the decision of the instructor.

An instructor may initiate withdrawal of a student whose failure to meet course requirements or other actions interfere with the learning of others in the class. Withdrawals under this policy are separate from those covered as disciplinary violations of the Student Code of Conduct. If the student fails to respond after documented attempts to address the instructor’s concerns, the instructor must inform the student of the withdrawal and then provide documentation to the registrar’s office following the procedures.

Tab 7 Attachment A
A student who has been officially withdrawn before the close of business hours of the last day for withdrawal will receive a grade of W for the course(s). The student has the right to appeal the decision of the instructor to the appropriate division chair.