Mission statement: North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

4:00 p.m.
**EXECUTIVE SESSION**
- Idaho Code Sections 67-2345(a), (b), (c), (f)

6:00 p.m.
**CONVENE BOARD MEETING/CALL TO ORDER**
- Pledge of Allegiance
- Verification of Quorum/Introduction of Guests
- ACTION: Amendment to the Agenda
- Review Minutes
- Public Comment
- Celebrating Success: Area Agency on Aging

**SPECIAL PRESENTATION**
- Citizens Council for the Arts / Art on the Green

**CONSTITUENT REPORTS**
- ASNIC: Maria Paluzzi
- Staff Assembly: Jessica Grantham
- Faculty Assembly: Erin Davis
- Senate: John Trombold

**PRESIDENT’S REPORT**
- Joe Dunlap

**KTEC BOARD REPORT**
- Judy Meyer

**OLD BUSINESS**
- Tab 1: SECOND READING: Eliminate Workers’ Compensation Policy #3.02.18

**NEW BUSINESS**
- Tab 2: FIRST READING: Robin Hood Property Easement
- Tab 3: FIRST READING: Potential Disposal of Armory Facility
- Disposition of Riverbend Property
INFORMATION ITEMS

- Tab 4: College Owned Property
  - Chris Martin
- Career Technical Education Facility Update
  - Chris Martin
- Tab 5: History of RIF Policy Revision
  - Marc Lyons

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.

<table>
<thead>
<tr>
<th>Upcoming Events</th>
<th>NIC Board Meeting</th>
<th>August 26 – SUB</th>
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<tbody>
<tr>
<td>NIC Board Meeting</td>
<td>September 23 - SUB</td>
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<tr>
<td>ACCT Conference</td>
<td>Oct 14-17 San Diego, CA</td>
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<td>NIC Board Meeting</td>
<td>October 28 – SUB</td>
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<td>NIC Board Meeting</td>
<td>November 18 – SUB</td>
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<td>NIC Board Meeting</td>
<td>December 16</td>
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* Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President’s Office.
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 5:10 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:

<table>
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<th>Trustee</th>
<th>Vote</th>
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<tr>
<td>Judy Meyer</td>
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<td>Christie Wood</td>
<td>aye</td>
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<tr>
<td>Ron Nilson</td>
<td>aye</td>
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<tr>
<td>Todd Banducci</td>
<td>aye</td>
</tr>
<tr>
<td>Ken Howard</td>
<td>aye</td>
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</table>

At 6:10 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 6:20 p.m. and verified that a quorum was present.

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

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 led the board and meeting attendees in the Pledge of Allegiance. She then asked Trustee Todd Banducci to read, aloud, the college’s mission statement and she then welcomed attendees and guests to the meeting.

APPROVAL OF MINUTES
Chair Wood called for any changes to the minutes from the meeting held on May 27, 2015 and minutes from the executive session held on June 16, 2015. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
NIC Foundation Executive Director Rayelle Anderson and Recreational Sports Coordinator Jessica Bennett provided information on employee and student giving of time and resources to the college and the community.

PRESIDENT’S REPORT
Dr. Dunlap opened by reporting on several initiatives related to the Idaho State Board of Education including the appointment of Matt Freeman to the position of executive director following Mike Rush’s exit, and the state board’s upcoming request to the legislature for increased funding for the expansion of career technical education at state institutions offering CTE courses, and a proposal for an improved funding model for CTE. He went on to report on a state-level initiative to better align student outcomes in specific CTE courses. He went on to report on the process to fill the position of dean for Career Technical and Workforce Education with the upcoming retirement of Mike Mires and he commented on several college activities during the previous week including the ground breaking for the CTE facility, the signing of an articulation agreement with Lewis Clark State College and the open house for the NIC Foundation’s Really BIG raffle. He closed by announcing that the college is on track to have 36 international students enrolled this fall.

Trustee Nilson asked about the status of the state-level initiative to change the nomenclature of Professional Technical Education to Career Technical Education. Dr. Dunlap responded that it may be a good idea for the board chairs of the colleges offering CTE courses to sign a written request to the state board and he added that Matt Freeman would likely be receptive to this request. Following Trustee Nilson’s request, Trustee Howard made a motion to ask the administration to move forward with getting the name change from Professional Technical Education to Career Technical Education. The motion, seconded by Trustee Nilson, carried unanimously.

Following a request from Trustee Meyer, Dr. Dunlap asked VP Stanley to provide an enrollment update. VP Stanley reported on some activities supporting improved enrollment such as Orientation Advising Recruitment Sessions, and a phone campaign to call students who have, at some time, expressed an interest in attending NIC.

Following a request from Trustee Howard, VP Stanley reported that our international student population includes students from such areas of the world as the Mideast, the former Soviet Republic and Canada. He went on to say that agreements with organizations such as the Spokane College of English Language provide us a connection to international students.
KTEC REPORT
Trustee Meyer reported that during their last meeting, the KTEC board reviewed budgets and enrollment and she added that 345 students are enrolled for fall. Trustee Nilson reported that 15 American Indian students are currently taking part in some pilot training with KTEC for such courses as safety, forklift training, heavy equipment and CPR.

OLD BUSINESS
College Calendars for Academic Years 2023-24 and 2024-25
VP Stanley presented the calendars for a second reading, stating that coordination with the local school districts had occurred. Trustee Nilson made a motion to approve the calendars, as presented. The motion, seconded by Trustee Meyer, carried unanimously.

Board of Trustees Meeting Calendar FY 2015-16:
Dr. Dunlap presented the calendar for the next year, pointing out that the November, December and January meetings were scheduled one week earlier than usual to accommodate holidays. Trustee Nilson made a motion to approve the calendar, as presented. The motion, seconded by Trustee Howard, carried unanimously.

Revised Academic Probation, Suspension & Disqualification Policy #5.02:
Dean Larry Briggs presented revisions to policy #5.02, stating that further revisions were made to the policy following discussion and direction from the board during the first reading in May. He added that those revisions included adding in the definitions for probation, dismissal and reinstatement and correcting two errors that were missed prior to the first presentation. Trustee Howard made a motion to adopt revisions to policy #5.02. The motion, seconded by Trustee Meyer, carried.

NEW BUSINESS
Revised Workers’ Compensation Policy #3.02.18:
HR Executive Director Laura Hill presented revisions to the college’s workers’ compensation policy stating that the policy had been shortened to state what workers’ compensation provides and much of the information had been moved to the procedure. Trustee Howard stated that workers’ compensation is required by state law, with which the college must comply and he asked why a policy is needed. Hill expressed that though the information doesn’t necessarily need to be in the policy manual, it should be made accessible to employees. This was a first reading and no action was taken.

Renewal of President’s Contract:
College Attorney Marc Lyons stated that the president’s contract is for two years and is renewed annually. He went on to request the board consider a motion to approve an annual renewal of the contract from July 1, 2015 to June 30, 2017 and authorize the board chair to execute the contract on behalf of the board of trustees and North Idaho College. Trustee Nilson made a motion to approve the contract and authorize the board chair to execute the contract on behalf of the board of trustees and North Idaho College. The motion was seconded by Trusted Meyer. The board members expressed their appreciation to Dr. Dunlap for his work and leadership over the past year. The motion carried. Trustee Howard made a motion to amend the contract to increase the president’s compensation by 4%. The motion was seconded by Trustee Meyer. Trustee Nilson proposed that the president’s compensation be increased by 3%, in light of what the college is facing. Trustee Howard commented that Dr. Dunlap has not received an increase since he was hired and it’s appropriate to recognize his good leadership with the same increase as other employees. The motion carried with three votes in favor and one opposed.
Seek Board Guidance for Master Planning
Dr. Dunlap opened by stating that there had been some discussion about the development of a comprehensive master plan for the institution. He added that during an upcoming leadership retreat, President’s Cabinet would begin work on that plan which would include such components as the educational master plan, institutional optimization plan, facilities master plan with approved Planned Unit Development, enrollment management plan and financial forecasting and cash flow modeling plan. He then requested guidance from the board about additional elements. Some discussion took place about the various elements presented and Chair Wood commented that she would like the board to invite Steve Meyer to join them for a workshop and update the full board on the how the sites were set out on the education corridor. Trustee Nilson requested a board planning session be scheduled to discuss needs and priorities for the next 10 years. Dr. Dunlap added that this master plan will also include an information technology plan.

At this time, Trustee Banducci left the meeting.

Divestiture of Riverbend Property
VP Chris Martin opened by stating that the college had acquired more than 10 lots in the Riverbend Commerce Park in Post Falls between August 1998 and September 2004, in addition to the lots the Workforce Training Center occupies. He added that the college had no plans for development or expansion which would require this particular property and the college feels it has adequate expansion space with the acquisition of the Rathdrum Prairie property. He went on to state the college had been approached about its interest in putting the land up for sale and divesting itself of these excess lots. Trustee Meyer disclosed that her business, Parkwood Properties, does own land in the Riverbend Commerce Park, though it is not contiguous to the college’s property in question and she commented that she’s hopeful the board will consider asking the administration to explore this sale as in her experience, land sales in this area don’t frequently occur. College Attorney Marc Lyons explained the statutory process for appraisal and subsequent sale of college owned property, including the requirement that the college cannot sell the property for less than the appraised value. He added that should the board reject bids that do not qualify under the statute, then they may direct the administration to solicit offers for the property for the highest offer the market may bear. There was some discussion about obtaining comparator information to ensure the college’s opportunities with this property are maximized and asking the administration to pursue a sealed bid sale.

Trustee Howard made the following motion: The North Idaho College Board of Trustees directs the college administration to engage in the process of conducting a public auction to dispose of excess Riverbend property holdings (10 industrial-zoned lots), through sealed bid and returning the bids to the board for its consideration and direction for further action. Further that the board adopt the appraisal of the lots in question of $1,244,000 for the sale of all lots to a single buyer. The motion was seconded by Trustee Meyer.

Mr. Lyons explained the statutory timeline and a discussion followed about whether it meets with the timeline of the prospective buyer. Martin confirmed that he has made the buyer aware of the statutory requirements. The board asked that the administration provide them a list of all college owned property so that they may determine if there is other land the institution may no longer have use for and consider selling. It was agreed the administration would add this topic to an agenda in the fall. Following this discussion, the motion carried unanimously.
INFORMATION ITEMS

**Status of and Request for Guidance on Reduction in Force Policy:**
HR Executive Director Laura Hill opened by stating that the current policy reflects a common procedural practice for evaluating the status of positions and opportunities for reducing them. She went on to state that the conflict seems to be with the term financial exigency and she asked the board for direction on how the college might define financial exigency going forward. Trustee Howard commented that he would like to see the board adopt the policy that they had asked the college attorney to draft some time ago or hear from staff and faculty about why they disagree with that proposal. Trustee Nilson expressed concern that the college may face further enrollment declines and will need a policy in place should the need arise. VP Lita Burns reviewed considerations undertaken in the institutional optimization process and she stated that the college needs a policy regarding program discontinuance once the process is complete and determinations are made, and use state-level policies as guidelines for NIC’s process for both instructional and campus services programs.

Trustee Howard requested that the board have the opportunity to review both the board’s previous proposal and a faculty and staff proposal in August or September. Chair Wood asked Mr. Lyons to determine the status of the last proposal and provide it to the board for discussion at the August board meeting.

**Update on Career Technical Education Facility**
VP Martin thanked trustees for their attendance at the recent groundbreaking ceremony. He went on to say that this project is currently out for contractor bid and bids will be opened July 9.

**BOARD CHAIR REPORT**
Chair Wood wished everyone a good summer break.

**REMARKS FOR THE GOOD OF THE ORDER**
Dr. Dunlap announced that on June 30 the college will be receiving FAA certification authorizing it to offer the Aviation Maintenance Technician program. At Chair Wood’s request, Dr. Dunlap reviewed several topics discussed during a recent meeting of the Idaho Community College Consortium. There was some discussion about the state’s funding model for Career and Technical Education and discussion about the potential for a fourth community college in the state.

The meeting was adjourned at 8:35 p.m.
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 3:05 p.m. and verified that a quorum was present.

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

Also present: Marc Lyons, Attorney for North Idaho College
Chris Martin, Vice President for Finance and Business Affairs

Chair Wood asked College Attorney Marc Lyons to read, aloud, the motion adopted by the board at the June 24, 2015 meeting. Mr. Lyons began by explaining that the purpose of the meeting was to open bids for the possible sale of the college’s Riverbend property. He explained the statutory process required for the board’s divestiture of land and he then read the motion the board approved in June.

Chair Wood opened the single bid that the college received. It was in the amount of $993,960, which falls below the appraised value of $1,244,000. Trustee Nilson made a motion to reject the bid as non-qualifying. The motion was seconded by Trustee Banducci. Trustee Howard asked if the bidder had further interest in this property and VP Martin responded that the bidder was interested in the college putting the property on the market in hopes the board could make a decision in the next few weeks. There was some discussion about the board gaining a better understanding of the history of recent specific sales in the Riverbend area in order to better understand the value of this land and make a good decision about selling. Martin commented that following the June board meeting, the administration had requested and received a second appraisal on the land that was approximately $57,000 less than the first appraisal and the administration also received, from the second appraisal firm, an unsolicited opinion that they would be surprised if the college received any bids for this property because there is currently a low market in the Riverbend area. Martin added that he had also solicited the opinion of a commercial broker who has property listed in the Riverbend area and was told that anything between $2-$2.50 per square foot would be a good price for property in Riverbend. Trustee Nilson commented that he is aware of other property owners in Riverbend who paid more than this amount and he feels this price is too low. Trustee Banducci commented that the board may want to consider asking Bruce Cyr and Tom Stoeser from Riverbend Commerce Park for a formal evaluation of their pricing philosophy. Following this discussion, the motion to reject the bid carried unanimously.

Trustee Howard made the following motion: The board authorizes the administration to market and negotiate with any interested buyers for the sale of properties previously offered by sealed bids.
bid and return all offers to the board within two weeks for acceptance or rejection. Trustee Meyer seconded the motion. Following further discussion, the motion carried unanimously.

The board next instructed the administration to return to them, within two weeks, historical data regarding recent sale information for Riverbend properties.

The meeting was adjourned at 3:45 p.m.

____________________________________________________
Board of Trustees Chair                                Board of Trustees Secretary
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 3:05 p.m. and verified that a quorum was present.

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

Also present: Marc Lyons, Attorney for North Idaho College
Joe Dunlap, President
Chris Martin, Vice President for Finance and Business Affairs
Graydon Stanley, Vice President for Student Services

Dr. Dunlap opened by introducing the newly hired Chief Information Officer Ken Wardinksy and he announced that HR Executive Director Laura Hill had accepted a position with another organization and would be leaving the college.

Grant Funded Position Approval:
VP Graydon Stanley provided the board with a background of the grant funded TRIO Program and announced that NIC’s grant had recently been renewed and funded and he requested their approval of a career advisor position created to fill a gap identified in the program. Trustee Nilson asked how success is measured in the program. Director Holly Edwards responded that the grant requires them to complete and submit an annual performance report that includes measures for persistence, graduation and graduation and transfer. She added that they have met their benchmarks every year for the past five years of the grant. In response to a question from Trustee Banducci, Edwards provided information differentiating the TRIO program and Village Project program.

Trustee Howard made a motion to approve the grant funded position. The motion, seconded by Trustee Nilson, carried unanimously.

Possible Action Regarding Sale of Riverbend Property:
Dr. Dunlap stated that the board had been provided all of the information available on property values and other sales and he asked the board to discuss and determine whether they would consider selling NIC’s Riverbend property. The board discussed an offer received on July 23 from SDS Realty, representing Project Atlas in the amount of $993,960. Trustees Meyer and Nilson expressed concern with the prospective buyer asking that the college pay closing costs.

Trustee Howard made the following motion: North Idaho College offers 10 parcels at Riverbend consisting of 11.4 acres at $2.10 per square foot to the buyer, Atlas Project, conditioned upon
the buyer having 60 days for full review of the property. If the review is not satisfactory to the buyer within this time period, this offer will be deemed null and void. Trustee Meyer seconded the motion.

Discussion continued about the offer. Greg Konkol, representative from Project Atlas, commented that there is not a lot of property activity related to the Riverbend area and from their analysis over the past year, they feel their initial offer off $1.70 per square foot, made when they first approached the college, was in line with the value of the property. He went on to state that after meeting with the college, they recognized their synergy with locating near the Workforce Training Center and decided to raise their initial offer to $2.00, which they believe is $.30 per square foot above the market value, and he added that they base that belief on actual sales and actual properties they have under contract in both Idaho and Washington.

At this time the board recessed.

The board reconvened at 4:05 p.m.

Trustee Howard withdrew his original motion. Trustee Meyer seconded the withdrawal. Trustee Howard made the following motion: The board of trustees authorize the administration to draft the documents necessary to sell 10 parcels at Riverbend consisting of 11.4 acres, previously offered under sealed bid, at $2.15 per square foot to buyer, Atlas Project, conditioned upon buyer having 60 days for full review of the property. Final sale terms shall be returned to the board of trustees for final approval. If the buyer’s review is not satisfactory to the buyer, this offer will be deemed null and void. The motion was seconded by Trustee Meyer.

Trustee Howard expressed his hope that the buyer understands the board’s responsibility to protect assets of North Idaho College. Trustee Nilson commented that this community cares about urban renewal and understands the value of this project and the employment opportunities it brings and he expressed his hope that the buyer and the college may meet half way. Following several brief comments, the motion carried unanimously.

The meeting was adjourned at 4:15 p.m.

__________________________  ____________________________
Board of Trustees Chair               Board of Trustees Secretary
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 9:05 a.m. and verified that a quorum was present.

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

Also present: Marc Lyons, Attorney for North Idaho College
Joe Dunlap, President
Chris Martin, Vice President for Finance and Business Affairs

Chair Wood opened the meeting by reviewing the counter offer for the Riverbend property received from Atlas Project, stating their current offer was to purchase the property for $2.07 per square foot with the college paying closing costs and the realtor fee. The counter offer was broken down as follows:

496,976 square feet
X $2.07
$1,028,740
Less 6% realtor fee
$ 967,015
- $3,550 closing costs
$ 963,465 net to the college

She went on to state the college’s previous counter offer to Atlas Project was $2.15 per square foot or $1,068,498.

Trustee Nilson expressed concern with the purchaser’s expectation that the college should pay the realtor’s fee. A discussion ensued and Trustee Howard also expressed his concern with this expectation and commented that this sale will add the property back to the tax rolls for Post Falls and he finished by recommending the college counter at $2.00 per square foot with no realtor fee.

Trustee Meyer commented that staff from Parkwood Properties had met recently with a commercial realtor who had made the most recent sale at Riverbend for $1.65 per square foot and who confirmed that there is a lot of property for sale at Riverbend, but not much buyer interest. She added that it helped her understand the college’s need to sell this land now, and she expressed her interest in trying to make a sale to this buyer work while still appropriately representing tax payers.
Dr. Dunlap commented that in a conversation earlier in the week with the president of Atlas Project, he was told that $2.07 was the buyer’s final offer because this amount already exceeded their budget.

Chair Wood commented that the board should discuss what it intends to do with this property long term and what it would intend to do with revenue generated from the sale. She asked Dr. Dunlap to review a list of equipment needs for the CTE facility. Dr. Dunlap reported that the cost associated with the original equipment list was $1.2 million, but had been reduced to $1.09 million. He went on to state that the list does not include CNC machines because the plan was to bring over the current machines, and he stated that new CNC machines which would put the list at $1.6 million.

Trustee Howard commented that the board agrees that paying the listing commission is unpleasant, but balanced with adding the property to the tax rolls and creating jobs in Kootenai County, $60,000 is a small concession, but the board needs to decide on a sales price.

Trustee Nilson made further comment then recommended the board consider selling the buyer nine lots for $2.07 per square foot and holding on to the other lot to sell later at a higher price. VP Martin responded that in order to sell less than 10 lots, the college would be required to go back through the sealed bid process. Trustee Nilson then recommended selling them ten lots and requiring them to liquidate the tenth lot and return $60,000 to the college. College Attorney Marc Lyons responded that according to the statute, a different property configuration would require the college to obtain another appraisal and go through another bid process.

Following further discussion, Trustee Howard recommended that the college accept the buyer’s offer of $2.07 per square foot and pay the realtor fee then as part of the sale, ask the buyer to gift back one lot to the NIC Foundation for $1 consideration. Mr. Lyons stated this would be viable. A discussion took place and Trustee Howard made the following motion:

The board of trustees offer to sell the 10 lots at Riverbend for $1,028,740 and pay the 6% real estate fee and closing costs with the condition that lot x be donated to the NIC Foundation simultaneously at the time of closing.

Following the motion, the trustees reviewed the lots and Trustee Howard restated the motion as follows:

The board of trustees offer to sell the 10 lots at Riverbend for $1,028,740 and pay the 6% real estate fee and closing costs with the condition that lots 8, 11 & 12 be donated to the NIC Foundation simultaneously at the time of closing. Trustee Nilson seconded the motion.

Chair Wood expressed her concern that going back to the buyer with a counter offer will kill the deal and she feels the board should vacate its motion and accept the counter offer. She continued to state that the college and the county will benefit from this sale and balanced with the opportunities it provides, $60,000 does not kill the deal for her.

Trustee Nilson commented that the college should request the buyer only gift back lots 11 & 12.

Following further discussion, Trustee Howard amended his motion to read as follows:
The board of trustees offer to sell the 10 lots at Riverbend for $1,028,740 and pay the 6% real estate fee and closing costs with the condition that lots 11 & 12 be donated to the NIC Foundation simultaneously at the time of closing. Trustee Nilson seconded the motion.

A discussion ensued and trustee Howard commented that this is a thoughtful counter offer that will hopefully meet the needs of all parties and he expressed his hope that the buyer will review it with the understanding that the board has tried to meet the buyer’s parameters and their budget and has overcome the obstacle of the real estate fee. Following this comment, he re-read the motion. The board agreed to have the administration take this counter offer to the buyer and his representative and let the board know of their response. The motion carried with four in favor and one opposed.

The meeting was adjourned at 10:15 a.m.

________________________________________  ____________________________________________
Board of Trustees Chair                     Board of Trustees Secretary
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 7:30 p.m. and verified that a quorum was present.

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

Also present: Marc Lyons, Attorney for North Idaho College
              Joe Dunlap, President
              Chris Martin, Vice President for Finance and Business Affairs

Chair Wood opened the meeting by reviewing recent correspondence from Atlas Project describing their other land purchase options following their rejection of the college’s latest offer to sell its property in Riverbend for $2.07 per square foot. She asked for discussion about selling the property at this price.

Trustee Nilson commented that the board seems to agree that this property is surplus to the college, that selling it would be good for economic development for the community, but that the price the college offered was fair. He added that it’s not the college’s job to create jobs and his position has not changed.

Trustee Howard commented that he hasn’t heard a compelling argument for the college to sell the property at this price and he feels that Atlas Project hasn’t shown the willingness to negotiate in good faith.

A discussion took place about the need for additional funding sources outside of the NIC Foundation’s efforts for the Career Technical facility. Dr. Dunlap commented that the college does not need the funds that could be generated from the sale of this property to fill any funding gaps for the facility and he added that the sale of this property could help fund equipment that is not on the current equipment list or could be used for future capital projects.

Chair Wood expressed her feeling that the college should be a partner and support this organization moving into the community and she added that the community will recover the $60,000 in time.

Dr. Dunlap commented that the Economic Development Grant the college did not receive may be resubmitted as a new grant pursuit specifically to fund equipment.
Trustee Howard commented that the college has attempted to work with Atlas Project, but their offers and needs have shifted and they don’t seem to have the same willingness as the college has shown to work together. He went to say that the board should draft a letter to Atlas Project thanking them for coming to the college and trying to find an agreement on this and express the board’s regret that an agreement couldn’t be reached and let them know that if their other negotiations don’t lead to the result they want then they should come back to the college because the college wants to continue to work with them.

Trustee Meyer expressed that although it’s not the price the college wants, no one else has come along with interest in this property and nothing else is selling at Riverbend, she feels this is a good enough price.

Following this discussion Chair Wood made the following motion:

The board of trustees accept the last offer put forth by Atlas Project to purchase the Riverbend property for $2.07 per square foot. The motion was seconded by Trustee Meyer. The vote failed with three votes opposed and two in favor.

The board directed the administration to draft a letter to Atlas Project thanking them for their offers and for the opportunity to try and put a deal together and offering future cooperation including providing workforce development training and assistance in pursuing Department of Labor Workforce Sector grants and any other assistance the college may be able to offer. The board asked that the draft letter be circulated amongst the trustees for their input and once finalized, all board members will sign the letter.

The meeting was adjourned at 8:15 p.m.

__________________________________
Board of Trustees Chair                  Board of Trustees Secretary
SUBJECT
Workers’ Compensation Policy

BACKGROUND
This policy and its related procedure were reviewed as a part of the college’s policy review process. Policy revisions were presented to the board for a first reading during the June 2015 meeting.

DISCUSSION
During the first reading, the board raised the issue of why the college needs a policy for workers’ compensation since the college is required to comply with federal and state laws regarding these matters. Following the board meeting and this discussion, it was determined that this policy and its related procedure may be eliminated from the policy manual and information pertinent to NIC’s practices for complying with workers compensation law will be added to the Administrative Guidelines Manual. This manual is available to all employees and the information they need, should a workers compensation matter arise, is accessible from this manual.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
Request the board approve the elimination of Workers Compensation policy #3.02.18.

Prepared by Chris Martin
VP Finance and Business Affairs
NIC WORKERS’ COMPENSATION POLICY

1. Compensation is payable to an injured employee by the State Insurance Fund if the employee has lost time from the job in excess of five working days. Compensation begins on the sixth day following the disability unless the injured worker is hospitalized overnight, or time loss exceeds fourteen days. Under these conditions, benefits are payable from the date of disability.

2. When time loss occurs due to an industrial injury, the following conditions apply with regard to the regular college salary:

   a. No accrued sick leave will be charged to the worker during the first twenty days of lost time. Accumulated sick leave will be charged beginning the twenty-first day until the worker returns to work, or until the accumulated sick leave has been exhausted, whichever occurs first.
b. During the first twenty days of lost time, or during the time in which the employee is receiving sick leave pay, any compensation paid by the State Insurance Fund will be deducted from the gross earnings on the next payroll, so that the employee will NOT receive total monthly pay in excess of his/her regular earnings. The State Insurance Fund provides the college with a compensation report each time compensation is paid to an injured worker. This report is used to determine the amount to be deducted from the employee's earnings.

c. If the injured employee is enrolled in the college's long term disability plan, he/she may also be eligible for additional long term disability compensation following the elimination period. The period is stated as: "The first two months of each period of total disability, or the end of the period of sick leave, whichever is longer." In this case, the State Insurance Fund and the long term disability insurance company will work together to provide the percentage of monthly income allowed under the long term disability policy.

3. An employee on an industrial claim must report to the office of administrative services upon return to the job. The college may request a doctor's release, specifying whether the employee may return to "regular" or "light" work.

4. All doctor's, hospital and prescription drug charges should be sent to:

State Insurance Fund
Statehouse Mail
Boise, ID 83720
SUBJECT
Robin Hood Property Easement

BACKGROUND
The college has been approached by the city to review and provide remedy for the homeowners on Military Drive whose property backs up against NIC property. At issue is the concern that Military Drive property owners have no vehicle access from Military Drive and use an alleyway located behind their property granted by easement of 8 feet.

DISCUSSION
The alley that runs parallel along Military Drive has no current access to W. River Avenue due to the construction of the Centennial Trail and the alley is accessed from the north end of Military Drive and has a turnaround that is located on NIC-owned property at the south end of the alley that allows for vehicle access and access for trash pickup.

Future placement of the Centennial Trail within the BLM corridor will allow the alley to potentially be opened up with access off of River Avenue.

The primary concern is ensuring the college maintains maximum flexibility for the future development of the Robin Hood Campground property and the southern portion of the former mill site property (Parking Lot A) on the southeast side of Hubbard Ave.

The college has reviewed existing title, easement. After discussion of all options with counsel, the recommended remedy is offering Military Drive homeowners’ a license for continued access to the alleyway and turnaround located west of N. Military Drive and access to the alley from the north portion of N. Military Drive.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
This is a first reading; however, if the board wishes to, it may consider a motion to approve the granting of a revocable license for access to the homeowners on the west side of N. Military Drive.

Prepared by Chris Martin
VP Finance and Business Affairs
Karen Hansen
732 Military Drive
Coeur d Alene Idaho 83814
208 659 6408
barnun33@hotmail.com
July 22, 2015

North Idaho College Board of Trustees
Attention: President Dunlap

Dear North Idaho College Board of Trustees:

I am long-time resident of our city, and neighbor to North Idaho College. If applicable we would like to address a concern we have at your August 26th board meeting.

I have enclosed a print of the property in question, which is the alley on the East side of the 700 block of Military Drive. This alley has obviously been used for decades and services the garages of the homes on North Military as well as garbage service for the neighborhood.

We understand when North Idaho College purchased the property from Robin Hood Trailer Park some easement issues may have been overlooked and so we would like to discuss solutions with you at your board meeting in August.

We appreciate your time and consideration on this matter.

Sincerely,

Karen Hansen

[Signature]
Yellow - represents NIC/Redevelopment property
Pink - represents alley of concern
SUBJECT
Potential Disposition of Armory Property

BACKGROUND
The college received a transfer of jurisdiction from the State Board of Land Commissioners for the armory property (2.30 acres) located at 717 E. Walnut in Coeur d’Alene on November 21, 1988. This transfer is effective, “so long as the land and building are not used for a purpose not inimical to the public health, safety or welfare of the community…”

DISCUSSION
The armory building is approximately 8,513 sq. ft. North Idaho College currently utilizes the armory property primarily as an indoor training facility for women’s softball and additional off-site storage with the majority of the space in the armory under-utilized.

While the college does utilize the armory, there are various options to relocate the training facility and additional storage could be transferred to the college’s Lincoln Way storage facility.

The city is interested in taking over the armory. The college and the city would jointly request that the State Board of Land Commissioners transfer the armory and property to the jurisdiction of the city.

FINANCIAL IMPACT
Minimal. The college has maintained the facility as a warehouse, investing an average of $5,000 on maintenance and upkeep.

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

Prepared by Chris Martin
VP Finance and Business Affairs
TRANSFER OF LAND AND BUILDING

The State Board of Land Commissioners hereby transfers from its jurisdiction to the jurisdiction of the North Idaho College, 1000 W. Garden Avenue, Coeur d'Alene, ID 83814, the following described real property and improvements:

A tract of land situated in the W1/2SE1/4 of Section 12, Township 50 North, Range 4 West, B.M., KOOTENAI COUNTY, Idaho, and particularly described as follows:

Beginning at the northwest corner of the W1/2SE1/4 of Section 12, Township 50 North, Range 4 West, B.M., thence South, 1,650.00 feet along the west line of said W1/2SE1/4 to a point, said point being the REAL POINT OF BEGINNING; thence continuing South, 330.00 feet; thence East, 161.33 feet; thence South, 270.00 feet; thence East, 25.00 feet along the north right-of-way line of Spokane Avenue; thence North 135.00 feet; thence East, 68.67 feet; thence North 465.00 feet; thence West, 255.00 feet, returning to the real point of beginning, the above described area containing 2.30 acres, more or less.

This conveyance is effective so long as the land and building are not used for a purpose inimical to the public health, safety, or welfare of the community, and if such uses should occur, jurisdiction of the land and building will immediately revert to the State Board of Land Commissioners without further action on the part of said Board.

This deed includes the grant with its attendant limitations specified in 85 Deeds 217, Kootenai County, Idaho records.

This transfer was approved by the State Board of Land Commissioners at their September 20, 1988 meeting, effective November 21, 1988.
Transfer of Land and Building
North Idaho College
Page 2 of 3

IN WITNESS WHEREOF, I, Cecil D. Andrus, the Governor of the State of Idaho, have hereunto signed by name and caused the Great Seal of the State of Idaho and the Seal of the Board of Land Commissioners to be hereunto affixed, this _16th_ day of August _______, 1989.

[Signature]
GOVERNOR OF IDAHO AND PRESIDENT OF STATE BOARD OF LAND COMMISSIONERS

Countersigned:

[Signature]
Secretary of State

[Signature]
Director, Department of Lands

STATE OF IDAHO
COUNTY OF KOOTENAI
SS
AT THE REQUEST OF

[Signature]
SHIRLEY J. HEITZ
DEPUTY

Fees $90
Transfer of Land and Building
North Idaho College
Page 3 of 3

STATE OF IDAHO
County of Ada

On this 16th day of August, 1989, before me, a Notary Public in and for said State, personally appeared CECIL D. ANDRUS, known to me to be the Governor of the State of Idaho and President of the State Board of Land Commissioners; PETE T. CENARRUSA, known to me to be the Secretary of State of the State of Idaho; STANLEY F. HAMILTON, known to me to be the Director of the Department of Lands of the State of Idaho, that executed the said instrument and acknowledged to me that such State of Idaho and State Board of Land Commissioners executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year last written above.

[Signature]
Notary Public
residing at Boise, Idaho
My bond expires 3/26/96
SUBJECT
North Idaho College Property Holdings

BACKGROUND
North Idaho College owns 123 acres between the main campus, Education Corridor and off-campus property at the Work Force Training Center and Rathdrum Prairie sites. The college is the trustee of an additional 5.28 acres which includes the armory, Harding Family Center and two additional Head Start locations.

The property held as trustee for Head Start was either gifted to the college for the sole benefit of Head Start or purchased using federal funds for the support of Head Start. These properties hold essentially 100% federal interest and North Idaho College is the trustee or custodian of the property. In the event North Idaho College was no longer the grantee for Head Start, these properties would transfer to the subsequent grantee of the Head Start program.

The armory property was transferred to the college by the State Department of Land Commissioners as a transfer of jurisdiction in November 1988.

DISCUSSION
The board requested an accounting of all college property holdings for discussion on future planning and identification of excess land holdings.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
None. This is provided as information only.

Prepared by
Chris A. Martin
VP for Finance and Business Affairs
<table>
<thead>
<tr>
<th>NIC Property</th>
<th>Acreage</th>
<th>Kootenai County AIN#</th>
<th>Value Per 2015 County Assessment</th>
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<tbody>
<tr>
<td><strong>College Grounds - Original (from Winton Lumber)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>536 N. College Dr</td>
<td>7.12</td>
<td>136664</td>
<td>$1,691,431</td>
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<tr>
<td>1000 W Garden</td>
<td>35.86</td>
<td>140588</td>
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<td>1602 E. Rosenberry Dr</td>
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<td>617 N Hubbard (Molstead parking lot, borders Jeffries, River Ave)</td>
<td>0.13</td>
<td>109265</td>
<td>$65,170</td>
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<tr>
<td>(Molstead parking lot, east side portion)</td>
<td>0.11</td>
<td>109461</td>
<td>$40,860</td>
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<tr>
<td>(Hubbard parking lot, east side)</td>
<td>0.10</td>
<td>105451</td>
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<td>(Molstead parking lot, adjacent to Jeffries on Hubbard)</td>
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<td>(Molstead parking lot, east side portion)</td>
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<td>(Molstead parking lot, east side portion)</td>
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<td><strong>Subtotal Original College Grounds</strong></td>
<td>49.01</td>
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<td><strong>Ed Corridor/Millsite - NIC Subdivision</strong></td>
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<td>NIC Properties as of 8/1/15</td>
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### NIC Properties August 2015

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<thead>
<tr>
<th>Property Description</th>
<th>Area</th>
<th>Parcel Number</th>
<th>Value</th>
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</thead>
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<td>NIC Subdivision, Lt 1, Blk 3 (PTN IN TCA 001-015)</td>
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<td>NIC Subdivision, Lt 1, Blk 4 (PTN IN TCA 001-015) (Mail Room/Fleet/Parking)</td>
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<tr>
<th>Property Description</th>
<th>Area</th>
<th>Parcel Number</th>
<th>Value</th>
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<tbody>
<tr>
<td>Former BNSF strip of land parallel to NW Blvd, north of River Ave</td>
<td>1.37</td>
<td>114580</td>
<td>$271,142</td>
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<td>701 River/710 Military (Headwaters A,B)</td>
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<td>126820</td>
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<td>703 Military Drive (Residence, NIC landscape services)</td>
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<td>719 Military Drive (Residence, NIC custodial)</td>
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<td>724 Military Dr. (NIC Maintenance Shop)</td>
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<td>$407,715</td>
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<td>740 Military Drive (rented out through Resort Property Mgmt)</td>
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<td>Robin Hood Campground</td>
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<td><strong>Subtotal Other NIC Owned Properties</strong></td>
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<table>
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<tr>
<th>Property Description</th>
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<tbody>
<tr>
<td>Lincoln Way Storage (1002 N. Lincoln Way)</td>
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<tr>
<td>Kathdrum Prairie/KTEC Property</td>
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<td>Riverbend Commerce Park, Post Falls</td>
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<td>183560</td>
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### NIC Properties

**August 2015**

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<thead>
<tr>
<th>Property</th>
<th>Size</th>
<th>#</th>
<th>Value</th>
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<tbody>
<tr>
<td>Riverbend Commerce Park, Post Falls</td>
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<td>183561</td>
<td>$76,992</td>
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<tr>
<td>Workforce Training Center, 525 S Clearwater, Post Falls</td>
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<td><strong>Subtotal Off-Campus</strong></td>
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### Property Held as Trustee

<table>
<thead>
<tr>
<th>Property</th>
<th>Size</th>
<th>#</th>
<th>Value</th>
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<tbody>
<tr>
<td>Harding Center Head Start **</td>
<td>2.07</td>
<td>113160</td>
<td>$1,525,723</td>
</tr>
<tr>
<td>National Guard Armory (717 E Walnut)*</td>
<td>2.30</td>
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<td>$384,866</td>
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<tr>
<td>Post Falls Head Start, 106 W. 9th Ave, Post Falls**</td>
<td>0.36</td>
<td>113441</td>
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<tr>
<td>St. Marie's Head Start, 1230 Main Ave, St. Maries**</td>
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<td>Julien Bucher Early Learning Head Start**</td>
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<td>6653 Chippewah</td>
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<tr>
<td>Drive, Bonners Ferry</td>
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<td>Boundary County RPA01003300110A</td>
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<tr>
<td><strong>Subtotal Affiliates</strong></td>
<td>5.28</td>
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<td>$3,184,458</td>
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### All NIC Properties GRAND TOTAL

| NIC Owned Properties GRAND TOTAL | 128.28 | $72,110,752 |

*Armory reverts back to State Board of Land Commissions if not used for educational purposes

**Federal Interest. NIC is Trustee for the Property**
SUBJECT
Reduction in Force (RIF) Policy Update.

BACKGROUND
Discussions related to RIF started in the spring/fall of 2010 as part of an effort to revise a number of policies because there was a concern that while certain programs may need to be downsized, there was no policy vehicle to reduce force related to discrete areas within the institution. The only RIF policy is 3.02.26 - Staff Reduction due to Financial Exigency. That policy allowed reduction in force only when the board of trustees formally declared a financial exigency.

DISCUSSION
In early 2011, drafts of proposed RIF Policy were reviewed and debated with a Senate committee tasked to review this issue. In April of 2011, the faculty officers and college senators submitted a formal response to previous proposals to revise the RIF policy, essentially rejecting any changes to the RIF policy unrelated to financial exigency. Originally, the drafts attempted to address RIF in the context of both financial emergency, as well as program reduction, discontinuation, etc. A decision was made in May of 2011 to separate the RIF issues into two separate policies, one to provide some revision to the existing exigency policy and a new policy to address program reduction, discontinuation, etc. Drafts were prepared for discussion in the fall of 2011. In early 2012, the Senate committee proposed revisions to the RIF policy dealing with financial exigency, but did not provide a proposal regarding program reduction. There were some discussions regarding changes related to financial emergency, but RIF related to other situations was not addressed. The process moved slowly, in part, because the Senate committee needed to submit the drafts to the constituent Staff and Faculty Assemblies for review and comment before responding to proposed drafts. Also, it was during this time that the institution was looking at a change in leadership, and further discussions involving the then administration on this issue were limited.

In October of 2012, the Senate completed a first and second reading of a proposed RIF policy dealing solely with the subject of financial emergency/exigency. At the December 19, 2012 Board meeting, the Senate submitted its proposed RIF policy revision (dealing only with financial emergency) to the board. The board of trustees took action at the December meeting, passing a motion to table the Senate’s proposed policy, to return it to the Senate for further consideration and review, receive input from the board, and to return a revised proposal to the board within six months.

There were some discussions in the spring of 2013, but no action. In July, a discussion draft of a proposed policy and procedure dealing with RIF related to program reduction, discontinuation, etc., was prepared by the college attorney for the president and the board chair. These drafts were also subsequently given to individual board members and to the Senate. In its September 2013 meeting, the Senate voted to reject that latest draft.
The Administration is in discussions with Senate leadership to address concerns regarding the proposed policy. If no agreement is reached, Policy 2.01.04 is arguably at issue and both the Administration and the Senate could each present a policy proposal to the board. The Board has the authority to accept, reject or modify any proposal. Pursuant to Policy 2.01.04, the board of trustees may also initiate a recommendation for policy or procedures.

COMMITTEE ACTION
No committee action is currently taking place.

FINANCIAL IMPACT
There is no financial impact directly related to this issue at this time.

BOARD ACTION
This is an update item. No specific action regarding this policy is requested.

Prepared by
Marc Lyons, NIC Attorney