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.

EXECUTIVE SESSION*  
Idaho Code Section 74-206  
Christie Wood

6:00 p.m.
CONVENE BOARD MEETING/CALL TO ORDER  
Pledge of Allegiance  
Christie Wood

Verification of Quorum/Introduction of Guests  
Christie Wood

Review Minutes  
Christie Wood

Public Comment**  
Alex Harris/Gus Wessel

CONSTITUENT REPORTS  
ASNIC  5 minutes  
Maria Paluzzi

Staff Assembly  5 minutes  
Jessica Grantham

Faculty Assembly  5 minutes  
Erin Davis

Senate  5 minutes  
John Trombold

PRESIDENT’S REPORT  
Joe Dunlap

KTEC BOARD REPORT  
Ron Nilson

OLD BUSINESS  
Tab 1: SECOND READING: Robin Hood Property Easement  
Chris Martin

Tab 2: SECOND READING: Potential Disposal of Armory Facility  
Chris Martin

NEW BUSINESS  
None

INFORMATION ITEMS  
Career Technical Education Facility Update  
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, deliberating regarding an acquisition of an interest in real property, considering records that are exempt from public disclosure, considering 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 litigation, communicating with risk manager/insurer regarding pending/imminently-likely claims or to consider labor contract matters.

** Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President’s Office.

Upcoming Events  
NIC Board Meeting  September 23 - SUB  
ACCT Conference  Oct 14-17 San Diego, CA  
NIC Board Meeting  October 28 – SUB  
NIC Board Meeting  November 18 – SUB  
NIC Board Meeting  December 16
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
Ron Nilson
Christie Wood

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

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

Chair Wood called for a motion to amend the agenda to add an item under new business to address the disposition of the Riverbend property. Trustee Meyer made a motion to amend the agenda, adding that this item was being added at this time because the board had only learned about the matter earlier in the day. The motion, seconded by Trustee Howard, carried unanimously.

APPROVAL OF MINUTES
Chair Wood called for any changes to the minutes from the meeting held on June 24, 2015 and minutes from the special meetings held on July 14, 2015, July 28, 2015, August 14, 2015, and August 18, 2015. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT
Karen Hansen addressed the board regarding their upcoming discussion on the Robin Hood property easement.

CELEBRATING SUCCESS
Area Agency on Aging Director Jeffrey Hill provided an overview of the community services provided for seniors and individuals with disabilities.
SPECIAL PRESENTATION
Citizens’ Council for the Arts/Art on the Green:
Sue Flammia from the Citizens’ Council for the Arts provided an overview and history of the organization and its relationship with the college for the annual Art on the Green festival and other events held on the NIC campus.

CONSTITUENT REPORTS

ASNIC
ASNIC President Maria Paluzzi reported that ASNIC has begun discussions around revising their constitution this year and holding a community dinner at Thanksgiving.

Staff Assembly
Chair Jessica Grantham reported on the Staff Assembly picnic held over the summer and she reported that they will soon be filling staff assignments on campus committees.

Faculty Assembly
Chair Erin Davis reported that during their first meeting, Dr. Dunlap and VP Burns attended for a discussion of proposed revisions to the Reduction in Force policy and procedure. She added that she will be providing faculty feedback on the proposal to Dr. Dunlap by the end of the week. She closed by reporting that faculty will begin making assignments to campus committees.

Senate
Chair John Trombold reported that Senate’s first meeting is scheduled for September 17 and he stated that he looks forward to continuing policy review.

PRESIDENT’S REPORT
Dr. Dunlap began by announcing that that enrollment headcount is down 3.8% and FTE is down 6%. He went on to announce that Kassie Silvas has been selected as the new dean of Career and Technical Education and he briefly reviewed some restructuring that will take place within the administration and instruction. He continued by reporting that the residence hall is fully subscribed and has a wait list, and he announced that Heritage Health received the contract to provide student health services following the release of a request for proposal for those services. He commented that the college’s Dental Assistant program will be utilizing Heritage Health’s facilities for clinical work. He discussed a state board initiative to offer automatic admission to specific groups of high school seniors in the state. He announced several upcoming events including the kick off for the NIC Foundation’s fundraising campaign for the CTE facility. He closed by discussing the college’s “I’m In” campaign implemented by the Marketing and Communications Department.

KTEC REPORT
Trustee Meyer reported that 45% of KTEC completers have plans to attend NIC and she mentioned strategic initiatives from the Idaho Division of PTE and she expressed that it would be good for the board to invite the State Administrator Dwight Johnson to a future NIC Board meeting to present the initiatives. Trustee Nilson commented that KTEC may add a third section next year to accommodate more students.
OLD BUSINESS
Eliminate Workers’ Compensation Policy #3.02.18:
VP Chris Martin commented that during the first reading of revisions to this policy in June, the board had raised the question of why the policy was necessary since the college is required by law to comply with matters of workers’ compensation. He went on to state that the administration is now recommending elimination of the policy and that NIC procedures for these matters will be moved to the Administrative Guidelines Manual so that employees may access the information when needed. Trustee Nilson made a motion to eliminate Workers’ Compensation Policy #3.02.18. The motion, seconded by Trustee Meyer, carried unanimously.

NEW BUSINESS
Robin Hood Property Easement:
VP Martin explained that the city of Coeur d’Alene and one of the Military Drive homeowners approached the college to request remedy for them to continue to use the alleyway that is parallel with Military Drive and backs up to college property on the former Robin Hood Campground. He went on to state that the original easement was seven feet wide that it was closed off from River Avenue when the Centennial Trail was constructed. He stated that following a title search and consultation with legal counsel, the administration recommends the college grant the homeowners a revocable license to access the alley from the north and provide the city with access for garbage service while maintaining future flexibility for the college. There was an expression of concern from the board about the college’s liability should the license be granted and a request for further clarification of the college’s maintenance responsibilities for the property. This was a first reading and no action was taken at this time.

Potential Disposal of Armory Facility:
VP Martin described that the college’s current usage of the armory facility includes indoor training space for the women’s softball team and off-site warehouse space. He went on to explain that the college is a jurisdictional trustee for this property as granted by the State Board of Land Commissioners and that the city of Coeur d’Alene has expressed interest in the college transferring the Armory facility to them. He continued by stating that the administration recommends that the board consider transferring this property to the city, with the approval of the State Board of Land Commissioners. Following some discussion, the board provided the administration the authority to grant the city temporary use of the facility, if they determine they need it, while the college obtains more information about the process required for proper transfer.

Disposition of Riverbend Property:
Dr. Dunlap reported that the college had received another inquiry from the Atlas Project about selling the college’s 10 lots at Riverbend that had been offered previously for the price of $2.07 per square foot, with the buyer covering the realtor fees, bringing the price to $2.19 per square foot. He went on to explain that this sale would gross the college $1,028,740 and the net after closing costs would be $1,025,240. He requested the board direct the administration to follow through with the inquiry, and assuming a written offer is received that reflects an offer price not less than $2.19 per square foot, then NIC agrees to execute the sale of 10 parcels of land located in Riverbend Industrial Park, previously discussed and offered for sale, and that NIC agrees to cover closing costs and realtor fees out of the gross proceeds.

Trustee Howard made the following motion: The North Idaho College Board of Trustees offer the sale of the 10 lots at Riverbend, previously considered by the board, for a sales price of not less than $2.194 per square foot with NIC agreeing to pay closing costs and realtor fees thereon
to the Atlas Project. The motion was seconded by Trustee Meyer. A brief discussion took place and the motion carried unanimously.

INFORMATION ITEMS

College-owned Property:
VP Martin reviewed a listing of college-owned properties with assessment values, which the board had requested in order to identify any that may be under-utilized. Trustee Meyer commented that it would be helpful to have maps and to know what is contiguous and what provides future growth so the board may review and discuss at a later workshop.

Career Technical Education Facility Update:
VP Martin reported that site work has begun and construction is on track to be completed by next June or July.

History of RIF Policy Revision
College Attorney Marc Lyons provided an historical summary of the process undertaken over the past several years to revise the Reduction in Force policy. At Chair Wood’s request, Dr. Dunlap reported that he and Faculty Assembly Chair Erin Davis had met several times over the summer to discuss what may be included in a RIF policy and procedure and Chair Davis had taken a proposal developed from those meetings to this semester’s first Faculty Assembly meeting at which Dr. Dunlap fielded questions about the proposal. He went on to say that Faculty Assembly would be providing feedback to the administration through the assembly chair and once the administration reviews the feedback, they would then bring a policy proposal to the board to find if an agreement can be obtained on a new policy to go along with the associated procedure.

Trustee Nilson requested that a timeline be established for completion of a policy and he requested clarification of the difference between shared and participatory governance. Mr. Lyons explained that the college must follow its policy on policy development which guides the development timeline. He went on to say that the NIC uses a participatory governance model and employees and students provide input through their constituent groups on decisions made by the administration through the board policies, to the board of trustees, but ultimately decision making is at various operating levels of the administration or with the board on broad policy matters. Dr. Dunlap provided examples of various levels of decision making among college constituencies.

Trustee Howard commented that if, at the end of the process to revise the RIF policy, an agreement cannot be reached, he wants the board to be provided with both the administration’s and Senate’s versions of the proposal with an explanation of the value each group sees in its version, so that the board may decide on a policy to adopt.

Faculty Assembly Chair Erin Davis commented that Faculty Assembly will send their feedback to Dr. Dunlap at the end of the week after which he may choose how he wants to incorporate that feedback into the proposal, then in accordance with policy, he’ll need to send the proposal to Senate 10 days before their meeting date so that it may be added to their agenda. The two month timeline for Senate to respond will begin the day of their meeting.

Senate Chair John Trombold commented that participation by constituencies in decision making increases employee commitment to the mission of the college and participation in college governance helps to unify the college behind its goals and policies.
BOARD CHAIR REPORT
Chair Wood welcomed everyone back to campus and she commented on the active shooter video shown during the all employee meeting during convocations week. She asked Dr. Dunlap to provide the board with a link to the video.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Meyer commented on the upcoming ACCT conference and she reported that during a recent visit to Sandpoint, she received positive feedback from members of one of the clinics at Bonner General Hospital about their partnership with NIC. She closed by commenting on information provided recently by the Idaho Business for Education organization.

Trustee Banducci commented on the college’s common read program and expressed his hope that the reading list is balanced. He went on to express his concern on the college’s process for contracting professional services. He made a motion for the board to add, to an upcoming agenda, a review and discussion of the college’s policy and procedure for professional services contracts. The motion was seconded by Trustee Nilson. Trustee Howard commented that entering into professional contracts isn’t related only to cost, but oftentimes to a long term relationship made up of ability, trust, institutional knowledge and how that individual fits within the community. Trustee Meyer commented that many of these matters are at the administrative level. Following the discussion, the motion failed with two in favor and three opposed.

The meeting was adjourned at 8:40 p.m.

__________________________________________
Board of Trustees Chair                                Board of Trustees Secretary
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  
Request the board 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  
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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
Yellow = represents NLC/Rehberished 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
It is recommended that the board consider a motion to direct the administration to draft a joint letter with the City of Coeur d’Alene to the State Board of Land Commissioners requesting the transfer of the armory from North Idaho College to the City of Coeur d’ Alene.

Prepared by Chris Martin
VP Finance and Business Affairs