**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***

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**
- Christie Wood
- Celebrating Success: Special Needs 4th Annual Basketball Extravaganza
- Cal DeHaas

**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/Ron Nilson

**OLD BUSINESS**

- None

**NEW BUSINESS**

1. Tab 1: FIRST READING: Policy #3.02.26 Reduction in Force
   - Lita Burns
2. Tab 2: FIRST READING: Policy #3.02.29 Alternate Work Schedules
   - Chris Martin
3. Tab 3: FIRST READING: Policy #2.01.07 Inspection of Records
   - Mark Browning

**INFORMATION ITEMS**

1. Tab 4: Fall 2015 Enrollment Report
   - Graydon Stanley
2. Career Technical Education Facility Update
   - Chris Martin

**BOARD CHAIR REPORT**

- Report on ACCT Conference
  - 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 November 18 – SUB
- NIC Board Meeting December 16 - SUB
- NIC Board Meeting January 20 – SUB
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
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 Ron Nilson 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 August 26, 2015. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT
VP Mark Browning made a brief presentation on branding for the college he then asked the trustees in attendance to sign the “I’m In” banner, declaring their commitment to the college’s five core values and serving students. VP Brown went on to introduce six students who had recently provided assistance to a resident of the Ft. Ground neighborhood, and on behalf of the college, presented each of them with token of appreciation for their service to this resident.

CELEBRATING SUCCESS
Director of Student Development Alex Harris presented the active shooter video prepared recently by members of the staff and he provided an overview of campus security and safety.

Karen and Holly Hansen addressed the board regarding its upcoming discussion on the Robin Hood property easement. They requested that the board not make a decision that would restrict access through the alleyway behind their homes to their garages.
CONSTITUENT REPORTS

ASNIC
ASNIC President Maria Paluzzi reported that during their first meeting, they inducted three new senators and passed a resolution in support of a grant proposal for a mental health first aid trainer. She went on to say that ALSC Architects presented details about the student wellness center and she added that ASNIC had hosted several forums to gain input for the facility design. She closed with some information about student clubs and initiatives being undertaken in the student union building.

Staff Assembly
Chair Jessica Grantham reported on activities from the September 10 meeting, including a departmental overview and update on the Foundation’s capital campaign by Development Director and Foundation Executive Director Rayelle Anderson, and a refresher on professional development opportunities by Erin Norvell from Human Resources. She closed by reporting that Senate provided the draft revisions to the reduction in force policy to Staff Assembly and they are working on input for Senate’s next meeting.

Faculty Assembly
Faculty Assembly Secretary Tracy Struble reported on behalf of Chair Erin Davis. She reported that during their September 10 meeting, VP Lita Burns attended and answered questions about the Institutional Optimization process and the new associate dean of general studies position. She went on to say that the Assembly voted unanimously to advise their senators that they support the proposed revisions to the reduction in force policy that President Dunlap sent to Senate. She closed by reporting that faculty assignments to campus committees had been completed and provided to the president’s office.

Senate
Chair John Trombold reported that Vice Presidents Burns and Martin attended the September 17 Senate meeting to address questions about policies and procedures currently under review, which included a first reading of revisions to policies and procedures for alternate work schedules and reduction in force.

PRESIDENT’S REPORT
Dr. Dunlap reported that the NIC Pharmacy Tech program had achieved a 100% pass rate for student exams and he added that the national average pass rate is 55%. He went on to review topics that would be discussed during the Idaho Community College Consortium meeting that he and Trustee Howard would be attending later in the week. He went on to report that the college’s kick off for its United Way campaign had taken place earlier in the day and that the search for a nursing director had been concluded and NIC Nursing Instructor Marian Underdahl had been selected for the position. He briefly discussed the Institutional Optimization initiative and he asked VP Burns to provide an overview of the Guided Pathways initiative that is also currently being undertaken.

VP Burns reviewed the Guided Pathways initiative, explaining that it is a model that will enable the institution to guide students through more focused course work leading them to more meaningful completion and achievement of their educational goals.

KTEC REPORT
Trustee Nilson reported that class enrollment is near 400 students, with a waitlist. He went on to report that during the last board meeting, they reviewed their financial audit and discussed recruiting strategies for 8th and 9th graders.
Trustee Banducci also attended the meeting in Trustee Meyer’s stead and he reported that during the meeting they learned that Dwight Johnson from the division of Professional Technical Education will be in the area on November 9 for a tour of KTEC with the North Idaho legislators.

Trustee Howard requested more specific data on the numbers of students coming into specific NIC programs from related KTEC programs. Dr. Dunlap stated that when high school students come to NIC their applications don’t specifically show they graduated from KTEC, which makes it difficult to identify them. Trustee Nilson stated that a report with this data had been provided to the college for the 2013 school year and one can also be provide for 2014. Chair Wood asked if there could be a discussion during a coming KTEC meeting about providing KTEC graduates with a diploma separate from their high school diploma.

OLD BUSINESS

Robin Hood Property Easement:
VP Martin reviewed overhead maps of the area of concern and described the issue created when the Centennial Trail was constructed and access from River Road to the alley for the Military Drive homeowners was closed off. He added that the alleyway is wider than the existing 8’ easement. He went on to state that the college recommends providing the homeowners with a revocable license to continue to use the alleyway.

Trustee Howard commented that the board cannot bind its property into the future, such as providing an easement, to ensure there won’t be a problem later. College Attorney Marc Lyons commented that the gap of land under discussion seems to be a dedication that came when the neighborhood was platted and is not an easement. He added that granting a license for a stated period of time could potentially bind future boards and should be analyzed closely. He went on to say that a revocable license would be relatively easy to do and would not bind a future board.

Following some discussion, the board requested Mr. Lyons to analyze the matter more and provide an opinion about what the board should do to protect the college’s interest. Chair Wood asked that the administration stay in touch with the homeowners.

Trustee Nilson pointed out that there are structures on one of the lots that appear to encroach into the NIC land and he recommended the land be surveyed.

Potential Disposal of Armory Facility:
This was a second reading of the matter regarding the disposal of the armory facility. Trustee Nilson commented that the college doesn’t use the facility and the land cannot be sold by the college. He went on to make a motion to direct the administration to draft a letter with the city of Coeur d’Alene to the State board of Land Commissioners requesting transfer of the armory from NIC to the city of Coeur d’Alene. The motion, seconded by Trustee Howard, carried unanimously.

INFORMATION ITEMS

Career Technical Education Facility Update:
VP Martin reported that the foundation and footings are being poured and utilities have been delivered to the site and the project is on budget and ahead of schedule. He commented on the recent news that the city of Rathdrum has purchased land nearby to develop a city campus and he added that traffic lights are also coming soon.
BOARD CHAIR REPORT
Chair Wood thanked Trustee Howard for agreeing to participate in the upcoming meeting of the Idaho Community College Consortium. She added that she’ll be participating in parade with Lake City High School in which they’ll honor their former school resource officers, one of whom was Sergeant Greg Moore who was killed in the line of duty earlier in the year.

REMARKS FOR THE GOOD OF THE ORDER
Chair Wood commented that the board of trustees will be participating in the upcoming Association of Community College Trustees conference in San Diego, California.

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

__________________________________________  __________________________
Board of Trustees Chair                             Board of Trustees Secretary
SUBJECT
Reduction in Force (RIF) Policy

BACKGROUND
In the past two years, the staff, faculty and administration of North Idaho College have engaged in the review of all institutional policies. However, policy 3.02.26, Staff Reduction Due to Financial Exigency, was initially evaluated and revisions were proposed in the spring of 2011. The proposed revisions were debated by the college senate with counter proposals offered over the course of past four years.

DISCUSSION
The Reduction in Force Policy being presented to the Board of Trustees today represents the work of President Joe Dunlap, members of the Faculty Assembly and the College Senate in revising previously proposed RIF policies.

COMMITTEE ACTION
The proposed RIF policy has been approved by President’s Cabinet, Faculty Assembly and College Senate.

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 Narrative

Purpose and Scope:

North Idaho College highly values the contribution of all employees and recognizes the significant personal consequences related to a reduction in force. The board does recognize that any reduction in force will have an impact on the individual employees affected. Therefore, the North Idaho College Board of Trustees (the "Board") seeks, by this policy and the associated procedure, to ensure that an equitable process will be followed to implement changes associated with a reduction in force plan. The plan will be administered without prejudice and will seek to sustain collegiality, respect, and professionalism among employees and to minimize disruptions to students. The focus of the plan will be to continue to maintain and achieve the college’s mission and goals.

The North Idaho College Board of Trustees (the Board) acting in its governing capacity and in its sole discretion, may adopt a Reduction in Force Plan to more efficiently dedicate resources to achieve the primary purposes and goals of North Idaho College (NIC). As part of its evaluation of whether reduction in force is appropriate, the Board will direct the President to prepare a Reduction in Force Plan for Board consideration. A Reduction in Force Plan will utilize institutional data from a variety of sources as a basis for decision making. A Reduction in Force Plan may be adopted when the Board, in the exercise of its governing responsibilities, declares a financial emergency. A financial emergency means a demonstrable condition of significant financial stress that adversely affects the institution as a whole. This emergency may be caused by circumstances
that may include, but are not limited to, the following:

1. Inadequate or significant reduction in funding for a period projected to be more than one year;
2. Reduction in overall institutional enrollment and industry demand compared to the previous ten years;
3. Sudden degradation of program or college facilities due to natural disasters;
4. Organizational changes that prompt an across-the-college adjustment to staffing needs.

The Board’s adoption of a Reduction in Force Plan is discretionary and is not subject to appeal or contest by any employee in any grievance or appeal procedure; however, employees specifically identified for layoff under this policy may appeal the decision to the President who will evaluate whether the Reduction in Force procedures were followed and appropriate criteria were applied in arriving at the decision to lay off the employee. The provisions of this policy are not to be used for the termination of an employee if the sole cause is substandard performance, incompetence, or misconduct.

This policy’s procedure prescribes the manner in which NIC employees may be released should a reduction in force be announced by the Board. Alternatives to layoffs will be evaluated before a reduction in force occurs. A reduction in force may involve the elimination of courses, majors, degree tracks, programs and/or departments, resulting in the layoff of tenured faculty, non-tenured faculty, contract employees before the end of their contract term, and other employees. A reduction in force may also result in the non-renewal of annual contracts.

It is understood that this policy and its corresponding procedures shall not apply in termination for cause and/or resignations, layoffs and dismissals unrelated to the Board’s direction to implement a RIF.

This Reduction in Force Policy is not superseded by any NIC employment termination policies or procedures. Any employee remedies for termination of employment due to RIF are limited to the due process rights contained in the associated procedure.
SUBJECT
Revised Policy #3.02.29: Alternate Work Schedules

BACKGROUND
Alternate Work Schedules Policy #3.02.29 has been reviewed by appropriate staff as part of the college’s comprehensive policy review process.

DISCUSSION
This policy was revised to provide better direction on the approval of alternate work schedules and add clarity as to when and why an alternate schedule should be considered. The primary change is the inclusion of the following statement: The supervising vice president and director of human resources, in coordination with the direct supervisor, must approve any alternative work schedule prior to an employee beginning to work an alternative work schedule. The definition of Compressed Work Week was moved to the procedure.

COMMITTEE ACTION
This policy has been reviewed and approved by President’s Cabinet and the College Senate.

FINANCIAL IMPACT
None.

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

Prepared by:
Chris Martin, VP for Finance and Business Affairs
Policy Narrative

In an effort to improve and promote college services and employee morale, North Idaho College supports the use of alternative work schedules for all non-faculty employees. At the discretion of the department supervisor, an employee may initiate the process to observe work schedules that differ from North Idaho College’s regular, published work schedule of five consecutive days per week. In recognition of the challenges employees may face in balancing the demands of the workplace with personal needs, it is the policy of North Idaho College to support the creation of alternate work schedules, either short term or long term duration, as mutually agreed to by the individual employee and the department supervisor. In designing alternate work schedules, consideration should be given to:

- maintaining a high level of service to the college and its customers;
- maintaining appropriate record-keeping;
- adherence toward state and federal wage and hour laws;
- clear communication by the supervisor of employee performance expectations, evaluation, pay, hours of work, etc.; and,
- implementation of ongoing follow-up and monitoring practices to identify when the alternative work schedule program is working and how it can/should be revised over time.
- no office is to be closed to accommodate the alternative work schedule.

Flextime Definition: Working other than the regularly scheduled daily shift where start/finish times, break times and lunch times can vary but do satisfy a full day’s work
requirement. Flextime requires employees to work a five-day, 40-hour week, but with increased flexibility with regard to selecting their own starting and quitting times. Flextime must support both employee’s and management’s needs. However, emphasis on approving flextime should rest on the service provided to the college.

Compressed Work-Week Definition: A compressed workweek is a 40-hour workweek that is condensed into fewer than five days. The most common formula for a compressed workweek is four 10-hour days per week. Days off may vary among individuals.

The supervising vice president and director of human resources, in coordination with the direct supervisor, must approve these any alternative work schedule prior to the an employee working beginning to work an alternate alternative work schedule, unless otherwise designated by procedure.
SUBJECT
Records Inspection Policy #2.01.07

BACKGROUND
As part of the Administration’s on-going effort to review/revise all policies, those policies which require updating and editing undergo review and ultimately Board of Trustee approval in order to be in effect.

DISCUSSION
NIC Policy 2.01.07 deals with transparency and inspection of records by and for the public. An earlier revision included a reference to the applicable Idaho Code section 9-338 to help provide guidance. Earlier versions also referenced a policy, NIC Inspection of Student Records 5.05. This policy has been eliminated due to duplication with local, state and federal reporting requirements. The current proposed version of 2.01.07 now reflects the absence of 5.05 and is in concert with all other campus, state and federal requirements.

FINANCIAL IMPACT
None

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

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

Most North Idaho College financial and other records are open to inspection to any student or citizen pursuant to the state of Idaho public records laws, per Idaho Code 9-338. These laws include the right to charge reasonable fees for copies, provide reasonable regulations to insure the safety of the records, avoid unreasonable disruption of the work in the offices where records are kept and assure efficient and timely release of requested information to the public. Note that gross annual salaries are considered a public record.

Except in the case of legal compulsion or as provided by the public records laws, the following NIC records are not open to public inspection without the prior written consent of the person or persons to whom such records pertain: (1) the personnel records of employees, (2) the transcripts or grades of students, except as provided in the Inspection of Student Records section of Policy 5.05, (3) the medical records of persons as maintained by the vice president for student services in accordance to current Health Information Portability and Accountability Act (HIPPA) procedures, (4) individual records as maintained by a counseling center, or (5) other similar records as provided by the public records laws of the state of Idaho.
SUBJECT
Fall 2015 Enrollment Report

BACKGROUND
The Idaho State Board of Education requires that public colleges and universities report their enrollment numbers annually on October 15th. At North Idaho College headcount is down 4.03%, and the FTE is down 7.12%. We did, however, see significant growth in our dual enrollment and FTE, as well as our PTE headcount. The institution had budgeted for a 10% decrease in revenue for the 15-16 school year. With enrollment and headcount both decreasing by less than anticipated, we should be well within our budget projections.

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
This is an information report only and no action is requested.

Prepared by,
Kylene Lloyd
Student Services Data & Information Analyst
North Idaho College

Fall 2015 Enrollment Report
Total Enrollment
Unduplicated For Credit Headcount

NIC’s headcount is down 4.03%, and FTE is down 7.12%. This is ahead of the 10% decrease the institution had budgeted for this fiscal year.
Academic, Professional-Technical, and Dual Credit Enrollment
Unduplicated For Credit Headcount

We saw a decline overall in both our enrollment headcount and FTE. It was a slightly smaller decline than the prior year and well under what the institution had anticipated.

The professional-technical for credit headcount increased by 2.59%. There was a decrease in FTE of 5.50%. This continued decrease in FTE due is in large part to a restructuring of how the programs are administered. Many of the programs have a prescribed path, and that path has perviously required students to take a larger credit load per semester compared to the current program plans. This change was made to accommodate students once NIC began charging tuition per credit enrolled.

Dual credit headcount has increased this semester by 15.32%, and FTE has increased 20.25%. The increase in headcount and FTE illustrate the tremendous work of our Dual credit office this year enrolling students both in the high schools and here at the main campus. We have focused on offering more classes out in the high schools to increase participation, and we are really starting to see the credit load per student increase. In prior years the average Dual student would typically take no more than one class at their high school per semester. We are now seeing the majority of Kootenai county students enrolled in Dual credit at their high school register for two or more classes per semester.
Fall 2015 Enrollment Report

Academic Programs for Credit Enrollment

- Headcount
- FTE

Professional-Technical for Credit Enrollment

- Headcount
- FTE

Dual Credit Enrollment

- Headcount
- FTE
Outreach and Online Enrollment

Duplicated Headcount

Our outreach centers continue to expand their services, but growth in enrollment is often affected by a variety of factors beyond just demand in the area. An increase in the variety of classes, and more classroom space wired for internet receiving classes or a wider variety of times these classes are offered will be necessary for continued growth.

Many students, including dual students from surrounding high schools, use the services provided at the outreach centers. These students are not currently counted in the numbers below, but we are going to begin tracking them this year in order to have a more complete picture of the impact our outreach centers have on the communities they serve.
Credit taking behavior based on residency can be seen in the next three graphs. There have been no significant changes in where our students are originating from. As you will see in the final graph, a large portion of NIC’s students have not graduated from an area high school, but rather have completed a GED program.

Idaho Counties
Unduplicated For Credit Headcount

![Bar chart showing headcount by location in Idaho counties](chart.png)
State of Residence
Unduplicated For Credit Headcount

- 2011: 235 (100 Washington, 370 Montana, 85 Other)
  2012: 245 (94 Washington, 358 Montana, 65 Other)
  2013: 255 (81 Washington, 363 Montana, 65 Other)
  2014: 264 (65 Washington, 350 Montana, 65 Other)
  2015: 252 (62 Washington, 312 Montana, 65 Other)

Top Feeder High Schools
Unduplicated For Credit Headcount

- GED: 558
- Coeur d'Alene: 444
- Lake City: 437
- Lakeland: 360
- Kellogg: 334
- Post Falls: 211
- Bonners Ferry: 153
- Timberlake: 114
- Sandpoint: 110
Summary

Overall our FTE and headcount exceeded our projections for the fall semester. Traditionally, our spring semester enrollment follows the same trends line as our fall enrollment. This means that we will see a decrease in headcount and FTE when comparing our numbers with spring 2015 enrollment, but we should still see enrollment and FTE that is higher than what we have projected and budgeted for this fiscal year.

If you have additional questions, please email Kylene Lloyd at kmlloyd@nic.edu.