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.

4:30 p.m.
**EXECUTIVE SESSION** - Idaho Code Section 74-206(1)(f)*

5:00 p.m.
**BOARD WORKSHOP** - Higher Education Week with the Legislature

Rick MacLennan

6:00 p.m.
**CONVENE BOARD MEETING/CALL TO ORDER**

Pledge of Allegiance
Verification of Quorum/Introduction of Guests
Review Minutes
Public Comment**
Celebrating Success: IdEA Network for Biomedical Research Excellence at NIC

Ken Howard
Ken Howard
Ken Howard

Rhena Cooper

**CONSTITUENT REPORTS**

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**PRESIDENT’S REPORT**

10 minutes
Rick MacLennan

**OLD BUSINESS**

Tab 1: Collaborative Education Facility

Chris Martin

**NEW BUSINESS**

Tab 2: FIRST READING: Rev. Faculty Professional Development Policy #3.02.20

Lita Burns

**BOARD CHAIR REPORT**

Ken Howard

**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**

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<td>JAZZNIC – NIC Jazz Ensemble and special guests</td>
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<td>NIC Board Meeting</td>
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SUBJECT
Executive Session

DISCUSSION
From time to time the board will find it necessary to adjourn to executive session. 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 and provide sufficient detail to identify the purpose and topic of the executive session but not information sufficient to compromise the purpose of the executive session.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74—206, CONVENE IN EXECUTIVE SESSION TO:

____ Consider personnel matters [Idaho Code § 74-206(1)(a) & (b)]
____ Deliberate regarding an acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
____ Consider records that are exempt from public disclosure [Idaho Code § 74-206(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 § 74-206(1)(e)]
____ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
____ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]
____ To consider labor contract matters authorized under section 67-2345A [74-206A](1)(a) and (b), Idaho Code.

Purpose/Topic summary: (Provide sufficient detail to identify the purpose and topic of the executive session but not contain information sufficient to compromise the purpose of the executive session.)

SECONDED BY: _____________________________

Roll call:
___________ Banducci
___________ Howard
___________ Meyer
___________ Murray
___________ Wood

CONVENE AT: ____________ ADJOURN AT: ____________
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 4:30 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees: Todd Banducci  
Ken Howard  
Judy Meyer  
Brad Murray  
Christie Wood

EXECUTIVE SESSION
Motion was made by Trustee Meyer, seconded by Trustee Murray, to go into executive session under Idaho Code § 74-206 (f) to communicate with legal counsel regarding pending/imminently-likely litigation. Roll call vote was taken as follows:

Todd Banducci aye  
Ken Howard aye  
Judy Meyer aye  
Brad Murray aye  
Christie Wood aye

At 5:10 p.m., Chair Howard adjourned the meeting.

BOARD WORKSHOP
Collaborative Use Facility
VP Chris Martin opened by reviewing the history of the collaborative use project and intended purpose of the facility. He then introduced Richard Colburn of H2A Architects and Mark Dailey of Integris Architecture who reviewed the considerations for the programming studies and site analyses for the lot situated with the boundaries of River Road, Hubbard Avenue and College Drive.

Following a question from Chair Howard, Mr. Dailey reviewed potential impacts to add a third floor to the current building design, including an estimated cost increase of $1.5 million and other priorities to consider for the use of that additional space.

Following a question from Trustee Meyer, VP Martin confirmed that the classroom spaces identified in the space planning worksheet are in addition to the classrooms used currently by the three institutions and that classrooms at the Harbor Center used by both Lewis Clark State College and University of Idaho would continue to be used.

Chair Howard commented that before the board can approve a site selection, a written agreement with the partner institutions is needed and he asked about the impacts to the project if the site decision is delayed. Mr. Colburn responded that a delay will push bidding into March and push construction beyond a fall semester 2018 opening date. VP Martin commented that if funding for the demolition of the River Building is requested through the Department of Public Works, site selection must be made by January 31, 2017 in order for that agency to fund that demolition.
Chair Howard closed the workshop by commenting that this topic was on the regular meeting agenda and he asked the architects to remain and answer any questions that may arise. He then called for a five-minute recess.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 6:05 p.m. He led attendees in the Pledge of Allegiance and asked Trustee Wood to read, aloud, the college’s mission statement. Howard then verified there was a quorum of the board and he welcomed attendees and guests to the meeting.

ATTENDANCE
Trustees: Todd Banducci
Ken Howard
Judy Meyer
Brad Murray
Christie Wood

Also present: Rick MacLennan, President
Lita Burns, VP for Instruction
Graydon Stanley, VP for Student Services
Chris Martin, VP for Finance and Business Affairs
Marc Lyons, Attorney for North Idaho College

APPROVAL OF MINUTES
Chair Howard called for any changes to the minutes from the meeting held on November 30, 2016. Hearing none, the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
NIC Outdoor Pursuits Program Coordinator Jacob Rothrock presented an overview of the activities provided by the program and Athletic Director Al Williams provided season results of the college’s fall sports programs. Following a request from Trustee Wood, an athletic budget assessment will be provided showing cost savings, so far, this year over last year and another assessment provided at the end of this year showing savings over last year from the transition from the NJCAA to the NWAC.

CONSTITUENT REPORTS
ASNIC
ASNIC President Sean Collins reported that since the last board meeting, students provided gifts to 53 children during the St. ASNIC event and during their regularly scheduled board meeting, they held a secret Santa event.

Staff Assembly
Chair Teresa Henderson reported that during their last meeting, staff received a report from the committee working on the salary structure policy and they received an update on the budget planning process from VP Chris Martin.

Faculty Assembly
There was no report.

Senate
Chair Josh Gittel reported on the items that Senate will be reviewing during their upcoming meeting.
PRESIDENT’S REPORT
Dr. MacLennan reported that he will be attending the state board meeting in Nampa later in the week.

OLD BUSINESS
Head Start
NIC Head Start Director Beth Ann Fuller presented and reviewed revisions requested by the board in November during the first reading of Head Start documents. Trustee Meyer made a motion to approve the Head Start Policy Council Bylaws, Assistant Teacher Job Description and Wage Scale, Eligibility, Recruitment, Selection, Enrollment and Attendance Policy and Criteria for Prioritization and Selection Policy. The motion, seconded by Trustee Wood, carried unanimously.

Collaborative Use Facility Site
Chair Howard opened by stating that the board had received an earlier presentation of site suggestions from the architects and that the architects would like the board to select and approve a site so they can move forward with design. He went on to comment that the college does not yet have an agreement with Lewis Clark State College and University of Idaho and he referenced a draft use agreement that had been worked on and discussed by representatives of the three institutions, but not yet agreed upon. He continued by proposing that the board review and comment on the draft shared use and license agreement with revisions made by representatives of NIC earlier in the day, approve the content then present it to the partner institutions to approve. He added that the board will need to address any changes that come back. He went on to comment that before the board can approve a site, there needs to be an agreement between the institutions. Following review and discussion, Trustee Meyer expressed concern about approving the draft document since the most recent revisions had just been presented. Trustee Wood made a motion to approve the draft shared use and license agreement with Lewis Clark State College and University of Idaho. The motion was seconded by Trustee Murray. Following further review and discussion, the motion carried with four in favor and one opposed.

Chair Howard made the recommendation that if the board can arrive at an agreement on a site, that the selection of the site be contingent upon completion of the agreement in order to avoid calling another meeting to approve site selection. Trustee Wood made a motion to approve the selection of site identified as Site B for the development of the North Idaho Collaborative Educational Facility project, contingent upon completion of the shared use and license agreement. Trustee Murray seconded the motion. Trustee Meyer expressed concern that approval of this site may create the perception that a conference center is also included in the approval since this site plan identifies a future site for such a facility. VP Martin commented that there had been discussion on campus about the need for a public conference space that could be used by business and industry and the college, and this plan concept was an attempt to lay out what a conference center would look like in relation to the collaborative use facility. Dr. MacLennan added that a conference center is not a funded project and is not included in the approval for the actual design of the shared use facility. Meyer added that the document in the board materials titled Master Plan also has specific labels on various sites which creates a perception and potential confusion that it is an actual plan and not a concept. There was some discussion about the timing and impacts of the inclusion of a third floor in the design. The architects commented that a decision to include a third floor, and identify the proposed use to allow for appropriate design, should be addressed now.

Trustee Wood amended her motion as follows: Contingent upon the completion of the shared use and license agreement, the board request that the architects plan for a third floor shell and bring the design back to the board. The amendment was seconded by Trustee Meyer and carried with four in favor.
The main motion to select Site B contingent upon completion of the shared use and license agreement with a third floor included in the design, carried with four in favor and one abstention.

Chair Howard asked for a presentation of the implications of adding a third floor at the January 18 board meeting.

**NEW BUSINESS**

*Appoint Board Representatives to KTEC, NIC Foundation and Special Committees*

Chair Howard commented that he and the board had discussed representation for various boards, committees and other groups and Trustee Banducci would now serve as the NIC representative to the KTEC Board with Trustee Murray serving as backup. Murray will also serve as the voting NIC member for the Association of Community College Trustees. Howard went on to comment that he would continue to serve as the board liaison to the NIC Foundation Board, and he and Trustee Wood would serve on the committee for the Collaborative Educational Facility. He added that representation for any of these groups is not fixed and could change at any time, and if members want to move from one to another, they can let the board chair know and requests will be accommodated.

**BOARD CHAIR REPORT**

Chair Howard reported that he will be attending an upcoming meeting of the Idaho Community College Consortium in Boise and one of the topics being discussed by the group is the sharing of board policies. Trustee Murray asked if the board would have the opportunity to review the college’s policies in a workshop scenario and Howard responded that could be a topic for a workshop or retreat.

**REMARKS FOR THE GOOD OF THE ORDER**

Trustee Meyer asked that Chair Howard request ideas from other institutions, during the ICCC meeting, for topics the three college boards can discuss during a joint meeting being planned for education week in Boise. Trustee Wood suggested that a speaker from the Albertson Foundation address the three community college boards during a joint meeting.

Dr. MacLennan provided background on two books that had been purchased for the trustees related to negotiating and dealing with conflict, and team building.

At 8:10 p.m., Chair Howard adjourned the meeting.

__________________________  __________________________________
Board of Trustees Chair                                            Board of Trustees Secretary
SUBJECT
North Idaho Collaborative Use Facility

BACKGROUND
During the December 2016 meeting, the board considered the addition of a third floor to the Collaborative Use Facility. The board requested additional costing information on the potential of shelling out a third floor.

DISCUSSION
H2A Architects and Roen Associates determined the reasonable costing of between $160-$190/gsf is an appropriate planning cost for adding a floor and shell space on a multi-story classroom building.

Based on a 12,000 square foot third floor space the total cost would be between $2.3M and $2.74M including fees, permits, and contingencies. This anticipates that the third floor will be planned primarily as additional classroom/instructional space.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
The estimated total cost for the shell out of a third floor is estimated at between $2.3M and $2.74M.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion, authorizing the addition of a third floor shell and directing the administration to work with DPW to add a third floor to the Collaborative Use Facility project.

Prepared by
Chris A. Martin, Vice President for Finance and Business Affairs
SUBJECT   Policy 3.02.20 Faculty Professional Development

BACKGROUND
Over the past two years, the staff, faculty and administration of North Idaho College have engaged in the review of institutional policies. Policy 3.02.20 was initially brought forth by a Faculty Assembly ad hoc committee in spring 2016. The vice president for instruction and deans reviewed the policy and proposed revisions. During fall semester, a new Faculty Assembly ad hoc committee convened to complete the work begun the previous spring and a Senate sub-committee then completed the revisions. The policy has been endorsed by the College Senate and the President’s Cabinet.

DISCUSSION
Wording has been added to the policy to reflect the purpose of professional development. Terminology has been revised from Professional Improvement Plan (PIP) to Professional Development Plan (PDP). Additional description was added to distinguish between Professional Development Plans and Professional Development Units (PDUs).

FINANCIAL IMPACT
None.

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

Prepared by,
Lita Burns, Vice President for Instruction
It is the policy of the college to support and reward faculty professional development, which contributes to achieving the mission of the college, sharing knowledge and skills among colleagues, and enhancing effectiveness in teaching and student learning.

North Idaho College and its faculty are committed to professional growth and development. The Faculty utilize a Professional Improvement Development Plan (PIP) (PDP) allows individuals to develop professional goals and activities. Professional Development Units (PDU) are awarded for approved professional development activities. There are many avenues to professional improvement, and this voluntary program represents only one method to develop professionally.