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 Section 74-206(1) (a, b, c & f)*

6:00 p.m.  
CONVENE BOARD MEETING/CALL TO ORDER  
Pledge of Allegiance Ken Howard  
Verification of Quorum/Introduction of Guests Ken Howard  
Review Minutes Ken Howard  
Public Comment**  
Celebrating Success: Development Department/Grants/Alumni Association Rayelle Anderson

PRESIDENT’S REPORT Rick MacLennan

KTEC REPORT Todd Banducci

OLD BUSINESS  
None

NEW BUSINESS  
Tab 1: Renewal of President’s Contract Marc Lyons  
Tab 2: FIRST READING: Revised Acceptable Use Policy 3.08.01 Ken Wardinsky  
Tab 3: FIRST READING: Revised Email Usage Policy 3.08.02 Ken Wardinsky  
Tab 4: Approve Head Start Funding 1% Cost of Living Allowance Beth Ann Fuller

INFORMATION ITEMS  
Integrated Strategic Planning and Visioning Update Rick MacLennan

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.
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 4:00 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 Wood, to go into executive session under Idaho Code § 74--206 (a & b) to consider personnel matters. Roll call vote was taken as follows:

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

At 5:50 p.m., Chair Howard recessed the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 6:10 p.m. He led attendees in the Pledge of Allegiance and welcomed attendees to the meeting. Howard then verified a quorum was present.

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

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

APPROVAL OF MINUTES
Chair Howard called for any changes to the minutes from the meeting held on April 26, 2017 and the workshop held on May 9, 2017. There were no changes noted and the minutes were accepted, as presented.
PUBLIC COMMENT
NIC faculty member Erin Davis expressed support for the budget proposed by the administration and for the step increase proposed for faculty and staff. She went on to comment on the importance of honoring steps in the salary structure and asked that the board keep adjunct faculty in mind.

CELEBRATING SUCCESS
Children’s Center Director Jolie Wenglikowski reported on a program developed to help with student retention. The program incentivizes parent-students at NIC by offering them reduced child care costs when they meet specific requirements in their academic progress. Wenglikowski also presented information on the learning lab offered in the Children’s Center for Childhood Development students, and NIC student Emily Danforth presented information on her experience in the program.

SPECIAL REPORT
Governor’s Taskforce on Higher Education
North Idaho members of the taskforce, including Sen. Bob Nonini, Mr. Steve Meyer, and Mr. Don Soltman provided information on the taskforce and taskforce subcommittees. Mr. Meyer explained the charge of the taskforce and discussed the focus of the Funding Formula Subcommittee. Mr. Soltman reported that the Outcomes Supporting Workforce Subcommittee is tasked with aligning higher education with the workforce. He went on to report that the committee is talking with specific employers offering apprenticeship programs as well as economic development organizations. Senator Nonini, who is also on this subcommittee, reviewed the makeup of the full taskforce, including members of the legislature. He reviewed some of the matters of concern amongst legislators related to barriers to students completing higher education, such as needs for remediation for students coming out of the K-12 system, and costs to attend. He went on to express his hope that legislators on the taskforce will help the bridge those concerns in the legislature. VP Chris Martin, who participated in the most recent meeting of the K-20 Pipeline Subcommittee, reported that this group is focusing on strengthening partnerships between K-12 and higher education to impact the go on rates for middle and high school students, including dual credit offerings and building awareness with families and students about the return on investment and relevance of higher education.

CONSTITUENT REPORTS
ASNIC
ASNIC President Caleb Weeks reported on student activities for the summer, including conference attendance, Cecil’s Summer Splash, and committee work. Weeks went on to report that ASNIC received presentations from Financial Aid and Information Technology that will enable them to help students understand processes.

Staff Assembly
Chair Teresa Henderson reported that during the May meeting, Staff Assembly recognized nominees for Staff Appreciation Awards. She announced that Suzie Deane will serve as chair for the upcoming year.

Faculty Assembly
Chair Geoff Carr reported that during their May meeting, Faculty Assembly elected officers and reviewed and approved the faculty procedure related to the Compensation Structure Policy. He went on to report that Dr. Burns and CIO Ken Wardinsky attended and addressed questions about campus space planning related to the College Skills Center and the Testing Center. He went on to report that the Assembly had a discussion about the college’s financial aid policy and had the opportunity to ask questions of members of administration and a representative of the Financial Aid Office. He closed by expressing that Faculty Assembly would like more frequent meetings with members of the administration to maintain open lines of communication.
**Senate**
Vice Chair Jessica DeWitt reported that during their May meeting, Senate elected new officers and reviewed and approved the faculty procedure for Compensation Structure. She went on to report that Senate also approved two Information Technology policies and procedures as well as a minor revision to an existing policy related to Political Activities.

**PRESIDENT’S REPORT**
Dr. MacLennan open by expressing his appreciation for everyone involved in commencement. He reminded trustees about the grand finale celebration planned for the capital campaign, and he reviewed the itinerary for the upcoming State Board of Education meeting that NIC will host in June.

**OLD BUSINESS**

*College Calendars for Academic Year 2027-28 and 2028-29*
VP Graydon Stanley presented, for a second reading, the draft college calendars, stating that they were developed with as much coordination with the school districts as possible. Trustee Wood made a motion to accept the calendars for academic years 2027-28 and 2028-29. The motion, seconded by Trustee Meyer, carried unanimously.

*FY18 General Fund Budget*
Chair Howard commented that this would be a second reading of the budget and that the board had also held a budget workshop earlier in the month. He called for a motion on the budget proposal. Trustee Wood made a motion to approve the FY18 institutional budget as presented by the administration. The motion was seconded by Trustee Meyer.

Trustee Wood commented that the board had not increased property taxes for five years, adding that it is the obligation of the board to attract and maintain quality faculty and staff and she expressed support for the proposed property tax and tuition increases and expressed support of the proposal for two administrative-level positions.

Trustee Murray thanked Trustee Wood for her comments and expressed his agreement with her.

Trustee Banducci commented on the projected 3% decline in enrollment, the college’s current fund reserve, and the pay increases that the board provided over the past several years. He expressed disagreement with the proposal to increase property taxes and tuition, and made a motion to amend the motion as follows: Adopt a budget with a 1% pay increase for all full time and part time employees, no increase to in-district tuition, a $5 increase to out-of-district tuition, and no property tax increase. There was no second and the motion failed.

Trustee Meyer asked for confirmation that this budget proposal, as presented, provides for the appropriate programming for Career Technical Education courses as well other programming, and also provides funding for appropriate deferred maintenance for institutional facilities. VP Martin responded that the budget proposal does include funding for additional course sections in the Diesel Technology Program, adding that state line items requests for next year also contain funding requests for additional support for advising. He continued to respond that the annual institutional budgets contain funds for deferred maintenance and this budget proposal also contains funds that will allow for remodel projects related to space improvements.

Trustee Banducci express his disappointment with the way the board is leaving adjunct faculty and part time employees out of the proposed pay increase. Trustee Meyer asked the administration to comment on why they were not included. VP Martin responded that an analysis and comparison with other institutions was completed last year for part time pay, and at that time, the administration found the part time pay remains competitive and feels that it remains competitive this year.
Chair Howard discussed his idea for increasing property taxes by 3% this year and dedicating 2% to the capital building fund and he asked the trustees for their thoughts on the proposal. Trustee Murray commented that he could not support a 3% increase now as the school districts are going out for their levies. Trustee Wood expressed her belief that the state should fund buildings and the college should supplement where possible, adding that she is not comfortable supporting more than a 1% increase. Trustee Meyer suggested the board consider a 2% increase to help supplement the capital reserve. Trustee Banducci commented that it is the state’s obligation to fund buildings and he does not support a 3% increase.

There was no other discussion, and the motion to adopt the FY18 institutional budget, as presented, carried with four in favor and one opposed.

Trustee Wood made a motion to establish a board designated reserve account for the acquisition of property and to transfer $1 million in unrestricted general fund balance into the newly established account. The motion, seconded by Trustee Meyer, carried unanimously.

VP Martin took this opportunity to recognize Sarah Garcia and members of the Office of Finance and Business Affairs for their efforts in this year’s budget planning processes.

**NEW BUSINESS**

*Board Meeting Schedule 2017-18*

Dr. MacLennan presented the draft board of trustees meeting schedule, pointing out several dates being proposed in order to avoid conflicts with the regular fourth Wednesday meeting day. Trustee Murray made a motion to adopt the proposed meeting calendar for 2017-18. The motion, seconded by Trustee Wood, carried unanimously. Trustee Meyer made a motion to forego a second reading of the meeting calendar. The motion, seconded by Trustee Wood, carried unanimously.

*Approval of FY18 Real Property Leases*

VP Martin reviewed and described various funding streams for the nine real property leases being presented for board approval, and he explained the specifics related to the use agreement between North Idaho College and University of Idaho for space in the Molstead Library. Trustee Meyer made a motion to authorize the board chair to execute renewals for the following leases: Area Agency on Aging, Bonner’s Ferry Outreach Center, Sandpoint Outreach Center, Silver Valley Outreach Center, University of Idaho Molstead Library Second Floor Use Agreement, Community United Methodist Church Head Start, Julien Bucher Head Start Center, Lakeland Head Start Center, Sandpoint Head Start Center, and Shoshone Head Start Center. The motion, seconded by Trustee Wood, carried unanimously. Chair Howard commented that he would like to establish a board policy authorizing the board of trustees to approve real property leases each year.

**BOARD CHAIR REPORT**

Chair Howard reported that the Idaho Community College Consortium will meet in Coeur d’Alene on June 16. He expressed his congratulations for the approval for a fourth community college district in Idaho Falls and briefly explained the process required for establishing a district and board of trustees. He went on to report that a meeting for all community college boards of trustees will be scheduled in August and he closed by mentioning some upcoming events for trustee calendars.

**REMARKS FOR THE GOOD OF THE ORDER**

Trustee Wood requested consideration in next year’s budget for a larger facility and more staff for the NIC Children’s Center to overcome wait listing.

VP Graydon Stanley acknowledged the work that ASNIC President Caleb Weeks and former ASNIC President Sean Collins are undertaking this summer with advising services, and he acknowledged the work of members of the Financial Aid Office. He went on to thank members of the administration
and others who have attended recent celebrations at regional high schools and presented scholarships awards.

At 8:45 p.m., Chair Howard adjourned the meeting.

____________________________  ________________________________
                Board of Trustees Chair   Board of Trustees Secretary
SUBJECT
Approval of Contract for College President

BACKGROUND
The North Idaho College President is hired by the Board of Trustees and, consistent with past practice, a president’s contract is reviewed annually. A contract renewal may be executed by the President and the Board Chair, with the approval and authorization of the Board of Trustees.

DISCUSSION
The president’s contract is a three-year contract, but is reviewed annually for potential renewal. The proposed annual renewal is for fiscal years July 1, 2017 through June 30, 2020 and reflects the 3% salary adjustment for all eligible full time employees.

COMMITTEE ACTION
No committee action is necessary.

FINANCIAL IMPACT
The financial impact is to the employee compensation budget.

REQUESTED BOARD ACTION
The Board is requested to consider a motion approving the proposed contract and authorizing the Board Chair to execute the contract on behalf of the Board of Trustees and North Idaho College.

Prepared by,
Marc Lyons,
Attorney for North Idaho College
SUBJECT
Policy 3.08.01 Acceptable Use Policy

BACKGROUND
NIC has traditionally only had two policies that covered the use of information technology. The current policy 3.08.01 is titled: “Rules of Use and Privacy”. This policy was implemented in 1996, revised in 2012 and reviewed in 2014. Under review of a new CIO and input from many different constituent groups, this new language is much more representative of policy and aligns better with higher education best practices as well as state and federal policies. This new language also becomes a framework for future IT policies.

DISCUSSION
The acceptable use policy will serve as a foundation to a framework of IT policies at NIC. Currently NIC has two policies that relate directly to information technology. The state of Idaho, under the Idaho Technology Authority has approximately thirty-five policies relating to information technology. In order to align NIC policy with the state of Idaho policies as well as have relevant policies, the acceptable use policy shall serve as a starting policy.

COMMITTEE ACTION
The North Idaho College Chief Information Officer (CIO) originally re-wrote this policy in a draft format. That policy was then sent to the Information Technology Planning and Policy Council (ITPPC), which is a NIC Senate recognized committee. That committee then reviewed the policy and approved the first draft. The CIO then introduced this policy to the President’s Cabinet who approved it to be sent to the NIC Senate. Under review of the Senate, it was found that a lot of policy, procedure, and guideline language was being used and some of the language was confusing. Under the Senate’s approval, the CIO then formed a joint subcommittee comprised of members of the ITPPC and Senate (including faculty, staff, and student representation). The policy was revised and updated and then sent back to Senate for approval and is now presented to the Board in its current state.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
Accept policy 3.08.01 with the revised name change from “Rules of Use and Privacy” to “Acceptable Use” and approve the new language of the policy which fully replaces the existing policy language.

Prepared by,
Ken Wardinsky, Chief Information Officer
NIC strives to provide users of information technology at the college with privacy and adequate resources. All network users have the responsibility to use technology resources in an efficient, effective, ethical and lawful manner consistent with the rules and regulations of the college and local, state and federal statutes. North Idaho College does not necessarily endorse the viewpoints or vouch for the accuracy or authenticity of electronic information.

NIC has an obligation to respect academic freedom, and protect the privacy of a user’s files, electronic mail, and printer listings to the best of its ability. Thus the college seeks to protect computer-based information, recognized as a primary administrative, educational and research asset, from accidental or intentional unauthorized modification, misuse, destruction, disruption, or disclosure. In order to make every reasonable effort to protect the integrity of its computing systems, the college will exercise its responsibility to monitor its computing resources for performance, security, cost effectiveness, and reliability. Thus, network users will be governed by the following provisions:

1. Will abide by all software licenses and applicable federal and state laws.

2. Will safeguard one’s user identification and passwords and will not compromise systems security by providing passwords to others or exposing them to public view.
3. Will not intentionally seek, provide or modify information in or obtain copies of files, programs, or passwords belonging to other network users without appropriate permission.

4. Will use the privilege of access to network resources in accordance with their status as students established by the Registrar or as employees established by the Human Resources office.

5. Will not connect to other systems through the network unless properly authorized by the owners of those systems.

6. Will share resources, such as disk space, internet bandwidth, printer queues, batch queues, log in sessions, software licenses, etc. and will cease or curtail activities that are unduly resource intensive.

7. Will not intentionally develop or use programs that harass other computer users or that infiltrate the system and/or damage the software or hardware components of the system.

Use of information technology not in accordance with this policy may result in actions determined by the associated procedure including suspension and termination of network use privileges, disciplinary action and/or in some cases, legal action.

North Idaho College (NIC) Information Technology (IT) resources must be used appropriately to ensure and preserve their integrity and confidentiality so that NIC can meet its mission and goals. Federal and State laws and regulations, and NIC policies also require appropriate use and the adequate protection of NIC information technology resources and data.

All users are responsible for using and protecting NIC IT resources and data appropriately and in accordance with this policy, procedure, and guidelines. Nothing in this policy supersedes or modifies any other applicable NIC policy, Federal and State laws and regulations.

Definitions
“Affiliate” refers to any authorized individual, business, or organization connected to NIC, authorized to act on behalf of NIC, or authorized to conduct work related to NIC needs.

“Information Technology” or “IT” resources refers to any resource related to the access and use of digitized information, including but not limited to hardware, software, devices, appliances, and network bandwidth.
SUBJECT
Policy 3.08.02 Electronic Mail

BACKGROUND
NIC has traditionally only had two policies that covered the use of information technology. The current policy 3.08.02 is titled: “Electronic Mail (Email)”. This policy was implemented in 1999, revised in 2012 and reviewed in 2014. Under review of a new CIO and input from many different constituent groups, this new language is much more representative of policy and aligns better with higher education best practices as well as state and federal policies.

DISCUSSION
Electronic mail still serves as a primary means of communication at NIC. The current format of the policy specifically has provisions which cover email, however; email communications have changed and continue to change rapidly. These specific provisions have been modified and placed into either procedure or guidelines, which can be changed rapidly to reflect changes in technology and keep NIC proactive to changes when they occur.

COMMITTEE ACTION
The North Idaho College Chief Information Officer (CIO) originally re-wrote this policy in a draft format. That policy was then sent to the Information Technology Planning and Policy Council (ITPPC), which is a NIC Senate recognized committee. That committee then reviewed the policy and approved the first draft. The CIO then introduced this policy to the President’s Cabinet who approved it to be sent to the NIC Senate. Under review of the Senate, it was found that a lot of policy, procedure, and guideline language was being used and some of the language was confusing. Under the Senate’s approval, the CIO then formed a joint subcommittee comprised of members of the ITPPC and Senate (including faculty, staff, and student representation). The policy was revised and updated and then sent back to Senate for approval and is now presented to the Board in its current state.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
Accept policy 3.08.02 and approve the new language of the policy, which fully replaces the existing policy language.

Prepared by
Ken Wardinsky, Chief Information Officer
Policy Narrative

North Idaho College provides computing resources that enable electronic mail (e-mail) communication by students, faculty, and staff. The use of electronic mail is expected and encouraged to facilitate the exchange of useful information in support of the college mission. Members of the college community are expected to use electronic communications in a responsible and ethical manner.

The following policy provisions cover the use of North Idaho College electronic mail:

1. Ownership of Electronic Mail System

Electronic mail systems at North Idaho College are college-owned and provided facilities. Electronic mail is an official means for communication at the college. Therefore, the college has the right to send communications to users via electronic mail and the right to expect that those communications will be received and read in a timely fashion. The college reserves the right to operate the email system as needed for its educational and administrative services.

2. Allowable Use

Electronic mail at NIC must be related to college business including academic pursuits. The use of email for teaching and learning is encouraged. Incidental and occasional
personal use of electronic mail may occur when such use does not increase costs for the college. Such incidental use is subject to the provisions of this policy.

Users of electronic mail may redirect communications to another e-mail address but will retain the responsibility to monitor official communications. The college will not be responsible for the handling of forwarded e-mail by other e-mail systems.

3. Uses Not Allowed
Electronic mail shall be used in an ethical and responsible manner. Sending and/or forwarding electronic mail for the following uses is prohibited:

- Use to threaten, harass, or intimidate others.
- Use to conduct non-college supported fund-raising or public relations activities.
- Use to transmit statements to incite violence or promote the use of weapons.
- Use for purposes prohibited by law, regulation, or NIC policy.
- Use to send email to appear to be from someone else (“spoofing”).
- Use to violate the privacy of any student or employee.
- Use to assist in breaching computer system security.
- Use to conduct private business operations not connected with college projects.
- Use for electoral or issue-oriented political campaigning.
- Use to send large volumes of unsolicited electronic mail (“spam”) across systems.

4. Message Monitoring
NIC respects the privacy of electronic mail users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of message content. However, messages and data stored on the college’s computers may be accessed at any time for these purposes:

- Complying with legal requests for information.
- Rerouting or disposing of undeliverable mail.
- Maintenance of computer system security.
- Investigating reports of violation of policy or law.
- Troubleshooting hardware and software problems.

5. Message Retention
The nature of digital messages makes them difficult to rely upon as a permanent record. E-mail communications at the college are not considered to be “record copies” and are transitory, held for convenience, and may be deleted.

However, the user of electronic mail should be aware that messages may or may not be permanent. Also, the confidentiality of any message should not be assumed. Even when a message is deleted, it may be possible to retrieve and read that message. The college reserves the right to retrieve messages for all lawful purposes.
Electronic Mail (Email) is an Information Technology (IT) resource provided by North Idaho College (NIC) and serves as a primary means of communication to meet the mission and vision of the college. Users have the responsibility to use this resource in an efficient, ethical and lawful manner. Use of NIC Email Accounts evidences the user's agreement to this policy and any procedures or guidelines related to this policy or other related NIC policies and procedures. In the event a user holds multiple NIC Email Accounts, the most stringent rules of this policy shall apply.

Email is NIC's official means for communication. NIC sends communications to students, employees, and affiliates via Email and expects that those communications will be received and read in a timely fashion. It is also the user's responsibility to check NIC Email in a timely manner.

Definitions

“Affiliate” refers to any authorized individual, business, or organization connected to NIC, authorized to act on behalf of NIC, or is authorized to conduct work related to NIC needs.

“Electronic Mail” or “Email” refers to any message distributed by electronic means from one computer user to one or more recipients via a network.

“Information Technology” or “IT” resources refers to any resource related to the access and use of digitized information, including but not limited to hardware, software, devices, appliances, and network bandwidth.
SUBJECT
Head Start Cost-of-Living Adjustment (COLA)

BACKGROUND
The Consolidated Appropriations Act, 2017, contains an increase of approximately $85 million for programs under the Head Start Act for Fiscal Year (FY) 2017. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.0 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

DISCUSSION
North Idaho College Head Start seeks approval from the Board of Trustees to apply for the $23,990 COLA amount. The funds will be used to increase the wage scale by 1% along with corresponding fringe for a total of $17,331. The remaining $6,659 will offset increases to fringe due to health insurance cost increases.

COMMITTEE ACTION
Board Review and Approval

FINANCIAL IMPACT
There is no financial impact on North Idaho College since The Office of Head Start is funding the COLA increase.

REQUESTED BOARD ACTION
In its capacity as the governing board and to adhere to requirements outlined in The Improving Head Start for School Readiness Act of 2007 and the Head Start Performance Standards, it is requested that the board consider a motion to approve the grant application for the $23,990 COLA amount in order to increase the Head Start wage scale by 1% and offset health insurance cost increases.

Prepared by
Beth Ann Fuller
Director, Head Start
May 31, 2017

Ken Howard,
North Idaho College
411 N 15th St
Coeur D Alene, ID 83814

Re: Grant No. 10CH9993

Dear Mr. Howard:

The Consolidated Appropriations Act, 2017, contains an increase of approximately $85 million for programs under the Head Start Act for Fiscal Year (FY) 2017. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.0 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

The following table reflects the amount of the COLA for the Head Start and/or Early Head Start programs in FY 2017.

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<thead>
<tr>
<th>Common Accounting Number (CAN)</th>
<th>COLA Amount</th>
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<tr>
<td>Head Start Program Operations</td>
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<td>Early Head Start Program Operations</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$23,990</strong></td>
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Submission Requirements

Program Instruction ACF-PI-HS-17-02, dated May 12, 2017, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due June 30, 2017 and must be submitted in the Head Start Enterprise System (HSES) at https://hses.ohs.acf.hhs.gov/hsprograms. Please select the Financials tab, Application tab, Fiscal Year 2017 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.
Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.0 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.0 percent COLA or differential COLA increases;
- The provision of the 1.0 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Maria Wilson, Head Start Program Specialist Contractor, at (206) 615-3648 or maria.wilson@acf.hhs.gov or Patricia Roberts, Grants Management Specialist, at (206) 615-3670 or patricia.roberts@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,

Julianne Crevatin  
Regional Program Manager  
Office of Head Start

cc: Beth Ann Fuller, Head Start Director
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<td>$14.95</td>
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<td>Classroom Teacher I – Associates</td>
<td>$15.96</td>
<td>$17.55</td>
<td>10%</td>
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<tr>
<td>Classroom Teacher II – Bachelors</td>
<td>$18.76</td>
<td>$20.64</td>
<td>10%</td>
</tr>
<tr>
<td>Family Advocate I – Associates</td>
<td>$15.96</td>
<td>$17.55</td>
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<td>Family Advocate II – Bachelors</td>
<td>$18.76</td>
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<td>Family Advocate/Assistant Teacher I – Associates</td>
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<tr>
<td>Family Advocate/Classroom Teacher II – Bachelors</td>
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<td>Support Staff</td>
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<td>Center Assistant I</td>
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<td>Center Assistant II – Office Certificate</td>
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<td>Classroom Aide I</td>
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<td>Cook Aide</td>
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<td>Center Cook I</td>
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<td>Disability Services Assistant I – Associates</td>
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<td>Facility Technician</td>
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<tr>
<td>Grants Assistant I – Associates</td>
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<td>Program Assistant II – Bachelors</td>
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<td>Receptionist I</td>
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<td>Technology Technician I</td>
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<td>Technology Technician III – Bachelors</td>
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## North Idaho College Head Start
### Program Year 2017-2018 Program Budget

<table>
<thead>
<tr>
<th>Funding Description</th>
<th>2017-2018</th>
<th>2017-2018 Proposed Revision</th>
<th>Addl Costs for 2017-2018</th>
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<tbody>
<tr>
<td>Federal Operations Grant - PA22</td>
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<td>$2,667,936</td>
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<tr>
<td>PA20 T &amp; TA</td>
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<td>$30,489</td>
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<td>COLA - 1%</td>
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<td>($23,990)</td>
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<tr>
<td><strong>Total Federal Funding</strong></td>
<td>$2,698,425</td>
<td>$2,722,415</td>
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<td>State TANF Funding</td>
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<td><strong>Total Federal/State Funding</strong></td>
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<td>$2,857,303</td>
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<td>Harding Rental Income (projected)</td>
<td>$18,700</td>
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<tr>
<td>USDA/CACFP (projected)</td>
<td>$153,580</td>
<td>$153,580</td>
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<tr>
<td><strong>Total Operating Budget</strong></td>
<td>$3,005,593</td>
<td>$3,029,583</td>
<td>($23,990)</td>
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</table>

### Category Description

#### A. Personnel
- Personnel Salaries $1,598,669 $1,613,448 ($14,779)

#### B. Fringe Benefits
- Medical/Dental Insurance, LTD & EAP $348,606 $355,265 ($6,659)
- Retirement - PERSI $167,595 $169,243 ($1,648)
- FICA $94,466 $95,344 ($878)
- Unemployment $ - $ - $ -
- Worker's Comp $10,041 $10,067 ($26)

#### C. Travel
- Out of Area Travel - T&TA $10,000 $10,000 $ -
- Out of Area Travel - CO $5,000 $5,000 $ -

#### D. Equipment/Furniture/Maintenance
- Durable purchases $10,000 $10,000 $ -

#### E. Supplies
- Classroom $35,265 $35,265 $ -
- Admin Supplies $5,000 $5,000 $ -
- Office Supplies $15,000 $15,000 $ -
- Education Supplies - (TS Gold & Child Plus) $20,000 $20,000 $ -
- Maintenance Supplies $5,000 $5,000 $ -
- Computer Supplies/Equipment/Repairs $15,000 $15,000 $ -
- Staff Development/Training - PA 20 & ICDVVA $3,500 $3,500 $ -
- Other Supplies - Custodial/Cleaning $16,000 $16,000 $ -
- Other Supplies - Children's Meal Service - Sundries (USDA) $1,330 $1,330 $ -
- Other Supplies - Children's Meal Service - Food (USDA) $106,185 $106,185 $ -
- Other Supplies - Children's Meal Service - Supplies (USDA) $7,540 $7,540 $ -
- Other Supplies - Children's Meal Service - Consumable (USDA) $6,775 $6,775 $ -
- Other Supplies - Postage $2,500 $2,500 $ -
- Other Supplies - Copier Fees/Maintenance - Rent $9,000 $9,000 $ -
- Other Supplies - Copier Fees/Maintenance $6,000 $6,000 $ -

#### F. Contractual
- Information Technology Service Contract $6,000 $6,000 $ -
- NIC Email Services $2,500 $2,500 $ -
- Health and Nutrition Services $15,000 $15,000 $ -
- Maintenance Services $25,000 $25,000 $ -
- Fiscal Audit $7,000 $7,000 $ -
## North Idaho College Head Start
### Program Year 2017-2018 Program Budget

### G. CONSTRUCTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
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</table>

### H. OTHER CATEGORY

#### Other Parent Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
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<tr>
<td>Policy Council</td>
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<td>Parent Education Activities (Center)</td>
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#### Children Services

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<thead>
<tr>
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<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
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<tbody>
<tr>
<td>Medical (Other)</td>
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<td>Dental (Other)</td>
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<td>Nutrition (Other)</td>
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<td>Mental Health/Psychological Services</td>
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<td>Disabilities Related Services (Other)</td>
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<td>NIC Children’s Center Child Services</td>
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#### Local Travel

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<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget</th>
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<th>Difference</th>
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<tr>
<td>Staff Travel - mileage</td>
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#### Child Travel - Local Travel

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<td>Disabilities Pupil Transportation (Other)</td>
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#### Rental/Lease

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<tr>
<td>Lease - Shoshone</td>
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<td>Lease - Sandpoint</td>
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<td>Lease - Boundary</td>
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<td>Lease - Lakeland Center</td>
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<td>Lease - Hayden Duration Site</td>
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#### Utilities

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<tr>
<th>Item</th>
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<th>Budget</th>
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<tr>
<td>Telephone</td>
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<tr>
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#### Printing/Publications

<table>
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<tr>
<th>Item</th>
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<th>Actual</th>
<th>Difference</th>
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<tr>
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#### Accounting Services

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<td>Indirect Costs</td>
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#### Other Category

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<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
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<tr>
<td>Personnel/Volunteer - Background Checks/Licensing (Other)</td>
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<td>Memberships (Other)</td>
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#### Staff Development/Training - PA 20

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<th>Difference</th>
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<td>Mentor Coaching Fees</td>
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<td>Registration Fees, Presenter Fees</td>
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<td>Academic Tuition/Fees</td>
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#### TOTAL funding allocation

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<tbody>
<tr>
<td>TOTAL</td>
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### TOTAL Federal Match Requirement of 25% of Federal Funding

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<tbody>
<tr>
<td>TOTAL</td>
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<td>$680,604</td>
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