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(1)*

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: Northwest Undergraduate Conference in the Humanities Nikole King

CONSTITUENT REPORTS

ASNIC 5 minutes Caleb Weeks
Staff Assembly 5 minutes Suzie Deane
Faculty Assembly 5 minutes Geoff Carr
Senate 5 minutes Lisa Kellerman

PRESIDENT’S REPORT Rick MacLennan

OLD BUSINESS

Tab 1: SECOND READING: Compensation Structure Policy 3.02.16 Rick MacLennan

NEW BUSINESS

Tab 2: Approve Study Abroad Fee for FLAN 207 course Chris Martin
Board Resolution on Human Rights Ken Howard

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.

Grand Opening NIC Veterans & Military Families Center
Nic Board Meeting
ACCT Leadership Congress
Nic Board Meeting
Nic Board Meeting
Nic Board Meeting
Nic CARD-nival and Auction
Nic Board Meeting
Nic Board Meeting
Tentative: JFAC & Higher Education Week
Nic Board Meeting

Sep 20 – SUB Lower Level
Sep 20 - SUB
Sep 25-28 Las Vegas, NV
Oct 25 – SUB
Nov 15 – SUB
Dec 13 5:30 p.m. CDA Inn- Best Western
Dec 18 – SUB
Jan 17 – SUB
Jan 22-26, 2018
Feb 28 - SUB

Upcoming Events

NIC Board Meeting
NIC Board Meeting
NIC Board Meeting
NIC Board Meeting
BOARD WORKSHOP – Strengths, Weaknesses, Opportunities and Threats Analysis (SWOT)
At 4:35 p.m. the members of the NIC Board of Trustees joined members of President’s Cabinet in a
SWOT exercise as a part of the overall work underway in the Integrated Visioning and Planning
Steering Committee.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 6:05 p.m. and he led attendees in the Pledge of
Allegiance. Chair Howard next welcomed attendees to the meeting, and he asked Trustee Wood to
recite the college’s mission statement. Chair 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
Lita Burns, VP for Instruction
Laura Rumpler, Chief Communications and Government Relations Officer
Megan O’Dowd, Attorney for North Idaho College

APPROVAL OF MINUTES
Chair Howard called for any changes to the minutes from the meeting held on June 28, 2017. There
were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT
There was no public comment.

CELEBRATING SUCCESS
Jessica Bennett, student wellness and recreation director, reported on the grand opening for the
Student Wellness and Recreation Center and discussed the ribbon cutting ceremony scheduled for
September 7.

CONSTITUENT REPORTS
ASNIC
ASNIC President Caleb Weeks reported on a conference he and other members of student
government attended over the summer. He went on to report on ASNIC participation in, and
assistance with, student orientation sessions as well as plans for their day of welcome activities on
main campus and the CTE facility.

Staff Assembly
Chair Suzie Deane reported on the staff picnic held over the summer and an upcoming meeting of
the executive committee when they’ll plan activities for the year.
Faculty Assembly
Chair Geoff Carr read, aloud, a resolution reaffirming faculty commitment to human rights. The resolution was adopted by faculty at their first meeting earlier in the month.

Senate
Chair Lisa Kellerman reported that over the summer, Senate members communicated about the name change for the bookstore that was approved by the board of trustees in June. She add that during their August 24 meeting, they will formally approve that name change. VP Graydon Stanley commented that a committee has been working on a plan to catch up dual naming campus facilities with a Tribal name in conjunction with the 20th anniversary of the 9 Point Agreement with the Coeur d’Alene Tribe.

PRESIDENT’S REPORT
Dr. MacLennan expressed his appreciation to the employees who have worked on improving enrollment numbers for this fall semester. He went on to discuss the visioning launch during convocation and discussed the ribbon cutting ceremony for the newly remodeled Veterans Center scheduled for later in September. He mentioned the community college boards of trustees meeting earlier in the month to help the College of Eastern Idaho establish themselves as a comprehensive community college, and he briefly discussed the work underway by the four subcommittees of the Governor’s Taskforce on Higher Education. He then asked VP Stanley to provide a brief report on enrollment. Stanley reported that dual credit is continuing to rise and is currently up 12% in FTE. He reported that overall enrollment headcount and FTE are down by 5.7%, and CTE enrollment is down 14.5%. He discussed the extended hours the service units are offering the first two weeks of school and specifics about other activities underway to help improve enrollment. Dr. MacLennan commented on a committee he is establishing to work on strategic enrollment management. A brief discussion ensued about ways to improve enrollment including creative class scheduling.

KTEC REPORT
Trustee Banducci reported the ongoing good collaboration between KTEC and North Idaho College and the encouraging numbers of KTEC students going on to enter programs at NIC’s CTE facility. He reported that a board member recently resigned and Tom Power from Sunshine Minting has filled that vacancy, adding that Jerry Keane will continue as KTEC Board chair, and Ron Nilson will continue as vice chair. Chair Howard requested information related to the actual numbers of KTEC students entering NIC programs. Dr. MacLennan commented on alternative ways to offer instruction to meet the needs of working students or students that have the opportunity to work.

OLD BUSINESS
Revised Acceptable Use Policy 3.08.01
Chief Information Officer Ken Wardinsky presented this revised policy for a second reading. Trustee Meyer made a motion to 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. The motion was seconded by Trustee Murray. Trustee Banducci expressed concern about the removal of language from the existing policy that he feels reduces the board’s authority. Mr. Wardinsky responded that the new language allows for flexibility in times of rapidly changing technology. The motion carried unanimously.

Revised Policy 3.08.02 Electronic Mail
Mr. Wardinsky presented the revised policy for email for a second reading. Trustee Wood made a motion to accept policy 3.08.02 and approve the new policy language, which fully replaces the existing policy language. The motion, seconded by Trustee Meyer, carried unanimously.
NEW BUSINESS
Compensation Structure Policy 3.02.16
Dr. MacLennan presented the revised policy language and described the process through which revisions moved. He went on to explain that this is not a compensation study, adding that work on that will occur this year. Trustee Banducci expressed concern that there is no variable compensation for hard to fill positions addressed in the policy and he expressed concern that the policy language formalizes the granting of step increases each year, reducing the board’s ability to be flexible when setting budgets. Chair Howard expressed concern that there is no language included about more frequent comprehensive salary reviews that could inform the board as to the college’s salary competitiveness. He added that this information could then allow the board the flexibility to adjust salaries based on measurable information, and that language should also be included that provides some level of confidence for employees, yet expresses that under some circumstances the board has the right to make decisions about salary increases. He went on to state that during the second reading, additional language will be proposed by the board and if an amendment is passed, then that proposal will be sent back to Senate for review. Trustee Wood requested that language be included that addresses the reasons why the board would not support an increase. This was a first reading and no action was taken.

Athletic Conference Fiscal Impact Report
Athletic Director Al Williams reported on impacts of switching athletic conferences including a positive fiscal impact, improved student athletes’ time in the classroom and reduced travel schedules. He commented on improved fan attendance, and increased scholarship opportunities for student athletes. Trustee Wood expressed her appreciation for the report, and commented that the college gave up quite a bit moving to a different conference for only a small improvement to the budget. She went on to comment that this move has also reduced the college’s opportunities for diversity and the ability to recruit nationally. Following a question from Trustee Banducci about how students make up the financial gap created because the college is unable to offer full scholarships under conference rules, Mr. Williams commented that the college recruits students who can qualify for financial aid and they seek scholarship assistance from the NIC Foundation to fill gaps. Chair Howard expressed his appreciation for the reduction in missed classroom time and improved opportunities for students to remain in class.

BOARD CHAIR REPORT
Chair Ken Howard commented on the meeting of the community college boards of trustees with the board and administration of the College of Eastern Idaho, expressing that the group achieved bringing them in to the community college family in the state alongside the existing three community colleges, and adding that they bring a whole new dimension to the community colleges. He asked Trustee Murray to comment on the convocation visioning exercise. Trustee Murray expressed that visioning brings everyone together and gets everyone on the same page to set the roadmap for where we want to go. He added his appreciation for the facilitator’s process for setting the stage for the discussion. Chair Howard continued his report by commenting on Art on the Green and the opportunity it provides NIC to stand out as a leader in the community, and he reported that the agreement has been signed between the college, University of Idaho, and Lewis-Clark State College for the collaborative education facility. He closed his report by commenting that the annual conference for the Association of Community College Trustees is scheduled September 25-28 and Trustees Banducci and Murray are attending.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Meyer thanked Chair Howard for his participation in the community college boards of trustee meeting with the College of Eastern Idaho, adding that she has received reports that he represented NIC well, and the overall feeling was that it was a worthwhile meeting. She went on to comment that both of the co-chairs for the Joint Finance Appropriations Committee in the legislature will be retiring, but will be helping to set the budget this year.
Trustee Banducci expressed his appreciation for the new Veterans Center and he commented on a recent barbeque to celebrate the grand opening.

Trustee Wood expressed thanks for her copy of the new catalog and asked for others’ copies to give to some prospective students.

Trustee Meyer requested an update on the cost analysis being conducted for the fees the college charges external users of college facilities.

At 8:15 p.m., Chair Howard adjourned the meeting.

____________________________________________________
Board of Trustees Chair                                    Board of Trustees Secretary
SUBJECT
Policy 3.02.16 Compensation Structure Policy

BACKGROUND
Policy 3.02.16, currently named Salary Schedules policy, has become an outdated policy in need of revision. The policy was originally focused toward faculty employees and included many items that should have been considered procedural.

At the August 2016 Board meeting, NIC was tasked to review the Salary Schedules policy. Shortly after, NIC administration assembled a committee which included three faculty members, three staff members, a meet and confer representative, and two representatives from human resources.

The committee was charged with developing a comprehensive compensation policy and providing the following:

- a philosophy of how NIC’s salary structure can best accommodate the institution’s need to attract, retain, and fairly compensate a qualified workforce
- principles relative to the granting of step increases
- how faculty and staff are initially placed on the structure and how they can progress

Throughout the year, the committee researched and deliberated best practices for higher education compensation, established rationale for what belongs in policy vs. procedure, and collaborated with the faculty and staff assemblies.

DISCUSSION
The committee process has reaffirmed the current salary structure process including step advancements each year. The updates to policy 3.02.16 provide a concise rationale for the currently approved pay structures. The process also created two procedures to administer the details for the faculty structure and the staff structure.

COMMITTEE ACTION
The compensation structure committee met regularly throughout the year and obtained regular feedback from faculty assembly, staff assembly, human resources, and the administration. The policy was presented to the College Senate, was approved in April, and is now presented for board approval.

FINANCIAL IMPACT
There is no change to the currently approved pay structures. The policy will uphold the current structures by providing annual step increases for eligible faculty and staff.

REQUESTED BOARD ACTION
Request the board consider a motion to adopt revised policy 3.02.16.

Prepared by,
Josh Gittel and Erin Davis
Salary Structure Committee Co-chairs
Policy Narrative

North Idaho College recognizes that an established compensation structure system is one of the most effective ways to attract, retain, motivate, and reward employees, who are critical to the success of the college’s mission. When the organization consists of skilled and motivated employees, the college thrives. Furthermore, step-based compensation structures provide a framework for fair and consistent pay policies and help monitor and control the implemented pay practices. Finally, they serve to demonstrate possible pay opportunities to prospective and current employees. Effective and transparent compensation structures are critical for the college to maintain a shared sense of internal equity and fairness.

COMPENSATION STRUCTURE

All benefit-eligible North Idaho College employees are compensated per a structure approved by the Board of Trustees.

Compensation Structure Placement and Advancement

Initial placement on the compensation structure is determined by the Human Resources Office according to the employee’s documented and position-related education and experience.

After initial placement, employees will advance one step for each year of benefitted employment. Staff will receive step advancement according to the staff compensation
structure procedure. Faculty will receive step advancement as well as education and professional development advancement according to the faculty compensation structure procedure.

Placement and advancement for positions not funded by the college may adhere to a separate compensation structure and procedure.
SUBJECT
FLAN 207 British Murder Mystery Class

BACKGROUND
Molly Michaud and Aaron Cloyd have developed a course to study English Culture through a reading of British murder mysteries. The learning objectives for this course will require students to tour and experience the physical geographies, histories, and cultures present in the work of the British authors at the sites where the stories take place.

DISCUSSION
The course requirements include travel to Europe to experience the culture the students have researched. A fee will be required for the course to cover the cost of travel for the students to Europe. This course fee was not included with the FY 2018 course fee request because the course had not been fully developed prior to the FY18 budget approval by the Board of Trustees. The faculty are completing all the necessary requirements for international travel.

FINANCIAL IMPACT
No financial impact to the FY18 budget.

REQUESTED BOARD ACTION
Approval of a $2500 course fee for FLAN 207 British Murder Mystery Class.

Prepared by,
Lita Burns, VP for Instruction