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.

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: North Idaho College Library Services

SPECIAL BUSINESS
Appoint Trustee to NIC Trustee Zone 4

CONSTITUENT REPORTS
ASNIC
Staff Assembly
Faculty Assembly
Senate

PRESIDENT’S REPORT

KTEC REPORT

OLD BUSINESS
Tab 1: SECOND READING: Dual Naming of NIC Facilities

NEW BUSINESS
Tab 2: FIRST READING Head Start Privacy of Child Records Procedure
Tab 3: FIRST READING: Information Technology Policy 3.08.03
Tab 4: FIRST READING: Information Technology Policy 3.08.04
Tab 5: FIRST READING: Information Technology Policy 3.08.05

BOARD CHAIR REPORT

REMARKS FOR THE GOOD OF THE ORDER*
**EXECUTIVE SESSION - Idaho Code Section 74-206(1)(a), (b) & (c)]**

**ADJOURN**

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

** 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.

**Upcoming Events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIC Board Meeting</td>
<td>Jan 17 – SUB</td>
</tr>
<tr>
<td>JFAC confirmed hearing date Jan 22</td>
<td>Jan 22-26, 2018</td>
</tr>
<tr>
<td>NIC Foundation/Anthony’s Fundraiser</td>
<td>Feb 27 5:30 p.m. Anthony’s in Riverstone</td>
</tr>
<tr>
<td>NIC Board Meeting</td>
<td>Mar 28 – SUB</td>
</tr>
<tr>
<td>NIC Board Meeting</td>
<td>Apr 25 – SUB</td>
</tr>
<tr>
<td>GED Graduation Ceremony</td>
<td>May 3 7 p.m.</td>
</tr>
<tr>
<td>2018 Commencement Exercise</td>
<td>May 11 – Christianson Gym</td>
</tr>
<tr>
<td>NIC Board Meeting</td>
<td>May 23 – SUB</td>
</tr>
<tr>
<td>NIC Board Meeting</td>
<td>Jun 27 - SUB</td>
</tr>
</tbody>
</table>
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 6:05 p.m. She asked Trustee Judy Meyer to recite the college’s mission statement, and she then led attendees in the Pledge of Allegiance. Chair Wood next verified that a quorum was present and welcomed attendees to the meeting.

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

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

APPROVAL OF MINUTES
Chair Wood called for any changes to the minutes from the meeting held on November 15, 2017. There were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
NIC Head Start Director Beth Ann Fuller reviewed the services provided by Head Start to eligible children and families throughout the five northern counties of Idaho, and she discussed demographic information for those eligible for services.

CONSTITUENT REPORTS
ASNIC
ASNIC President Caleb Weeks reported that ASNIC is recruiting for a senator to replace one that had recently resigned. He went on to report that ASNIC had been awarded a Foundation grant to purchase calculators for the College Skills Center, and he discussed a student program to collect books and literature to send to individuals confined in the state’s rehabilitation system. He closed by reporting that the issues outlined in two recent student resolutions are getting resolved.

Staff Assembly
Vice Chair Cathy Sparks reported that during their December meeting, Staff received a presentation from Dan English of the Area Agency on Aging as well as an
announcement regarding employee earnings statements, and an update from the Meet and Confer Committee. She went on to report that our HR Department informed Staff Assembly that they had received an inquiry from Boise State University regarding NIC’s interest in joining them in exploring the option to make PERSI an available retirement option to full time faculty and professional staff. She closed by reporting that Staff Assembly will begin making their meetings accessible by way of online software.

Faculty Assembly
Chair Geoff Carr reported that Faculty had also been informed about other Idaho institutions approaching NIC regarding bringing PERSI back as a retirement option. He went on to report that they received a report from a committee evaluating faculty job titles.

Senate
Chair Lisa Kellerman reported that during their last meeting, Senate passed three Information Technology policies and procedures for a second reading, approved two other Information Technology policies and procedures for a first reading, and they approved the dual names for NIC facilities presented to them for an advisory vote.

PRESIDENT’S REPORT
Dr. MacLennan reported that in November he had attended the second in a series of data summits hosted by Coeur d’Alene School District during which much of the discussion was focused on enrollment for Career Technical Education and dual enrollment for which he was able to provide valuable input on behalf of the college. He went on to discuss the good relationship being developed between NIC and School District 271 and he discussed the idea of creating a forum for sharing common challenges and opportunities with them and other school districts. He added that he has been invited to facilitate the professional staff forums for the upcoming superintendent interviews for Coeur d’Alene School District.

Dr. MacLennan continued by reporting that he had been invited to attend a recent board meeting of the Idaho Association of Commerce and Industry and present NIC’s response to the recommendations of the Governor’s Workforce Development Task Force. He briefly discussed the elements of his presentation, commenting that a representative from Potlatch in attendance at the meeting expressed his appreciation to NIC for our responsiveness to their Workforce Development needs.

He went on to discuss recent meetings with our state legislators, and recent visits to the outreach centers in Bonners Ferry, Sandpoint and the Silver Valley during which he was able to meet with community leaders and stakeholders. He commented on the upcoming meeting of the State Board of Education and the Idaho Higher Education Presidents’ Council.

He continued by briefly discussing activities planned for the spring convocation all employee meeting, the Governor’s State of State address, legislative week activities and he closed by asking VP Stanley to announce newly hired interim dean of Enrollment Services Peg Blake.

OLD BUSINESS
Trustee Zone 4 Candidate Interviews
Chair Wood asked the board clerk to schedule a date in early January for the board to interview prospective appointees for the open Zone 4 seat. There was some discussion about the process and timeline to appoint an individual to the board.
NEW BUSINESS

Dual Naming for North Idaho College Facilities
VP Stanley reviewed point 3 of the 9 Point Agreement with the Coeur d'Alene Tribe regarding naming NIC buildings in recognition of important Coeur d'Alene Tribal leaders or cultural happenings. He presented a proposed list of campus buildings with Coeur d'Alene names for the board's consideration. He pointed out that the English name for the Meyer Health and Sciences Building is shown incorrectly, stating that it and the Coeur d'Alene name will be changed and presented at second reading.

Dr. MacLennan thanked VP Stanley and commented on the collaboration between representatives of NIC and the Coeur d'Alene Tribe in reviewing and updating the 9 Point Agreement.

BOARD CHAIR REPORT
Chair Wood wished everyone happy holidays and a good winter break.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Banducci thanked those involved in the recent Tri-state Wrestling Tournament for their efforts and he briefly discussed the event. He mentioned that he heard comments from visitors about the lack of NIC literature available at the venue.

Trustee Meyer commented that Idaho Business for Education and others are discussing the state's higher education system in light of the upcoming retirements of three of the university and college presidents.

Trustee Howard commented on the need for improved athletics facilities in order to better accommodate events such as the Tri-state Wrestling Tournament and Chair Wood asked Dr. MacLennan to explore ideas for a new athletic facility as he and the administration are working on facilities planning. Dr. MacLennan commented that there are several facilities projects that will be run through the facility master planning process. VP Martin commented that beginning in January, college constituencies will be engaged to determine departmental needs that the administration is not already aware of, and those needs and other needs, such as a new gymnasium, will be incorporated into a comprehensive facility plan. A discussion ensued about the planning process and project prioritization.

At 7:05 p.m., Chair Wood adjourned the meeting.

Board of Trustees Chair

Board of Trustees Secretary
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 1:57 p.m., verified that a quorum was present and welcomed attendees to the meeting.

At this time, Trustee Ken Howard made a motion to amend the agenda to add an action item to select an appointee for NIC Trustee Zone 4. The motion, seconded by Trustee Murray, carried unanimously.

Chair Wood led attendees in the Pledge of Allegiance.

ATTENDANCE
Trustees: Todd Banducci
Ken Howard
Brad Murray
Christie Wood

Also present: Rick MacLennan, President
Marc Lyons, Attorney for North Idaho College

OLD BUSINESS
North Idaho College Trustee Zone 4 Candidate Interviews
Chair Wood explained the proceedings for the meeting and called on each of the four candidates for the open Zone 4 seat to provide an opening statement and answer a series of questions from the board.

Candidates included Mr. James Kimball, Dr. Joe Dunlap, Ms. Cynthia Elliott, and Mr. Russell McLain.

At the conclusion of the final interview, Trustee Howard made a motion to appoint Joe Dunlap to the open seat. The motion was seconded by Trustee Murray. Trustee Howard thanked all of the candidates and congratulated them for their commitment. He went on comment that Dr. Dunlap brings a wide range and depth of experiences and has an understanding of the board.

Trustee Wood expressed interest in talking with the other candidates about ways they can support the college.

Trustee Banducci commented on the time commitment required and he expressed concern about the shadow that Dunlap may cast based on his past position as president of the college and he went on to express his appreciation for Mr. Kimball’s professional background.

Trustee Murray asked College Attorney Marc Lyons to explain the term of this appointment and he expressed his appreciation about the diversity of the candidates and the importance of that diversity.
Following this discussion, the motion carried unanimously.

At this time, Mr. Kimball commented that he would have appreciated having the questions ahead of time. Trustee Howard encouraged the candidates to run in the election in November.

Chair Wood commented that Dr. Dunlap will be sworn in at the January 17 board meeting.

At 3:25 p.m., Chair Wood adjourned the meeting.

__________________________________________  ________________________________
Board of Trustees Chair                        Board of Trustees Secretary
SUBJECT
Dual Naming of North Idaho College facilities

BACKGROUND
The Coeur d’Alene Tribe and North Idaho College entered into the Nine Point Agreement twenty years ago to honor the relationship between the two entities and to promote and sustain the rich history of our area and these grounds.

DISCUSSION
The Coeur d’Alene Tribe and North Idaho College are celebrating the 20-year anniversary of the Nine Point Agreement in April, 2018. In honor of that occasion and in keeping with our mutual commitments, the College is seeking to update the naming of facilities on our main campus in Coeur d’Alene.

At the time of this writing, the Coeur d’Alene Tribe translation for the Meyer Health and Sciences Building has not yet been completed.

COMMITTEE ACTION
The proposal to dual name facilities on the North Idaho College main campus has been approved by representatives of the Coeur d’Alene Tribe, President’s Cabinet, and the College Senate.

FINANCIAL IMPACT
Cost of producing and installing signage is being determined by the Facilities Department.

REQUESTED BOARD ACTION
Approval of dual names as proposed at this second reading. Approval for the Meyer Health and Sciences building dual name will be presented to the board for consideration at a future date.

Prepared by
Graydon Stanley Vice President for Student Services
<table>
<thead>
<tr>
<th>North Idaho College Facility</th>
<th>Suggestions</th>
<th>English Translation</th>
<th>Pronounce This</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Idaho Collaborative Education Center</td>
<td>Tagwimeansute</td>
<td>A marketplace (of ideas)</td>
<td>Tag-wi-mean-sute</td>
</tr>
<tr>
<td>Beach</td>
<td>Yap-Keehn-Um</td>
<td>The Gathering Place</td>
<td></td>
</tr>
<tr>
<td>Grand Bay Dining Room</td>
<td>Ts’elusm Dining Hall</td>
<td>The Stand Before the Fire</td>
<td></td>
</tr>
<tr>
<td>Lakeside Center(LKC)</td>
<td>Tgwe’l Ststs’ml’lt</td>
<td>For the Sake of Children</td>
<td></td>
</tr>
<tr>
<td>Library Reading Room</td>
<td>Sqwi’m Reading Room</td>
<td>A Familiar Place</td>
<td></td>
</tr>
<tr>
<td>Seiter Hall(STR)</td>
<td>Chelean Hall</td>
<td>Next to the Lake</td>
<td></td>
</tr>
<tr>
<td>Lee Kildow Hall(LKH)</td>
<td>Nepten Hall</td>
<td>The Entrance</td>
<td></td>
</tr>
<tr>
<td>Boswell Hall(BOS)</td>
<td>Senyartin</td>
<td>Place to Put Talents Together</td>
<td>Sen-yar-tin</td>
</tr>
<tr>
<td>Hedlund Building(HED)</td>
<td>Seayehqoolem</td>
<td>People who make things</td>
<td>Sea yeh qool em</td>
</tr>
<tr>
<td>Residence Hall(RES)</td>
<td>Henmeltsen</td>
<td>Housing</td>
<td>Hen-melt-sen</td>
</tr>
<tr>
<td>Christianson Gym(GYM)</td>
<td>Hnp’ekwle’n</td>
<td>Place for All Sports</td>
<td></td>
</tr>
<tr>
<td>Edminister Student Union(SUB)</td>
<td>Chawnekwhen</td>
<td>“We are altogether One”</td>
<td>Chaw-ngk-when</td>
</tr>
<tr>
<td>Meyer Health and Science(MHS)</td>
<td>Pending Coeur d Alene Tribe translation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Hall(PST)</td>
<td>Syetsunme’n</td>
<td>One Who Directs Others</td>
<td></td>
</tr>
<tr>
<td>Winton Hall(WIN)</td>
<td>Ts’ukwme’ntsut</td>
<td>Train or Practice</td>
<td></td>
</tr>
<tr>
<td>Sherman Building(SHE)</td>
<td>Sheantehplen</td>
<td>Committed to Human Rights</td>
<td>Shean-the-plen</td>
</tr>
<tr>
<td>Siebert Building(SBT)</td>
<td>Henrehlen</td>
<td>References Lakeshore</td>
<td>Hen-reh-l-en</td>
</tr>
<tr>
<td>McLain Hall(MCL)</td>
<td>Yeatsechen</td>
<td>“A place where many play”</td>
<td>Yeat-sech-en</td>
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<td>Student Wellness and Recreation Center(SWRC)</td>
<td>Leemelgwesin</td>
<td>“A place for healthy lifestyles”</td>
<td>Leemel-gwes-in</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Me’ym’ym</td>
<td>“They tell stories”</td>
<td></td>
</tr>
</tbody>
</table>
SUBJECT
Head Start Privacy of Child Records Procedure

BACKGROUND
Head Start programs must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.

DISCUSSION
North Idaho College Head Start and its employees will honor the privacy and respect the confidentiality of all families currently or previously enrolled in the program as stated in the standards of conduct and confidentiality guidelines, and will disclose personal identifiable information (PII), only as necessary, with or without permission, as required by law.

COMMITTEE ACTION
Board Review and approval.

FINANCIAL IMPACT
There is no financial impact on North Idaho College.

REQUESTED BOARD ACTION
In its capacity as the governing board and to adhere to requirements outlined in the Head Start Performance Standards, it is requested that the board consider a motion to approve Attachment A.

Attachment A: Head Start Privacy of Child Records Procedure

Prepared by
Beth Ann Fuller
Director, Head Start
Privacy of Child Records Procedure

Purpose: To outline the procedure North Idaho College Head Start (NICHS) will follow in protecting the confidentiality of personally identifiable information in child records according to Head Start Program Performance Standard: 1303.20-24 – **Protections for the Privacy of Child Records.**

NICHS and its employees will honor the privacy and respect the confidentiality of all families currently or previously enrolled in the program as stated in the standards of conduct and confidentiality guidelines, and will disclose personal identifiable information (PII), only as necessary, with or without permission, as required by law.

Definitions:

- **Child Records** means records that (1) Are directly related to the child; (2) Are maintained by the program, or by a party acting for the program; and (3) Include information recorded in any way, such as print, electronic, or digital means, including media, video, image, or audio format.

- **Confidential** means to be kept private with certain specific protections.

- **Consent** means written approval or authorization that is signed and dated. It may include a record and signature in electronic form that (1) identifies and authenticates a particular person as the source of the electronic Consent; and, (2) indicates the same person’s approval of the information. Consent can be revoked going forward.

- **Disclosure** means to permit access to or the release, transfer, or other communication of PII contained in child records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

- **Parent** means a Head Start child’s mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

- **Party** means an entity or individual.

- **Personally Identifiable Information (PII)** means any information that could identify a specific individual, including but not limited to a child’s name, name of a child’s family member, street address of the child, social security number, or other information that is linked or linkable to the child.

Disclosure with parental consent:

- Disclosure of participant records with parental consent:
  - NICHS will obtain parental written consent to disclose information related to PII.
  - Parental written consent will specify what child records may be disclosed, explains why records are being disclosed and identifies the party or class of parties to whom the records may be disclosed.
Parental written consent is signed and dated. This may also be done electronically.

Parental consent is voluntary on the part of the parent, and may be revoked at any time; revocation of consent is not retroactive and will only apply to future requests for information.

**Disclosure without parental consent but with parental notice and opportunity to refuse:**
- Information can be shared without parental consent in circumstances which include transition to a program, school, or school district the participant seeks or intends to enroll, or where the child is already enrolled, as long as the disclosure is related to the child’s enrollment or transfer if:
  - NICHS notifies the parent about the disclosure by the parent’s preferred method of contact
  - Provides the parent, upon the parent’s request, a copy of the information to be disclosed, in advance, and
  - Gives the parent five working days from the notification an opportunity to challenge and refuse disclosure of the information before NICHS forwards the records

**Disclosure without parental consent:**
- Participant information may be shared without prior permission of the parent. Such circumstances include sharing information with:
  - NICHS staff, or professionals contracted by NICHS, on a need to know basis for the benefit of the enrolled child or family
  - State and/or federal officials for the purpose of program audits, monitoring, studies to improve child and family outcomes including improving the quality of programs
  - Appropriate parties in response to a disaster, health or safety emergency or serious health and safety risk if NICHS determines the disclosure is necessary to protect the health or safety of children or other persons
  - USDA/CACFP authorized representatives
  - To comply with a judicial order or lawfully issued subpoena with reasonable effort to notify the parent in advance of the disclosure unless conditions specified in HSPPS 1303.22(c)(5)(i-iv) apply
  - Child welfare agency caseworker or other representative who has the right to access a case plan for a child and is legally responsible for the child’s care and protection
  - Child protection services in reporting suspected or known child abuse and neglect

**Written agreements:**
- NICHS has established written agreements with third party agencies that are reviewed annually to ensure PII is protected. If third party agencies are found to be in violation of using PII inappropriately, the third party will have the opportunity to make the corrections necessary or access to records will be denied for a period of time set by NICHS Governing Board Liaison and Policy Council.
Annual notice:

- Annual Notice Regarding PII and Parental Rights form is provided to parents at enrollment to ensure participants understand their rights and the types of PII that may be disclosed, to whom it may be disclosed, and what may constitute a necessary reason for disclosure without parental consent.

Parental rights:

- A parent has the right to inspect their child’s records.
  - A parent may have access to their child’s information as soon as possible, and no longer than 45 days of request, by contacting the Supervisor of the center where the child is enrolled.
  - NICHS will not destroy a record for a participant that has an open request to inspect.
  - If a record contains information on more than one child, NICHS will ensure the parent only inspects information that pertains to their child.
- If the family indicates a need for making corrections to the record due to privacy or incorrect information, NICHS staff and the family will work together to ensure corrections are considered, and if denied, the family will be informed in writing of the right to a hearing.
- Parents have the right to request a hearing to challenge information in the child’s record.
  - NICHS will schedule a hearing within a reasonable period of time, notify the family, in advance, of the hearing, and ensure there is no conflict of interest on the part of the person conducting the hearing.
  - NICHS will ensure that families have the opportunity to present evidence on the issues related to the information in the participant record.
  - NICHS will make corrections to the participant records in accordance with the outcome of the hearing and will notify the family in writing.
  - If the outcome of the hearing indicates there are no amendments to the record, NICHS will notify the family of their right to submit a statement indicating their comments or disagreement with the decision, that will be placed in the child’s record. This statement will remain in the record for as long as NICHS maintains the record and will be disclosed whenever the portion of the child record to which it relates is disclosed.
- Parents have the right to request, free of charge, an initial copy of child records disclosed to third parties (unless the disclosure was for a court that ordered neither the subpoena, its contents, nor the information furnished in response be disclosed).
- Parents have the right to inspect any written agreement with third parties.

Maintaining records:

- NICHS uses web-based data systems (ChildPlus.net and COR Advantage) for our child and family files for the purpose of data collection, monitoring services and compliance with Head Start program requirements. Information is password protected and accessed on a need to know basis.
NICHS also maintains a hard copy child/family file which is stored in a locked file cabinet at the Head Start center where the child is enrolled. A printed copy of child emergency information is also kept in the respective classroom emergency bag.

At the end of each program year, files for children who have exited the program are archived at NICHS Central Office. Records are retained for a period of three (3) years three (3) months or five (5) years for files containing special education records. Information related to the disclosure of PII (with the exception of disclosure to program officials and parents) is included in the respective file for the length of time the record is retained.

Following the retention period, electronic files are purged using the data utility provided by the web-based data systems and the corresponding hard copy files are shredded using a data destruction company.

Policy Council Approval: _______________________

Board of Trustees Approval: ___________________
SUBJECT
Policy 3.08.03 Data Stewardship, Security, and Protection

BACKGROUND
The most important Information Technology asset that NIC has is its data. Data Stewardship addresses a formal approach to identifying who has responsibility over certain types of data and who can allow access to these different types of data. Identifying a formal policy for data stewardship shows that NIC takes data seriously as an asset, and can make smart moves to protect and expand its value. This policy also includes classification of data based on risk. This will help ensure that data is protected adequately.

DISCUSSION
This policy is based on four basic principles:
- NIC is the owner of all college data;
- the greatest benefit of data is gained through its shared and thoughtful use but is diminished by misuse or lack of appropriate protection;
- access to non-public data is managed based on the sensitivity, value, and criticality of the college and;
- The policy is in place along with other related policies to achieve an appropriate mix of three core elements of information security—confidentiality, integrity and availability.

COMMITTEE ACTION
In August 2015, the CIO began a comprehensive review of existing and needed IT policies at NIC. Throughout this process, the policies have been revised and rewritten several times. This policy was originally written by the CIO and then modified with input from the Information Technology Policy and Planning Council (ITPPC). The policy was then submitted to the Senate for approval. Upon review in the Senate, a joint subcommittee was formed between the Senate and ITPPC to revise the policy again. This revision was then sent to the Senate for final approval of a second reading in December 2017.

FINANCIAL IMPACT
No direct cost.

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

Prepared by,
Ken Wardinsky, Chief Information Officer
I. POLICY

It is the policy of North Idaho College (NIC) to protect its institutional data and allow the use, access, and disclosure of such information in accordance with NIC interests and applicable laws and regulations. NIC owns all institutional data and throughout its lifecycle, the data shall be classified and protected in a reasonable and appropriate manner based on its level of sensitivity, value, and criticality to NIC. All NIC faculty, staff, students, and affiliates who provide services or work with NIC institutional data are responsible for protecting it from unauthorized access, modification, destruction, or disclosure.

Authorization for access and the maintenance of security of all institutional data, particularly highly sensitive data, is delegated to specific individuals within their defined roles (data steward, data custodian, data user, or system administrator) and in relation to the data being used. Data security measures are commensurate with the value, sensitivity, and risk involved with particular data.
II. COMPLIANCE

A. NIC prohibits the disclosure of restricted and sensitive data in any medium except as approved by the appropriate data steward or data custodian. The use of any data for one’s own personal gain or profit, for the personal gain or profit of others, or to satisfy personal curiosity is strictly prohibited.

B. NIC prohibits the storage of restricted data on any storage device or media not approved for use by the NIC IT department. If an individual is required to store data on such media, that individual must obtain written approval from both the data steward and CIO.

C. All individuals accessing NIC institutional data are required to comply with federal and state laws and NIC policies and procedures regarding data security. Any NIC employee, student, or affiliate with access to NIC data who engages in unauthorized use, disclosure, alteration, or destruction of data is in violation of this policy and will be subject to appropriate disciplinary action.

III. DATA CLASSIFICATIONS

To implement security at the appropriate level, to establish guidelines for legal/regulatory compliance, and to reduce or eliminate conflicting standards and controls, data is classified by the appropriate data steward or data custodian into one of the following categories:

A. Restricted: Any NIC institutional data that, if disclosed to unauthorized persons, would be a violation of federal or state laws, NIC policy, or NIC contractual obligations. Any file or data that contains personally identifiable information may also qualify as restricted data. The highest level of security is applied to this data classification.

B. Sensitive: Any NIC institutional data that must be guarded due to proprietary, ethical, or privacy considerations and must be protected from unauthorized access, use, modification, transmission, or storage. A reasonable level of security is applied to this data classification.

C. Public: Any NIC institutional data to which the public is granted access, in accordance with NIC policy or standards. A level of control is applied to this data classification to ensure appropriate use.

IV. DATA STEWARDSHIP ROLES

A. Data steward refers to executive level NIC officials responsible for managing a major area of NIC institutional data, and who oversee the lifecycle of one or more sets of institutional data.
B. Data custodian refers to NIC officials and their staff who have operational-level responsibility for the capture, maintenance, and dissemination of data for specific areas.

C. Data user refers to individuals that have been granted access to institutional data in order to conduct NIC business.

D. System administrator refers to individuals with administrative access to an information system at NIC.

V. DEFINITIONS

A. "Affiliate" refers to any authorized individual, business, or organization that acts on behalf of NIC, or is authorized to conduct work for NIC.

B. "Institutional data" refers to any type of information that is processed, created, collected, transferred, recorded, or stored by NIC to conduct NIC business.

C. "Information Technology (IT) resources" refers to any resources related to the access and use of digitized information, including but not limited to hardware, software, devices, appliances, and network bandwidth.

D. "Security controls" are safeguards or countermeasures to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets.
SUBJECT
Policy 3.08.04 Information Technology Security Incident Response

BACKGROUND
In order to protect NIC data, users must report suspected misuse, loss, theft, exposure, or other activity that may harm or threaten information technology assets or data. Security incidents must further follow an appropriate response including identifying the cause of the incident, classifying the severity of the risk, providing mediation and mitigation, and finally documentation.

DISCUSSION
This policy is based on the following basic principles:
- NIC users must report actual or suspected information technology security incidents as soon as possible;
- Incidents will be handled based on the criticality of the event;
- Any incident involving restricted data must involve the executive level of the college;
- All incidents shall be treated as confidential.

COMMITTEE ACTION
In August 2015, the CIO began a comprehensive review of existing and needed IT policies at NIC. Throughout this process, the policies have been revised and rewritten several times. This policy was originally written by the CIO and then modified with input from the Information Technology Policy and Planning Council (ITPPC). The policy was then submitted to the Senate for approval. Upon review in the Senate, a joint subcommittee was formed between the Senate and ITPPC to revise the policy again. This revision was then sent to the Senate for final approval of a second reading in December 2017.

FINANCIAL IMPACT
No direct cost.

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

Prepared by,
Ken Wardinsky, Chief Information Officer
All North Idaho College (NIC) users of Information Technology (IT) resources must report “IT Security Incidents” to the IT Helpdesk, chief information officer, or an IT director as soon as they are aware of such activity.

IT security incidents will be handled based on the type and severity of the incident. An Incident Response Management Team will oversee the handling of all IT security incidents involving restricted data.

All individuals involved in investigating a computer security incident will maintain confidentiality.

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” refers to any resource related to the access and use of digitized information, including but not limited to hardware, software, devices, appliances, network bandwidth, and resources.

An Information Technology (IT) Security Incident (“Incident”) refers to theft, loss, misuse, exposure, or other activity that harms or threatens the whole or part of NIC’s computers, information systems, data, telephone, and network-based resources.
SUBJECT
Policy 3.08.05 User Authentication

BACKGROUND
In order to protect NIC data, users must use appropriate authentication to gain access to resources. This includes a unique identifier and user credentials (normally a username and password). Authorization to NIC assets are based on an individual’s relationship with NIC.

DISCUSSION
This policy is based on the following basic principles:
- The NIC IT Department is solely responsible for providing credentials to access technology resources.
- Credentials will be unique for each user.
- Authorization to resources will depend on a user’s relationship with NIC.

COMMITTEE ACTION
In August 2015, the CIO began a comprehensive review of existing and needed IT policies at NIC. Throughout this process, the policies have been revised and rewritten several times. This policy was originally written by the CIO and then modified with input from the Information Technology Policy and Planning Council (ITPPC). The policy was then submitted to the Senate for approval. Upon review in the Senate, a joint subcommittee was formed between the Senate and ITPPC to revise the policy again. This revision was then sent to the Senate for final approval of a second reading in December 2017.

FINANCIAL IMPACT
No direct cost.

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

Prepared by,
Ken Wardinsky, Chief Information Officer
Policy Narrative

Identification, Authentication, and Authorization are controls that facilitate access to and protect North Idaho College (NIC) information technology (IT) resources.

NIC’s Information Technology (IT) department assigns a unique identifier and user credentials for identification and authentication purposes to individuals who have a business or educational need to access non-public NIC IT resources.

Authorization for NIC resources will depend on the individual’s relationship, or relationships, to NIC and the requirements associated with that relationship.

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.

"Authentication:” “The process through which a user proves his or her identity by providing sufficient user credentials.

"Authorization:” “The process of determining which services, privileges, and resources a user is entitled to access. "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."
“Identification:” The process of establishing user credentials in order to access and use NIC resources.

“Institutional Data:” refers to any type of information that is processed, created, collected, transferred, recorded, or stored by NIC to conduct NIC business.

“User Credential:” Information used to access NIC IT resources.
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
__________ Dunlap
__________ Howard
__________ Murray
__________ Wood

CONVENE AT: __________ ADJOURN AT: __________