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)*

4:00 p.m.

BOARD WORKSHOP – NIC Capital Plan

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: Foreign Language Literature Trip Spring 2018

CONSTITUENT REPORTS

ASNIC
Staff Assembly
Faculty Assembly
Senate

PRESIDENT’S REPORT

OLD BUSINESS

Tab 1: First Reading/Action: Compensation Structure Policy

NEW BUSINESS

Tab 2: Action: Transfer Funds for Capital Improvement
Tab 3: Action: Authorize Preliminary Study on Gymnasium and Parking Garage

INFORMATION ITEMS

Monthly Financial Report
Fall 2018 Enrollment Update

BOARD CHAIR REPORT

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 Christie Wood called the meeting to order at 6:00 p.m. She led attendees in the Pledge of Allegiance and then asked Trustee Banducci to read, aloud, the college’s mission statement. Chair Wood next verified that a quorum was present.

ATTENDANCE
Trustees: Todd Banducci
Joe Dunlap
Ken Howard
Brad Murray
Christie Wood

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

At this time Chair Wood commented that she was moving up the ASNIC Constituent report on the agenda to allow ASNIC President Peter Soderberg to provide his report and then leave to join his fellow students for their welcome back lake cruise. She then called on Soderberg.

Mr. Soderberg reported that he and his board had been working to determine their purpose for the coming school year and what they would like to see for students. He then reported that he and the ASNIC vice president had met with various individuals and college leadership over the summer as a way to learn more about the college. He went on to report that ASNIC had engaged in the student orientation process and that they were in the process of developing lists of events that will be publicized and prominently displayed on campus for the benefit of students.

PUBLIC COMMENT
None.

APPROVAL OF MINUTES
Chair Wood called for any changes to the minutes from the meeting held on June 27, 2018. There were no changes noted and the minutes were accepted, as presented.

CELEBRATING SUCCESS
NIC Athletic Director Al Williams presented a photo log of the Softball and NIC Men’s Golf teams, both of which were NWAC Champions this past spring. He introduced the newest member of the softball coaching staff and he then introduced returning softball players Madi
Mott and Ashlyn Winn who discussed their winning season. Mr. Williams then introduced men’s golf team members Jesse Henderson, Ben Harvey and Braxton Stewart who each discussed their own game and the team’s championship win.

CONSTITUENT REPORTS

**Staff Assembly**
Chair Cathy Sparks reviewed activities from the Assembly’s last meeting held in May, including honoring all of the staff members who were nominated for a staff achievement award.

**Faculty Assembly**
Chair Joe Jacoby reviewed activities from the Assembly’s first meeting of the year, including the group receiving an update on the testing center, and having the opportunity to meet and hear from Associate VP of Planning, Strategy and Effectiveness Dianna Renz.

**Senate**
Chair Jessica Adams reported that during their first meeting later in the week, Senate will take the time to learn more about individual members’ roles at the college, and will plan to conduct an orientation of Senate duties and processes.

At this time Chair Wood expressed her thanks to the Information Technology Department for providing technology for the trustees, in the way of individual devices from which they may access their board meeting materials.

PRESIDENT’S REPORT

Dr. MacLennan opened by expressing appreciation to the constituent group leaders for their energy, leadership and commitment to serve. He thanked Chair Wood and Trustee Dunlap for their participation in the fall convocation all employee meeting, and he briefly discussed some of the topics he included in his remarks and the message of the guest speaker, Corey Jeppesen.

Dr. MacLennan continued by discussing the impact of the extended hours in enrollment services and the collaborative efforts, college wide, to help students succeed. He went on to briefly discuss the Idaho community college presidents retreat hosted in July at NIC, including time the presidents spent with visiting Lt. Governor Brad Little. He next discussed the community summit on suicide prevention hosted recently at NIC, commenting that Tim Gerlitz, director of Disability, Health & Counseling Services at NIC, recently obtained his certification as a crisis response trainer and he will be providing this training throughout North Idaho.

Dr. MacLennan went on to report that the Outcomes Based Funding model is going forward from the State Board of Education, pending approval of the legislature and Governor, and he briefly explained the impacts of the funding model. A discussion about the aspects of the funding model and the potential impacts ensued. He closed his report by discussing an upcoming meeting he and others have scheduled with leaders from the Boys and Girls Club and the opportunities for academic preparation for students coming through that program.

Chair Wood took this opportunity to welcome Coeur d’Alene City Councilman Dan Gookin who was in attendance at the meeting.
KTEC Report
Trustee Banducci reported on matters from the recent KTEC Board meeting. He reported that a technical high school will be built near Lewis-Clark State College in Lewiston and he commented on local winners of the recent national Skills USA competition. He went on to report that a millwright program is starting up through partnership with the Idaho Forest Group with 17 slots and that the collision repair course is now offering two sessions.

OLD BUSINESS
Update on Athletics Expansion Study
VP Stanley reviewed the background, scope and timeline for the study to be conducted on the impacts of expanding athletics at NIC. Chair Wood expressed her interest in board members’ previous requests for the evaluation of a baseball program and women’s wrestling. She also expressed her hope that the study recommendations would come forward sooner than the proposed March deadline. Trustee Banducci expressed his wish for the board to be updated during the process. Dr. MacLennan commented that it is his intent to provide appropriate touchpoints for the board to engage in the process. He went on to comment that to ensure credible work is conducted, he would resist putting pressure on the process by reducing the timeframe, adding that should program recommendations come forward, time must also be allowed for the athletic conference to review and approve them.

Construction Update
VP Chris Martin provided an update on campus building and renovation projects including construction of the North Idaho Collaborative Education (NICE) building, which is on schedule for substantial completion by March 2019. Chair Wood commented on the BLM land and Martin provided an update on the plans for development of that property as a natural learning space. He continued with an update on the development of the parking lot adjacent to the NICE building, a brief report on the seats and flooring refresh for Schuler Performing Arts Center, and mechanical updates for Boswell Hall.

NEW BUSINESS
Fall 2018 Enrollment Update
VP Stanley opened his report by discussing enrollment services activities over the past year and he and Associate VP Dianna Renz presented data on first day enrollment for academic transfer, dual credit and career technical education programs. Renz stated that overall first day headcount is down 2.91%.

Trustee Howard requested a breakdown of enrollment trends among the career technical education programs and Trustee Murray requested that monthly enrollment updates be provided until official fall numbers are available.

BOARD CHAIR REPORT
Chair Wood commented that on August 10, the college had its 85th anniversary and she remarked on the hard work and accomplishments achieved over the years. She closed by encouraging everyone to attend the fair.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Banducci commented on the loss of the broadcast of NIC Board meetings in the Post Falls market. Chief Communications and Government Relations Officer Laura Rumpler responded that she will look into the matter with CDA TV. There was some discussion on the display of the NIC logo or NIC Cardinal on the Memorial Field grand stand.
Trustee Howard shared a story that was told to him recently about one of our CTE faculty of a traditionally male-attended course who, in consideration of a female attendee, made a point of ensuring his students that he would not tolerate any negative gender-based behavior in his class. Howard expressed his appreciation for that instructor’s sensitivity to promote an atmosphere of equality in his class.

Trustee Murray expressed his thanks to the president’s office for providing the board with technology tools.

Chair Wood adjourned the meeting at 7:40 p.m.

__________________________
Board of Trustees Chair

__________________________
Board of Trustees Secretary
SUBJECT
Policy 3.02.16 Compensation Structure Policy

BACKGROUND
Following the direction of the board during its review of the policy draft proposed by board subcommittee members Brad Murray and Christie Wood at the November 2017 board meeting, the administration worked with members of the Compensation Policy Committee and an ad hoc committee of Senate to further refine the draft. The revised draft was returned to the full Senate for review and was approved in Spring 2018. When the draft was returned to Dr. MacLennan and President’s Cabinet, a minor change was proposed and agreed to by the Chairs of the Compensation Policy Committee and the Senate Chair. The resulting draft is presented at this time for board consideration.

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

Prepared by,
Shannon Goodrich for President Rick MacLennan
Draft Policy

Policy #3.02.16

Revised Date: 05/10/18

Policy Narrative

North Idaho College (NIC) 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. Therefore, the support of the college’s annual step-based compensation structure will be a high priority for annual budgetary planning.

COMPENSATION STRUCTURE

To ensure that all employee compensation structures are fair and competitive, NIC North Idaho College will review salaries internally and externally at least every five (5) years. These reviews will be used to ensure the base structures are comparable with other institutions and to identify potential market driven anomalies in the structure.
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 as described in procedure 3.02.16. 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.

NIC's administration prepares an annual budget for Board of Trustee approval through a collaborative budgeting process. The administration may withhold step advancements only in the event of significant or unexpected financial needs that result in funding not being available. The administration in the event of an anticipated financial emergency, the Board of Trustees may withhold funding for step advancement. Prior to making a decision to do so, the Board of Trustees will make public, the data used in making this consideration decision and will invite broad input from the campus community prior to presenting the budget to the Board of Trustees, including input from stakeholder groups identified within the college’s governance structure. The Board of Trustees will have final approval of the budget proposed by NIC’s administration. Should the Board of Trustees decide to override the administration’s decision for honoring or withholding step advancements, it will make public, the data used in its rationale for making this decision.

Placement and advancement for positions not funded by the college may adhere to a separate compensation structure and procedure.
SUBJECT: Transfer of Funds for Capital Improvement

BACKGROUND:
In FY2009 the college established a reserve for the purpose of Capital Investment and Land Acquisition funded annually through a portion of tax receipts within a board designated reserve. Annually, the college allocates $2,588,111 and associated interest to this designated reserve, which requires board action for funds to be used or obligated. This is in accordance with Policy 2.01.02 that lays out board responsibility including “to engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs as well as to act on the recommendation of the college president concerning capital outlay, repairs, and maintenance for building, grounds and equipment.”

DISCUSSION:
In reviewing the cash balance summary for the college over the past three years, the board can move funds from the general fund cash balance in the amount of $2,800,000 to a designated reserve while still allowing for a 15% general fund cash reserve. Setting a cash reserve amount of no less than 15% of general fund budget obligations ensures the college has the flexibility and access to cash to endure temporary disruptions or delays in funding as well as have adequate cash on hand to continue operations and meet challenges due to emergencies or natural disaster.

COMMITTEE ACTION: N/A

FINANCIAL IMPACT:
The movement of the funds has no material impact on the operations of the college or current cash holdings. The movement of the funds will restrict funds in a designated reserve and remove them from the general fund reserve of the college.

REQUESTED BOARD ACTION:
It is recommended that the board consider a motion to transfer no more than $2,800,000 to the board designated capital fund reserve.

Prepared by,
Chris A. Martin
Vice President for Finance and Business Affairs
SUBJECT: Authorize Preliminary Study on Gymnasium and Parking Garage

BACKGROUND:
During the 2018 academic year the college worked across the institution on a strategic planning initiative to develop a Strategic Plan that included an Academic Master Plan, IT Master Plan, Strategic Enrollment Plan and Facilities Master Plan. In June, the board held a study session to review the plans, provide input, ask questions and discuss next steps in executing the individual plans. As part of this discussion, the board requested cost information related to components of the facility master plan including costs to develop a new gymnasium.

DISCUSSION:
In accordance with Policy 2.01.02, which lays out board responsibilities including “to engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs as well as to act on recommendation of the college president concerning capital outlay, repairs, and maintenance for building, grounds and equipment,” the college is seeking authorization to obligate funds from the capital reserve fund to engage an architectural firm to complete a preliminary study on the development and construction of a gymnasium and parking garage to determine scope, preliminary programing and development costs.

COMMITTEE ACTION: N/A

FINANCIAL IMPACT:
Authorization of preliminary study on gymnasium and parking structure has an estimated cost of $34,000.

REQUESTED BOARD ACTION:
It is recommended that the board consider a motion authorizing the administration to utilize the capital reserve fund to retain architectural services to complete a preliminary study on the development and construction of a gymnasium and parking garage to determine scope, preliminary programing and development costs.

Prepared by,
Chris A. Martin
Vice President for Finance and Business Affairs