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 – Capital Planning

6:00 p.m.

CONVENE BOARD MEETING/CALL TO ORDER

Pledge of Allegiance                            Christie Wood
Verification of Quorum/Introduction of Guests   Christie Wood
Review Minutes                                  Christie Wood
Public Comment**                                Amy Page
Celebrating Success: Cardinal Learning Commons

CONSTITUENT REPORTS

ASNIC                                    Peter Soderberg
Staff Assembly                        Cathy Sparks
Faculty Assembly                      Joe Jacoby
Senate                                Jessica Adams

PRESIDENT’S REPORT                      Rick MacLennan

KTEC REPORT                             Todd Banducci

OLD BUSINESS

Tab 1: Second Reading/Action: Compensation Structure Policy

NEW BUSINESS

Tab 2: First Reading/Action: Head Start Policy Council Bylaws and Application for Increased Duration

INFORMATION ITEMS

Tab 3: Fall 2018 Enrollment Update
Integrated Planning Update

BOARD CHAIR REPORT                      Christie Wood

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.
BOARD WORKSHOP

*Capital Planning*

Dr. MacLennan opened the workshop with some introductory remarks and played a recently created video spotlighting the college’s Center for Innovation and Entrepreneurship established in the Hedlund Building.

VP Chris Martin began by explaining the need identified through our strategic planning process for an Enrollment Services Center, describing the architectural estimate of $1.7 million to remodel the first floor of Lee Kildow Hall in attempt to solve the need for an ESC. He commented that the college will search for ways to create a center for a cost less than this initial estimate to meet this need.

Martin went on to discuss other capital priorities including $769,000 for deferred maintenance for the Hedlund Building to bring the restrooms into compliance with ADA requirements, and to replace the roof. He next discussed program enhancement costs for the building of $1.1 million to add an HVAC system and a second floor in the former diesel bay to address future classroom needs. He added that the deferred maintenance items will be included in the college’s alterations and repairs request to the Permanent Building Fund Advisory Council.

Martin continued by discussing a 15,000 square foot expansion of the Meyer Health Sciences Building to provide additional classrooms and labs for use by students taking the common prerequisites for nursing and health professions programs, as well as additional offices and conference rooms. He added that this $6.7 million project is the college’s first priority request to the Permanent Building Fund Advisory Council that will be presented to them in October.

Martin went on to discuss a three to five year phased campus site plan to develop a pedestrian core at a cost of no more than $1 million per phase. The project would include soccer field improvements, road closures, roundabouts, and moving parking to the perimeter of campus.

The board took a brief recess.

At this time, VP Martin introduced Dave Teater of Teater Crocker Consulting and Scott Fisher from Architects West who described what they have learned from members of the NIC administration and Athletics Department to develop programming and budget for a gymnasium and parking garage.

Dr. MacLennan commented on the limitations of our current athletics facilities including the difficulty in our ability to remodel Christianson Gymnasium based on the building’s current footprint and the college’s anticipated needs. VP Martin added that the basketball court is short and in the current footprint, cannot be adjusted to meet regulation size. Trustee Howard requested cost parameters for various seating numbers and for uses other than those of the college. Trustee Dunlap recommended consideration of an on-campus facility with seating capacity for 2,500-3,500, and the flexibility to add seating for special events, space that would allow for consolidation of athletic department offices, learning spaces for current and anticipated sports programs, and parking adequate for the facility and the rest of campus. Trustee Murray commented that the design should be flexible and functional. Trustee Banducci asked if there were other community organizations or school districts from which to draw input regarding their needs and use of such a facility.
Chair Wood asked if changing athletic conferences has helped to fill the current facility with the programs we already deliver. Dr. MacLennan commented that since moving to a regional conference, the college is seeing more attendance from members and supporters of those institutions, though he is unsure about the impact to attendance from our own supporters. He added that the college’s program needs that will allow us to fulfill our mission and drive enrollment, including athletic programs, will be a priority in terms of facility design and cost. Trustee Dunlap followed up his previous remarks by commenting on the importance of college’s needs for a facility that will accommodate commencement exercises. Trustee Howard commented on the importance of also considering the programming needs of the community when designing a facility. Chair Wood expressed that this takes the project beyond programming needs, and the college should have a real understanding of relative ongoing operating costs for that.

A discussion ensued about potential uses and costs to remodel Christianson Gymnasium in addition to building a new facility, and Trustee Howard expressed his desire leave the disposition of Christianson Gymnasium out of the considerations for this study and to focus solely on the design of new facility. Following a question from Chair Wood, VP Martin commented that the site identified to accommodate a new gymnasium is parking lot A, adding that there are two lots identified on the PUD for a parking garage.

Discussion continued about the scoping work and considerations for design. Trustee Banducci commented on a parking garage and student housing. Chair Wood responded that student and employee housing would be good to discuss at a later date. Dr. MacLennan commented that housing has not been addressed in any of the college’s master planning.

Chair Wood adjourned the workshop at 5:55 p.m.

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 then 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
Marc Lyons, Attorney for North Idaho College

PUBLIC COMMENT
None.

APPROVAL OF MINUTES
Chair Wood called for any changes to the minutes from the meeting held on August 22, 2018. There were no changes noted and the minutes were accepted, as presented.
CELEBRATING SUCCESS
Molly Michaud and Aaron Cloyd, instructors from the English and Humanities Division presented an overview of the trip they and their students took in the spring to different locales in the U.K. that served as settings for the three novels they taught in their literature course last academic year. They and a number of their students expressed that the trip provide them with a cultural and historical educational experience and also an interpersonal experience.

CONSTITUENT REPORTS
ASNIC
ASNIC VP Scott Kennedy reported that the group recently held a retreat during which they focused on leadership and personal development. He went on to report that ASNIC is hosting classes in the Cardinal Learning Commons this semester and he discussed other student events that had occurred since the beginning of the academic year.

Staff Assembly
Chair Cathy Sparks reported that during their September 13 meeting, Associate VP for Planning and Effectiveness Dianna Renz had provided them with information on data reporting developed over the summer and provided an update on integrated planning teams. Sparks continued to report that during the meeting they received information on the Be Well website and receive a President’s Cabinet update from Dr. MacLennan.

Faculty Assembly
Chair Joe Jacoby reported that during their September meeting, Faculty received updates on the compensation policy, an upcoming humanities conference, advising software and an update from Dr. MacLennan.

Senate
Senate representative Lisa Kellerman reported that during their September meeting, Senate reviewed and agreed on minor revisions to the Compensation Structure policy, and they passed a resolution supporting the version of the policy that will come before the board tonight.

PRESIDENT'S REPORT
Dr. MacLennan opened his report by announcing that NIC was recognized by the Boys and Girls Club as a key community partner during their recent A Night in Black and White Annual Auction. He explained that for the second year in a row, the NIC Foundation is providing a first-year, full tuition and fees paid scholarship to the Boys and Girls Club Youth of the Year recipient, and the Foundation is also providing 20 $1000 scholarships to students from the Boys and Girls Club program.

Dr. MacLennan went on to report that he had been invited to recent monthly meetings of both Staff and Faculty Assemblies for conversations around the topic of 360 degree evaluations of NIC administrators. He expressed his appreciation for the opportunity to address the groups on this topic, adding that some work around these types of evaluations had been accomplished, and that evaluations would be conducted this fall for managers at the director level and above. He commented that the college would also undergo a campus climate survey in the spring, which will provide leadership with a more clear understanding of the health of the campus community, and between the results of the survey and the 360 degree evaluations, the college can produce goals to help us better fulfill our mission.

OLD BUSINESS
Compensation Structure Policy
Dr. MacLennan presented the most recent revision to the Compensation Structure policy, commenting on the process to develop this version.
Trustee Howard commented that he believes the areas about which he had previously expressed concern had been resolved, and he went on to express concern with the use of the word “only” in describing when a step increase may be withheld. He added that there may be other unforeseen instances related to programming or other matters that could be cause to withhold a step increase, but that he feels the language is broad enough that decisions driven by program or other need would still fit. He expressed his comfort with the language dealing with the authority of the board.

Trustee Banducci expressed his agreement with the revisions and expressed concern with the use of the word “only” in that it can be constraining.

Chair Wood expressed her appreciation for the work done on this revision, adding that the policy will be brought back to the board for a second reading.

NEW BUSINESS

Transfer Funds for Capital Improvement
Chair Wood commented on the capital planning workshop, adding that the board has been tasked with looking at capital priorities following the facilities planning work accomplished on campus and acknowledges the need to move forward and give the president the authority to continue with planning.

Trustee Howard made a motion to authorize the transfer of $2.8 million from the general fund to the capital reserve fund. Trustee Banducci seconded the motion. Trustee Howard commented that it is appropriate for the board to ensure that the college’s funds are balanced; retaining the auditors’ recommended 15% in the general fund cash reserve and ensuring funds are allocated to the capital reserve. At the request of Chair Wood, VP Martin explained the purpose of the capital reserve fund, which was established by the board in 2009 and to which $2.5 million of the college’s tax receipts are allocated annually for capital projects such as the purchase of the mill site and the development and construction of the Career and Technical Education Facility in Rathdrum. The motion carried unanimously.

Authorize Preliminary Study on Gymnasium and Parking Garage
Chair Wood referenced discussion during the workshop held earlier in the day related to the potential of a new gymnasium and parking garage for North Idaho College. Trustee Howard made a motion authorizing the administration to utilize $34,000 from the capital reserve fund to retain architectural services to complete a preliminary study on the development and construction of a gymnasium and parking garage, and to determine scope, preliminary programming and development costs. Trustee Banducci seconded the motion.

Trustee Dunlap asked if $34,000 was adequate to conduct the study. Dr. MacLennan responded that this was the cost negotiated with the architect for such a study. He went on to comment that these funds will be used to allow the college to work with the architect to scope out initial stages of a design for an athletic facility and an adjoining parking structure. Chair Wood commented that through the college’s facility master planning, it has been determined that the college does have program needs that are not being met with current facilities. Dr. MacLennan added that the integrated planning process undertaken over the past year did include the college’s physical plant needs in relation to the college’s ability to meet its mission, which includes athletic programming and facilities. Trustee Howard commented that by authorizing this expenditure and study, the board is not setting any priorities as there are a number of different projects being proposed by the administration including expansion of the Meyer Health and Sciences Building, the Hedlund Building and Lee Kildow Hall. He added that the board is attempting to gather information in order to make an informed decision. Dr. MacLennan commented that the scope for the initial design and construction of Meyer Heath Sciences Building included expansion potential, which has enabled the college to
leap frog over that project now to conduct the scoping for a gymnasium and parking project. Following this discussion, the motion carried unanimously.

INFORMATION ITEMS

Monthly Financial Report
VP Martin provided a financial update, stating that preliminary revenues for the end of last fiscal year came in at $48.1 million on a budget of $47.6 million and expenses came in at $46.1 million on a budget of $47.6 million for a net income of $1.9 million. Martin went on to report financials for the current fiscal year through August, stating that revenue is approximately $7.5 million which is on track with projections, and expenses are at $5.7 million which is approximately 12% of the total projection for the year.

Fall 2018 Enrollment Update
VP Graydon Stanley and Associate VP Dianna Renz presented enrollment counts as of the sixth week of school, including fall to fall trends for one year and five years, current enrollment for academic, dual credit and career technical education, enrollment by divisions of study, and location as well as a breakdown of dual credit head counts by location. Toward the end of the presentation, Trustee Murray requested that enrollment related materials be shared prior to the board meeting to allow board members the opportunity to review them and frame questions.

BOARD CHAIR REPORT
Chair Wood commented on the recent Idaho Community College Consortium, stating that she would share a copy of the meeting minutes with the trustees. She commented on trustee elections for the other three community colleges and added that the NIC trustees up for election this fall are all running unopposed.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Banducci requested an update on the construction for the North Idaho Collaborative Education Building. VP Martin responded that an update could be provided at the next meeting. Trustee Banducci asked if there was any new information about the broadcast of NIC Board meetings in the Post Falls market.

Chair Wood adjourned the meeting at 7:25 p.m.

Board of Trustees Chair ________________________ Board of Trustees Secretary ________________________
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 9:05 a.m. and verified that a quorum was present.

ATTENDANCE
Trustees:
- Joe Dunlap
- Ken Howard
- Brad Murray
- Christie Wood

EXECUTIVE SESSION
Motion was made by Trustee Murray, seconded by Trustee Howard, to go into executive session under Idaho Code § 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, individual agent or public school student. Roll call vote was taken as follows:

- Joe Dunlap  aye
- Ken Howard  aye
- Brad Murray  aye
- Christie Wood  aye

At 10:15 a.m., Chair Wood adjourned the meeting.

________________________________________________________________________
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
Recommend the board consider a motion to approve revisions to Compensation Structure Policy 3.02.16.

Prepared by,
Shannon Goodrich for President Rick MacLennan
# Draft Policy

**Policy #3.02.16**

Revised Date: 05/10/18

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**North Idaho College**

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## 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, 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
First Reading: Head Start Policy Council By-laws
First Reading: Submission of Intent to Apply for Supplemental Funds to Extend Duration of Head Start Services and Budget

BACKGROUND
The Head Start Act and/or the Head Start Program Performance Standards requires the Governing Board, which consists of the NIC Board of Trustees and Head Start Policy Council to annually approve the Policy Council By-laws.

The Office of Head Start (OHS) has announced the availability of approximately $295 million nationwide to be awarded for increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start center-based, family child care, and locally-designed programs. Awards are subject to the availability of federal funds. OHS will award funds to grantees eligible under the Program Instruction (PI)*. Funding is noncompetitive. OHS expects to award funds to eligible grantees pending fundable applications. Subject to appropriations, funds awarded would become part of a grantee’s base funding in future years. The initial award amount requested should indicate funding needed from March 1, 2019 (FY 2019) to the FY 2020 annual funding date.

*NIC Head Start meets Condition 5 of eligibility on the PI issued on 9/10/18: Head Start programs operating less than 45 percent of center-based slots at 1,020 hours. Eligible grantees may apply for funding to increase their percentage of Head Start center-based slots that operate for 1,020 hours up to 45 percent.

DISCUSSION
Policy Council By-laws: The By-laws were reviewed by a Policy Council sub-committee. These recommended additions, changes or deletions were approved by the Head Start Policy Council in September 2018.

Intent to Apply for Duration Funding: The purpose of North Idaho College Head Start submitting an intent to apply for a portion of the federal funding is to increase the number of children enrolled in the program from 24% of enrollment to 43% of enrollment.

FINANCIAL IMPACT
There is no financial impact on North Idaho College since federal appropriations, private gifts, and donations fund Head Start.

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, it is requested that the board consider a motion to approve the following attachments.

Attachment A: Head Start Policy Council By-laws
Attachment B: Application Narrative and Budget

Prepared by
Beth Ann Fuller
Director, North Idaho College Head Start
Policy Council Bylaws

ARTICLE I Name
The name of this organization shall be the North Idaho College Head Start Policy Council, hereafter in these Bylaws called Policy Council.

ARTICLE II Purposes and Functions
Section I Purpose
The purpose shall be to comply with the requirements of Improving Head Start for School Readiness Act of 2007, Section 642 and to implement Head Start Program Performance Standards, subchapter B of 45 CFR chapter XIII, 1301.1 Program Governance “An agency must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency’s Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.”

Policy Council is responsible to work with the governing body and staff to be involved in the decision-making process, prior to the point of seeking approval, for planning and coordinating for the Head Start program, and establish and maintain procedures for hearing and resolving community complaints about the program. This Policy Council serves the counties of Kootenai, Shoshone, Boundary, Bonner, and Benewah in the State of Idaho.

Section II Functions
The functions of the Policy Council:
1. Develop and approve the goals and objectives for Head Start within the agency, and establish ways to meet them within the Administration for Children and Families (ACF) guidelines.
2. Review the Community Assessment, approve the Target Service Areas, and assure that these meet the required standards.
3. Develop a plan for recruitment and selection of eligible children using the current ACF guidelines.
4. Establish the composition of Policy Council and determine committees for dealing with individual program procedures.
5. Serve as a link to the Center Parent Committees, Center Staff, North Idaho College Board Liaison as designated by the Board of Trustees, North Idaho College Board of Trustees, public and private organizations, and the communities they serve.
6. Assist and develop a plan to help Center Parent Committees in communicating with parents enrolled in all program options to insure that they understand their rights, responsibilities, and opportunities in Head Start, and to encourage their participation in the program.
7. Assist and develop a plan to help Center Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and insuring that funds set aside from program budgets are used to support parent activities.
8. Establish and maintain procedures for hearing and resolving complaints about the program.
9. Collaboratively develop Personnel Policies with the Staff Development Committee and the Director. Approve Personnel Policies.
10. With the Director, establish criteria, procedure, and approval for the selection and release of all staff personnel.
   a. All recommendations for hire will be presented at the next regularly scheduled Policy Council meeting.
i. In the event waiting to vote at the next meeting impedes center operations, for all benefit-eligible positions as well as part-time assistant teacher and part-time family advocate positions, the Policy Council Chair may direct a phone vote take place.

ii. Other part-time positions may be filled with the recommendations of the committee, as long as a Policy Council Representative is on the committee, with a personnel report presented at the next regularly scheduled meeting.

1. In the event, a Policy Council Representative is not on the committee, the part-time position recommendation must be presented at the next regularly scheduled meeting or by a Phone vote at the discretion of the Policy Council Chair.

11. Approve or disapprove request for funds and proposed work programs, based upon the recommendations of the Director.

12. Approve or disapprove major changes in the operating budget and operations and monitoring system while the program is in operation.

13. Participate with program staff to identify needs to provide assistance for recruitment for volunteers and community resources. Participate in a yearly self-evaluation of the program.

14. Be a link between the community resources and Head Start parents.

15. To follow Impasse Procedures, Article VIII.

ARTICLE III Membership and Meetings

Section I Composition
The Policy Council shall be composed of no less than 51% parents currently enrolled in Head Start and no more than 49% representatives from the community. Representatives are elected before the October Policy Council Meeting. Each Head Start Center Parent Committee elects voting representatives as follows:

<table>
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<tr>
<th>Centers / Parent Committees</th>
<th>Center Enrollment Slots</th>
<th>Number of Parent Representatives</th>
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<td>Center A</td>
<td>61 - 90</td>
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<tr>
<td>Center B</td>
<td>41 - 60</td>
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<td>Center D</td>
<td>0 - 20</td>
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Section II Selection Policy Council Parent Representatives
1. Each Head Start Center Parent Committee elects Policy Council Representatives by the first Friday in October. This allows for their attendance and training at the October meeting. Center Policy Council Representatives are comprised exclusively of the parents of children currently enrolled at the center.

2. Their term of office will be October through October.
   a. This allows for the October meeting to have experienced members from the previous program year present to run the meeting.
   b. Policy Council Representatives, elected during the year will be seated at the first possible meeting after their election at the Center Parent Committee with their term going through the following October meeting.

3. Staff may not serve on the Policy Council except parents who occasionally substitute as staff.

Section III Selection Policy Council Community Representatives
1. Representatives from the community may include individuals selected from the following community groups by the Policy Council: Community representation will be considered from all our communities when positions are available.
a. State service agencies  
b. Private service agencies  
c. Community organizations  
d. Public and private school personnel  
e. Parents of former Head Start children, including those holding an office with any of the following agencies: Idaho Head Start Association, Region X Head Start Association, or National Head Start Association  
f. A representative from Grantee Board of Trustees  
g. Health Care Professionals  
h. Recommended interested community citizens.

2. Prior to the October Policy Council meeting, permission is obtained from proposed representatives from the community to submit their names for nomination to the Policy Council. Policy Council members, Head Start staff, and Grantee Board may submit nominations to the Policy Council. Nominations for community representative will be submitted throughout the program year as needed.

Section IV Term of Office
Policy Council representatives shall serve for a term of thirteen (13) months beginning with the October meeting and ending with the October meeting. No representative shall serve on the Policy Council for more than five (5) terms, subject to any changes in Head Start Program Performance Standards and/or regulations.  
a. A currently seated Policy Council representative, interested in serving another term, must stand for re-election at the respective center parent committee.

Section V Meetings
1. Regular meetings of this Policy Council will be held monthly, usually the third Friday of the month. Meeting dates are subject to change as decided by the Policy Council.
2. The Chair may call special meetings of the Policy Council as needed. Advance notice of at least forty-eight (48) hours must be given.
3. The North Idaho College Head Start Staff Recorder will maintain Policy Council minutes for all regular and special meetings. The Staff Recorder shall see that a record of minutes is kept on file at the Head Start Central Office and sends out copies of minutes to each member, the North Idaho College Board Liaison as designated by the Board of Trustees, and the North Idaho College Board of Trustees Chair. The staff recorder has no membership privileges.
4. Notice of regular meeting - written notices are mailed or emailed to each Policy Council representative at least five (5) days prior to the date of each regular meeting. An agenda for forthcoming meeting is enclosed. Minutes of the past meeting are mailed or e-mailed within two weeks of the meeting. Notice of special meetings shall be by personal or electronic contact.
5. Quorum - 1/3 of the seated representatives of Policy Council must be present to constitute a quorum for regular meetings or special meetings to transact business, no less than 51% must be parents.  
a. Quorum for Phone Voting - 1/2 of the seated representatives of Policy Council must respond to constitute a quorum, no less than 51% of the responses must be parent representatives.  
b. The Chair counts as part of the quorum.
7. Voting Rights - Each Policy Council representative shall have one (1) vote, except the Chair who votes in the event of a tie.  
8. Policy Council parent members, in order to participate fully, may receive, when necessary, reimbursement/payment for reasonable expenses incurred by the members.
Guests may attend meetings, but may be excluded from the room for any discussion or vote at any time by the acting chair.

Section VI Duties of Representatives
1. Due to the progressive nature of the work and responsibilities of Policy Council and to support informed decision-making, representatives shall maintain good standing. Representatives in good standing attend and arrive on time for all regularly scheduled monthly meetings.
2. Representatives attend selected and/or required committee meetings.
3. Notify Policy Council Vice-Chair, or Policy Council Advisor when unable to attend. In the case of an emergency, contact your respective center.
4. Actively participate in meetings by reading the previous meeting minutes and agenda for the upcoming meeting prior to the meeting and discussing matters to be considered with the group he/she represents.
5. Notify the Policy Council Advisor if they can no longer serve as a Policy Council Representative.
   a. The Policy Council Advisor notifies the Supervisor when a vacancy occurs.
6. Keep informed of the Policy Council’s purpose, plans, and progress.
7. Community representatives shall provide verbal reports to Policy Council at each Policy Council meeting.
8. Parent representatives shall meet with Supervisor or Center Assistant and prepare a center report for Policy Council prior to each Policy Council meeting.
9. Parent representatives report back to their Center Parent Committees any actions taken by the Policy Council that have not been declared confidential.
10. Submit agenda items to the chairperson at least eleven (11) days prior to the forthcoming meeting.
11. Serve on committees as established by Policy Council.

Section VII Attendance
1. Roll is taken at each meeting anyone not in attendance is marked absent.
   a. Late arrivals will be indicated on the meeting attendance.
      i. Voting privileges may be suspended. Special circumstances will be considered by the Policy Council Chair.
2. Representatives should be present at all regular monthly meetings and assigned sub-committee meetings.
3. Policy Council minutes will reflect all absences.
4. A representative in good standing will miss no more than three (3) meetings.
   a. When one of the representatives has three (3) absences, Policy Council will determine by a 2/3 vote of members in attendance at the Policy Council meeting whether or not the representative should be retained.
   b. The Policy Council retains the right to consider extenuating circumstances.
   c. The Policy Council Advisor notifies the respective Supervisor of Policy Council’s action to unseat a representative from a position. The chair shall make a reasonable attempt to notify unseated individuals.
   d. If it is the decision of the Policy Council to replace-unseat the non-participating representative, a new representative will be elected through the respective Center Parent Committee.

ARTICLE IV Officers and Delegates
Section I Officers
1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer

Section II Election and Term of Office
a. All officers shall be elected for a one (1) year term at the October meeting. Term of office begins at the November meeting. Officers can only serve in one officer position. Officers demonstrate commitment to leadership duties and attendance at all meetings. An officer or a designee attends any North Idaho College Board of Trustees meeting when Head Start business is presented.

Section III Duties of Officers
1. Chair
   a. Presides at all regular and special Policy Council meetings.
   b. Demonstrates a clear understanding of the Policy Council By-Laws.
   c. Explains each motion before it is voted upon.
   d. Calls the meeting to order and formally closes it.
   e. Calls special meetings when necessary.
   f. Appoints committee chairperson and supervises committee appointments if needed.
   g. Receives Staff Development Committee report for general business and serves on the Scholarship and Award Committee.
   h. Reviews and approves the agenda for each regular meeting and sees that it is distributed to representatives.
   i. Receives and handles all mail addressed to the Policy Council and is responsible for all official correspondence.
   j. May delegate duties as needed to Vice Chair.
   k. Communicates with the North Idaho College Board Liaison as designated by the Board of Trustees for any issues that require Board of Trustees attention.
   l. Votes only in the case of a tie vote of the Policy Council representatives.
   m. A Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

2. Vice-Chair
   a. Presides over the Policy Council meeting and all duties associated with that meeting in the absence of the Chair.
   b. Assists with the secretary duties in the absence of the Secretary.
   c. In the case of resignation of the Chair, assumes the office of Chair until the Policy Council elects a permanent Chair.
   d. Chairs the Bylaws Committee.
   e. Notes whether a quorum is present.
   f. Receives notice from Policy Council Representatives when a member will be absent from a meeting.
   g. Maintains records of Policy Council member attendance and reports to the Policy Council Chair when a representative has three (3) absences.
   h. A Vice-Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

3. Secretary
   a. Keeps a Policy Council notebook that includes: A copy of the Bylaws, a copy of the current Policy Council member list, , and the agenda and minutes for the last twelve (12) months.
   b. Ensures that the Policy Council notebook is available at all Policy Council meetings.
      a. The Policy Council notebook is stored in the Policy Council’s locked cabinet.
   c. Assist chair as Time keeper.
d. A Secretary who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

4. Treasurer
   a. Reviews and signs all travel and childcare reports.
   b. Keeps an accurate record of the Policy Council’s expenditures.
   c. Distributes an itemized budget report covering all Policy Council expenditures.
   d. Chairs the Policy Council Budget Committee.
   e. A Treasurer who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

Section IV – Delegates
1. State Representative to the Idaho Head Start Association (IHSA)
   a. One Delegate is elected for a one-year term.
   b. The Delegate must be a current or past Head Start parent or legal guardian and Policy Council Representative at the time they are elected.
   c. Delegates may serve up to two, one-year terms.
   d. One State Representative Alternate shall be elected who is a current or past Head Start parent or legal guardian with voting rights in the absence of the Delegate.
      i. The State Representative Alternate will automatically fill the Delegate’s vacancy if needed for the remainder of the elected term. A new State Representative Alternate will be elected to finish the current term.
   e. Election of the State Representative Delegate and the State Representative Alternate occurs prior to the annual IHSA membership meeting.
   f. Term of office shall be one year.
   g. Duties of the Delegate include, but are not limited to:
      i. Attend all Policy Council meetings.
      ii. Attend all funded State meetings.
      iii. Provide a written and oral report to the Policy Council following each State meeting.
      iv. Attend other meetings as needed with administration, staff, and Policy Council representatives.
   h. A State Representative Delegate or State Representative Alternate who fails to perform his/her duties may be removed from position by a 2/3 vote of members in attendance at the Policy Council meeting.

ARTICLE V Committees
Representatives select committees to serve on at the Committee Meeting Session prior to the October Policy Council meeting. When representatives/officers change, the committee roster is updated by the Staff Recorder.

Section I Personnel Committees
1. Center Personnel Committee: Policy Council Representatives and/or Center Parent Representatives are involved in the interview and selection process for hiring staff.
2. Executive Personnel Committee: This committee shall consist of at least three (3) Policy Council representatives including the Chair and is called by the Head Start Director as needed.

Section II ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Committee
1. Committee shall consist of at least three (3) Policy Council representatives.
2. The committee shall design the recruitment and enrollment criteria, that includes the criteria for selection of families, to be used for enrolling families in the Head Start program.

Section III Program Self Assessment Committee
1. Committee consists of at least two (2) Policy Council Representatives.
2. Members will attend Self-Assessment training prior to conducting the program self-assessment.

Section IV Grant Planning Committee
1. Consists of the Administration Team, (1) one staff representative from each center, at least (3) Policy Council representatives, (1) one of, which must represent a rural program serving less than twenty-three (23) families, as voting representatives.
2. This committee meets up to three (3) times a year to plan the grant for the next program year.
3. Grant Planning reports are presented to Policy Council.

Section V Bylaws Committee
1. Consist of Policy Council Vice-Chair and at least three (3) Policy Council Representatives.
2. Meets at least once during the program year and when needed to review all By-Laws and make recommendations for revision.

Section VI Program Policies Committee
1. Consist of all administrative team, designated staff from each component, and at least three (3) Policy Council representatives.
2. This committee meets semi-annually to review changes and make recommendations for the following year.

Section VII Policy Council Budget Committee
1. Consists of Policy Council Treasurer as chair, two current parent representatives, and the Head Start Director.
2. Complete an inclusive Policy Council budget with categories covering all areas of expenditures and present to the Council.
3. Meet to update budget at the beginning of each fiscal year.
4. Review center strategic planning and make recommendations to allocate resources as needed and available.
5. Review and update, as needed, the Policy Council Childcare and Transportation Policy.

Section VI Nutrition Committee
1. Consist of at least three (3) Policy Council representatives.
2. This committee meets semi-annually to review standardized menus and CACFP requirements, and make recommendations.

Section VIII Scholarships and Awards Committee
1. Consists of Policy Council Chair, Staff Development Committee Chair and Staff Development Committee Scholarships and Awards sub-committee members.
2. Reviews all applications for Scholarships and Awards.
3. Selects all finalist applications.
   a. The program submits the selected finalists to the National-respective Head Start Associations complying with their defined timelines.
4. Plans for recognition and celebrations for all applicants.
Section IX Special Committees
1. The chairperson or Policy Council appoints special Committees as the need arises. Membership of Special Committees may include Center Parent Representatives.

ARTICLE VI Conflict of Interest
The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to North Idaho College Head Start (NICHS), or result in personal financial, professional, or political gain on the part of such persons at the expense of or its members, supporters, and other stakeholders.

Definitions:
- Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a Policy Council Representative.

Procedures:
Full disclosure, by notice in writing, shall be made by the interested parties to the full Policy Council in all conflicts of interest, including but not limited to the following:
- A Policy Council Representative is related to a staff member by blood, marriage or domestic partnership.
- A Policy Council Representative stands to benefit from an NICHS transaction receives payment from NICHS for any subcontract, goods, or services other than reimbursement for reasonable expenses incurred as provided in the bylaws and NICHS policy.
- A Policy Council Representative who is formally considering employment with NICHS must notify the Policy Council Chair (or Vice-chair if it is the Chair) and will not participate on the hiring committee nor as a voting member during the specific Policy Council meeting when hiring for said position and are excluded from the room during the discussion and vote. If hired this will Employee status terminates their membership as a Policy Council Representative, except for parents who occasionally substitute as staff.

Following full disclosure of a possible conflict of interest or any condition listed above, the Policy Council shall determine whether a conflict of interest exists and, if so the Policy Council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect NICHS’s best interests.

This Conflict of Interest policy, as part of the Policy Council By-laws, is given to all Policy Council Representatives, through the Policy Council notebooks. The Policy Council By-laws are also available through the Program’s Policies and Procedures located on the NIC Head Start SharePoint site.

ARTICLE VII Grievance Procedure
If a grievance is brought to Policy Council, the Policy Council will work to resolve the grievance.

Should no resolution be met for the grievance, then the Policy Council Chair will present the grievance to the North Idaho College Board Liaison as designated by the Board of Trustees.

The North Idaho College Board Liaison will present the grievance to the North Idaho College Board of Trustees for action.
ARTICLE VIII Impasse Procedures

According to HSPPS 1301.6, to facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency’s governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner. The governing body considers proposed decisions from the policy council and the policy council considers proposed decision from the governing body.

If there is a disagreement, the governing body and the policy council notify the other in writing, within ten (10) days, why it does not accept a decision.

Head Start Grantees will notify the responsible ACF Regional Office as soon as possible, and no later than ten (10) days after becoming aware that there is a conflict between the Grantee agency and the Policy Council, especially those which, if not resolved, could lead to termination, or denial of refunding, of the Head Start grant.

Recognizing there is an impasse, the Grantee and the Policy Council, should, within 10 days, submit the dispute to the offices of a mutually agreeable 3rd party mediator. The Regional Office will be informed of the selection of a mediator and the time and location of the meetings. The Grantee and the Policy Council are expected to attend any meetings requested by the mediator.

If the conflict relates to the Grantee’s refunding, the mediation process must be completed 15 days prior to the Grantee’s refunding date unless the mediator has indicated to the Regional Office, in writing, that additional time for mediation will likely result in a successful resolution of the conflict which case the Regional Administrator may consider whether an extension may be granted for the submission deadline of the Head Start grant application. The refusal of either party to engage in a mediation process shall be taken into consideration by the ACF Regional Office in determining what course of action is warranted.

If no resolution is reached with the mediator, the Governing Body and Policy Council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE IX Amendments

These By-laws will be reviewed annually by the By-laws Committee and presented to Policy Council and the Grantee Board of Trustees for approval.

These By-laws may be amended by sending a copy of the proposed amendment to each Policy Council member at least one (1) week before the meeting in which the amendments are considered. Amendments must be approved by a quorum of the Policy Council.

Policy Council Approval ______ September 21, 2018

North Idaho College Board of Trustees Approval _________________
Application Narrative for Supplement to Increase Program Hours

North Idaho College Head Start is applying for supplemental funds available to increase program hours in Head Start. In reading the Program Instruction it appears that NIC Head Start is eligible for funding under Condition 5; Head Start programs operating less than 45% of center-based slots at 1,020 hours.

Decisions about where duration slots are currently most needed was based on a comprehensive community assessment that was conducted June, 2016. Also, in September 2017, a community assessment update was conducted.

In order of priority for funding, we propose that Lakeland Head Start, located in Kootenai County, currently serving 20 children for center-based services, will move to a classroom of 19 children being served for 1020 hours. This center-based model will include 170 days of service with a duration of six hours each day, five days per week, following the public school calendar for that school district.

Lakeland Head Start is our top priority, under Condition 5, to move to a duration-level center base model. In our first grant proposal for duration services, our community assessment, parent survey and grant planning process pointed to a need for services in Kootenai County that were closer and more accessible for families north of Coeur d’Alene. In anticipation of utilizing current space in facilities to provide duration, Lakeland was moved from a 40-slot center to a 20-slot center and the other slots were shifted to a north Coeur d’Alene site, Community Early Learning Center. Lakeland Center has an adequate one-classroom space to accommodate 19 children for six hours. With the addition of a staff position, childcare licensing square footage would be best served with 19 children and three teaching staff. The one additional slot will be moved to Boundary County in a proposed duration slot.

The staffing pattern changes and increases would include:

- The Classroom Teacher position would increase in hours from 1398 to 1600 total hours.
- An Assistant Teacher position would become benefit-eligible, changing from a current total of 740 hours, to 1550 hours total of for the school-year, beginning school-year 2019-2020.
- A new position of a Classroom Aide, part-time, would be added to support the classroom, with a total of 780 hours. This will increase the classroom staff to three, and lower the ratio of staff to children. This will also allow teachers and assistants to take breaks and lunches.
• The Cook position at Lakeland would become benefit-eligible, with current hours of 740 increasing to 1196 hours for the school-year. This will ensure the hours needed to provide an extra day per week of breakfasts and lunches, and the hours to include the addition of a snack.
• The Facility Technician (janitor) hours will increase from 700 to 780 hours total to ensure cleaning for one additional class day per week.
• The Supervisor with Family Services position would increase from 189 days to 202 days for the school-year.

Sandpoint Head Start is our next priority to move slots to duration under Condition 5. Bonner County does not have a significant or adequate number of childcare programs. NIC Head Start remains one of only a few choices for quality care and education for preschoolers. Our population, although not increasing in numbers of families with 0-5 year olds, still has one of the lowest median incomes per county in Idaho. Our wait list at Sandpoint and the school district free and reduced lunch program numbers reflect a lower income than some other bordering counties.

The staffing pattern changes and increases would include:

• The Classroom Teacher position would increase in hours from 1398 to 1600 total hours.
• An Assistant Teacher position would become benefit-eligible, changing from a current total of 740 hours to 1550 hours total for the school-year, beginning school-year 2019-2020.
• Additionally, a new position of a Classroom Aide, part-time, will support the classroom, with a total of 780 hours. This will increase the classroom staff to three, and lower the ratio of staff to children. This will also allow teachers and assistants to take breaks and lunches.
• The Cook position at Sandpoint would increase in hours from 1472 hours to 1518 hours for the school-year. This will ensure the hours needed to provide an extra day per week of breakfasts and lunches, and the hours to include the addition of a snack for the duration classroom.
• The Facility Technician (janitor) hours will increase from 700 to 780 hours total to ensure cleaning for one additional class day per week.
• The current Center Assistant hours would increase from 1536 to 1840 hours total for the increase in days and hours for the school-year.
• The Sandpoint Supervisor would be a stand-alone Supervisor position. Currently this split position has 136 days allotted. The Supervisor would have an allotment of 212 days, creating the need for an additional benefit package of $15,000 to split the position.
Julien Bucher Early Learning Center in Bonners Ferry would be our next priority to move to a duration site. Boundary County remains mostly frontier-rural. Families travel in to our Head Start site from many small towns such as Moyie Springs and Naples. This can be a burden to families with travel time for only a 3.5-hour session currently. There are only a few childcare options, and no preschools. The Boundary School District operates only 4 days per week due to budget constraints. Preschoolers are not yet age-eligible for care options that school-agers are eligible for on no-school days. Our Boundary School District sees a great need for children to be given a school-readiness option, as many children come to school unprepared for kindergarten.

This proposal would include moving the slots from 17 to 18 slots, absorbing one slot from Kootenai County.

The staffing pattern changes and increases would include:

- The Classroom Teacher position would increase in hours from 1398 to 1600 total hours.
- The Assistant Teacher position would become benefit-eligible, changing from a current total of 740 hours to 1550 hours total of for the school-year, beginning school-year 2019-2020.
- A new position of a Classroom Aide, part-time, would be added to support the classroom with a total of 780 hours. This will increase the classroom staff to three, and lower the ratio of staff to children. This will also allow teachers and assistants to take breaks and lunches.
- The Cook position at Bonners Ferry would become benefit-eligible, with current hours of 740 increasing to 1196 hours for the school-year. This will ensure the hours needed to provide an extra day per week of breakfasts and lunches, and the hours to include the addition of a snack.
- The Facility Technician (janitor) hours will increase from 700 to 780 hours total to ensure cleaning for one additional class day per week.
- The Supervisor with Family Services position would increase from 189 days to 202 days for the school-year.

The proposal also includes moving our current Duration Mentor-Coach position from 916 hours to 1616 hours total for Mentor Coaching for all seven duration sites. This will give the coaching and support that duration teaching staff need to be highly efficient in preparing children for school-readiness.

The hours associated with Family Services Manager would increase with the redistribution of duties from Operations Manager providing oversight to two more sites, shifting responsibilities from recruitment, enrollment, and family and community engagement. Staff at duration sites also have a reduced number of community engagement hours, therefore the Family Services Manager will also coordinate
community engagement, including managing all community service assignments held by staff. The days for Family Services Manager would increase from 102 days to 238 days.

**Budget Narrative for Supplement to Increase Program Hours**

North Idaho College Head Start’s application request for a supplement to increase program hours is total of $325,000 in on-going operations to support duration.

The projected personnel costs allotted for the increased hours for employees related to the duration operation is expected to increase by $186,730 in salaries and $123,929 for fringe. The number of hours per year would increase for supervisors, cooks, classroom teachers, facility technicians (janitors), and center assistants at the duration sites. Fringe costs include five additional benefits packages allocated for staff that move from part-time to full-time positions.

Currently, NIC Head Start has three meeting spaces that generate rental income. With the increased use of one room for Head Start duration activities, that one room will no longer be rented to groups, causing a decrease in rental income. Therefore, the projected rental income will decrease by $1,350.

Currently, the 54 children that will be moved into duration slots will be served snacks for 170 days and will increase the number of breakfast and lunch meals from 128 days to 170 days. To account for the additional reimbursement for meals served to children in duration slots, the revenue for USDA/CACFP is projected to increase by $16,933. Because the amount of food purchased to serve these additional meals and snacks will increase, the expenses for the food/supplies/consumables/sundries is expected to rise. A total of $11,434 is being applied to these USDA/CACFP expenses.

With the additional 42 days per year, classroom supplies are expected to increase by $2,160 at the three duration sites. The additional supplies expenses are $1,500 for office supplies; $750 for additional software licenses for technology used in classrooms, $3,000 for additional classroom technology and staff computers, and $900 in maintenance supplies due to the increased usage of facilities. With the extra days for duration sites, the amount of janitorial supplies used is expected to increase by $1,500.

Expenses for the contractual category are projected to increase by $2,100. This increase includes $1,000 for IT service contract; $500 in e-mail services (for the additional computer users), and $600 for maintenance services due to the increased use of facilities.

Staff travel is expected to rise by $900. The duration sites are mostly rural centers, which have the farthest to travel for trainings and home visits.

The cost of utilities will grow with the additional days of service at duration centers. In order to promote the new duration centers and increase the amount of recruitment materials, the cost of printing will increase by $300. The budget for background checks for volunteers is expected to rise by $650. Finally, we anticipate an increase in the amount of indirect costs; our grantee is
expected to provide additional services for Head Start that comes with moving the 54 slots from 128 days @ an average of 3.50 hours per day for four days per week to 170 days @ 6 hours per day for five days per week.

**Request for Start-Up Funds to Increase Program Hours at Three Centers:**

As per application instructions, start-up costs will be available and negotiated with programs that receive their request for increased program hours.

North Idaho College Head Start, upon receiving an allocation to increase program hours, will request $150,000 in start-up costs.

Start-up costs include:

- Splitting one large classroom into two classrooms to accommodate a duration classroom; this project includes labor and supplies and install doors, paint/supplies, and plumbing
- Flooring for three duration sites
- A complete classroom set-up with furniture and supplies for one duration classroom
- Cots and blankets for three duration sites (54 children)
- Kitchen supplies and appliances (kitchen equipment, freezer, refrigerator, commercial dishwashers, washer/dryers) for three duration sites
- Playground shade structures (for UV protection and temperature regulation) at three centers
## North Idaho College Head Start

### Program Year 2018-2019 Program Budget

<table>
<thead>
<tr>
<th>Funding Description</th>
<th>2018-2019</th>
<th>Proposed Duration Funding</th>
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</thead>
<tbody>
<tr>
<td>Federal Operations Grant - PA22</td>
<td>$2,761,961</td>
<td>$325,000</td>
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<tr>
<td>PA20 T &amp; TA</td>
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<tr>
<td><strong>Total Federal Funding</strong></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>Harding Rental Income (projected)</td>
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<tr>
<td>USDA/CACFP (projected)</td>
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<td>$16,933</td>
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<tr>
<td><strong>Total Operating Budget</strong></td>
<td>$3,117,380</td>
<td>$340,583</td>
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### Category Description

#### A. Personnel

Personnel Salaries $1,675,148 | $186,730

#### B. Fringe Benefits

- Medical/Dental Insurance, LTD & EAP $371,511 | $68,162
- Retirement - PERSI $175,656 | $33,460
- FICA $99,594 | $18,589
- Unemployment $4,050 | $1,240
- Worker's Comp $11,267 | $2,478

#### C. Travel

- Out of Area Travel - T&TA $11,000
- Out of Area Travel - CO $5,000

#### D. Equipment/Furniture/Maintenance

- Durable purchases $5,000

#### E. Supplies

- Classroom $35,265 | $2,160
- Admin Supplies $5,000 | $500
- Office Supplies $14,631 | $1,000
- Education Supplies - (HighScope & Child Plus) $20,000 | $750
- Maintenance Supplies $10,000 | $900
- Computer Supplies/Equipment/Repairs $15,000 | $3,000
- Staff Development/Training - PA 20 $3,500
- Other Supplies - Custodial/Cleaning $16,000 | $1,500
- Other Supplies - Children’s Meal Service - Sundries (USDA) $1,330 | $170
- Other Supplies - Children’s Meal Service - Food (USDA) $106,185 | $10,314
- Other Supplies - Children’s Meal Service - Supplies (USDA) $7,540 | $500
- Other Supplies - Children’s Meal Service - Consumable (USDA) $6,775 | $450
- Other Supplies - Postage $2,500
- Other Supplies - Copier Fees/Maintenance - Rent $9,000
- Other Supplies - Copier Fees/Maintenance $6,000

#### F. Contractual

- Information Technology Service Contract $6,000 | $1,000
- NIC Email Services $2,500 | $500
- Health and Nutrition Services $5,000
- Maintenance Services $25,000 | $600
- Fiscal Audit $7,000

#### G. CONSTRUCTION
North Idaho College Head Start  
Program Year 2018-2019 Program Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H. OTHER CATEGORY</strong></td>
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<tr>
<td>Other Parent Services</td>
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<tr>
<td>Policy Council</td>
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<td>Parent Education Activities (Center)</td>
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<td><strong>Children Services</strong></td>
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<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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<td>Parent Education Activities (Center)</td>
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<td>NIC Children’s Center Child Services</td>
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<td><strong>Child Travel - Local Travel</strong></td>
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<td><strong>Rental/Lease</strong></td>
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<td>Lease - Shoshone Center</td>
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<td>Lease - Sandpoint Center</td>
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<td>Lease - Julien Bucher Early Learning Center</td>
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<td>Lease - Lakeland Center</td>
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<td>Lease - Community Early Learning Center</td>
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<td>Advertising</td>
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<td>Personnel/Volunteer - Background Checks/Licensing (Other)</td>
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<tr>
<td>Memberships (Other)</td>
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<td><strong>Staff Development/Training - PA 20</strong></td>
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<tr>
<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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<tr>
<td><strong>TOTAL funding allocation</strong></td>
<td>$3,117,335</td>
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**TOTAL Federal Match Requirement:** $680,604 $18,498
SUBJECT
Fall 2018 Enrollment Report

BACKGROUND
The Idaho State Board of Education requires that public colleges and universities record their fall enrollment numbers as of October 15. At North Idaho College, headcount is down 2.15%, and the FTE is down 1.97%. This is well within the budgeted decrease. This report will be presented in detail at the board meeting.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
This is an information report and no action is requested.

Prepared by,
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North Idaho College

Fall Enrollment Report 2018
Total Enrollment
Unduplicated For Credit Headcount

NIC’s headcount is down 2.15%, and FTE is down 1.97%. This enrollment decrease is well within what was budgeted for this fiscal year. We have seen a shift in our full-time to part-time student ratio, with an increase in part-time students.

As you can see when you look at that graph, our continuing student population is beginning to stabilize and new and returning student numbers have stayed relatively stable over the same period of time.
Academic, Career-Technical, and Dual Credit Enrollment

Unduplicated For Credit Headcount

We saw a decline in our academic headcount and FTE for credit enrollment. Headcount is down by 5.16% and FTE is down 5.11%. This is an improvement over last fall, when headcount was down by 7.01% and FTE was down 6.26%.

Our Career-Technical headcount is down, decreasing 4.46%. The FTE was also down 3.41%. Again, this is an improvement over last year’s 11.91% decline in headcount and 13.02% in FTE.

Dual credit headcount grew 6.71% and FTE increased 11.97%. This area has seen strong growth over the last several semesters. There continues to be growth in the selection of dual credit classes offered in the surrounding high schools. There has also been significant growth in dual students taking CTE course work. We expect the growth in class offering and enrollment to continue.

Academic Programs for Credit Enrollment

<table>
<thead>
<tr>
<th>Year</th>
<th>Head Count</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>4225</td>
<td>2894</td>
</tr>
<tr>
<td>2015</td>
<td>3849</td>
<td>2591</td>
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<tr>
<td>2016</td>
<td>3849</td>
<td>2358</td>
</tr>
<tr>
<td>2017</td>
<td>3369</td>
<td>2210</td>
</tr>
<tr>
<td>2018</td>
<td>3195</td>
<td>2097</td>
</tr>
</tbody>
</table>
Headcount by Location

Credit taking behavior based on residency can be seen in the next two graphs. There have been no significant changes in where our students are originating from.

As you will see in the final graph, a large portion of NIC’s students have not graduated from an area high school, but rather have completed a GED program.
Summary

The fall 2018 enrollment and FTE are down, but well within the range that the institution expected and budgeted for. Dual growth continued to be strong, and the number of dual students graduating from high school and then choosing to enroll at the institution as a degree seeking freshman has begun to increase as well.

If you have additional questions, please email Kylene Lloyd at kmlloyd@nic.edu.

Prepared By: Kylene Lloyd
Student Analytics
Source: NIC Data Mart