Mission statement: North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

4:00 p.m. Driftwood Bay Room
**BOARD WORKSHOP** – Scoping for Gymnasium

5:30 p.m. **EXECUTIVE SESSION** - Idaho Code Section 74-206 (1)(a) & (b)*

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: Entrepreneurial College of the Year/Venture Center

**SPECIAL BUSINESS**
- Tab 1: ACTION: Canvas of Board of Trustees Election
- Tab 2: ACTION: Election of Officers

**CONSTITUENT REPORTS**
- ASNIC
- Staff Assembly
- Faculty Assembly
- Senate

**PRESIDENT’S REPORT**
- Rick MacLennan

**OLD BUSINESS**
- None

**NEW BUSINESS**
- Tab 3: ACTION: Accept NIC Financial Audit for Year Ending June 30, 2018
- Tab 4: ACTION: Authorize Design for Meyer Health and Sciences Building Expansion
- Tab 5: First Reading/ACTION: Emeritus Status Policy

**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.
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.)
BOARD WORKSHOP

Capital Planning

Dr. MacLennan opened by thanking the trustees for taking the time to visit with the administration on the subject of capital planning, adding that the purpose of the workshop is to facilitate conversation and answer questions about some of the funding streams and strategies and to begin to align and prioritize some of the projects.

VP Chris Martin provided an update on the plan to remodel the first floor of Lee Kildow Hall for use as an Enrollment Services Center. He stated that space in the existing Registrar’s Office will be retrofitted to accomplish the same goal of a one stop student services center at an estimated cost of $150,000-$200,000 maximum, utilizing existing budget in the general fund. He added that this will allow the college the time to develop a longer term solution of a student learning and service building.

Martin went on to comment on the key issues related to the refresh of the Hedlund Building: Restroom remodel, priority deferred maintenance needs, and the program expansion. He stated that the Permanent Building Fund Alteration and Repair Budget can be leveraged to accomplish the remodel and deferred maintenance issues, and that those are included in the college’s priority lineup as we go into the next cycle with the Permanent Building Fund Advisory Council. He continued to state that the program expansion for Hedlund, including the retrofits to support entrepreneurship and related programs would not be accomplished through the Permanent Building Fund.

Martin next commented that the college has received questions from the Department of Public Works and the Permanent Building Fund regarding the proposal to expand the Meyer Health and Sciences Building. He added that this inquiry provides the college with some optimism that they may partner with us to fund a portion of that expansion.

Martin continued to report that he and Dr. MacLennan had received a preliminary design and cost estimate for a gymnasium and athletic center from Architects West, adding that their design covers all of the anticipated needs identified in the programming analysis, in one facility. He commented that the architects have been asked to scale back the plan, as presented. Dr. MacLennan commented that the preliminary design includes main and ancillary court spaces, and a field house, and they have asked the architect to price the three spaces independent of one another to allow for the potential of phasing the work and choosing phases based on priority of need. He added that the current design is for a 125,000 square foot facility at an estimated cost of $24-25 million. Following a question from Trustee Howard, Dr. MacLennan responded that the design includes seating for 3,250 in the larger viewing area and 500 seats in the smaller area. VP Martin commented that the administration had asked the architect to site the facility on the land currently identified as parking lot A on the north campus, which is large enough to accommodate this facility. He went on to report that the administration had also asked the architect to develop a preliminary design for a parking garage, the scale of which had come in
higher than the college needs at an approximate cost of $20 million. He added that the architect had been asked to scale back that design, as well.

VP Martin continued by commenting that through the development of the facilities master plan, a cultural center is an identified priority. A discussion ensued about the concept of this project and the importance of meaningful communication with Tribal leadership and opportunities for communication.

VP Martin went on to discuss a preliminary design for a campus pedestrian core, explaining that Jon Mueller from Architects West has developed a plan that is broken into three phases at a cost of approximately $1 million per phase. He explained that the design includes a long term site plan with locations identified for buildings, infrastructure and utilities. Chair Wood commented on the importance of campus security being located in a more visible location.

Martin continued by reviewing capital planning strategies and he briefly reviewed the capital reserve fund that the board established in 2009. He reported that the current fund balance is $10.4 million, and at the end of this fiscal year, the balance is projected to be approximately $12 million. He went on to report that with earned interest, the balance going forward will equal approximately $14.7 million in 2020 and $17.5 million in 2021, and with no expenditures, the balance will equal approximately $29 million by 2025. He stated that the administration recommends that the board authorize the development of plans for some of the identified capital projects, so that when the timing is right for construction, the projects may be implemented.

Martin commented that the board’s demonstrated responsibility in the use of this fund, to deliver projects, provides the college flexibility and bodes favorably from the perspective of the Idaho Building Authority, which helps the college with the option of bonding, should the board decide to pursue that line of funding.

A discussion ensued about the project list and priorities based on available funding streams.

At this time Development Director Rayelle Anderson reviewed past projects for which the NIC Foundation partnered with the college to provide funding opportunities. She reviewed the opportunities available through efforts of the NIC Foundation and the NIC Development Department, including fund raising and grants. The board discussed ways to reach out to the NIC Foundation Board of Directors regarding capital planning.

VP Martin next reviewed the process of working with the Permanent Building Fund Advisory Committee and the Idaho Building Authority for project funding. Dr. MacLennan commented on the potential of licensing as a funding mechanism for an athletic facility. The board discussed the timing and requirements for funding requests to the Idaho Building Authority, and then directed the administration to reach out to the North Idaho commissioners of the Building Authority to initiate a conversation and obtain information. Dr. MacLennan offered for the administration to develop some funding scenarios to help inform the board’s considerations.

Chair Wood adjourned the workshop at 5:40 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, adding that Trustee Banducci was unable to attend the meeting. She next asked Trustee Joe Dunlap to read, aloud, the college’s mission statement.
ATTENDANCE
Trustees: 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 September 26, 2018 and the executive session held on October 4, 2018. There were no changes noted and the minutes were accepted, as presented.

CELEBRATING SUCCESS
Dr. Amy Page, director of the Cardinal Learning Commons began with a review of the services available prior to the transition from the College Skills Center and the services available now. Those services include academic tutoring, preparatory math courses, first year experience courses, and the availability of a Math Education Center.

CONSTITUENT REPORTS

ASNIC
ASNIC President Peter Soderberg reported on student activities and projects over the past month, including family movie night, work to establish a student advisory board at the Parker Technical Education Center, and a student resolution in support of the tobacco free campus policy. He discussed work accomplished with students from other Idaho higher education institutions to create a higher education report card for legislators.

Staff Assembly
Chair Cathy Sparks reported that President’s Cabinet members were invited to attend the most recent Staff Assembly meeting to address questions as a follow up to a recent staff survey. She went on to report that an ad hoc committee was created to review policies and procedures related to staff, and she read, aloud, a resolution developed by Staff and Faculty Assemblies related to the need for the administration to follow Policy #3.09 and conduct administrator evaluations.

Faculty Assembly
Chair Joe Jacoby reported that during their October meeting, Faculty received presentations on the Cardinal Learning Commons and a Phi Theta Kappa project, and they received an update on advising and discussed the Faculty and Staff Assemblies’ resolution.

Senate
Senate Chair Jessica Adams reported that during their October meeting, Senate conducted a first reading on the Emeritus Designation policy and they discussed the establishment of an ad hoc committee for the development of a policy review schedule.
PRESIDENT’S REPORT
Dr. MacLennan reported on the recent event to celebrate the 20th anniversary of Gonzaga’s Institute for Hate Studies. He went on to discuss activities from the most recent State Board of Education meeting, including the passage of the Outcomes Based Funding model and he reviewed the OBF formula developed for community colleges. He went on to report on meetings that he and the three other community college presidents attended with representatives from the Department of Financial Management, the Office of the State Board of Education, Legislative Services Office and the Information Technology Services Office.

Dr. MacLennan next discussed the college’s recent recognition in the local press for being named Entrepreneurial College of the Year by the National Association of Community College Entrepreneurship. He closed by expressing his appreciation to staff and faculty for their efforts in helping the college accomplish 360 assessments, adding that he will form an ad hoc committee to review and revise the policy for administrator evaluations. He then asked VP Martin to discuss the tool and the process the college will use for these assessments.

KTEC REPORT
Trustee Brad Murray reported in Trustee Banducci’s absence. He reported that the KTEC budget is in good shape, and KTEC has contracted with NIC’s HVAC Instructor to conduct courses in the spring with 14 students enrolled. He went on to report that Doug Anderson has conducted 300 tours of the Parker Technical Education Center, and representatives from Lewis Clark State College recently visited both KTEC and the Parker Technical Education Center in preparation for the design of a facility in Lewiston. He closed by reporting that KTEC recently experienced a good audit.

Chair Wood expressed her thanks to Dr. MacLennan and members of the administration for their help in hosting an upcoming mayors coalition at the Parker Center.

At this time, Chief Communications and Government Relations Officer Laura Rumpler informed the board of the upcoming North Idaho Legislative Tour November 11-13. She reported that NIC will host the group for brunch on campus and host them for a tour of the Parker Center.

OLD BUSINESS
Compensation Structure Policy
Dr. MacLennan presented the revised Compensation Structure policy and reviewed the process to develop the current draft.

Trustee Murray made a motion to adopt revisions to the Compensation Structure policy. The motion, seconded by Trustee Dunlap, carried unanimously. Dr. MacLennan expressed his appreciation to everyone involved in the revision.

NEW BUSINESS
Head Start
Head Start Director Beth Ann Fuller reviewed recent revisions to the Head Start Policy Council Bylaws and she reviewed the background for supplemental funding available to increase program hours for Head Start. She informed the board that if funded, Head Start proposes increasing hours at the Lakeland, Julien Boucher, and Sandpoint Head Start Centers.
Trustee Howard made a motion to approve revisions to the Head Start Policy Council Bylaws and the application for supplemental funding for increased duration. The motion, seconded by Trustee Murray, carried unanimously.

INFORMATION ITEMS

Fall 2018 Enrollment Update
VP Graydon Stanley and Associate VP for Planning and Effectiveness Dianna Renz presented official fall enrollment numbers for fall 2018. AVP Renz reported that overall credit headcount is down by 2.51% and FTE is down by 1.97%. She reviewed trends for other demographics including full time and part time credit enrollment, continuing, new and returning student populations, fall to fall enrollments, academic, CTE, and dual credit enrollment. Dr. MacLennan informed the board that the dual credit student population went from 13% of the total student population in 2014 to 27% in 2018. VP Lita Burns expressed her appreciation for the success of the Three for Free initiative, which incentivizes students to take 15 credits instead of the traditional 12 credits. She added that though the data doesn’t yet show it, the administration is hopeful that this initiative will decrease students’ time to completion.

Integrated Planning Update (Cultivate NIC)
AVP Renz provided an update on the work underway to develop a planning framework for the college. She reported on the three major categories that make up the framework: People, Places, and Processes, Access, Completion, and Transfer, and Workforce and Community Engagement and she discussed the efforts of the working teams for each of those areas. Renz explained the next steps of this work and the timeline, which includes a completed strategic plan presentation in December and tracking of action items beginning in spring 2019.

BOARD CHAIR REPORT
Chair Wood asked VP Burns to describe the book that was distributed by the Cardinal Reads Committee and she wished everyone a happy Thanksgiving since the board will not meet again until after the holiday.

REMARKS FOR THE GOOD OF THE ORDER
There were no remarks.

Chair Wood adjourned the meeting at 7:45 p.m.

__________________________________________  _______________________________________
Board of Trustees Chair                      Board of Trustees Secretary
TAB 1

SUBJECT
Canvass of the Board of Trustees Election

BACKGROUND
Idaho Statutes require the board of trustees to canvass the Trustee election held on November 6, 2018.

DISCUSSION
For the canvass of the election, a copy of the official voting tally will be provided with the results of the election being read into the official record. Following the canvass, the board of trustees should adopt a motion accepting the election results.

The canvas of the election was held on Friday, November 16, 2018.

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to accept the canvass of the election.

Prepared by
Chris Martin
Vice President for Finance and Business Affairs
STATE OF IDAHO
COUNTY OF Kootenai

I, Jim Brannon, County Clerk of said county and state, do hereby certify that the attached is a full, true and complete copy of the abstract of votes for the candidates therein named as they appeared on the election ballot on November 6, 2018 for the North Idaho College Trustee Election as shown by the record of the Board of Canvassers filed in my office this 16th day of November, 2018.

County Clerk

E-30, Approved Secretary of State, January 2011
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SUBJECT
Election of board officers

BACKGROUND
This item is included on the agenda to enable the board to take action regarding the election of officers pursuant to North Idaho College Policy 2.01.01, Authority, Appointment and Functions of Board of Trustees and Idaho Code 33-2106.

DISCUSSION
Idaho Code 33-2106 states: “At its first meeting following the appointment of the first board of trustees, and at the first regular meeting following any community college trustee election, the board shall organize, and shall elect one (1) of its members chairman, one (1) a vice-chairman; and shall elect a secretary and a treasurer, who may be members of the board; or one (1) person to serve as secretary and treasurer, who may be a member of the board.”

Nominations for Secretary/Treasurer: ________________________________

Vote Carried: Yes _____ No _____

Nominations for Vice Chair: ________________________________

Vote Carried: Yes _____ No _____

Nominations for Chair: ________________________________

Vote Carried: Yes _____ No _____

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
In accordance with Idaho Code 33-2106, the trustees shall elect officers at this meeting. Subsequent to the election of board officers, it is recommended that the board chair-elect conduct the remainder of the meeting.

Prepared by
Shannon Goodrich
Clerk of the Board of Trustees
SUBJECT
External Financial Audit for FY18

BACKGROUND
An annual financial audit report for North Idaho College is prepared by an external audit firm. The college has engaged the Boise firm of Eide Bailly, LLP to perform the audit.

DISCUSSION
Jodi Daugherty, CPA with Eide Bailly, LLP will present the audit along with any findings. A detailed audit exit conference will be conducted prior to the meeting by Ms. Daugherty, with planned attendance by North Idaho College Trustee Joe Dunlap, President Rick MacLennan, Vice President for Finance and Business Chris Martin, and Controller Sarah Garcia. Questions will be addressed and answered at the board meeting.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to accept of the FY2018 Audit.

Prepared by
Chris Martin
Vice President for Finance and Business Affairs
SUBJECT
Authorization for design of Meyer Health and Sciences expansion project.

BACKGROUND
During the October 31, 2018 Board Workshop the board discussed an interest in beginning design work on an expansion to the Meyer Health and Sciences Building. The expansion has been identified as a need most recently during the facility master planning work that was completed in spring 2018 as part of the college’s integrated strategic planning efforts.

DISCUSSION
There is a need for expanded lab capacity within Meyer Health and Sciences to meet the growing demand for science lab education sections. This demand is being driven by the expansion of health science programs over the past six years which have science lab components as program perquisites. In addition, with the growth in health science programs there is a need for additional faculty offices and instructional break out rooms that will allow for better usage of existing classroom spaces in the Meyer Health and Sciences Building.

The expansion is envisioned as approximately 16,000 square feet over two-floors, including additional science labs, instructional spaces, required program storage, and faculty offices. The expansion is anticipated to leverage existing elevator and stair tower. The estimated project budget for the expansion is approximately $7,000,000.

COMMITTEE ACTION
None

FINANCIAL IMPACT
Following a call for Request for Qualifications, the college will interview top proposers and negotiate a fee with the winning proposer. The design costs for this project will be paid for using the capital reserve fund.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to authorize the administration to engage a design firm to begin design of an expansion for the Meyer Health and Sciences Building and use the capital reserve fund as the funding source.

Prepared by
Chris Martin
Vice President for Finance and Business Affairs
SUBJECT
Emeritus Designation

BACKGROUND
During spring semester 2018, the board tasked the administration with researching emeritus status to recognize certain college representatives who have retired or resigned from serving the college. The administration presented the board with a draft policy for bestowing emeritus designation for former North Idaho College Trustees, retired administrators, retired full time tenured faculty and retired full time staff.

At the board’s request, the draft was sent to College Senate and the Senate formed an ad hoc committee to review the draft. The ad hoc committee conferred and revised the language, as presented, to reflect that emeritus designation may be bestowed on former NIC Trustees only.

DISCUSSION
Emeritus designation is awarded to individuals in recognition of valuable, extensive and exemplary contributions to an institution and as a way to keep them affiliated with the institution. Emeritus designation may offer such privileges as lifetime events and parking passes, special invitations to major institutional events and board meetings, participation in commencement exercises, and recognition in the college catalog and other institutional marketing materials.

FINANCIAL IMPACT
None at this time.

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

Prepared by
Shannon Goodrich, Sr. Executive Assistant
Policy Narrative

Purpose

To confer Trustee Emeritus status and privileges therein to exemplary former North Idaho College (NIC) Trustees in recognition of their contributions to the institution.

Criteria

Consideration will be based on the following criteria:

- The candidate no longer serves North Idaho College in an official capacity and has no plans to return to active service.
- The candidate must have served on the board for a minimum of 12 consecutive years (three elected terms).
- The candidate must have established a record of outstanding and notable service to both North Idaho College and the local community.

Process

The NIC Board of Trustees bears responsibility for conferral of Trustee Emeritus status on an individual basis. The designation will be proposed in the form of a board resolution that articulates the basis for the award.

- A current trustee must nominate a candidate within three years of her/his
departure from the board.
- The nomination must be submitted to or by the board chair through the President’s Office and will be considered at the next regularly scheduled meeting of the NIC Board of Trustees.
- A majority of the current board of trustees must approve the nomination.

At the board’s discretion, in special circumstances and for truly exceptional cases of exemplary service to North Idaho College, the board may waive any of the criteria set forth herein. The board may confer Emeritus status posthumously.

**Trustee Emeritus Privileges**

- Recognition of Trustee Emeritus status at public board meeting and presentation of framed board resolution.
- An NIC identification card that indicates Trustee Emeritus status.
- Listing in NIC publications.
- Invitation to participate in NIC ceremonies, including commencement.
- Lifetime NIC events pass.
- Lifetime NIC parking permit.