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.

3:30 p.m. **EXECUTIVE SESSION** - Idaho Code Section 74-206 (1)(a) & (b)*

4:00 p.m.
**CONVENE BOARD MEETING/CALL TO ORDER**
- Pledge of Allegiance
- Verification of Quorum
- Review Minutes
- Public Comment**
- Celebrating Success: Adult Education Center

**CONSTITUENT REPORTS**
- ASNIC: Peter Soderberg
- Staff Assembly: Cathy Sparks
- Faculty Assembly: Joe Jacoby
- Senate: Jessica Adams

**PRESIDENT’S REPORT**
- Rick MacLennan

**OLD BUSINESS**
- Tab 1: Second Reading/ACTION: Emeritus Status Policy
  - Rick MacLennan

**NEW BUSINESS**
- Tab 2: Information/ACTION: Naming for North Idaho Collaborative Education Building
  - Rick MacLennan

**INFORMATION ITEMS**
- North Idaho Collaborative Education Building Update
  - Chris Martin

**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.)

SECONDED BY: ______________________

Roll call: 

Banducci
Dunlap
Howard
Murray
Wood

CONVENE AT: ___________  
ADJOURN AT: ___________
BOARD WORKSHOP

Scoping for Gymnasium

Dr. MacLennan opened by thanking everyone for attending the workshop and he welcomed Scott Fisher from Architects West. He stated that the purpose of the workshop is to review and discuss programming and associated costs for athletics in a new gymnasium facility.

VP Chris Martin commented on various projects, in addition to an athletics facility, that were identified through facilities master planning, including the Meyer Health Sciences expansion, a cultural center, a parking garage, the Hedlund Building, a student services building, and a campus site development plan. He went on to comment that athletic programming needs were identified in close coordination with the Athletics staff, and other considerations, including Title IX compliance matters were also identified. He then introduced Scott Fisher and Meghan Teichmann to review the preliminary floor plan design for an athletic facility.

Mr. Fisher began by reviewing space allocations for classroom, indoor and outdoor athletics and athletic training programs, and support needs such as administrative, custodial and concessions, for a total facility square footage of 123,000.

Fisher continued by reviewing court configurations to accommodate basketball with a regulation-size floor, or two courts side by side for tournaments, as well as configurations for volleyball and wrestling tournaments. He reviewed seating space for the various configurations that equal 3,248 seats for the full basketball court, 2,588 seats for the basketball tournament configuration, 3,050 seats for volleyball and 2,228 for wrestling. He added that configurations for events such as commencement could offer up to 500 seats on the floor with a stage, and bleacher seating to accommodate 3,322. He went on to review the spaces allocated for locker rooms, a training room, weight room, utilities, and restrooms.

Chair Wood asked about space identified for use by campus security. VP Martin responded that a space is identified in the plan.

Fisher went on to review spaces on the upper level of the facility plan for concessions, Booster Club and administrative offices. He then reviewed space identified as the small gymnasium, which may be configured for volleyball games and wrestling matches. There was a brief discussion about continuing to utilize Christianson Gymnasium for those two sports including practices and matches.

Fisher then briefly reviewed space designed for a field house for softball, and he reviewed the site plan for the lot currently known as Parking Lot A, and he discussed potential sites for a parking garage nearby. He went on to review the costs for the entire facility and three specific areas of the facility broken out in phases:

- Entire facility: 123,000 square feet at $25.2 million or $284 per square foot.
- Two-story main building with large performance court: 93,500 square feet at $19.2 million.
- Small gymnasium: 9,240 square feet at $2.1 million.
- Field House: 20,384 square feet at $4.6 million.
Chair Wood commented that the board could determine a budget within which the administration could work, similar to the process used for the Parker Technical Education Center. Trustee Dunlap commented that instead of utilizing the full $2.5 million that the board allocates each year to the capital reserve, the board could work with the Idaho Building Authority to obtain an amount that would cost less annually.

Mr. Fisher discussed scalable parking garage scenarios:
- Two floors at 250 spaces: $6 million
- Four floors at 500 spaces: $12 million
- Six floors at 750 spaces: $18 million

There were some comments about building the garage with floors below and above grade that would allow for the addition of floors over time, as needed.

The board discussed developing a cost and determining other funding sources for review and consideration at a later workshop.

Chair Wood closed the workshop at 5:30 p.m.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 5:35 p.m. and verified that a quorum was present.

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

EXECUTIVE SESSION
Motion was made by Trustee Howard, seconded by Trustee Murray, to go into executive session under Idaho Code § 74-206 (a & b) to consider personnel matters. Roll call vote was taken as follows:

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

At 5:55 p.m., Chair Wood recessed the meeting to reconvene in the Lake Coeur d’Alene Room.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 6:05 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

APPROVAL OF MINUTES
Chair Wood called for any changes to the minutes from the meeting held on October 31, 2018. There were no changes noted and the minutes were accepted, as presented.

Chair Wood then took the opportunity to read, aloud, the college’s mission statement.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Dean of Career Technical and Workforce Education Kassie Silvas opened by discussing the college’s innovation and entrepreneurship programs and she introduced Ryan Arnold, NIC’s director of Regional Entrepreneurial Strategy. Mr. Arnold began by showing a recent video produced by the National Association of Community College Entrepreneurship (NACCE) on the subject of the Presidents’ Pledge that was adopted by member institutions during this year’s NACCE conference.

Arnold continued by discussing the ways in which NIC’s programs work together to advance entrepreneurship strategy in our region and the collaboration in place with GIZMO-Cda and our instructional programs. He discussed the opportunity to bring the Northwest Entrepreneur Competition to the NIC campus by 2020 and he discussed an upcoming event celebrating Women’s Entrepreneurship Day.

SPECIAL BUSINESS
Canvas of Trustee Election
Clerk of the Election Chris Martin read into the record, the results of the 2018 trustee election:

Christie Wood received 42,803 votes
Ken Howard received 41,628 votes
Joe Dunlap received 41,292 votes

Trustee Murray made a motion accepting the results of the election. The motion, seconded by Trustee Banducci, carried unanimously.

Election of Officers
Chair Wood called for nominations for the office of Secretary/Treasurer. Trustee Murray moved to nominate Trustee Dunlap. The nomination was seconded by Chair Wood and nominations were closed. The motion carried unanimously.
Chair Wood called for nominations for the office of Vice Chair. Trustee Howard moved to nominate Trustee Murray. The nomination was seconded by Trustee Dunlap and nominations were closed. The motion carried unanimously.

Chair Wood called for nominations for the office of Chair. Trustee Howard nominated Chair Wood. The nomination was seconded by Trustee Murray and nominations were closed. The motion carried unanimously.

**CONSTITUENT REPORTS**

**ASNIC**

ASNIC President Peter Soderberg reported on recent student activities including their attendance at a recent leadership conference held at Gonzaga University, the addition of three new student clubs, the second of two “Night at the Library” events held this semester, the establishment of a student advisory committee at Parker Technical Education Center, the upcoming St. ASNIC event, and the ongoing work to establish a Tobacco Free Policy for the college.

**Staff Assembly**

Chair Cathy Sparks reported that during the November meeting, Associate VP Dianna Renz presented information on climate surveys, adding that Ms. Renz is also helping Faculty and Staff Assemblies to design and implement an employee survey. She continued to report that during their meeting, the Assembly also received information on network security from Chief Information Officer Ken Wardinsky. She went on to report that the Assembly formed an ad hoc committee to review policies and procedures related to staff employees.

Following a question from Chair Wood about the employee survey, Dr. MacLennan responded that the Office of Institutional Research and Planning is assisting the Staff and Faculty Assemblies to design the survey, and it has to do with climate and culture at the college. He added that the college is also in the midst of rolling out 360 degree evaluations for President’s Cabinet with another phase for the rest of the administration to take place in spring semester. He went on to say that following that, the college will be administering a third party institutional climate survey that can be normed with other institutions across the country and will enable the college to compare results year to year. Chair Wood asked Ms. Sparks what would happen with the results of the employee survey the Assemblies are conducting, and Ms. Sparks explained that themes would be created from the responses and shared with the entire campus.

Dr. MacLennan commended Staff and Faculty for identifying the need to conduct this survey following the open ended and unfiltered responses received during the first survey conducted earlier in the semester. He expressed his comfort with the process developed to analyze results and to identify action items.

**Faculty Assembly**

Chair Joe Jacoby began by thanking board members for their service and he reported that faculty recently enacted official titles for instructors - assistant, associate and full professor. He went on to report that during their most recent meeting, they also received information on network security and discussed the employee survey with Dianna Renz.

**Senate**

Senate Chair Jessica Adams reported that during their November meeting, Senate conducted a second reading on the emeritus status policy and they were presented with a policy and procedure for student complaints, which they will take up at their December meeting.

Chair Wood asked for a report on the Thanksgiving Dinner served to students. VP Graydon Stanley commented on the event that took place the week of Thanksgiving where the college’s new food
services contractor, Sodexo, prepared the meal and members of President’s Cabinet served. He added that the college will do this again for Christmas.

PRESIDENT’S REPORT
Dr. MacLennan opened by thanking those who helped with the recent North Idaho Legislative Tour and he discussed the successful visit to the Parker Technical Education Center as part of the tour. He briefly mentioned the changes impacting the legislature and the Office of Governor. He went on to report that the State Board of Education recently suspended the Enrollment Workload Adjustment funding formula and there is uncertainty about what will replace it. He added that from conversations he was a part of during the tour, legislators understand the issues around the Outcomes Based funding model, but there is uncertainty from the State Board of Education about where the Governor-elect will line up with the model. He went on to comment that the Governor-elect directed institutions, this week, to prepare and submit line item requests for his consideration, adding that it would be harmful to the college if the state reverts back to the Enrollment Workload Adjustment formula.

Dr. MacLennan went on to report that budget planning is launched for FY20 and he discussed the principles under which the budget will be developed. He closed by briefly reporting on the upcoming meeting of the Idaho Community College Consortium.

OLD BUSINESS
There was no old business.

NEW BUSINESS
Financial Audit for Fiscal Year Ending June 30, 2018
VP Chris Martin introduced Jodi Daugherty from the auditing firm of Eide Bailly. Ms. Daugherty opened by commending Sarah Garcia and her team and she reported that there were no findings in the audit. She stated that it is the opinion of the auditor that the financial statements represent the financial position of the college. She reviewed highlights of the audit, and pointed out notes to the financial statements that are new this year related to PERSI sick leave, the college’s post-employment healthcare plan, and a new standard related to accounting and financial reporting for other post-employment benefits.

Trustee Dunlap made a motion to accept the results of the 2018 audit, as presented. Trustee Howard seconded the motion and asked why the board wouldn’t wait to accept the audit and conduct a second reading, which would allow others to review and comment. VP Martin responded that the deadline for the college to release the audit for state review occurs this week. Trustee Banducci asked if, in the future, the audit could be completed earlier in the year to allow the board to conduct a first and second reading. VP Martin responded that the current timeline is a challenge. The motion carried unanimously.

Authorize Design for Meyer Health Sciences Building Expansion
VP Martin stated that the administration is requesting authorization to go forward with the design to expand the Meyer Health Sciences Building. He reported that the identified needs include a 16,000 square foot expansion to add lab and instructional space, required program storage, and faculty offices. He added that it is anticipated the plan will leverage the existing stairwell and elevator tower and the total planned budget is approximately $7 million.

Trustee Howard made a motion to authorize the administration to engage a design firm to begin design of an expansion for the Meyer Health Sciences Building and use the capital reserve fund as the funding source for design purposes only. The motion was seconded by Trustee Dunlap. Trustee Banducci expressed concern that a cost estimate isn’t included in the motion. VP Martin explained
the process to conduct a request for qualifications, including the timeline and cost negotiation. Following this discussion, the motion carried with four in favor and one opposed.

At this time, the board designated Trustees Dunlap and Murray to serve as the board liaisons to the RFQ team.

_Emeritus Status Policy_
Dr. MacLennan provided the background related to the development of a policy for designating emeritus status, commenting that the original draft that the board had reviewed earlier in the year included consideration for bestowing this designation for former NIC Trustees, retired administrators, retired full time faculty and retired full time staff. He went on to explain that the revised draft from Senate includes bestowing emeritus status for former NIC Trustees only and he presented that draft for board consideration.

Trustee Howard recommended a change in wording to the first bulleted item under Process. That bulleted item would now read: A current trustee must nominate a candidate within three years of her/his the candidate’s departure from the board. Trustee Howard went on to comment about the passage in the policy related to the board’s ability to waive certain criteria in cases of special circumstance. Senate Chair Jessica Adams commented that Senate felt that because this is a new policy and there may be former trustees that left the board beyond the three years stated in the policy, they didn’t want to limit the board’s ability to nominate those individuals.

This was a first reading and no action was taken.

**BOARD CHAIR REPORT**
Chair Wood expressed her thanks to Kootenai County voters who came out and supported the trustee election, adding that the trustees do enjoy their positions and are committed to helping the college, and hope that because they had no opposition, that voters like the job they are doing.

Chair Wood next recognized two NIC Political Science students who were in attendance at the meeting to observe proceedings.

**REMARKS FOR THE GOOD OF THE ORDER**
VP Lita Burns commented on upcoming fine arts events and invited trustees to attend.

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

________________________________________________________________________

Board of Trustees Chair

Board of Trustees Secretary
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
Request the board consider a motion adopting the Emeritus Status policy.

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 the candidate’s 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.
SUBJECT
Facility Naming

BACKGROUND
North Idaho College Policy 6.06 allows for college facilities to be named at the discretion of the institution.

DISCUSSION
Procedure 6.06 outlines naming of a facility to include an advisory vote by the North Idaho College Senate, input from the College President, President’s Cabinet, and the board of trustees with final approval made by the board of trustees.

Procedure further outlines criteria for naming facilities in honor of an individual, family, group or organization shall include but not be limited to:

1. Extraordinary service to the college as a member of the faculty or staff or as a volunteer.
2. Significant financial contributions to the construction or renovation of a facility or to some program or project which is part of mission of the college.
3. Facilities shall not be named for current employees of the college and may only be named for former employees who have left that employment for a minimum of five years or who are deceased.

COMMITTEE ACTION
Much like the 1998 decision of the North Idaho College Board of Trustees to rename the “NIC Library” to the “Molstead Library,” after receiving the largest gift in college history, the administration is now recommending the building currently under construction on River Avenue be named the “His and Her Lastname Building” in honor of a husband and wife who have recently made the largest private contribution in NIC history. This building will serve as a college and university center where components of North Idaho College, Lewis-Clark State College, and the University of Idaho will be collaboratively located. The donors’ names will be released at the board meeting on December 17, 2018.

FINANCIAL IMPACT
No expense to North Idaho College beyond that for project signage. Revenue for North Idaho College program needs and student scholarships will be received in perpetuity.

REQUESTED BOARD ACTION
Request the board consider a motion to approve the recommendation for naming the facility currently under construction on River Avenue.

Prepared by,
Rick MacLennan, President