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) *

6:00 p.m.

CONVENE BOARD MEETING/CALL TO ORDER
Pledge of Allegiance Christie Wood
Verification of Quorum Christie Wood
Review Minutes Christie Wood
Public Comment** Graydon Stanley
Celebrating Success: Phi Theta Kappa Delta Kappa Chapter

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

PRESIDENT’S REPORT Rick MacLennan

MEYER HEALTH SCIENCES BUILDING EXPANSION UPDATE Joe Dunlap/Chris Martin

KTEC REPORT Todd Banducci

OLD BUSINESS
Tab 1: Second Reading/Action: Student Complaints Policy Lita Burns

NEW BUSINESS
Tab 2: Action: Tenure Awards for 2019 Lita Burns
Tab 3: Action: Authorize Feasibility Study for Christianson Gymnasium Expansion Chris Martin
Tab 4: First Reading/Action: FY20 General Fund Budget Chris Martin

INFORMATION ITEMS
Community Utilization of North Idaho College Facilities Graydon Stanley

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.
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 6:00 p.m. She led attendees in the Pledge of Allegiance and asked Trustee Dunlap to read, aloud, the college’s mission statement. Wood 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
Laura Rumpler, Chief Communications and Government Relations Officer
Marc Lyons, Attorney for North Idaho College

APPROVAL OF MINUTES
Chair Wood called for any changes to the minutes from the meetings held on December 17, 2018, January 11, 2019, January 30, 2019, and February 1, 2019. There were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Brian Seguin, Public Services/Collection Development Librarian and Tracy Struble, Communication Instructor, provided an overview of the Diversity Council and events and activities for the related clubs and subcommittees.

CONSTITUENT REPORTS
ASNIC
ASNIC President Peter Soderberg reported on recent student activities, including a basketball watch party during the NWAC final four tournament, a skate night, and partnering with TRIO for a scholarship workshop. He also reported that ASNIC passed a resolution regarding the importance of and need for more mental health counseling staff and during budget development, they included an events board. He closed by reporting that elections will take place from April 15-19 and so far, there has been good response.

Staff Assembly
Chair Cathy Sparks provided highlights from their past several meetings including a discussion of their role in a participatory governance structure, a review of changes to the policy and procedure for the
initiation and revision of college policies, presentations from Sodexo, the dining services contractor, and the Cardinal Central team. She reported that nominations for staff appreciation awards are underway and nominations for officer and senator elections will occur in mid-April. She reported that President MacLennan and VP Martin had provided an overview of the results of President’s Cabinet 360 assessments and a budget planning overview, and she briefly reviewed recently adopted revisions to the Staff Assembly Constitution.

Faculty Assembly
Vice Chair Bryan Hannaford reported that during their last meeting, they reviewed and discussed a draft of an intellectual property policy and revisions to the policy on initiation and revision of policies. He went on to report that faculty also received information for combining the staff and faculty professional development policies.

Senate
Senate Chair Jessica Adams reported that during their last meeting, Senate approved the policy and procedure for student complaints, and she explained revisions to the policy covering the initiation and revision of college policies. She discussed the addition of a committee and structure for ongoing review of college policy and ask the board to consider whether they would be interested in having their governance policies included in that review structure. Chair Wood commented that the board will consider this offer and discuss it at the next meeting.

At this time Chair Wood requested a report on the NWAC Basketball Championship tournament during which, NIC Men’s Basketball team took first place. Athletics Director Al Williams reported on the tournament win and also reported on the NIC Wrestling Team taking sixth place in the national championship tournament.

PRESIDENT’S REPORT
Dr. MacLennan opened by reporting that work on the Year 7 Accreditation report is underway and a draft will be presented to the board soon. He went on to report on other activities including FY20 budget development and the soft opening of Cardinal Central enrollment services center. He announced the upcoming Global Accessibility Awareness event being hosted at NIC on April 23 and he closed by announcing that a board workshop is getting scheduled for discussion of capital planning projects and a gymnasium project.

KTEC REPORT
Trustee Banducci reported that HVAC courses have been postponed until fall semester and enrollments are underway. He also reported that facility heating issues have been resolved, KTEC received a good fiscal audit, and overall enrollment is trending up.

MEYER HEALTH AND SCIENCES BUILDING EXPANSION
Trustee Dunlap reported that the project committee reviewed architectural proposals for the building expansion design and selected the firm of ALSC.

OLD BUSINESS
There was no old business.

NEW BUSINESS
Head Start Grant
NIC Head Start Director Beth Ann Fuller presented and explained specifics of the agency’s continuation grant and related documents for ongoing additional funding to increase duration of services for 2019-2020. Trustee Howard pointed out that this is the fifth year of funding in the five-year grant and he asked what will occur after this year. Ms. Fuller responded that they had recently been offered the continuation application for the next five year grant cycle with non-competitive status, meaning that they
will not have to compete for the grant in this cycle because they have met all of the specifications of the Head Start Grant.

This was a first reading and the board took no action. Ms. Fuller commented that the grant documents are due April 1 and since the board did not meet in February, this is her only opportunity to present the grant before the due date. The board discussed holding a special meeting for the purpose of approving the grant prior to April 1.

**Student Complaints Policy**

VP Lita Burns presented this new policy, explaining its purpose is to standardize procedures for the resolution of student complaints that do not already have an avenue for resolution, and to meet requirements of the Northwest Commission on Colleges and Universities, the college’s accrediting body.

Trustee Banducci made a recommendation for the college to bring on an independent ombudsman for all constituent complaints.

Trustee Howard recommended a revision to the language in the first paragraph, changing it from “intends to” to “shall.”

Dr. MacLennan reiterated the purpose of the policy and commented that the conversation about the need for an ombudsman is important and has been discussed in more general terms over the past year. He added that a position of this type wouldn’t typically provide resolution to complaints through a formal process, but facilitate communication and conflict resolution.

This was a first reading and no action was taken.

At this time, College Attorney Marc Lyons provided information related to the previous item of business for Head Start. He stated that after investigating the Idaho Open Meeting Law, he confirmed that the law allows for the board to amend the agenda after the meeting has started, if an emergency is declared and articulate in the motion, the good faith reason for the amendment. He described that there was an agenda item that did not have an action notification to it, so the board would need a motion to amend the agenda to include action on the item for Tab 1 with the reason being that the board was unaware that the Head Start Grant needed to be approved by April 1, which occurs before the next board meeting.

Trustee Howard made a motion to amend the agenda to add to Tab 1, the status of an action item. The reason for the amendment is that the board was unaware of the April 1 deadline for the Head Start grant and it is necessary to have this matter passed upon by that date. The motion, seconded by Trustee Dunlap, carried unanimously.

Trustee Howard made a motion to approve the Head Start continuation grant application and Tab 1 Attachments A-F. The motion, seconded by Trustee Dunlap, carried unanimously.

**Results of Athletic Expansion Study**

VP Graydon Stanley reviewed the process undertaken by the study committee including a survey conducted to learn about stakeholder preference of sports programs that the college could consider adding, as well as levels of stakeholder support for those programs. He reported on the committee’s analysis in the areas of academic success of student athletes, the status of current athletic programs, Title IX implications, and financial impact to the college and the community of adding programs.

Trustee Banducci observed that although the more mainstream sports were identified by survey respondents as those the college should consider adding, when asked about the sports they would
attend or support financially, a significant percentage of respondents chose women's wrestling. He added that startup costs for women's wrestling would also be less since the college already has equipment utilized by men’s wrestling.

In response to a question from Trustee Howard about the validity of the roster numbers shown to represent the top sports identified in the study, VP Stanley stated that the committee utilized roster counts as prescribed by the conference and also based them on roster counts for those sports from other conference schools.

Trustee Dunlap asked if there had been any concern expressed that establishing a new athletic program would take away resources from an existing academic or athletic programs or if there was an understanding that establishing a new program would require new resources. Stanley responded that this type of information had not been requested through the survey, so this concern had not been expressed by stakeholders. He added that there had been some discussion of the topic within the committee, specifically that there are issues impacting some existing programs that need to be addressed, such as ADA compliance with the gymnasium, but no concern expressed about declining support for existing programs should new programs be added.

Chair Wood commented that the board had scheduled a workshop for more in depth discussion about capital planning and these study results tie in to that discussion. She expressed her appreciation for the work of the committee.

Dr. MacLennan expressed his appreciation to the committee and VP Stanley. He commented that this study is a starting point; that there are a lot of assumptions in it for further exploration during the board’s workshop, as the college determines future planning relative to current resources and the resources that can be generated. He added that the study results do not anticipate any land acquisition costs, but instead the assumption is that the college will use existing land or land that is gifted.

_Emeritus Status Nomination for Judy Meyer_
Trustee Howard made a motion to nominate and admit to Emeritus Status, Judy Meyer. Trustee Murray seconded the motion. Trustee Howard commented on Ms. Meyer’s key strengths at the college and in the community in support of her nomination. There was no action taken on the motion and the board will take up this nomination at a future meeting.

**INFORMATION ITEMS**

_Official Spring Enrollment Report_
VP Stanley discussed efforts underway to improve enrollment, recruitment, and retention, including the work of the Strategic Enrollment Management Committee, establishment of Cardinal Central enrollment services center, leveraging scholarships, mandatory advising, and the implementation of a data management software platform to help the college better understand student data.

AVP Dianna Renz reviewed six year enrollment trends for various student demographics for the college’s credit bearing courses.

Trustee Howard expressed interest in understanding trends in non-credit bearing programs to know how those programs impact the college and the budget overall. Dr. MacLennan commented about the nuances of measuring enrollment and successes for workforce training, community education, and customized training, adding that there has been substantial improvement in revenue from those programs that will be built into the budget recommendation for the coming year. He went on to state that this program data will be prepared for the board. VP Burns added that the college’s apprenticeship programs have also grown over the past few years which also contributes to the increased revenue.
BOARD CHAIR REPORT
Chair Wood asked about the process for adding a second name to the Bob and Leona DeArmond Building and asked if an open house would be scheduled when the construction is completed. Chief Communications Officer Laura Rumpler responded that a formal event will be scheduled later in the summer. Dr. MacLennan reported that naming choices are being discussed.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Howard recommended that the topic of community use of NIC facilities be added to an upcoming board agenda to allow for public comment, adding that information gathered may help the college develop a use policy for the future. He went on to report that he had been invited to speak to the City of Club of Southern Idaho in Twin Falls on the topic of education in lieu of incarceration, which is a concept under development in the state’s Criminal Justice Committee. Chair Wood expressed her wish for the board and the college to fully support this initiative and launch a pilot program when the concept is developed.

Trustee Murray commented that ACCT has released the call for presenters for the upcoming conference in the fall. Trustee Banducci commented that he and some NIC instructors are working on a paper for submission.

Trustee Dunlap reported briefly on the recent ACCT Governance Leadership Institute and sessions he attended related to campus security, recovery, natural disasters and cyber security.

VP Stanley reported that ASNIC President Peter Soderberg had been selected to attend a leadership conference in New York City and he reported that Peter and Phi Theta Kappa President Paige Zeller will be receiving the President’s Civic Award through the Washington Campus Compact.

EXECUTIVE SESSION
At 8:55 p.m., Trustee Howard made a motion to go into executive session under Idaho Code § 74-206 (a & b) to consider personnel matters. The motion was seconded by Trustee Murray and roll call vote was taken as follows:

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<td>Todd Banducci</td>
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<td>Ken Howard</td>
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<td>Brad Murray</td>
<td>aye</td>
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<tr>
<td>Christie Wood</td>
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Chair Wood adjourned the meeting at 9:40 p.m.
Chair Wood opened by explaining the purpose of the workshop is for the board to discuss, in more depth, the potential to expand facilities and athletics programs and to formulate some consensus and direction for the administration.

Dr. MacLennan commented that since the legislature did not approve the college’s concurrent resolution to work with the Idaho State Building Authority, the college now has the opportunity to take a closer look at a gymnasium project and incorporate the information learned from the recent athletic expansion study. He commented that the configuration of the top sports identified in the study are all outdoor programs, which impacts any decisions regarding potential facilities needs and design to support those programs. He added that there is also the opportunity now to look at what the college can accomplish, in terms of program support, with the potential of renovating Christianson Gymnasium.

VP Chris Martin began reviewing the status of master planning projects including the expansion of the Meyer Health and Sciences Building, renovations underway in the Hedlund Building, and a cultural center. Dr. MacLennan commented on recent communications he’s had with Chairman Stensgar and Dr. Chris Meyer from the Coeur d’Alene Tribe about the Tribe’s expectations for a cultural center. Trustee Howard expressed his interest in the board meeting with the Tribal Council to learn about their vision and relationship with the college in developing this project. A discussion ensued about past efforts of the college and the Tribe related to the concept of a cultural center, and Trustee Murray expressed his interest in Dr. MacLennan working to establish Tribal leadership’s preliminary expectations prior to the board meeting with them. Chair Wood commented on scheduling a future meeting with the Tribal Council in Plummer.

VP Martin continued by commenting on the college’s opportunity to consider the needs for athletic programming based on information from the recent expansion study and the possibilities available for a new facility or expansion of existing facilities. He stated that a comprehensive review of what can be done on the site for Christianson Gymnasium has not been done, and the college now has the opportunity to conduct a study to determine the cost and feasibility of renovating that facility to support athletic program needs. A discussion ensued about obtaining information to help the board determine if renovations to Christianson would be an appropriate solution. The board agreed to add an action item to the April board meeting agenda to authorize the administration to conduct a cost and feasibility study for renovating Christianson Gymnasium and building a standalone field house that could support outdoor sports programs identified in the expansion study, should the college decide to move in that direction.

VP Graydon Stanley commented that when the students and staff were pursuing development of the Student Wellness and Recreation Center, ASNIC funded a study to determine if Christianson Gymnasium could be renovated into such a facility, so there may be some helpful information from that to incorporate into this comprehensive study.
VP Martin next provided a high-level overview of start-up equipment costs, estimated rental and maintenance costs, and first year operating costs for baseball, women’s track and field and women’s cross country sports programs.

Trustee Dunlap commented on the importance of ensuring that existing sports programs understand that should the college decide to add new sports programs, there will be no negative impact to the support for existing programs.

Trustee Howard commented on the difficulty of understanding the cost benefit of some sports programs related to enrollments and spectator attendance.

Trustee Murray expressed his feeling that the more activities for students to experience is a value added for those students and carries a positive commentary into the community. He went on to comment about the need to consider the appropriate number of coaches per sport.

Chair Wood commented on the possibility of community partnerships and donors to help with sports program support.

VP Stanley commented that throughout the athletic expansion study, the committee expressed the importance of prioritizing and addressing needs with existing programs and facilities before adding new programs.

Following this discussion, the board and members of the administration conducted an informational walking tour of Christianson Gymnasium and the Hedlund Building from 6:45 p.m. to 7:30 p.m.

__________________________
Board of Trustees Chair      Board of Trustees Secretary
SUBJECT
Student Complaints and Concerns Policy

BACKGROUND
In preparation for the Mission Fulfillment and Sustainability (Year Seven) Accreditation Evaluation, this policy was identified as top priority by the Executive Accreditation Committee to comply with the standards of the Northwest Commission on Colleges and University (NWCCU). The adoption of the policy is essential to include as evidence in the college’s self-study document.

DISCUSSION
This policy intends to provide standardized procedures that promote constructive dialogue, understanding, and resolution of student complaints and concerns not covered by current board policy.

NWCCU has adopted a policy that is similar to United States Department of Education regulations:

In accordance with USDE regulation 602.16(a)(1)(ix), an institution shall make available an account of the student complaints it has received, its processing of those complaints, and how that processing comports with the institution’s policies and procedures on the handling of grievances or complaints. NWCCU reviews the institution’s record of complaints as part of the institution’s Mission Fulfillment and Sustainability Evaluation.

COMMITTEE ACTION
Members of the Executive Accreditation Committee and the College Senate have reviewed the policy and the College Senate approved the policy during their February meeting.

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
Request the board consider a motion to approve the policy for Student Complaints and Concerns.

Prepared by
Steve Kurtz, Ed.D.
Accreditation Liaison Officer
Policy Narrative

This policy shall provide standardized procedures that promote constructive dialogue, understanding, and resolution of student complaints and concerns.

Definition

A complaint expresses dissatisfaction with the performance or action of a College employee or process that a student believes to be unfair or inconsistent with College policy or usual practices.

Exclusions

This policy does not apply in instances specifically addressed in other North Idaho College policies, i.e., Academic Integrity, Student Code of Conduct, or others. When the complaint is specific to other college policies, the student will be advised to follow the appropriate college policy.

Time Limitations

A student wishing to express a complaint, as previously defined, should do so no later than 30 instructional days from the time the student became concerned.
SUBJECT
Tenure Candidates

BACKGROUND
Each year the Tenure Committee provides the vice president for instruction with a list of faculty recommended for tenure.

Board Policy and Procedure 3.02.09 sets forth the process for tenure as follows:

By the March Board of Trustees meeting, the vice president for Instruction will convey both the Tenure Committee's and his/her recommendation to the college president and the board of trustees. At the board’s request, all of the applicants’ personnel files, including data from previous student, peer, and administrative observations and evaluations will be forwarded to the college president for review by the board. The vice president for Instruction may not recommend tenure conferral in the absence of a favorable recommendation from the Tenure Committee. If the board chooses to discuss the recommendation with the applicant in an executive session, a faculty member appointed by the chair of the Faculty Assembly may be invited to participate.

DISCUSSION
Each candidate’s application and the recommendation of the Tenure Committee have been reviewed by the vice president for instruction and the president. Nine candidates are endorsed by the vice president for instruction and the president for conferral of tenure and are listed below. Candidate files have been made available for board review.

- Damian Caires, Math, Computer Science & Engineering
- Aaron Cloyd, English & Humanities
- Jen Erickson, Communication & Fine Arts
- Brittany Heidenreich, Nursing
- Tacey Keylon, Business & Professional Programs
- Jeremy Kingma, Math, Computer Science & Engineering
- Jamison Lee, English & Humanities
- Ashley Lockman, Communication & Fine Arts
- David Thompson, Natural Sciences

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
It is recommended that the board of trustees consider a motion to approve tenure beginning fall 2019 for the faculty members presented.

Prepared by
Lita A. Burns, PhD
Vice President for Instruction
SUBJECT
Athletic Facility Expansion Project – Christianson Gymnasium Expansion Feasibility Study

BACKGROUND
As part of the ongoing review of the facility master plan for the institution, the college has an opportunity to look at other options for addressing athletic facility needs beyond construction of a new combined gym and fieldhouse facility within the higher education campus footprint.

DISCUSSION
During the April 10 board workshop, one next step related to athletic facility expansion presented was to commission a study on the feasibility of expanding the existing Christianson Gymnasium footprint.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
The study would be funded using the board capital reserve fund. It is anticipated that the project budget would be limited to $85,000.

REQUESTED BOARD ACTION
It is requested that the board consider a motion to authorize the administration to contract with an architectural firm to commission a feasibility study on the expansion and renovation of Christianson Gymnasium to meet the programming needs of athletics.

Prepared by
Chris A. Martin
Vice President, Finance and Business Affairs
SUBJECT: First Reading: FY20 General Operating Budget

BACKGROUND: Presented are the proposed budgets for Fiscal Year 2020 for the total institution as developed by the college administration. These budgets include the general fund, plant fund, fee based funds, service funds, and grants and reflect the anticipated changes in revenues and expenditures for FY20.

DISCUSSION:

General Overview:
Planning assumptions for FY20 include a flat forecast for traditional credit enrollment and a 5% increase in dual credit enrollment. The college continues to see stabilization in overall enrollment trends with continued interest in dual credit course offerings.

State Funding:
The state general fund appropriation decreased to $12.89M from prior year. The appropriation includes $117,400 in Occupancy Costs for the North Idaho Collaborative Education Building, the impact of Enrollment Workload Adjustment in the amount of ($268,000), transfer of ($10,000) for SBOE system wide needs as well as funding of $282,700 for Change in Employee Compensation and $54,500 related to benefit changes.

The state CTE allocation increased by $161K over FY19. This allocation includes $135K in support of Change in Employee Compensation and $26K related to benefit changes.

Levy Increase:
The budget proposal includes a 1% increase to the Maintenance and Operation Levy, this increase will result in $152,996 in additional tax revenue.

Tuition and Fee Income:
This proposed budget increases tuition by $2.50 per credit for in-district students and will generate $187K resulting in an approximately 1.07% increase for in-district students. The proposed budget increases all non-district tuition by an additional $1.00 above the $2.50 increase to in district-students and will generate over $42K in additional revenue. This budget proposal also includes a $10 per credit increase to Dual Credit students. This will result in an additional $175K of revenue.

Change in Employee Compensation:
The proposal includes a one-step increase for all full-time general fund faculty and staff.

REQUESTED BOARD ACTION: First reading. No action is required at this time. The second reading of the FY20 Budget is scheduled for May 22, 2019.

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