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.  
EXECUTIVE SESSION - Idaho Code Section 74-206 (1)(a) & (b)*

5:00 p.m.  
Workshop – Year 7 Accreditation Self Evaluation

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**                                       Christie Wood
Celebrating Success: Workforce Training Center         Patty Shea and Kassie Silvas

PRESIDENT’S REPORT                                      Rick MacLennan

MEYER HEALTH AND SCIENCES BUILDING EXPANSION UPDATE     Joe Dunlap

OLD BUSINESS
Tab 1: Second Reading/Action: Revised Policy 2.01.04     Jessica Adams
Tab 2: Second Reading/Action: 2019-20 Board Meeting Schedule Rick MacLennan

NEW BUSINESS
Tab 3: Action: Approval of President’s Contract         Marc Lyons
Action: Options for Gymnasium Funding and Design        Rick MacLennan

INFORMATION ITEMS
Planning Update                                        Dianna Renz

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.
EXECUTIVE SESSION
Chair Christie Wood called the meeting to order at 4:00 p.m. Trustee Banducci 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:

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

At 5:45 p.m., Chair Wood recessed the meeting.

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 Banducci to read, aloud, the college’s mission statement. Wood then verified that a quorum was present and welcomed former trustee Judy Meyer and her family who were in attendance.

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
               Graydon Stanley, VP for Student Services
               Laura Rumpler, Chief Communications and Government Relations Officer
               Marc Lyons, Attorney for North Idaho College

Chair Wood called for any changes to the minutes from the meeting held on April 24, 2019. There were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Enrollment Service Center Manager Teresa Borrenpohl presented an overview of the newly opened Cardinal Central, one stop enrollment service center.
Following the Celebrating Success presentation, Chair Wood requested a motion to move Tab 1 to award emeritus status to Judy Meyer to occur at this time. Trustee Howard made a motion to move Tab 1 as the next item of business. The motion, seconded by Trustee Dunlap, carried unanimously. Trustee Howard made a motion to approve emeritus status for Judy Meyer as the first Trustee Emeritus for North Idaho College. Trustee Dunlap seconded the motion. Trustee Howard read, aloud, the board’s resolution supporting bestowal of emeritus status. The motion to approve carried unanimously.

At 6:30 p.m., the board took a brief recess to participate in a celebration honoring Ms. Meyer.

Chair Wood reconvened the meeting at 6:50 p.m.

CONSTITUENT REPORTS

ASNIC
Newly elected ASNIC President Paul McLeod reported on activities of the past month, including students’ participation in ASNIC training Day, bringing on a dual credit representative, and implementing a student events board. He read, aloud, a student resolution against an increase in in-district tuition.

Staff Assembly
Chair Cathy Sparks reported that during their May meeting, Staff Assembly distributed certificates to all staff nominees for staff excellence awards and she named all the new Staff Assembly officers for next year.

Faculty Assembly
Chair Joe Jacoby began by introducing the new Faculty Assembly Chair Chris Pelchat and he named the other new officers. He went on to report on business from the May meeting, including the development of a resolution supporting the Meet and Confer policy and inclusion of Meet and Confer in the budget process.

Senate
New Senate Chair Ben Tschida reported on the May meeting, which included officer elections, passing the copyright and intellectual property policies, and accepting minor revisions made by the administration to policy 2.01.04.

PRESIDENT’S REPORT
Dr. MacLennan began by expressing his appreciation to the constituent leaders that served over the past year and he welcomed new leaders, adding that he looks forward to keeping the lines of communication open and working together to fulfill the mission of the college. He commented on the recent commencement ceremony and thanked the trustees for their participation. He went on discuss the NIC Softball Team’s recent championship win and the NIC Men’s Golf team winning their third championship in a row.

Dr. MacLennan went on to discuss the I-90 Aerospace Corridor Expo being held later in May at the Coeur d’Alene Resort. He commented that the executive director of the All In My Hands Metallica Foundation will be in attendance, adding that NIC had been awarded a grant from this foundation supporting, primarily, the machining/manufacturing aspect of NIC’s Aerospace Program.

Chair Wood commented that Coeur d’Alene Mayor Steve Widmyer had originally intended to attend the meeting to express his appreciation for Dr. MacLennan hosting the North Idaho Mayors Coalition for their recent meeting and a tour of the Parker Technical Education Center.
MEYER HEALTH AND SCIENCES BUILDING EXPANSION
VP Chris Martin reported that initial programming is complete and the development of schematic designs will occur over the summer. The project team will meet with MHS staff and faculty in fall semester to ensure the design aligns with their input provided during the initial programming phase. He went on to report that the team is reviewing the drawings of the current building to ensure the expansion is appropriately connected to the existing structure and to identify possible mechanical efficiencies. He closed by commenting that they are also identifying and developing an awareness of the locations of all the existing utilities situated between the student union building and MHS.

Trustee Howard requested an update on the project budget. Martin responded that the approved budget covers the design, and the team is working with the architect to negotiate the final budget. He added that currently the work includes geotechnical, surveying, and programming, and the final project budget will be brought back to the board.

Chair Wood requested a brief update on the DeArmond Building. Martin reported that construction will be substantially completed by May 31, the parking lot and landscaping are nearly done and the glass doors have been installed. Trustee Dunlap requested a tour be scheduled for the trustees.

OLD BUSINESS
FY20 General Fund Budget
VP Martin presented the budget proposal for FY20. He explained the planning assumptions and reviewed the initial proposal presented to the board during the April meeting which included a $2.50 per credit hour increase to in-district tuition, a $3.50 per credit hour increase to all non-district students, a $10 increase in Dual Credit tuition, a 1% increase to the property tax levy, and a one-step wage increase for all full time general fund faculty and staff. He reviewed the scenarios the board requested following the first reading, including no increase to in-district tuition, a .5% increase to the base salary structure, and a 2% increase for part time faculty and part time staff.

Trustee Howard made a motion to approve the FY20 institutional budget. Chair Wood seconded the motion.

Trustee Howard made a motion to amend the budget proposal to remove the $2.50 per credit hour in-district tuition increase and replace the associated revenue with an additional 1% increase to the property tax levy. Trustee Dunlap seconded the motion. Trustee Howard went on to state that the college has raised tuition nearly every year for the last several years and has not increased the property tax levy. He added that the college has one of the largest pools of forgone taxes in the county, which illustrates that the board has been good stewards of their responsibilities to the community.

Chair Wood expressed her agreement that the board has been good about not raising taxes, and she agreed with not burdening the students with a tuition increase again this year. She expressed her interest in a .5% increase to the salary base, adding that the college increased part time wages last year and this year, she believes that the college should instead take those funds and conduct a salary study that includes a study of part time wages.

Trustee Banducci expressed his support for no increase to in-district tuition, and his opposition to any increase to the property tax levy. He added a proposal to utilize existing funds to make up the associated revenue.

Trustee Howard commented that another reason for his proposal to not increase in-district tuition is the substantial student fees due to the Student Wellness and Recreation Center. He went on to express his disagreement with utilizing funds from either of the general fund or capital improvement funds. Trustee Banducci commented that he didn’t support the Student Wellness and Recreation Center because of the additional fee to the students.
Chair Wood requested the amount that would have to be taken from the reserve if the board approved only a 1% property tax increase and did not increase in-district tuition. VP Martin responded that $135,464 would need to be utilized from the general fund reserve. Trustee Howard commented that if the college utilized fund balance it would have to be used every year with no income support from property tax. Trustee Banducci added that new construction is increasing property tax revenue. Chair Wood expressed her support for holding the students harmless and utilizing fund balance instead of a property tax increase.

The board voted on the amended motion to remove the $2.50 per credit hour increase to in-district tuition and replacing that revenue with an additional 1% increase to the property tax levy. The motion carried with three in favor and two opposed.

Chair Wood made a motion to amend the proposed budget to add a .5% increase to the base salary structure. Trustee Howard seconded the motion. Chair Wood expressed her wish to avoid eroding the salary base, adding that she feels the board should address the base every year. Trustee Banducci expressed his disagreement with increasing the salary base and expressed his interest in a more equitable employee benefits package, pointing out that not all employees subscribe to the benefits package and he recommended the college adopt a cafeteria plan.

Chair Wood agreed that the college should consider a cafeteria plan in the future. She then asked Dr. MacLennan to comment on an increase to the base salary structure. Dr. MacLennan responded that he recommends a 1% increase to the base and recommends utilizing the fund balance to cover the revenue shortage. He added that during budget planning for next year, that amount would then be removed and a balanced budget attempted without those funds. VP Martin confirmed that the revenue derived from the 2% property tax increase alone would not cover a 1% increase to the base salary structure without also utilizing the fund balance. Chair Wood expressed that she would keep her motion as originally stated for a .5% increase to the salary base.

Trustee Howard commented that prior to increasing the base, he would like a better understanding of the college’s competitiveness with regard to salaries. He added that he feels a .5% increase won’t make that much difference in the long run, but in the future, the board should have a better sense of where the college sits compared to other higher education institutions.

The board voted on Chair Wood’s motion to increase the base salary structure by .5%. The motion carried with four in favor and one opposed.

Chair Wood made a motion to fund a salary study for a cost of up to $45,000 to begin in fall 2019 that includes wages for part time and adjunct positions. Trustee Dunlap seconded the motion.

Dr. MacLennan commented on the wage scale related to part time employee roles and the ability for the college to adjust those within the existing pool of part time resources.

The motion to fund a salary study in fall 2019 for a cost not to exceed $45,000 carried with four in favor and one opposed.

Chair Wood requested clarification about the student fees for some of the in-flight courses and the increase to the fee for the mountain biking course. VP Martin responded that he will review the fees with VP Burns and provide clarification to the board at a later time.

Trustee Howard made a motion for the board to transfer an amount not to exceed $181,910 from the general fund balance to the FY20 operating budget. The motion, seconded by Trustee Murray, carried with four in favor and one opposed.
A motion was made by Trustee Dunlap to approve the overall general fund operating budget for FY20, as amended. The motion, seconded by Trustee Murray, carried with four in favor and one opposed.

NEW BUSINESS

Revised Policy 2.01.04
Senate Past Chair Jessica Adams provided the background on the revisions developed for Policy 2.01.04 which covers the creation, revision, or elimination of college policy and procedure. She outlined the process undertaken to form a committee for ongoing policy review and the process to propose new policy and revisions to existing policies.

Trustee Howard asked about the definition of constituent groups as used in the policy. He express his belief that the specific constituent groups be named in the policy, so that actions related to this policy are limited to those specific college entities. Dr. MacLennan commented that the college recognizes three constituent groups including, ASNIC, Staff and Faculty Assemblies and those will be identified in the policy. He went on to explain that the procedure related to this policy will more explicitly describe how members of the college should work with policy originators, through their individual constituent groups, to develop revisions or to propose policy language that will go through the governance process.

This was a first reading and no action was taken.

At this time Chair Wood requested a motion to table the New Business item related to naming the Bob and Leona DeArmond Building. Trustee Banducci made a motion to table this new business item. The motion, seconded by Trustee Howard, carried unanimously. Chair Wood commented that this matter would be taken up at a later meeting.

Board of Trustees FY2019-20 Meeting Schedule
Dr. MacLennan presented the proposed meeting scheduled for next year’s board meetings. This was a first reading an no action was taken.

Resolution Honoring Don Soltman
Chair Wood commented that the board wishes to honor Mr. Don Soltman for his service as the North Idaho representative to the Idaho State Board of Education as he ends his final term on the board. She requested a motion to approve a board proclamation in his honor. Trustee Howard read, aloud, a proclamation for Mr. Soltman, and he made a motion for the board to adopt the proclamation. The motion was seconded by Trustee Murray, who recommended changing references to North Idaho to instead read Northern Idaho. The motion carried unanimously.

Dr. MacLennan took this opportunity to remind the board that the college will host the State Board of Education for their June meeting during which the board will have the opportunity to present the proclamation to Mr. Soltman.

BOARD CHAIR REPORT
Chair Wood provided an update on a recent meetings of the Coeur d’Alene City Council meeting and General Services Committee at which there was discussion on the remodel of the grandstands for memorial field as the city plans to go out to bid for the project, and she reminded the board that some time ago, the college committed over $100,000 to the remodel project. She went on to explain that the project didn’t go out to bid when expected and the costs of construction have since risen and the project is now over budget by approximately $400,000. She reported that during the General Services Committee meeting, she and Chris Martin expressed to the committee members that the college desires the project go forward, and they made a recommendation that the locker rooms proposed in the project for the NIC softball team, be phased into next year’s budget. She explained that instead of locating the locker rooms beneath the grandstands as originally proposed, they have approved a plan
to demolish the restroom facility across the street in the city park and building a new facility on that site that includes locker rooms for the exclusive use of NIC men’s and women’s sports programs.

Trustee Howard expressed his belief that the college should get a written commitment from the city stipulating that the locker rooms are restricted to use by NIC only. Chair Wood responded that she will take that idea to the parks director.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Banducci commented on the recent graduation ceremonies he attended for Adult Education, and Nursing, as well as the breakfast honoring the college’s Dual Credit graduates.

Chair Wood adjourned the meeting at 8:20 p.m.

__________________________  __________________________
Board of Trustees Chair      Board of Trustees Secretary
Chair Christie Wood called the meeting to order at 11:30 a.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 Dunlap and roll call vote was taken as follows:

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

At 1:00 p.m., Chair Wood adjourned the meeting.

__________________________________________
Board of Trustees Chair  Board of Trustees Secretary
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: ____________
SUBJECT Revised Policy 2.01.04

BACKGROUND
During the October 18, 2018 meeting of College Senate, an ad hoc committee was formed to review the potential for creating a policy and procedure review board for North Idaho College. In subsequent months, the ad hoc committee began work on a review schedule, a charge for a standing committee appointed to conduct ongoing review, and revisions to the college’s existing policy and procedure for the initiation of policies to which the review schedule would relate.

COMMITTEE ACTION
The revised policy draft was approved by Senate, presented to Administrative Council and reviewed by President’s Cabinet.

REQUESTED BOARD ACTION
Request the board consider a motion approving revisions to Policy 2.01.04.

Prepared by,
Jessica Adams
Chair, College Senate
The North Idaho College Board of Trustees is committed to timely and meaningful participation of the college constituent groups, including faculty, staff, and students in the decision-making process. The Board recognizes and that such participation enhances the quality of college decision making and will improve the communication between the Board of Trustees, the administration, the students, staff and faculty. The College Senate, as principal vehicle for participatory governance, shall provide timely input on policy and procedural initiation, changes, or deletions. This input will generally take place from September-August through May.

If a policy or procedure needs to be written or revised during June, July or August, the senate shall appoint an ad-hoc committee of four or fewer members.
to complete the project. The administration shall provide separate compensation to those ad hoc committee members who are under contract during the academic year, but not under contract during June, July or August for this committee work.

DEFINITIONS OF POLICY AND PROCEDURE:

1. Policy: A policy is a statement of principles and/or values that mandate or constrain the performance of activities used in achieving institutional goals.

2. Procedure: A procedure is developed to describe the methods of implementing policy.

POLICIES/PROCEDURES

Policies are adopted by the Board of Trustees and are intended to address the internal governance of the college. The principal vehicle for participation from college faculty, staff and students is through the College Senate.

The adoption, deletion, or revisions of policies and procedures affecting the internal administration of the Board of Trustees and its relationship with the Office of the President is not subject to comment by either the Office of the President or the College Senate. The adoption, deletion, and revision of these policies and procedures is reserved exclusively to the Board of Trustees.

Subject to the authority of the president and the general supervision and ultimate authority of the Board of Trustees:

1. Each constituent group, the Associated Students of North Idaho College (ASNIC), Faculty Assembly, and Staff Assembly, is charged to act for and to represent its members in matters of college policy and procedure to those members via the college Senate.

2. The constitution and bylaws of each constituent group define the process of determining that group’s representatives to the College Senate.

3. The College Senate guided by its constitution and by-laws is charged to act for and to represent its constituent groups in matters of college policy and procedures.

Proposals to create, revise, or eliminate policy and/or procedure may be initiated by the Board of Trustees, the President, the College Senate or a recognized any other-college-group of constituent group defined as ASNIC, Faculty Assembly.
and Staff Assembly, the President, or the board of trustees may initiate a recommendation for policy or procedures.

Responses to one another by the senate and the president, and the submission of policies to the board of trustees by the president shall occur within the timelines established in the associated procedure.

REVIEW OF POLICIES/PROCEDURES

North Idaho College recognizes the importance of creating, maintaining and following policies and procedures that set the institution on the best course to honor its core values and missions. As such, a standing committee will facilitate review of all institutional policies and procedures with their authors on a staggered and regular basis. Upon completion of any revisions, the committee will ensure the policy owner submits their recommendations to the President and College Senate chair to begin the participatory governance approval process.
SUBJECT
Board of Trustees Meeting Calendar 2019-20

BACKGROUND
In accordance with Idaho Code Sections 67-2340 through 67-2345, the board of trustees is required to adopt an annual meeting schedule for its regular meetings. The schedule shown in Attachment A is proposed to establish the board’s annual meeting schedule for the coming year. As in the past, no board meeting is planned for July. Meetings are scheduled for the fourth Wednesday of each month except as noted on the attachment.

Any retreats and workshops will be announced as needed.

COMMITTEE ACTION
None.

FINANCIAL IMPLICATIONS
None.

RECOMMENDATION
Request the board consider a motion to approve the board of trustees meeting calendar for 2019-20, as presented.

Prepared by
Shannon Goodrich
Sr. Executive Assistant/Board Clerk
Board of Trustees Meeting Schedule FY 2019-20

**Monday**, August 26, 2019 (This is an exception because the fourth Wednesday conflicts with the State Board of Education meeting)

September 25, 2019

October 30, 2019 (This is an exception because the fourth Wednesday in October conflicts with a state level meeting that the president will attend)

November 20, 2019

**Monday**, December 16, 2019 (This is an exception because the third Wednesday in December conflicts with State Board of Education Meeting, and the fourth Wednesday falls during the college’s winter break.)

January 22, 2020

February 26, 2020

March 25, 2020

April 22, 2020

May 27, 2020

June 24, 2020

Any retreats and workshops will be announced, as needed.
SUBJECT
Approval of Contract for College President

BACKGROUND
The North Idaho College President is hired by the Board of Trustees and, consistent with past practice, the President’s contract is reviewed annually. A contract renewal may be executed by the President and the Board Chair, with the approval and authorization of the Board of Trustees.

DISCUSSION
The President’s contract is a three-year contract, but is reviewed annually for potential renewal. The proposed annual renewal is for fiscal years July 1, 2019 through June 30, 2022. The Board may consider changes.

COMMITTEE ACTION
No committee action is necessary.

FINANCIAL IMPACT
The financial impact is to the employee compensation budget.

REQUESTED BOARD ACTION
The Board is requested to consider a motion approving a renewed contract and authorizing the Board Chair to execute the contract on behalf of the Board of Trustees and North Idaho College.

Prepared by,
Marc Lyons, Attorney for North Idaho College