NIC Board of Trustees Meeting Agenda
Edminster Student Union Building Lake Coeur d’Alene Room
6:00 p.m.
August 21, 2019

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 & f)*

5:00 p.m. Driftwood Bay Room
BOARD WORKSHOP – CAPITAL PROJECTS

6:00 p.m.
CONVENE BOARD MEETING/CALL TO ORDER
Pledge of Allegiance
Verification of Quorum
Review Minutes
Public Comment**
Celebrating Success: NIC Basic Patrol Academy

CONSTITUENT REPORTS
ASNIC
Staff Assembly
Faculty Assembly
Senate

PRESIDENT’S REPORT

MEYER HEALTH AND SCIENCES BUILDING EXPANSION UPDATE

OLD BUSINESS
None.

NEW BUSINESS
Tab 1: ACTION: Approve Naming of the Bob and Leona DeArmond Building

BOARD CHAIR REPORT

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: ___________
EXECUTIVE SESSION
Chair Christie Wood called the meeting to order at 4:00 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 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 5:00 p.m., Chair Wood adjourned the meeting.

BOARD WORKSHOP
Chair Wood opened the workshop and Dr. MacLennan provided some introductory remarks about the full-level engagement that has taken place at the college to prepare the self-study for the upcoming Year 7 Accreditation evaluation. He informed the board that this workshop serves as one of multiple opportunities for the board to engage in the self-study process.

Dr. Steve Kurtz, NIC’s accreditation liaison officer, described the importance of accreditation and he provided an overview of the accreditation associations in the United States, including the Northwest Commission on Colleges and Universities.

Dr. Lita Burns reviewed elements of the 7-year cycle implemented by NWCCU in 2010 and she reviewed the recommendations NIC received from its first Year-7 evaluation in 2013.

Dr. Kurtz continued by reviewing the self-study timeline under which the college is currently working to write the report and document evidence. He reviewed the five standards for which the college is evaluated and he described the working teams developing the report that addresses those standards. Kurtz next discussed prospective questions the evaluation team may ask during their visit to help them verify the college’s self-study. He went on to explain that a mock evaluation team will be brought in during the fall semester to review the self-study and help the college prepare for the actual visit by the NWCCU team in spring. Dr. Kurtz reviewed areas of improvement that have been identified and addressed as a result of the self-study and he outlined the remaining steps the college will undertake over the course of the fall as the report is finalized for submission.

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

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 and then verified that a quorum was present and welcomed attendees. She next asked Trustee Murray to read, aloud, the college’s mission statement.
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 May 22, 2019 and the executive session held on June 11, 2019. There were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Dr. Lita Burns introduced Kassie Silvas, dean of Career Technical and Workforce Education and Ms. Patty Shea, interim director of the Workforce Training Center who presented an update on activities of the Workforce Training Center and results of a reorganization undertaken over the past two years.

PRESIDENT'S REPORT
Dr. MacLennan began by commenting on a meeting held for the administrative leadership teams of NIC and the Office of the State Board of Education while the State Board of Education was on campus for their June meeting. He explained that during this meeting, members of the NIC leadership team and others presented a well-structured overview that took the State Board staff through some of the transformational work in which the college is engaged to support statewide goals around completion. He went on to discuss elements of his president’s update to the State Board.

MEYER HEALTH AND SCIENCES BUILDING EXPANSION
VP Chris Martin reported that the first schematic design meeting was held with the architect and facility end users to verify that previously identified needs were appropriately captured. One more schematic design meeting is scheduled and an initial design will be developed over the course of the summer that will be shared with the committee and then presented to the board.

OLD BUSINESS
Revised Policy 2.01.04
Senate Past Chair Jessica Adams presented, for a second reading, Policy 2.01.04 which covers the creation, revision, or elimination of college policy and procedure. Trustee Howard made a recommendation for a change in the first sentence of the second paragraph under Policies/Procedures to read as follows:

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

Trustee Howard went on to recommend a change for the sake of consistency with a reference in the previous sentence. The change he recommended makes the third sentence of the last paragraph of the policy to read as follows:
“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.”

Trustee Banducci pointed out, in item number 1 under Policies/Procedures, the need to capitalize the letter “C” for College Senate. He went on to comment on the need for a structured process for the ongoing policy review that is referenced in the policy. Ms. Adams responded that a structure has been developed and is documented in the procedure.

Trustee Howard made a motion to approve revisions to policy 2.01.04, as amended. The motion, seconded by Trustee Murray, carried unanimously.

**Board of Trustees FY2019-20 Meeting Schedule**

Dr. MacLennan reviewed the background related to the statutory requirement for the board to establish a yearly meeting schedule.

Trustee Dunlap made a motion to approve the FY2019-20 meeting schedule, as presented. The motion, seconded by Trustee Murray, carried unanimously.

**NEW BUSINESS**

**Approval of President’s Contract**

College Attorney Marc Lyons presented information related to the annual renewal of the president’s contract, stating that the contract term would be for fiscal years July 1, 2019 through June 30, 2022, and adding that the board may also consider a compensation change or other terms. Lyons went on to state that the board is being asked to consider a motion to approve a renewed contract through June 30, 2022 with changes to compensation as agreed by the board, and a motion authorizing the board chair to execute a new contract on behalf of the board of trustees and North Idaho College.

Trustee Howard made a motion to renew the president’s contract with a 2.5% increase in base salary and to authorize the board chair to execute the contract on behalf of the board of trustees. The motion was seconded by Trustee Murray. Chair Wood expressed her appreciation for the president’s work and leadership. The motion carried unanimously.

**Options for Gymnasium Funding and Design**

Chair Wood opened the discussion and asked Trustee Howard to provide comment. Trustee Howard referenced a discussion and subsequent action the board had taken in the previous year to request approval by the legislature to utilize the Idaho State Building Authority for the construction of an athletic facility. He expressed his interest in beginning the process now to develop a more thorough plan to take before the legislature again in the coming session, adding his concern that waiting much longer may leave the college with little lead time to prepare such a plan. He requested an update on the study the board had authorized regarding the suitability for the long term future use of Christianson Gymnasium. Dr. MacLennan commented on the efforts by the administration to develop a funding plan to present to the legislature in the last session and the recommendation from the House committee for the college to first pursue local support for such a project. He went on to state that it would have been more helpful to have better defined the project in terms of appropriate cost and scope. He commented that there are other funding methods for the board to consider in addition to the method pursued last year. Trustee Dunlap expressed his agreement with Trustee Howard to begin developing a plan now and avoid missing the opportunity to approach the legislature in the coming session.

VP Chris Martin reported that the RFP for the Christianson Gymnasium study is under development and he described an alternative funding method for this project, in which a trust company would provide the funding for the project and sell certificates of participation to individual or institutional investors. He
explained that the facility would be held in trust over a predetermined time until it was fully paid, at which time ownership would revert back to the college.

A discussion ensued about developing and organizing project data with which to approach the legislature and simultaneously consulting with outside advisors for alternative funding methods. The board agreed to schedule a workshop to review and discuss information for multiple funding options.

INFORMATION ITEMS
Planning Update
Dr. MacLennan commented on the activities intended to align the work of Cultivate NIC with the college’s accreditation cycle going forward. Dianna Renz, associate VP of planning and effectiveness reviewed the development of integrated strategic planning at NIC, including the guiding principles, themes, objectives, and strategies intended to accomplish the strategic mission of the college. Members of the Integrated Strategic Planning Team provided the board with their perspectives on the process and its impact to their understanding of the college and the success of NIC students.

BOARD CHAIR REPORT
Chair Wood commented on a recent story in the newspaper about geese on the NIC beach.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Banducci provided a brief report from the most recent KTEC Board meeting, commenting that there are 400 students enrolled for fall, and 99% of the last class of graduates have either gone on to the military, are continuing their education, or have found employment in the job for which they were trained. He reported that KTEC recently received the highest assessments in the state. Trustee Banducci went on to comment on the upcoming ACCT conference at which NIC faculty members will be presenting. He added that one of the two faculty presenting, Ted Tedmon, has been nominated for an instructor of the year award for the Pacific Division.

There were no other remarks.

Chair Wood adjourned the meeting at 7:40 p.m.
EXECUTIVE SESSION
Chair Christie Wood called the meeting to order at 12:00 p.m. Trustee Howard made a motion to go into exec session pursuant to Idaho Code 74.206(1)(a) & (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer or employee. 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 1:45 p.m., Chair Wood adjourned the meeting.

________________________________________  ________________________________
Board of Trustees Chair                      Board of Trustees Secretary
SUBJECT
Descriptive naming for Bob and Leona DeArmond Building

BACKGROUND
At the December 17, 2018 Board of Trustees meeting, the Board approved naming the North Idaho Collaborative Education facility the Bob and Leona DeArmond Building, with the understanding that a descriptive/functional title would be developed and submitted at a later time. The recommended full name of the facility submitted for Board approval at this time is the Bob and Leona DeArmond College and University Center.

DISCUSSION
The proposed name was shared with, and has been received positively by, representatives from Lewis Clark State College and the University of Idaho, and College Senate has provided their approval of the name by way of an advisory vote.

REQUESTED BOARD ACTION
To approve Bob and Leona DeArmond College and University Center as the facility name for the building previously named the Bob and Leona DeArmond Building.

Prepared by,
Rick MacLennan, Ed.D., President