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.

4:30 p.m.  **EXECUTIVE SESSION** - Idaho Code Section 74-206 (1)(a, b c & f)*
Edminster Student Union Building, Powderhorn Bay Room

6:00 p.m.  **BOARD MEETING** - Edminster Student Union Building, Lake Coeur d’Alene Room

**CONVENE / CALL TO ORDER**
- Pledge of Allegiance
- Verification of Quorum
- Review Minutes
- Public Comment**
- Celebrating Success: Suicide Prevention Summit and NIC’s certified CRU Trainer

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

**PRESIDENT’S REPORT**

**KTEC REPORT**

**MEYER HEALTH AND SCIENCES BUILDING EXPANSION UPDATE**

**OLD BUSINESS**
- Athletic Program Expansion Summary

**NEW BUSINESS**
- Tab 1: First Reading/Action: Head Start Policy Council Bylaws and Self-Assessment Plan
- Tab 2: First Reading/Action: Copyright Policy
- Tab 3: First Reading/Action: Information Technology Accessibility Policy
- Tab 4: Action: Meyer Health and Sciences Building Expansion Project
- Action: Reschedule January 2020 Board Meeting

**INFORMATION ITEMS**
- Tab 5: Official Fall Enrollment

**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.
EXECUTIVE SESSION
Chair Christie Wood called the meeting to order at 3:33 p.m. Trustee Dunlap made a motion to go into executive session under Idaho Code § 74-206 (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
- Brad Murray  aye
- Christie Wood  aye

Trustee Ken Howard arrived at 3:40 p.m. At 4:05 p.m., Chair Wood recessed the meeting.

BOARD WORKSHOP
Chair Wood opened the workshop and VP Chris Martin introduced representatives from ALSC Architects, Indy Dehal, Troy Bishop, and Dave Houtari who were invited to present information to the board about the Meyer Health and Sciences Building Expansion and a design concept and cost estimate to renovate Christianson Gymnasium.

Mr. Bishop began by reviewing the guiding principles from which the design for the MHS expansion was developed. He described the design concept selected by the user group and project team, and reviewed the areas created within the expansion.

Mr. Dehal reviewed specifics about the design including the addition of lab and classroom spaces, offices, and student gathering spaces. He stated that the expansion adds approximately 19,600 square feet, with modernization of the existing building that provides approximately 3,800 square feet at a total project cost of $10.1 million.

VP Martin commented that the bid window would be mid-spring with an 18 month timeline for construction, adding that the project team has engaged John Young to provide a pre-construction review of the project.

Following some discussion, Chair Wood stated that the board would schedule another meeting or workshop in October for further discussion on the project.

At this time the architects presented a conceptual design to show what could be feasible for a facility in the current location of Christianson Gymnasium. They reviewed elements of the design concept including the different floor and seating configurations possible to accommodate the college’s indoor athletic programs, and administrative and operations spaces. They reviewed estimated projects costs that include retrofits, construction, and site improvements for a total cost of $18.3 million.

Discussion ensued about costs and consideration of the best location for an athletic facility. Chair Wood commented that the board has much to consider and discuss related to an athletic facility. There was no further discussion and Chair Wood recessed the workshop at 5:45 p.m.
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Wood called the meeting to order at 6:00 p.m. She led attendees in the Pledge of Allegiance and then verified that a quorum was present and welcomed attendees.

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
Megan O’Dowd, Attorney for North Idaho College

Chair Wood called for any changes to the minutes from the meeting held on August 21, 2019 and the executive session held on August 30, 2019. There were no changes noted and the minutes were accepted, as presented.

Chair Wood requested a motion to amend the agenda to move Public Comment under New Business. Trustee Howard made a motion to move Public Comment to New Business. The motion, seconded by Trustee Dunlap, carried unanimously. Chair Wood explained that the purpose of moving this item was so that it would be concurrent with the agenda item under New Business.

CELEBRATING SUCCESS
Associate Professor Aaron Cloyd and Professor Molly Michaud and members of their FLAN 207 Cultural Awareness class presented an overview of the preparation and execution of their British Murder Mystery trip to Europe last spring.

ASNIC
ASNIC President Paul McLeod reported that during their first board meeting of the semester held recently, ASNIC welcomed three new senators. They plan to bring on two more senators to replace two that left to focus on their academics. He continued to report that ASNIC activated two new ad hoc committees to review and update their constitution, and to create a student government handbook. He closed by discussing several student projects currently underway.

STAFF ASSEMBLY
Chair Tom Greene reported on business from the September Staff Assembly meeting, including updates on Information Technology services from Chief Information Officer Ken Wardinsky, and a presentation on ways college employees, as ambassadors of the college, can share information with community members.

FACULTY ASSEMBLY
Chair Chris Pelchat reported on activities from the September meeting of Faculty Assembly, which included a request from the Strategic Enrollment Management Committee for a faculty representative, discussion of the new student complaints policy and procedure, and reports on the Diversity Symposium and Humanities Conference occurring later in the fall. He went on to report that VP Burns provided information about an upcoming Survey of Entering Student Engagement that will be conducted in some classes this semester. He closed by commenting on a recent letter to the editor that was published in the September 13 issue of the Coeur d’Alene Press regarding a vote of no confidence, stating that there has been no such vote and no discussion of such a vote.
COLLEGE SENATE
Chair Ben Tschida reported that during their recent meetings, Senate held discussions on open faculty and student senator positions, reviewed and approved the newly drafted copyright policy and procedure and discussed the electronic information technology policy and procedure.

PRESIDENT’S REPORT
Dr. MacLennan opened by discussing the recent NIC Foundation fund raising event at Anthony’s Restaurant, adding his appreciation to Anthony’s for their support of this annual event. He went on to discuss recent activities at the college, including the September 10 ribbon cutting for the DeArmond College and University Center, the completion of the Boswell Hall refresh, and the Coeur d’Alene Symphony performance featuring NPR’s Garrison Keillor. He briefly discussed a recent memo to state agencies from the Governor’s Office requiring institutions to withhold 5% of this year’s general fund allocation.

MEYER HEALTH AND SCIENCES BUILDING EXPANSION
Trustee Dunlap reported on a board workshop on this project held earlier in the day. He explained that due to the addition of new health-related programs through a Department of Education grant, the building has exceeded capacity, and he described the architectural design to add labs, classrooms, offices, study spaces and a conference room. He explained that the design is for a 24,000 square foot expansion at an estimated cost of $8 million, which the board will continue to discuss.

OLD BUSINESS
There was no old business.

NEW BUSINESS
North Idaho College Athletic Program
Chair Wood made some introductory remarks and stated that Public Comment would be taken following this item. She then asked Trustee Howard to describe how the college joined the NWAC. Trustee Howard began by encouraging attendees to provide their comments, adding that hearing comments and ideas is valuable to the board. He went on to described the reasons why the college changed athletic conferences and the principles the board considered in making the decision to move.

Trustee Dunlap described how the college engaged in a college wide budget reduction exercise in response to reduced enrollment in 2014 and he explained the elements and related philosophies of the recommendation for the board to approve moving to the NWAC. He went on to describe the support the board received from college constituencies and other stakeholders and the subsequent vote by the board to move to the NWAC.

Dr. MacLennan discussed the background and timeline for the investigation of the college by the NWAC and the college’s response to the resulting sanctions and penalties, adding that the college’s appeal was developed with the intent of providing NIC athletes continued access to intercollegiate competition. He continued by commenting on the lessons learned and steps taken to comply with the Conference rules, stating that at no time was there any indication by the Conference that they wanted NIC to leave the Conference.

VP Graydon Stanley addressed the details of allegations by the Conference and steps the college has taken to address those matters. He explained the methods now employed related to Booster Club funds, expressing that at no time was the Booster Club at fault with their operations.

PUBLIC COMMENT
Chair Wood informed community members that they would be limited to three minutes each for comments, and she explained that the board will not comment on personnel matters or engage in
discussion. She stated that should there be any questions that community members would like to ask, they are welcome to send them through the President’s Office for dissemination to the board. The following individuals provided comments:

John Beutler expressed his disappointment with the college’s response to the sanctions imposed by the Northwest Athletic Conference.
Charlie Nipp expressed his disappointment with the college’s response to the sanctions imposed by the Northwest Athletic Conference.
Paul Berger expressed his disappointment with the college’s response to the sanctions imposed by the Northwest Athletic Conference.
John Stone proposed an idea for the board’s consideration related to Al Williams’ retirement.
Rolly Williams expressed his feeling that NIC Athletics should be competing at the national level and he offered his support for Al Williams.
Rob Robinson expressed his support for the college to leave the Northwest Athletic Conference and he offered his support for former wrestling coach Pat Whitcomb.

Chair Wood thanked community members for providing their comments, adding that at some point in the future, the board may discuss the topic of athletic conferences. She went on to state that the board wishes to regain credibility, model the right behavior for students and make good on what the college has been charged with.

BOARD CHAIR REPORT
Chair Wood commented briefly on the recent meeting of the Idaho Community College Consortium.

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

Chair Wood adjourned the meeting at 7:45 p.m.
BOARD WORKSHOP
Chair Wood opened the workshop and at 5:05 p.m. and commented that the purpose of the workshop was for the board to review scope and cost estimates for the expansion project for the Meyer Health and Sciences Building and to provide the administration with some direction going forward. Dr. MacLennan made some introductory remarks and asked VP Chris Martin to begin the discussion.

VP Martin reviewed the programming work that had occurred over time, based on needs identified by Meyer Health and Sciences building users and the project team, and the project scope that led to the current status of the expansion design.

A discussion ensued about whether or not the proposed design will meet future need and Trustee Howard expressed his interest in addressing the functional core programming needs and ensuring the college has the appropriate space for future growth. The discussion continued around addressing the needs for natural sciences programs as well as planning for future growth in the health sciences. Following this discussion, Chair Wood requested that the administration prepare a recommendation for the board to vote on during the regularly scheduled October board meeting for moving ahead with the proposed expansion to address needs identified for natural sciences programs. She also requested that the administration begin looking at ways to address needs in the health sciences programs.

Chair Wood adjourned the meeting at 6:00 p.m.
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
First Reading: Head Start Policy Council Bylaws
First Reading: Head Start Self-Assessment Process

BACKGROUND
The Head Start Act and/or the Head Start Program Performance Standards requires the Governing Board, which consists of the NIC Board of Trustees and Head Start Policy Council, to annually review and approve the Policy Council Bylaws and the annual self-assessment process.

DISCUSSION
By-Laws: Changes proposed include the decrease of the required number of Policy Council representatives serving on the ERSEA, Bylaws, Program Policies and Nutrition committees. The term “phone voting” was changed to “electronic voting” to encompass the various methods of contacting reps.

Self-Assessment Process: Self-Assessment systems measure agency accomplishments, strengths, and weaknesses, and support a continuous quality improvement approach to managing Head Start programs. The Office of Head Start uses the self-assessments to better distinguish between compliance and quality, enabling them to identify and track elements that reflect strong performance.

Head Start, locally, will utilize the new Head Start Federal Aligned Monitoring System Focus Area One (Understanding the Approach to Program Services) as a guide for this year’s Self-Assessment process. Additionally, the process includes data review and feedback from staff, parents and community members. The Head Start Policy Council approved the proposed process at the September 2019 Policy Council meeting.

COMMITTEE ACTION
Board Review and Approval

FINANCIAL IMPACT
There is no financial impact on North Idaho College since federal appropriations, private gifts and donations fund Head Start.

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

Prepared by
Beth Ann Fuller
Director, Head Start
Policy Council Bylaws

ARTICLE I  Name
The name of this organization shall be the North Idaho College Head Start Policy Council, hereafter in these Bylaws called Policy Council.

ARTICLE II  Purposes and Functions
Section I  Purpose
The purpose shall be to comply with the requirements of Improving Head Start for School Readiness Act of 2007, Section 642 and to implement Head Start Program Performance Standards, subchapter B of 45 CFR chapter XIII, 1301.1 Program Governance "An agency must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs."

Policy Council is responsible to work with the governing body and staff to be involved in the decision-making process, prior to the point of seeking approval, for planning and coordinating for the Head Start program, and establish and maintain procedures for hearing and resolving community complaints about the program. This Policy Council serves the counties of Kootenai, Shoshone, Boundary, Bonner, and Benewah in the State of Idaho.

Section II  Functions
The functions of the Policy Council:
1. Develop and approve the goals and objectives for Head Start within the agency, and establish ways to meet them within the Administration for Children and Families (ACF) guidelines.
2. Review the Community Assessment, approve the Target Service Areas, and assure that these meet the required standards.
3. Develop a plan for recruitment and selection of eligible children using the current ACF guidelines.
4. Establish the composition of Policy Council and determine committees for dealing with individual program procedures.
5. Serve as a link to the Center Parent Committees, Center Staff, North Idaho College Board Liaison as designated by the Board of Trustees, North Idaho College Board of Trustees, public and private organizations, and the communities they serve.
6. Assist and develop a plan to help Center Parent Committees in communicating with parents enrolled in all program options to insure that they understand their rights, responsibilities, and opportunities in Head Start, and to encourage their participation in the program.
7. Assist and develop a plan to help Center Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and insuring that funds set aside from program budgets are used to support parent activities.
8. Establish and maintain procedures for hearing and resolving complaints about the program.
9. Collaboratively develop Personnel Policies with the Staff Development Committee and the Director. Approve Personnel Policies.
10. With the Director, establish criteria, procedure, and approval for the selection and release of all staff personnel.
   a. All recommendations for hire will be presented at the next regularly scheduled Policy Council meeting.
i. In the event waiting to vote at the next meeting impedes center operations, for all benefit-eligible positions as well as part-time assistant teacher and part-time family advocate positions, the Policy Council Chair may direct a phone vote take place utilizing an electronic method (i.e., phone, email).

ii. Other part-time positions may be filled with the recommendations of the committee, as long as a Policy Council Representative is on the committee, with a personnel report presented at the next regularly scheduled meeting.

1. In the event, a Policy Council Representative is not on the committee, the part-time position recommendation must be presented at the next regularly scheduled meeting or by a phone an electronic vote at the discretion of the Policy Council Chair.

11. Approve or disapprove request for funds and proposed work programs, based upon the recommendations of the Director.

12. Approve or disapprove major changes in the operating budget and operations and monitoring system while the program is in operation.

13. Participate with program staff to identify needs to provide assistance for recruitment for volunteers and community resources. Participate in a yearly self-evaluation of the program.

14. Be a link between the community resources and Head Start parents.

15. To follow Impasse Procedures, Article VIII.

ARTICLE III Membership and Meetings

Section I Composition

The Policy Council shall be composed of no less than 51% parents currently enrolled in Head Start and no more than 49% representatives from the community. Representatives are elected before the October Policy Council Meeting. Each Head Start Center Parent Committee elects voting representatives as follows:

<table>
<thead>
<tr>
<th>Centers / Parent Committees</th>
<th>Center Enrollment Slots</th>
<th>Number of Parent Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center A</td>
<td>61-90</td>
<td>4</td>
</tr>
<tr>
<td>Center B</td>
<td>41-60</td>
<td>3</td>
</tr>
<tr>
<td>Center C</td>
<td>21-40</td>
<td>2</td>
</tr>
<tr>
<td>Center D</td>
<td>0-20</td>
<td>1</td>
</tr>
</tbody>
</table>

Section II Selection Policy Council Parent Representatives

1. Each Head Start Center Parent Committee elects Policy Council Representatives by the first Friday in October. This allows for their attendance and training at the October meeting. Center Policy Council Representatives are comprised exclusively of the parents of children currently enrolled at the center.

2. Their term of office will be October through October.
   a. This allows for the October meeting to have experienced members from the previous year present to run the meeting.
   b. Policy Council Representatives, elected during the year will be seated at the first possible meeting after their election at the Center Parent Committee with their term going through the following October meeting.

3. Staff may not serve on the Policy Council except parents who occasionally substitute as staff.

Section III Selection Policy Council Community Representatives

1. Representatives from the community may include individuals selected from the following community groups by the Policy Council: Community representation will be considered from all our communities when positions are available.
a. State service agencies
b. Private service agencies
c. Community organizations
d. Public and private school personnel
e. Parents of former Head Start children, including those holding an office with any of the following agencies: Idaho Head Start Association, Region X Head Start Association, or National Head Start Association
f. A representative from Grantee Board of Trustees
g. Health Care Professionals
h. Recommended interested community citizens.

2. Prior to the October Policy Council meeting, permission is obtained from proposed representatives from the community to submit their names for nomination to the Policy Council. Policy Council members, Head Start staff, and Grantee Board may submit nominations to the Policy Council. Nominations for community representative will be submitted throughout the program year as needed.

Section IV Term of Office
Policy Council representatives shall serve for a term of thirteen (13) months beginning with the October meeting and ending with the October meeting. No representative shall serve on the Policy Council for more than five (5) terms, subject to any changes in Head Start Program Performance Standards and/or regulations.
   a. A currently seated Policy Council representative, interested in serving another term, must stand for re-election at the respective center parent committee.

Section V Meetings
1. Regular meetings of this Policy Council will be held monthly, usually the third Friday of the month. Meeting dates are subject to change as decided by the Policy Council.
2. The Chair may call special meetings of the Policy Council as needed. Advance notice of at least forty-eight (48) hours must be given.
3. The North Idaho College Head Start Staff Recorder will maintain Policy Council minutes for all regular and special meetings. The Staff Recorder shall see that a record of minutes is kept on file at the Head Start Central Office and sends out copies of minutes to each member, the North Idaho College Board Liaison as designated by the Board of Trustees, and the North Idaho College Board of Trustees Chair. The staff recorder has no membership privileges.
4. Notice of regular meeting - written notices are mailed or emailed to each Policy Council representative at least five (5) days prior to the date of each regular meeting. An agenda for forthcoming meeting is enclosed. Minutes of the past meeting are mailed or e-mailed within two weeks of the meeting. Notice of special meetings shall be by personal or electronic contact.
5. Quorum - 1/3 of the seated representatives of Policy Council must be present to constitute a quorum for regular meetings or special meetings to transact business, no less than 51% must be parents.
   a. Quorum for Phone Electronic Voting - 1/2 of the seated representatives of Policy Council must respond to constitute a quorum, no less than 51% of the responses must be parent representatives.
   b. The Chair counts as part of the quorum.
7. Voting Rights - Each Policy Council representative shall have one (1) vote, except the Chair who votes in the event of a tie.
8. Policy Council parent members, in order to participate fully, may receive, when necessary, reimbursement/payment for reasonable expenses incurred by the members.
9. Guests may attend meetings, but may be excluded from the room for any discussion or vote at any time by the acting chair.

Section VI Duties of Representatives
1. Due to the progressive nature of the work and responsibilities of Policy Council and to support informed decision-making, representatives shall maintain good standing. Representatives in good standing attend and arrive on time for all regularly scheduled monthly meetings.
2. Representatives attend selected and/or required committee meetings.
3. Notify Policy Council Vice-Chair, or Policy Council Advisor when unable to attend. In the case of an emergency, contact your respective center.
4. Actively participate in meetings by reading the previous meeting minutes and agenda for the upcoming meeting prior to the meeting and discussing matters to be considered with the group he/she represents.
5. Notify the Policy Council Advisor if they can no longer serve as a Policy Council Representative.
   a. The Policy Council Advisor notifies the Supervisor when a vacancy occurs.
6. Keep informed of the Policy Council’s purpose, plans, and progress.
7. Community representatives shall provide verbal reports to Policy Council at each Policy Council meeting.
8. Parent representatives shall meet with Supervisor or Center Assistant and prepare a center report for Policy Council prior to each Policy Council meeting.
9. Parent representatives report back to their Center Parent Committees any actions taken by the Policy Council that have not been declared confidential.
10. Submit agenda items to the chairperson at least eleven (11) days prior to the forthcoming meeting.
11. Serve on committees as established by Policy Council.

Section VII Attendance
1. Roll is taken at each meeting anyone not in attendance is marked absent.
   a. Late arrivals will be indicated on the meeting attendance.
      i. Voting privileges may be suspended. Special circumstances will be considered by the Policy Council Chair.
2. Representatives should be present at all regular monthly meetings and assigned sub-committee meetings.
3. Policy Council minutes will reflect all absences.
4. A representative in good standing will miss no more than three (3) meetings.
   a. When one of the representatives has three (3) absences, Policy Council will determine by a 2/3 vote of members in attendance at the Policy Council meeting whether or not the representative should be retained.
   b. The Policy Council retains the right to consider extenuating circumstances.
   c. The Policy Council Advisor notifies the respective Supervisor of Policy Council’s action to unseat a representative from a position. The chair shall make a reasonable attempt to notify unseated individuals.
   d. If it is the decision of the Policy Council to unseat the non-participating representative, a new representative will be elected through the respective Center Parent Committee.

ARTICLE IV Officers and Delegates
Section I Officers
1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer
Section II Election and Term of Office
   a. All officers shall be elected for a one (1) year term at the October meeting. Term of
      office begins at the November meeting. Officers can only serve in one officer
      position. Officers demonstrate commitment to leadership duties and attendance at
      all meetings. An officer or a designee attends any North Idaho College Board of
      Trustees meeting when Head Start business is presented.

Section III Duties of Officers
  1. Chair
     a. Presides at all regular and special Policy Council meetings.
     b. Demonstrates a clear understanding of the Policy Council Bylaws.
     c. Explains each motion before it is voted upon.
     d. Calls the meeting to order and formally closes it.
     e. Calls special meetings when necessary.
     f. Appoints committee chairperson and supervises committee appointments if needed.
     g. Reviews and approves the agenda for each regular meeting and sees that it is
        distributed to representatives.
     h. Receives Staff Development Committee report for general business and serves on
        the Scholarship and Award Committee.
     i. Receives and handles all mail addressed to the Policy Council and is responsible for
        all official correspondence.
     j. May delegate duties as needed to Vice Chair.
     k. Communicates with the North Idaho College Board Liaison as designated by the
        Board of Trustees for any issues that require Board of Trustees attention.
     l. Votes only in the case of a tie vote of the Policy Council representatives.
        A Chair who fails to perform his/her duties may be removed from office by a 2/3
        vote of members in attendance at the Policy Council meeting.

  2. Vice-Chair
     a. Presides over the Policy Council meeting and all duties associated with that meeting
        in the absence of the Chair.
     b. Assists with the secretary duties in the absence of the Secretary.
     c. In the case of resignation of the Chair, assumes the office of Chair until the Policy
        Council elects a permanent Chair.
     d. Chairs the Bylaws Committee.
     e. Notes whether a quorum is present.
     f. Receives notice from Policy Council Representatives when a member will be absent
        from a meeting.
     g. Maintains records of Policy Council member attendance and reports to the Policy
        Council Chair when a representative has three (3) absences.
     h. A Vice-Chair who fails to perform his/her duties may be removed from office by a 2/3
        vote of members in attendance at the Policy Council meeting.

  3. Secretary
     a. Keeps a Policy Council notebook that includes: A copy of the Bylaws, a copy of the
        current Policy Council member list, , and the agenda and minutes for the last twelve
        (12) months.
     b. Ensures that the Policy Council notebook is available at all Policy Council meetings.
        a. The Policy Council notebook is stored in the Policy Council's locked cabinet.
     c. Assist chair as Time keeper.
     d. A Secretary who fails to perform his/her duties may be removed from office by a 2/3
        vote of members in attendance at the Policy Council meeting.

  4. Treasurer
a. Reviews and signs all travel and childcare reports.
b. Keeps an accurate record of the Policy Council’s expenditures.
c. Distributes an itemized budget report covering all Policy Council expenditures.
d. Chairs the Policy Council Budget Committee.
e. A Treasurer who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

Section IV – Delegates
1. State Representative to the Idaho Head Start Association (IHSA)
a. One Delegate is elected for a one-year term.
b. The Delegate must be a current or past Head Start parent or legal guardian and Policy Council Representative at the time they are elected.
c. Delegates may serve up to two, one-year terms.
d. One State Representative Alternate shall be elected who is a current or past Head Start parent or legal guardian with voting rights in the absence of the Delegate.
i. The State Representative Alternate will automatically fill the Delegate’s vacancy if needed for the remainder of the elected term. A new State Representative Alternate will be elected to finish the current term.
e. Election of the State Representative Delegate and the State Representative Alternate occurs prior to the annual IHSA membership meeting.
f. Term of office shall be one year.
g. Duties of the Delegate include, but are not limited to:
   i. Attend all Policy Council meetings.
   ii. Attend all funded State meetings.
   iii. Provide a written and oral report to the Policy Council following each State meeting.
   iv. Attend other meetings as needed with administration, staff, and Policy Council representatives.
h. A State Representative Delegate or State Representative Alternate who fails to perform his/her duties may be removed from position by a 2/3 vote of members in attendance at the Policy Council meeting.

ARTICLE V Committees
Representatives select committees to serve on at the Committee Meeting Session prior to the October Policy Council meeting. When representatives/officers change, the committee roster is updated by the Staff Recorder.

Section I Personnel Committees
1. Center Personnel Committee: Policy Council Representatives and/or Center Parent Representatives are involved in the interview and selection process for hiring staff.
2. Executive Personnel Committee: This committee shall consist of at least three (3) Policy Council representatives including the Chair and is called by the Head Start Director as needed.

Section II ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Committee
1. The committee shall consist of at least three (3) Policy Council representatives.
1. The committee shall design the recruitment and enrollment criteria, that includes the criteria for selection of families, to be used for enrolling families in the Head Start program.
Section III Program Self Assessment Committee
1. Committee consists of at least two (2) Policy Council Representatives.
2. Members will attend Self-Assessment training prior to conducting the program self-assessment.

Section IV Grant Planning Committee
1. Consists of the Administration Team, (1) one staff representative from each center, at least (3) Policy Council representatives, (1) one of which must represent a rural program serving less than twenty-three (23) families, as voting representatives.
2. This committee meets up to three (3) times a year to plan the grant for the next program year.
3. Grant Planning reports are presented to Policy Council.

Section V Bylaws Committee
1. Consist of Policy Council Vice-Chair and at least three (3) Policy Council Representatives.
2. Meets at least once during the program year and when needed to review all Bylaws and make recommendations for revision.

Section VI Program Policies Committee
1. Consist of all administrative team, designated staff from each component and at least three (3) Policy Council representatives.
2. This committee meets semi-annually to review changes and make recommendations for the following year.

Section VII Policy Council Budget Committee
1. Consists of Policy Council Treasurer as chair, two current parent representatives, and the Head Start Director.
2. Complete an inclusive Policy Council budget with categories covering all areas of expenditures and present to the Council.
3. Meet to update budget at the beginning of each fiscal year.
4. Review center strategic planning and make recommendations to allocate resources as needed and available.
5. Review and update, as needed, the Policy Council Childcare and Transportation Policy.

Section VI Nutrition Committee
1. Consist of at least three (3) Policy Council representatives.
2. This committee meets semi-annually to review standardized menus and CACFP requirements, and make recommendations.

Section VIII Scholarships and Awards Committee
1. Consists of Policy Council Chair, Staff Development Committee Chair and Staff Development Committee Scholarships and Awards sub-committee members.
2. Reviews all applications for Scholarships and Awards.
3. Selects all finalist applications.
   a. The program submits the selected finalists to the National respective Head Start Associations complying with the their defined timelines.
4. Plans for recognition and celebrations for all applicants.

Section IX Special Committees
1. The chairperson or Policy Council appoints special Committees as the need arises. Membership of Special Committees may include Center Parent Representatives.
ARTICLE VI Conflict of Interest
The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to North Idaho College Head Start (NICHS), or result in personal financial, professional, or political gain on the part of such persons at the expense of or its members, supporters, and other stakeholders.

Definitions:
- Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a Policy Council Representative.

Procedures:
Full disclosure, by notice in writing, shall be made by the interested parties to the full Policy Council in all conflicts of interest, including but not limited to the following:
- A Policy Council Representative is related to a staff member by blood, marriage or domestic partnership.
- A Policy Council Representative stands to benefit from an NICHS transaction receives payment from NICHS for any subcontract, goods, or services other than reimbursement for reasonable expenses incurred as provided in the bylaws and NICHS policy.  
- A Policy Council Representative who is formally considering employment with NICHS must notify the Policy Council Chair (or Vice-chair if it is the Chair) and will not participate on the hiring committee nor as a voting member during the specific Policy Council meeting when hiring for said position and are excluded from the room during the discussion and vote. Employee status terminates their membership as a Policy Council Representative, except for parents who occasionally substitute as staff.

Following full disclosure of a possible conflict of interest or any condition listed above, the Policy Council shall determine whether a conflict of interest exists and, if so the Policy Council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect NICHS's best interests.

This Conflict of Interest policy, as part of the Policy Council Bylaws, is given to all Policy Council Representatives, through the Policy Council notebooks. The Policy Council Bylaws are also available through the Program's Policies and Procedures located on the NIC Head Start SharePoint site.

ARTICLE VII Grievance Procedure
If a grievance is brought to Policy Council, the Policy Council will work to resolve the grievance.

Should no resolution be met for the grievance, then the Policy Council Chair will present the grievance to the North Idaho College Board Liaison as designated by the Board of Trustees.

The North Idaho College Board Liaison will present the grievance to the North Idaho College Board of Trustees for action.

ARTICLE VIII Impasse Procedures
According to HSPPS 1301.6, to facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner. The governing body considers
proposed decisions from the policy council and the policy council considers proposed decision from the governing body.

If there is a disagreement, the governing body and the policy council notify the other in writing, within ten (10) days, why it does not accept a decision.

Head Start Grantees will the responsible ACF Regional Office as soon as possible, and no later than ten (10) days after becoming aware that there is a conflict between the Grantee agency and the Policy Council, especially those which, if not resolved, could lead to termination, or denial of refunding, of the Head Start grant.

Recognizing there is an impasse, the Grantee and the Policy Council, should, within 10 days, submit the dispute to the offices of a mutually agreeable 3rd party mediator. The Regional Office will be informed of the selection of a mediator and the time and location of the meetings. The Grantee and the Policy Council are expected to attend any meetings requested by the mediator.

If the conflict relates to the Grantee's refunding, the mediation process must be completed 15 days prior to the Grantee's refunding date unless the mediator has indicated to the Regional Office, in writing, that additional time for mediation will likely result in a successful resolution of the conflict which case the Regional Administrator may consider whether an extension may be granted for the submission deadline of the Head Start grant application. The refusal of either party to engage in a mediation process shall be taken into consideration by the ACF Regional Office in determining what course of action is warranted.

If no resolution is reached with the mediator, the Governing Body and Policy Council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE IX  Amendments

These Bylaws will be reviewed annually by the Bylaws Committee and presented to Policy Council and the Grantee Board of Trustees for approval.

These Bylaws may be amended by sending a copy of the proposed amendment to each Policy Council member at least one (1) week before the meeting in which the amendments are considered. Amendments must be approved by a quorum of the Policy Council.

Policy Council Approval  September 20, 2019

North Idaho College Board of Trustees Approval
SUBJECT  
Copyright Policy  

BACKGROUND  
North Idaho College has not had a copyright policy, so a committee, composed of staff and faculty, was formed to develop one that serves to establish guidelines regarding the use of copyrighted materials. The policy and its related procedure were both reviewed and approved by Faculty Assembly, Administrative Council, President’s Cabinet and the College Senate.  

DISCUSSION  
The policy was written based on the United States Copyright Law, Title 17, U.S. Code, 1976, the Fair Use of Guidelines of 1997, the TEACH Act of 2002, the Digital Millennium Copyright Act (DMCA) and the DMAC exceptions of 2006. The Molstead Library maintains and makes available the resources to understand copyright laws.  

FINANCIAL IMPACT  
Approval of this policy has no identified financial impact.  

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

Prepared by  
Lita Burns, PhD  
Vice President for Instruction
I. Policy Statement

The North Idaho College Copyright Policy and Procedure establishes guidelines regarding the “Fair Use” of copyrighted material, use of multimedia and copyrighted works in the classroom, and information regarding the Digital Millennium Copyright Act.

II. Overview & Purpose

North Idaho College bases its copyright policy and procedure upon United States Copyright Law, Title 17, U.S. Code, 1976, the Fair Use of Guidelines of 1997, the TEACH Act of 2002, the Digital Millennium Copyright Act (DMCA), and the DMCA exemptions of 2006. The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. This policy and procedure intend to guide college employees to better understand what the law allows, and why some services that are technically possible may nevertheless face restriction. North Idaho College remains open to receiving any new information on or interpretation of copyright law. This policy and procedure intend to provide guidance and information to faculty, staff, and students about applicable law. It is the responsibility of departments to consult and follow the copyright laws and to develop their own supplemental rules and procedures for copyright compliance as appropriate to address issues or materials unique to the department. Molstead Library maintains resources to understand copyright laws.
III. Scope

This policy and procedure apply to all members and agents of the North Idaho College community, including the Board of Trustees, administrators, faculty, staff, students and alumni and any other person who has access to information technology resources at North Idaho College.

IV. General Information About Copyright

Copyright grants to the author or originator the sole and exclusive privilege of creating multiple copies of literary or artistic productions and publishing and selling them. Copyright protection exists for original works fixed in any tangible medium of expression, including:
- literary works;
- musical works, including any accompanying words;
- dramatic works, including any accompanying music;
- pantomimes and choreographic work;
- pictorial, graphic, and sculpture work;
- motion pictures and other audiovisual works;
- sound recordings.

V. Copyright Protections and Fair Use Principles

Copyright law is inherently complex and copyright law should be consulted in all instances. A fair use of a copyrighted work depends upon a specific determination based upon the circumstances of the use. The copyright holder has important and exclusive rights. These rights include the right to copy, distribute, adapt, perform, display, and create derivative or collected works. In general, any use of copyrighted materials requires permission from, and potentially payment of royalties to, the copyright holder unless the use falls within an exemption in the law, such as the fair use exemption.

The North Idaho College community members must make demonstrable good faith efforts to understand the fundamentals of copyright law and the reasonable application of fair use. When North Idaho College community members plan to use a copyrighted work in their teaching or research, they must examine the specifics of their use within the context of the law in order to determine whether they should seek permission for the use or depend instead upon the fair use exemption.

An appropriate exercise of the fair use exemption depends on a case-by-case application and balancing of four factors as set forth in a statute enacted by Congress:
1) The purpose and character of the use, including whether the copied material will be for nonprofit, educational, or commercial use;
2) The nature of the copyrighted work, with special consideration given to the distinction between a creative work and an informational work;
3) The amount, substantiality, or portion used in relation to the copyrighted work as a whole; and

4) The effect of the use on the potential market of the copyrighted work.

VI. Responsibilities

Compliance with the federal copyright law and with this policy is the responsibility of every member and all agents of the North Idaho College community, including the Board of Trustees, administrators, faculty, staff, students and alumni, and any other person who has access to information technology resources at North Idaho College. North Idaho College expects all members of its community to take a personal interest in becoming informed about how copyright law affects our work at North Idaho College.

The North Idaho College President’s Cabinet has responsibility for enforcing this policy and procedure. The Director of the Library supports the interpretation of this policy and procedure by maintaining library materials for employees and students.

VII. Definitions

1) Copyright (as defined by the U.S. Copyright Law). A form of protection provided by the laws of the United States for "original works of authorship," including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations.

2) Fair Use (as defined by U.S. Copyright Law). Fair use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research that does not infringe copyright.

3) Derivative Work. A derivative work is a work based on or derived from one or more already existing works. Common derivative works include translations, musical arrangements, motion picture versions of literary material or plays, art reproductions, abridgments, condensations of preexisting works, and “new editions” of preexisting work.

4) Collective Works. Collective works, also known as compilations of data or compilations of preexisting works, are materials selected, coordinated, or arranged in such a way that the resulting work as a whole constitutes a new work.

5) Royalties. A percentage of gross or net profit or a fixed amount per sale to which a creator of a work is entitled, which is agreed upon in a contract between the creator and the manufacturer, publisher, agent and/or distributor.
6) Creative Work. A tangible form of original creative expression including fine artwork, choreographic works, literary works, filmmaking, dramatic works, sound works, architectural works, and musical works.

7) Informational Work. A tangible form of work that includes ideas, procedures, methods, systems, processes, concepts, principles, or discoveries; titles, names, short phrases, and slogans; familiar symbols or designs; variations of typographic ornamentation, lettering, or coloring; or listings of ingredients or contents.

8) Agent. A person who is authorized to act for an organization through employment, by contract or apparent authority.
SUBJECT
Policy 3.08.09: Electronic Information Technology Accessibility

BACKGROUND
In 2015, the current CIO, Ken Wardinsky, joined a newly formed committee chaired by Mr. Tim Gerlitz called the Electronic Information Technology Committee (EITC), which was later recognized as a standing committee by the college senate. This committee’s charge was to review information technology and accessibility at North Idaho College (NIC). This committee recognized the challenges of EITC issues at NIC and made recommendations to leadership to request state line-item funding for a full-time assistive technology coordinator along with funding support for maintenance and operations.

This request was submitted to the state for the FY17 budget and was approved by the state legislature. With the state line item, the board of trustees also approved the hiring of a full-time assistive technology coordinator in its FY17 budget. In January 2018, NIC hired a full-time assistive technology coordinator who then became an official member of the EITC committee.

Having a full-time position dedicated to looking at assistive technology at NIC led to the committee’s desire to develop an official policy around electronic information technology and the desire for NIC to ensure that its public facing technology is inherently accessible to all individuals.

Dedicated funding from the state can be used to ensure that the policy is followed and that NIC has the financial means to make its public facing technology fully accessible to current accessibility standards.

DISCUSSION
The primary discussion points around this policy focus on what must be accessible. It was determined by multiple committees that any public facing technology must be accessible to anyone who views that content. The term limited-use implies that the content must be accessed by providing a username/password to access the material. In the case of limited-use resources, any information that would need to be accessible by a student or employee but that is currently not accessible, would be dealt with as an accommodation request as per board policy 5.13: accommodations for students and employees with disabilities. The committee also identified that future-forward technology would be accessible and that any technology currently in place would be considered a legacy resource as defined in the policy.

COMMITTEE ACTION
This policy was first drafted by the accessibility coordinator and then reviewed by the EITC committee. Once this committee was satisfied with the language of the policy, it was then sent to the Information Technology Policy and Planning Council (ITPPC) which then edited the policy and procedure. Once the ITPPC was satisfied with the policy it was then sent to President’s Cabinet for review, and also to the Administrative Council. After no major edits, concerns, or revisions from these groups, the policy and procedure were sent to the College Senate for first and second readings with minimal changes.
FINANCIAL IMPACT
North Idaho College receives line-item funding annually from the state legislature in direct support of this policy and procedure. These funds can be used for both procurement of accessible software systems as well as awareness and training. No additional funding other than the line item funding would be required to implement this policy.

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

Prepared by
Ken Wardinsky, Chief Information Officer
Policy

Policy Narrative

Policy
North Idaho College provides equal opportunity to its educational and administrative services, programs, and activities in accordance with federal law. This policy extends to the College’s electronic and information technology (EIT) resources and applies to their procurement, development, implementation and ongoing maintenance.

Administrators, faculty, and staff are responsible for ensuring equal and effective access to the College’s electronic and information technology. All public EIT resources will follow current accessibility guidelines. Limited-use EIT resources will follow the same guidelines whenever possible. Legacy and limited-use EIT resources may be made accessible upon a reasonable accommodation request.

Definitions
“Public EIT resources:” refer to EIT resources that are public facing or generally accessible to anyone without the need to authenticate an account to see the resource.

“Limited-use EIT resources:” refers to EIT resources that are not normally public facing and are distributed to a smaller group of users for academics, institutional training, and/or operations. These resources normally require some type of authentication to access them.

“Legacy EIT Resources:” refers to EIT resources that may be public or limited-use and are older than the effective date of this policy.
TAB 4

SUBJECT
Authorization for construction of Meyer Health and Sciences expansion project

BACKGROUND
During the November 2018 meeting, the board authorized the design of an addition to the Meyer Health and Sciences Building. The expansion was most recently identified as a need during the facility master planning work that was completed in spring 2018 as part of the college’s integrated strategic planning efforts.

ALSC Architects was selected as the winning proposer for the design of the expansion project through a competitive RFQ in February 2019.

DISCUSSION
The college has engaged ALSC alongside program directors, division chairs and faculty in the design of an addition to the Meyer Health and Sciences building to expand classroom and science lab capacity. Schematic design for the expansion was completed in early September 2019. The project is currently slated to be approximately 20,000 square feet over two floors, including four labs, a cadaver lab, five conference/team rooms, four classrooms and supporting offices. During two separate recent board workshops the college received feedback and direction on scope and will implement this feedback in the design development phase.

COMMITTEE ACTION
None

FINANCIAL IMPACT
This project will be constructed as design-bid-build. The expansion will be funded using the Board Capital Reserve Fund.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to authorize the administration to move forward with the proposed schematic design with the anticipation to take the project to bid for construction in spring 2020.

Prepared by,
Chris Martin
Vice President for Finance and Business Affairs
SUBJECT
Fall 19 Enrollment Report

BACKGROUND
The Idaho State Board of Education requires that public colleges and universities record their fall enrollment numbers as of October 15. At North Idaho College, headcount is down 5.2%, and the FTE is down 5.4%. An overview will be presented at the board meeting.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
This is an information report and no action is requested.

Prepared by,
Graydon Stanley, VP of Student Services
Dianna Renz, Association VP Planning and Effectiveness