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 c & f)*
Edminster Student Union Building, Powderhorn Bay Room

5:00 p.m. **BOARD BUDGET WORKSHOP** – Edminster Student Union Building, Driftwood 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: Paving the Way to Global Accessibility Awareness Day

**SPECIAL BUSINESS**
Tab 1: Election of Officers

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

**PRESIDENT’S REPORT**

**MEYER HEALTH AND SCIENCES BUILDING EXPANSION UPDATE**

**OLD BUSINESS**
Athletic Program Expansion Summary
Tab 2: Action: Information Technology Accessibility Policy

**NEW BUSINESS**
Tab 3: Action: Accept 2019 Fiscal Audit
Tab 4: First Reading/Action: Intellectual Property Policy
Tab 5: Action: Resolution for Use of Real Property

**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 4:35 p.m. Trustee Howard made a motion to go into executive session under 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, § 74—206 (1)(c) to deliberate regarding an acquisition of an interest in real property, and § 74—206(1)(f) to communicate with legal counsel regarding pending/imminently-likely litigation. The motion was seconded by Trustee Murray and roll call vote was taken as follows:

Joe Dunlap    aye
Ken Howard    aye
Brad Murray   aye
Christie Wood aye

Trustee Todd Banducci arrived at 4:40 p.m. At 5:30 p.m., Chair Wood recessed the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Wood called the meeting to order at 6:05 p.m. She led attendees in the Pledge of Allegiance and then asked Trustee Dunlap to read, aloud, the college’s mission statement. Chair Wood next verified that a quorum was present and welcomed attendees, recognizing the presence of Mr. Jake Garringer, North Idaho Field Director for Idaho Governor Brad Little.

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

Also present: Rick MacLennan, President
              Lita Burns, VP for Instruction
              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 September 25, 2019 and the board workshop held on October 22, 2019. There were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT
There was no public comment.
CELEBRATING SUCCESS
VP Graydon Stanley introduced Tim Gerlitz, director of Disability, Health and Counseling Services, who presented information from the second annual North Idaho Suicide Prevention Summit hosted at NIC in partnership with Panhandle Health, Kootenai Health, Idaho Department of Health and Welfare, and the North Idaho Suicide Prevention Action Network.

ASNIC
ASNIC President Paul McLeod reported on student activities, including regular meetings of a constitution review committee, the organization of a budget planning committee, and recruiting for open senator positions. He went on to discuss current projects such as a mentorship program, work on a tobacco free campus policy, a recycling process, and the creation of a mural in the SUB.

STAFF ASSEMBLY
Vice Chair Jeff Davis reported in place of Chair Tom Greene. He discussed activities from the October Staff Assembly meeting, including recognition of the October Sterling Silver Award winner, a report from NIC’s Accreditation Liaison Officer, and information related to the establishment of an administrative assistants group at the college.

FACULTY ASSEMBLY
Chair Chris Pelchat reported that during the October Faculty Assembly meeting, faculty discussed the Student Complaints Policy and received information on budget and enrollment from President MacLennan and VP Chris Martin. He went on to report that the Faculty Assembly Executive Committee is reviewing the Faculty Assembly’s constitution and bylaws and how faculty are solicited for membership on campus committees.

COLLEGE SENATE
Chair Ben Tschida reported that Senate met twice since the last board meeting and reviewed and accepted edits from the administration on the newly developed Copyright policy, and also reviewed and approved the Information Technology Accessibility policy. He went on to report that Senate is reviewing the most recent edits to the newly developed policy and procedure on intellectual property, and the procedure related to the creation, revision and elimination of policy and procedure.

PRESIDENT’S REPORT
Dr. MacLennan began by expressing his thanks to Trustees Murray and Banducci for their participation in the recent conference of the Association of Community College Trustees and he commented on the presentation given during the conference by NIC faculty members Ted Tedmon and Casey Wilhelm. He went on to discuss the recent visit by Sonny Ramaswamy, president of the Northwest Commission on Colleges and Universities and an accreditation mock site visit planned for early November to help the college prepare for the actual accreditation site visit and evaluation scheduled for spring 2020.

Dr. MacLennan next asked VP Stanley to discuss recent correspondence from the Northwest Athletic Commission informing the college that they had been approached by the National Junior College Athletic Association for their interest in joining the NJCAA. VP Stanley informed the board that the NWAC has created a commission to review and consider the request and that NIC had been invited to participate in the commission.

Dr. MacLennan continued his report by discussing recent correspondence from the Governor’s Office regarding state funding and he ask VP Chris Martin to provide an update on current factors impacting the college’s budget, the planning principles the college will employ in the development of the FY21 budget, and revenue and expense projections.

The board members expressed their disappointment with the state’s continued reduction of support for education, and Mr. Garringer agreed to share the board’s views and questions with the Governor.
KOOTENAI TECHNICAL EDUCATION CENTER
Trustee Banducci began by expressing his appreciation for the support received for the presentation made by Mr. Tedmon and Mr. Casey during the ACCT conference. He went on to update the board on activities at KTEC, including the recent partnership with Ford Motor Co. and Mike White Ford. He reported that enrollment is at 430 students and the HVAC and CNA programs are doing well.

MEYER HEALTH AND SCIENCES BUILDING EXPANSION
Trustee Dunlap reported on the recent workshop during which the board reviewed plans for the Meyer Health and Sciences Building Expansion and discussed options for addressing growth in health related programs.

OLD BUSINESS
Athletic Program Expansion Summary
Chair Wood tabled this item.

NEW BUSINESS
Head Start Policy Council Bylaws and Self-Assessment Plan
Head Start Director Beth Ann Fuller presented revisions to the Policy Council Bylaws, and also presented the process and tools that the Agency proposes utilizing to assess ongoing quality improvements. Trustee Howard expressed his concern that the proposed revisions to the bylaws have eliminated specific committee membership requirements and he requested that a recommendation be made to the Policy Council to designate members for the nutrition committee, since revisions eliminate the requirement for any membership on that committee. This was a first reading and no action was taken.

Copyright Policy
Dr. MacLennan presented a newly developed policy guiding the fair use of copyrighted material at the college. Trustee Dunlap commented that the policy places the onus on a department or individual in terms of being knowledgeable with copyright compliance issues, adding that there is no mention of any mandatory training or awareness provided for employees.

Trustee Howard expressed similar concerns, and commented that although an individual user has an obligation to comply with copyright law, he feels that this policy doesn't provide a user the opportunity to seek or obtain assistance with issues in understanding and complying with the law. He suggested adding language to the second paragraph in section VI-Responsibilities that offers the opportunity for anyone having questions about copyright requirements to address them to the President's Cabinet who may then refer them to legal counsel.

College Attorney Marc Lyons commented that a reference can be added to the policy related to resources available to users, and he will work with the administration to revise the procedure to add language regarding a user's ability to access resources through the college for legal review where appropriate.

Chair Wood asked that consideration be given to offering training resources for policy matters such as this.

Information Technology Accessibility Policy 3.08.09
Chief Information Officer Ken Wardinsky presented a new policy for electronic information technology accessibility. He reviewed definitions of electronic information technology resources and explained that the college received state line item funding in 2017 to support accessibility technology and ongoing base funding that allowed the college to hire an accessibility coordinator to oversee these efforts. This was a first reading and no action was taken.
Meyer Health and Sciences Building Expansion Project
VP Chris Martin addressed the board about the project to expand the Meyer Health and Sciences Building. He explained that the schematic design was completed in September to add approximately 20,000 square feet over two floors that includes four labs, a cadaver lab, five team rooms, four classrooms, and supporting offices. He thanked board members for their feedback and direction on the project scope offered during recent workshops, adding that this feedback would be implemented in the design development phase. VP Martin went on to request that the board authorize the administration to move forward with the proposed schematic design in anticipation of taking the project to bid for construction in 2020. He added that the cost would not exceed the amount that had been discussed previously and the project team and architect would identify and implement cost reductions throughout the design development phase.

Trustee Howard requested confirmation of the dollar amount the board would be asked to authorize. VP Martin responded that the amount requested is $8.1 million for design and construction. There were some comments about discussion that occurred during the most recent workshop when the board asked the administration to begin reviewing needs related to a separate project for the expansion of facilities for health sciences. Dr. MacLennan encouraged the board to consider the project priorities identified in the facilities master plan to ensure alignment with those priorities as the college looks at facilities expansion for health sciences. Following this discussion, Trustee Howard made a motion to authorize the administration to move forward with the proposed schematic design, and authorize spending of an amount not to exceed $8.2 million from the capital improvement fund. The motion, seconded by Trustee Dunlap, carried unanimously.

Reschedule January 2020 Board of Trustees Meeting
Dr. MacLennan began by commenting that when the yearly board schedule is developed, a thorough review of events and obligations that could conflict with board meeting dates is conducted, adding that this year, a conflict was discovered after the schedule was set. He explained that he serves on an American Association of Community Colleges advisory board on community college apprenticeship and a meeting of that group has been set that conflicts with the January board of trustees meeting. He recommended that the board consider moving the January meeting to the 15th of the month to allow his absence for travel to the advisory board meeting. Trustee Howard made a motion to move the January 22 meeting of the board of trustees to January 15. The motion, seconded by Trustee Murray, carried unanimously.

INFORMATION ITEMS
Official Fall Enrollment
VP Graydon Stanley reviewed fall enrollment trends for various student populations including new students, full and part-time students, and career technical, dual credit and general studies. He reviewed enrollment impacts to institutional revenue and the credit taking behavior of full and part time students.

BOARD CHAIR REPORT
Chair Wood asked if there was any information available about potential dates for JFAC hearings. Dr. MacLennan discussed strategic efforts of the Presidents Leadership Council toward the Idaho education system and the potential for the eight public higher education institutions to present in a more unified manner to the House and Senate Education Committees. He added that this group has also discussed scheduling a reception for legislators in conjunction with the Governor’s State of the State Address in January. He went on to mention that the college is arranging a legislative reception for the North Idaho delegation and he asked Chief Communications and Government Relations Officer Laura Rumpler to offer information about that and other events. Rumpler commented that dates are under consideration for a legislative reception in December, hosted in partnership with the Post Falls and Coeur d’Alene Chambers. She went on to inform the board that the House leadership is coordinating town hall events around the state in the month of December and NIC may host one of the sessions on
December 17. A discussion took place about the value of the board’s presence at JFAC and higher education week and opportunities for networking with legislators there compared to the value of hosting North Idaho legislators locally before the start of the legislative session.

Chair Wood went on to express her appreciation of the recent retiree luncheon hosted by the NIC Alumni Association that she was invited to attend.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Murray expressed his appreciation for the college’s support in providing him the opportunity to attend the ACCT conference. He commented on his positive experience of attending concurrent sessions.

There were no other remarks and Chair Wood adjourned the meeting at 8:40 p.m.

________________________________________________________
Board of Trustees Chair                                    Board of Trustees Secretary
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Wood called the meeting to order at 4:00 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees: Joe Dunlap (remote connection)  
Ken Howard (in person)  
Brad Murray (remote connection)  
Christie Wood (in person)

Also present: Rick MacLennan, President  
Chris Martin, VP for Finance and Business Affairs

VP Chris Martin explained that the college was in the final processes for acquiring real property located on Military Drive in Coeur d’Alene. He asked that the board adopt a resolution for the appraisal and purchase of Military District property.

Trustee Ken Howard made a motion to adopt the resolution and he proceeded to read into the record of the NIC Board of Trustees, the resolution for the appraisal and purchase of Military District property.

The motion, seconded by Trustee Murray, carried unanimously.

A discussion ensued about options for immediate use of this property and the board directed the administration to develop, for the board’s consideration, a resolution regarding the use of the college’s current real property holdings.

There was no other discussion and Chair Wood adjourned the meeting at 4:10 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
Election of board officers

BACKGROUND
This item is included on the agenda to enable the board to take action regarding the election of officers pursuant to North Idaho College Policy 2.01.01, Authority, Appointment and Functions of Board of Trustees and Idaho Code 33-2106.

DISCUSSION
Idaho Code 33-2106 states: “At its first meeting following the appointment of the first board of trustees, and at the first regular meeting following any community college trustee election, the board shall organize, and shall elect one (1) of its members chairman, one (1) a vice-chairman; and shall elect a secretary and a treasurer, who may be members of the board; or one (1) person to serve as secretary and treasurer, who may be a member of the board.”

Nominations for Secretary/Treasurer: ________________________________

Vote Carried: Yes _____ No _____

Nominations for Vice Chair: ________________________________

Vote Carried: Yes _____ No _____

Nominations for Chair: ________________________________

Vote Carried: Yes _____ No _____

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
In accordance with Idaho Code 33-2106, the trustees shall elect officers at this meeting. Subsequent to the election of board officers, it is recommended that the board chair-elect conduct the remainder of the meeting.

Prepared by
Shannon Goodrich
Clerk of the Board of Trustees
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
Request the board consider a motion to adopt Electronic Information Technology Accessibility Policy 3.08.09.

Prepared by
Ken Wardinsky, Chief Information Officer
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.
SUBJECT
External Financial Audit for FY19

BACKGROUND
An annual financial audit report for North Idaho College is prepared by an external audit firm. The college has engaged the Boise firm of Eide Bailly, LLP to perform the audit.

DISCUSSION
Barry Webber, CPA with Eide Bailly, LLP will present the audit. A detailed audit exit conference will be conducted prior to the meeting by Mr. Webber and Ms. Jodi Daugherty, audit partner at Eide Bailly, LLP, with planned attendance by North Idaho College Trustees Joe Dunlap, and Ken Howard, President Rick MacLennan, Vice President for Finance and Business Chris Martin, and Controller Sarah Garcia. Questions will be addressed and answered at the board meeting.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to accept of the FY2019 Audit.

Prepared by
Chris Martin
Vice President for Finance and Business Affairs
SUBJECT
Intellectual Property

BACKGROUND
The Intellectual Property policy presented, is a new policy for North Idaho College that was developed by a committee of faculty and staff. The purpose of the policy is to govern the creation and use of intellectual property at NIC, including the production of goods and services which copyright, trademark, and patents protect. The Intellectual Property policy and procedure were written in conjunction with the copyright policy and followed the same development process; they have been reviewed and approved by Faculty Assembly, Administrative Council, President's Cabinet and the College Senate. Mr. Lyons and his staff have reviewed and had input to the policy as it is presented.

DISCUSSION
The policy is written as broadly as possible covering traditional elements of intellectual properties in higher education and to cover emerging areas such as entrepreneurship and innovation.

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
Policy Narrative

I. Policy Statement

North Idaho College supports innovation, progressive instruction, creative expression and the free exchange of ideas. The college encourages employees to publish and copyright, invent, and patent, or trademark materials and objects of their own creation that will contribute to the advancement of knowledge.

North Idaho College remains committed to full compliance with copyright, patent, and trademark laws and takes reasonable steps to respect the property rights of authors, inventors, developers, and creators of protected material.

II. Overview & Purpose

This policy governs the creation and use of intellectual property at North Idaho College, including the production of goods and services which copyright, trademark, and patents protect.

III. Scope

This policy applies to all North Idaho College employees and students involved in the creation, production, and use of intellectual property at North Idaho College.
IV. Creation of Intellectual Property

In the pursuit of academic endeavors and academic freedom, North Idaho College holds that the creation, discovery and dissemination of knowledge remain central to the success of the College mission and to society as a whole.

Faculty, staff, and students who create intellectual property in academic endeavors without significant use of college resources can claim sole ownership of said property, unless the creator and the college enter into a specific contract before the work is begun.

Intellectual property created for the administrative functions of the College, or otherwise not qualifying as an academic endeavor, remains the property of the College, unless the creator and the College enter into a specific contract before the work is begun.

Faculty, staff, and students, at their discretion, may enter into specific contracts with the College for work outside their regular employment agreements with the College.

Contractors and partners not employed by the College will have ownership of intellectual property as specified in their contractual agreements.

V. Economic Development/Business Innovation Agreements

North Idaho College, may engage in entrepreneurship development and other economic development activities in support of business and industry. These entities may include organizations supporting business incubation, acceleration, commercialization, and funding; including for-profit and not-for-profit organizations, higher education institutions, and local, state, and federal entities. NIC reserves the right to deviate from this policy and corresponding procedure in order to contract with such organizations regarding the development and ownership of intellectual property as a part of the College’s economic development efforts. Any deviation from this Intellectual Property policy must be submitted in writing and approved by the administration by either a formal contract or memorandum of understanding.

VI. Definitions

a) Intellectual Property. Inventions, discoveries, technologies, processes, methods, trade secrets, computer software, literary works, instructional materials, publications, literature, art, dramatic and musical works, and all audiovisual materials including video, film, photographs, and audio programs that exist in fixed form, regardless of format.

b) Academic Endeavors. Undertakings in the pursuit, creation, and expression of knowledge and understanding, regardless of format. These include, but are not limited to, lectures, teaching materials, scholarship, research, access and sharing of information, published academic works, and participation in professional activities. It does not include activities generally considered part of the
administrative functions of the College, materials developed as a specifically assigned duty to create a specified product for the College, or activities requiring Significant Use of Resources.

c) Administrative Functions. Functions that support the operations of the College. Examples include, but are not limited to, producing marketing and promotional materials, writing computer code and applications, developing training materials, producing procedure manuals, and writing policy. This also includes all products of College committee and task-force work.

d) Sabbatical Works. Intellectual property created during a sabbatical and defined as scholarly or artistic work that does not require the Significant Use of Resources.

e) Significant Use of Resources. Use of college resources beyond the normal professional and technical support made available by the College to the Member. Without limiting the foregoing, Significant Use of Resources includes: 1) the use of specialized related facilities, equipment, or supplies beyond those normally provided or contracted by the College to the Member, 2) more than nominal or incidental use of NIC personnel, including students, 3) extended use of personnel’s time and energy in creating or promoting the work, and 4) the use of any of NIC’s trade secrets.


g) Specific Contracts. Contracts written for the creation of intellectual property by faculty or staff, on behalf of the College, that is mutually determined to be outside the regular work assignment of that faculty or staff member.

h) Member. Any member of the College community including, but not limited to, faculty, students, staff, visitors, program members, or others participating in NIC programs.

VII. Responsibilities

The President, through the Vice President for Instruction and the Vice President for Student Services, shall bear responsibility for enforcing academic and student policies and procedures. The President’s Cabinet shall work with the different departments and offices to comply with this policy and procedure.
SUBJECT: Resolution for Use of Real Property

BACKGROUND: The College owns a number of properties around Kootenai County used to directly deliver education or in support of the delivery of education and in alignment with the college master plan.

DISCUSSION: With continued acquisitions of real property, the board has discussed the need to formally designate that all real property holdings are for educational use or to be used in support of the delivery of education.

REQUESTED BOARD ACTION: It is recommended that the board consider a motion to adopt a resolution designating the use a real property for educational use or in support of the college mission.

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