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.

5:00 p.m. EXECUTIVE SESSION - Idaho Code Section 74-206 (1)(a, b, & 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: Cardinal Strong!

CONSTITUENT REPORTS
ASNIC
Staff Assembly
Faculty Assembly
Senate

PRESIDENT’S REPORT

MEYER HEALTH AND SCIENCES BUILDING EXPANSION UPDATE

OLD BUSINESS
Tab 1: Action: Head Start Policy Council Bylaws and Self-Assessment Plan
Tab 2: Action: Intellectual Property Policy

NEW BUSINESS
None

INFORMATION ITEMS
North Idaho College Strategic Plan

BOARD CHAIR REPORT

REMARKS FOR THE GOOD OF THE ORDER**

ADJOURN

* Executive sessions may be called for the purposes of considering personnel matters, deliberating regarding an acquisition of an interest in real property, considering records that are exempt from public disclosure, considering preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body, communicating with legal counsel regarding pending/imminently-likely litigation, communicating with risk manager/insurer regarding pending/imminently-likely claims or to consider labor contract matters.

** Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President’s Office.
SUBJECT
Executive Session

DISCUSSION
From time to time the board will find it necessary to adjourn to executive session. When an executive session is required, a number of specific steps must be taken. These steps are:

2. Cite one or more specific subsections in the code section and provide sufficient detail to identify the purpose and topic of the executive session but not information sufficient to compromise the purpose of the executive session.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74—206, CONVENE IN EXECUTIVE SESSION TO:

___ Consider personnel matters [Idaho Code § 74--206(1)(a) & (b)]
___ Deliberate regarding an acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
___ Consider records that are exempt from public disclosure [Idaho Code § 74-206(1)(d)]
___ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 74-206(1)(e)]
___ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
___ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]
___ To consider labor contract matters authorized under section 67-2345A [74-206A](1)(a) and (b), Idaho Code.

Purpose/Topic summary: (Provide sufficient detail to identify the purpose and topic of the executive session but not contain information sufficient to compromise the purpose of the executive session.)

SECONDED BY: ________________________________

Roll call:     Banducci
              Dunlap
              Howard
              Murray
              Wood

CONVENE AT: ____________     ADJOURN AT: ____________
EXECUTIVE SESSION
Chair Christie Wood called the meeting to order at 4:00 p.m. Trustee Howard made a motion to go into executive session under Idaho Code § 74—206(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 Dunlap and roll call vote was taken as follows:

Todd Banducci  aye
Joe Dunlap  aye
Ken Howard  aye
Christie Wood  aye

At 4:50 p.m., Chair Wood recessed the meeting.

BOARD WORKSHOP
Chair Wood opened the workshop at 5:05 p.m. and asked Dr. MacLennan to make some introductory remarks. Dr. MacLennan commented that goal of the workshop was to share a three year budget framework developed to address structural issues and other factors that impact the college’s budget.

VP Chris Martin reviewed the factors impacting budget planning for FY21, including a reduction of the state’s enrollment workload adjustment funding, reductions to the state’s base appropriation, the cost of a step increase, limited capacity to raise in-district tuition due to statutory requirements, no state line items and no state assistance for changes in employee compensation. He described the framework for a three-year plan to strategically address challenges and structural costs, and reviewed and explained variables within the plan for which the administration seeks the board’s direction; variables including enrollment projections, tuition, property tax, strategic use of general fund reserve, early retirements, attrition, and program and site changes.

Trustee Howard expressed concern about whether or not the projected estimates for expense reductions are reasonable over the three years of the plan. VP Martin expressed that he doesn’t feel the college could project these reductions without looking at structural changes over time.

Chair Wood suggested that the board has the authority to utilize the capital reserve fund for operations, if needed.

Following some discussion, the board expressed support for the plan framework and Trustee Howard asked that the administration obtain more certainty for the attrition projections and other assumptions related to expense reductions. Dr. MacLennan responded that the work accomplished, so far, to achieve reductions is a good indicator that the college will be able to reach the levels sought. VP Burns described the process undertaken within instruction to find expense savings to apply over the long term.

There was no other discussion and Chair Wood recessed the workshop.
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 Howard to read, aloud, the college’s mission statement. Chair Wood next verified that a quorum was present, adding that Trustee Murray was unable to attend.

ATTENDANCE
Trustees:  Todd Banducci
           Joe Dunlap
           Ken Howard
           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 October 30, 2019 and the special meeting held on November 12, 2019. There were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT
Chair Wood welcomed Mr. Jake Garringer, North Idaho Field Director for the Office of the Governor, and she invited him make comments. Mr. Garringer addressed the board with responses from the Governor’s Office to the questions posed by members of the NIC Board during their October 30 meeting. Mr. Garringer informed the board that the Governor’s position on the recent fiscal reset is to reach the goal of aligning state spending growth with anticipated state revenue growth. He went on to report that should revenue come in higher than anticipated, funding that has been rescinded will not be restored in either fiscal year 2020 or 2021, adding that this is an effort to identify inefficiencies within state spending. He continued in response to the board’s question about the inverse cycle that exists between the demand on higher education and the economy, stating that the effort here is to make strategic reductions in good times in order to mitigate cuts that will occur during a recession. He stated that the Governor does not have a position with regard to potential changes in forgone taxes, and commented that he has been informed that the CTE budget has continued to increase year over year over the last several years.

Chair Wood expressed her appreciation to Mr. Garringer for taking the board’s questions to the Governor’s Office and returning to address the board at this time. Trustee Howard asked Mr. Garringer to explore the reasons why the state has historically not fully funded CTE programs and facilities, pointing out that the college and the NIC Foundation funded the construction of the NIC CTE facility.

CELEBRATING SUCCESS
NIC Accessibility Coordinator Jeremy Seda discussed the annual global celebration of digital accessibility – Pave the Way for Global Accessibility Awareness Day, and provided information about the event held annually at NIC.

SPECIAL BUSINESS
Election of Officers
Chair Wood commented that she has enjoyed the last two years as board chair and is pleased to pass on the reigns to other deserving board members. She went on to make a motion to nominate Trustee Joe Dunlap for the office of board chair. Trustee Howard seconded the nomination. Chair Wood then nominated Trustee Ken Howard to the office of vice chair. The nomination was seconded by Trustee
Banducci. Chair Wood then nominated Trustee Brad Murray to the office of secretary/treasurer. The nomination was seconded by Trustee Dunlap. There was no discussion and the nominations carried unanimously. At this time Trustee Joe Dunlap assumed the seat of chair and presided over the remainder of the meeting.

ASNIC
ASNIC President Paul McLeod reported on ASNIC activities including QPR training for suicide prevention, FY21 budget planning, and one senator’s participation in a recent ACY conference. He discussed upcoming events including a free bowling night and the annual St. ASNIC event, then closed by reporting that he is scheduled to attend a Circle of Change Leadership conference in California.

STAFF ASSEMBLY
Chair Tom Greene reported that during their November 14 meeting, Staff Assembly received a presentation from Associate VP for Planning and Effectiveness Dianna Renz about ways that the Office of Planning and Effectiveness supports the college.

FACULTY ASSEMBLY
Chair Chris Pelchat reported on activities from the last meeting of Faculty Assembly, including a presentation from e-Learning, information shared about accreditation and ways faculty can support the process, and discussion on policies and procedures for faculty employment and evaluations.

COLLEGE SENATE
Chair Ben Tschida reported that during the October 31 meeting, Senate reviewed the policy and procedure for electronic information technology accessibility and the procedure for the creation, revision or elimination of college policy. He commented that during that meeting, Senate received an update from members that had participated in meetings during the accreditation mock visit. He went on to comment that during their next meeting, Senate will review the employee development policy and procedure and the procedure for staff professional development plans.

PRESIDENT’S REPORT
Dr. MacLennan began by recognizing the Office of Finance and Business for their work in preparation of the FY21 budget process and the college’s fiscal audit. He went on to acknowledge Dr. Lita Burns for her keynote address during the recent meeting of the American Association of Women in Community Colleges. He expressed his thanks to Trustee Banducci for his participation in this year’s Scholarship Celebration, and noted recognition that the college received in a recent edition of Spokane Magazine. Dr. MacLennan made some brief remarks about the recent accreditation mock visit and reported that the NIC Volleyball team will compete in the conference championship later in the week.

MEYER HEALTH AND SCIENCES BUILDING EXPANSION
Chair Dunlap asked VP Martin to provide a project update. Martin reported that the first design development meeting had taken place during which the feedback received from the board during previous workshops was reviewed.

OLD BUSINESS

Athletic Program Expansion Summary
Trustee Wood commented on the board’s position related to requests for the college to move back to the national athletic conference versus remaining in the Northwest Athletic Conference. Dr. MacLennan commented on recent information received from NWAC about the National Junior College Athletic Association inviting them to consider joining the NJCAA. He added that it would be prudent for NIC to participate in the conversations related to NWAC’s decision and he recommended that the college not consider moving conferences at this time.
Trustee Howard express his feeling that there are good arguments for returning to the national conference. He added his agreement with Dr. MacLennan that the board table consideration of moving until more is known about NWAC’s decision to join the NJCAA and whether that decision suits NIC. He expressed his appreciation to community members and others for their proposal and interest in NIC athletic programs.

Information Technology Accessibility Policy 3.08.09
Chief Information Officer Ken Wardinsky presented for a second reading, the policy related to electronic information technology accessibility. There was no discussion and Trustee Wood made a motion to adopt the policy. The motion, seconded by Trustee Howard, carried unanimously.

NEW BUSINESS
2019 Fiscal Audit
VP Martin introduced Barry Webber from the auditing firm of Eide Bailly. Mr. Webber highlighted elements of the audit, reporting a clean opinion of the college’s financial statements for the year ending June 2019.

Trustee Howard made a motion to accept the fiscal year 2019 audit. The motion, seconded by Trustee Wood, carried unanimously.

Intellectual Property Policy
Dr. MacLennan reviewed the background and purpose for this new policy covering intellectual property matters at NIC. There was no discussion, and this was a first reading and no action was taken.

Board Resolution for Use of Real Property
Trustee Wood described the board’s intent to formally designate that the college’s real property holdings are for educational use or for use in the delivery of education. Trustee Howard made a motion to adopt a resolution designating the use of the college’s real property for educational use or in support of the college mission. The motion was seconded by Trustee Wood. Trustee Howard commented that this resolution is a statement of the board’s intent related to actions it may take about the use of its property holdings. The motion carried unanimously.

BOARD CHAIR REPORT
Chair Dunlap expressed his wishes for a good Thanksgiving holiday and he expressed his thanks to NIC employees and students and all they do for the community. He went on to remind trustees that the December board meeting is scheduled for Monday, December 16, and he thanked Mr. Garringer from the Governor’s Office for attending and bringing responses to trustees questions.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Howard congratulated Trustee Wood for her recent election to the Coeur d’Alene City Council. There were no other remarks and Chair Dunlap adjourned the meeting at 7:25 p.m.

__________________________  ______________________________
Board of Trustees Chair                     Board of Trustees Secretary
SUBJECT
Second Reading: Head Start Policy Council Bylaws

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
Bylaws: A specific number of Policy Council reps required to serve on the following committees was reinstated to the Policy Council bylaws through a motion made at the November Policy Council meeting:
  o ERSEA Committee
  o Nutrition Committee
  o Program Policies Committee
  o Bylaws Committee
Should those Policy Council representatives required to attend the committee meeting not attend, the committee’s work will be brought to the regular Policy Council meeting and discussed during Committee Reports.

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
In its capacity as the governing board and to adhere to requirements outlined in The Improving Head Start for School Readiness Act of 2007 and the Head Start Performance Standards, it is requested that the board consider a motion to approve the following Attachment A.

Attachment A: Head Start Policy Council By-laws

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.

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 program 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.
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 subcommittee 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. Should those Policy Council Representatives required to attend the committee meeting not attend, the committee’s work will be brought to the regular Policy Council meeting and discussed during Committee Reports.

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. Committee shall consist of ERSEA Manager and at least three (3) Policy Council representatives.
2. 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 all Head Start administrative staff and 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 at least three (3) Policy Council representatives.
2. Consist of Policy Council Vice-Chair and Policy Council Representatives.
3. 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 Nutrition Manager, Registered Dietician, and at least (3) Policy Council representatives.
2. This committee meets semi-annually to review standardized menus, Center Parent Committee feedback, 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 respective Head Start Associations complying with 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:
   a. 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. A Policy Council Representative is related to a staff member by blood, marriage or domestic partnership.
b. 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.

b. 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 notify 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 21, 2018 September 20, 2019__________

North Idaho College Board of Trustees Approval__________________________
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
Request the board consider a motion to approve this intellectual property policy for North Idaho College.

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.