



North Idaho College

NIC Board of Trustees Meeting Agenda

June 24, 2020

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) (b) *

6:00 p.m. **BOARD MEETING** Zoom connect: <https://nic.zoom.us/j/94672613738>
or by phone: (669) 900-6833 / Meeting ID: 946 7261 3738

Convene/Call to Order	Joe Dunlap
Verification of Quorum	Joe Dunlap
Review Minutes	Joe Dunlap
Public Comment**	Joe Dunlap
Celebrating Success: Information Technology & eLearning During COVID-19	Ken Wardinsky/ Thomas Scott

PRESIDENT’S REPORT Rick MacLennan

KTEC REPORT Todd Banducci

OLD BUSINESS

Second Reading/Action: Board Member Conduct Policy	Ken Howard
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NEW BUSINESS

Tab 1: Action: Head Start Application for Additional TANF Child Slots	Beth Ann Fuller
Tab 2: First Reading/Action: Institutional Review Board Policy	Rick MacLennan
Tab 3: Action: Appoint Clerk of the Election	Joe Dunlap
Tab 4: Action: Approval of President’s Contract	Marc Lyons

INFORMATION ITEMS

COVID-19 Planning Update	Rick MacLennan
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BOARD CHAIR REPORT Joe Dunlap

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.

BOARD OF TRUSTEES MEETING
June 24, 2020

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:

1. Cite Idaho Code § 74--206.
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: _____

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Held by Video Conference
May 27, 2020
MINUTES

EXECUTIVE SESSION

Chair Joe Dunlap called the meeting to order at 5:00 p.m. Trustees were in attendance through Zoom video conference. Trustee Howard made a motion to go into executive session under Idaho Code § 74--206(1)(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 Wood and roll call vote was taken as follows:

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

At 5:55 p.m., Trustee Howard made a motion to return to open session. The motion was seconded by Trustee Wood, and Chair Dunlap recessed the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Dunlap called the meeting to order at 6:00 p.m. The meeting was conducted by way of Zoom video conference. He read, aloud, the college's mission statement, then verified that a quorum was present.

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 Dunlap called for any changes to the minutes from the meeting held on April 22, 2020. There were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT

There was no public comment.

CONSTITUENT REPORTS

ASNIC

ASNIC President Kai Sedlmayer-Nardi had a poor video and audio connection and in lieu of a verbal report, submitted a written report to the board.

Staff Assembly

Tom Greene reported on activities from the May 17 Staff Assembly meeting, including a report from the Office of Finance on upcoming changes to the payroll schedule, a report on the college's recent accreditation peer evaluation by Accreditation Liaison Officer Steve Kurtz, and results of staff achievement awards. He also announced the results of recent officer elections and he reported on the Assembly's discussion of employee step increases, commenting that the majority of those participating in the discussion agreed that until there is a more complete understanding of enrollment, now is not the time to request a step increase from the board.

Faculty Assembly

Chair Chris Pelchat reported that during the May 2020 meeting, he shared his appreciation with faculty members that submitted videos in support of the virtual commencement ceremony. He went on to report on the establishment of an online discussion board to aid in faculty communication, a vote taken on the roles of faculty senators, and he announced the results of officer elections. He commented on the formation of a small group of faculty to review the policy and procedure on the tenure process, and revisions under review for the Faculty Assembly constitution and bylaws. He closed by discussing some elements of discussions around faculty's approach to fall courses and having as much planning flexibility as possible.

College Senate

Newly elected Senate Chair Steve Kurtz began by expressing his thanks to Senate leadership for their efforts over the past year and he announced newly elected officers for the upcoming academic year. He continued by reporting that during the May meeting, Senate reviewed and approved the Institutional Review Board policy and procedure, and he commented that next year, Senate will implement the policy and procedure review process covering section two of the policy manual. He closed by announcing and recognizing members of Senate.

PRESIDENT'S REPORT

Dr. MacLennan spoke briefly about initial internal discussions, including individual conversations with trustees, about the concept of virtual college, utilizing information learned from the conversion to online instruction in response to COVID-19.

OLD BUSINESS

FY21 General Fund Budget

Chair Dunlap commented that this particular review of the FY21 budget proposal includes items that the board may or may not choose to approve, individually, or that the board may choose to delay, acknowledging the administration's request for the board to approve tuition and fees. He reviewed other items under consideration, including how the board will handle a tax increase, salary increments for faculty and staff, outreach centers and related impacts to the budget, and whether or not to delay the final approval of the budget.

VP Chris Martin proceeded to highlight elements of the budget proposal, including the addition of a 3% tax increase, which would generate \$479,000 in revenue, removal of the expense for operating the Bonners Ferry and Silver Valley Outreach Centers which would provide a \$2 million expense reduction, and the inclusion of the additional state holdback of 5%, for a deficit budget of \$1.6 million. He went on to present step increase scenarios and the related impact to

the budget, and the proposal to utilize between \$1.6 million and \$2.2 million of fund balance to cover the deficit.

VP Martin continued by reviewing tuition and fees, stating that the administration does not recommend increasing tuition and fees for any student group. He next reviewed the total institutional budget proposal that includes \$48 million for general fund, \$2 million for fee-based budgets, \$5.4 million for service budgets \$7 million for grant funded budgets.

Trustee Banducci asked how many students would be impacted by the closure of the Bonners Ferry and Silver Valley Outreach Centers. VP Martin responded that presently, students are traveling from those areas to attend career technical education courses, adding that the college intends continuing improved online instruction for transfer courses in those areas. Dr. MacLennan added that although pulling back on the physical presence of the Bonners Ferry and Silver Valley Outreach Centers is under consideration, the college intends continuing to offer services remotely.

Trustee Banducci expressed his support for the concept of virtual college, and support for no increases to tuition rates, salary steps, or property tax. He went on to express concern about the college continuing to offer employee sabbaticals, while closing outreach centers.

Trustee Wood expressed interest in the board having more in-depth discussion about whether or not to impose a tax increase and approving a decision on that item at this meeting, adding her support for waiting to approve the full budget until fall when more is known about enrollment. She went on to express her support for not increasing tuition and her support for imposing a 3% tax increase.

Trustee Howard asked which specific elements of the budget the administration will need the board to approve at this meeting. VP Martin responded that the administration is requesting the board approve tuition and fees and approve a continuing budget resolution to authorize spending in the months of July and August, then approve the full budget at the August or September meeting. He added that should the board vote to adopt a tax increase, the action to do so will need to occur prior to the end of August as the college must notify the county of the increase prior to September 1. Trustee Howard then made a motion to approve tuition and fees at their present level and provide a continuing budget resolution to allow the college to continue operations based upon the 2020 budget. The motion was seconded by Trustee Wood. Trustee Howard amended his motion to add that the board will address the remainder of the budget proposal no later than the August 2020 meeting. Trustee Wood seconded the amended motion. Trustee Howard further amended his motion to include that the continuing resolution will provide for spending not to exceed \$5.5 million until September 1. Trustee Wood seconded the amended motion. The motion, as amended, carried unanimously.

Continuing Budget Resolution for FY21

Chair Dunlap commented that this item had been addressed in the previous action and he moved on to the next item of business.

Board Member Conduct Policy

Trustee Howard presented newly added revisions to the policy draft, and made a motion to table any further consideration until trustees have had an opportunity to review the revisions for consideration and discussion at the next meeting. Trustee Wood seconded the motion to table.

Trustee Banducci expressed his feeling that the policy should be sent through the college's governance process. Trustee Howard responded that the policy is still under development and is not yet a formal policy, adding that once there is agreement by the trustees on the language, then the board can decide on the process by which the proposal may be reviewed.

Chair Dunlap commented that board policies are not subject to the governance process, adding that others may comment on the proposed policy when it comes before the board in an open meeting.

Trustee Wood expressed her thanks to Trustee Howard for incorporating board member edits.

Trustee Howard requested that any additional edits be sent to him to incorporate. The motion to table carried unanimously.

NEW BUSINESS

Board of Trustees Meeting Schedule 2020-21

Dr. MacLennan presented the board meeting schedule for the coming year. Trustee Wood made a motion to adopt the meeting schedule. The motion, seconded by Trustee Murray, carried unanimously.

INFORMATION ITEM

COVID-19 Planning/Response

Dr. MacLennan offered some introductory remarks about what the college community has learned through the experiences and impacts resulting from COVID-19 and he reviewed related topics that would be presented from major areas of the college.

Dean of General Studies Larry Briggs, discussed the transition of instruction to an online format for courses that could be conducted virtually, and the disposition of courses that either could not be so transitioned or that consisted of lab or clinical components that will continue later. He expressed his appreciation to faculty and instructional support units for their efforts in navigating the transition of instruction and continued support to students in a new environment. He acknowledged those students who were unable to continue in an online environment and added that the lessons learned from those particular cases will be reviewed and applied to planning for fall.

VP Graydon Stanley provided a summary of the impacts to students and to student services employee and strategies implemented to offer continued support to students. He reviewed impacts to enrollment and solutions developed to address those impacts as well as lessons learned from those experiences.

VP Chris Martin discussed how the college applied its CARES Act funding allocation of \$2.2 million for student support and institutional emergency needs resulting from COVID-19. He briefly discussed funds from a state block grant through the Governor's office for which the college submitted a proposal for funds to support enhanced IT infrastructure and support for a summer bridge program.

Dr. MacLennan briefly discussed the work of the NIC Rebounds Operations and Logistics Team that was recently activated to coordinate logistics planning for the coming stages of reopening the college.

Dr. Briggs next discussed planning for instruction for fall, including formats of face to face, online, and hybrid courses, as well as considerations for transitioning to a fully online environment, should that need arise. He discussed instructional alternatives such as split or condensed course schedules, and ensuring communication plans are executed in a timely manner to allow students the time to decide how they will proceed for fall. He briefly discussed the idea of a summer bridge program.

Trustee Wood ask about anticipated funding to help with losses incurred due to COVID-19. VP Martin responded that other than CARES Act funds, nothing else is anticipated. Dr. MacLennan commented briefly on CARES Act funds dispersed to institutions and agencies across the state, and further commented on the college's ability to control enrollment by meeting students' needs in a variety of ways in this environment.

Chief Communications and Government Relations Officer Laura Rumpler provided an overview of marketing and outreach efforts underway to promote the value of attending NIC and to encourage enrollment for fall semester.

VP Stanley discussed efforts by members of the Enrollment Services team to reach out to prospective students as well as reengage students that withdrew from classes this spring.

Dr. MacLennan made some closing remarks and expressed his view that the efforts undertaken by faculty and staff over the past few months have been some of the fullest work the college has done, adding that that it will have an impact.

Trustee Wood expressed her appreciation to the staff, faculty and administration for the work accomplished in response to COVID and support provided for student education.

BOARD CHAIR REPORT

Chair Dunlap offered his appreciation for the efforts by the college over the course of the past year, and in light of budget reductions and response to the COVID-19, the successes achieved such as accreditation, and the virtual graduation ceremony. He asked the college community to consider what we can become, so that we can emerge from the challenges of the past year as a stronger and more efficient organization.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Wood asked the Faculty Assembly Chair to discuss with faculty what it would look like for them should the board determine the need to adopt options for funding step increases, and their consideration of the entire organization and of the board's decision during these harder financial times.

There were no other comments and Chair Dunlap adjourned the meeting at 8:05 p.m.

Board of Trustees Chair

Board of Trustees Secretary

BOARD OF TRUSTEES MEETING
June 24, 2020

TAB 1

SUBJECT

Approval for NIC Head Start to accept six additional TANF slots and change scope of service to accommodate the additional slots.

BACKGROUND

In 1999, the Idaho State Legislature designated funds from the Welfare Reform Act's Temporary Assistance for Needy Families federal block grant (TANF) to provide services to nearly 200 additional children and families throughout the state. As of the 2019-2020 school-year, NIC Head Start was allocated 13 TANF slots through state grant funding.

DISCUSSION

NIC Head Start was invited to apply for an additional six TANF slots starting July 1, 2020. The program would receive an additional \$62,256 in ongoing funds (\$10,376 per slot), which is consistent with the funding received for the 13 TANF slots the program currently serves.

The additional six slots would be served at the Sandpoint Center, which requires a change of scope to Head Start's baseline grant; the application for the baseline grant was submitted to Region X on March 30, 2020. The decision to serve the six slots at the Sandpoint Center is based on the demographics for that center, which includes waitlist numbers, results of the recent Community Assessment, kindergarten entrance scores, percentage of poverty in the service area, and percent of children participating in the free/reduced lunch programs in the area.

If NIC Head Start receives the grant funding for six additional TANF slots, the total number of children served by the program will increase from 293 to 299; 280 of the slots are funded by a federal grant through Office of Head Start and 19 slots funded by the TANF grant.

COMMITTEE ACTION

Board approval of North Idaho College Head Start's request for six additional slots and change the program's scope of service to accommodate the additional TANF slots.

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, it is requested that the board consider a motion to approve the request for six additional TANF slots and a change to the program's scope of service to accommodate these additional slots.

Prepared by
Beth Ann Fuller
Director, North Idaho College Head Start

BOARD OF TRUSTEES MEETING
June 24, 2020

TAB 2

SUBJECT Draft Institutional Review Board Policy

BACKGROUND

The North Idaho College Institutional Review Board was created for the purpose of reviewing any human subjects research conducted at NIC. This includes all research with human subjects including faculty, staff and/or students as research subjects or by NIC faculty, staff and or students at any location.

In accordance with Code of Federal Regulations, Title 45, Part 46: Protection of Human Subjects the IRB must be comprised of at least five members from varying backgrounds, and at least one member must have a background with scientific areas and at least one member must have experience primarily with nonscientific areas. Additionally, at least one member must not be otherwise affiliated with the institution and not part of the immediate family of a person who is affiliated with the institution.

DISCUSSION

The NIC Institutional Review Board was approved by Senate as standing committee earlier in the academic year and Senate requested that a related policy and procedure be developed.

COMMITTEE ACTION

The policy and procedure have both been reviewed and approved by the president, President's Cabinet, and Senate.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

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

Prepared by
Shannon Goodrich, Sr. Executive Assistant
for President Rick MacLennan

Policy

Policy # _____

Effective Date: _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees/Students/Community</p>	<p><i>(General Subject Area)</i></p> <p>Research</p>	<p><i>(Specific Subject Area)</i></p> <p>Institutional Review Board</p>
<p>Relates to Procedure #</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p> <p>Code of Federal Regulations, Title 45: Public Welfare, Part 46–Protection of Human Subjects</p>		
<p>North Idaho College</p>		

Policy Narrative

[Page 1 of 2]

Federal law requires all entities conducting research on human subjects to have an Institutional Review Board, or IRB. In accordance with the guidelines outlined in the U.S. Code of Federal Regulations, Title 45, Part 46, it is the policy of North Idaho College to protect employees, students, and community members participating in research projects conducted on college grounds by employees or students.

DEFINITIONS

Research: *"a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research, whether or not they are conducted or supported under a program which is considered research for other purposes." (CFR 45: 46, 102, item l)*

Human Subjects: *"living individual(s) about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." (CFR 45: 46, 102, item e,1)*

Minimal Risk: *"the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily*

life or during the performance of routine physical or psychological examinations or tests.” (CFR 45: 46, 102, item j)

Principal Investigator: A Principal Investigator is the primary individual responsible for the preparation and administration of a research project.

COMPLIANCE

This policy addresses all research projects involving human subjects in the following aspects:

- Research taking place on the NIC campus, even if the researcher is not an NIC employee or student
- Research using input from NIC students or employees
- Research in the community, sanctioned or assigned by NIC faculty or supervisors

Such research projects must be submitted for IRB review unless they fall into one of the “Exempt” categories defined in the procedure accompanying this policy.

BOARD OF TRUSTEES MEETING
June 24, 2020

TAB 3

SUBJECT

Appointment of North Idaho College District Clerk of the Election

BACKGROUND

The Kootenai County elections office and the North Idaho College district clerk of the election will provide election forms and information regarding the North Idaho College Board of Trustees election. Per Idaho statutes, declaration of candidacy forms are filed with the clerk of the political subdivision or district. The clerk of the political subdivision or district shall verify the qualifications of the nominees and shall, no more than seven (7) days after the close of filing, certify the nominees to be placed on the ballot. The clerk of the district will report the results of the election to the board of trustees.

DISCUSSION

A district clerk of the election for North Idaho College is to be officially appointed to coordinate the NIC Board of Trustees election to be held on November 3, 2020 with the Kootenai County Elections Office. The attached 2020 Kootenai County Election Calendar provides the timeline for the election process.

COMMITTEE ACTION

None

FINANCIAL IMPACT

None

REQUESTED BOARD ACTION

It is recommended that the board appoint Vice President Chris Martin as the North Idaho College district clerk of the election for the upcoming board of trustees election.

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

BOARD OF TRUSTEES MEETING
June 24, 2020

TAB 4

SUBJECT

Approval of Contract for College President

BACKGROUND

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

DISCUSSION

The President's contract is a three-year contract, but is reviewed annually for potential renewal. The proposed annual renewal is for fiscal years July 1, 2020 through June 30, 2023. The Board may consider changes.

COMMITTEE ACTION

No committee action is necessary.

FINANCIAL IMPACT

The financial impact is to the employee compensation budget.

REQUESTED BOARD ACTION

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

Prepared by,
Marc Lyons
Attorney for North Idaho College