



North Idaho College

NIC Board of Trustees Meeting Agenda

Lake Coeur d'Alene Room

5:00 p.m.

December 18, 2013

***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*

Ken Howard

Idaho Code Sections 67-2345(a), (b), (c), (f)

5:00 p.m. Lake Coeur d'Alene Room

RECONVENE BOARD MEETING

CALL TO ORDER

Pledge of Allegiance

Ken Howard

Verification of Quorum/Introduction of Guests

Ken Howard

Minutes Review/Approval

Ken Howard

Public Comment**

Celebrating Success: NIC's United Way Campaign

Laura Hill

CONSTITUENT REPORTS

ASNIC

Benaiah Cheevers

Staff Assembly

Nancy Edwards

Faculty Assembly

Michelle Lippert

Senate

Audry Bourne

PRESIDENT'S REPORT

Joe Dunlap

OLD BUSINESS

None

NEW BUSINESS

Tab 1: Facility Master Plan and Capital Needs and Authorization

Joe Dunlap

Legislative Funding Workshop – set date and time

Ken Howard

BOARD CHAIR REPORT

Ken Howard

REMARKS FOR THE GOOD OF THE ORDER**

ADJOURN

* Executive sessions may be called for the purposes of considering personnel matters; conducting deliberations regarding labor negotiations or acquisition of an interest in real property; to consider records that are exempt from public disclosure; to consider 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 claims; or to conduct labor negotiations.

** Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President's Office.

UPCOMING EVENTS:

December 19 7 p.m.	Associate Degree Nursing Program Pinning Ceremony – Schuler Auditorium
January 20 9:50 a.m.	NIC presentation to Joint Finance Appropriations Committee - Boise
January 22 4-8 p.m.	NIC Board Executive Session and Meeting
February 10-13	ACCT National Legislative Summit, Washington, DC

BOARD OF TRUSTEES MEETING
December 18, 2013

SUBJECT

Executive Session

BACKGROUND

From time to time the board will find it necessary to adjourn to executive session.

DISCUSSION

When an executive session is required, a number of specific steps must be taken. These steps are:

1. Cite Idaho Code Sections 67-2345.
2. Cite one or more specific subsections in the code section.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

COMMITTEE ACTION

Roll call vote of the members of the board of trustees with a two-thirds majority is necessary to adjourn to executive session.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

A motion under Idaho Code Section 67-2345 subsection:

- Consider personnel matters [Idaho Code § 67-2345(1)(a) & (b)]
- Deliberate regarding labor negotiations or acquisition of an interest in real property [Idaho Code § 67-2345(1)(c)]
- Consider records that are exempt from public disclosure [Idaho Code § 67-2345(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 §67-2345(1)(e)]
- Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 67-2345(1)(f)]
- Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 67-2345(1)(j)]
- Conduct labor negotiations [Idaho Code § 67-2345(2)]

Moved by _____ Seconded by _____ Carried: Yes _____ No _____

Roll call: _____ Banducci
_____ Howard
_____ Meyer
_____ Nilson
_____ Wood



North Idaho College
BOARD OF TRUSTEES MEETING
MEETING - 6:00 P.M.
EDMINSTER STUDENT UNION – LAKE COEUR D’ALENE ROOM
November 20, 2013
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Ken Howard called the meeting to order at 4:05 p.m. and verified that a quorum was present.

ATTENDANCE

Trustees: Todd Banducci
 Ken Howard
 Judy Meyer
 Ron Nilson
 Christie Wood

EXECUTIVE SESSION

Motion was made by Trustee Nilson, seconded by Trustee Wood, to go into executive session under Idaho Code § 67-2345(a), (b) to consider personnel matters (c) to deliberate regarding labor negotiations or acquisition of an interest in real property and (f) to communicate with legal counsel regarding pending/imminently-likely litigation. Roll call vote was taken as follows:

Todd Banducci	aye
Ken Howard	aye
Judy Meyer	aye
Ron Nilson	aye
Christie Wood	aye

At 5:55, a motion was made by Trustee Nilson to return to open session and seconded by Trustee Banducci. Chair Howard adjourned the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Howard called the meeting to order at 6:05 p.m. and verified that a quorum was present.

ATTENDANCE

Trustees: Todd Banducci
 Ken Howard
 Judy Meyer
 Ron Nilson
 Christie Wood

Also present: Joe Dunlap, President
 Marc Lyons, Attorney for North Idaho College
 Mark Browning, Vice President for Community and Governmental Relations
 Lita Burns, Vice President for Instruction
 Ron Dorn, Vice President for Resource Management
 Graydon Stanley, Vice President for Student Services

Chair Howard led the board and meeting attendees in the Pledge of Allegiance. He then welcomed attendees and guests to the meeting.

APPROVAL OF MINUTES

Chair Howard called for any changes to the minutes from the October 29, 2013 workshop and the October 30, 2013 meeting. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT

None.

CELEBRATING SUCCESS

NIC Wrestling Coach presented information about the teams' athletic successes over the past year and highlighted some of their community service projects including the school supplies give away in August and volunteering with the food bank and raising funds for the Susan G. Komen Foundation. He pointed out that the Coeur d'Alene Crossing event raised \$30,000 for three different nonprofit organizations.

SPECIAL PRESENTATION

Brad Marshall and Dale Baune from JUB Engineers presented the board of trustees with a framed project poster created for the Higher Education Campus project and Jon Mueller from Architects West and Landmark Landscape Architects presented the board with a merit award for the project from the American Society of Landscape Architects won for the Higher Education Campus project.

SPECIAL BUSINESS

Election of Officers

Chair Howard called for a nomination for the office of board chair. Trustee Nilson nominated Ken Howard for a second term as board chair. The nomination, seconded by Trustee Wood, carried unanimously.

Chair Howard called for a nomination for the office of vice chair. Trustee Wood nominated Judy Meyer for a second term as vice chair. The nomination, seconded by Trustee Nilson, carried unanimously.

Chair Howard called for a nomination for secretary. Trustee Wood nominated Ron Nilson for the office of secretary. The nomination, seconded by Trustee Meyer, carried unanimously.

Trustee Banducci made a motion to combine the duties of the offices of secretary and treasurer as was done this past year. The motion, seconded by Trustee Meyer, carried unanimously. Trustee Nilson will hold the office of secretary/treasurer.

CONSTITUENT REPORTS

ASNIC

ASNIC President Benaiah Cheevers reported on ASNIC's project to improve the transferability of NIC's degrees and programs, their work on the ASNIC budget for FY15 and their plans to increase participation in student government.

Staff Assembly

Chair Nancy Edwards reported on recent staff activities including the holiday gift giving program, St. ASNIC, for children of NIC students, staff and faculty, and staff's participation in a garment collection for the North Idaho Violence Prevention Center.

Faculty Assembly

Chair Michelle Lippert reported on year-end activities. She highlighted some discussions held during the last faculty assembly meeting including the policies currently under review, the previous proposal for a Long House as a part of the 9 Point Agreement with the Coeur d'Alene Tribe and discussion about the proposed event center.

Senate

Vice Chair Chantel Black reported on the policies that will receive a second reading at their upcoming meeting including the revised policy and procedure for the college committee structure.

PRESIDENT’S REPORT

Dr. Dunlap asked VP Graydon Stanley to report on the impacts and opportunities resulting from the move of the Coeur d’Alene Summer Theater. He asked VP Lita Burns to report on the implementation of common core and general education reform and he asked VP Mark Browning to provide an update on the dike road recertification. Chair Howard requested that the board be provided with a copy of the geotech report from the city prior to any public meetings taking place.

Dr. Dunlap continued by announcing that the Physical Therapist Assistant Program received candidacy status from the accrediting body and he commended VP Lita Burns and Dean Christy Doyle for their collaboration with the other institutions in the state in developing this program. He went on to review the new PTECH program funded by the Albertson Foundation. He closed by announcing the upcoming legislative reception scheduled for December 4.

OLD BUSINESS

There was no old business; however Chair Howard commented that an update on a short term solution for the Welding and OPRV Programs would be provided at the December board meeting.

NEW BUSINESS

Naming Wrestling Mat Room

Dr. Dunlap asked Wrestling Coach Pat Whitcomb to address the board regarding a request to name the wrestling mat room in honor of former Wrestling Coach John Owen. Trustee Wood made a motion to waive a second reading of the request and name the wrestling room in honor of John Owen. The motion, seconded by Trustee Meyer, carried unanimously.

NIC Financial Audit for the Year Ending June 30, 2013

VP Ron Dorn introduced Toni Hackwith from the auditing firm of Magnuson, McHugh. Ms. Hackwith reported the audit of financial statements, internal controls over financial reporting and compliance, and major federal programs all received an unqualified “clean” opinion. She provided some highlights including information on operating revenues, expenses and capital contributions, and she ended by reporting the college’s fund balance as of June 30 was \$11.6 million or 25 percent of our regular general fund operating revenues, which falls above the recommended minimum of 5-15 percent.

Trustee Banducci asked questions regarding cash handling procedures, the omission the NIC Booster Club and NIC Foundation audits, the recommendation to develop a verification process for applicants claiming Kootenai County resident status and the process for setting up new vendors.

BOARD CHAIR REPORT

Chair Howard had no report.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Nilson asked Dr. Dunlap for a recap of the ribbon cutting event for the college’s Aerospace Center of Excellence. Trustees Banducci and Meyer mentioned some upcoming college events.

The meeting was adjourned at 7:35 p.m.

Board of Trustees Chair

Board of Trustees Secretary

BOARD OF TRUSTEES MEETING
December 18, 2013

TAB 1

SUBJECT

Facility Master Plan and Cash Flow for Proposed Capital Projects

BACKGROUND

NIC is considering four capital projects over the next several years. A facility master plan needs to be developed along with development of funding streams for the projects.

DISCUSSION

Presentation includes a discussion of planning assumptions, review of possible funding streams for four capital projects utilizing a variety of funding sources, a review of the cash flow to support these projects, and a model timeline for project development.

COMMITTEE ACTION

None

FINANCIAL IMPACT

\$100,000 from capital reserve

REQUESTED BOARD ACTION

Approve expenditure by administration for up to \$100,000 for development of a facilities master plan.

Prepared by
Joe Dunlap, President

NIC Capital Budget Roadmap 2014 - 2028 (15 years)

(\$000,000)

Revenue Sources <i>(See Assumptions)</i>	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Capital reserve balance	4.00	6.30	8.20	7.60	3.04	6.48	6.92	7.36	7.80	8.24	9.33	10.42	11.51	12.6	13.69
Annual capital reserve contribution from base	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40
Fundraising:															
LCDC <i>(Assumption 1A)</i> <i>(\$13M Sports Complex; \$2M Joint Use)</i>				15.00											
Community campaign				6.00											
Student Recreation Center fee					0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47
Joint use \$1M NIC, UI, LCSC					3.00										
Permanent Building Fund for joint use facility			4.00	4.00											
EDA Grant for CTE facility			2.50												
Bond proceeds:															
Bond - CTE Building and Hedlund Remodel			25.00												
Student Rec Center-Housing/Dorm Authority				8.20											
Student Facility Fee										0.65	0.65	0.65	0.65	0.65	0.65
Total Revenue	6.40	8.70	42.10	43.20	8.91	9.35	9.79	10.23	10.67	11.76	12.85	13.94	15.03	16.12	17.21

Expenditures	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Planning	0.10	0.50	0.50												
New building projects:															
Career and Technical Building [Hedlund]			30.00												
Sports Complex				20.00											
Joint use			4.00	10.00											
Student Recreation Center				8.20											
Bond debt service:															
Bond - CTE \$25M, 20 yrs				1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96
Rec Center Bond \$8.2M, 30 yrs					0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47
Total Expenditures	0.10	0.50	34.50	40.16	2.43	2.43	2.43	2.43	2.43	2.43	2.43	2.43	2.43	2.43	2.43

Net Year End Balance	6.30	8.20	7.60	3.04	6.48	6.92	7.36	7.80	8.24	9.33	10.42	11.51	12.60	13.69	14.78
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Major Project Timeline:

Career and Technical Building

Sports Complex

Joint Use Building

Student Recreation Center

Plan	Build
Plan	Build
Plan	Build
Plan	Build

Assumptions:

- Projects include several funding sources, including:
 - base cash on hand, fundraising, grants, Permanent Building Fund, bonds
 - 1A) Includes infrastructure
- \$900K available in foregone taxes in 2014, with potential to increase each year
- There is money in the capital budget for small campus projects
- Regular campus maintenance comes from operating budget
- Bond amortization is 20 years for CTE and 30 yrs for Rec Center
- College land assets valued at ~\$2M that could be used to fund projects
- Major Project Timeline is flexible depending on funding sources.
- CTE Bond debt service demonstrated in Bond Calculations Chart

Assumption 8: Bond Calculations	CTE
Principal Amount	25.5
Fees	0.5
Net	25.0
Rate	4.50%
Amortization Years	20
Annual Payment	(\$1.96)