



North Idaho College

NIC Board of Trustees Meeting Agenda

Lake Coeur d'Alene Room

6:00 p.m.

February 26, 2014

Amended February 24, 2014

***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 Sections 67-2345(a), (b), (c), (f)

Ken Howard

6:00 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

Review Minutes

Ken Howard

Public Comment**

NEW BUSINESS

Tab 3: First Reading: Revised Committees Policy #2.03.01 and
Elimination of Loyalty Oath Policy #3.02.13

Mark Browning/Joe Dunlap

Tab 4: First Reading: Credit Hour Policy #4.02

Larry Briggs

Tab 5: Proposal for Temporary CTE Facilities at Workforce
Training Center/Jacklin Land

Mike Mires

Tab 6: Live Broadcast of Board Meetings

Andy Finney

Reschedule June Board Meeting from June 25 to June 23

Ken Howard

Tab 7: Moving Athletic Programs from SWAC to NWAAC

Al Williams

OLD BUSINESS

Tab 1: Second Reading: Credit for Prior Learning Policy #5.04.07

Mike Mires

Tab 2: Second Reading: Revised Business Office & Facilities Operations
Policy #2.03.02, and Elimination of Financial Aid Policy #5.03

Joe Dunlap

Celebrating Success: Albertson Foundation Continuous Enrollment Grant

Molly Kreyssler

CONSTITUENT REPORTS

ASNIC

Benaiah Cheevers

Staff Assembly

Nancy Edwards

Faculty Assembly

Michelle Lippert

Senate

Audry Bourne

PRESIDENT'S REPORT

Joe Dunlap

INFORMATION ITEMS

Legislative Update
Year-One Accreditation Report

Mark Browning
Lita Burns/Karen Ruppel

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:

March 15 - 5:30 p.m.	NIC Foundation Bon Appetit Auction - Hayden Lake Country Club
March 20 - 6 p.m.	Coeur d'Alene City Council/NIC Board meeting – Cd'A Library Community Room
March 26 - 4-8 p.m.	NIC Board of Trustees Executive Session and Board Meeting
April 8, 2014 5-9 p.m.	NIC Board of Trustees Executive Session
April 30 - 4-8 p.m.	NIC Board of Trustees Executive Session and Board Meeting
May 16 - 7:30-noon	NIC All Employee Breakfast and Commencement Ceremony
May 20 - 5 p.m.	Workshop: Post Falls City Council/NIC Board of Trustees – Post Falls City Hall



North Idaho College

BOARD OF TRUSTEES MEETING

MEETING - 6:00 P.M.

EDMINSTER STUDENT UNION – LAKE COEUR D’ALENE ROOM

January 22, 2014

MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Ken Howard called the meeting to order at 5:00 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 Meyer, seconded by Trustee Wood, to go into executive session under Idaho Code § 67-2345(a), (b) to consider personnel matters and (c) to deliberate regarding labor negotiations or acquisition of an interest in real property. Roll call vote was taken as follows:

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

At 5:58 p.m., a motion was made by Trustee Wood to return to open session and seconded by Trustee Meyer. Chair Howard adjourned the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Howard called the meeting to order at 6:10 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
Lita Burns, Vice President for Instruction
Mark Browning, Vice President for Community Relations and Marketing
Graydon Stanley, Vice President for Student Services
Sarah Garcia, NIC Controller

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 December 18, 2013 meeting and the January 9, 2014 workshop. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT

None.

At this time, Chairman Howard, on behalf of the board and the college, recognized retired Post Falls and Coeur d'Alene Mayors Clay Larkin and Sandi Bloem, and presented them with mementos from the college.

CELEBRATING SUCCESS

Director of ABE/GED Rex Fairfield provided information on the college's Adult Basic Education program including the importance of the program's close engagement with its students and its impact to the college and the community.

TRIO Assistant Director Holly Edwards provided information about the TRIO Grant program and several of the program's completers provided their statements about the program's impact to their lives and personal success.

CONSTITUENT REPORTS

ASNIC

ASNIC President Benaiah Cheevers reported on activities over the past month including elections, budget planning for FY15, a day of welcome event for the opening of spring semester and his participation in legislative activities with the board of trustees. He announced two new student clubs: Aerospace Club made up of students in the Aerospace Program and the Outdoor Power Recreation Vehicle Club initiated by students at the Sandpoint Center, and he closed by announcing a recent meeting he had with members of the administration and the board regarding the student recreation center.

Staff Assembly

Chair Nancy Edwards reported on her recent visit to the state capital with the board of trustees to participate in legislative activities and she thanked the board for the opportunity to participate.

Faculty Assembly

Chair Michelle Lippert opened by commenting on the high quality of her students from the TRIO program. She next reported on her participation in the legislative activities in Boise with the board of trustees. She reported on faculty work on the statewide realignment of the core and the configuration of the college's various divisions. She announced that a committee had been formed to identify key themes for the upcoming tenure workshop and select representatives to present at the workshop.

Trustee Nilson expressed his hopes that the workshop would allow for an open discussion without fear that the board intends to make significant changes.

Trustee Banducci asked Lippert about a discussion that took place at a recent faculty assembly meeting regarding the upcoming fall election and compliance with the college's rules.

Senate

Chair Audry Bourne reported on policies and procedures that had passed a second reading during the last Senate meeting and added that at the request of President's Cabinet, Senate had reviewed the

college's policy on dangerous weapons on college property and had voted to support the policy as it written.

At this time, Trustee Nilson remarked that he had submitted a letter to the board and to President Dunlap regarding his position in support of the board focusing on the college's number one priority of building a facility for career technical education programs and that he cannot support the college going forward with the event center.

Chair Howard added that at this time, there is no proposal on record for an event center or sports center.

PRESIDENT'S REPORT

Dr. Dunlap reported on activities and meetings in Boise during education week with the legislature including a joint meeting of the three community college boards of trustees, the hearings with the Joint Appropriations Finance Committee, the House and Senate Education Committees and a meeting held with the Governor for the college and university presidents.

At this time Chair Howard called for a five-minute break.

OLD BUSINESS

Jacklin Land Proposal for Short Term CTE Facilities Needs

Bruce Cyr provided information for a five-year lease of the Jacklin facility near Riverbend in Post Falls for use as a short term facilities option for the welding and outdoor power recreational vehicle programs. He included funding options for tenant improvements and a proposed timeline for preparing the facility for classes beginning in fall 2014.

Capital Project Planning

Dr. Dunlap opened by commenting on the college's need for a more organized methods for capital and fiscal planning and capital construction management and the need to build internal capacity to assess facilities and manage projects. He introduced Dave Teater and Doug Nichols, project managers and facilities planners who will be engaged to help the college prepare for capital projects that the board directs the administration to address.

Mr. Teater reviewed aspects of the proposed work plan and timeline to implement planning for and management of four major capital projects.

Doug Nichols discussed proposed tasks associated with design, construction and post-construction.

There was some discussion about narrowing the focus to one project and applying the work plan and timeline to the career technical facilities project. Following this discussion, Trustee Wood made the following motion:

The board of trustees directs the NIC administration to develop a long-range facilities master plan that includes timelines for capital construction, management strategies, options for funding opportunities, pre-design of facilities, and development of internal capacity directed to the resolution of the career technical facilities solution only, at this time.

The motion, seconded by Trustee Nilson, carried unanimously.

NEW BUSINESS

Credit for Prior Learning Policy #5.04.07

Vice President Lita Burns presented a newly drafted policy related to awarding credit for prior learning. She explained that the college has many students with military and prior work experience and some with specific skill sets. She went on to say that this policy creates a systematic and standardized way to evaluate students' prior learning experiences in order to determine if credit may be awarded.

This was a first reading and no action was action.

Policy Review

Dr. Dunlap stated that revisions to policy #2.03.02 are minor revisions including a title change in the reference to the Vice President for Finance and Business Affairs. He withdrew Policy #7.01.04 from consideration at this time in order for more discussion with the board, and he explained the administration's reason for proposing the elimination of Policy #5.03.

This was a first reading and no action was taken.

INFORMATION ITEMS

Legislative Update

Vice President Browning had no new legislative information to report since the board's recent return from the recent legislative hearings and meetings in Boise.

BOARD CHAIR REPORT

Chair Howard commented on events the board had taken part in over the past month including a joint meeting of the three community college boards in Boise, meetings with several agencies in Boise and the ongoing collaboration of the presidents and board chairs of the three community colleges in the state. He expressed his hope that the upcoming tenure workshop will be an informative session providing for a good dialog where everyone can achieve a better understanding of the concept of tenure. He closed by commenting on the board's intent to move forward on finding resolution for the college's career technical facilities needs.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Nilson commented on the Governor's high regard for career technical education in the state.

Trustee Wood commented on the effectiveness of the board spending time together while in Boise.


Trustee Banducci commented on the board's efforts to reach out to the community. He then asked that more information be provided by the administration at the next board meeting about broadcasting board meetings live. There was a consensus of the board to receive more information.

Trustee Meyer reported on some business from a recent meeting of the Idaho Business for Education group.

The meeting was adjourned at 9:00 p.m.

Board of Trustees Chair

Board of Trustees Secretary

 **North Idaho College**
SPECIAL BOARD OF TRUSTEES MEETING
EDMINSTER STUDENT UNION – LAKE COEUR D’ALENE ROOM
January 28, 2014
5:45 P.M.

MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Ken Howard called the meeting to order at 5:45 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
 Lita Burns, Vice President for Instruction
 Mark Browning, Vice President for Community Relations and Marketing
 Graydon Stanley, Vice President for Student Services

Chair Howard led the board and meeting attendees in the Pledge of Allegiance. He then stated that there was one item on the evening’s agenda and that was consideration of Idaho Senate Bill 1254 and he asked Vice President Mark Browning to review the specifications of the bill.

VP Browning provided an analysis of the proposed legislation stating that it would add a new section to the Idaho Code which allows governing boards of Idaho universities and colleges to prescribe rules governing firearms with the exception of the statutes covering retired law enforcement officers and persons with enhanced carry permits. He went on to explain the legislation proposes to restrict the carrying of weapons in residence halls and other buildings or facilities with seating capacity of 1,000 or greater.

Browning went on to discuss the nature of users of the North Idaho College campus and provided information for the board’s consideration and the timeframe for the bill’s hearing.

Trustee Wood made a motion to oppose Senate Bill 1254. Trustee Meyer seconded the motion. Trustee Meyer asked for a comparison of the proposed legislation and the college’s current policy. Chair Howard read the contents of the policy aloud. A discussion ensued. Trustee Nilson recommended the college consider a policy that allows security personnel and certain select others with proper training to be armed. Trustee Banducci expressed his concerns with opposing the legislation. VP Browning explained the required specialized training for individuals to obtain an enhanced carry permit. Trustee Wood expressed that she could not support the bill as it is written and she added that she feels there is room for the board to consider changes to current policy. Trustee Meyer expressed that this is an issue of local control and she welcomes any recommendations the administration may have regarding revisions to the college’s current policy. Chair Howard commented that the bill provides for more restrictions on retired law enforcement officers than it does for private citizens with a permit to carry. He added that the bill singles out educational institutions and

unrealistically limits those institutions. He gave the example of Art on the Green as an event that takes place on publicly accessible outdoor grounds where the college could not restrict persons from carrying weapons under the proposed legislation.

Following this discussion, the motion passed with Trustees Wood, Meyer, Nilson and Howard in favor in Trustee Banducci opposed.

Chair Howard commented that at a future meeting, the board should discuss a motion to authorize the administration to review the college's policy.

The meeting was adjourned at 6:35 p.m.

Board of Trustees Chair

Board of Trustees Secretary



North Idaho College
BOARD OF TRUSTEES WORKSHOP

5:30 P.M.

EDMINSTER STUDENT UNION – DRIFTWOOD BAY ROOM

February 11, 2014

MINUTES

Chair Ken Howard called the workshop to order at 5:35 p.m. He stated the purpose of the workshop was to help the trustees understand the concept of tenure and North Idaho College's tenure policies. He went on to provide a brief outline of the structure for the workshop stating that presentations would be made by three community members and three members of faculty about their understanding of the concept of tenure.

Howard went on to state that community member and president of Bayshore Systems, Jim Tippett had been asked to attend and provide a statement regarding tenure, but because he was unable to attend, he provided written comments and asked that they be read aloud. Tippett's comments included his belief that tenure should be appropriately earned and maintained. Tippett's comments further expressed questions including what percentage of tenure applications have not been accepted, how many tenured faculty have lost their tenure over the years, how difficult is it to remove an underperforming tenured faculty member and does the board have final authority to grant and remove tenure? His comments went on to say that he had not reviewed NIC's tenure policies, but had reviewed the topic and feels that tenure is not the best solution for growing and maintaining academic excellence. He believes it is too difficult to dismiss a tenured employee who is not performing or has violated employer policies and he believes that tenure doesn't motivate all who achieve it. His comments closed by saying he wants to gain a better understanding of NIC's tenure policies.

Molly Michaud, NIC faculty member, explained the four-year process for the conferral of tenure from the point of hire of a tenure track faculty member through conferral and the follow on process of evaluation and continuous professional improvement that takes place after conferral of tenure. She provided examples of her own experience with the process.

At this time, Chair Howard read the definition of tenure as it is defined in the college's tenure policy including the definitions of the circumstances under which tenure may be removed.

Chair Howard asked College Attorney Marc Lyons to address contractual and at will employment and how they relate to the concept of tenure at NIC. Lyons explained that from an employment law standpoint, tenure at NIC appears more like contractual employment in the private sector.

Jeffrey Smith, community member and employee of Edward Jones stated that he had done some research on the topic of tenure and had found there is a negative perception of the concept of tenure. He went on to say he had reviewed NIC's policies and he expressed concerns about the processes for suspending or terminating a tenured faculty member. He went on to recommend that the board establish an ad hoc committee to work on streamlining the processes in order to help the public have a more positive perception.

Chair Howard asked Mr. Smith about the process for terminating an employee in his organization. Smith explained that they do have an annual evaluation and appeal process for support personnel.

Trustee Banducci asked Mr. Smith if, during his research of the topic, he discovered any differences in individual definitions of tenure. Smith responded that there was some variation of opinions of where tenure is most appropriate or has a purpose.

Dr. Karen Ruppel, NIC faculty member, commented on the purpose of granting tenure to career technical faculty. She went on to discuss accreditation standards that relate to the concept of tenure at NIC and the process of hiring faculty, conferring tenure and managing the continuous improvement process required of tenured faculty. She explained the steps required for remediation, suspension or termination of tenured faculty.

Trustee Banducci asked about training opportunities for career technical faculty to get them properly trained for the classroom without the tenure process. He next asked how the concept of academic freedom is applied to career technical faculty since they are required teach to a standard.

Dr. Ruppel responded that in lieu of tenure there are ways to achieve appropriate training which could include course work taken during a faculty member's personal time. She further commented that academic freedom does apply to career technical faculty as many of them teach on such topics as occupational relations, employment law, work ethic, and negotiation in the workplace.

Trustee Nilson asked about the number of tenure candidates that received tenure versus the number of those candidates that did not obtain tenure and he asked about the number of tenured faculty that were suspended for cause that were eventually terminated. VP Lita Burns responded that since 2003 the college has hired 105 tenure track faculty; 60 have achieved tenure and 27 are still in the pipeline. She added that the Tenure Committee had denied three candidates in the last 10 years and in one year, two candidates out of the five recommended were placed into remediation with one of them going on into the tenure process. She went on to report that in the past 10 years there have been three candidates that the administration did not recommend to the board of trustees and she added that in the past 10 years, 18 of the faculty hired into tenure track left the institution prior to receiving tenure; five by personal choice and 13 for unsuccessful completion of the tenure process. She finished by reporting that over the past ten years, one tenured faculty was terminated for cause and a number of faculty who were identified as not meeting standards and who needed remediation or counseling, chose to leave the college rather than entering into a formal remediation or termination process.

Trustee Banducci asked if student evaluations continue after tenure is granted. Dr. Ruppel responded that student evaluations, peer evaluations and faculty self-evaluations are done every three years. Banducci went on to ask how strict the degree requirements are for tenured faculty. Ruppel responded that a tenured academic faculty member must have a master's degree. Banducci asked about the continuing education requirements for tenured faculty. Ruppel responded there is no specific requirement for continuing education, but faculty may move across the salary columns by completing professional development or by obtaining course credit. Banducci asked VP Burns about the faculty hiring exceptions during 2008. VP Burns responded that in 2008 many of the tenure track hires were faculty that had been hired in previous years for special appointment positions, so they had, at one point, gone through the appropriate hiring process. She added that since that time, she is not aware of any faculty being hired into tenure track positions without going through the appropriate process.

Trustee Meyer asked if there were many special appointment faculty who remain in those positions very long without moving onto the tenure process. VP Burns responded that special appointments are hired to balance the full time teaching load and she added that since 2003, the college has hired 34 special appointments lasting from one to six years and some have become tenure track positions. Dr. Ruppel commented that special appointment faculty do undergo an evaluation process.

Trustee Banducci asked about the hiring process for tenure track positions. VP Burns explained the process including application screening, teaching demonstrations and on campus interviews and ok reference checks and offers.

Trustee Meyer asked if there are candidates who decide they do not want to enter into the tenure process. VP Burns responded that there have been candidates who were either not interested in taking the steps to become tenured or who were not interested in upholding the standards required of a tenured faculty.

Chair Howard commented that community member Ron Reed had been asked to attend the workshop and provide remarks, but he had been unable to attend. He then asked Norm Gissel, representing faculty, to comment.

Mr. Gissel, a former NIC Trustee, addressed the importance of maintaining a high quality of instruction in order for the college to continue to achieve its mission and he expressed that tenure is an important way to maintaining the high quality of NIC's instructors.

Chair Howard asked Dr. Dunlap to provide comments regarding the college's tenure process. Dr. Dunlap stated that all of the institutions for which he'd worked, had a tenure process and many lacked integrity, but at NIC he feels that the process works. He went on to state that tenure isn't meant to protect bad faculty, but to protect good faculty and he added that President's Cabinet had unanimously signed a letter of support for tenure at NIC and he asked the board for their support, as well.

Trustee Wood expressed her support of the process at NIC and stated that she feels it is good to discuss the topic.

Trustee Meyer stated that the workshop was reaffirming for her and she thanked the board for the participating in the discussion. She expressed her hope that the college can go forward with faith in the process that is in place and working well.

Chair Howard expressed his understanding that the workshop had caused some concern amongst the faculty. He went on to state the value of discussing tenure at NIC and that it may now be better understood. He expressed that tenure at NIC is defined by rigid rules and responsibilities and there is a process of constant review of faculty to ensure they maintain those standards.

He thanked everyone for attending and closed the meeting at 7:20 p.m.

Board of Trustees Chair

Board of Trustees Secretary

BOARD OF TRUSTEES MEETING
February 26, 2014

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

BOARD OF TRUSTEES MEETING
February 26, 2014

TAB 1

SUBJECT

Credit for Prior Learning Policy

BACKGROUND

The NWCCU standard for granting credit for prior learning reads as follows:

2.C.7 Credit for prior experiential learning, if granted, is

- a) guided by approved policies and procedures;
- b) awarded only at the undergraduate level to enrolled students;
- c) limited to a maximum of 25% of the credits needed for a degree;
- d) awarded only for documented student achievement equivalent to expected learning achievement for courses within the institution's regular curricular offerings; and
- e) granted only upon the recommendation of appropriately qualified teaching faculty.

Credit granted for prior experiential learning is so identified on students' transcripts and may not duplicate other credit awarded to the student in fulfillment of degree requirements. The institution makes no assurances regarding the number of credits to be awarded prior to the completion of the institution's review process.

The policy was developed to provide a standard process for evaluating students' prior learning experiences, so that credit may be appropriately awarded.

COMMITTEE ACTION

This policy has been reviewed and revised by NIC's Senate, and is now presented to the board of trustees for a first reading.

FINANCIAL IMPACT

Minimal impact. This would be delivered in a directed study format.

REQUESTED BOARD ACTION

Request the board approve policy #5.04.07.

Prepared by,
Lita A. Burns, PhD
Vice President for Instruction

Policy

Policy # 5.04.07

Effective Date: _____

<i>(Impact Area - Dept Name)</i> Instruction	<i>(General Subject Area)</i> Students	<i>(Specific Subject Area)</i> Credit for Prior Learning
	Author: Dean of Professional-Technical and Workforce Education	Supersedes Policy #
Relates to Procedure # 5.04.07	Impact: This policy allows professional-technical education students to seek credit for prior learning up to 25% maximum of total program credits for their certificate or degree program.	
Legal Citation (if any):		
<i>North Idaho College</i>		

Policy Narrative

[Page 1 of 1]

North Idaho College evaluates credit for prior learning (CPL) to enable professional-technical students to enrich or accelerate their programs of study. CPL credit is awarded for the achievement of an advanced level of knowledge and/or skill outside of college coursework. The learning must be documented, demonstrable, college-level, currently applicable, and be equated to specific course outcomes in the college curriculum.

CPL credit is awarded for prior learning through the use of published procedures and through portfolio assessment. CPL is awarded for learning that is acquired through work experiences, correspondence and extension courses, civic, community, and volunteer work; participation in formal courses; military training, and in-service training sponsored by associations, business, government, and industry.

A student interested in a professional-technical program at North Idaho College may receive CPL only if the learning: 1) is evaluated by appropriately qualified teaching faculty through formal procedures, 2) meets the outcomes of specific courses at the college, 3) relates to the student's education program, and 4) meets the standards of quality as set forth by the Idaho State Board of Education and the Northwest Commission on Colleges and Universities. CPL credit is limited to a maximum award of 25% of the credits needed for a specific degree or certificate program. Students can make application for CPL by completing the procedures described in detail in the *North Idaho College Handbook for Credit for Prior Learning*. CPL is applicable to professional-technical education programs that lead to employment and generally will not transfer to other institutions.

This policy does not pertain to Challenge for Credit, College Level Exam Program (CLEP) Credit, Foreign Language Placement Credit or Advanced Placement (AP) Credit.

BOARD OF TRUSTEES MEETING
February 26, 2014

TAB 2

SUBJECT

College Policy Revisions

BACKGROUND

As a part of a thorough review of college policies begun this past fall semester, President's Cabinet and Senate have collaboratively developed and approved minor revisions to Policy 2.03.02. There were no substantive changes to the policy; however, revisions must be approved by the board of trustees.

In addition to this policy revision, President's Cabinet and Senate both approved the elimination of Policy 5.03 Financial Aid. The reason for elimination is that the college is mandated by the U.S. Department of Education to carry out financial aid practices, therefore a policy stating the college is doing so, is unnecessary.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

Request the board approve revisions to policy #2.03.02 and approve the elimination of policy #5.03

Prepared by
Shannon Goodrich, Sr. Executive Assistant
NIC President's Office

Policy

Policy # 2.03.02

Effective Date 3/25/09

Revised: _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Business Office and Facilities Operations</p>	<p><i>(General Subject Area)</i></p> <p>Business and Facilities Operations</p>	<p><i>(Specific Subject Area)</i></p> <p>Policy encompasses Policy Manual Sections VI and VII</p>
<p>Relates to Procedure #</p>	<p>Author: Rolly Jurgens VP for <u>Administration Finance and Business Affairs Administration</u></p> <p>Supersedes Policy</p>	
<p>Legal Citation (if any):</p>	<p>Impact: To provide for the safety and well being of students, employees and the public as well as proper stewardship of college assets.</p>	
<p>North Idaho College</p>		

Policy Narrative

[Page 1 of 1]

The North Idaho College Business Office under the guidance of the board of trustees and the college president shall adopt practices for two goals:

1. to provide for the safety of students, employees and the public through the development and publication of ~~campus emergencies/safety regulations;~~ risk management guidelines~~campus emergencies/safety regulations;~~
2. to maintain ~~proper receipt, use and record-keeping for~~ the receipt, use and disbursement of all funds and other assets received or possessed by North Idaho College.

These practices shall be codified in the Administrative Services Operational Guidelines and shall ensure all assets are protected and used for their intended purposes. In an effort to ensure accountability and to ensure stewardship of the institution's finite resources, the vice president for Finance and Business Administrative Services Affairs Administrative Services or his/her designee will communicate changes in the Administrative Services Operational Guidelines Manual to constituent groups.

Policy

Policy #5.03

Effective Date 3/26/08

<i>(Impact Area - Dept Name)</i> Student Services	<i>(General Subject Area)</i> Financial Aid	<i>(Specific Subject Area)</i>
	Author: Eric Murray	Supersedes Policy 5.03
Relates to Procedure #	Impact: None	
Legal Citation (if any):		
North Idaho College		

Policy Narrative

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NIC will steward the Financial Aid process as outlined in the federal guidelines that are updated yearly by the Department of Education.

BOARD OF TRUSTEES MEETING
February 26, 2014

TAB 3

SUBJECT

Revised Committees Policy #2.03.01; Elimination of Loyalty Oath Policy 3.02.13

BACKGROUND

Policy #2.03.01 on committees is a revision to an existing policy and recommended changes are shown in the attachment.

President's Cabinet and Senate both approved the elimination of Loyalty Oath Policy #3.02.13

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

Policy

Policy # 2.03.01

Effective Date: 5/26/99

Revised Date: 1/19/10

<p><i>(Impact Area - Dept Name)</i></p> <p>Administration</p>	<p><i>(General Subject Area)</i></p> <p>Committees</p>	<p><i>(Specific Subject Area)</i></p>
<p>Relates to Procedure # 2.03.01</p>	<p>Author: Vice President for Community Relations and Marketing; and College Senate</p> <p>Supersedes Policy #</p>	
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Policy Narrative

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The committee structure of North Idaho College exists to promote participatory governance and collaborative management of specific college processes. Faculty, students, staff and administrators serve on committees to contribute ideas and opinions from a variety of perspectives. In doing so, members participate in collaborative decision-making and build consensus for positive change within the institution. The current committee structure, charges, and membership are maintained by the President’s Office and are available on the NIC website.

Standing Committees

College wide standing committees deal with long-term issues that affect employee and student groups broadly and have no foreseeable end-date (e.g. **governance committees, councils, curriculum committees, operational advisory committees, etc.**). Standing committees focus on strategic issues and key processes vital to the operations of the college and its future direction. Through these committees, constituent groups **perform research**, exchange information, deliberate, reach consensus, and make

recommendations to the college administration and through the president to the board of trustees. The establishment, and/or discontinuance of college standing committees require approval by the president and the Senate. In cases of disagreement, the board of trustees will make the final decision.

Ad Hoc Committees of Standing Committees

Ad hoc committees are formed at the discretion of the college president. Ad Hoc Committees are important, temporary committees created as needs arise, often responding to special, one-time issues or one-time events (e.g. task forces, steering committees, etc.). In the event that an ad hoc committee remains active for more than three years, it will be reviewed by the president and the appropriate vice president for consideration as a standing committee.

Constituent Group Committees

Constituent groups set up and govern their committees' charges, membership, and procedures through the groups' constitutions and bylaws, with the exception of specific committees designated by the college as standing committees. **Constituent Group Committees can be permanent or temporary.** As an important part of participatory governance, constituent groups are responsible for recommending members to college-wide standing and ad-hoc committees.

Policy

Policy # 3.02.13

Effective Date _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Loyalty Oath</p>
	<p>Author:</p>	<p>Supersedes Policy # (See p. 2.79)</p>
<p>Relates to Procedure #</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Policy Narrative

[Page 1 of 1]

LOYALTY OATHS

No loyalty oath shall be required of any North Idaho College employee.

BOARD OF TRUSTEES MEETING
February 26, 2014

TAB 4

SUBJECT

Credit Hour Policy

BACKGROUND

The U.S. Department of Education Regulations: 34 CFR 600.2 and 600.24, mandate all accredited institutions comply with the definition of the credit hour as established (by the regulations). Northwest Commission on Colleges and Universities, in effort to meet federal requirements, now requires accredited institutions to provide evidence of:

1. the adoption of a policy on credit hour for all courses and programs at the institution;
2. the process the institution employees to periodically review the application of its policy on credit hour across the institution to assure the credit hour assignments are accurate and reliable; and
3. any variations in the assignment of credit hours to assure that these variations conform to commonly accepted practices and higher education.

The policy has been proposed to provide students with a concise definition of credit hour, provide internal consistency in all matters related to credit hour reviewing calculation and to meet federal and accreditation requirements.

DISCUSSION

The policy was drafted by Karen Ruppel, Faculty Coordinator, Assessment and Accreditation and has been reviewed by multiple entities on campus such as, Instructional Cabinet, Instructional Leadership Team, Curriculum Council, the Registrar, Faculty Assembly and the College Senate. Each group offered feedback and input to the draft of this policy.

COMMITTEE ACTION

The College Senate and President's Cabinet recommend adoption of the policy.

FINANCIAL IMPACT

No identified financial impact

REQUESTED BOARD ACTION

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

Prepared by
Lita A. Burns, PhD
Vice President for Instruction

Policy

Policy # 4.02

Effective Date: _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Instruction</p>	<p><i>(General Subject Area)</i></p> <p>Curriculum</p>	<p><i>(Specific Subject Area)</i></p> <p>Credit Hours</p>
	<p>Author: Credit Hour Task Force</p>	<p>Supersedes Policy #</p>
<p>Relates to Procedure # 4.02</p>	<p>Impact:</p>	
<p>Legal Citation (if any): U.S. Department of Education Regulations: 34 CFR 600.2 and 600.24</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

[Page 1 of 2]

North Idaho College credit-bearing courses are scheduled and conducted in compliance with federal regulations defining the credit hour. Academic credit provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studios, internships, and other experiential learning, and online education. This policy does not apply to faculty workload definitions.

1) **Definition of a Credit Hour.** For purposes of the application of this policy at North Idaho College, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. Evidence of student achievement is an institutionally established equivalency that reasonably approximates:

- A. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for sixteen weeks (fifteen weeks of instruction and one week of finals) for one semester; or
- B. At least an equivalent amount of hours and work over a different amount of time; or

- C. At least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

2) **Institutional Fulfillment of this Policy.** As required by 10 CFR Section 600.24 – Non-compliance, the Northwest Commission on Colleges and Universities (NWCCU) will evaluate the extent to which the college meets the federal definition by reviewing:

- A. The adoption of this policy on credit hour for all credit-bearing courses and programs at the college;
- B. The processes the college employs to periodically review the application of this policy across the institution to assure that credit hour assignments are accurate and reliable; and
- C. Any variations in the assignment of credit hours to assure that these variations conform to commonly accepted practices in higher education.

Workforce Training Center

Welding Program Site Proposal



Statement of Need



- The welding program lease expires as of June 30, 2016
- The WFTC requires facility to house non-credit trades programs
- ISBDC requests a “fab lab” for its business partners
- ISU requests a “fab lab” for its R&D efforts

Proposal



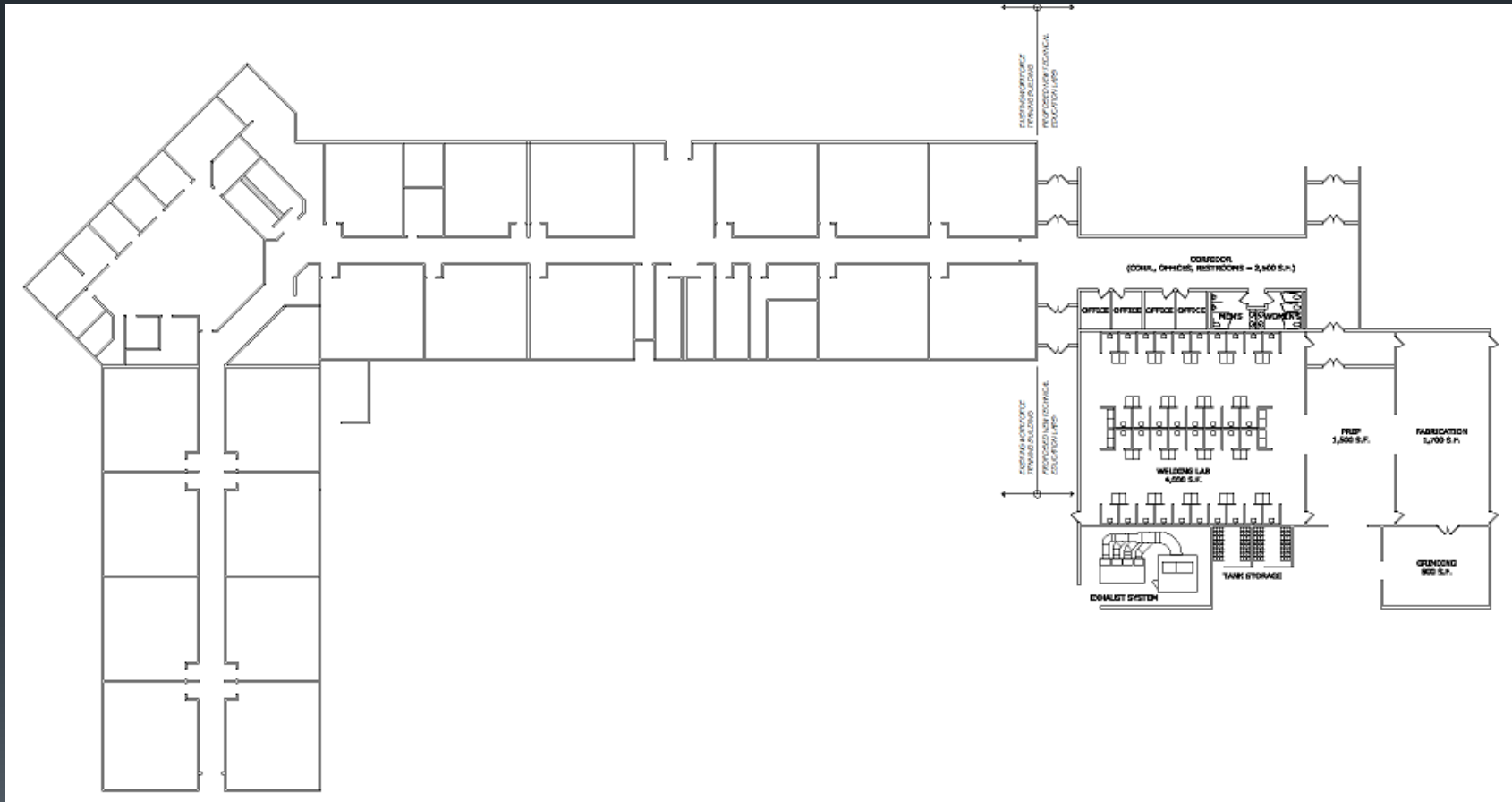
- NIC owns 10 acres at the Riverbend Commerce Park adjacent to the WFTC
- NIC can build an addition to the WFTC to accommodate the Welding Program

Proposal



- The WFTC can use this space to provide training for trades workforce needs
- The ISBDC can use this facility for local small business development
- ISU can use this facility for expansion of R&D

Proposed Layout



Advantages to Welding



- Welding is our flagship program in the trades
- This site would complement our program marketing efforts
- Welding will not be required to relocate until PTE building completed
- Changes in lease/rental agreements won't impact the program

Advantages to Welding



- Changes in company strategic direction won't impact program
- Classrooms, conference rooms, amenities adjoin the proposed structure
- Related education can be delivered on-site to welding, POST, and Graphic Design as well as Post Falls students

Advantages to WFTC



- Trades programs can be delivered at WFTC
- Training site for Wood Products Center of Excellence
- Expanded use for Small Business Development
- Expanded use for ISU

Questions



BOARD OF TRUSTEES MEETING
February 26, 2014

TAB 6

SUBJECT:

'Live' TV Broadcasting of Board of Trustee Meetings

BACKGROUND:

The board requested that research be undertaken and information provided for the potential of taking the board meetings 'live' to television.

DISCUSSION:

Currently board meetings are recorded 'live to tape' and uploaded to the local cable outlets generally within a 24 hour period following meetings. They are also posted on the internet. The technology exists to bring board meetings 'live' to television on the local Time Warner cable system; however, acquisition of the necessary equipment is expensive and implementation of the equipment comes with additional costs. These additional costs include the wages for the local cable outlet personnel to 'stand-by' during the initial airing of board meetings to manually switch over the signal in the event of new technology failure. Additional NIC resources and personnel are required to ensure that a stable and sufficient network connection can be maintained during the 'live' transmission. Current subscribership of Time Warner customers is 20,000 out of the 120,000 residents in Kootenai County, which equates to 16.6% of the county population base.

COMMITTEE ACTION:

None

FINANCIAL IMPACT:

The costs associated with broadcasting board meetings "live" to television range from approximately \$7,000 to \$12,000 with an additional annual cost of \$3,000 to \$5,000.00.

REQUESTED BOARD ACTION:

Based on the cost of equipment, recurring costs, potential impact on personnel at respective cable TV outlets, and the small percentage of total Time Warner subscribership, it is not recommended that board meetings are broadcasted live to television.

Prepared by
Andy Finney
Coordinator of Learning Resources Technology

'Live' TV Broadcasting of BOT Meetings Cost Estimate

Option 1

Qty	Description	Unit Price	Extended Price
1	Incodex One P2P	\$4,995.00	\$4,995.00
1	Incodex One Multi-EP	\$995.00	\$995.00
1	Lieghtronix Hosting Service* (Recurring)	\$1,800	\$1,800.00 to \$5,000
2	Frozen Frame Detection Switch	\$860.00	\$1,720.00
Total			\$9,510.00

(Requires sustainable bandwidth of 4-6 Mb/sec for SD or 6 Mb/sec+ for HD)
 (*Minimum \$1,800.00 - Could be as High as \$5,000.00, depending on usage)

Option 2

Qty	Description	Unit Price	Extended Price
2	Incodex One P2P	\$4,995.00	\$9,990.00
2	Frozen Frame Detection Switch	\$860.00	\$1,720.00
	No hosting service required		
Total			\$11,710.00

(Requires sustainable bandwidth of 8-12 Mb/sec for SD or 12 Mb/sec+ for HD)

Option 3

Qty	Description	Unit Price	Extended Price
2	PegVault SD	\$3,500.00	\$7,000.00
1	Valid Video Detection Switch*	\$250.00	\$250.00
	No hosting service required		
Total			\$7,250.00

(Requires sustainable bandwidth of 12 Mb/sec+)
 Programmable Delay of 2 mins to 1 hr.
 * Auto-program switch only works for one site.

Prepared by: Andy Finney
 Coordinator of Learning Resources Technology

BOARD OF TRUSTEES MEETING
February 26, 2014

TAB 7

SUBJECT

Moving Athletics Programs from SWAC to NWAACC

DISCUSSION

NIC enrollment has declined 11% this year and we are expecting up to another 10% decline next year, consistent with national trends. This reduction in enrollment tuition creates a decline of \$2.3 million in budget year 2015. All areas of campus will participate in those budget reductions. In an effort to create a more sustainable fiscal model for athletics, maintain existing sports teams and preserve opportunities for student participation, NIC has explored the possibility of moving athletics from the Scenic West Athletic Conference to the Northwest Athletic Association of Community Colleges. Representatives from the NIC Athletics Department and the President's Office met with the Executive Committee of the Northwest Athletic Association of Community Colleges (NWAACC) to explore options for membership in their athletic conference. The NWAACC is a 35-member athletic conference, comprised of colleges primarily from Oregon and Washington. The NWAACC does not participate in national championship competition for any sports, with the exception of wrestling. NIC's first proposal for consideration was for partial membership in the NWAACC for its outdoor programs: men's and women's soccer, men's and women's golf, and softball. In the event that partial membership is not an option, NIC requested further consideration to join the conference for all sports within a designated time frame determined by the NWAACC.

Upon review of the membership application material provided by NIC and verbal discussions, the NWAACC Executive Committee decided to circulate a document for member schools to vote on the acceptance of NIC into the conference. In summary, the conditions for approval are as follows:

- NIC men's and women's soccer, men's and women's golf and softball teams would join the NWAACC for the fall of 2014.
- NIC men's and women's basketball and volleyball teams would join the NWAACC by fall of 2016.
- If any NIC student-athletes were not in compliance with NWAACC eligibility rules, NIC would not be eligible to participate in that sport's post-season play.
- Penalties will apply if all NIC teams are not completely in the league by 2016, and departure from the league will result in financial penalties equivalent to one year's dues.

The NWAACC member schools will provide a summary of their votes by February 24, 2014. Priority response is requested by the NWAACC to complete conference schedules for the fall sports in the event that NIC approves the conference transition.

FINANCIAL IMPACT

Acceptance into the NWAACC will allow the NIC Athletics department to operate within the existing budgets. Presently the department experiences periodic over-runs due to increasing costs for ground and air transportation required for mandatory conference schedules. In addition, the NWAACC scholarship levels are significantly below the NJCAA allowable limits. Switching to the NWAACC would require student-athletes to pay for 35% of their tuition and fees, creating a revenue source for the college's general fund. Estimated savings include \$120,000 in travel and \$500,000 in grant in aid athletic scholarships.

REQUESTED BOARD ACTION

Request the NIC Board of Trustees directs the administration to move forward with planning and implementation to transition into the NWAACC.

Prepared by
Al Williams, Athletics Director