



North Idaho College

NIC Board of Trustees Meeting Agenda

Lake Coeur d'Alene Room

6:00 p.m.

October 30, 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)

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

Minutes Review/Approval

Ken Howard

Public Comment**

Celebrating Success: NIC Annual Report to the Community

Mark Browning

SPECIAL REPORTS

Sports Complex Report

John Frew, President/CEO
Frew Development Group, LLC

CONSTITUENT REPORTS

ASNIC

Benaiah Cheevers

Staff Assembly

Nancy Edwards

Faculty Assembly

Michelle Lippert

Senate

Audrey Bourne

PRESIDENT'S REPORT

Joe Dunlap

OLD BUSINESS

Career Technical Education Facilities

Ken Howard

ACCT Conference

Ken Howard

NEW BUSINESS

None

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 MEETINGS:

- November 7 9:00-11:30 Aerospace Building 1845 Dakota Ave Hayden ID
- November 14 5:30-7 p.m. Scholarship Celebration – SUB Lake Coeur d'Alene Room
- November 20 4-8 p.m. Executive Session and Board Meeting
- December 4 5-7 p.m. NIC Legislative Reception – SUB Driftwood Bay Room
- December 18 4-8 p.m. Executive Session and Board Meeting
- December 19 7 p.m. Associate Degree Nursing Program Pinning Ceremony

BOARD OF TRUSTEES MEETING
October 30, 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
September 25, 2013
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 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 to return to open session by Trustee Nilson, seconded by Trustee Meyer. Chair Howard adjourned the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Howard called the meeting to order at 6:05 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 remarks regarding the meeting minutes.

Trustee Nilson made a motion to approve the minutes of the August 28, 2013 meeting. The motion, seconded by Trustee Wood, carried unanimously.

PUBLIC COMMENT

None.

CELEBRATING SUCCESS

Bill Jhung, regional director for the Idaho Small Business Development Center reported on the success of some small businesses in northern Idaho using the coaching services of the SBDC and the impacts those businesses have made on the region.

SPECIAL REPORTS

KTEC Update

Tim Fortune, director of KTEC reported on enrollment and activity at KTEC, stating that there are approximately 330 students this year and the first two-year program completers are set to graduate in spring. He went on to report that the partnership with NIC results in 30-35 articulation and Tech Prep credits. He explained that the enrollment split between the various programs is fairly even and he hopes to be able to share, by mid-year, information on the number of KTEC students transferring to NIC.

Regional Economic Outlook

Grant Forsyth, chief economist for Avista Corp. provided occupational pay and opportunities data for the northern Idaho region from the Bureau of Labor Statistics. He provided percentages of projected annual job growth for NIC's career technical programs to 2020 and comparisons of wage profiles for those programs in Kootenai County, the rural areas around Kootenai County and the U.S.

CONSTITUENT REPORTS

ASNIC

ASNIC President Benaiah Cheevers began by reporting that he and his fellow senators had noticed a higher level of student involvement in committees and student government this fall. He went on to report that he and the senators are focusing projects and goals on one or more of the college's values and they have pledged their commitment to academic success, bettering communication between students and college departments and improving student activities. He went on to review some activities planned for the year including continued work toward a student recreation center and a multicultural student center in the SUB. He stated that he recently completed draft committee charges for a Student Sustainability Committee and Student Union Advisory Board. He closed by announcing the recent grand re-opening event for the coffee shop in the SUB as well as an email he's drafting to the presidents of the student governments of other Idaho Colleges proposing they establish an Idaho College Student Government Association and to seek feedback regarding a student leadership conference at NIC.

Chair Howard commented on the resolution the board passed last academic year regarding the student recreation center. President Cheevers responded that ASNIC may be drafting a new proposal and resolution. Chair Howard responded that if that is the case, then ASNIC may want to

consider asking the board to rescind their original motion and when ready with the new proposal, request a new motion.

Staff Assembly

Chair Nancy Edwards reported that during their September meeting, NIC Wrestling Coach Pat Whitcomb presented on the community activities in which the team takes part. She went on to report on other business that took place during the meeting including the college's new online employee learning system, policies, wellness, and the Sterling Silver Committee.

Faculty Assembly

Chair Michelle Lippert reported that during the September 12 meeting, the Assembly reviewed, discussed then rejected the recently received draft RIF policy because it was an exact duplicate of the version presented to an ad hoc sub-committee in May 2011. She went on to say that the Assembly is supportive of Dr. Dunlap's plan to create a policy for reduction or elimination of specific programs, separate from a policy for a reduction in force due to financial exigency. She continued by stating that the Assembly is concerned about the board's wish to schedule a workshop for the discussion of tenure and she extended an invitation to the board to attend the October meeting to discuss the matter and answer questions.

Chair Howard expressed the board's willingness to meet with faculty to discuss tenure, and stated that if the Assembly wishes the full board to attend a meeting, then the board members would be asked to attend. He went on to say that if the full board is requested, then a workshop will be scheduled for the discussion. He added that the board could also be represented at a Faculty Assembly meeting by two members without creating a quorum. He explained that if there was a quorum of the board then the meeting would need to be noticed to the public.

Chair Lippert responded she would work out a compromise with the board for this discussion.

Senate

Chair Audry Bourne reported that during their August meeting, Senate passed a first reading of the proposals for a Safety Advisory Committee and the NIC Children's Center Committee. She announced the election of Senate officers and stated that the Reduction in Force policy was discussed then tabled so that the Faculty and Staff Assemblies could review it and provide feedback. She reported that during the September meeting, ASNIC presented two resolutions and the Safety Advisory Committee and NIC Children's Center Committee both passed a second reading and were approved as new college committees. She added that the RIF policy was brought back to the table then rejected in accordance with college policy 2.01.04. She finished her report by stating that a special Senate meeting was scheduled for the next day during which Senate would complete a first reading of the draft Credit-Hour policy and procedure.

PRESIDENT'S REPORT

Chair Howard commented that the two information reports on the agenda would be moved and provided as a part of the president's report.

Dr. Dunlap began by asking Vice Presidents Stanley, Burns and Dorn to report on enrollment, financial aid, impacts that the enrollment reductions have had on instruction and budget adjustments to accommodate the drop in enrollment. Before these reports, Dr. Dunlap discussed the dedications and reception kicking off the college's 80th anniversary held the previous week. He expressed his thanks and appreciation to Mike Halpern, Garry Stark and Rhonda Smalley for their work in restoring the Powder Magazine.

VP Graydon Stanley reported that, as of today, overall head count is 6,053 which is an eight percent decrease from last fall and FTE is 4,097 or an 11 percent decrease from last fall. He added that academic headcount is 4,479 or a decrease of 12 percent and FTE is 3,040 or a decrease of 16 percent from last fall. Dual Credit Headcount is 688 or a two percent increase and FTE of 321 or a decrease of two percent, and PTE headcount is 885 or an eight percent increase from last fall and FTE is 735 or an increase of eight percent over last fall.

Stanley went on to report that two significant changes were made to the college's financial aid awards this fall which have reduced student debt by 55 percent from 2010-2013 and reduced the college's bad debt by 76 percent from last year to this year.

VP Lita Burns reported that to accommodate the reduced enrollment, instruction has cancelled 86 course sections, added 24 sections of core courses and merged sections with low enrollment and overall added 189 seats to existing sections. She stated that instruction is trying to be proactive about spring semester. She commented that instruction is also taking steps to manage the curriculum structure and course fees to help students impacted by the newly established processes for financial aid awards.

VP Ron Dorn commented that the changes in financial aid awards will positively impact the budget by aligning revenues and expenditures, and a more formal report can be expected in January. He went on to report that enrollment reductions will impact the expenditures budget by approximately \$800,000 which includes three percent estimated attrition from fall to spring. He stated that restructuring course sections allowed for a \$260,000 reduction in adjunct salaries for the year and he added that for fiscal year 2015 planning he recommends the institution consider another three to five percent reduction in enrollment.

Dorn went on to report that there are \$75,000 available in work study funds that can be used now as well as a surplus in the college's health reimbursement account of \$150,000. He added that there is a \$200,000 salary savings through delaying of filling positions or filling positions at a lower salary, as well as utility savings of \$150,000 and across the board maintenance and operations savings of \$74,000.

A discussion took place about the college's policies and procedures for containing bad debt and planning ahead for coming fiscal years should enrollment continue to decline.

Dr. Dunlap finished his report by including his thanks and appreciation to Bill McElver for his work in helping to restore the Powder Magazine.

OLD BUSINESS

Sports Complex

Dr. Dunlap stated that the ad hoc committee had reported its recommendation for a sports complex at the August board meeting and no decision has been made. He stated that the committee analyzed a study conducted in 2008 for the feasibility of a sports complex and there is recognition that the study needs to be updated to enable the board to make a more informed decision about whether or not to move forward with the project. He stated that a donor to the NIC Foundation has agreed to underwrite the full cost of an updated study. He went on to recommend that the board direct the administration to work with the NIC Foundation to retain a consulting company with appropriate experience and expertise to complete an updated study that meets the following scope of work:

1. The company will present a formal report to NIC no later than October 30, 2013. The report will include but not be limited to:
2. A narrative defining the "Facility Program" outlining NIC's vision for the sports complex, including the location, size, number of seats, sites, concessions, parking, operational needs and potential tenants;
3. A conceptual capital construction budget;
4. An operating budget, including all costs related to project development and related infrastructure;
5. A comprehensive and detailed project schedule;
6. Financing options for the project; including identification of sources of income to help offset costs and debt that may be associated with the project;
7. The study will be mindful and consistent with the Board of Trustee approved "event Center Resolution," and,
8. That all provisions of a consulting agreement be construed according to the laws of the state of Idaho.

A motion was made by Trustee Wood and seconded by Trustee Meyer. There was some brief comment by the board confirming that there would be no fiscal impact to the college by hiring the consultant and that no decision has been made regarding the project. Chair Howard asked that the scope of work also include the provision that the study be conducted within the parameters of the board's prior resolution regarding this informational investigation. Trustee Wood amended her motion to include that provision and the motion carried unanimously.

NEW BUSINESS

None.

BOARD CHAIR REPORT

Chair Howard reminded the board that the October board meeting has been moved to the 30th and a workshop was scheduled for October 29 for discussion of career technical education facilities. He went on to announce that the board would be attending a conference of the Association of Community College Trustees the first week of October. He next reported on the recent legislative luncheon hosted by Coeur d'Alene Chamber of Commerce.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Banducci commented on the recent dedications on campus.

The meeting was adjourned at 8:30 p.m.

Board of Trustees Chair

Board of Trustees Secretary