



North Idaho College

NIC Board of Trustees Meeting Agenda

NIC Career Technical Education Facility

6:00 p.m.

September 28, 2016

***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.*

EXECUTIVE SESSION - Idaho Code Section 74-206*

6:00 p.m.

CONVENE BOARD MEETING/CALL TO ORDER

Pledge of Allegiance		Ken Howard
Verification of Quorum/Introduction of Guests		Ken Howard
Review Minutes		Ken Howard
Public Comment**		
Celebrating Success: Career Technical Education		Lita Burns

CONSTITUENT REPORTS

ASNIC	5 minutes	Sean Collins
Staff Assembly	5 minutes	Teresa Henderson
Faculty Assembly	5 minutes	Geoff Carr
Senate	5 minutes	Josh Gittel

PRESIDENT'S REPORT	10 minutes	Rick MacLennan
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OLD BUSINESS

Tab 1: Approve Revised Head Start Duration Grant		Chris Martin
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NEW BUSINESS

Tab 2: Rescind Motion to Divest the College of the Armory Property		Chris Martin
Amend the Motion to Appoint Second Voting Member to KTEC Board		Ken Howard
Motion to Reschedule November and December Board Meetings		Ken Howard

BOARD CHAIR REPORT		Ken Howard
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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.

Upcoming Events

CTE Facility Ribbon Cutting / NIC Board Meeting	Sep 28 – 4 p.m. CTE Facility
Farewell Reception for Mark Browning	Sep 29 3 p.m. SUB Blue Creek/Echo Bay
ACCT Conference	Oct 5-8 – New Orleans
NIC Board Meeting	Oct 26 – SUB
NIC hosting brunch for legislators during N. ID Legislative/Chamber Tour	Nov 13 10 a.m. SUB dining room
NIC Foundation Scholarship Celebration	Nov 15 5:30 p.m.
NIC Board Meeting	Nov 16 – SUB
NIC Booster Winter CARDnival & Auction	Dec 14 – 6 p.m. Best Western Cd'A Inn



North Idaho College
BOARD OF TRUSTEES MEETING
MEETING - 6:00 P.M.
EDMINSTER STUDENT UNION – LAKE COEUR D’ALENE ROOM
August 24, 2016
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Ken Howard called the meeting to order at 6:00 p.m. and welcomed attendees and guests.

ATTENDANCE

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

Also present: Rick MacLennan, President
Mark Browning, VP for Communications & Government Relations
Lita Burns, VP for Instruction
Graydon Stanley, VP for Student Services
Chris Martin, VP for Finance and Business Affairs
Marc Lyons, Attorney for North Idaho College

Chair Howard led the board and meeting attendees in the Pledge of Allegiance. He then verified that a quorum was present and he and board members welcomed President Rick MacLennan.

APPROVAL OF MINUTES

Chair Howard called for any changes to the minutes from the meeting held on June 22, 2016. Hearing none, the minutes were approved, as presented.

PUBLIC COMMENT

None.

CELEBRATING SUCCESS

Aerospace Division Chair Pat O'Halloran and CTE Transition Coordinator Evan Moore provided an overview of the recent Aerospace Camp hosted for dual credit students from around the state, enrolled in the Aerospace Composite Technology Program.

CONSTITUENT REPORTS

ASNIC

ASNIC President Sean Collins reported that student government had returned to campus and held a full week of training for new members the previous week. He went on to report that they had recent opportunities to meet with Dr. MacLennan and VP Graydon Stanley and they are interviewing students to fill the last open position on student government.

Staff Assembly

Chair Teresa Henderson reported that Staff Assembly held its annual picnic over the summer, and she reported that she had provided a survey to the assembly asking for ideas and thoughts on meeting structure and topics for the year, results of which will be discussed at their September 8 meeting.

Faculty Assembly

Chair Geoff Carr reported that Dr. MacLennan had attended their first meeting held the previous week, and during the meeting the assembly discussed policy 3.02.20, specifically as it relates to doctoral PDUs, and they appointed an ad hoc committee to further review the policy. He went on to report that faculty received a brief presentation on general education matriculation and were asked to review and provide feedback on the six outcomes.

Senate

Chair Josh Gittel reported that during their first meeting on September 15, Senate will conduct an orientation for new members and discuss how best to involve all constituent groups in the college's participatory governance process.

PRESIDENT'S REPORT

Dr. MacLennan commented on his initial first weeks at the college and he discussed meetings and events he had taken part in and expressed his appreciation for the leadership team and the work they and retired President Joe Dunlap had accomplished. He next asked members of President's Cabinet to provide updates.

VP Graydon Stanley provided an enrollment update through the first day of classes, highlighting a decrease in headcount of 5.5% and a decrease in FTE of 5.8%. He added that dual credit FTE had increased 8% and Career Technical Education FTE had increased by 5%. He went on to comment on employee efforts in helping to improve enrollment numbers.

VP Chris Martin provided an update on the CTE facility, stating that lifts are currently being installed, classroom furniture is being installed and good progress is being made on the main academic area and the manufacturing area. He went on to report that all faculty, staff and students will relocate the week of September 6 for the manufacturing area and transportation related programs will move the week of September 25. He commented on the collaborative efforts of the KTEC team, stating that NIC students were utilizing their space for welding labs, and he expressed his appreciation for the flexibility of students and faculty in the relocation and start up processes.

Dr. MacLennan reminded trustees about the facility ribbon cutting event scheduled for September 28. He announced that the NIC Foundation's capital campaign had raised approximately \$4.3 million of their \$5 million goal to support completion of the facility, creation of an equipment replacement fund, creation of an endowment fund for CTE program needs, and an endowment for CTE student scholarships. He added that the public phase of the campaign will be launched and run through the academic year.

VP Mark Browning reported on the recent Cecil's Summer Splash event on the NIC beach for prospective and new students. He highlighted that five \$1,000 scholarships were awarded during the event.

KTEC REPORT

Trustee Nilson reported that KTEC's Executive Director Tim Fortune had recently resigned to take a position in Spokane and that Colby Matilla will serve as interim executive director through the school

year. He went on to report that full enrollment is anticipated for the year and the KTEC Board of Directors has a new representative from the Lakeland School District. Trustee Meyer added that the next KTEC Board meeting will be held October 26 and the board plans to invite President MacLennan to attend a future meeting.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Leases

Chair Howard commented that historically, many of the college's leases have been dealt with administratively and he feels that long term leases and those having to do with interests in land should be addressed by the board. He went on to say that a policy is being developed to help guide which leases should be treated administratively or which ones should come through the board. He asked VP Martin to review several continuing leases related to Head Start and outreach centers that now require renewal.

Trustee Wood made a motion to authorize the board chair to execute one year renewals of the leases for the OPRV Center, Bonners Ferry Outreach Center, Silver Valley Outreach Center, Lakeland Head Start Center, Julien Bucher Head Start Center, Shoshone Head Start Center and Sandpoint Head Start Center. The motion was seconded by Trustee Meyer.

Trustee Banducci asked about the lease renewal for the OPRV Program since its future had been under evaluation. Martin responded that through the Institutional Optimization process, the program had been identified as one to be taught out over the course of this year, so would not be moved to the new facility. He added that due to timing of programs moving from main campus to the new facility, it was determined to leave the OPRV Program in its current leased facility through the year rather than moving it back to main campus. VP Burns confirmed that OPRV is a one-year program, so those enrolled this year will finish this year. She added that the current catalog reflects that this program is in a teach out phase.

Following a question from Trustee Wood, College Attorney Marc Lyons confirmed that he had been involved in the review of each of the leases currently before the board.

The motion carried unanimously.

Salary Schedules Policy

Chair Howard discussed the board's application of the salary step increases year over year and he asked for discussion of the topic among trustees in order to appropriately direct the administration to review the current policy.

Trustee Meyer made a motion to direct the administration to review the salary structure and step policy and make a recommendation to the board by January for replacement, revision or justification for the current policy. Trustee Nilson seconded the motion and expressed his support for an in depth review of the salary structure with a comparison to other institutions in the state and around the nation.

Trustee Wood commented that she agrees with a review of the structure and policy and she expressed that whatever policy is of record, the board must follow it each year.

Trustee Banducci expressed his support to review the structure and policy and to establish a new system that allows the board to determine, on an annual basis, the appropriate increases based on current economic conditions, enrollment and the college's fiscal stability.

Dr. MacLennan commented that it is traditional and important for the institution's professional workforce to have some certainty and understanding of how they may progress through rank. He went on to recognize that the policy may seem to provide for automatic increases, and he added that there are some stable features that have been incorporated to ensure the institution is able to maintain quality instruction and a quality workforce. He expressed that a review is needed now that involves the appropriate constituents throughout the college to consider best practices, and he asked the board to remain open to what the review may entail. He further expressed that a comprehensive replacement and the rate at which a policy moves through consideration, will make a January recommendation difficult. He added that information and updates will be brought forward over the course of the analysis.

The motion was restated: to authorize the administration to engage in a study on the salary structure policy and salary statistics and to provide a recommendation for modification, replacement or justification to maintain the current policy. The motion carried unanimously.

BOARD CHAIR REPORT

Chair Howard commented on a recent social event for the NIC Board of Trustees and the NIC Foundation Board of Directors and an upcoming meeting of the presidents and board chairs of the Idaho community colleges, which will include a discussion of the process to add a fourth community college in the state. He closed by reporting on a recent legislative reception to introduce and welcome Dr. MacLennan and his wife, Theresa.

THANK YOU AND FAREWELL TO TRUSTEE RON NILSON

Chair Howard thanked Trustee Nilson for his service to the board and opened the floor to other trustees to thank Nilson. Trustee Nilson commented on his contributions and efforts during his time on the board.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Meyer commented on a recent Business Journal article on the Idaho Business for Education organization.

Trustee Banducci commented on a recent event for veterans and expressed his appreciation for efforts on their behalf.

The meeting was adjourned at 7:30 p.m.

Board of Trustees Chair

Board of Trustees Secretary



North Idaho College
BOARD OF TRUSTEES MEETING
MEETING - 10:00 A.M.
EDMINSTER STUDENT UNION – DRIFTWOOD BAY ROOM
September 7, 2016
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Ken Howard called the meeting to order at 10:15 a.m. and welcomed attendees and guests.

ATTENDANCE

Trustees: Judy Meyer
Ken Howard
Christie Wood
Todd Banducci

Also present: President Rick MacLennan

NEW BUSINESS

Interview Candidates for Interim Trustee Zone 5 Position

Chair Howard stated the purpose of the meeting was to interview candidates for Trustee Zone 5, to elect a vice chair and a member of the KTEC Board as those positions were occupied by Ron Nilson and they'll be filled by others for the remainder of his term. He went on to explain that the board had received six letters of interest for the open seat in Zone 5, three of which had withdrawn, one had not responded for an interview, so was considered withdrawn, and two were scheduled for interviews.

Chair Howard introduced Mr. Brad Murray. Murray began by providing a brief background on himself and explaining his qualifications and desire for appointment to the NIC Board, including his experience serving on community and state level boards, 36 years' experience in public education, experience teaching and an understanding of the value of career technical education programs.

Chair Howard next introduced Ms. Geri Wile and explained the interview format. Ms. Wile provided the board information on her background, including 16 years as the Employment Services Manager with the Coast Community College District in California where she worked closely with the board of trustees and gained experience and respect for education and an understanding of the board's relationship with the college.

Each of the candidates fielded questions from the trustees, Chair Howard commented on the excellent candidacy of both applicants and expressed his appreciation to them for applying. He added that it was important for the board to appoint a trustee in the interim prior to the election so they could avoid tie votes. He then requested a motion from the board to appoint one of the two applicants to the open seat. Trustee Wood complimented each of the applicants and wished them well in their individual elections and moved to nominate Brad Murray for appointment to the board to serve out the remainder of Trustee Nilson's term until the election. The motion was seconded by Trustee Meyer. Following some comment by trustees about the board's decision to appoint a trustee now or to wait until the election, the motion carried unanimously.

At this time, the board took a five-minute recess.

Elect Vice Chair

Chair Howard called for a motion to elect a vice chair. Trustee Meyer nominated Trustee Wood as vice chair. Trustee Wood seconded the motion. Following a question by Trustee Banducci, Chair Howard responded that the board would conduct officer elections following the election in November. The motion carried unanimously.

Appoint Board Member to KTEC Board

There was some discussion about the number of seats the KTEC Board had provided for NIC Board members. It was agreed that two voting seats had been offered. Trustee Banducci made a motion to nominate himself and Brad Murray, after he is properly sworn in as a member of the NIC Board, to serve as liaisons to the KTEC Board. Chair Howard commented that Trustee Meyer is already serving, and the board only needs to nominate one other member. Trustee Banducci made a motion to nominate himself. The motion failed without a second. Trustee Wood nominated herself as second liaison to the KTEC Board. The motion was seconded by Trustee Meyer. Trustee Banducci commented in support of his candidacy as liaison. Chair Howard commented that this position along with the vice chair position will be open again after the election in November. Following further discussion, the motion carried with three in favor and one opposed.

REMARKS FOR THE GOOD OF THE ORDER

Chair Howard announced that the workshop scheduled for September 13 would be postponed until after the election when a full board was seated, and instead, the board would hold an executive session September 13.

The board recessed in preparation for the Clerk of the Election Chris Martin to arrive and deliver the oath of office to Brad Murray.

The board reconvened at 11:15 a.m. and VP Chris Martin delivered the oath of office to Brad Murray who then took his seat with the board.

EXECUTIVE SESSION

A motion was made by Trustee Wood, seconded by Trustee Meyer, to go into executive session under Idaho Code § 74--206 (a), (b) to consider personnel matters. Roll call vote was taken as follows:

Judy Meyer	aye
Christie Wood	aye
Brad Murray	aye
Todd Banducci	aye
Ken Howard	aye

At 11:50 a.m., a motion was made by Trustee Wood to return to open session. The motion, seconded by Trustee Meyer, carried unanimously. Chair Howard adjourned the meeting.

Board of Trustees Chair

Board of Trustees Secretary



**North Idaho College
BOARD OF TRUSTEES MEETING**

MEETING - 5:30 P.M.

EDMINSTER STUDENT UNION – DRIFTWOOD BAY ROOM

September 13, 2016

MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Ken Howard called the meeting to order at 5:30 p.m. and verified that a quorum was present.

ATTENDANCE

Trustees: Judy Meyer
Christie Wood
Brad Murray
Todd Banducci
Ken Howard

Also Present: President Rick MacLennan

EXECUTIVE SESSION

Motion was made by Trustee Banducci, seconded by Trustee Wood, to go into executive session under Idaho Code § 74--206 (a), (b) to consider personnel matters. Roll call vote was taken as follows:

Judy Meyer	aye
Christie Wood	aye
Brad Murray	aye
Todd Banducci	aye
Ken Howard	aye

At 7:35 p.m., a motion was made by Trustee Murray to return to open session. The motion, seconded by Trustee Meyer, carried unanimously. Chair Howard adjourned the meeting.

Board of Trustees Chair

Board of Trustees Secretary

BOARD OF TRUSTEES MEETING
September 28, 2016

TAB 1

SUBJECT

Reduction and resubmission of supplemental Funds to Extend Duration of Head Start Services

BACKGROUND

The Office of Head Start (OHS) has announced the availability of approximately \$294 million nationwide to be awarded for the purpose of increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start center-based programs. This supplemental funding is being made available under the Consolidated Appropriations Act of 2016 (Pub.L. 114-113). OHS solicits applications from existing Head Start grantees that do not provide services equivalent to a full school day and full school year for 40% or more of their Head Start center-based participants, pending a fundable application. Subject to appropriations, funds awarded would become part of a grantee's base funding in future years.

DISCUSSION

The purpose of North Idaho College Head Start applying for a portion of the funding is to provide access to full school year and full school day programming. The Office of Head Start received funding requests that exceeded the amount of available funds. Therefore, grant requests for all Head Starts that applied must be reduced by 33% to both ongoing and start-up costs. Failure to make the necessary changes may result in loss of eligibility for duration funding. All applications must be submitted in HSES no later than October 15, 2016. Because North Idaho College is the grantee for Head Start locally, board approval to submit a revised grant application for duration funding is required.

COMMITTEE ACTION

Board approval of North Idaho College Head Start funding application.

FINANCIAL IMPACT

There is no financial impact to 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 following Attachment A.

Attachment A: Revised Duration Application

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

**North Idaho College Head Start
Program Year 2017-2018 Revised Duration Budget**

Funding Description	2016-2017	2017-2018 Proposed	Addl Costs for 2017-2018	2017-2018 Start-up	Reductions to Ongoing	Reductions to Start-up
Federal Operations Grant - PA22	\$ 2,398,991	\$ 2,398,991				
PA20 T & TA	\$ 30,489	\$ 30,489	\$ -		Original Amount	Original Amount
Duration	\$ -	\$ 755,487	\$ (755,487)	\$ 500,000	Requested	Requested
Total Federal Funding	\$ 2,429,480	\$ 3,184,967	\$ 755,487	\$ 500,000	\$ 755,487	\$ 500,000
State TANF Funding	\$ 106,999	\$ 106,999	\$ -			
Total Federal/State Funding	\$ 2,536,479	\$ 3,291,966	\$ 755,487			
Harding Rental Income (projected)	\$ 25,000	\$ 23,500	\$ 1,500			
USDA/CACFP (projected)	\$ 140,000	\$ 153,580	\$ (13,580)			
Total Operating Budget	\$ 2,701,479	\$ 3,469,046	\$ 767,567	\$ 500,000	\$ 755,487	\$ 500,000
Category Description						
A. Personnel						
Personnel Salaries	\$ 1,438,103	\$ 1,700,711	\$ (385,490)	\$ 150,000	\$ (122,323)	\$ (24,300)
B. Fringe Benefits						
Medical/Dental Insurance, LTD & EAP	\$ 351,499	\$ 506,520	\$ (155,021)		\$ (60,314)	
Retirement - PERSI	\$ 134,731	\$ 185,887	\$ (51,156)	\$ 15,000	\$ (19,314)	\$ (2,000)
FICA	\$ 86,164	\$ 100,756	\$ (14,592)	\$ 5,000	\$ (3,833)	\$ (4,350)
Unemployment	\$ -	\$ -	\$ -		\$ -	
Worker's Comp	\$ 8,673	\$ 10,731	\$ (2,058)	\$ 1,000	\$ (870)	\$ (100)
C. Travel						
Out of Area Travel - T&TA	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	
Out of Area Travel - CO	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	
D. Equipment/Furniture/Maintenance						
Durable purchases	\$ 10,000	\$ 10,000	\$ -	\$ 163,000	\$ -	\$ (54,500)
E. Supplies						
Classroom	\$ 30,765	\$ 35,265	\$ (4,500)	\$ 50,250	\$ -	\$ (20,000)
Admin Supplies	\$ 4,000	\$ 5,000	\$ (1,000)	\$ -	\$ -	
Office Supplies	\$ 9,000	\$ 12,000	\$ (3,000)	\$ -	\$ -	
Education Supplies - (TS Gold & Child Plus)	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	
Maintenance Supplies	\$ 3,500	\$ 5,000	\$ (1,500)	\$ 6,000	\$ -	\$ (3,000)
Computer Supplies/Equipment/Repairs	\$ 10,572	\$ 15,000	\$ (4,428)	\$ 57,500	\$ -	\$ (25,000)
Staff Development/Training - PA 20 & ICDVVA	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ -	
Other Supplies - Custodial/Cleaning	\$ 12,000	\$ 16,000	\$ (4,000)	\$ -	\$ -	
Other Supplies - Children's Meal Service - Sundries (USDA)	\$ 1,250	\$ 1,330	\$ (80)	\$ -	\$ -	
Other Supplies - Children's Meal Service - Food (USDA)	\$ 99,685	\$ 106,185	\$ (6,500)	\$ -	\$ -	
Other Supplies - Children's Meal Service - Supplies (USDA)	\$ 7,040	\$ 7,540	\$ (500)	\$ 10,000	\$ -	\$ (5,000)
Other Supplies - Children's Meal Service - Consumable (USDA)	\$ 6,275	\$ 6,775	\$ (500)	\$ -	\$ -	
Other Supplies - Postage	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -	
Other Supplies - Copier Fees/Maintenance - Rent	\$ 6,798	\$ 9,000	\$ (2,202)	\$ -	\$ -	
Other Supplies - Copier Fees/Maintenance	\$ 4,202	\$ 6,000	\$ (1,798)	\$ -	\$ -	
F. Contractual						
Information Technology Service Contract	\$ 5,000	\$ 6,000	\$ (1,000)	\$ -	\$ -	
NIC Email Services	\$ 2,300	\$ 2,500	\$ (200)	\$ -	\$ -	
Health and Nutrition Services	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	
Maintenance Services	\$ 15,000	\$ 30,000	\$ (15,000)	\$ 5,000	\$ -	\$ 500
Fiscal Audit	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	
G. CONSTRUCTION						
	\$ -	\$ -	\$ -	\$ -	\$ -	
H. OTHER CATEGORY						
Other Parent Services						
Policy Council	\$ 14,000	\$ 16,000	\$ (2,000)	\$ -	\$ -	
Parent Education Activities (Center)	\$ 2,000	\$ 2,500	\$ (500)	\$ -	\$ -	
Children Services						
Medical (Other)	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	
Dental (Other)	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	
Nutrition (Other)	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	
Mental Health/Psychological Services	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	
Disabilities Related Services (Other)	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	
NIC Children's Center Child Services	\$ 62,577	\$ 82,079	\$ (19,502)	\$ -	\$ -	

**North Idaho College Head Start
Program Year 2017-2018 Revised Duration Budget**

Local Travel							
Staff Travel - mileage	\$ 25,886	\$ 27,886	\$ (2,000)	\$ 2,500	\$ (1,000)	\$ (1,250)	
Child Travel - Local Travel							
Disabilities Pupil Transportation (Other)	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	
Rental/Lease							
Lease - Shoshone	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	
Lease - Sandpoint	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -	
Lease - Boundary	\$ 18,780	\$ 18,780	\$ -	\$ -	\$ -	\$ -	
Lease - Lakeland Center	\$ 18,780	\$ 18,780	\$ -	\$ -	\$ -	\$ -	
Lease - Hayden Canyon		\$ 22,000	\$ (22,000)	\$ 11,000	\$ -	\$ (11,000)	
Lease - Workforce Training Center		\$ 25,500	\$ (25,500)	\$ 12,750	\$ (25,500)	\$ (12,750)	
Utilities							
Telephone	\$ 22,407	\$ 28,807	\$ (6,400)	\$ 1,500	\$ (3,200)	\$ (750)	
Internet	\$ 13,593	\$ 17,493	\$ (3,900)	\$ 1,500	\$ (1,950)	\$ (750)	
Utilities	\$ 66,000	\$ 66,000	\$ -	\$ -	\$ -	\$ -	
Printing/Publications							
Printing	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	
Publications & Subscriptions	\$ 250	\$ 350	\$ (100)	\$ -	\$ -	\$ -	
Advertising	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ -	
Accounting Services							
Indirect Costs	\$ 68,160	\$ 95,000	\$ (26,840)	\$ -	\$ (8,857)	\$ -	
Liability Insurance							
Liability Insurance General	\$ 11,500	\$ 14,800	\$ (3,300)	\$ -	\$ (1,650)	\$ -	
Other Category							
Personnel/Volunteer - Background Checks/Licensing (Other)	\$ 3,500	\$ 4,500	\$ (1,000)	\$ 1,500	\$ (500)	\$ (750)	
Memberships (Other)	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	
Staff Development/Training - PA 20							
Mentor Coaching Fees	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ -	\$ -	
Registration Fees, Presenter Fees	\$ 4,989	\$ 4,989	\$ -	\$ 5,000	\$ -	\$ -	
Academic Tuition/Fees	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
TOTAL funding allocation	\$ 2,702,479	\$ 3,346,164	\$ (767,567)	\$ 500,000	\$ (249,311)	\$ (165,000)	
TOTAL Federal Match Requirement of 25% of Federal Funding:	\$ 607,370	\$ 796,242	\$ 188,872	\$ 125,000	\$ 126,544	\$ 83,750	
					\$ 755,487	\$ 500,000	
					\$ (249,311)	\$ (165,000)	
					\$ 506,176	\$ 335,000	

BOARD OF TRUSTEES MEETING
September 28, 2016

TAB 2

SUBJECT

Rescission of board motion declaring the Armory property as surplus property and directing the administration to dispose of the Armory property through transfer to State Board of Land Commissioners.

BACKGROUND

During the September 23, 2015 meeting of the NIC Board of Trustees, the board passed a motion declaring the Armory a surplus property and directed the administration to dispose of the Armory property, working with the State Board of Land Commissioners to transfer the property to the city of Coeur d'Alene.

DISCUSSION

The college spent considerable time and energy working with the State Board of Land Commissioners to transfer the Armory property to the city of Coeur d'Alene between September 2015 to May 2016. The college presented requested materials to facilitate the transfer of the Armory property as a consent motion for the May 17, 2016 meeting of the State Board of Land Commissioners. After presenting the consent motion for review, the college was contacted by Idaho Department of Lands with an update that the armory property is still under military ownership and any transfer by the college would revert to the military who would retain ownership or offer it as surplus property.

In an effort to facilitate the use of the Armory by the city of Coeur d'Alene, the Department of Lands has recommended that the college could lease the Armory property to the city of Coeur d'Alene provided such use by the city is not inimical to the public's health, safety and welfare and would not need to transfer jurisdiction to the State Board of Land Commissioners or military.

COMMITTEE ACTION

N/A

FINANCIAL IMPACT

Minimal. The college maintains the armory facility as a warehouse, investing an average of \$5,000 on maintenance and upkeep.

REQUESTED BOARD ACTION

It is recommended that the board consider a motion to rescind the September 23, 2015 motion declaring the Armory surplus property and directing the administration to dispose of the property. It is further recommended that the board consider a motion to authorize the administration to negotiate a lease of the Armory facility to the city of Coeur d'Alene.

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