



North Idaho College

Dormitory Housing Commission Annual Meeting Minutes

April 16, 2025 at 2:00 p.m.

Edminster Student Union Building, Driftwood Bay Room

Call to Order and Verification of Quorum

Commissioner Armon called the meeting to order at 2:01 p.m. and verified that a quorum was present.

Attendance:

Commissioner Present in person:	Commissioner Armon
Commissioner Present in person:	Commissioner Thomas
DHC Secretary Present in person:	Sarah Garcia

Action Item: Review/Approval of Minutes:

The minutes from the April 17, 2024 meeting were reviewed.

Commissioner Thomas made a motion to approve the minutes of April 17, 2024, as presented; Commissioner Armon seconded the motion; Motion passed unanimously.

NEW BUSINESS:

Action Item: Tab 1: FY2026 Annual Budget Proposal, Dormitory Housing Commission Operations

Steve McGroarty

DHC Business Manager McGroarty presented discussion items for FY2026. They include:

- Operational Areas and Funding Sources
- Forecast versus Budget
- Enrollment
- Student Service Fee
- Budget Highlights

- Cost of Residency Pricing
- Unit Operating Statements
- Debt-Service Summary
- Fund Balance History
- Facility Maintenance
- Time for Questions and Discussion

Operational Areas include:

- Cardinal Bookstore
- NIC Dining Services
- Financial Services
- Residence Hall
- Student Union Operations
- Student Wellness & Recreation Center (SWRC)

Funding Sources include:

- Sales and Rentals of Goods, Services and Facilities
- Student Fees
 - Full semester rate is \$180 for a student enrolled in 12 credits.
 - Fee paying students enrolled in less than 12 credits – prorated portion of \$15 per credit.
 - All funding helps support operations, facility maintenance and debt-service.

FY2025 Forecast to FY2025 Budget shows the following:

- Positive variance in Revenue pertains to an increase in Residence Hall Rental, Interest Income and Catering. NIC Campus Dining served 2,660 student athlete meals totaling \$91,924 over three non-semester periods.
- Positive variance in student fees pertains to a full-time equivalency enrollment increase of \$44,565 and 6.47%.
- Increase in Cost of Goods sold of \$63,814 is a reflection of an increase in overall Campus Dining Sales.
- Increase in Operational Expenses of \$111,361 is a reflection of Campus Dining opening expenses of \$25,087 and \$73,000 for our share of the Market Cabinet, Countertop and Stainless-Steel Wall project.
- Net Income Forecast is greater than the budget by \$56,961 for a 45.00% positive variance.

October 15, 2024 and March 15, 2025 Enrollment Census

- Fall 2024 compared to Fall 2023 FTE increased 313 and 13.48%.
- Spring 2025 compared to Spring 2024 FTE enrollment increased 242 and 11.09%.

Our FY2025 enrollment is at its highest since Fall 2021 and Spring 2022.

Commissioner Armon asked what is attributing to the increase in enrollment?

DHC Business Manager McGroarty shared about the concerted effort in recruiting.

Dean Alex Harris shared that as we are now well removed from the pandemic slow down, recruiting efforts and the improvement in our political environment have helped to increase enrollment.

Student Service Fee illustration captures how enrollment impacts our Student Fee Revenue.

- \$828,555 in Student Fees were collected in FY2022 compared to \$733,425 in FY2025 for a decrease of \$95,130 and 11.4%.
- FY2025 shows an increase over FY2024 in the amount of \$44,565 and 6.47%.

FY2026 Budget Highlights include:

- 3% increase in Enrollment and Student Fee income compared to FY2025 Forecast.
- 5% annual increase recommended by the Idaho Legislature and the Governor's office for salary and wages for 10 benefit eligible employees.
- We are in Year 2 of our Bookstore and Campus Dining partnerships.
- North Idaho College Athletics impact.

FY2025 Cost of Residency Pricing

- Proposing a \$50 increase for Double bed rooms and a \$100 increase for Single bed rooms.
 - Single - \$3,450 to \$3,550 (less than 10% of total beds)
 - Double - \$2,250 to \$2,300
- Offering three flex meal plans each semester at \$1,650, \$1,900 and \$2,150.
 - Single room with meal plan
 - Per semester (17-week period) - ranges from \$5,200 to \$5,700
 - Academic year (fall and spring semesters) ranges from \$10,400 to \$11,400
 - Monthly cost is between \$1,329 and \$1,457
 - Double room with meal plan
 - Per semester (17-week period) - ranges \$3,950 to \$4,450
 - Academic year (fall and spring semesters) ranges from \$7,900 to \$8,900
 - Monthly cost is between \$1,010 and \$1,137

What is the percentage of student residents on financial aid? 80% are on financial aid.

As an example:

- \$7,395 (Annual Pell Grants)
- \$5,500 to \$10,500 (Other loans)
- Total is about \$12,895 to \$17,895 (not including scholarships)
- A resident student pays \$141.50 per semester credit. If a resident student is taking 12 credits a semester, their tuition cost is \$1,698 for the semester.

Tuition and Fees generally come first in the treatment of aid, followed by course fees, Bookstore and the Residence Hall.

As a pricing comparison point, how much is this per month?

- Single bed room is \$907 per month.
- Double bed room is \$588 per month.
- Summer occupancy pricing depends on room type and number of nights ranging from \$25 to \$34.

Comparison of our regional higher-ed partners and apartments in the Coeur d' Alene area. We are comparing our 2025-2026 rates with Lewis-Clark State College's 2025-2026 and the University of Idaho's 2024-2025 rates.

- NIC is higher than LCSC but equal or lower than U of I.
- Apartments.com average rents in Coeur d' Alene as of April 13, 2025, ranges from \$1,153 for a studio apartment to \$1,953 for a 3-bedroom apartment.

Operating Units – There are three major impact areas associated with our Contracted Services. Cardinal Bookstore - Textbook Brokers

- Began operations July 1, 2024
- Retained previous Store Manager and Assistant
- Operates with a hybrid model where most course materials are purchased online
- Inclusive Access Course Delivery Materials Program
 - Benefits include:
 - Students receive access to materials by the first day of class
 - Students are automatically billed to their student account upon registration
 - Lower cost than traditional textbooks
 - Program was piloted in the Spring 2025 semester with McGraw Hill
 - 32 course sections and 669 students
 - Zero students opted-out
 - Increasing interest by faculty

- Financial Arrangement is commission based so Textbook Brokers pays NIC a percentage of commissionable sales.
 - 8% Physical, 6% Digital and 10% General Merchandise – up to \$749,999
 - 10% Physical, 7.5% Digital and 12% General Merchandise – up to \$750,000
 - Follett was 13.5% Net Revenue and 7% Digital up to \$2,000,000
- Commissionable Sales increase of 39% from July through March compared to last year.

NIC Campus Dining - Aladdin Campus Dining

- Began operations July 1, 2024
- Retained previous Chef/Manager and the majority of full-time employees
- Financial arrangement is Cost-Plus with Aladdin charging a 5% management fee to all costs.
- Serving style is a hybrid of Flex (dollar for dollar declining balance for weekday breakfast and lunch) and All You Care to Eat (evenings and weekends).
 - Due to student athlete's appetites, we have struggled with amount of food to prepare.
 - Planning to offer Flex only model next year to help control costs with made to order options.
- Increase in sales by 32% and favorable customer reviews.
- Opening Costs were capped at \$25,087 with Aladdin covering expenses over that.
- State of Idaho Division of Public Works (DPW) is partially funding countertops and cabinets in the Market. We chose to self-fund remainder of project which includes a stainless-steel grill wall for \$72,903.
- While food quality and employee safety remain primary, we are continuing to expand operational efficiency to help control costs.

North Idaho College Athletic Affiliation –

- 152 scholarship student athletes impacted our Cardinal Bookstore, NIC Campus Dining and Residence Hall operations.
 - Through March 2025, student athletes comprised \$41,800 in Bookstore sales.
 - Each student athlete received a \$2,000 semester meal plan regardless of their residence choice.
 - Non-Resident Hall student athletes represent 83 additional meal plans over Fall and Spring semesters totaling \$166,000.
- The Fiscal Year 2026 funding model will change as the college plans to pay two-thirds of the academic year Room and Board for a total of \$5,963.

DHC Business Manager McGroarty thanked Residence Hall Manager Czirr and Dean Alex Harris for their Residence Life Leadership.

Residence Hall Operating Statement –

- We're forecasting a 96% average occupancy for our Fall and Spring semesters.
- Student athletes buoyed our occupancy
 - 120 student athletes occupied 62% of the total occupancy in the Fall of 2024.
 - 108 student athletes occupied 58% of the total occupancy in the Spring of 2025.
 - Compared to 90 student athletes in Fall of 2023 and 67 student athletes in Spring of 2024 resulting in a 45% increase.
- 202 occupied beds represent our break-even threshold for FY2026.
- We are currently at 62 deposits through April 7, 2025, compared to 45 on April 15, 2024.
- This summer represents the fourth year of providing housing for our summer students as well as summer residents from other educational programs and continues to provide additional income.
- College leadership has discussed additional housing options but they are currently on hold as we navigate our current position.
- PPP Partnership is a Public-Private-Partnership where institutions lease land to a for-profit development company then invests their own equity to fund the development.

DHC Business Manager McGroarty thanked Coordinator Jayson Ulrich for his SWRC and Recreational Sports Leadership.

Student Wellness & Recreation Center –

- Income derived from a combination of Student Fees, Memberships, Programming and Facility and Equipment Rentals.
- Student Service Fee income is \$87 of the \$180 Student Fee total and represents a 3% enrollment increase from the Fiscal Year 2025 forecast.
- Fiscal Year 2026 expenses include a \$60,000 Stair-Stepper replacement which is the first major equipment purchase since August of 2017.
- Potential future Income Strategies
 - Increased student enrollment and related student fee income.
 - Base Year FTE Projection is 6,500 FTE versus 4,075 for a difference of 2,303.
 - Base Year Student Fee Projection of \$565,500 versus \$354,525 for a difference of \$210,975.
 - Summer Self-programming
 - Facility Rentals
 - Membership marketing of campus populations
 - NIC Athletic partnerships

Student Service Fee Fund -

- Student Service Fee income is \$93 of the \$180 Student Fee total and represents a 3% enrollment increase from the Fiscal Year 2025 forecast.
- Fiscal Year 2026 expenses represent an increase to Student Union Operations Wages from the Fiscal Year 2025 forecast.

Debt-Service Summary –

- Reflects outstanding principal and interest for the Series 2016 Student Wellness and Recreation Revenue Bond.
 - Principal Balance Due - \$7,205,000
 - Total Outstanding Balance Due - \$10,495,304
- Optional redemption date of the Series 2016 Par Call-Date is November 1, 2025.

Fund Balance History –

- Fiscal Year 2024 (most recent audited year) – Fund Balance amount of \$4.96 million
- Fiscal Year 2025 – Fund Balance amount of \$5.14 million
- Fiscal Year 2026 – Fund Balance amount of \$5.27 million
- Fund Balance increases over the following periods
 - Fiscal Year 2026 to Fiscal Year 2025 - \$127,142
 - Fiscal Year 2026 to Fiscal Year 2024 - \$310,685
 - Fiscal Year 2026 to Fiscal Year 2023 - \$558,338
 - Fiscal Year 2026 to Fiscal Year 2022 - \$939,797

Facility Maintenance –

- Idaho Division of Public Works (DPW) Funded Projects
 - Projects are managed by our Facilities department along with a third-party contractor.
 - Student Union Building funding - \$809,407
 - Projects include replacement of Roof Top HVAC Units and repair of Roof Drains. Replacement of the Emergency Backup Power Generator, Kitchen Flooring and the sealing of Floor Sinks. Repairs to Cabinet and Counter Laminate and the creation of Outdoor Learning Space.
 - Residence Hall funding - \$698,406
 - Projects include replacement of HVAC Units and Roof, repair of Roof Dormers, Gutter and Flashing and Exterior Brick Sealing and Caulking.
 - Total DPW Funding - \$1,507,813

- DHC Operations Funded Projects
 - Student Union Building
 - Fiscal Year 2025 – The Market Cabinets, Countertops, Grill Wall and Entryway Flooring Replacement
 - Fiscal Year 2026 – Entryway Window Flashing
 - Residence Hall
 - Fiscal Year 2025 – Flooring Replacement of the Entryway and Suite Bathrooms, Water Softener System and Floor Care including Hardscape and Carpet.
 - Fiscal Year 2026 – Floor Care including Hardscape and Carpet and Blinds Replacement.
 - Fiscal Year 2027 – Floor Care including Hardscape and Carpet, Blinds and Window Replacement with the Suites receiving Carpet Replacement and Paint.

Commissioner Thomas made a motion to approve the FY2026 Budget; Commissioner Armon seconded the motion; Motion passed unanimously.

GOOD OF THE ORDER/PUBLIC COMMENT:

There were no comments.

Action Item: Adjournment

Commissioner Thomas moved to adjourn the meeting; Commissioner Armon seconded the motion; Motion passed unanimously. Meeting was adjourned at 2:53 p.m.