



# North Idaho College

Board of Trustees Meeting

April 24, 2024

Tab 9-12 renumbered April 23, 2024

Edminster Student Union Building

**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.

## AGENDA

### 5:00PM Driftwood Bay Room

- Convene/Call to Order/Verification of Quorum .....Mike Waggoner
- Executive Session per Idaho Code § 74-206(1)(f) Litigation
  - Discussion regarding Case No. 1:24-CV-00099-REP (Rumpler v. North Idaho College *et al.*)
- Executive Session per Idaho Code § 74-206(1)(b) Complaint
  - Discussion regarding complaints or charges brought against a public officer or employee

### 6:00PM Lake Coeur d’Alene Room / Zoom: <https://nic.zoom.us/j/87038192066>

- Re-Convene/Call to Order/Verification of Quorum .....Mike Waggoner
- Pledge of Allegiance .....Mike Waggoner
- Message from Chair .....Mike Waggoner
- Celebrating Success: National American Advertising Student Awards (ADDY)..... Nick Swayne / Phillippe Valle
- **CONSTITUENT REPORTS**
  - ASNIC .....Michael Habermann
  - Faculty Assembly ..... Kathleen Miller-Green
  - Staff Assembly ..... Matt Piekarski
  - Senate .....Matthew Nolan
- **PRESIDENT’S REPORT** ..... Nick Swayne
- **INFORMATION ITEMS**
  - CTE Grant-Funded Projects..... Nick Swayne / Vicki Isakson
  - Spring Enrollment Update ..... Nick Swayne / Tami Haft
  - Security Audit and/or Contractor Update..... Nick Swayne / Alex Harris
  - Strategic Plan Update .....Nick Swayne/ Sarah Garcia / Sherry Simkins
- **CONSENT AGENDA**
  - Tab 1: Second Reading / Action: Approve Policy 3.02.25 (Holiday Pay) ..... Nick Swayne / Sarah Garcia
  - Tab 2: Second Reading / Action: Approve Policy 3.04.04 (Jury Duty and Court Leave) ..... Nick Swayne / Sarah Garcia
  - Tab 3: Action: Approve Board Special Meeting Minutes for April 12, 2024.....Mike Waggoner

➤ **OLD BUSINESS**

- Tab 4: Action: Approve Board Special Meeting Minutes for February 21, 2024 .....Mike Waggoner
  - Tab 4A: Board Clerk original long form minutes for Board Special Meeting Minutes for February 21, 2024
  - Tab 4B: Trustee McKenzie redline suggestions for Board Special Meeting Minutes for February 21, 2024
  - Tab 4C: Trustee McKenzie suggestions for Board Special Meeting Minutes for February 21, 2024
- Tab 5: Action: Approve Board Regular Meeting Minutes for February 28, 2024.....Mike Waggoner
  - Tab 5A: Board Clerk original long form minutes for Board Regular Meeting Minutes for February 28, 2024
  - Tab 5B: Trustee McKenzie redline suggestions for Board Regular Meeting Minutes for February 28, 2024
  - Tab 5C: Trustee McKenzie suggestions for Board Regular Meeting Minutes for February 28, 2024
- Tab 6: Action: Approve Board Special Meeting Minutes for March 12, 2024 .....Mike Waggoner
  - Tab 6A: Board Clerk original long form minutes for Board Special Meeting Minutes for March 12, 2024
  - Tab 6B: Trustee McKenzie redline suggestions for Board Special Meeting Minutes for March 12, 2024
  - Tab 6C: Trustee McKenzie suggestions for Board Special Meeting Minutes for March 12, 2024

➤ **NEW BUSINESS**

- Tab 7: Action: Approve Board Regular Meeting Minutes for March 27, 2024 .....Mike Waggoner
  - Tab 7A: Trustee McKenzie redline suggestions for Board Regular Meeting Minutes for March 27, 2024
  - Tab 7B: Trustee McKenzie suggestions for Board Regular Meeting Minutes for March 27, 2024
- Tab 8: First Reading: General Fund Operating Budget FY2025 .....Nick Swayne / Sarah Garcia
  - Action per Executive Session Discussion (Idaho Code § 74-206(1)(f) Litigation) regarding Case No. 1:24-CV-00099-REP (Rumpler v. North Idaho College et al.) ..... Mike Waggoner
  - Action per Executive Session Discussion (Idaho Code § 74-206(1)(b) Complaint) regarding complaints or charges brought against a public officer or employee..... Mike Waggoner
- Tab 9: Action item: Discussion/Decision on General Counsel Policies .....Mike Waggoner
- Tab 10: Controlling Legal Costs ..... Nick Swayne
- Tab 11: First Reading: Policy 4.01 Program Evaluation.....Nick Swayne / Lloyd Duman
- Tab 12: First Reading: Policy 7.05 Textbook Adoption and Complimentary Copies..Nick Swayne / Lloyd Duman

- Public Comment\* .....Mike Waggoner

➤ **REMARKS FOR THE GOOD OF THE ORDER**

➤ **ADJOURN**

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\* The NIC Board values hearing the views and opinions of the public on agenda topics and will listen carefully and take this input into consideration when making decisions. As a general rule, trustees will not respond to public comment. All public comments should be directed to the Board Chair. The Board recognizes the rights of citizens to express critical comments about the Board. However, attacks on individual board members are not acceptable. In addition, the public does not have the right to comment on personnel issues or to disrupt the meeting of the Board. The Board Chair has the discretion to interrupt a speaker in the event the individual's remarks address personnel matters or are disruptive. In the interest of a timely meeting, the Board Chair may end public comment at any time after 30 minutes. (*continued next page*)

The Board will take comment on agenda items from members of the public who attend in person, and commenters will be limited to two minutes per person with no “giving of time” to others. A sign-in sheet will be provided at the entrance to the meeting room and will be collected by 6:00PM (even if the open session convenes later). No advance requests for public comment will be accepted.

Remarks are subject to [NIC Policy 2.01.03](#):

*“Each public citizen wishing to address the Board on the agenda shall provide his or her name, and the agenda subject on which they wish to comment. Public comment shall be limited as determined by the Board Chair. The Board of Trustees may listen to such public comments but is not obligated to provide responses. If the matter presented requires additional dialogue or action, the Board of Trustees may direct that the matter be placed on the Board’s future agenda for further discussion and review. The decision to allow public participation in the meeting is the sole discretion of the Board Chair.”*

Individuals interested in providing public comment outside of the meeting may send an email to the board of trustees at [board@nic.edu](mailto:board@nic.edu).

## Tab 1

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 1**

**SUBJECT:** Consent Agenda Items

**BACKGROUND:**

Included as Tab 1 is Policy and Procedure 3.02.25 (Holiday Pay)

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] make the motion to approve Policy 3.02.25 (Holiday Pay) as presented.

Prepared by: Suzy Scura  
Board Clerk

# Policy

Policy # 3.02.25

Effective Date 12/21/94

Revised 3/23/16

<p><i>(Impact Area - Dept Name)</i></p> <p><del>Employees</del> <u>Benefits Eligible Staff</u></p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Holiday Pay <del>Non-Exempt Employees</del></p>
<p><b>Relates to Procedure # 3.02.25</b></p>	<p><b>Author:</b> Human Resources &amp; <u>Payroll</u></p> <p><b>Supersedes</b></p>	
<p><b>Legal Citation (if any):</b></p>		
<p><b><i>North Idaho College</i></b></p>		

Policy Narrative

[Page 1 of 21]

North Idaho College observes a number of holidays as posted on the official college and payroll calendars.

Eligible employees receive holiday pay for college observed holidays.

~~Overtime Holiday Pay~~

~~In the event an employee works more than 40 hours during the week of a holiday, the employee will be entitled to an overtime pay rate of 1.5 for all hours worked over 40, in addition to regular hol.~~ Guidelines on holiday pay and time entry are published by Payroll.

# Policy

Policy # 3.02.25

Effective Date 12/21/94

Revised 3/23/16

<p><i>(Impact Area - Dept Name)</i></p> <p>Benefits Eligible Staff</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Holiday Pay</p>
	<p><b>Author:</b> Human Resources &amp; Payroll</p>	<p><b>Supersedes</b></p>
<p><b>Relates to Procedure #</b> <b>3.02.25</b></p>	<p><b>Impact:</b></p>	
<p><b>Legal Citation (if any):</b></p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

[Page 1 of 1]

North Idaho College observes a number of holidays as posted on the official college and payroll calendars.

Eligible employees receive holiday pay for college observed holidays. Guidelines on holiday pay and time entry are published by Payroll.

## **Procedure Title: Holiday Pay**

**Impact:** Employees

**Responsibility:** Human Resources and Payroll

**Effective Date:** December 14, 2023

**Last Update:** December 14, 2023

**Relates to Policy(s):** 3.02.25

**Legal Citation(s):**

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### **I. Holiday Date Defined**

The holiday is defined as a single 24-hour period beginning at 12:00 midnight and continuing until the following midnight. When the actual holiday falls on a Saturday, the college observes the holiday on the preceding Friday. If a holiday falls on a Sunday, the college observes the holiday on the following Monday. Actual holidays and holiday observances are documented on the official college calendar.

### **II. Exempt/Overtime Ineligible (Professional) Employees**

Exempt employees who perform work over a holiday do not receive additional compensation. The employee will coordinate with their supervisor to schedule an equivalent amount of time off within the same pay period whenever possible.

### **III. Non-Exempt/Overtime Eligible (Classified) Employees**

If the needs of the college necessitate that a non-exempt employee must work on an observed college holiday, the employee shall be compensated at 1.5 times their normal hourly rate of pay for hours worked in addition to regularly scheduled holiday pay. Non-exempt employees who are called in and required to work on a holiday will be paid a minimum of two hours pay at the regular holiday worked rate or actual time worked, whichever is greater.

Guidelines on holiday time entry are published by Payroll.



## Tab 2

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 2**

**SUBJECT:** Consent Agenda Items

**BACKGROUND:**

Included as Tab 2 is Policy 3.04.04 (Jury Duty and Court Leave)

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] make the motion to approve Policy 3.04.04 (Jury Duty and Court Leave) as presented.

Prepared by: Suzy Scura  
Board Clerk

## Policy Title: Jury Duty & Court Leave

**Impact:** Employees

**Responsibility:** Human Resources

**Effective Date:**

**Revised Date:** 02/24/2016

**Reviewed Date:**

**Relates to Procedure(s):**

**Legal Citation(s):**

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### I. Jury Duty & Court Leave

An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction, or as a witness in a proceeding where the employee is not personally involved in the action as the Plaintiff, the Defendant, or the object of the investigation, must be released from work to fulfill those obligations.

An employee summoned for court or jury service shall notify their immediate supervisor at the earliest possible date prior to the start of service the jury duty. The employee is responsible for submitting proof of juror service to their supervisor and is entitled to keep fees and mileage reimbursement paid by the court.

Benefits eligible employees will be granted leave with pay, and is entitled to keep fees and mileage reimbursement paid by the court. Expenses in connection with this duty are not subject to reimbursement by North Idaho College.

When an employee is required to appear as a witness or a party in any private proceedings (outside of official state or federal duty), the employee may use accrued leave or leave without pay.

~~An employee summoned for court or jury service shall notify their immediate supervisor at the earliest possible date prior to the start of the jury duty. The employee is responsible for submitting proof of juror service to their supervisor.~~

Although part time non-benefited employees are not covered by this policy and are not eligible to receive paid leave time, departments are reminded that such employees may be called to jury duty and must be released from work to fulfill those obligations.

## **Policy Title: Jury Duty & Court Leave**

**Impact:** Employees

**Responsibility:** Human Resources

**Effective Date:**

**Revised Date:** 02/24/2016

**Reviewed Date:**

**Relates to Procedure(s):**

**Legal Citation(s):**

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### **I. Jury Duty & Court Leave**

An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction, or as a witness in a proceeding where the employee is not personally involved in the action as the Plaintiff, the Defendant, or the object of the investigation, must be released from work to fulfill those obligations.

An employee summoned for court or jury service shall notify their immediate supervisor at the earliest possible date prior to the start of service. The employee is responsible for submitting proof of service to their supervisor and is entitled to keep fees and mileage reimbursement paid by the court.

Benefits eligible employees will be granted leave with pay. Expenses in connection with this duty are not subject to reimbursement by North Idaho College.

## Tab 3

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 3**

**SUBJECT:** Consent Agenda

**BACKGROUND:**

Included are the Board Special Meeting Minutes for April 12, 2024 as prepared by the Board Clerk.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**BOARD DEVELOPMENT AND TRAINING**  
**Edminster Student Union Building**  
**April 12, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 3:32 p.m.

**ATTENDANCE**

Trustees: Mike Waggoner  
Todd Banducci  
Brad Corkill  
Greg McKenzie  
Tarie Zimmerman

Also present: Nick Swayne, President  
Steve Kurtz, Accreditation Liaison Officer  
Ken Burke, ACCT Consultant  
Debbie DiThomas, ACCT Consultant  
Colton Boyles, College Attorney

- Chair Waggoner made a brief statement regarding NIC's accreditation status with the NWCCU.
- Ken Burke provided an overview of this meeting's purpose.
- Ken Burke and Debbi DiThomas led the group through discussion examples of both improper and proper board governance were reviewed and discussed.
- A conversation was held regarding creating a Board policy relating to meeting agendas and making information requests of the College.
- Following discussion, the group agreed on a minute taking process to be followed going forward.

The meeting was adjourned at 5:15 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

## Tab 4



**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 4**

**SUBJECT:** Old Business


**BACKGROUND:**

Included are the Board Special Meeting Minutes for February 21, 2024 as prepared by the Board Clerk.

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] move to approve Board Special Meeting Minutes for February 21, 2024 as shown in Tab 4.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**February 21, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 3:05 p.m. He stated that this meeting would involve discussion only, no votes or decisions will be made.

**ATTENDANCE**

Trustees: Mike Waggoner  
Brad Corkill  
Greg McKenzie  
Tarie Zimmerman

Also present: Nick Swayne, President  
Steve Kurtz, Accreditation Liaison Officer  
Ken Burke, ACCT Consultant  
Debbie DiThomas, ACCT Consultant  
Colton Boyles, College Attorney

- Trustee Corkill initiated a brief conversation regarding the value and necessity of the Board training sessions.
- Debbie DiThomas called the Trustees' attention to the fiduciary duties listed at the bottom of the meeting agenda. Following discussion, Dr. DiThomas requested that the Board Clerk distribute the Fiduciary Duties of Care document to each of the Trustees.
- Dr. DiThomas asked the Trustees to complete a mini evaluation, rating themselves and the Board on their performance. The results will be compared to the last evaluation conducted by the Board on April 23, 2023.
- Steve Kurtz provided an overview of the College's accreditation status.
- Ken Burke and Debbie DiThomas provided a brief review of parliamentary procedure and led a discussion on the structure.
- Chair Waggoner stated that he will meet with Trustee McKenzie and the Board Clerk to discuss the meeting minutes and the minute taking process. After discussion, the group agreed on a minute taking process to be followed going forward.

**BREAK 4:35 P.M. – 4:45 P.M.**

- Ken Burke spoke regarding the power of the board meeting and a discussion ensued.
- The group reviewed and refined the NIC Board of Trustees Plan for Achieving 2023-2024 Board Goals draft document.
- Dr. DiThomas shared the results of the Board evaluation taken earlier in the evening.
- In closing, Ken Burke provided a summary of accomplishments achieved at this meeting.

The meeting was adjourned at 5:51 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

## Tab 4A

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 4A**

**SUBJECT:** Old Business

**BACKGROUND:**

Included are the Board Clerk's original long form Board Special Meeting Minutes for February 21, 2024.

Prepared by: Suzy Scura  
Board Clerk

**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**February 21, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner welcomed the attendees and called the meeting to order at 3:05 p.m. He stated that this meeting would involve discussion only, no votes or decisions will be made.

**ATTENDANCE**

Trustees: Mike Waggoner  
Brad Corkill  
Greg McKenzie  
Tarie Zimmerman

Also present: Nick Swayne, President  
Steve Kurtz, Accreditation Liaison Officer  
Ken Burke, ACCT Consultant  
Debbie DiThomas, ACCT Consultant  
Colton Boyles, College Attorney

- Trustee Corkill initiated a brief conversation regarding the value and necessity of the board training sessions.
- Debbie DiThomas called the trustees' attention to the fiduciary duties listed at the bottom of the meeting agenda. She and Ken Burke explained the meaning and importance of these duties and clarified the trustees' responsibilities. Following discussion, Dr. DiThomas requested that the board clerk distribute the Fiduciary Duties of Care document to each of the trustees.
- Dr. DiThomas asked the trustees to complete a mini evaluation, rating themselves and the board on their performance. The results will be compared to the last evaluation conducted by the board on April 23, 2023.
- Steve Kurtz provided an overview of the college's accreditation status. He said that the NWCCU cancelled the site visit scheduled for April due to preparation time constraints. He stated that the report resulting from the recent hearing in Seattle is due from the NWCCU by March 2, 2024.

Chair Waggoner and President Swayne shared their assessments of the recent NWCCU reports and hearing. Ken Burke recommended an aggressive action plan and suggested that, with the board's input, he and Dr. DiThomas compose the board's response to the commission, due September 2024. He further suggested marked and improved behavior at the board meetings. Dr. Swayne stated that the college will submit a separate report to the commission. Following a lengthy discussion, it was unanimously agreed upon to move forward with the strategy discussed.

- Ken Burke and Debbie DiThomas provided a brief review of parliamentary procedure and led a discussion on several topics under this structure. During discussion, it was decided that in an effort to reduce disruption at board meetings, Chair Waggoner will regularly read a prepared statement prior to public comment.
- Chair Waggoner said that he will meet with Trustee McKenzie to discuss the meeting minutes that have remained on the consent agenda for several months. He will subsequently meet with the board clerk regarding these minutes and the minute taking process. Dr. DiThomas said that

in order to provide proper guidance to the board clerk, the board should agree on how minutes are to be taken going forward.

Following discussion, Trustee McKenzie suggested that a policy detailing the minute taking process be created. Dr. DiThomas and Ken Burke said that the current policy could be amended but it is important to put the proper practice into effect immediately.

After further discussion, the group agreed on the following process:

- Draft minutes are due to the trustees within three business days of the meeting.
- Per Robert's Rules of Order, minutes should reflect action items and not be a verbatim transcript of meeting discussions.
- During a board meeting, trustees have the authority to announce that they would like a summary of their issue documented in the minutes. Per Colton Boyles and Ken Burke, this right should be used sparingly and respectfully.
- Corrections to minutes on the consent agenda should be made during the meeting and read in public, not included in the board packet. The board should then vote on whether to accept the minutes as corrected.

The board clerk was asked to provide copies of all unapproved minutes to each of the trustees. Chair Waggoner requested a written summary of this discussion.

**BREAK 4:35 P.M. – 4:45 P.M.**

- Ken Burke spoke regarding the power of the board meeting. He said that the board meeting is a powerful venue which should be used to promote and advance student success. A discussion ensued after Mr. Burke recommended that the trustees offer more acknowledgement and reinforcement of positive news regarding the college.
- The group reviewed and refined the NIC Board of Trustees Plan for Achieving 2023-2024 Board Goals draft document for presentation to the board as a first reading at the regular BoT meeting on February 28, 2024.
- Dr. DiThomas shared the results of the board evaluation taken earlier in the evening.
- In closing, Ken Burke provided a summary of accomplishments achieved at this meeting:
  - Program established on how to approach the response to NWCCU
  - Agreement to follow Robert's Rules of Order in board meetings
  - Prior to public comment, the chair will read a prepared statement
  - Minutes should reflect actions taken in the meeting; they should not be a transcript. Meeting minutes will be sent to the trustees in timely manner, within three business days of the meeting. During meetings, board members may ask that a summary of their comments be included in the meeting minutes.
  - Discussed the power of the board meeting and that student success shall be the focus of all board meetings.
  - Goals attainment document refined and ready for first reading at next regular BoT meeting.

The meeting was adjourned at 5:51 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

## Tab 4B

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 4B**


**SUBJECT:** Old Business

**BACKGROUND:**

Included are Trustee McKenzie's redline suggested edits to the Board Special Meeting Minutes for February 21, 2024.

Prepared by: Suzy Scura  
Board Clerk



**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**February 21, 2024**  
**MINUTES**

Style Definition: Comment Text

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner welcomed the attendees and called the meeting to order at 3:05 p.m. He stated that this meeting would involve discussion only, no votes or decisions will be made.

**ATTENDANCE**

Trustees: Mike Waggoner  
Brad Corkill  
Greg McKenzie  
Tarie Zimmerman

Also present: Nick Swayne, President  
Steve Kurtz, Accreditation Liaison Officer  
Ken Burke, ACCT Consultant  
Debbie DiThomas, ACCT Consultant  
Colton Boyles, College Attorney

- Trustee Corkill initiated a brief conversation regarding the value and necessity of the board training sessions.
- Debbie DiThomas called the trustees' attention to the fiduciary duties listed at the bottom of the meeting agenda. She and Ken Burke explained the meaning and importance of these duties and clarified the trustees' responsibilities. Following discussion, Dr. DiThomas requested that the board clerk distribute the Fiduciary Duties of Care document to each of the trustees.
- Dr. DiThomas asked the trustees to complete a mini evaluation, rating themselves and the board on their performance. The results will be compared to the last evaluation conducted by the board on April 23, 2023.
- Steve Kurtz provided an overview of the college's accreditation status. He said that the NWCCU cancelled the site visit scheduled for April due to preparation time constraints. He stated that the report resulting from the recent hearing in Seattle is due from the NWCCU by March 2, 2024.

Chair Waggoner and President Swayne shared their assessments of the recent NWCCU reports and hearing. Ken Burke recommended an aggressive action plan and suggested that, with the board's input, he and Dr. DiThomas compose the board's response to the commission, due September 2024. He further suggested marked and improved behavior at the board meetings. Dr. Swayne stated that the college will submit a separate report to the commission. Following a lengthy discussion, it was unanimously agreed upon to move forward with the strategy discussed [to produce a Board report for Board review along the way to September.](#)

- Ken Burke and Debbie DiThomas provided a brief review of parliamentary procedure and led a discussion on several topics under this structure. [ACCT consultants explained for all to be supportive of the Chair during the Board meetings, warning decisions are left up to the chair and to respect each other to conduct an effective Board meeting.](#) During discussion, it was decided that in an effort to reduce disruption at board meetings, Chair Waggoner will regularly read a prepared statement prior to public comment.

- Chair Waggoner said that he will meet with Trustee McKenzie to discuss the meeting minutes that have remained on the consent agenda for several months. He will subsequently meet with the board clerk regarding these minutes and the minute taking process. Dr. DiThomas said that in order to provide proper guidance to the board clerk, the board should agree on how minutes are to be taken going forward.

Following discussion, Trustee McKenzie suggested that a policy detailing the minute taking process be created. Dr. DiThomas and Ken Burke said that the current policy could be amended but it is important to put the proper practice into effect immediately.

After further discussion, the group agreed on the following process:

- Draft minutes are due to the trustees within three business days of the meeting.
- Per Robert's Rules of Order, minutes should reflect action items and not be a verbatim transcript of meeting discussions.
- Where appropriate, concise explanatory remarks detailing Board decisions have historically been incorporated into the minutes, and this practice will persist going forward.
- During a board meeting, trustees have the authority to sparingly announce that they would like a summary of their issue documented in the minutes. Per Colton Boyles and Ken Burke, this right should be used sparingly and respectfully.
- The meeting minutes should reflect on what happened at the meeting.
- Corrections to proposed minutes on the agenda should be made in a publicly edited manner during the meeting. Either the modifications are read in public, or proposed changes included in the board packet. The board should then vote on whether to accept the minutes as corrected.

**Deleted:** Corrections to

**Deleted:** consent

**Deleted:** and

**Deleted:** not

The board clerk was asked to provide copies of all unapproved minutes to each of the trustees. Chair Waggoner requested a written summary of this discussion.

#### **BREAK 4:35 P.M. – 4:45 P.M.**

- Ken Burke spoke regarding the power of the board meeting. He said that the board meeting is a powerful venue which should be used to promote and advance student success. A discussion ensued after Mr. Burke recommended that the trustees offer more acknowledgement and reinforcement of positive news regarding the college.
- The group reviewed and refined the NIC Board of Trustees Plan for Achieving 2023-2024 Board Goals draft document for presentation to the board as a first reading at the regular BoT meeting on February 28, 2024.
- Dr. DiThomas shared the results of the board evaluation taken earlier in the evening.
- In closing, Ken Burke provided a summary of accomplishments achieved at this meeting:
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- Discussed the power of the board meeting and that student success shall be the focus of all board meetings.
- Goals attainment document refined and ready for first reading at next regular BoT meeting.

The meeting was adjourned at 5:51 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk  
[Gregory McKenzie, Board Secretary/Treasurer](#)

DRAFT

## Tab 4C

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 4C**

**SUBJECT:** Old Business

**BACKGROUND:**

Included are Trustee McKenzie's suggested edits to the Board Special Meeting Minutes for February 21, 2024.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**February 21, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner welcomed the attendees and called the meeting to order at 3:05 p.m. He stated that this meeting would involve discussion only, no votes or decisions will be made.

**ATTENDANCE**

Trustees: Mike Waggoner  
Brad Corkill  
Greg McKenzie  
Tarie Zimmerman

Also present: Nick Swayne, President  
Steve Kurtz, Accreditation Liaison Officer  
Ken Burke, ACCT Consultant  
Debbie DiThomas, ACCT Consultant  
Colton Boyles, College Attorney

- Trustee Corkill initiated a brief conversation regarding the value and necessity of the board training sessions.
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- Steve Kurtz provided an overview of the college's accreditation status. He said that the NWCCU cancelled the site visit scheduled for April due to preparation time constraints. He stated that the report resulting from the recent hearing in Seattle is due from the NWCCU by March 2, 2024.

Chair Waggoner and President Swayne shared their assessments of the recent NWCCU reports and hearing. Ken Burke recommended an aggressive action plan and suggested that, with the board's input, he and Dr. DiThomas compose the board's response to the commission, due September 2024. He further suggested marked and improved behavior at the board meetings. Dr. Swayne stated that the college will submit a separate report to the commission. Following a lengthy discussion, it was unanimously agreed upon to move forward with the strategy discussed to produce a Board report for Board review along the way to September.

- Ken Burke and Debbie DiThomas provided a brief review of parliamentary procedure and led a discussion on several topics under this structure. ACCT consultants explained for all to be supportive of the Chair during the Board meetings, warning decisions are left up to the chair and to respect each other to conduct an effective Board meeting. During discussion, it was decided that in an effort to reduce disruption at board meetings, Chair Waggoner will regularly read a prepared statement prior to public comment.

- Chair Waggoner said that he will meet with Trustee McKenzie to discuss the meeting minutes that have remained on the consent agenda for several months. He will subsequently meet with the board clerk regarding these minutes and the minute taking process. Dr. DiThomas said that in order to provide proper guidance to the board clerk, the board should agree on how minutes are to be taken going forward.

Following discussion, Trustee McKenzie suggested that a policy detailing the minute taking process be created. Dr. DiThomas and Ken Burke said that the current policy could be amended but it is important to put the proper practice into effect immediately.

After further discussion, the group agreed on the following process:

- Draft minutes are due to the trustees within three business days of the meeting.
- Per Robert's Rules of Order, minutes should reflect action items and not be a verbatim transcript of meeting discussions.
- Where appropriate, concise explanatory remarks detailing Board decisions have historically been incorporated into the minutes, and this practice will persist going forward.
- During a board meeting, trustees have the authority to sparingly announce that they would like a summary of their issue documented in the minutes. Per Colton Boyles and Ken Burke, this right should be used sparingly and respectively.
- The meeting minutes should reflect on what happened at the meeting.
- Corrections to proposed minutes on the agenda should be made in a publicly edited manner during the meeting. Either the modifications are read in public, or proposed changes included in the board packet. The board should then vote on whether to accept the minutes as corrected.

The board clerk was asked to provide copies of all unapproved minutes to each of the trustees. Chair Waggoner requested a written summary of this discussion.

#### **BREAK 4:35 P.M. – 4:45 P.M.**

- Ken Burke spoke regarding the power of the board meeting. He said that the board meeting is a powerful venue which should be used to promote and advance student success. A discussion ensued after Mr. Burke recommended that the trustees offer more acknowledgement and reinforcement of positive news regarding the college.
- The group reviewed and refined the NIC Board of Trustees Plan for Achieving 2023-2024 Board Goals draft document for presentation to the board as a first reading at the regular BoT meeting on February 28, 2024.
- Dr. DiThomas shared the results of the board evaluation taken earlier in the evening.
- In closing, Ken Burke provided a summary of accomplishments achieved at this meeting:
  - Program established on how to approach the response to NWCCU
  - Agreement to follow Robert's Rules of Order in board meetings
  - Prior to public comment, the chair will read a prepared statement
  - Minutes should reflect actions taken in the meeting; they should not be a transcript. Meeting minutes will be sent to the trustees in timely manner, within three business days of the meeting. During meetings, board members may ask that a summary of their comments be included in the meeting minutes.

- Discussed the power of the board meeting and that student success shall be the focus of all board meetings.
- Goals attainment document refined and ready for first reading at next regular BoT meeting.

The meeting was adjourned at 5:51 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk  
Gregory McKenzie, Board Secretary/Treasurer

DRAFT



## Tab 5

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

---

**TAB 5**

**SUBJECT:** Old Business

**BACKGROUND:**

Included are the Board Regular Meeting Minutes for February 28, 2024 as prepared by the Board Clerk.

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] move to approve Board Regular Meeting Minutes for February 28, 2024 as shown in Tab 5.

Prepared by: Suzy Scura  
Board Clerk



**North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**February 28, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present. He continued by saying that this executive session is for the purpose of discussion only.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Trustee Banducci made the motion to go into executive session pursuant to Idaho Code § 74-206(1)(b)(f) To Receive a Status Update and Advice from the College Attorney Regarding the Notice of Tort and Federal Complaint Filed by Laura Rumpler. The motion was seconded by Trustee McKenzie. Following discussion, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

The meeting was recessed at 5:03 p.m.

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Waggoner reconvened the meeting at 6:00 p.m. and verified that a quorum was present.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Message From the Chair

Chair Waggoner provided a summary of the actions the Board has taken to resolve the College's accreditation issues. He concluded his message with a reminder that Robert's Rules of Order are to be followed, as a guideline, in terms of civility and communication.

### Celebrating Success

Colby Mattila, Executive Director of Workforce & Economic Development, reported on Safety Fest of the Great Northwest held at the Workforce Training Center. A copy of Mr. Mattila's presentation is included as an addendum to these minutes.

### **CONSTITUENT REPORTS**

#### ASNIC

ASNIC President Michael Habermann reported on ASNIC's recent activity.

#### Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green provided an update of the Faculty Assembly's recent activities. The Faculty Assembly Chair's report is included as an addendum to these minutes.

#### Staff Assembly

Staff Assembly Chair Matt Piekarski read a statement to the board. The Staff Assembly's statement is included as an addendum to these minutes.

#### Senate

Senate Chair Matthew Nolan reported on the senate's recent activity.

### **PRESIDENT'S REPORT**

President Swayne shared positive local media coverage of NIC and gave detailed reports on topics addressing his specific goals. He then addressed comments and questions from the Trustees.

### **INFORMATION ITEMS**

#### Strategic Plan Update

VP for Finance and Business Affairs Sarah Garcia provided a high level update of the progress made to date with the strategic plan consultant. A copy of Ms. Garcia's presentation is included as an addendum to these minutes.

#### Risk Management Update

Sarah Garcia shared an overview of the College's risk management plan. A copy of her presentation is included as an addendum to these minutes.

Chair Waggoner called for a ten minute recess.

### **BREAK 7:47 p.m. – 7:58 p.m.**

### **CONSENT AGENDA**

Chair Waggoner reconvened the meeting at 7:58 p.m. He then made the motion to postpone the consent agenda until a special meeting is called in the following week. The motion was seconded by Trustee Corkill.

Following discussion, the motion passed with five votes in favor.

Todd Banducci	Aye
Brad Corkill	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Aye

### **NEW BUSINESS**

#### Discussion: Accreditation Meeting Report

Chair Waggoner and Dr. Swayne provided a brief review of the recent NWCCU hearing in Seattle.

Discussion: ACCT Community College Legislative Summit Report

President Swayne, Chair Waggoner, and Trustees Banducci, Corkill, and Zimmerman shared their positive experiences from the Summit.

Discussion: 2024 Idaho Legislative Session Report

President Swayne, Chair Waggoner and Trustee Banducci shared their impressions of the session.

Tab 8: Second Reading/Action: Civility Resolution

Chair Waggoner requested input from the Trustees. Following discussion, Chair Waggoner moved that the civility resolution be postponed until the next special or regular BoT meeting. Trustee McKenzie seconded the motion. Chair Waggoner called for the vote. The motion passed with five votes in favor.

Todd Banducci	Aye
Brad Corkill	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Aye

Tab 9: Second Reading/Action: Policy 2.01.15 Recurring Reports

Chair Waggoner invited feedback from the Trustees. Following discussion, Chair Waggoner made the motion to adopt 2.01.15 Recurring Reports Policy and Procedure as presented. The motion was seconded by Trustee Corkill.

Following further discussion, Chair Waggoner withdrew his previous motion and made a new motion to approve Policy 2.01.15 as presented.

Trustee McKenzie made a statement and requested that it be recorded in the minutes. He stated that he believes that this policy should be passed alongside the procedure but also understands that policies are an iterative process.

Chair Waggoner requested a roll call vote. The motion passed with three votes in favor, one vote against and one abstention.

Todd Banducci	Abstains
Brad Corkill	Aye
Greg McKenzie	Nay
Mike Waggoner	Aye
Tarie Zimmerman	Aye

Tab 10: First Reading/Discussion: Plan for Achieving Board Goals

Chair Waggoner requested input from the Trustees and recommended that the plan be adopted as presented. Following discussion, Chair Waggoner stated that no action would be taken at this time.

Chair Waggoner read a prepared statement outlining guidelines to follow in regards to public comment.

**PUBLIC COMMENT**

Name	Topic
Robert Shepler	Civility Policy
Michael McGowan	Accreditation
Russ McLain	BoT Training, Board Goals, Civility Resolution
Jamie Berube	BoT Training, Board Goals, Civility Resolution
Teresa Borrenpohl	BoT Training, Board Goals, Civility Resolution

**REMARKS FOR THE GOOD OF THE ORDER**

Trustee McKenzie thanked Chair Waggoner for moderating a well-run meeting.

The meeting was adjourned at 9:08 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

DRAFT

## Tab 5A

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

---

**TAB 5A**

**SUBJECT:** Old Business

**BACKGROUND:**

Included are the Board Clerk's original long form Board Regular Meeting Minutes for February 28, 2024.

Prepared by: Suzy Scura  
Board Clerk





**North Idaho College  
BOARD OF TRUSTEES MEETING  
Edminster Student Union Building  
February 28, 2024  
MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present. He continued by saying that this executive session is for the purpose of discussing one issue and that the single topic is not an action item, it is strictly for discussion only.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Chair Waggoner asked for a motion to go into executive session pursuant to Idaho Code § 74-206(1)(b)(f) **To Receive a Status Update and Advice from the College Attorney Regarding the Notice of Tort and Federal Complaint Filed by Laura Rumpler.** Trustee Banducci made the motion which was seconded by Trustee McKenzie. Following discussion, a roll call vote was taken as follows:

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

The meeting was recessed at 5:03 p.m.

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Waggoner reconvened the meeting at 6:00 p.m. and verified that a quorum was present. He next welcomed the attendees and led them in the Pledge of Allegiance.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

**Message From the Chair**

Chair Waggoner provided a summary of the actions the board has taken to meet their goals of making NIC flourish again and of resolving the college's accreditation issues. He reported on activity such as the NWCCU hearing in Seattle, the ACCT National Legislative Summit in Washington, DC and his recent visit to Boise in support of Dr. Swayne's presentation of budget requests to the legislature. Chair Waggoner informed on the February BoT training session with the ACCT consultants, as well as his ongoing work on

the college's POST (Police Officer Standards and Training) funding proposal. He concluded his message with a reminder that Robert's Rules of Order are to be followed, as a guideline, in terms of civility and communication.

### Celebrating Success

Colby Mattila, Executive Director of Workforce & Economic Development, reported on Safety Fest of the Great Northwest held at the Workforce Training Center. The event was sponsored by over one hundred local businesses who provided safety training to the public at no cost. A copy of Mr. Mattila's presentation is included as an addendum to these minutes.

## **CONSTITUENT REPORTS**

### ASNIC

ASNIC President Michael Habermann reported on ASNIC's recent activity such as work on the president's wall, a student suggestion box, updating the ASNIC constitution, attendance at the Governor's luncheon and a meeting with the State Board of Education.

### Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green provided an update of the faculty assembly's recent activities. A written copy of the Faculty Assembly Chair's report is included as an addendum to these minutes.

### Staff Assembly

Staff Assembly Chair Matt Piekarski read an staff assembly approved statement to the board. A copy of the Faculty Assembly's statement is included as an addendum to these minutes.

### Senate

Senate Chair Matthew Nolan reported on the senate's recent activity including first reads on one policy and two procedures, a review of new committee proposals, and second reads of one policy and two procedures, all of which were adopted.

## **PRESIDENT'S REPORT**

President Swayne shared positive local media coverage of NIC, including a feature on the Workforce Training Center and favorable athletic reports. He said the list of existing college committees is currently being analyzed and adjusted for efficiency. The President continued with detailed reports on the following topics which address his specific goals: accreditation, enrollments, community stakeholder engagement, campus activities, transfer programs, support to student athletes, academic freedom and free speech, and his recent trip to Boise to meet with legislation.

Dr. Swayne answered Trustee McKenzie's questions regarding transfer agreements and vaccine mandates. Trustee Banducci positively commented on NIC's wrestling and basketball teams and the potential mining program. Chair Waggoner and Trustee Zimmerman offered encouraging feedback on the president's report. A discussion ensued regarding the release of sabbatical information and a possible amendment to the sabbatical policy. Chair Waggoner said that he will discuss this subject with the president outside of the BoT meeting. He invited Trustee Zimmerman to join the conversation. Further discussion topics included POST, increasing enrollment, Idaho Launch, expansion of the nursing program, additional faculty, cyber security and government funding status.

## **INFORMATION ITEMS**

### Strategic Plan Update

VP for Finance and Business Affairs Sarah Garcia provided a high level update of the progress made to date with strategic plan consultant Collaborative Brain Trust. A copy of Ms. Garcia's presentation is included as an addendum to these minutes.

### Risk Management Update

Sarah Garcia shared an overview of the college’s risk management plan. A copy of her presentation is included as an addendum to these minutes.

Chair Waggoner called for a ten minute recess.

**BREAK 7:47 p.m. – 7:58 p.m.**

**CONSENT AGENDA**

Following the break, Chair Waggoner reconvened the meeting at 7:58 p.m. He then made the motion to postpone the consent agenda until a special meeting is called in the following week. The motion was seconded for discussion by Trustee Corkill.

Trustee Banducci stated that he is not ready to take action on Tab 7. Trustee McKenzie suggested postponing Tabs 1 - 6 and holding discussion on Tab 7. Chair Waggoner withdrew his previous motion and made a new motion to postpone Tabs 1 - 6, and to discuss Tab 7. Trustee Banducci seconded the motion. Trustee McKenzie stated that he has made multiple revisions to the minutes and he would like to see his versions in the special meeting board packet. Following discussion and further explanation from Chair Waggoner, the motion passed with five votes in favor.

Todd Banducci	aye
Brad Corkill	aye
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	aye

Trustee Banducci commented on Tab 7, Policy 7.01.04 Continuous Professional Service Contracts. He stated that he is not satisfied with the current version and offered suggestions on how it could be improved. Following an extensive discussion, Chair Waggoner suggested that the policy subcommittee meet with President Swayne, Attorney Boyles and the ACCT consultants to work on refining the policy.

**NEW BUSINESS**

Discussion: Accreditation Meeting Report

Chair Waggoner said that he felt the hearing in Seattle was constructive and that he and Dr. Swayne clearly communicated the progress that NIC is making towards accreditation issues.

Discussion: ACCT Community College Legislative Summit Report

President Swayne, Chair Waggoner, and Trustees Banducci, Corkill, and Zimmerman shared their positive experiences to include Pell Grant discussions with legislators and their attendance at various training sessions.

Discussion: 2024 Idaho Legislative Session Report

President Swayne said that NIC was well prepared and presented effectively however it is unclear what the funding outcomes will be. Chair Waggoner and Trustee Banducci also shared their impressions of the session.

Tab 8: Second Reading/Action: Civility Resolution

Chair Waggoner asked for input from the trustees. Trustee McKenzie suggested that an additional paragraph be added. Chair Waggoner moved that the civility resolution be postponed until the next special or regular BoT meeting. Trustee McKenzie seconded the motion. After no further discussion, Chair Waggoner called for the vote. The motion passed with five votes in favor.

Todd Banducci	aye
Brad Corkill	aye
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	aye

Tab 9: Second Reading/Action: Policy 2.01.15 Recurring Reports

Chair Waggoner invited feedback from the trustees. Trustee McKenzie stated that he would like the procedure, or a modified policy to show a history of when college memberships were last presented to the board. After a lengthy discussion where possible solutions were deliberated, Chair Waggoner made the motion to adopt Policy 2.01.15 Recurring Reports Policy and procedure as presented. The motion was seconded by Trustee Corkill.

Following further discussion regarding the policy’s accompanying procedure, Chair Waggoner withdrew his previous motion and made a new motion to approve Policy 2.01.15 as presented. He further clarified that he would like the policy subcommittee to work on enhancing the procedure so that it more adequately addresses Trustee McKenzie’s concerns.

Trustee McKenzie made a statement and requested that it be recorded in the minutes. He stated that he believes that this policy should be passed alongside the procedure but also understands that policies are an iterative process.

Chair Waggoner requested a roll call vote. The motion passed with three votes in favor, one vote against and one abstention.

Todd Banducci	abstains
Brad Corkill	aye
Greg McKenzie	nay
Mike Waggoner	aye
Tarie Zimmerman	aye

Tab 10: First Reading/Discussion: Plan for Achieving Board Goals

Chair Waggoner requested input regarding the Plan for Achieving 2023 - 2024 Board goals and recommended that the plan be adopted as presented. Trustee McKenzie offered comments and suggested that the board wait until the second reading before adopting the plan. Chair Waggoner stated that no action would be taken at this time.

Chair Waggoner read a prepared statement outlining guidelines to follow in regards to public comment.

**PUBLIC COMMENT**

Name	Topic
Robert Shepler	Civility Policy
Michael McGowan	Accreditation
Russ McLain	BoT Training, Board Goals, Civility Resolution
Jamie Berube	BoT Training, Board Goals, Civility Resolution
Teresa Borrenpohl	BoT Training, Board Goals, Civility Resolution

**REMARKS FOR THE GOOD OF THE ORDER**

Trustee McKenzie thanked Chair Waggoner for moderating a well-run meeting.

The meeting was adjourned at 9:08 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

## Tab 5B

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

---


**TAB 5B**

**SUBJECT:** Old Business

**BACKGROUND:**

Included are Trustee McKenzie's redline suggested edits to the Board Regular Meeting Minutes for February 28, 2024.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**February 28, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present. He continued by saying that this executive session is for the purpose of discussing one issue and that the single topic is not an action item, it is strictly for discussion only.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Chair Waggoner asked for a motion to go into executive session pursuant to Idaho Code § 74-206(1)(b)(f) To Receive a Status Update and Advice from the College Attorney Regarding the Notice of Tort and Federal Complaint Filed by Laura Rumpfer. Trustee Banducci made the motion which was seconded by Trustee McKenzie. Following discussion, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci aye  
Brad Corkill nay  
Greg McKenzie aye  
Mike Waggoner aye  
Tarie Zimmerman nay

The meeting was recessed at 5:03 p.m.

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Waggoner reconvened the meeting at 6:00 p.m. and verified that a quorum was present. He next welcomed the attendees and led them in the Pledge of Allegiance.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Message From the Chair

Chair Waggoner provided a summary of the actions the board has taken to meet their goals of making NIC flourish again and of resolving the college's accreditation issues. He reported on activity such as the NWCCU hearing in Seattle, the ACCT National Legislative Summit in Washington, DC and his recent visit to Boise in support of Dr. Swayne's presentation of budget requests to the legislature. Chair Waggoner

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informed on the February BoT training session with the ACCT consultants, as well as his ongoing work on the college's POST (Police Officer Standards and Training) funding proposal. He concluded his message with a reminder that Robert's Rules of Order are to be followed in terms of civility and communication.

Celebrating Success

Colby Mattila, Executive Director of Workforce & Economic Development, reported on Safety Fest of the Great Northwest held at the Workforce Training Center. The event was sponsored by over one hundred local businesses who provided safety training to the public at no-cost. A copy of Mr. Mattila's presentation is included as an addendum to these minutes.

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**CONSTITUENT REPORTS**

ASNIC

ASNIC President Michael Habermann reported on ASNIC's recent activity such as work on the president's wall, a student suggestion box, updating the ASNIC constitution, attendance at the Governor's luncheon and a meeting with the State Board of Education.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green provided an update of the faculty assembly's recent activities. A written copy of the Faculty Assembly Chair's report is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski read a staff assembly approved statement to the board. A copy of the Faculty Assembly's statement is included as an addendum to these minutes.

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Senate

Senate Chair Matthew Nolan reported on the senate's recent activity including first reads on one policy and two procedures, a review of new committee proposals, and second reads of one policy and two procedures, all of which were adopted.

**PRESIDENT'S REPORT**

President Swayne shared positive local media coverage of NIC, including a feature on the Workforce Training Center and favorable athletic reports. He said the list of existing college committees is currently being analyzed and adjusted for efficiency. The President continued with detailed reports on the following topics which address his specific goals: accreditation, enrollments, community stakeholder engagement, campus activities, transfer programs, support to student athletes, academic freedom and free speech, and his recent trip to Boise to meet with legislation.

Dr. Swayne answered Trustee McKenzie's questions regarding transfer agreements and confirmed all students have been responded to regarding vaccine mandates and that no clinicals are inflicting vaccine mandates upon students. Trustee Banducci positively commented on NIC's wrestling and basketball teams and the potential mining program. Chair Waggoner and Trustee Zimmerman offered encouraging feedback on the president's report. A discussion ensued regarding informing the Board regarding sabbatical information and the possible need for the Board to address the sabbatical policy. Chair Waggoner said that he will discuss this subject with the president outside of the Board meeting. He invited Trustee Zimmerman to join the conversation. Further discussion topics included POST, increasing enrollment, Idaho Launch, expansion of the nursing program, additional faculty, cyber security and government funding status.

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**INFORMATION ITEMS**

Strategic Plan Update

VP for Finance and Business Affairs Sarah Garcia provided a high level update of the progress made to date with strategic plan consultant Collaborative Brain Trust. A copy of Ms. Garcia's presentation is included as an addendum to these minutes.



Risk Management Update

Sarah Garcia shared an overview of the college's risk management plan. A copy of her presentation is included as an addendum to these minutes.

Chair Waggoner called for a ten minute recess.

**BREAK 7:47 p.m. – 7:58 p.m.**

**CONSENT AGENDA**

Following the break, Chair Waggoner reconvened the meeting at 7:58 p.m. He then made the motion to postpone the consent agenda until a special meeting is called in the following week. The motion was seconded by Trustee Corkill.

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Trustee Banducci stated that he is not ready to take action on Tab 7. Trustee McKenzie suggested postponing Tabs 1 - 6 and holding discussion on Tab 7. Chair Waggoner withdrew his previous motion and made a new motion to postpone Tabs 1 - 6, and to discuss Tab 7. Trustee Banducci seconded the motion. Trustee McKenzie stated that he has made multiple revisions to the minutes and he would like to see his versions in the special meeting board packet. Following discussion and further explanation from Chair Waggoner, the motion passed with five votes in favor.

- Todd Banducci     aye
- Brad Corkill       aye
- Greg McKenzie     aye
- Mike Waggoner     aye
- Tarie Zimmerman   aye

Trustee Banducci commented on Tab 7, Policy 7.01.04 Continuous Professional Service Contracts. He stated that he is not satisfied with the current version and offered suggestions on how it could be improved. Following an extensive discussion, Chair Waggoner suggested that the policy subcommittee meet with President Swayne, Attorney Boyles and the ACCT consultants to work on refining the policy.

**NEW BUSINESS**

Discussion: Accreditation Meeting Report

Chair Waggoner said that he felt the hearing in Seattle was constructive and that he and Dr. Swayne clearly communicated the progress that NIC is making towards accreditation issues.

Discussion: ACCT Community College Legislative Summit Report

President Swayne, Chair Waggoner, and Trustees Banducci, Corkill, and Zimmerman shared their positive experiences to include Pell Grant discussions with legislators and their attendance at various training sessions.

Discussion: 2024 Idaho Legislative Session Report

President Swayne said that NIC was well prepared and presented effectively however it is unclear what the funding outcomes will be. Chair Waggoner and Trustee Banducci also shared their impressions of the session.

Tab 8: Second Reading/Action: Civility Resolution

Chair Waggoner asked for input from the trustees. Trustee McKenzie suggested that an additional paragraph be added. Chair Waggoner moved that the civility resolution be postponed until the next special or regular BoT meeting. Trustee McKenzie seconded the motion. After no further discussion, Chair Waggoner called for the vote. The motion passed with five votes in favor.

- Todd Banducci     aye
- Brad Corkill       aye
- Greg McKenzie     aye
- Mike Waggoner     aye

Tarie Zimmerman aye

Tab 9: Second Reading/Action: Policy 2.01.15 Recurring Reports

Chair Waggoner invited feedback from the trustees. Trustee McKenzie stated that he would like the procedure, or a modified policy to show a history of when college memberships were last presented to the board. After a lengthy discussion where possible solutions were deliberated, Chair Waggoner made the motion to adopt Policy 2.01.15 Recurring Reports Policy and procedure as presented. The motion was seconded by Trustee Corkill.

Following further discussion regarding the policy's accompanying procedure, Chair Waggoner withdrew his previous motion and made a new motion to approve Policy 2.01.15 as presented. He further clarified that he would like the policy subcommittee to work on enhancing the procedure so that it more adequately addresses Trustee McKenzie's concerns.

Trustee McKenzie stated that he believes that this policy should be passed alongside the procedure but also understands that policies are an iterative process.

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Chair Waggoner requested a roll call vote. The motion passed with three votes in favor, one vote against and one abstention.

Todd Banducci	abstains
Brad Corkill	aye
Greg McKenzie	nay
Mike Waggoner	aye
Tarie Zimmerman	aye

Tab 10: First Reading/Discussion: Plan for Achieving Board Goals

Chair Waggoner requested input regarding the Plan for Achieving 2023 - 2024 Board goals and recommended that the plan be adopted as presented. Trustee McKenzie offered comments and suggested that the board wait until the second reading before adopting the plan. Chair Waggoner stated that no action would be taken at this time.

Chair Waggoner read a prepared statement outlining guidelines to follow in regards to public comment.

**PUBLIC COMMENT**

Name	Topic
Robert Shepler	Civility Policy
Michael McGowan	Accreditation
Russ McLain	BoT Training, Board Goals, Civility Resolution
Jamie Berube	BoT Training, Board Goals, Civility Resolution
Teresa Borrenpohl	BoT Training, Board Goals, Civility Resolution

**REMARKS FOR THE GOOD OF THE ORDER**

Trustee McKenzie thanked Chair Waggoner for moderating a well-run meeting.

The meeting was adjourned at 9:08 p.m.

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Respectfully Submitted,  
Suzy Scura, Board Clerk  
[Gregory McKenzie, Board Secretary/Treasurer](#)

## Tab 5C

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 5C**

**SUBJECT:** Old Business

**BACKGROUND:**

Included are Trustee McKenzie's suggested edits to the Board Regular Meeting Minutes for February 28, 2024.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**February 28, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present. He continued by saying that this executive session is for the purpose of discussing one issue and that the single topic is not an action item, it is strictly for discussion only.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Chair Waggoner asked for a motion to go into executive session pursuant to Idaho Code § 74-206(1)(b)(f) To Receive a Status Update and Advice from the College Attorney Regarding the Notice of Tort and Federal Complaint Filed by Laura Rumpler. Trustee Banducci made the motion which was seconded by Trustee McKenzie. Following discussion, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

The meeting was recessed at 5:03 p.m.

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Waggoner reconvened the meeting at 6:00 p.m. and verified that a quorum was present. He next welcomed the attendees and led them in the Pledge of Allegiance.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Message From the Chair

Chair Waggoner provided a summary of the actions the board has taken to meet their goals of making NIC flourish again and of resolving the college’s accreditation issues. He reported on activity such as the NWCCU hearing in Seattle, the ACCT National Legislative Summit in Washington, DC and his recent visit to Boise in support of Dr. Swayne’s presentation of budget requests to the legislature. Chair Waggoner

informed on the February BoT training session with the ACCT consultants, as well as his ongoing work on the college's POST (Police Officer Standards and Training) funding proposal. He concluded his message with a reminder that Robert's Rules of Order are to be followed in terms of civility and communication.

Celebrating Success

Colby Mattila, Executive Director of Workforce & Economic Development, reported on Safety Fest of the Great Northwest held at the Workforce Training Center. The event was sponsored by over one hundred local businesses who provided safety training to the public at no-cost. A copy of Mr. Mattila's presentation is included as an addendum to these minutes.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Michael Habermann reported on ASNIC's recent activity such as work on the president's wall, a student suggestion box, updating the ASNIC constitution, attendance at the Governor's luncheon and a meeting with the State Board of Education.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green provided an update of the faculty assembly's recent activities. A written copy of the Faculty Assembly Chair's report is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski read a staff assembly approved statement to the board. A copy of the Faculty Assembly's statement is included as an addendum to these minutes.

Senate

Senate Chair Matthew Nolan reported on the senate's recent activity including first reads on one policy and two procedures, a review of new committee proposals, and second reads of one policy and two procedures, all of which were adopted.

**PRESIDENT'S REPORT**

President Swayne shared positive local media coverage of NIC, including a feature on the Workforce Training Center and favorable athletic reports. He said the list of existing college committees is currently being analyzed and adjusted for efficiency. The President continued with detailed reports on the following topics which address his specific goals: accreditation, enrollments, community stakeholder engagement, campus activities, transfer programs, support to student athletes, academic freedom and free speech, and his recent trip to Boise to meet with legislation.

Dr. Swayne answered Trustee McKenzie's questions regarding transfer agreements and confirmed all students have been responded to regarding vaccine mandates and that no clinicals are inflicting vaccine mandates upon students. Trustee Banducci positively commented on NIC's wrestling and basketball teams and the potential mining program. Chair Waggoner and Trustee Zimmerman offered encouraging feedback on the president's report. A discussion ensued regarding informing the Board regarding sabbatical information and the possible need for the Board to address the sabbatical policy. Chair Waggoner said that he will discuss this subject with the president outside of the Board meeting. He invited Trustee Zimmerman to join the conversation. Further discussion topics included POST, increasing enrollment, Idaho Launch, expansion of the nursing program, additional faculty, cyber security and government funding status.

**INFORMATION ITEMS**

Strategic Plan Update

VP for Finance and Business Affairs Sarah Garcia provided a high level update of the progress made to date with strategic plan consultant Collaborative Brain Trust. A copy of Ms. Garcia's presentation is included as an addendum to these minutes.

Risk Management Update

Sarah Garcia shared an overview of the college’s risk management plan. A copy of her presentation is included as an addendum to these minutes.

Chair Waggoner called for a ten minute recess.

**BREAK 7:47 p.m. – 7:58 p.m.**

**CONSENT AGENDA**

Following the break, Chair Waggoner reconvened the meeting at 7:58 p.m. He then made the motion to postpone the consent agenda until a special meeting is called in the following week. The motion was seconded by Trustee Corkill.

Trustee Banducci stated that he is not ready to take action on Tab 7. Trustee McKenzie suggested postponing Tabs 1 - 6 and holding discussion on Tab 7. Chair Waggoner withdrew his previous motion and made a new motion to postpone Tabs 1 - 6, and to discuss Tab 7. Trustee Banducci seconded the motion. Trustee McKenzie stated that he has made multiple revisions to the minutes and he would like to see his versions in the special meeting board packet. Following discussion and further explanation from Chair Waggoner, the motion passed with five votes in favor.

Todd Banducci	aye
Brad Corkill	aye
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	aye

Trustee Banducci commented on Tab 7, Policy 7.01.04 Continuous Professional Service Contracts. He stated that he is not satisfied with the current version and offered suggestions on how it could be improved. Following an extensive discussion, Chair Waggoner suggested that the policy subcommittee meet with President Swayne, Attorney Boyles and the ACCT consultants to work on refining the policy.

**NEW BUSINESS**

Discussion: Accreditation Meeting Report

Chair Waggoner said that he felt the hearing in Seattle was constructive and that he and Dr. Swayne clearly communicated the progress that NIC is making towards accreditation issues.

Discussion: ACCT Community College Legislative Summit Report

President Swayne, Chair Waggoner, and Trustees Banducci, Corkill, and Zimmerman shared their positive experiences to include Pell Grant discussions with legislators and their attendance at various training sessions.

Discussion: 2024 Idaho Legislative Session Report

President Swayne said that NIC was well prepared and presented effectively however it is unclear what the funding outcomes will be. Chair Waggoner and Trustee Banducci also shared their impressions of the session.

Tab 8: Second Reading/Action: Civility Resolution

Chair Waggoner asked for input from the trustees. Trustee McKenzie suggested that an additional paragraph be added. Chair Waggoner moved that the civility resolution be postponed until the next special or regular BoT meeting. Trustee McKenzie seconded the motion. After no further discussion, Chair Waggoner called for the vote. The motion passed with five votes in favor.

Todd Banducci	aye
Brad Corkill	aye
Greg McKenzie	aye
Mike Waggoner	aye

Tarie Zimmerman aye

Tab 9: Second Reading/Action: Policy 2.01.15 Recurring Reports

Chair Waggoner invited feedback from the trustees. Trustee McKenzie stated that he would like the procedure, or a modified policy to show a history of when college memberships were last presented to the board. After a lengthy discussion where possible solutions were deliberated, Chair Waggoner made the motion to adopt Policy 2.01.15 Recurring Reports Policy and procedure as presented. The motion was seconded by Trustee Corkill.

Following further discussion regarding the policy’s accompanying procedure, Chair Waggoner withdrew his previous motion and made a new motion to approve Policy 2.01.15 as presented. He further clarified that he would like the policy subcommittee to work on enhancing the procedure so that it more adequately addresses Trustee McKenzie’s concerns.

Trustee McKenzie stated that he believes that this policy should be passed alongside the procedure but also understands that policies are an iterative process.

Chair Waggoner requested a roll call vote. The motion passed with three votes in favor, one vote against and one abstention.

Todd Banducci	abstains
Brad Corkill	aye
Greg McKenzie	nay
Mike Waggoner	aye
Tarie Zimmerman	aye

Tab 10: First Reading/Discussion: Plan for Achieving Board Goals

Chair Waggoner requested input regarding the Plan for Achieving 2023 - 2024 Board goals and recommended that the plan be adopted as presented. Trustee McKenzie offered comments and suggested that the board wait until the second reading before adopting the plan. Chair Waggoner stated that no action would be taken at this time.

Chair Waggoner read a prepared statement outlining guidelines to follow in regards to public comment.

**PUBLIC COMMENT**

Name	Topic
Robert Shepler	Civility Policy
Michael McGowan	Accreditation
Russ McLain	BoT Training, Board Goals, Civility Resolution
Jamie Berube	BoT Training, Board Goals, Civility Resolution
Teresa Borrenpohl	BoT Training, Board Goals, Civility Resolution

**REMARKS FOR THE GOOD OF THE ORDER**

Trustee McKenzie thanked Chair Waggoner for moderating a well-run meeting.

The meeting was adjourned at 9:08 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk  
Gregory McKenzie, Board Secretary/Treasurer



## Tab 6

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

---

**TAB 6**

**SUBJECT:** Old Business


**BACKGROUND:**

Included are Board Special Meeting Minutes for March 12, 2024 as prepared by the Board Clerk.

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] move to approve Board Special Meeting Minutes for March 12, 2024 as shown in Tab 6.

Prepared by: Suzy Scura  
Board Clerk



**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**March 12, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:47 p.m. and verified that a quorum was present.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Message From the Chair

Chair Waggoner reported on the College’s accreditation status with the NWCCU.

Trustee Corkill made the motion to accept all prior meeting minutes as they were originally submitted. The motion was seconded by Trustee Zimmerman. Following discussion, Trustee Corkill repeated his motion and asked that it be recorded in the minutes his statement that minutes do not become a legal document. Following further discussion, Chair Waggoner called for a roll call vote. The motion failed.

Todd Banducci	Nay
Brad Corkill	Aye
Greg McKenzie	Nay
Mike Waggoner	Nay
Tarie Zimmerman	Nye

Trustee McKenzie requested that his statement be entered into the minutes that the meeting start was delayed by 47 minutes due to Trustees leaving the meeting room while waiting for the arrival of the Chair.

**POSTPONED ITEMS FROM FEBRUARY 28, 2024 REGULAR MEETING**

Tab 1: Board Regular Meeting Minutes for October 25, 2023

Trustee McKenzie made the motion to approve Tab 1 as presented in the board packet as the non-redline, clean version. Trustee Banducci seconded the motion.

Trustee Zimmerman requested that her statement be entered into the minutes that she felt the delayed start was important in order to discuss the topics on the agenda when all of the board members were present and that she opposed the changes suggested with exception of adding the record of the executive session notation.

Following further discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 2: Board Regular Meeting Minutes for November 20, 2023

Trustee McKenzie made the motion to approve Tab 2 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. After no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 3: Board Special Meeting Minutes for December 13, 2023

Trustee McKenzie made the motion to approve Tab 3 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion.

Trustee Zimmerman requested that her statement be entered in the meeting minutes that she opposes the suggested revisions to the minutes.

Following discussion, the motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 4: Board Regular Meeting Minutes for December 20, 2023

Trustee McKenzie made the motion to approve Tab 4 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. After no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 5: Board Regular Meeting Minutes for January 24, 2024

Trustee McKenzie made the motion to approve Tab 5 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. After no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 6: Second Reading / Action: Civility Resolution

Chair Waggoner invited feedback from the Trustees. Trustee McKenzie suggested a change and made the motion to approve the Civility Resolution as amended. The motion was seconded by Chair Waggoner. Following discussion, Chair Waggoner called for a roll call vote. The motion failed.

Todd Banducci	Nay
Brad Corkill	Nay
Greg McKenzie	Aye

Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 7: Second Reading / Action: Plan for Achieving Board Goals

Trustee Corkill made the motion to accept the Plan for Achieving Board Goals as presented. The motion was seconded by Trustee Zimmerman. Trustee Corkill restated his motion to include a minor correction to a scrivener's error. The motion was seconded by Trustee Zimmerman. Chair Waggoner called for a roll call vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Aye

The meeting was adjourned at 6:38 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

- Addendum 1) October 25, 2023 Board Regular Meeting Minutes
- Addendum 2) November 20, 2023 Board Regular Meeting Minutes
- Addendum 3) December 13, 2023 Board Special Meeting Minutes
- Addendum 4) December 20, 2023 Board Regular Meeting Minutes
- Addendum 5) January 24, 2024 Board Regular Meeting Minutes with Addendums
- Addendum 6) Amended Civility Resolution
- Addendum 7) Plan for Achieving Board Goals

## Tab 6A

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

---


**TAB 6A**

**SUBJECT:** Old Business

**BACKGROUND:**

Included are the Board Clerk's original long form Board Special Meeting Minutes for March 12, 2024.

Prepared by: Suzy Scura  
Board Clerk



**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**March 12, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:47 p.m. and verified that a quorum was present. He stated that there was a miscommunication on the start time of the meeting. Chair Waggoner then led the attendees in the Pledge of Allegiance.

**ATTENDANCE**

Trustees:     Todd Banducci  
                  Brad Corkill  
                  Greg McKenzie  
                  Mike Waggoner  
                  Tarie Zimmerman

Also present: Nick Swayne, President  
                  Colton Boyles, College Attorney

Message From the Chair

Chair Waggoner reported that the letter expected from the NWCCU was received by the college on March 1, 2024. He commented on positive advances at the college such as administration modernization, personnel policy updates, and the strategic plan first phase rollout expected by April, 2024. Chair Waggoner said that he will meet later in the week with President Swayne and Dr. Kurtz to formulate a response plan to the NWCCU. He said that all issues need to be resolved by October, 2024. He further stated that the April site visit was cancelled in order to give the college more time before the October visit. Chair Waggoner said that during the board meeting, Robert Rules of Order are to be followed as a guideline, especially regarding communication. Chair Waggoner concluded by stating that he has met with Trustee McKenzie and the board clerk to further refine the minute taking process.

Trustee Corkill made the motion to accept all prior meeting minutes as they were originally submitted. The motion was seconded for discussion by Trustee Zimmerman. Following a detailed discussion, Trustee Corkill repeated his motion and further stated that when minutes are recorded, whether they are amended or not, they do not become a legal document. He requested that this statement be reflected in the minutes. Following further discussion, Chair Waggoner called for a roll call vote. The motion failed.

Todd Banducci	nay
Brad Corkill	aye
Greg McKenzie	nay
Mike Waggoner	nay
Tarie Zimmerman	aye

Trustee McKenzie asked to make a statement on the record. He said that four trustees have been present for forty seven minutes from the start of the meeting time but a quorum could not be established until Chair Waggoner arrived, even though the chair requested that the meeting start in his absence, as he was headed to the meeting. He said he is making this statement to provide clarity as to why the meeting was late to start.

**POSTPONED ITEMS FROM FEBRUARY 28, 2024 REGULAR MEETING**

Tab 1: Board Regular Meeting Minutes for October 25, 2023

Trustee McKenzie made the motion to approve Tab 1 as presented in the board packet as the non-redline, clean version. Trustee Banducci seconded the motion.



Trustee Zimmerman requested that her comments be posted in the meeting minutes. She stated that she would have been happy to discuss the topics on the agenda when all of the board members were present, and that she felt no reason to have a discussion until that time so she stepped out of the room. Trustee Zimmerman said that there seems to be a theme going on. She continued by saying that while she agrees that the executive session portion of the minutes should be included, the rest of the additions are nothing more than editorials, a work of fiction, that they are self-serving and should be removed entirely from the October 25, 2023 minutes.

Following further discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 2: Board Regular Meeting Minutes for November 20, 2023

Trustee McKenzie made the motion to approve Tab 2 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 3: Board Special Meeting Minutes for December 13, 2023

Trustee McKenzie made the motion to approve Tab 3 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion.

Trustee Zimmerman requested that her comments be included in the meeting minutes. She stated that again, she has an exception with the minutes as presented. Trustee Zimmerman said that she finds the proposed version to involve discussion and finds it obviously self-serving. She said that if the flavor of the proposed version is compared to the other two, there is no consistency. Trustee Zimmerman continued by saying that this is someone's (or maybe a couple of people's) personal agenda to affect something that they think is a legal document. She concluded by saying that the format should be consistent throughout.

Following discussion, the motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 4: Board Regular Meeting Minutes for December 20, 2023

Trustee McKenzie made the motion to approve Tab 4 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 5: Board Regular Meeting Minutes for January 24, 2024

Trustee McKenzie made the motion to approve Tab 5 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 6: Second Reading / Action: Civility Resolution

Chair Waggoner invited feedback from the trustees. Trustee McKenzie stated that he would like to add the term “and strive for common solutions” to the fifth whereas of the resolution. He then made the motion to approve the Civility Resolution as amended. The motion was seconded by Chair Waggoner. Following discussion, Chair Waggoner asked the board clerk to revise the date on the resolution and then called for a roll call vote. The motion failed.

Todd Banducci	nay
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Trustee McKenzie requested that his changes be added to the document so that it is prepared for possible consideration in the future.

Tab 7: Second Reading / Action: Plan for Achieving Board Goals

Chair Waggoner stated that the board has been working with the ACCT consultants to develop this plan. Trustee Corkill made the motion to accept the Plan for Achieving Board Goals as presented. The motion was seconded by Tarie Zimmerman. Trustee Banducci requested a minor correction. Trustee Corkill restated his motion to include the correction which was seconded by Trustee Zimmerman. Following no further discussion, Chair Waggoner called for a roll call vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	aye
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	aye

Trustee Banducci requested that a minor scrivener’s error in the document be corrected.

The meeting was adjourned at 6:38 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

- Addendum 1) October 25, 2023 Board Regular Meeting Minutes
- Addendum 2) November 20, 2023 Board Regular Meeting Minutes
- Addendum 3) December 13, 2023 Board Special Meeting Minutes
- Addendum 4) December 20, 2023 Board Regular Meeting Minutes
- Addendum 5) January 24, 2024 Board Regular Meeting Minutes with Addendums
- Addendum 6) Amended Civility Resolution
- Addendum 7) Plan for Achieving Board Goals

## Tab 6B

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

---


**TAB 6B**

**SUBJECT:** Old Business

**BACKGROUND:**

Included are Trustee McKenzie's redline suggested edits to the Board Special Meeting Minutes for March 12, 2024.

Prepared by: Suzy Scura  
Board Clerk

  
**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**March 12, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:47 p.m. and verified that a quorum was present. He stated that there was a miscommunication on the start time of the meeting. Chair Waggoner then led the attendees in the Pledge of Allegiance.

**ATTENDANCE**

Trustees:     Todd Banducci  
                  Brad Corkill  
                  Greg McKenzie  
                  Mike Waggoner  
                  Tarie Zimmerman

Also present: Nick Swayne, President  
                  Colton Boyles, College Attorney

Message From the Chair

Chair Waggoner reported that the letter expected from the NWCCU was received by the college on March 1, 2024. He commented on positive advances at the college such as administration modernization, personnel policy updates, and the strategic plan first phase rollout expected by April, 2024. Chair Waggoner said that he will meet later in the week with President Swayne and Dr. Kurtz to formulate a response plan to the NWCCU. He said that all issues need to be resolved by October, 2024. He further stated that the April site visit was cancelled in order to give the college more time before the October visit. Chair Waggoner said that during the board meeting, Robert Rules of Order are to be followed as a guideline, especially regarding communication. Chair Waggoner concluded by stating that he has met with Trustee McKenzie and the board clerk to further refine the minute taking process.

Trustee Corkill made the motion to accept all prior meeting minutes as they were originally submitted. The motion was seconded by Trustee Zimmerman. Following a detailed discussion, Trustee Corkill repeated his motion and further stated that when these minutes are recorded, whether they are amended or not, they do not become a legal document.

Trustee McKenzie referenced Idaho Statute 74-206 (1) requirement for the vote to be explicitly recorded in the minutes. Following further discussion, Chair Waggoner called for a roll call vote. The motion failed.

Todd Banducci	nay
Brad Corkill	aye
Greg McKenzie	nay
Mike Waggoner	nay
Tarie Zimmerman	aye

Trustee McKenzie stated that four trustees have been present for forty seven minutes from the start of the meeting time but a quorum could not be established until Chair Waggoner arrived, even though the chair requested that the meeting start in his absence, as he was headed to the meeting.

**POSTPONED ITEMS FROM FEBRUARY 28, 2024 REGULAR MEETING**

Tab 1: Board Regular Meeting Minutes for October 25, 2023

Trustee McKenzie made the motion to approve Tab 1 as presented in the board packet as the non-redline, clean version. Trustee Banducci seconded the motion.

Style Definition: Comment Text

Deleted: for discussion

Deleted: He requested that this statement

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Deleted: He said he is making this statement to provide clarity as to why the meeting was late to start.

Trustee Zimmerman stated that she would have been happy to have discussion about any of the topics on the agenda when all of the board members were present, and that she felt no reason to have a discussion when we would have to go back and re-discuss it again which is why she stepped out of the room.

**Deleted:** requested that her comments be posted in the meeting minutes. She

**Deleted:** discuss

**Deleted:** until that time so she stepped out of the room. Trustee Zimmerman said that there seems to be a theme going on. She continued by saying that while she agrees that the executive session portion of the minutes should be included, the rest of the additions are nothing more than editorials, a work of fiction, that they are self-serving and should be removed entirely from the October 25, 2023 minutes.

Trustee McKenzie proposed posting recording times associated with meeting minutes to avoid negative connotations with minutes and people can refer to specific paragraphs.

Following further discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 2: Board Regular Meeting Minutes for November 20, 2023

Trustee McKenzie made the motion to approve Tab 2 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 3: Board Special Meeting Minutes for December 13, 2023

Trustee McKenzie made the motion to approve Tab 3 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion.

Trustee Zimmerman stated, "Again, I have exception with these meeting minutes. This is more of a discussion. It's obviously self-serving. If you look at the flavor of what these are, and you compare them to the other two. This one has the discussion in some places and then it doesn't have it in other places. It's not following- there's nothing consistent here. This is somebody's personal agenda. or maybe a couple of people's personal agenda, to affect something that they think is a legal document."

**Deleted:** requested that her comments be included in the meeting minutes. She

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**Deleted:** , there is no consistency. Trustee Zimmerman continued by saying that this is someone's (

**Deleted:** )

**Deleted:** . She concluded by saying that the format should be consistent throughout.

Following discussion, the motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 4: Board Regular Meeting Minutes for December 20, 2023

Trustee McKenzie made the motion to approve Tab 4 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 5: Board Regular Meeting Minutes for January 24, 2024

Trustee McKenzie made the motion to approve Tab 5 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 6: Second Reading / Action: Civility Resolution

Chair Waggoner invited feedback from the Trustees. Trustee McKenzie stated that he would like to add the term "and strive for common solutions" to the fifth whereas of the resolution. He then made the motion to approve the Civility Resolution as amended. The motion was seconded by Chair Waggoner. Following discussion, Chair Waggoner asked the board clerk to revise the date on the resolution and then called for a roll call vote. The motion failed.

Deleted: trustees

Todd Banducci	nay
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Trustee McKenzie requested that his changes be added to the document so that it is prepared for possible consideration in the future.

Tab 7: Second Reading / Action: Plan for Achieving Board Goals

Chair Waggoner stated that the board has been working with the ACCT consultants to develop this plan. Trustee Corkill made the motion to accept the Plan for Achieving Board Goals as presented. The motion was seconded by Tarie Zimmerman. Trustee Banducci requested a minor correction to the document. Trustee Corkill restated his motion to include the correction which was seconded by Trustee Zimmerman. Following no further discussion, Chair Waggoner called for a roll call vote. The motion succeeded.

Deleted: .

Todd Banducci	aye
Brad Corkill	aye
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	aye

Trustee Banducci requested that a minor scrivener's error in the document be corrected.

The meeting was adjourned at 6:38 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk  
[Gregory McKenzie, Board Secretary/Treasurer](#)

- Addendum 1) October 25, 2023 Board Regular Meeting Minutes
- Addendum 2) November 20, 2023 Board Regular Meeting Minutes
- Addendum 3) December 13, 2023 Board Special Meeting Minutes
- Addendum 4) December 20, 2023 Board Regular Meeting Minutes
- Addendum 5) January 24, 2024 Board Regular Meeting Minutes with Addendums
- Addendum 6) Amended Civility Resolution
- Addendum 7) Plan for Achieving Board Goals

## Tab 6C



**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

---


**TAB 6C**

**SUBJECT:** Old Business

**BACKGROUND:**

Included are Trustee McKenzie's suggested edits to the Board Special Meeting Minutes for March 12, 2024.

Prepared by: Suzy Scura  
Board Clerk


**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**March 12, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:47 p.m. and verified that a quorum was present. He stated that there was a miscommunication on the start time of the meeting. Chair Waggoner then led the attendees in the Pledge of Allegiance.

**ATTENDANCE**

Trustees:     Todd Banducci  
                   Brad Corkill  
                   Greg McKenzie  
                   Mike Waggoner  
                   Tarie Zimmerman

Also present: Nick Swayne, President  
                   Colton Boyles, College Attorney

*Message From the Chair*

Chair Waggoner reported that the letter expected from the NWCCU was received by the college on March 1, 2024. He commented on positive advances at the college such as administration modernization, personnel policy updates, and the strategic plan first phase rollout expected by April, 2024. Chair Waggoner said that he will meet later in the week with President Swayne and Dr. Kurtz to formulate a response plan to the NWCCU. He said that all issues need to be resolved by October, 2024. He further stated that the April site visit was cancelled in order to give the college more time before the October visit. Chair Waggoner said that during the board meeting, Robert Rules of Order are to be followed as a guideline, especially regarding communication. Chair Waggoner concluded by stating that he has met with Trustee McKenzie and the board clerk to further refine the minute taking process.

Trustee Corkill made the motion to accept all prior meeting minutes as they were originally submitted. The motion was seconded by Trustee Zimmerman. Following a detailed discussion, Trustee Corkill repeated his motion and further stated that when these minutes are recorded, whether they are amended or not, they do not become a legal document.

Trustee McKenzie referenced [Idaho Statute 74-206 \(1\)](#) requirement for the vote to be explicitly recorded in the minutes. Following further discussion, Chair Waggoner called for a roll call vote. The motion failed.

Todd Banducci	nay
Brad Corkill	aye
Greg McKenzie	nay
Mike Waggoner	nay
Tarie Zimmerman	aye

Trustee McKenzie stated that four trustees have been present for forty seven minutes from the start of the meeting time but a quorum could not be established until Chair Waggoner arrived, even though the chair requested that the meeting start in his absence, as he was headed to the meeting.

**POSTPONED ITEMS FROM FEBRUARY 28, 2024 REGULAR MEETING**

*Tab 1: Board Regular Meeting Minutes for October 25, 2023*

Trustee McKenzie made the motion to approve Tab 1 as presented in the board packet as the non-redline, clean version. Trustee Banducci seconded the motion.

Trustee Zimmerman stated that she would have been happy to have discussion about any of the topics on the agenda when all of the board members were present, and that she felt no reason to have a discussion when we would have to go back and re-discuss it again which is why she stepped out of the room.

Trustee McKenzie proposed posting recording times associated with meeting minutes to avoid negative connotations with minutes and people can refer to specific paragraphs.

Following further discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 2: Board Regular Meeting Minutes for November 20, 2023

Trustee McKenzie made the motion to approve Tab 2 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 3: Board Special Meeting Minutes for December 13, 2023

Trustee McKenzie made the motion to approve Tab 3 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion.

Trustee Zimmerman stated, "Again, I have exception with these meeting minutes. This is more of a discussion. It's obviously self-serving. If you look at the flavor of what these are, and you compare them to the other two. This one has the discussion in some places and then it doesn't have it in other places. It's not following- there's nothing consistent here. This is somebody's personal agenda, or maybe a couple of people's personal agenda, to affect something that they think is a legal document."

Following discussion, the motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 4: Board Regular Meeting Minutes for December 20, 2023

Trustee McKenzie made the motion to approve Tab 4 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 5: Board Regular Meeting Minutes for January 24, 2024

Trustee McKenzie made the motion to approve Tab 5 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 6: Second Reading / Action: Civility Resolution

Chair Waggoner invited feedback from the Trustees. Trustee McKenzie stated that he would like to add the term “and strive for common solutions” to the fifth whereas of the resolution. He then made the motion to approve the Civility Resolution as amended. The motion was seconded by Chair Waggoner. Following discussion, Chair Waggoner asked the board clerk to revise the date on the resolution and then called for a roll call vote. The motion failed.

Todd Banducci	nay
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Trustee McKenzie requested that his changes be added to the document so that it is prepared for possible consideration in the future.

Tab 7: Second Reading / Action: Plan for Achieving Board Goals

Chair Waggoner stated that the board has been working with the ACCT consultants to develop this plan. Trustee Corkill made the motion to accept the Plan for Achieving Board Goals as presented. The motion was seconded by Tarie Zimmerman. Trustee Banducci requested a minor correction to the document. Trustee Corkill restated his motion to include the correction which was seconded by Trustee Zimmerman. Following no further discussion, Chair Waggoner called for a roll call vote. The motion succeeded.

Todd Banducci	aye
Brad Corkill	aye
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	aye

Trustee Banducci requested that a minor scrivener’s error in the document be corrected.

The meeting was adjourned at 6:38 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk  
Gregory McKenzie, Board Secretary/Treasurer

- Addendum 1) October 25, 2023 Board Regular Meeting Minutes
- Addendum 2) November 20, 2023 Board Regular Meeting Minutes
- Addendum 3) December 13, 2023 Board Special Meeting Minutes
- Addendum 4) December 20, 2023 Board Regular Meeting Minutes
- Addendum 5) January 24, 2024 Board Regular Meeting Minutes with Addendums
- Addendum 6) Amended Civility Resolution
- Addendum 7) Plan for Achieving Board Goals

## Tab 7

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

---

**TAB 7**

**SUBJECT:** New Business


**BACKGROUND:**

Included are the Board Regular Meeting Minutes for March 27, 2024 as prepared by the Board Clerk.

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] move to approve Board Regular Meeting Minutes for March 27, 2024 as shown in Tab 7.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**March 27, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 6:00 p.m. and verified that a quorum was present.

**ATTENDANCE**

Trustees: Todd Banducci  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Message From the Chair

Chair Waggoner provided a summary of the actions the board has taken to resolve issues with the NWCCU. He stated that the board will continue to work on improving communication processes during the board meetings.

Celebrating Success

NIC's Wind Symphony Director Terry Jones reported on the Symphony's recent 50th Anniversary Concert. Flautist Theresa DeWitt shared her positive experiences as a member of over 20 years. Director Jones recognized saxophone player Linda Barnett who has been a symphony member since the program began.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Michael Habermann was not present at this meeting. His written report was submitted and is included as an addendum to these minutes.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green was not present at this meeting. Her written report was submitted and is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski provided an update of the Faculty Assembly's recent activity. A copy of his statement is included as an addendum to these minutes.

Senate

Senate Chair Matthew Nolan was not present at this meeting. His written report was submitted and is included as an addendum to these minutes.

Trustee McKenzie requested copies of all written constituent reports.

**PRESIDENT'S REPORT**

President Swayne shared positive media coverage of NIC and gave detailed reports on topics related to his goals. A discussion ensued.

**INFORMATION ITEMS**

Legislative Session Update

President Swayne stated that the legislature is still in session but it is his understanding that NIC will not be receiving funding for the proposed first responder driving course.

Winter and Spring Sports Update

Athletic Director Shawn Noël provided updates on NIC’s winter and spring athletic teams. His presentation is included as an addendum to these minutes.

Tab 1: FY25 Budget Planning Assumptions

Vice President for Finance and Business Affairs Sarah Garcia provided an overview of the assumptions to be used in the FY25 budget planning process and answered questions from the Trustees. Ms. Garcia’s presentation is included as an addendum to these minutes.

**CONSENT AGENDA**

Trustee McKenzie requested an introduction be made to Tabs 3, 4, and 5 and an opportunity for discussion on the first readings.

Tab 2: Approve Head Start Grant

Trustee Banducci made the motion to approve the Head Start Grant. Trustee McKenzie seconded the motion. After no discussion, Chair Waggoner called for the vote. The motion passed with four votes in favor.

Todd Banducci	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Aye

Tab 3: First Reading / Action: Approve Policy 3.02.19 (Payroll Deductions)

Sarah Garcia provided an explanation regarding the revisions to this and the other policies introduced at this meeting. Following discussion, it was requested that accompanying procedures be provided when the policies are presented for a second reading.

Tab 4: First Reading / Action: Approve Policy 3.02.25 (Holiday Pay)

Sarah Garcia answered the Trustees’ questions regarding specific details of this policy.

Tab 5: First Reading / Action: Approve Policy 3.04.04 (Jury Duty and Court Leave)

No discussion.

**NEW BUSINESS**

Trustee McKenzie made the motion to postpone Tabs 6, 7 and 8 until the next regular Board of Trustees meeting. Trustee Banducci seconded the motion. Following discussion, Chair Waggoner called for the vote. The motion passed with three votes in favor and one abstention.

Todd Banducci	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Abstains

Tab 6: Action: Approve Board Special Meeting Minutes for February 21, 2024

Item postponed until the next regular BoT meeting.



Tab 7: Action: Approve Board Regular Meeting Minutes for February 28, 2024

Item postponed until the next regular BoT meeting.

Tab 8: Action: Approve Board Special Meeting Minutes for March 12, 2024

Item postponed until the next regular BoT meeting.

**PUBLIC COMMENT**

Chair Waggoner read a prepared statement outlining guidelines to follow in regards to public comment.

Name	Topic
Caryn Shepler	Public Comment
Jamie Berube	Civility
Robert Shepler	Accreditation

The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

- Addendum 1) ASNIC Constituent Report
- Addendum 2) Faculty Assembly Constituent Report
- Addendum 3) Staff Assembly Constituent Report
- Addendum 4) Senate Constituent Report
- Addendum 5) Winter and Spring Sports Update
- Addendum 6) F25 Budget Planning Assumptions

## Board of trustees March 2024 Report

Thank you, Chair Waggoner, Board of Trustees, President Swayne, and whoever may read this report. The reason for my nonattendance is because myself and two ASNIC senators are currently attending the ACUI (Association of College Unions International) conference in Denver Colorado. ASNIC has been steadily working since the last Board of Trustees meeting primarily focusing on projects, committees, and elections. The suggestion box is physically finished, and we are just waiting for the webpage to be developed. The presidents wall project will be done sometime next week, we have all the supplies but need to cut the nice cardstock for the picture frames. Election applications are open for another week, with next week being an open forum for candidates to share their ideas with the student body. Our senators have been hard at work, tabling in the Student Union Building encouraging students to apply to be an ASNIC officer. We are also working on our annual survey which will go out to students this April to help collect data for next year's team. Day of Service planning is going smoothly and is set for April 20th. If the board has any questions or comments, please pass them through President Swayne.

Thank you again for taking the time  
Michael J Habermann  
ASNIC President

**March 27, 2024**

**Faculty Assembly Chair Report (written) to the NIC Board of Trustees  
Kathleen Miller Green, Chair**

Chair Waggoner, Trustees, President Swayne and the NIC Community on campus and off...Happy Spring! I am currently enjoying Spring Break with my grandson in the sunny climes of New Mexico, so I will submit my Faculty Assembly Chair report with this written document.

This past month, I had the pleasure to meet yet again with our consultants from Collaborative Brain Trust at the President's Advisory Committee (PAC) to review the work that has been done in finishing this phase of NIC's Strategic Planning process. The entire Strategic Planning Steering Committee looks forward to the on-campus site visit with our CBT Consultants on April 22-23, 2024 to wrap up Part A of this process and outline the steps to be taken in the final phase of creating NIC's 5-year Strategic Plan.

Work was done between Faculty Assembly and NIC Senate to update the procedure for Policy 2.03.01 – Committees, as well as a draft document that would track the creation of new standing, ad hoc or task force committees on campus. This draft was submitted to Senate on March 21<sup>st</sup> and will be on a special meeting agenda in April.

At the March 14<sup>th</sup> Faculty Assembly meeting, after approving the February minutes, I turned the floor over to Dr. Swayne, who had graciously accepted an invitation to talk with and answer questions from the faculty regarding the newly received NWCCU letter and what is known at this time about the provisions and requirements detailed in the letter. It was a robust and frank discussion and encompassed the entire time available for the meeting. A letter with written updates from our standing reports (Senate, SLOA, Advising, Adjunct and Chair Report) was sent to all faculty on March 18<sup>th</sup>, and all other items on the March agenda were moved to the April 11<sup>th</sup> meeting.

Faculty were reminded that April will be a time for nominations for the 2024-2025 Faculty Assembly officers (Chair, Vice-Chair, Secretary and Treasurer), and to come to that meeting with secure nominations for individuals who have been approached about accepting one of those officer positions. Elections for new officers will be held at the May, 9<sup>th</sup> Faculty Assembly Meeting.

And additional reminder that the yearly Faculty Committee Assignment survey will come out the first week of April, and should be completed by the April 11<sup>th</sup> Faculty Assembly meeting. The updated NIC Committee Membership document will be compiled and made available by the President's office per Policy 2.03.01.

Respectfully submitted,

Kathleen Miller Green, Chair

Faculty Assembly 2023-2024

**STAFF ASSEMBLY REPORT**  
**NIC Board of Trustees Meeting: Wednesday, March 27, 2024**

---

Good evening, Chair Waggoner, Trustees, and President Swayne.

On Thursday March 14, 2024 Staff Assembly met and addressed the following item:

- Discussed that Staff Assembly Chair nominations will be taking place next month.
- Next month we will also start the process of filling staff positions on college wide committees for next academic year.
- Had a fantastic presentation from Amy Bardwell in the American Indian Heritage Center and from Louisa Rodgers with the Center of New Directions.

This concludes the Staff Assembly report.

Thankyou,

Matt Piekarski  
Staff Assembly Chair

In March, the senate conducted 2nd Reads on 2 policies and 3 procedures and approved one committee. Which include:

- o 4.01 Policy – Program Evaluation: minor edits
- o 4.01 Procedure – Program Evaluation: major edits
- o 3.04.08 Procedure - Faculty Sabbatical
- o 7.05 Procedure – Textbook adoption- deletion
- o 7.05 Policy- Textbook Adoption- deletion
- o OER Committee was approved

Policies 4.01 Program Evaluation and 7.05 Textbook adoption(deleted) are now ready for the board.

Matthew Nolan

Senate Chair



# Winter and Spring Athletic Team Updates

Wednesday, March 27, 2024

President's Goal: Develop a competitive and comprehensive intercollegiate athletics program.

**North  
Idaho  
College**  
► [nic.edu](http://nic.edu)



## Men's Basketball Season Recap

- Had a 20 win season
- Qualified for post season in first season back in NJCAA; fell in the quarter final game
- Had three student athletes named to the All SWAC/All Region team
- Packed house in Christianson Gymnasium for our renewed rivalry against CSI



## Women's Basketball Season Recap

- Had eight wins this season
- Had one student athlete named to the All SWAC/All Region team
- Good mix of local and international players



## Men's Wrestling Season Recap

- Won Region/District Championship
- Finished season in 6<sup>th</sup> place at National tournament
- Had 6 All-Americans
  - 125
  - 149
  - 157
  - 174
  - 184
  - 197



## Men's and Women's Golf Season Update

- Competed in Willamette Valley Cup
  - Men finished 5th
  - Women finished 4<sup>th</sup>
- Each team is looking to win NWAC Championship
  - May 19 and 20
  - Yakima, WA



## Softball Season Update

- Currently 15-2 on the season
- HOME opener is on Friday, April 5 vs. Wenatchee Valley
- Currently ranked #2 in latest NWAC poll





## Community Involvement

- Teams walked in the St. Patrick's Day Parade in Downtown CDA
- Hosted the Idaho HS All-Star Basketball game
- Women's Basketball did clinics at Bryant Elementary

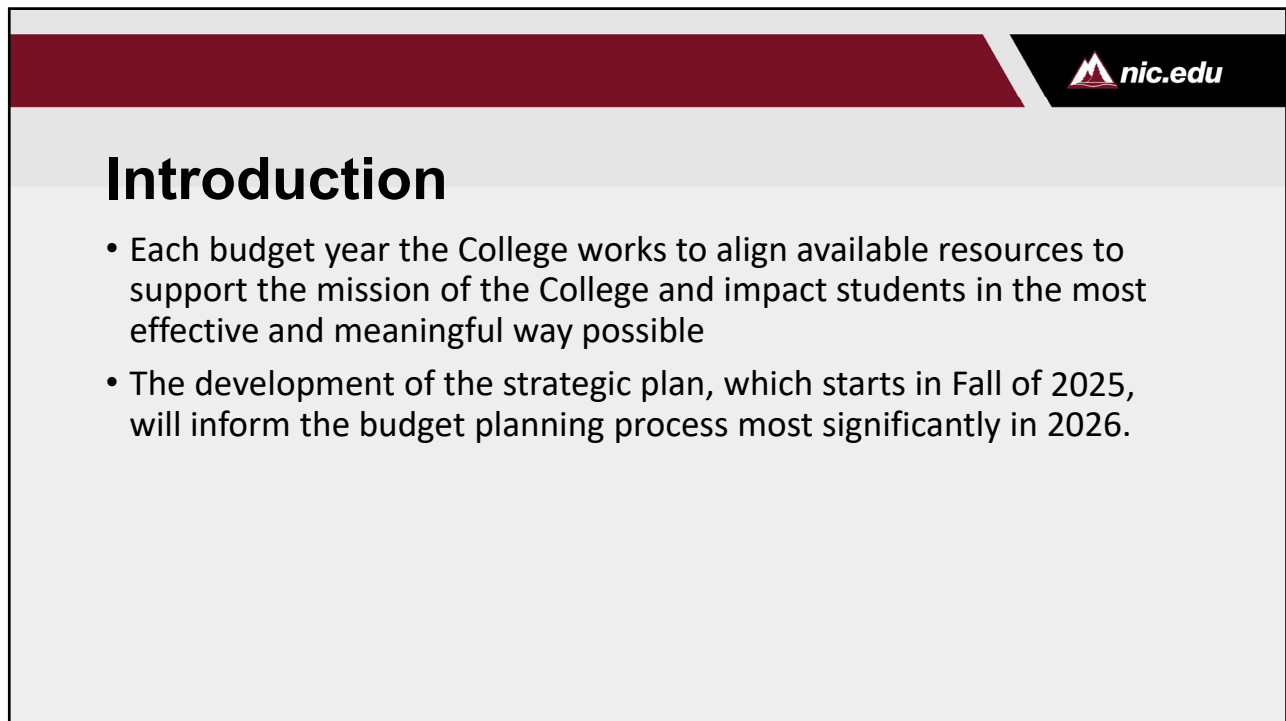





The slide features a dark red background on the left and a black background on the right, separated by a white diagonal line. In the top left corner, there is a small logo of a mountain and trees. The main title "FY25 Budget Planning Assumptions" is written in white on the red background, with the date "March 2024" below it. In the bottom right corner, the text "North Idaho College" is displayed in white, with the website "► [nic.edu](http://nic.edu)" below it.

 **FY25 Budget Planning Assumptions**  
March 2024

North Idaho College  
► [nic.edu](http://nic.edu)



The slide has a dark red header bar on the left and a black header bar on the right containing the "nic.edu" logo. The main content area is light gray. The title "Introduction" is in bold black text. Below it is a bulleted list with two items.

 **Introduction**

- Each budget year the College works to align available resources to support the mission of the College and impact students in the most effective and meaningful way possible
- The development of the strategic plan, which starts in Fall of 2025, will inform the budget planning process most significantly in 2026.

## Values

- Stewardship is one of the College's core values
  - Commitment through economic and environmental sustainability through leadership, awareness and responsiveness to changing resources
  - Ongoing commitment during budget development to engage in efforts that demonstrate stewardship

## Priorities and Planning Principles

- Reaffirming accreditation standards
- Strengthening recruitment and retention
- Create efficiencies while minimizing impact to students
- Development of dynamic/responsive budget scenarios
- Creating a balanced budget with no increase in tuition or property taxes
- Inclusion of JFAC funding recommendations



## Budget Assumptions

- JFAC Recommendations – net increase \$459,900
  - (\$31,800) for change in benefit costs
  - \$109,600 for 1% CEC for regular employees
  - \$443,500 for operational capacity enhancement
  - \$219,300 for 2% CEC adjustment
  - (\$280,00) for enrollment workload adjustment



## Budget Assumptions

- 3% increase in salaries for full time employees
  - Covered through state allocation for CEC and operational capacity
- 5% increase in employee health insurance costs
- No property tax increase except new property on the rolls
- No tuition increase
- Increase in Grant in Aid and Travel costs for Athletics



# Planning Guidance

## Tab 7A

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 7A**

**SUBJECT:** New Business

**BACKGROUND:**

Included are Trustee McKenzie's redline suggested edits to the Board Regular Meeting Minutes for March 27, 2024.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**March 27, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 6:00 p.m. He verified that a quorum was present and led the attendees in the Pledge of Allegiance.

**ATTENDANCE**

Trustees: Todd Banducci  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Message From the Chair

Chair Waggoner provided a summary of the actions the board has taken to meet their goals of making NIC flourish again and of resolving issues with the NWCCU. He reported that the list of concerns brought to the board by various constituent groups last fall have been reviewed and are currently being addressed in line with the NWCCU's recommendations. Chair Waggoner stated that the board will continue to work on improving communication processes during the board meetings. He emphasized politeness and asked that the trustees request the floor when they wish to speak.

Celebrating Success

NIC's Wind Symphony Director Terry Jones reported on the Symphony's recent 50th Anniversary Concert. Flautist Theresa DeWitt shared her positive experiences as a member of over 20 years. Director Jones recognized saxophone player Linda Barnett who has been a symphony member since the program began.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Michael Habermann was not present at this meeting. His written report was submitted [and provided to the Board the following Monday after the meeting](#) and is included as an addendum to these minutes.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green was not present at this meeting. Her written report was submitted and [provided to the Board the following Monday after the meeting and](#) is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski provided an update of the Faculty Assembly's recent activity. A written copy of his statement is included as an addendum to these minutes.

Senate



Senate Chair Matthew Nolan was not present at this meeting. His written report was submitted and [provided to the Board the following Monday after the meeting and](#) is included as an addendum to these minutes. [At](#) Trustee [McKenzie's suggestion, on behalf of the Board of Trustees, Chair Waggoner](#) requested [already submitted constituent reports be provided to the Board.](#)

Deleted: McKenzie  
Deleted: copies of all written

**PRESIDENT'S REPORT**

President Swayne shared positive media coverage, including features on the golden anniversary of the NIC Wind Symphony, the first Community Conversations Forum, the NIC Detention Academy graduation ceremony and multiple athletic reports. Dr. Swayne continued with detailed reports on the following topics: college accreditation, the NAEYC accreditation report on NIC Children's Center earning above average marks, the Head Start program, enrollment management and recruiting, the Inaugural Bus Tour, a meeting with community religious leaders, upcoming campus events, the newly released summer Workforce Training Center course catalog, CTE and program alignment, various program expansions, student athlete support, campus maintenance and improvements, the senate's review of the newly revised equal opportunity policy, as well as the delayed security audit.

Dr. Swayne answered Trustee McKenzie's questions regarding [the timeline for Policy 3.02.01 "Affirmative Action and Equal Opportunity"](#) which [in January started with Human Resources review and the President's Cabinet has transmitted a recommendation for](#) senate review, as well as questions regarding campus improvements [regarding the recently renovated Meyer Health and Sciences building](#). Trustee McKenzie offered his congratulations to the NIC Children's Center and Trustee Zimmerman positively commented on the recent NIC bus tour.

Deleted: policy  
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**INFORMATION ITEMS**

Legislative Session Update

President Swayne stated that the legislature is still in session and circumstances could change but it is his understanding that NIC will not be receiving funding for the proposed first responder driving course. [Dr. Swayne shared his intent to resubmit the request for next year.](#)

Winter and Spring Sports Update

Athletic Director Shawn Noël provided updates on NIC's winter and spring athletic teams. His presentation is included as an addendum to these minutes.

Tab 1: FY25 Budget Planning Assumptions

Vice President for Finance and Business Affairs Sarah Garcia provided a high level overview of the FY25 Budget Planning Assumption process. She answered questions and participated in a lengthy conversation with the [Trustees](#) and Dr. Swayne regarding the athletic budget. Ms. Garcia's presentation is included as an addendum to these minutes.

Deleted: trustees

**CONSENT AGENDA**

Trustee McKenzie requested that Tabs 3, 4, and 5 be removed from the Consent Agenda so as to provide an opportunity for discussion on the first readings.

Tab 2: Approve Head Start Grant

Chair Waggoner requested a motion to approve Tab 2, the Head Start Grant. Trustee Banducci made the motion to approve the Head Start Grant. Trustee McKenzie seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion passed with four votes in favor.

Todd Banducci      aye  
Greg McKenzie     aye

Mike Waggoner     aye  
Tarie Zimmerman   aye

Tab 3: First Reading / Action: Approve Policy 3.02.19 (Payroll Deductions)

Sarah Garcia provided an explanation regarding the revisions to this and the other policies introduced at this meeting. Trustee McKenzie suggested adding the following sentence to policy 3.02.19: The procedure stemming from this policy will be provided to the board upon change and noticed on the agenda of the next regular board meeting. Following a detailed discussion, it was requested that Ms. Garcia also provide the accompanying procedures in the board packet when the policies are presented for a second reading.

Tab 4: First Reading / Action: Approve Policy 3.02.25 (Holiday Pay)

Sarah Garcia answered the Trustees' questions regarding specific details of this policy

Deleted: trustees'

Tab 5: First Reading / Action: Approve Policy 3.04.04 (Jury Duty and Court Leave)

No discussion.

**NEW BUSINESS**

Trustee McKenzie made the motion to postpone Tabs 6, 7 and 8 until the next regular BoT meeting to allow proposed changes to be included in the next board packet. Trustee Banducci seconded the motion. Following discussion, Chair Waggoner called for the vote. The motion passed with three votes in favor and one abstention.

Todd Banducci     aye  
Greg McKenzie    aye  
Mike Waggoner    aye  
Tarie Zimmerman  abstain

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Tab 6: Action: Approve Board Special Meeting Minutes for February 21, 2024

Item postponed until the next regular BoT meeting.

Tab 7: Action: Approve Board Regular Meeting Minutes for February 28, 2024

Item postponed until the next regular BoT meeting.

Tab 8: Action: Approve Board Special Meeting Minutes for March 12, 2024

Item postponed until the next regular BoT meeting.

**PUBLIC COMMENT**

Chair Waggoner read a prepared statement outlining guidelines to follow in regards to public comment.

Name	Topic
Caryn Shepler	Public Comment
Jamie Berube	Civility
Robert Shepler	Accreditation

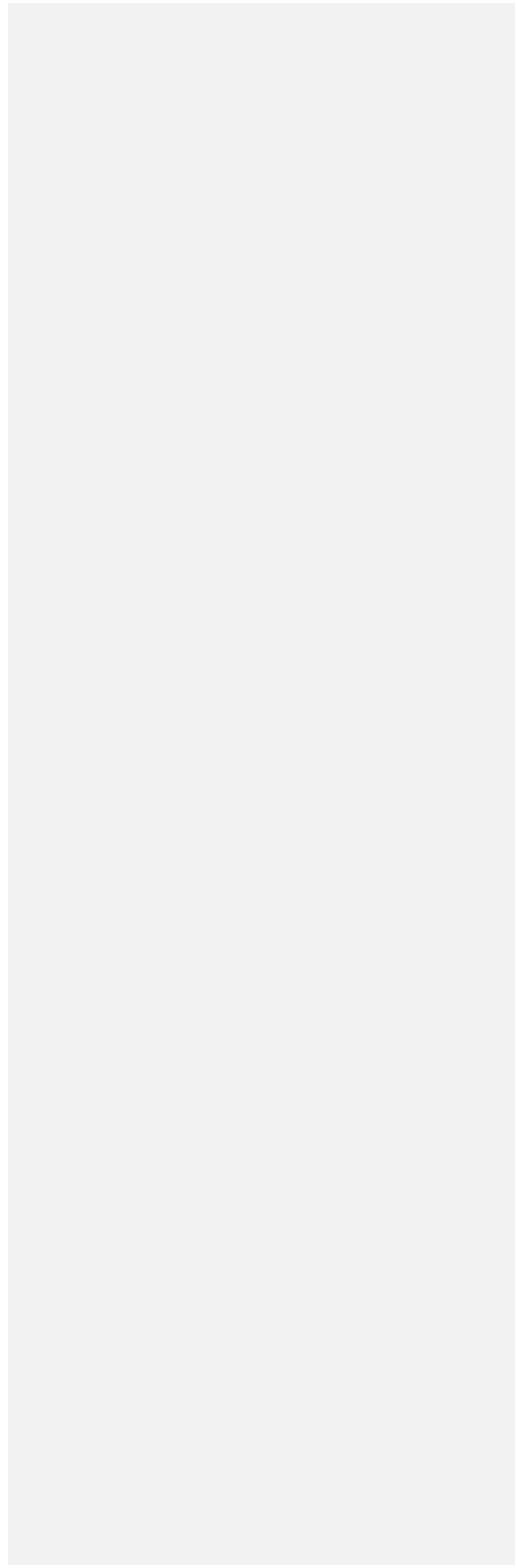
The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk  
[Gregory McKenzie, Board Secretary/Treasurer](#)

Deleted: ¶

- Addendum 1) ASNIC Constituent Report
- Addendum 2) Faculty Assembly Constituent Report
- Addendum 3) Staff Assembly Constituent Report
- Addendum 4) Senate Constituent Report
- Addendum 5) Winter and Spring Sports Update
- Addendum 6) F25 Budget Planning Assumptions

DRAFT



## Tab 7B

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 7B**

**SUBJECT:** New Business

**BACKGROUND:**

Included are Trustee McKenzie's suggested edits to the Board Regular Meeting Minutes for March 27, 2024.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**March 27, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 6:00 p.m. He verified that a quorum was present and led the attendees in the Pledge of Allegiance.

**ATTENDANCE**

Trustees: Todd Banducci  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Nick Swayne, President  
Colton Boyles, College Attorney

Message From the Chair

Chair Waggoner provided a summary of the actions the board has taken to meet their goals of making NIC flourish again and of resolving issues with the NWCCU. He reported that the list of concerns brought to the board by various constituent groups last fall have been reviewed and are currently being addressed in line with the NWCCU's recommendations. Chair Waggoner stated that the board will continue to work on improving communication processes during the board meetings. He emphasized politeness and asked that the trustees request the floor when they wish to speak.

Celebrating Success

NIC's Wind Symphony Director Terry Jones reported on the Symphony's recent 50th Anniversary Concert. Flautist Theresa DeWitt shared her positive experiences as a member of over 20 years. Director Jones recognized saxophone player Linda Barnett who has been a symphony member since the program began.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Michael Habermann was not present at this meeting. His written report was submitted and provided to the Board the following Monday after the meeting and is included as an addendum to these minutes.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green was not present at this meeting. Her written report was submitted and provided to the Board the following Monday after the meeting and is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski provided an update of the Faculty Assembly's recent activity. A written copy of his statement is included as an addendum to these minutes.

Senate

Senate Chair Matthew Nolan was not present at this meeting. His written report was submitted and provided to the Board the following Monday after the meeting and is included as an addendum to these minutes. At Trustee McKenzie’s suggestion, on behalf of the Board of Trustees, Chair Waggoner requested already submitted constituent reports be provided to the Board.

**PRESIDENT’S REPORT**

President Swayne shared positive media coverage, including features on the golden anniversary of the NIC Wind Symphony, the first Community Conversations Forum, the NIC Detention Academy graduation ceremony and multiple athletic reports. Dr. Swayne continued with detailed reports on the following topics: college accreditation, the NAEYC accreditation report on NIC Children’s Center earning above average marks, the Head Start program, enrollment management and recruiting, the Inaugural Bus Tour, a meeting with community religious leaders, upcoming campus events, the newly released summer Workforce Training Center course catalog, CTE and program alignment, various program expansions, student athlete support, campus maintenance and improvements, the senate’s review of the newly revised equal opportunity policy, as well as the delayed security audit.

Dr. Swayne answered Trustee McKenzie’s questions regarding the timeline for Policy 3.02.01 “Affirmative Action and Equal Opportunity” which in January started with Human Resources review and the President’s Cabinet has transmitted a recommendation for senate review, as well as questions regarding campus improvements regarding the recently renovated Meyer Health and Sciences building. Trustee McKenzie offered his congratulations to the NIC Children’s Center and Trustee Zimmerman positively commented on the recent NIC bus tour.

**INFORMATION ITEMS**

Legislative Session Update

President Swayne stated that the legislature is still in session and circumstances could change but it is his understanding that NIC will not be receiving funding for the proposed first responder driving course. Dr. Swayne shared his intent to resubmit the request for next year.

Winter and Spring Sports Update

Athletic Director Shawn Noël provided updates on NIC’s winter and spring athletic teams. His presentation is included as an addendum to these minutes.

Tab 1: FY25 Budget Planning Assumptions

Vice President for Finance and Business Affairs Sarah Garcia provided a high level overview of the FY25 Budget Planning Assumption process. She answered questions and participated in a lengthy conversation with the Trustees and Dr. Swayne regarding the athletic budget. Ms. Garcia’s presentation is included as an addendum to these minutes.

**CONSENT AGENDA**

Trustee McKenzie requested that Tabs 3, 4, and 5 be removed from the Consent Agenda so as to provide an opportunity for discussion on the first readings.

Tab 2: Approve Head Start Grant

Chair Waggoner requested a motion to approve Tab 2, the Head Start Grant. Trustee Banducci made the motion to approve the Head Start Grant. Trustee McKenzie seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion passed with four votes in favor.

Todd Banducci            aye  
Greg McKenzie           aye

Mike Waggoner     aye  
Tarie Zimmerman    aye

Tab 3: First Reading / Action: Approve Policy 3.02.19 (Payroll Deductions)

Sarah Garcia provided an explanation regarding the revisions to this and the other policies introduced at this meeting. Trustee McKenzie suggested adding the following sentence to policy 3.02.19: The procedure stemming from this policy will be provided to the board upon change and noticed on the agenda of the next regular board meeting. Following a detailed discussion, it was requested that Ms. Garcia also provide the accompanying procedures in the board packet when the policies are presented for a second reading.

Tab 4: First Reading / Action: Approve Policy 3.02.25 (Holiday Pay)

Sarah Garcia answered the Trustees' questions regarding specific details of this policy

Tab 5: First Reading / Action: Approve Policy 3.04.04 (Jury Duty and Court Leave)

No discussion.

**NEW BUSINESS**

Trustee McKenzie made the motion to postpone Tabs 6, 7 and 8 until the next regular BoT meeting to allow proposed changes to be included in the next board packet. Trustee Banducci seconded the motion. Following discussion, Chair Waggoner called for the vote. The motion passed with three votes in favor and one abstention.

Todd Banducci     aye  
Greg McKenzie     aye  
Mike Waggoner     aye  
Tarie Zimmerman   abstain

Tab 6: Action: Approve Board Special Meeting Minutes for February 21, 2024

Item postponed until the next regular BoT meeting.

Tab 7: Action: Approve Board Regular Meeting Minutes for February 28, 2024

Item postponed until the next regular BoT meeting.

Tab 8: Action: Approve Board Special Meeting Minutes for March 12, 2024

Item postponed until the next regular BoT meeting.

**PUBLIC COMMENT**

Chair Waggoner read a prepared statement outlining guidelines to follow in regards to public comment.

Name	Topic
Caryn Shepler	Public Comment
Jamie Berube	Civility
Robert Shepler	Accreditation

The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk  
Gregory McKenzie, Board Secretary/Treasurer



- Addendum 1) ASNIC Constituent Report
- Addendum 2) Faculty Assembly Constituent Report
- Addendum 3) Staff Assembly Constituent Report
- Addendum 4) Senate Constituent Report
- Addendum 5) Winter and Spring Sports Update
- Addendum 6) F25 Budget Planning Assumptions

DRAFT

## Tab 8

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 8**

**SUBJECT:** First Reading: FY25 General Operating Budget

**BACKGROUND:**

Proposed budgets for Fiscal Year 2025 for the total institution as developed by the college administration are presented to the Board for consideration and discussion. These budgets include the general fund, plant fund, fee-based funds, service funds and grants and reflect the anticipated changes in revenues and expenditures for FY25.

**DISCUSSION:**

*General Overview:*

Assumptions for FY25 include flat credit enrollment based on actual credit enrollment in FY24 and an increase in first time degree seeking student enrollment in Spring 2024.

**Revenue**

*State Funding:*

The state general fund appropriation increased to \$15.4M for FY25. The appropriation includes partial funding of a Change in Employee Compensation (CEC) at approximately 3% or \$328,800, and other changes of \$131,100 including health benefit changes, enrollment workload adjustment and operational capacity enhancement.

The state CTE allocation has not been finalized. We have included an estimate of the 3% approved CEC in the amount of \$78,800.

*Kootenai County Levy:*

The budget proposal includes no increase to the Maintenance and Operation Levy. The budget does include a recommendation to take \$200,000 in new property on the rolls.

*Tuition and Fee Income:*

This proposed budget includes no increases in tuition or fees for any student type.

**Expenses**

*Change in Employee Compensation:*

This proposal provides for a step increase plus a base adjustment of 1% for full-time, benefits-eligible employees supported by the general fund.

*General Expenses:*

Total change to general fund expenses, excluding employee compensation, is expected to be approximately \$3.5 million. We are budgeting a net general expense reduction of \$600K and an increase in expenditures related to the athletic conference change of \$4.1M (\$3.57M net of tuition increases).

**REQUESTED BOARD ACTION:**

No action requested. This is a first reading only.

Prepared by: Sarah Garcia  
Vice President for Finance and Business Affairs



# **North Idaho College**

## **FY2025 Budget**

**First Reading  
Presented to the Board of Trustees  
April 23, 2024**

**General Fund  
Operating Budget  
FY 2025**

	<u>FY24 Budget</u>	<u>PROPOSED FY25 Changes</u>	<u>PROPOSED FY25 Budget</u>
<b>Changes in Revenue</b>			
Tuition and Fees	\$ 9,630,071		\$ 9,630,071
Flat Enrollment	-		
Tuition Revenue due to change to NJCAA		\$ 525,000	\$ 525,000
Subtotal	<u>\$ 9,630,071</u>	<u>\$ 525,000</u>	<u>\$ 10,155,071</u>
State General Funds	\$ 14,982,400		\$ 15,442,300
State General Fund CEC		328,800	
State General Fund Change <sup>1</sup>		131,100	
State Liquor Tax	\$ 200,000		\$ 200,000
CTE Funding	\$ 6,559,667		\$ 6,638,467
CTE CEC		78,800	
Property Tax	\$ 17,820,607		\$ 18,020,607
New Property on Rolls (max estimate)		200,000	
0% Tax Increase <sup>2</sup>	-		-
Interest Income Base	\$ 250,000		
Increase Interest Income	-	250,000	\$ 500,000
All other Revenue			
County Tuition Payments	\$ 514,520		\$ 514,520
Miscellaneous Tax Receipts	\$ 850,000		\$ 850,000
Revenue sharing from other funds	\$ 250,000		\$ 250,000
Estimated Salary Salvage	\$ 296,720		\$ 296,720
Fund Balance Transfer	\$ 1,965,644	\$ 665,263	\$ 2,630,907
Other Revenue	\$ 197,850		\$ 197,850
<b>FY25 Revenue Projection</b>	<u><b>\$ 53,517,479</b></u>	<u><b>\$ 2,178,963</b></u>	<u><b>\$ 55,696,442</b></u>
<b>Percentage Change</b>			<b>3.91%</b>
			<b>\$ 2,178,963</b>

<sup>1</sup> Includes (\$108,000) in health benefit costs, \$76,200 in variable benefit costs and (\$280,600) in Enrollment workload adjustment and \$443,500 for operational capacity enhancement.

<sup>2</sup> Each 1% tax increase would be \$178,206. 1% - \$178,206; 2% - \$356,412; 3% - \$534,618

**North Idaho College  
General Fund Expense Budget  
FY 2025**

FY24 Expense Base Budget - FY25 Starting Point		\$	53,517,479
<i>Expense Changes</i>			
3% Change in Compensation Full Time Faculty and Staff	\$	716,278	
Benefit Impact of Compensation Change	\$	113,683	
Benefit/Medical Premium Cost Escalation (average 5%)	\$	238,000	
Implementation of Wage Study	\$	150,000	
Benefit Impact of Wage Study	\$	31,860	
Continued Hold of 21 positions from FY23	\$	-	
Expense Reduction	\$	(750,000)	
Mandatory Increases (contracts and leases)	\$	150,000	
One Time Reallocation of Capital Investment Reserve Transfer	\$	(2,588,111)	
NJCAA Travel Increase	\$	1,250,000	
Athletic Staffing Changes *	\$	148,013	
	\$	(540,277)	\$ 52,977,202
Other Athletic Cost of Attendance Changes			
Increase to Grant in Aid Budget	\$	1,244,840	
Room and Board Scholarships	\$	1,292,000	
Other (books, athlete travel)	\$	182,400	
	\$	2,719,240	
<b>Total Proposed FY25 Expense Budget</b>			<b>\$ 55,696,442</b>
Total Proposed Revenue			\$ 55,696,442
Shortfall			\$ 0

\* Includes Full Time Student Success Advisor and FT Assistant Soccer Coach

**North Idaho College  
General Fund  
Proposed Operating Budget  
FY 2025**

	<b>FY24 Budget</b>	<b>FY25 Proposed Budget</b>	
<b>Revenue</b>			
Tuition and Fees	\$ 9,630,071	\$ 10,155,071	
State General Fund Allocation	14,982,400	15,442,300	
State Liquor Tax Allocation	200,000	200,000	
State CTE Allocation	6,559,667	6,638,467	
Property Taxes	17,820,607	18,020,607	
Other Revenue			
County Tuition Payments	514,520	514,520	
Miscellaneous Tax Receipts	850,000	850,000	
Revenue sharing from other funds	250,000	250,000	
Estimated Salary Salvage	296,720	296,720	
FY23 Carryover	875,644	-	
Fund Balance Transfer	1,090,000	2,630,907	
Other Revenue	447,850	697,850	
<b>Total Revenue</b>	<b>\$ 53,517,479</b>	<b>\$ 55,696,442</b>	<b>4.07%</b>
<b>Operating Expenses</b>			
Salary	\$ 26,942,019	\$ 27,951,074	3.75%
Benefits	9,899,606	10,137,207	
Equipment Inventory	70,884	70,884	
General Expenses	16,604,970	17,537,277	5.61%
<b>Total Expenditures</b>	<b>\$ 53,517,479</b>	<b>\$ 55,696,442</b>	<b>4.07%</b>

*Personnel Costs are approximately 69% of the total budget in FY24 and 65% in FY25*

**PROPERTY TAX HISTORICAL STATISTICS**

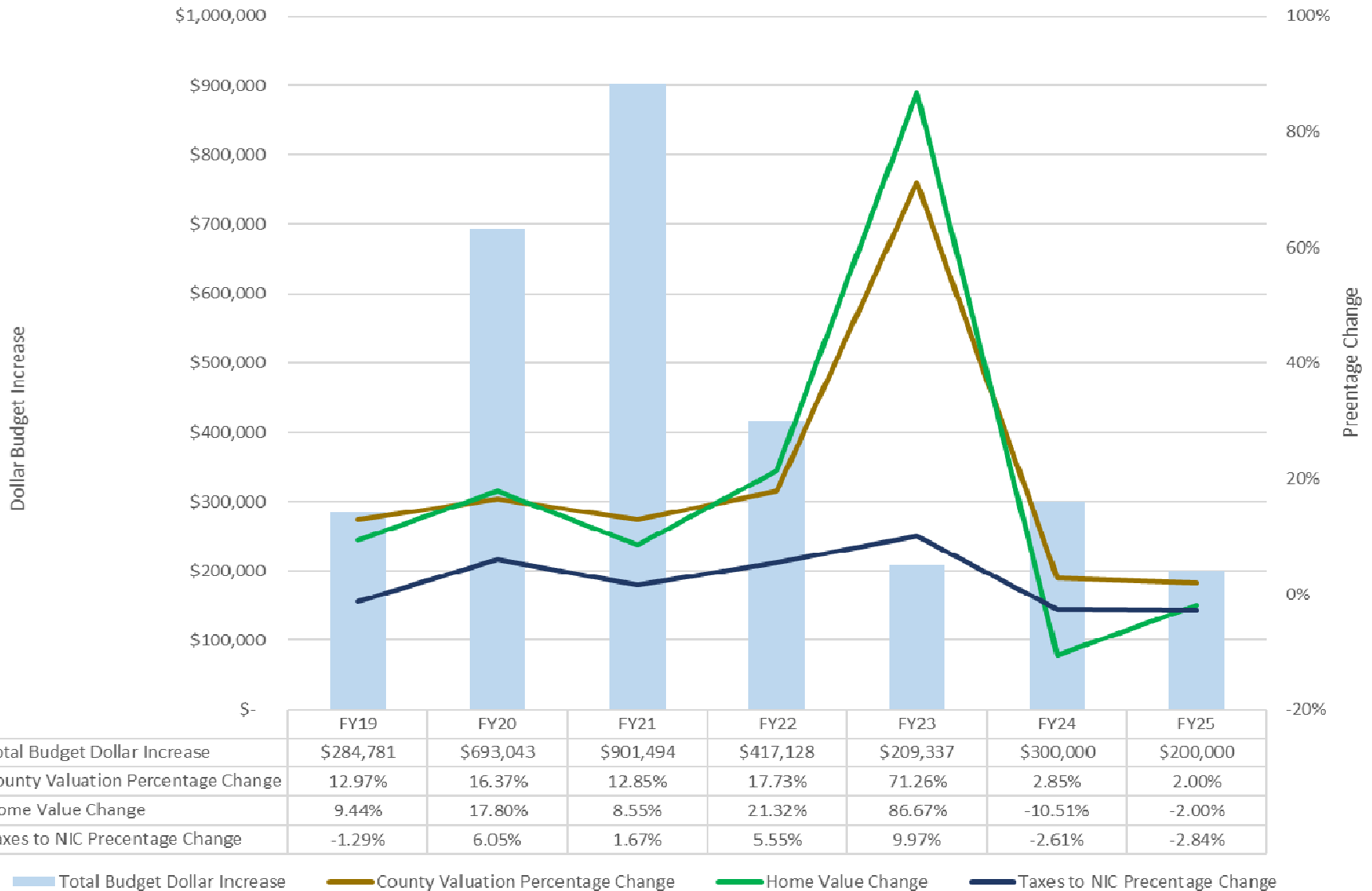
Fiscal Year Tax Year	FY20 2019	FY21 2020	FY22 2021	FY23 2022	FY24 2023	FY25 2024
Base Levy (prior year)	\$ 15,299,605	\$ 15,992,648	\$ 16,894,142	\$ 17,311,270	\$ 17,520,607	\$ 17,820,607
New Property	\$ 387,051	\$ 417,500	\$ 417,128	\$ 209,337	\$ 300,000	\$ 200,000
Tax Increase	\$ 305,992	\$ 483,994	\$ -	\$ -	\$ -	\$ -
Total Budget Dollar Increase	\$ 693,043	\$ 901,494	\$ 417,128	\$ 209,337	\$ 300,000	\$ 200,000
FY Budgeted Levy	\$ 15,992,648	\$ 16,894,142	\$ 17,311,270	\$ 17,520,607	\$ 17,820,607	\$ 18,020,607
Budget Percentage Change	4.53%	5.64%	2.47%	1.21%	1.71%	1.12%
County Valuation	\$ 20,108,639,485	\$ 22,692,241,648	\$ 26,716,188,333	\$ 45,753,914,974	\$ 47,059,919,750	\$ 48,001,118,145
County Valuation Percentage Change	16.37%	12.85%	17.73%	71.26%	2.85%	2.00%
Levy Rate	0.00079707	0.000746593	0.0006495050	0.0003826438	0.0003786791	0.0003754206
Levy Rate Change	-9.97%	-6.33%	-13.00%	-41.09%	-1.04%	-0.86%
Sample Taxable Home Value	\$ 241,650	\$ 262,300	\$ 318,230	\$ 594,025	\$ 531,599	\$ 520,967
Home Value Change	17.80%	8.55%	21.32%	86.67%	-10.51%	-2.00%
Taxes to NIC	\$ 193	\$ 196	\$ 207	\$ 227	\$ 201	\$ 196
Taxes to NIC Percentage Change	6.05%	1.67%	5.55%	9.97%	-2.61%	-2.84%

*Note: FY25 and Tax Year 2024 County Valuation and Sample Home values were increased by 2%  
Tax Increase was 2% in FY20 and 3% in FY21*

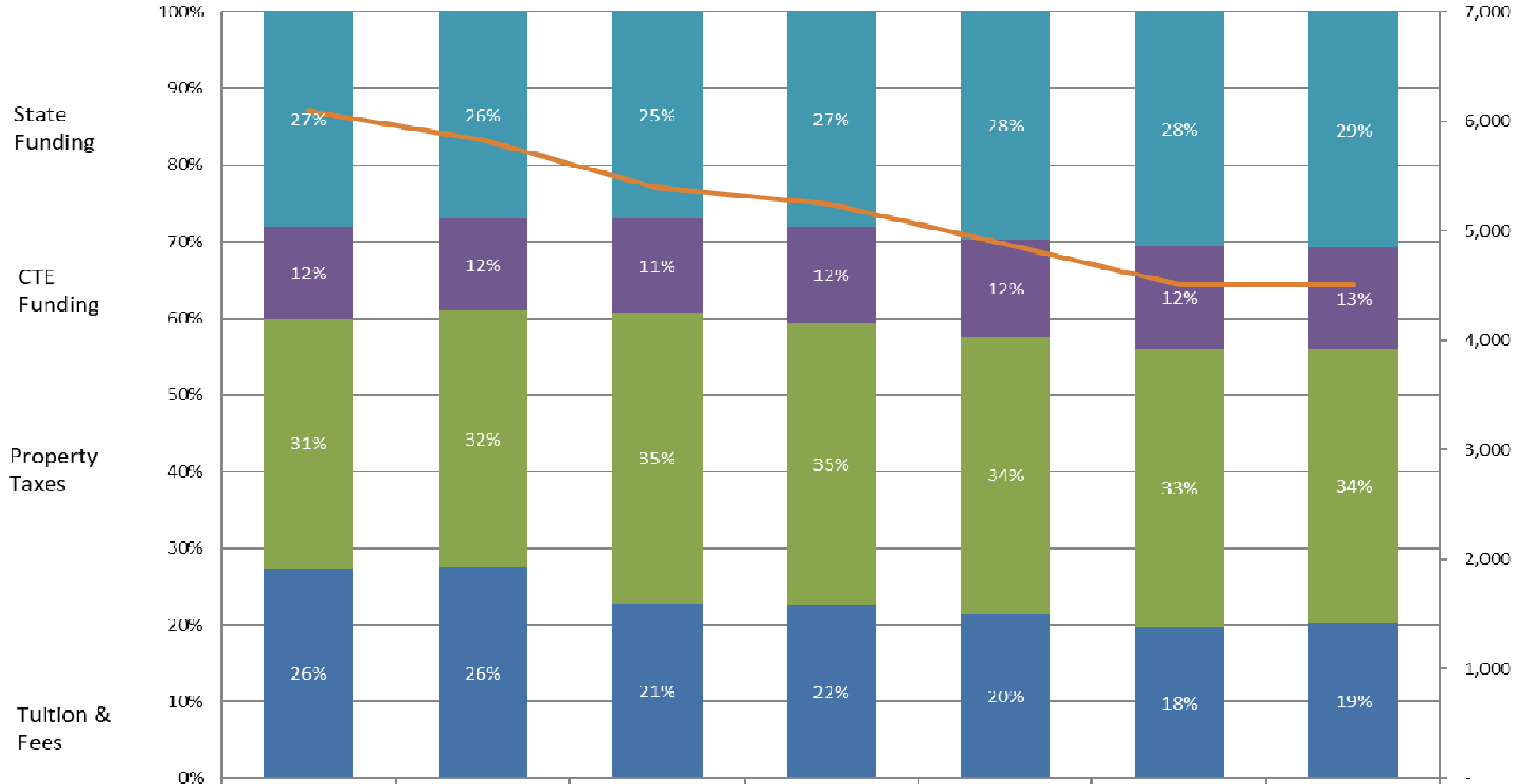


Actual Property Tax History for prior years

Relationship of Tax Increase and Tax Payer Burden

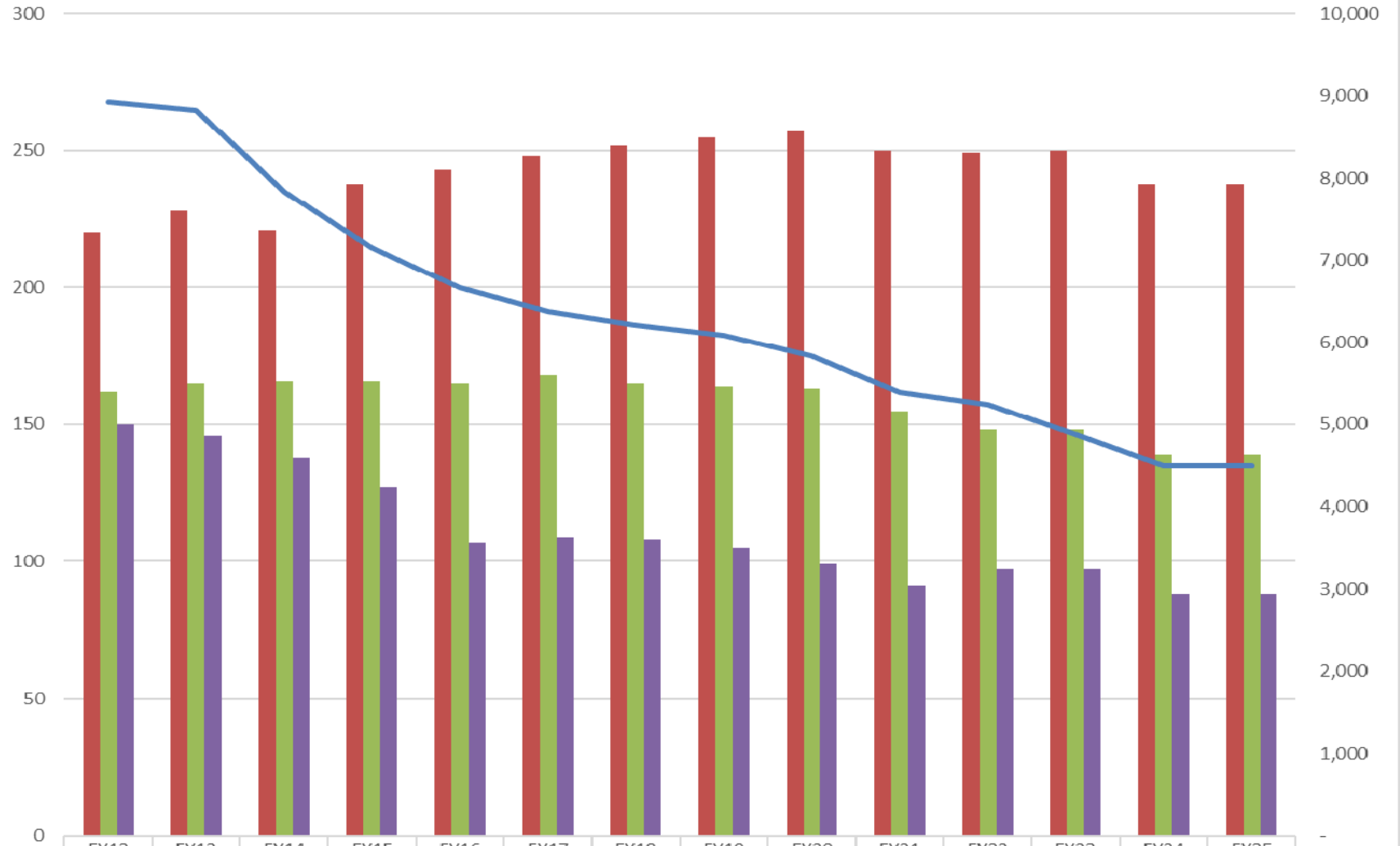


### Revenue and Enrollment History



State Funding	13,109,900	12,895,400	12,005,400	13,170,600	14,566,100	14,982,400	15,442,300
CTE Funding	5,636,500	5,797,900	5,459,400	5,860,400	6,272,000	6,482,240	6,638,467
Property Taxes	15,299,608	15,992,651	16,894,145	17,299,145	17,659,145	17,820,607	18,020,607
Tuition & Fees	12,820,693	13,155,922	10,115,322	10,613,272	10,613,272	9,630,096	10,155,071
FTE (Credit Only)	6,089	5,830	5,392	5,245	4,878	4,504	4,504

### Staffing and Enrollment Trends



	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Staff/Admin	220	228	221	238	243	248	252	255	257	250	249	250	238	238
Faculty Full Time	162	165	166	166	165	168	165	164	163	155	148	148	139	139
Faculty PT (FTE)	150	146	138	127	107	109	108	105	99	91	97	97	88	88
CR enrollment (FTE)	8,932	8,825	7,830	7,158	6,662	6,381	6,218	6,089	5,830	5,392	5,245	4,878	4,504	4,504

**Fiscal Year 2025 Budgeted Benefitted General Fund Positions**

<b>Academic Instruction</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Business and Professional Programs	6	-	6
Cardinal Learning Commons	1	3	4
Communication and Fine Arts	14	2	16
English, Modern Language and Humanities	16	1	17
Math, Computer Science and Engineering	16	1	17
Natural Science	17	4	21
Nursing	10	5	15
Outreach	-	2	2
P.E. and Resort Recreation Management	2	1	3
Social and Behavioral Sciences	13	1	14
<b>Total</b>	<b>95</b>	<b>20</b>	<b>115</b>

<b>Career Technical Instruction</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Aerospace	-	1	1
Business and Professional Programs	10	2	12
Health Professions	9	1	10
Nursing	3	-	3
P. E. and Resort Recreation Management	2	-	2
Trades and Industry	14	3	17
<b>Total</b>	<b>38</b>	<b>7</b>	<b>45</b>

<b>Academic Support</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Dual Credit	-	3	3
E-Learning	-	5	5
Information Technology Support	-	16	16
Instructional Administration	1	15	16
Library	3	4	7
<b>Total</b>	<b>4</b>	<b>43</b>	<b>47</b>

<b>Student Services</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Academic Support	-	2	2
Enrollment Services	-	30	30
Student Services	-	11	11
<b>Total</b>	<b>-</b>	<b>43</b>	<b>43</b>

<b>Institutional Support</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Community and Government Relations	-	9	9
Development	-	7	7
Finance	-	10	10
Human Resources	-	6	6
Institutional Effectiveness	-	3	3
Information Technology Support	-	11	11
Mail Services	-	3	3
President	-	2	2
<b>Total</b>	<b>-</b>	<b>51</b>	<b>51</b>

<b>Physical Plant</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Custodial	-	19	19
Landscape	-	6	6
Maintenance	-	15	15
Security	-	8	8
<b>Total</b>	<b>-</b>	<b>48</b>	<b>48</b>

<b>Transfers</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Athletics	-	18	18
Children's Center	-	12	12
<b>Total</b>	<b>-</b>	<b>30</b>	<b>30</b>
<b>Grand Total</b>	<b>137</b>	<b>242</b>	<b>379</b>

**Budgeted Positions FY12**

<b>Academic Instruction</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Business and Professional Programs	7	-	7
Cardinal Learning Commons	5	2	7
Communication and Fine Arts	18	2	20
English, Modern Language and Humanities	19	1	20
Math, Computer Science and Engineering	19	1	20
Natural Science	16	4	20
Nursing	13	3	16
Outreach	-	4	4
P.E. and Resort Recreation Management	2	-	2
Social and Behavioral Sciences	21	1	22
<b>Total</b>	<b>120</b>	<b>18</b>	<b>138</b>

<b>Career Technical Instruction</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Aerospace	-	-	-
Business and Professional Programs	13	4	17
Health Professions	3	2	5
Nursing	2	-	2
P. E. and Resort Recreation Management	1	-	1
Trades and Industry	19	3	22
<b>Total</b>	<b>38</b>	<b>9</b>	<b>47</b>

<b>Academic Support</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Dual Credit	-	1	1
E-Learning	-	6	6
Information Technology Support	-	7	7
Instructional Administration	-	12	12
Library	4	5	9
<b>Total</b>	<b>4</b>	<b>31</b>	<b>35</b>

<b>Student Services</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Academic Support	-	1	1
Enrollment Services	-	36	36
Student Services	-	9	9
<b>Total</b>	<b>-</b>	<b>46</b>	<b>46</b>

<b>Institutional Support</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Community and Government Relations	-	10	10
Development	-	4	4
Finance	-	13	13
Human Resources	-	6	6
Institutional Effectiveness	-	2	2
Information Technology Support	-	18	18
Mail Services	-	4	4
President	-	2	2
<b>Total</b>	<b>-</b>	<b>59</b>	<b>59</b>

<b>Physical Plant</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Custodial	-	15	15
Landscape	-	4	4
Maintenance	-	15	15
Security	-	8	8
<b>Total</b>	<b>-</b>	<b>42</b>	<b>42</b>

<b>Transfers</b>	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Athletics	-	15	15
Children's Center	-	12	12
<b>Total</b>	<b>-</b>	<b>27</b>	<b>27</b>
<b>Grand Total</b>	<b>162</b>	<b>232</b>	<b>394</b>

**NORTH IDAHO COLLEGE  
TUITION AND FEES PER SEMESTER  
2024/2025 SCHOOL YEAR  
Fiscal Year 2025**

	<b>2023/2024</b>	<b>2024/2025</b>	<b>Difference</b>	<b>% Increase</b>
<b><u>Total Tuition and Fees</u></b>				
<b>In-District</b>	<b><i>(\$141.50 per credit)</i></b>			
5 credits	\$ 707.50	\$ 707.50	\$ -	0.00%
12 credits	\$ 1,698.00	\$ 1,698.00	\$ -	0.00%
15 credits	\$ 2,122.50	\$ 2,122.50	\$ -	0.00%
<b>Out-of-District</b>	<b><i>(\$165 per credit) *</i></b>			
5 credits	\$ 1,075.00	\$ 1,075.00	\$ -	0.00%
12 credits	\$ 2,480.00	\$ 2,480.00	\$ -	0.00%
15 credits	\$ 2,975.00	\$ 2,975.00	\$ -	0.00%
<b>Washington Residents</b>	<b><i>(\$246 per credit)</i></b>			
5 credits	\$ 1,230.00	\$ 1,230.00	\$ -	0.00%
12 credits	\$ 2,952.00	\$ 2,952.00	\$ -	0.00%
15 credits	\$ 3,690.00	\$ 3,690.00	\$ -	0.00%
<b>WUE Residents</b>	<b><i>(\$287 per credit)</i></b>			
5 credits	\$ 1,435.00	\$ 1,435.00	\$ -	0.00%
12 credits	\$ 3,444.00	\$ 3,444.00	\$ -	0.00%
15 credits	\$ 4,305.00	\$ 4,305.00	\$ -	0.00%
<b>Out of State/International</b>	<b><i>(\$364 per credit)</i></b>			
5 credits	\$ 1,820.00	\$ 1,820.00	\$ -	0.00%
12 credits	\$ 4,368.00	\$ 4,368.00	\$ -	0.00%
15 credits	\$ 5,460.00	\$ 5,460.00	\$ -	0.00%

\*\$215.00 per credit for the first 10 credits, then \$165.00 for credits 11-18

**NORTH IDAHO COLLEGE  
TUITION AND FEES PER CREDIT  
2024/2025 SCHOOL YEAR  
Fiscal Year 2025**

*Per Credit Breakdown - First 12 Credits*

	<b>Tuition</b>	<b>Out of State/Out of District Tuition</b>	<b>General Fees</b>	<b>Commencement</b>	<b>Student Health</b>	<b>Atheltics</b>	<b>Student Activities</b>	<b>ASNIC</b>	<b>DHC Bond Fee</b>	<b>Total</b>
In District	101.50		13.50	0.33	2.83	3.00	3.17	2.33	15.00	141.50
Out Dist	101.50	23.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	165.00
Wash	101.50	104.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	246.00
WUE	101.50	145.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	287.00
Out State	101.50	222.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	364.00

DHC Bond fee supports operations of the Student Union Building, Student Wellness and Recreation Center, Residence Hall and associated bonds.

**North Idaho College  
Proposed Plant Fund Budget FY2025**

		FY24 Budget	FY25 Proposed Budget
Total Funding:	\$	4,143,952	1,564,981
Obligations:			
Rent		201,435	210,575
Instructional Equipment Replacement Fund	\$	285,161	285,161
Computer Equipment Replacement	\$	677,250	677,250
Capital Investment Reserve	\$	2,588,111	-
Deferred Maintenance	\$	231,900	231,900
Instructional Furniture Replacement	\$	57,844	57,844
Administrative Furniture Replacement	\$	27,251	27,251
Plant Fund Contingency	\$	75,000	75,000
Net Plant Fund	\$	-	-

# Capital Investment Reserve

FY2025 Budget Proposal

	FY2021 actual	FY2022 actual	FY2023 actual	FY2024 estimated	FY2025 estimated
<b>Capital Investment Reserve Beginning Balance</b>	\$ 11,391,100	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,907,680
<b>Sources</b>					
Tax revenue dedicated to Capital Investment	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ -
Interest income on cash pool	\$ 52,266	\$ 24,699	\$ 293,944	\$ 550,000	\$ 500,000
Contribution from General Fund Fund Balance					
Subtotal Sources	\$ 2,640,377	\$ 2,612,810	\$ 2,882,055	\$ 3,138,111	\$ 500,000
<b>Uses</b>					
Land improvements					
Meyer Health & Sciences Expansion	\$ 978,318	\$ 6,505,212			
Property Acquisition - 721 Military Drive	\$ 654,734				
Property Acquisition - 705 W River		\$ 998,000			
Property Acquisition - 737 Military Drive			\$ 620,510		
Subtotal uses	\$ 1,633,052	\$ 7,503,212	\$ 620,510	\$ -	\$ -
Net change this year	\$ 1,007,326	\$ (4,890,403)	\$ 2,261,545	\$ 3,138,111	\$ 500,000
<b>Capital Investment Reserve ending balance</b>	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,907,680	\$ 13,407,680
Board Reserve Designated for Property Acquisition	\$ 1,053,272	\$ 1,053,272	\$ 1,064,833	\$ 1,064,833	\$ 1,064,833
<b>Total Board Reserves</b>	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,907,680	\$ 13,407,680



**North Idaho College  
Fee Based Activities  
Proposed Budget FY2025**

	ASNIC	STUDENT HEALTH SERVICES	STUDENT ACTIVITIES AND RECREATION	ATHLETICS	COMMENCEMENT	TOTAL FEE BASED ACTIVITIES	FY24 BUDGET
TUITION & FEES REVENUE	107,003	130,000	152,000	137,772	17,974	544,749	562,755
SALES REVENUE	-					-	-
RENTAL REVENUE	-					-	-
OTHER REVENUE	-	-		3,092,779		3,092,779	1,643,721
<b>TOTAL REVENUE</b>	<b>107,003</b>	<b>130,000</b>	<b>152,000</b>	<b>3,230,551</b>	<b>17,974</b>	<b>3,637,529</b>	<b>2,206,477</b>
OPERATING EXPENSES							
SALARY EXPENSE	\$ -	\$ 73,480	\$ 90,000	\$ 1,062,639		\$ 1,226,119	\$ 1,063,750
BENEFITS	\$ -	\$ 11,900	\$ 33,750	\$ 454,869		\$ 500,519	\$ 486,728
MAJOR PROJECT	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
GENERAL EXPENSES	\$ 107,003	\$ 44,620	\$ 28,250	\$ 1,713,043	\$ 17,974	\$ 1,910,890	\$ 655,998
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 107,003</b>	<b>\$ 130,000</b>	<b>\$ 152,000</b>	<b>\$ 3,230,551</b>	<b>\$ 17,974</b>	<b>\$ 3,637,528</b>	<b>\$ 2,206,477</b>

*\* Included in the Athletics budget is 2 additional budgeted positions for a FT Student Success Advisor and FT Men's/Women's Soccer Assitant Coach*

**North Idaho College**  
**Service Units**  
**Proposed Budget FY2025**

	<b>DHC OPERATIONS</b>	<b>WORKFORCE TRAINING</b>	<b>LAKESIDE CHILDREN'S CENTER</b>	<b>OTHER AUXILIARY SERVICES</b>	<b>FY25 BUDGET</b>	<b>FY24 BUDGET</b>
FEDERAL REVENUE			\$ 22,000		\$ 22,000	\$ 22,000
RENTAL REVENUE				59,500	\$ 59,500	\$ 66,525
STUDENT FEE REVENUE	\$ 688,860				\$ 688,860	\$ 711,794
OTHER REVENUE *	\$ 2,513,920	\$ 3,635,878	268,868	\$ 135,700	\$ 6,554,366	\$ 5,619,508
FUND BALANCE TRANSFER	\$ -				\$ -	\$ -
GENERAL FUND SUPPORT	\$ -		\$ 387,961	\$ 270,000	\$ 657,961	\$ 657,961
<b>TOTAL REVENUE</b>	<b>\$ 3,202,780</b>	<b>\$ 3,635,878</b>	<b>\$ 678,829</b>	<b>\$ 465,200</b>	<b>\$ 7,982,687</b>	<b>\$ 7,077,788</b>
SALARY EXPENSE	\$ 660,765	\$ 1,529,757	\$ 406,093	\$ 262,577	\$ 2,859,192	\$ 3,005,796
BENEFITS	187,209	458,927	225,866	132,623	1,004,625	\$ 1,003,414
EQUIPMENT INVENTORY	-	-	-	-	-	\$ 25,000
GENERAL EXPENSES **	2,228,224	1,364,910	46,870	70,000	3,710,004	\$ 2,853,067
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,076,198</b>	<b>\$ 3,353,594</b>	<b>\$ 678,829</b>	<b>\$ 465,200</b>	<b>\$ 7,573,821</b>	<b>\$ 6,917,297</b>
<b>NET INCOME</b>	<b>\$ 126,582</b>	<b>\$ 282,284</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 408,866</b>	<b>\$ 160,490</b>

***DHC Operations include Bookstore Operations, Student Union Operations, Residence Hall, Food Service, and Student Wellness and Recreation  
Other Auxiliary Services include Parking and Event Services.***

\* For DHC Operations this figure is net of cost of goods sold.

\*\* DHC Operations includes \$500K in debt service.

**North Idaho College**  
**FY2025 Budget Proposal**  
*(based on FY24 figures)*  
**Grants**

	Area Agency on Aging		Head Start		Other Grants		FY25 BUDGET
Tuition and Fee Revenue							
Federal Revenue	\$ 1,660,083	\$	4,101,897	\$	1,225,422	\$	6,987,402
State Revenue	641,682						641,682
Rental Revenue			14,000		209,660		223,660
Other Revenue	546,614						546,614
<b>Total Revenue</b>	<b>\$ 2,848,379</b>	<b>\$</b>	<b>4,115,897</b>	<b>\$</b>	<b>1,435,082</b>	<b>\$</b>	<b>8,399,358</b>
Salary Expense	\$ 641,883	\$	2,419,583	\$	795,987	\$	3,857,453
Benefits	258,057		868,073		307,968		1,434,098
Equipment	20,000		-		108,204		128,204
Operating Expenses	1,928,439		828,241		222,923		2,979,603
<b>Total Expenses</b>	<b>\$ 2,848,379</b>	<b>\$</b>	<b>4,115,897</b>	<b>\$</b>	<b>1,435,082</b>	<b>\$</b>	<b>8,399,358</b>

*Other Grants Include: Adult Education, CTE Grants (CND/AdvOpp),  
 TRiO , INBRE and other grants*

**North Idaho College  
FY2024 Budget Proposal**

**Total Institution**

	General Fund	Fee Based	Services	Grants	FY25 BUDGET	FY24 BUDGET
Tuition and Fee Revenue	\$ 10,155,071	\$ 544,749	\$ 688,860		\$ 11,388,680	\$ 10,904,644
Federal Revenue			22,000	6,987,402	7,009,402	5,781,839
State Revenue	\$ 22,280,767			641,682	22,922,449	22,383,749
Local Revenue	\$ 18,020,607				18,020,607	17,820,607
Interest Income	\$ 500,000				500,000	175,000
Purchase Discount	\$ 1,500				1,500	1,500
Net Sales Revenue	\$ -	-	6,554,366		6,554,366	5,619,508
Rental Revenue	\$ -	-	59,500	223,660	283,160	80,525
Other Revenue	\$ 4,738,497	3,092,779	657,961	546,614	9,035,851	7,561,630
<b>Total Revenue</b>	<b>\$ 55,696,442</b>	<b>\$ 3,637,529</b>	<b>\$ 7,982,687</b>	<b>\$ 8,399,358</b>	<b>\$ 75,716,016</b>	<b>\$ 70,329,003</b>
Salary Expense	\$ 27,951,074	\$ 1,226,119	\$ 2,859,192	\$ 3,857,453	\$ 35,893,838	\$ 34,547,749
Benefits	\$ 10,137,207	500,519	1,004,625	1,434,098	13,076,449	12,298,948
Equipment	\$ 70,884	-	-	128,204	199,088	115,884
Operating Expenses	\$ 17,537,277	1,910,890	3,710,004	2,979,603	26,137,775	23,205,932
<b>Total Expenses</b>	<b>\$ 55,696,442</b>	<b>\$ 3,637,528</b>	<b>\$ 7,573,821</b>	<b>\$ 8,399,358</b>	<b>\$ 75,307,150</b>	<b>\$ 70,168,513</b>
Net Income	\$ 0	1	\$ 408,866	\$ -	\$ 408,866	\$ 160,490

## Tab 9

**Policy Title: Responsibilities, Duties, and Standards of Good Practice****Impact:** Board of Trustees**Responsibility:** Administration**Effective Date:** 1/30/2002**Last Update:** 6/7/2023**Relates to Procedure(s):** n/a**Legal Citation(s):** Idaho Code 33-2106, 33-2107, 33-2109

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## **I. Responsibilities**

The responsibilities of the board are as follows:

### **A. Statutory Responsibilities (33-2106):**

(1) To elect the chair, vice-chair, secretary, and treasurer as officers for the College Board, and, at its option, select a Board trustee as a member of the Board of directors of the North Idaho College Foundation. **B. Statutory Responsibilities (33-2107):**

- (1) To adopt policies and regulations for its own government and the government of the College;
- (2) To employ legal counsel and other professional and nonprofessional persons, and to prescribe their qualifications;
- (3) To acquire and hold, and to dispose of, real and personal property, and to construct, repair, remodel and remove buildings in the manner prescribed for trustees of school districts pursuant to sections 33-301 and 33-601, Idaho Code;
- (4) To contract for the acquisition, purchase or repair of buildings in the manner prescribed for trustees of school districts pursuant to section 33-601, Idaho Code;
- (5) To issue general obligation or revenue bonds in the manner now, or as may be, prescribed by law;
- (6) To convey and transfer real property of the district upon which no College buildings used for instruction are situated, to nonprofit corporations, school districts, junior college housing commissions, counties or municipalities, with or without consideration; to rent real or personal property for the use of the College, its students



or faculty, for such terms as may be determined by the Board of Trustees; to lease real property of the district not actually in use for College instructional purposes for such

terms as may be determined by the Board; and to lease real property and improvements to the Idaho state building authority, for a term not to exceed fifty (50) years, with or without consideration, and to enter into agreements with the Idaho state building authority for the Idaho state building authority to provide a facility, pursuant to section 67-6410, Idaho Code;

- (7) To acquire, hold and dispose of water rights;
- (8) To accept grants or gifts of money, materials or property of any kind from any governmental agency, or from any person, firm or association, on such terms as may be determined by the granter;
- (9) To cooperate with any governmental agency, or any person, firm or association in the conduct of any educational program; to accept grants from any source for the conduct of such program; and to conduct such program on, or off, campus;
- (10) To invest any funds of the district in such securities, and apply the interest or profits from such investment, as prescribed for the investment of the funds, and the application of the interest or profits, in the case of school district boards of trustees.

#### **C. Statutory Responsibilities (33-2109):**

- (1) To select, appoint, and evaluate the president of the College who shall be responsible for the general administration and the implementation of Board policies in the ongoing operations of the College. To establish a compensation package for the president.
- (2) To approve annual budgets, which includes setting tuition and fees and establishing the property millage levy rate.
- (3) To make final decisions regarding awarding tenure based on established policy and procedure, with the final recommendation of the president.
- (4) To review and approve all salary schedules annually.
- (5) To engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs.

#### **D. Board Policy Requirements**

- (1) To require and consider reports from the president concerning the programs and condition of the College.



- (2) To consider and act on the recommendations of the president in all matters of College policy advanced through the shared governance processes of the College. (Policy 2.01.04)
- (3) To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of district funds, and those of student organizations, and other funds under the supervision of the district. (Policy 2.03.02)
- (4) To provide for and review the annual audit of all funds of the district, student organizations, and other funds handled under the supervision of the district. (Policy 2.03.02)
- (5) To consider communications and requests from citizens or organizations on matters of policy related to internal Board governance. If there are communications and requests regarding the implementation of other College policies, they should be referred to the President for consideration and response. (Policy 2.02.01)

## II. DUTIES OF BOARD OFFICERS

### Board Chair

The duties of the Board chair shall be to:

- (1) Chair all Board of Trustees meetings.
- (2) Assist other Trustees and the College president in preparing agendas for monthly Board of Trustees meetings.
- (3) Call special meetings as necessary.
- (4) Communicate on behalf of the Board as the official voice of the Trustees when conditions warrant.
- (5) Provide for evaluation of the College president as defined by Board policy.
  - (6) Approve Presidential expenses and other approved Board expenses such as monthly attorney fees or meeting expenses.
- (7) Periodically consult with Board members on their roles and their performance as defined by Board policy.
- (8) Assist the College president in conducting new trustee orientations.
- (9) Convene the Board self-evaluation session as defined by Board policy.





- (10) Delegate duties as needed to other Board members

#### **Vice Chair**

The duties of the vice chair shall be to:

- (1) Understand the responsibilities of the chair and be able to perform those duties upon absence of the chair.
- (2) Carry out special assignments as requested by the chair.

#### **Secretary/Treasurer**

The duties of the secretary/treasurer shall be to:

- (1) Make determination as to which documents routinely become part of the Board archives and verify that they are maintained.
- (2) Receive the annual audit on behalf of the Board of Trustees and answer Board members' questions about the audit.

#### **Liaison to the North Idaho College Foundation**

The duties of the liaison to the NIC Foundation shall be to:

- (1) Represent the interest of the Board of Trustees at all North Idaho College Foundation meetings and serve as the conduit for information between the foundation and the Board of Trustees.

#### **Board Clerk**

The Board Clerk, who is appointed by the President, will ensure that the agenda and other materials for Board meetings and committee meetings are prepared. The Board Clerk will assist the Board Chairperson and Trustees in the performance of their duties. In addition, the Board Clerk will perform the necessary clerical duties for the Board of Trustees, to include but not limited to providing help with correspondence, file and maintain the Board Policy Manual, contact Trustees concerning meetings, communicate announcements of meetings, and assist with Board travel arrangements. The Board Clerk or an appointed representative is expected to make arrangements for and attend all meetings of the Board of Trustees.

### **III. Standards of Good Practice**

In support of effective community college governance, the Board of Trustees believes:



That it derives its authority from and is accountable to, the community and that it must always act as an advocate on behalf of the entire community,

That it must clearly define and articulate its role.

That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO.

That it always strives to differentiate between external and internal processes in the exercise of its authority.

That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement, and regular evaluation.

That its trustee members come to each meeting prepared and ready to debate issues fully and openly.

That its trustee members vote their conscience and support the decision or policy made;

That its behavior, and that of its members, exemplifies the principles of ethical behavior and conduct that is above reproach;

That it endeavors to remain always accountable to the community;

That it honestly and respectfully debates issues affecting its community, and speaks with one voice once a decision or policy is made.

That it provides overall direction to the College by setting policy while allowing the president the authority to provide daily administration of said policies. (Policy 2.02.01)

## Tab 10

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 10**

**SUBJECT:** Controlling Legal Costs

**BACKGROUND:**

Included as Tab 10 is a summary of charges from the college attorney from October 2023 through March 2024 aggregated by work activity type and for whom the work was done based on the information provided on the invoices.

Prepared by: Suzy Scura  
Board Clerk

Legal Fees Oct 2023 - Mar 2024 Summary

For Whom	Activity	Invoice Month	Hours	Cost	Percent of Total
<b>Attorney</b>			<b>28.50</b>	<b>\$7,837.50</b>	<b>8.1%</b>
	<b>Attend Meeting</b>		<b>1.00</b>	<b>\$275.00</b>	<b>0.3%</b>
		January	0.70	\$192.50	0.2%
		October	0.30	\$82.50	0.1%
	<b>Correspondence</b>		<b>16.80</b>	<b>\$4,620.00</b>	<b>4.8%</b>
		December	8.00	\$2,200.00	2.3%
		February	2.10	\$577.50	0.6%
		January	1.20	\$330.00	0.3%
		March	1.00	\$275.00	0.3%
		November	3.10	\$852.50	0.9%
		October	1.40	\$385.00	0.4%
	<b>Phone Call</b>		<b>10.70</b>	<b>\$2,942.50</b>	<b>3.1%</b>
		December	2.90	\$797.50	0.8%
		February	1.30	\$357.50	0.4%
		January	1.40	\$385.00	0.4%
		March	1.40	\$385.00	0.4%
		November	3.50	\$962.50	1.0%
		October	0.20	\$55.00	0.1%
<b>Board</b>			<b>228.50</b>	<b>\$61,835.50</b>	<b>64.2%</b>
	<b>Attend Meeting</b>		<b>38.10</b>	<b>\$10,477.50</b>	<b>10.9%</b>
		December	4.90	\$1,347.50	1.4%
		February	6.50	\$1,787.50	1.9%
		January	4.60	\$1,265.00	1.3%
		March	8.20	\$2,255.00	2.3%
		November	9.90	\$2,722.50	2.8%
		October	4.00	\$1,100.00	1.1%
	<b>Clerical</b>		<b>0.20</b>	<b>\$18.00</b>	<b>0.0%</b>
		March	0.20	\$18.00	0.0%
	<b>Correspondence</b>		<b>62.60</b>	<b>\$17,215.00</b>	<b>17.9%</b>
		December	12.70	\$3,492.50	3.6%
		February	16.20	\$4,455.00	4.6%
		January	10.40	\$2,860.00	3.0%
		March	7.50	\$2,062.50	2.1%
		November	4.80	\$1,320.00	1.4%
		October	11.00	\$3,025.00	3.1%
	<b>Drafting</b>		<b>1.20</b>	<b>\$330.00</b>	<b>0.3%</b>
		December	1.20	\$330.00	0.3%
	<b>Phone Call</b>		<b>35.80</b>	<b>\$9,845.00</b>	<b>10.2%</b>
		December	9.00	\$2,475.00	2.6%
		February	6.10	\$1,677.50	1.7%
		January	6.40	\$1,760.00	1.8%
		March	5.20	\$1,430.00	1.5%

Legal Fees Oct 2023 - Mar 2024 Summary

Board	Phone Call	November	6.70	\$1,842.50	1.9%
		October	2.40	\$660.00	0.7%
	<b>Research</b>		<b>90.60</b>	<b>\$23,950.00</b>	<b>24.9%</b>
		December	6.50	\$1,787.50	1.9%
		February	19.00	\$4,475.00	4.6%
		March	13.60	\$3,700.00	3.8%
		November	18.70	\$5,142.50	5.3%
		October	32.80	\$8,845.00	9.2%
<b>Clerical</b>			<b>0.80</b>	<b>\$146.00</b>	<b>0.2%</b>
	<b>Clerical</b>		<b>0.40</b>	<b>\$36.00</b>	<b>0.0%</b>
		February	0.40	\$36.00	0.0%
	<b>Correspondence</b>		<b>0.40</b>	<b>\$110.00</b>	<b>0.1%</b>
		January	0.40	\$110.00	0.1%
<b>College</b>			<b>93.60</b>	<b>\$25,730.00</b>	<b>26.7%</b>
	<b>Attend Meeting</b>		<b>2.50</b>	<b>\$687.50</b>	<b>0.7%</b>
		December	1.70	\$467.50	0.5%
		November	0.80	\$220.00	0.2%
	<b>Correspondence</b>		<b>65.00</b>	<b>\$17,865.00</b>	<b>18.6%</b>
		December	10.90	\$2,997.50	3.1%
		February	13.80	\$3,785.00	3.9%
		January	19.00	\$5,225.00	5.4%
		March	6.30	\$1,732.50	1.8%
		November	3.00	\$825.00	0.9%
		October	12.00	\$3,300.00	3.4%
	<b>Drafting</b>		<b>3.70</b>	<b>\$1,017.50</b>	<b>1.1%</b>
		February	3.70	\$1,017.50	1.1%
	<b>Phone Call</b>		<b>4.20</b>	<b>\$1,155.00</b>	<b>1.2%</b>
		February	0.70	\$192.50	0.2%
		January	1.90	\$522.50	0.5%
		November	1.00	\$275.00	0.3%
		October	0.60	\$165.00	0.2%
	<b>Research</b>		<b>18.20</b>	<b>\$5,005.00</b>	<b>5.2%</b>
		February	3.20	\$880.00	0.9%
		January	0.40	\$110.00	0.1%
		March	1.30	\$357.50	0.4%
		November	7.10	\$1,952.50	2.0%
		October	6.20	\$1,705.00	1.8%
<b>Macomber</b>			<b>2.60</b>	<b>\$715.00</b>	<b>0.7%</b>
	<b>Phone Call</b>		<b>2.60</b>	<b>\$715.00</b>	<b>0.7%</b>
		November	0.30	\$82.50	0.1%
		October	2.30	\$632.50	0.7%
<b>Grand Total</b>			<b>354.00</b>	<b>\$96,264.00</b>	<b>100.0%</b>

Legal Fees Oct 2023 - Mar 2024 Summary

	Activity	For Whom	Sum of Hours	Cost	Percent of Total
<b>January</b>			<b>46.4</b>	<b>\$12,760.00</b>	<b>13.26%</b>
	<b>Research</b>		<b>0.4</b>	<b>\$110.00</b>	<b>0.11%</b>
		College	0.4	\$110.00	0%
	<b>Phone Call</b>		<b>9.7</b>	<b>\$2,667.50</b>	<b>2.77%</b>
		Attorney	1.4	\$385.00	0%
		Board	6.4	\$1,760.00	2%
		College	1.9	\$522.50	1%
	<b>Correspondence</b>		<b>31.0</b>	<b>\$8,525.00</b>	<b>8.86%</b>
		Attorney	1.2	\$330.00	0.34%
		Board	10.4	\$2,860.00	3%
		Clerical	0.4	\$110.00	0.11%
		College	19.0	\$5,225.00	5%
	<b>Attend Meeting</b>		<b>5.3</b>	<b>\$1,457.50</b>	<b>1.51%</b>
		Attorney	0.7	\$192.50	0%
		Board	4.6	\$1,265.00	1%
<b>February</b>			<b>73.0</b>	<b>\$19,241.00</b>	<b>19.99%</b>
	<b>Research</b>		<b>22.2</b>	<b>\$5,355.00</b>	<b>5.56%</b>
		Board	19.0	\$4,475.00	5%
		College	3.2	\$880.00	1%
	<b>Phone Call</b>		<b>8.1</b>	<b>\$2,227.50</b>	<b>2.31%</b>
		Attorney	1.3	\$357.50	0%
		Board	6.1	\$1,677.50	2%
		College	0.7	\$192.50	0%
	<b>Drafting</b>		<b>3.7</b>	<b>\$1,017.50</b>	<b>1.06%</b>
		College	3.7	\$1,017.50	1%
	<b>Correspondence</b>		<b>32.1</b>	<b>\$8,817.50</b>	<b>9.16%</b>
		Attorney	2.1	\$577.50	0.60%
		Board	16.2	\$4,455.00	5%
		College	13.8	\$3,785.00	4%
	<b>Clerical</b>		<b>0.4</b>	<b>\$36.00</b>	<b>0.04%</b>
		Clerical	0.4	\$36.00	0.04%
	<b>Attend Meeting</b>		<b>6.5</b>	<b>\$1,787.50</b>	<b>1.86%</b>
		Board	6.5	\$1,787.50	2%
<b>March</b>			<b>44.7</b>	<b>\$12,215.50</b>	<b>12.69%</b>
	<b>Research</b>		<b>14.9</b>	<b>\$4,057.50</b>	<b>4.21%</b>
		Board	13.6	\$3,700.00	4%
		College	1.3	\$357.50	0%
	<b>Phone Call</b>		<b>6.6</b>	<b>\$1,815.00</b>	<b>1.89%</b>
		Attorney	1.4	\$385.00	0%
		Board	5.2	\$1,430.00	1%
	<b>Correspondence</b>		<b>14.8</b>	<b>\$4,070.00</b>	<b>4.23%</b>
		Attorney	1.0	\$275.00	0.29%
		Board	7.5	\$2,062.50	2%
		College	6.3	\$1,732.50	2%
	<b>Clerical</b>		<b>0.2</b>	<b>\$18.00</b>	<b>0.02%</b>
		Board	0.2	\$18.00	0%

Legal Fees Oct 2023 - Mar 2024 Summary

March	<b>Attend Meeting</b>		<b>8.2</b>	<b>\$2,255.00</b>	<b>2.34%</b>
		Board	8.2	\$2,255.00	2%
<b>October</b>			<b>73.2</b>	<b>\$19,955.00</b>	<b>20.73%</b>
	<b>Research</b>		<b>39.0</b>	<b>\$10,550.00</b>	<b>10.96%</b>
		Board	32.8	\$8,845.00	9%
		College	6.2	\$1,705.00	2%
	<b>Phone Call</b>		<b>5.5</b>	<b>\$1,512.50</b>	<b>1.57%</b>
		Attorney	0.2	\$55.00	0%
		Board	2.4	\$660.00	1%
		College	0.6	\$165.00	0%
		Macomber	2.3	\$632.50	1%
	<b>Correspondence</b>		<b>24.4</b>	<b>\$6,710.00</b>	<b>6.97%</b>
		Attorney	1.4	\$385.00	0.40%
		Board	11.0	\$3,025.00	3%
		College	12.0	\$3,300.00	3%
	<b>Attend Meeting</b>		<b>4.3</b>	<b>\$1,182.50</b>	<b>1.23%</b>
		Attorney	0.3	\$82.50	0%
		Board	4.0	\$1,100.00	1%
<b>November</b>			<b>58.9</b>	<b>\$16,197.50</b>	<b>16.83%</b>
	<b>Research</b>		<b>25.8</b>	<b>\$7,095.00</b>	<b>7.37%</b>
		Board	18.7	\$5,142.50	5%
		College	7.1	\$1,952.50	2%
	<b>Phone Call</b>		<b>11.5</b>	<b>\$3,162.50</b>	<b>3.29%</b>
		Attorney	3.5	\$962.50	1%
		Board	6.7	\$1,842.50	2%
		College	1.0	\$275.00	0%
		Macomber	0.3	\$82.50	0%
	<b>Correspondence</b>		<b>10.9</b>	<b>\$2,997.50</b>	<b>3.11%</b>
		Attorney	3.1	\$852.50	0.89%
		Board	4.8	\$1,320.00	1%
		College	3.0	\$825.00	1%
	<b>Attend Meeting</b>		<b>10.7</b>	<b>\$2,942.50</b>	<b>3.06%</b>
		Board	9.9	\$2,722.50	3%
		College	0.8	\$220.00	0%
<b>December</b>			<b>57.8</b>	<b>\$15,895.00</b>	<b>16.51%</b>
	<b>Research</b>		<b>6.5</b>	<b>\$1,787.50</b>	<b>1.86%</b>
		Board	6.5	\$1,787.50	2%
	<b>Phone Call</b>		<b>11.9</b>	<b>\$3,272.50</b>	<b>3.40%</b>
		Attorney	2.9	\$797.50	1%
		Board	9.0	\$2,475.00	3%
	<b>Drafting</b>		<b>1.2</b>	<b>\$330.00</b>	<b>0.34%</b>
		Board	1.2	\$330.00	0%
	<b>Correspondence</b>		<b>31.6</b>	<b>\$8,690.00</b>	<b>9.03%</b>
		Attorney	8.0	\$2,200.00	2.29%
		Board	12.7	\$3,492.50	4%
		College	10.9	\$2,997.50	3%
	<b>Attend Meeting</b>		<b>6.6</b>	<b>\$1,815.00</b>	<b>1.89%</b>
		Board	4.9	\$1,347.50	1%
		College	1.7	\$467.50	0%
<b>Grand Total</b>			<b>354.0</b>	<b>\$96,264.00</b>	<b>100.00%</b>



## **Tab 11**

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 11**

**SUBJECT:** First Reading of Policy 4.01 Program Evaluation

**BACKGROUND:**

Included as Tab 11 are recommended Policy updates as a result of the regular review and update process. Also provided for context is the accompanying Procedure 4.01 that was approved by Senate in March.

Prepared by: Suzy Scura  
Board Clerk

**Policy Title: Academic Program Review~~Evaluation~~****Impact:** Curriculum**Responsibility:** Office of Instruction**Effective Date:****Revised Date:****Reviewed Date:****Relates to Procedure(s):** 4.01**Legal Citation(s):**

## I. Purpose

Evaluation of each academic program of the college should be undertaken periodically to provide faculty, administration, and the board of trustees with information about how well the program functions in relation to its objectives and the needs of the five-county service area. It may provide justification for actions of the following kinds:

1. Confirmation of the validity of the program and continuation of support for it.
2. Reconsideration and possible redefinition of the goals, purposes, and objectives of the program.
3. Review and alteration of the content and structure of the program.
4. Reconsideration of priorities and allocation of resources.
5. Redefinition of roles and reassignment of individuals.

## II. Definitions

An academic program is a course of study leading to a certificate of completion, an associate degree, or is intended to provide the first two years of a major leading to a baccalaureate degree. Program reviewevaluation is a process to assess the overall effectiveness of a program through systematic collection and analysis of data.

## III. Policy

Each credit program will be evaluated at least once every five years, using procedures prescribed by the Curriculum Council. Nationally accredited programs are excluded from conducting program

**reviews.** Programs with more frequent review mandated by appropriate agencies will be evaluated more often. In addition, the ~~vice president for Instruction~~chief academic officer may require review of any program whenever a serious problem is indicated. Although formal evaluation may occur only once every five years, data will be collected in an on-going process to provide a continuous means for monitoring and evaluating the effectiveness of the program.

## **Procedure Title: Academic Program Review**

**Impact:** Curriculum

**Responsibility:** Office of Instruction

**Effective Date:**

**Revised Date:** March 2024

**Reviewed Date**

**Relates to Policy(s):** 4.01

**Legal Citation(s):**

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### **I. Procedures**

1. The chief academic officer will publish a five-year schedule for the routine evaluation of academic programs. In addition, the chief academic officer will determine when a program will be evaluated out of turn, considering such matters as the following: the history and current status of the program, including its size, the quality of its faculty and external factors affecting it, such as licensing requirements.
2. Should a program warrant an evaluation out of turn, the chief academic officer will notify the division chair/director one year in advance that a program will be reviewed.
3. The chair/director will recommend to the dean a self-study committee that will include the division chair/director, program faculty, and other individuals as appropriate.
4. The program review will consist of at least two and no more than three external reviewers. External reviewers should include faculty or program directors from other institutions and may include relevant industry partners.
5. The division chairperson will coordinate the program review and supervise the preparation of a written report by the faculty. The Office of Instruction will provide programs with the report template. The final report should be inclusive of the reviewer's recommendations and a plan of action from the faculty.
6. The completed report will be submitted to the chief academic officer. After studying the report and obtaining clarification from program faculty, the chief academic officer will present recommendations to the Curriculum Council for routine approval. The chief academic officer will recommend to the president one of the following:
  - a. Continue the program as presently offered.
  - b. Revise or modify the program in specific ways.
  - c. Phase out or terminate the program.

## II. Program Evaluation Guide: Self-Study Outline

- A. Program Overview: mission alignment, internal and external demand, goals
- B. Programmatic Accreditation (if applicable)
- C. Faculty and Staff Profile: headcount, FTE, and credentials
- D. Enrollments
- E. Program Delivery
- F. Students: grades, course completion and graduation rates
- G. Curriculum and Assessment
- H. Facilities and Resources
- I. Articulation Agreements
- J. External Program Reviewers Feedback: weaknesses, strengths, and recommendations.
- K. External Reviewers Feedback on the Program Review Process
- L. Program Action Plan

## Tab 12

**BOARD OF TRUSTEES MEETING**  
**April 24, 2024**

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**TAB 12**

**SUBJECT:** First Reading of Policy 7.05 Textbook Adoption

**BACKGROUND:**

Included as Tab 12 is the recommended deletion of Policy 7.05. During the regular review and update process, it was determined this Policy is no longer relevant or needed for the current circumstances. Also provided for context is the accompanying Procedure 7.05 that was approved for deletion by Senate in March.

Prepared by: Suzy Scura  
Board Clerk



## ~~Policy Title: Textbook Adoption~~

~~Impact: Business Procedures Responsibility: Office of Instruction Effective Date: 12/22/1993  
Revised Date: 5/28/2014~~

~~Reviewed Date:~~

~~Relates to Procedure(s): Legal Citation(s):~~

### ~~I. Policy Narrative:~~

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~~Adoption of textbooks and required course materials must be approved by the division chair, who consults with the bookstore manager for ordering.~~

~~Complimentary copies of textbooks and course materials are not to be sold to any persons or organization, including solicitors or used book dealers.~~

## ~~Procedure Title: Textbook Adoption~~

~~Impact: Business Procedures Responsibility: Office of Instruction Effective Date: 5/28/2014~~

~~Revised Date: Reviewed Date:~~

~~Relates to Policy(s): 7.05~~

~~Legal Citation(s):~~

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### ~~I. Procedure Narrative:~~

~~Requests for complimentary titles should match anticipated course needs. Special order service is extended to all members of the college and community.~~