



# North Idaho College

Board of Trustees Meeting  
June 22, 2022  
Edminster Student Union Building

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***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.*

This meeting is a business meeting of the Board Trustees and the NIC Administration. The board will take comment on agenda items from members of the public in person at the meeting, and comment will be limited to 2 minutes per person. A sign-up sheet will be provided in the meeting room. Individuals interested in communicating with the board outside the meeting may send an email to [board@nic.edu](mailto:board@nic.edu).

## AGENDA

5:00 p.m. Driftwood Bay Room

Convene/Call to Order/Verification of Quorum

David Wold

Action: Motion for Executive Session under Idaho Code Idaho Code § 74-206(1)(a) \*

6:00 p.m. Lake Coeur d'Alene Room

Convene/Call to Order/Verification of Quorum

David Wold

Pledge of Allegiance

David Wold

Public Comment

David Wold

Celebrating Success: Graphic Design Program

Philippe Valle

## PRESIDENT'S REPORT

Dr. Michael Sebaaly

## NIC FOUNDATION REPORT

David Wold

## CONSENT AGENDA

Action for Approval of Meeting Minutes for May 25, 2022, June 9, 2022, June 10, 2022, June 13, 2022, and June 16, 2022

## UNFINISHED BUSINESS

Tab 1: Action: Resolution to Reserve Foregone Taxes

Sarah Garcia

Tab 2: Action: Board Conduct Policy

Dr. Michael Sebaaly

## NEW BUSINESS

Tab 3: Action: Selection of President

Marc Lyons

Tab 4: First Reading/Action: Revise Annual Calendars to add Juneteenth Holiday

Dr. Kassie Silvas

Action: Change Athletic Conference Affiliation

Dr. Kassie Silvas

Discuss Upcoming Agenda Topics

Dr. Michael Sebaaly

**INFORMATION ITEMS**

Accreditation Update  
Discuss Security on Campus  
Insurance Update

Steve Kurtz  
Alex Harris  
Sarah Garcia

**REMARKS FOR THE GOOD OF THE ORDER\*\*****ADJOURN**

\* Executive sessions may be called for the purposes of considering personnel matters [Idaho Code § 74-206(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; [Idaho Code § 74-206(1)(c)], deliberating regarding an acquisition of an interest in real property; [Idaho Code § 74-206(1)(d)] considering records that are exempt from public disclosure; [Idaho Code § 74-206(1)(e)] considering preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body; [Idaho Code § 74-206(1)(f)] communicating with legal counsel regarding pending/imminently-likely litigation; [Idaho Code § 74-206(1)(i)] communicating with risk manager/insurer regarding pending/imminently-likely claims.

\*\* Remarks are subject to NIC Policy 2.01.03. Copies are available from the President's Office.

**BOARD OF TRUSTEES MEETING**  
**June 22, 2022**

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**SUBJECT**

Executive Session

**DISCUSSION**

From time to time the board will find it necessary to adjourn to executive session. When an executive session is required, a number of specific steps must be taken. These steps are:

1. Cite Idaho Code § 74--206.
2. Cite one or more specific subsections in the code section and provide sufficient detail to identify the purpose and topic of the executive session but not information sufficient to compromise the purpose of the executive session.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

\_\_\_\_\_ MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE  
§ 74—206, CONVENE IN EXECUTIVE SESSION TO:

- \_\_\_\_\_ Consider personnel matters [Idaho Code § 74--206(1)(a) & (b)]
- \_\_\_\_\_ Deliberate regarding an acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
- \_\_\_\_\_ Consider records that are exempt from public disclosure [Idaho Code § 74-206(1)(d)]
- \_\_\_\_\_ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 74-206(1)(e)]
- \_\_\_\_\_ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
- \_\_\_\_\_ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]
- \_\_\_\_\_ To consider labor contract matters authorized under section 67-2345A [74-206A](1)(a) and (b), Idaho Code.

Purpose/Topic summary: (Provide sufficient detail to identify the purpose and topic of the executive session but not contain information sufficient to compromise the purpose of the executive session.)


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SECONDED BY: \_\_\_\_\_

Roll call: \_\_\_\_\_ Banducci  
\_\_\_\_\_ Broschet  
\_\_\_\_\_ Goedde  
\_\_\_\_\_ McKenzie  
\_\_\_\_\_ Wold

CONVENE AT: \_\_\_\_\_ ADJOURN AT: \_\_\_\_\_

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**May 25, 2022**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Wold called the meeting to order at 5:03 p.m. and verified that a quorum was present. He then requested a motion to amend the agenda. Trustee Goedde made a motion to amend the agenda to add an action item for scheduling presidential candidate interviews. The motion was seconded and carried.

Trustee Goedde made a motion to go into executive session under Idaho Code § 74--206(1)(c) to deliberate regarding an acquisition of an interest in real property. The motion was seconded, and roll call vote was taken as follows:

Todd Banducci	aye
Pete Broschet	aye
John Goedde	aye
Greg McKenzie	aye
David Wold	aye

At 5:33 p.m. a motion was made to return to open session. The motion was seconded and carried. The meeting was recessed.

**CALL TO ORDER AND VERIFICATION OF QUORUM**

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

**ATTENDANCE**

Trustees: Todd Banducci  
Pete Broschet  
John Goedde  
Greg McKenzie  
David Wold

Also present: Michael Sebaaly, Interim President  
Kassie Silvas, Interim Provost  
Sarah Garcia, Interim VP Finance and Business Affairs  
Marc Lyons, Attorney for North Idaho College

**PUBLIC COMMENT**

Judy Foss commented on the communicable diseases policy

**CELEBRATING SUCCESS**

NIC Information Technology Accessibility Coordinator Jeremy Seda, provided an update on the college's technology accessibility efforts and activities. At Trustee McKenzie's request, Mr. Seda shared that individuals with questions and comments related to accessibility, may submit them to [accessibility@nic.edu](mailto:accessibility@nic.edu).

## **CONSTITUENT REPORTS**

Newly elected Faculty Assembly Chair Ben Tschida opened by welcoming new trustees, and he reported on election results from Faculty Assembly's recent officer elections. He then shared a request from Faculty Assembly for the board of trustees and the president to allow constituent leaders to present their reports in person at every board meeting.

## **PRESIDENT'S REPORT**

Dr. Sebaaly commented on the recent commencement ceremony, an Idaho Workforce Development grant, a recent visit he made of the Meyer Health and Sciences Building expansion project, and he commented that an appeal is underway related to the decision by the Idaho Counties Risk Management Program to not renew the college's risk management coverage. He closed with an update on athletic program successes.

## **CONSENT AGENDA**

There was no discussion on the consent agenda, which consisted of minutes of the April 27, 2022 and the May 13, 2022 board meetings, and it was accepted, as presented.

## **NEW BUSINESS**

### *Head Start Cost of Living and Quality Improvements Funds*

Head Start Director Beth Ann Fuller presented a request for the board to accept additional funds allocated to NIC Head Start to provide a cost-of-living adjustment and ongoing, sustained investments in program quality improvements. Trustee Goedde made a motion to approve acceptance of the COLA and Quality Improvement funds from the Office of Head Start. The motion was seconded and carried unanimously.

### *Board of Trustees Meeting Schedule 2022-23*

Dr. Sebaaly presented the board of trustees meeting schedule for 2022-2023. Trustee McKenzie made a motion to approve the board of trustees meeting calendar for 2022-2023, as presented. The motion was seconded and carried unanimously.

### *Resolution to Reserve Foregone Taxes*

Interim VP for Finance and Business Affairs Sarah Garcia provided information around the requirement for taxing districts to formally adopt a resolution to reserve foregone taxes for taxes not taken during the year. Discussion ensued and Chair Wold instructed VP Garcia to draft a resolution for the board's consideration at the next board meeting.

### *Communicable Diseases Policy 5.09*

Interim Dean of Students Alex Harris presented a policy to align with the requirements set out in Idaho Code 33-2145, for community college boards to adopt measures and procedures to prevent the spread of contagious or infectious disease. Following discussion, Trustee McKenzie made a motion for the board to adopt policy 5.09. The motion was seconded and carried unanimously.

### *Board Orientation Policy*

Dr. Sebaaly presented, for a second reading, a policy for new board member orientation to ensure structured training for the board. Trustee McKenzie made a motion to adopt the policy. The motion was seconded and following discussion, carried unanimously.

### *Board Conduct Policy*

Dr. Sebaaly commented on the existing board conduct policy, and he pointed out a passage in the policy that may be perceived to conflict with board policy 2.01.05. He commented that when

the policy was reestablished in the college policy manual in 2021, this passage was added to ensure that trustees could have personal conversations with employees that would not be perceived to conflict with the conduct policy. He added that the passage has caused some discontent. He explained that the administration is bringing the policy back before the board to consider revising or to better clarify that section of the policy. Discussion ensued around the idea of an ombudsman-type resource and a recommendation was made to empower the administration to look into a person or a method for establishing this resource.

#### Robert's Rules of Order

Dr. Sebaaly and College Attorney Marc Lyons commented in support of the board utilizing Robert's Rules of Order as a guideline instead of a strict interpretation. Discussion ensued and Trustee Goedde made a motion for the board adopt the use of Roberts Rules of Order as a guideline rather than strictly, and that Board policy 2.01.03 be amended to reflect that Roberts Rules of Order are used as a guideline. The motion was seconded and carried with four in favor and one opposed.

#### Appoint Board Liaisons to KTEC Board and NIC Foundation Board

Trustee Goedde nominated Trustee Broschet for appointment to the board of the Kootenai Technical Education Campus. The nomination was seconded and carried with three in favor.

Trustee Goedde nominated Trustee Wold to serve as representative to the NIC Foundation Board. The nomination was seconded. Following discussion, the motion carried with three in favor and one opposed.

#### Schedule Presidential Candidate Interviews

Chair Wold explained the need to determine dates for trustees to interview finalists for the presidential search and commented that there has been some difficulty finding times on trustees' calendars to schedule dates. Trustee Broschet made a motion to authorize the board chair to work with the administration and the search consultant to set dates and times to schedule board interviews of the presidential search candidates. The motion was seconded and following discussion, carried with three in favor.

#### Schedule Facilities Workshop

Dr. Sebaaly recommended the board schedule a workshop for the purpose of reviewing and discussing upcoming facilities and deferred maintenance projects. The board directed the administration to schedule a workshop.

#### Upcoming Agenda Topics

Dr. Sebaaly explained the value of board members offering topics of interest to future board meeting agendas. Trustee McKenzie requested athletic conference affiliation be added and Trustee Goedde requested student enrollment be added.

### **INFORMATION ITEMS**

#### Spring Enrollment Report

Dean of Enrollment Services Tami Haft presented spring 2022 enrollment, sharing that student headcount has declined by 4.1% from spring 2021. She also provided an overview of enrollment for various student populations.

Presidential Search Update

Sarah Garcia shared that semifinal interviews were conducted during the week of May 16 and the committee has recommended five finalist for the board to interview. Trustees Broschet and Wold expressed their appreciation for the committee's efforts.

Accreditation Update


Dr. Sebaaly discussed the recommendations outlined in the letter of action received from the Northwest Commission on Colleges and Universities and the colleges efforts to respond to those recommendations. He briefly discussed an upcoming presentation by the Planning, Strategy and Effectiveness team on the topic of fulfillment measures for the college's accreditation.

**REMARKS FOR THE GOOD OF THE ORDER**

Trustee Goedde congratulated the college on a successful commencement ceremony.

There were no further remarks and the meeting adjourned at 7:50 p.m.

Respectfully Submitted,  
Shannon Goodrich, Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**June 9, 2022**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Wold convened the meeting at 4:00 p.m. and verified that a quorum was present. He then led attendees in the Pledge of Allegiance.

**ATTENDANCE**

Trustees:     Pete Broschet  
                  John Goedde  
                  Greg McKenzie  
                  David Wold

Following discussion, Chair Wold called for a motion to amend the agenda to add an executive session under Idaho Code § 74--206(1) (a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. The motion was made by Trustee McKenzie and seconded. The stated good faith reason for amending the agenda following the start of the meeting is that based on the understanding by the president of the institution, the board chair, and college legal counsel, that two trustees would not vote to go into executive session, this meeting was originally scheduled as an open special meeting, but unknown by the college president, the board chair and legal counsel, a trustee wishes to amend the agenda to add an executive session. The motion to amend carried with three in favor and one opposed.

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1) (a). The motion was seconded and roll call vote was taken:

Trustee Wold	aye
Trustee Broschet	aye
Trustee Goedde	nay
Trustee McKenzie	aye


The motion to go into executive session failed.

The trustees commenced the interview of Dr. Todd Brand.

The interview concluded and the meeting was adjourned at 6:00 p.m.

Respectfully Submitted,  
Shannon Goodrich, Board Clerk



 **North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**June 10, 2022**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Wold convened the meeting at 3:30 p.m. and verified that a quorum was present. He then led attendees in the Pledge of Allegiance.

**ATTENDANCE**

Trustees:     Todd Banducci  
                  Pete Broschet  
                  John Goedde  
                  Greg McKenzie  
                  David Wold

Chair Wold requested a motion to amend the agenda for the purpose of adding an action item to establish the process for interviews and an action item to determine the process for informal trustee meetings with candidates. The motion was made by Trustee Broschet and seconded. The motion passed with three in favor.

*Establish Process for Interviews*

A motion was made by Trustee Goedde to establish the process for interviews by going through the preassigned questions with the candidate prior to asking any additional questions, and only limit the additional questions to any questions germane to the interview. The motion was seconded and carried with three in favor.


*Process for Information Trustee Meetings with Candidates*

Chair Wold commented that the dinners for trustees with candidates would be cancelled. A discussion ensued and Trustee McKenzie made a motion that no more dinners happen from here on out in the interview process. The motion was seconded and following discussion Trustee McKenzie made an amended motion as follows: This interview process cannot continue until all five trustees participate in dinners with candidates, so we have a consistent process moving forward. The motion was seconded and following discussion, failed with three opposed. The original motion carried with three in favor.

The trustees commenced the interview of Dr. James Taylor.

The interview concluded and the meeting was adjourned at 5:40 p.m.

Respectfully Submitted,  
Shannon Goodrich, Board Clerk



**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**June 13, 2022**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Wold convened the meeting at 4:00 p.m. and verified that a quorum was present. He then led attendees in the Pledge of Allegiance.


**ATTENDANCE**

Trustees:     Todd Banducci  
                  Pete Broschet  
                  John Goedde  
                  Greg McKenzie  
                  David Wold

Trustee Banducci expressed concern about the process for candidate interviews. He shared with the candidate and trustees, interview questions submitted by community members, and left the meeting. The trustees commenced the interview of Dr. Nick Swayne.

The interview concluded and the meeting was adjourned at 5:30 p.m.

Respectfully Submitted,  
Shannon Goodrich, Board Clerk



**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**June 16, 2022**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Wold convened the meeting at 4:00 p.m. and verified that a quorum was present. He then led attendees in the Pledge of Allegiance.

**ATTENDANCE**

Trustees: Pete Broschet  
John Goedde  
Greg McKenzie  
David Wold

The trustees commenced the interview of Dr. Chad Crumbaker.

The interview concluded and the meeting was adjourned at 5:30 p.m.

Respectfully Submitted,  
Shannon Goodrich, Board Clerk

**BOARD OF TRUSTEES MEETING**  
**June 22, 2022**

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**TAB 1**

**SUBJECT:** Adoption of Forgone Resolution

**BACKGROUND:**

In keeping with Idaho Code Section 63-802, taxing districts have the opportunity to reserve foregone taxes for taxes not taken during the current year.

**DISCUSSION:**

The FY23 budget proposal for North Idaho College does not include an increase in taxes beyond taking new property on the rolls. A 3% tax increase for North Idaho College would net the college approximately \$519,000.00. Since the college is not taking this increase, the Board has the opportunity to reserve this amount in forgone for potential use in the future.

HB 389 created significant changes to taxation and how the College may use foregone taxes in the future, specifically as it relates to utilizing forgone taxes for capital improvement. Additionally, HB 389 limits the use of forgone for maintenance and operations.

**REQUESTED BOARD ACTION:**

It is recommended that the board consider a motion to adopt the resolution to reserve forgone taxes for FY2023.

Prepared by,  
Sarah Garcia  
Interim Vice President for Finance and Business Affairs

# Policy

Policy #2.01.10

Effective Date: 8/24/20

Rescinded 12/16/20

Revised and Reinstated 5/26/21

(Impact Area - Dept Name)  Board of Trustees	(General Subject Area)  Board of Trustees	(Specific Subject Area)  Board Member General Conduct
	<b>Author:</b> Board of Trustees	<b>Supersedes Policy</b>
<b>Relates to Procedure #</b>	<b>Impact:</b>  Board of Trustees	
<b>Legal Citation (if any):</b>  North Idaho College		

Policy Narrative

Page 1 of 6

Pursuant to Idaho Code Title 33 Chapter 21; 33-2107 entitled General Powers of the Board of Trustees, the Board of Trustees of each community college district shall have the power to adopt policies and regulations for its own government and the government of the college. In furtherance of this power the Board of Trustees establishes this policy regarding Board Conduct.

## Purpose

The purpose of this policy is to prescribe processes, behaviors, and methods of appropriate communications for effective and efficient Board operations. This policy is not intended to infringe upon individual first amendment rights nor interfere with personal relationships. Utilizing proper procedures and channels of communications and exercising respectful behaviors results in a more effective and efficient organization.

## **General Guidelines for Conduct**

The Board expects its members to demonstrate ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behavior when acting as Board members.

Board members are expected to:

1. Devote time, thought, and study to the duties of a trustee in order to be effective and provide credible service.
2. Consider information received from all sources and base personal decisions upon all available facts while maintaining confidentiality of privileged information.
3. Work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.
4. Recognize that authority over the organization is only vested in the Board when it meets in legal session.
5. Maintain the integrity of the Board and the position of the trustee when communicating and interacting with outside individuals and agencies. This includes full disclosure to participants when attending meetings as an ordinary citizen.
6. Respect the majority decisions of the Board.
7. Work to support the interests of North Idaho College ("NIC") and the Board.
8. Demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board when they do not.
9. Maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, NIC administration or employees.
10. Deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions.
11. Represent everyone the College serves, not a particular interest group.
12. Declare any conflict of interest. A trustee will not participate in, vote on, or exert influence on, any decision in which the trustee has any interest.

The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board.

The Board will enforce upon itself and its members effective practices to govern and discharge its duties effectively and efficiently. The Board and individual Board member's self-discipline will apply at all times and to such matters including, but are not limited to attendance, respect for others, proper decorum, confidentiality with sensitive information, speaking with one voice for external communications, and adherence to the policies and rules of the College and the Board. The Board will take appropriate action to enforce the obligations imposed hereunder, including without limitation, limiting or suspending Board privileges, private or public censure. or other such action as the Board deems appropriate.

Each Board member is subject to and shall conform his or her behavior in accordance with Board and general College policies regarding ethical and professional conduct.

### **Interaction with College Personnel Guidelines**

College personnel regard a visit by a Board member, except for consultation with the President, as a special occasion. Ongoing interaction can create confusion as to the roles of the Board and the College Administration. To prevent the appearance of impropriety or unethical conduct and to avoid the use of undue and inappropriate influence over College personnel, Board members shall inform the president about contact and interactions with College personnel. Board members should be afforded confidential communication with the NIC community. Nothing herein shall be construed to prohibit or discourage communications between board members and members of the faculty, staff, administration or community.

**Individual Trustees, however, must refrain from communicating or acting in a manner that violates, interferes with or circumvents College policy and administrative procedures and guidelines. Trustees are responsible for familiarizing themselves with College policies, adhering to those policies, procedures, and guidelines and complying with the spirit and intent of those policies.**

The Board recognizes the rights of students, faculty, administrators and other employees of the College to hold private meetings and to carry on the day-to-day operations of the College without the participation of Board members. Accordingly, it is improper for Board members:

1. To attend or participate in private meetings of students, faculty, administrators or other employees of the College where College business is to be considered, unless the Board member has been invited to attend as an observer only, or the Board as a whole is invited to attend and has decided to participate, or the Board member has been officially designated by the Board to attend or participate;
2. To participate in the day-to-day operations of the College without official Board approval;

3. To intercede with students, faculty, administrators or any other employees of the College on behalf of any person or program without informing the Board.
4. To threaten or harass or intimidate any employee or student of the College or anyone doing business with the College; and
5. To borrow money, solicit funds or accept gratuities of any kind from any employee of the College, unless the activity, is conduct involving election, campaigning, or free speech or is otherwise protected by constitution or statute.

### **Communications Procedures/Board Members Request for Information**

In order to assure that internal and external communication between the Board, the public and the college staff are clear and represent the unity and maintain the integrity of the Board acting as a whole, these policies will be followed as individual responsibilities of each Trustee. Trustees should be continually conscious of the potential that their position is viewed as one of power and may unduly influence college employees

1. Individual Trustees requesting information that will require a material amount of staff time to compile, or the preparation of a special report, or that may be disruptive shall make such requests to the Chairperson of the Board. The Board Chairperson may approve the request or, at his or her discretion, have the request placed on the agenda of the next Board meeting for the consideration of the Board of Trustees. Compilations and reports prepared pursuant to this provision will be available to all Trustees. Individual Trustees shall not make such requests directly to an employee of the College.
2. Individual Trustees with questions regarding the operations of the College, such as inquiries concerning employment or admission to the College, complaints for or about students, complaints from or about faculty and staff, complaints or questions about administrative decisions, and complaints or questions from or about facilities, shall convey such to the Office of the President for consideration and possible action;
3. When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees should carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or action of the Board or College;
4. Trustees should make no announcement of nor give any information about action taken by the Board until such action has been communicated by the Board Chairperson or President through regular official channels;
5. Consistent with this and other Board Policies, an individual Trustee shall not purport to act for, bind, or commit the College to any act or course of conduct



without prior approval of the Board. The College can be bound only by formal action of the Board.

### **Communication with Legislators, Public Officials, and Community Leaders**

Unless authorized by the Board, Board members, should take reasonable care to clarify that they are acting as individuals and not on behalf of the Board or the College and should strive to maintain consistency with established board decisions, policies and plans.

### **Relationship with the Press**

The Board Chairperson and the President, or their respective designees, shall be the spokespersons to the press on College matters. In most cases, Board members should refer inquiries from reporters to the Chairperson and/or President, or designee. The goal is to speak with one voice on College matters and to remove the potential of conflicting statements. However, the Board recognizes elected officials will speak to the Press when they feel it is appropriate.

### **Conflict of Interest**

As required by state law, if a Board member's outside activity (employment, participation or involvement in another business, corporation, institution or other entity) constitutes a conflict of interest, then the Board member will (a) disclose to the Board such conflict or the potential conflict; (b) absent herself/himself from discussion regarding any issue which involves his or her role as a Board member and his or her outside activity, and (c) refrain from voting on any such issue.

### **Trustee Usage of Facilities**

Trustees are not prohibited from using College facilities for professional or personal reasons provided such facilities are normally available to the public, and the Trustee is subject to the same conditions, goes through the same procedures and pays the same compensation as would a member of the public who is not a College employee or are specifically authorized by Board policy.

### **Complaints Regarding Individual Board Member**

In the event the College receives a complaint about a Trustee from a member of the public or from a College employee, the complaint shall be referred to the Board Chairperson or, if the complaint is against the Chairperson, to the Vice Chairperson. The Trustee that is the subject of the complaint shall be notified and given an opportunity to respond. The Board shall have the discretion to investigate the complaint, including the authority to engage an outside consultant to undertake the investigation. Any report

from an outside consultant shall be disseminated to all Board members prior to any action being taken against the Board member. Meetings to hear complaints or to consider the conduct of a Board member shall initially take place in executive session. If the Board decides to take action (such as censure), such action may be a private admonishment or, if the Board decides the conduct justifies public admonishment, may announce censure (or other appropriate sanction) at an open meeting.

### **Potential Action for Trustee Violation of Policy**

A Trustee violation of this policy will be subject to the following potential action as determined by the Board as a whole:

- Loss of Board appointments to committees.
- Loss of officer status (e.g. designation as Chair, Vice-Chair, Secretary, Treasurer, etc.).
- Private censure in executive session by other Board members.
- Public censure by the Board (by motion or resolution in an open meeting)

Prior to such action, the Trustee will be entitled to a hearing before the Board in executive session to hear the charges and to allow the Trustee to respond. The decision of a majority of the Board is final.

The Board shall cause a record to be made of any such complaint proceedings and deposit such record in a confidential file maintained by the Secretary of the Board.

**BOARD OF TRUSTEES MEETING**  
**June 22, 2022**

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**TAB 3**

**SUBJECT**

Selection of new College President and negotiation of Contract

**BACKGROUND**

The North Idaho College President is hired by the Board of Trustees and, consistent with past practice, a President is hired pursuant to an employment contract executed by the President and, with the approval and authorization of the Board of Trustees, also executed by the Board Chair.

**DISCUSSION**

Following a detailed search and interview process, the Board of Trustees will select a finalist candidate and offer the position of North Idaho College President.

**COMMITTEE ACTION**

No committee action is necessary.

**FINANCIAL IMPACT**

The financial impact is to the employee compensation budget.

**REQUESTED BOARD ACTION**

The Board is requested to consider a motion to select one of the Presidential search candidates to be the next North Idaho College President and to authorize the Board Chair to work with the College attorney to negotiate a contract of employment, which contract will need to be approved by the Board of Trustees.

Prepared by,  
Marc Lyons, Attorney for  
North Idaho College

**BOARD OF TRUSTEES MEETING**  
**June 22, 2022**

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**TAB 4**

**SUBJECT**

Juneteenth

**BACKGROUND**

Following the passage of the Juneteenth National Independence Day Act, Juneteenth was signed into law as a federal holiday June 17, 2021. At the same time, the state designated it as a legal public holiday observed by Idaho Code. Since then, Idaho public higher education institutions have adjusted their academic calendars to include the holiday.

We are requesting Juneteenth be recognized as an official holiday and that the college calendars approved through 2031 be amended to include this holiday.

Amendment dates being requested are:

<b>Academic Year</b>	<b>'Observed'</b>	<b>Day of Week</b>	<b>Date</b>
2022-23		Monday	June 19
2023-24		Wednesday	June 19
2024-25		Thursday	June 19
2025-26		Friday	June 19
2026-27	X	Friday	June 18
2027-28		Monday	June 19
2028-29		Tuesday	June 19
2029-30		Wednesday	June 19
2030-31		Thursday	June 19

Moving forward when the holiday falls on a Saturday, it will be observed the Friday prior. When it falls on a Sunday, it will be observed the following Monday. This maintains the standard in place for all approved holidays.

**COMMITTEE ACTION**

None.

**FINANCIAL IMPACT**

None.

**REQUESTED BOARD ACTION**

This is a first reading; however, the board may choose to forego a second reading and consider a motion to approve recognition of Juneteenth as an official holiday and to amend college calendars approved through 2031.

Prepared by:  
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Committee Chair