



# North Idaho College

Board of Trustees Special Meeting

March 28, 2023

Edminster Student Union Building

Amended March 28, 2023

1:05 p.m.

*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

2:45 p.m. Executive Session – Driftwood Bay Room

Convene/Call to Order/Verification of Quorum

Gregory McKenzie

Action: Motion to Adopt Amended Agenda

Gregory McKenzie

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

Gregory McKenzie

3:45 p.m. Open Meeting - Lake Coeur d'Alene Room / Zoom: <https://nic.zoom.us/j/81770097102>

Convene/Call to Order/Verification of Quorum

Gregory McKenzie

Action: Board Address Draft Accreditation Response

Gregory McKenzie

Action: AGB Guidance

Gregory McKenzie

Action: New Policy: BOARD OF TRUSTEES - President Succession

Gregory McKenzie

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.

# Policy

Policy # TBD

Effective Date TBD

<p><i>(Impact Area - DeptName)</i></p> <p>Administration</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>President Succession</p>
<p><b>Relates to Procedure #</b></p>	<p><b>Impact:</b> Board of Trustees</p>	
<p><b>Legal Citation (if any):</b></p>		
<p><b><i>North Idaho College</i></b></p>		

Policy Narrative

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In its role of assuring organizational performance and continuity, the Board shall take action in the event of a President absence to ensure consistent leadership for the management of the organization and, when necessary, an orderly transition in President succession.

## **SHORT AND LONG-TERM ABSENCES**

1. The Board considers a short-term absence to be one which is longer than one month and less than six months in which it is expected that the President will return to their position once the events that precipitated the absence are resolved. Any absence longer than six months is considered to be a long-term absence. The President is responsible for the delegation of their authority for planned absences of less than one month.
2. Each year the President will provide to the Board the names of no fewer than two members of President's Cabinet to assume operation of the College in the event of sudden loss of President services.
3. Should an absence of the President arise, the Board will meet as soon as feasible at

a special or regular meeting. The Board will review the President's most recent recommendation for President's Cabinet members to assume operation of the organization in the absence of the President.

4. The Board will appoint an Acting President from the list provided to the board (See #2 above).
5. If any of the President's Cabinet members designated by the President is unable or unwilling to serve as the Acting President, the Board may engage interim president placement services through an external organization experienced in recruiting and placing Presidents and/or Interim Presidents. The candidate review process will include screening candidates based on the existing President position profile, to ensure minimum qualifications are met. The Board will involve members of President's Cabinet and College constituent leaders in an expeditious process to select a candidate, and appoint the selected individual as Acting President.
6. The Board will determine compensation for the Acting President.
7. The Acting President will have the same authority and accountability as the President, as provided Policy 2.02.01 Presidential Authority, with a contract specifying the same.
8. The Board will determine if it wishes to increase the frequency of monitoring for any policy or any part of any policy for the period of the absence.
9. In addition to monitoring Acting President performance through the normal cycle of monitoring reports, the Board will provide a summative performance assessment of the Acting President at agreed upon intervals.
10. Immediately upon the appointment of the Acting President taking effect, the Board Chair will notice trustees, constituent leaders, all employees, the Foundation Board, and key stakeholders of the College of the delegation of authority.

## **RETURN FROM ABSENCE**

1. The Board and President shall mutually decide upon the schedule for return to the position.
2. A reduced schedule for a set period of time is allowed with the commitment of working towards a full-time schedule.
3. In the event that either the short-term or long-term absence entails a medical or other event rendering performance in the position untenable, the Board shall determine the anticipated return to service and/or the inability to do so and the period of time that it is prudent to continue with the interim appointment.

4. In the event that the President notifies the Board that the absence will be permanent, the Board Chair, with input and direction from Trustees, will coordinate with the President's Cabinet members responsible for Finance and Human Resources to engage search services through an external organization experienced in recruiting and placing Presidents. The recruitment and selection process for the President will include participation of a broad range of College stakeholders, including representatives from all constituent groups, President's Cabinet, the NIC Foundation, community partners and community leaders.
  - a. Service as Acting President shall not preclude a person from being considered as a candidate for permanent appointment as College President.
5. Regardless of the process used, the Board as a whole will approve the person to be appointed President.

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