



North Idaho College

Committee Structure and Membership

2011-2012

STATEMENT OF PURPOSE

The committee structure of North Idaho College exists to promote participative governance and collaborative management of specific college processes. Faculty, students, staff and administrators are chosen to serve on committees in order to promote the sharing of ideas and opinions from a variety of perspectives. In so doing, members share in collaborative decision-making and build consensus for positive change within the institution. The regulations governing committees are contained in NIC Policy and Procedure #2.03.01. Current versions of the policy and procedure and the current committee structure and membership document are available on the NIC website.

College Standing Committees

The standing committees exist to provide opportunity for participative governance and collaborative management by the faculty, students, staff, and administration of the college. The standing committees focus on strategic issues and key processes vital to the daily operations of the college as well as its future directions. They are intended to provide a vehicle by which all constituencies can share information, deliberate, reach consensus, and make recommendations for consideration by the college administration, the president, and ultimately the board of trustees.

ADMISSIONS AND ACADEMIC STANDARDS

STATUS: Standing

CHARTER: This committee serves to recommend to the Senate, admission, college wide proficiency and graduation requirements. The committee shall be authorized to make decisions on all individual appeals concerning admissions, probation, dismissal and graduation.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Registrar

MEMBERSHIP: Tammy Payton (Chair)

Faculty:	Liza Wilcox	Anja Fredericks	Erin Davis	Michelle Masingill
	Kristina Klassen	Michael Kelly	Cal Dehaas	
Staff:	Nashea Noble	Kari Hynes		

ADVISING COMMITTEE

STATUS: Standing

CHARTER: This committee serves as the steering committee for the student advising program. The committee will: (1) provide a communication link between faculty advisors and student services advising staff (2) coordinate training and mentoring for new advisors (3) assess advising effectiveness (4) update, as needed the advising handbook, and (5) make recommendations as appropriate about other aspects of advising.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Director of Academic Support Services

MEMBERSHIP: Sally Hinders (Chair)

Lead Faculty Advisors, representing all instructional divisions (determined by contract)
Multiple staff members, representing departments within Student Services (determined by VPSS)
Student members (one or two, determined by ASNIC)

Faculty:	Margaret Fedje	David Foster	Kathleen Miller Green
	Michelle Masingill	Ryan Hayes	Molly Michaud
	Carrie Gibson	Casey Wilhelm	Anja Fredericks
	Josh Misner		
Staff:	Christina Cox	Nick Granier	Jennifer Henage
	Lisa Hill	Kari Hynes	Teresa Runge
Student:	Corrine Van Ostrand		

AMERICAN INDIAN ADVISORY COMMITTEE

STATUS: Standing (Reports into the Diversity Steering Committee)

CHARTER: Provide guidance and support for all college departments, programs, personnel, and students toward maintaining a welcoming and hospitable gathering and learning environment for American Indian student success.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Allan Lamb – Chair

- Kathy Lewis (Instruction)
- Tom Flint (Instruction)
- Jim Straub (Instruction)
- Marian Ackerman (Instruction)
- Evanlene Melting Tallow (Student Services)
- Stacy Parr (CDA Tribe)
- Millie Douglas (Student)
- Jose Nomee (Student)

CALENDAR COMMITTEE

STATUS: Standing

CHARTER: This committee serves to recommend to the president and the board of trustees the official college calendar to be used by the campus. This committee shall ensure that the college calendar adheres to all requirements for the academic year and incorporates all requisite events and holidays.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Registrar

MEMBERSHIP: Tami Haft (Chair)

Faculty:	Janine Baxter	Michele Jerde	Tammy Payton
	Earl Dreisbach	Gerard Mathes	Amy Bancroft
Staff:	Pam Claflin	Bob Murray	

COMMENCEMENT COMMITTEE

STATUS: Standing

CHARTER: This committee serves to organize and facilitate the annual commencement exercises, including selection of the speaker, the marching order, music and other aspects designed to make commencement a memorable occasion for North Idaho College graduates.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Registrar

STRUCTURE: Graduation Specialist (Registrar's Office)
Five (5) Faculty
Five (5) Staff
One (1) ASNIC
President's Office Liaison

MEMBERSHIP: Chantel Black (Chair)

Faculty:	Dave McRae	Don Schoesler	Rick Schultz
	Janice Ramirez	Mark McFadden	
Staff:	Pam Claflin	Pam Noah	Patty Baker
	Chantel Black	Peg Gillespie	
	Andy Finney	Sharon Bullock	
	Justin VanEaton	Shannon Goodrich (president's office liaison)	
Students:	Aj Sheffield	Chantilly Burtis	

COMMUNITY COLLABORATION COMMITTEE

STATUS: Standing (Reports into the Diversity Steering Committee)

CHARTER: To develop and enhance relationships, communication and community involvement in diversity issues and events with HREI, KCTFHR, Idaho Goes Institutions and other community groups.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Linda Michal – Chair

- HREI Rep
- ASNIC Representative
- Erna Rhinehart (Community Relations & Marketing)
- Geoff Carr (Instruction)

CURRICULUM COUNCIL

STATUS: Standing

CHARTER: This committee shall evaluate all curricula on an on-going basis and shall make recommendations to the vice president for Instruction and ultimately the president regarding all curricular matters. It shall recommend approval of and criteria for evaluation of all AA, AS, and AAS degrees as well as for the Technical Certificate, Advanced Technical Certificate and Academic Certificate of Completion. The council shall approve all prerequisites for courses as well as changes in grading procedures as well as changes in credits, content, or numbers. The Curriculum Council shall evaluate and approve all special topic courses. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP:

English Instructor (V) – Group 1 Laurie Olson-Horswill
(English/Modern Language/College Skills)

Communications Instructor (V) – Group 2 Sherry Simkins
(Communications/Journalism)

Graphic Design Instructor (V) – Group 3 Philippe Valle
(Art/Music/Theatre/Graphic Design/Photography)

Philosophy Instructor (V) – Group 4..... Michelle Lippert
(Anthropology/Child Development/Education/History/Political
Science/Psychology/Philosophy/Sociology/Social Science)

Carpentry Instructor (V) – Group 5 Dave McRae, Chair
(Automotive Tech/Carpentry/Collision Repair/Diesel Tech/
Drafting/ HVAC/Machine Tech/Maintenance Mechanic/
OPRV/Basic Manufacturing/Welding)

Computer & Office Applications Instructor (V) – Group 6 Kathie O'Brien, Vice Chair

(Admin of Justice/Bus & Office Tech/CITE/
 Culinary Arts/Law Enforcement/Paralegal/Phys Education)
 Business & Professional Programs Division Chair (V) – Group 7 Gayne Clifford
 (Business/Economics)
 Math Instructor (V) – Group 8 Tom Rigles
 (Computer Sciences/Engineering)
 Chemistry Instructor (V) - Group 9 Stephen Johnson
 (Chemistry/Geology/Physics)
 A.D. Nursing Instructor (V) – Group 10 Marian Underdahl
 (A.D. Nursing/Allied Health/Practical Nursing)
 Natural Sciences Division Chair (V) Group 11 Peter Zao
 (Biology, Botany, Ecology, Forestry, Microbiology, Zoology)

Dean of General Studies (NV) Bob Murray
 Dean of Professional, Technical, and Workforce Training (NV) Mike Mires
 Dean of Health Professions and Nursing (NV) Lita Burns
 Registrar/Director of Admissions (NV) Tami Haft
 Director of Advising (NV) Kari Hynes/Sally Hinders
 Director of e-Learning (NV) Jamie Green
 Director of Communications and Marketing (NV) Erna Rhinehart
 ASNIC Representative (NV) Chantilly Burtis

DIVERSITY EVENTS COMMITTEE

STATUS: Standing (Reports into the Diversity Steering Committee)

CHARTER: To enrich the educational experience for the North Idaho College campus community by supporting efforts and providing activities that enhance the cultural competency of the campus.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Heather Erikson – Chair

- Kyle Neufeld, ASNIC
- Holly Edwards, Staff
- Joe Jacoby, Faculty
- Terry Jones, Faculty
- Kyle Kallestad, ASNIC
- Annie McKinlay, Faculty
- Max Mendez, Faculty
- Evanlene Melting Tallow, Staff
- Chloe Van Zandt, ASNIC
- Peggy Wasserman, Faculty

DIVERSITY STEERING COMMITTEE

STATUS: Standing

CHARTER: This committee coordinates six subcommittees in helping to create a welcoming environment among students and employees that encourages cultural diversity. This committee shall help implement the Cultural Diversity Initiative, shall help facilitate the infusion of multicultural components across the campus, and shall assist in exploring avenues for instituting multicultural awareness at North Idaho College.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Sheldon Nord (Chair)

Chairs of the six diversity subcommittees listed below:

- Employee Education Committee (Erin Norvell)
- Student Education Committee (Carol Lindsey)
- Community Collaboration Committee (Linda Michal)
- Diversity Events Committee (Heather Erikson)
- Incident Response Committee (Linda Michal and Alex Harris)
- American Indian Advisory Committee (Alan Lamb)

EMPLOYEE EDUCATION COMMITTEE

STATUS: Standing (Reports into the Diversity Steering Committee)

CHARTER: To develop a culturally competent employee population by providing educational opportunities which promote cultural and diversity awareness, positive behaviors and communications in the workplace, and the understanding of how diversity enriches the organization.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Erin Norvell – Chair

- Erin Norvell (Chair)
- Randy Graves (Instruction)
- Gail Laferriere (Career Services)
- David VanEtten (Instruction)
- Colleen Hoffman (Workforce Training Center)
- Milt Jacobs (Instruction)
- Candace Johnston (Instruction)

INCIDENT RESPONSE COMMITTEE

STATUS: Standing (Reports into the Diversity Steering Committee)

CHARTER: To assure that North Idaho College has clearly defined procedures to identify issues of discrimination and harassment that occur on our campus involving students, faculty and staff and that there are processes that insure a prompt and thorough investigation and adjudication of said claims.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Linda Michal and Alex Harris – Co-chairs

- Sharon Bullock (Student Services)
- Karen Hubbard (Human Resources)
- Pat Murray (Security)
- Paula Czirr (Student Services)
- Michelle Lippert (Instruction)
- Sally Hinders (Student Services)
- ASNIC Representative
- Scott Estes (Instruction)

INFORMATION TECHNOLOGY POLICY AND PLANNING COUNCIL

STATUS: Standing

CHARTER: Provide a college-wide forum for discussion of technology issues and development of recommendations for the strategic direction concerning the investment and use of computing and communications technologies in support of the college mission.

Responsibilities -

- 1) To provide strategic information technology recommendations to the President and President's Cabinet in support of academic and administrative services.
- 2) To examine and recommend improvements to the college's information technology architecture including hardware, software and training.
- 3) To review and devise policies regarding access, security and privacy of institutional information.
- 4) To review and recommend improvements in technical training opportunities for NIC employees.
- 5) To report back to constituent groups the emerging applications of information technology to develop consensus about its benefits.

ADMINISTRATORS RESPONSIBLE: Vice President for Resource Management
Director of Information Technology

Membership (2011-2012):
Steve Ruppel, Director of Information Technology, Chair
Ron Dorn, Vice President for Resource Management

Peter Zao, Division Chair, Natural Sciences
Sarah Garcia, Controller
Steve Smith, Manager of User Services
Wade Larson, Executive Director of Human Resources

Faculty Assembly members:
Mark Magill, Automobile Technology Instructor
John Trombold, English Instructor
Randy Graves, Computer Information Technology Instructor
Peter Zao, Natural Sciences division chair

Staff Assembly members
Andy Finney, Library Management Team
Jimmie O'Hara eLearning Systems Administrator

INSURANCE COMMITTEE (sub-committee of Meet and Confer)

STATUS: Standing

CHARGE: This committee shall meet to discuss the available insurance plans for the employees of NIC and make recommendations to the Meet and Confer Committee annually. Committee members serve a one (1) year term.

STRUCTURE: Five (5) Faculty (V)
Five (5) Staff (V)
Human Resources Representative (NV)

MEMBERSHIP: Wade Larson (Chair)

Faculty:	Judy Adams Tim Straw	Janine Baxter Richard Tanksley	Lucas Brown
Staff:	Tami Haft Becky Powers Andrea Woempner (NV)	Sharon Hoffman Carol Jones	Lynn Bates Rayelle Anderson (NV)

JUDICIAL COUNCIL

STATUS: Standing

CHARTER: This committee reviews proposed changes to the Code of Conduct and provides recommendations to the Senate. As well, the committee hears appeals of select student judicial matters when appropriate.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Alex Harris (Chair)

Faculty (three, determined by Faculty Assembly), Staff (three, determined by Staff Assembly)
Students (three, determined by ASNIC) Campus Judicial Officers appointed by the VPSS serve as ex officio members.

Faculty:	Paula Lambert	Scott Paxton	Christina Edmundson
	Ted Tedmon	John Reese	
Staff:	Nancy Edwards	Tom Lyons	Dean Bennett
Student:	Chloe Van Zandt		

LEGISLATIVE COMMITTEE

STATUS: Standing

CHARTER: This committee shall promote cooperation and communication between North Idaho College and its legislative delegation. The committee will meet regularly during the legislative session and will review and advise the President regarding any pending legislation for its impact on the college.

ADMINISTRATOR RESPONSIBLE: Vice President for Community Relations & Marketing

MEMBERSHIP:

Faculty:	James Jewell	John Reese	Faith Valenti
Staff:	Lita Burns	Marie Price	Mindy Patterson
Student	Chloe Van Zandt	Corinne Van Ostrand	

MEET AND CONFER COMMITTEE

STATUS: Standing

CHARGE: This committee shall provide a forum where representatives of North Idaho College employee groups and representatives of the College administration meet to present and review proposals affecting salaries and benefits. Employee and administrative representatives of this committee shall attempt to develop a consensus salary/benefit proposal, which can be endorsed by all parties for presentation to the board of trustees. This shall be done according to a timeline that provides the board of trustees an appropriate period in which to first consider and then adopt a salary benefit package as part of the college's overall budget for the upcoming year.

STRUCTURE: Voting membership on this committee is of the regular committee members representing faculty and staff. Alternates may vote only when a regular member of their delegation is absent. The Administrative representative, the executive director of human resources and the committee chair do not vote.

MEMBERSHIP: Annie McKinlay (Co-chair)

Faculty: Bill Richards John Klassen Tom Rigles Nichole Walters Piekarski

Staff: Kecia Siegal Heather Johnson Patty Baker Stephanie House
Sara Schmelzer Tammy Young Matt Sebby

STUDENT EDUCATION COMMITTEE

STATUS: Standing (Reports into the Diversity Steering Committee)

CHARTER: To develop a culturally competent student body through the promotion of cross-cultural understanding, diversity, and human rights in the curriculum.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Carol Lindsay (Chair)

- Gail Ballard (Instruction)
- Heather Erikson (Student Services)
- Ed Kaitz (Instruction)
- Laurie Olson-Horswill (Instruction)
- ASNIC Representative
- Wilene Goodwin (Instruction)

STUDENT LEARNING OUTCOMES ASSESSMENT / GENERAL EDUCATION COMMITTEE:

STATUS: Standing

CHARTER: The Student Learning Outcomes Assessment/General Education Committee will be responsible for promoting a college wide awareness of assessment of student academic achievement in general education, program and course level assessment initiatives. The committee will determine to what extent the assessment of educational outcomes offers an opportunity for improving student learning and achievement, strengthening the college, and enhancing its accountability. Specifically, the committee is charged with developing and implementing an instructional assessment plan in consultation with the vice president for instruction, deans, division chairs, and faculty. This plan will be consistent with the college mission, recommending a time-line for its implementation, and identifying and recommending assessment activities, general education and instructional outcomes, and reporting needs. Recognizing the need for ongoing assessment, it is the faculty's responsibility and duty to develop, to perform, and to manage ongoing assessment procedures used to assure and to increase the quality of all academic activities and to improve the learning environment.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP: Faculty Coordinator appointed by the Vice President for Instruction

At least one faculty member from each instructional division selected by the division chair and approved by the division faculty, deans, and vice president for Instruction.

The faculty representatives shall serve three-year terms.

The vice president for instruction, dean of general studies, and dean of professional, technical, and workforce education will serve as ex-officio members of the committee.

Faculty:	Dale Arrington	William Long	Ryan Hayes	Karen Ruppel (coordinator)
	Susanne Bromley	Jim DeMoss	Terry Jones	
	Ann Lewis	Vic Gillica	Paula Lambert	
	Kathleen Czurda-Page	Laura Godfrey	Cynthia Sielaff	
	Gail Ballard	Josh Misner	Kathleen Miller-Green	

WELLNESS

STATUS: Standing

CHARGE: This committee will work towards creating a healthy campus following the guidelines put forth by the American Association of Community Colleges (1999). The committee will focus on some or all of following human dimensions to address NIC employees' well being: mental, physical emotional, behavioral, social, environmental and spiritual.

ADMINISTRATOR RESPONSIBLE: Executive Director of Human Resources

STRUCTURE: Five (5) Faculty
Five (5) Staff

MEMBERSHIP: Ed Kaitz (Chair)

Faculty:	Cheri Zao	Curt Booth	Shellie Son	
	Joel Tenbrink	Mikki Stevens		
Staff:	Dawn Saari	Andrea Woempner	Penny Weiss	Loralee Haar
	Lynn Covey	Robin McLeod	Corene Cohen	Sara Johnson
	Heidi Schrader			

CAMPUS LIFE COMMITTEES

The campus life committees exist to provide opportunity for faculty, staff, and students to participate in processes that affect the campus life and welfare of employees and students. In several cases, the existence of the committee is mandated by specific college policy, and the activities of the committee are directed by such policy. In other cases, the committee exists to ensure processes are in place that provide for the welfare of employees. An issue requiring adjudication drives the activity of several of the campus life committees, and in those cases the committee will only be called together to deliberate on a case-by-case basis.

SABBATICAL LEAVE COMMITTEE

STATUS: Campus Life

CHARTER: This committee shall review and rank applications for request of sabbatical leave per policy #3.04.08. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP: Five (5) faculty members, one (1) alternate and two (2) Division Chairs. The vice president for instruction appoints members annually from prior recipients.

STERLING SILVER COMMITTEE

STATUS: Campus Life

CHARGE: This committee shall identify, recognize and reward individuals selected to receive the monthly Sterling Silver Award for exceptional service.

STRUCTURE: Five (5) Faculty
Five (5) Staff

MEMBERSHIP: Lynn Bates (Chair)

Faculty:	Tony Christensen	Mike Bennett	Lonnie Raaum
	Karen Chamberlain	Brian Coons	Karla Mitchell
Staff:	Stacy Hudson	Charlotte Warren	Jessica Grantham
	Melanie Droesch	Derinda Moerer	Tammie Iverson
Student:	Josh Brand		

COLLEGE ADVISORY COMMITTEES

ART ACQUISITION COMMITTEE

STATUS: Advisory

CHARGE: The Art Acquisition Committee will address the review, acquisition, acceptance, placement and de-acquisition of college-owned art.

ADMINISTRATOR RESPONSIBLE: President

MEMBERSHIP: Allie Vogt (Chair)

Mike Halpern

Michael Horswill

Pam Noah

BOSWELL CORNER GALLERY

STATUS: Advisory

CHARGE: This committee shall promote appreciation of the fine arts through the sponsoring of local, regional and national art shows, as well as promote the benefits of fine art as it applies to the NIC campus overall.

MEMBERSHIP: Allie Vogt (Chair)

Debby O'Dell

Jonathan Frey

Carol Lindsay

CAREER SERVICES ADVISORY COUNCIL

STATUS: Advisory

CHARGE: This committee serves to make recommendations concerning the current needs, methods to address challenges, and methods for delivering Career Services at North Idaho College. This includes the Career Center, classroom instruction involving Career Services and campus events and activities designed to enhance career development.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Assistant Director of Career Services

STRUCTURE: This committee membership is selected by the Assistant Director of Career Services and consists of the following members:

Four (4) community members:

Jame' Davis, Membership Director, Post Falls Chamber of Commerce

Roberta Bishop, State of Idaho Vocational Rehabilitation

Rick Jones, Coeur d'Alene High School Counselor

Denise Lunderstadt, Supervisor, Idaho Department of Labor

Two (2) alumnae:

Holly Beckett, Ruby Frog Entertainment
Robin Bianco, Licensed Clinical Professional Counselor

Two (2) student representatives:

ASNIC Rep Michael Anne Tracy
Alternate ASNIC Rep – Corrine Van Ostrand

Four (4) faculty representatives:

Paul Spurgeon, Psychology Faculty, IVC Hybrid Sandpoint Instructor, Course Improvement Project
Karen Ruppel, Faculty Coordinator, Student Learning Outcomes Assessment & Accreditation
Yvonne Hallock, Engineering Faculty
Dave Foster – Biology Faculty

Two (2) Career Services staff:

Gail Laferriere, Assistant Director of Career Services, Chair
Marilyn Quinn, Career Development Specialist

Additional staff:

Lisa Hill, Professional Technical Advisor

CENTER FOR EDUCATIONAL ACCESS ADVISORY COUNCIL

STATUS: Advisory

CHARGE: This committee serves to make recommendations to the VPSS and ultimately the President's Cabinet concerning the current needs of students who have disabilities on campus. The committee will also provide guidance to the Center for Educational Access to help ensure campus compliance with Americans with Disabilities (ADA) and Sections 504/508 of the 1973 Rehabilitation Act in making appropriate and effective accommodations for students who have disabilities. The committee will monitor campus client for student success and for a disability-related discrimination-free environment.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Director of Center for Educational Access

STRUCTURE: Community (including members of disability-related community agencies and organizations)

Students who have disabilities

Faculty (as interested and with approval from the Director) Jeff Stotik, Ken Ostaszewski, Chad Ebert

Staff (as interested and with approval from the Director)

EMPLOYEE DAY COMMITTEE

STATUS: Advisory

CHARGE: Plan and organize events related to professional and personal development in which all faculty and staff may participate. Coordinate appropriate guest instructors from the community, and from within the college.

ADMINISTRATOR RESPONSIBLE: President

MEMBERSHIP: Wade Larson (Chair)

Faculty: Shantu Roy Paul Brasil Mark Magill
Kathleen Czurda-Page

Staff: Erin Norvell Nick Granier Heather Erikson Lynn Hill
Heidi Schrader

ENROLLMENT MANAGEMENT COMMITTEE

STATUS: Advisory

CHARGE: This committee designs, reviews and implements recruitment and retention strategies with the goal of increasing enrollment.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction and
Vice President for Student Services

STRUCTURE: VPI, VPSS, VPCR, deans

Directors of Admissions, Advising, Marketing and Institutional Effectiveness and Registrar
Faculty (up to three (3) as determined by VPI)
Staff (up to three (3) as determined by VPSS)

Faculty membership:

Michele Jerde Lloyd Duman

FACILITY AND EVENTS ADVISORY COMMITTEE

STATUS: Advisory

PHILOSOPHICAL STATEMENT

North Idaho College facilities are primarily designed and reserved for supporting the educational mission of the institution. All facilities are financially supported by both General Fund dollars and income earned from facility rentals as well as funding from self funding operations. These facilities will be made available upon request through the Conference and Events Office in accordance to the NIC Facility Use Guidelines.

COMMITTEE FUNCTION

The Facility and Events Advisory Committee shall provide input regarding facility use guidelines and/or the periodic development of such guidelines as appropriate for use by the Conference and Events Office at North Idaho College. Committee members will assist requesters for the use of their respective buildings. It will be the responsibility of the committee members to provide the Conference and Events Office with a Facility Use Request from their area of responsibility for all scheduled events. This committee will correspond electronically and will be expected to attend scheduled meetings to review specific proposed events with unique characteristics.

RESPONSIBLE PARTIES

The President delegates the authority to schedule college facilities based on relevant Guidelines and Procedures to the Office of Auxiliary Services and the Office of Facilities Operations. The directors of Auxiliary Services and Facilities Operations will co-chair the Facility and Events Advisory Committee and oversee the implementation of policies and procedures related to events and facilities use.

The Co-Chairs will report directly to the Vice President for Resource Management.

Director of Auxiliary Services Lanny Stein
Director of Facility Operations..... Mike Halpern

Membership:

Director of Schuler Performing Arts Center Justin VanEaton
Coordinator for Classroom and Instructional Space Cheri Beard
Coordinator for Student Union and related college facilities Matt Sebby
Coordinator for Todd Hall..... Nancy Edwards
Coordinator for Boswell Hall Derinda Moerer
Facilities Operations Bill McElver
Coordinator Athletic Facilities Patty Stewart
Dean of Professional, Technical and Workforce Education Mike Mires
Campus Security..... Bob Thomson
Community Relations and Marketing Stacy Hudson
Conference and Events Scheduling Support Sharon Hoffman
Facilities Operations Support..... Toni Kirsch

LOSS CONTROL EXECUTIVE COMMITTEE

STATUS: Advisory

CHARGE:

- To promote policies and programs that will provide a safe and healthy work environment for employees.
- To endorse and systematically promote employee safety training.
- To protect public property from damage, and provide a safe environment for the public.
- To identify, correct, and report potential hazards and/or unsafe work practices.

ADMINISTRATOR RESPONSIBLE: Vice President for Resource Management
Executive Director Human Resources

Membership:

Wade Larson
Bill McElver
Andrea Woempner

Ron Dorn
Garry Stark

Mike Halpern
Carol Jones

NINE POINTS COMMITTEE

STATUS: Ad Hoc

CHARGE: This committee serves to lead initiatives that represent identified goals outlined in the Nine Points Agreement with the Coeur d'Alene Tribe.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

STRUCTURE: Voluntary as approved by the Vice President for Student Services.
Mandatory for certain Student Services staff as appropriate to their job.

Faculty membership:

Marion Ackerman Alan Lamb (co chair) Kathy Lewis
Michele Jerde

PROFESSIONAL TECHNICAL RECRUITMENT COUNCIL

STATUS: Ad hoc

CHARGE: This committee serves to review the recruitment data for the college's professional technical programs, instruct key members of NIC on how to recruit, identify appropriate markets for recruitment, and review program strengths and weaknesses.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Dean, Professional Technical Workforce Education

STRUCTURE: Voluntary as approved by the Vice President for Student Services and Dean of PTWE

Mandatory for certain staff and faculty as appropriate to their job

SCHOLARSHIPS COMMITTEE

STATUS: Ad Hoc

CHARGE: This committee serves to allocate scholarship money to students during the spring semester.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

STRUCTURE: Faculty ten (10) (as determined by team leaders involved in the allocation process)
Staff ten (10) (as determined by team leaders involved in the allocation process)

STRATEGIC PLANNING

STATUS: Ad hoc

CHARGE: This committee serves to direct the development of a comprehensive Strategic Plan to provide planning for future college goals.

ADMINISTRATOR RESPONSIBLE: President

STRUCTURE: As determined by the President, but with broad representation from faculty, staff, students, and the greater community.

FACULTY ASSEMBLY COMMITTEES

FACULTY INSTRUCTIONAL DEVELOPMENT (FIDC)

CHARGE: This committee shall promote the achievement of the broad professional goals of the faculty, collectively and as individuals, through the enhancement of their knowledge of the instructional methodology and their respective content areas. To affect this goal, the college appropriately allocates resources, monetary and human, to the program to provide educational opportunities not readily available to NIC instructors. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

STRUCTURE: This committee consists of one (1) member from each division and two (2) administrative representatives belonging to FIDC.

Faculty membership:

Bob Bennett Debby O'Dell Ildiko Roth (Chair)
Annie McKinlay

TENURE

CHARGE: This committee shall assume faculty responsibilities in the awarding of faculty tenure as outlined in the official policy (#3.02.9) established by the board of trustees. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

STRUCTURE: The Executive Committee from among the tenured members of the faculty shall select members and alternates for the Tenure Committee. This committee shall consist of five (5) members and three (3) alternates, designated in order. At least three (3) members must be retained from the previous year. It is recommended that voting members be selected from the previous year's alternates. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

Membership: Kim Johnson (Chair)

Shannon Badgett Victor Duarte Sue Shibley Doug Anderson