



## **Committee Structure and Membership**

### **2022-2023**

### **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**

College wide standing committees deal with long-term issues that affect employee and student groups broadly and have no foreseeable end-date (e.g. governance committees, councils, curriculum committees, operational advisory committees, etc.). Standing committees focus on strategic issues and key processes vital to the operations of the college and its future direction. Through these committees, constituent groups perform research, exchange information, deliberate, reach consensus, and make recommendations to the college administration and through the president to the board of trustees. The establishment, and/or discontinuance of college standing committees require approval by the president and the Senate. In cases of disagreement, the board of trustees will make the final decision.

### **ADMISSIONS AND ACADEMIC STANDARDS**

**STATUS:** Standing

**CHARTER:** This committee serves to make decisions on student appeals concerning late withdrawal and reinstatement following suspension and disqualification.

**ADMINISTRATORS RESPONSIBLE:** Vice President for Instruction / Director of Admissions/Registrar

**CONSTITUENT GROUP:** Senate

**MEMBERSHIP:**

Faculty:	Scott Estes	Eric Mack	Faith Valente	Molly Michaud	Tammy Payton
Staff:	Katie Simeon	Bryan Gill	Dodi Stilkey	Juli Anderson	Tammie Iverson

## **AMERICAN INDIAN ADVISORY COMMITTEE**

**STATUS:** Standing (Reports into the Diversity Council)

**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

**CONSTITUENT GROUP:** Senate

**MEMBERSHIP:**

Faculty: Brad Codr Ryan Hayes Liza Wilcox James Love

Staff: Amy Bardwell Elli Oba

## **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  
Director of Admissions/Registrar

**CONSTITUENT GROUP:** Senate

**MEMBERSHIP:** Tami Haft (Chair)

Faculty: Earl Dreisbach Tammy Payton Ekaterina Miller

Staff: Cheri Beard Megan Snodgrass

## **CAMPUS SAFETY AND EMERGENCY PREPAREDNESS ADVISORY CMTE**

**STATUS:** Standing

**CHARTER:** Provide research, advise, and support of campus and community safety and emergency preparedness efforts, with emphasis on the goals stated below.

- Investigate, research, and promote best practices in campus safety and emergency preparedness
- Survey college stakeholders on safety concerns and suggestions
- Develop college and community communication strategies for the promotion and practice of safety and emergency responses
- Evaluate effectiveness of campus safety and emergency preparedness programs

- Advise college and community stakeholders of safety and preparedness needs, trainings, and improvements.
- Advise college and community stakeholders of safety and preparedness needs, trainings, and improvements.
- Ensure that education is provided to the campus community about safety issues and crime prevention.
- Ensure that policies and procedures related to campus safety and emergency preparedness are current and implemented.

**ADMINISTRATOR RESPONSIBLE:** Vice President for Student Services

**STRUCTURE:** The Safety Advisory Committee is chaired by the Vice President of Student Services or his/her designee. Meetings will be conducted each semester and minutes and reports shared with the college and community stakeholders via the Safety Team site, college website, or upon request.

**CONSTITUENT GROUP:** Senate

**MEMBERSHIP:**

- Two representatives nominated by the ASNIC Board
- Two representatives nominated by the Faculty Assembly
- Two representatives nominated by the Staff Assembly
- A representative from Community Relations and Marketing
- NIC Security Representative
- Two representatives from community law enforcement and emergency preparedness professions
- Director of Title IX, Student Conduct, and Security
- Vice President of Student Services
- A representative from the Outreach Centers

Faculty: Blythe Buchan Don Kinsey Janis McClelland

Staff: Paula Czirr Garry Stark Dodi Stilkey Lynn Covey Dan English  
Megan Snodgrass Margarita Jennings

Student: Vivian Jibrin

**CARDINAL READS COMMITTEE**

**CHARGE:** The Common Read Committee (Cardinal Reads) oversees the common read at North Idaho College. The purpose of the common read is to support the common theme which fulfills the college’s value of diversity within the Strategic Plan. Cardinal Reads is comprised of members including faculty, staff and students. The committee meets on average every two weeks (minimum monthly) to plan and prepare for the year ahead.

**STATUS:** Standing

**ADMINISTRATOR RESPONSIBLE:** Diversity Council Executive Committee

**CONSTITUENT GROUP:** Senate

## **RESPONSIBILITIES**

- To oversee the common read at North Idaho College
- To develop, facilitate and sponsor events to support the common read (e.g., author on campus/lecture series)
- To support diversity initiatives on campus related to the common read
- To facilitate faculty workshops related to the common read

## **COMMITTEE GOALS/OUTCOMES**

1. Students, faculty, and staff will understand how being a member of a marginalized group has an impact on student learning and student success.
2. Students, faculty, and staff will understand how diverse issues shape their interactions with fellow members of the college community.
3. Faculty and staff will be able to identify at-risk populations to connect with institutional supports established within the college community.
4. Students, faculty, and staff will develop a greater understanding of the structural forces related to diversity issues to reduce individual discrimination.

**COMMITTEE ROLES/MEMBERSHIP:** Chair, Co-Chair, Secretary plus 10-15 other committee members to support activities as assigned.

Faculty:	Brian Seguin Laura Templeman	Travis Hagner Audrey Cameron	Kathleen Miller-Green	Erin Davis
Staff:	Sean Collins	Sarah Martin	Juli Anderson	
Student:	Alex Elliott			

## **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

**CONSTITUENT GROUP:** Senate

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

**MEMBERSHIP:**

Faculty:	Kristi Mendoza Brenda Johns	Rachel Caulk Max Mendez	Dean Miles	Tony Christenson
Staff:	Katie Simeon Pam Noah Jay Carkhuff Shannon Goodrich (president’s office liaison)	Mark Harris Bob Gibson Tyler Hughes	Trisha Madsen Jeremy Seda	Andy Finney Jamie Marble
Students:	Vivian Jibrin			

**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:**

- Group 1 Jamison Lee, (English and Humanities Division)
- Group 2 Geoff Carr, (Communication and Fine Arts Division)
- Group 3 Victor Begay, Chair (Social and Behavioral Sciences Division)
- Group 4 Mark Magill, (Trades and Industry Division)
- Group 5 Dean Miles (Bus. & Prof Programs. Div.)
- Group 6 Damian Caires, (Math, Computer Science and Engineering Division)
- Group 7 Ryan Joseph, (Natural Sciences Division)
- Group 8 Tricia Robinson, (Health Professions and Nursing Division)
- Group 9 Scott Estes, (Cardinal Learning Commons, P.E./Dance/RRM, Modern Languages and Philosophy Departments)

Interim Provost (NV)..... Kassie Silvas  
 Dean of General Studies (NV)..... Sherry Simkins  
 Interim Associate Dean of Instruction (NV)..... Lloyd Duman  
 Associate Dean of Health Professions and Nursing (NV) ..... Erlene Pickett  
 Dean of Enrollment Services (NV).....Tami Haft  
 Director of Advising Services and/or designee (NV) ..... Ellen Crabtree  
 Reference and Instruction Librarian (NV) ..... Lisa Radke  
 ASNIC Representative (NV) ..... Tom Hersey

## **DATA ASSURANCE GROUP**

**STATUS:** Standing

**MISSION:** The Data Assurance Group serves as the central coordinating body for prioritization, analysis, and communication of reporting efforts at North Idaho College. Through on-going review and analysis of internally- and externally-derived data sets, this team will work to build and promote a culture of evidence in which data-derived information is used to support effective action for institutional improvement and student success.

**ADMINISTRATOR RESPONSIBLE:** Chief Information Officer

### **MEMBERSHIP:**

- Chief Information Officer (ex-officio)
- IT Senior Administrative Assistant (Recorder)
- Enterprise Applications Director
- Institutional Data Analysts
- Registrar and Director of Admissions
- Controller
- HRIS Analyst
- Instruction Representative (selected by VP of Instruction)

## **DIVERSITY COUNCIL**

**STATUS:** Standing

**CHARTER:** The Diversity Council will oversee and support diversity initiatives campus wide. The mission of the council is to promote cultural competence and to develop global and cultural awareness among faculty, staff and students, campus wide. The council supports diversity awareness with the goal of fostering a campus climate that is safe, inclusive, supports diverse populations (particularly underrepresented and marginalized groups), and promotes equality, ethical responsibility and social justice.

**ADMINISTRATOR RESPONSIBLE:** Vice President for Student Services

**CONSTITUENT GROUP:** Senate

### **EXECUTIVE COMMITTEE MEMBERSHIP:**

Chair (nominated by the Council and appointed by the VPSS)

Vice Chair (nominated by the Council and appointed by the VPSS) Keri Simonet

Secretary –

Public Relations/Communications Liaison –

Past Chair – Brian Seguin

General council membership shall consist of interested parties of constituent groups, Staff and Faculty Assemblies, and ASNIC. Ad hoc committees, subcommittees, and workgroups may be formed as needed from the general membership and representatives from those groups may serve as ex officio members of the Executive Committee. The Council will assemble at least twice a year and will decide on priority items, initiatives and workgroups according to the purpose. Membership includes:

Faculty:	JoSann Lien Nicole Willms	Tracy Struble Ashley Lockman	John Trombold Liza Wilcox	Laura Templeman
Staff:	Dodi Stilkey Matt Huylar Sam Koester	Keri Simonet Sarah Martin Teresa Henderson	JT Thompson Wayne Cardwell	Natalie Keim Gail Laferriere
Student:	Alex Elliott	Angel Beier		

The Diversity Council will strive to meet each of the following goals:

- 1) Develop Cultural Competence
  - a) Increase cultural awareness of others by understanding diversity as a complex term that serves to promote equality for marginalized and underrepresented groups.
  - b) Develop and promote an inclusive environment that promotes the free exchange of ideas through respectful discourse.
  - c) Encourage faculty, students and staff to participate in events that promote multiculturalism and social justice.
- 2) Increase Global Awareness
  - a) Promote events that demonstrate the interconnectedness and interdependence of the global world to bring about global awareness.
  - b) Develop cultural awareness by applying multicultural perspectives to enhance understanding of the needs of a diverse, global community.
- 3) Support Social Justice and Ethical Responsibility
  - a) Promote a safe and inclusive environment where underrepresented and marginalized groups are not subjected to prejudice and discrimination.
  - b) Understand and appreciate the values of other cultures by examining one's own culture and the cultural differences of others as way to promote equality and social justice.
  - c) Support awareness to the ethical responsibility of civic engagement and the important role of citizenry as necessary elements to democratic principles and processes.

## **E-LEARNING ADVISORY COUNCIL**

**STATUS:** Standing

**CHARTER:** The North Idaho College eLearning Advisory Council shall be comprised of the Director of eLearning who shall be the chair; one faculty representative from each division, two members from student services, and a representative of the student body. The role of each committee member is to work collaboratively with existing administration and academic units to address

issues and concerns related to all aspects of eLearning at North Idaho College.

The charge of the North Idaho College eLearning Advisory Council is to promote quality and access to online learning and services to students. The committee will work collaboratively developing a vision of success, maintaining a current understanding of eLearning approaches, reviewing software and technology that impacts online learning, identifying eLearning opportunities, researching best practices and making recommendations to the Deans, and Vice President for Instruction.

The purpose of this council is to foster a higher level of transparency, communication, cooperation and consensus related to eLearning at North Idaho College.

**ADMINISTRATOR RESPONSIBLE:** Vice President for Instruction

**MEMBERSHIP:** Thomas Scott (chair)

<b>Department</b>	<b>Member</b>
Business and Professional Programs .....	Ildiko Roth/Brad Schwartz
Cardinal Learning Commons .....	Carey Carlson
Communication and Fine Arts .....	Geoff Carr
English & Humanities .....	John Trombold
Library .....	Ann Johnston
Math, Computer Science & Engineering .....	Damian Caires
Natural Sciences .....	Bill Richards
Health Professions .....	Janis McClelland
Nursing.....	Brittany Heidenreich
PE, Dance, Resort Recreation Management .....	Jeff Rigg
Social & Behavioral Sciences .....	Paul Brasil
Trades & Industry .....	Vacant
Staff Representative .....	Michelle Padilla
Staff Representative .....	Lisa Jennings
Student Representative .....	Michael Habermann
Student Representative .....	
Information Technology (Ex Officio) .....	Holly Moore

### **HR ADVISORY COMMITTEE**

**STATUS:** Standing

**CHARTER:** This committee provides review and input to Human Resources in order to support the continuous improvement of services and programs for employees, and improved communication between Human Resources and employees.

**Responsibilities:**

- To identify issues of concern and make recommendations to Human Resources.
- To evaluate Human Resources services in the following areas:
  - Effectiveness: adequacy of information regarding services
  - Quality: general satisfaction with overall services



- To assist in the development and ongoing review of a strategic human resources plan for the college.

**Membership:** Chief HR Officer, Chair, 3 faculty, 3 classified staff, 3 prof./exempt-level staff

**ADMINISTRATOR RESPONSIBLE:** Chief Human Resources Officer

**CONSTITUENT GROUP:** Senate

**MEMBERSHIP:**

Faculty:	Joe Okon	Tim Straw	Michelle Masingill
Staff:	Myia Lackey	Carrie Daughtry	Tammie Iverson
	Pat O'Halloran	Matt Huylar	Kate Lyons-Holestine

**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.

**ADMINISTRATOR RESPONSIBLE:** Chief Information Officer

**CONSTITUENT GROUP:** Senate

**MEMBERSHIP:**

As needed and determined by the Chief Information Officer

## **INSTITUTIONAL REVIEW BOARD**

**STATUS:** Standing

**MISSION:** The North Idaho College IRB must review any human subjects research conducted at NIC, regardless of outside approval. This includes all research with human subjects conducted at NIC including faculty, staff and/or students as research subjects or by NIC faculty, staff and or students at any location.

**ADMINISTRATOR RESPONSIBLE:** Vice President for Instruction

### **MEMBERSHIP:**

The IRB must be comprised of “at least five members” from “varying backgrounds” (46.107a). Further, at least one member must have a background with “scientific areas” and at least one member must have experience primarily with “nonscientific areas” (46.107b). Additionally, at least one member must not be otherwise affiliated with the institution, not part of the immediate family of a person who is affiliated with the institution” (46.107c). (References taken from Code of Federal Regulations, Title 45, Part 46: Protection of Human Subjects.) The following positions are recommended to fulfill the membership of the NIC IRB:

- Director of Planning and Effectiveness, Facilitator
- Community member not affiliated with NIC, but with a research background
- Two faculty members from different areas of study
- Two staff members with different research backgrounds
- One recorder for meeting minutes

## **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

**CONSTITUENT GROUP:** Senate

**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:	Don Kinsey	Karen Reeds	Christina Barton
Staff:	Stephanie House	Lynn Covey	Jessica Grantham
Student:	Morgan Wheeler		

## **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.

**ADMINISTRATOR RESPONSIBLE:** Vice President for Finance & Business Affairs

**CONSTITUENT GROUP:** Senate

### **MEMBERSHIP:**

Faculty:	Bill Richards	Casey Hallett	Lucas Brown	Jen Erickson
	Brandy Fries	Connie Clum		
Staff:	JT Thompson	Andreas Burger	Matt Huylar	Sara Bennett
	Karen Hubbard (HR Liaison)			

## **SENATE POLICY REVIEW SUB-COMMITTEE**

**STATUS:** Standing

**CHARGE:** In accordance with Procedure 2.01.04 Board and College Governance in relation to creation, revision, or elimination of College Policy and Procedure, a standing committee, parented by College Senate, will facilitate review of all institutional policies and procedures with their authors according to a seven-year staggered review cycle. At the beginning of the applicable year, the standing committee will notify the policy authors to review and submit possible recommendations. Upon completion of any revisions, the policy authors will submit their recommendations to the Senate to begin the participatory governance approval process.

In the event the policy authors have no recommendations, the standing committee may work with the policy authors to suggest recommendations when needed to improve verbiage, remove obsolete passages or align language with current institutional practice.

**STRUCTURE:** The standing committee will be chaired by the Senate Past Chair and consist of:  
1 PC member  
1 ASNIC representative  
2 Staff representatives  
2 Faculty representatives  
Senior Executive Assistant to the President (Administrative Support)

**CONSTITUENT GROUP:** Senate

**MEMBERSHIP**

Faculty: Bob Vogeler Joe Jacoby  
Staff: Ken Thompson  
PC Member:  
Student: Tom Hersey

**STRATEGIC ENROLLMENT MANAGEMENT STEERING COMMITTEE**

**STATUS:** Standing

Guiding Principles of SEM Planning at North Idaho College:

1. Enrollment goals will be based on institutional capacity, in support of the Strategic Plan and the College Mission.
2. Data informed decisions will be at the core of all planning and decision-making.
3. Recruitment, enrollment and retention are understood to be the responsibility of all NIC employees.
4. High levels of customer service will be expected across the college.
5. College resources will be allocated to support SEM initiatives.

**ADMINISTRATOR RESPONSIBLE:** Provost

**MEMBERSHIP:**

Kassie Silvas, Interim Provost  
Lloyd Duman  
Tami Haft  
Ken Wardinsky  
Steve Kurtz  
Sarah Garcia  
Laura Rumpler

## **STRATEGIC ENROLLMENT MANAGEMENT RECRUITMENT COUNCIL**

**STATUS:** Standing

**GOALS:**

- Recruitment Goal #1:** Increase Access to North Idaho College  
**Recruitment Goal #2:** Enhance Onboarding of North Idaho College Students  
**Recruitment Goal #3:** Enhance Virtual and Physical Communication and Signage

**ADMINISTRATOR RESPONSIBLE:** Provost

**MEMBERSHIP:**

Tom Greene  
Christine Callison  
Sara Bennett  
Alyssa Pinkerton  
Bryan Hannaford  
George McAlister  
Tammie Iverson

## **STRATEGIC ENROLLMENT MANAGEMENT RETENTION COUNCIL**

**STATUS:** Standing

**GOALS:**

- Retention Goal #1:** Enhance Delivery of Service  
**Retention Goal #2:** Enhance Student Interventions  
**Retention Goal #3:** Improve Course Scheduling  
**Retention Goal #4:** Faculty Development

**ADMINISTRATOR RESPONSIBLE:** Provost

**MEMBERSHIP:**

Lloyd Duman, Chair  
Pat O'Halloran  
Holly Edwards  
Stephanie House  
Jess Grantham  
Brenna Dockter  
Will Clifford  
Myia Lackey  
Division Chairs: Brad Codr, Damian Caires, Joe Jacoby, Erlene Pickett

## **STUDENT FEE ADVISORY COMMITTEE**

**STATUS:** Ad Hoc

**CHARGE:** This advisory committee will serve as a review board for all student fees assessed on the tuition and fee schedule and charged to students. The committee will review fee budgets annually and make recommendations for changes to the NIC administration. In order for recommendations to be considered in the next fiscal year, this process should be completed by the end of each fall semester.

### **Objectives**

1. Annual review of all general fees to evaluate use and impact on students.
2. Ensure student fee budget transparency.
3. Evaluate proposals to create new fees and changes to existing fees.

**STRUCTURE:** Student, staff, and faculty representatives will serve as voting members. From their membership, a chair and vice chair will be selected on a rotating basis, between the three constituent groups.

**ADMINISTRATOR RESPONSIBLE:** Vice President for Finance and Business Affairs

**CONSTITUENT GROUP:** ASNIC

### **MEMBERSHIP:**

- **Three student representatives:** Two students will be nominated by the ASNIC President and the third will be nominated by the Vice President of Student Services office. ASNIC Presidents are free to nominate themselves for the committee.
- **Two faculty representatives:** Nominated by the Faculty Assembly. One will serve as a voting member and the other as an alternate.
- **Two staff representatives:** Nominated by the Staff Assembly. One will serve as a voting member and the other as an alternate.
- **Permanent ex officio members:** Ex officio members not identified below may be added by determination of the voting members of the committee.
  1. Controller, Office of Finance and Business
  2. Vice President for Student Services
- **Budget managers who have authority over fee budgets will participate as needed.**

Faculty: Bryan Hannaford      Nicholas Rose

Staff: Carrie Daughtry      Kate Lyons-Holestine (Alt)

Student: ASNIC at Large

## **STUDENT LEARNING OUTCOMES ASSESSMENT/GEN EDUCATION CMTE:**

**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, dean of career technical and workforce education, and dean of nursing and health professions will serve as ex-officio members of the committee.

Jon Gardunia	Dean Miles	Susanne Bromley	Paul Manzardo
Lisa Radke	Laura Godfrey Co-chair	Ashley Lockman	Laurie Olson-Horswill
Dwayne Huff	Gail Ballard Co-chair	Steve Kurtz	
Dean of General Studies	Sherry Simkins		

## **STUDENT UNION ADVISORY BOARD (SUAB)**

**STATUS:** Standing

**MISSION:** The Edminster Student Union Building is dedicated to providing a welcoming and safe environment for students, employees, and guests to work and experience social, educational, cultural, and recreational activities. As the unifying heart of the campus, it enriches the college experience by fostering a sense of community and promoting engagement and leadership.

**CHARTER:** The NIC Student Union Advisory Board (SUAB) will work toward realizing NIC's core value of Stewardship, Diversity, and Community Engagement. The advisory board will recommend and update policies and procedures for operations and use within the Student Union building while encouraging and prioritizing student-based activities and supporting community engagement through student and campus events.

**OBJECTIVES**

1. Provide opportunities for students to give input and feedback regarding the Student Union building use and its operations.
2. Assist in implementing sustainable campus initiatives within the Student Union building.
3. Actively promote a welcoming and safe environment while assisting in the developing of experiences that enrich student learning.

**STRUCTURE:**

- Five ASNIC representatives: four students and one student alternate nominated by the ASNIC Board (four votes)
- Two faculty representatives: one faculty and one alternate nominated by the Faculty Assembly (one vote)
- Two staff representatives: one staff and one alternate nominated by the Staff Assembly (one vote)
- The Director responsible for the operations of the Student union Building (one vote)

The Student Union Advisory Board is *chaired* by one elected representative from ASNIC. The advisory board is *vice-chaired* by one elected representative from ASNIC or a faculty or staff representative.

Alternates only vote if one of the representatives is absent.

Additional students, faculty, and staff are welcome to attend meetings but will not have the opportunity to vote on formal motions. Community members may attend by invite.

**CONSTITUENT GROUP:** ASNIC

**MEMBERSHIP:**

Faculty:	Ben Tschida	Jeffrey Furey		
Staff:	Dodi Stilkey	Kecia Siegel	Sarah Martin (Alt)	
Students:	Damian Maxwell	Tom Hersey	Morgan Wheeler	Michael Haberman



## **SUSTAINABILITY COMMITTEE**

**MISSION:** To promote and facilitate the cooperative efforts of faculty, students, and staff in order to educate, develop values, share knowledge, adopt policies and implement practices that are environmentally, socially, and economically sustainable.

**CHARGE:** The NIC Sustainability Committee will work toward realizing NIC's core value of Stewardship. The committee will prioritize and facilitate recommendations for practices in all aspects of NIC's institutional culture, including operations, activities, academic programs and community relationships.

### **Objectives**

1. Develop and maintain a long-term plan for implementing sustainable practices at the college.
2. Develop, review and help to implement sustainability policies and procedures.
3. Help to develop funding strategies for projects and programs.
4. Make recommendations for sustainable practices to the college president and president's cabinet.
5. Help departments or groups develop and provide education and immersive experiences for students that promote best practices.
6. Communicate and publish sustainability efforts to the campus community.
7. Provide an annual report to the college community on sustainability initiatives.

### **STRUCTURE**

Two or more ASNIC representatives: nominated by the ASNIC Board

Two or more faculty representatives: nominated by the Faculty Assembly

Two or more staff representatives: nominated by the Staff Assembly

The Sustainability Committee is co-chaired by one elected representative from ASNIC, one faculty and one staff representative. The faculty and staff co-chairs serve a two-year term.

**CONSTITUENT GROUP:** Senate

### **MEMBERSHIP:**

Faculty:	Randy Graves	Paula Lambert	Julie Van Middlesworth
Staff:	Matt Piekarski	Rachel Lunstroth	Jessica Grantham
Student:	Angel Beier	Amanda Ageton	

## 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.

### **FACULTY 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.

James Jewell	Doug Anderson	David Foster
Angela Earnhart	Kristen Blanchette	

### **STAFF SABBATICAL LEAVE COMMITTEE**

**STATUS:** Campus Life

**CHARTER:** Staff Sabbatical Leave Committee will receive, evaluate and rank applications according to a published process that is made available to applicants. Applications with the most applicability to the strategic plan and values of the institution will be ranked higher. The committee will then submit applications to President's Cabinet for final determination as per policy/procedure #3.04.08.01.

**ADMINISTRATOR RESPONSIBLE:** President and President's Cabinet

**MEMBERSHIP:** This committee will be appointed by President's Cabinet and will consist of five staff members and a chair.

Stephanie House	Donna Patterson	Josh Gittel	Suzie Deane
-----------------	-----------------	-------------	-------------

## **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

**CONSTITUENT GROUP:** Senate

### **MEMBERSHIP:**

Faculty:	Curt Booth Max Mendez	Ryan Joseph Blythe Buchan	Jeremy Kingma	Tacey Keylon
Staff:	Cheri Beard Carrie Daughtry	Andreas Burger	Cathy Greif	Darcy Ward
Students:	Damian Maxwell			

## College Advisory Committees

### ART ADVISORY COMMITTEE

**STATUS:** Advisory

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

**ADMINISTRATOR RESPONSIBLE:** President

**MEMBERSHIP:** Carl Curtis      Jen Erickson      Jamison Lee      Michael Horswill  
Brandy Fries      Jessica Raetzke      Doug Anderson  
Pam Noah      Amber Hasz

### ELECTRONIC, INFORMATION, TECHNOLOGY AND COMMUNICATION ACCESSIBILITY COMMITTEE (EITC)

**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 Disability Support Services 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  
Dir. of Disability, Health & Counseling Services

**STRUCTURE:**

Community (including members of disability-related community agencies and organizations)  
Students who have disabilities  
Faculty (as interested and with approval from the director)  
Staff (as interested and with approval from the director)

**CONSTITUENT GROUP:** Senate

**MEMBERSHIP:**

Ty Carraway      George McAlister      Thomas Scott      Ken Wardinsky      Steve Smith

## **NIC CHILDREN'S CENTER ADVISORY COMMITTEE**

**STATUS:** Advisory

**CHARGE:** Develop a supporting task or project that supports each of the six bulleted items in the purpose statement below. In addition, some standing projects may be developed.

The committee would be charged with developing a supporting task or project that supports each of the bulleted items in the purpose statement below. In addition, some standing projects may be developed.

The purpose statement for NIC Children's Center Advisory Board is to support the NIC Children's Center mission and vision by:

- Fostering family engagement  
Meaningful engagement of families is essential for enhancing children's learning and family well-being and supports school readiness.
- Promoting staff retention, professional growth and overall wellness  
Continuity helps children create a good self-concept and enhances a child's ability to form healthy relationships with others.
- Encouraging community partnerships  
Community partnerships are central to the Children's Center's philosophy and the NIC mission.
- Identifying potential financial supports  
Financial support is essential to maintaining a quality early childhood program and lab school.
- Participating in program assessment and planning  
Multiple and diverse perspectives provide the opportunity for continuous improvement and growth.
- Supporting the instructional value for NIC students  
The lab school serves an essential function for the early childhood community of North Idaho by providing a model of best practice and a quality instructional program.

### **STRUCTURE:**

- Parent co-chair structure where each chair serves a two-year, alternating term, the chair in his/her second term will serve as lead chair.
- Child development faculty representative
- ASNIC representative
- Children's Center teacher representative
- NIC Foundation Board Member
- Children's Center Director
- Community partner
- Parent representative from each classroom
- All parents are considered members at large and could attend regularly scheduled meetings and participate on subgroups as approved by the co-chairs

Members will be selected/recruited to sit on the board. Once the board is composed the following positions will be filled by board members through an election process: co-chair (with last year's co-chair serving as lead), secretary, and treasurer.

## **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 auxiliary operations. These facilities will be made available upon request through the Conference and Events Office in accordance with 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 Conferencing and Campus Events and the Office of Facilities Operations. The directors of Conferencing and Events and Facilities Operations (or their designees) will co-chair the Facility and Events Advisory Committee and oversee the implementation of policies and procedures related to events and facilities use.

**CONSTITUENT GROUP:**      Senate

### **MEMBERSHIP:**

Vacant.....	Vice President
Garry Stark.....	Director of Facilities Operations
Bill McElver .....	Manager of Physical Plant and Facilities Operations
Dodi Stilkey .....	Student Union Operations
Jay Carkhuff.....	Conferencing and Events
Jamie Marble.....	Conferencing and Events
Felicia Andrade .....	Athletics
Paula Czirr .....	Residence Life
Colleen Hoffman .....	Workforce Training Center
Steve Smith.....	Information Technology

## **NINE POINT COMMITTEE**

**STATUS:** Ad Hoc

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

**ADMINISTRATOR RESPONSIBLE:** Vice President for Student Services

**STRUCTURE:** Voluntary as approved by the VP for Student Services. Mandatory for certain Student Services staff as appropriate to their job position.

**CONSTITUENT GROUP:** Senate

**MEMBERSHIP:**

Bob Bennett      Brittany Heidenreich      Victor Duarte      Brad Codr

## **RISK MANAGEMENT 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 Finance & Business Affairs

**MEMBERSHIP:**

David Abshere      Garry Stark      Paula Czirr      Bill McElver  
Dodi Stilkey

## Faculty Assembly Committees

### **TENURE**

**CHARGE:** This committee shall assume faculty responsibilities in the awarding of faculty tenure as outlined in the official policy (#3.02.09) established by the board of trustees. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

**STRUCTURE:** Each year the executive committee of the Faculty Assembly will select the voting members of the Tenure Committee from among tenured faculty. The Tenure Committee shall consist of not more than seven (7) voting members, including the chair. Membership should provide the broadest representation of faculty possible; each division will be limited to one voting member. One non-voting member will be selected by the vice president for instruction from among the division chairs. This committee will report on its activities to the Faculty Assembly chair.

**Membership Terms:**

Committee membership will be limited to a term not to exceed 5 years with the exception of the Chair. The Chair may remain on a sixth year to maintain continuity. Members will rotate off the committee in such a manner to insure there are a minimum of at least three members with three or more years of service.

**CONSTITUENT GROUP:** Faculty Assembly

### **MEMBERSHIP:**

Laura Templeman, Current Chair, English and Humanities

Audry Bourne, Communication, Fine Arts & Humanities

Karla Mitchell, Math, Computer Science & Engineering

Rhena Cooper, Natural Sciences

Kurt Kimberling, Trades & Industry

Brittany Heidenreich, Nursing

Paul Brasil, Social and Behavioral Sciences

Non-voting Division Chair