



North Idaho College

Board of Trustees Meeting

February 28, 2024*

Edminster Student Union Building

*Date corrected 2/26/24

Mission statement: North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

AGENDA

5:00PM Driftwood Bay Room

- Convene/Call to Order/Verification of QuorumMike Waggoner
- Executive Session per Idaho Code § 74-206(1)(b) Hear Complaint; (f) Potential Litigation: Personnel Matter
Discussion of Status

6:00PM** Lake Coeur d’Alene Room / Zoom: <https://nic.zoom.us/j/87841088571>

- Re-convene/Call to Order/Verification of Quorum Mike Waggoner
- Pledge of Allegiance Mike Waggoner
- Message from Chair..... Mike Waggoner
- Celebrating Success: Safety Fest..... Nick Swayne / Colby Mattila
- **CONSTITUENT REPORTS**
 - ASNIC..... Michael Habermann
 - Faculty Assembly Kathleen Miller-Green
 - Staff Assembly Matt Piekarski
 - SenateMatthew Nolan
- **PRESIDENT’S REPORT** Nick Swayne
- **INFORMATION ITEMS**
 - Strategic Plan Update Nick Swayne / Sarah Garcia / Sherry Simkins
 - Risk Management Update..... Nick Swayne / Sarah Garcia
- **CONSENT AGENDA**
 - Action: Approve Consent Agenda Items..... Mike Waggoner
 - Tab 1: Board Regular Meeting Minutes for October 25, 2023
 - Tab 2: Trustee McKenzie Suggested Edits to Board Regular Meeting Minutes for October 25, 2023
 - Tab 3: Board Regular Meeting Minutes for November 20, 2023
 - Tab 4: Board Special Meeting Minutes for December 13, 2023
 - Tab 5: Board Regular Meeting Minutes for December 20, 2023
 - Tab 6: Board Regular Meeting Minutes for January 24, 2023
 - Tab 7: Policy 7.01.04 – Continuous Professional Service Contracts

➤ **NEW BUSINESS**

Discussion – Accreditation Meeting Report Nick Swayne / Mike Waggoner

Discussion – ACCT Community College Legislative Summit Report Nick Swayne / Mike Waggoner / Brad Corkill / Tarie Zimmerman

Discussion – 2024 Idaho Legislative Session Report..Nick Swayne / Lloyd Duman / Sarah Garcia / Tom Greene / Mike Waggoner / Todd Banducci

Tab 8: Second Reading / Action: Civility ResolutionMike Waggoner / Tarie Zimmerman

Tab 9: Second Reading / Action: Policy 2.01.15 Recurring Reports ..Mike Waggoner / Tarie Zimmerman

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

➤ Public Comment*** Mike Waggoner

➤ **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;
 - (c)] deliberating regarding an acquisition of an interest in real property;
 - (d)] considering records that are exempt from public disclosure;
 - (e)] considering preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body;
 - (f)] communicating with legal counsel regarding pending/imminently-likely litigation;
 - (i)] communicating with risk manager/insurer regarding pending/imminently-likely claims.

** The open-session portion of the meeting is advertised for 6:00PM and will not begin earlier than 6:00 pm, but may convene after 6:00PM, whenever the prior executive session portion of the meeting ends.

*** The Board will take comment on agenda items from members of the public who attend in person, and commenters will be limited to two minutes per person with no “giving of time” to others. A sign-in sheet will be provided at the entrance to the meeting room and will be collected by 6:00PM (even if the open session convenes later). No advance requests for public comment will be accepted. In the interest of a timely meeting, the Board Chair may end public comment at any time after 30 minutes. Remarks are subject to [NIC Policy 2.01.03](#):

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

Individuals interested in providing public comment outside of the meeting may send an email to the board of trustees at board@nic.edu.

North Idaho College
Actual Monthly Income Statement
Fiscal Year 2024

	Annual	January			YTD Act % Total Budget	YTD BUDGET	YTD Variance To Budget	% Variance
	Budget	Projected	Actual	YTD				
Operating Revenue								
Academic Tuition and Fees	6,099,056	527,081	826,356	3,830,797	63%	3,538,974	291,823	8%
Professional Technical Tuition and Fees	1,702,597	147,138	214,514	1,081,601	64%	987,927	93,675	9%
Dual Credit Tuition	1,258,418	108,752	94,816	704,941	56%	730,193	(25,252)	-3%
Summer Session Tuition	570,000	-	-	256,789	45%	288,077	(31,288)	-11%
Total Operating Revenue	9,630,071	782,971	1,135,686	5,874,129	61%	5,545,171	328,958	6%
State& Local Revenue								
State General Fund Allocation	14,982,400	1,248,533	1,248,533	8,739,733	58%	8,739,733	-	0%
State CTE Allocation	6,559,667	546,639	546,639	3,826,472	58%	3,826,472	-	0%
Liquor Tax	200,000	-	100,000	200,000	100%	100,000	100,000	100%
Kootenai County Levy	17,820,607	1,485,051	1,485,051	10,395,354	58%	10,395,354	-	0%
Misc Tax Receipts	850,000	46,746	70,897	981,070	115%	526,063	455,007	86%
Out of District Tuition	514,520	44,465	46,698	291,848	57%	298,549	(6,700)	-2%
Total State and Local Revenue	40,927,194	3,371,433	3,497,818	24,434,478	60%	23,886,172	548,307	2%
Other Non Operating Revenues								
Dedicated Fee Revenue (Athletics)	133,215	11,101	66,048	137,772	103%	77,709	60,063	77%
Service Unit Revenues	320,868	26,739	26,304	151,984	47%	187,173	(35,189)	-19%
Other Non Operating Revenues	1,105,770	463,529	269,720	1,495,245	135%	576,995	918,250	159%
Total Other Non Operating Revenues	1,559,853	501,369	362,071	1,785,001	114%	841,876	943,124	112%
Total Revenues	52,117,118	4,655,774	4,995,575	32,093,608	62%	30,273,219	1,820,389	6%
Expenses								
Payroll								
Administrative	634,770	52,898	70,971	532,281	84%	370,283	161,998	44%
Professional	8,517,233	712,228	657,911	5,026,363	59%	4,961,305	65,059	1%
Faculty Tenured/Tenure Track	9,019,772	976,254	813,432	4,601,275	51%	5,052,804	(451,529)	-9%
Faculty Special Appointment	570,306	63,367	93,550	551,603	97%	316,837	234,767	74%
Faculty Part Time	1,844,700	204,967	142,658	1,004,495	54%	1,024,833	(20,338)	-2%
Faculty Part Time Benefitted	1,214,400	134,933	71,794	577,772	48%	674,667	(96,894)	-14%
Classified	5,507,049	472,315	358,633	2,604,760	47%	3,198,428	(593,668)	-19%
Classified/Student (no bens)	998,134	86,567	84,888	527,137	53%	578,856	(51,718)	-9%
Total Payroll	28,306,364	2,703,529	2,293,837	15,425,687	54%	16,178,012	(752,325)	-5%
Benefits								
Taxes	2,146,850	206,820	146,710	1,081,599	50%	1,231,454	(149,855)	-12%
Retirement (Persi/ORP)	3,052,965	286,682	207,184	1,538,369	50%	1,749,967	(211,598)	-12%
Medical/Dental	4,905,082	408,757	325,015	1,771,515	36%	2,861,298	(1,089,782)	-38%
Workers Comp/Unemployment	313,064	27,035	13,657	101,155	32%	161,780	(60,625)	-37%
Other	45,000	-	-	-	0%	-	-	-
Total Benefits	10,462,961	929,294	692,566	4,492,639	43%	6,004,499	(1,511,860)	-25%

Interest Income

North Idaho College
Actual Monthly Income Statement
Fiscal Year 2024

	Annual	January			YTD Act % Total Budget	YTD BUDGET	YTD Variance To Budget	% Variance	
	Budget	Projected	Actual	YTD					
General Expenses									
Travel (Incl Staff Development)	878,616	74,339	81,896	564,561	64%	578,544	(13,984)	-2%	
Supplies	786,904	48,694	96,504	638,350	81%	488,544	149,806	31%	
Repair and Maintenance Expense	1,390,594	68,690	(31,073)	916,330	66%	1,269,041	(352,711)	-28%	Timing of budget vs actual
Professional Services/Contracts	1,488,731	15,076	101,900	1,416,707	95%	811,604	605,103	75%	Includes Legal Fees and Insurance
Communications	502,897	46,176	33,921	265,247	53%	296,871	(31,623)	-11%	
External Relations (Incl Advertising)	387,989	28,277	14,197	223,187	58%	183,656	39,531	22%	
Tuition Remission/Grant In Aid	864,274	48,111	418,554	893,667	103%	508,401	385,266	76%	Includes Athletic grant in aid
Utilities	1,010,140	91,299	206,040	674,631	67%	634,668	39,964	6%	Mild winter
Rent	230,284	750	17,548	119,429	52%	115,642	3,787	3%	
Deferred Maintenance	231,900	-	21,246	103,280	45%	115,950	(12,670)	-11%	
Insurance	1,150,000	-	-	1,301,250	113%	1,085,000	216,250	20%	Actual reflects 12 months of coverage
Capital Investment Reserve Contribution	2,588,111			1,294,056	50%	1,294,056	1	0%	
Other Variable Expenses	2,649,807	185,639	92,705	525,265	20%	1,624,737	(1,099,472)	-68%	
Total General Expenses	14,160,247	607,051	1,053,438	8,935,961	63%	9,006,713	(70,752)	-1%	
Equipment	1,153,190	1,684	126,063	656,277	57%	579,401	76,876	13%	
Total Expenses Prior to Capital Investment	54,082,761	4,241,558	4,165,904	29,510,564	55%	31,768,625	(2,258,061)	-7%	
Net Income From Operations	(1,965,644)	414,216	829,671	2,583,044	-131%	(1,495,406)	4,078,450	-273%	
Capital Investment Reserve Expenditures	-	-	-	-		-	-		
Total Expenses	54,082,761	4,241,558	4,165,904	29,510,564	55%	31,768,625	(2,258,061)	-7%	
Net Income	(1,965,644)	414,216	829,671	2,583,044		(1,495,406)	4,078,450	-273%	

Tab 1

BOARD OF TRUSTEES MEETING
February 28, 2024

TAB 1

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 1 are the Board Regular Meeting Minutes for October 25, 2023

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Consent Agenda items as presented.

Prepared by: Suzy Scura
Board Clerk



North Idaho College
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
October 25, 2023
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie reconvened the meeting at 6:04 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
Brad Corkill
Greg McKenzie
Mike Waggoner
Tarie Zimmerman

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

PUBLIC COMMENT

Name	Topic
Robert Shepler	Accreditation
Greg Green	Accreditation
Caryn Shepler	Board Goals
Joe Jacoby	Board Response to Constituency Groups
Jamie Berube	Constituent Reports/Accreditation
Teresa Borrenpohl	Accreditation

Celebrating Success

Pat O'Halloran, Interim Chair, Trades and Industry Division and Andy Rogge, KTECH Dual Credit Instructor, provided an overview of the recent Rathdrum Rumble car show held at Parker Center. Upwards of 200 people were in attendance at this strategic recruiting event which was designed to showcase the facility, enhance community engagement and raise funds to assist students in attending the upcoming Skills USA competition. Photographs from the event are included as an addendum to these minutes.

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann introduced the final senate member elected to ASNIC. He stated that the hammocks have been installed but will soon be put away for the winter. Michael advised that the student government constitution is being reviewed, a leadership retreat is being planned and he reported on increased student involvement at a recent campus event. He and ASNIC Vice President Tom Hersey met with the SBOE and other student government leaders in Lewiston, ID to hear differing perspectives regarding student leadership. Michael read a resolution which was unanimously passed earlier in the week. The resolution is attached as an addendum to these minutes.

Faculty Assembly

Chair Kathleen Miller-Green reported on items of business conducted at the most recent meeting, and discussed the Faculty Assembly's plan for the upcoming NWCCU visit. She also provided a response to the Board regarding Dr. South's contract. The Faculty Assembly's written statement and supporting documentation is included as an addendum to these minutes.

Staff Assembly

Chair Matt Piekarski outlined the discussions held at the most recent meeting: review of staff salary by-laws, plans for the NWCCU visit, and vacancies on standing college committees. Chair McKenzie relayed that in the near future, the Board will provide a response to the Staff Assembly's concern of a recent appeal.

Senate

Jason Droesch reported that the Senate voted to reject the proposed revisions to Policy 7.01.04 received from the Board of Trustees. He said that the Senate is returning the policy to the Board of Trustees with all comments. Mr. Droesch presented a new Senate resolution to the board, spoke about past Senate resolutions and provided updates on other Senate activities. The Senate Assembly's response and new resolution is included as an addendum to these minutes.

PRESIDENT'S REPORT

Dr. Swayne updated the trustees on the ongoing preparation for the upcoming NWCCU visit, recruiting efforts, fall tuition revenue budget, grants and external funding, campus security audit, and the Idaho Launch implementation. He reported that intelligent.com ranked NIC as the best community college in Idaho. President Swayne announced that faculty member Carla Mitchell received the General Education Innovative Educator Award for Excellence in Teaching General Education, specifically in the area of mathematical ways of knowing. He also spoke to general topics such as college level nonprofit memberships, performing arts, athletics, and upcoming meetings with SWAC.

INFORMATION ITEMS

Enrollment Update

Tami Haft, Dean of Enrollment Services provided a high level overview of NIC's fall enrollment based on the October 15th census date. Her presentation is included as an addendum to these minutes.

CTE Update

Vicki Isakson, Dean of Workforce Education shared a brief update about the career and technical education programs that she supervises. Her presentation is included as an addendum to these minutes.

Finance Update (Investment, Capital, Facilities)

Sarah Garcia, Vice President of Finance and Business Affairs, introduced the first finance update in the recurring reports series. Her presentation is included as an addendum to these minutes.

Strategic Plan Update

President Swayne reported that NIC has contracted with a consulting firm that will assist the college in creating a strategic plan. The consultants are planning their first site visit for the end of November.

Board Policy Subcommittee Update

Trustee Waggoner provided a status of the policy subcommittee's successful progress to date. He said that all policies have been reviewed and new policies have been created. He stated that

these accomplishments address the NWCCU's accreditation concerns regarding policies. Trustee Waggoner reported that the subcommittee decided against creating a policy in regards to institutional non-profit memberships.

CONSENT AGENDA

Chair McKenzie requested a motion from the board to adopt the consent agenda as presented. Trustee Corkill made the motion. Trustee Zimmerman seconded the motion which was carried with four votes in favor.

BREAK 8:18 p.m. – 8:27 p.m.

UNFINISHED BUSINESS

Tab 2: Board Response to Constituent Groups

Chair McKenzie brought the Board's attention to the constituent response document which he distributed to the trustees at the beginning of the meeting. He stated that he is the sole author of the document and that the attachments include the constituent's reports. The Chair made a motion for the board to approve the board response to the constituent groups. Trustee Waggoner seconded the motion for discussion. A break was called so that the trustees could adequately review the material. Following the break, a brief discussion ensued wherein the trustees agreed that the document is a good start. The Chair then called for a vote. The motion was carried with three votes in favor and zero against.

Tab 3: Approve President's Goals Metrics

President Swayne explained that the metrics were reviewed extensively at the public board development session earlier in the week. He reminded the board that the metrics are a work in progress and requested that each trustee review the materials in the board packet.

Tab 4: Approve Head Start Bylaws

Sarah Garcia provided a short background on Head Start Governance. Beth Ann Fuller explained the one specific change that the Policy Council parents made to their bylaws for the Board's consideration: that they would like to add a member at large.

Following a short discussion, Chair McKenzie requested that a Board member make the motion to approve the Head Start bylaws. Trustee Waggoner made the motion which was seconded by Trustee Corkill. The motion was carried with four votes in favor.

Tab 5: Approve 2023-2024 Board Goals

Chair McKenzie made the motion to approve the 2023-2024 Board Goals. The motion was seconded by Trustee Waggoner. The motion was carried with three votes in favor and zero against.

Tab 6: Approve 2024-2025 Board Regular Meeting Calendar

Chair McKenzie requested that a board member make a motion to approve the 2024-2025 Board Regular Meeting Calendar. Trustee Waggoner made the motion which was seconded by Trustee Corkill. The motion was carried with three votes in favor and zero against.

Discussion/Decision Investigation Report

Chair McKenzie made the motion to table the last two agenda items. The motion was seconded by Trustee Waggoner. The motion was carried with three votes in favor and zero against.

Discussion/Decision Regarding Scheduling President's Evaluations Pursuant to Policy 2.02.02
Item tabled.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Banducci referenced a positive article in the Coeur d'Alene press which highlighted new Head Women's Basketball Coach, Nate Covill. He spoke about activities at the recent ACCT conference in Las Vegas.

Trustee Waggoner also referenced the recent ACCT conference and the topics covered at the various seminars.

The meeting was adjourned at 8:42 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 2

BOARD OF TRUSTEES MEETING
January 28, 2024

TAB 2

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 2 are Trustee McKenzie's Suggested Edits to Board Regular Meeting Minutes for October 25, 2023

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Consent Agenda items as presented.

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
October 25, 2023
MINUTES

This version of 25 Oct 2023 minutes is provided in addition to the Board Clerk's official version to show edits suggested by Trustee McKenzie.

Style Definition: Comment Text

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie ~~reconvened~~convened the meeting at 6:04 p.m. and verified that a quorum was present. He next welcomed attendees and led ~~them in the Pledge of Allegiance~~the Pledge of Allegiance. ~~The earlier executive session starting at 5 pm was cancelled before noon the day of the Board meeting and only the regular session was convened.~~

ATTENDANCE

Trustees: Todd Banducci
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Mike Waggoner
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Also present: Nick Swayne, President
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Senate

Jason Drosch reported that the Senate voted to reject the proposed revisions to Policy 7.01.04 received from the Board of Trustees. He said that the Senate is returning the policy to the Board of Trustees with all comments. Mr. Drosch presented a new Senate resolution to the board, spoke about past Senate resolutions and provided updates on other Senate activities. The Senate Assembly's response and new resolution is included as an addendum to these minutes.

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~~to institutional non-profit memberships.~~

Details of the policy review schedule were provided and renumbering policies for clarity. All internal Board Governance policies were reviewed, with Trustee Banducci highlighting the need for continuous Policy updates, given NWCCU's accreditation monitoring, and policies that were not reviewed by trustees for decades. Furthermore, in Policy 2.01.14, the subcommittee's plan is to detail the policy review schedule and one-third of the policies will be reviewed every year and every three years each policy will get reviewed.

Non-Profit Membership Policy Update

Trustee Waggoner reported that the subcommittee decided against creating a policy in regard to institutional non-profit memberships. Trustee Zimmerman elaborated on the membership policy decision, linking it to morning committee discussions on statutory regulation rather than policy considerations. Zimmerman confirmed there was no legal representation present during the meeting's discussions on statutes. When queried on which statutes were discussed, Trustee Zimmerman declined to provide a statute reference.

During the discussion of the Non-Profit Membership policy recommendation, disruptions from the audience occurred, leading to the ejection of an individual and a warning to another. Trustee Banducci recommended that if the crowd has another outburst for the Chair to clear the room. In response, the Chair publicly stated his desire for security to be standing by to timely hand out warnings that would help maintain order.

Concerns were raised about informing the Board on public expenditures to opaque non-profits, emphasizing accountability to the community. Trustee Waggoner focused on addressing the mechanism for Board input, awareness, and ability to address concerns. Trustee Banducci requested the Board get some method for the Board to be informed of membership expenditures.

Standing Committee Recommendation

Trustee Waggoner presented the recommendation to modify Policy 2.01.14 to make the policy subcommittee a standing-committee as there is no clarity whether it is ad-hoc or standing committee.

Chair McKenzie discussed the challenge of balancing efficiency and transparency in closed-door policy discussions. The Board's commitment to transparency was emphasized, with concerns about the public's inability to observe policy formation. Despite challenges, the policy subcommittee received positive feedback from ACCT consultants, acknowledging NIC's possession of the most updated policies among boards nationwide.

There was a disruption to the board meeting, and a warning was requested by Chair McKenzie for an audience member and the president refused claiming the individual's first amendment right. NIC's attorney shared there is no First Amendment right for either defamation, slander, or interrupting a public meeting outside of the time, place, and manner set by the board.

CONSENT AGENDA

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Discussion/Decision Investigation Report

Chair McKenzie made the motion to table the last two agenda items. The motion was seconded by Trustee Waggoner. The motion was carried with three votes in favor and zero against.

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Discussion/Decision Regarding Scheduling President's Evaluations Pursuant to Policy 2.02.02
Item tabled.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Banducci referenced a positive article in the Coeur d'Alene press which highlighted new Head Women's Basketball Coach, Nate Covill. He spoke about activities at the recent ACCT conference in Las Vegas.

Mike Waggoner also referenced the recent ACCT conference and the topics covered at the various seminars.

The meeting was adjourned at 8:42 p.m.

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

Tab 3

BOARD OF TRUSTEES MEETING
February 28, 2024

TAB 3

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 3 are the Board Regular Meeting Minutes for November 20, 2023

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Consent Agenda items as presented.

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
November 20, 2023
MINUTES

Content in red text reflect changes made by the board clerk prior to board action

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present. He next called for a motion to go into executive session for the purpose of discussing four separate issues.

ATTENDANCE

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

Also present: Nick Swayne, President
Colton Boyles, College Attorney
Brittney Adams, Panel Counsel

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion/Decision Regarding Litigation with Insurance Panel Counsel.** Trustee Banducci seconded the motion. Following discussion, a roll call vote was taken as follows:

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

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion/Decision Regarding Investigation and Imminent Litigation.** Trustee Banducci seconded the motion. Following discussion, a roll call vote was taken as follows:

Todd Banducci	aye
Brad Corkill	no
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	no

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion: Presidential Evaluation.** Trustee Banducci seconded the motion. Following discussion, a roll call vote was taken as follows:

Todd Banducci	aye
Brad Corkill	no
Greg McKenzie	aye
Mike Waggoner	aye

Tarie Zimmerman no

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion/Action: NIC Dr. Gregory South Contract.** Trustee Banducci seconded the motion. Following discussion, a roll call vote was taken as follows:

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

The meeting was recessed at 5:50 p.m.

CALL TO ORDER AND VERIFICATION OF QUORUM

Following executive session, Chair Greg McKenzie reconvened the meeting at 6:11 p.m. and verified that a quorum was present. He next welcomed the attendees and led them in the Pledge of Allegiance.

ATTENDANCE

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

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

Executive Session Actions

Chair McKenzie asked that a board member make a motion to authorize the college attorney to proceed as directed under a litigation action item discussed earlier in executive session. Trustee Corkill made the motion which was seconded by Trustee Waggoner. The vote was called for and the motion passed with four votes in favor.

PUBLIC COMMENT

Name	Topic
Deborah Rose	Policy
Robert Shepler	Policy
Caryn Shepler	Policy/Governance
Theresa Borrenpohl	Policy
Michael McGowan	Accreditation
Wendy Smith	Policy

Celebrating Success

Susanne Bromley presented on NIC’s 40th annual math contest for area high school students which was held on November 11, 2023. Ms. Bromley explained how the contest was deployed and reported that 104 contestants from nine area high schools participated. Dr. Swayne stated that all participants were offered partial scholarships to attend NIC. A copy of the presentation is included as an addendum to these minutes.

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann reported on ASNIC's participation in No Shave November as a show of support for men's health awareness. He also spoke of ASNIC's holiday giving tree, the NIC food pantry's annual food drive, a Halloween event at Parker Center, the ASNIC student government's photo wall, a new student suggestion box, efforts to advertise student resources available on campus and a recent ASNIC leadership retreat.

Faculty Assembly

Chair Kathleen Miller-Green reported that Jason Droesch stepped down as Senate Chair and that Matthew Nolan has been named as the new Senate Chair. She provided an update regarding the NWCCU's recent visit and the timeline as it relates to the final written report. Ms. Miller-Green extended her gratitude to the Faculty Assembly executive committee and to Vice-Chair Jon Gardunia for their dedication and commitment in developing the document submitted to the NWCCU prior to their recent visit. It was also reported that there are now full slates of faculty for both the newly created Academic Freedom Committee and the re-organized Course Evaluation Committee. Chair Miller-Green commented on the Board of Trustee's October 25, 2023 statement to the constituent's votes of no-confidence.

Staff Assembly

Chair Matt Piekarski outlined the items discussed at the most recent meeting: a review of the recent NWCCU site visit, current college committee vacancies, and the creation of an ad hoc Staff Assembly committee in order to address any changes to the existing staff assembly by-laws. A written copy of the Staff Assembly Chair's report is included as an addendum to these minutes.

Senate

Matthew Nolan reported on the events of the most recent meeting to include: approval of meeting minutes, election of new Senate chair and the nomination of Tom Hershey as Parliamentarian. Mr. Nolan extended gratitude to Jason Droesch for his past service. He informed the board that the senate conducted second reads of two policies and of informational items such as the senate's response to the board's October response to the constituent groups as well as the project of re-numbering of college specific policies.

PRESIDENT'S REPORT

President Swayne referenced a list of campus activities which he provided to the trustees. He updated the board on the timeline of the NWCCU's pending report, enrollment and recruiting data dashboards, strategic enrollment initiatives, dual credit team efforts, the expanded WTC apprenticeship program, community stakeholder engagement and a recent scholarship dinner and alumni award ceremony. He referenced several recent positive articles in the Coeur d'Alene Press including one highlighting Todd Banducci's participation at a recent ACCT leadership conference. Dr. Swayne reported on the turnout of Parker Center's Halloween event and the dental hygiene program's special clinic for veterans offering free exams and cleanings. He also spoke of ongoing efforts to implement a system where no credit students in the Workforce Training Center and Technical Education Center could apply for credits after a training program. The President concluded his report with comments on athletics standings, academic freedom, free speech and expression, faculty evaluation procedures, the ongoing collaboration with CBT to establish a strategic plan for the college and the implementation of a strategic plan steering committee. Dr. Swayne's presentation is included as an addendum to these minutes.

INFORMATION ITEMS

Enrollment Fall Report

Tami Haft, Dean of Enrollment Services provided a detailed overview of NIC's fall enrollment. Her presentation is included as an addendum to these minutes.

Development Report

Rayelle Anderson, Development Department/Executive Director NIC Foundation shared a presentation on grants development. Her presentation is included as an addendum to these minutes.

Recruitment/Marketing

Tom Greene, Marketing and Communications Coordinator, provided an overview of his department and the tasks they are responsible for. Tami Haft reported on 2024 Spring and Fall recruitment and enrollment strategies. Their presentations are included as an addendum to these minutes.

Security Update

Alex Harris stated that he has been working in conjunction with the Idaho Office of School Safety to conduct a security audit and prepare a report reflecting the findings of the audit. He said the project will be completed soon and he is looking forward to sharing the results with the board. Mr. Harris reported that the semester lock down drill was recently conducted and that a survey requesting feedback has been sent to faculty, staff and students.

CONSENT AGENDA

Chair McKenzie requested a motion from a member of the board to remove the October 25, 2023 regular BoT meeting minutes from the consent agenda. He said that he would like to meet with the board clerk to make minor changes and have certain wording corrected. Trustee Waggoner made the motion which was seconded by Trustee Zimmerman. The vote was called for and carried with four votes in favor. The amended consent agenda was adopted with four votes in favor.

UNFINISHED BUSINESS

Discussion/Decision: Investigative Report

Item tabled

Discussion/Decision: President's Evaluation(s)

Item tabled

NEW BUSINESS

Tab 2: Action: Board Officer Elections

Chair McKenzie requested nominations for the position of board chair. Trustee Corkill nominated Trustee Waggoner for the position of chair. The nomination was seconded by Trustee Zimmerman. There were no other nominations. Chair McKenzie opened the floor for discussion. Trustee Zimmerman remarked on Trustee Waggoner's service and experience. Following comments by Trustee Waggoner, Chair McKenzie called for the vote. The nomination for Trustee Waggoner carried with five votes in favor. At this time, Trustee Waggoner was seated as chair and continued the meeting.

Chair Waggoner returned to the topic of officer elections and requested a motion to fill the position of vice chair. Trustee McKenzie nominated Trustee Banducci for the position of vice chair. The nomination was seconded by Chair Waggoner who opened the floor for discussion. There were no other nominations and the nomination for Trustee Banducci carried with three votes in favor.

Trustee Banducci nominated Trustee McKenzie for the position of secretary/treasurer. The nomination was seconded by Trustee Corkill. There were no other nominations and the nomination for Trustee McKenzie carried with five votes in favor.

BREAK 7:37 p.m. – 7:48 p.m.

Chair Waggoner continued the meeting by requesting nominations for external liaison appointments. Trustee Banducci nominated Trustee McKenzie to serve on the KTEC Board. The nomination was seconded by Trustee McKenzie. There were no other nominations and the nomination for Trustee McKenzie carried with five votes in favor.

Trustee Corkill nominated Trustee Zimmerman to serve as the board liaison to the NIC Foundation Board. The nomination was seconded by Trustee Zimmerman. The nomination failed with two votes in favor, two votes against, and one abstention.

Trustee McKenzie nominated Trustee Banducci to serve as the board liaison to the NIC Foundation Board. Trustee Banducci seconded the nomination. Following discussion, Trustee Banducci declined the nomination.

Trustee Banducci nominated Trustee McKenzie to serve as the board liaison to the NIC Foundation Board. Trustee McKenzie seconded the nomination. Chair Waggoner called for a vote. The nomination carried with three votes in favor, two votes against.

Chair Waggoner stated that a board liaison to the NIC Booster Club is not an official position and that the board would not be making the appointment.

Tab 3: Action: Accept Fiscal Audit 2023

Chair Waggoner requested a motion to accept the audit as presented with specific wording modifications on note five. Trustee McKenzie made the motion which was seconded by Trustee Corkill. Following discussion and positive comments, Trustee Waggoner called for the vote. The motion passed with five votes in favor.

Tab 4: Board Policy Subcommittee

Chair Waggoner commented on the most recent activity of the policy subcommittee. He stated that the subcommittee is working with President Swayne to draft a membership policy to be discussed at the next subcommittee meeting and subsequently presented to the board. He also spoke of the subcommittee's work on a civility resolution. Following discussion, Trustee McKenzie made the motion to expand the board policy subcommittee to include authority to draft resolutions. The motion was seconded by Trustee Zimmerman and passed with five votes in favor.

Tab 4a: First Reading/Action: Policy 2.01.09 (Trustee Emeritus Status)

Chair Waggoner stated that this policy will continue without changes unless input from the board is submitted and considered.

Tab 4b: First Reading/Action: Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure)

Chair Waggoner stated that this policy will continue without changes unless input from the board is submitted and considered. He invited the trustees to provide feedback to the board clerk prior to the next policy subcommittee meeting.

Tab 4c: Discussion/Action: Subcommittee Recommendation to Board Regarding Suggestion for Policy on College Memberships

Trustee McKenzie reiterated that the President will work with the ACCT consultants to develop a policy on college memberships.

Tab 5: Discussion/Action: Policy 7.01.04 (Continuous Professional Service Contracts)

Trustee McKenzie thanked the senate for their constructive feedback on his previously submitted RFP policy. He stated that a new revision has been drafted and made a motion to

refer this edited RFP policy to the President for advancement through the participatory governance process in adherence to college policies and procedures. Trustee Banducci seconded the motion for discussion. Following discussion, the motion passed with four votes in favor.

Discussion/Action: NIC Memberships

Item tabled.

Discussion/Action: February ACCT Conference: National Legislative Summit

Trustee McKenzie stated that he will be attending the ACCT National Legislative Summit in Washington, D.C. from February 4 – 7. He encouraged the other trustees to participate. Dr Swayne requested that the trustees notify the board clerk of their plans to attend so that reservations can be made.

Discussion/Action: Reschedule 31 January 2024 Board Training

Due to multiple scheduling conflicts including meetings and events with the NWCCU and JFAC, President Swayne suggested rescheduling the January 31, 2024 regular BoT meeting to January 17, 2024. Following discussion, Chair Waggoner said that he will work with the ACCT consultants to reschedule the January training and development sessions.

Action: ACCT Additional Assistance

Trustee McKenzie made the motion to authorize the board chair to select the January conflict resolution consultant and the ACCT training dates in consultation with NIC's president. Trustee Zimmerman seconded the motion and Chair Waggoner called for the vote. The motion passed with four votes in favor.

Action: Board Negotiations

Item tabled.

Action: Board Statement(s) / Response to Constituent Groups

Item tabled.

REMARKS FOR THE GOOD OF THE ORDER

Chair Waggoner confirmed that the next board meeting will now take place on January 17, 2024.

In respect to Veteran's Day, Trustees Banducci, Waggoner and President Swayne recognized each other for their service in the military.

Trustee McKenzie requested a new name tag without the title of board chair.

The meeting was adjourned at 8:18 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 4

BOARD OF TRUSTEES MEETING
February 28, 2024

TAB 4

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 4 are the Board Special Meeting Minutes for December 13, 2023

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Consent Agenda items as presented.

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES SPECIAL MEETING
Edminster Student Union Building
December 13, 2023
MINUTES

Content in red text reflect changes made by the board clerk prior to board action

CALL TO ORDER AND VERIFICATION OF QUORUM

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

ATTENDANCE

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

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

- Chair Waggoner began by saying that no single member of the board is authorized to make decisions and that the board must make decisions as a whole. He then made the motion to grant authority to the board chair to direct litigation until the next officer election. The motion was seconded by Todd Banducci.
- President Swayne referenced a motion that was passed on May 17, 2022 which stated that the chair and the president would agree to act on behalf of the board. He asked if this motion was a change to that adopted motion and requested further clarification.
- Brad Corkill asked if there was an urgent need for this change. Chair Waggoner stated that there would be a court hearing at the end of the week. Trustee Corkill questioned whether the board has the authority to designate this responsibility to a single member of the board and expressed concern about possible future repercussions.
- Attorney Colton Boyles stated that the prior resolution was unclear and that the purpose of this new motion is to provide clarity. He said that in anticipation of an upcoming hearing, there would not be ample time for the board to meet and discuss the litigation with the panel counsel. He further stated that in this particular instance, it would be inappropriate for the president to be involved.
- President Swayne reiterated that he is not comfortable with a single member of the board making decisions on behalf of the college and that it is not in line with his nor the board's fiduciary responsibilities. He recommended that the motion adopted on May 17, 2022 be amended to include the chair and another member of the board.
- Trustee Zimmerman pointed out that the resolution passed on May 17, 2022 was outside the bounds of law and that the board does not have the authority to designate a single member to make decisions. She continued by stating that the practice of calling a special

meeting in circumstances such as these should be adhered to. Trustee Zimmerman called the board's attention to Idaho statute 33-2107 which defines a board's responsibilities.

- Trustee Banducci cited past situations where the board chair has been given the authority to make decisions on behalf of the board. He then called for the question.
- Trustees Corkill and Zimmerman once again expressed their concerns about passing this motion which would give blanket authority to the board chair for a full year. Trustee Zimmerman proposed that the motion be re-written so that it applies only to the specific case at hand.
- Trustee McKenzie expressed his opinions and called for the vote. Chair Waggoner then called for the vote. The motion passed with three votes in favor and two against.

Banducci – aye
Corkill – nay
McKenzie – aye
Waggoner – aye
Zimmerman – nay

The meeting was adjourned at 6:16 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 5

BOARD OF TRUSTEES MEETING
February 28, 2024

TAB 5

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 5 are the Board Regular Meeting Minutes for December 20, 2023

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Consent Agenda items as presented.

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
December 20, 2023
MINUTES

Content in red text reflect changes made by the board clerk prior to board action

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present. He next called for a motion to go into executive session for the purpose of discussing two separate issues.

ATTENDANCE

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

Also present: Nick Swayne, President
Colton Boyles, College Attorney
Brittney Adams, Panel Counsel
Kelly Drew, Panel Counsel

Trustee Banducci made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion/Consensus: case #CV28-22-7707 (Gridley)**. Trustee Corkill seconded the motion. Following discussion, a roll call vote was taken as follows:

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

Trustee Banducci made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion/Consensus: case #CV28-23-7434 (Swayne Records Request)**. Trustee Corkill seconded the motion. Following discussion, a roll call vote was taken as follows:

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

The meeting was recessed at 5:06 p.m.

CALL TO ORDER AND VERIFICATION OF QUORUM

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

ATTENDANCE

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

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

Message From the Chair

Chair Waggoner shared his favorable impression of NIC staff, faculty, administration, and students as “people helping people”. He continued by noting specific areas of accomplishment for the college. The chair expressed his gratitude towards NIC and the community.

PUBLIC COMMENT

Name	Topic
Caryn Shepler	Board Governance
Robert Shepler	Accreditation/Legal Issues
Jamie Berube	Litigations/Legal
Mike Gridley	Lawsuit
Michael McGowan	Policy/Civility
Teresa Borrenpohl	Accreditation/Legal

Celebrating Success

Chair Waggoner requested a motion to postpone this topic due to presenters Ted Tedmon and Casey Wilhelm being unavailable. Trustee Banducci made the motion to postpone Celebrating Success for the conference presentation until the January, 2024 regular BoT meeting. Trustee Corkill seconded the motion. There was no discussion and Chair Waggoner called for the vote. The motion passed unanimously with five votes in favor.

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann congratulated and welcomed Chair Waggoner as the new chair for the NIC board of trustees. He reported on the fruitful results of St. ASNIC which served over eighty children, a successful Night at the Library event, a well-attended movie night at the children’s center, and the continuing progress of ASNIC’s president’s wall. President Habermann personally thanked the NIC Foundation for once again allowing student representation on their grants committee. He also reported on recent team evaluations and ASNIC’s readiness for the coming year.

Faculty Assembly

Vice-Chair Jon Gardunia stood in place for Chair Kathleen Miller-Green who was not in attendance and explained that he would also be representing Staff Assembly Chair Matt Piekarski who was not present at this meeting. Vice-Chair Gardunia provided an update of the faculty assembly’s recent meeting where topics included the upcoming meeting with the NWCCU and their recent report, as well as a faculty celebration to welcome Assistant American Indian Studies Professor Kyle Serrott, and NIC’s new librarian, Steve Naught. He continued with an update on the recent CBT listening session and mentioned that at this time, the Faculty Assembly would refrain from commenting on actions taken at a previous board meeting. A written copy of the Faculty Assembly Chair’s report is included as an addendum to these minutes.

Staff Assembly

Faculty Assembly Vice-Chair Jon Gardunia reported on behalf of Staff Assembly Chair Matt Piekarski who was not present at this meeting. He informed the board of a meeting held December 14, 2023 where the staff assembly ad hoc committee reported on recommended changes to the staff assembly constitution. A first read of the recommendation that the vice-chair not be automatically appointed as the chair each year was heard and a second read will be scheduled for the January meeting. A written copy of the Staff Assembly Chair's report is included as an addendum to these minutes.

Senate

Matthew Nolan stated that the senate met twice on December 14, 2023. He reported that first reads were conducted on three policies and four procedures brought by Human Resources. All policies and procedures were approved as written with the exception of one procedure which was returned to the sender with questions from the senate. Mr. Nolan also reported on the special meeting which was called to conduct second readings on all policies and procedures that had been approved earlier at the regularly scheduled meeting. After discussion, all policies and procedures were approved as written. Following questions by Trustees McKenzie and Banducci, president Swayne explained that the policies and procedures in question were updated as part of a routine policy review and that there are no emergent circumstances involved.

PRESIDENT'S REPORT

President Swayne explained the logistics for the February 2, 2024 visit with the NWCCU in Seattle. He spoke of a recent course on parliamentary procedure which he attended along with Chair Waggoner, Attorney Boyles, his executive assistant and the board clerk. Dr. Swayne provided updates on newly formed recruiting and retention teams, participation in a BPA competition, dual credit team efforts, and community stakeholder engagement. He reported that education week with legislators will not take place in 2024. The president reported on his recent visits to local companies and manufacturing facilities, NIC's choral and symphony holiday program, updates to the RFP contracting and procurement pages, Workforce Training Center programs, the Aerospace Tech Hub, transfer program alignments, nursing, athletics, and strategic planning. Following comments and a discussion about recent changes to the legislature, Chair Waggoner expressed that he would like to work with the president in developing a strategy for improved legislative relationships. Dr. Swayne's presentation is included as an addendum to these minutes.

INFORMATION ITEMS

IT Update

CIO Ken Wardinsky provided a high level overview of NIC's IT department. His presentation is included as an addendum to these minutes.

Athletics Fall Sports Update

Athletics and Recreation Director Shawn Noël shared an update of NIC's fall sports and athletic teams. Trustee Banducci commented on the lack of overall engagement with the NIC Booster Club and invited the community to attend their meetings and become involved. He asked Mr. Noël to share the ways in which the community could be made aware of all upcoming sporting events. Shawn Noël's presentation is included as an addendum to these minutes.

Security

Dean of Students Alex Harris provided a brief update of the ongoing security audit. He reported that certain classrooms have been identified as not meeting best practice standards and explained the steps that are being taken to correct the situation. Mr. Harris hopes to have a final update for the board in the near future.

Legislative Affairs Update

Marketing and Communications Coordinator Tom Greene provided an update of recent activities involving legislative affairs such as a first-time workshop, the legislative send off and the North Idaho Legislative Tour of 2024. He also reported on goals and requests for legislative support. A copy of Mr. Greene's presentation has been included as an addendum to these minutes.

CONSENT AGENDA

Chair McKenzie requested a motion from a member of the board to remove tabs one through four from the consent agenda. He said that as the board secretary he would like the opportunity to thoroughly review all of the minutes on the consent agenda. Following a discussion amongst the board regarding parliamentary procedure and Robert's Rules of Order, Trustee Banducci made the motion to postpone Tabs 1 - 4 and adopt the consent agenda comprising of Tab 5 only. The motion was seconded by Brad Corkill. The vote to adopt the amended consent agenda was called for and carried with five votes in favor.

NEW BUSINESS

Tab 2: Discussion/Action: Amending Resolutions to Clarify Chair's Appointment as Point of Contact with Legal Counsel

Chair Waggoner explained that a point of contact with legal counsel is necessary due to current legal issues. He stated that the recently passed resolution regarding this matter has been amended and presented a new resolution for the board's review. He said that this resolution amends and supersedes the resolution passed at the December 13, 2023 special meeting. He stated that it is more specific and states that the full board has ultimate authority in making final decisions. Following Attorney Boyles's summary and further clarification of the resolution's contents, Chair Waggoner called for a break so that the trustees could adequately review the resolution.

BREAK 8:01 p.m. – 8:08 p.m.

Chair Waggoner reconvened the meeting and invited comments from the board. Trustees Zimmerman and Corkill shared their concerns, opinions and suggestions which were addressed by Attorney Boyles. Trustee Banducci made the motion to adopt the resolution of the board of trustees of North Idaho College to designate the board chair as the point of contact for legal counsel and to have this signed and witnessed hereof tonight by the board chair and by the board clerk. The motion was seconded by Trustee McKenzie. Following further discussion, Trustee Banducci restated his motion. Chair Waggoner then called for the vote. The motion passed with three votes in favor and two against.

Executive Session Actions

Gridley: Chair Waggoner made a motion to authorize the board chair to proceed as directed earlier in executive session. Trustee McKenzie seconded the motion. Following no discussion, Chair Waggoner called for the vote. The motion passed with five votes in favor.

Swayne Lawsuit: Chair Waggoner made a motion to authorize the board chair to proceed as directed in an earlier executive session. Trustee Banducci seconded the motion. Following no discussion, Chair Waggoner called for a roll call vote.

Trustee Corkill – Yes
Trustee Banducci – Aye
Trustee Zimmerman – Aye
Trustee McKenzie – Aye
Chair Waggoner – Aye

The motion passed with five votes in favor.

Tab 6: Second Reading/Action: Policy 2.01.09 (Trustee Emeritus Status)

Chair Waggoner requested a motion to reaffirm policy 2.01.09 (Trustee Emeritus Status). Trustee Corkill made the motion which was seconded by Trustee Zimmerman. Following no discussion, Chair Waggoner re-stated the motion and called for the vote. The motion passed with four votes in favor and one abstention.

Tab 7: Second Reading/Action: Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure)

Chair Waggoner requested a motion from a member of the board to approve the proposed policy 2.01.04 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure) as presented. Trustee Corkill made the motion which was seconded by Trustee Zimmerman. Chair Waggoner offered further clarification of the policy. Trustee McKenzie made clear that this policy would not prevent interim changes outside of the regularly scheduled policy review cycle. Chair Waggoner re-stated the motion and called for the vote. The motion was carried with five votes in favor.

Tab 8: First Reading/Action: Civility Resolution

Chair Waggoner explained that it was decided at an earlier policy subcommittee meeting that Tabs 8 and 9 would be postponed. He then requested a motion from a member of the board to postpone this item. Trustee Corkill made the motion to postpone Tabs 8 and 9. The motion was seconded by Trustee Banducci. Following the vote, the motion passed with five votes in favor.

Tab 9: First Reading/Action: Memberships Policy

Trustee Corkill made the motion to postpone Tabs 8 and 9. The motion was seconded by Trustee Banducci. Following the vote, the motion passed with five votes in favor.

REMARKS FOR THE GOOD OF THE ORDER

Based on the results of an earlier executive session, the board authorized Chair Waggoner to read the following statement. "The board of trustees would like to announce that it has no intent to remove Dr. Swayne as president of North Idaho College". He further stated that this is the official position of the board. Chair Waggoner then asked for any additional remarks for the good of the order.

Chair Waggoner read an additional prepared statement. "I appreciate all of the hard work the board has done and is doing to make NIC flourish again and resolve the NWCCU's concerns". He said that he will be meeting with Accreditation Liaison Officer Dr. Steve Kurtz to coordinate ideas ahead of the NWCCU meeting in February.

The meeting was adjourned at 8:41 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 6

BOARD OF TRUSTEES MEETING
February 28, 2024

TAB 6

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 6 are the Board Regular Meeting Minutes for January 24, 2024

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Consent Agenda items as presented.

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
January 24, 2024
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner called the meeting to order at 5:15 p.m. and verified that a quorum was present. He next called for a motion to go into executive session for the purpose of discussing two separate issues.

ATTENDANCE

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

Also present: Nick Swayne, President
 Colton Boyles, College Attorney
 Brittney Adams, Panel Counsel
 Kelly Drew, Panel Counsel

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Case No. CV28-23-7434 (Swayne Records Request)**. Trustee Banducci seconded the motion. Following discussion, a roll call vote was taken as follows:

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

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion Regarding College Response to Randall Danskin Workplace Investigation Report**. Trustee Banducci seconded the motion. Following discussion, a roll call vote was taken as follows:

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

The meeting was recessed at 5:50 p.m.

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner reconvened the meeting at 6:04 p.m. and verified that a quorum was present. He next welcomed the attendees and led them in the Pledge of Allegiance.

ATTENDANCE

Trustees: Todd Banducci
 Brad Corkill
 Greg McKenzie

Mike Waggoner
Tarie Zimmerman

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

Message From the Chair

Chair Waggoner provided a summary of the actions the board has taken to meet their goals of making NIC flourish again and of resolving the NWCCU’s accreditation issues. He said that he recently met with President Swayne, Accreditation Liaison Officer Steve Kurtz and ACCT consultants Debbie DiThomas and Ken Burke to prepare for the meeting with NWCCU officials on February 2, 2024 in Seattle, WA. Chair Waggoner stated that the same group also discussed the relationship between the Administration and the Board of Trustees. Topics of conversation included increased communication, more clearly defined roles, and the ongoing progress towards resolving NIC’s legal issues. The Chair brought attention to the Board Policy subcommittee’s newly created Civility Resolution to be presented to the board for their consideration. He stated that all newly revised policies have been adopted and commented that recently received feedback indicates that the NWCCU did not understand that the required policy changes had been completed and that the board had adopted them. Chair Waggoner said that it is important to keep board policies up to date and quoted from an NWCCU report which highlighted the importance of board policy reviews, policy affirmations and policy adherence. He concluded by assuring the constituency groups that their concerns are regularly being reviewed by the board.

PUBLIC COMMENT

Name	Topic
Mike Gridley	Budget/Board Policies
Caryn Shepler	Lawsuit
Ed DePriest	Swayne Record Request
Robert Shepler	Accreditation
William Elliott	Statue Relocation
Jamie Berube	Civility Resolution
Dave Reilly	Policy
Donna Runge	Policy

A public commenter proposed that the Chief Morris Antelope statue, currently located on Rosenberry Drive be moved to a location with more exposure, such as the original dedication site on a peninsula near the river. In response, Dr. Swayne said that he will research the topic and report his findings to the board.

Celebrating Success

Trustee Banducci introduced Business Administration Professor Ted Tedmon. Professor Tedmon extended apologies from Business Professor/Co-Division Chair Casey Wilhelm who was not able to be present. Professor Tedmon shared a timeline of his department’s achievements and spoke of their successful presentations at multiple ACCT conferences. A copy of Professor Tedmon’s report is included as an addendum to these minutes.

Following Trustee Banducci’s comments regarding board travel expenditures, Chair Waggoner stated that the board has been in communication with Dr. Greg South and has confirmed with him that his contract with NIC will end in July of 2024 and that it will not be renewed.

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann reported that ASNIC has met three times since the beginning of the semester to discuss project ideas such as a student suggestion box. He gave updates on the ASNIC president's wall and the budget preparation process. President Habermann reported on a recent meeting where the topic of votes of no confidence was discussed. He stated that the students voted unanimously that he draft and present a statement to the Board of Trustees at this meeting. He also shared some personal comments and observations. A copy of his statement is attached as an addendum to these minutes.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green provided an update of the faculty assembly's first meeting of the year where agenda items included but were not limited to standing reports and updates regarding the Molstead Library, the Idaho Launch Program and faculty celebrations. A written copy of the Faculty Assembly Chair's report is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski reported on a meeting held January 11, 2024 where one item was addressed: a second reading on the recommended changes to the staff assembly constitution. Following discussion, the staff assembly voted to approve the changes as recommended. Of the 68 members that were present at the meeting, 47 voted in favor, 0 voted against.

Senate

Matthew Nolan stated that the senate met on January 18, 2024. He reported that first reads were conducted on two procedures brought by Human Resources and one policy brought by the board, 7.01.04 Professional Service Contracts. Trustee McKenzie inquired as to a timeline of completion for policy 7.01.04. President Swayne explained that after a second read is approved and the process continues, the policy will be presented to the board, most likely in March of 2024. Mr. Nolan clarified the timeline of the actions taken by the senate in regards to this policy.

PRESIDENT'S REPORT

President Swayne shared positive local press articles about NIC, a feature on Louisa Rogers of the Center for New Directions as well as favorable athletic reports and news of upcoming events. He explained the logistics for the February 2, 2024 visit with the NWCCU in Seattle. Dr. Swayne stated that the NWCCU will have 30 days after the meeting to respond with their findings and referred to the updated timeline graphic on the NIC website. He reported good news: a 19.2% increase in enrollments of degree seeking students. He expects recruiting efforts to bring increased dual credit enrollments. President Swayne recognized the TRIO Program's multiple performance successes, and applauded the TRIO team's achievements, hard work and dedicated efforts. Dr. Swayne continued with details on the following topics:

Community Engagement Activities

- Meetings with ATC (Advanced Thermoplastics & Composites), Post Falls and C.J. Buck of Buck Knives, Post Falls. Relationships with these companies will afford multiple apprenticeship opportunities and WTC partnerships
- Meetings with local faith community leaders, Kootenai County Ministerial Association and Jim Putnam, founder and senior pastor of Real Life Ministries in Post Falls. The focus of discussion was the topic of free speech and academic freedom on campus

Upcoming Campus Events:

- Jazz Fest in Schuler Auditorium
- Art show at Boswell Corner Gallery featuring local watercolor artist Jessica Bryant

RFP

Ongoing senate review of Policy 7.01.04 (Continuous Professional Service Contracts)

Workforce Training Center

- Government funding to the Aerospace Tech Hub
- New gunsmithing class to begin on March 1, 2024. The class will begin as a pilot program. If it expands and remains successful for three years, NIC will be recognized as an NRA approved gunsmithing program

Career and Technical Education/Program Alignment

- Continued expansion of dual credit programs between Parker and KTECH
- NIC facility staff's diligence in orchestrating the installation of new equipment funded by \$1.3 million from various state grants. The reimbursement deadline for all installations to be complete and fully operational is March 1, 2024.

Other Items

- Transfer program - revising transfer guidelines, training advisors, reviewing articulation agreements
- More efficiently coordinating class start and stop times across departments and programs
- Support for student athletes - continued meetings with SWAC regarding future of SWAC and school alignments; travel and accreditation issue challenges
- Academic Freedom and Free Speech on Campus - recent convocation on campus with guest speaker Dr. Andrew Finstuen who provided great clarity on the topic
- Strategic Planning - upcoming CBT site visit on January 29 - 30, 2024
- Summer Courses - details to be shared later in the meeting

Ongoing Legislative Session

President Swayne explained that unlike in years past, Education Week is not taking place this year. Instead, meetings with the house and senate education committees are scheduled for Tuesday, February 13 in Boise. On Wednesday, February 14, the legislative service officer will read a preprepared presentation to JFAC on behalf of NIC. Dr. Swayne and Chair Waggoner will only be there to answer questions. Citing his many long term relationships with multiple legislators, President Swayne asked Trustee Banducci to join them. He also welcomed any other trustees that would like to attend.

In response to Chair Waggoner's question as to which projects NIC would be requesting funding for, President Swayne listed the driving training course/pistol range location, the college's health profession programs, namely the highly successful nursing program, and cyber security enhancements. He offered numerous insights into the importance of each of these programs.

Trustee McKenzie asked President Swayne if there is a deadline for trustees to submit items for inclusion in the board packet. He stated that on the Friday before the meeting, he submitted revised minutes that were not included in the board book. Dr. Swayne answered by saying that the deadline is two weeks prior to the meeting. He explained that this allows appropriate time for his staff to prepare and disseminate the board books.

INFORMATION ITEMS

Dean of Students Update on Trending Student Needs

Dean of Students Alex Harris provided an overview of NIC's current trending student needs: affordable housing, food insecurity, health and mental health issues. He provided details on how these issues are being addressed. A brief discussion was held on the future possibility of new dorms. Dean Harris's presentation is included as an addendum to these minutes.

Outreach Center Update

Regional Outreach Center Manager Christine Callison shared an overview of the NIC campus in Sandpoint. She highlighted the staff and the various programs offered at the Pine Street Annex location. Ms. Callison's presentation is included as an addendum to these minutes.

Finance Update

Sarah Garcia, VP for Finance and Business Affairs, provided the trustees with a year to date finance update. Her report included a FY25 budget development timeline. Ms. Garcia's presentation is included as an addendum to these minutes.

Summer 2024 In-Person Classes

President Swayne referred to the slideshow played earlier during his report. It highlights some of the 28 in-person classes that will be offered this summer. He stated that there was only one in-person class held last year and highlighted new classes such as guitar lessons, creative writing/poetry, intermediate algebra, human anatomy & physiology, chemistry, and multiple physical education classes. A copy of President Swayne's slideshow is included as an addendum to these minutes.

Tab 1: Institutional Memberships Update

President Swayne referenced the institutional memberships list provided as Tab 1. He explained that a significant cost savings was realized by reducing the number of programs needed for the college to operate in a healthy manner. Following questions and discussion, and in response to Trustee McKenzie's specific request, President Swayne agreed to research whether or not Jobs Plus is barred from using membership fee money for political persuasion, such as levies and lobbying.

Chair Waggoner called for a ten minute break. Trustee McKenzie asked that he be allowed to distribute redlined versions of the October 25, 2023 regular BoT meeting minutes to the trustees so that they could be reviewed during the break. President Swayne and Trustee McKenzie debated on proper governance procedures regarding the introduction of last minute, surprise documents at a public meeting. Trustee McKenzie explained that the redlined versions in his possession reflect his suggested edits and claimed there were inaccuracies in the original draft version of the meeting minutes. Chair Waggoner again called for a break.

BREAK 8:36 p.m. – 8:50 p.m.

CONSENT AGENDA

Following the break, Chair Waggoner reconvened the meeting at 8:50 p.m. Trustee McKenzie stated that he is "hoping to pull tabs 2, 5, 6 and 8 off of the consent agenda". He explained that his goal is for the board to adopt his proposed edits to the October regular BoT meeting minutes (Tab 2) at this meeting and to postpone Tabs 5, 6, and 8 until the February regular BoT meeting. He said that he emailed his edits to the President's office on Friday, January 19, 2024 but they were not in the board packets. Trustee McKenzie made the motion to remove Tabs 2, 5, 6 and 8 from the consent agenda. Trustee Banducci seconded the motion for discussion.

Following discussion and the withdrawal of his previous motion, Trustee McKenzie further clarified and restated his motion to postpone Tabs 5, 6 and 8 until the next regular BoT meeting. Trustee Banducci seconded the motion. Following discussion and the board chair's clarification of the proper process of amending minutes, the motion passed with five votes in favor.

Trustee McKenzie continued by moving that the board adopt his amended version (attached as an addendum to these minutes) of the October 25, 2023 regular BoT meeting minutes. Chair Waggoner allowed him to distribute redlined versions of these minutes to the trustees. President Swayne and Chair Waggoner said that if the minutes are distributed to the trustees, it is important that they also be read into the public record. At Chair Waggoner's request, President

Swayne then explained the proper procedure. Trustee Corkill requested that the trustees be allowed appropriate time to review the proposed minutes. President Swayne and Trustee McKenzie discussed the recent chain of events and the proper process of amending meeting minutes. President Swayne suggested that the trustees be given the time and opportunity to review the changes. He explained that the changes would not need to be read into the public record if the trustees did not vote on the current motion at this meeting and that a different motion would be required.

Following further discussion, Trustee Corkill made the motion to approve Tabs 3, 4, 7, and 9 and to postpone Tab 2 until the February 28, 2024 meeting. The motion was seconded by Trustee Zimmerman. Chair Waggoner called for the vote to adopt the amended consent agenda. The vote was carried with four votes in favor, one vote against.

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

NEW BUSINESS

Action per Executive Session Discussion: CV28-23-7434 (Swayne Records Request)

Chair Waggoner explained that the trustees did not meet in earlier in executive session to discuss this confidential matter however panel counsel still requires direction from the board. Chair Waggoner requested that a trustee make the motion to direct panel counsel to continue to defend the public records lawsuit filed by President Swayne. Trustee McKenzie made the motion which was seconded by Trustee Banducci for discussion.

Trustee Zimmerman asked if this motion is intended to direct panel counsel to appeal the judge's decision. Trustee Banducci offered clarification by saying the motion authorizes panel counsel to defend the litigation and use their best judgement. After Trustee Zimmerman said the explanation was inadequate, she again asked Chair Waggoner if the plan was for panel counsel to appeal the court's recent decision. Attorney Boyles said that the next phase of the case will likely be a motion for costs and fees and that panel counsel needs directions on how to respond. He stated that an appeal would not be addressed at this time. Attorney Boyles suggested that the most cost effective action would be for the board to authorize panel counsel to contact Dr. Swayne's attorney as an attempt to reach an amicable resolution.

Chair Waggoner again asked for the motion. Trustee McKenzie reminded the Chair that the motion had already been made. Chair Waggoner then requested a roll call vote.

Todd Banducci	aye
Brad Corkill	no
Greg McKenzie	yes
Mike Waggoner	aye
Tarie Zimmerman	no

The motion passed with three votes in favor, two against.

Action per Executive Session Discussion Regarding College Response to Randall Danskin Workplace Investigation Report

No action taken.

Tab 10: Board Policies Status Update

President Swayne brought the board's attention to the policy subcommittee's "stoplight" report which is included as an addendum to these minutes. The report indicates the status of all board

policies that have been reviewed, updated and approved to date. All policies have been addressed with the exception of the Civility Resolution and Policy 2.01.15 Recurring Reports.

Tab 11: First Reading/Discussion: Civility Resolution

Chair Waggoner referenced the Civility Resolution which he crafted from another institution's resolution. He suggested that the word "political" be stricken from the document. Trustee McKenzie offered a rephrasing of the final Whereas with the word "political" twice removed.

Tab 12: First Reading/Discussion: Policy 2.01.15 Recurring Reports

Chair Waggoner read the policy aloud. Trustee McKenzie said that any suggested changes to procedure 2.01.15 should be brought before the board for review and approval. President Swayne agreed and offered further clarification of the current procedure. Chair Waggoner then read the procedure aloud.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Corkill clarified that the new gunsmithing school was entirely Dwight Van Horn's idea. Mr. Van Horn is a member of the NRA Board of Directors and was acknowledged for his prompt and thoughtful actions.

The meeting was adjourned at 9:29 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

THANKS FOR YOUR SUPPORT!

- January 2015 – McGraw-Hill (MH) publishes Investigating Technology
- January 2016 – Celebrating Success Trustee Judy Meyer Board Chair
- January 2018 – Investigating Technology awarded MH Product of the Year
- April 2019 – ACCT Instructor of the Year nomination by Board Chair Christie Wood
- October 2019 – Presented at ACCT National Congress
- February 2020 – Presented at ACCT Legislative Summit (taped 2 podcasts)
- March 2021 – MH publishes Investigating MIS
- August 2023 – Investigating MIS awarded MH Product of the Year
- October 2023 – Presented at ACCT National Congress



Uplifting Students

ACCT 2023
LEADERSHIP
CONGRESS

BUILDING A LEGACY

Uplifting Students and Transforming Communities

Trustee Todd Banducci

Prof. Casey Wilhelm, Business Division Chair & Prof. Ted Tedmon

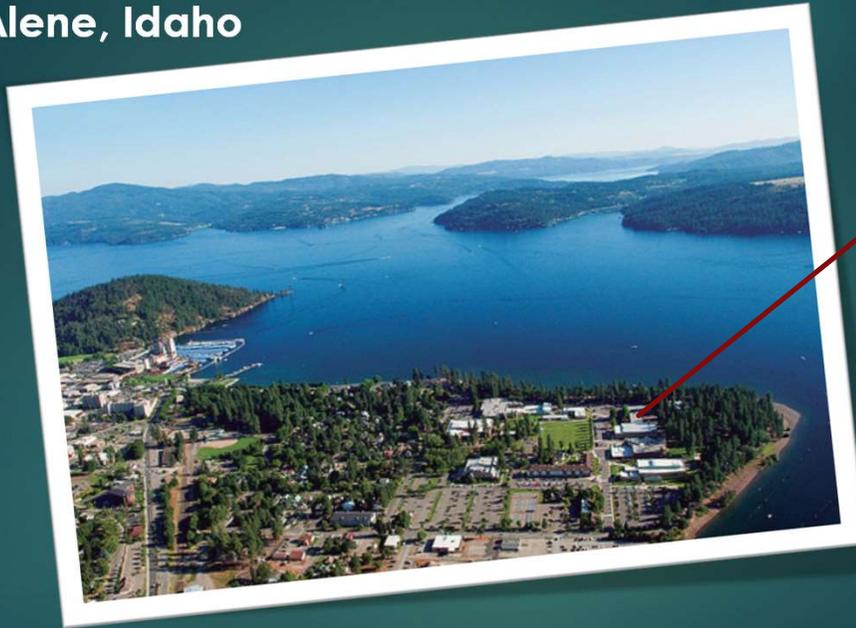


North Idaho College

Reaching the Distracted

ACCT ★ 2023

Coeur d'Alene, Idaho



North Idaho College*

*It's okay to be jealous



North Idaho College

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ACCT ★ 2023

About North Idaho College

By the Numbers

17%

Higher Earning Potential

EDUCATION & TRAINING

\$3,396

Per Year

FINANCIAL AID

14:1

Student-to-Teacher Ratio

STUDENT LIFE



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ACCT ★ 2023

NOTABLE STATISTICS ABOUT GEN Z STUDENTS

- Extremely social – Very tolerant, reluctant to speak out, subject to social contagion
- Highly anxious – Prone to deaths of despair, most medicated generation
- Smartphone has always existed, half spend over 10 hours/day on devices
- 55% claim extreme interest in environmental issues
- Most racially diverse generation



Born – 1997 through 2012
(~11-26 years old)

HOW THEY LEARN: GEN Z STUDENTS

- Should avoid online classes, need socialization
- Digital natives – Phone/App experts, but often lacking file-management, keyboarding skills
- Non-Linear learners – Comfortable jumping between concepts
- Visual – Expect video and images



Born – 1997 through 2012
(~11-26 years old)

BEST PRACTICES FOR GEN Z INSTRUCTION

- Create a social environment (food, music)
- Use anonymous polling
- Give them control of their grades
- Break instruction into short segments
- Make instruction relevant
- Use flipped model of instruction
- Individualize instruction (adaptive learning)



Emphasize the “why”



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ACCT ★ 2023

BEST PRACTICES FOR MILLENNIAL INSTRUCTION

- Provide for their frequent input/feedback
- Use positive reinforcement – respond quickly
- Assign frequent, low-stakes assessments
- Provide a consistent assignment cadence
- Break instruction into short segments
- Use flipped model of instruction
- Individualize instruction (adaptive learning)



Let them talk it out!



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ACCT ★ 2023

BEST PRACTICES FOR NON-TRADITIONAL INSTRUCTION

- Provide multiple instructional media
- Ease them into learning technologies
- Keep weekly workload consistent
- Allow them to work and plan ahead
- Be mindful of local school schedules, holidays, closures
- Encourage to join classroom late, leave early, bring children to class



If you're flexible, these will be top-performers.



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ACCT ★ 2023

SIMPLE DIGITAL LITERACY ASSESSMENT

1. If you have a computer at home, what type is it and what OS does it use?
2. Do you have an Internet connection at home? If so, how do you connect to it and fast is your connection?
3. Which online classes have you successfully completed?
4. Which browsers do you have on your computer?



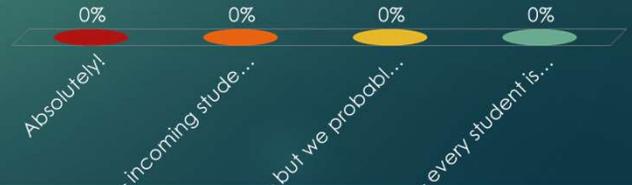
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ACCT ★ 2023

Does your institution have a digital literacy exam for incoming students?

- A. Absolutely!
- B. No – incoming students are digitally literate
- C. No – but we probably should create one
- D. No – every student is required to take a course in digital literacy



TRADITIONAL TEXTBOOKS NO LONGER WORK

- Many millennials and Gen-Z students have difficulty focusing on long narrative text
- Most students were not taught how to study
- Textbooks don't cover multiple learning styles



Raise your hand if you're shocked!



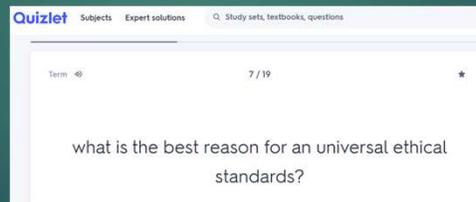
Academic Integrity: OER's "Elephant in the Room"

Chegg and Quizlet mean faculty must:

- Create new test banks each term
- Hand-grade each assessment
- Be aware of ChatGPT/Bard/Copilot



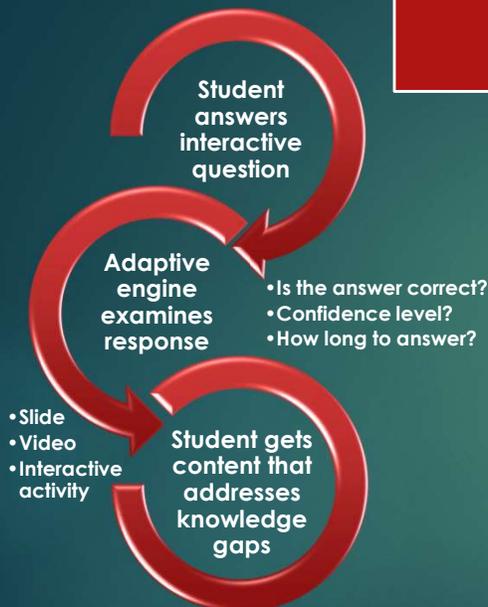
Students love OER...
It's free and every
test bank is posted
online



Adaptive Learning

Community college students bring unique educational challenges that require adaptive learning

- Students have diverse knowledge backgrounds
- Adaptive learning teaches to knowledge gaps
- Keeps well-prepared students engaged without intimidating those with less knowledge



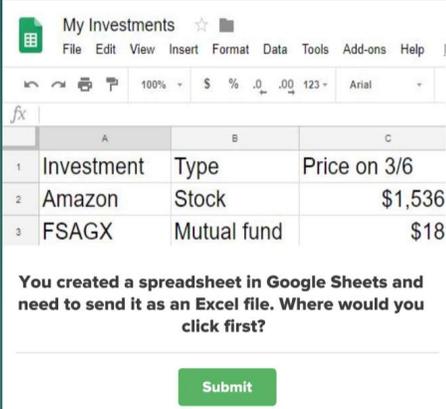
Interactive Questions



If you type $= 8 / 2 * 4 + 1$ into a cell in a spreadsheet and then press Enter, what will appear in the cell?

Click the answer you think is right.

Do you know the answer?



My Investments

	A	B	C
1	Investment	Type	Price on 3/6
2	Amazon	Stock	\$1,536
3	FSAGX	Mutual fund	\$18

You created a spreadsheet in Google Sheets and need to send it as an Excel file. Where would you click first?

Do you know the answer?



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ACCT ★ 2023

Equity/Accessibility



As the importance of data and the Internet has grown, most organizations allocate significant resources to information systems (IS), or information technology (IT). Information is important to all levels of business management. Top level managers such as executives, presidents and vice-presidents use IS to monitor overall business performance and forecast future opportunities and threats. Middle managers use IS to record and report business performance and to implement the policies set forth from upper management. First level managers such as supervisors schedule routine operations and monitor employee performance.

Full narrative /auditory

Chunked bullets
Ideal for:

- ADHD
- ESL
- Gen Z

Levels of business information management

Levels of business information management:

Top level management (executives, presidents, etc.):

- Use IS to monitor overall business performance
- Help foresee opportunities and threats

Middle managers:

- Use IS to create reports
- Communicate policies and performance up and down

First level managers (supervisors):

- Scheduling daily operations
- Recording employee performance



Information systems (IS) are important to all levels of business management.

Image with caption to build engagement



North Idaho College

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ACCT ★ 2023

Allowing for Feedback is Essential



Information is transferred over the Internet in small data groupings called .

Do you know the answer?

I know it

Think so

Unsure

No idea

1 Understand how the Internet works

Fill-in
0 [mhe_products/hssl/master/csn_ic3/csn_ic3__domain_20netv
Information is transferred over the Internet in small data groupings called ____ .

User answer

Comment

pakcet

I am right
Target: js,pixi,dpi=192



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Reaching the Distracted

ACCT ★ 2023

Informed Instruction: Teach with Analytics

Assignment Progress



■ Not Started 5%
■ In Progress 3%
■ Completed 92%

[View more](#)

Completion Time

Estimated Average: 1 hr 3 min

Less Time	Typical Time	More Time
6 learners 29 min–1 hr 3 min	12 learners 1 hr 4 min–1 hr 43 min	3 learners 1 hr 44 min–2 hr 30 min

Not shown: 3 learners who took much longer than 2 hours 30 minutes.

[View more](#)

Learners' Metacognition

Overconfident

22%

Incorrect answers with high confidence

[View more](#)

Underconfident: 5%
Uncertain: 19%
Realistic: 9%
Knowledgeable: 45%

Challenging Concepts

27 out of 42 concepts are challenging for over 20% of learners.

[View more](#)



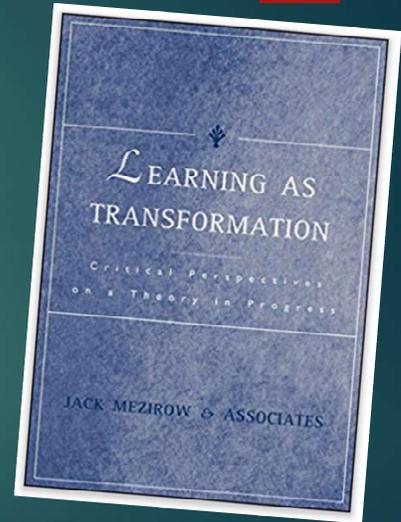
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Reaching the Distracted

ACCT ★ 2023

Takeaways

- Use adaptive learning technology
- Acknowledge different learning styles
- Multiple weekly due dates
- Award points for all assignments
- Use formative assessments
- Encourage feedback
- Classroom socialization – food, music, drinks
- Promote faculty learning communities



North Idaho College

Reaching the Distracted

ACCT ★ 2023

Primary sources

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**January 24, 2024 Rescheduled NIC Board of Trustees Meeting
Faculty Assembly Chair Report
Kathleen Miller Green, Associate Professor of Child Development**

Good evening Chair Waggoner, Trustees, President Swayne, community members, my incomparable NIC faculty and staff colleagues, and our unrivalled students – a belated Happy New Year to you all.

At the first faculty meeting of this new year on January 11th, 2024, Faculty Assembly addressed the following items of business:

Standing reports and updates from Senate, SLOA (Student Learning Outcomes and Assessment), Adjunct Faculty, & Advising were heard.

Steve Naught, our newest faculty librarian announced that Molstead Library is now again able to conduct course training and give talks to classes about informational literacy and library use. A relief for many courses, especially ENGL 101 and our FYE courses.

In my Chair Report, I gave a brief overview of the new Idaho LAUNCH program, which will provide 80% or up to \$8,000 per eligible student to attend training or college over two years, along with the news of how well the first roll-out is going – this state-supported program will be a game-changer for High School Seniors across our state who want to attend college. We are hoping that NIC sees the tangible benefit of the program in terms of Summer and Fall enrollment numbers.

I updated the faculty on the timeline for the upcoming NWCCU Commission meeting on February 2nd, as well as the projected timeline for further NWCCU site visits, and subsequent report letter due dates for NIC. The whole college anxiously awaits the most current status decision from NWCCU.

We had no “Old Business” items.

In “New Business” the faculty were first treated to a wonderful “Faculty Celebrations” presentation by our very own English Division Chair, Molly Michaud about her **WOCU (World Cultures) – 207 Irish Murder Mysteries** course and international tour. Molly has used this course structure to explore England for two years and now will be in her second year exploring the literature and culture of Ireland. In the 3-week visit to the Emerald Isle, after the main semester course wraps up in May, the group finishes the course by travelling the entire circumference of Ireland, stopping at 10 cities, taking

tours, and visiting the sites of the books studied in the class. Just a “plug” for future courses – Molly takes community members, faculty and staff in this class and relishes the chance to offer this unparalleled experience to our campus and community.

Thomas Scott and Patty Hoeck were invited to talk to the faculty about the Canvas TurnItIn integration that was accomplished over the Winter break, and to answer questions from faculty about how the new integration works with their courses.

The change to Common Course times for Fall 2024 was reviewed with faculty, and questions about the rationale and roll-out of this new, more streamlined, timetable for classes were discussed. I will return to the faculty in February with more information based on their questions.

After various announcements for Good of the Order, the first meeting of 2024 was adjourned.

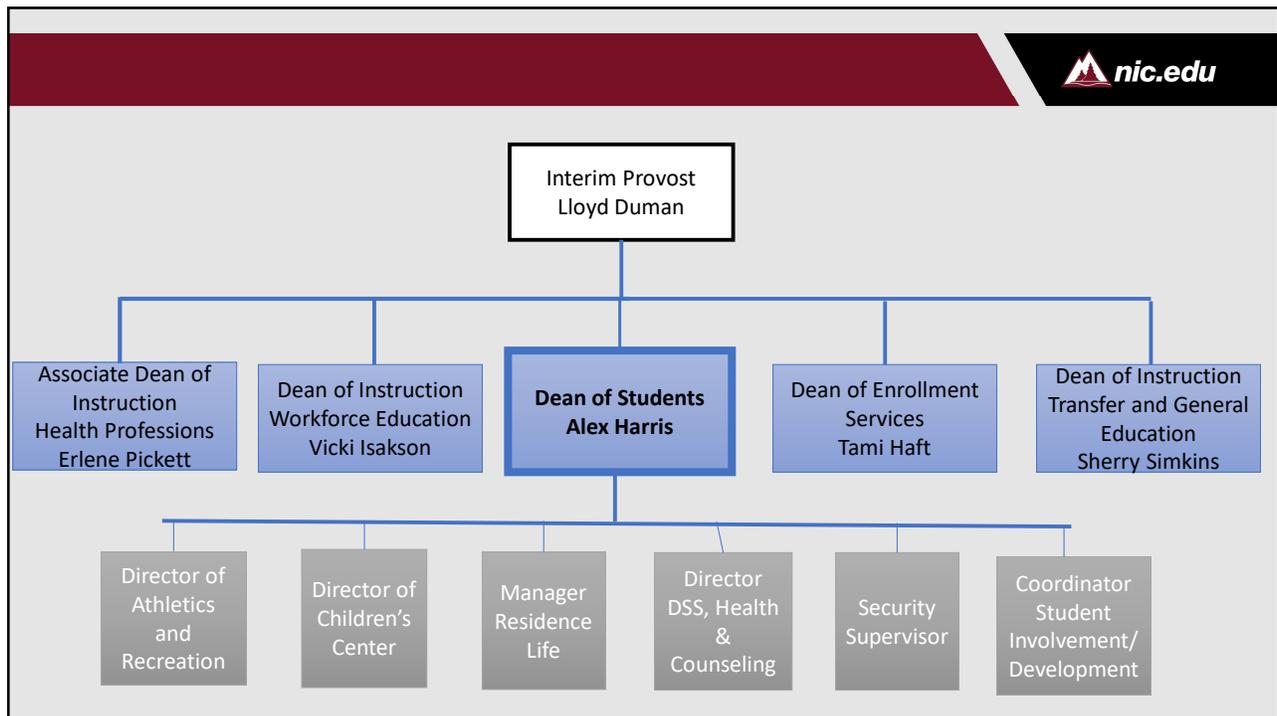
With that I am open for questions.



Trending NIC Student Needs

Dean of Students Office
Wednesday, January 24, 2024

North Idaho College
► *nic.edu*



Affordable Housing



Affordable housing is a basic need, and its absence can significantly impact students' overall well-being and negatively impact their ability to fully engage in and succeed in the college experience.

Financial Strain:

Students may be forced take out additional loans, work longer hours, and/or take on additional jobs to afford housing, leading to time constraints and potential academic performance decline.

Academic Performance:

Instability in housing can disrupt students' focus on academics, affecting their ability to study and perform well in classes and non-academic obligations.

Mental Health Impact:

The constant worry about housing stability can lead to decreased well-being, affecting students' emotional and psychological resilience.

Retention and Graduation Rates:

Housing instability may result in students dropping out or taking breaks from their studies, impacting retention rates or extending anticipated graduation dates.

Affordable Housing



Compared to the rest of Idaho, the Coeur d'Alene area Fair Market Rate is more expensive than 94% of the state.

The average age of an NIC student is **26**, living with parents is often not a viable option.

2024 Median Rental Prices:

	Per Month	Per Academic Year (10 months)
Studio	\$928	\$9,280
1 – Bedroom	\$1,134	\$11,340
2 – Bedroom	\$1,369	\$13,690
3 – Bedroom	\$1,929	\$19,290

Food Insecurity



NIC's Food Pantry offers dry goods, frozen goods, and hygiene products all provided through donations. The Dean of Students office also has a limited budget for emergency aid and grocery/gas gift cards through donations.

- Food Pantry Visitors 22-23 School Year: 55
- Food Pantry Visitors Fall 23: 40
- Emergency Aid, Grocery/Gas Gift Cards and Book Vouchers 22-23 School Year: 32
- Emergency Aid, Grocery/Gift Cards and Book Vouchers Fall 23: 16

Health and Mental Health



- Faculty and Staff report a lack of student engagement at higher levels than ever.
- Procrastination, mental health, motivation, and an overall lack of ability to cope—students need coping skills, mental health support and help becoming more resilient to be successful students.

Health and Mental Health



- Students often report lack of access to resources for mental health services in our community. We currently have one full time counselor for all NIC students.
- Students also report barriers to accessing medical care providers for disability diagnosis needed for accommodations.

What are we doing? What do we need?



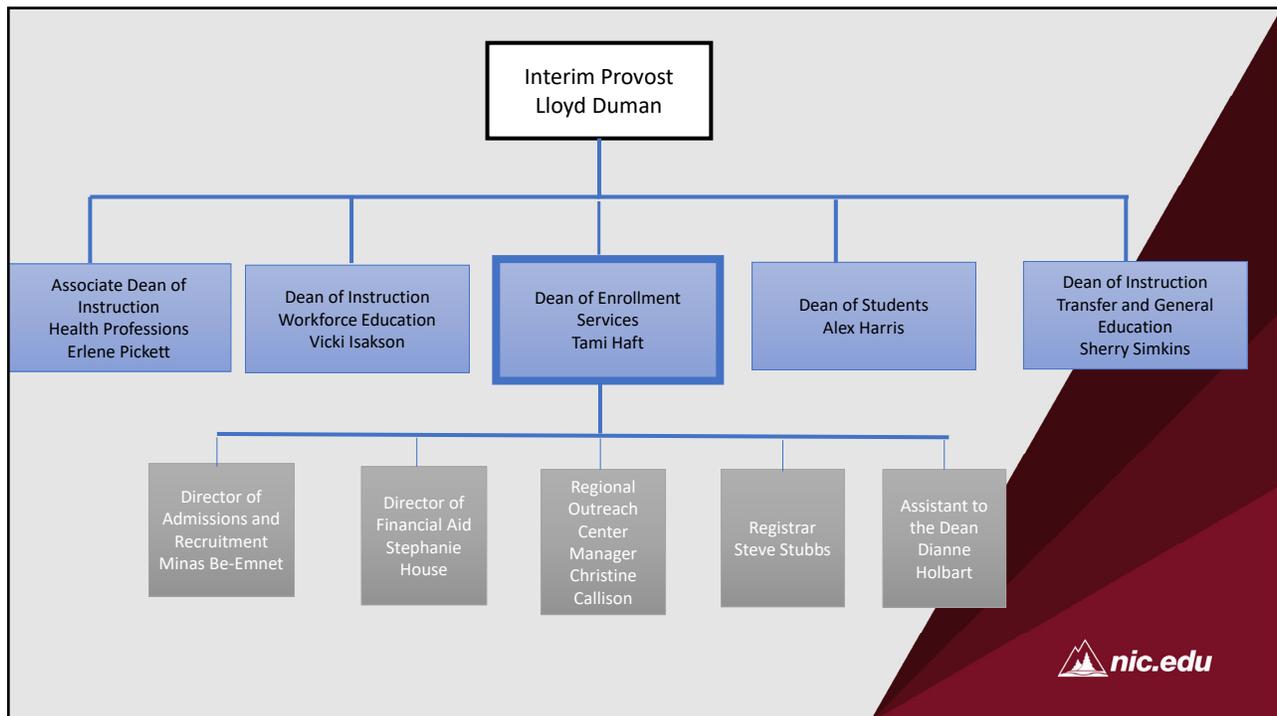
- Bringing together previously disconnected services to provide more opportunities for access.
- Connecting with community partners for referrals.
- Beginning work with Idaho higher education institutions to address mental health issues statewide.
- Expand mental health services for students.
- Explore new ways to build student's resiliency.
- Explore student housing options.

NIC at Sandpoint

Christine Callison, M.A.
Regional Outreach Center Manager

President's Goals
#2 Enrollment Management
#3 Community Stakeholder Engagement

North
Idaho
College



Pine Street Annex



Serving the Northern Counties



Staff and Faculty



Top Programs Fall 2023

Bonner County

- General Studies AA
- Dual Enrollment
- Business AS
- Non-degree
- Business Management AAS
- Pre-Medical Fields AS
- Art AA
- Psychology AS

Boundary County

- Dual Enrollment
- General Studies AA
- Elementary Education AA
- Social Work AA
- Non-degree
- Business Management AAS
- Engineering AS
- Psychology AS



Spring 2024 - Classes Pine Street Annex

- BIOL 175 - Lab
- COMM 101
- ENGL 101/101P
- ENGL 102
- HIST 102
- MATH 025
- MATH 123
- PE 111-O
- PSYC 101
- PN 111



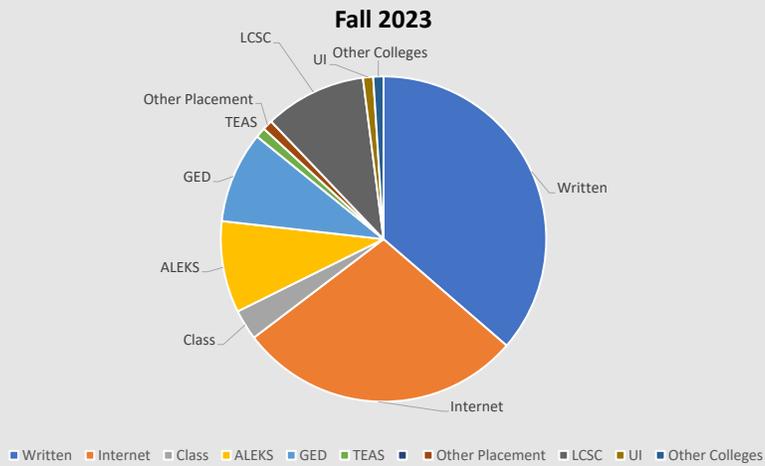


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Test Proctoring at Sandpoint



Goals for 2024

- Recruitment
- Space utilization: long-term planning and campus safety
- Community engagement and marketing



Pine Street Annex



NIC at Sandpoint
515 Pine Street
Sandpoint, ID

208.263.4594

www.nic.edu/sandpoint

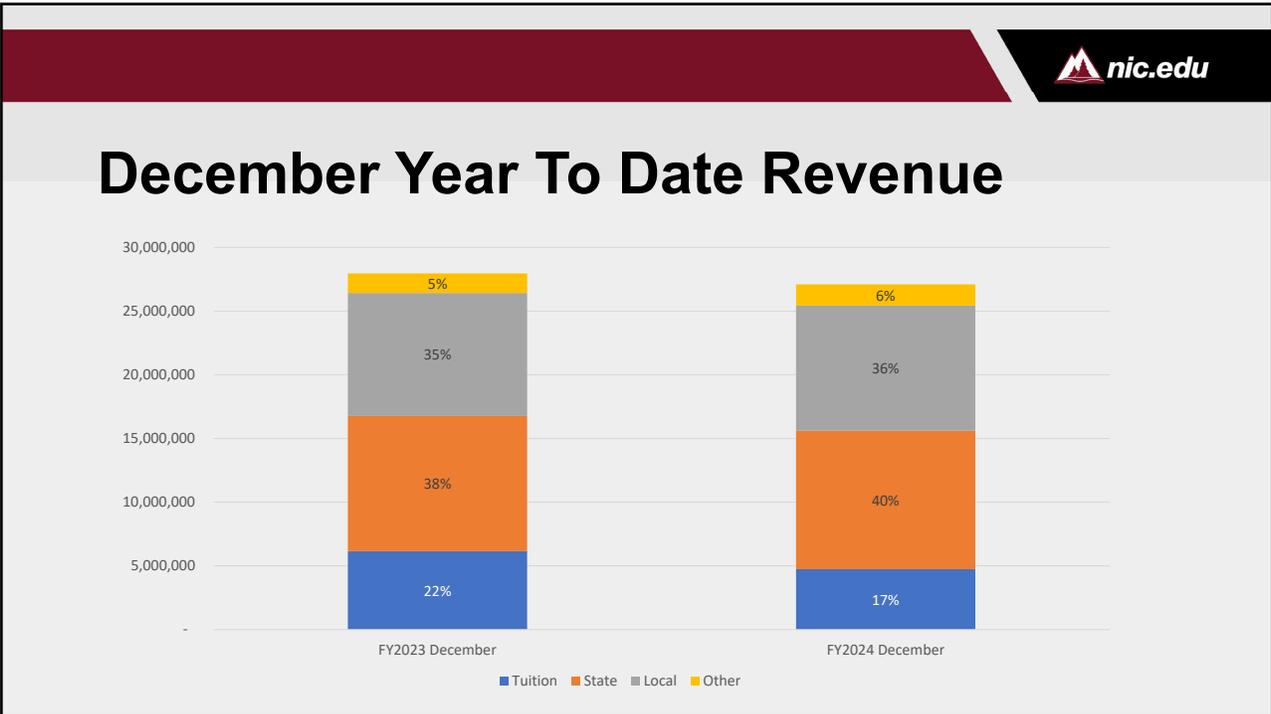




Finance Update Fiscal Year 2024 to Date

Recurring Report
January 2024

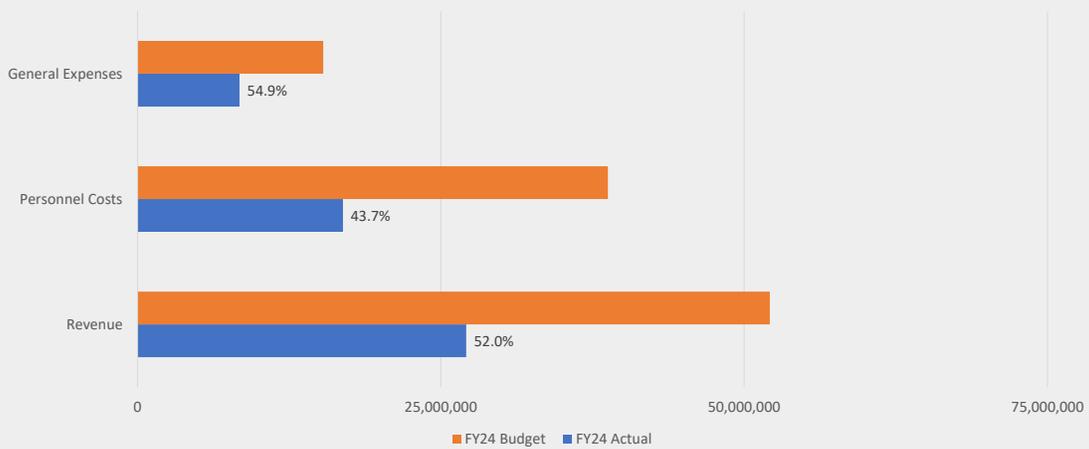
North Idaho College
► nic.edu



December Year To Date Expenses



December Actual vs Budget



FY25 Budget Development

- Establish Priorities and Planning Principles
 - Key focus areas of strengthening recruitment and retention efforts
 - Creating a balanced budget with limited or no increase in property taxes or tuition rates
- Establish Assumptions to share with campus
 - Enrollment Projection
 - Personnel costs (state change in employee compensation and benefit rate increases)

FY25 Budget Development (cont.)

- Position Planning
 - Held Positions from FY24
 - New position requests
- Adjunct/Overload Planning
- Contractual Increases
- Identify areas for expense savings

FY25 Budget Development - Timeline

- February
 - Agreement on priorities and principles
- March
 - Departmental Budget Request Development
- April
 - Compilation of requests
 - Preparation of First Reading
- May
 - Adjustments from First Reading
 - Second reading (approval)

Summer courses:

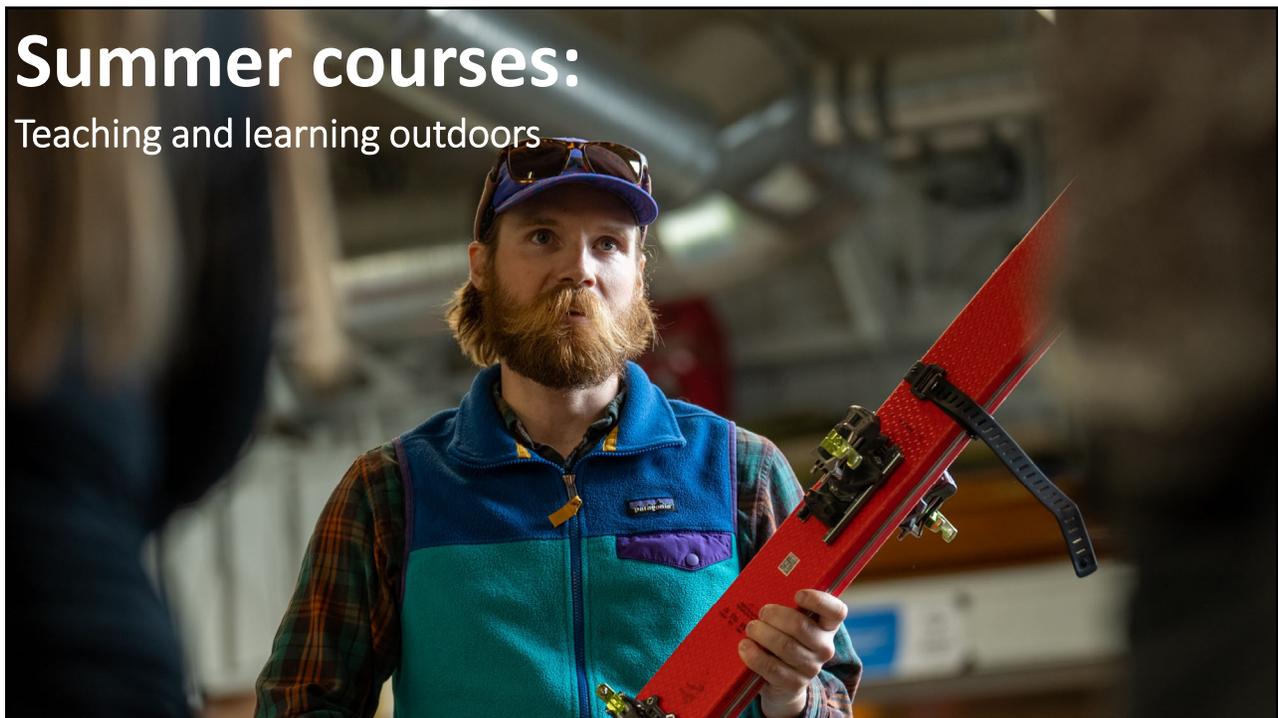
Teaching and learning outdoors



Summer courses:

Teaching and learning outdoors





Summer courses:

Teaching and learning outdoors



Summer courses:

Teaching and learning outdoors



Summer courses:

First aid



Summer courses:

First aid



Summer courses:

First aid



Summer courses:

First aid



Summer courses:

First aid



Summer courses:

Concepts of biology







Summer courses:

Intro to chemistry



Summer courses:

Intro to chemistry



Summer courses:

Intro to chemistry



Summer courses:

Intro to chemistry



Summer courses:

Intro to chemistry



Summer courses:

Physical geology



Summer courses:

Physical geology



Summer courses:

Physical geology





Summer courses:

Beginning sailing



Summer courses:

Beginning sailing



Summer courses:

Stand up paddle boarding



Summer courses:

Stand up paddle boarding



Membership Expense		
Department/Area	2023 Actual	2024 Actual / Anticipated
Athletics		
American Volleyball Coaches Association	185.00	185.00
Hayden Chamber of Commerce	125.00	Cancelled for FY2024 - covered under institutional membership
National Athletic Trainers Association	470.00	369.00
National Fastpitch Coaches Association	110.00	205.00
NJCAA	3,365.00	10,783.00
NWAC	7,665.00	10,245.00
Post Falls Chamber of Commerce	150.00	Cancelled for FY2024 - covered under institutional membership
Professional Golf Association	791.00	791.00
State of Idaho - Board of Medicine	180.00	180.00
Athletics Total	13,041.00	22,758.00
CTE		
American Culinary Federation	240.00	240.00
American Welding Society	263.00	263.00
American Welding Society - Certified Welding Inspector	545.00	545.00
Association for Career and Technical Education		100.00
Association of Certified Fraud Examiners	60.00	60.00
Automotive Service Excellence	87.00	87.00
Automotive Service Excellence Foundation	1,595.00	1,595.00
Idaho Business Education Association	10.00	10.00
National Business Education Association		149.00
National Communication Association	195.00	195.00
National Council for Workforce Education	535.00	535.00
Northwest I-90 Manufacturing Alliance		250.00
Skillsusa Inc.		210.00
CTE Total	3,530.00	4,239.00
Development		
Council for Advancement & Support of Education	2,400.00	2,496.00
Development Total	2,400.00	2,496.00
Finance and Business Affairs		
American Institute of Certified Public Accountants	315.00	340.00
Community College Business Officers	600.00	650.00
National Association of College and University Business Officers	4,922.00	4,922.00
Finance and Business Affairs Total	5,837.00	5,912.00
General Education		
Arts and Cultural Alliance	50.00	50.00
College Media Association	75.00	75.00
Idaho Education Technology Association	75.00	75.00
Law and Society Association		101.00
Music Teachers National Association	136.00	142.00
National Art Education Association	70.00	70.00
National Association of Sports Officials	199.00	199.00
National Intramural-Recreational Sports Association	285.00	285.00
National Recreation and Parks Association	180.00	180.00
Society for Health and Physical Educators	139.00	139.00
Spokane Angel Alliance	1,500.00	Cancelled for FY2024
Western History Association	205.00	205.00
Western Interstate Commission for Higher Education	1,000.00	1,000.00
General Education Total	3,914.00	2,521.00
Health Professions		
Accreditation Commission for Education in Nursing	2,875.00	2,975.00
American Association of Medical Assistants	1,500.00	1,700.00
American Dental Association	2,100.00	2,100.00
American Dental Education Association	945.00	945.00
American Physical Therapy Association	5,140.00	5,085.00
American Society for Clinical Pathology	209.00	209.00
American Society of Health-System Pharmacists	3,000.00	3,000.00
Association of Surgical Technologists	80.00	80.00
Commission on Accreditation of Allied Health Programs	600.00	1,000.00
Idaho Oral Health Alliance	250.00	250.00
Joint Review Committee on Education in Radiologic Technology	2,270.00	2,450.00
National Accrediting Agency for Clinical Laboratory Sciences	2,692.00	2,827.00
National League for Nursing	1,530.01	1,545.00
Nurse Leaders of Idaho	100.00	100.00

Organization for Associate Degree Nursing		595.00	
Organization for Safety, Asepsis and Prevention (Dental)	150.00		150.00
Health Professions Total	23,441.01		25,011.00
Human Resources			
College and University Professional Association - HR	1,395.00		1,395.00
Human Resource Network of North Idaho	200.00		300.00
Human Resources Certification Institute	338.00		338.00
Human Resources.com	225.00		244.00
Society for Human Resource Professionals	946.00		1,220.00
World at Work	265.00		265.00
Human Resources Total	3,369.00		3,762.00
Information Technology			
Association for Computing Machinery	75.00		75.00
Educause Membership	1,190.00		1,250.00
Midjourney			96.00
Organization for Educational Technology and Curriculum			300.00
Research Education Networking Information Sharing and Analysis	1,375.00		1,375.00
Univ. Corp. for Advanced Internet Development	2,500.00		2,500.00
Information Technology Total	5,140.00		5,596.00
Institutional			
Amazon Capital Services	779.00		779.00
American Association of Community Colleges	8,089.00		Cancelled for FY2024
Association of Community College Trustees	4,710.00	4,851.00	
Association of Governing Boards (AGB)	4,200.00		Cancelled for FY2024
Coeur d'Alene Chamber of Commerce	999.00		999.00
Costco	180.00		180.00
EAB Global	20,243.00		Cancelled for FY2024
Hayden Chamber of Commerce	250.00		250.00
Inland Northwest Partners	150.00		150.00
Inland NW Aerospace Consortium	145.00		Cancelled for FY2024
Jobs Plus	15,000.00	5,000.00	
Mountain States Association of Community Colleges	450.00		450.00
National Association of Community College Entrepreneurs	900.00		900.00
Northwest Commission on Colleges and Universities	19,950.00	21,400.00	
Post Falls Chamber of Commerce	300.00		300.00
Rathdrum Area Chamber of Commerce	199.00		199.00
Rotary Club of Coeur d'Alene	893.56		642.53
Sandpoint Chamber of Commerce	150.00		150.00
Silver Valley Economic Development	200.00		200.00
Wallace Chamber of Commerce	65.00		65.00
Western Washington University	3,000.00		Cancelled for FY2024
Institutional Total	80,852.56		36,515.53
Institutional Research			
Association for Institutional Research	380.00		380.00
Institutional Research Total	380.00		380.00
Marketing and Community Relations			
National Council for Marketing and Public Relations	700.00		700.00
Public Relations Society of America	290.00		267.00
Ragan Training and Ragan Insider	1,995.00		Cancelled for FY2024
Sunrise Rotary Club	1,184.48		539.78
State of Idaho - Extraordinary Session Lobbyist Status	310.00		Cancelled for FY2024
Marketing and Community Relations Total	4,479.48		1,506.78
Student Services			
American Association of College Registrars and Admissions Officers	1,136.00		1,208.00
American Indian Science and Engineering Society			65.00
Association for University of College Counseling Center Directors	200.00		200.00
Association of Threat Assessment Professionals	250.00		250.00
Association of Title IX Administrators	4,098.00		4,098.00
Association on Higher Education and Disability	520.00		560.00
Idaho Association College Registrars and Admission Officers	150.00		150.00
Idaho Partnership on Higher Education & Disability	200.00		200.00
National Academic Advising Association	925.00		1,045.00
National Alliance of Concurrent Enrollment Partnerships	560.00		560.00
National Association for Behavioral Intervention and Threat Assessment	199.00		199.00
National Association for College Admission Counseling			1,080.00
National Association of Cleary Compliance Officers and Professionals	390.00		390.00
National Association of Student Personnel Administrators	643.00		643.00

National Association of Student Resource Officers	40.00	40.00
National Association Student Financial Aid Administrators	1,603.00	1,694.00
National Career Development Association	285.00	285.00
Pacific Association of Collegiate Registrars and Admissions Officers		125.00
Western Association of Student Financial Aid Administrators	200.00	200.00
Student Services Total	11,399.00	12,992.00
Grand Total	157,783.05	123,689.31

Tab 7

BOARD OF TRUSTEES MEETING
February 28, 2024

TAB 7

SUBJECT: Board Policy Subcommittee

BACKGROUND:

Included as Tab 7: Policy 7.01.04 Continuous Professional Service Contracts

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Policy 2.01.15 Recurring Reports as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Continuous Professional Service Contracts

Impact: North Idaho College

Responsibility: North Idaho College

Effective Date: 12/20/1990

Revised Date:

Reviewed Date:

Relates to Procedure(s):

Legal Citation(s): Idaho Statutes 67-2320, 67-2803, 67-2806

I. Policy for Awarding Continuous Professional Service Contracts

The North Idaho College Board of Trustees has determined that it is in the best interest of the College to contract for some professional services for a period of longer than one year. Examples of such services are: (a) banking, (b) attorney, (c) architect, (d) auditor, (e) insurance. However, it is also believed that different vendors for these services should periodically have opportunities to present proposals for providing such services to insure the efficient and wise use of college funds. It is further understood that if it is determined that services are unsatisfactory, that a request for proposals can be initiated at any time. Any service contract covered under this policy may be terminated by the Trustees with a ninety (90) day written notice.

The Administration will establish an ad hoc committee consisting of no less than three college employees in the field(s) covered by the desired service. The committee will publish two (2) notices soliciting bids at least two (2) weeks before the date for the opening bids, with the second notice to be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened per Idaho Statute 67-2806. The committee will review the proposals received and make written recommendations to the President. The President will forward a recommendation to the Board of Trustees for Board approval of proposals costing over \$150,000 annually unless otherwise restricted by Idaho statute.

II. Definitions to Be Used in the Interpretation of this Policy

1. **PROFESSIONAL** will mean those services conforming to the standards of a professional determined through prolonged and specialized intellectual training that enables a particular service to be rendered, licensure, or uniqueness of the service. The word “professional” implies professed attainments in special knowledge as distinguished from mere skills.
2. **CONTINUOUS** will mean a period of more than one year during which services are provided.
3. **SERVICE** will mean actions, words, or benefits accrued to North Idaho College as the result of an individual’s or firm’s efforts.

Policy Title: Continuous Professional Service Contracts

Impact: North Idaho College

Responsibility: North Idaho College

Effective Date: 12/20/1990

Revised Date:

Reviewed Date:

Relates to Procedure(s):

Legal Citation(s): [Idaho Statutes 67-2320, 67-2803, 67-2806](#)

I. Policy for Awarding Continuous Professional Service Contracts

The North Idaho College Board of Trustees has determined that it is in the best interest of the College to contract for some professional services for a period of longer than one ~~fiscal~~ year. Examples of such services are: (a) banking, (b) attorney, (c) architect, (d) auditor, (e) insurance ~~and grant consultants or directors~~. However, it is also believed that different vendors for these services should periodically have opportunities to present proposals for providing such services to insure the efficient and wise use of college funds. It is further understood that if it is determined that services are unsatisfactory, that a request for proposals can be initiated at any time. Any service contract covered under this policy may be terminated by the Trustees with a ninety (90) day written notice.

The Administration will establish an ad hoc committee consisting of no less than three college employees in the field(s) covered by the desired service. The committee will publish two (2) notices soliciting bids at least two (2) weeks before the date for the opening bids, with the second notice to be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened per Idaho Statute 67-2806~~prepare a request to be circulated in a geographic area large enough to insure responses from several qualified professionals~~. The committee will review the proposals received and make written recommendations to the ~~President's Cabinet~~ The President will forward a recommendation to ~~and~~ the Board of Trustees for Board approval of any RFP anticipated to proposals costing over \$1250,000 annually unless otherwise restricted by Idaho statute.

II. Definitions to Be Used in the Interpretation of this Policy

1. PROFESSIONAL will mean those services conforming to the standards of a professional determined through prolonged and specialized intellectual training that enables a particular service to be rendered~~practice, special skills~~, licensure, or uniqueness of the service. The word "professional" implies professed attainments in special knowledge as distinguished from mere skills.

2. CONTINUOUS will mean a period of more than one year during which services are provided.
3. SERVICE will mean actions, words, or benefits accrued to North Idaho College as the result of an individual's or firm's efforts.

Tab 8

BOARD OF TRUSTEES MEETING
February 28, 2024

TAB 8

SUBJECT: Board Policy Subcommittee

BACKGROUND:

Included as Tab 8: Second Reading/Action: Civility Resolution

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve the Civility Resolution as presented.

Prepared by: Suzy Scura
Board Clerk



North Idaho College

Board of Trustees Civility Resolution

Whereas, a healthy democracy respects the people’s right to debate issues with passion; and not only tolerates disagreement but welcomes it; and

Whereas, honest debate helps refine ideas and create policies that benefit the greater good; and

Whereas, in order to ensure **civility** and **civil discourse** in all of our meetings, reaffirm and pledge our commitment to the following best practices of civility and civil discourse; and

Whereas, we pledge our commitment to **listen first**, making an honest effort to understand views and reasoning of others by listening to understand, not listening to find fault, allowing thoughtful discussion to lead to the best possible outcomes; and

Whereas, we pledge our commitment to **respect different opinions**, by inviting and considering different perspectives, allowing space for ideas to be expressed, opposed and clarified in a constructive manner; and

Whereas, we pledge our commitment to **show courtesy**, by treating all colleagues, staff and members of the public in a professional and courteous manner whether in person, online, or in written communication, especially when we disagree; and

Whereas, we pledge our commitment to **avoid rhetoric and refrain from making slanderous, profane, or personal remarks intended to humiliate, intimidate, malign, or questions the motivation** of those whose opinions are different from ours in all our meetings; and

Whereas, we pledge our commitment to **speak truthfully** without accusation, avoid distortion in all of our meetings; and

Whereas, we pledge our commitment to **debate the policy not the person**, focusing on the issue, and not personalizing the debate or using tactics that divert attention from the issue; and

Whereas, we pledge our commitment **against violence and incivility** in all forms whenever and wherever they occur in all of our meetings; and

Whereas we commit ourselves to build a civil ~~political~~ community in which each person is respected and spirited public ~~and political~~ debate is aimed at the betterment of North Idaho College and the Idaho Panhandle, regardless of political persuasion.

Now, Therefore, be it resolved, The North Idaho College Board of Trustees shall promote the use of adherence to the principles of civility and civil discourse in conducting business with appointed and elected officials, staff, and citizens as stated and agreed in the Trustee Affirmation in Policy 2.01.10.

Passed and adopted by the Board of Trustees at a regular meeting held on the 20th day of December 2023.

Votes:

Trustee	Vote (Aye/Nay)
Banducci	
Corkill	
McKenzie	
Waggoner	
Zimmerman	

Attested:

Michael E. Waggoner, Board Chair

Date

Tab 9

BOARD OF TRUSTEES MEETING
February 28, 2024

TAB 9

SUBJECT: Board Policy Subcommittee

BACKGROUND:

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

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Policy 2.01.15 Recurring Reports as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Recurring Reports

Impact: Board of Trustees

Responsibility: North Idaho College

Effective Date:

Revised Date:

Reviewed Date:

Relates to Procedure(s): 2.01.15

Legal Citation(s):

I. Purpose

In order to facilitate and codify an ongoing flow of information to the North Idaho College Board of Trustees, informational reports will be given on a recurring basis to the Trustees during the regularly scheduled meetings of the Board. The report topics will rotate throughout the year as outlined in Procedure 2.01.15 to align with multiple timing factors (e.g. state deadlines, grant renewals, enrollment cycles) and Trustee interest areas.

Procedure Title: Recurring Reports

Impact: North Idaho College

Responsibility: North Idaho College

Effective Date:

Revised Date:

Reviewed Date:

Relates to Procedure(s): 2.01.15

Legal Citation(s):

I. Purpose

The purpose of this procedure is to facilitate an ongoing flow of information to the North Idaho College Board of Trustees through informational reports given on a recurring basis to the Trustees during the regularly scheduled meetings of the Board.

II. Report Topics and Frequency

The President and designees will make informational presentations to the Trustees on the informational topics in a schedule that distributes the reports throughout the academic year as appropriate and in alignment with other scheduling factors (e.g. state deadlines, grant renewals, enrollment cycles) and Trustee interest areas.

Twice-Yearly Examples

Athletics
Campus Safety / Security
Enrollment
Finance
Strategic Plan

Annual Examples

Area Agency on Aging
Center for New Directions
Coeur d'Alene Tribe
College Memberships
Development Department
Disability Support Services
Head Start
Human Resources
Information Technology
Instruction: Career and Technical Education
Instruction: Transfer Programs
Instruction: Workforce Training Center
Legislative Affairs
Outreach Center(s)
Recruitment / Marketing
Risk Assessment
Student Services (trending NIC student needs)
Student Success (e.g. retention, grades, persistence, graduates)
TRiO

Tab 10

BOARD OF TRUSTEES MEETING
February 28, 2024

TAB 10

SUBJECT: Board Policy Subcommittee

BACKGROUND:

Included as Tab 10: First Reading/Discussion: Plan for Achieving 2023 - 2024 Board Goals

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve the Plan for Achieving 2023 - 2024 Board goals as presented.

Prepared by: Suzy Scura
Board Clerk

**NORTH IDAHO COLLEGE BOARD OF TRUSTEES
PLAN FOR ACHIEVING GOALS FOR 2023-2024**

Discussed during November 16 Board Development and Training Retreat

Goal 1: Accreditation. *Continue working with the president and the college to address accreditation recommendations and maintain compliance with all accreditation standards, especially those for which NIC was cited for non-compliance in NWCCU’s communications and return to good standing.*

Specific Activities	BOARD RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Staff will present reports to the Board to update members on the status of Accreditation. 2. Staff will facilitate NIC Board Development sessions with ACCT consultants to address Accreditation concerns. 	<ol style="list-style-type: none"> 1. Board members will hear reports on the progress of the Accreditation process. 2. Board members will participate in NIC Board Development sessions with ACCT consultants to address Accreditation concerns. 3. Board members may choose to share with their communities about the accrediting process. 4. Provide input into Reponses to NWCCU.

Goal 2: Community Engagement. *Strive to enhance the Governing Board's reputation with the greater community served by the community college.*

Specific Activities	BOARD MEMBER RESPONSIBILITY
<ol style="list-style-type: none"> 1. Staff will apprise the Board of city/school activities occurring in the NIC service area. 2. Staff will prepare letters of support on key legislative matters affecting education throughout the year. 3. The President will apprise the Board when specific advocacy is needed. 	<ol style="list-style-type: none"> 1. Board members will graduation ceremonies, and other college events such as sporting and theatre productions. 2. Board members will be visible in their community for various civic events such as the legislative process in Boise. 3. The Board will be knowledgeable about pending legislation affecting community colleges. 4. The Board will sign letters of support for key community college legislation, either as a collective or as an individual. 5. The Board will meet with local legislative leaders.

Goal 3: Monitoring and Oversight. *Continue to monitor college’s progress toward meeting the community’s needs and the accomplishment of established goals, through consistent, timely, and accurate information and presentations provided to the board at regularly scheduled meetings and special study sessions.*

Specific Activities	BOARD MEMBER RESPONSIBILITY
<ol style="list-style-type: none"> 1. Staff will agendize regular presentations of the Strategic Plan and progress reports. 	<ol style="list-style-type: none"> 1. The Board will hear regular presentations on the Strategic Plan.

2. The Board will be sent the plan before the meeting.	2. The Board will read and be knowledgeable about the progress made on the Plan. 3. The Board may choose to identify areas of concern and/or applaud areas of growth.
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Goal 4. Educational Quality and Student Success. *Ensure and support academic excellence, student success, and a campus climate that welcomes the free expression of diverse thoughts by employees and students.*

Specific Activities	BOARD RESPONSIBILITIES
1. Staff will agendize reports/ presentations on efforts to create a campus climate that welcomes free expression of diverse thoughts on campus.	1. The Board will hear the report and be knowledgeable in how college resources are being used to promote a college culture committed to freedom of expression of diverse thoughts by employees and students. 2. The Board may choose to identify areas of concern and/or applaud areas of growth. 3. The Board will monitor, review and approve the college policy on free speech and expression.

Goal 5. Financial Responsibility. *Ensure a sustainable economic future for NIC through policy, monitoring, and adoption of a strategy to maintain accreditation and financial stability for the community college.*

Anticipated Activities	BOARD RESPONSIBILITIES
1. A budget presentation will be made to the Board at the March board meeting regarding budget assumptions. 2. The Board will be sent the final budget document within one month of approval. 3. Two State of the Budget Forums presentations will be scheduled for January and April of each year.	1. The Board will be presented with the budget information and will be knowledgeable about the budget. 2. The Board will receive the budget documents and read them. 3. The Board will attend the Budget presentations.

Goal 6. Board Effectiveness. *Realizing the serious work facing NIC, and the need for the Board to improve its culture to achieve college, presidential, and board goals, the board will take bold actions to transform itself into a high functioning unit by fully understanding and implementing best practices for board governance through personal professional development as well as targeted study group sessions.*

Specific Activities	BOARD RESPONSIBILITIES
1. Once Board Goals are finalized, the Board and President will participate in a facilitated professional development session to discuss additional training needed.	1. Board member will give input as to the type of training they desire to either the Board Chair or the President.

<ol style="list-style-type: none"> 2. The President and the Board Chair will arrange professional development opportunities. 3. Staff will arrange for a facilitator to help conduct a Board Self-Evaluation discussion on June 16, 2015. 4. Staff will apprise the Board of conferences where Board training takes place. 5. Staff will arrange for three Pre-Board meeting visitations of college programs/facilities. 	<ol style="list-style-type: none"> 2. Board members will participate in Board/President professional development sessions. 3. Board members will attend at least one Trustee conference for the 2023-2024 academic years. 4. Board members will actively engage in Board self-evaluation by completing the Self-Evaluation Form and being present at a follow-up discussion. 5. Board members will attend at least two of the three Pre-Board meeting visits to learn about campus programs/facilities.
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Goal 6 a. *Establish clear, mutually agreed upon goals for the president and create a relationship for achievement of same.*

<p>Specific Activities</p>	<p>BOARD RESPONSIBILITIES</p>
<ol style="list-style-type: none"> 1. Staff will assist the Board as necessary in the implementation of the President’s Annual Performance Review (Policy 2.02.02) 2. Based on the general discussion of goals and priorities for the following year at the annual president’s evaluation, the president will bring draft recommendations of goals to the next regularly scheduled Board meeting. 	<ol style="list-style-type: none"> 1. The Board will understand and implement the President’s Annual Performance Review as per Policy 2.02.02. 2. The Board will discuss general priorities for the following year at the annual president’s evaluation. 3. The Board participate in discussion with the President to establish mutually agreed upon Presidential goals for the following year. 4. The Board will provide support to the President in the efforts to achieve Presidential goals by honoring the standards of good practice identified in Policy 2.01.02.

Goal 6 b. *In accordance with BP 2.02.01: Presidential Authority, respect the authority that has been delegated to the President and hold the President accountable for execution of job duties as stated in the policy and mutually agreed upon 2023-24 presidential goals.*

<p>Specific Activities</p>	<p>BOARD RESPONSIBILITIES</p>
<ol style="list-style-type: none"> 1. Through individual meetings with trustees and the President’s report at Board meetings, the President will update the Board on progress toward the accomplishment of goals. 3. Through regular informational presentations by NIC staff, the President will ensure that the Board has information it needs to make good policy decisions for NIC. 	<ol style="list-style-type: none"> 1. Board members will hear regular reports of the President’s progress in leading NIC toward the fulfilment of its mission and goals, and the accomplishment of the President’s annual goals. 2. Board members will hear regular informational reports on the work of the college toward the accomplishment of its mission and goals. 3. The Board may choose to identify areas of concern and/or applaud areas of growth.

Goal 6 c. *Update all board governance policies and ensure development and implementation of a cycle for regular review and revision of all board governance policies so that each policy is reviewed a minimum of once every three years, except when required by revisions to code, rules, or regulations.*

<p>Specific Activities</p> <ol style="list-style-type: none"> 1. The NIC Board Policy Subcommittee will continue to recommend new and revised policies as needed and bring all recommendations to the full board for discussion and action at regularly scheduled board meetings. 2. Throughout the year, the President will bring to the Board, new and or revised college policies that have completed the college governance process, for discussion and action at regularly scheduled board meetings. 	<p>BOARD RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Board members will read, discuss, and vote on the policies as presented throughout the year. 2. Board members may choose to suggest revisions for consideration. 3. Board members will adhere to their timeline for periodic review of internal board governance policies as outlined in BP 2.01.14 4. The Board may initiate proposals to create, revise, or eliminate college policy and/or procedure. (Policy 2.01.04)
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Goal 6 d. *Adhere to BP 2.01.08: Board of Trustees Performance Review by following a regular cycle for Board self-evaluation and development of annual Board goals and developing a common understanding on Board policies on which the Board members have conflicting interpretations.*

<p>Specific Activities</p> <ol style="list-style-type: none"> 1. Staff will assist the Board in its performance evaluation process as necessary (Policy 2.01.08). 	<p>BOARD RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Board members will participate in periodic performance reviews as prescribed in Policy 2.01.08 2. Board members will participate in the development of annual Board Goals and a plan for their achievement. 3. Board members will discuss policies to arrive at a common understanding of their meaning.
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Goal 6 e. *Conduct a mid-year progress update of Board goals.*

<p>Specific Activities</p> <ol style="list-style-type: none"> 1. Staff will assist the Board in its mid-year progress update of Board goals as necessary. 	<p>BOARD RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Board members will participate in a mid-year assessment of progress toward meeting Board goals and update them as necessary.
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Goal 6 f. *Cultivate a strong, positive President/Board relationship that promotes the success of NIC's students, and the community college as a whole.*

<p>Specific Activities</p> <ol style="list-style-type: none"> 1. The President will offer the opportunity to meet with each trustee prior to the Board meeting each month. 	<p>BOARD RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. The Trustees will meet with the President each month prior to the Board Meeting. 2. Board Chair will meet with the President each month to develop the agenda for the regular Board Meeting.
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2. The President will meet with the Board Chair each month for agenda developments.

3. Board and President will work together on legislative advocacy.

4. The Board Chair and President will establish an open communication process.

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