

---

**AGENDA**

---

**CONVENE EXECUTIVE SESSION .....5:00PM**

Driftwood Bay Room, Edminster Student Union Building, 495 N College Dr, Coeur d'Alene

CALL TO ORDER / VERIFICATION OF QUORUM ..... Brad Corkill

Action: Enter Executive Session per Idaho Code § 74-206(1)(f) – Litigation ..... Brad Corkill  
Discussion: Counsel summary**RECESS TO RELOCATE FOR REGULAR MEETING .....6:00PM**

Lake Coeur d'Alene Room, Edminster Student Union Building, 495 N College Dr, Coeur d'Alene

Zoom: <https://nic.zoom.us/j/85414949705>

CALL TO ORDER / VERIFICATION OF QUORUM ..... Brad Corkill

PLEDGE OF ALLEGIANCE ..... Brad Corkill

MESSAGE FROM BOARD CHAIR ..... Brad Corkill

CELEBRATING SUCCESS: NIC Commencement 2025 ..... Nick Swayne / Blake Sanchez

PUBLIC COMMENT ..... Brad Corkill

*The NIC Board of Trustees welcomes public comment on agenda items from in-person attendees, and commenters will be limited to two minutes per individual. Remarks are subject to [NIC Policy 2.01.03](#). Individuals interested in providing public comment outside of the meeting may email [board@nic.edu](mailto:board@nic.edu).*

**CONFER TENURE**

- Action ([Tab 1](#)): Approve conferral of tenure for candidate Trisha Robinson ..... Nick Swayne / Lloyd Duman

**CONSTITUENT REPORTS**

- ASNIC ..... Joseph Moran
- Faculty Assembly ..... Kathleen Miller Green
- Staff Assembly ..... Katrina Björkman
- Senate ..... Julie Bailey

PRESIDENT'S REPORT ..... Nick Swayne

**INFORMATION ITEMS**

- Instruction: Transfer and General Education ..... Nick Swayne / Sherry Simkins
- Athletics: Spring ..... Nick Swayne / Shawn Noël

CONSENT AGENDA ..... Brad Corkill

- Action ([Tab 2](#)): Approve Board Regular Meeting Minutes for April 23, 2025

**NEW BUSINESS**

- Action resulting from Executive Session (if needed) ..... Brad Corkill
- Discussion / Action ([Tab 3](#)): First Reading FY 2025-2026 Budget ..... Nick Swayne / Sarah Garcia
- Discussion / Action ([Tab 4](#)): First Reading Policy 3.04.02 (Annual Vacation Leave)  
..... Nick Swayne / Meagan Snyder
- Discussion / Action ([Tab 5](#)): First Reading Policy 3.04.06.02 (Personal Leave)  
..... Nick Swayne / Meagan Snyder
- Discussion / Action ([Tab 6](#)): First Reading Policy 3.04.09 (Family and Medical Leave)  
..... Nick Swayne / Meagan Snyder
- Board Policy Subcommittee Report ..... Tarie Zimmerman / Mary Havercroft

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

**ADJOURN**

**North Idaho College**  
**Actual Monthly Income Statement**  
**Fiscal Year 2025**

	Annual	April			YTD Act %	YTD BUDGET	YTD Variance	
	Budget	Projected	Actual	YTD	Total Budget	To Budget	% Variance	
<b>Operating Revenue</b>								
Academic Tuition and Fees	6,624,056	817,521	641,935	5,923,190	89%	6,252,543	( 329,352 )	-5%
Professional Technical Tuition and Fees	1,702,597	210,197	225,150	1,935,258	114%	1,608,008	327,250	20%
Dual Credit Tuition	1,258,418	155,360	151,229	1,486,757	118%	1,188,506	298,251	25%
Summer Session Tuition	570,000	-	106,116	623,003	109%	288,631	334,372	116%
<b>Total Operating Revenue</b>	<b>10,155,071</b>	<b>1,183,079</b>	<b>1,124,430</b>	<b>9,968,209</b>	<b>98%</b>	<b>9,337,688</b>	<b>630,521</b>	<b>7%</b>
<b>State&amp; Local Revenue</b>								
State General Fund Allocation	15,442,300	1,286,858	1,286,858	12,868,583	83%	12,868,583	-	0%
State CTE Allocation	6,730,413	560,868	560,868	5,608,678	83%	5,608,678	-	0%
Liquor Tax	200,000	-	-	200,000	100%	150,000	50,000	33%
Kootenai County Levy	18,020,607	1,501,717	1,501,717	15,017,173	83%	15,017,173	-	0%
Misc Tax Receipts	850,000	17	891	1,136,696	134%	694,238	442,458	64%
Out of District Tuition	514,520	63,521	51,471	428,140	83%	485,936	( 57,795 )	-12%
<b>Total State and Local Revenue</b>	<b>41,757,840</b>	<b>3,412,981</b>	<b>3,401,806</b>	<b>35,259,269</b>	<b>84%</b>	<b>34,824,607</b>	<b>434,662</b>	<b>1%</b>
<b>Other Non Operating Revenues</b>								
Dedicated Fee Revenue (Athletics)	137,772	-	-	146,685	106%	137,772	8,913	6%
Service Unit Revenues	240,000	27,898	30,316	241,944	101%	240,000	1,944	1%
<b>Other Non Operating Revenues</b>	<b>1,355,770</b>	<b>87,730</b>	<b>218,920</b>	<b>2,223,155</b>	<b>164%</b>	<b>877,130</b>	<b>1,346,026</b>	<b>153%</b>
<b>Total Other Non Operating Revenues</b>	<b>1,733,542</b>	<b>115,628</b>	<b>249,236</b>	<b>2,611,784</b>	<b>151%</b>	<b>1,254,902</b>	<b>1,356,882</b>	<b>108%</b>
<b>Total Revenues</b>	<b>53,646,453</b>	<b>4,711,688</b>	<b>4,775,472</b>	<b>47,839,262</b>	<b>89%</b>	<b>45,417,196</b>	<b>2,422,066</b>	<b>5%</b>

**North Idaho College**  
**Actual Monthly Income Statement**  
**Fiscal Year 2025**

	Annual	April			YTD Act %	YTD BUDGET	YTD Variance	
	Budget	Projected	Actual	YTD	Total Budget	To Budget	% Variance	
<b>Exepenses</b>								
<b>Payroll</b>								
Administrative	626,371	52,198	50,129	521,345	83%	521,976	( 630 )	0%
Professional	8,896,726	745,223	694,891	6,918,802	78%	7,422,006	( 503,204 )	-7%
Faculty Tenured/Tenure Track	9,287,258	1,023,659	816,195	7,466,680	80%	8,701,352	( 1,234,671 )	-14%
Faculty Special Appointment	681,724	75,747	112,983	947,551	139%	643,850	303,701	47%
Faculty Part Time	1,706,100	189,567	181,423	1,585,624	93%	1,611,317	( 25,692 )	-2%
Faculty Part Time Benefitted	1,112,100	123,567	92,471	864,433	78%	1,050,317	( 185,883 )	-18%
Classified	5,689,399	488,924	369,201	3,791,715	67%	4,798,029	( 1,006,314 )	-21%
Classified/Student (no bens)	904,634	78,775	88,282	786,147	87%	767,417	18,730	2%
<b>Total Payroll</b>	<b>28,904,311</b>	<b>2,777,659</b>	<b>2,405,575</b>	<b>22,882,299</b>	<b>79%</b>	<b>25,516,264</b>	<b>( 2,633,964 )</b>	<b>-10%</b>
<b>Benefits</b>								
Taxes	2,202,275	211,685	155,968	1,569,890	71%	1,946,736	( 376,846 )	-19%
Retirement (Persi/ORP)	3,170,348	300,366	230,639	2,365,178	75%	2,780,780	( 415,602 )	-15%
Medical/Dental	5,166,630	430,552	355,068	3,321,212	64%	4,305,525	( 984,313 )	-23%
Workers Comp/Unemployment	319,043	27,777	130	121,423	38%	255,163	( 133,739 )	-52%
Other	45,000		7,883	( 308,017 )	-684%	-	( 308,017 )	-
<b>Total Benefits</b>	<b>10,903,296</b>	<b>970,380</b>	<b>749,688</b>	<b>7,069,687</b>	<b>65%</b>	<b>9,288,203</b>	<b>( 2,218,517 )</b>	<b>-24%</b>
<b>General Expenses</b>								
Travel (Incl Staff Development)	2,101,032	141,993	201,425	1,554,405	74%	1,828,081	( 273,676 )	-15%
Supplies	779,254	74,224	192,064	1,067,725	137%	668,215	399,510	60%
Repair and Maintenance Expense	1,390,094	38,859	71,743	1,755,907	126%	1,360,610	395,297	29%
Professional Services/Contracts	1,540,131	76,066	447,636	2,473,584	161%	1,100,330	1,373,254	125%
Communications	503,477	30,231	30,671	341,329	68%	422,517	( 81,189 )	-19%
External Relations (Incl Advertising)	506,067	73,121	65,995	478,819	95%	398,188	80,631	20%
Tuition Remission/Grant In Aid	3,169,240	375,578	37,119	2,826,154	89%	2,714,869	111,285	4%
Utilities	1,010,140	124,719	82,905	815,777	81%	885,724	( 69,947 )	-8%
Rent	238,862	-	18,226	222,711	93%	179,396	43,314	24%
Deferred Maintenance	231,900	-	-	142,645	62%	173,925	( 31,280 )	-18%
Insurance	1,150,000	-	9,333	1,387,889	121%	1,085,000	302,889	28%
Other Variable Expenses	2,731,953	275,272	139,812	1,829,951	67%	2,811,622	( 981,670 )	-35%
<b>Total General Expenses</b>	<b>15,352,150</b>	<b>1,210,064</b>	<b>1,296,928</b>	<b>14,896,895</b>	<b>97%</b>	<b>13,628,478</b>	<b>1,268,418</b>	<b>9%</b>
Equipment	1,117,603	12,743	( 25,841 )	690,776	62%	847,438	( 156,662 )	-18%
<b>Total Expenses Prior to Capital Investment</b>	<b>56,277,360</b>	<b>4,970,846</b>	<b>4,426,350</b>	<b>45,539,658</b>	<b>81%</b>	<b>49,280,383</b>	<b>( 3,740,725 )</b>	<b>-8%</b>
<b>Net Income From Operations</b>	<b>( 2,630,907 )</b>	<b>( 259,159 )</b>	<b>349,122</b>	<b>2,299,604</b>	<b>-87%</b>	<b>( 3,863,186 )</b>	<b>6,162,791</b>	<b>-160%</b>

# Tab 1

**BOARD OF TRUSTEES MEETING**  
**May 28, 2025**

---

**TAB 1**

**SUBJECT**

Tenure Candidate

**BACKGROUND**

As prescribed by Tenure Policy #3.02.09, candidates for tenure, upon favorable recommendations by the Tenure Committee, Interim Provost and the President will be forwarded to the Board of Trustees for their regularly scheduled meeting.

**DISCUSSION**

The candidate's application and recommendations of the Tenure Committee have been reviewed by the interim Provost and the President. One candidate is endorsed by the interim provost and the president for conferral of tenure and is listed below. The candidate portfolio has been made available for board review.

Trisha Robinson, Nursing

**FINANCIAL IMPACT**

None

**REQUESTED BOARD ACTION**

It is recommended that the board of trustees consider a motion to approve tenure beginning fall 2025 for the faculty member presented.

Prepared by  
Lloyd Duman, Ph.D.  
Interim Provost

## Tab 2

**BOARD OF TRUSTEES MEETING**  
**May 28, 2025**

---

**TAB 2**

**SUBJECT:** Consent Agenda Items

**BACKGROUND:**

Included as Tab 2 are the Board Regular Meeting Minutes for April 23, 2025.

**SUGGESTED MOTION FOR BOARD ACTION**

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

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**April 23, 2025**  
**MINUTES**

**CALL TO ORDER**

Chair Brad Corkill called the meeting to order at 6:00 p.m. and verified that a quorum was present. He then led the Pledge of Allegiance.

**ATTENDANCE**

Trustees: Brad Corkill  
Rick Durbin  
Mary Havercroft  
Eve Knudtsen  
Tarie Zimmerman (via Zoom)

Also present: Nick Swayne, President

**MESSAGE FROM BOARD CHAIR**

Chair Corkill reported that earlier in the day, he, President Swayne, Trustee Rick Durbin, and Trustee Eve Knudtsen attended the *Coeur d'Alene Economic Development Council's (CdAEDC) Annual Meeting and Luncheon*. The speaker panel featured the Chief Executive Officers (CEOs) from Northwest Specialty Hospital, Kootenai Health and Heritage Health. Chair Corkill noted that NIC was prominently mentioned during the event, with a focus on the considerable number of NIC graduates employed at all three healthcare institutions. He expressed that it was both enlightening and gratifying to hear the College so positively recognized.

Chair Corkill also stated that prior to this meeting, he, Trustee Durbin, and Trustee Mary Havercroft toured the Meyer Health and Sciences Building. He voiced admiration for the facility and the programs offered, noting the high employment rates and strong earnings outcomes for graduates. The tour highlighted the College's significant impact on workforce development and community health. On behalf of the Trustees, Chair Corkill shared pride in the program's success and in NIC's role in preparing students for careers in health and science.

**CELEBRATING SUCCESS: SKILLS USA - NIC AUTOBODY**

Autobody and Paint Technology Assistant Professor Andy Rogge reported on the *SkillsUSA Autobody and Collision Repair* competition held April 8 - 9, 2025, at the College of Western Idaho's Micron Building in Nampa, Idaho. He introduced NIC students Ash Lafleur and Kamryn Wixom, who received silver and bronze awards, respectively, in the Automotive Refinishing Technology competition. Mr. Rogge's presentation is included as an addendum to these minutes.

**PUBLIC COMMENT**

There were no requests from the public to make comments.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Joseph Moran reported on recent student government activities, with the primary event being the *Annual Day of Service* held on April 19, 2025. ASNIC supported NIC's Ecology Club with their bioswale project near the Meyer Health and Sciences Building and assisted with cleanup around the Fort Sherman Powder Magazine Building. ASNIC also participated in interviews in preparation for filling an advisor role for the coming year. The annual spring student survey was distributed and received nearly twice the responses as last year. ASNIC's administrative team finalized the budget for the upcoming year, reflecting a modest increase over the previous year. Budget increases were allocated to student projects, events, student club funding via NIC's Funding Approval Student Task Force (FAST), and other line items. Spring elections were completed, and

the incoming ASNIC leadership team was announced: Blake Sanchez, President; Joseph Moran, Vice President; and Senators Abigail Harrington, Serena Hand, Roger Griffin, and Gabrielle Hill. Mr. Griffin was recognized as being in attendance. ASNIC will conclude the academic year with two upcoming events: *A Night at the Library* and the spring *Cardinal Cruise*.

#### Faculty Assembly

Faculty Assembly Chair Kathleen Miller Green reported that the April 10, 2025 meeting included regular business and committee reports. She said that the 2025-2026 Committee Membership Survey has been distributed to all full-time faculty, and nominations for Faculty Assembly Executive positions for the 2025-2026 academic year are now open. Chair Miller Green noted that two items were discussed at length and referred to the administration: Senate Bill 1198, which goes into effect July 1, 2025, and the April 2026 Federal Accessibility requirements for higher education course materials and teaching aids. Chair Miller Green's report is included as an addendum.

#### Staff Assembly

Staff Assembly Chair Katrina Björkman reported that the Staff Assembly met on April 10, 2025. In addition to new employee introductions and standard reports, members received updates on campus wide events, including a student art exhibit, the theater production *Clue: The Musical*, various spring concerts and upcoming *GradFest* events for students graduating in May, 2025. Chair Björkman's full report is included as an addendum to these minutes.

#### Senate

Senate Chair Julie Bailey stated that at the April 17, 2025 meeting, the Senate approved Vacation and Personal Leave Policy 3.04.02 and FMLA Policy 3.04.09. A first reading of Faculty Evaluation Policy 3.01.21 was also conducted. Chair Bailey's full report is included as an addendum.

### **PRESIDENT'S REPORT**

#### Information Items

President Swayne elaborated on the following topics:

- The NIC Foundation's *Really Big Raffle*: a major annual fundraiser offering tickets priced at \$150 each. The grand prize is a house, with a car awarded to the runner-up. Approximately 1,800 tickets out of 5,000 remain available.
- NIC's promotion of the Idaho LAUNCH grant program, which offers up to \$8,000 annually to eligible Idaho high school seniors.
- Recent media coverage recognized NIC student success at the *SkillsUSA* competition, and the College's student art exhibit, showcasing the diverse talents of NIC students.
- A comprehensive overview of student and staff support services across departments has been drafted by Executive Assistant Lynn Covey from the Office of Student Services. The draft document includes preliminary data and will be refined before being made available online.

#### Accreditation

President Swayne reported that the College is preparing its next report to the Northwest Commission on Colleges and Universities (NWCCU), due at the end of August 2025. With the resumption of a standard reporting schedule, this mid-cycle review marks the first submission in recent years not solely focused on restoring accreditation. Although significant progress has been made toward addressing probation concerns, additional work is needed to complete the report. Dr. Swayne said that further updates will be provided as the work continues.

#### Nursing Board Exam Results

President Swayne shared that NIC's Nursing program achieved a 100% pass rate on the December National Council Licensure Examination (NCLEX), the exam taken by registered nursing students across both two-year and four-year institutions. He noted that this result reflects the strong performance of NIC students and faculty, particularly as the exam is typically taken after four years

at other institutions. This outcome marks an improvement from the previous 98% pass rate, with all students passing on their first attempt.

### Enrollment Management

President Swayne reported early positive trends in summer 2025 enrollment. With 48 days remaining until the start of the session, current enrollment stands at 928 students, representing a 15.4% increase over last year. Dr. Swayne credited recent adjustments to the academic calendar for the early gains, noting that the summer session now begins after local high schools conclude their academic year.

With approximately 25 weeks remaining before the start of the Fall 2025 semester, Dr. Swayne stated that enrollment trends remain strong, tracking 5% - 6% ahead of last year's figures. Last year saw a 15% overall increase, making this year's growth especially encouraging. Currently, excluding dual credit students, enrollment is 7% higher than at the same time last year, positioning the College ahead of its growth target of 4%.

### Community Stakeholder Engagement

President Swayne provided details on the following campus and community activities:

- Attendance at the April 22, 2025 *Coeur d'Alene Regional Chamber's (CDARC) Breakfast Connect Student Scholarship Celebration 2025*. A total of 204 area students received scholarships of at least \$1,000.
- NIC Booster Club *2025 Cardinal Classic Golf Fundraiser* scheduled for May 9, 2025 at the Links Golf Club Course. Sponsorship opportunities remain available. Proceeds from the event will support NIC student-athletes and athletic programs.
- Final joint performances of NIC's first formal collaboration with the Coeur d'Alene Summer Theater: *Clue: The Musical*, April 24 - 26, 2025 at Boswell Hall, Schuler Auditorium
- Attendance at the April 23, 2025 *CdAEDC's Annual Meeting and Luncheon*. The panel featured the CEOs from Northwest Specialty Hospital, Kootenai Health and Heritage Health.
- The NIC Workforce Training Center co-hosted the *2025 Hard Hats, Hammers, Healthcare & Hot Dogs (H4)* event held at Kootenai Technical Education Center (KTEC) on April 17, 2025.
- The Associated Logging Contractors of Idaho (ALC of Idaho) is seeking support to address workforce shortages within the growing forestry industry. Despite available training resources, student awareness remains limited. Idaho Governor Brad Little has signed a forestry initiative to strengthen the sector. Colby Mattila, NIC's Executive Director of Workforce and Economic Development, recently attended ALC of Idaho's annual meeting and is exploring collaborative workforce development initiatives.
- NIC has partnered with Empire Airlines and Kodiak Aviation to launch a low-cost aviation apprenticeship program certifying students in bodywork, engine repair, and avionics. The program strengthens employment opportunities through direct employer involvement.
- NIC Athletics has reinstated their annual awards ceremony. The 2024-25 Award Banquet was held on Monday, April 21, 2025 in the Edminster Student Union Building Dining Hall. Approximately 150 student-athletes were in attendance. The event featured an award ceremony recognizing student-athletes as well as faculty and staff supporters. Steve Ackerman from the Food Services Department received a standing ovation for his outstanding support of athletes.

### General Updates

President Swayne reported on the following items of interest:

- Senate Bill 1198, a broadly worded Diversity, Equity and Inclusion (DEI) related law has created challenges and risks for faculty teaching required curriculum in subjects such as history, healthcare, and social work. Interim Provost Lloyd Duman and President Swayne recently

attended the Idaho State Board of Education meeting in Moscow, Idaho where institutional leaders and legal counsel statewide are working collaboratively to mitigate impacts on academic freedom and faculty protections.

- Leadership changes were announced at the Idaho State Board of Education: Kurt Liebich will succeed Dr. Linda Clark as President, and Jennifer White, an attorney and former Boise State University employee, has been appointed Executive Director, replacing Josh Whitworth, who is leaving to return to the private sector.
- Spring Commencement will be held on May 16, 2025, with two ceremonies scheduled for morning and afternoon. Revised staging will be coordinated by the Conferencing and Events team due to gymnasium construction prior to the processional.
- President Donald Trump recently signed an executive order aimed at reconfiguring higher education accrediting bodies, though the specific impacts are not yet clear. Immediate concerns were raised regarding the potential risk to NIC's accreditation status if changes to the accrediting body occur before the College's current accreditation process is finalized. Additional information and analysis will be needed as developments unfold.

## **INFORMATION ITEMS**

### Q3 Finance Report

President Swayne explained that due to several pending developments, including the College's request to rejoin Idaho Counties Risk Management Program (ICRMP), which remains under review, the usual budget first reading in April will be delayed. A decision from ICRMP and other factors could significantly impact the budget. He said that the budget review process will be adjusted accordingly.

Vice President of Finance and Business Affairs Sarah Garcia provided a finance update for Fiscal Year 2025 to date, as well as a Fiscal Year 2026 budget update. Ms. Garcia's presentation is included as an addendum to these minutes.

### Spring Enrollment Report

Dean of Enrollment Services Tami Haft provided an overview of Spring 2025 enrollment based on the March 15, 2025 census. She reported a 12.3% increase in total student headcount compared to Spring 2024, including an 11.1% increase in full time students. Increases were also noted among transfer and dual enrollment students. Ms. Haft's presentation is included as an addendum to these minutes.

### Summer 2025 Building Projects

Assistant Director of Facilities Operations Dan Adams provided an overview of building and renovation projects scheduled to begin across the NIC campus in Summer 2025. Mr. Adam's presentation is included as an addendum to these minutes.

## **CONSENT AGENDA**

### Tabs 1 and 2: Approve Board Regular Meeting Minutes for March 26, 2025 and Approve Second Reading of Policy 3.04.01 (Sick Leave)

Chair Corkill requested a motion to approve Tabs 1 and 2 as presented. Trustee Knudtsen made the motion which was seconded by Trustee Durbin. Chair Corkill called for the vote. The motion passed with five votes in favor.

## **REMARKS FOR THE GOOD OF THE ORDER**

There were no remarks for the good of the order.

The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk  
Addenda:

- 1) SkillsUSA - NIC Autobody Presentation
- 2) Faculty Assembly Chair Report
- 3) Staff Assembly Chair Report
- 4) Senate Chair Report
- 5) Q3 Finance Report
- 6) Spring Enrollment Report
- 7) Summer 2025 Building Projects Presentation

DRAFT



# North Idaho College



The NIC Autobody and Paint Technology students traveled to Boise, Idaho to compete in the 2025 Idaho SkillsUSA competition.



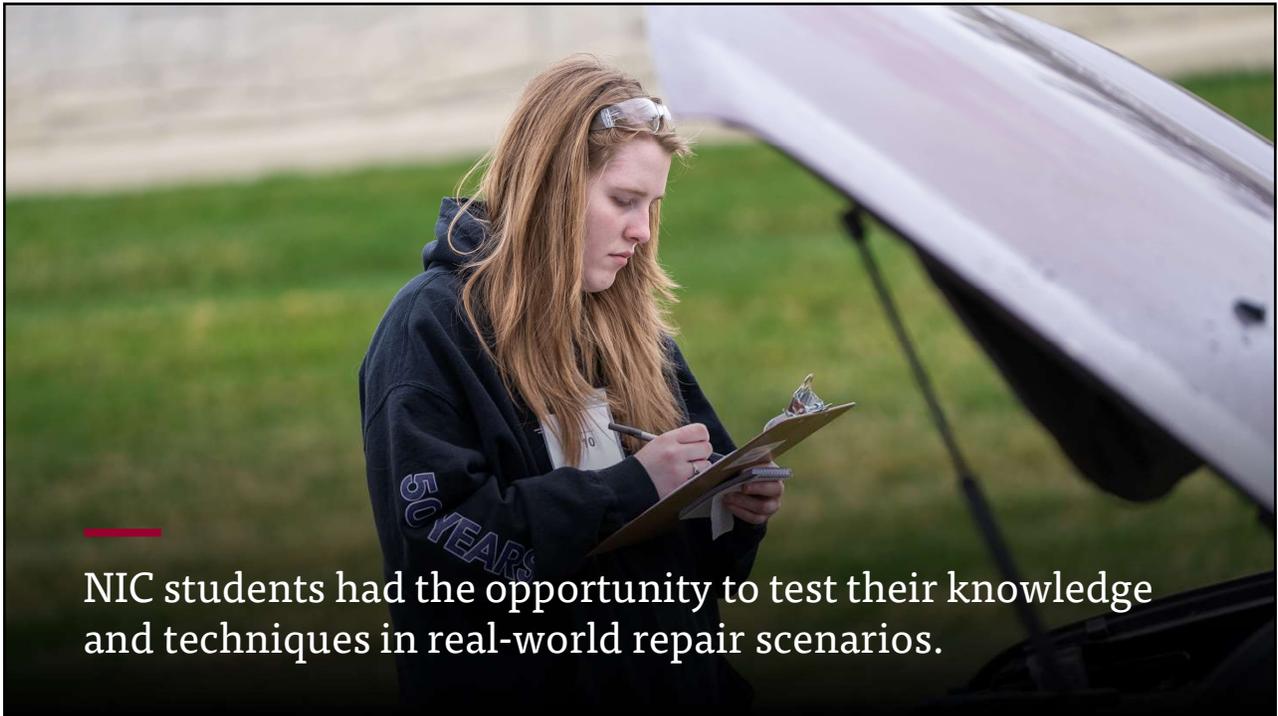
Students showcased their hands-on skills in automotive refinishing and collision repair at the state-level event.





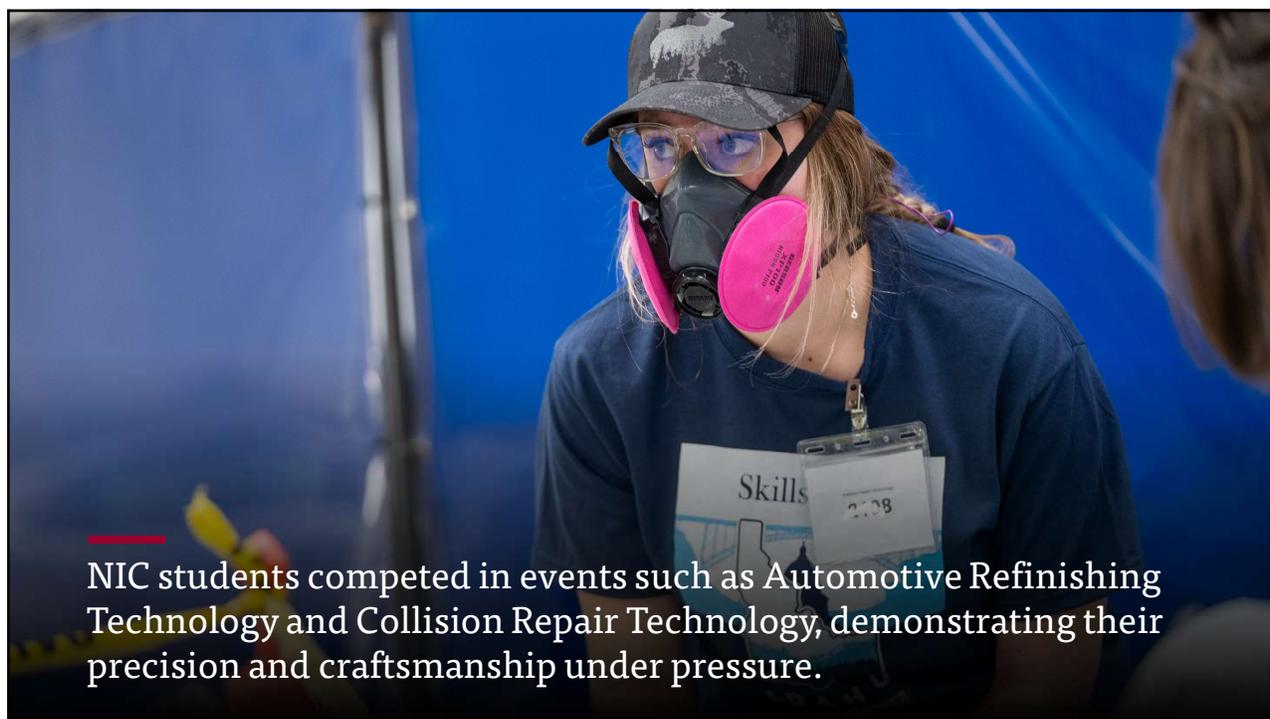
The two-day competition was held at the College of Western Idaho's Micron Building in Nampa.





NIC students had the opportunity to test their knowledge and techniques in real-world repair scenarios.





NIC students competed in events such as Automotive Refinishing Technology and Collision Repair Technology, demonstrating their precision and craftsmanship under pressure.





From left to right: Kamryn Wixom, Taryn Costa, and Ash Lafleur earned medals for their outstanding performances in the 2025 Idaho SkillsUSA competition.



Students from KTEC also traveled with NIC to compete in the SkillsUSA state competition, including Allie Van Ditto, who earned a silver medal in her category.



The team represented NIC with professionalism, technical skill, and strong teamwork.



The NIC Autobody and Paint Technology program prepares students for real-world success, giving them the skills and confidence to shine at statewide competitions and beyond.

**April 23, 2025**

**Faculty Assembly Chair Report to the NIC Board of Trustees**

**Kathleen Miller Green, Chair**

Chair Corkill, Trustees, President Swayne, unparalleled NIC faculty, staff and students, and honored community members...

On April 10<sup>th</sup>, we held our Faculty Assembly meeting.

We heard regular reports from Senate, Student Learning Outcomes Assessment committee, Advising Updates, Open Education Resource Committee, an Adjunct Faculty Report, Facilities Update and Accessibility Update.

1) The 2025-2026 Committee Membership Survey was addressed. Working with our Institutional Research department, the survey was launched today and sent to all full-time faculty, who have committee/college service requirements in their contracts. Upon completion, all committee rosters will be updated.

2) Nominations for Faculty Assembly Executive positions for the 2025-2026 academic year are open. Nominations will close on Monday, May 5<sup>th</sup> and elections will happen at the Faculty Assembly meeting on May 8<sup>th</sup>.

3) Two items were discussed at length and referred on to the administration:

- SB 1198 – known as the DEI bill, which goes into effect July 1<sup>st</sup>. The faculty expressed concerns about the effect on faculty academic freedom and asked for more clarity on the colleges response and requirements in compliance with the new law.
- Upcoming April 2026 Federal Accessibility requirements for higher education course materials and teaching aides. The faculty asked for more information on the college's preparation and support to faculty in reaching compliance with these accessibility regulations.

That concludes my Chair report. Are there any questions?

Respectfully submitted,  
Kathleen Miller Green, Chair  
Faculty Assembly 2023-2025

**Staff Assembly Report**  
**NIC Board of Trustees Meeting: Wednesday, April 23, 2025**

---

Good evening, Chair Corkhill, Trustees, President Swayne, and community members.

Staff Assembly met on April 10 this month. We had a short and sweet meeting that included new employee introductions, reports from myself and Senate, and updates on events across campus. There were a variety of events including a student art exhibit, the theatre production of “CLUE: The Musical”, and spring concerts. We also highlighted the Grad Fest event for students who will be graduating this May. This event is where students can pick up their caps and gowns, receive transfer information, and meet with the Alumni Association.

Staff Assembly is also busy with gathering nominations for next year’s executive committee. Voting will begin soon and we will be able to introduce the newest members in May.

That concludes my report. Does the Board have any questions?

Thank You,  
Katrina Bjorkman  
Staff Assembly Chair

# Senate Report

**NIC Board of Trustees Meeting: Wednesday, April 23, 2025**

Good evening, Chair Corkill, trustees, President Swayne, colleagues and community members.

Senate had a productive meeting last Thursday, April 17th. We passed the Vacation & Personal Leave policy 3.04.02 with the deletion of Policy 3.04.06.02 on Personal Leave since the policies were combined. We also passed the FMLA policy 3.04.09 and passed the deletion of the FMLA procedure 3.04.09 with the information being moved to Administrative Guidelines. Additionally, we conducted the first reading of the Faculty Evaluation Policy and Procedure 3.02.21.

This concludes my report and I am happy to stand for any questions.



# Finance Update Fiscal Year 2025 to Date

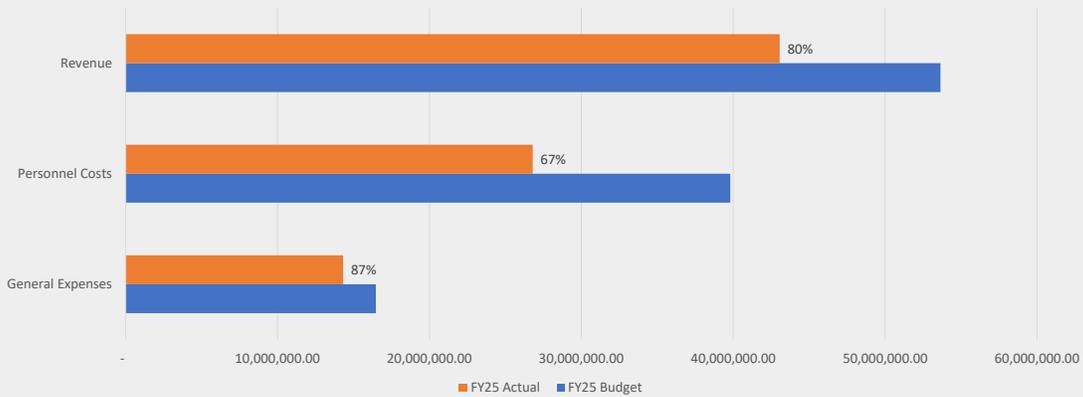
Recurring Report  
April 2025

North  
Idaho  
College  
► [nic.edu](http://nic.edu)

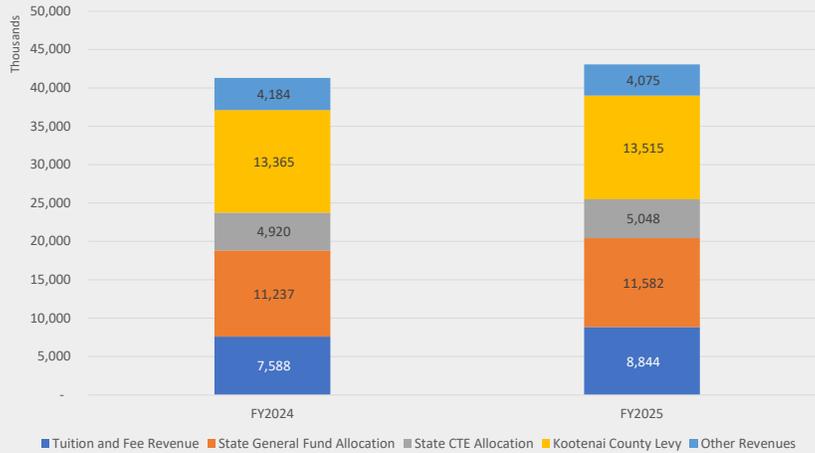


[nic.edu](http://nic.edu)

## FY25 March Actual vs Budget



# March Year To Date Revenue



# March Year To Date Expenses



## FY26 Budget Update

- Progress with identifying potential expense savings and revenue increases
- Adjustment of Budget Assumptions
  - Revision of Idaho statute 33-2110 raised cap on tuition
  - No tuition increase in seven years
    - Not keeping pace with inflation
    - 5% salary increase from state not fully covered with state funding
    - All the other Idaho Community Colleges are proposing a tuition increase of approximately 5%



# Enrollment Overview

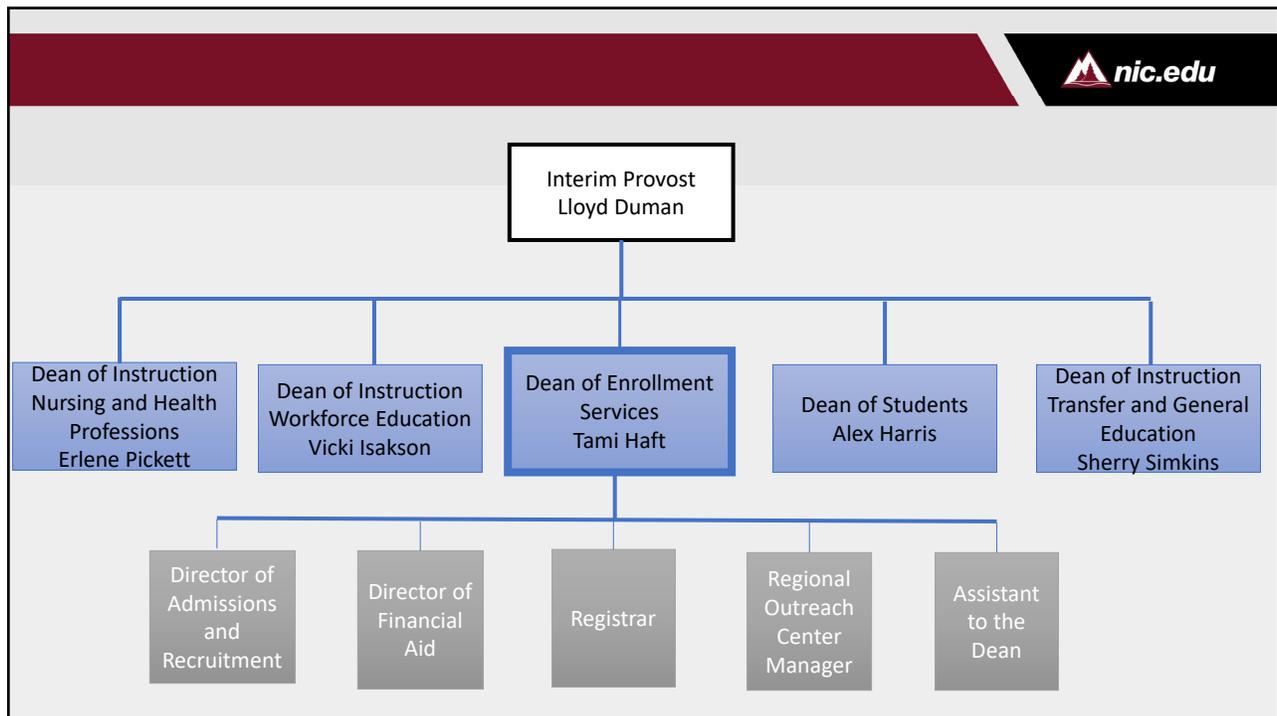
Integrated Strategic Plan: Goal 1

Enhance student access and support services to strengthen student success.

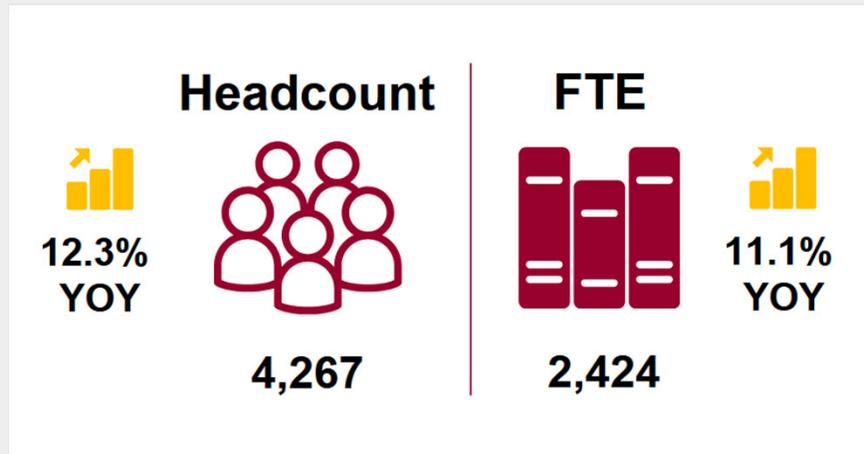
Presenter: Tami Haft, Dean of Enrollment Services

April 23, 2025

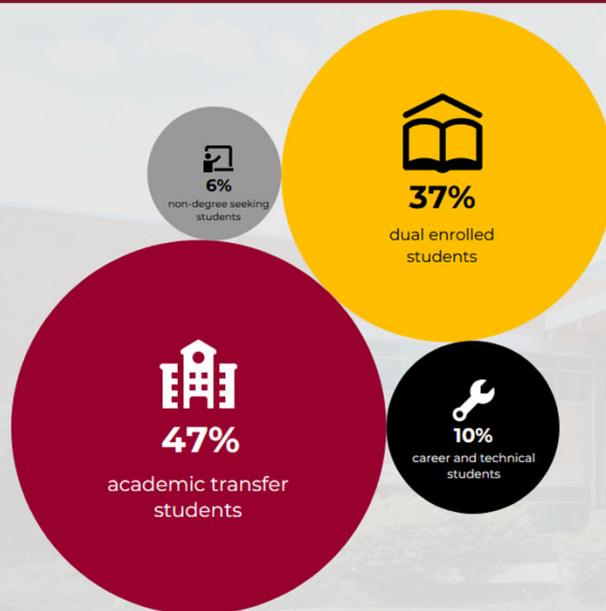
**North Idaho College**  
► [nic.edu](http://nic.edu)

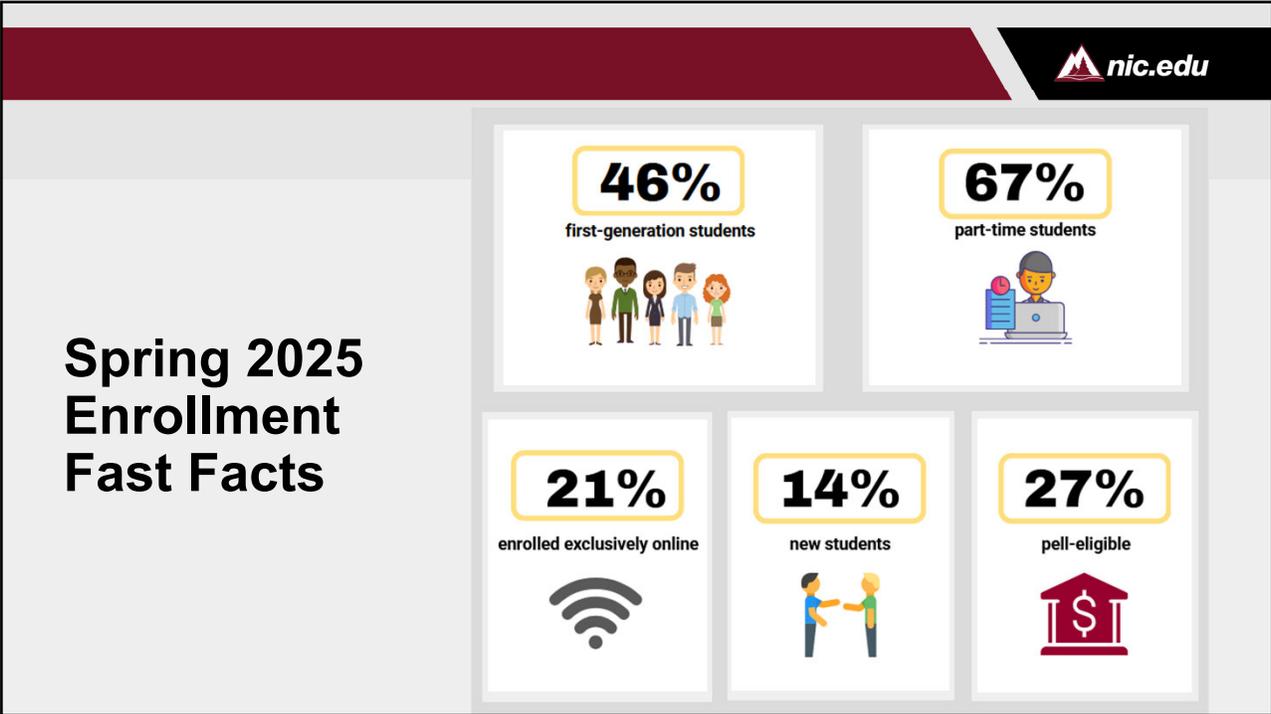
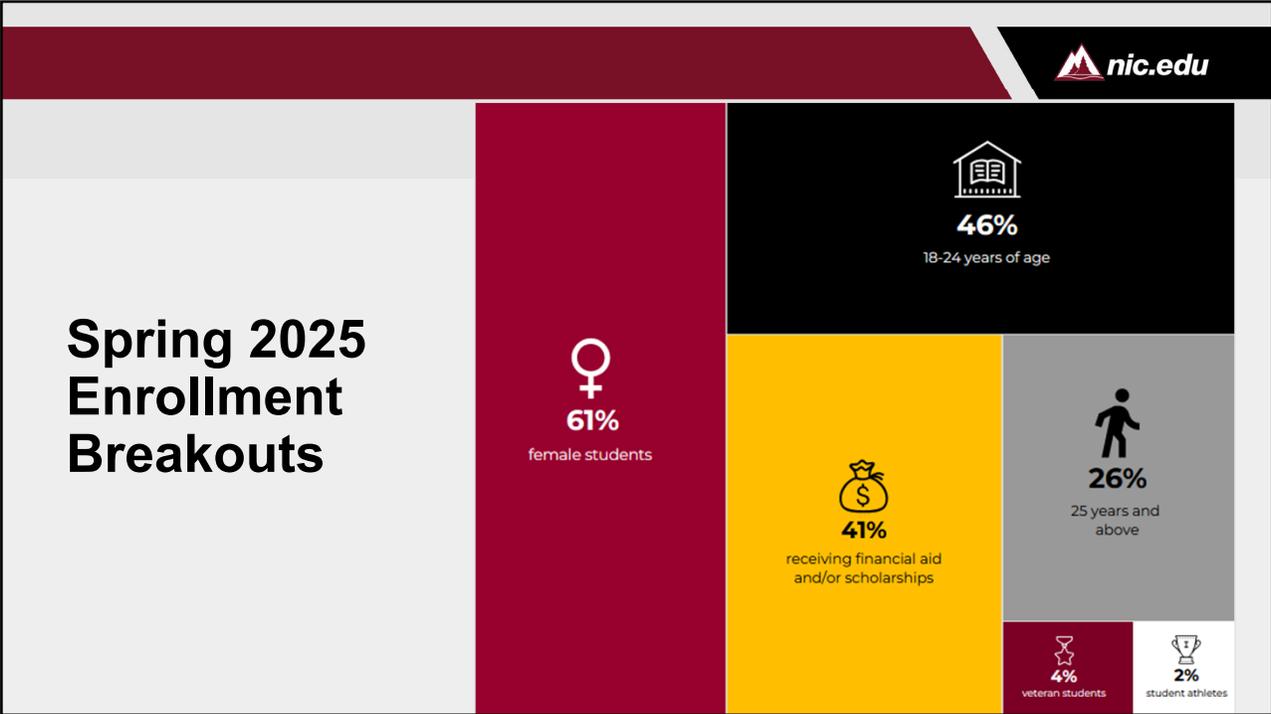


## Spring 2025 Enrollment Snapshot



## Spring 2025 Enrollment Buckets





## Regional Enrollment



**89%**  
Idaho resident

**87%**  
Region I resident

**72%**  
Kootenai County resident



**20%**

current dual high school seniors have applied to graduate with a degree or certificate this spring



**1,580**  
dual enrolled students



**42%**  
are male



**6.57**  
average credits per student

## Spring 2025 Dual Enrollment Highlights

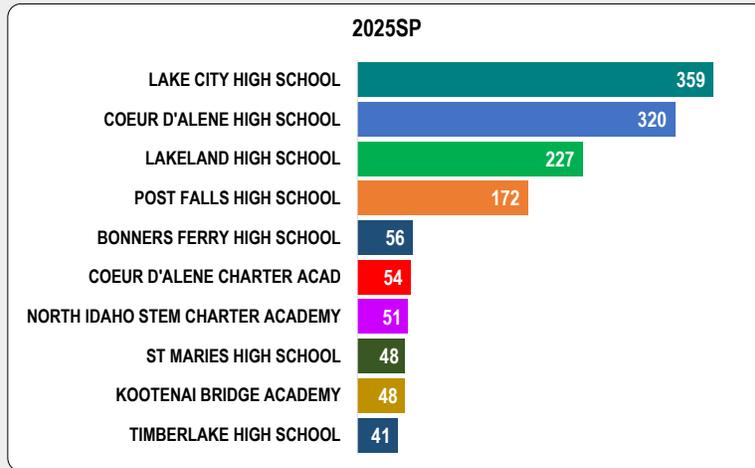


**63%** are taking one or more courses at a high school location

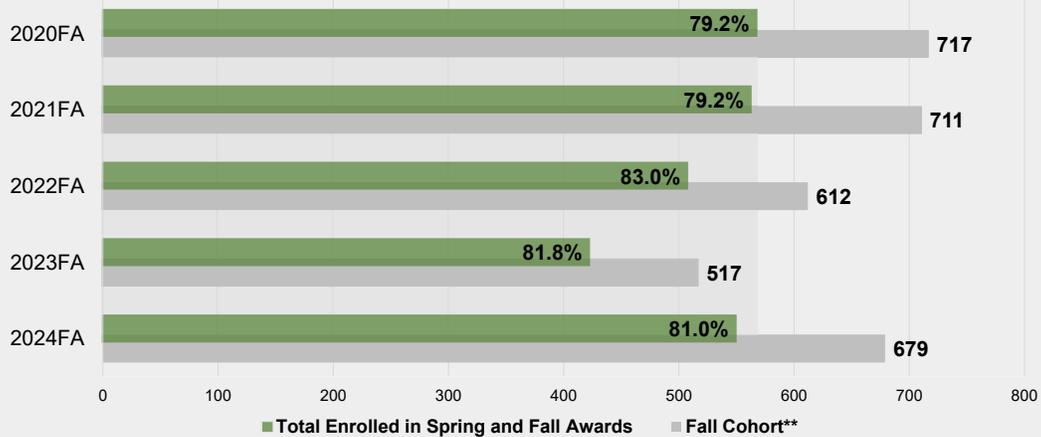


**16%**  
attending full-time

## Top 10 Feeder High Schools Dual Enrollment Students



## Fall to Spring Persistence



\*\*Full-time, first-time, degree/certificate-seeking and new transfer-in students

## **What's next:**

- Summer/Fall Recruitment & Registration
- Fall Enrollment Report



# Construction Projects

Types, Funding Sources, and Values

North  
Idaho  
College  
► [nic.edu](http://nic.edu)



[nic.edu](http://nic.edu)

## Idaho Department of Public Works (DPW) Project Categories

- **Capital Improvement** (*New Buildings, Additions, and Major Renovations*)
- **ADA** (*Projects to Comply With the Americans with Disabilities Act*)
- **Alterations and Repairs** (*Facilities Alterations and Updates to Meet Program Needs*)
- **Deferred Maintenance** (*Maintain Current Systems*)

## Multiple Years of Significant Investment from the State of Idaho

- **Over \$26M in total funding**
- **81 Total Projects (39 complete)**

## Completed Projects 39 Projects with a value of \$6M

- Boswell Window Replacement
- Elevator Upgrades and Backup Generators
- Four Roof Replacements
- HVAC Component Replacement
- Dock Rebuild





# Upcoming Projects, After Summer 2025

16 Projects with a value of \$12.9M

- Diesel Bay Remodel Ph 1 & 2
- Dental Assisting Class Room
- Lakeside Stage Replacement
- Steam Plant Elimination Ph 2
- Fort Ground Grill Renovation
- Boswell Restrooms Remodel
- American Indian Student Center
- McLain Fire Alarm
- Industrial Arts and Siebert Window Replacement



## Tab 3

**BOARD OF TRUSTEES MEETING**  
**May 28, 2025**

---

**TAB 3**

**SUBJECT:** FY26 General Operating Budget

**BACKGROUND:**

Proposed budgets for Fiscal Year 2026 for the total institution as developed by the college administration are presented to the Board for consideration and discussion. These budgets include the general fund, plant fund, and a total institutional budget and reflect the anticipated changes in revenues and expenditures for FY26.

**DISCUSSION:**

*General Overview:*

Assumptions for FY26 include a 4% increase, from actual credit enrollment in FY25, in non-dual credit enrollment in for-credit courses. Also included is a \$5.50 per credit increase in tuition for in-district students and a similar increase for all other credit-taking students. There is also a 5% change in employee compensation included per the State of Idaho budget allocation process.

**Revenue**

*State Funding:*

The state general fund appropriation increased to \$16.2M for FY26. The appropriation includes partial funding of a Change in Employee Compensation (CEC) at approximately 5% or \$564,900, and other changes of \$166,300 for health and other benefit changes.

The State Career Technical Education appropriation increased to \$8.6M for FY26. Included is an approximate 5% increase for change in employee compensation (CEC) of \$207K and an additional increase of \$1.7M that includes funding for health and other benefit changes and approximately \$1.6M for program capacity enhancement.

*Kootenai County Levy:*

The budget proposal includes no increase to the Maintenance and Operation Levy. The budget does include a recommendation to take \$200,000 in new property on the rolls.

*Tuition and Fee Income:*

This budget includes a proposal to increase the per credit tuition rate for all students by approximately \$6. This is the first time in over seven years that the college has requested a tuition increase. The resulting revenue increase is estimated to be \$307K. The college is also budgeting for a 4% increase (2,188 credit hours) in enrolment in non-dual credit students which is estimated to be \$260K.

*Other Income:*

The college has revised the budget for interest income and other revenues. These recommendations are based on an analysis of the actual revenues over the last three years.

**Expenses**

*Change in Employee Compensation:*

This proposal provides for a step increase plus a base adjustment of 3% for full-time, benefits-eligible employees supported by the general fund.

*General Expenses:*

Total net increase to general fund expenses, including employee compensation, is \$3.17M. In addition to the change in employee compensation, increases to expenses include the reinstatement of the contribution to the capital investment reserve of \$2.6M and the \$1.6M increase in CTE expenses for capacity enhancement. Reductions to this budget reflect a 52% reduction in fund balance support (\$1.4M), a reduction in athletic scholarship funding and an adjustment to the benefits budget.

**REQUESTED BOARD ACTION:**

It is requested that the board make a motion to approve the FY26 institutional budget including the adoption of FY26 tuition and fees, including course fees.

Prepared by: Sarah Garcia  
Vice President for Finance and Business Affairs



# **North Idaho College**

## **FY2026 Budget**

**Presented to the Board of Trustees  
May 28, 2025**

**General Fund  
Proposed Operating Budget  
FY 2026**

	<u>FY25 Budget</u>	<u>PROPOSED FY26 Changes</u>	<u>PROPOSED FY26 Budget</u>
<b>Changes in Revenue</b>			
Tuition and Fees	\$ 10,155,071		\$ 10,155,071
4% increase in non-dual credit enrollment at new rate (2,188 credits)	-	\$ 260,220	\$ 260,220
True up for FY25 actual tuition revenue		\$ 650,000	\$ 650,000
3.9% increase in per credit cost (all tuition)	-	\$ 307,924	\$ 307,924
Subtotal	<u>\$ 10,155,071</u>	<u>\$ 1,218,144</u>	<u>\$ 11,373,215</u>
State General Funds	\$ 15,442,300		\$ 16,173,500
State General Fund CEC (5%)		564,900	
State General Fund Change		166,300	
State Liquor Tax	\$ 200,000		\$ 200,000
CTE Funding	\$ 6,730,413		\$ 6,937,738
CTE CEC (approx 5%)		207,325	
CTE Funding Change	-	1,725,002	\$ 1,725,002
Property Tax	\$ 18,020,607		\$ 18,220,607
New Property on Rolls (max estimate)		200,000	
Interest Income Base	\$ 500,000		
Increase Interest Income	-	300,000	\$ 800,000
All other Revenue			
County Tuition Payments	\$ 514,520		\$ 514,520
Miscellaneous Tax Receipts	\$ 850,000	\$ 150,000	\$ 1,000,000
Revenue sharing from other funds	\$ 250,000		\$ 250,000
Estimated Salary Salvage	\$ 296,720		\$ 296,720
Fund Balance Transfer	\$ 2,630,907	\$ (1,362,255)	\$ 1,268,652
Other Revenue	<u>\$ 197,850</u>		<u>\$ 197,850</u>
<b>FY25 Revenue Projection</b>	<u><b>\$ 55,788,388</b></u>	<u><b>\$ 3,169,416</b></u>	<u><b>\$ 58,957,804</b></u>
<b>Percentage Change</b>			<b>5.38%</b>
			<b>\$ 3,169,416</b>

**North Idaho College  
General Fund Expense Budget  
FY 2026**

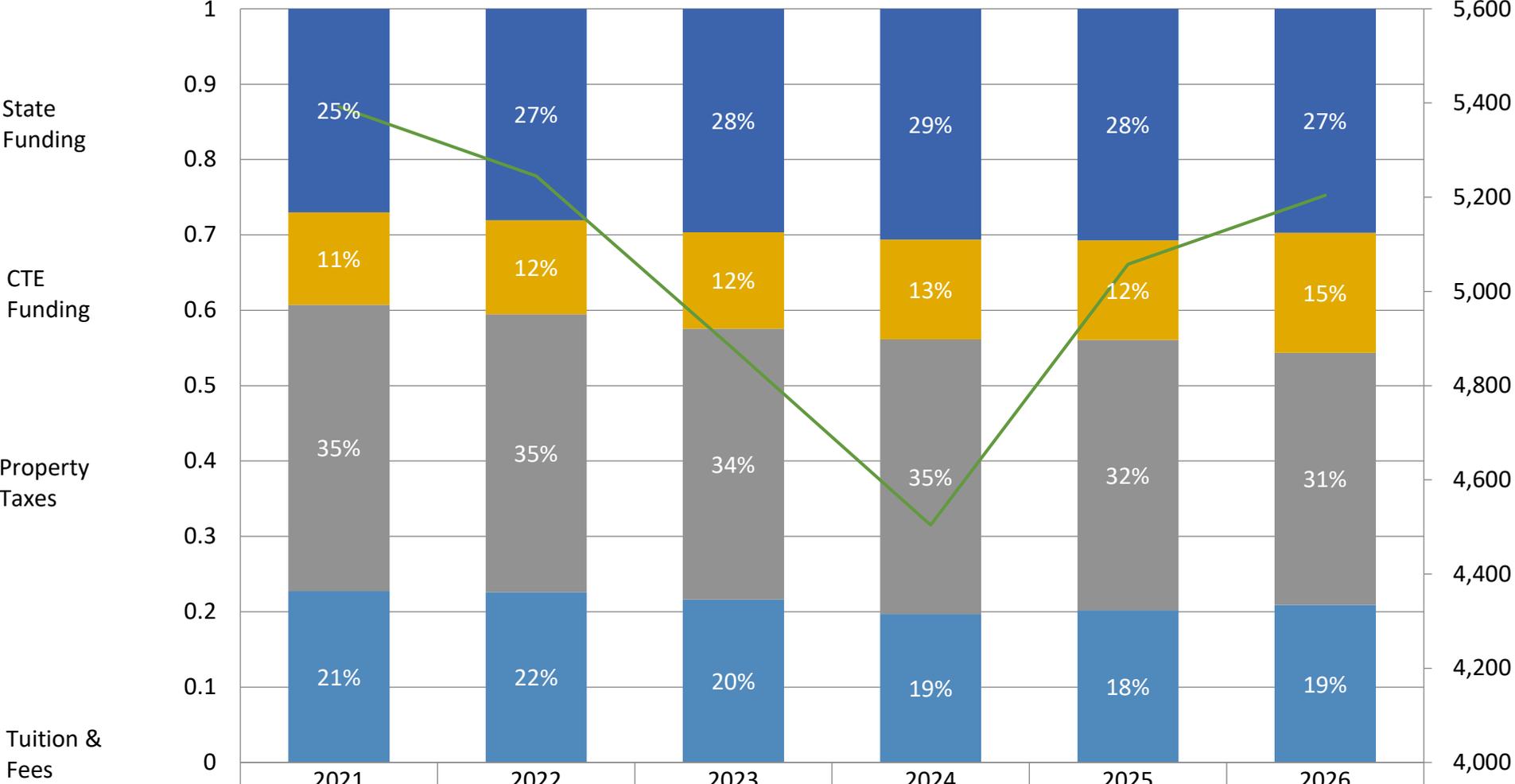
FY25 Expense Base Budget - FY25 Starting Point		\$	55,788,388
<i>Expense Increases</i>			
5% Change in Compensation Full Time Faculty and Staff	\$	1,232,075	
Benefit Impact of Compensation Change	\$	183,779	
Benefit Cost Escalation (average 20%)	\$	800,000	
Capacity Building CTE Funds (state appropriation)	\$	1,666,666	
Mandatory Increases (contracts and leases)	\$	150,000	
Reinstatement of Capital Investment Reserve Transfer	\$	2,588,111	
	<u>\$</u>	<u>6,620,631</u>	\$ 62,409,019
 <i>Expense Reductions</i>			
Reduction to Grant in Aid Budget	\$	(1,153,160)	
Salary and Benefit Savings from vacant positions	\$	(420,756)	
Adjustment to benefit budget methodology	\$	(1,489,627)	
Reduction of Legal Fee Budget	\$	(125,000)	
Other reductions	\$	(262,672)	
	<u>\$</u>	<u>(3,451,215)</u>	
<b>Total Proposed FY25 Expense Budget</b>		<u>\$</u>	<u><b>58,957,804</b></u>
 Total Proposed Revenue		\$	58,957,804

**North Idaho College  
General Fund  
Proposed Operating Budget  
FY 2026**

	<b>FY25 Budget</b>	<b>FY26 Proposed Budget</b>
<b>Revenue</b>		
Tuition and Fees	\$ 10,155,071	\$ 11,373,215
State General Fund Allocation	15,442,300	16,173,500
State Liquor Tax Allocation	200,000	200,000
State CTE Allocation	6,730,413	8,662,740
Property Taxes	18,020,607	18,220,607
Other Revenue		
County Tuition Payments	514,520	514,520
Miscellaneous Tax Receipts	850,000	1,000,000
Revenue sharing from other funds	250,000	250,000
Estimated Salary Salvage	296,720	296,720
Fund Balance Transfer	2,630,907	1,268,652
Other Revenue	697,850	997,850
<b>Total Revenue</b>	<b>\$ 55,788,388</b>	<b>\$ 58,957,804</b>
<b>Operating Expenses</b>		
Salary	\$ 27,399,797	\$ 28,211,115
Benefits	10,276,963	9,771,116
Equipment Inventory	70,884	70,884
General Expenses	18,040,744	19,238,023
CTE Capacity Building		1,666,666
<b>Total Expenditures</b>	<b>\$ 55,788,388</b>	<b>\$ 58,957,804</b>

*Personnel Costs are approximately 68% of the total budget in FY25 and 64% in FY26*

### Revenue and Enrollment History



	2021	2022	2023	2024	2025	2026
State Funding	12,005,400	13,170,600	14,566,100	14,982,400	15,442,300	16,183,200
CTE Funding	5,459,400	5,860,400	6,272,000	6,482,240	6,638,467	8,662,740
Property Taxes	16,894,145	17,299,145	17,659,145	17,820,607	18,020,607	18,220,607
Tuition & Fees	10,115,322	10,613,272	10,613,272	9,630,096	10,155,071	11,373,215
FTE (Credit Only)	5,392	5,245	4,878	4,504	5,058	5,204

**NORTH IDAHO COLLEGE  
TUITION AND FEES PER SEMESTER  
2025/2026 SCHOOL YEAR  
Fiscal Year 2026**

	<b>2024-2025</b>	<b>2025-2026</b>	<b>Difference</b>	<b>% Increase</b>
<b><u>Total Tuition and Fees</u></b>				
<b>In-District</b>	<b><i>(\$147.00 per credit)</i></b>			
5 credits	\$ 707.50	\$ 735.00	\$ 27.50	3.89%
12 credits	\$ 1,698.00	\$ 1,764.00	\$ 66.00	3.89%
15 credits	\$ 2,122.50	\$ 2,205.00	\$ 82.50	3.89%
<b>Out-of-District</b>	<b><i>(\$171 per credit) *</i></b>			
5 credits	\$ 1,075.00	\$ 1,105.00	\$ 30.00	2.79%
12 credits	\$ 2,480.00	\$ 2,552.00	\$ 72.00	2.90%
15 credits	\$ 2,975.00	\$ 3,065.00	\$ 90.00	3.03%
<b>Washington Residents</b>	<b><i>(\$252 per credit)</i></b>			
5 credits	\$ 1,230.00	\$ 1,260.00	\$ 30.00	2.44%
12 credits	\$ 2,952.00	\$ 3,024.00	\$ 72.00	2.44%
15 credits	\$ 3,690.00	\$ 3,780.00	\$ 90.00	2.44%
<b>WUE Residents</b>	<b><i>(\$293 per credit)</i></b>			
5 credits	\$ 1,435.00	\$ 1,465.00	\$ 30.00	2.09%
12 credits	\$ 3,444.00	\$ 3,516.00	\$ 72.00	2.09%
15 credits	\$ 4,305.00	\$ 4,395.00	\$ 90.00	2.09%
<b>Out of State/International</b>	<b><i>(\$370 per credit)</i></b>			
5 credits	\$ 1,820.00	\$ 1,850.00	\$ 30.00	1.65%
12 credits	\$ 4,368.00	\$ 4,440.00	\$ 72.00	1.65%
15 credits	\$ 5,460.00	\$ 5,550.00	\$ 90.00	1.65%

\*\$221.00 per credit for the first 10 credits, then \$171.00 for credits 11-18

Comparison of **Resident** Tuition & Fees Per Semester

<b>Institution</b>	<b>Current</b>	<b>Estimated 2025/2026</b>	<b>Increase</b>
<b>CSI, Twin Falls</b>	<b>\$2,100</b>	<b>\$2,178</b>	<b>3.7%</b>
<b>NIC, Coeur d'Alene</b>	<b>\$2,123</b>	<b>\$2,205</b>	<b>3.9%</b>
<b>CWI, Nampa</b>	<b>\$2,085</b>	<b>\$2,340</b>	<b>12.2%</b>
<b>CEI, Idaho Falls</b>	<b>\$2,100</b>	<b>\$2,175</b>	<b>3.6%</b>
<b>SCC, Spokane</b>	<b>\$2,361</b>	<b>\$2,467</b>	<b>4.5%</b>
<b>SFCC, Spokane</b>	<b>\$2,361</b>	<b>\$2,467</b>	<b>4.5%</b>
<b>FVCC, Montana</b>	<b>\$2,858</b>	<b>not avail</b>	
<b>LCSC, Lewiston</b>	<b>\$3,805</b>	<b>\$3,938</b>	<b>3.5%</b>
<b>BSU, Boise</b>	<b>\$4,524</b>	<b>\$4,682</b>	<b>3.5%</b>
<b>UI, Moscow</b>	<b>\$4,542</b>	<b>\$4,700</b>	<b>3.5%</b>

*Cost based on 15 credit hours.*

**NORTH IDAHO COLLEGE  
TUITION AND FEES PER CREDIT  
2025/2026 SCHOOL YEAR  
Fiscal Year 2026**

*Per Credit Breakdown - First 12 Credits*

	<b>Tuition</b>	<b>Out of State/Out of District Tuition</b>	<b>General Fees</b>	<b>Commencement</b>	<b>Student Health</b>	<b>Athletics</b>	<b>Student Activities</b>	<b>ASNIC</b>	<b>DHC Bond Fee</b>	<b>Total</b>
In District	107.00		13.50	0.33	2.83	3.00	3.17	2.33	15.00	147.00
Out Dist	107.00	24.00	13.50	0.33	2.83	3.00	3.17	2.33	15.00	171.00
Wash	107.00	105.00	13.50	0.33	2.83	3.00	3.17	2.33	15.00	252.00
WUE	107.00	146.00	13.50	0.33	2.83	3.00	3.17	2.33	15.00	293.00
Out State	107.00	223.00	13.50	0.33	2.83	3.00	3.17	2.33	15.00	370.00

DHC Bond fee supports operations of the Student Union Building, Student Wellness and Recreation Center, Residence Hall and associated bonds.

**North Idaho College  
Proposed Plant Fund Budget FY2026**

	FY25 Budget	FY26 Proposed Budget
Total Funding:	\$ 1,564,981	4,263,902
Obligations:		
Rent	210,575	210,575
Instructional Equipment Replacement Fund	\$ 285,161	295,971
Computer Equipment Replacement	\$ 677,250	777,250
Capital Investment Reserve	\$ -	2,588,111
Deferred Maintenance	\$ 231,900	231,900
Instructional Furniture Replacement	\$ 57,844	57,844
Administrative Furniture Replacement	\$ 27,251	27,251
Plant Fund Contingency	\$ 75,000	75,000
Net Plant Fund	\$ -	\$ -

# Capital Investment Reserve

FY2026 Budget Proposal

	FY2021 actual	FY2022 actual	FY2023 actual	FY2024 actual	FY2025 estimated	FY2026 proposed
<b>Capital Investment Reserve Beginning Balance</b>	\$ 11,391,100	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,969,322	\$ 13,569,322
<b>Sources</b>						
Tax revenue dedicated to Capital Investment	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ -	\$ 2,588,111
Interest income on cash pool	\$ 52,266	\$ 24,699	\$ 293,944	\$ 611,643	\$ 600,000	\$ 500,000
Subtotal Sources	\$ 2,640,377	\$ 2,612,810	\$ 2,882,055	\$ 3,199,754	\$ 600,000	\$ 3,088,111
<b>Uses</b>						
Land improvements						
Meyer Health & Sciences Expansion	\$ 978,318	\$ 6,505,212				
Property Acquisition - 721 Military Drive	\$ 654,734					
Property Acquisition - 705 W River		\$ 998,000				
Property Acquisition - 737 Military Drive			\$ 620,510			
Subtotal uses	\$ 1,633,052	\$ 7,503,212	\$ 620,510	\$ -	\$ -	\$ -
Net change this year	\$ 1,007,326	\$ (4,890,403)	\$ 2,261,545	\$ 3,199,754	\$ 600,000	\$ 3,088,111
<b>Capital Investment Reserve ending balance</b>	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,969,322	\$ 13,569,322	\$ 16,657,433
Board Reserve Designated for Property Acquisition	\$ 1,053,272	\$ 1,053,272	\$ 1,064,833	\$ 1,064,833	\$ 1,064,833	\$ 1,064,833
<b>Total Board Reserves</b>	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,969,322	\$ 13,569,322	\$ 16,657,433

**North Idaho College  
FY2026 Budget Proposal**

**Total Institution**

	General Fund	Fee Based	Services	Grants	FY26 BUDGET	FY25 BUDGET
Tuition and Fee Revenue	\$ 11,373,215	\$ 593,880	\$ 755,427		\$ 12,722,522	\$ 10,904,644
Federal Revenue			25,000	6,987,402	7,012,402	5,781,839
State Revenue	\$ 25,036,240			641,682	25,677,922	22,383,749
Local Revenue	\$ 18,220,607				18,220,607	17,820,607
Interest Income	\$ 175,000				175,000	175,000
Purchase Discount	\$ 1,500				1,500	1,500
Net Sales Revenue	\$ -	-	6,115,301		6,115,301	5,619,508
Rental Revenue	\$ -	-	47,575	223,660	271,235	80,525
Other Revenue	\$ 4,151,242	2,825,569	765,564	546,614	8,288,989	7,561,630
<b>Total Revenue</b>	<b>\$ 58,957,804</b>	<b>\$ 3,419,449</b>	<b>\$ 7,708,867</b>	<b>\$ 8,399,358</b>	<b>\$ 78,485,478</b>	<b>\$ 70,329,002</b>
Salary Expense	\$ 28,211,115	\$ 1,158,588	\$ 3,137,094	\$ 3,857,453	\$ 36,364,250	\$ 34,547,749
Benefits	\$ 9,771,116	480,427	1,123,368	1,434,098	12,809,009	12,298,948
Equipment	\$ 70,884	-	223,445	128,204	422,533	115,884
Operating Expenses	\$ 19,238,023	1,780,435	3,084,760	2,979,603	27,082,823	23,205,932
CTE Capacity Building	\$ 1,666,666					
<b>Total Expenses</b>	<b>\$ 58,957,804</b>	<b>\$ 3,419,450</b>	<b>\$ 7,568,667</b>	<b>\$ 8,399,358</b>	<b>\$ 76,678,614</b>	<b>\$ 70,168,513</b>
<b>Net Income</b>	<b>\$ -</b>	<b>(1)</b>	<b>\$ 140,200</b>	<b>\$ -</b>	<b>\$ 1,806,865</b>	<b>\$ 160,489</b>

## PROPOSED COURSE FEES FOR ACADEMIC YEAR 2024-2025

### Career & Technical Professional Programs

Course	Description	FY25 Fee	FY26 Fee	Change
ACCT-140/BOAA-140	QuickBooks Desktop	103.00	108.00	5.00
ACCT-242	Cost Accounting	-	-	-
BMGT-260	Human Resource Management	-	14.00	14.00
CAOT-204	Career Leadership	3.00	3.50	0.50
CAOT-210	Office Procedures	3.00	3.50	0.50
CAOT-220	Admin Support Internship I	94.00	104.00	10.00
CAOT-290	Medical Admin Assistant Intern	94.00	104.00	10.00
CAOT-291	Med Billing Spec Intern II	125.00	125.00	-
CITE-104	Systems Administration I	-	-	-
CITE-105	Systems Admin I Projects	-	-	-
CITE-116	Desktop OS Support	-	-	-
CITE-118	Computer IT Essentials	255.00	261.00	6.00
CITE-127	Desktop Commodity OS Projects	-	-	-
CITE-142	Information Sec Fundamentals	391.00	391.00	-
CITE-152	Networking Essentials	203.00	203.00	-
CITE-155	Linux Essentials	129.00	129.00	-
CITE-165	Linux System Admin	173.00	173.00	-
CITE-206	Systems Administration II	-	-	-
CITE-207	Systems Admin II Projects	135.00	135.00	-
CITE-208	Systems Administration III	135.00	135.00	-
CITE-209	Systems Admin III Projects	-	-	-
CITE-215	Network Support II Projects	-	-	-
CITE-217	Network Support III	325.00	325.00	-
CITE-243	Command Line and Script Fund	-	-	-
CITE-258	Cyber Operations	-	-	-
CITE-289	Cyber Competitions	35.00	35.00	-
CULA-120	Professional Kitchen I	425.00	425.00	-
CULA-222	Professional Kitchen 3	225.00	225.00	-
CULA-268	Intro to Wine, Beer, & Spirits	35.00	35.00	-
CULP-101	Culinary Arts Internship	1,025.00	1,275.00	250.00
GDES-102	Survey of Graphic Design	60.00	60.00	-
GDES-120	Typography	-	20.00	20.00
GDES-131	Adobe Illustr - Vector Graphic	10.00	10.00	-
GDES-132	Adobe Photoshop - Raster Graphics	10.00	10.00	-
GDES-141	Web Design I	10.00	10.00	-
GDES-221	Graphic Design I	20.00	20.00	-
GDES-222	Graphic Design II	90.00	90.00	-
GDES-223	Graphic Design III	60.00	120.00	60.00
GDES-227	Digital Video & Comp Animation	34.00	34.00	-
GDES-235	Adobe InDesign Layout, Comp	-	35.00	35.00
GDES-247	Social Media Design Strategies	-	75.00	75.00
GDES-252	Web Design III	58.00	58.00	-
GDES-255	Web Design II	-	10.00	10.00
GDES-261	Applied Web Development	-	10.00	10.00
GDES-271	Design Projects	-	35.00	35.00
GDES-283	Portfolio Development	93.00	93.00	-
GDES-290	Graphic Design Internship	-	10.00	10.00
HOSP-100	Intro Hospitality & Tourism	35.00	35.00	-

### Career & Technical Professional Programs Continued

Course	Description	FY25 Fee	FY26 Fee	Change
HOSP-111	Food Safety & Sanitation	40.00	40.00	-
HOSP-121	Professional Kitchen I	-	60.00	60.00
HOSP-150	Food Service Sanitation & Safety	-	-	-
HOSP-207	Expl Hospitality & Cultural Connect	2,000.00	2,000.00	-
HOSP-235	Food Appreciation	-	90.00	90.00
LAWE-160	Basic Police Law and Prof Orientation II	-	870.00	870.00
LAWE-161	Basic Law & Patrol Orientation	870.00	870.00	-
LAWE-164	Detention & Law Orientation	855.00	855.00	-
PLEG-280	Torts and Contracts	94.00	104.00	10.00
PLEG-290	Paralegal Internship I	90.00	104.00	14.00

### Communications & Fine Arts

Course	Description	FY25 Fee	FY26 Fee	Change
ART-122	3-D/Design Foundation 1	19.00	19.00	-
ART-217	Life Drawing I	30.00	30.00	-
ART-218	Life Drawing II	30.00	30.00	-
ART-231	Beginning Painting I	11.00	11.00	-
ART-232	Beginning Painting II	11.00	11.00	-
ART-241	Sculpture I	35.00	35.00	-
ART-242	Sculpture II	35.00	35.00	-
ART-245	Intermediate Painting I	11.00	11.00	-
ART-246	Intermediate Painting II	11.00	11.00	-
ART-251	Printmaking I	30.00	30.00	-
ART-252	Printmaking II	30.00	30.00	-
ART-261	Ceramics I	77.00	77.00	-
ART-262	Ceramics II	76.00	76.00	-
INTR-250G	Teaching & Learning Outdoors	150.00	150.00	-
MUSA-114A	Voice	101.00	101.00	-
MUSA-114B	Piano	101.00	101.00	-
MUSA-114C	Jazz Piano	101.00	101.00	-
MUSA-114D	General Guitar	101.00	101.00	-
MUSA-114E	Classical Guitar	101.00	101.00	-
MUSA-114F	Flute	101.00	101.00	-
MUSA-114G	Oboe	101.00	101.00	-
MUSA-114H	Clarinet	101.00	101.00	-
MUSA-114I	Saxophone	101.00	101.00	-
MUSA-114K	Trumpet	101.00	101.00	-
MUSA-114L	Horn	101.00	101.00	-
MUSA-114M	Trombone	101.00	101.00	-
MUSA-114O	Tuba	101.00	101.00	-
MUSA-114P	Violin	101.00	101.00	-
MUSA-114Q	Viola	101.00	101.00	-
MUSA-114R	Cello	101.00	101.00	-
MUSA-114S	String Bass	101.00	101.00	-
MUSA-114T	Electric Bass	101.00	101.00	-
MUSA-114U	Percussion	101.00	101.00	-
MUSA-114V	Harp	101.00	101.00	-
MUSA-124A	Voice	101.00	101.00	-
MUSA-124B	Piano	101.00	101.00	-
MUSA-124C	Jazz Piano	101.00	101.00	-

### Communications & Fine Arts Continued

Course	Description	FY25 Fee	FY26 Fee	Change
MUSA-124D	General Guitar	101.00	101.00	-
MUSA-124E	Classical Guitar	101.00	101.00	-
MUSA-124F	Flute	101.00	101.00	-
MUSA-124G	Oboe	101.00	101.00	-
MUSA-124H	Clarinet	101.00	101.00	-
MUSA-124I	Saxophone	101.00	101.00	-
MUSA-124K	Trumpet	101.00	101.00	-
MUSA-124L	Horn	101.00	101.00	-
MUSA-124M	Trombone	101.00	101.00	-
MUSA-124O	Tuba	101.00	101.00	-
MUSA-124P	Violin	101.00	101.00	-
MUSA-124Q	Viola	101.00	101.00	-
MUSA-124R	Cello	101.00	101.00	-
MUSA-124S	String Bass	101.00	101.00	-
MUSA-124T	Electric Bass	101.00	101.00	-
MUSA-124U	Percussion	101.00	101.00	-
MUSA-124V	Harp	101.00	101.00	-
MUSA-124Z	Composition	101.00	101.00	-
PHTO-185	Adobe Photoshop and Lightroom	41.00	41.00	-
PHTO-288	Intermediate Digital Photography	22.00	22.00	-
THEA-102	Stage Makeup	163.00	163.00	-
THEA-114	Theatre Technology: Costume	79.00	79.00	-

### English & Humanities

Course	Description	FY25 Fee	FY26 Fee	Change
WOCU-207	Murder Mysteries/Study Abroad	4,500.00	4,500.00	-
INTR-250E	Writing in the Wild	35.00	35.00	-
HUMS-101	Introduction to the Humanities	-	-	-

### Health Professions

Course	Description	FY25 Fee	FY26 Fee	Change
DENT-100	Dental Hygiene Pre-Clinic	4,757.00	5,479.00	722.00
DENT-110	Dental Anatomy	60.00	60.00	-
DENT-120	Oral Radiography	444.00	427.00	(17.00)
DENT-150	Dental Hygiene Clinic I	364.00	167.00	(197.00)
DENT-200	Dental Hygiene Clinic II	2,666.00	2,823.00	157.00
DENT-235	Periodontology II	876.00	1,064.00	188.00
DENT-250	Dental Hygiene Clinic III	191.00	273.00	82.00
DENT-260	Dental Materials	671.00	406.00	(265.00)
DENT-270	Review/Ethics and Law	2,107.00	1,800.00	(307.00)
MAST-100	Phlebotomy	42.00	42.00	-
MAST-102	Clinical Skills for Med Asst I	289.00	169.00	(120.00)
MAST-203	Clinical Skills Med. Assts. V	30.00	30.00	-
MAST-207	Administration of Medications II	30.00	30.00	-
MAST-290	Medical Assistant Externship	125.00	125.00	-
MLT-124	Medical Lab Fundamentals	537.00	662.00	125.00
MLT-224	MLT Student Lab Practice	680.00	810.00	130.00
MLT-250	Seminar and Exam Review	451.00	476.00	25.00
PTAE-107	Kinesiology	143.00	143.00	-

### Health Professions Continued

Course	Description	FY25 Fee	FY26 Fee	Change
PTAE-110	Principles and Procedures	170.00	170.00	-
PTAE-204	Therapeutic Modalities	84.00	84.00	-
PTAE-208	Orthopedic Rehabilitation	40.00	40.00	-
PTAE-211	Data Collections	198.00	198.00	-
PTAE-215	Special Populations	40.00	40.00	-
PTAE-217	Neurological Rehabilitation	10.00	10.00	-
PTAE-240	Clinical Affiliation 1	280.00	280.00	-
RADT-111L	Introduction to Radiology Lab	294.00	414.00	120.00
RADT-112L	Radiographic Procedures I Lab	210.00	300.00	90.00
RADT-113L	Prin Radiation Bio & Prtct Lab	40.00	13.00	(27.00)
RADT-116	Clinical Radiography I	80.00	140.00	60.00
RADT-118	Radiographic Procedures III	50.00	100.00	50.00
RADT-119	Clinical Radiography III	60.00	60.00	-
RADT-211L	Radiographic Imaging Lab	160.00	220.00	60.00
RADT-220	Clinical Radiography III	100.00	100.00	-
RADT-221	Clinical Radiography IV	60.00	120.00	60.00
RADT-222	Radiologic Technology Review	225.00	225.00	-
SURG-120	Fundamentals of ST I	877.00	877.00	-
SURG-121	Fundamentals of ST II	-	-	-
SURG-140	Clinical Experience I	322.00	383.50	61.50
SURG-150	CST Exam Review/Leadership	40.00	53.50	13.50

### Math, Computer Science & Engineering

Course	Description	FY25 Fee	FY26 Fee	Change
ENGR-123	Introduction to Engineering	10.00	10.00	-
ENGR-223	Engineering Analysis	25.00	25.00	-
ENGR-240L	Circuits I Lab	10.00	10.00	-
ENGR-241L	Elect Circuits II Lab	10.00	10.00	-

### Natural Sciences

Course	Description	FY25 Fee	FY26 Fee	Change
BACT-250L	General Microbiology Lab	160.00	160.00	-
BIOL-100L	Concepts of Biology Lab	51.00	51.00	-
BIOL-114L	Organisms and Environments	-	60.00	60.00
BIOL-115L	Intro Life Sciences Lab	48.00	48.00	-
BIOL-170L	Introductory Foods Lab	-	-	-
BIOL-175L	Human Biology Lab	62.00	62.00	-
BIOL-221L	Forest Ecology Lab	25.00	25.00	-
BIOL-227L	Human Anat & Phys I Lab	54.00	54.00	-
BIOL-228L	Human Anat & Phys II Lab	67.00	67.00	-
BIOL-231L	Gen Ecol Lab	34.00	34.00	-
BIOL-260	Human Cadaver Prosection I	59.00	59.00	-
BIOL-261	Human Cadaver Prosection II	59.00	59.00	-
BTNY-203L	General Botany Lab	67.00	67.00	-
BTNY-241L	Systematic Botany	60.00	60.00	-
CHEM-100L	Concepts of Chemistry Lab	67.00	67.00	-
CHEM-101L	Introduction to Chemistry Lab	75.00	75.00	-
CHEM-102L	Essentials Organic/Biochem Lab	79.00	79.00	-
CHEM-111L	General Chemistry I Lab	93.00	93.00	-

### Natural Sciences Continued

Course	Description	FY25 Fee	FY26 Fee	Change
CHEM-112L	Prin/Gen/Coll/Chem II Lab	92.00	92.00	-
CHEM-253L	Quan Analysis Lab	92.00	92.00	-
CHEM-278	Organic Chemistry I Lab	103.00	103.00	-
CHEM-288	Org Chem II Lab	103.00	103.00	-
ENSI-119L	Environmental Science Lab	40.00	40.00	-
GEOG-100L	Physical Geography Lab	24.00	24.00	-
GEOL-101L	Physical Geology Lab	32.00	32.00	-
GEOL-102L	Historical Geology Lab	37.00	37.00	-
GEOL-123L	Geol ID/PAC NW Lab	39.00	39.00	-
GEOL-125	Regional Geology of the Pacific Northwest	-	10.00	10.00
GEOL-255L	System Mineralogy Lab	47.00	47.00	-
PHYS-101L	Fund Phys Science Lab	16.00	16.00	-
PHYS-103L	Elem Astronomy Lab	14.00	14.00	-
PHYS-111L	General Physics I Lab	31.00	31.00	-
PHYS-112L	General Physics II Lab	37.00	37.00	-
PHYS-211L	Engineering Physics Lab I	33.00	33.00	-
PHYS-212L	Engineering Physics Lab II	40.00	40.00	-
ZOOL-202L	General Zoology Lab	49.00	49.00	-

### Nursing

Course	Description	FY25 Fee	FY26 Fee	Change
NURS-196	LPN Transition	1,044.00	1,054.00	10.00
NURS-210	Fundamentals Lab	1,140.00	1,159.00	19.00
NURS-235	Psych-Mental Health Nursing	75.00	85.00	10.00
NURS-255	Medical Surgical Nursing Lab I	120.00	130.00	10.00
NURS-265	Medical Surgical Nursing Lab II	236.00	250.00	14.00
NURS-275	Transition to Practice Lab	112.00	112.00	-
PN-110L	Practical Nursing Lab I	1,031.00	1,031.00	-
PN-111L	Practical Nursing Lab II	187.00	187.00	-

### Physical Education & Resort Recreation Management

Course	Description	FY25 Fee	FY26 Fee	Change
PE-110B	Begin Whitewater Kayaking	50.00	50.00	-
PE-110C	Beginning Rock Climbing	60.00	60.00	-
PE-110D	Beginning Sailing	25.00	25.00	-
PE-110G	Equitation	150.00	150.00	-
PE-110L	Lake Kayak/Canoe	35.00	35.00	-
PE-110W	Mountain Biking	497.00	497.00	-
PE-110Y	Bowling	65.00	65.00	-
PE-110Z	Beginning Fly Fishing	53.00	53.00	-
PE-111H	Whitewater Rafting	65.00	65.00	-
PE-111O	Outdoor Adventures	35.00	35.00	-
PE-111P	Stand Up Paddle Boarding	35.00	35.00	-
PE-237A	Wilderness Backpacking	136.00	136.00	-
PE-237B	Wilderness Survival	90.00	90.00	-
PE-248	Athletic Injuries-Sports Med	30.00	30.00	-
PE-288	First Aid	50.00	50.00	-
RRM-110	Wilderness First Responder	270.00	270.00	-
RRM-125	Wilderness Ethics & Interpretn	35.00	35.00	-

### Physical Education & Resort Recreation Management Continued

Course	Description	FY25 Fee	FY26 Fee	Change
RRM-195	Backcountry Winter Skills	135.00	135.00	-
RRM-234	Team Dynamics	30.00	30.00	-
RRM-237C	Whitewater Guiding	125.00	125.00	-
RRM-237D	Mountaineering	150.00	150.00	-
RRM-237E	Outdoor Programming/Leadership	135.00	135.00	-
RRM-237F	Outdoor Navigation	25.00	25.00	-
RRM-237G	Avalanche Level I	135.00	135.00	-
RRM-237H	Intro to Outdoor Cooking	135.00	135.00	-
RRM-237J	Swift Water Rescue	135.00	135.00	-

### Trades & Industries

Course	Description	FY25 Fee	FY26 Fee	Change
ACRR-165L	Collision Repair Lab I	110.00	110.00	-
ACRR-166L	Collision Repair Lab II	120.00	120.00	-
ACRR-175L	Collision Repair Lab III	120.00	120.00	-
ACRR-176L	Collision Repair Lab IV	120.00	120.00	-
AUTO-119L	Automotive Lab I	153.00	153.00	-
AUTO-129L	Automotive Lab II	166.00	166.00	-
AUTO-235L	Advanced Automotive Lab III	143.00	143.00	-
AUTO-245L	Advanced Automotive Lab IV	219.00	219.00	-
AUTO-246L	Advanced Automotive Lab V	219.00	219.00	-
CMGT-111	Construction Materials & Methods Lab	50.00	50.00	-
DSLTL-117L	Diesel Lab	81.00	81.00	-
DSLTL-123L	Diesel Engine Elec Systems Lab	126.00	126.00	-
DSLTL-124L	Powertrain/Brake Systems Lab	26.00	26.00	-
DSLTL-223L	Adv Tune-Up/Compnr Engines Lab	60.00	60.00	-
DSLTL-224L	Undercarriage/Powershift Lab	55.00	55.00	-
HVAC-161L	HVACR Lab I	182.00	182.00	-
HVAC-171L	HVACR Lab II	331.00	391.00	60.00
MACH-151L	Machining Tech Lab I	110.00	110.00	-
MACH-152L	Machining Tech Lab II	70.00	70.00	-
MACH-253L	Adv Machining Lab I	200.00	200.00	-
MACH-254L	Adv Machining Lab II	160.00	160.00	-
MDET-110	Solid Works Basic	50.00	50.00	-
MDET-215	Industrial Process	50.00	50.00	-
MDET-230	Advanced Mechanical Design	175.00	175.00	-
MECH-210L	Mechatronics Lab I	100.00	100.00	-
MM-151L	Industrial Mechanics Lab I	213.00	213.00	-
MM-152L	Industrial Mechanics Lab II	144.00	144.00	-
WELD-182L	Welding Lab II	400.00	835.00	435.00
WELD-187L	SMAW Practical	2,435.00	2,435.00	-
WELD-188L	Advanced SMAW Pratical	400.00	835.00	435.00
WELD-197L	Oxy/Fuel Cutting Lab	100.00	100.00	-
WELD-281L	Shielded Metal Arc Welding	400.00	400.00	-
WELD-291L	Gas Tungsten Arc Welding Lab	400.00	400.00	-
WWTR-150L	Wasterwater Treatment Lab I	49.00	49.00	-
WWTR-152L	Wasterwater Treatment Lab II	49.00	49.00	-
WWTR-210L	Wasterwater Treatment Lab III	100.00	100.00	-

## Tab 4

**BOARD OF TRUSTEES MEETING**  
**May 28, 2025**

---

**TAB 4**

**SUBJECT:** First Reading Policy 3.04.02 (Annual Vacation Leave)

**BACKGROUND:** Policy 3.04.02 (Annual Vacation Leave) was revised through the regular review cycle of College policies and procedures.

**DISCUSSION:** Tab 4 includes a redline copy of Policy 3.04.02 (Annual Vacation Leave) as well as a clean copy of how the suggested modifications would read.

**REQUESTED BOARD ACTION:** It is requested that the Board consider a motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura  
Board Clerk

## Policy Title: ~~Annual~~ Vacation and Personal Leave

**Impact:** All Benefits Eligible ~~Staff~~ Employees (except for some externally funded positions)

**Responsibility:** Human Resources

**Effective Date:** 07/1994

**Revised Date:** 02/24/2016

**Reviewed Date:**

**Relates to Procedure(s):**

**Legal Citation(s):**

---

### I. ~~Annual~~ Vacation Leave

~~Eligible staff accrue paid Annual (Vacation) Leave leave is paid time off accrued by benefit eligible staff and available for personal use, as approved by their immediate supervisor. Vacation leave is accrued at the end of each pay period worked. The rate at which vacation leave is accrued during each bi-weekly pay period depends on the employee's classification, length of service and hours worked. Accrued but unused vacation leave will be paid out following separation from employment.~~

~~Employees may use accrued vacation leave once sick leave has been depleted, or to supplement their short-term disability or Worker's Compensation benefits, not to exceed 100% of regular pay. Annual leave may be used to cover sick leave when sick leave balances have been depleted. Annual leave may be used to receive full pay during periods of Short-Term Disability leave (STD).~~

~~Annual leave is accrued at the end of each pay period worked. If an employee goes on leave without pay (LWOP) at any time during a pay period, the annual leave accrual may be prorated for that pay period.~~

~~The rate at which annual leave is accrued during each bi-weekly pay period depends on employee's classification, length of service and hours worked. A maximum of 240 hours (30 days) of annual leave may be carried over from fiscal year to fiscal year.~~

~~For current accrual rates and reporting procedures refer to administrative operational guidelines.~~

### II. Personal Leave

~~Eligible faculty and staff receive personal days in lieu of vacation leave which are renewed at the start of each contract year. Personal leave days cannot be carried over to the next contract year and are not compensable upon separation from NIC employment.~~

For current rates, carryover, and reporting procedures refer to administrative operational guidelines.

## **Policy Title: Vacation and Personal Leave**

**Impact:** All Benefits Eligible Employees (except for some externally funded positions)

**Responsibility:** Human Resources

**Effective Date:** 07/1994

**Revised Date:** 02/24/2016

**Reviewed Date:**

**Relates to Procedure(s):**

**Legal Citation(s):**

---

### **I. Vacation Leave**

Eligible staff accrue paid vacation leave for personal use, as approved by their immediate supervisor. Vacation leave is accrued at the end of each pay period worked. The rate at which vacation leave is accrued during each bi-weekly pay period depends on the employee's classification, length of service and hours worked. Accrued but unused vacation leave will be paid out following separation from employment.

Employees may use accrued vacation leave once sick leave has been depleted, or to supplement their short-term disability or Worker's Compensation benefits, not to exceed 100% of regular pay.

### **II. Personal Leave**

Eligible faculty and staff receive personal days in lieu of vacation leave which are renewed at the start of each contract year. Personal leave days cannot be carried over to the next contract year and are not compensable upon separation from NIC employment.

For current rates, carryover, and reporting procedures refer to administrative operational guidelines.

## Tab 5

**BOARD OF TRUSTEES MEETING**  
**May 28, 2025**

---

**TAB 5**

**SUBJECT:** Remove on First Reading Policy 3.04.06.02 (Personal Leave)

**BACKGROUND:** Policy 3.04.06.02 (Personal Leave) was reviewed through the regular review cycle of College policies and procedures.

**DISCUSSION:** Tab 5 includes a redline markup of the current policy for reference. Following the College's process of review by the subject matter experts, Senate and senior administrative leadership, it was determined that this policy is no longer relevant as it has been incorporated into Policy 3.04.02 (Vacation and Personal Leave).

**REQUESTED BOARD ACTION:** It is requested that the Board consider a motion to remove Policy 3.04.06.02 (Personal Leave) from current Policies and Procedures.

Prepared by: Suzy Scura  
Board Clerk

## ~~Policy Title: Personal Leave~~

~~Impact: Category III Employees and employees with Category III benefits~~

~~Responsibility: Faculty Assembly Effective Date: 02/23/2000~~

~~Revised Date:~~

~~Reviewed Date:~~

~~Relates to Procedure(s): Legal Citation(s):~~

## **~~I. Personal Leave—Category III Employees~~**

~~In order to assist employees who otherwise do not receive vacation days, the college will provide personal leave opportunities. The intent of this policy is to assist such employees in dealing with extenuating circumstance that requires them to miss work.~~

### **~~A. Coverage:~~**

~~This policy will apply to all Category III employees and other exempt employees with Category III benefits (with no vacation benefits).~~

### **~~B. Personal Leave:~~**

~~NIC shall grant each of the above employees two personal leave days per contract year. Personal leave days are intended for use in attending to personal or family matters. Personal leave days cannot be accumulated beyond the contract year and are not compensable upon separation from NIC employment.~~

## Tab 6

**BOARD OF TRUSTEES MEETING**  
**May 28, 2025**

---

**TAB 6**

**SUBJECT:** First Reading Policy 3.04.09 (Family and Medical Leave)

**BACKGROUND:** Policy 3.04.09 (Family and Medical Leave) was reviewed through the regular review cycle of College policies and procedures.

**DISCUSSION:** Following the College's process of review by the subject matter experts, The Senate determined that Procedure 3.04.09 could be eliminated as North Idaho College complies with the Family and Medical Leave Act of 1993 (FMLA). FMLA is administered by Human Resources and entitles eligible employees to take unpaid, job protected leave for specified family and medical reasons. Any changes in the federal requirements for FMLA leave will supersede the provisions of this policy related to those federally mandated changes. Guidelines on FMLA are published by Human Resources.

**REQUESTED BOARD ACTION:** It is requested that the Board consider a motion to remove Policy 3.04.09 (Family and Medical Leave) from current Policies and Procedures.

Prepared by: Suzy Scura  
Board Clerk