

# AGENDA

<b>CONVENE REGULAR MEETING</b>
CALL TO ORDER / VERIFICATION OF QUORUMBrad Corkill
APPROVE AGENDABrad Corkill
PLEDGE OF ALLEGIANCEBrad Corkill
MESSAGE FROM BOARD CHAIRBrad Corkill
CELEBRATING SUCCESS: Outdoor PursuitsNick Swayne / Terry Brinton
PUBLIC COMMENTBrad 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 <u>NIC Policy 2.01.03</u> . Individuals interested in providing public comment outside of the meeting may email <u>board@nic.edu</u> .
PRESIDENT'S REPORTNick Swayne
INFORMATION ITEMS <ul> <li>Human Resources Update</li> <li>Strategic Plan: Goal 1 Metrics</li> <li>Accreditation Update</li> <li>Nick Swayne / Lloyd Duman</li> <li>Accreditation Update</li> <li>Nick Swayne / Steve Kurtz</li> <li>Economic Impact Report</li> </ul>
<ul> <li>CONSENT AGENDA</li></ul>
<ul> <li>NEW BUSINESS</li> <li>Discussion / Action (Tab 8): First Reading Policy 3.02.21 (Faculty Evaluation)</li></ul>
TRUSTEE REMARKS FOR THE GOOD OF THE ORDER
ADJOURN

# Tab 1

# TAB 1

**CONSENT AGENDA:** Approve Board of Trustees Regular Meeting Minutes for May 28, 2025

BACKGROUND: Tab 1 includes the Board Regular Meeting Minutes for May 28, 2025.

# SUGGESTED MOTION FOR BOARD ACTION

It is requested that [Board Member] make the motion to approve the Board Regular Meeting Minutes for May 28, 2025 as presented.

Prepared by: Suzy Scura Board Clerk

# North Idaho College BOARD OF TRUSTEES MEETING Edminster Student Union Building May 28, 2025 MINUTES

# CALL TO ORDER

The Board of Trustees, President, and general counsel convened in the Driftwood Bay Room of the Edminster Student Union Building. Chair Brad Corkill called the meeting to order at 5:00 p.m. and verified that a quorum was present.

# ATTENDANCE

Trustees:

Rick Durbin Mary Havercroft Eve Knudtsen Tarie Zimmerman

Brad Corkill

Also present: Nick Swayne, President Jason MacKay, College Attorney

# CONVENE EXECUTIVE SESSION

# Discussion: Counsel Summary

Chair Corkill called for a vote to enter into executive session pursuant to Idaho Code § 74-206(1)(f) Litigation. Discussion: Counsel Summary. The vote succeeded in obtaining the required two-thirds minimum votes with unanimous approval:

Brad Corkill	Aye
Rick Durbin	Aye
Mary Havercroft	Aye
Eve Knudtsen	Aye
Tarie Zimmerman	Aye

The public session of the meeting was recessed at 5:02 p.m.

The closed Executive Session was adjourned at 5:35 p.m.

Chair Corkill reconvened the public meeting at 6:00 p.m. in the Lake Coeur d'Alene Room, Edminster Student Union Building. He verified that a quorum was present and led attendees in the Pledge of Allegiance.

# ATTENDANCE

Trustees: Brad Corkill Rick Durbin Mary Havercroft Eve Knudtsen Tarie Zimmerman

Also present: Nick Swayne, President

# **MESSAGE FROM BOARD CHAIR**

Chair Corkill opened with remarks on the College's recent commencement ceremonies, expressing appreciation for their significance. He noted consistent Trustee participation across events, highlighting the Board's commitment to institutional engagement and student success. He described the ceremonies as both inspiring and reflective of NIC's positive community impact.

Chair Corkill also previewed the upcoming budget discussion, emphasizing that prior to this meeting, each Trustee met with Vice President for Finance and Business Affairs Sarah Garcia to review the proposed budget. He affirmed that any action taken would be the result of thorough and informed consideration.

# **CELEBRATING SUCCESS: NIC COMMENCEMENT 2025**

Blake Sanchez, incoming ASNIC President and former Vice President, addressed the Board following the presentation of a commencement ceremony video produced by the College's Communications and Marketing team. He reflected on the success of the ceremony, thanked NIC's Event Services for their extensive planning efforts, and reaffirmed his commitment to student leadership in the upcoming academic year.

# **PUBLIC COMMENT**

There were no requests from the public to make comments.

# **CONFER TENURE**

# Tab 1: Approve Conferral of Tenure for Candidate Trisha Robinson

Following a background summary from President Swayne, Chair Corkill requested a motion to approve tenure for Trisha Robinson. Trustee Eve Knudtsen made the motion which was seconded by Trustee Mary Havercroft. Chair Corkill called for the vote. The motion passed unanimously with five votes in favor.

# **CONSTITUENT REPORTS**

# <u>ASNIC</u>

This report was not presented as President Joseph Moran was not in attendance.

# Faculty Assembly

Vice Chair Jon Gardunia reported on behalf of Chair Kathleen Miller Green who was absent. He stated that the recent meeting included discussion of current legislative developments, specifically Senate Bill 1198. Regular committee reports were presented, and officer elections for the 2025-2026 academic year were held. Jon Gardunia was elected Chair; Kristi Mendoza, Vice Chair; Annika Jacobson, Secretary; and Eric Sartell, Treasurer. Additionally, four representatives were nominated and approved to serve on the College Senate.

# Staff Assembly

Chair Katrina Björkman reported that the Staff Assembly met on May 8, 2025. NIC's Writing Center was featured as the department highlight, with JoSann Lian, Assistant Professor - English, presenting on the services offered. Elections for the 2025-2026 executive officers were held. Dan Adams was elected Chair, and Katrina Björkman was elected Vice Chair.

# <u>Senate</u>

Chair Julie Bailey reported on the May 8, 2025 meeting. Faculty Evaluation Policy and Procedure 3.02.21 was approved, new staff and faculty senators were welcomed, and elections for the 2025 - 2026 executive officer positions were held. Matt Petersen, current Vice Chair was elected Chair; Melissa Jessen, Vice-Chair; Casey Hallett, Corresponding Secretary; and Travis Hagner, Parliamentarian. The position of Recording Secretary remains vacant and is expected to be filled at the August 2025 meeting.

# PRESIDENT'S REPORT

# **Accreditation**

President Swayne reported that earlier in the day, all five Trustees participated in a quarterly Board training session, as committed to the Northwest Commission on Colleges and Universities (NWCCU). He noted that while the format differed from past meetings, the training was productive and supported ongoing Board development.

# Commencement, Graduation, and Pinning Ceremonies

President Swayne reported that 971 students completed programs at NIC this year, representing the largest graduating class in the College's 91 year history. He noted that the graduation season featured two pinning ceremonies, a POST (Peace Officer Standards and Training) Academy graduation event, a General Education Development (GED) graduation, and NIC's first dual credit graduation ceremony, recognizing 211 high school students who completed college coursework. President Swayne also announced that the Firefighter Academy graduation will be held on May 29, 2025, as the final celebration of the academic year.

# Enrollment Management

President Swayne presented NIC's enrollment dashboard, reporting that summer enrollment is up approximately 9.5% over last year. He noted a 25% increase in dual credit enrollment, attributed primarily to aligning the summer session stary date with local high school schedules. Combined enrollment in Career and Technical Education (CTE) and Academic Transfer programs have increased by 5%, and full-time enrollment has risen by 14.5%, particularly notable for the summer term.

Looking ahead to fall, President Swayne reported that overall enrollment is currently up 1.3%, following a 15.2% increase last year, marking two consecutive years of fall enrollment growth. Excluding dual credit, enrollment is up nearly 13%, with new full-time student enrollment increasing significantly by 59.6%. Additionally, for the first time in a decade, fall-to-fall continuing student retention has increased by 1%, reversing the typical annual decline of 3-5%. President Swayne emphasized that retention remains a top institutional priority and a key indicator of student success and institutional integrity.

# Community Stakeholder Engagement

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

- The NIC Foundation awarded scholarships to the top 15 students from the recent Youth Water Summit, hosted by the Idaho Water Resources Research Institute (IWRRI). These students were recognized for their outstanding community-based research on water related issues and are anticipated to enroll at NIC in the fall of 2025 and 2026.
- The NIC Booster Club held the 2025 Cardinal Classic Golf Fundraiser on May 9, 2025 at the Links Golf Club in Post Falls, ID. Proceeds from the event will support NIC's student-athletes and athletic programs.
- Final joint performances of NIC's first formal collaboration with the Coeur d'Alene Summer Theater: *Clue: The Musical*, ran from April 24 26, 2025 at Boswell Hall, Schuler Auditorium. The production generated \$4,000 in revenue for the College.

# Student Athlete Support

President Swayne reported that among this year's 971 graduates, 30 were student-athletes. Their academic performance was commendable, with the overall grade point average (GPA) of all 152 student-athletes averaging 3.2. It was noted that this reflects a strong academic showing, with many athletes performing above that average.

# Strategic Planning

President Swayne reported that work continues on refining the metrics for the five major goals of NIC's strategic plan.. Beginning in August 2025, each goal will be reviewed over five consecutive Board meetings, with a summary of progress presented at each meeting.

# General Updates

President Swayne reported on the following items of interest:

- Cardinal Central (Campus Information, Student ID, Parking Services) is now fully operational in the Bob and Leona DeArmond (DARM) building, with new banners installed for visibility. Faculty and staff previously located in Lee-Kildow Hall (LKH) have relocated to DARM, the Headland Building (HED), Molstead Library (MOL), and other campus areas.
- Positive media coverage in the Coeur d'Alene Press included an article on NIC's 30 student-athlete graduates, and another recognizing the largest graduating class in the College's 91 year history.
- On Campus Event: *North Idaho Women and Their Money* conference on June 9, 2025 from 8:00 a.m. 5:00 p.m. The event is free of charge and is open for registration.
- The NIC Foundation's *Really Big Raffle* fundraiser: the grand prize is a house and the second prize is a new car. Tickets are still available at \$150 each. Each year, the NIC Foundation awards approximately \$1.5 million in scholarships to students.
- The June Board of Trustees regular meeting will be held at the Parker Technical Education Center in Rathdrum, ID. Prior to the meeting, the Trustees will be given a private tour of the facility, taking an opportunity to become familiar with current activities at the campus.

# **INFORMATION ITEMS**

# Board Training Update

Ken Burke, consultant with the Association of Community College Trustees (ACCT) provided an update on behalf of himself and fellow consultant Dr. Debbie DiThomas. He reported that the session held earlier was conducted as a *Facilitated Strategic Conversation*, reflecting its collaborative, discussion-based format. All Trustees were in attendance, along with President Swayne and Accreditation Liaison Officer Dr. Steve Kurtz.

Mr. Burke noted that the session focused on the six accreditation recommendations related to board governance. While the Board had previously developed a strategic action plan to address these items, participants reviewed the progress made on each recommendation. The Trustees were commended for their ongoing engagement and the effective implementation of the plan.

The Board was recognized for adopting governance best practices including individual agenda review calls with the President, and advocacy efforts at the state level. Mr. Burke also acknowledged the various constituency groups for formally rescinding their past votes of no confidence in the Board, and stated that this was a significant step in strengthening the College's accreditation position.

# Instruction: Transfer and General Education

Dean of Transfer and General Education Dr. Sherry Simkins provided an overview of the programs offered. Dr. Simkins' presentation is included as an addendum to these minutes.

# Athletics: Spring

Shawn Noël, Director - Athletics and Recreation gave an update on NIC's spring athletics programs. Mr. Noël's presentation is included as an addendum to these minutes.

# **CONSENT AGENDA**

# Tab 2: Approve Board Regular Meeting Minutes for April 23, 2025

Chair Corkill requested a motion to approve Tab 2 as presented. Trustee Tarie Zimmerman made the motion which was seconded by Trustee Knudtsen. Chair Corkill called for the vote. The motion passed unanimously with five votes in favor.

# **NEW BUSINESS**

# Action Resulting from Executive Session

Chair Corkill stated that there were no actions resulting from the earlier Executive Session.

# Tab 3: First Reading FY 2025-2026 Budget

Following a presentation by Sarah Garcia on the College administration's proposed fiscal year (FY) 2026 budget, President Swayne and the Trustees provided comments. Chair Corkill then called for a motion to approve the budget as presented. Trustee Knudtsen moved to approve the FY 2026 budget. The motion was seconded by Trustee Rick Durbin. Chair Corkill called for a vote and the motion passed unanimously with five votes in favor. Ms. Garcia's presentation is included as an addendum to these minutes.

# <u>Tabs 4 and 5: First Reading Policy 3.04.02 (Annual Vacation Leave) and First Reading Policy</u> <u>3.04.06.02 (Personal Leave)</u>

Chief Human Resources Officer Meagan Snyder presented a proposal to consolidate Policy 3.04.06.02 (Personal Leave) into Policy 3.04.02 (Annual Vacation Leave). She explained that the revision is intended to simplify the leave structure and enhance clarity. No concerns were raised during the discussion. The Board was given the option to approve Policy 3.04.02 (Annual Vacation Leave) and decommission Policy 3.04.06.02 (Personal Leave) on first reading, or to bring the items back for a second reading. No motion to approve was made.

# Tab 6: First Reading Policy 3.04.09 (Family and Medical Leave)

Meagan Snyder explained minor updates to the policy that are intended to better align it with current federal regulations. No questions or concerns were raised were raised by the Trustees. As no motion to approve was made, Chair Corkill said that the Board will bring the policy back for a second reading.

# Board Policy Subcommittee Report

Trustee Zimmerman reported on behalf the subcommittee, which includes President Swayne and Trustee Havercroft. She stated that the subcommittee met twice to assess five policies scheduled for review under the Board's three-year policy rotation cycle. The proposed policy updates will be presented to the Trustees at the June regular Board of Trustees meeting.

President Swayne recognized Trustee Zimmerman for her recent appointment to the ACCT Public Policy and Advocacy Committee. He noted that this national appointment reflects positively on the Board's work and is appreciated by the College.

# TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

There were no remarks for the good of the order.

The meeting was adjourned at 7:29 p.m.

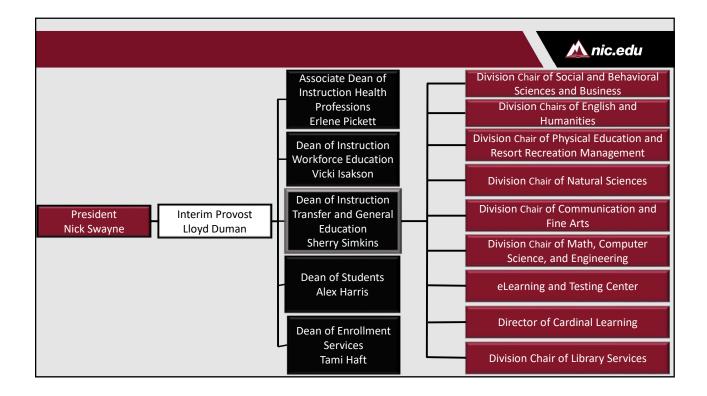
Respectfully Submitted, Suzy Scura, Board Clerk

Addenda:

1) Transfer and General Education Presentation

- 2) Spring Athletics Presentation
- 3) FY 2025-2026 Budget Presentation





# **Transfer Programs**

- American Indian Studies
- Anthropology
- Art
- Biology
- Business
- Chemistry
- Child Development
- Communication
- Computer Science
- Criminal Justice
- Education
- Engineering
- English
- Environmental Studies

- Natural Resources
- Geology
- General Studies
- History
- Humanities
- Interdisciplinary Studies
- Journalism
- Mathematics
- Music
- Nursing
- Philosophy
- Physical Education

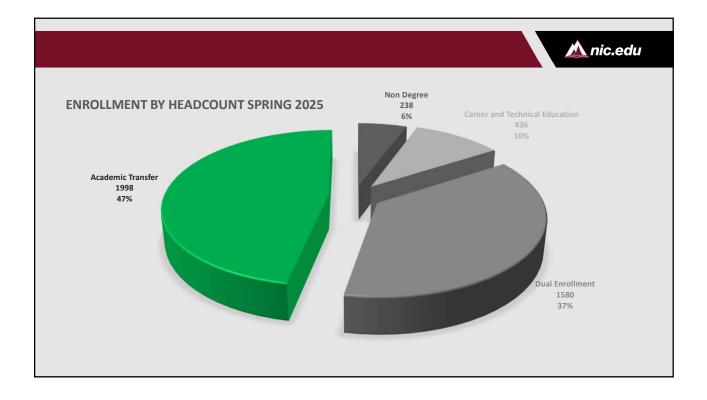
- Physics
- Political Science and Pre-Law

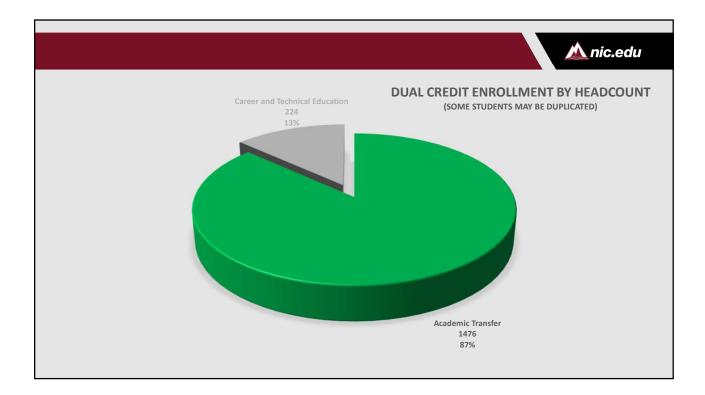
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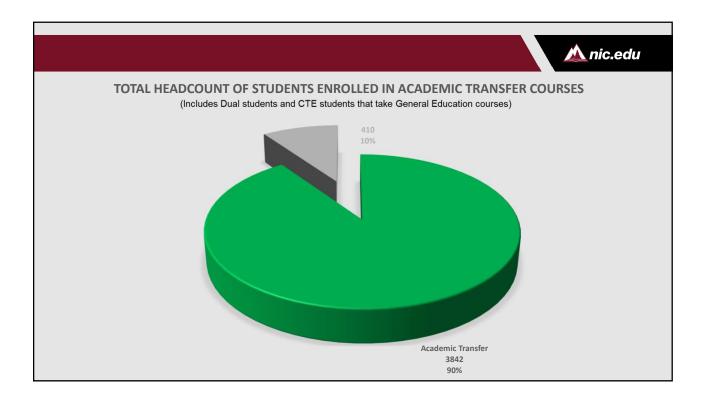
- Pre-Medical
- Pre-Physical Therapy
- Pre-Nutrition
- Pre-Veterinary
- Psychology
- Social Work
- Sociology
- Theatre
- World Languages

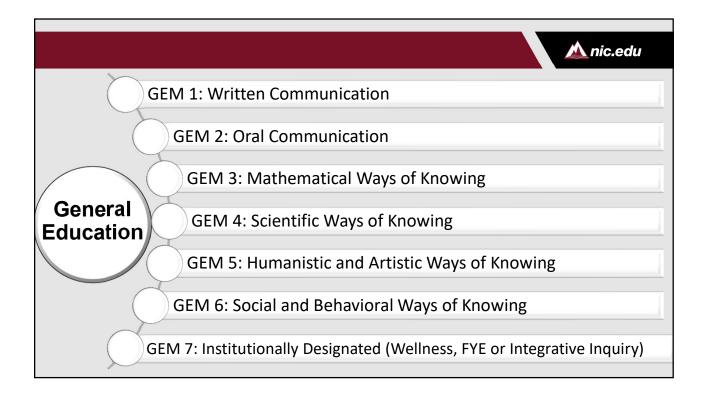
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Top 10 Transfer Programs	Business Computer Science Criminal Justice Education Engineering General Studies Nursing Pre-medical Psychology Social Work	

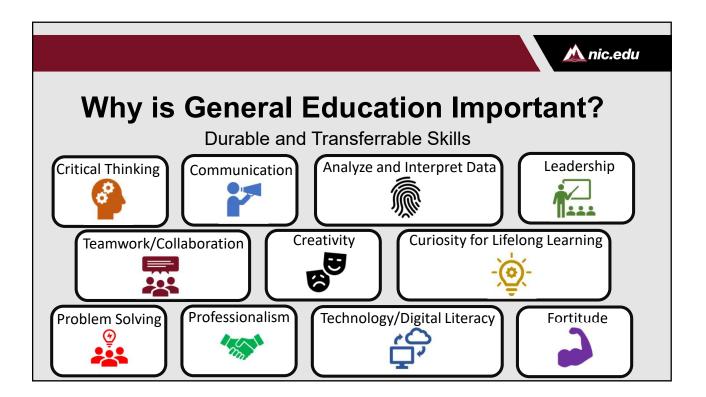
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Where do our students g	go next?
UNIVERSITY	
Institution	2023 -2024
UNIVERSITY OF IDAHO	201
LEWIS-CLARK STATE COLLEGE	143
BOISE STATE UNIVERSITY	81
WESTERN GOVERNORS UNIVERSITY	19
EASTERN WASHINGTON UNIVERSITY	16











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# What Do Our Students Say About Us?

"My most incredible experience was my U.S. History classes... I cannot speak more highly about NIC, the professors, and the gift it is to our community!" ~ Ashley Otto BSN, RN, DNP-S "NIC was my launchpad into academic success and my professional career...I just graduated from USC's School of Cinematic, Arts Media Arts + Practice program, where I combined my love of art and storytelling with computer science..." ~ Tyler White

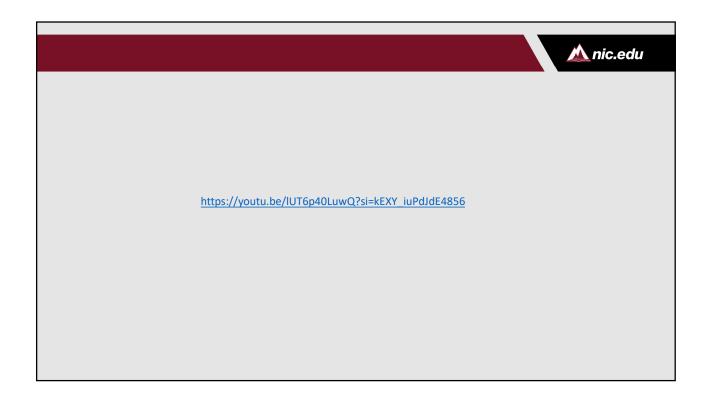
"The courses I took at NIC in engineering, science, and mathematics were equivalent to or more rigorous than the same courses at the University of Idaho, and the education I received at NIC provided me with a solid foundation for completing my degree at the University and ultimately for my career as a consulting engineer." ~Ed Stowe, P.E. "Not only did NIC provide the gateway to learn new skills and gave the experience I needed to become a successful scientist but also introduced me to many lifelong relationships with peers and mentors along the way. I can confidently say that NIC changed my life, paving the path and opening doors that I never could have imagined were possible." ~Michael Camerino

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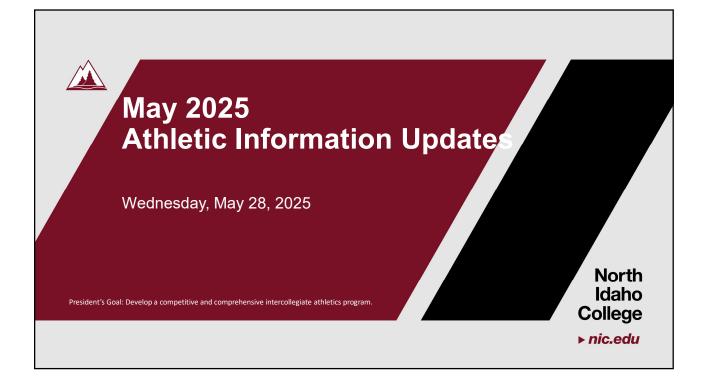
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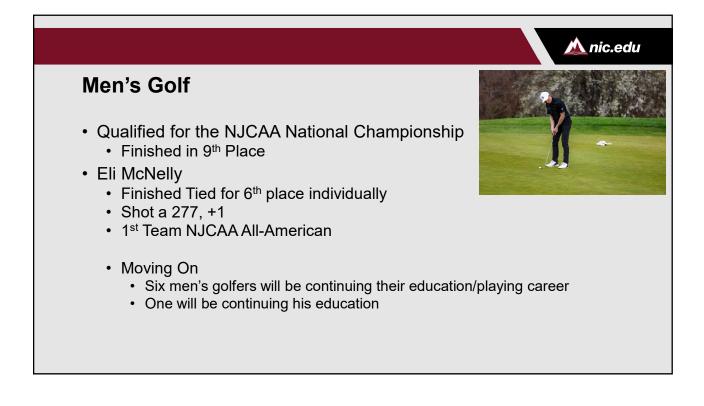
"Start here, go anywhere." This used to be the NIC motto. True to the motto, NIC catalyzed my career in a way that I didn't fully understand at the time. My first paid internship was the result of a NIC professor taking a vested interest in my personal future. Into graduate school and beyond, the skills that I learned in the classrooms of my hometown community college have continued to serve me. To explain with a few examples: public speaking under pressure for the annual Speech Competition brought confidence to my Master's thesis presentation; mole conversions in chemistry labs laid the foundation for research at multiple government agencies; doing peer-reviews in English prepared me for professional critiques to my first book. In short, NIC is a unique launching pad, propelling its students into the world after having made them all the more resilient, caring, and capable."

~ Rachel Jordan



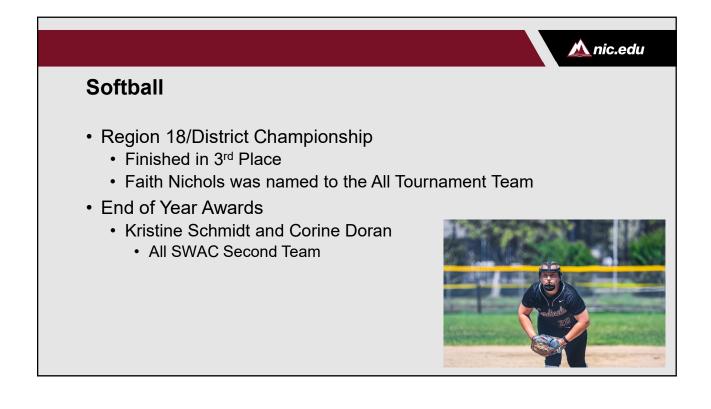




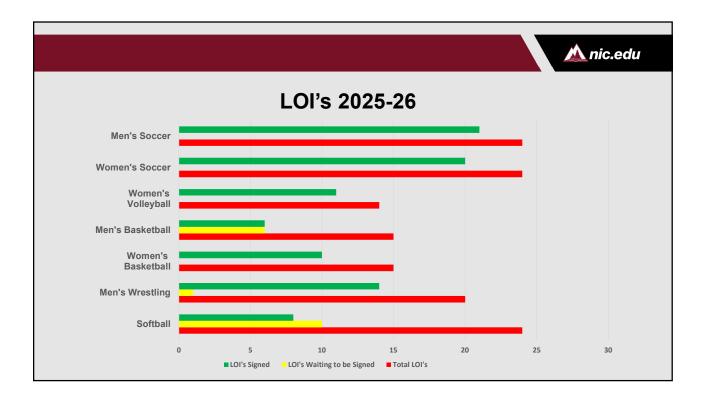


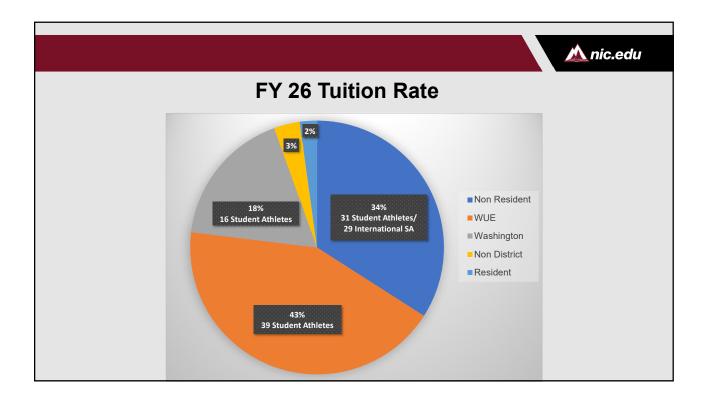
# Women's Golf

- Qualified for the NJCAA National Championship
  - Finished in 16<sup>th</sup> Place
- Rien Solodan
  - Finished with a +6 in the final round
  - Shot a 78 on the final day
  - What's Next
    - Two women's golfers will be continuing their education/playing career
    - Five will be continuing their education
      - Three will return to NIC









# Additional Services • Continue to work on providing additional support with ESL services for our international students • ESL Placement Test • Summer Refresher • ESL Classes



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# Spring 2025 Team GPA's 30 SA Graduated in the Spring

Team	Final GPA	Midterm GPA	Difference
Men's Soccer	3.44	3.23	0.21
Women's Golf	3.35	3.26	0.11
Women's Soccer	3.32	3.18	0.14
Men's Golf	3.28	3.44	-0.16
Women's Basketball	3.28	3.22	0.06
Softball	3.25	3.39	-0.14
Women's Volleyball	3.24	3.36	-0.12
Men's Basketball	2.94	2.59	0.35
Men's Wrestling	2.85	2.98	-0.13
All Student-Athletes	3.20	3.16	0.4

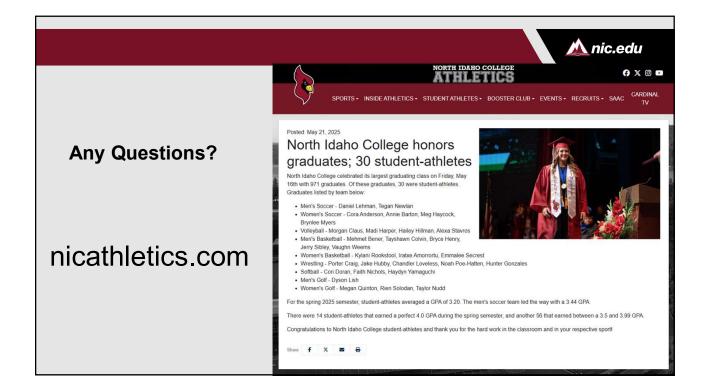
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Team	Fall 2024	Spring 2025	2024-25
Women's Soccer	3.71	3.32	3.53
Men's Soccer	3.51	3.44	3.48
Women's Golf	3.55	3.35	3.47
Women's Volleyball	3.44	3.24	3.34
Women's Basketball	3.18	3.28	3.23
Men's Golf	3.08	3.28	3.17
Softball	2.87	3.25	3.04
Men's Basketball	2.86	2.94	2.90
Men's Wrestling	2.57	2.85	2.69
All Student-Athletes	3.17	3.20	3.18

# Important Dates

Thursday, July 31 (64 days away, but whose counting)

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- Fall Student Athletes Check Into the Residence Hall
- Friday, August 1
  - First Official Day of Fall Practices
- Thursday, August 21
  - · First official game date for Fall sports
- Thursday, September 4
  - Student Athlete Booster Club Cruise





# FY2026 Budget

# Presented to the Board of Trustees May 28, 2025

General Fund Proposed Operating Budget FY 2026

			Р	ROPOSED	Р	ROPOSED
	F	Y25 Budget	Budget FY26 Changes		F	Y26 Budget
Changes in Revenue Tuition and Fees 4% increase in non-dual credit enrollment at new rate (2,188 credits) True up for FY25 actual tuition revenue 3.9% increase in per credit cost (all tuition) Subtotal	<b>\$</b> \$	<b>10,155,071</b> - - 10,155,071	\$ \$ <b>\$</b>	260,220 650,000 <u>307,924</u> <b>1,218,144</b>	\$ \$ \$ \$	<b>10,155,071</b> 260,220 650,000 <u>307,924</u> 11,373,215
State General Funds State General Fund CEC (5%) State General Fund Change	\$	15,442,300		564,900 166,300	\$	16,173,500
State Liquor Tax	\$	200,000		100,000	\$	200,000
CTE Funding CTE CEC (approx 5%)	\$	6,730,413		207,325	\$	6,937,738
CTE Funding Change		-		1,725,002	\$	1,725,002
Property Tax New Property on Rolls (max estimate)	\$	18,020,607		200,000	\$	18,220,607
Interest Income Base Increase Interest Income	\$	500,000 -		300,000	\$	800,000
All other Revenue County Tuition Payments	\$	514,520			\$	514,520
Miscellaneous Tax Receipts Revenue sharing from other funds	\$	850,000 250,000	\$	150,000	\$ \$	1,000,000 250,000
Estimated Salary Salvage Fund Balance Transfer Other Revenue	\$ \$ \$	296,720 2,630,907 197,850	\$	(1,362,255)	\$ \$ \$	296,720 1,268,652 197,850
FY25 Revenue Projection	\$	55,788,388	\$	3,169,416	\$	58,957,804
Percentage Change					\$	5.38% 3,169,416

# North Idaho College General Fund Expense Budget FY 2026

FY25 Expense Base Budget - FY25 Starting Point			\$	55,788,388
Expense Increases				
, 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		
	\$	6,620,631	\$	62,409,019
Expense Reductions	¢	(1 152 160)		
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 Other reductions	¢	(125,000)		
Other reductions	\$ \$ \$	(262,672)		
Total Dranges of EV25 Evenence Dudget	Ф	(3,451,215)	¢	E0.0E7.004
Total Proposed FY25 Expense Budget			\$	58,957,804
Total Proposed Revenue			\$	58,957,804

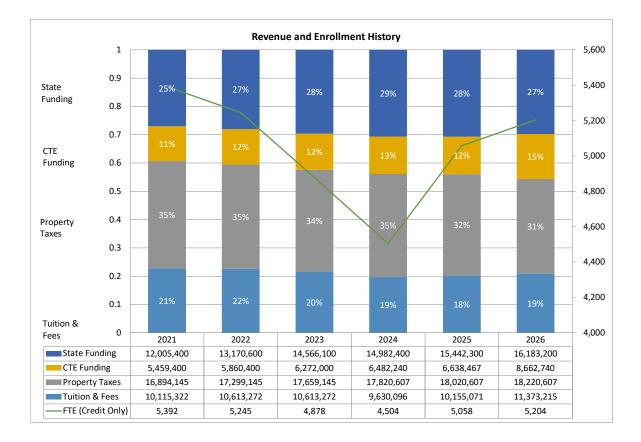
May 28, 2025

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# North Idaho College General Fund Proposed Operating Budget FY 2026

			FY	26 Proposed
	F	Y25 Budget		Budget
Revenue				
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
Total Revenue	\$	55,788,388	\$	58,957,804
Operating Expenses				
Salary	\$	27.399.797	\$	28.211.115
Benefits	Ψ	10,276,963	Ψ	9,771,116
Equipment Inventory		70,884		70,884
General Expenses		18,040,744		19,238,023
CTE Capacity Building				1,666,666
Total Expenditures	\$	55,788,388	\$	58,957,804

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



May 28, 2025

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

Total Tuition and Fees	2	024-2025	2	025-2026	Dif	ference	% Increase
In-District	(\$	147.00 per cre	dit)				
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%
Out-of-District	(\$1	71 per credit)	*				
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%
Washington Residents	(\$2	52 per credit)					
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%
WUE Residents	(\$2	93 per credit)					
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%
Out of State/International	(\$3	70 per credit)					
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

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

Cost based on 15 credit hours.

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

Per Credit Breakdown	- First 12 Credits

	Tuition	Out of State/Out of District Tuition	General Fees	Commence ment	Student Health	Atheltics	Student Activities	ASNIC	DHC Bond Fee	Total
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	\$ -	\$

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# Capital Investment Reserve FY2026 Budget Proposal

	FY2021 actual	FY2022 actual	FY2023 actual	FY2024 actual	FY2025 estimated	FY2026 proposed
Capital Investment Reserve Beginning Balance	\$ 11,391,100	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,969,322	\$ 13,569,322
Sources Tax revenue dedicated to Capital Investment Interest income on cash pool Subtotal Sources	\$ 2,588,111 \$ 52,266 \$ 2,640,377	\$ 2,588,111 \$ 24,699 \$ 2,612,810	\$ 2,588,111 \$ 293,944 \$ 2,882,055	\$ 2,588,111 \$ 611,643 \$ 3,199,754	\$ - \$ 600,000 \$ 600,000	\$ 2,588,111 \$ 500,000 \$ 3,088,111
Uses Land improvements Meyer Health & Sciences Expansion	\$ 978,318	\$ 6,505,212				
Property Acquisition - 721 Military Drive Property Acquisition - 705 W River Property Acquisition - 737 Military Drive	\$ 654,734	\$ 998,000	\$ 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
Capital Investment Reserve ending balance	\$ 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
Total Board Reserves	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,969,322	\$ 13,569,322	\$ 16,657,433

# North Idaho College FY2026 Budget Proposal

	G	eneral Fund		Fee Based		Services	Grants	F١	26 BUDGET	FY	25 BUDGET
Tuition and Fee Revenue		11,373,215	\$	593,880	\$	755,427	oranto	\$	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
Total Revenue	\$	58,957,804	\$	3,419,449	\$	7,708,867	\$ 8,399,358	\$	78,485,478	\$	70,329,002
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									
Total Expenses	\$	58,957,804	\$	3,419,450	\$	7,568,667	\$ 8,399,358	\$	76,678,614	\$	70,168,513
-											
Net Income	\$	-		(1)	\$	140,200	\$ -	\$	1,806,865	\$	160,489
					-						

**Total Institution** 

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	Career & Technical Profes	sional 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 Desigh 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	-

# PROPOSED COURSE FEES FOR ACADEMIC YEAR 2024-2025

### **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-1140	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-1240	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 Labe	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	Essentials Organic/Biochem Lab 79.00			
CHEM-111L	General Chemistry I Lab	Chemistry I Lab 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 Lb II	236.00	250.00	14.00	
NURS-275	Transition to Practice Lab	112.00	112.00		
PN-110L	Practical Nursing Lab 1	1,031.00	1,031.00	-	
PN-111L	Practical Nursing Lab II	187.00	187.00	-	

# Physical Education & Resort Recreation Management

Course	Course Description		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-1110	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	-
DSLT-117L	Diesel Lab	81.00	81.00	-
DSLT-123L	Diesel Engine Elec Systems Lab	126.00	126.00	
DSLT-124L	Powertrain/Brake Systems Lab	26.00	26.00	-
DSLT-223L	Adv Tune-Up/Comptr Engines Lab	60.00	60.00	-
DSLT-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 2

# TAB 2

**CONSENT AGENDA:** Reschedule August Board of Trustees Regular Meeting to August 20, 2025

**BACKGROUND:** Due to scheduling conflicts, the President recommends rescheduling the August 27, 2025 Board of Trustees Regular Meeting from to August 20, 2025.

# SUGGESTED MOTION FOR BOARD ACTION

It is requested that [Board Member] make the motion to reschedule the August Regular Board of Trustees Meeting from August 27, 2025 to August 20, 2025.

Prepared by: Suzy Scura Board Clerk

# Tab 3

# TAB 3

**CONSENT AGENDA:** Approve Permanent Positions for Program Capacity Expansion

**BACKGROUND:** The College is requesting that the Board approve permanent positions for program capacity expansion. Tab 3 includes a spreadsheet showing the costs and justification for the request.

# SUGGESTED MOTION FOR BOARD ACTION

It is requested that [Board Member] make the motion to approve permanent positions for program capacity expansion as presented.

Prepared by: Suzy Scura Board Clerk

			pprox Cost	
		•	Salary and	
Position	Type and FTE	Benefits)		Justification of Need
				The MLT program is moving to a consortium model. The current program
				manager will be the consortium director. This position will fill the faculty position
Medical Lab Technology Professor	Faculty, 1 FTE	\$	104,000.00	on NIC's campus for the MLT Program
		•	101 000 00	In order to double our cohort of students from 15 every two years to 15 every
Dental Professor	Faculty, 1 FTE	\$	104,000.00	year, CODA (the accrediting body) requires an additional full time professor
				The additional cohort will increase the use of the dental clinics and these
Dentel Olinia Ormant		¢	07 500 00	positions will support both the clinic in CDA and the clinic in Lewiston (at LCSC).
Dental Clinic Support	Classified Staff, 1.5 Fl	\$	97,500.00	We currently have 1 FTE support for the existing clinics
				Our ourrent simulation conter is utilized for many different programs and there is
				Our current simulation center is utilized for many different programs and there is one technician. As the competition and need for clinical spots increases, the SIM
				center can provide opportunity to perform more simulations. The additional
SIM Center Technician	Professional Staff, 1 F	¢	104 000 00	technician will also provide back up to the primary technician
		φ	104,000.00	The individual programs within Health Professionsa and the requirements of each
				of those programs require considerable advising for the students both pre and
				post acceptance into the programs. With the expansion of the dental program
				and other HP programs, this position will ensure students are efficient and
Student Support Navigator - Health Profe	Professional Staff 1 F	¢	78 000 00	successful in their paths
Student Support Navigator - Health Prote		Ψ	10,000.00	Additional faculty are needed to expand the cohort in this high demand program.
				An additional cohort requires additional faculty and lab supervision to ensure
Welding Lab Professor	Faculty, 1 FTE	\$	97.500.00	
		Ψ	01,000.00	
				Have used grant funding from the State to expand the size and capacity of the
Cybersecurity Professor	Faculty, 1 FTE	\$	97 500 00	Cybersecurity program. The additional capacity requires additional faculty.
	·	Ÿ	21,000.00	
				Have used grant funding from the State to expand the size and capacity of the
Graphic Design Professor	Faculty, 1 FTE	\$	97,500.00	Graphic Design program. The additional capacity requires additional faculty.
			,	
Total	8.5 FTE (5 faculty)	\$	780,000.00	
	· · · · · ·			4

# Tab 4

### TAB 4

**CONSENT AGENDA:** Approve One-Time Expenditures from Capital Investment Reserve

**BACKGROUND:** Tab 4 includes a list of one-time expenditures from NIC's capital investment reserve. The College is requesting approval for these expenditures.

#### SUGGESTED MOTION FOR BOARD ACTION

It is requested that [Board Member] make the motion to approve one-time expenditures from the capital investment reserve as presented.

Prepared by: Suzy Scura Board Clerk

Project/Investment	Cost FY26		Notes
IT Capital Expensese (Firewalls (\$350K); Servers (\$153K); UPS Systems (\$132K)	\$	635,000.00	One Time
Equipment Replacements Schedule - Information Technology – catch up	\$	250,000.00	One Time catch up
Small Business Development (former Fort Ground Grill) Office and Conference Room furniture	\$	300,000.00	One Time
Molstead lobby and hallway furniture	\$	250,000.00	One Time
Molstead libaray area consultation for remodel (actual remodel in subsequent year)	\$	65,000.00	One Time
Hedlund Furniture and IT equipment	\$	750,000.00	One Time
American Indian Center Interior finishes	\$	250,000.00	One Time
Total	\$	2,500,000.00	

## Tab 5

#### TAB 5

**CONSENT AGENDA ITEM:** Second Reading of 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. The Board of Trustees conducted a first reading of the policy at the May 28, 2025 Regular Board of Trustees meeting.

**DISCUSSION:** Tab 5 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 [Board Member] make the motion to approve on second reading Policy 3.04.02 (Annual Vacation Leave).

Prepared by: Suzy Scura Board Clerk



### Policy Title: <u>Annual</u> Vacation <u>and</u> <u>Personal</u> 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 (Vyacation) 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 6

#### TAB 6

**CONSENT AGENDA:** Decommission on Second 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. The Board of Trustees conducted a first reading of the policy at the May 28, 2025 Regular Board of Trustees meeting.

**DISCUSSION:** Tab 6 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 3.04.06.02 (Personal Leave).

#### **REQUESTED BOARD ACTION**

It is requested that [Board Member] make the motion to decommission 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 7

### TAB 7

**CONSENT AGENDA:** Second Reading of 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. The Board of Trustees conducted a first reading of the policy at the May 28, 2025 Regular Board of Trustees meeting.

**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 [Board Member] make the motion to approve on second reading Policy 3.04.09 (Family and Medical Leave).

Prepared by: Suzy Scura Board Clerk

## Tab 8

#### **NEW BUSINESS:** First Reading Policy 3.02.21 (Faculty Evaluation)

**BACKGROUND:** In Fall 2017, Instructional Leadership identified the Faculty Evaluation Policy and Procedure as one that needed revision for the following reasons:

1. The procedure was last updated in 2003.

2. The procedure was out of sync with the 2011 Tenure Procedure updates. For example, the tenure procedure was updated to outline the FET mentor as responsible for writing formative evaluations rather than division chairs, as is found in the faculty evaluation policy. The proposed policy now points to the tenure policy and is in alignment.

3. The current Faculty Evaluation Procedure does not provide a space for directors to evaluate faculty. We currently have several directors that oversee faculty. For example, Library, Cardinal Learning Commons, and Health Professions. The changes to include directors in the procedure are merely to update the procedure to be accurate with current practice.

After identifying the concerns with the current policy and procedure. Instructional Leadership formed a working group. This committee was convened by the former Dean of General Studies, Larry Briggs, and included members from Instructional Leadership, and a student representative: Doug Anderson, Cheri Beard, Christy Doyle, Paul Manzardo, Amy Page, and Elizabeth Miller (ASNIC Senator). The committee met several times during the academic year and provided a report to Instructional Leadership in Fall 2018. A reconstituted working group took up recommendations from the initial effort. The membership included Doug Anderson, Cheri Beard, Geoff Carr, Rhena Cooper, Christy Doyle, Tacey Keylon, Kim Johnson, Paul Manzardo, Amy Page, Cathy Sparks, Larry Briggs, and three ASNIC officers-Elizabeth Miller, Brianna Kredlowkowski, and Peter Soderberg. Presentations were made in Spring 2019 to faculty about the policy and procedure work and the working group reached agreement on policy language revisions. Effort continued on the Faculty Evaluation procedure and an update was presented to Instructional Leadership in Fall 2019. After discussion of the proposed revisions and due to the close nature in which chairs and directors work with the Faculty Evaluation Policy. Instructional Leadership continued to refine and align the procedure. In Spring 2020, Instructional Leadership voted to approve the proposed Policy and Procedure. Shortly thereafter, COVID 19 occurred and the decision to delay formally presenting the policy and procedure until Fall 2020 was made. The policy and procedure were approved by Faculty Assembly October 8, 2020, but were never taken to Senate.

In 2022, the policy and procedure were again brought to faculty assembly and they were approved. After approval by Senate, the policy and procedure went to President's Cabinet. The request was made form the President to return them to Faculty Assembly with the addition of all courses being evaluated each semester for all faculty. This change was presented to faculty assembly and a sub-committee was formed. The sub-committee discussed various ideas regarding how to conduct course evaluations, but were not able to come up with any viable alternatives. The sub-committee decided to hold on the procedure until the sub-committee that was revising the course evaluation instrument completed their

#### BOARD OF TRUSTEES MEETING June 25, 2025

work. The new course evaluation instrument was launched in Summer 2024 and Fall 2024. With this work completed, it is now time to bring the revised policy and procedure before Faculty Assembly for approval. Prior to this current request for faculty assembly approval, the Instructional Leadership Team reviewed the policy and procedure and affirmed their support.

As you can see from this lengthy history, many individuals have been involved in revising this policy and procedure. If you have questions about the proposed revisions don't hesitate to reach out to Dean of Instruction for Transfer and General Education, Sherry Simkins snsimkins@nic.edu.

**DISCUSSION:** Tab 8 includes a copy of Policy 3.02.21 (Faculty Evaluation) passed by the College Senate in May 2025. Procedure 3.02.21 (Faculty Evaluation) is included as context; no Board action is needed.

#### **REQUESTED BOARD ACTION**

It is requested that [Board Member] make the motion to approve 3.02.21 (Faculty Evaluation) as presented.

Prepared by: Dr. Sherry Simkins Dean of Instruction for Transfer and General Education



### **Policy Title: Faculty Evaluation**

Impact: Faculty Responsibility: Office of Instruction Effective Date: 11/20/96 Last Update: Relates to Procedure: 3.02.21 Legal Citation(s):

### I. Policy Narrative

North Idaho College evaluates all faculty every three years-using multiple data sources <u>as</u> <u>part of the assurance of educational quality and in compliance with institutional</u> <u>accreditation standards</u>. <u>in accordance with the Northwest Association of Schools and</u> Colleges' accreditation standard on faculty evaluation, and the following Evaluation Rights and Responsibilities.</u>

### II. Purpose

The purpose of evaluation of faculty at North Idaho College is <u>designed</u> to maintain and enhance instructional excellence <u>and</u>, assist in making sound personnel decisions and tenure recommendations by providing information on the performance of faculty in their major areas of responsibility. <u>The timing, elements, and processes for evaluation are outlined in the</u> <u>evaluation procedure</u>. <u>Specific timelines, reports and evaluation instruments are outlined in</u> the evaluation procedures.

### **III.** Evaluation Rights and Responsibilities Guiding Principles:

- A. <u>CThe criteria for to be used in evaluating performance should both will be</u> related to <u>faculty responsibilities</u> and understood by all parties before evaluation begins.
- B. Evaluation <u>results will be provided and can only be fair and useful if all results of the evaluation are discussed with the person being evaluated in the common interest of promoting professional growth and teaching excellence.</u>
- C. Evaluation documentation will be provided to the person being evaluated and will become part of the human resource record. Documentation of evaluations and other pertinent information or incidents should be thorough, impartial and open to examination by both parties.
- D. <u>Evidence of Allegation of deficiencies in performance deficiencies can result in or other</u> serious problems can be considered as a reasonable basis for loss of status or termination of employment only <u>when after</u> legitimate opportunity for remediation has been



### offeredprovided.

E. Summative evaluation <u>is not should not be confused with or considered</u> a substitute for open, ongoing communication between supervisors and <u>subordinatesfaculty members</u>.



### **IV.** Faculty Groups to be Evaluated

All faculty groups that exist at NIC will be evaluated. The groups are:

- A. Tenured faculty
- B. Probationary tenure track faculty
- C. Special appointmentNon-tenure track faculty
- D. Part time creditAdjunct faculty
- E. Faculty librarians
- F. Probationary faculty librarians
- D.G. Part-time faculty librarians
- E. Counselors
- F. Librarians
- G. Non-credit faculty

### V. Criteria

Faculty are evaluated based on the following criteria:

- A. Experience
- B. Academic or technical education
- C. Teaching effectiveness
- D. Professional growth
- E. Dependability in meeting contractual responsibilities
- F. Professional ethics
- G. Continuing performance.

The following policies are associated with these criteria: the following criteria:

A. — Faculty EmploymentAcademic or Technical Preparation; Board Policy #3.02.8 (Faculty Employment)

, Tenure, Faculty Professional Development, Faculty Evaluation, Teaching Focus, Academic Freedom, and Professional Ethics.

- B. Teaching Effectiveness; Board Policy #3.02.21 (Faculty Evaluation) and Policy 3.02.9 (Tenure Policy and Procedure)
- C. Dependability in Meeting Contractual Responsibilities; Board Policy Manual Appendix (Duties and Responsibilities of NIC Faculty)
- D. Professional Growth; Board policy #3.02.20 (Instructional Professional Improvement)
- E. Professional Ethics; Board Policy #3.05 (Academic Freedom & Professional Ethics)



\* Note: Performance Effectiveness may also be used as criteria #2 for faculty whose primary responsibility is non-classroom in nature.

### VI. Professional Improvement and Development

Through the evaluation process, when improvement and professional development needs are identified, the responsibility for improvement and/or change rests with the faculty member. The institution assists by providing development and improvement opportunities.



### **Policy Title: Faculty Evaluation**

Impact: Faculty Responsibility: Office of Instruction Effective Date: 11/20/96 Last Update: Relates to Procedure: 3.02.21 Legal Citation(s):

### I. Policy Narrative

North Idaho College evaluates all faculty using multiple data sources as part of the assurance of educational quality and in compliance with institutional accreditation standards.

### II. Purpose

The evaluation of faculty at North Idaho College is designed to maintain and enhance instructional excellence and assist in making sound personnel decisions and tenure recommendations by providing information on the performance of faculty in their major areas of responsibility. The timing, elements, and processes for evaluation are outlined in the evaluation procedure.

### **III. Guiding Principles:**

- A. Criteria for evaluating performance will be related to faculty responsibilities and understood by all parties before evaluation begins.
- B. Evaluation results will be provided and discussed with the person being evaluated in the common interest of promoting professional growth and teaching excellence.
- C. Evaluation documentation will be provided to the person being evaluated and will become part of the human resource record.
- D. Evidence of performance deficiencies can result in loss of status or termination of employment only after legitimate opportunity for remediation has been provided.
- E. Summative evaluation is not a substitute for open, ongoing communication between supervisors and faculty members.



### IV. Faculty Groups to be Evaluated

All faculty groups that exist at NIC will be evaluated. The groups are:

- A. Tenured faculty
- B. Probationary tenure track faculty
- C. Non-tenure track faculty
- D. Adjunct faculty
- E. Faculty librarians
- F. Probationary faculty librarians
- G. Part-time faculty librarians

### V. Criteria

Faculty are evaluated based on the following criteria:

- A. Experience
- B. Academic or technical education
- C. Teaching effectiveness
- D. Professional growth
- E. Dependability in meeting contractual responsibilities
- F. Professional ethics
- G. Continuing performance.

The following policies are associated with these criteria: Faculty Employment, Tenure, Faculty Professional Development, Faculty Evaluation, Teaching Focus, Academic Freedom, and Professional Ethics.

### VI. Professional Improvement and Development

Through the evaluation process, when improvement and professional development needs are identified, the responsibility for improvement and/or change rests with the faculty member. The institution assists by providing development and improvement opportunities.



### **Procedure Title: Faculty Evaluation**

Impact: Faculty Responsibility: Office of Instruction Effective Date: 08/27/03 Last Update: Relates to Policy: 3.02.21 Legal Citation(s):

**Procedure Narrative:** North Idaho College evaluates all faculty through a holistic approach that considers multiple sources including evidence from students, supervisor, and self. The primary purpose of faculty evaluation is for the developmental support of instructors, with the aim of improving teaching and learning at North Idaho College. Evaluation feedback provides faculty with the opportunity to reflect, modify curriculum, and seek additional professional development.

The Office of Instruction will communicate to students the value and opportunity for thoughtful input on their classes. In addition, the Office of Instruction will continually review and improve, as needed, the evaluation instruments and will train Division Chairs/Directors on the effective use of student course evaluations as tools for course development. Faculty evaluations are part of a faculty member's human resource file and are not subject to disclosure. The evaluation procedures are explained herein for each faculty group.

Note: All deadlines expressed in this document reflect full weeks (i.e. if Oct. 1<sup>st</sup> is a Wednesday, the following week would reflect the first full week of October) and by the end of the work day.

All applicable forms are housed in the Faculty Handbook.

### I. Evaluation of Tenured Faculty Members

A. Formal Evaluation

Tenured faculty members will beare formally evaluated reviewed once every three years, using multiple data sources. Evaluations will include course evaluations, self-evaluation, teaching observation, summative evaluation, and may also include peer review of teaching. All teaching reviews will utilize the established forms. These procedures apply to faculty members serving as division chairs, with the exception that the evaluation will be administered directly by the vice president for-instructionsupervising Dean. The evaluation will be based on student surveys, administrative evaluation, self evaluation, and optional peer review. By September 1-the vice president for instruction's office will send notification to faculty members scheduled to be evaluated that academic year.

B. <u>Course EvaluationsStudent Surveys (Once each year)</u> Formal student course evaluations are administered through the Office of Instruction and will be conducted for all courses each semester. Once each year, student surveys will be administered in one class chosen by the faculty member. By the second week of the semester to be evaluated, the faculty member will submit to the division chair the name of the class that he or she wishes to have evaluated through student surveys. If the faculty



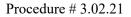
member does not submit a class within this time, the division chair will choose a class. The office of the vice president for instruction will administer student surveys through the division chair approximately 2.3 weeks before the last class meeting. In addition to the student surveys administered by the vice president for instruction, In addition, faculty members are encouraged to routinely employ informal feedback techniques to assess their teaching effectiveness <u>multiple times throughout the semester</u>.

#### C. Self-ReportEvaluation

By <u>the first week in March 1 of the evaluation year</u>, the faculty member will submit a self-<u>report evaluation</u> to the division chair<u>or director</u>. The self<u>-report evaluation</u> will be inclusive of the time since the previous formal evaluation<u>and will describe</u>, in <u>detail</u>, the faculty member's continued performance on the criteria outlined in this policy which are aligned to the Tenure policy. and shall address the criteria outlined in the Tenure Policy.

#### D. Peer Review

<u>The faculty member is encouraged to If desired, the faculty member may</u> select up to two peers to submit a peer review report to the faculty member and the division chair by the fourth week of the spring semester<u>first week in March</u>. The review will use the established form and may also include comment on report may include reviews of course outlines, syllabi, textbooks, manuals, and other course materials, and measures of student performance. A course observation form may also be submitted for classes observed by the peer reviewer.



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- E. Division Chair <u>or Director</u> Teaching Observation and Summative Evaluation The division chair <u>or director</u> will observe the classroom or lab performance of the faculty member <u>and complete the following</u>. <u>Bby</u>:
  - i. By the first week in March: March 1,

<u>Provide a written teaching observation-, which report(s)</u> will be prepared and forwarded to the instructor faculty member.

ii. By the third week in March:

March 15, the division chair will have written and submitted tProvide a written o the faculty member a summative evaluation report. The report shall address the criteria outlined in this policy which are aligned to the Tenure policy for tenure as written in the Tenure Policyand include -cCommendations and/or areas of concern-will be noted in the report.

iii. By the third week in April:

<u>MeApril 1, the division chair will have met with the faculty member and</u> discussed the student surveyscourse evaluations, the faculty member's self-<u>evaluationreport</u>, anythe peer reviewports, the teaching observation(s), and the summative evaluation report prepared by the division chair. The faculty member and the division chair <u>or director</u> will sign and date the written reports to acknowledge their review.

iv. By the second week in May:

<u>Submit</u> <u>April 15</u>, the <u>teaching observation</u>, <u>summative evaluation</u>, and the faculty <u>member's self-evaluation</u> report prepared by the division chair, and any written comments by the faculty member, will be forwarded to the <u>Dean and to the</u> <u>Office of Instruction</u>. <u>vice president for instruction</u>. If the division chair <u>or</u> <u>director and the Dean recommend and the vice president for instruction</u>. <u>determine</u> that a remediation plan is necessary, <u>the Remediation Policy and</u> <u>Procedures 3.02.30 will be followed</u>. <u>it will be developed in consultation with the faculty member and the Tenure Committee as described in the Remediation Policy and Procedures</u>.

. <u>The Office of Instruction will maintain course evaluations. The Office of</u> <u>Instruction will provide the teaching observation, summative evaluation</u> <u>and self-evaluation to Human Resources.</u> <u>May 15, the division chair will-</u> <u>place all student evaluations and summative evaluation reports in the</u> <u>faculty member's Human Resource personnel file.</u>

### II. Evaluation of Probationary <u>Tenure-Track</u> Faculty Members

The following steps are separate from and in addition to Tenure Procedure 3.02.09

A. Division Chair or Director Teaching Observation and Annual Recommendation The Division Chair or Director will observe the classroom or lab performance of each probationary faculty member at least once a year and complete the following:



By the first week of March:

Provide a written teaching observation report, which will be forwarded to the faculty member.

ii. By the third week in April:

Meet with the faculty member and discuss the student course evaluations the faculty member's self-evaluation, and the teaching observation(s). The faculty member and the Division Chair will sign and date the teaching observation to acknowledge their review.

iii. By the first week in May:

Make a recommendation regarding continued employment to the Dean and Office of Instruction. A copy of the recommendation will be forwarded to the faculty member.

The Office of Instruction will maintain course evaluations. The Division Chair or Director will forward the FET's formative/summative evaluation report and the recommendation to the Office of Instruction by the second week in May. The Office of Instruction will provide the report to Human Resources.

#### Academic Years 1-3

A. Student Surveys

Each semester for the first three years, student surveys will be administered to all sections taught by the probationary faculty member. The office of the vice-president for instruction shall administer student surveys through the division-chair approximately 2.3 weeks before the last class meeting of the semester. In addition to the student surveys administered by the office of the vice president for instruction, faculty members are encouraged to routinely employ informal-feedback techniques to assess their teaching effectiveness throughout each semester.

#### B. Peer Review

Peer mentoring will be carried out as described in the Tenure Procedures.

C. Self-Report

By March 1 the probationary faculty member will prepare and submit to the division chair an annual self-report. The report shall address the criteria for tenure outlined in the Tenure Policy

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#### D. Division Chair Teaching Observation and Summative Evaluation

The division chair will observe the classroom or lab performance of each probationary faculty member at least once a year. By: March 1, a written teaching observation reportwill have been prepared by the division chair for each class observed and forwarded tothe instructor

- i. March 15, the division chair will have written and submitted to the facultymember a summative evaluation report. The report shall address the criteria fortenure as written in the Tenure Policy. Commendations and areas of concern willbe noted in the report.
- ii. April 1 the division chair will have met with the faculty member and discussed the student surveys, the faculty member's self-report, the teaching observation(s) and the summative evaluation report prepared by the division chair. The faculty member and the division chair will sign and date the written reports to acknowledge their review.
- iii. April 15 the summative evaluation report prepared by the division chair, and any written comments by the faculty member, will be forwarded to the vice president for instruction. If the division chair and the vice president for instruction determine that a remediation plan is necessary, it will be developed in consultation with the faculty member as described in the Remediation Policy and Procedures.
- iv. May 1 the division chair will make a recommendation regarding continued employment to the vice president for instruction. A copy of the recommendationwill be forwarded to the faculty member.
- v. May 15 the division chair will place all student evaluations and summative evaluation reports in the faculty member's human resource personnel file.

#### E. Tenure Application Year

Evaluations will be carried out as prescribed by the Tenure Procedure.

### III. Evaluation of Special AppointmentFull-Time Non-Tenure Track Faculty

#### A. Formal Evaluation

Non-tenure track faculty members are formally evaluated annually. Evaluations will include course evaluations, self-evaluation, teaching observation, summative evaluation, and may include a peer review of teaching.

#### A.B. <u>Student SurveysCourse Evaluations</u>

Formal student course evaluations are administered through the Office of Instruction for all courses each semester. In addition, Each semester of each year, student surveys willbe administered to at least a portion of the sections taught by the special appointmentfaculty member. The office of the vice president for instruction will administer the surveys through the division chair approximately 2-3 weeks before the last class meeting. In addition to the student surveys administered by the office of the vice president for instruction, faculty members are encouraged to routinely employ informal feedback techniques to assess their teaching effectiveness <u>multiple times</u> throughout each semester.

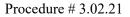


#### C. Self-Evaluation

By the first week in March, the faculty member will submit a self-evaluation to the Division Chair or Director. The evaluation will be inclusive of the time since the previous formal evaluation. The self-evaluation will describe in detail the faculty member's performance in meeting the criteria in this policy.

#### B.D. Peer Review

<u>TIf desired</u>, the faculty member is encouraged to select -may select up to two peers to submit a peer review to the faculty member and the division chair by the first week in March. The review will use the established forms and may also include comment on course outlines, syllabi, textbooks, manuals, other course materials, and measures of student performance. report to the faculty member and the division chair by March 1. The report may include



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reviews of course outlines, syllabi, textbooks, manuals, and other course materials, and measures of student performance. A course observation form may also be submitted for classes observed by the peer reviewer.

C.E. Division Chair Teaching Observation and Summative Evaluation

The <u>D</u>division <u>C</u>ehair <u>or Director</u> will observe the classroom or lab performance of each special appointment faculty member at least once a yea<u>r and complete</u> the following<del>r. By</del>:

i. By the first week in March 1:

<u>Provide a, a</u> written teaching observation, <u>which</u> report-will <u>be have been</u> prepared by the division chair for each class observed and forwarded to the <u>faculty memberinstructor</u>.

ii. By the third week of March:

<u>Provide a March 15, the division chair will have written and submitted to the faculty member a summative evaluation report. The report shall address the criteria established in this policy and include the criteria for tenure as written in the Tenure Policy. c</u>Commendations and/<u>or</u> areas of concern-will be noted in the report.

iii. By the third week in April:

<u>MeetApril 1 the division chair will have met</u> with the faculty member and discussed the <u>course evaluationsstudent surveys</u>, the faculty member's self-<u>evaluationreport</u>, any peer reviews of teaching, the teaching observation(s), and the summative evaluation report prepared by the division chair</u>. The faculty member and the division chair <u>or director</u> will sign and date the written reports to acknowledge their review.

iv. By the second week in May:

<u>Submit the teaching observation, April 15 the summative evaluation report, and</u> <u>self-evaluation to the Dean and to the Office of Instruction. If the Division Chair</u> <u>or Director document, through the evaluation process, significant concerns with the</u> <u>non-tenured faculty member's performance, the evaluation report and related</u> <u>evaluation material will be discussed with the Dean for action, which may include</u> <u>remediation or non-renewal of contract.prepared by the division chair, and any</u> <u>written comments by the faculty member, will be forwarded to the vice president</u> <u>for instruction.</u>

The NIC Office of Instruction will maintain course evaluations. The Office of Instruction will provide the summative evaluation and self-evaluation report to Human Resources.

- i. May 1 the division chair will make a recommendation regarding continued employment to the vice president for instruction. A copy of the recommendationwill be forwarded to the faculty member.
- ii. May 15 the division chair will place all student evaluations and summative evaluation reports in the faculty member's Human Resource personnel file.

#### North Idaho College **Evaluation of Adjunct (Part-time)Part-time Credit** Faculty IV.

A. Formal Evaluation

The adjunct or part-time credit faculty member will be evaluated during the first semester of appointment and every three years thereafter, unless a more frequent cycle is determined to be needed by the Division Chair or Director. Approved changes to the evaluation cycle will be provided to the faculty member. Evaluations will include student course evaluations and Division Chair or Director or designee review of teaching.

Student Surveys (Each Semester of each year) Course Evaluations A.B.

Formal student course evaluations are administered through the Office of Instruction for all courses. In addition, Each semester of each year, student surveys will be administeredin at least one class chosen by the faculty member. Either the division chair or facultymember may choose to have more than one class evaluated. By the second week of the semester, the faculty member will submit to the division chair the name of the class(s)that he or she wishes to be evaluated through student surveys. If a class is not submitted by the faculty member, the division chair will choose a class. The office of the vicepresident for instruction will administer student surveys through the division chairapproximately 2.3 weeks before the last class meeting. In addition to the student surveysadministered by the vice president for instruction, faculty members are encouraged to routinely employ informal feedback techniques to assess their teaching effectiveness\_ multiple times throughout the semester.

<del>B.</del>C. **Division Chair or Director Observations** 

The appropriate division chair, director, or designee will observe the classroom or laab

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<u>b</u> pperformance of each <u>part-time creditadjunct</u> faculty member during the first semester of <u>his or her</u> appointment, and at least once every three years following initial employment. A written teaching observation report, <u>inclusive of commendations and/or</u> <u>concerns</u>, will be prepared <u>utilizing the established formafter each observation visit</u>. <u>The</u> <u>observation will be discussed with the instructor before the end of the semester</u>. If either <u>commendations or concern are noted</u>, they will be discussed with the instructor before the <u>end of the semester</u>. Each semester, the division chair will forward copies of the teaching <u>observation report and recommendations to the instructor and the vice president for</u> <u>instruction</u>. The division chair will place all student evaluations and review reports in the faculty member's human resource personnel file.

D. Continuation of Employment

The appropriate division chair or director will make a decision for the continuation of employment of the adjunct faculty member on a semester by semester basis. The Dean will be consulted as necessary in the decision-making process.

The Office of Instruction will maintain course evaluations. The Division Chair or Director will forward copies of the teaching observation report to the instructor, the Dean and the Office of Instruction by the second week in May. The Office of Instruction will provide the teaching observation to Human Resources.

C. Continuation of Employment

The appropriate division chair or director will make a decision for continuation of employment of the part time credit faculty member on a semester by semester basis.

### V. Evaluation of Librarians

A. Timeline

<u>AfterFor the successful completion of first-three consecutive years as a probationary</u> faculty librarian, the faculty member of employment, librarians will be evaluated based on an annual cycle of information collection, review, and reporting. After three years of satisfactory evaluations, librarians will be formally evaluated once every three years. Evaluations will include student and faculty surveys, self- evaluation, librarianship observation, summative evaluation, and may also include peer review of librarianship. The report may include reviews of major job responsibilities, library internal documents, professional growth/expertise, research guides and formal/informal acknowledgment of college activities. Librarians who are also department managers will be evaluated by classroom faculty and campus staff every two years during the upward evaluation process.

B. Criteria

Librarianship is intrinsically a teaching activity; therefore, evaluation of faculty librarians will include the following criteria in addition to the criteria in this policy: will be evaluated on the criteria outlined in the policy on faculty evaluation:

- i. Serving the campus population by curating an effective library collection
- ii. Promoting an environment that enhances learning
- iii. Participating actively in teaching
- iv. Supporting the research needs of the faculty, staff, and students
- v. Providing access to, and assistance with, information resources

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- vi. Fostering engagement and collaboration with the campus and local communities
- i. Academic and technical preparation
- ii. Performance effectiveness
- iii. Dependability in meeting contractual responsibilities
- iv. Professional growth
- v. Professional ethics
- C. Student Surveys
  - i. <u>Faculty librarians will regularly assess their student instruction</u> <u>effectiveness through standardized student feedback practices. These will</u> <u>be established by their supervisor as part of the evaluation process.</u> <u>Students</u> <u>and/or staff will be surveyed, when feasible, when they access the library</u> <u>and use its services. Surveys will be handled anonymously and consolidated</u> <u>into reports for review by the director and/or team managers of Learning</u> <u>Resources and the individual librarians involved.</u>
- D. Self-ReportEvaluation

By the first week of March:

TMarch 1 of the year of evaluation, the librarian faculty member will prepare and submit a self-evaluation to the appropriate-library supervisor. The evaluation will be inclusive of the time since the previous formal evaluation. The self-evaluation will describe in detail the librarian's performance on the criteria set forth in this policy and procedure. or the vice president for instruction, a self report. The report shall address-the criteria listed in the faculty evaluation policy and listed above in the "Criteria" section.

**VI.** Individuals participating in an event conducted by a librarian will be surveyed intermittently following the event. Surveys will be handled anonymously and consolidated into reports for review by the director and/or management team of Learning Resources and the librarian(s) involved.

A. Peer Review of Librarianshipports

B. Informal peer reviews by library staff are performed routinely as part of department

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### <u>C.</u><u>E.</u>

The faculty librarian is encouraged to select one librarian peer to submit a report to the faculty member and the supervisor by the first week of March. The report may include reviews of major job responsibilities, library internal documents, professional growth/expertise, research guides and formal/informal acknowledgment of college activities. An instruction observation using the approved form may also be submitted by the peer reviewer.

interaction and regular staff meeting agendas. Formal peer reports may be assigned library staff by the director or management team members of Learning Resources or the vice president for instruction when peer librarians' or the vice president for instruction's perspectives would be helpful in addressing identified areas of concern.

D. Self-Report

By March 1 of the year of evaluation, the librarian will prepare and submit to the appropriate library supervisor or the vice president for instruction, a self report. The report shall address the criteria listed in the faculty evaluation policy and listed above in the "Criteria" section.

- <u>F.</u> <u>Supervisor Review ReportLibrarianship Observation and Summative Evaluation</u> <u>The library supervisor will complete the following:</u>
  - <u>i.</u> By the first week in March:
     <u>Provide a written librarianship observation, which will be forwarded to the faculty member.</u>
  - <u>ii.</u> By the third week in March:
     <u>Provide a written summative evaluation report. The report shall address the self-evaluation, the criteria in this policy and procedure, and include commendations and/or areas of concern.
    </u>
  - iii. By the third week in April:

Meet with the faculty librarian and discuss the student surveys, the selfevaluation, any peer review, the librarianship observation(s), and the summative evaluation report. The librarian and the supervisor will sign and date the written reports to acknowledge their review.

 <u>iv.</u> By the second week of May:
 <u>Submit the summative evaluation and self-evaluation to the Dean and to the Office</u> of Instruction. If the supervisor and the Dean recommend that a remediation plan is necessary, the Remediation policy and procedures will be followed.

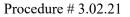
### **EVALUATION OF PROBATIONARY FACULTY LIBRARIANS**

A. Formal Evaluation

Probationary librarian faculty members are evaluated annually. Evaluations will include student and faculty surveys, self-evaluation, librarianship observation, summative evaluation, and peer review of librarianship.

B. Student Surveys

Faculty librarians will regularly assess their student instruction effectiveness through





standardized student feedback practices. These will be established by their supervisor as part of the overall faculty librarian evaluation process.

### C. Self-Evaluation

By the first week in March:

The librarian faculty member will submit a self-evaluation to their supervisor. The evaluation will be inclusive of the time since the previous formal evaluation. The self-evaluation will describe in detail his/her performance on the criteria in this policy and procedure.

### D. Peer Review of Librarianship

The faculty librarian will select one librarian peer to submit a report to the faculty member and the director by the approved deadline of the evaluation year. The report may include reviews of major job responsibilities, library internal documents, professional growth/expertise, research guides and formal/informal acknowledgment of college activities. An instruction observation report utilizing the established form may also be submitted by the peer reviewer.

 <u>E.</u> Supervisor Librarianship Observation and Summative Evaluation
 <u>The Library Director will observe the public-facing performance of the faculty librarian</u> and complete the following evaluation sequence by the established schedule:

 <u>i.</u> By the first week in March:
 <u>Provide a written librarianship observation, which will be forwarded to the faculty</u> <u>member.</u>

- <u>ii.</u> By the third week in March:
   <u>Provide a written summative evaluation report. The report shall address materials</u> submitted by the faculty librarian and include commendations or areas of concern.
- iii. By the third week in April:

Meet with the faculty librarian and discuss the student feedback, the selfevaluation, the peer review, the librarianship observation(s), and the summative evaluation. The librarian and the library director will sign and date the written reports to acknowledge their review.

iv. By the first week in May:

Submit the summative evaluation report and self-evaluation by the faculty member to appropriate Dean and to the Office of Instruction. If the supervisor documents, through the evaluation process, significant concerns with the probationary faculty member's performance, the evaluation report and related evaluation material will be discussed with the Dean for action, which may include remediation or non-renewal of contract.

The Office of Instruction will provide the summative evaluation report to Human Resources.

After the successful completion of three consecutive years as a probationary librarian faculty member, the faculty member should be considered for a three-year evaluation cycle. The Director will make a recommendation for or against a three-year evaluation cycle to the Dean by the second week in May.

### **EVALUATION OF PART-TIME FACULTY LIBRARIANS**



#### A. Formal Evaluation

Part-time faculty librarians are formally evaluated in the first year of employment and every three years thereafter, unless a more frequent cycle is determined by the library supervisor to be needed. Approved changes to the evaluation cycle will be provided to the faculty librarian member. Evaluations will include student feedback and supervisor review of librarianship.

#### B. Student Feedback

Faculty librarians will regularly assess their student instruction effectiveness through standardized feedback practices. These will be established with the supervisor as part of the overall faculty librarian evaluation process.

#### C. Library Director Observations

The library supervisor will observe the public-facing performance of each part-time faculty librarian. A written observation report will be prepared, inclusive of commendations and/or concerns, and then discussed with the librarian before the end of the semester.

#### D. Continuation of Employment

The Library Director will make a decision for continuation of employment of the part-time librarian faculty member on a semester-by-semester basis.

The supervisor will forward copies of the observation report and recommendations to the instructor, the Dean and Office of Instruction by the second week of May. The Office of Instruction will provide the observation report to Human Resources.

By March 15 of the year of evaluation, the director of Learning Resources or appropriatesupervisor (library department head, vice president for instruction) will prepare a writtenreport for the librarian being evaluated that addresses the criteria listed above. The reportmay include survey responses, peer reviews (when relevant), self-reports, and othermaterials relevant to librarian performance.

#### E. Review Meeting

By April 1 of the year of evaluation, the director of Learning Resources or appropriatesupervisor will meet with the librarian and discuss the evaluation materials. Any addedcommendations or concerns expressed in the meeting would be noted in the report. Professional development plans deemed appropriate in response to areas of need will be designed jointly by the librarian and the supervisor, and included in the report.

The librarian and the appropriate supervisor will sign the supervisor's report toacknowledge its review and receipt at the meeting. The librarian's signature does notnecessarily indicate agreement with the report, and the librarian is free to attachcomments or additional materials.

#### F. Report to the Vice President for Instruction

By April 15 a copy of the completed review report will be submitted to the vice president for instruction. If the appropriate Learning Resources supervisor and the vice president for instruction determine that a remediation plan is necessary, it will be developed in consultation with the librarian as described in the Remediation Policy and Procedures. The vice president for instruction, in consultation with a librarian manager and the library's management team that report directly to this position, may determine a remediation plan is necessary for a librarian serving on the Learning Resources management team. All parties involved in the remediation process will follow the

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Remediation Policy and Procedures.

#### G. Reports Maintained in Human Resources

By May 15 of the year of evaluation, the director of Learning Resources or Learning Resources management team or the vice president for instruction will place all evaluation and review reports in the librarian's human resource personnel file.

#### H. Evaluation of part-time librarians

The appropriate supervisor(s) will observe the performance of part time librarians during the semester of his or her appointment, and at least once every three years following

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initial employment. A written performance evaluation report will be prepared after each observation. If either commendations or concerns are noted, they will be discussed with the librarian before the end of the semester. Student and/or staff surveys may also be administered if and when appropriate.

The supervising librarian will forward copies of the performance evaluation report and recommendations, and any student and/or staff survey results to the part time librarian and the vice president for instruction. If the appropriate Learning Resources supervisor and the vice president for instruction determine that a remediation plan is necessary, it will be developed in consultation with the part-time librarian as described in the Remediation Policy and Procedures. The supervising librarian will place all evaluations and any staff and/or student survey results in the part-time librarian's human resource-personnel file.

### **VII. Evaluation of Counselors**

#### A. Timeline

For the first three years of employment, counselors will be evaluated based on an annual cycle of information collection, review, and reporting. After three years of satisfactory-evaluations, counselors will be formally evaluated once every three years.

#### B. Criteria

Counselors will be evaluated on the criteria outlined in the policy on faculty evaluation:

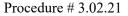
- i. Academic or technical preparation
- ii. Performance Effectiveness
- iii. Dependability in meeting contractual responsibilities
- iv. Professional Growth
- v. Professional Ethics.

#### C. Student Surveys

- i. Students will be surveyed intermittently when they access counseling services. Surveys will be handled anonymously and consolidated periodically into reportsfor review by the Director of Counseling Services and the individual counselor(s) involved.
- ii. Individuals participating in events conducted by a counselor or those eventsreceiving support from a counselor will be surveyed intermittently following the event. Surveys will be handled anonymously and consolidated into reports forreview by the Director of Counseling Services and the individual counselor(s)involved.

#### D. Peer Reports

Informal peer reviews by counseling staff are performed routinely as part of department



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interaction and regular staff meeting agendas. Formal peer reports by counseling staffmay be assigned by the director of counseling services when peer counselor perspectives would be helpful in addressing identified areas of concern.

E. Self-Report

By March 1 of the year of evaluation, the counselor will prepare and submit to the director of counseling services a self-report. The report shall address the criteria listed in the faculty evaluation policy and listed again above in the "Criteria Section."

F. Supervisor Review Report

By March 15 of the year of evaluation, the director of counseling services will prepare a written report for the counselor that addresses the criteria listed above. The report may include survey responses; peer reviews, when relevant; self reports; and other materials relevant to counselor performance.

G. Review Meeting

By April 1 of the year of evaluation, the director of counseling services will meet with the counselor and discuss the evaluation materials. Any added commendations or concerns expressed in the meeting will be noted in the report. Professional development plans deemed appropriate in response to areas of need will be designed jointly by the counselor and the director of counseling services, and included in the report.

The director of counseling services and the counselor will sign the director's report toacknowledge its review and receipt at the meeting. The counselor's signature does notnecessarily indicate agreement with the report, and the counselor is free to attachcomments or additional materials.

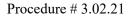
H. Report to Vice President for Student Services

By April 15 a copy of the completed review report will be submitted to the vice president for student services. If the director of counseling services and the vice president for student services determine that a remediation plan is necessary, it will be developed in consultation with the counselor as described in the Remediation Policy and Procedures.

I. Reports maintained in Human Resources By May 15 of the year of evaluation, the director of counseling services will place all evaluation and review reports in the counselor's human resource personnel file.

### **VIII.** Evaluation of Part-time Counselors

A. The appropriate supervisor(s) will observe the performance of part-time counselorsduring the semester of his or her appointment, and at least once every three yearsfollowing initial employment. A written performance evaluation report will be preparedafter each observation. If either commendations or concerns are noted, they will bediscussed with the counselor before the end of the semester. Professional developmentplans deemed appropriate in response to areas of need will be designed jointly by thecounselor and the supervisor and included in the report. Student surveys may also beadministered if and when appropriate.



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B. The supervisor will forward copies of the performance evaluation report and recommendations, and any student survey results, to the vice president for student services. If the director of counseling services and the vice president for student services determine that a remediation plan is necessary, it will be developed in consultation with the counselor as described in the Remediation Policy and Procedures. The supervisor will place all evaluations and student survey results in the part time counselor's human resource personnel file.



#### Draft Faculty Evaluation Procedure Timelines 1-20-03\_

Deadlines	Tenured, Full-Time Non-Tenure Track, and Full-time Librarians
	Faculty member submits self-report to division chair/director.
	Peer submits review to faculty member and division chair/director
First week in March	Division chair or director submits teaching observation report to faculty member
Third week in March	Division Chair or director submits summative evaluation to faculty member
Third week in April	Division Chair or director meets with faculty member to review evaluation reports
Second week of May	Division Chair or director submits the teaching observation, summative evaluation report and self-evaluation to the Dean and Office of Instruction
Deadlines	Probationary Tenure-Track Faculty
First week in March	Division chair or director submits teaching observation report to faculty member
Third week in April	Division Chair or director meets with faculty member to review evaluation reports
First week of May	Division Chair or director makes a recommendation regarding continued employment to the Dean and Office of Instruction and forwards a copy to the faculty member.
Second week of May	The Division Chair or Director will forward the FET's formative/summative evaluation report and recommendation to the Office of Instruction

Deadlines	Adjunct Faculty and Part-time Librarians
By the end of the semester	Division chair or director prepares and discusses teaching observation report with the faculty member

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Second week of MayDivision Chair or director will forward copies of the teaching observation report to<br/>the instructor, the reporting Dean and Office of Instruction.

<b>Deadline</b>	Tenured Faculty Member
Sept. 1	VPI notifies faculty member of evaluation
	Faculty member submits self report to division Chair-
Mar. 1	Peer submits report to faculty member and division Chair
	Division Chair submits classroom observation report to faculty member
Mar. 15	Division Chair submits summative evaluation report to faculty member
Apr. 1	Division Chair meets with faculty member to review evaluation reports
Apr. 15	Division Chair submits summative evaluation report and instructor's comments to the vice president
May 15	Division Chair places evaluation documents in personnel file.

<b>Deadlines</b>	Probationary Faculty Members Years 1–3
Mar. 1	Faculty member submits self-report to division Chair
	Division Chair submits classroom observation report to faculty member
Mar. 15	Division Chair submits summative evaluation report to faculty member
Apr. 1	Division Chair meets with faculty member to review evaluation reports
<del>Apr. 15</del>	Division Chair submits summative evaluation report and instructor's comments to the vice president
May 1	Division Chair recommendation concerning continued employment to VPI
May 15	Division Chair places evaluation documents in personnel file.

### Procedure # 3.02.21

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	Special Appointment Faculty
Mar. 1	Peer submits report to faculty member and division Chair (optional) Division Chair submits classroom observation report to faculty member
Mar. 15	Division Chair submits summative evaluation report to faculty member
Apr. 1	Division Chair meets with faculty member to review evaluation reports
Apr. 15	Division Chair submits summative evaluation report and instructor's comments to the vice president
May 1	Division Chair recommendation concerning continued employment to VPI
May 15	Division Chair places evaluation documents in personnel file.



### <del>IX.</del>

	<b>Deadlines</b>	Librarians
Ma	<del>ır. 1</del>	Librarian submits self-report to appropriate library supervisor or the Vice President for Instruction
Ma	<del>ır. 15</del>	Appropriate library supervisor or the Vice President for Instruction submits a summative evaluation report to librarian
Ар	<del>r. 1</del>	Appropriate supervisor or the Vice President of Instruction meets with librarian to review evaluation reports
Ар	<del>r. 15</del>	Appropriate supervisor submits summative evaluation report and librarian's self- report to the Vice President for Instruction
Ma	<del>iy 15</del>	Appropriate supervisor or the Vice President for Instruction places evaluation documents in personnel file

<b>Deadlines</b>	Counselors
<del>Mar. 1</del>	Counselor submits self-report to director of counseling services
Mar. 15	Director of counseling services submits a summative evaluation report to counselor
Apr. 1	Director of counseling services meets with counselor to review evaluation reports
Apr. 15	Director of counseling services submits summative evaluation report and counselor's self-report to the Vice President for Student Services
May 15	Director of counseling services places evaluation documents in personnel file

### **Procedure Title: Faculty Evaluation**

Impact: Faculty Responsibility: Office of Instruction Effective Date: 08/27/03 Last Update: Relates to Policy: 3.02.21 Legal Citation(s):

**Procedure Narrative:** North Idaho College evaluates all faculty through a holistic approach that considers multiple sources including evidence from students, supervisor, and self. The primary purpose of faculty evaluation is for the developmental support of instructors, with the aim of improving teaching and learning at North Idaho College. Evaluation feedback provides faculty with the opportunity to reflect, modify curriculum, and seek additional professional development.

The Office of Instruction will communicate to students the value and opportunity for thoughtful input on their classes. In addition, the Office of Instruction will continually review and improve, as needed, the evaluation instruments and will train Division Chairs/Directors on the effective use of student course evaluations as tools for course development. Faculty evaluations are part of a faculty member's human resource file and are not subject to disclosure. The evaluation procedures are explained herein for each faculty group.

Note: All deadlines expressed in this document reflect full weeks (i.e. if Oct. 1<sup>st</sup> is a Wednesday, the following week would reflect the first full week of October) and by the end of the work day.

All applicable forms are housed in the Faculty Handbook.

### I. Evaluation of Tenured Faculty Members

#### A. Formal Evaluation

Tenured faculty members are formally reviewed once every three years, using multiple data sources. Evaluations will include course evaluations, self-evaluation, teaching observation, summative evaluation, and may also include peer review of teaching. All teaching reviews will utilize the established forms. These procedures apply to faculty members serving as division chairs, with the exception that the evaluation will be administered directly by the supervising Dean.

B. Course Evaluations

Formal student course evaluations are administered through the Office of Instruction and will be conducted for all courses each semester. In addition, faculty members are encouraged to routinely employ informal feedback techniques to assess their teaching effectiveness multiple times throughout the semester.

C. Self-Evaluation

By the first week in March, the faculty member will submit a self-evaluation to the division chair or director. The self-evaluation will be inclusive of the time since the previous formal evaluation and will describe, in detail, the faculty member's continued performance on the criteria outlined in this policy which are aligned to the Tenure policy.

D. Peer Review

The faculty member is encouraged to select up to two peers to submit a peer review to the faculty member and the division chair by the first week in March. The review will use the established form and may also include comment on course outlines, syllabi, textbooks, manuals, other course materials, and measures of student performance

- E. Division Chair or Director Teaching Observation and Summative Evaluation The division chair or director will observe the classroom or lab performance of the faculty member and complete the following by:
  - i. By the first week in March: Provide a written teaching observation, which will be forwarded to the faculty member.
  - By the third week in March: Provide a written summative evaluation. The report shall address the criteria outlined in this policy which are aligned to the Tenure policy and include commendations and/or areas of concern.
  - iii. By the third week in April:

Meet with the faculty member and discuss the course evaluations, the faculty member's self-evaluation, any peer reviews, the teaching observation(s), and the summative evaluation prepared by the division chair. The faculty member and the division chair or director will sign and date the written reports to acknowledge their review.

iv. By the second week in May: Submit the teaching observation, summative evaluation, and the faculty member's self-evaluation to the Dean and to the Office of Instruction. If the division chair or director and the Dean recommend that a remediation plan is necessary, the Remediation Policy and Procedures 3.02.30 will be followed.

The Office of Instruction will maintain course evaluations. The Office of Instruction will provide the teaching observation, summative evaluation and self-evaluation to Human Resources.

### **II.** Evaluation of Probationary Tenure-Track Faculty Members

The following steps are separate from and in addition to Tenure Procedure 3.02.09

- A. Division Chair or Director Teaching Observation and Annual Recommendation The Division Chair or Director will observe the classroom or lab performance of each probationary faculty member at least once a year and complete the following:
  - i. By the first week of March: Provide a written teaching observation report, which will be forwarded to the faculty member.
  - By the third week in April: Meet with the faculty member and discuss the student course evaluations the faculty member's self-evaluation, and the teaching observation(s). The faculty member and the Division Chair will sign and date the teaching observation to acknowledge their review.
  - iii. By the first week in May:

Make a recommendation regarding continued employment to the Dean and Office of Instruction. A copy of the recommendation will be forwarded to the faculty member.

The Office of Instruction will maintain course evaluations. The Division Chair or Director will forward the FET's formative/summative evaluation report and the recommendation to the Office of Instruction by the second week in May. The Office of Instruction will provide the report to Human Resources.

### III. Evaluation of Full-Time Non-Tenure Track Faculty

A. Formal Evaluation

Non-tenure track faculty members are formally evaluated annually. Evaluations will include course evaluations, self-evaluation, teaching observation, summative evaluation, and may include a peer review of teaching.

B. Course Evaluations

Formal student course evaluations are administered through the Office of Instruction for all courses each semester. In addition, faculty members are encouraged to routinely employ informal feedback techniques to assess their teaching effectiveness multiple times throughout each semester.

C. Self-Evaluation

By the first week in March, the faculty member will submit a self-evaluation to the Division Chair or Director. The evaluation will be inclusive of the time since the previous formal evaluation. The self-evaluation will describe in detail the faculty member's performance in meeting the criteria in this policy.

D. Peer Review

their review.

The faculty member is encouraged to select up to two peers to submit a review to the faculty member and the division chair by the first week in March. The review will use the established forms and may also include comment on course outlines, syllabi, textbooks, manuals, other course materials, and measures of student performance.

#### E. Division Chair Teaching Observation and Summative Evaluation

The Division Chair or Director will observe the classroom or lab performance of each special appointment faculty member at least once a year and complete the following:

- i. By the first week in March: Provide a written teaching observation, which will be forwarded to the faculty member.
- By the third week of March: Provide a written summative evaluation report. The report shall address the criteria established in this policy and include commendations and/or areas of concern.
- iii. By the third week in April: Meet with the faculty member and discuss the course evaluations, the faculty member's self-evaluation, any peer reviews of teaching, the teaching observation(s), and the summative evaluation. The faculty member and the division chair or director will sign and date the written reports to acknowledge
- iv. By the second week in May: Submit the teaching observation, summative evaluation report, and self-

evaluation to the Dean and to the Office of Instruction. If the Division Chair or Director document, through the evaluation process, significant concerns with the non-tenured faculty member's performance, the evaluation report and related evaluation material will be discussed with the Dean for action, which may include remediation or non-renewal of contract.

The NIC Office of Instruction will maintain course evaluations. The Office of Instruction will provide the summative evaluation and self-evaluation report to Human Resources.

### IV. Evaluation of Adjunct (Part-time) Faculty

#### A. Formal Evaluation

The adjunct or part-time credit faculty member will be evaluated during the first semester of appointment and every three years thereafter, unless a more frequent cycle is determined to be needed by the Division Chair or Director. Approved changes to the evaluation cycle will be provided to the faculty member. Evaluations will include student course evaluations and Division Chair or Director or designee review of teaching.

B. Course Evaluations

Formal student course evaluations are administered through the Office of Instruction for all courses. In addition, faculty members are encouraged to routinely employ informal feedback techniques to assess their teaching effectiveness multiple times throughout the semester.

C. Division Chair or Director Observations

The appropriate division chair, director, or designee will observe the classroom or lab performance of each adjunct faculty member during the first semester of appointment, and at least once every three years following initial employment. A written teaching observation report, inclusive of commendations and/or concerns, will be prepared utilizing the established form. The observation will be discussed with the instructor before the end of the semester.

D. Continuation of Employment

The appropriate division chair or director will make a decision for the continuation of employment of the adjunct faculty member on a semester by semester basis. The Dean will be consulted as necessary in the decision-making process.

The Office of Instruction will maintain course evaluations. The Division Chair or Director will forward copies of the teaching observation report to the instructor, the Dean and the Office of Instruction by the second week in May. The Office of Instruction will provide the teaching observation to Human Resources.

### V. Evaluation of Librarians

A. Timeline

After the successful completion of three consecutive years as a probationary faculty librarian, the faculty member will be formally evaluated once every three years. Evaluations will include student and faculty surveys, self- evaluation, librarianship observation, summative evaluation, and may also include peer review of librarianship. The report may include reviews of major job responsibilities, library internal documents, professional growth/expertise, research guides and formal/informal acknowledgment of college activities.

#### B. Criteria

Librarianship is intrinsically a teaching activity; therefore, evaluation of faculty librarians

will include the following criteria in addition to the criteria in this policy:

- i. Serving the campus population by curating an effective library collection
- ii. Promoting an environment that enhances learning
- iii. Participating actively in teaching
- iv. Supporting the research needs of the faculty, staff, and students
- v. Providing access to, and assistance with, information resources
- vi. Fostering engagement and collaboration with the campus and local communities
- C. Student Surveys
  - i. Faculty librarians will regularly assess their student instruction effectiveness through standardized student feedback practices. These will be established by their supervisor as part of the evaluation process.
- D. Self-Evaluation

By the first week of March:

The librarian faculty member will submit a self-evaluation to the library supervisor. The evaluation will be inclusive of the time since the previous formal evaluation. The self-evaluation will describe in detail the librarian's performance on the criteria set forth in this policy and procedure.

E. Peer Review of Librarianship

The faculty librarian is encouraged to select one librarian peer to submit a report to the faculty member and the supervisor by the first week of March. The report may include reviews of major job responsibilities, library internal documents, professional growth/expertise, research guides and formal/informal acknowledgment of college activities. An instruction observation using the approved form may also be submitted by the peer reviewer.

- F. Supervisor Librarianship Observation and Summative Evaluation The library supervisor will complete the following:
  - i. By the first week in March: Provide a written librarianship observation, which will be forwarded to the faculty member.
  - ii. By the third week in March: Provide a written summative evaluation report. The report shall address the selfevaluation, the criteria in this policy and procedure, and include commendations and/or areas of concern.
  - iii. By the third week in April:

Meet with the faculty librarian and discuss the student surveys, the selfevaluation, any peer review, the librarianship observation(s), and the summative evaluation report. The librarian and the supervisor will sign and date the written reports to acknowledge their review.

iv. By the second week of May:

Submit the summative evaluation and self-evaluation to the Dean and to the Office of Instruction. If the supervisor and the Dean recommend that a remediation plan is necessary, the Remediation policy and procedures will be followed.

### **EVALUATION OF PROBATIONARY FACULTY LIBRARIANS**

#### A. Formal Evaluation

Probationary librarian faculty members are evaluated annually. Evaluations will include student and faculty surveys, self-evaluation, librarianship observation, summative evaluation, and peer review of librarianship.

B. Student Surveys

Faculty librarians will regularly assess their student instruction effectiveness through standardized student feedback practices. These will be established by their supervisor as part of the overall faculty librarian evaluation process.

C. Self-Evaluation

By the first week in March:

The librarian faculty member will submit a self-evaluation to their supervisor. The evaluation will be inclusive of the time since the previous formal evaluation. The self-evaluation will describe in detail his/her performance on the criteria in this policy and procedure.

D. Peer Review of Librarianship

The faculty librarian will select one librarian peer to submit a report to the faculty member and the director by the approved deadline of the evaluation year. The report may include reviews of major job responsibilities, library internal documents, professional growth/expertise, research guides and formal/informal acknowledgment of college activities. An instruction observation report utilizing the established form may also be submitted by the peer reviewer.

- E. Supervisor Librarianship Observation and Summative Evaluation The Library Director will observe the public-facing performance of the faculty librarian and complete the following evaluation sequence by the established schedule:
  - i. By the first week in March: Provide a written librarianship observation, which will be forwarded to the faculty member.
  - ii. By the third week in March: Provide a written summative evaluation report. The report shall address materials submitted by the faculty librarian and include commendations or areas of concern.
  - iii. By the third week in April: Meet with the faculty librarian and discuss the student feedback, the selfevaluation, the peer review, the librarianship observation(s), and the summative evaluation. The librarian and the library director will sign and date the written reports to acknowledge their review.
  - iv. By the first week in May:

Submit the summative evaluation report and self-evaluation by the faculty member to appropriate Dean and to the Office of Instruction. If the supervisor documents, through the evaluation process, significant concerns with the probationary faculty member's performance, the evaluation report and related evaluation material will be discussed with the Dean for action, which may include remediation or non-renewal of contract.

The Office of Instruction will provide the summative evaluation report to Human Resources.

After the successful completion of three consecutive years as a probationary librarian faculty member, the faculty member should be considered for a three-year evaluation cycle. The Director will make a recommendation for or against a three-year evaluation cycle to the Dean by the second week in May.

### **EVALUATION OF PART-TIME FACULTY LIBRARIANS**

A. Formal Evaluation

Part-time faculty librarians are formally evaluated in the first year of employment and every three years thereafter, unless a more frequent cycle is determined by the library supervisor to be needed. Approved changes to the evaluation cycle will be provided to the faculty librarian member. Evaluations will include student feedback and supervisor review of librarianship.

B. Student Feedback

Faculty librarians will regularly assess their student instruction effectiveness through standardized feedback practices. These will be established with the supervisor as part of the overall faculty librarian evaluation process.

C. Library Director Observations

The library supervisor will observe the public-facing performance of each part-time faculty librarian. A written observation report will be prepared, inclusive of commendations and/or concerns, and then discussed with the librarian before the end of the semester.

D. Continuation of Employment The Library Director will make a decision for continuation of employment of the part-time librarian faculty member on a semester-by-semester basis.

The supervisor will forward copies of the observation report and recommendations to the instructor, the Dean and Office of Instruction by the second week of May. The Office of Instruction will provide the observation report to Human Resources.

### **Faculty Evaluation Procedure Timelines**

Deadlines	Tenured, Full-Time Non-Tenure Track, and Full-time Librarians
	Faculty member submits self-report to division chair/director.
	Peer submits review to faculty member and division chair/director
First week in March	Division chair or director submits teaching observation report to faculty member
Third week in March	Division Chair or director submits summative evaluation to faculty member
Third week in April	Division Chair or director meets with faculty member to review evaluation reports
Second week of May	Division Chair or director submits the teaching observation, summative evaluation report and self-evaluation to the Dean and Office of Instruction

Deadlines	Probationary Tenure-Track Faculty
First week in March	Division chair or director submits teaching observation report to faculty member
Third week in April	Division Chair or director meets with faculty member to review evaluation reports
First week of May	Division Chair or director makes a recommendation regarding continued employment to the Dean and Office of Instruction and forwards a copy to the faculty member.
Second week of May	The Division Chair or Director will forward the FET's formative/summative evaluation report and recommendation to the Office of Instruction

Deadlines	Adjunct Faculty and Part-time Librarians
By the end of the semester	Division chair or director prepares and discusses teaching observation report with the faculty member
Second week of May	Division Chair or director will forward copies of the teaching observation report to the instructor, the reporting Dean and Office of Instruction.

### Tab 9

### TAB 9

**NEW BUSINESS:** First Reading Policy 2.01.01 (Authority, Appointment, and Functions)

**BACKGROUND:** Policy 2.01.01 (Authority, Appointment, and Functions) was revised through the regular review cycle of College policies and procedures.

**DISCUSSION:** Tab 9 includes a redline copy of Policy 2.01.01 (Authority, Appointment, and Functions) as well as a clean copy of how the suggested modifications would read.

#### **REQUESTED BOARD ACTION**

It is requested that [Board Member] make the motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura Board Clerk



**Policy Title: Authority, Appointment and Functions** 

Impact: Administration

Responsibility: Board of Trustees

Effective Date: 1/30/2002

Revised Date: 5/24/20236/25/2025 (if passed)

Reviewed Date: 6/25/2025 (if passed)

Relates to Procedure(s):-n/a

Legal Citation(s): Idaho Code 33-2106

# I. Authority, Appointment and Functions

The board of trustees derives its authority from statutes enacted by the legislature of the State of Idaho. The board is subject to the provisions of the Constitution of the State of Idaho, the rules and regulations of the State Board of Education as they apply to community colleges, and the Board's own policies and procedures.

Board meetings are held consistent with the requirements of Idaho Code. At its annual November meeting, the board of trustees elects one of its members as chair and a second as vice chair. The board of trustees also elects a treasurer, and a secretary, and it may at this or a subsequent meeting, appoint one member to serve as liaison to the North Idaho College Foundation and other liaison positions.

**Commented [KH1]:** This revision adds to the header the statute referenced in the policy narrative.

Board members have authority only when acting as a board of trustees legally in session. The board will not be bound in any way by any statement or action on the part of any individual board member or employee, except when such statement or action is in pursuance of specific instructions by the board of trustees.

# **II. Election of Trustees**

Trustee elections are held every two years, in even-numbered years, in accordance with Idaho Code 33-2106.

The North Idaho College Board of Trustees consists of five members elected at large from within Kootenai County, for staggered terms of four years. To be eligible to run for election to the Board, candidates must be 18 years or older and be residents of Kootenai County, Idaho. Eligible persons must be candidates for a specific Zone (1-5) in the community college district and must have legal residence for a minimum of 30 days in that Zone in which they

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wish to file a petition to run for the Board of Trustees. Contact the NIC Office of Finance and Business for the official Zones and maps of the community college district.

Terms expire at the first regular meeting of the Trustees following the election of successors.

# **III.** Appointment of Trustees

In the event of vacancies on the board, replacements will be appointed in compliance with Idaho Code. Applicants must be a qualified elector in Kootenai County and must reside in the trustee zone where the vacancy occurs and shall serve until the next trustee election, at which time his successor shall be elected for the unexpired term. Applicants for appointment may be required to declare their candidacy by:

- A. Writing a letter to the board that addresses reasons and qualifications for serving on the board and, at the board's discretion; and
- B. Responding to a questionnaire that addresses current issues of importance to the college.

Such questionnaire may be composed by the existing board members. The content of the questions may be updated and revised in accordance with the board of trustees' wishes. No applications will be accepted after the deadline for submission set by the board of trustees.

At their option, board members may also choose to interview candidates during the selection process.

Trustee application packets will be made available to prospective appointees through the president's office. The names of applicants and the documents submitted by the applicants will be subject to public disclosure.

Appointment of candidates may be made at the time the position becomes vacant or at a time that the board deems appropriate.

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### Tab 10

### TAB 10

**NEW BUSINESS:** First Reading Policy 2.01.02 (Responsibilities, Duties, and Standards of Good Practice)

**BACKGROUND:** Policy 2.01.02 (Responsibilities, Duties, and Standards of Good Practice) was revised through the regular review cycle of College policies and procedures.

**DISCUSSION:** Tab 10 includes a redline copy of Policy 2.01.02 (Responsibilities, Duties, and Standards of Good Practice) as well as a clean copy of how the suggested modifications would read.

#### **REQUESTED BOARD ACTION**

It is requested that [Board Member] make the motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura Board Clerk



**Policy Title: Responsibilities, Duties, and Standards of Good Practice** 

Impact: Board of Trustees

**Responsibility:** Administration

**Effective Date:** 1/30/2002

Revised Date: 4/24/20246/25/2025 (if passed)

Reviewed Date: 6/25/2025 (if passed)

Relates to Procedure(s): n/a

Legal Citation(s): Idaho Code 33-2106, 33-2107, 33-2109

### Responsibilities I.

The responsibilities of the board are as follows:

# A. Statutory Responsibilities (33-2106):

(1) To elect the chair, vice-chair, secretary, and treasurer as officers for the College Board., and, at its option, select a Board trustee as a member of the Board of directors of the North Idaho College Foundation.

Commented [KH1]: Deletion recommended because this portion is not referrenced in the statute. Non-statutory

# **B.** Statutory Responsibilities (33-2107):

- (1) To adopt policies and regulations for its own government and the government of the College;
- (2) To employ legal counsel and other professional and nonprofessional persons, and to prescribe their qualifications;
- (3) To acquire and hold, and to dispose of, real and personal property, and to construct, repair, remodel and remove buildings in the manner prescribed for trustees of school districts pursuant to sections 33-301 and 33-601, Idaho Code;
- (4) To contract for the acquisition, purchase or repair of buildings in the manner prescribed for trustees of school districts pursuant to section 33-601, Idaho Code;
- (5) To issue general obligation or revenue bonds in the manner now, or as may be, prescribed by law;

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(6) To convey and transfer real property of the district upon which no College buildings used for instruction are situated, to nonprofit corporations, school districts, junior college housing commissions, counties or municipalities, with or without consideration; to rent real or personal property for the use of the College, its students or faculty, for such terms as may be determined by the Board of Trustees; to lease real property of the district not actually in use for College instructional purposes for such terms as may be determined by the Board; and to lease real property and improvements to the Idaho state building authority, for a term not to exceed fifty (50) years, with or without consideration, and to enter into agreements with the Idaho state building authority for the Idaho state building authority to provide a facility, pursuant to section 67-6410, Idaho Code;

(7) To acquire, hold and dispose of water rights;

- (8) To accept grants or gifts of money, materials or property of any kind from any governmental agency, or from any person, firm or association, on such terms as may be determined by the granter;
- (9) To cooperate with any governmental agency, or any person, firm or association in the conduct of any educational program; to accept grants from any source for the conduct of such program; and to conduct such program on, or off, campus;
- (10) To invest any funds of the district in such securities, and apply the interest or profits from such investment, as prescribed for the investment of the funds, and the application of the interest or profits, in the case of school district boards of trustees.
- C. Statutory Responsibilities (33-2109):
  - (1) To select, appoint, and evaluate the president of the College who shall be responsible for the general administration and the implementation of Board policies in the on-going operations of the College. To establish a compensation package for the president.
  - (2) To approve annual budgets, which includes setting tuition and fees and establishing the property millage levy rate.
  - (3) To make final decisions regarding awarding tenure based on established policy and procedure, with the final recommendation of the president.
  - (4) To review and approve all salary schedules annually.

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(5) To engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs.

**D. Board Policy Requirements** 

(1) To require and consider reports from the president concerning the programs and condition of the College.

- (2) To consider and act on the recommendations of the president in all matters of College policy advanced through the shared governance processes of the College. (Policy 2.01.04)
- (3) To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of district funds, and those of student organizations, and other funds under the supervision of the district. (Policy 2.03.02)
- (4) To provide for and review the annual audit of all funds of the district, student organizations, and other funds handled under the supervision of the district. (Policy 2.03.02)
- (5) To consider communications and requests from citizens or organizations on matters of policy related to internal Board governance. If there are communications and requests regarding the implementation of other College policies, they should be referred to the President for consideration and

response. (Policy 2.02.01)

### **DUTIES OF BOARD OFFICERS** II.

# **Board Chair**

The duties of the Board chair shall be to:

(1) Chair all Board of Trustees meetings.

(2) Assist other Trustees and the College president in preparing agendas for monthly Board of Trustees meetings.

(3) Call special meetings as necessary.

(4) Communicate on behalf of the Board as the official voice of the Trustees when conditions warrant.

(5) Provide for evaluation of the College president as defined by Board policy.

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(6) Approve Presidential expenses and other approved Board expenses such as monthly attorney fees or meeting expenses.

(7) Periodically consult with Board members on their roles and their performance as defined by Board policy.

(8) Assist the College president in conducting new trustee orientations.

(9) Convene the Board self-evaluation session as defined by Board policy.

(10) Delegate duties as needed to other Board members

Vice Chair

The duties of the vice chair shall be to:

(1) Understand the responsibilities of the chair and be able to perform those duties upon absence of the chair.

(2) Carry out special assignments as requested by the chair.

# Secretary/Treasurer

The duties of the secretary/treasurer shall be to:

(1) Make determination as to which documents routinely become part of the Board archives and verify that they are maintained.

(2) Receive the annual audit on behalf of the Board of Trustees and answer Board members' questions about the audit.

**III.** Other Roles

# **Trustee Roles**

The Board recognizes various positions beyond the scope of statutory requirements and may elect a representative to serve in these roles. Examples of such roles include but are not limited to:

Liaison to North Idaho College Booster Club

Liaison to KTEC

Liaison to the North Idaho College Foundation

**Commented [KH2]:** This section is recommended to clarify non-statutory roles of trustees, as well as non-trustee roles.

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The duties of the liaison to the NIC Foundation shall be to:

(1) Represent the interest of the Board of Trustees at all North Idaho College Foundation meetings and serve as the conduit for information between the

foundation and the Board of Trustees.

## Non-Trustee Roles

**Board Clerk** - The Board Clerk, who is appointed by the President and works with the Office of the President on scheduling Trustee meetings with the President, preparing the Board meeting materials, and meeting minutes., will ensure that the agenda and other materials for Board meetings and committee meetings are prepared. The Board Clerk will coordinate through the Office of the President to assist the Board Chairperson and Trustees in the performance of their duties and their participation in College events. In addition, the Board Clerk will perform the necessary clerical duties for the Board of Trustees, to include but not limited to providing help with correspondence, file and maintain the Board Policy Manual, contact Trustees concerning meetings, communicate announcements of meetings, and assist with Board travel arrangements. The Board Clerk or an appointed representative is expected to make arrangements for and attend all meetings of the Board of Trustees.

# **HI.IV.** Standards of Good Practice

In support of effective community college governance, the Board of Trustees believes:

That it derives its authority from and is accountable to, the community and that it must always act as an advocate on behalf of the entire community,

That it must clearly define and articulate its role.

That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO.

That it always strives to differentiate between external and internal processes in the exercise of its authority.

That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement, and regular evaluation.

That its trustee members come to each meeting prepared and ready to debate issues fully and openly.

That its trustee members vote their conscience and support the decision or policy made;

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That its behavior, and that of its members, exemplifies the principles of ethical behavior and conduct that is above reproach;

That it endeavors to remain always accountable to the community;

That it honestly and respectfully debates issues affecting its community, and speaks with one voice once a decision or policy is made.

That it provides overall direction to the College by setting policy while allowing the president the authority to provide daily administration of said policies. (Policy 2.02.01)

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### Tab 11

TAB 11

NEW BUSINESS: First Reading Policy 2.01.03 (Meetings)

**BACKGROUND:** Policy 2.01.03 (Meetings) was revised through the regular review cycle of College policies and procedures.

**DISCUSSION:** Tab 11 includes a redline copy of Policy 2.01.03 (Meetings) as well as a clean copy of how the suggested modifications would read.

#### **REQUESTED BOARD ACTION**

It is requested that [Board Member] make the motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura Board Clerk



# **Policy Title: Meetings**

Impact: Board of Trustees

**Responsibility:** Administration

Policy #: 2.01.03

**Effective Date: 2/27/2002** 

**Revised Date:** 6/7/20236/25/2025 (if passed)

Reviewed Date: 6/25/2025 (if passed)

**Relates to Procedure(s):** n/a

Legal Citation(s): Idaho Code 74-201 to 74-208

### Meetings I.

All meetings of the NIC Board of Trustees will be noticed to the public in accordance with Idaho Code.

All Regular meetings of the Board of Trustees will be held on a given day of each month, or as otherwise as required by law. An annual calendar of Board of Trustees meetings will be approved each year by the Board and made public in advance of each academic year. The date of a regular meeting may be changed by action of the Board of Trustees at any previous meeting or by the President with approval by the Board Chair provided that every Board member is notified in advance of the meeting. In case the date of any regular meeting is changed, the President's staff will take appropriate steps to inform the public of the change in advance of the meeting in

compliance with Idaho Open Meeting Law.

Special meetings of the Board of Trustees may be called to address a specific concern or issue. Special meetings may be called by the Board Chair or by any two members of the Board or by the President when approved by the Board Chair. Notice will be provided per the requirements of the Idaho Code.

*Executive sessions* of the Board may be held for the discussion of any appropriate issues pursuant to Idaho Code. No final actions shall be taken in executive session.

### **Order of Business** II.

Regular meetings of the Board of Trustees will be held as required by law and as specified in the call for the meeting.

Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all Board members present will be required for the passage of a motion except where otherwise provided by law.

Items may be placed on the agenda by the President or a Board member through the President for publication by the executive assistant to the President. Items should be requested with enough background information so the college may be prepared to respond to ideas and concerns of the

Commented [KH1]: This sentence is replaced by a recommended new section III below on the process for adding items to an agenda.

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## Board.

The order of business at a regular meeting of the Board of Trustees will be as agreed to by the Board and may follow the following general outline:

(1) Convene Meeting, Verify Quorum (1)(2) Approve Agenda

(2)(3) Public Comment (3)(4) Consent Agenda: Approval of Minutes (4)(5) Unfinished Business (5)(6) New Business (6)(7) Reports (7)(8) Trustee Remarks for the Good of the Order (8)(9) Adjournment

The Board of Trustees reserves the right to alter or amend the order of the agenda at the discretion of the Board Chair.

The agenda of any regular meeting of the Board of Trustees may include an opportunity for public citizens to address the Board on any item on the agenda. 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.

Remarks for the good of the order relates to comments by members of the Board as recognized by the Board Chair regarding items of note or interest to the Board or the college. This part of the

Commented [KH2]: This revision relates to the recommended additions in Section III of this policy (see below).

agenda is not to seek Board action.

### Policios

Any Board governance policy adopted by the Board of Trustees may be suspended by a majority vote of the entire Board of Trustees. The vote to suspend any policy will be taken by roll call and the results will be entered in the minutes of the meeting.

The Board can recommend changes and amendments to college policies adopted by the Board of Trustees. The President will take Board recommendations forward in accordance with Policy 2.01.04. Policies may be amended within the legal bounds of the Idaho code by a majority vote of the entire Board of Trustees at any meeting. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

# **III.** Adding Items to the Agenda

The primary purpose of the Board's meeting agenda is to bring the business of the College before the Board in a public meeting. The parameters below for adding an item to the agenda enable the President and the Board Chair to prepare to conduct the necessary business of the College efficiently and effectively. These guidelines also provide a pathway for resolution if there is disagreement on whether an item should be included on the agenda.

Commented [KH3]: Now that the Board has a policy specific to this topic (Policy 2.01.14 - Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure), it is recommended to remove it from here and relocate it to that policy.

**Commented [KH4]:** Following research of best practices in community colleges nationwide and in depth discussion, the subcommittee recommends adding this new section to provide written policy guidance on the trustees offering content for Board meeting agendas.

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The President meets regularly with the Board Chair to develop agendas for the regular meetings of the Board of Trustees. The President will make the schedule for these agenda planning meetings available to the Trustees.

Board members may suggest an item for an upcoming meeting agenda by respecting the following parameters:

- Communicate Early: Send suggested agenda items to the President prior to the agenda planning meeting between the President and the Board Chair. This gives the President time to consider the request and discuss it with the Board Chair and Vice Chair.
- 2. Submit in Writing: Submit the request in writing to create a clear and accurate record of the request details and relevant context or documentation.
- 3. Provide a Clear Rationale: Clearly explain why the item is important to the College and should be included on the agenda, as well as its significance to the College's or the meeting's goals.
- 4. Be Prepared to Discuss: Be ready to discuss the item and answer any questions the President or Board Chair might have.
- 5. Respect the President's and Board Chair's Decision: If the item is not added to the agenda, the reasoning leading to the decision will be shared with the Trustee who recommended the item.
- 6. Exceptions: Should a Trustee continue to believe an item must be addressed by the Board, the Trustee has two options at the public meeting during discussion of the motion to approve the meeting agenda:
  - A. The Trustee can make a motion to add the item to a future meeting agenda. This motion will require a simple vote to succeed. If the Board votes by a simple majority to add an item to a future meeting agenda, the President and Board Chair will determine the time necessary to prepare discussion of the item and which future meeting agenda will be appropriate.
  - The Trustee can make a motion to add the item to the existing agenda for the current Β. meeting. This motion will require a two-thirds majority to succeed.

# IV. Rules of Order

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be used as a guideline in all cases to which they are applicable and in which they are not inconsistent with Board policies and any special rules of order the Board may adopt.

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### Tab 12

### TAB 12

**NEW BUSINESS:** First Reading Policy 2.01.05 (Communications with Board of Trustees)

**BACKGROUND:** Policy 2.01.05 (Communications with Board of Trustees) was revised through the regular review cycle of College policies and procedures.

**DISCUSSION:** Tab 12 includes a redline copy of Policy 2.01.05 (Communications with Board of Trustees) as well as a clean copy of how the suggested modifications would read.

#### **REQUESTED BOARD ACTION**

It is requested that [Board Member] make the motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura Board Clerk



# **Policy Title: Communications with Board of Trustees**

Impact: Board of Trustees

**Responsibility:** Administration

Effective Date: 5/26/1993

Revised Date: 5/24/20236/25/2025 (if passed

Reviewed Date: 6/25/2025 (if passed)

Relates to Procedure(s): n/a

Legal Citation(s): n/a

Reference(s): Best Practices as identified in Trusteeship in Community Colleges: A Guide for Effective Governance

**Commented [KH1]:** This addition is recommended to give the Board a source reference for future revisions if needed.

# **Policy Narrative**

It will be the practice of the board of trustees to utilize the advice of all interested individuals and groups in the solution of its educational and financial concerns, although the board alone will be the final policy agent.

The president is North Idaho College's official voice and the general agent through whom members of the college community, faculty, staff, and students normally address communication to the board of trustees. These presidential functions are established in custom, and in board policy. It is therefore, regular operating procedure for official communications to the board of trustees that originate within North Idaho College to be routed through administrative channels to the president, unless otherwise directed by the president in accordance with policies 2.02.01 (President's Authority and Responsibility) and 2.01.10 (Board General Conduct Policy).

It is the policy of the board that the faculty and staff use their respective governance structure, in bringing matters of interest before the board. As such, they should report their concerns, suggestions, etc. to their immediate supervisor or committee representative and request that they be carried forth through the appropriate communication channels to the board by the president, or president's designee if necessary.

The board of trustees recognizes the right of the public to receive information concerning all of its actions, policies and details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all interested persons and organizations upon request to the college president.

**Commented [KH2]:** These policy references have not changed, and the additions provide the title as well for context.

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### Tab 13

#### **TAB 13**

**NEW BUSINESS:** First Reading Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure)

**BACKGROUND:** Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure) was revised through the regular review cycle of College policies and procedures.

**DISCUSSION:** Tab 13 includes a redline copy of Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure) as well as a clean copy of how the suggested modifications would read.

#### **REQUESTED BOARD ACTION**

It is requested that [Board Member] make the motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura Board Clerk



Policy Title: Creation, Revision, or Elimination of Internal Board **Governance Policy and Procedure** 

Impact: Board of Trustees

Responsibility: Board of Trustees Effective Date: 12/20/2023

Revised Date: n/a6/25/2025 (if passed)

Reviewed Date: n/a6/25/2025 (if passed)

**Relates to Procedure(s):** n/a

Legal Citation(s): Title 33, Chapter 21, Idaho Code

## Commented [KH1]: This is typo correction.

### **Policy Narrative** I.

The North Idaho College Board of Trustees recognizes the importance of correct and complete policies in the operation of North Idaho College

### **Definitions of Policy and Procedure** II.

- A. Policy: A policy is a statement of principles and/or values that mandate or constrain the performance of activities used in achieving institutional goals.
- B. Procedure: When needed, a procedure is developed to describe the methods of implementing policy.
- C. Policies and procedures will include the following: policy number, policies superseded (if any), related procedures, effective date, general and specific subject areas, legal citations (if any), and impact.

# **III.** Review of Policy and Procedure

The NIC Board of Trustees recognizes the importance of creating, maintaining, and following policies and procedures that set the Board on the best course to honor its role and advance the core values and missions of the College.

As such, a standing committee will facilitate the Board's review of internal Board governance policies and procedures on a staggered three-year schedule, or as needed. Upon completion of review, the subcommittee will bring recommendations to a meeting of the Board of Trustees for discussion/action.

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The committee will be formed of: a) two trustees selected by the full board, b) the President, and

c) a representative from the President's Office d) outside ad hoc experts as needed.

will facilitate the Board's review of internal Board governance policies and procedures on a staggered three-year schedule, or as neededUpon completion of review, the subcommittee will bring recommendations to a meeting of the Board of Trustees for discussion/action.

**Review schedule:** 

Year 1: 2.01.01; 2.01.02; 2.01.03; 2.01.05

Year 2: 2.01.08; 2.01.09; 2.01.10; 2.01.11

Year 3: 2.01.12; 2.01.14; 2.04.15; 2.02.01; 2.02.02

# Adoption, Deletion, and Revision of Board Internal IV. **Governance** Policyies/ and Procedures

Policies are created and adopted by the Board of Trustees and are intended to address the internal governance of the Board.

Commented [KH2]: Recommended additions to this section include policy-related information relocated from Policy 2.01.03 regarding Meetings, as well as research on best practices and in-depth discussion in the subcommittee.

The adoption, deletion, or revision of policies and procedures affecting the internal administration of the Board of Trustees and/or its relationship with the Office of the President is not subject to comment by the College Senate. The adoption, deletion, and revision of these policies and procedures is reserved exclusively to the Board of Trustees.

Proposals to create, revise, or eliminate internal Board governance policy and/or procedure will be initiated by the Board of Trustees.

In extreme emergencies of a very unique nature the Board may temporarily suspend a policy. The suspension will require a two-thirds majority vote of the Board, taken by roll call with the results entered in the minutes of the meeting along with the reasons for temporary suspension.

These temporary emergency measures are designed to address the specific nature of the emergency and will be reviewed at each subsequent board meeting to determine if the suspension is needed. Suspensions are automatically restored after a maximum of 90 days. In circumstances when the emergency lasts longer than 90 days, a subsequent reinstatement of the temporary suspension at a public meeting will be required, with a two-thirds majority vote in favor to succeed. Extension beyond 180 days will be referred to the Board policy subcommittee to consider a permanent policy change.

The Board can recommend changes and amendments to College governance policies via the

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President, who will take Board recommendations forward in accordance with the College process for College policy review.

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