



North Idaho College

Board of Trustees Meeting
May 25, 2022
Edminster Student Union Building

Amended May 25, 2022

Connect via Zoom: <https://nic.zoom.us/j/84154531165> or by phone: (669) 900-6833 Webinar ID: 841 5453 1165

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

This meeting is a business meeting of the Board Trustees and the NIC Administration. The board will take comment on agenda items from members of the public in person at the meeting, and comment will be limited to 2 minutes per person. A sign-up sheet will be provided in the meeting room. Individuals interested in communicating with the board outside the meeting may send an email to board@nic.edu.

AGENDA

5:00 p.m. Driftwood Bay Room

Convene/Call to Order/Verification of Quorum

David Wold

Action: Motion to Amend Agenda

Action: Motion for Executive Session under Idaho Code Idaho Code § 74-206(1)(c)

6:00 p.m. Lake Coeur d'Alene Room

Convene/Call to Order/Verification of Quorum

David Wold

Pledge of Allegiance

David Wold

Public Comment

David Wold

Celebrating Success: Paving the Way to Global Accessibility Awareness Day

Jeremy Seda

CONSTITUENT REPORTS

Faculty Assembly

2 minutes

Ben Tschida

PRESIDENT'S REPORT

Dr. Michael Sebaaly

CONSENT AGENDA

Action for Approval of Meeting Minutes for April 27, 2022 and May 13, 2022

NEW BUSINESS

Tab 1: Action: Accept Head Start Cost of Living and Quality Improvement Funds

Beth Ann Fuller

Tab 2: First Reading/Action: Board of Trustees Meeting Schedule 2022-23

Dr. Michael Sebaaly

Tab 3: Discuss Resolution to Reserve Foregone Taxes

Sarah Garcia

Tab 4: First Reading/Action: Communicable Diseases Policy 5.09

Alex Harris

Tab 5: Second Reading/Action: Board Orientation Policy

Dr. Michael Sebaaly

Tab 6: Discuss Board Conduct Policy 2.01.10

Dr. Michael Sebaaly

Action: Robert's Rules of Order

Dr. Michael Sebaaly / Marc Lyons

Acton: Appoint Board Liaisons to KTEC Board and NIC Foundation Board
Action: Schedule Presidential Candidate Interviews
Schedule Facilities Workshop
Discuss Upcoming Agenda Topics

David Wold
David Wold
Dr. Michael Sebaaly
Dr. Michael Sebaaly

INFORMATION ITEMS


Tab 7: Spring Enrollment Report
Presidential Search Update
Accreditation Update

Tami Haft
Dr. Kassie Silvas/Sarah Garcia
Dr. Michael Sebaaly

REMARKS FOR THE GOOD OF THE ORDER**

ADJOURN

- * Executive sessions may be called for the purposes of considering personnel matters [Idaho Code § 74--206(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; [Idaho Code § 74-206(1)(c)], deliberating regarding an acquisition of an interest in real property; [Idaho Code § 74-206(1)(d)] considering records that are exempt from public disclosure; [Idaho Code § 74-206(1)(e)] considering preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body; [Idaho Code § 74-206(1)(f)] communicating with legal counsel regarding pending/imminently-likely litigation; [Idaho Code § 74-206(1)(i)] communicating with risk manager/insurer regarding pending/imminently-likely claims.
- ** Remarks are subject to NIC Policy 2.01.03. Copies are available from the President's Office.

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
April 27, 2022
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Banducci called the meeting to order at 6:05 p.m. and verified that a quorum was present. He next welcomed attendees and led them in the Pledge of Allegiance.

ATTENDANCE

Trustees: Todd Banducci
Ken Howard
Greg McKenzie
Christie Wood

Also present: Michael Sebaaly, Interim President
Kassie Silvas, Interim Provost
Sarah Garcia, Interim VP Finance and Business Affairs
Laura Rumpler, Chief Communications and Government Relations Officer
Marc Lyons, Attorney for North Idaho College

At this time, the board agreed to move Tenure Awards from New Business to this point in the agenda. Interim Provost Kassie Silvas provided a brief explanation of the tenure process. She next introduced Tenure Candidates Rachel Caulk and Jonathan Gardunia, and requested the board consider conferral of tenure for the two.

Trustee Howard made a motion for the board to approve tenure beginning the fall of 2022 for Jonathan Gardunia and Rachel Caulk. The motion was seconded and carried unanimously.

PUBLIC COMMENT

Michelle Lippert on the topics of KTEC and the presidential search
William Le commented on trustee appointments
Deborah Rose commented on tenure awards
Carol Lindsey commented on constituent reports
Russ McLain commented on the board of trustees
Sara Platt commented on the presidential search on behalf of Sam Rowland
Howard Kuhns commented on trustee appointments

ASNIC Report

President Cyrus Vore reported on student government elections and he read, aloud, student resolutions.

PRESIDENT'S REPORT

Dr. Sebaaly commented on recent outreach opportunities and other activities and he briefly discussed upcoming spring events. He closed by expressing his appreciation to outgoing Trustees Christie Wood and Ken Howard.

KTEC REPORT

Trustee Wood reported on business from the recent KTEC Board meeting, including receipt of \$100,000 from Heritage Health for some expansion, possible apprenticeship programs for plumbing, electrician, and heavy equipment, a benefactor gift to expand the welding lab, and she reported that there are 625 students on the KTEC wait list. She closed by expressing her appreciation for the opportunity to serve the college.

CONSENT AGENDA

Chair Banducci reviewed the items listed on the consent agenda consisting of minutes of the March 23, 2022 and April 6, 2022 board meetings, revised policies 3.02.02 and 3.02.03, and the elimination of policies 3.02.04 and 3.02.06. The consent agenda was approved unanimously.

NEW BUSINESS

General Fund Budget Fiscal Year 2023

Interim Vice President for Finance Sarah Garcia presented the general fund budget for fiscal year 2023.

Trustee Howard made a motion to waive the second reading of the budget and move to adopt the budget at this time. The motion was seconded and carried with three in favor.

Trustee Howard made a motion for the board to approve the budget, as presented. The motion was seconded and carried with three in favor.

Sandpoint Outreach Center Lease

Ms. Garcia presented a lease for a facility to consolidate the operation for the Sandpoint Outreach Center.

Trustee Wood made a motion to approve the lease as presented and authorize the board chair and the president to execute the lease. The motion was seconded and carried with three in favor.

INFORMATION ITEMS

Association of Community College Trustees Governance Leadership Institute

Trustee McKenzie reported on a recent conference he and Interim President Sebaaly attended.

Presidential Search Update

Trustee Howard commented on the progress of the search committee.

BOARD CHAIR REPORT

Chair Banducci commented on upcoming graduation ceremonies and he wished students and faculty well as the semester ends.


REMARKS FOR THE GOOD OF THE ORDER

Trustees expressed their appreciation to the Board Clerk in honor of Administrative Professionals Day. Trustee Howard commented on the work of the board and the college and expressed his appreciation to the college community for allowing him to be part of it.

Dr. Sebaaly expressed his thanks to the board for their willingness to waive second readings and approving the budget, the lease and tenure.

At 7:53 p.m., Trustee McKenzie made a motion to adjourn the meeting. The motion was seconded and carried unanimously.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES SPECIAL MEETING
Edminster Student Union Building
May 13, 2022
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Banducci convened the meeting at 6:00 p.m. and verified that a quorum was present. He then led attendees in the Pledge of Allegiance.

ATTENDANCE

Trustees: Todd Banducci
 Pete Broschet
 John Goedde
 Greg McKenzie
 David Wold

Also present: Michael Sebaaly, Interim President
 Marc Lyons, Attorney for North Idaho College

Presidential Search Committee Representation

Trustee Wold made the following motion: In light of Ken Howard's willingness to resign from the search committee, and as co-chair of the committee, that he be replaced as co-chair of the search committee by Trustee Broschet. The motion was seconded, and following discussion, carried with three in favor.

Compensation Parameters for Presidential Candidates

Trustee Goedde opened the discussion and recommended the compensation range be set at \$220,000 to \$240,000. Discussion ensued and Trustee Goedde made the following motion: That the board instruct the presidential search consultant to advise candidates that the salary for this position is anticipated to be in the range of \$220,000 to \$240,000. The motion was seconded.

Trustee McKenzie made a motion to amend the original motion to set the salary range from \$190,000 to \$240,000. The amended motion was seconded and failed with one in favor and three opposed.

The original motion carried with three in favor.

Determine Dates for Final Candidate Interviews

Trustee Goedde made a motion to instruct the administration to work with the search consultant to determine dates for the final candidate interviews. The motion was seconded and carried with four in favor.

Property and Casualty Insurance Coverage Reconsideration

Trustee Goedde opened the discussion regarding the notice of non-renewal the board received from the Idaho Counties Risk Management Program. He then made a motion for the board to authorize the NIC Board Chair to request a hearing before the ICRMP Board to revisit and seek rescission of the decision to not renew the college's property and casualty insurance. The motion was seconded and following discussion, carried with three in favor.

Leadership Changes for Board Officers

Trustee Broschet nominated Trustee Goedde for the office of vice chair. The nomination was seconded and carried with three in favor.

Trustee Goedde nominated Trustee Broschet for the office of secretary/treasurer. The nomination was seconded and carried with three in favor.

Trustee Banducci nominated Trustee Wold for the office of chair. The nomination was seconded and carried with four in favor.

Dr. Sebaaly thanked trustees for participating in the employee awards breakfast and he commented on the success of the commencement ceremony, and he expressed his appreciation to employees for their efforts in making both events a success.

There was no further business or comment, and the meeting was adjourned at 6:35 p.m.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

BOARD OF TRUSTEES MEETING
May 25, 2022

TAB 1

SUBJECT

Additional funds for cost-of-living adjustment (COLA) and quality improvement (QI)

BACKGROUND

The Further Consolidated Appropriations Act, 2022 contains an increase of approximately \$289 million for programs under the Head Start Act for Fiscal Year (FY) 2021. The increase provides \$234 million for cost-of-living adjustment (COLA) and \$52 million for Quality Improvement investments. The COLA supports a 2.28 percent adjustment above FY 2021 funding levels to increase the pay scales of Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federally funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

DISCUSSION

The following table reflects the COLA and Quality Improvement increases available to North Idaho College Head Start for FY 2022:

Funding Type	NIC Head Start
Cost-of-Living Adjustment (COLA)	\$75,535
Quality Improvement (QI)	\$14,572
Total Funding	\$90,107

The purpose of North Idaho College Head Start applying for the funding increase is to provide a COLA increase of 2.28% to the wage scale for each Head Start position; any remaining funds from the COLA increase will be applied to fringe benefits costs and used to offset higher operating costs (once the 2.28 percent increase is provided to all staff). The Quality Improvement funding will provide ongoing, sustained investments in quality improvements, with a majority of the funding used to improve the compensation and benefits of staff in order to improve the quality of the program, to boost recruitment of new employees, provide additional opportunities for staff professional development and education, support mental health of children, adults and employees, and to improve and enhance physical environments.

FINANCIAL IMPACT

There is no financial impact on North Idaho College since federal appropriations, private gifts, and donations fund Head Start.

REQUESTED BOARD ACTION

In its capacity as the governing board and to adhere to requirements outlined in The Improving Head Start for School Readiness Act of 2007, it is requested that the board consider a motion to approve acceptance of the COLA and Quality Improvement funds from the Office of Head Start.

Prepared by
Beth Ann Fuller
Director, North Idaho College Head Start

BOARD OF TRUSTEES MEETING
May 25, 2022

TAB 2

SUBJECT

Board of Trustees Meeting Calendar 2022-23

BACKGROUND

In accordance with Idaho Code Sections 67-2340 through 67-2345, the board of trustees is required to adopt an annual meeting schedule for its regular meetings. The schedule shown in Attachment A is proposed to establish the board's annual meeting schedule for the coming year. As in the past, no regular board meeting is planned for July. Meetings are scheduled for the fourth Wednesday of each month except as noted on the attachment.

Any retreats and workshops will be announced as needed.

COMMITTEE ACTION

None.

FINANCIAL IMPLICATIONS

None.

RECOMMENDATION

This is a first reading; however, the board may choose to forego a second reading in June and approve the board of trustees meeting calendar for 2022-23, as presented.

Prepared by
Shannon Goodrich
Sr. Executive Assistant/Board Clerk



North Idaho College

Board of Trustees Meeting Schedule FY 2022-23

Monday, August 22, 2022

September 28, 2022

Monday, October 24, 2022

November 16, 2022

Monday, December 19, 2022

January 18, 2023

February 22, 2023

March 22, 2023

April 26, 2023

May 24, 2023

June 28, 2023

Any retreats and workshops will be announced, as needed.

BOARD OF TRUSTEES MEETING
May 25, 2022

TAB 3

SUBJECT: Adoption of Forgone Resolution

BACKGROUND:

In keeping with Idaho Code Section 63-802, taxing districts have the opportunity to reserve foregone taxes for taxes not taken during the current year.

DISCUSSION:

The FY23 budget proposal for North Idaho College does not include an increase in taxes beyond taking new property on the rolls. A 3% tax increase for North Idaho College would net the college approximately \$519,000.00. Since the college is not taking this increase, the Board has the opportunity to reserve this amount in forgone for potential use in the future.

HB 389 created significant changes to taxation and how the College may use foregone taxes in the future, specifically as it relates to utilizing forgone taxes for capital improvement. Additionally, HB 389 limits the use of forgone for maintenance and operations.

REQUESTED BOARD ACTION:

It is recommended that the board consider a motion to adopt the resolution to reserve forgone taxes for FY2023.

Prepared by,
Sarah Garcia
Interim Vice President for Finance and Business Affairs

BOARD OF TRUSTEES MEETING
May 25, 2022

TAB 4

SUBJECT Communicable Diseases Policy

BACKGROUND

During its 2021 session, the Idaho State Legislature adopted an amendment to Title 33, Chapter 21 of the Idaho Code, relating to Junior Colleges that enacted a requirement for community college boards to adopt a policy to prevent the spread of infectious disease:

33-2145. PROCEDURES TO PREVENT THE SPREAD OF INFECTIOUS DISEASE. (1)
The board of trustees of each community college must adopt a policy for measures and procedures to prevent the spread of contagious or infectious disease, including temporary closure of the college or any of its buildings or campuses.

Such policy must be adopted in consultation with the district health department of any public health district in which the college offers in-person classes. Notwithstanding any law or rule to the contrary, once such policy is adopted, only the board of trustees, acting in accordance with the policy, has the authority to close a community college or any of its buildings or campuses, to limit its programs or activities, or to require other measures at the college for the purpose of preventing the spread of contagious or infectious disease.

(2) A community college board of trustees or a community college acting in accordance with a policy adopted pursuant to this section may not be held to violate any order issued by the department of health and welfare pursuant to section 56-1003(7), Idaho Code; a district board of health pursuant to section 39-414(2), Idaho Code; or a city pursuant to section 50-304, Idaho Code.

COMMITTEE ACTION

The proposed policy has been reviewed and approved by the President's Cabinet and subsequently approved by College Senate as required by Policy 2.1.04 Creation, Revision, or Elimination of College Policy and Procedure. Related operational procedures for this policy will be developed by President's Cabinet.

FINANCIAL IMPACT

None

REQUESTED BOARD ACTION

This is a first reading; however, the board may choose to consider a motion to adopt the proposed policy for Communicable Diseases.

Prepared by,
Dr. Michael Sebaaly, Interim President

Policy

Effective Date: _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees/Students/ Third-party Agents</p>	<p><i>(General Subject Area)</i></p> <p>Communicable Diseases</p>	<p><i>(Specific Subject Area)</i></p> <p>Communicable Diseases</p>
	<p>Author: President</p>	<p>Supersedes Policy #</p>
<p>Relates to Procedure # 5.09</p>	<p>Impact:</p>	
<p>Legal Citation (if any): Idaho Code 33-2145</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

[Page 1 of 1]

North Idaho College is committed to providing safe working, learning, and living environments for all members of the college community by preventing and/or minimizing the spread of communicable diseases. Subject to the authority of the board of trustees, the college seeks to adhere to the guidance of public health officials to prevent and/or minimize the transmission of communicable diseases.

The college will not prohibit free and normal access to NIC activities, programs, or services based on a diagnosed disease present in any person related to the campus, notwithstanding any law or rule to the contrary. However, if the college becomes aware of an employee or student having a communicable disease, which by the individual's presence or behavior, puts other community members at risk, or if the college is notified by county, state, or federal health authorities of a community health emergency, the NIC administration may take preventative measures to reduce the risk to the college community, including but not limited to restricting access to college resources and/or requiring adherence to prescribed protocols.

Definitions

"Communicable Disease," as defined by the Centers for Disease Control means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

Tab 5

Policy

Policy # _____

Effective Date: _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Board of Trustees</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>New Board Member Orientation</p>
	<p>Author:</p>	<p>Supersedes Policy #</p>
<p>Relates to Procedure #</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

[Page 1 of 1]

- A. It is the expectation of the board of trustees that each new board member is afforded the opportunity to participate in a structured onboarding process to facilitate a transition into board knowledge, participation and support trustee effectiveness.
- B. North Idaho College offers a comprehensive orientation program and ongoing board development to support trustees and their board roles. The program includes both an orientation to the college provided by the president, and effective board participation and governance provided by the chair, legal counsel, other administrative designees and/or current trustees.
- C. Whenever there is a change in the composition of the board, either through appointment, election, or vacancy, all trustees will reaffirm their commitment to NIC policies, procedures, and board of trustees' ethics.
- D. Within the first year of their service, the newly onboarded trustee will be expected to attend a professionally sponsored board member training.
- E. The president will adopt procedures to administer this policy.

As a North Idaho College Trustee, I affirm that I will:

- Devote time, thought, and study to the duties of a trustee in order to be effective and provide credible service.
- Consider information received from all sources and base personal decisions upon all available facts while maintaining confidentiality of privileged information.
- Work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.
- Recognize that authority over the organization is only vested in the Board when it meets in legal session.
- Maintain the integrity of the Board and the position of the trustee when communicating and interacting with outside individuals and agencies. This includes full disclosure to participants when attending meetings as an ordinary citizen.
- Respect the majority decisions of the Board.
- Work to support the interests of North Idaho College ("NIC") and the Board.
- Demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board when they do not.
- Maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, NIC administration or employees.
- Deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions.
- Represent everyone the College serves, not a particular interest group.
- Declare any conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I have any interest.

Trustee Signature

Date

Tab 6

Policy

Policy #2.01.10

Effective Date: 8/24/20

Rescinded 12/16/20

Revised and Reinstated 5/26/21

<p><i>(Impact Area - Dept Name)</i></p> <p>Board of Trustees</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Board Member General Conduct</p>
	<p>Author: Board of Trustees</p>	<p>Supersedes Policy</p>
<p>Relates to Procedure #</p>	<p>Impact: Board of Trustees</p>	
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

Page 1 of 6

Pursuant to Idaho Code Title 33 Chapter 21; 33-2107 entitled General Powers of the Board of Trustees, the Board of Trustees of each community college district shall have the power to adopt policies and regulations for its own government and the government of the college. In furtherance of this power the Board of Trustees establishes this policy regarding Board Conduct.

Purpose

The purpose of this policy is to prescribe processes, behaviors, and methods of appropriate communications for effective and efficient Board operations. This policy is not intended to infringe upon individual first amendment rights nor interfere with personal relationships. Utilizing proper procedures and channels of communications and exercising respectful behaviors results in a more effective and efficient organization.

General Guidelines for Conduct

The Board expects its members to demonstrate ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behavior when acting as Board members.

Board members are expected to:

1. Devote time, thought, and study to the duties of a trustee in order to be effective and provide credible service.
2. Consider information received from all sources and base personal decisions upon all available facts while maintaining confidentiality of privileged information.
3. Work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.
4. Recognize that authority over the organization is only vested in the Board when it meets in legal session.
5. Maintain the integrity of the Board and the position of the trustee when communicating and interacting with outside individuals and agencies. This includes full disclosure to participants when attending meetings as an ordinary citizen.
6. Respect the majority decisions of the Board.
7. Work to support the interests of North Idaho College ("NIC") and the Board.
8. Demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board when they do not.
9. Maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, NIC administration or employees.
10. Deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions.
11. Represent everyone the College serves, not a particular interest group.
12. Declare any conflict of interest. A trustee will not participate in, vote on, or exert influence on, any decision in which the trustee has any interest.

The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board.

The Board will enforce upon itself and its members effective practices to govern and discharge its duties effectively and efficiently. The Board and individual Board member's self-discipline will apply at all times and to such matters including, but are not limited to attendance, respect for others, proper decorum, confidentiality with sensitive information, speaking with one voice for external communications, and adherence to the policies and rules of the College and the Board. The Board will take appropriate action to enforce the obligations imposed hereunder, including without limitation, limiting or suspending Board privileges, private or public censure. or other such action as the Board deems appropriate.

Each Board member is subject to and shall conform his or her behavior in accordance with Board and general College policies regarding ethical and professional conduct.

Interaction with College Personnel Guidelines

College personnel regard a visit by a Board member, except for consultation with the President, as a special occasion. Ongoing interaction can create confusion as to the roles of the Board and the College Administration. To prevent the appearance of impropriety or unethical conduct and to avoid the use of undue and inappropriate influence over College personnel, Board members shall inform the president about contact and interactions with College personnel. Board members should be afforded confidential communication with the NIC community. Nothing herein shall be construed to prohibit or discourage communications between board members and members of the faculty, staff, administration or community.

The Board recognizes the rights of students, faculty, administrators and other employees of the College to hold private meetings and to carry on the day-to-day operations of the College without the participation of Board members. Accordingly, it is improper for Board members:

1. To attend or participate in private meetings of students, faculty, administrators or other employees of the College where College business is to be considered, unless the Board member has been invited to attend as an observer only, or the Board as a whole is invited to attend and has decided to participate, or the Board member has been officially designated by the Board to attend or participate;
2. To participate in the day-to-day operations of the College without official Board approval;
3. To intercede with students, faculty, administrators or any other employees of the College on behalf of any person or program without informing the Board.
4. To threaten or harass or intimidate any employee or student of the College or anyone doing business with the College; and

5. To borrow money, solicit funds or accept gratuities of any kind from any employee of the College, unless the activity, is conduct involving election, campaigning, or free speech or is otherwise protected by constitution or statute.

Communications Procedures/Board Members Request for Information

In order to assure that internal and external communication between the Board, the public and the college staff are clear and represent the unity and maintain the integrity of the Board acting as a whole, these policies will be followed as individual responsibilities of each Trustee. Trustees should be continually conscious of the potential that their position is viewed as one of power and may unduly influence college employees

1. Individual Trustees requesting information that will require a material amount of staff time to compile, or the preparation of a special report, or that may be disruptive shall make such requests to the Chairperson of the Board. The Board Chairperson may approve the request or, at his or her discretion, have the request placed on the agenda of the next Board meeting for the consideration of the Board of Trustees. Compilations and reports prepared pursuant to this provision will be available to all Trustees. Individual Trustees shall not make such requests directly to an employee of the College.
2. Individual Trustees with questions regarding the operations of the College, such as inquiries concerning employment or admission to the College, complaints for or about students, complaints from or about faculty and staff, complaints or questions about administrative decisions, and complaints or questions from or about facilities, shall convey such to the Office of the President for consideration and possible action;
3. When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees should carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or action of the Board or College;
4. Trustees should make no announcement of nor give any information about action taken by the Board until such action has been communicated by the Board Chairperson or President through regular official channels;
5. Consistent with this and other Board Policies, an individual Trustee shall not purport to act for, bind, or commit the College to any act or course of conduct without prior approval of the Board. The College can be bound only by formal action of the Board.

Communication with Legislators, Public Officials, and Community Leaders

Unless authorized by the Board, Board members, should take reasonable care to clarify that they are acting as individuals and not on behalf of the Board or the College and should strive to maintain consistency with established board decisions, policies and plans.

Relationship with the Press

The Board Chairperson and the President, or their respective designees, shall be the spokespersons to the press on College matters. In most cases, Board members should refer inquiries from reporters to the Chairperson and/or President, or designee. The goal is to speak with one voice on College matters and to remove the potential of conflicting statements. However, the Board recognizes elected officials will speak to the Press when they feel it is appropriate.

Conflict of Interest

As required by state law, if a Board member's outside activity (employment, participation or involvement in another business, corporation, institution or other entity) constitutes a conflict of interest, then the Board member will (a) disclose to the Board such conflict or the potential conflict; (b) absent herself/himself from discussion regarding any issue which involves his or her role as a Board member and his or her outside activity, and (c) refrain from voting on any such issue.

Trustee Usage of Facilities

Trustees are not prohibited from using College facilities for professional or personal reasons provided such facilities are normally available to the public, and the Trustee is subject to the same conditions, goes through the same procedures and pays the same compensation as would a member of the public who is not a College employee or are specifically authorized by Board policy.

Complaints Regarding Individual Board Member

In the event the College receives a complaint about a Trustee from a member of the public or from a College employee, the complaint shall be referred to the Board Chairperson or, if the complaint is against the Chairperson, to the Vice Chairperson. The Trustee that is the subject of the complaint shall be notified and given an opportunity to respond. The Board shall have the discretion to investigate the complaint, including the authority to engage an outside consultant to undertake the investigation. Any report from an outside consultant shall be disseminated to all Board members prior to any action being taken against the Board member. Meetings to hear complaints or to consider the conduct of a Board member shall initially take place in executive session. If

the Board decides to take action (such as censure), such action may be a private admonishment or, if the Board decides the conduct justifies public admonishment, may announce censure (or other appropriate sanction) at an open meeting.

Potential Action for Trustee Violation of Policy

A Trustee violation of this policy will be subject to the following potential action as determined by the Board as a whole:

- Loss of Board appointments to committees.
- Loss of officer status (e.g. designation as Chair, Vice-Chair, Secretary, Treasurer, etc.).
- Private censure in executive session by other Board members.
- Public censure by the Board (by motion or resolution in an open meeting)

Prior to such action, the Trustee will be entitled to a hearing before the Board in executive session to hear the charges and to allow the Trustee to respond. The decision of a majority of the Board is final.

The Board shall cause a record to be made of any such complaint proceedings and deposit such record in a confidential file maintained by the Secretary of the Board.

BOARD OF TRUSTEES MEETING
May 25, 2022

TAB 7

SUBJECT

Spring 2022 Enrollment Report

BACKGROUND

The Idaho State Board of Education requires public colleges and universities to record their spring enrollment numbers as of March 15. At North Idaho College, headcount is down 4.1% and FTE is down 2.3%. An overview will be presented at the board meeting.

COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

This is an informational report, and no action is needed.

Prepared by:

Tami Haft, Dean of Enrollment Services

Steve Kurtz, Director of Planning, Strategy and Effectiveness



Enrollment Overview

Spring 2022

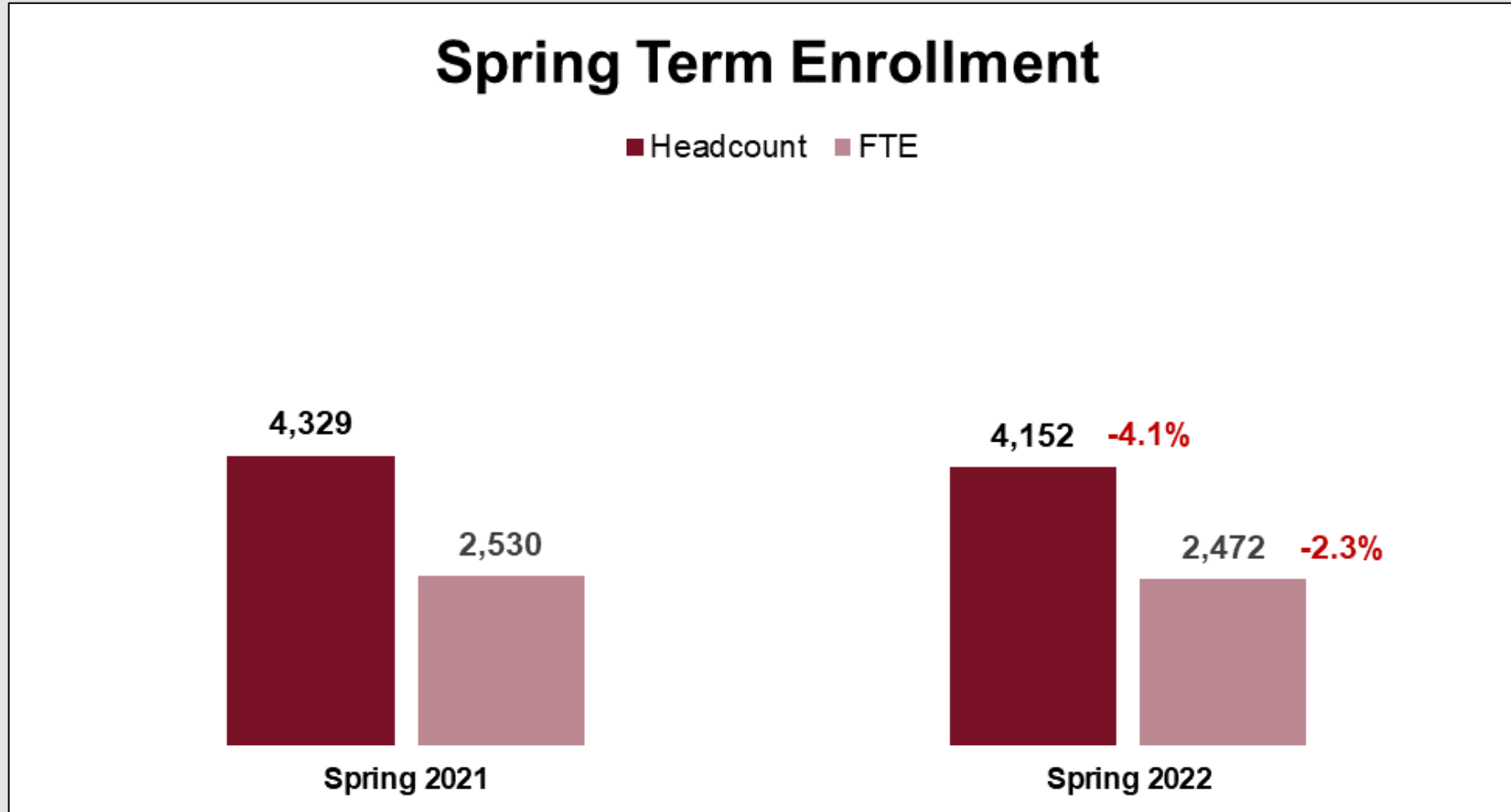
Office of Planning and Effectiveness

May 25, 2022

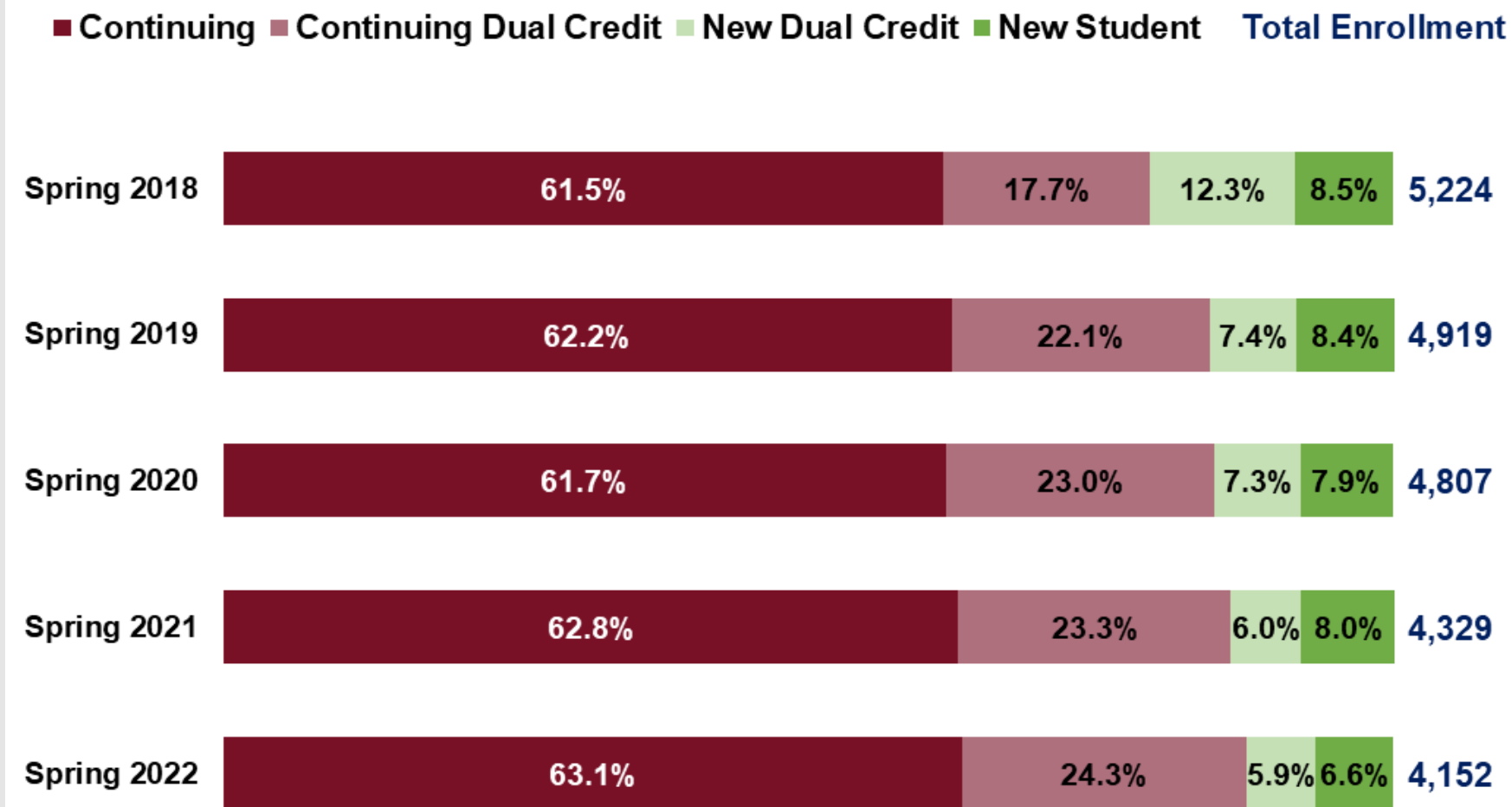
North Idaho College

▶ ***nic.edu***

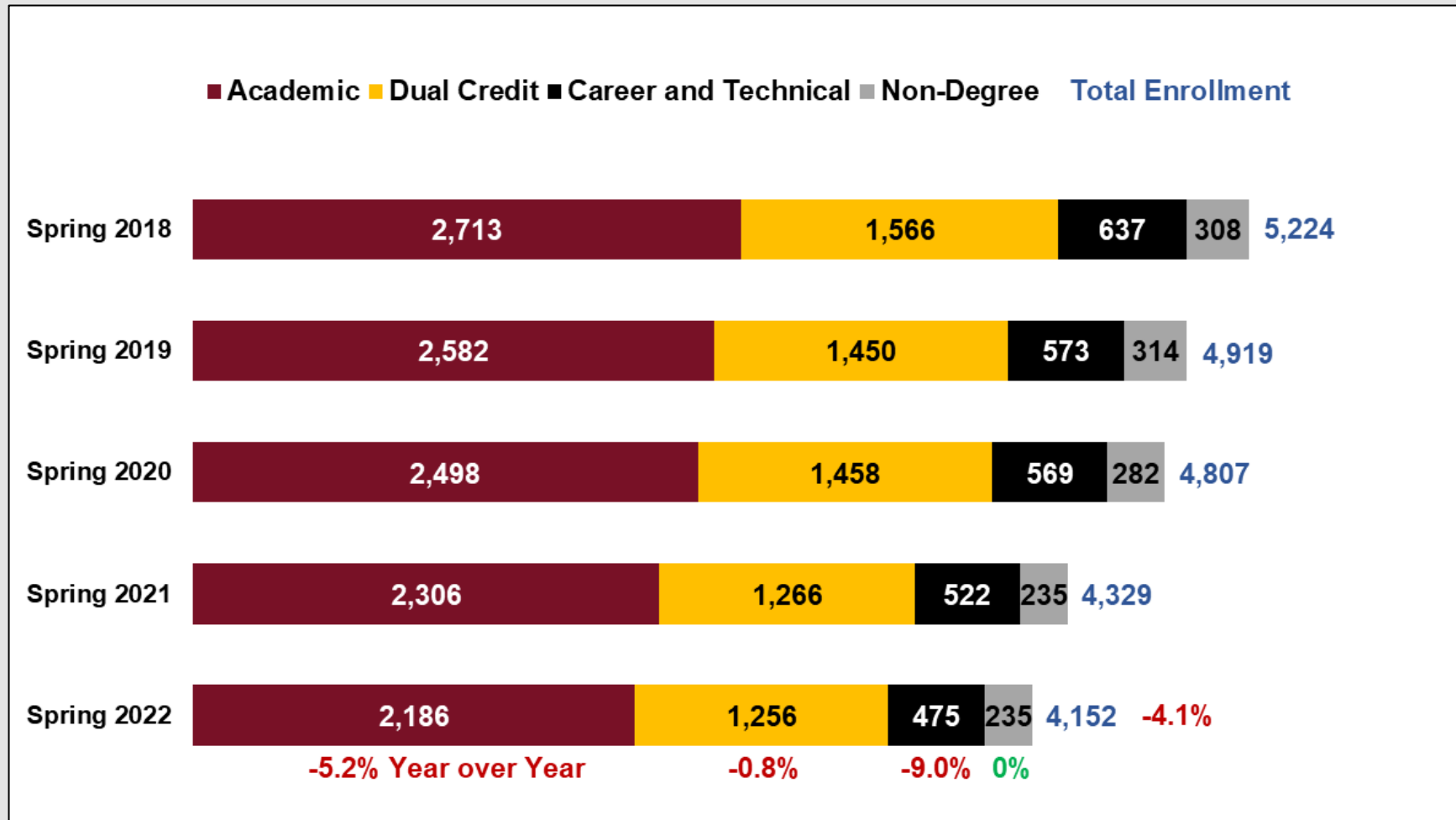
Percentage Change from Last Spring







New vs. Continuing Students



Enrollment by Student Type



Average Credits by Student Type








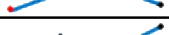


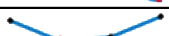
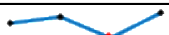








Avg. Credits by Student Type (Full-Time & Part-Time)	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Year over Year % Change	Trend
Academic	9.9	10.0	9.8	9.6	9.9	3.1%	
Dual Credit	5.7	6.4	6.4	6.8	6.9	1.8%	
Career and Technical	12.1	12.7	12.5	12.2	12.5	1.8%	
Non-Degree	4.0	4.0	3.9	4.2	4.2	0.0%	

Course Enrollment* by Division

Division	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Year over Year % Change	Trend
Business/Professional Programs	2,892	2,934	2,944	2,426	2,426	0.0%	
Natural Sciences	2,947	2,864	2,679	2,424	2,311	-4.7%	
Social & Behavioral Sciences	2,115	2,057	1,994	1,922	1,913	-0.5%	
English and Humanities	2,095	2,209	2,066	1,837	1,786	-2.8%	
Communication & Fine Arts	1,836	1,798	1,697	1,427	1,476	3.4%	
Math/Computer Science/Engineering	1,755	1,467	1,284	1,226	1,136	-7.3%	
Physical Education	1,375	1,122	1,085	952	913	-4.1%	
Trades & Industry	704	637	619	596	640	7.4%	
Nursing	409	520	567	621	591	-4.8%	
Health Professions	349	436	430	411	434	5.6%	
Modern Languages	421	384	386	304	291	-4.3%	
Cardinal Learning Commons	167	277	325	189	174	-7.9%	
Aerospace	137	122	165	60	0	-100.0%	

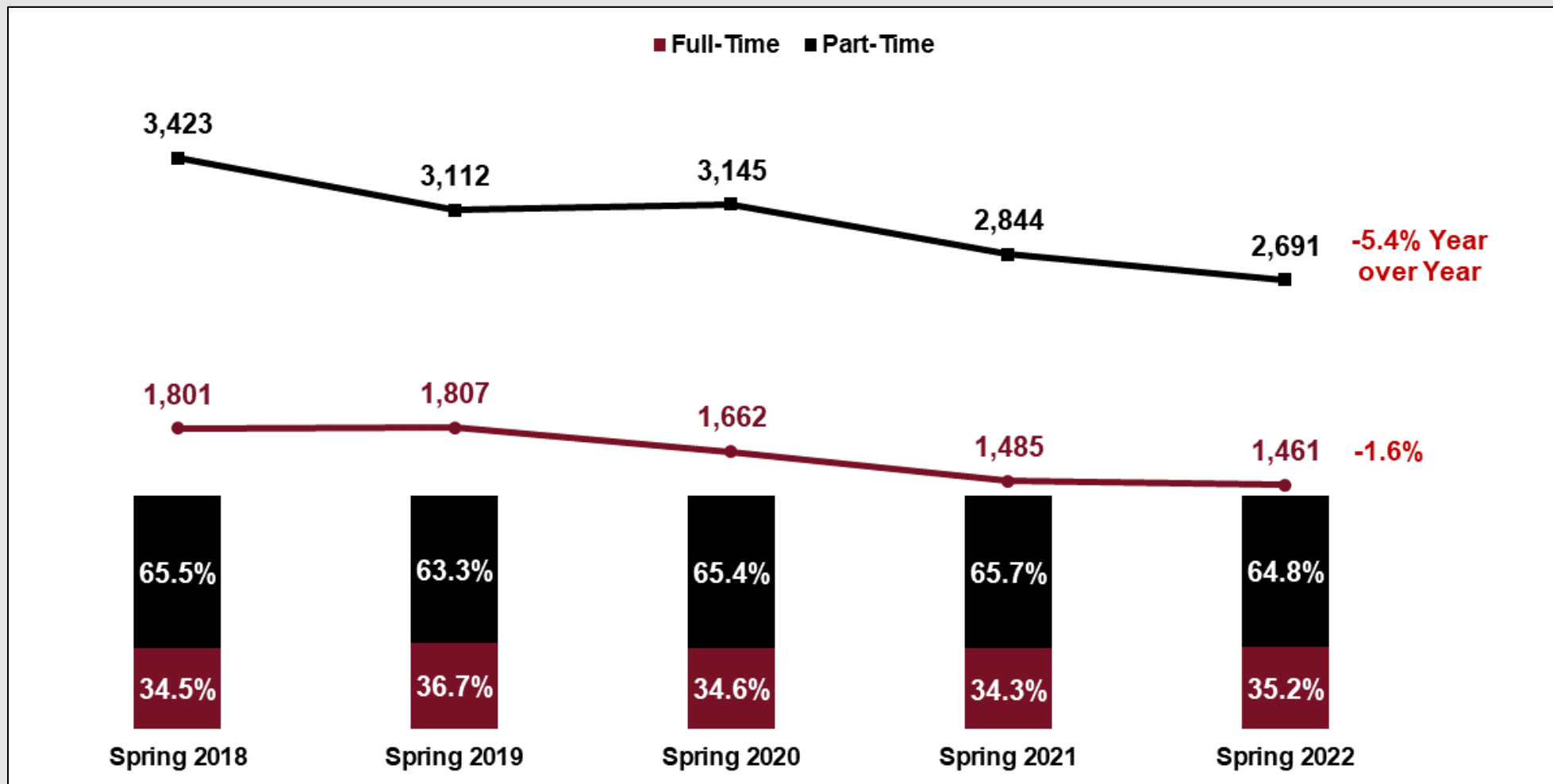
*Duplicated headcount based on course enrollments within divisions

Enrollment by Program* – Top 20

Program Name *	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Year over Year % Change	Trend
General Studies AA	1302	1283	1196	1083	-9.4%	
Business AS	159	194	168	169	0.6%	
Pre-Medical Related Fields AS	78	77	97	95	-2.1%	
Psychology AS	72	80	79	79	0.0%	
Business Management AAS	75	63	71	67	-5.6%	
Computer Science AS	82	76	56	60	7.1%	
Engineering AS	76	72	65	59	-9.2%	
Social Work AA	55	58	59	56	-5.1%	
Child Development AS	34	42	32	50	56.3%	
Criminal Justice AA	52	47	50	49	-2.0%	
Elementary Education AA	76	77	59	47	-20.3%	
Accounting Assistant AAS	44	39	40	45	12.5%	
Art AA	42	43	39	44	12.8%	
Registered Nursing AS	61	48	48	42	-12.5%	
Education AA	52	47	40	39	-2.5%	
Diesel Technology AAS	34	33	29	34	17.2%	
English AA	30	22	28	34	21.4%	
Forestry/Wildlife/Range Management AS	25	24	30	30	0.0%	
Graphic and Web Design AAS			29	28	-3.4%	
Welding Technology AAS	21	25	28	27	-3.6%	

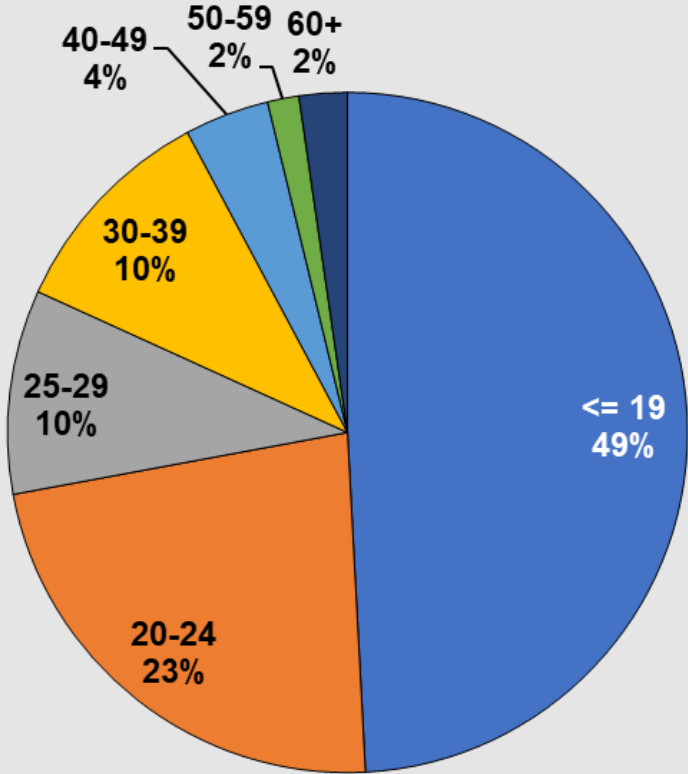
*Program based on student's first active program (Dual & Non-Degree removed)

Full-Time vs. Part-Time Enrollment



Enrollment by Age Band

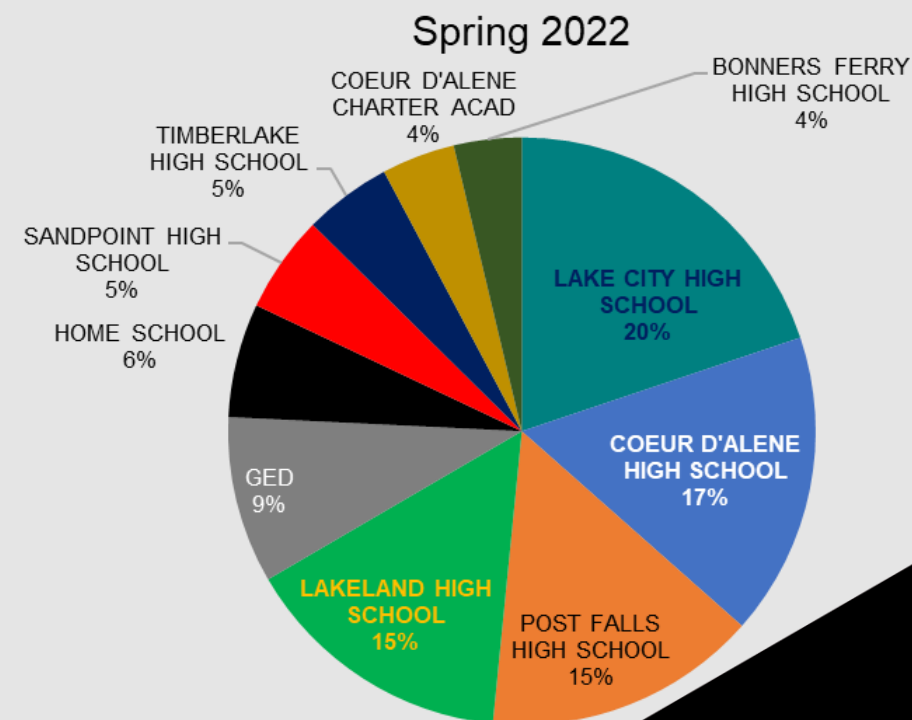
Spring 2022 % Mix by Age Band



Age Band	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Year over Year % Change	Trend
<= 19	2,476	2,352	2,273	1,999	2,041	2.1%	
20-24	1,165	1,085	1,165	1,041	952	-8.5%	
25-29	553	522	493	489	403	-17.6%	
30-39	530	506	487	475	432	-9.1%	
40-49	243	218	183	166	167	0.6%	
50-59	120	99	78	68	62	-8.8%	
60+	137	137	128	91	95	4.4%	
Total	5,224	4,919	4,807	4,329	4,152	-4.1%	

Top 10 Feeder High Schools

High School	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Year over Year % Change	Trend
LAKE CITY HIGH SCHOOL	565	538	529	471	452	-4.0%	
COEUR D'ALENE HIGH SCHOOL	452	422	416	408	380	-6.9%	
POST FALLS HIGH SCHOOL	398	406	425	371	343	-7.5%	
LAKELAND HIGH SCHOOL	339	331	355	298	342	14.8%	
GED	348	311	273	231	209	-9.5%	
HOME SCHOOL	153	165	167	149	143	-4.0%	
SANDPOINT HIGH SCHOOL	179	159	140	101	122	20.8%	
TIMBERLAKE HIGH SCHOOL	155	161	168	129	110	-14.7%	
COEUR D'ALENE CHARTER ACAD	108	83	86	90	92	2.2%	
BONNERS FERRY HIGH SCHOOL	140	128	117	105	85	-19.0%	



Top 10 Feeder High Schools

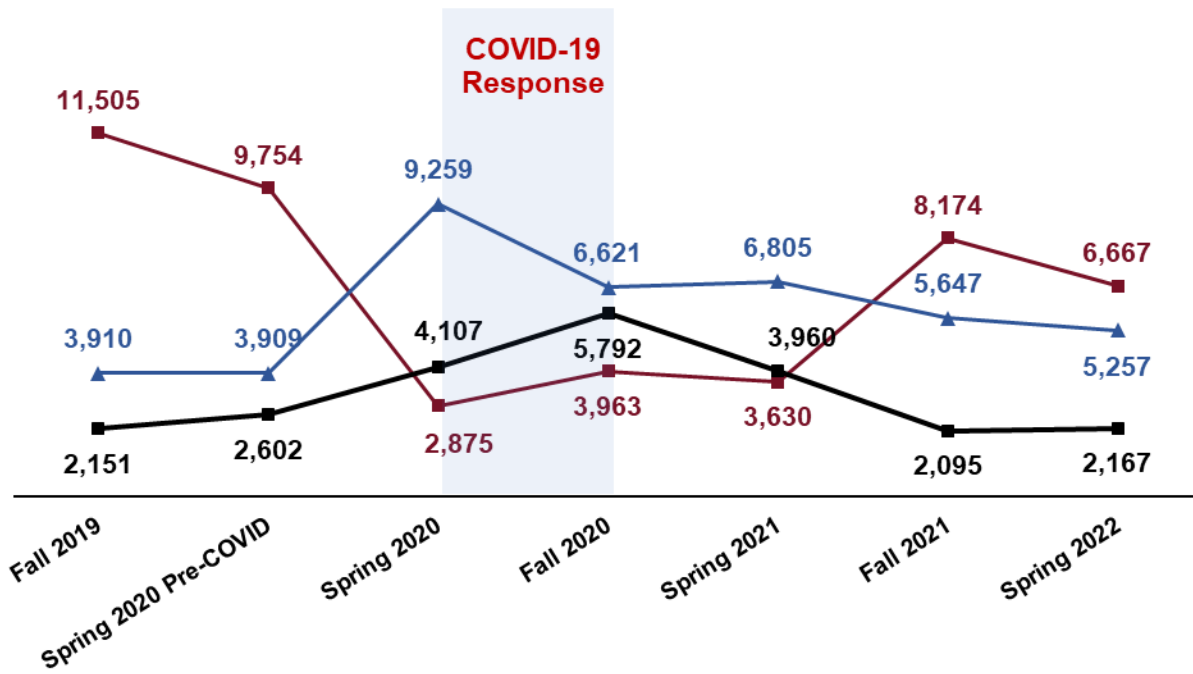
Dual Credit

Top 10 Dual Credit HS	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Year over Year % Change	Trend
LAKE CITY HIGH SCHOOL	293	259	262	225	232	3.1%	
LAKELAND HIGH SCHOOL	174	178	186	173	186	7.5%	
COEUR D'ALENE HIGH SCHOOL	203	194	184	183	176	-3.8%	
POST FALLS HIGH SCHOOL	176	204	210	189	168	-11.1%	
COEUR D'ALENE CHARTER ACAD	72	46	60	66	66	0.0%	
ST MARIES HIGH SCHOOL	54	69	54	56	54	-3.6%	
NORTH IDAHO STEM CHARTER ACADEMY	24	27	34	40	54	35.0%	
BONNERS FERRY HIGH SCHOOL	71	61	62	59	53	-10.2%	
OROFINO HIGH SCHOOL	3	3	28	28	43	53.6%	
HOME SCHOOL	57	58	33	37	35	-5.4%	
SANDPOINT HIGH SCHOOL	50	31	31	9	35	288.9%	

Modality

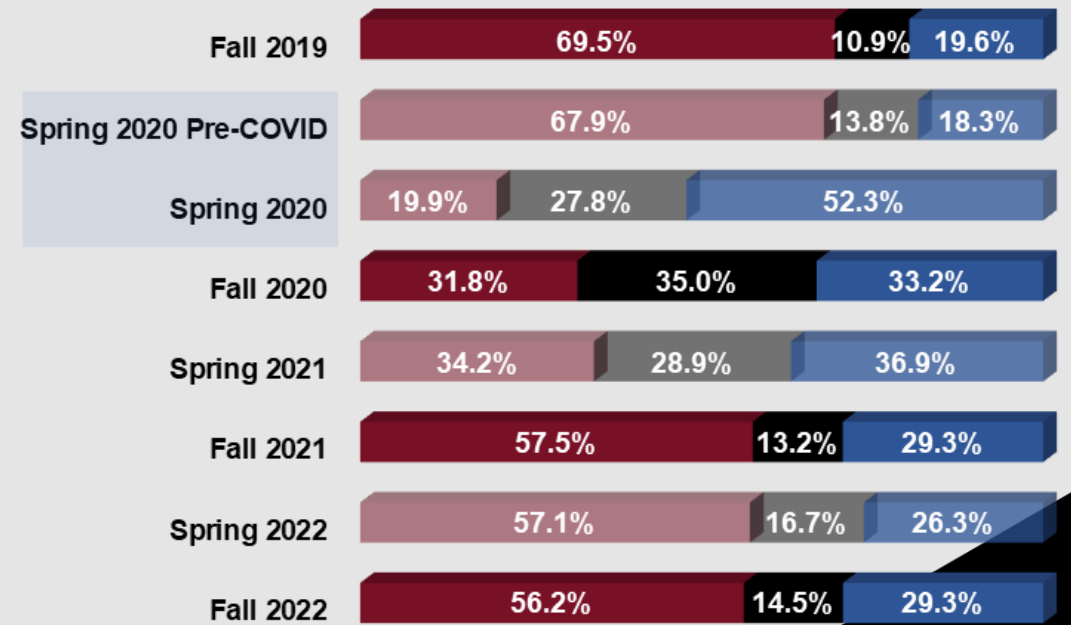
Duplicated Headcount by Modality

■ Face-to-Face ■ Hybrid ▲ Online



Course Section % by Modality

■ Face-to-Face ■ Hybrid ▲ Online



Executive Session

BOARD OF TRUSTEES MEETING
May 25, 2022

SUBJECT

Executive Session

DISCUSSION

From time to time the board will find it necessary to adjourn to executive session. When an executive session is required, a number of specific steps must be taken. These steps are:

1. Cite Idaho Code § 74--206.
2. Cite one or more specific subsections in the code section and provide sufficient detail to identify the purpose and topic of the executive session but not information sufficient to compromise the purpose of the executive session.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

_____ MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE
§ 74—206, CONVENE IN EXECUTIVE SESSION TO:

- _____ Consider personnel matters [Idaho Code § 74--206(1)(a) & (b)]
- _____ Deliberate regarding an acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
- _____ Consider records that are exempt from public disclosure [Idaho Code § 74-206(1)(d)]
- _____ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 74-206(1)(e)]
- _____ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
- _____ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]
- _____ To consider labor contract matters authorized under section 67-2345A [74-206A](1)(a) and (b), Idaho Code.

Purpose/Topic summary: (Provide sufficient detail to identify the purpose and topic of the executive session but not contain information sufficient to compromise the purpose of the executive session.)

SECONDED BY: _____

Roll call: _____ Banducci
_____ Broschet
_____ Goedde
_____ McKenzie
_____ Wold

CONVENE AT: _____ ADJOURN AT: _____