



North Idaho College

Board of Trustees Meeting
September 28, 2022
Edminster Student Union Building

Amended September 26, 2022

Connect via Zoom: <https://nic.zoom.us/j/88218282501> or by phone: (669) 900-6833 Webinar ID: 882 1828 2501

***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 for Executive Session under Idaho Code Idaho Code § 74-206(1)(b)(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: NIC Outdoor Pursuits Program

Kassie Silvas

CONSTITUENT REPORTS

ASNIC

Damian Maxwell

Faculty Assembly

Ben Tschida

Staff Assembly

Keri Simonet

Senate

Neil Doyle

PRESIDENT'S REPORT

Nick Swayne

CONSENT AGENDA

Action for Approval of Meeting Minutes for August 22, 2022

UNFINISHED BUSINESS

Action: Ombudsman Program

Nick Swayne

NEW BUSINESS

Tab 1: First Reading/Action: Revised Faculty Employment Policy 3.02.08

Kassie Silvas / Sherry Simkins

Discuss Upcoming Agenda Topics

Nick Swayne

INFORMATION ITEMS

Enrollment Analysis

Position Searches Update

Nick Swayne / Steve Kurtz

Nick Swayne

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.

BOARD OF TRUSTEES MEETING
September 28, 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: _____



North Idaho College
BOARD OF TRUSTEES MEETING
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MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Wold convened the meeting at 6:00 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
Pete Broschet
John Goedde
Greg McKenzie
David Wold

Also present: Nick Swayne, 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

PUBLIC COMMENT

Teresa Borrenpohl commented on the board conduct policy
Deborah Rose commented on the board conduct policy and emeritus status for Christie Wood
Ron Hartman commented on minutes from the July 14, 2022 board meeting
Lora Whalen commented on the board conduct policy
Michelle Lippert commented on emeritus status for Christie Wood
Randy Neil commented on emeritus status for Christie Wood
Laura Tenneson commented on emeritus status for Christie Wood
Terri Seymour commented on emeritus status for Christie Wood
William Le commented on emeritus status for Christie Wood
Howard Kuhns commented on emeritus status for Christie Wood
Ken Howard commented on emeritus status for Christie Wood
Russ McLain commented on emeritus status for Christie Wood

CELEBRATING SUCCESS

Dual Credit Student Alex Elliott and Dual Credit Coordinator Marcy Hoggatt presented on the NIC Dual Credit Program, and NIC Faculty members Rhena Cooper and Kirsten Blanchette and student Hannah Griffin presented on the topic of the Idea Network for Biomedical Research Excellence (INBRE) Program.

CONSTITUENT REPORTS

ASNIC

ASNIC President Damian Maxwell reported on student activities, including a Day of Service event, the Cardinal Cruise, convocation, and upcoming senator appointments.

Faculty Assembly

Chair Ben Tschida commented that faculty spent their first week preparing for the academic year. He reported that during their first meeting, faculty received an overview of procedures and rules for the Assembly, voted on bylaws, and assigned faculty representatives to an organizational planning group that President Swayne is forming.

Staff Assembly

Chair Keri Simonet reported that staff held its annual picnic in early August, and she shared that Andy Ruppel from the Workforce Training Center was selected to receive the Sterling Silver Award as the June Employee of the Month.

Senate

Chair Neil Doyle reported on policy and procedure proposals Senate reviewed during their May meeting.

PRESIDENT’S REPORT

Dr. Swayne provided his perspective on matters brought forward by board members for inclusion on board agendas or in his report. He also discussed the appraisal and purchase of the Fort Ground Grill property, the ombudsman program at University of Idaho and similar processes in place at NIC guided by policies and procedures. He discussed the college’s risk insurance and the process to secure coverage to replace coverage from the Idaho Counties Risk Management Program when it ends in October. He also discussed appropriate planning and executing for enrollment recruitment and he provided an update on plans to recruit for open positions including the vice president of finance, chief Academic Officer, director of admissions, and registrar.

FOUNDATION BOARD REPORT

Chair Wold commented that the Foundation Board did not meet in August and that he would not provide reports going forward.

CONSENT AGENDA

The minutes of the July 14, 2022 meeting were removed from the consent agenda and amended to specify that Trustees Broschet, Goedde, and Wold voted in favor of the purchase of the Fort Ground Grill and Trustees Banducci and McKenzie voted against the purchase.

UNFINISHED BUSINESS

Board Conduct Policy

Chair Wold requested a motion to take the matter of the Board Conduct Policy and an ombudsman program from the table. Trustee Broschet made the motion to take the matter from the table. The motion was seconded by Trustee Goedde. Following discussion, roll call vote was taken:

- Trustee Broschet aye
- Trustee Banducci aye
- Chair Wold aye
- Trustee Goedde aye
- Trustee McKenzie aye

Chair Wold recommended that the board separate the issues of the Board Conduct Policy and an ombudsman program and he requested a motion to adopt the Board Conduct Policy, as

amended. Trustee Goedde made a motion to move forward with the Board Conduct Policy, as amended. The motion was seconded and following discussion, roll call vote was taken:

Trustee Broschet	aye
Trustee Banducci	nay
Chair Wold	aye
Trustee Goedde	aye
Trustee McKenzie	nay

NEW BUSINESS

Correction of Scrivener's Error in College President's Contract

College Attorney Marc Lyons explained that he made an error in the final draft of the president's contract related to the termination clause 12.1 and he asked the board to approve the correction of the Scrivener's error to clarify and correct the president's employment contract by striking the words "either party" from section 12.1 and replacing them with the words "the President," and that the correction be acknowledged by the president and the board chair. The motion was made by Trustee Broschet and was seconded. Following discussion, roll call vote was taken:

Trustee Broschet	aye
Trustee Banducci	nay
Chair Wold	aye
Trustee Goedde	aye
Trustee McKenzie	nay

Emeritus Status for Christie Wood

Chair Wold requested a motion to award trustee emeritus status to Christie Wood. The motion was made by Trustee Goedde and seconded. Following discussion, roll call vote was taken:

Trustee Broschet	aye
Trustee Banducci	nay
Chair Wold	aye
Trustee Goedde	aye
Trustee McKenzie	nay

Upcoming Agenda Topics

Dr. Swayne commented on topics he anticipates will be on the agenda for the September meeting, including recruiting, retention, and marketing plans, an insurance update, position searches, and information about the organizational structure.

INFORMATION ITEMS

Enrollment Update

Dr. Steve Kurtz, director of Planning, Strategy and Effectiveness shared that the college's headcount is currently at 3,775, a decline of 10.38%, and 37,385 credit hours, a decline of 9.7%. He pointed out that enrollment has improved for students in the Western Undergraduate Exchange over last year. He also shared that an online tool for veterans through the Veterans Administration is incorrectly stating that the NIC is on probation.

Athletic Conference Affiliation

Dean of Students Alex Harris reported that following board direction, members of the administration had approached the Northwest Athletic Conference to inquire about moving some athletic programs out of the NWAC and had received a response informing the college

that they would not allow removal of only a portion of the college's programs. A discussion ensued and no action was taken.

Campus Security Update

Mr. Harris provided an update on the feasibility of arming campus security. He reported that he met with the dean of students, vice provost, and director of security from the College of Eastern Idaho about their plans to arm their security and had determined their situation differs from North Idaho College. He also reported that with compensation and training requirements, the cost to implement arming security would be approximately \$170,000 in the first year and from \$120,000 to \$140,000 for additional years. A discussion ensued and no action was taken.

Accreditation Update

Dr. Steve Kurtz, director of Planning, Strategy and Effectiveness provided an update on the college's efforts and progress in responding to the requirements and recommendations imposed by the Northwest Commission on College's and Universities. He also reviewed the timeline for the mid cycle report and site visit scheduled for spring 2023.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Goedde commented that his Facebook account had been hacked and he commented that the legislature still has to approve any rule that the State Board of Education presents.

Trustee McKenzie commented that emails had been received expressing concern about awarding trustee emeritus status for Christie Wood.

There were no further remarks and the meeting adjourned at 9:30 p.m.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

BOARD OF TRUSTEES MEETING
September 28, 2022

TAB 1

SUBJECT Revised Faculty Employment Policy 3.02.08

DISCUSSION

The suggested changes to the Faculty Employment policy will meet the current and future needs of the institution. The proposed policy narrative moves away from having a master's degree as the basic requirement and allows for equivalent credentials, professional preparation, and experience to be considered when hiring faculty. Considering credentials outside of a master's degree is typical when hiring faculty in Career and Technical Education programs and Workforce Training programs and occasionally happens in academic transfer programs.

Further, the past policy has not had an accompanying procedure for the implementation of faculty employment. The proposed policy is now accompanied with a procedure. Establishing a procedure for the role of faculty in hiring new faculty is aligned to the current NWCCU accreditation standard 2.A.4.

2.A.4 The institution's decision-making structures and processes, which are documented and publicly available, must include provisions for the consideration of the views of faculty, staff, administrators, and students on matters in which each has a direct and reasonable interest.

COMMITTEE ACTION

Policy revisions have been reviewed and approved by President's Cabinet and College Senate.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

This is a first reading and no action is requested at this time.

Prepared by
Sherry Simkins, Dean of Instruction, General Studies

Policy

Policy # 3.02.08

Revised Date: 3/26/14

(Impact Area - Dept Name) Employees	(General Subject Area) Conditions of Employment	(Specific Subject Area) Faculty Employment
	Author: Office of Instruction	Supersedes Policy #
Relates to Procedure # 3.02.08	Impact:	
Legal Citation (if any):		
North Idaho College		

Policy Narrative

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~~A quality education for North Idaho College students requires that faculty be well prepared. To qualify for employment at North Idaho College normally requires a master's degree in the academic subject matter for which the faculty opening exists. In exceptional circumstances a faculty member may be employed on a probationary basis without a master's degree in his/her academic subject matter area, but will be required to make substantive progress toward its completion during each year of the probationary period.~~

~~No faculty member teaching in an academic subject matter area (non-vocational/technical programs) may be granted tenure or tenure renewal without having earned a master's degree from an accredited institution in the subject matter area for which he/she has primary instructional responsibilities. An instructor with demonstrated academic or professional competencies in a subject matter area other than the one in which he/she has a graduate major may teach in that area as a secondary instructional responsibility, but should not assume primary instructional responsibilities unless or until fifteen (quarter) graduate credits or ten (semester) graduate credits have been earned in that subject area. Qualifications for vocational faculty appointment are defined in the current Idaho State Plan for Vocational Education.~~

A quality education at North Idaho College requires employment of well-qualified faculty. The college determines and publishes the minimum qualifications for all

Policy # 3.02.08

faculty positions. Qualifications will include specified educational credentials, such as a graduate degree in a relevant field, sufficient experience, relevant technical or professional preparation, and any other related knowledge, skills, and ability commensurate for fulfilling instructional responsibilities. Any faculty position at NIC will comply with minimum qualifications established in applicable state policy or statute or by applicable programmatic accreditation standards.