



# North Idaho College

Board of Trustees Meeting

October 25, 2023

Edminster Student Union Building

**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 who attend in-person. Commenters will be required to provide their name and the agenda topic and will be strictly limited to two minutes per person with no “giving of time” to others.

Multiple sign-in sheets will be provided in the meeting room with the desire to accommodate all who sign up before the 6:00 p.m. deadline regardless of the open session convening later. The order of public comment is at the discretion of the chair. No prior requests for public comment will be accepted. In the interest of a timely meeting, the board chair reserves the right to end public comment at any time after 30 minutes. Individuals interested in providing public comment outside of the meeting may send an email to the board of trustees at board@nic.edu.

NIC Policy 2.01.03: “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.”

## AGENDA

### 5:00 p.m. Driftwood Bay Room

- Convene/Call to Order/Verification of Quorum ..... Greg McKenzie
- Executive Session\* under Idaho Code § 74-206(1)(f) Litigation  
Action: Discussion/Decision Regarding Litigation with Insurance Panel Counsel.....Greg McKenzie
- Executive Session\* under Idaho Code § 74-206(1)(f) Litigation  
Action: Discussion/Decision Regarding Investigation and Imminent Litigation .....Greg McKenzie

### 6:00 p.m. Lake Coeur d’Alene Room\*\* / Zoom: <https://nic.zoom.us/j/84974510967>

- Convene/Call to Order/Verification of Quorum ..... Greg McKenzie
- Pledge of Allegiance ..... Greg McKenzie
- Public Comment ..... Greg McKenzie
- Celebrating Success: Rathdrum Rumble Car Show ..... Nick Swayne/Pat O’Halloran/Andy Rogge
- **CONSTITUENT REPORTS**
  - ASNIC ..... Michael Habermann
  - Faculty Assembly ..... Kathleen Miller-Green
  - Staff Assembly ..... Matt Piekarski
  - Senate ..... Jason Drosch
- **PRESIDENT’S REPORT** ..... Nick Swayne

➤ **INFORMATION ITEMS**

- Enrollment Update ..... Nick Swayne/Tami Haft
- CTE Update ..... Nick Swayne/Vicki Isakson/Erlene Pickett
- Finance Update (Investment, Capital, Facilities) ..... Nick Swayne/Sarah Garcia
- Strategic Plan Update ..... Nick Swayne/Sarah Garcia
- Board Policy Subcommittee Update ..... Mike Waggoner/Tarie Zimmerman

➤ **CONSENT AGENDA**

- Tab 1: Action: Approve Consent Agenda Items.....Greg McKenzie
  - Board Development/Training Retreat Minutes for September 26, 2023
  - Board Regular Meeting Minutes for September 27, 2023

➤ **UNFINISHED BUSINESS**

- Tab 2: Discussion/Action: Board Response to Constituent Groups .....Greg McKenzie
- Tab 3: Discussion/Action: Approve President’s Goals Metrics .....Nick Swayne

➤ **NEW BUSINESS**

- Tab 4: Action: Approve Head Start Bylaws.....Nick Swayne/Beth Ann Fuller
- Tab 5: Discussion/Action: Approve 2023-2024 Board Goals .....Greg McKenzie
- Tab 6: Discussion/Action: Approve 2024-2025 Board Regular Meeting Calendar.....Nick Swayne
- Action: Discussion/Decision Investigation Report .....Greg McKenzie
- Action: Discussion/Decision Regarding Scheduling President’s Evaluations Pursuant to Policy 2.02.02  
.....Greg McKenzie

➤ **REMARKS FOR THE GOOD OF THE ORDER\*\*\***

➤ **ADJOURN**

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\* 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.

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

\*\*\* Remarks are subject to [NIC Policy 2.01.03](https://www.nic.edu/policy/all/20103/). (<https://www.nic.edu/policy/all/20103/>)

Trustees and Colleagues,

Attached are our first quarter general fund financial statements. The first 2 pages are the September 2024 year to date as compared to budget. The second two pages is a comparison of September 2023 to September 2024.

Thank you to the finance team for all their work getting September closed so that we could get these statements out.

A few notes as you review these Statements:

### **FY24 September Year-To-Date**

In Fiscal Year 2024 our general fund revenue is trending on budget. Tuition and Fees in total are slightly over budget by 2% or approximately \$44K and total revenue is 7% over plan. A large cross functional team put significant effort, time and energy into achieving the enrollment goal and deserve to be recognized for their efforts. Other non-operating revenue figures are driven by higher than anticipated interest income due to increase in interest rates and a refund from urban renewal.

Total expenses are trending lower than plan by 16%. Much of this is due to timing differences between the budget and the actual expenses and we anticipate the figures to align better by the end of December. Tuition remission/grant-in-aid is a large part of the timing difference. While we are significantly over budget year to date in this category, we are within budget for the Fall Semester and don't anticipate significant additional expenses.

### **1<sup>st</sup> Quarter Comparison**

Tuition Revenue year over year is in alignment with plan and reflects the anticipated decrease in enrollment. Other revenues increased significantly year over year due to increased interest rates and refunds from closed urban renewal districts.

Payroll and benefit expenses are lower than prior years in most categories. For Administrative and Professional payroll, fiscal year 2024 reflects the filling of vacant administrative and professional roles as well as the contract for Dr. South.

General expenses, while comparable to the prior year in total, vary significantly in a few categories. In FY23, supply expenditures were high due to HEERF spending which expired on 6/30/23. Conversely, travel, professional services, external relations and insurance have increased as compared to the prior year.

**North Idaho College**  
**Actual Monthly Income Statement**  
**Fiscal Year 2024**

	Annual	September			YTD Act %	YTD BUDGET	YTD Variance	% Variance
	Budget	Projected	Actual	YTD	Total Budget	To Budget		
<b>Operating Revenue</b>								
Academic Tuition and Fees	6,099,056	790,622	843,870	1,094,517	18%	1,016,514	78,003	8%
Professional Technical Tuition and Fees	1,702,597	220,707	184,590	269,323	16%	283,766	( 14,443 )	-5%
Dual Credit Tuition	1,258,418	163,128	181,854	221,497	18%	209,736	11,760	6%
Summer Session Tuition	570,000	-	-	256,789	45%	288,077	( 31,288 )	-11%
<b>Total Operating Revenue</b>	<b>9,630,071</b>	<b>1,174,457</b>	<b>1,210,315</b>	<b>1,842,126</b>	<b>19%</b>	<b>1,798,093</b>	<b>44,033</b>	<b>2%</b>
<b>State &amp; Local Revenue</b>								
State General Fund Allocation	14,982,400	1,248,533	1,248,534	3,745,600	25%	3,745,600	-	0%
State CTE Allocation	6,559,667	546,639	546,639	1,639,917	25%	1,639,917	-	0%
Liquor Tax	200,000	-	50,000	50,000	25%	50,000	-	0%
Kootenai County Levy	17,820,607	1,485,051	1,485,050	4,455,152	25%	4,455,152	-	0%
Misc Tax Receipts	850,000	2,764	2,061	564,643	66%	282,036	282,607	100%
Out of District Tuition	514,520	66,697	67,594	89,356	17%	85,753	3,603	4%
<b>Total State and Local Revenue</b>	<b>40,927,194</b>	<b>3,349,684</b>	<b>3,399,878</b>	<b>10,544,667</b>	<b>26%</b>	<b>10,258,458</b>	<b>286,210</b>	<b>3%</b>
<b>Other Non Operating Revenues</b>								
Dedicated Fee Revenue (Athletics)	133,215	11,101	64,951	71,724	54%	33,304	38,420	115%
Service Unit Revenues	320,868	26,739	26,185	33,000	10%	80,217	( 47,217 )	-59%
Other Non Operating Revenues	1,105,770	28,161	342,170	531,178	48%	48,404	482,774	997%
<b>Total Other Non Operating Revenues</b>	<b>1,559,853</b>	<b>66,001</b>	<b>433,305</b>	<b>635,902</b>	<b>41%</b>	<b>161,925</b>	<b>473,977</b>	<b>293%</b>
<b>Total Revenues</b>	<b>52,117,118</b>	<b>4,590,142</b>	<b>5,043,498</b>	<b>13,022,695</b>	<b>25%</b>	<b>12,218,476</b>	<b>804,219</b>	<b>7%</b>

PF Urban Renewal Refund and Interest Income

**North Idaho College  
Actual Monthly Income Statement  
Fiscal Year 2024**

	Annual	September			YTD Act %	YTD BUDGET	YTD Variance	% Variance
	Budget	Projected	Actual	YTD	Total Budget	To Budget		
<b>Expenses</b>								
Payroll								
Administrative	634,770	52,898	70,971	212,912	34%	158,693	54,220	34%
Professional	8,517,233	712,228	674,192	1,988,387	23%	2,112,391	( 124,005 )	-6%
Faculty Tenured/Tenure Track	9,019,772	976,254	752,402	1,152,986	13%	1,147,788	5,198	0%
Faculty Special Appointment	570,306	63,367	91,896	137,845	24%	63,367	74,477	118%
Faculty Part Time	1,844,700	204,967	180,513	274,516	15%	204,967	69,550	34%
Faculty Part Time Benefitted	1,214,400	134,933	72,626	224,922	19%	134,933	89,989	67%
Classified	5,507,049	472,315	347,324	994,090	18%	1,309,169	( 315,079 )	-24%
Classified/Student (no bens)	998,134	86,567	85,303	189,521	19%	232,589	( 43,068 )	-19%
<b>Total Payroll</b>	<b>28,306,364</b>	<b>2,703,529</b>	<b>2,275,227</b>	<b>5,175,179</b>	<b>18%</b>	<b>5,363,897</b>	<b>( 188,718 )</b>	<b>-4%</b>
Benefits								
Taxes	2,146,850	206,820	146,694	419,264	20%	410,338	8,926	2%
Retirement (Persi/ORP)	3,052,965	286,682	208,514	613,050	20%	603,238	9,812	2%
Medical/Dental	4,905,082	408,757	326,502	453,252	9%	1,226,271	( 773,018 )	-63%
Workers Comp/Unemployment	313,064	27,035	13,498	38,942	12%	53,639	( 14,697 )	-27%
Other	45,000	-	-	-	0%	-	-	-
<b>Total Benefits</b>	<b>10,462,961</b>	<b>929,294</b>	<b>695,208</b>	<b>1,524,508</b>	<b>15%</b>	<b>2,293,486</b>	<b>( 768,978 )</b>	<b>-34%</b>
General Expenses								
Travel (Incl Staff Development)	878,616	109,747	77,341	163,444	19%	248,476	( 85,032 )	-34%
Supplies	786,904	90,778	113,472	259,975	33%	236,404	23,571	10%
Repair and Maintenance Expense	1,390,594	164,138	11,514	830,224	60%	936,572	( 106,348 )	-11%
Professional Services/Contracts	1,488,731	111,584	209,935	502,321	34%	319,138	183,183	57%
Communications	502,897	44,012	52,740	118,052	23%	122,317	( 4,265 )	-3%
External Relations (Incl Advertising)	387,989	25,291	54,751	97,252	25%	68,240	29,013	43%
Tuition Remission/Grant In Aid	864,274	64,435	122,404	433,643	50%	87,039	346,604	398%
Utilities	1,010,140	102,794	39,714	201,087	20%	264,351	( 63,264 )	-24%
Rent	230,284	57,571	18,239	48,870	21%	57,571	( 8,701 )	-15%
Deferred Maintenance	231,900	57,975	2,297	20,938	9%	57,975	( 37,037 )	-64%
Insurance	1,150,000	1,015,000	( 3,271 )	409,750	36%	1,085,000	( 675,250 )	-62%
Capital Investment Reserve Contribution	2,588,111	647,028	647,028	647,028	25%	647,028	0	0%
Other Variable Expenses	2,649,807	220,278	( 302,284 )	243,700	9%	867,812	( 624,112 )	-72%
<b>Total General Expenses</b>	<b>14,160,247</b>	<b>2,710,631</b>	<b>1,043,881</b>	<b>3,976,283</b>	<b>28%</b>	<b>4,997,923</b>	<b>( 1,021,640 )</b>	<b>-20%</b>
Equipment	1,153,190	278,678	36,503	230,367	20%	289,367	( 58,999 )	-20%
<b>Total Expenses Prior to Capital Investment</b>	<b>54,082,761</b>	<b>6,622,132</b>	<b>4,050,819</b>	<b>10,906,338</b>	<b>20%</b>	<b>12,944,673</b>	<b>( 2,038,335 )</b>	<b>-16%</b>
<b>Net Income From Operations</b>	<b>( 1,965,644 )</b>	<b>( 2,031,990 )</b>	<b>992,679</b>	<b>2,116,358</b>	<b>-108%</b>	<b>( 726,197 )</b>	<b>2,842,554</b>	<b>-391%</b>
Capital Investment Reserve Expenditures	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>54,082,761</b>	<b>6,622,132</b>	<b>4,050,819</b>	<b>10,906,338</b>	<b>20%</b>	<b>12,944,673</b>	<b>( 2,038,335 )</b>	<b>-16%</b>
<b>Net Income</b>	<b>( 1,965,644 )</b>	<b>( 2,031,990 )</b>	<b>992,679</b>	<b>2,116,358</b>		<b>( 726,197 )</b>	<b>2,842,554</b>	<b>-391%</b>
<b>Budgeted Fund Balance Support</b>	<b>1,965,644</b>	<b>72,970</b>				<b>218,911</b>	<b>( 218,911 )</b>	

PT Faculty to help cover open positions  
PT Faculty to help cover open positions  
Vacancies and Turnover

Legal Fees

Actual is 50% of Annual Budget.

Actual includes first 3 months of coverage

**North Idaho College**  
**First Quarter Comparison**  
**Fiscal Year 2023 to Fiscal Year 2024**

	September		Year over Year	
	FY2023	FY2024	Variance	% Variance
<b>Operating Revenue</b>				
Academic Tuition and Fees	1,492,753	1,094,517	( 398,236 )	-27%
Professional Technical Tuition and Fees	376,257	269,323	( 106,934 )	-28%
Dual Credit Tuition	242,241	221,497	( 20,744 )	-9%
Summer Session Tuition	274,010	256,789	( 17,221 )	-6%
<b>Total Operating Revenue</b>	<b>2,385,260</b>	<b>1,842,126</b>	<b>( 543,134 )</b>	<b>-23%</b>
<b>State &amp; Local Revenue</b>				
State General Fund Allocation	3,641,531	3,745,600	104,069	3%
State CTE Allocation	1,568,000	1,639,917	71,917	5%
Liquor Tax	50,000	50,000	-	0%
Kootenai County Levy	4,414,786	4,455,152	40,365	1%
Misc Tax Receipts	485,541	564,643	79,101	16%
Out of District Tuition	103,174	89,356	( 13,817 )	-13%
<b>Total State and Local Revenue</b>	<b>10,263,032</b>	<b>10,544,667</b>	<b>281,635</b>	<b>3%</b>
<b>Other Non Operating Revenues</b>				
Dedicated Fee Revenue (Athletics)	81,744	71,724	( 10,020 )	-12%
Service Unit Revenues	20,738	33,000	12,261	59%
Other Non Operating Revenues	291,106	531,178	240,072	82%
<b>Total Other Non Operating Revenues</b>	<b>393,589</b>	<b>635,902</b>	<b>242,313</b>	<b>62%</b>
<b>Total Revenues</b>	<b>13,041,881</b>	<b>13,022,695</b>	<b>( 19,186 )</b>	<b>0%</b>

PF Urban Renewal Refund and Interest Income

**North Idaho College**  
**First Quarter Comparison**  
**Fiscal Year 2023 to Fiscal Year 2024**

September		Year over Year	
FY2023	FY2024	Variance	% Variance

Exepenses

Payroll

Administrative	166,610	212,912	46,303	28%	Turnover in Administrative positions
Professional	1,899,695	1,988,387	88,691	5%	
Faculty Tenured/Tenure Track	1,209,778	1,152,986	( 56,792 )	-5%	
Faculty Special Appointment	167,736	137,845	( 29,891 )	-18%	
Faculty Part Time	294,395	274,516	( 19,879 )	-7%	
Faculty Part Time Benefitted	273,354	224,922	( 48,432 )	-18%	
Classified	1,003,603	994,090	( 9,512 )	-1%	
Classified/Student (no bens)	285,639	189,521	( 96,119 )	-34%	
<b>Total Payroll</b>	<b>5,300,811</b>	<b>5,175,179</b>	<b>( 125,632 )</b>	<b>-2%</b>	

Benefits

Taxes	430,972	419,264	( 11,709 )	-3%	
Retirement (Persi/ORP)	666,296	613,050	( 53,246 )	-8%	
Medical/Dental	463,061	453,252	( 9,809 )	-2%	
Workers Comp/Unemployment	47,700	38,942	( 8,758 )	-18%	
Other	-	-	-	-	
<b>Total Benefits</b>	<b>1,608,029</b>	<b>1,524,508</b>	<b>( 83,521 )</b>	<b>-5%</b>	

General Expenses

Travel (Incl Staff Development)	129,246	163,444	34,198	26%	
Supplies	476,944	259,975	( 216,969 )	-45%	FY23 Spending included HEERF funds
Repair and Maintenance Expense	732,925	830,224	97,299	13%	
Professional Services/Contracts	335,331	502,321	166,990	50%	Legal Fees
Communications	89,711	118,052	28,341	32%	
External Relations (Incl Advertising)	68,546	97,252	28,706	42%	
Tuition Remission/Grant In Aid	440,404	433,643	( 6,761 )	-2%	
Utilities	192,334	201,087	8,753	5%	
Rent	65,699	48,870	( 16,828 )	-26%	
Deferred Maintenance	65,364	20,938	( 44,427 )	-68%	
Insurance	181,969	409,750	227,781	125%	FY24 reflects change in carriers
Capital Investment Reserve Contribution	647,028	647,028	-	0%	
Other Variable Expenses	304,042	243,700	( 60,342 )	-20%	
<b>Total General Expenses</b>	<b>3,729,542</b>	<b>3,976,283</b>	<b>246,741</b>	<b>7%</b>	

Equipment

Equipment	177,998	230,367	52,369	29%	
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**Total Expenses Prior to Capital Investment**

**10,816,379    10,906,338    89,958    1%**

**Net Income From Operations**

**2,225,502    2,116,358    ( 109,144 )    -5%**

Capital Investment Reserve Expenditures

1,096,393    -    ( 1,096,393 )    -100%    Meyer Health Science Project

Total Expenses

11,912,772    10,906,338    ( 1,006,435 )    -8%

**Net Income**

**1,129,109    2,116,358    987,249    87%**

**BOARD OF TRUSTEES MEETING**  
**October 25, 2023**

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**TAB 1**

**SUBJECT:** Consent Agenda Items

**BACKGROUND:**

Included as Tab 1 Attachment A are the Board Development/Training Retreat Minutes for September 26, 2023

Included as Tab 1 Attachment B are the Board Regular Meeting Minutes for September 27, 2023

**SUGGESTED MOTION FOR BOARD ACTION**

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

Prepared by: Suzy Scura  
Board Clerk



# Tab 1 Attachment A



## North Idaho College

### **BOARD OF TRUSTEES SPECIAL MEETING: OPEN DEVELOPMENT & TRAINING RETREAT Edminster Student Union Building, Driftwood Bay Room September 26, 2023**


#### **ATTENDANCE:**

Nick Swayne, President  
Chair Greg McKenzie  
Trustee Brad Corkill  
Trustee Mike Waggoner  
Trustee Tarie Zimmerman  
Colton Boyles, College Attorney  
Ken Burke, ACCT Consultant  
Debbie DiThomas, ACCT Consultant

- Chair McKenzie began the open meeting at 3:10 p.m. He welcomed the audience and led the attendees in the Pledge of Allegiance.
- Trustee Waggoner provided an update regarding the policy subcommittee's progress on proposed policy revisions. He stated that the subcommittee would have one more meeting before the NWCCU's visit on October 30-31 and November 1, 2023.
- Ken Burke spoke to the significance of completing the 2023-24 Draft NIC Board Goals. Debbie DiThomas reminded the Board that they are welcome to submit proposed revisions. President Swayne suggested a more defined timeline be added to the goals. He said that his objective is to achieve Board approval of the 2023-24 Draft NIC Board Goals at the next regular BoT meeting on October 25, 2023.
- Chair McKenzie expressed his concern that the Senate had not yet read the policy he submitted over the summer. President Swayne explained that the Senate meets on the third Thursday of each month and that only one meeting has been held since resuming session in September.
- The open portion of the meeting was concluded at 4:45 p.m. After a brief recess, Chair McKenzie began the closed portion of the meeting at 4:53 p.m. The meeting was concluded at 5:49 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

## **Tab 1 Attachment B**

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**September 27, 2023**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Greg McKenzie called the meeting to order at 5:12 p.m. and verified that a quorum was present. He next called for a motion to adopt an amended agenda. Trustee Waggoner made a motion for the board to adopt the amended agenda. Trustee Banducci seconded the motion which was carried unanimously.

Trustee Banducci made a motion to go into executive session under Idaho Code § 74--206(1)(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. Trustee Waggoner seconded the motion and roll call vote was taken as follows:

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

Trustee Banducci made a motion to go into executive session under Idaho Code § 74--206(1)(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. Trustee Waggoner seconded the motion and roll call vote was taken as follows:

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

Trustee Banducci made a motion to go into executive session under Idaho Code § 74--206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. (**Legal communications with insurance company regarding ongoing lawsuits**). Trustee Waggoner seconded the motion and roll call vote was taken as follows:

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

Trustee Banducci made a motion to go into executive session under Idaho Code § 74--206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. (**Ongoing investigation**). Trustee Waggoner seconded the motion and roll call vote was taken as follows:

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

At 5:33 p.m. the meeting was recessed.

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Greg McKenzie reconvened the meeting 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  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

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

Amended Agenda

Chair McKenzie explained how the agenda was amended at the earlier meeting and that the amended agenda would be publicly noticed forthwith.

**PUBLIC COMMENT**

Name	Topic
Michelle Lippert	Trustee Censure
Teresa Borrenpohl	Budget
Michael McGowan	Accreditation
Robert Shepler	Accreditation
Pat Clevenger	Presidential Goals/Accreditation

Celebrating Success

Athletics and Recreation Director Shawn Noel introduced the 2023-24 NIC Women’s Soccer coach Kellsie Parson and a number of team members who each greeted the Board with a brief introduction. The men’s soccer team arrived late due to their game being affected by a rain delay. New head coach, Brad Williams introduced himself and several team members who individually greeted the Board and invited them to attend a game.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Michael Habermann advised that two out of three open senator positions have been filled and interviews are being held for the remaining position. He reported that a subcommittee will be launched with the intent to update numerous constitutional bylaws. The board was also updated on the ASNIC President’s Wall, a student government presentation given to new students, and the hammock project.

### Faculty Assembly

Chair Kathleen Miller-Green outlined the items of business accomplished at the most recent meeting: election of two senators, faculty handbook update, three Provost Cabinet revisions of faculty policies were brought for consideration, and the topic “Faculty Celebrations” was added to standing agenda. She announced an upcoming event sponsored by the Cardinal Reads Committee. A description of the faculty evaluation policy and procedure was provided upon Chair McKenzie’s request. Chair McKenzie suggested that sabbatical application packages be made available online to the community for informational purposes. The Faculty Assembly’s written statement is included as an addendum to these minutes.

### Staff Assembly

Chair Matt Piekarski presented the Staff Assembly’s requested list of actions for the Board in regards to the votes of no confidence. He shared several concerns regarding actions and topics discussed at the most recent BoT regular, special and subcommittee meetings. The Staff Assembly’s written statement is included as an addendum to these minutes.

### Senate

Jason Droesch reported on activity at the Senate’s recent meetings: onboarding of newly elected senators, outlining the roles and responsibilities of senators and senate officers, and discussion on a response addressing three resolutions regarding altered Board policies and lack of senate input. He said that a subgroup has been formed in order to prepare a written response for presentation at the regular October senate meeting and subsequently to the board at the next regular BoT meeting.

## **PRESIDENT’S REPORT**

Dr. Swayne stated that recruiting efforts actively began after receipt of the July 7, 2023 letter from the NWCCU. He gave an update of the upcoming NWCCU peer review on October 30-31 and November 1, 2023. He said the writing team that was formed to prepare responses to the NWCCU’s nine prompts submitted the final report on September 15, 2023. The president reported on current enrollments and the declining risk to NIC’s budget, current recruiting plans, process improvement, increased dual-credit, grants and external funding opportunities, collaboration with the Coeur d’Alene tribe, and NIC’s receipt of a significant grant to upgrade equipment for the college’s CTE programs. He continued with updates on vaccination requirements for medical program students, campus security audit, the Idaho Launch Program, NIC’s Idaho Launch website and public forums, review of non-profit memberships, and the establishment and refinement of board goals.

## **INFORMATION ITEMS**

### Transfer Programs

Dr. Sherry Simkins provided an overview of the Transfer and General Education program. Her presentation is included as an addendum to these minutes.

### Student Success Update

Tami Haft presented a summary of student success, specifically focusing on persistence, retention and completion. Her presentation is included as an addendum to these minutes.

### Work With Coeur d’Alene Tribe

Alex Harris spoke about NIC’s continuous relationship with the Coeur d’Alene tribe. American Indian Student Advisor, Amy Bardwell, outlined the college’s American Indian studies program. Her presentation is included as an addendum to these minutes.

Disability Support Services and Health Counseling

Alex Harris introduced Amy Taylor, Director of Disability Support Services, Health and Counseling who presented on her department's offerings. Her presentation is included as an addendum to these minutes.

**BREAK 8:03 p.m. – 8:19 p.m.**

**CONSENT AGENDA**

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

September 6, 2023 Special Meeting Minutes

Chair McKenzie requested that the September 6, 2023 agenda be amended to include his policy edit suggestions which are also included with the September 6 meeting minutes.

**UNFINISHED BUSINESS**

Tab 2: Board Policy Subcommittee Report

Trustee Waggoner provided a review of the policy subcommittee's progress to date. He explained how the updated and new board governance policies address the NWCCU's accreditation concerns. Trustee Waggoner spoke of future plans to update board and college policies and procedures, draft new policies as needed and the goal of approving four amended policies at tonight's meeting. Trustee Zimmerman addressed the revision history of board policy 2.01.10 Board Member General Conduct.

Chair McKenzie requested a motion to approve second read policies 2.01.11, 2.01.12 and 2.02.02. Trustee Zimmerman made the motion which was seconded by Trustee Corkill. Following discussion, the motion was carried with four votes in favor.

Trustee Waggoner briefly explained the most recent changes made to board governance policy 2.01.10. Chair McKenzie requested a motion to approve first read policy 2.01.10. Trustee Zimmerman made the motion which was seconded by Trustee Waggoner. Following discussion, the motion was carried with four votes in favor. President Swayne requested that each Trustee submit a signed affirmation to the court clerk at the end of the meeting.

Tab 3: NWCCU Accreditation Update

Steve Kurtz outlined the expected schedule of the NWCCU team's upcoming visit on October 30-31 and November 1, 2023. He spoke about the team of evaluators, logistics, schedule and activity. Dr. Kurtz informed the trustees that they should expect to meet with the team and that the team will also be meeting with faculty, staff and students. He reminded the Board that the NWCCU will seek to define evidence that the Board has met the criteria of nine previously defined prompts. Dr. Kurtz then explained the post-visit timeline in relation to the NWCCU's final report, possible outcomes and NIC's response to the report.

Tab 4: Institutional Memberships and Aligned Partnerships

President Swayne provided a review of institutional level memberships the college is currently participating in. He said that a board policy will be developed to address the annual review and approval of NIC memberships.

Chair McKenzie requested that a Board member make the motion to direct the policy subcommittee to develop a policy for consideration by the board with the intent to have college memberships and partnerships presented to the board on an annual basis for review and

approval of the Board. The policy should include the purpose of each membership and partnership, the amount of dues, the duration of the membership and partnership, and the associated budget account. It should also categorize the memberships by national, state or local entities. Trustee Banducci made the motion which was seconded by Trustee Waggoner. Following discussion, the motion was carried with four votes in favor.

Following his statement regarding NIC's memberships and partnership agreements, Chair McKenzie requested that a board member make a motion that the NIC administration work with legal counsel and provide general counsel with all MOUs, partnership agreements and bylaws for legal review. Trustee Banducci made the motion which was seconded by Trustee Waggoner. Following discussion, the motion was carried with three votes in favor.

Chair McKenzie made a public request that the NIC administration look into possible problems with Gizmo's funding and work with legal counsel to explore ways to assist in NIC's partnership with Gizmo and their pursuit of grants.

*Tab 5: President's Goals Update*

President Swayne stated that he covered this update in his earlier report. He also commented on potential plans for a campus property currently not in use. In response to Chair McKenzie's question regarding the RFP for a master plan consultant, Dr. Swayne said that the RFP results have been received and are currently under review. He spoke about the potential cost of the strategic plan and what it will cover. After discussion, the President agreed to share the top four finalists with the trustees who are welcome to provide their input within one week.

*Tab 6: Resolution Acknowledging Nursing Reciprocation Agreement*

Following a discussion regarding nursing reciprocation within the community, Dr. Swayne stated that he will be in contact with the Idaho State Board of Education regarding Kootenai Health's recent interactions with Idaho State University and a possible violation of SBOE policy III-Z.

Chair McKenzie requested a motion to approve the Resolution Acknowledging Nursing Reciprocation Agreement. Trustee Waggoner made the motion which was seconded by Trustee Corkill. Following discussion, the motion was carried with four votes in favor.

*Tab 7: Board Response to Faculty Assembly Feedback at 23 August 2023 Meeting*

Chair McKenzie provided the board with an alternate response to the version provided in the board book (included as an addendum to these minutes). Trustee Corkill suggested that a subcommittee be formed to properly address the faculty's concerns and develop an additional response. Chair McKenzie and Trustee Corkill agreed to meet as a subcommittee prior to the October 27, 2034 regular BoT meeting.

Chair McKenzie made a motion that the board approve the alternate response presented at this meeting. Trustee Banducci seconded the motion for discussion. Following discussion, the motion failed with one vote in favor, two votes against.

*Tab 8: Consideration of Censure of Trustee*

Trustee Corkill made a motion to table the item. Trustee Zimmerman seconded the motion. Chair McKenzie called for the vote. Following discussion, the motion failed with two votes in favor, one vote against and two abstentions.

Trustee Banducci made a motion to move forward with a censure. Chair McKenzie seconded the motion for discussion. Following a statement from Trustee Zimmerman and further discussion, Trustee Banducci recanted his motion, Chair McKenzie recanted his second. Chair



McKenzie then made a motion to table the item. The motion was seconded by Trustee Corkill and carried with three votes in favor, zero against.

Tab 9: President's Evaluation

Chair McKenzie requested a board member make the motion to authorize the Chair to proceed as directed and to meet with President Swayne and conduct the presidential evaluation in one or multiple meetings as appropriate. The Chair is authorized to select one other NIC trustee and requests NIC general counsel to accompany him to the evaluation at his discretion. Trustee Waggoner made the motion which was seconded by Trustee Banducci.

Following discussion involving existing policy 2.02.02, Chair McKenzie made the motion to authorize the Chair to proceed as directed and to meet with President Swayne and conduct the presidential evaluation in one or multiple meetings as appropriate. The Chair is authorized to select one other NIC trustee and requests NIC general counsel to accompany him to the evaluation at the Chair's discretion. The motion was seconded by Trustee Banducci and carried with two votes in favor and one vote against.

Tab 10: NIC Budget

Trustee Banducci reported on two recent ad hoc athletic meetings. Chair McKenzie requested that a board member make a motion that NIC's return to the NJCAA for all SWAC affiliated sports, we do so as a Division I institutionally funded NJCAA program. Division I meaning the institution will cover tuition, fees, books, rooms and board and one round trip flight for the student athlete as permitted by NJCAA Division I rules for the full allocation of the scholarship allowed by NJCAA regulations, regardless of residency for the student. Trustee Banducci made the motion which was seconded by Trustee Waggoner.

Following discussion regarding budget impact, the Chair called for the vote. The motion was carried with three votes in favor, two votes against.

**REMARKS FOR THE GOOD OF THE ORDER**

Trustee Corkill stated that the court's decision in Dr. Swayne's recent lawsuit is being appealed and he did not recall voting on that action. He asked Attorney Boyles whether or not it is a legitimate appeal as the Board did not vote on the topic. Trustee Banducci said that the Chair was authorized to work with the attorney to make the decision. Chair McKenzie further stated that this was agreed upon early in 2023 during executive session, and that he would provide a more specific date in the near future.

Trustee Banducci announced that several board members will be attending the annual ACCT Leadership Conference in Las Vegas on October 8-12, 2023.

The meeting was adjourned at 10:39 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

## FA Chair Report to BOT

Kathleen Miller Green, FA Chair

September 27, 2023

Good evening Chair McKenzie, Trustees, President Swayne, community members, esteemed faculty and staff colleagues, and our outstanding NIC students.

At the September 14<sup>th</sup> Faculty Assembly meeting we accomplished the following items of business:

- 1) Voted Matt Petersen - Assistant Professor of Physics (formerly the alternate to Senate) as a full senator, and voted Jeremy Kingma – Associate Professor of Engineering as Senate Alternate.
- 2) Amber Hasz – Assistant to the Dean presented the new format for the online Faculty Handbook, which is now fully searchable and linked on MyNIC. Many thanks to Amber for putting in countless hours working on updating and formatting our Faculty Handbook.
- 3) Dr. Sherry Simkins brought three Provost Cabinet revisions of Faculty policies for consideration before the Assembly:
  - a. **3.04.08 – Faculty Sabbatical** – no revisions made to the policy. Updated procedure was discussed. Primarily more set timelines for sabbatical application submission and evaluation, and submission of a written assessment report within six weeks of the end of the sabbatical to the appropriate dean and division chair.
  - b. **4.01 – Instructional Program Review (Program Evaluation)** – Updated Policy and Procedure was discussed.
  - c. **7.05 – Textbook Adoption and Complimentary Copies Policy** – this policy was written to prevent faculty from selling complimentary copies of textbooks received from publishers. In the past five years, it is now rare to receive free copies, as temporary digital access to requested textbooks can be granted. No longer a need for this policy.
  - d. All Faculty were asked to send comments and suggestions directly to Dr. Simkins by September 28<sup>th</sup> in order to move these policies forward to Senate.
  - e. Dr. Simkins asked for additional faculty to volunteer for the Faculty Evaluation Policy/Procedure, which is still under review, as well as volunteers for a new work group to look at the Academic Freedom policy, which is due for review. Interested individuals will contact me...or I will come knocking at doors 😊
- 4) Faculty Assembly is starting a new standing agenda item this year of, “Faculty Celebrations”. This is intended to be time set aside for faculty members to present their programs, accomplishments, awards, etc. to their colleagues. Our inaugural

presentation was given by Matthew Nolan of the Radiography Technology Program. Matthew presented a truncated version of his superlative presentation to the Board of Trustees in April. We will continue to highlight the excellent work done by our Faculty colleagues at each meeting this academic year.

- 5) One Good of the Order that bears mentioning – The Cardinal Reads Committee is sponsoring an event tomorrow, September 28<sup>th</sup> from 7:30-8:45 p.m. in the Lake Coeur d'Alene room. The event is based on the Cardinal Reads book selection, "The War for Kindness" by Jamil Zaki. The event is called Cardinal Kindness Movie Night, and will feature two short animation films about kindness, as well as a TEDTalk by Jamil Zaki. We will have hot cocoa, popcorn, cookies and several great giveaway baskets for those who are present for the drawing at the end. The entire NIC community is invited and encouraged to bring a friend. A little kindness can go a long way.
- 6) With that, I am open for questions.

STAFF ASSEMBLY - PRESENTED TO THE  
BOARD 9/27/2023

The Assembly expressed the following concerns regarding the August 23, August 31, and September 6 subcommittee meeting of the Board of Trustees:

1. On August 31, 2023, a Motion to Appeal was filed regarding the June 2, 2023 Motion for Summary Judgement despite the unanimous vote on May 17, 2023 to not oppose the ruling. However, there was no vote in open session in which the board decided to appeal. Policy 2.01.10, Board Member General Conduct, states "authority over the organization is only vested in the Board when it meets in legal session."
2. The potential financial impact of negotiating a \$1.3 million settlement prior to receiving the report of findings and without consultation with the insurance company, which has the potential to put the college in violation of NWCCU standards 2.E.2 and 2.E.3.
3. According to the March 30, 2023 NIC Response to NWCCU, "each board member has committed to participate in twice monthly meetings for 6 to 8 months with the consultants and to monthly workshops with the full board and President." NIC Policy 2.01.10, Board Member General Conduct, states board members are expected to "Devote time, thought, and study to the duties of a trustee in order to be effective and provide credible service." However not all members of the Board of Trustees are attending these events.
4. Both NWCCU standard 2 preamble and NIC Policy 2.01.10 speak to "an environment respectful of meaningful discourse" and "maintaining the highest standards of civility and respect." There has not been consistency in following these guidelines particularly in terms of respecting each other's statements, interrupting while others are speaking, talking over one another, and not allowing all trustees to express their thoughts.

Matt Piekarski  
STAFF ASSEMBLY CHAIR

STAFF ASSEMBLY → Presented to  
the Board 9/27/2023

**POTENTIAL STAFF ASSEMBLY Response to BOT  
Regarding Action for Past Votes of No Confidence**

**This would be presented at the NEXT BOT Meeting on September 27, 2023**

- 1.) Commit, in a clearly identified, transparent timeline and detailed action plan, to addressing the NWCCU Show Cause sanctions in a timely manner to address NIC accreditation. (NWCCU Recommendations 1, 2, 3, & 9)
- 2.) Finish all Board Policy revisions in order to clearly articulate the Board's role, functions, scope – as well as limitations of Board impact on NIC <sup>daily</sup> operations, in a way that is consistent with accreditation standards. (NWCCU Recommendations 2, 5, 6, 7 & 8)
- 3.) NIC immediately pay off Dr. Greg South's remaining contract and sever NIC's ties with him as an interim President on administrative leave. This action would confirm that Dr. Nick Swayne is the singular president in charge of all operations. (NWCCU Recommendations 2, 3, 10 & 11)
- 4.) Reconsider the decision made at the August 23, 2023 Board of Trustee meeting to hire legal counsel in opposition to the recommendation of the ad hoc committee convened in accordance with NIC policy 7.01.04 Continuous Professional Service Contracts. ~~It is in the best interest of NIC to have legal counsel that is experienced in the areas and issues concerning higher education, including but not limited to Title IX, financial and insurance litigation, and employment law. (NWCCU Recommendations 2, 5, 7, 9 & 11)~~

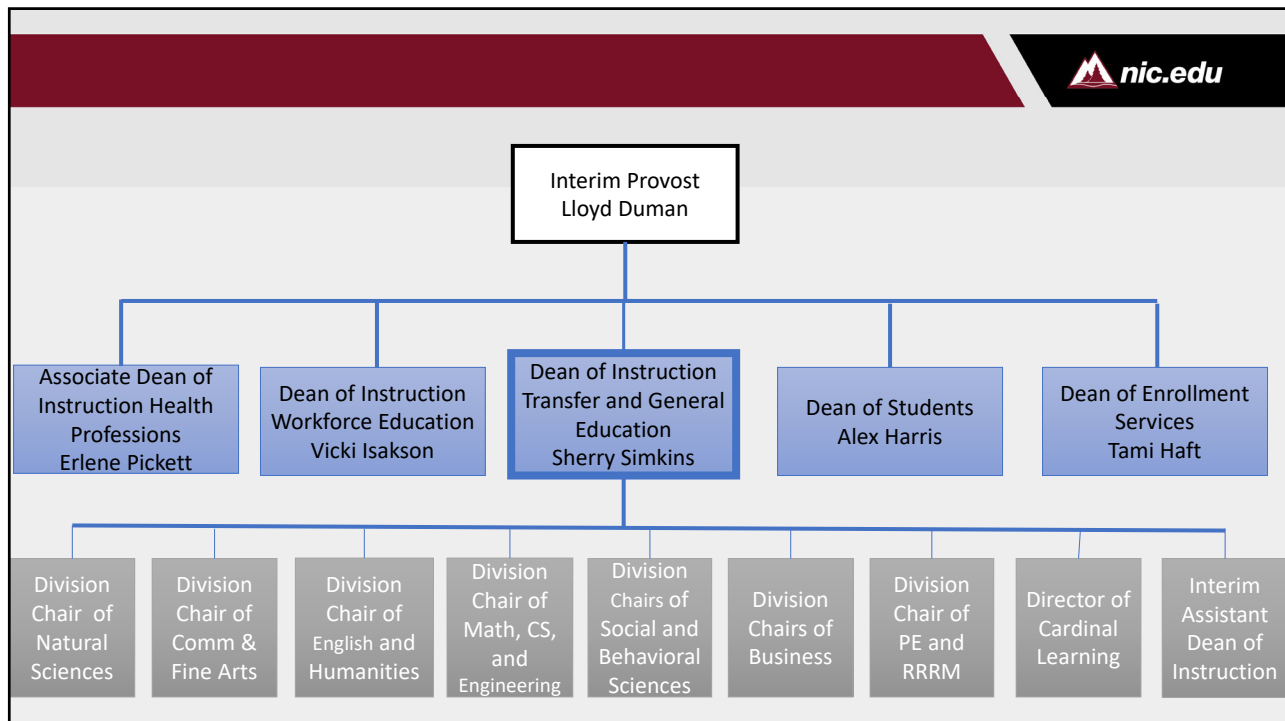
Matt Piekarski  
STAFF ASSEMBLY  
CHAIR



# Transfer and General Education

Recurring Report – September 2023


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





## Transfer Programs

- American Indian Studies
- Anthropology
- Art
- Biology/Botany/ and Zoology
- Business
- Chemistry
- Child Development
- Communication
- Computer Science
- Criminal Justice
- Education
- Engineering
- English
- Environmental Studies
- Forestry/Wildlife/Range Management
- Geology
- General Studies
- History
- Humanities
- Interdisciplinary Studies
- Journalism
- Mathematics
- Music
- Nursing
- Philosophy
- Photography
- Physical Education
- Physics/Astronomy
- Political Science and Pre-Law
- Pre-Medical
- Pre-Physical Therapy
- Pre-Nutrition
- Pre-Veterinary
- Psychology
- Social Work
- Sociology
- Theatre
- World Languages



## Top 10 Transfer Programs

- Biology
- Business
- Computer Science
- Education
- Engineering
- General Studies
- Nursing
- Pre-medical
- Psychology
- Social Work



## Community Impact – Fall 2023

- Transfer Program Enrollments
  - 2052 Students (53%)
  - 20,408 Credits (59%)
- Academic Transfer Course Enrollments  
(Includes Dual students and CTE students that take General Education courses)
  - 3,360 Students (87%)
  - 27,049 Credits (79%)
- 35% of NIC students transfer - many enter the workforce
- 72 full-time faculty, 86 part-time faculty, 28 dual credit instructors



## General Education

- GEM 1: Written Communication
- GEM 2: Oral Communication
- GEM 3: Mathematical Ways of Knowing
- GEM 4: Scientific Ways of Knowing
- GEM 5: Humanistic and Artistic Ways of Knowing
- GEM 6: Social and Behavioral Ways of Knowing
- GEM 7: Institutionally Designated
  - Wellness
  - First Year Experience or Integrative Inquiry





## Why is General Education Important?

- Durable and Transferrable Skills
  - Critical Thinking
  - Communication
  - Analyze and Interpret Data
  - Problem Solving
  - Teamwork/Collaboration
  - Technology/Digital Literacy
  - Leadership
  - Professionalism
  - Creativity
  - Fortitude
  - Curiosity for lifelong learning



## Tutoring Centers

- Writing Center
- Math Education Center
- Natural Science and Health Professions Tutoring Center



## Reducing Textbook Costs for Students

Fall 2022 to Summer 2023

Project Z: \$71,109

Other Open Educational Resource (OER) Adopters: \$54,701

**Total Estimated Student Savings: \$125,810**



## GEM Innovative Educators

Institutional GEM Innovative Educators

Written Communication: JoSann Lien

Oral Communication: Brenda Johns

Mathematical: Karla Mitchell

Scientific: Kirsten Blanchette

Humanistic and Artistic: John Jensen

Social Science: Nicole Willms

First Year Experience: Erin Davis

Integrative Inquiry: Leslie Schoch

**State GEM Innovative  
Educator Awardee**

Karla Mitchell



## **What's next:**


- Reviewing curriculum to ensure alignment to 4-year institutions
- Establishing additional 4-year degree opportunities on NIC's campus



# Student Success Update

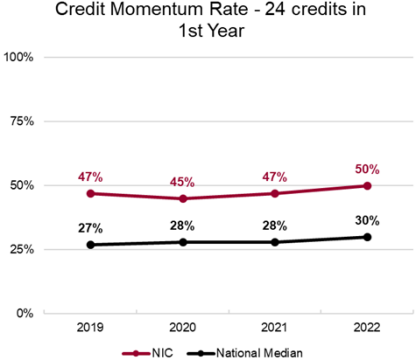
Tami Haft  
September 27, 2023

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► [nic.edu](http://nic.edu)



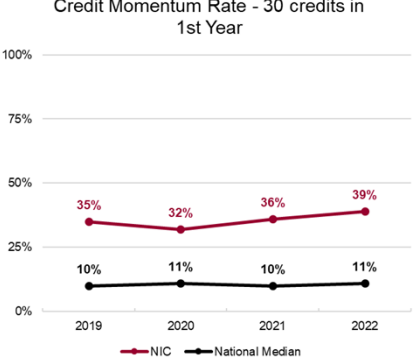
# First Year Credit Momentum

**Credit Momentum Rate - 24 credits in 1st Year**




Year	NIC	National Median
2019	47%	27%
2020	45%	28%
2021	47%	28%
2022	50%	30%

**Credit Momentum Rate - 30 credits in 1st Year**



Year	NIC	National Median
2019	35%	10%
2020	32%	11%
2021	36%	10%
2022	39%	11%



**24 Credit Rate**  
• 83<sup>rd</sup> percentile

**30 Credit Rate**  
• 90<sup>th</sup> percentile  
**(Best in Class)**



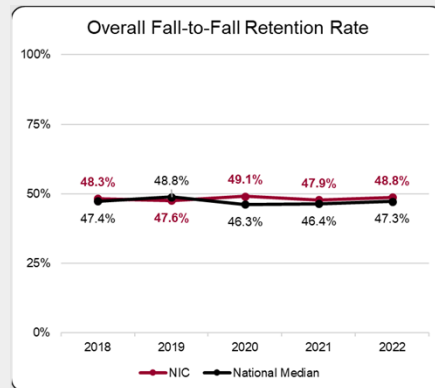
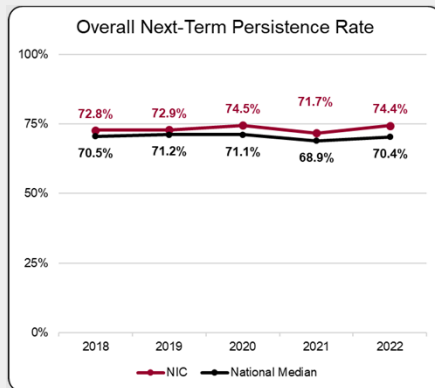
# Persistence and Retention

**Persistence Rate**

- 77<sup>th</sup> percentile

**Retention Rate**

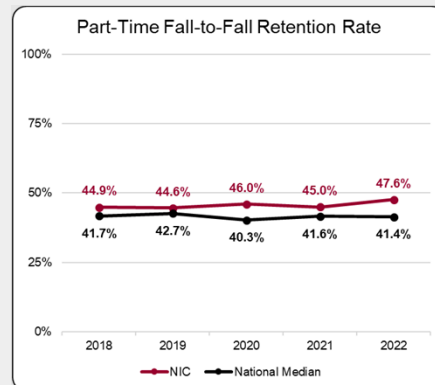
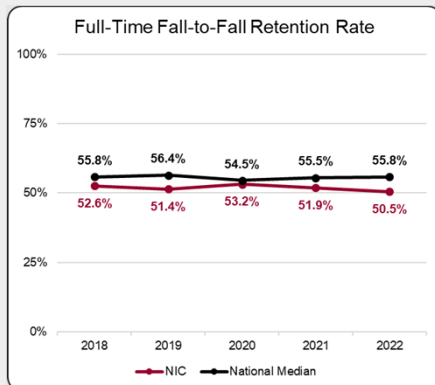
- 57<sup>th</sup> percentile

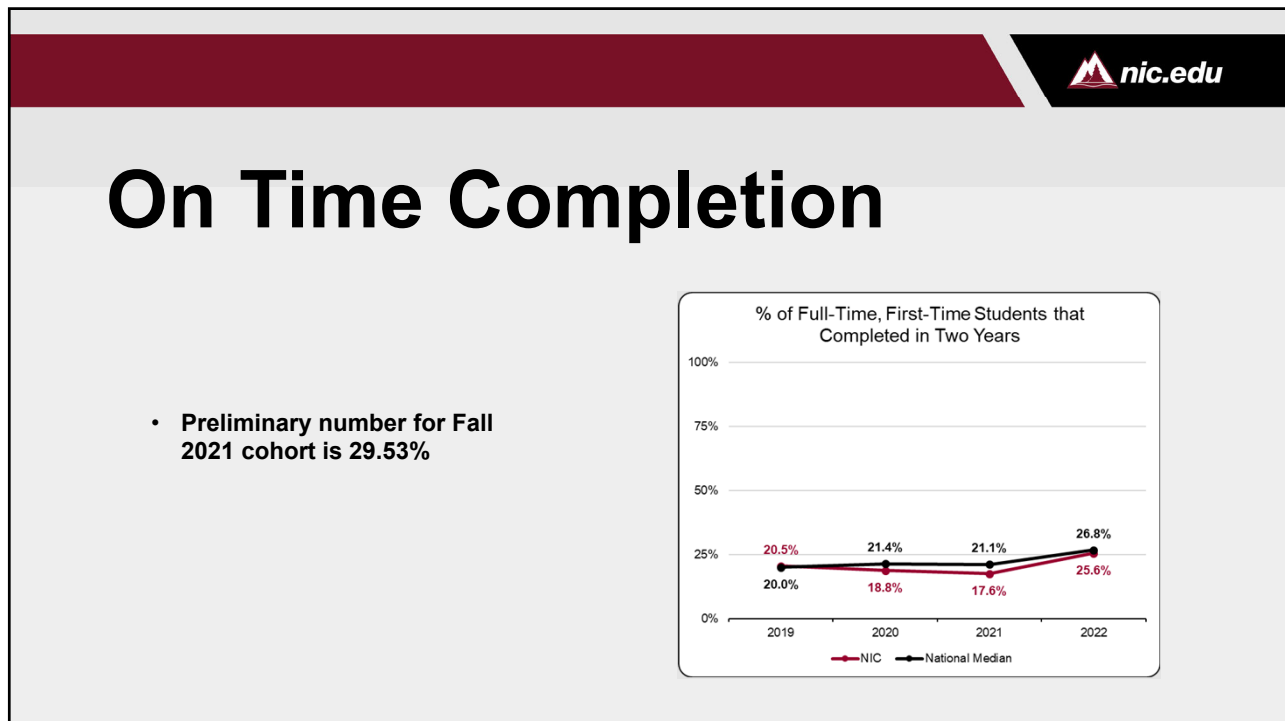
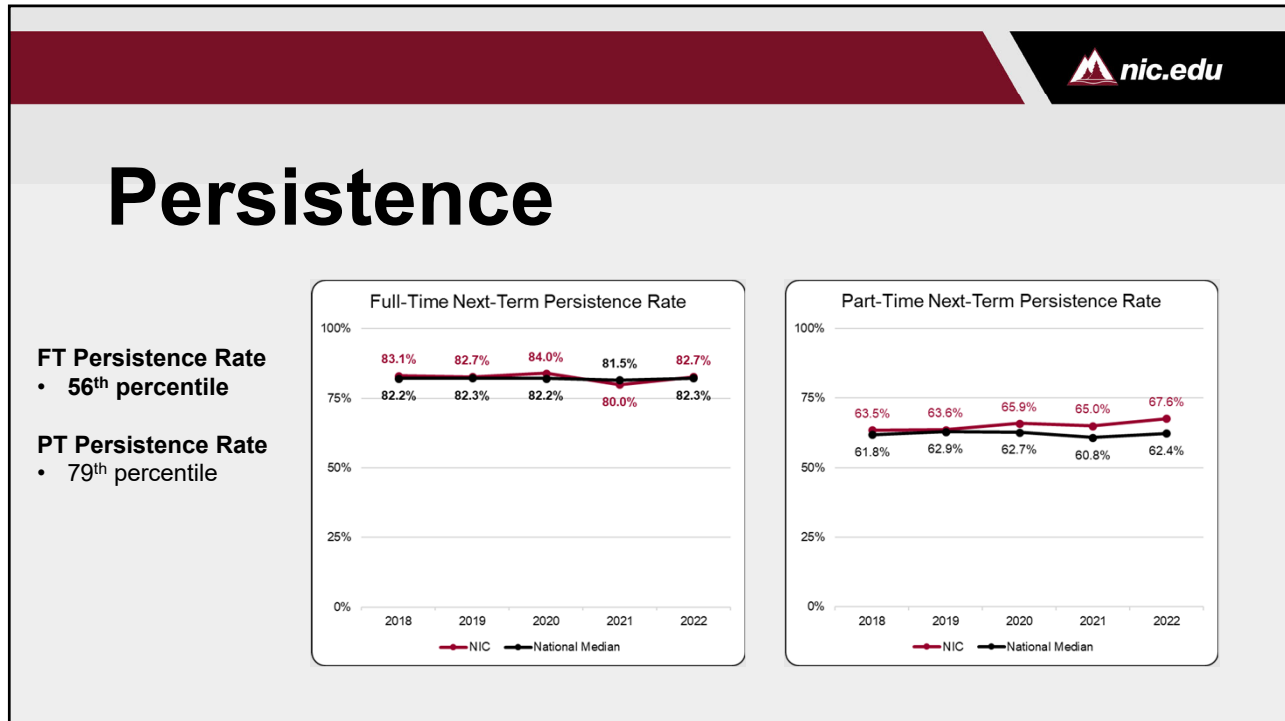


# Retention

**PT Retention Rate**

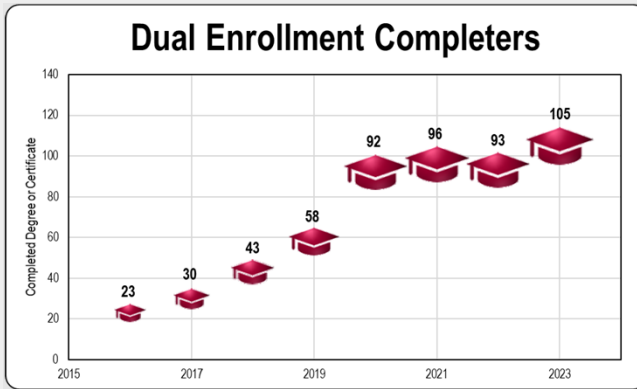
- 79<sup>th</sup> percentile



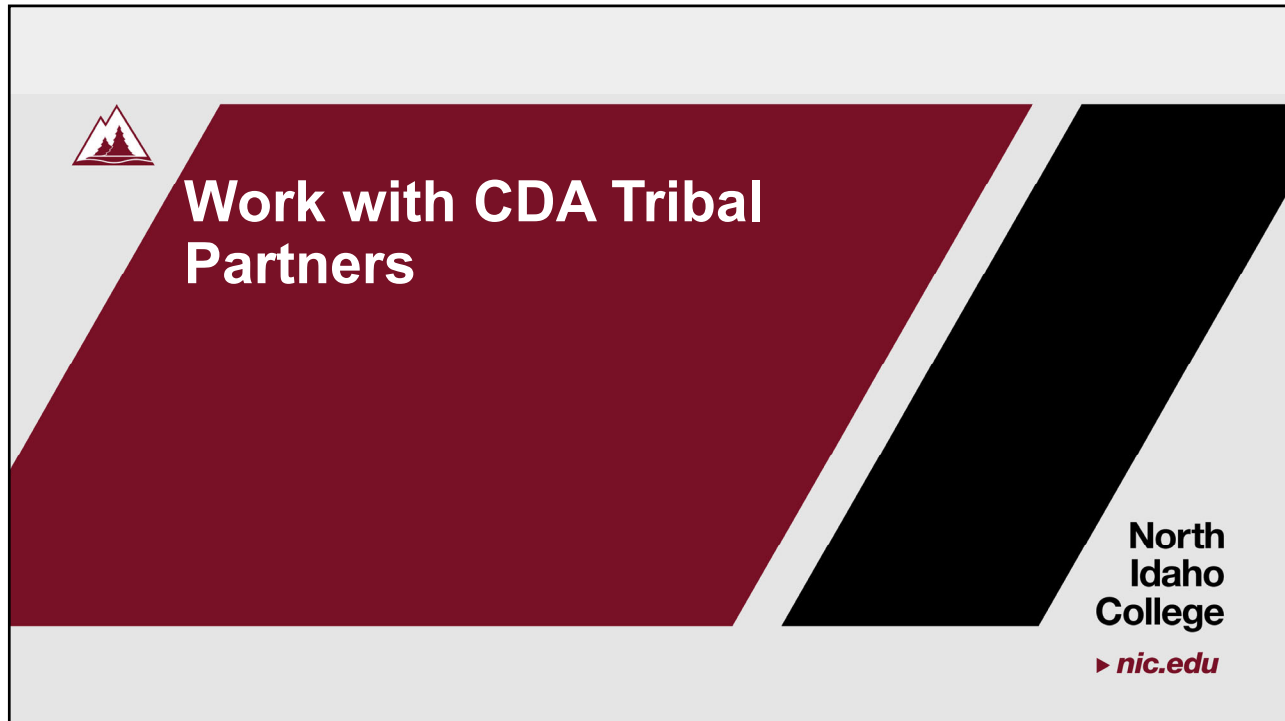





# Dual Enrollment Completion

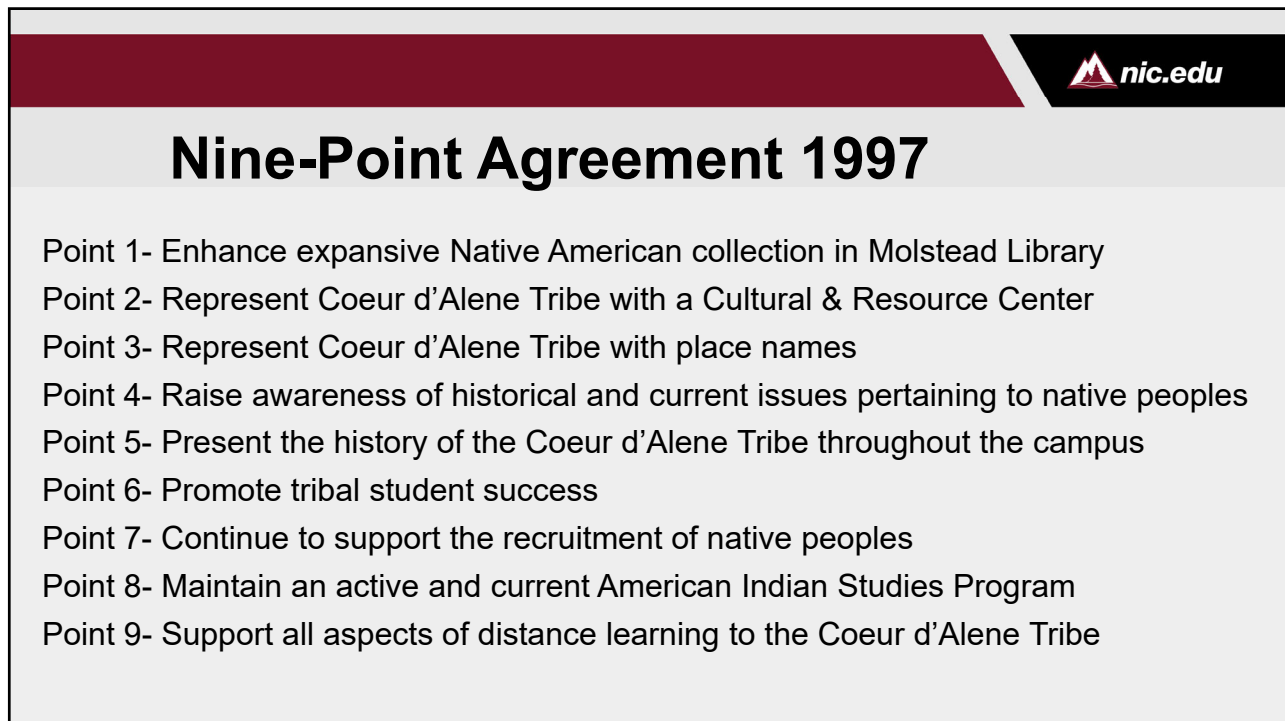



- Number of HS graduates who participated in dual enrollment during any year of high school and also completed a degree or certificate at NIC simultaneously



 **Work with CDA Tribal Partners**

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



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

## Nine-Point Agreement 1997

- Point 1- Enhance expansive Native American collection in Molstead Library
- Point 2- Represent Coeur d'Alene Tribe with a Cultural & Resource Center
- Point 3- Represent Coeur d'Alene Tribe with place names
- Point 4- Raise awareness of historical and current issues pertaining to native peoples
- Point 5- Present the history of the Coeur d'Alene Tribe throughout the campus
- Point 6- Promote tribal student success
- Point 7- Continue to support the recruitment of native peoples
- Point 8- Maintain an active and current American Indian Studies Program
- Point 9- Support all aspects of distance learning to the Coeur d'Alene Tribe



## Tribal Names Added to Campus Map



## New Developments

- Hired new AIST faculty : Kyle Serrott, JD, MA
- Working to develop academic progression with U of I
- Working on American Indian Culture/Resource Center
- Dean of Students appointed to the IIEC by the SBOE



## American Indian Studies

- *Introduction to American Indian Studies: AIST-101*
- *Native People of North America: AIST/ANTH-225*
- *American Indian History: AIST/HIST-240*
- *American Indian Literature: AIST-285*
- *American Indian Sovereignty & Federal Policy: AIST-250*



## American Indian History Week

- Lectures by the Directors of the American Indian Studies programs of the University of Idaho and Gonzaga
- Showed a film about the influence of Native Americans in popular music
- Live jazz concert by CeCe Curtis, presenting the music of 1930's jazz leader, Mildred Bailey – both Coeur d'Alene Tribe members
- Traditional craft workshop – gourd rattles





*Lim lemtsh* ~ Thank You!





# Counseling Services Disability Support Services Health Education

AMY TAYLOR, DIRECTOR  
REPORTS TO DEAN OF STUDENTS  
UNDER THE PROVOST

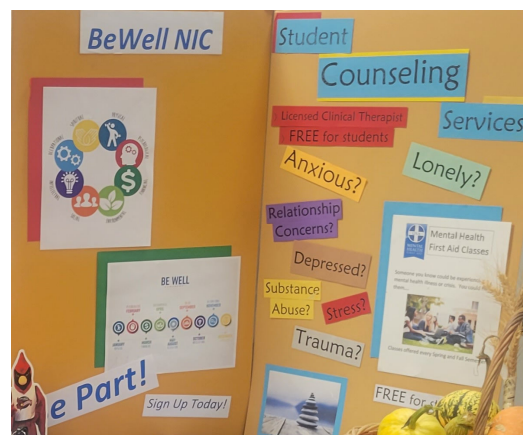
## Counseling Services

Individual solution-focused, brief therapy provided by a licensed clinical therapist, funded by student fees.

91 unique students utilized counseling services in FY23

Reasons Students Seek Counseling in order of Prevalence:

- Relationship/Family Challenges
- Adjustment/Coping
- Anxiety, Depression, Stress
- Managing Grief, Anger and other Emotions
- Career and Life Choices
- Financial, Housing, Food Challenges
- Eating Disorders, Body Image, Sleep Disturbance
- Sexuality, Sexual Assault
- Alcohol and Drug Abuse/Addiction
- Suicidal Thoughts/Behaviors



## Disability Support Services

In compliance with the **Americans with Disabilities Act (ADA)**, Disability Support Services (DSS) provides academic accommodations, promotes removal of access barriers, and provides other services for students with disabilities to have equitable access to educational and college experiences. DSS modifies or eliminates learning barriers through the provision of accommodation services.

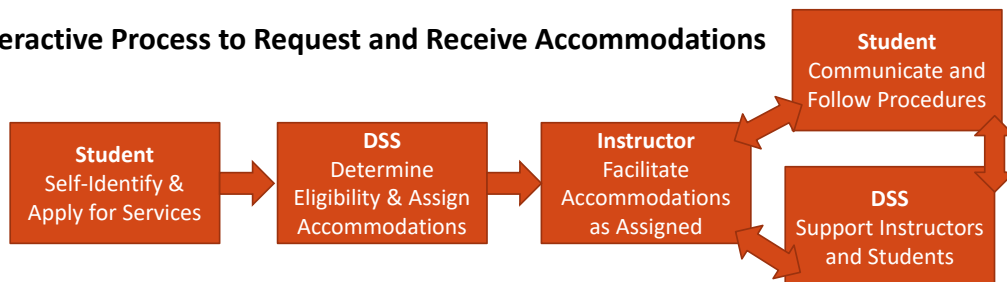
Accommodation services provided include, but are not limited to:

- Assistive Technology
- Testing Accommodations
- Alternative Format Materials
- D/deaf and Hard of Hearing Services
- Physical Space
- Campus & Community Referral Services

## Disability Support Services

- DSS served 442 students in FY 23, 7% NIC's enrollment
- DSS provides accommodations to all NIC students (Dual, WTC, Parker Tech, Sandpoint, Main Campus) as well as to NIHE school students on the CDA campus
- Difference between HS & College

### Interactive Process to Request and Receive Accommodations



# Health Education

Provide free Health Education on a variety of topics through workshops, wellness fairs, poster campaigns, and guest speakers

Member of the Idaho College Health Coalition (IHC)

Health Promotion Topics:

- Tobacco and Vape Awareness
- Alcohol & Substance use Prevention
- Sleep Hygiene
- Nutrition
- Mental Health



## Board response to Faculty Assembly Statements

As the Board of Trustees was already doing the first two of your action items, it is great that your confidence has already begun to improve and build. Initial communication in “the spirit of cooperation” is a good starting point, and is more than what was offered to President South and his team in the early months of calendar year 2023.

Whereas on August 23, 2023 the Faculty provided the Board of Trustees the below Faculty Assembly Statement

### **Faculty Assembly Statements (Final)**

**Unanimously voted for in the August 17, 2023 Faculty Assembly meeting**

**Presented at NIC Board of Trustees Meeting on August 23, 2023**

#### **Action Items to Address Faculty Votes of No Confidence**

Faculty Assembly has looked over the concerns of past no-confidence votes. In the spirit of cooperation, we are offering three recommendations as initial concrete actions that would begin earning confidence:

1. Commit, in a clearly identified, transparent timeline and detailed action plan, to addressing the NWCCU show cause sanctions in a timely manner to address NIC accreditation. (NWCCU Recommendations 1, 2, 3, & 9)
2. Finish all Board Policy revisions in order to clearly articulate the Board's role, functions, scope – as well as limitations of Board impact on NIC operations, in a way that is consistent with accreditation standards. (NWCCU Recommendations 2, 5, 6, 7 & 8)
3. NIC immediately pay off Dr. Greg South's remaining contract and sever NIC's ties with him as an interim President on administrative leave. This action would confirm that Dr. Nick Swayne is the singular NIC President in charge of all NIC operations. (NWCCU Recommendations 2, 3, 10 & 11)

#### **Statement Concerning Hiring Legal Counsel for the College**

- In a vote of unanimous acclamation, the Faculty of North Idaho College urges the Board of Trustees to complete the hiring process for the most qualified educational law firm to support NIC. (NWCCU recommendations 1, 2, 5, 6 & 7)

**Kathleen Miller Green, M.A.**  
Faculty Assembly Chair 2023-2024

Since the Board of Trustees represents the community, this confidence building by NIC's constituent groups and the community assists in the community wanting to send their students to NIC, thereby improving NIC's enrollment, budget, and overall prospects. These prospects are considered by the accrediting commission when considering whether NIC remains fully accredited, which NIC is still currently fully-accredited even now on show-cause status.

The community elected the NIC's Board of Trustees members to vote in everyone's best interest and accordingly act as fiduciaries of their community college. When factoring in the repeated inaccurate claims made against current Trustee members, the Board understands observer perspectives may be skewed into partisan factions. There is a phrase, “A lie makes its way around the world before the truth leaves its doorstep.” While lies may be repeated, facts and truth remain unchanged.

The Board has repeatedly made decisions pursuing the best interests of NIC. Respecting Board decisions has not been modelled well, but everyone has an opportunity to choose to do so moving forward.

For example, in 2021 two Trustees walked out of executive-session and held simultaneous press conferences falsely claiming Dr. Michael Sebaaly was unqualified for the job as a mere "wrestling coach" before the executive-session finished. Corresponding news articles influenced public opinion, when to the contrary, the accrediting visiting team acknowledged Dr. Sebaaly's qualifications. NIC should appreciate Dr. Sebaaly's extensive experience in his doctoral thesis on the topic of Board Governance. Since Dr. Sebaaly's abrupt departure, Board Governance is one of the concerns the accrediting commission had when NIC was put on show-cause.

As another example, false claims related to "so-called assaults" linger, by but the originating source material does not support that and have never been classified as an assault [email source February 7, 2022 at 12:17 PM]. The college has repeatedly admitted: "The only complaint was documented in the censure letter and our legal counsel has stated that complaint was not an assault and that it is misleading to describe the incident with that pejorative term." [Email source May 2, 2022 at 1:58 PM].

The only assault associated with any Trustee was when Trustee Banducci was the victim and was physically assaulted by a former employee of North Idaho College.

More examples can be provided here, but focusing on the future and trusting North Idaho College to properly deal with in-dispute behavior is what everyone has the opportunity to choose.

The Board of Trustees is tasked with oversight and guiding the direction of the college. One of the main roles of the Board of Trustees is choosing a CEO who aligns with the direction of the college. According to [NIC Policy 2.01.04](#)

***"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 either the Office of the President or the College Senate. The adoption, deletion, and revision of these policies and procedures is reserved exclusively to the Board of Trustees.***

*Subject to the authority of the president and the general supervision and ultimate authority of the Board of Trustees: ..."*

While this policy directly addresses policies and procedures, the logic implies the relationship with the Office of the President is not subject to comment by either the Office of the President or the College Senate which compose members of all constituent groups.

As the President was requested to assist the Faculty Assembly in drafting these three points, the Board has heard this statement, but will not engage regarding the third bulleted item other than to say, "The Board will continually make the best choice(s) in the interest of NIC and all stakeholders."

The Board looks forward to improved relationships and improved communication and reporting to the Board.



**BOARD OF TRUSTEES MEETING**  
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**TAB 2**

**SUBJECT:** Board Response to Constituent Groups

**BACKGROUND:**

Participatory governance is a hallmark of North Idaho College's governance structure and has been shaped by principles of the 1966 statement by the American Association of University Professors (AAUP) and the American Council on Education (ACE). In a participatory governance system, decision makers are committed to involving specific constituencies by providing them an opportunity to have a voice in decisions that directly affect them.

Participatory governance also is embedded in North Idaho College's policies. Policy 2.01.04 on governance states, *"The North Idaho College Board of Trustees is committed to timely and meaningful participation of the college constituent groups, including faculty, staff, and students in the decision-making process. The Board recognizes that such participation enhances the quality of college decision making and will improve the communication between the Board of Trustees, the administration, the students, staff and faculty."*

Moreover, Policy 2.03.01 that focuses on committee structure states, *"The committee structure of North Idaho College exists to promote participatory governance and collaborative management of specific college processes. Faculty, students, staff, and administrators serve on committees to contribute ideas and opinions from a variety of perspectives. In doing so, members participate in collaborative decision-making and build consensus for positive change within the institution."*

Consequently, in the context of participatory governance as a shared responsibility, votes of no confidence from NIC faculty, staff, and student constituent groups to the NIC Board of Trustees are a means to draw attention to actions or decisions by the Board that threaten these core values of North Idaho College. The Chronical of Higher Education, stated in 2022 *"Claiming its origins in the British Parliament, the no-confidence vote has become a mechanism for faculty bodies to express their dissatisfaction with the people who run their institutions..."*. No confidence votes by NIC's Faculty, Staff and Students, therefore are symbolic statements expressing disapproval, lack of trust, or lack of support for the NIC Board's actions. No confidence votes also are an expression by these constituent groups to the NIC Board that they have violated the principles of participatory governance or their own governing policies.

Although the Board is not bound by votes of no confidence, the NWCCU has specifically asserted that not seeking to resolve the issues brought up by the votes of no confidence places the college out of compliance with Eligibility Requirement 7 and 2020 Standard 2.D.2.

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] make the motion to approve Board Response to Constituent Groups as presented.

Prepared by: Suzy Scura  
Board Clerk

**BOARD OF TRUSTEES MEETING**  
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**TAB 3**

**SUBJECT:** President's Goals Metrics

**BACKGROUND:** Following the establishment of the President's Goals, each was studied for ways to articulate and measure progress. The resulting table (included as Tab 3: Attachment A) shows which systems and data have been identified.

**SUGGESTED MOTION FOR BOARD ACTION**

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

Prepared by: Suzy Scura  
Board Clerk

## **Tab 3 Attachment A**

	Upon the completion of the July 2023-June 2024 evaluation period, I will:	Measure	Target
<b>1 Accreditation</b>	have worked with the Board and College to ensure reaffirmation of accreditation and return to good standing with NWCCU before April 1, 2025.	Fall 2023 Special Report	return to compliance on the nine recommendations identified in the July 7th 2023 letter
		Fall 2023 Peer Evaluation Team Site Visit	return to compliance on the nine recommendations identified in the July 7th 2023 letter
		Spring 2024 Special Report	return to compliance on the six recommendations identified in the July 7th 2023 letter
		Spring 2024 Peer Evaluation Team Site Visit	return to compliance on the six recommendations identified in the July 7th 2023 letter
<b>2 Enrollment Management</b>	have developed, monitored, and evaluated student success metrics focused on NIC recruitment, enrollment, retention, and persistence efforts.		
	have enhanced student success and retention rates to ensure students meet their academic objectives.		
	<b>Recruiting</b> <i>(finding and recruiting students in a timely and cost-effective manner)</i>	Yield rate of applicants who register for identified start term.	Increase yield by 1% fall 2023 to fall 2024
	<b>Enrollment</b> <i>(number of students enrolled at the time of census in classes for given term)</i>		Spring '24 enrollments equal to, or above, Spring '23. Fall 2024 enrollment projections tracking equal or above fall 2023 levels.
	<b>Retention</b> <i>(students who attend fall semester)</i>		Increase total project retention headcount by 2% fall 2023 to fall 2024
<b>Persistence</b> <i>(students who attend fall semester and continue studies in spring)</i>	NCCBP metrics	Increase fall '23 to spring '24 persistence by 1% more than '22 to '23	
<b>3 Community Stakeholder Engagement</b>	developed a system to track and directly engage with community stakeholders and offer mechanisms of feedback in order to analyze how NIC is meeting the community's needs and make improvements.	Employer surveys, outreach to employers	# of outreach meetings with top employers, # of advisory board meetings attended, curricular changes (emerging from advisory meetings) to align skills
	developed a system to track and engage business, industry, and education partners to strengthen NIC's reputation and offerings with metrics to include all community stakeholders.		
<b>Career and Technical Education</b> <small>Advisory Boards guide curriculum changes based on industry need and student performance (click to see Technical Advisory Committees (TAC)   Idaho Division of Career Technical Education)</small>		advanced the strategic planning process	Phase 1 of the strategic plan is complete and resources allocated accordingly in the FY 25 budget
		supervise the implementation and routine maintenance of the NIC Recruiting Calendar to track community engagement, outreach, and impact	recruiting calendar is updated and reflects the marketing plan and scheduled marketing activities
		track, add, increase the number of community involvement events to recruiting calendar? Other spot? E.g. Dental hygiene clinic, Flu shot events, Chambers, et al	# of community involvement events are accurately tracked (so that it's possible to gauge improvements and impact)
		track and increase the number of public announcements with positive messages released in a period	# of positive announcements are accurately tracked (so that it's possible to gauge improvements and impact)
		implement an environmental scan mechanism via the strategic planning process	strategic planning contractor conducts a thorough environmental scan that enables follow-on actions
		develop an efficient recruiting/tracking/follow-up mechanism for attendees at events held on campus	follow-up recruiting system is in place; enables tracking and impact assessments
		increase the public's attendance at events on campus	develop marketing and public announcements to encourage and track community participation

Tab 3 Attachment A

<p><b>Academic Transfer</b></p>		<p>Revise Program Review to include community stakeholders - conducted every 5 yrs (transfer)</p>	<p>revise academic program review procedure so that all programs are reviewed using common metrics. Begin conducting program reviews using the revised system.</p>
<p>Academic Transfer = Two-year program degrees and coursework that transfer to four-year colleges and universities</p>		<p>SLOA – CTE will begin participating this year</p>	<p>Outcome assessments established for 80% of CTE programs.</p>
		<p>Establish Dual Credit Advisory Committee with broad community stakeholders</p>	<p>Dual-credit advisory committee formed and functioning</p>
		<p>Use dual credit enrollment numbers as measure of impact</p>	<p>projecting an increase in overall dual-credit enrollments of 1%</p>
		<p>Maintain Recruiting Calendar to track community engagement, outreach, and impact</p>	<p>recruiting calendar is updated and reflects the marketing plan and scheduled marketing activities</p>
		<p>track and increase the number of public announcements with positive messages released in a period</p>	<p># of positive announcements are accurately tracked (so that it's possible to gauge improvements and impact)</p>
		<p>implement an environmental scan mechanism via the strategic planning process</p>	<p>strategic planning contractor conducts a thorough environmental scan that enables follow-on actions</p>
		<p>increase the public's attendance at events on campus (concerts and academic competitions).</p>	<p># of community involvement events are accurately tracked (so that it's possible to gauge improvements and impact)</p>
<p><b>4 RFP Process</b></p>	<p>Ensure RFP process is performed according to Board policy to ensure equity and fairness for all participants.</p>	<p>provide training for local businesses (potential vendors) on how to improve their proposals in response to an NIC RFP</p>	<p>semi-annual training</p>
		<p>provide training for local businesses on how to get listed on the Idaho Approved Vendors list</p>	<p>semi-annual training</p>
		<p>monitor and improve the NIC procurement and RFP web pages to provide vendors with the most accurate and timely information possible.</p>	<p>increase average number of proposals submitted in response to RFPs; increased number of qualified local vendors submitting responses to RFPs</p>
		<p>the listing of current professional/continuous service contract vendors and their renewal dates is accurate and up to date.</p>	<p>current professional/continuous contract information is accurate and easily accessible</p>
<p><b>5 WTC Program Alignment</b></p>	<p>Update, strengthen, and align Workforce Training programs to meet community and business needs and maximize the use of our facilities with growth into a regional hub.</p>	<p>track the attendance and participation at the at Annual WFT Advisory Meeting. Survey attendees and use their feedback to improve future programming.</p>	<p># of attendees is tracked so that attendance can be used as an impact metric; surveys used to inform future programming</p>
		<p>track attendance and conduct feedback surveys at individual program advisory meetings</p>	<p># of attendees is tracked so that attendance can be used as an impact metric; surveys used to inform future programming</p>
		<p>track contacts and increase the number of engagements of business contacts through the WFTC CMS.</p>	<p>measure and increase actively managed contacts with meaningful engagement; count engagements and increase training opportunities</p>
		<p>increase the WFTC staff participation in community events and through employer associations.</p>	<p>track the number of events attended by WTC staff so that the number of events and impact can be measured</p>
		<p>Track space utilization of WTC including training on 25Live data inputs</p>	<p>develop a system to track and improve space utilization</p>
<p><b>6 CTE Program Alignment</b></p>	<p>Update, strengthen, and align Career and Technical Education programs to meet community and business needs and maximize the use of our facilities with growth into a regional hub.</p>	<p>develop systems to review and align non-credit programs to for-credit and track the progress of those efforts.</p>	<p>develop internal articulation agreements between non-credit and for-credit programs.</p>
		<p>Use employer feedback to develop new programs as appropriate. Example: Align the KTEC Construction Course (and make this a dual credit program) to flow into the WTC Construction Apprenticeship or the Construction Management program.</p>	<p>increase the number of dual-credit CTE opportunities and the number of students participating in CTE dual-credit</p>
		<p>Identify potential CTE dual credit opportunities with Region 1 high schools and expand where possible.</p>	<p>increase the number of dual-credit CTE opportunities and the number of students participating in CTE dual-credit</p>
		<p>Work with all CTE advisory boards and faculty to review program schedules to determine if programs are accessible to both traditional and non-traditional students and make adjustments as necessary.</p>	<p>increase the number of traditional and non-traditional students participating</p>
		<p>Increase attendance at Safety Fest. Use the event to increase enrollments.</p>	<p>track participation in Safety Fest. Develop marketing plan to intentionally recruit participants into CTE and WFTC programs. Track impact.</p>

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		Increase attendance at Hard Hats, Hammers, and Hot Dogs. Use the event to increase enrollments.	track participation in Safety Fest. Develop marketing plan to intentionally recruit participants into CTE and WFTC programs. Track impact.
		Increase attendance at Trunk or Treat. Use the event to increase enrollments.	track participation in Safety Fest. Develop marketing plan to intentionally recruit participants into CTE and WFTC programs. Track impact.
		Increase attendance, participation, and sponsorships at the Rathdrum Rumble. Use the event to increase enrollments.	track participation in Safety Fest. Develop marketing plan to intentionally recruit participants into CTE and WFTC programs. Track impact.
		Track space utilization of CTE. Develop programming to increase the overall utilization of the Parker facility. Identify and develop opportunities for increased facilities use	develop a system to track and improve space utilization
		Develop training for 25Live data inputs to ensure the calendar of events accurately reflects space utilization.	
<b>7</b>	<b>Transfer Program Alignment</b>	Review transfer and associate programs at NIC to ensure they are aligned with regional institutions and update and modernize those that require it. This includes reviewing and evaluating existing 2+2 articulation agreements for their efficacy and demonstrable transfer success.	review transfer programs to ensure alignment to U of I and LCSC. Make adjustments to NIC academic programs as needed.
			all programs aligned with corresponding Idaho 4-year programs. Transferring students can start with full junior status. # of programs reviewed, transfer rates and time to completion upon transfer.
<b>8</b>	<b>Student-Athletes</b>	Develop, monitor, and evaluate student success metrics focused on a student-athlete academic performance that meets or exceeds the regular student body.	articulation and transfer programs are clearly identified on our website; develop/improve tracking with state partners to measure success rates of those students
		Develop, monitor, and evaluate athletics performance evaluation metrics which will include attendance and fundraising.	Academic progress (GPA and progress towards graduation) are equal to or exceed those of the general student population. Meet or exceed the fundraising performance of the 2022-2023 season. Increase attendance and community participation over 2022-2023 season totals.
		Develop a competitive and comprehensive intercollegiate athletics program that fosters our student-athletes' academic and athletic success, promotes school spirit, and enhances the reputation of North Idaho College as a hub of national-level athletic excellence.	Increased news coverage, improved athlete recruiting, increase presence and post-season wins, increased attendance at athletic events, increased number of community event engagement/involvement. Establish mandatory coaching camps. Host external (high school, regional & conference competitions)
<b>9</b>	<b>Academic Freedom</b>	Develop, monitor, and evaluate athletics performance evaluation metrics which will include attendance and fundraising. These metrics will be monthly reported to the Board.	
			Provide training on academic freedom rights and responsibility and freedom of speech on campus (TLC).
			Faculty trained on issues and awareness of free speech and academic freedom rights and responsibilities - and their influence on student perceptions of the same.
			Revise the Academic Freedom Policy to include student rights and responsibilities.
			Academic freedom policy updated
			Incorporate student education module in new student orientation? (various means and opportunities - as part of student day of welcome. Include outreach centers, Parker and WFTC.
			New students receive education on their rights and responsibilities regarding academic freedom and free speech on campus (Constructive Dialogue Institute modules)
<b>10</b>	<b>Strategic Planning</b>	Develop curriculum and programming around free speech and expression	Curriculum developed and implemented to address free speech, academic freedom, and expression. Guest speakers and NIC Listens programming.
		Revise faculty evaluation procedures to include course evaluations for every course. Provide additional opportunities for student input and reflection.	Course evaluations conducted for every class with an explicit opportunity for students to comment on speech and freedom. Increase implementation of CSSE or SENSE surveys to capture the attitudes and perception of the matter on campus.
		Establish a strategic planning initiative that enhances educational access, academic excellence, and student success through innovative programs, strong community partnerships, comprehensive support services, and the systems and infrastructure needed for success that results in a strategic plan that meets the educational goals and needs of NIC and the community it serves into the future.	
		Establish committee chairs for strategic planning process	Chairs identified and provided charges
		Established a two-phase approach for the strategic plan (phase 1 ending in April 2024)	Identify broad goals and visioning that can be incorporated into the budget process and adopted by the BOT
	Committee implements timeline to accomplish phase 1 plan by April 2024	Ensure planning committee meets their milestones and makes adequate progress on the strategic plan	

## BOARD OF TRUSTEES MEETING

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TAB 4

### **SUBJECT**

First Reading: Head Start Policy Council Bylaws – Action Item

### **BACKGROUND**

The Head Start Act and/or the Head Start Program Performance Standards requires the Governing Board, which consists of the NIC Board of Trustees and Head Start Policy Council, to annually review and approve the Policy Council Bylaws.

### **DISCUSSION**

Policy Council Bylaws:

The Policy Council Bylaws were reviewed by the September 15, 2023 Policy Council meeting; the recommended was approved by the Head Start Policy Council at the October 20, 2023 Policy Council meeting. The Policy Council would like to a member-at-large position (parent position).

### **COMMITTEE ACTION**

Board Review and Approval

### **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 and the Head Start Performance Standards, it is requested that the board consider a motion to approve the following Attachment A.

Attachment A: Head Start Policy Council By-laws

Prepared by  
Beth Ann Fuller  
Head Start Director

## **Tab 4 Attachment A**



## ***Policy Council Bylaws***

### **ARTICLE I Name**

The name of this organization shall be the North Idaho College Head Start Policy Council, hereafter in these Bylaws called Policy Council.

### **ARTICLE II Purposes and Functions**

#### *Section I Purpose*

The purpose shall be to comply with the requirements of Improving Head Start for School Readiness Act of 2007, Section 642 and to implement Head Start Program Performance Standards, subchapter B of 45 CFR chapter XIII, 1301.1 Program Governance “An agency must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency’s Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency’s Head Start and Early Head Start programs.”

Policy Council is responsible to work with the governing body and staff to be involved in the decision-making process, prior to the point of seeking approval, for planning and coordinating for the Head Start program, and establish and maintain procedures for hearing and resolving community complaints about the program. This Policy Council serves the counties of Kootenai, Shoshone, Boundary, Bonner, and Benewah in the State of Idaho.

#### *Section II Functions*

The functions of the Policy Council:

1. Develop and approve the goals and objectives for Head Start within the agency, and establish ways to meet them within the Administration for Children and Families (ACF) guidelines.
2. Review the Community Assessment, approve the Target Service Areas, and assure that these meet the required standards.
3. Develop a plan for recruitment and selection of eligible children using the current ACF guidelines.
4. Establish the composition of Policy Council and determine committees for dealing with individual program procedures.
5. Serve as a link to the Center Parent Committees, Center Staff, North Idaho College Board Liaison as designated by the Board of Trustees, North Idaho College Board of Trustees, public and private organizations, and the communities they serve.
6. Assist and develop a plan to help Center Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Head Start, and to encourage their participation and volunteering in the program.
7. Assist and develop a plan to help Center Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and insuring that funds set aside from program budgets are used to support parent activities.
8. Establish and maintain procedures for hearing and resolving complaints about the program.
9. Review & submit Head Start specific personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff,

- contractors, and volunteers and criteria for the employment and dismissal of program staff.
10. All recommendations for hire will be presented at the next regularly scheduled Policy Council meeting.
    - i. In the event waiting to vote at the next meeting impedes center operations, for all benefit-eligible positions as well as part-time assistant teacher and part-time family advocate positions, the Policy Council Chair may direct a vote take place utilizing an electronic method (i.e., phone, email).
    - ii. Other part-time positions may be filled with the recommendations of the committee, as long as a Policy Council Representative is on the committee, with a personnel report presented at the next regularly scheduled meeting.
      1. In the event a Policy Council Representative is not on the committee, the part-time position recommendation must be presented at the next regularly scheduled meeting or by an electronic vote at the discretion of the Policy Council Chair.
  11. Approve or disapprove applications for fund and proposed fundraising opportunities.
  12. Approve or disapprove major changes in the operating budget and operations and monitoring system while the program is in operation.
  13. Participate in and review annual self-assessment and implementation of the improvement plan of the program.
  14. Be a link between the community resources and Head Start parents.
  15. Assist in and establishing program recruitment plan
  16. To follow Impasse Procedures, Article VIII.

**ARTICLE III Membership and Meetings**

*Section I Composition*

The Policy Council shall be composed of no less than 51% parents currently enrolled in Head Start and no more than 49% representatives from the community. Representatives are elected before the October Policy Council Meeting. Each Head Start Center Parent Committee elects voting representatives as follows:

<b>Centers / Parent Committees</b>	<b>Center Enrollment Slots</b>	<b>Number of Parent Representatives</b>	
Center A	61- 90	2	
Center B	41-60	2	
Center C	21-40	1	
Center D	0-20	1	

*Section II Selection Policy Council Parent Representatives and Parent Member at Large*

1. Each Head Start Center Parent Committee elects Policy Council Representatives by the first Friday in October. This allows for their attendance and training at the October meeting. Center Policy Council Representatives are comprised exclusively of the parents of children currently enrolled at the center.
- 1-2. One Parent Member at Large may be elected by the Policy Council. This member must have a child currently enrolled in the program.
- 2-3. Their term of office will be October through October.
  - a. This allows for the October meeting to have experienced members from the previous program year present to run the meeting.

- b. Policy Council Representatives, elected during the year will be seated at the first possible meeting after their election at the Center Parent Committee with their term going through the following October meeting.

3.4. Staff may not serve on the Policy Council except parents who occasionally substitute as staff.

### *Section III Selection Policy Council Community Representatives*

1. Representatives from the community may include up to five individuals selected from the following community groups by the Policy Council: Community representation will be considered from all our communities when positions are available.
  - a. State service agencies
  - b. Private service agencies
  - c. Community organizations
  - d. Public and private school personnel
  - e. Parents of former Head Start children, including those holding an office with any of the following agencies: Idaho Head Start Association, Region X Head Start Association, or National Head Start Association
  - f. A representative from Grantee Board of Trustees
  - g. Health Care Professionals
  - h. Recommended interested community citizens.
2. Prior to the October Policy Council meeting, permission is obtained from proposed representatives from the community to submit their names for nomination to the Policy Council. Policy Council members, Head Start staff, and Grantee Board may submit nominations to the Policy Council. Nominations for community representative will be submitted throughout the program year as needed.

### *Section IV Term of Office*

Policy Council representatives shall serve for a term of thirteen (13) months beginning with the October meeting and ending with the October meeting. No representative shall serve on the Policy Council for more than five (5) terms, subject to any changes in Head Start Program Performance Standards and/or regulations.

- a. A currently seated Policy Council representative, interested in serving another term, must stand for re-election at the respective center parent committee.

### *Section V Meetings*

1. Regular meetings of this Policy Council will be held monthly, usually the third Friday of the month. Meeting dates are subject to change as decided by the Policy Council.
2. The Chair may call special meetings of the Policy Council as needed. Advance notice of at least forty-eight (48) hours must be given.
3. The North Idaho College Head Start Staff Recorder will maintain Policy Council minutes for all regular and special meetings. The Staff Recorder shall see that a record of minutes is kept on file at the Head Start Central Office and sends out copies of minutes to each member, the North Idaho College Board Liaison as designated by the Board of Trustees, and the North Idaho College Board of Trustees Chair. The staff recorder has no membership privileges.
4. Notice of regular meeting - written notices are mailed or emailed to each Policy Council representative at least five (5) days prior to the date of each regular meeting. An agenda for forthcoming meeting is enclosed. Minutes of the past meeting are mailed or e-mailed within two weeks of the meeting. Notice of special meetings shall be by personal or electronic contact.

5. Quorum - 1/3 of the seated representatives of Policy Council must be present to constitute a quorum for regular meetings or special meetings to transact business
  - a. Quorum for Electronic Voting - 1/2 of the seated representatives of Policy Council must respond to constitute a quorum,
  - b. The Chair counts as part of the quorum.
6. Parliamentary Procedure - Robert's Rules of Order, revised, shall be the guide for conducting all meetings.
7. Voting Rights - Each Policy Council representative shall have one (1) vote, except the Chair who votes in the event of a tie.
8. Policy Council parent members, in order to participate fully, may receive, when necessary, reimbursement/payment for reasonable expenses incurred by the members.
9. Guests may attend meetings, but may be excluded from the room for any discussion or vote at any time by the acting chair.

#### *Section VI Duties of Representatives*

1. Due to the progressive nature of the work and responsibilities of Policy Council and to support informed decision-making, representatives shall maintain good standing. Representatives in good standing attend and arrive on time for all regularly scheduled monthly meetings.
2. Representatives attend selected and/or required committee meetings.
3. Representatives notify Policy Council Vice-Chair, or Policy Council Advisor when unable to attend. In the case of an emergency, contact your respective center.
4. Representatives actively participate in meetings by reading the previous meeting minutes and agenda for the upcoming meeting prior to the meeting and discussing matters to be considered with the group he/she represents.
5. Representatives notify the Policy Council Advisor if they can no longer serve as a Policy Council Representative.
  - a. The Policy Council Advisor notifies the Supervisor when a vacancy occurs.
6. .
6. Community representatives shall provide information about activities, events, resources available in their community during each Policy Council meeting.
7. Parent representatives shall meet with Supervisor or Center Assistant and prepare a center report to provide at each Policy Council meeting.
8. Parent representatives report back to their Center Parent Committees any actions taken by the Policy Council that have not been declared confidential.
9. Submit agenda items to the chairperson at least eleven (11) days prior to the forthcoming meeting.
10. Serve on committees as established by Policy Council.

#### *Section VII Attendance*

1. Roll is taken at each meeting anyone not in attendance is marked absent.
  - a. Late arrivals will be indicated on the meeting attendance.
    - i. Voting privileges may be suspended. Special circumstances will be considered by the Policy Council Chair.
2. Representatives should be present at all regular monthly meetings and assigned subcommittee meetings.
3. Policy Council minutes will reflect all absences.
4. A representative in good standing will miss no more than three (3) meetings.
  - a. When one of the representatives has three (3) absences, Policy Council will determine by a 2/3 vote of members in attendance at the Policy Council meeting whether or not the representative should be retained.

- b. The Policy Council retains the right to consider extenuating circumstances.
- c. The Policy Council Advisor notifies the respective Supervisor of Policy Council's action to unseat a representative from a position. The chair shall make a reasonable attempt to notify unseated individuals
- d. If it is the decision of the Policy Council to unseat the non-participating representative, a new representative will be elected through the respective Center Parent Committee

## **ARTICLE IV Officers and Delegates**

### *Section I Officers*

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer

### *Section II Election and Term of Office*

- a. All officers shall be elected for a one (1) year term at the October meeting. Term of office begins at the November meeting. Officers can only serve in one officer position. Officers demonstrate commitment to leadership duties and attendance at all meetings. An officer or a designee attends any North Idaho College Board of Trustees meeting when Head Start business is presented.

### *Section III Duties of Officers*

1. Chair
  - a. Presides at all regular and special Policy Council meetings.
  - b. Demonstrates a clear understanding of the Policy Council Bylaws.
  - c. Explains each motion before it is voted upon.
  - d. Calls the meeting to order and formally closes it.
  - e. Calls special meetings when necessary.
  - f. Appoints committee chairperson and supervises committee appointments if needed.
  - g. Reviews and approves the agenda for each regular meeting and sees that it is distributed to representatives.
  - h. Serves on the programs Scholarship and Award Committee.
  - i. Receives and handles all mail addressed to the Policy Council and is responsible for all official correspondence.
  - j. May delegate duties as needed to Vice Chair.
  - k. Communicates with the North Idaho College Board Liaison as designated by the Board of Trustees for any issues that require Board of Trustees attention.
  - l. Votes only in the case of a tie vote of the Policy Council representatives.

A Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.
2. Vice-Chair
  - a. Presides over the Policy Council meeting and all duties associated with that meeting in the absence of the Chair.
  - b. Assists with the secretary duties in the absence of the Secretary.
  - c. In the case of resignation of the Chair, assumes the office of Chair until the Policy Council elects a permanent Chair.
  - d. Chairs the Bylaws Committee.
  - e. Notes whether a quorum is present.
  - f. Receives notice from Policy Council Representatives when a member will be absent from a meeting.

- g. Maintains records of Policy Council member attendance and reports to the Policy Council Chair when a representative has three (3) absences.
  - h. A Vice-Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.
3. Secretary
- a. Keeps a Policy Council notebook that includes: A copy of the Bylaws, a copy of the current Policy Council member list, and the agenda and minutes for the last twelve (12) months.
  - b. Ensures that the Policy Council notebook is available at all Policy Council meetings.
    - a. The Policy Council notebook is stored in the Policy Council's locked cabinet.
  - c. Assist chair as Time keeper.
  - d. A Secretary who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.
4. Treasurer
- a. Reviews and signs all travel and childcare reports.
  - b. Keeps an accurate record of the Policy Council's expenditures.
  - c. Distributes an itemized budget report covering all Policy Council expenditures.
  - d. Chairs the Policy Council Budget Committee.
  - e. A Treasurer who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

#### *Section IV – Delegates*

1. State Representative to the Idaho Head Start Association (IHSA)
- a. One Delegate is elected for a one-year term.
  - b. The Delegate must be a current or past Head Start parent or legal guardian **and** Policy Council Representative at the time they are elected.
  - c. Delegates may serve up to two, one-year terms.
  - d. One State Representative Alternate shall be elected who is a current or past Head Start parent or legal guardian with voting rights in the absence of the Delegate.
    - i. The State Representative Alternate will automatically fill the Delegate's vacancy if needed for the remainder of the elected term. A new State Representative Alternate will be elected to finish the current term.
  - e. Election of the State Representative Delegate and the State Representative Alternate occurs prior to the annual IHSA membership meeting.
  - f. Term of office shall be one year.
  - g. Duties of the Delegate include, but are not limited to:
    - i. Attend all Policy Council meetings.
    - ii. Attend all funded State meetings.
    - iii. Provide a written and oral report to the Policy Council following each State meeting.
    - iv. Attend other meetings as needed with administration, staff, and Policy Council representatives.
  - h. A State Representative Delegate or State Representative Alternate who fails to perform his/her duties may be removed from position by a 2/3 vote of members in attendance at the Policy Council meeting.

## **ARTICLE V Committees**

Representatives select committees to serve on at the Committee Meeting Session prior to the October Policy Council meeting. When representatives/officers change, the committee roster is updated by the Staff Recorder. Should those Policy Council Representatives required to attend the committee meeting not attend, the committee's work will be brought to the regular Policy Council meeting and discussed during Committee Reports.

### *Section I Personnel Committees*

1. Center Personnel Committee: Policy Council Representatives and/or Center Parent Representatives are involved in the interview and selection process for hiring staff.
2. Executive Personnel Committee: This committee shall consist of at least three (3) Policy Council representatives including the Chair and is called by the Head Start Director as needed.

### *Section II ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Committee*

1. Committee shall consist of ERSEA Manager and at least three (3) Policy Council representatives.
2. The committee shall design the recruitment and enrollment criteria that includes the criteria for selection of families, to be used for enrolling families in the Head Start program.

### *Section III Program Self-Assessment Committee*

1. Committee consists of all Head Start administrative staff and at least two (2) Policy Council Representatives.
2. Members will attend Self-Assessment training prior to conducting the program self-assessment.

### *Section IV Bylaws Committee*

1. Consist of at least three (3) Policy Council representatives.
2. Consist of Policy Council Vice-Chair and Policy Council Representatives.
3. Meets at least once during the program year and when needed to review all Bylaws and make recommendations for revision.

### *Section V Program Policies Committee*

1. Consist of all administrative team, designated staff from each component and at least three (3) Policy Council representatives.
2. This committee meets semi-annually to review changes and make recommendations for the following year.

### *Section VI Policy Council Budget Committee*

1. Consists of Policy Council Treasurer as chair, two current parent representatives, and the Head Start Director.
2. Complete an inclusive Policy Council budget with categories covering all areas of expenditures and present to the Council.
3. Meet to update budget at the beginning of each fiscal year.
4. Review center strategic planning and make recommendations to allocate resources as needed and available.
5. Review and update, as needed, the Policy Council Childcare and Transportation Policy.

*Section VII Nutrition Committee*

1. *Consist of Nutrition Manager, Registered Dietician, and at least (3) Policy Council representatives.*
2. This committee meets semi-annually to review standardized menus, Center Parent Committee feedback, CACFP requirements, and make recommendations.

*Section VIII Special Committees*

1. The chairperson or Policy Council appoints special Committees as the need arises. Membership of Special Committees may include Center Parent Representatives.

**ARTICLE VI Conflict of Interest**

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to North Idaho College Head Start (NICHS), or result in personal financial, professional, or political gain on the part of such persons at the expense of or its members, supporters, and other stakeholders.

Definitions:

- a. *Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a Policy Council Representative.*

Procedures:

Full disclosure, by notice in writing, shall be made by the interested parties to the full Policy Council in all conflicts of interest, including but not limited to the following:

- a. *A Policy Council Representative is related to a staff member by blood, marriage or domestic partnership.*
- b. *A Policy Council Representative stands to benefit from an NICHS transaction receives payment from NICHS for any subcontract, goods, or services other than reimbursement for reasonable expenses incurred as provided in the bylaws and NICHS policy.*
- c. *A Policy Council Representative who is formally considering employment with NICHS must notify the Policy Council Chair (or Vice-chair if it is the Chair) and will not participate on the hiring committee nor as a voting member during the specific Policy Council meeting when hiring for said position and are excluded from the room during the discussion and vote. Employee status terminates their membership as a Policy Council Representative, except for parents who occasionally substitute as staff.*

Following full disclosure of a possible conflict of interest or any condition listed above, the Policy Council shall determine whether a conflict of interest exists and, if so the Policy Council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect NICHS's best interests.

This *Conflict of Interest* policy, as part of the Policy Council Bylaws, is given to all Policy Council Representatives, through the Policy Council notebooks. The Policy Council Bylaws are also available through the Program's Policies and Procedures located on the NIC Head Start SharePoint site.

**ARTICLE VII Grievance Procedure**

If a grievance is brought to Policy Council, the Policy Council will work to resolve the grievance.



Should no resolution be met for the grievance, then the Policy Council Chair will present the grievance to the North Idaho College Board Liaison as designated by the Board of Trustees.

The North Idaho College Board Liaison will present the grievance to the North Idaho College Board of Trustees for action.

**ARTICLE VIII Impasse Procedures**

According to HSPPS 1301.6, to facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency’s governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner. The governing body considers proposed decisions from the policy council and the policy council considers proposed decision from the governing body.

If there is a disagreement, the governing body and the policy council notify the other in writing, within ten (10) days, why it does not accept a decision.

Head Start Grantees will notify the responsible ACF Regional Office as soon as possible, and no later than ten (10) days after becoming aware that there is a conflict between the Grantee agency and the Policy Council, especially those which, if not resolved, could lead to termination, or denial of refunding, of the Head Start grant.

Recognizing there is an impasse, the Grantee and the Policy Council, should, within 10 days, submit the dispute to the offices of a mutually agreeable 3<sup>rd</sup> party mediator. The Regional Office will be informed of the selection of a mediator and the time and location of the meetings. The Grantee and the Policy Council are expected to attend any meetings requested by the mediator.

If the conflict relates to the Grantee’s refunding, the mediation process must be completed 15 days prior to the Grantee’s refunding date unless the mediator has indicated to the Regional Office, in writing, that additional time for mediation will likely result in a successful resolution of the conflict which case the Regional Administrator may consider whether an extension may be granted for the submission deadline of the Head Start grant application. The refusal of either party to engage in a mediation process shall be taken into consideration by the ACF Regional Office in determining what course of action is warranted.

If no resolution is reached with the mediator, the Governing Body and Policy Council must select a mutually agreeable arbitrator whose decision is final.

**ARTICLE IX Amendments**

These Bylaws will be reviewed annually by the Bylaws Committee and presented to Policy Council and the Grantee Board of Trustees for approval.

These Bylaws may be amended by sending a copy of the proposed amendment to each Policy Council member at least one (1) week before the meeting in which the amendments are considered. Amendments must be approved by a quorum of the Policy Council.

Policy Council Approval September 16, 2022 October 20, 2023

North Idaho College Board of Trustees Approval: \_\_\_\_\_

**BOARD OF TRUSTEES MEETING**  
**October 25, 2023**

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**TAB 5**

**SUBJECT:** 2023-2024 Board Goals

**BACKGROUND:** The NIC Board of Trustees draft document is included here as Tab 5 Attachment A.

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] make the motion to approve 2023-24 Board Goals as presented.

Prepared by: Suzy Scura  
Board Clerk

## **Tab 5 Attachment A**

## Proposed Board Goals – Revised 9/26/23

### NIC Proposed 2023-24 Board Goals

1. **Accreditation.** Continue working with the president and the college to address accreditation recommendations and maintain compliance with all accreditation standards, especially those for which NIC was cited for non-compliance in NWCCU's communications and return to good standing.
2. **Community Engagement.** Strive to enhance the Governing Board's reputation with the greater community served by the community college.
3. **Monitoring and Oversight.** Continue to monitor college's progress toward meeting the community's needs and the accomplishment of established goals, through consistent, timely, and accurate information and presentations provided to the board at regularly scheduled meetings and special study sessions.
4. **Educational Quality and Student Success.** Ensure and support academic excellence, student success, and a campus climate that welcomes the free expression of diverse thoughts by employees and students.
5. **Financial Responsibility.** Ensure a sustainable economic future for NIC through policy, monitoring, and adoption of a strategy to maintain accreditation and financial stability for the community college.

#### 6. **Board Effectiveness**

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

##### **Key Actions**

- A. Establish clear, mutually agreed upon goals for the president and create a relationship for achievement of same.
- B. In accordance with BP 2.02.01: Presidential Authority, respect the authority that has been delegated to the President and hold the President accountable for execution of job duties as stated in the policy and mutually agreed upon 2023-24 presidential goals.
- C. Update all board governance policies and ensure development and implementation of a cycle for regular review and revision of all board governance policies so that each policy is reviewed a minimum of once every three years, except when required by revisions to code, rules, or regulations.
- D. Adhere to BP 2.01.08: Board of Trustees Performance Review by following a regular cycle for Board self-evaluation and development of annual Board goals and developing a common understanding on Board policies on which the Board members have conflicting interpretations.
- E. Conduct a mid-year progress update of Board goals.
- F. Cultivate a strong, positive President/Board relationship that promotes the success of NIC's students, and the community college as a whole.

**BOARD OF TRUSTEES MEETING**  
**October 25, 2023**

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**TAB 6**

**SUBJECT:** 2024-2025 Board Regular Meeting Calendar

**BACKGROUND:** Advanced visibility on the regular meetings schedule helps the teams who manage the meeting logistics and field other requests for the facilities.

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] make the motion to approve 2024-2025 Board Regular Meeting Calendar as presented.

Prepared by: Suzy Scura  
Board Clerk

## **Tab 6 Attachment A**

# 2024-2025 NIC Board of Trustees Meeting Schedule DRAFT

2024 to 2025

Jul 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## 2024-2025 Academic Calendar

Possible Board Regular Meetings – 4<sup>th</sup> Wed recurrence

Possible Board Regular Meetings – last Wed recurrence

Suggested deviation due to holiday