



North Idaho College

Board of Trustees Meeting

May 24, 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

Gregory McKenzie

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

6:00 p.m. Lake Coeur d’Alene Room** / Zoom: <https://nic.zoom.us/j/88978461762>

Convene/Call to Order/Verification of Quorum

Gregory McKenzie

Pledge of Allegiance

Board Development Update

Ken Burke and Debbie DiThomas

Public Comment

Gregory McKenzie

Celebrating Success: Power of Resilience: Student Stories

Louisa Rogers

CONSTITUENT REPORTS

ASNIC

Michael Haberman

Faculty Assembly

Jon Gardunia

Staff Assembly

Sarah Martin

Senate

Jason Droesch

PRESIDENT’S REPORT

Nick Swayne

CONSENT AGENDA

Gregory McKenzie

Action for Approval of Meeting Minutes for April 24, 2023, April 26, 2023 and May 17, 2023

UNFINISHED BUSINESS

Tab 1: Action: General Fund Budget Fiscal Year 2024

Nick Swayne

NEW BUSINESS

Tab 2: Action: Adopt Board Response to Votes of No Confidence

Gregory McKenzie

Tab 3: Board Policy Subcommittee Report

Tarie Zimmerman/Mike Waggoner

Action: Attachment A Policy 2.01.01 Appointment, Authority, and Functions

Action: Attachment B Policy 2.01.05 Communications with Board of Trustees

Action: Attachment C Policy 2.01.08 Board of Trustees Performance Review

Action: Attachment D Policy 2.01.11 New Board Member Orientation

Action: Attachment E Policy 2.02.01 President's Responsibility and Authority

Action: Attachment F Policy 2.02.02 Presidential Performance Review

First Reading: Attachment G Policy 2.01.03 Meetings

Action: Remove Vaccine Mandate for Head Start Program

Gregory McKenzie

INFORMATION ITEMS

Board Evaluation

Gregory McKenzie

President's Evaluation

Nick Swayne

Legal Services Update

Nick Swayne

Tab 4: Recurring Reports

Nick Swayne

Tab 5: College Policy Review Update

Nick Swayne

REMARKS FOR THE GOOD OF THE ORDER***

ADJOURN

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

** 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. Copies are available from the President's Office.

BOARD OF TRUSTEES MEETING
May 24, 2023

SUBJECT

Executive Session

DISCUSSION

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

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

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

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

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

SECONDED BY: _____

Roll call: _____ Banducci
_____ Corkill
_____ McKenzie
_____ Waggoner
_____ Zimmerman

CONVENE AT: _____ ADJOURN AT: _____



North Idaho College

BOARD OF TRUSTEES SPECIAL MEETING

Kootenai County Administration Building, Meeting Rooms 1A & B

451 Government Way, Coeur d'Alene, Idaho 83814

April 24, 2023

MINUTES

Chair Greg McKenzie called the meeting to order at 5:50 p.m. and verified a quorum was present.

Trustee Zimmerman made a motion to adopt the amended agenda to remove an item: Action/Discussion: Discussion and Vote Regarding Curing Open Meeting Violations that Occurred in November and December of 2022 (Emails between Trustee McKenzie, Trustee Banducci, Trustee Waggoner, and Art Macomber). The motion was seconded by Trustee Corkill. Following discussion, roll call vote was taken as follows:

Todd Banducci	nay
Mike Waggoner	nay
Brad Corkill	aye
Tarie Zimmerman	aye
Greg McKenzie	nay

Trustee Banducci made a motion to go into executive session under Idaho Code § 74--206(1)(b)(d)(f) 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; to consider records that are exempt from public disclosure; and 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. The motion was seconded and roll call vote was taken as follows:

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

At 5:54 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
Art Macomber, College Attorney

NEW BUSINESS

Security External Review and Assessment

Chair McKenzie opened a discussion about conducting a request for proposals for a college security assessment. At 6:11 p.m., a two-minute recess was called. The meeting reconvened and Trustee Banducci made a motion to authorize an RFP/RFQ for an external agency to do a full review of all NIC-related security functions, personnel, and resources, providing feedback on our strengths and weaknesses along with suggestions on how we can improve. The RFP and RFQ should be posted within the next 30 days. The motion was seconded. Following discussion, it was determined that no motion was needed, and the administration would proceed with a request for proposal. Trustee Banducci withdrew his motion and Trustee Waggoner withdrew his second.

Board Accreditation Response Questions

Trustee Banducci commented that every member of the board wants NIC to retain its accreditation. There was no other discussion and no action was taken.

Board Response to Unauthorized Distribution of Macomber Report – Censure Trustee Corkill

Chair McKenzie read aloud, a resolution of censure for Trustee Corkill and made a motion for the board to adopt the resolution. The motion was seconded. At 6:26 p.m. a 10-minute recess was called. The meeting was reconvened at 6:35 p.m. Following discussion of the motion on the floor, roll call vote was taken as follows:

Brad Corkill	nay
Tarie Zimmerman	nay
Mike Waggoner	aye
Todd Banducci	nay

The chair did not vote.

Board Response to Macomber Report on Investigation of Dr. Swayne’s Contract

Trustee Banducci made a motion to approve the release of Mr. Macomber's authorized investigation report. The report is to be released in its entirety with no edits or redactions. Attorney-client privilege as to the content of the final report is waived. The motion was seconded and following discussion, carried unanimously.

Curing of Possible Open Meeting Violation at June 22, 2022 Board Meeting Regarding “action: Selection of President” and following Decisions Stemming from that Violation

Trustee Banducci made the following motion: the Board of Trustees acknowledges that an open meeting law violation occurred on June 22, 2022 when the predetermined hiring decision to hire Dominic D. Swayne as president of NIC was made. Subsequently, the follow-on decisions to hire him, including the contract approval by the board on July 14, 2022, are also null and void. This makes the signature on the contract by David Wold on July 14, 2022 and by Dominic Swayne on July 15, 2022 null and void. Because of this violation, the hiring of Dominic D. Swayne is null and void. Therefore, the contract Dominic D. Swayne has with NIC is null and void. However, in light of the ongoing accreditation and litigation circumstances, Dominic D. Swayne will continue as the active president of NIC, performing the role of president, until the board decides otherwise. He will continue to receive his current compensation until the board

decides otherwise and/or a new contract is negotiated and put in place. The motion was seconded and following discussion, roll call vote was taken as follows:

Brad Corkill	nay
Tarie Zimmerman	nay
Mike Waggoner	aye
Todd Banducci	aye
Greg McKenzie	aye

Board Reserving State Statute Rights

Trustee Banducci made a motion for the board of trustees to change policy 2.02.01 to reserve the board's legal authority and right under 33-2109 to appoint officers, instructors, specialists, clerks, and other personnel, and not delegate this responsibility to the president. The motion was seconded. Discussion took place and at 7:37 p.m., a 10-minute recess was called. At 7:50 p.m., the meeting reconvened. Following additional discussion, Trustee Banducci withdrew his motion and Trustee Waggoner withdrew his second. Chair McKenzie made the following motion: That the hiring positions and decisions, as recommended by the president that are of concern by the board chair, may not be completed until concerns by the board chair are addressed, so sanctioned by the board. The motion was seconded. Following discussion, Trustee Waggoner withdrew his second of the motion. The Chair did not want to withdraw his motion, and no vote was taken.

Curing Open Meeting Violations that Occurred in November and December of 2022

Trustee Zimmerman expressed that she did not want to discuss this topic.

The meeting was adjourned at 8:25 p.m.

Respectfully Submitted,
Shannon Goodrich, Board Clerk



North Idaho College

BOARD OF TRUSTEES MEETING

Edminster Student Union Building, Lake Coeur d'Alene Room

April 26, 2023

MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie convened the meeting at 6:01 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
Sarah Garcia, VP Finance and Business Affairs
Steve Kurtz, Accreditation Liaison Officer
Laura Rumpler, Chief Communications and Government Relations Officer
Art Macomber, College Attorney

SPECIAL BUSINESS

Tenure Awards

Dean Sherry Simkins provided a brief overview of the tenure process, and she presented candidates from the General Studies and Career Technical Education program areas. Associate Dean Erlene Pickett presented candidates from the Health Professions and Nursing Program areas. Candidates presented:

Dr. Nicole Willms
Dr. John Reese
Ekaterina Miller
Kathleen Miller Green
Dr. Dwayne Huff
Dr. Travis Hagner
Brandy Fries
Sean Sater
Hillary Faeta-Ginepra
Matthew Nolan
Sharon Funkhouser
Connie Clum
Stephen Smith

Trustee Corkill made a motion to approve tenure for the candidates presented. The motion was seconded and carried unanimously.

Celebrating Success

TRIO Program Director Becky Cochrane introduced Terry Simmons, Nick Maniscalco, and Paul Meyers; three students who shared about their journeys at North Idaho College as they each prepare to graduate this spring.

Board Development with ACCT

ACCT Consultants Debbie DiThomas and Ken Burke shared activities and efforts they and the board of trustees have accomplished related to board development.

PUBLIC COMMENT

Name	Topic
Deborah Rose	Legal Counsel and Budget
Ron Hartman	Budget
Nina Beesley	Representation and legal counsel
Rachelle Ottosin	Representation and faculty
Caryn Shepler	Board Policy Subcommittee
Dave Reilly	Policy
Robert Shepler	Budget
Jamie Berube	Budget and Board Governance
Jeanette Laster	Budget and Board Policy
Alan White	Policy
Terri Seymour	Representation
Russ McLain	Budget
Brian Seguin	Tenure / Presidential Succession Plan
Nancy Jones	Budget
Nyleen Livingston	Selecting President Policy
Mike Gridley	Budget
Greg Green	Accreditation
Howard Kuhns	Board Governance
Greta Gissel	Accreditation
Iz Gissel-King	Accreditation

CONSTITUENT REPORTS

ASNIC

ASNIC President Damian Maxwell reported on student activities, including an academic best practice project, a recent diversity banquet, day of service, and a project to install hammocks for student use. He introduced President-elect Michael Haberman, VP-elect Thomas Hersey, and Senator Hannah Griffin.

Faculty Assembly

Chair Ben Tschida began with congratulations to tenure recipients. He reported that during their April meeting, Faculty Assembly received year end committee reports and opened nominations for senate and faculty leadership positions. He commended faculty for their efforts over the past few years and he thanked the administration for preparation of the draft budget. He requested an update from the board chair about a response to votes of no confidence.

Staff Assembly

Past Chair Sarah Martin recognized outgoing Chair Keri Simonet. She read aloud, a statement of hope adopted by Staff Assembly.

Senate

Chair Neil Doyle reported that during their April 20 meeting, Senate reviewed annual committee reports. He read aloud, a statement from the Sustainability Committee, and shared updates from the Admissions and Academic Standards Committee and the Sterling Silver Committee.

PRESIDENT'S REPORT

Dr. Swayne discussed several upcoming end-of-year events and he commented on efforts to improve enrollment numbers, including recent recruiting events. He shared information on athletics, student competitions, and theater and music events. He discussed the recent program review of the Financial Aid office, which resulted in a clean audit of those processes. He closed by commenting that President's Cabinet plans to begin reviewing the policy manual and the strategic plan.

CONSENT AGENDA

The consent agenda consisting of minutes from the March 6, 22, and 28 meetings, was approved without objection.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

General Fund Budget Fiscal Year 2024

VP Finance and Business Sarah Garcia presented the general fund operating budget, including revenue projections of \$51.4 million. She explained that 21 open positions were being held vacant along with other efforts to help reduce expenses. She proposed an 8% increase in employee compensation to cover inflation and help with employee retention, and requested the board consider a proposal to use fund balance to cover additional one-time expenses in the areas of insurance, legal fees and cybersecurity. She reviewed and explained the history of property tax and explained that the overall budget proposal is based on a 5% decrease in county property valuation. Ms. Garcia also briefly reviewed the capital investment reserve. Trustees provided consensus for first reading and no action was taken.

Board of Trustees Meeting Schedule 2023-24

Dr. Swayne presented the board meeting schedule for the upcoming fiscal year. Trustee Corkill made a motion to adopt the schedule. The motion was seconded and carried with four in favor.

General Legal Counsel

Dr. Swayne discussed the process to search for college legal counsel and he proposed contracting with Holland Hart from Boise, with specific representation by attorney Bob Faucher who is a senior partner and based in Boise. A discussion ensued and Chair McKenzie requested a motion to accept Holland and Hart as new legal counsel for NIC with all communication and guidance managed by attorney Macomber during the transition with the board in June's regular meeting, welcoming Bob Faucher. Trustee Corkill motioned to approve, and the motion was seconded. Following discussion, Trustee Corkill withdrew his motion. Chair McKenzie requested a motion to accept Holland and Hart as new legal counsel for NIC with all communication and guidance managed by attorney Macomber. During the transition with the

board in June's regular meeting welcoming Holland and Hart with his service lasting at the board's pleasure. Trustee Corkill made the motion to approve. The motion was seconded and following discussion, a roll call vote was taken as follows:

Brad Corkill	aye
Tarie Zimmerman	aye
Mike Waggoner	nay
Todd Banducci	nay
Gregory McKenzie	aye

Board Policy Subcommittee

A discussion took place about the efforts to update board policies. Trustee Banducci made a motion for the board to authorize the establishment of a policy review subcommittee consisting of trustees Waggoner and Zimmerman. The motion was seconded, and following discussion, carried unanimously.

Policy Development for Presidential Succession

Trustees agreed to assign development of this policy to the board policy subcommittee.

INFORMATION ITEMS

Workforce Training Center Enrollment Report


Dr. Swayne introduced Vicki Isakson, director of Workforce and Community education who shared an update on Workforce Training programs and the impact they and program completers have on the community.

REMARKS FOR THE GOOD OF THE ORDER

Chair McKenzie read aloud, a statement thanking the Kootenai County Board of County Commissioners for allowing the board to use their facility for a recent special meeting. He also read aloud, a statement drafted in response to college constituents' votes of no confidence.

The meeting was adjourned at 9:40 p.m.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
May 17, 2023
MINUTES

Chair Greg McKenzie called the meeting to order at 5:01 p.m. and verified a quorum was present. Trustee Waggoner 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. The motion was seconded and roll call vote was taken as follows:

Todd Banducci	aye
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	aye

At 5:55 p.m. the meeting was recessed.

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie reconvened the meeting at 6:12 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
Greg McKenzie
Mike Waggoner
Tarie Zimmerman

Also present: Nick Swayne, President
Art Macomber, College Attorney

Dr. Swayne made a statement condemning the recent assault on Trustee Todd Banducci.

Board Legal Communication and Decisions

Chair McKenzie requested a motion to file a motion of non-opposition to Dr. Swayne's motion of summary judgement. The motion was made by Trustee Zimmerman and was seconded. Following discussion, the motion carried unanimously.

Chair McKenzie requested a motion to authorize NIC's Board Chair to make all legal decisions and at the Chair's discretion in consultation and coordination with NIC's President and designated persons regarding the existing lawsuits before the college and have full authority, including authority to delegate this authority, on who may speak with lawyers and/or which lawyer they may speak to for whatever lawyer may serve the college both now and for future law-firms. The motion was made by Trustee Waggoner and was seconded. Following discussion, the motion carried unanimously.

Chair McKenzie requested a motion to authorize the Board Chair and at the Chair's discretion, the Vice-Chair, authority to release attorney/client-privileged documents and executive session information when it comes to any time period associated with Chair McKenzie's workings with Attorney Marc Lyons and President Rick MacLennan. The motion was made by Trustee Waggoner and was seconded. Following discussion, the motion carried unanimously.

There was no further business and the meeting was adjourned at 6:25 p.m.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

BOARD OF TRUSTEES MEETING
May 24, 2023

TAB 1

SUBJECT: Second Reading: FY24 General Operating Budget

BACKGROUND:

Proposed budgets for Fiscal Year 2024 for the total institution as developed by the college administration are presented to the Board for consideration and discussion. These budgets include the general fund, plant fund, fee-based funds, service funds and grants and reflect the anticipated changes in revenues and expenditures for FY24.

DISCUSSION:

General Overview:

Planning assumptions for FY24 include a forecasted decline for credit enrollment of 5%. This decline is based on the decline experienced for Spring 2023.

Revenue

State Funding:

The state general fund appropriation increased to \$14.98M for FY24. The appropriation includes partial funding of a Change in Employee Compensation (CEC) at approximately 4% or \$423,300, the impact of Enrollment Workload Adjustment in the negative amount of \$(242,500), an increase for change in health benefit costs of \$117,100, as well as an additional \$118,400 for CEC.

The state CTE allocation has not been finalized. We have included an estimate of the 4% approved CEC in the amount of \$210,240. We anticipate a final number as well as information on line items which, when received, will increase revenue as well as expenses, before the second reading.

Kootenai County Levy:

The budget proposal includes no increase to the Maintenance and Operation Levy. The budget does include a recommendation to take \$300,000 in new property on the rolls. Included in that figure is an estimate for the values of closed urban renewal districts.

Tuition and Fee Income:

This proposed budget includes no increases in tuition or fees for any student type.

Expenses

Change in Employee Compensation:

This proposal provides for a step increase plus a base adjustment of 6% for full-time, benefits-eligible employees supported by the general fund. It also provides for an increase in the adjunct and part-time rates of pay at an equivalent level. The administration is committed to employee retention and feels that this increase will be instrumental in retaining employees for FY24 while also keeping pace with inflation.

Expenses:

Without factoring in any change in employee compensation, the FY24 budgeted expenses were reduced by \$1.857M due in large part to the commitment to hold vacant 21 positions (9 faculty and 12 staff) for the FY24 fiscal year. The college is budgeting and additional \$1.09M for expenses related to insurance coverage and increased deductibles, implementation of cyber security prevention measures and legal services. The net impact to total budgeted expenses is a decrease of 1.5% or \$767,000.

Course Fee Rates:

Included with the budget are all FY24 course fees for board review and approval.

REQUESTED BOARD ACTION:

It is recommended that the board consider a motion to approve the FY24 institutional budget including the adoption of FY24 tuition and fees, including course fees.

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



North Idaho College

FY2024 Budget

**Second Reading
Presented to the Board of Trustees
May 24, 2023**

**General Fund
Operating Budget
FY 2024**

	<u>FY23 Budget</u>	<u>PROPOSED FY24 Budget</u>
Changes in Revenue		
Tuition and Fees	\$ 10,613,272	\$ 9,630,095
State General Funds ¹	\$ 14,566,100	\$ 14,982,400
State Liquor Tax	\$ 200,000	\$ 200,000
CTE Funding ²	\$ 6,272,000	\$ 6,482,240
Property Tax ³	\$ 17,659,145	\$ 17,820,607
Interest Income Base	\$ 175,000	\$ 250,000
County Tuition Payments	\$ 700,000	\$ 514,520
Miscellaneous Tax Receipts	\$ 850,000	\$ 850,000
Revenue sharing from other funds	\$ 250,000	\$ 250,000
Estimated Salary Salvage	\$ 296,720	\$ 296,720
Fund Balance Transfer	\$ -	\$ -
Other Revenue	\$ 197,851	\$ 197,851
FY24 Revenue Projection	\$ 51,780,088	\$ 51,474,433
Percentage Change		-0.59%
		\$ (305,655)

These figures do not include any federal one-time CARES funding

¹ Includes \$175,300 in health benefit costs, (\$58,200) in variable benefit costs and (\$242,500) in Enrollment workload adjustment and \$118,400 in additional CEC.

² Exact amount not yet received from State CTE.

³ Each 1% tax increase would be \$175,206. 1% - \$175,206; 2% - \$350,412; 3% - \$525,618

**North Idaho College
General Fund Expense Budget
FY 2024**

FY23 Expense Base Budget - FY24 Starting Point		\$	51,780,088
<i>Expense Decreases</i>			
Salary Reductions for Held Positions (9 faculty, 12 staff)		\$	(1,211,594)
Benefit Reduction for Held Positions		\$	(391,923)
Other Expense Reductions/Contractual Changes		\$	(403,580)
			\$ 49,772,991
<i>Expense Increases</i>			
<i>One-Time/Temporary</i>			
Increase in Insurance budget		\$	500,000
Increase for Cybersecurity protection/enhancement		\$	425,000
Increase in Legal Services budget		\$	165,000
			\$ 1,090,000
<i>Ongoing</i>			
Athletic Staffing Changes *		\$	150,000
			\$ 51,012,991
 Recommended Change in Employee Compensation (CEC)			
Full Time Faculty and Staff		\$	1,750,000
Part Time Faculty and Staff		\$	359,660
Benefit impact of compensation change		\$	317,426
			\$ 2,427,086
Total Proposed FY24 Expense Budget		\$	<u>53,440,077</u>

* Includes Full Time Golf Coach, Full Time Assistant Coach for Soccer, Stipend Coach Wrestling

**North Idaho College
General Fund Fund Balance Support
FY 2024**

Proposed Expense Budget including Compensation Change	\$ 53,440,076.80
Budgeted Revenue	\$ 51,474,433.00
Additional Support Needed	<u>\$ 1,965,643.80</u>
Requested Fund Balance Transfer for One Time Expense Increases	\$ 1,090,000.00
Requested Carry over of FY23 unused budget	\$ 875,643.80

**North Idaho College
General Fund
Proposed Operating Budget
FY 2024**

	FY23 Budget	FY24 Proposed Budget	
Revenue			
Tuition and Fees	\$ 10,613,272	\$ 9,630,095	
State General Fund Allocation	14,566,100	14,982,400	
State Liquor Tax Allocation	200,000	200,000	
State CTE Allocation	6,272,000	6,482,240	
Property Taxes	17,659,145	17,820,607	
Other Revenue			
County Tuition Payments	700,000	514,520	
Miscellaneous Tax Receipts	850,000	850,000	
Revenue sharing from other funds	250,000	250,000	
Estimated Salary Salvage	296,720	296,720	
FY23 Carryover		875,643	
Fund Balance Transfer	-	1,090,000	
Other Revenue	372,851	447,851	
Total Revenue	\$ 51,780,088	\$ 53,440,076	3.21%
Operating Expenses			
Salary	\$ 26,563,262	\$ 27,263,077	2.63%
Benefits	9,862,946	9,683,400	
Equipment Inventory	83,394	70,884	
General Expenses	15,270,486	16,422,715	7.55%
Total Expenditures	\$ 51,780,088	\$ 53,440,076	3.21%

Personnel Costs are approximately 70.35% of the total budget in FY23 and 69.14% in FY24

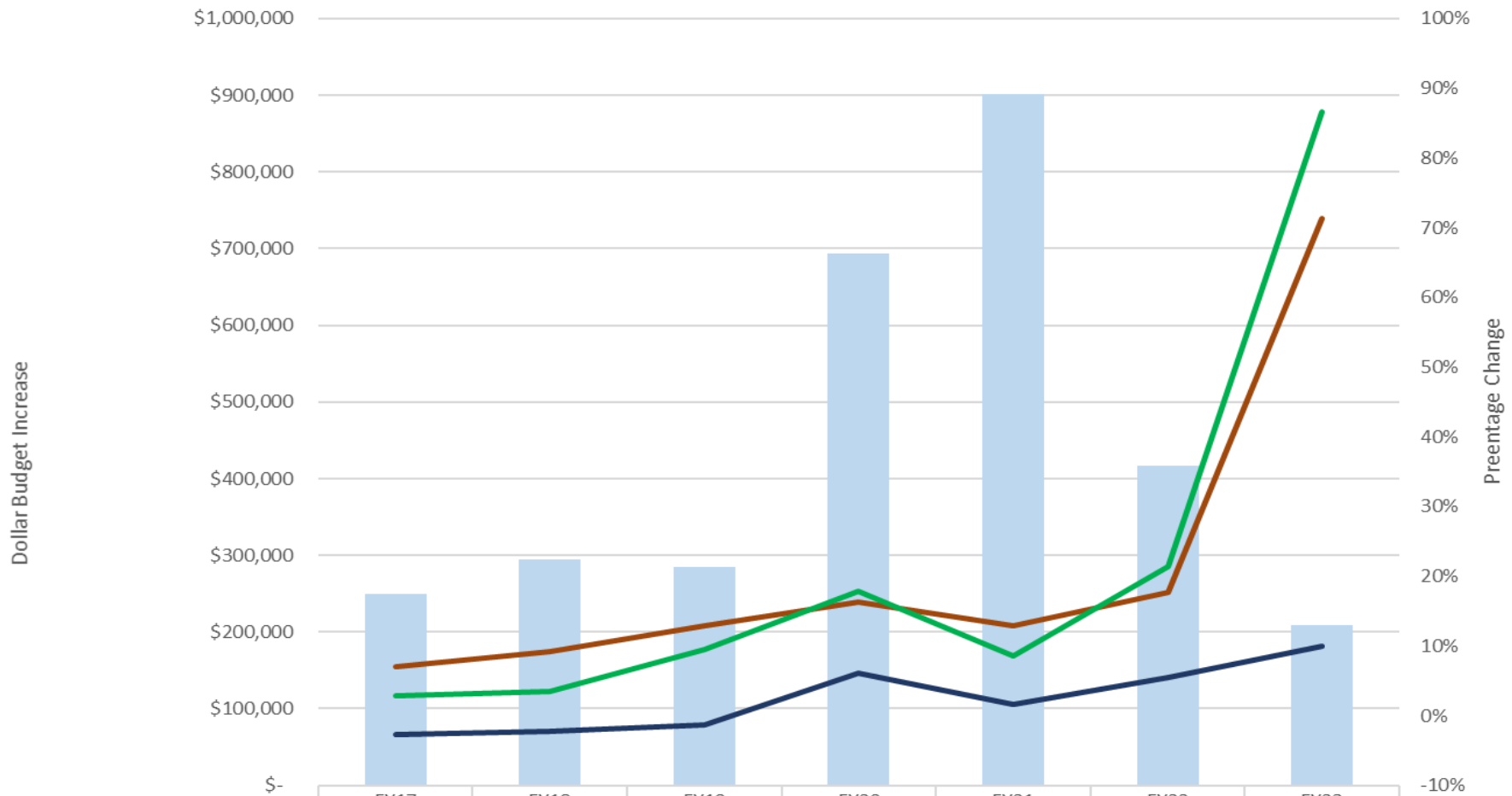
PROPERTY TAX HISTORICAL STATISTICS

Fiscal Year Tax Year	FY20 2019	FY21 2020	FY22 2021	FY23 2022	FY24 2023
Base Levy (prior year)	\$ 15,299,605	\$ 15,992,648	\$ 16,894,142	\$ 17,311,270	\$ 17,520,607
New Property	\$ 387,051	\$ 417,500	\$ 417,128	\$ 209,337	\$ 300,000
Tax Increase	\$ 305,992	\$ 483,994	\$ -	\$ -	\$ -
Total Budget Dollar Increase	\$ 693,043	\$ 901,494	\$ 417,128	\$ 209,337	\$ 300,000
FY Budgeted Levy	\$ 15,992,648	\$ 16,894,142	\$ 17,311,270	\$ 17,520,607	\$ 17,820,607
Budget Percentage Change	4.53%	5.64%	2.47%	1.21%	1.71%
County Valuation	\$ 20,108,639,485	\$ 22,692,241,648	\$ 26,716,188,333	\$ 45,753,914,974	\$ 43,466,219,225
County Valuation Percentage Change	16.37%	12.85%	17.73%	71.26%	-5.00%
Levy Rate	0.00079707	0.000746593	0.0006495050	0.0003826438	0.0004099875
Levy Rate Change	-9.97%	-6.33%	-13.00%	-41.09%	7.15%
Sample Taxable Home Value	\$ 241,650	\$ 262,300	\$ 318,230	\$ 594,025	\$ 564,324
Home Value Change	17.80%	8.55%	21.32%	86.67%	-5.00%
Taxes to NIC	\$ 193	\$ 196	\$ 207	\$ 227	\$ 231
Taxes to NIC Percentage Change	6.05%	1.67%	5.55%	9.97%	1.79%

*Note: FY24 and Tax Year 2023 County Valuation and Sample Home values were reduced by 5%
Tax Increase was 2% in FY20 and 3% in FY21*

Actual Property Tax History for prior years

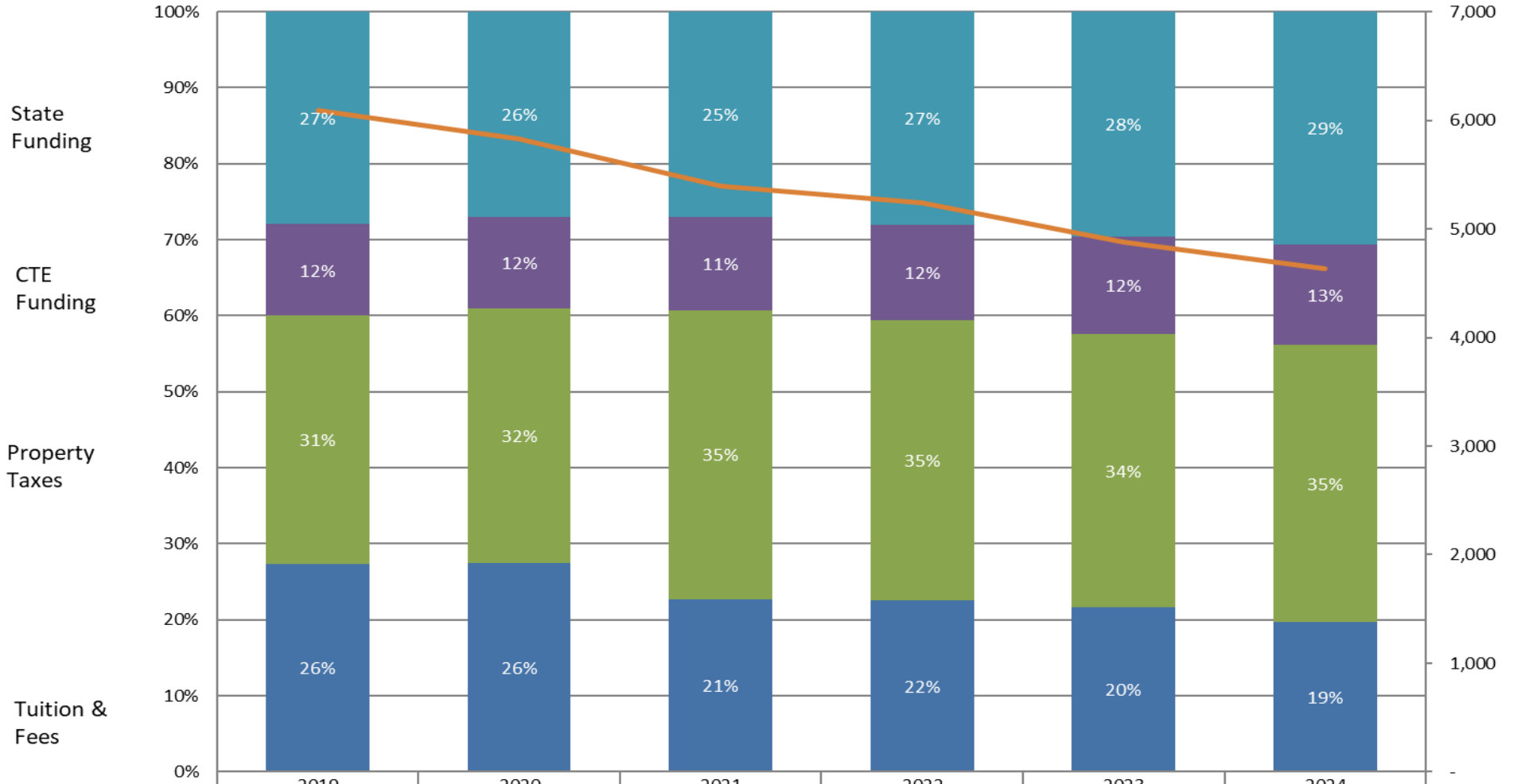
Relationship of Tax Increase and Tax Payer Burden



	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Total Budget Dollar Increase	\$249,006	\$294,961	\$284,781	\$693,043	\$901,494	\$417,128	\$209,337
County Valuation Percentage Change	7.08%	9.15%	12.97%	16.37%	12.85%	17.73%	71.26%
Home Value Change	2.87%	3.53%	9.44%	17.80%	8.55%	21.32%	86.67%
Taxes to NIC Percentage Change	-2.69%	-2.25%	-1.29%	6.05%	1.67%	5.55%	9.97%

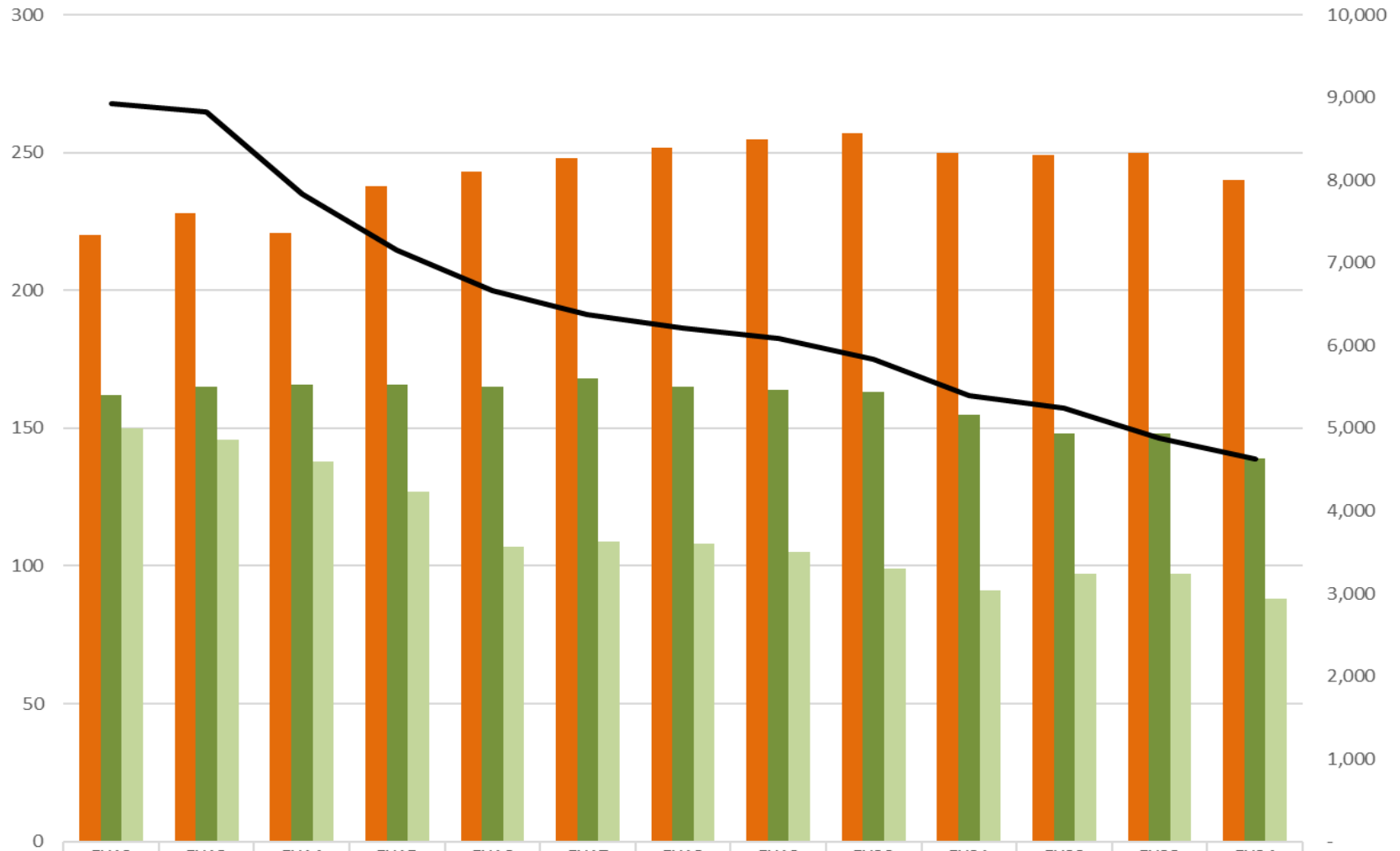
■ Total Budget Dollar Increase
 — County Valuation Percentage Change
 — Home Value Change
 — Taxes to NIC Percentage Change

Revenue and Enrollment History



	2019	2020	2021	2022	2023	2024
State Funding	13,109,900	12,895,400	12,005,400	13,170,600	14,566,100	14,982,400
CTE Funding	5,636,500	5,797,900	5,459,400	5,860,400	6,272,000	6,482,240
Property Taxes	15,299,608	15,992,651	16,894,145	17,299,145	17,659,145	17,820,607
Tuition & Fees	12,820,693	13,155,922	10,115,322	10,613,272	10,613,272	9,630,096
FTE (Credit Only)	6,089	5,830	5,392	5,245	4,878	4,634

Staffing and Enrollment Trends



Fiscal Year 2012 Budgeted Benefitted General Fund Positions

	Faculty	Staff	Grand Total
<i>Academic Instruction</i>	120	18	138
<i>Career Technical Instruction</i>	38	9	47
<i>Academic Support</i>	4	31	35
<i>Student Services</i>	0	46	46
<i>Institutional Support</i>	0	59	59
<i>Physical Plant</i>	0	42	42
<i>Transfers</i>	0	27	27
Grand Total	162	232	394

Fiscal Year 2024 Budgeted Benefitted General Fund Positions

	Faculty	Staff	Grand Total
<i>Academic Instruction</i>	94	20	114
<i>Career Technical Instruction</i>	41	4	45
<i>Academic Support</i>	4	39	43
<i>Student Services</i>		48	48
<i>Institutional Support</i>		51	51
<i>Physical Plant</i>		48	48
<i>Transfers</i>		30	30
Grand Total	139	240	379

*There are 9 faculty positions and 12 staff positions being held vacant for FY24 and are not included in this tally
 There are 2 new FT positions included in transfers for Athletics*

**NORTH IDAHO COLLEGE
TUITION AND FEES PER SEMESTER
2023/2024 SCHOOL YEAR
Fiscal Year 2024**

	2022/2023	2023/2024	Difference	% Increase
<u>Total Tuition and Fees</u>				
In-District	<i>(\$141.50 per credit)</i>			
5 credits	\$ 707.50	\$ 707.50	\$ -	0.00%
12 credits	\$ 1,698.00	\$ 1,698.00	\$ -	0.00%
15 credits	\$ 2,122.50	\$ 2,122.50	\$ -	0.00%
Out-of-District	<i>(\$165 per credit) *</i>			
5 credits	\$ 1,075.00	\$ 1,075.00	\$ -	0.00%
12 credits	\$ 2,480.00	\$ 2,480.00	\$ -	0.00%
15 credits	\$ 2,975.00	\$ 2,975.00	\$ -	0.00%
Washington Residents	<i>(\$246 per credit)</i>			
5 credits	\$ 1,230.00	\$ 1,230.00	\$ -	0.00%
12 credits	\$ 2,952.00	\$ 2,952.00	\$ -	0.00%
15 credits	\$ 3,690.00	\$ 3,690.00	\$ -	0.00%
WUE Residents	<i>(\$287 per credit)</i>			
5 credits	\$ 1,435.00	\$ 1,435.00	\$ -	0.00%
12 credits	\$ 3,444.00	\$ 3,444.00	\$ -	0.00%
15 credits	\$ 4,305.00	\$ 4,305.00	\$ -	0.00%
Out of State/International	<i>(\$364 per credit)</i>			
5 credits	\$ 1,820.00	\$ 1,820.00	\$ -	0.00%
12 credits	\$ 4,368.00	\$ 4,368.00	\$ -	0.00%
15 credits	\$ 5,460.00	\$ 5,460.00	\$ -	0.00%

*\$215.00 per credit for the first 10 credits, then \$165.00 for credits 11-18

**NORTH IDAHO COLLEGE
TUITION AND FEES PER CREDIT
2023/2024 SCHOOL YEAR
Fiscal Year 2024**

Per Credit Breakdown - First 12 Credits

	Tuition	Out of State/Out of District Tuition	General Fees	Commencement	Student Health	Atheltics	Student Activities	ASNIC	DHC Bond Fee	Total
In District	101.50		13.50	0.33	2.83	3.00	3.17	2.33	15.00	141.50
Out Dist	101.50	23.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	165.00
Wash	101.50	104.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	246.00
WUE	101.50	145.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	287.00
Out State	101.50	222.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	364.00

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

**North Idaho College
Proposed Plant Fund Budget FY2024**

		FY23 Budget		FY24 Proposed Budget
Total Funding:	\$	4,147,983		4,143,952
Obligations:				
Rent		190,458		201,435
Instructional Equipment Replacement Fund	\$	300,169		285,161
Computer Equipment Replacement	\$	677,250		677,250
Capital Investment Reserve	\$	2,588,111 ¹		2,588,111
Deferred Maintenance	\$	231,900		231,900
Instructional Furniture Replacement	\$	57,844		57,844
Administrative Furniture Replacement	\$	27,251		27,251
Plant Fund Contingency	\$	75,000		75,000
Net Plant Fund	\$	-		-

1- includes the 1% property tax increase for FY13

Capital Investment Reserve

FY2024 Budget Proposal

	FY2021 actual	FY2022 actual	FY2023 estimated	FY2024 estimated
Capital Investment Reserve Beginning Balance	\$ 11,391,100	\$ 12,398,426	\$ 7,343,356	\$ 9,551,467
Sources				
Tax revenue dedicated to Capital Investment	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111
Interest income on cash pool	\$ 52,266	\$ 24,699	\$ 240,000	\$ 20,000
Contribution from General Fund Fund Balance				
Subtotal Sources	\$ 2,640,377	\$ 2,612,810	\$ 2,828,111	\$ 2,608,111
Uses				
Land improvements				
Meyer Health & Sciences Expansion	\$ 978,318	\$ 6,669,880		
Property Acquisition - 721 Military Drive	\$ 654,734			
Property Acquisition - 705 W River		\$ 998,000		
Property Acquisition - 737 Military Drive			\$ 620,000	
Subtotal uses	\$ 1,633,052	\$ 7,667,880	\$ 620,000	\$ -
Net change this year	\$ 1,007,326	\$ (5,055,071)	\$ 2,208,111	\$ 2,608,111
Capital Investment Reserve ending balance	\$ 12,398,426	\$ 7,343,356	\$ 9,551,467	\$ 12,159,578
Board Reserve Designated for Property Acquisition	\$ 1,053,272	\$ 1,053,272	\$ 1,064,833	\$ 1,064,833
Total Board Reserves	\$ 12,398,426	\$ 7,343,356	\$ 9,551,467	\$ 12,159,578

**North Idaho College
Fee Based Activities
Proposed Budget FY2024**

	ASNIC	STUDENT HEALTH SERVICES	STUDENT ACTIVITIES AND RECREATION	ATHLETICS	COMMENCEMENT	TOTAL FEE BASED ACTIVITIES	FY23 BUDGET
TUITION & FEES REVENUE	\$ 112,573	\$ 136,222	\$ 145,986	\$ 150,000	\$ 17,974	\$ 562,755	\$ 622,167
SALES REVENUE						\$ -	\$ -
RENTAL REVENUE						\$ -	\$ -
OTHER REVENUE				1,643,721		1,643,721	\$ 1,409,480
TOTAL REVENUE	\$ 112,573	\$ 136,222	\$ 145,986	\$ 1,793,721	\$ 17,974	\$ 2,206,477	\$ 2,031,647
OPERATING EXPENSES							
SALARY EXPENSE	\$ -	\$ 75,000	\$ 97,000	\$ 891,750		\$ 1,063,750	\$ 1,018,521
BENEFITS		12,000	35,800	438,928		486,728	\$ 382,858
MAJOR PROJECT							\$ 74,292
GENERAL EXPENSES	112,573	49,222	13,186	463,043	17,974	655,998	\$ 621,601
TOTAL OPERATING EXPENSES	\$ 112,573	\$ 136,222	\$ 145,986	\$ 1,793,722	\$ 17,974	\$ 2,206,477	\$ 2,097,272

** Included in the Athletics budget is 2 additional budgeted positions for a FT Head Golf Coach and FT Men's/Women's Soccer Assitant Coach*

**North Idaho College
Service Units
Proposed Budget FY2024**

	DHC OPERATIONS	WORKFORCE TRAINING	LAKESIDE CHILDREN'S CENTER	OTHER AUXILIARY SERVICES	FY24 BUDGET	FY23 BUDGET
FEDERAL REVENUE			\$ 22,000		\$ 22,000	\$ 18,000
RENTAL REVENUE				66,525	\$ 66,525	\$ 232,504
STUDENT FEE REVENUE	\$ 711,794				\$ 711,794	\$ 787,133
OTHER REVENUE *	\$ 2,098,490	\$ 3,048,650	268,868	\$ 203,500	\$ 5,619,508	\$ 4,254,250
FUND BALANCE TRANSFER	\$ -				\$ -	\$ -
GENERAL FUND SUPPORT	\$ -		\$ 387,961	\$ 270,000	\$ 657,961	\$ 596,964
TOTAL REVENUE	\$ 2,810,284	\$ 3,048,650	\$ 678,829	\$ 540,025	\$ 7,077,788	\$ 5,888,851
SALARY EXPENSE	\$ 671,458	\$ 1,683,495	\$ 406,093	\$ 244,750	\$ 3,005,796	\$ 2,568,626
BENEFITS	201,399	491,300	225,866	114,850	1,033,414	\$ 826,923
EQUIPMENT INVENTORY	-	-	-	25,000	25,000	\$ 124,000
GENERAL EXPENSES **	1,804,819	870,973	46,870	130,425	2,853,087	\$ 2,130,969
TOTAL OPERATING EXPENSES	\$ 2,677,676	\$ 3,045,768	\$ 678,829	\$ 515,025	\$ 6,917,297	\$ 5,650,518
NET INCOME	\$ 132,608	\$ 2,882	\$ -	\$ 25,000	\$ 160,490	\$ 238,333

DHC Operations include Bookstore Operations, Student Union Operations, Residence Hall, Food Service, and Student Wellness and Recreation

Other Auxiliary Services include Parking and Event Services.

* For DHC Operations this figure is net of cost of goods sold.

** DHC Operations includes \$500K in debt service.

North Idaho College
FY2024 Budget Proposal
(based on FY23 figures)
Grants

	Area Agency on Aging		Head Start		Other Grants		FY24 BUDGET
Tuition and Fee Revenue							
Federal Revenue	\$ 1,660,083	\$	4,099,756			\$	5,759,839
State Revenue	641,682						641,682
Rental Revenue			14,000				14,000
Other Revenue	546,614				565,100		1,111,714
Total Revenue	\$ 2,848,379	\$	4,113,756	\$	565,100	\$	7,527,235
Salary Expense	\$ 641,883	\$	2,513,683			\$	3,155,566
Benefits	258,057		819,481			\$	1,077,538
Equipment	20,000		-			\$	20,000
Operating Expenses	1,928,439		780,592		565,100	\$	3,274,131
Total Expenses	\$ 2,848,379	\$	4,113,756	\$	565,100	\$	7,527,235

*Other Grants Include: Adult Education (\$400K), CTE Grants (CND/AdvOpp) (\$150K),
TRiO (\$250K), INBRE (\$175K) and other grants*

**North Idaho College
FY2024 Budget Proposal**

Total Institution

	General Fund	Fee Based	Services	Grants	FY24 BUDGET	FY23 BUDGET
Tuition and Fee Revenue	\$ 9,630,095	\$ 562,755	\$ 711,794		\$ 10,904,644	\$ 12,022,573
Federal Revenue			22,000	5,759,839	5,781,839	5,586,203
State Revenue	\$ 21,664,640			641,682	22,306,322	21,664,624
Local Revenue	\$ 17,820,607				17,820,607	17,659,145
Interest Income	\$ 175,000				175,000	175,000
Purchase Discount	\$ 1,500				1,500	1,500
Net Sales Revenue	\$ -	-	5,619,508		5,619,508	4,254,250
Rental Revenue	\$ -	-	66,525	14,000	80,525	249,504
Other Revenue	\$ 4,148,234	1,643,721	657,961	1,111,714	7,561,630	4,864,615
Total Revenue	\$ 53,440,076	\$ 2,206,477	\$ 7,077,788	\$ 7,527,235	\$ 70,251,576	\$ 66,477,413
Salary Expense	\$ 27,263,077	\$ 1,063,750	\$ 3,005,796	\$ 3,155,566	\$ 34,488,189	\$ 32,852,379
Benefits	\$ 9,683,400	486,728	1,033,414	1,077,538	12,281,080	12,171,968
Equipment	\$ 70,884	-	25,000	20,000	115,884	1,265,105
Operating Expenses	\$ 16,422,715	655,998	2,853,087	3,274,131	23,205,932	20,015,254
Total Expenses	\$ 53,440,076	\$ 2,206,477	\$ 6,917,297	\$ 7,527,235	\$ 70,091,086	\$ 66,304,707
Net Income	\$ 0	0	\$ 160,490	\$ -	\$ 160,490	\$ 172,707

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Business Division				
Course	Description	FY23 Fee	FY24 Fee	Change
BUSA-101	Introduction to Business	\$ 72.00	\$ -	\$ (72.00)
BUSA-211	Principles of Management	\$ 72.00	\$ -	\$ (72.00)
BUSA-265	Legal Environment of Business	\$ 104.00	\$ -	\$ (104.00)
Career & Technical Professional Programs				
Course	Description	FY23 Fee	FY24 Fee	Change
ACCT-140	QuickBooks Desktop	\$ 103.00	\$ 103.00	\$ -
ACCT-242	Cost Accounting	\$ 38.00	\$ 38.00	\$ -
BMGT-260	Human Resource Management	\$ 14.00	\$ 14.00	\$ -
CAOT-204	Career Leadership	\$ -	\$ 3.00	\$ 3.00
CAOT-210	Office Procedures	\$ -	\$ 3.00	\$ 3.00
CAOT-220	Admin Support Internship I	\$ 120.00	\$ 90.00	\$ (30.00)
CAOT-224	Medical Admin Assistant Intern	\$ 117.00	\$ 117.00	\$ -
CAOT-226	Med Billing Spec Intern II	\$ 117.00	\$ 125.00	\$ 8.00
CITE-105	Systems Admin I Projects	\$ -	\$ 50.00	\$ 50.00
CITE-118	Computer IT Essentials	\$ 218.00	\$ 224.00	\$ 6.00
CITE-127	Desktop Commodity OS Projects	\$ 30.00	\$ 50.00	\$ 20.00
CITE-142	Information Sec Fundamentals	\$ 247.00	\$ 383.00	\$ 136.00
CITE-152	Networking Essentials	\$ -	\$ 173.00	\$ 173.00
CITE-155	Linux Essentials	\$ 30.00	\$ 30.00	\$ -
CITE-165	Linux System Admin	\$ 198.00	\$ 203.00	\$ 5.00
CITE-206	Systems Administration II	\$ 30.00	\$ -	\$ (30.00)
CITE-207	Systems Admin II Projects	\$ 130.00	\$ 185.00	\$ 55.00
CITE-208	Systems Administration III	\$ 240.00	\$ 135.00	\$ (105.00)
CITE-209	Systems Admin III Projects	\$ -	\$ 50.00	\$ 50.00
CITE-215	Network Support II Projects	\$ 168.00	\$ -	\$ (168.00)
CITE-217	Network Support III	\$ 300.00	\$ 300.00	\$ -
CITE-243	Command Line and Script Fund	\$ 59.00	\$ 59.00	\$ -
CITE-258	Cyber Operations	\$ 300.00	\$ 300.00	\$ -
CITE-289	Cyber Competitions	\$ 35.00	\$ 35.00	\$ -
CULA-120	Professional Kitchen I	\$ 380.00	\$ 425.00	\$ 45.00
CULA-222	Professional Kitchen 3	\$ 200.00	\$ 225.00	\$ 25.00
GDES-102	Survey of Graphic Design	\$ 60.00	\$ 60.00	\$ -
GDES-131	Adobe Illustr - Vector Graphic	\$ 10.00	\$ 10.00	\$ -
GDES-141	Web Design I	\$ 10.00	\$ 10.00	\$ -
GDES-221	Graphic Design I	\$ 10.00	\$ 10.00	\$ -
GDES-222	Graphic Design II	\$ 80.00	\$ 80.00	\$ -
GDES-227	Digital Video & Comp Animation	\$ 80.00	\$ 80.00	\$ -
GDES-252	Web Design III	\$ 58.00	\$ 58.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Career & Technical Professional Programs Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
GDES-283	Portfolio Development	\$ 78.00	\$ 78.00	\$ -
LAWE-161	Basic Law & Patrol Orientation	\$ 871.00	\$ 800.00	\$ (71.00)
LAWE-164	Detention & Law Orientation	\$ 710.00	\$ 710.00	\$ -
PLEG-290	Paralegal Internship I	\$ 30.00	\$ 90.00	\$ 60.00
Communications & Fine Arts				
Course	Description	FY23 Fee	FY24 Fee	Change
ART-122	3-D/Design Foundation 1	19.00	\$ 19.00	\$ -
ART-217	Life Drawing I	25.00	\$ 30.00	\$ 5.00
ART-218	Life Drawing II	25.00	\$ 30.00	\$ 5.00
ART-231	Beginning Painting I	11.00	\$ 11.00	\$ -
ART-232	Beginning Painting II	11.00	\$ 11.00	\$ -
ART-241	Sculpture I	27.00	\$ 35.00	\$ 8.00
ART-242	Sculpture II	27.00	\$ 35.00	\$ 8.00
ART-245	Intermediate Painting I	11.00	\$ 11.00	\$ -
ART-246	Intermediate Painting II	11.00	\$ 11.00	\$ -
ART-251	Printmaking I	30.00	\$ 30.00	\$ -
ART-252	Printmaking II	30.00	\$ 30.00	\$ -
ART-261	Ceramics I	74.00	\$ 77.00	\$ 3.00
ART-262	Ceramics II	84.00	\$ 76.00	\$ (8.00)
INTR-250G	Teaching & Learning Outdoors	125.00	\$ 150.00	\$ 25.00
MUSA-114A	Voice	101.00	\$ 101.00	\$ -
MUSA-114B	Piano	101.00	\$ 101.00	\$ -
MUSA-114C	Jazz Piano	101.00	\$ 101.00	\$ -
MUSA-114D	General Guitar	101.00	\$ 101.00	\$ -
MUSA-114E	Classical Guitar	101.00	\$ 101.00	\$ -
MUSA-114F	Flute	101.00	\$ 101.00	\$ -
MUSA-114G	Oboe	101.00	\$ 101.00	\$ -
MUSA-114H	Clarinet	101.00	\$ 101.00	\$ -
MUSA-114I	Saxophone	101.00	\$ 101.00	\$ -
MUSA-114K	Trumpet	101.00	\$ 101.00	\$ -
MUSA-114L	Horn	101.00	\$ 101.00	\$ -
MUSA-114M	Trombone	101.00	\$ 101.00	\$ -
MUSA-114O	Tuba	101.00	\$ 101.00	\$ -
MUSA-114P	Violin	101.00	\$ 101.00	\$ -
MUSA-114Q	Viola	101.00	\$ 101.00	\$ -
MUSA-114R	Cello	101.00	\$ 101.00	\$ -
MUSA-114S	String Bass	101.00	\$ 101.00	\$ -
MUSA-114T	Electric Bass	101.00	\$ 101.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Communications & Fine Arts Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
MUSA-114U	Percussion	101.00	\$ 101.00	\$ -
MUSA-114V	Harp	101.00	\$ 101.00	\$ -
MUSA-124A	Voice	101.00	101.00	\$ -
MUSA-124B	Piano	101.00	101.00	\$ -
MUSA-124C	Jazz Piano	101.00	101.00	\$ -
MUSA-124D	General Guitar	101.00	101.00	\$ -
MUSA-124E	Classical Guitar	101.00	101.00	\$ -
MUSA-124F	Flute	101.00	101.00	\$ -
MUSA-124G	Oboe	101.00	101.00	\$ -
MUSA-124H	Clarinet	101.00	101.00	\$ -
MUSA-124I	Saxophone	101.00	101.00	\$ -
MUSA-124K	Trumpet	101.00	101.00	\$ -
MUSA-124L	Horn	101.00	101.00	\$ -
MUSA-124M	Trombone	101.00	101.00	\$ -
MUSA-124O	Tuba	101.00	101.00	\$ -
MUSA-124P	Violin	101.00	101.00	\$ -
MUSA-124Q	Viola	101.00	101.00	\$ -
MUSA-124R	Cello	101.00	101.00	\$ -
MUSA-124S	String Bass	101.00	101.00	\$ -
MUSA-124T	Electric Bass	101.00	101.00	\$ -
MUSA-124U	Percussion	101.00	101.00	\$ -
MUSA-124V	Harp	101.00	101.00	\$ -
MUSA-124Z	Composition	101.00	101.00	\$ -
PHTO-185	Adobe Photoshop and Lightroom	41.00	41.00	\$ -
PHTO-288	Intermediate Digital Photography	22.00	22.00	\$ -
THEA-102	Stage Makeup	101.00	163.00	\$ 62.00
THEA-114	Theatre Technology: Costume	52.00	79.00	\$ 27.00
English & Humanities				
Course	Description	FY23 Fee	FY24 Fee	Change
FLAN-207	Murder Mysteries/Study Abroad	\$ 3,750.00	\$ 3,750.00	\$ -
INTR-250E	Writing in the Wild	\$ 35.00	\$ 35.00	\$ -
HUMS-101	Introduction to the Humanities	\$ 25.00	\$ 25.00	\$ -
Health Professions				
Course	Description	FY23 Fee	FY24 Fee	Change
DENT-100	Dental Hygiene Pre-Clinic	\$ 5,470.00	\$ 5,470.00	\$ -
DENT-110	Dental Anatomy	\$ 267.00	\$ 267.00	\$ -
DENT-120	Oral Radiography	\$ 267.00	\$ 267.00	\$ -
DENT-150	Dental Hygiene Clinic I	\$ 1,069.00	\$ -	\$ (1,069.00)

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Health Professions Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
DENT-200	Dental Hygiene Clinic II	\$ 2,475.00	\$ 603.00	\$ (1,872.00)
DENT-230	Periodontology II	\$ 1,036.00	\$ -	\$ (1,036.00)
DENT-235	Pain Management	\$ -	\$ 993.00	\$ 993.00
DENT-250	Dental Hygiene Clinic III	\$ 1,583.00	\$ -	\$ (1,583.00)
DENT-260	Dental Materials	\$ 564.00	\$ 298.00	\$ (266.00)
DENT-270	Review/Ethics and Law	\$ 2,256.00	\$ 2,355.00	\$ 99.00
MAST-100	Phlebotomy	\$ 42.00	\$ 42.00	\$ -
MAST-101	Clinical Skills for Med Asst I	\$ 293.00	\$ -	\$ (293.00)
MAST-102	Clinical Skills for Med Asst I	\$ -	\$ 289.00	\$ 289.00
MAST-201	Clinical Skills Med. Assts. II	\$ 30.00	\$ -	\$ (30.00)
MAST-203	Clinical Skills Med. Assts. II	\$ -	\$ 30.00	\$ 30.00
MAST-205	Administration of Medications	\$ 30.00	\$ -	\$ (30.00)
MAST-207	Administration of Medications II	\$ -	\$ 30.00	\$ 30.00
MAST-216	Medical Assistant Externship	\$ 473.00	\$ -	\$ (473.00)
MAST-290	Medical Assistant Externship	\$ -	\$ 125.00	\$ 125.00
MLT-124	Medical Lab Fundamentals	\$ 659.00	\$ 657.00	\$ (2.00)
MLT-218	Medical Lab Chemistry	\$ 28.00	\$ -	\$ (28.00)
MLT-224	MLT Student Lab Practice	\$ 654.00	\$ 684.00	\$ 30.00
MLT-226	Immunology and Lab Operations	\$ 28.00	\$ -	\$ (28.00)
MLT-250	Seminar and Exam Review	\$ 444.00	\$ 451.00	\$ 7.00
MLT-291	Internship I	\$ 214.00	\$ -	\$ (214.00)
MLT-292	Internship II	\$ 174.00	\$ -	\$ (174.00)
PTAE-107	Kinesiology	\$ 143.00	\$ 143.00	\$ -
PTAE-110	Principles and Procedures	\$ 170.00	\$ 170.00	\$ -
PTAE-204	Therapeutic Modalities	\$ 84.00	\$ 84.00	\$ -
PTAE-208	Orthopedic Rehabilitation	\$ 40.00	\$ 40.00	\$ -
PTAE-211	Data Collections	\$ 169.00	\$ 169.00	\$ -
PTAE-215	Special Populations	\$ 40.00	\$ 40.00	\$ -
PTAE-217	Neurological Rehabilitation	\$ 10.00	\$ 10.00	\$ -
PTAE-240	Clinical Affiliation 1	\$ 454.00	\$ 280.00	\$ (174.00)
PTAE-241	Clinical Affiliation 2	\$ 174.00	\$ -	\$ (174.00)
RADT-111L	Introduction to Radiology Lab	\$ 194.00	\$ 194.00	\$ -
RADT-112L	Radiographic Procedures I Lab	\$ 60.00	\$ 60.00	\$ -
RADT-113L	Prin Radiation Bio & Prtct Lab	\$ 40.00	\$ 40.00	\$ -
RADT-116	Clinical Radiography I	\$ 347.00	\$ 260.00	\$ (87.00)
RADT-118	Radiographic Procedures III	\$ 50.00	\$ 50.00	\$ -
RADT-119	Clinical Radiography III	\$ 147.00	\$ 60.00	\$ (87.00)
RADT-211L	Radiographic Imaging Lab	\$ 60.00	\$ 60.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Health Professions Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
RADT-220	Clinical Radiography III	\$ 187.00	\$ 100.00	\$ (87.00)
RADT-221	Clinical Radiography IV	\$ 147.00	\$ 60.00	\$ (87.00)
RADT-222	Radiologic Technology Review	\$ 225.00	\$ 225.00	\$ -
SURG-120	Fundamentals of ST I	\$ 680.00	\$ 877.00	\$ 197.00
SURG-121	Fundamentals of ST II	\$ 195.00	\$ 195.00	\$ -
SURG-140	Clinical Experience I	\$ 421.00	\$ 247.00	\$ (174.00)
SURG-141	Clinical Experience II	\$ 174.00	\$ -	\$ (174.00)
SURG-150	CST Exam Review/Leadership	\$ 40.00	\$ 40.00	\$ -
Math, Computer Science & Engineering				
Course	Description	FY23 Fee	FY24 Fee	Change
ENGR-123	Introduction to Engineering	\$ 10.00	\$ 10.00	\$ 0.00
ENGR-223	Engineering Analysis	\$ 25.00	\$ 25.00	\$ -
ENGR-240L	Circuits I Lab	\$ 10.00	\$ 10.00	\$ -
ENGR-241L	Elect Circuits II Lab	\$ 10.00	\$ 10.00	\$ -
Natural Sciences				
Course	Description	FY23 Fee	FY24 Fee	Change
BACT-250L	General Microbiology Lab	\$ 160.00	\$ 160.00	\$ -
BIOL-100L	Concepts of Biology Lab	\$ 51.00	\$ 51.00	\$ -
BIOL-115L	Intro Life Sciences Lab	\$ 48.00	\$ 48.00	\$ -
BIOL-175L	Human Biology Lab	\$ 62.00	\$ 62.00	\$ -
BIOL-221L	Forest Ecology Lab	\$ 25.00	\$ 25.00	\$ -
BIOL-227L	Human Anat & Phys I Lab	\$ 54.00	\$ 54.00	\$ -
BIOL-228L	Human Anat & Phys II Lab	\$ 67.00	\$ 67.00	\$ -
BIOL-231L	Gen Ecol Lab	\$ 34.00	\$ 34.00	\$ -
BIOL-260	Human Cadaver Prosection I	\$ 59.00	\$ 59.00	\$ -
BIOL-261	Human Cadaver Prosection II	\$ 59.00	\$ 59.00	\$ -
BTNY-203L	General Botany Lab	\$ 67.00	\$ 67.00	\$ -
BTNY-241L	Systematic Botany	\$ 60.00	\$ 60.00	\$ -
CHEM-100L	Concepts of Chemistry Lab	\$ 67.00	\$ 67.00	\$ -
CHEM-101L	Introduction to Chemistry Lab	\$ 75.00	\$ 75.00	\$ -
CHEM-102L	Essentials Organic/Biochem Lab	\$ 79.00	\$ 79.00	\$ -
CHEM-111L	General Chemistry I Lab	\$ 93.00	\$ 93.00	\$ -
CHEM-112L	Prin/Gen/Coll/Chem II Lab	\$ 92.00	\$ 92.00	\$ -
CHEM-253L	Quan Analysis Lab	\$ 92.00	\$ 92.00	\$ -
CHEM-278	Organic Chemistry I Lab	\$ 103.00	\$ 103.00	\$ -
CHEM-288	Org Chem II Lab	\$ 103.00	\$ 103.00	\$ -
ENSI-119L	Environmental Science Lab	\$ 40.00	\$ 40.00	\$ -
GEOG-100L	Physical Geography Lab	\$ 30.00	\$ 24.00	\$ (6.00)

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Natural Sciences Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
GEOL-101L	Physical Geology Lab	\$ 38.00	\$ 32.00	\$ (6.00)
GEOL-102L	Historical Geology Lab	\$ 51.00	\$ 37.00	\$ (14.00)
GEOL-123L	Geol ID/PAC NW Lab	\$ 44.00	\$ 39.00	\$ (5.00)
GEOL-255L	System Mineralogy Lab	\$ 47.00	\$ 47.00	\$ -
PHYS-101L	Fund Phys Science Lab	\$ 16.00	\$ 16.00	\$ -
PHYS-103L	Elem Astronomy Lab	\$ 17.00	\$ 14.00	\$ (3.00)
PHYS-111L	General Physics I Lab	\$ 34.00	\$ 31.00	\$ (3.00)
PHYS-112L	General Physics II Lab	\$ 47.00	\$ 37.00	\$ (10.00)
PHYS-211L	Engineering Physics Lab I	\$ 33.00	\$ 33.00	\$ -
PHYS-212L	Engineering Physics Lab II	\$ 50.00	\$ 40.00	\$ (10.00)
ZOOL-202L	General Zoology Lab	\$ 49.00	\$ 49.00	\$ -
Nursing				
Course	Description	FY23 Fee	FY24 Fee	Change
NURS-196	LPN Transition	\$ 1,080.00	\$ 894.00	\$ (186.00)
NURS-210	Fundamentals Lab	\$ 1,241.00	\$ 1,075.00	\$ (166.00)
NURS-235	Psych-Mental Health Nursing	\$ 10.00	\$ 10.00	\$ -
NURS-255	Medical Surgical Nursing Lab I	\$ 294.00	\$ 132.00	\$ (162.00)
NURS-265	Medical Surgical Nursing Lb II	\$ 410.00	\$ 236.00	\$ (174.00)
NURS-275	Transition to Practice Lab	\$ 283.00	\$ 110.00	\$ (173.00)
PN-110L	Practical Nursing Lab 1	\$ 1,074.00	\$ 966.00	\$ (108.00)
PN-111L	Practical Nursing Lab II	\$ 303.00	\$ 187.00	\$ (116.00)
PN-112L	Practical Nursing Lab III	\$ 116.00	\$ -	\$ (116.00)
Physical Education & Resort Recreation Management				
Course	Description	FY23 Fee	FY24 Fee	Change
HOSP-111	Food Safety and Sanitation	\$ 40.00	\$ 40.00	\$ -
HOSP-235	Food Appreciation	\$ 90.00	\$ 90.00	\$ -
PE-110B	Begin Whitewater Kayaking	\$ 50.00	\$ 50.00	\$ -
PE-110C	Beginning Rock Climbing	\$ 60.00	\$ 60.00	\$ -
PE-110D	Beginning Sailing	\$ 25.00	\$ 25.00	\$ -
PE-110G	Equitation	\$ 150.00	\$ 150.00	\$ -
PE-110L	Lake Kayak/Canoe	\$ 35.00	\$ 35.00	\$ -
PE-110W	Mountain Biking	\$ 435.00	\$ 497.00	\$ 62.00
PE-110Y	Bowling	\$ 65.00	\$ 65.00	\$ -
PE-110Z	Beginning Fly Fishing	\$ 53.00	\$ 53.00	\$ -
PE-111H	Whitewater Rafting	\$ 65.00	\$ 65.00	\$ -
PE-111O	Outdoor Adventures	\$ 35.00	\$ 35.00	\$ -
PE-111P	Stand Up Paddle Boarding	\$ 35.00	\$ 35.00	\$ -
PE-237A	Wilderness Backpacking	\$ 136.00	\$ 136.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Physical Education & Resort Recreation Management Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
PE-237B	Wilderness Survival	\$ 90.00	\$ 90.00	\$ -
PE-248	Athletic Injuries-Sports Med	\$ 30.00	\$ 30.00	\$ -
PE-288	First Aid	\$ 50.00	\$ 50.00	\$ -
RRM-110	Wilderness First Responder	\$ 270.00	\$ 270.00	\$ -
RRM-125	Wilderness Ethics & Interpretn	\$ 35.00	\$ 35.00	\$ -
RRM-195	Backcountry Winter Skills	\$ 135.00	\$ 135.00	\$ -
RRM-234	Team Dynamics	\$ 30.00	\$ 30.00	\$ -
RRM-237C	Whitewater Guiding	\$ 125.00	\$ 125.00	\$ -
RRM-237D	Mountaineering	\$ 150.00	\$ 150.00	\$ -
RRM-237E	Outdoor Programming/Leadership	\$ 135.00	\$ 135.00	\$ -
RRM-237F	Outdoor Navigation	\$ 25.00	\$ 25.00	\$ -
RRM-237G	Avalanche Level I	\$ 135.00	\$ 135.00	\$ -
RRM-237H	Intro to Outdoor Cooking	\$ 135.00	\$ 135.00	\$ -
RRM-237J	Swift Water Rescue	\$ 135.00	\$ 135.00	\$ -
Trades & Industries				
Course	Description	FY23 Fee	FY24 Fee	Change
ACRR-165L	Collision Repair Lab I	\$ 110.00	\$ 110.00	\$ -
ACRR-166L	Collision Repair Lab II	\$ 120.00	\$ 120.00	\$ -
ACRR-175L	Collision Repair Lab III	\$ 120.00	\$ 120.00	\$ -
ACRR-176L	Collision Repair Lab IV	\$ 120.00	\$ 120.00	\$ -
AUTO-119L	Automotive Lab I	\$ 153.00	\$ 153.00	\$ -
AUTO-129L	Automotive Lab II	\$ 166.00	\$ 166.00	\$ -
AUTO-235L	Advanced Automotive Lab III	\$ 143.00	\$ 143.00	\$ -
AUTO-245L	Advanced Automotive Lab IV	\$ 219.00	\$ 219.00	\$ -
AUTO-246L	Advanced Automotive Lab V	\$ -	\$ 219.00	\$ 219.00
DSLT-117L	Diesel Lab	\$ 81.00	\$ 81.00	\$ -
DSLT-123L	Diesel Engine Elec Systems Lab	\$ 126.00	\$ 126.00	\$ -
DSLT-124L	Powertrain/Brake Systems Lab	\$ 26.00	\$ 26.00	\$ -
DSLT-223L	Adv Tune-Up/Compnr Engines Lab	\$ 26.00	\$ 60.00	\$ 34.00
DSLT-224L	Undercarriage/Powershift Lab	\$ 55.00	\$ 55.00	\$ -
HVAC-161L	HVACR Lab I	\$ 165.00	\$ 165.00	\$ -
HVAC-171L	HVACR Lab II	\$ 300.00	\$ 300.00	\$ -
MACH-151L	Machining Tech Lab I	\$ 110.00	\$ 110.00	\$ -
MACH-152L	Machining Tech Lab II	\$ 70.00	\$ 70.00	\$ -
MACH-253L	Adv Machining Lab I	\$ 200.00	\$ 200.00	\$ -
MACH-254L	Adv Machining Lab II	\$ 160.00	\$ 160.00	\$ -
MDET-215	Industrial Process	\$ 25.00	\$ 25.00	\$ -
MDET-230	Advanced Mechanical Design	\$ 175.00	\$ 175.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Trades & Industries Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
MECH-210L	Mechatronics Lab I	\$ 100.00	\$ 100.00	\$ -
MM-151L	Industrial Mechanics Lab I	\$ 213.00	\$ 213.00	\$ -
MM-152L	Industrial Mechanics Lab II	\$ 144.00	\$ 144.00	\$ -
WELD-182L	Welding Lab II	\$ 400.00	\$ 2,435.00	\$ 2,035.00
WELD-188L	Advanced SMAW Pratical	\$ 400.00	\$ 400.00	\$ -
WELD-197L	Oxy/Fuel Cutting Lab	\$ 100.00	\$ 100.00	\$ -
WELD-281L	Shielded Metal Arc Welding	\$ 400.00	\$ 400.00	\$ -
WELD-291L	Gas Tungsten Arc Welding Lab	\$ 400.00	\$ 400.00	\$ -
WWTR-150L	Wasterwater Treatment Lab I	\$ 49.00	\$ 49.00	\$ -
WWTR-152L	Wasterwater Treatment Lab II	\$ 49.00	\$ 49.00	\$ -
WWTR-210L	Wasterwater Treatment Lab III	\$ 100.00	\$ 100.00	\$ -

North Idaho College is an organization that consists of staff, faculty, and students and the multiple votes of no confidence through the years have been heard and considered.

The extraordinary commitment, dedication, and time investments made in service to NIC by all, is extraordinary. The institution of NIC cannot operate without the staff, faculty and students and the accomplishments and contributions of the people who make NIC a stellar college must be recognized.

The Board appreciates ASNIC's commitment to "support every president who is committed to actively participate in the NIC community, listen to student voices, and strive for excellence" as written in ASNIC's November 30, 2021 resolution. Within the past several months, ASNIC has shared numerous ways in which students' lives have been improved through the fruitful efforts of their constituent group and the board commends your efforts.

Student success is the underpinning of NIC's success. The board understands that board actions and motions have caused "large amounts of concern" (ASNIC Resolution dated December 9, 2022).

The college Senate asked the question "What's the point of having a diverse body of representatives of the NIC community if the board decides to arbitrarily change policies without its consultation?"

Let it be known, the board appreciates having a diverse body of representatives of the NIC community in policy ideation. The marketplace of ideas requires different perspectives to be valued and heard. NIC is a safe space to engage in various ideas, perspectives and resolutions that are needed to encourage hearts and minds in the pursuit of truth.

Within the board's authority the board accepts all input. Sometimes that input takes courage which, votes of no-confidence can, at times, require. Disagreement is a strength of our country and the ability for people to voice their opinions and be secure in their jobs demonstrates that openness and the willingness to listen exists at NIC.

This current board is glad to now provide a response and wishes it had been timelier.

The board appreciates the commitment from NIC's staff to support the students, faculty, administration and this great community. The board is confident each of you will continue contributing to the good work that has received accolades from the NWCCU.

The board appreciates the devotion from NIC's faculty to the college and community in doing the faculty's part every day to maintain the college's accreditation, which your contributions have been reaffirmed in every major review cycle from 1950 to present date.

And to our student leaders, you inspire us. The evolution of us listening to you and adapting, at times in real-time, to your thoughts, is genuine.

Each constituent group plays a very important role at the college and the board is committed to working to improve our board governance and respecting the board members' roles.

The board desires to learn together to build bridges and move beyond the votes of no confidence.

Through this response, that is not meant to defend board actions, the board hopes to see NIC maintain an environment for students to excel and employees to thrive. The board recognizes all parties want NIC to succeed. The board desires to work with all constituent groups for the betterment of the students and our college.

Trustees McKenzie, Banducci, Waggoner, Zimmerman and Corkill intend to learn to speak with one voice, focus on resolving conflict and work together as a board to keep the interests of our students at the forefront of our efforts. The board looks forward to the continued success of North Idaho College.

BOARD OF TRUSTEES MEETING
May 24, 2023

TAB 3

SUBJECT Board Policy Subcommittee Report

BACKGROUND

The NIC Board of Trustees established a subcommittee of the board to review and develop revisions for the board's internal governance policies. The subcommittee comprises Trustees Tarie Zimmerman and Mike Waggoner, President Nick Swayne, Board Clerk Shannon Goodrich, and ACCT Consultant Debbie DiThomas.

The subcommittee has met several times over the past few months and is bringing forward several policies to the May board meeting for the board to review, discuss, and approve. Those revised documents are included here as attachments.

It is important to note that in making suggestions for revision, the subcommittee engaged in considerable discussion based on review of pertinent Idaho Code, Idaho Meeting Law, recognized best practices, and sample policies from other colleges.

Revisions to Meetings Policy 2.01.03 will be presented at the May 24 meeting for a first reading only (Attachment G). Trustee Emeritus Status Policy 2.01.09 was reviewed and the subcommittee agreed no revisions were needed at this time.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

It is requested that the board consider individual motions to adopt revisions to the following policies:

- Attachment A Policy 2.01.01 Appointment, Authority, and Functions
- Attachment B Policy 2.01.05 Communications with Board of Trustees
- Attachment C Policy 2.01.08 Board of Trustees Performance Review
- Attachment D Policy 2.01.11 New Board Member Orientation
- Attachment E Policy 2.02.01 President's Responsibility and Authority
- Attachment F Policy 2.02.02 Presidential Performance Review

Prepared by,
Shannon Goodrich, Board Clerk

Policy

Policy # 2.01.01
 Effective Date 1/30/02
 Revised 10/28/09

<i>(Impact Area - Dept Name)</i> Administration	<i>(General Subject Area)</i> Board of Trustees	<i>(Specific Subject Area)</i> Authority, Appointment & Functions
	Author:	Supersedes Policy #
Relates to Procedure #	Impact: Board of Trustees	
Legal Citation (if any): Idaho Code 33-2104A, 33-2106, 33-507 and 34-1404		
North Idaho College		

Policy Narrative

[Page 1 of 2]

AUTHORITY, APPOINTMENT & FUNCTIONS

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

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

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

Election of Trustees

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

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

Commented [SG1]: Research if code or county rules specify length of residency prior to filing to run.

Commented [SG2R1]: Length of residency in accordance with ID Code 34-1404.

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

Appointment of Trustees

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

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

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

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

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

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

Policy

Policy # 2.01.05

Effective Date 5/26/93

Revised Date 10/28/09

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

Policy Narrative

[Page 1 of 2]

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

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

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

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

Policy

Policy # 2.01.08

Effective Date 6/27/01

Revised Date 10/28/09

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

Policy Narrative

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The board of trustees acknowledges the importance of meeting its responsibilities as a body of elected officials for effective institutional governance.

To this end, the board of trustees ~~may will~~ conduct a third-party comprehensive performance review of its stewardship ~~regularly, but no less often than~~ every two years and an abbreviated review every other year. The intent of this board review should be to strengthen its performance, identify and reach consensus on its goals, ensure board members have a clear grasp of their responsibilities, and clarify expectations among board members and the president.

Policy

Policy #2.01.11

Effective Date: 5/25/22

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

Policy Narrative

[Page 1 of 1]

- A. It is the expectation of the board of trustees that each new board member is afforded the opportunity to participate in a structured onboarding process to facilitate a transition into board knowledge, participation and support trustee effectiveness.
- B. North Idaho College offers a comprehensive orientation program and ongoing board development to support trustees and their board roles. The program includes both an orientation to the college provided by the president, and effective board participation and governance provided by the chair, legal counsel, other administrative designees and/or current trustees.
- C. At the annual organization meeting, or whenever there is a change in the composition of the board, either through appointment, election, or vacancy, all trustees will reaffirm their commitment to NIC policies, procedures, and board of trustees' Code of ethics Ethics outlined in Policy 2.01.02 and Guidelines for Conduct outlined in Policy 2.01.10.
- D. Within the first year of their service, the newly onboarded trustee will be expected to attend a professionally sponsored board member training.
- E. Avoid any situation to use the position as a community college trustee to benefit for personal gain. Inform the board chairperson and/or the entire board when a

matter under consideration might involve or appear to involve a conflict of interest. Each Trustee shall sign and abide by the NIC Trustee Affirmation.

~~F. The president will adopt procedures to administer this policy.~~

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

• Work to support the interests of North Idaho College ("NIC") and the Board.

- Devote time, thought, and study to the duties of a trustee in order to be effective and provide credible service.
- Consider information received from all sources and base personal decisions upon all available facts while maintaining confidentiality of privileged information.
- Work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.
- Recognize that authority over the organization is only vested in the Board when it meets in legal session.
- Maintain the integrity of the Board and the position of the trustee when communicating and interacting with outside individuals and agencies. This includes full disclosure to participants when attending meetings as an ordinary citizen.
- Respect the majority decisions of the Board.

• ~~Work to support the interests of North Idaho College ("NIC") and the Board.~~

- Demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board when they do not.
- Maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, NIC administration or employees.
- Deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions.
- Represent everyone the College serves, not a particular interest group.

• Declare ~~any and be transparent about any known~~ conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I ~~cannot be unbiased~~ have any interest.

• Abide by the Guidelines for Conducted outlined in Policy 2.01.10.

Trustee Signature

Date

Policy

Policy # 2.02.01

Effective Date 1/28/98

Revised 10/28/09

<p><i>(Impact Area - Dept Name)</i></p> <p>Administration</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Presidential Authority</p>
	<p>Author:</p>	<p>Supersedes Policy #</p>
<p>Relates to Procedure #</p>	<p>Impact:</p> <p>President</p>	
<p>Legal Citation (if any):</p> <p style="text-align: center;"><u>Idaho Code 33-2107 and 33-2109</u></p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

[Page 1 of 2]

The president is ~~appointed~~elected by the board of trustees and serves at its pleasure. The board delegates to the president its authority and responsibility to administer the college in accordance with applicable laws and the policies, rules and regulations approved and/or sanctioned by the board of trustees. The president provides leadership and direction to students, faculty, and staff. The president has final administrative authority over all matters affecting the college at the operational level.

In addition to such other specific authority as has been or may be delegated to the president by the board of trustees, the president has the authority to further delegate to those college officers he or she deems appropriate.

The president is given the authority and discretion to make day to day decisions in implementing and administering the policies of the board of trustees. As the

administrative officer of the board of trustees, the position of president is subject to the terms and conditions established by the board of trustees.

The president is North Idaho College's personal representative to the community, the legislature, the governor's office, and to state institutions of public and higher education. In all dealings with people, the president serves as the foremost example of the college's commitment to treat others with dignity, respect, and decency.

Policy

Policy # 2.02.02

Effective Date 4/25/01

Revised Date 10/28/09

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

Policy Narrative

[Page 1 of 1]

The board of trustees recognizes the importance of having exceptional executive leadership and that such leadership is dependent upon constructive review of how that responsibility is exercised. To further this end, the board of trustees ~~may~~will annually review the president's stewardship in order to strengthen his or her performance, to enable the president and the board of trustees to reset mutually agreed upon goals, and to inform annual decisions on compensation and other terms of employment.

The annual performance review of the president should include a written management review statement by the president and a written report on goals from the previous 12 months, as mutually agreed upon by the president and the board of trustees. It may also include proposed goals for the subsequent 12 months. The annual performance review should be completed on a schedule consistent with the college's annual compensation-setting process.

An external evaluator will be selected by the board to assist in evaluation the president.

Policy

Policy # 2.01.03

Effective Date 2/27/02

Revised Date 10/28/09

Revised Date 12/15/21

Revised Date 5/25/22

<i>(Impact Area - Dept Name)</i> Administration	<i>(General Subject Area)</i> Board of Trustees	<i>(Specific Subject Area)</i> Meetings
	Author:	Supersedes Policy #
Relates to Procedure #	Impact: Board of Trustees	
Legal Citation (if any):	Idaho Code 67-2340-67-2345 <u>74-201 to 74-208</u>	
North Idaho College		

Policy Narrative

[Page 1 of 3]

MEETINGS

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

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

Special meetings of the board of trustees may be called to address a specific concern or issue. Special meetings may called by the board chair or by any two members of the board or by the president when approved by the board chair. Notice will be provided per the requirements of the Idaho Code.

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

ORDER OF BUSINESS

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

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

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

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

1. Convene Meeting
2. Approval of Minutes
3. Public Comment
4. Unfinished Business
5. New Business
6. Reports
7. Trustee Remarks for the Good of the Order
8. Adjournment

~~Executive session may be scheduled at any point in the regular meeting.~~

Commented [SG1]: Code changed in the past few years and executive sessions must be properly noticed on an agenda.

The board of trustees reserves the right to alter or amend the order of the agenda.

The agenda of any regular meeting of the board of trustees may include an opportunity for public citizens to address the board on any item on the agenda. Each public citizen wishing to address the board on the agenda shall provide his or her name, and the agenda subject on which they wish to comment. Public comment shall be limited as determined by the board chair. The board of trustees may listen to such public comments but is not obligated to provide responses. If the matter presented requires additional dialogue or action, the board of trustees may direct that the matter be placed

on the board's future agenda for further discussion and review. The decision to allow public participation in the meeting is the sole discretion of the board chair.

Remarks for the good of the order relates to comments by members of the board as recognized by the board chair regarding items of note or interest to the board or the college. This part of the agenda is not to seek board action.

POLICIES

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

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

RULES OF ORDER

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

Head Start

Shannon Goodrich

From: Beth Ann Fuller
Sent: Wednesday, May 24, 2023 8:18 AM
To: Shannon Goodrich; April Ellin; Sarah Garcia
Subject: Fwd: Head Start Vaccine and Testing Announcement

Get [Outlook for iOS](#)

From: Office of Head Start <HeadStartinfo@acf.hhs.gov>
Sent: Tuesday, May 2, 2023 9:30:39 AM
To: Beth Ann Fuller <eafuller@NIC.EDU>
Subject: Head Start Vaccine and Testing Announcement

 U.S. Department of Health & Human Services

 Administration for Children & Families

 Office of Head Start



Head Start Vaccine and Testing Announcement

HHS announced that it intends to remove the regulatory requirement for vaccines in Head Start programs for Head Start staff, contractors, and volunteers, as well as the weekly testing requirement for individuals granted an exemption from the vaccine requirement. The interim final rule's vaccine and testing requirements are not currently in effect as the result of a recent district court decision.

On November 20, 2021, the U.S. Department of Health and Human Services' Administration for Children and Families (ACF) issued an interim final rule requiring federally funded Head Start programs to ensure that their staff, contractors, and volunteers were fully vaccinated for COVID-19 (i.e., obtain the primary vaccination series), which was a critical step to protect the children and families served. On April 10, 2023, the President signed legislation that ended the COVID-19 national emergency. On May 11, 2023, the COVID-19 public health emergency will expire.

On January 6, 2023, ACF issued a final rule requiring Head Start grant recipients to have an evidence-based COVID-19 mitigation policy, which considers multiple mitigation strategies such as access to vaccination, masking, ventilation, and testing. Although ACF will remove the vaccine and testing requirements, ACF strongly recommends that Head Start programs use vaccines and tests as part of their mitigation policy to reduce the spread of COVID-19 and reduce the likelihood of mortality or morbidity from

infection. Head Start programs may choose to include their own requirements to support vaccination efforts, including for example, requiring staff remain up to date on COVID-19 boosters, sharing information on COVID-19 vaccination with staff and families, and/or partnering with local agencies to increase vaccination access.

For more information on developing a COVID-19 mitigation strategy, see the recent [Program Instruction](#) with guidance for Head Start grant recipients.

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
| <https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

You are receiving this email because you are signed up for Office of Head Start communications. You may [modify your ECLKC email subscriptions](#). Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office. Please do not reply to this email.
[Contact](#) customer service for additional support.

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Legal Services



Corporate Governance, Contracting, Litigation and Litigation Management, Public Records and Public Records Requests, Open Meeting Laws, General Issues, and Issues not Identified Below

BOB FAUCHER

RFaucher@hollandhart.com
o: 208.383.3941 | m: 208.283.6781



Corporate Governance, Contracting, Litigation and Litigation Management, Public Records and Public Records Requests, Open Meeting Laws, and General Issues

ANNIE HENDERSON

AEHenderson@hollandhart.com
o: 208.383.3937 | m: 207.838.3810



Employment, Employment Counseling, and Human Resources

ALEX GRANDE

ASGrande@hollandhart.com
o: 208.383.3975 | m: 208.412.9751



Health, Health Insurance, and HIPAA

KIM STANGER

KCStanger@hollandhart.com
o: 208.383.3913 | m: 208.409.7907



Data Privacy, including Family Educational Rights and Privacy Act ("FERPA")

RICH SPILDE

RDSpilde@hollandhart.com
o: 303.473.4808 | m: 303.669.4209



Insurance and Liability Insurance

JOE RAMIREZ

JRamirez@hollandhart.com
o: 303.290.1605 | m: 303.564.7356

North Idaho College Legal Counsel RFQ

Firm and Lead Attorney Information

About Us

Holland & Hart LLP has more than 500 lawyers providing a full range of legal services across 13 offices in eight Western states and in Washington, D.C. Holland & Hart's presence in Idaho dates back 90 years, when Langroise & Sullivan commenced operations. That firm merged with Holland & Hart in 1984.

Holland & Hart helps its clients evaluate and capitalize on new opportunities and efficiently mitigate the impacts of challenges they face along the way. Holland & Hart has the resources, knowledge, and hands-on experience to advise our clients on day-to-day legal business matters, unique legal circumstances, and complex matters, all under one roof. We strive to understand the priorities that drive our clients' legal decision-making. We are invested in helping them seize opportunities and efficiently and effectively resolve issues.

Firm Values

Since Holland & Hart's founding over 75 years ago, the firm has been guided by a set of core values permeating the way we work, the way we treat one another, and our approach to client service. Our intentional firm culture prioritizes integrity, excellence, innovation, teamwork, our commitment to one another and our communities, our diverse workforce, and living full lives.

Recent Firm Accolades

- 107 individual and 39 practice areas (by market) ranked by Chambers USA 2022
- 189 lawyers and 23 "Lawyers of the Year" recognized in 2023 The Best Lawyers in America®, and 61 lawyers listed in 2023 Best Lawyers: Ones to Watch in America™
- Ranked in 142 practice areas regionally and 28 practice areas nationally, including four Tier 1, by 2023 U.S. News – Best Lawyers "Best Law Firms"
- 43 attorneys named to the 2023 Super Lawyers or Rising Stars lists by Colorado Super Lawyers®
- Mansfield Rule Certification and Mansfield Certification Plus status, 2018–2022
- Best Law Firms for Women recognition for 11 years
- Women in Law Empowerment Forum (WILEF) Gold Standard Certification for 12 consecutive years, 2011–2022

North Idaho College Legal Counsel RFQ

About Bob Faucher, Proposed Relationship Partner



[Bob Faucher, Partner](#)

RFaucher@hollandhart.com

208.383-3941

Areas of Expertise: Commercial Law and Contracting, Corporate Governance, Litigation and Litigation Management, Finance, Creditors' Rights and Bankruptcy

Bob is a fourth-generation Idahoan on both sides of his family. He has been practicing commercial law, litigation and bankruptcy law for 35 years. He has been named "Lawyer of the Year" in Idaho several times in different disciplines. He has been named a "Best Lawyer" in Idaho for 11 consecutive years. Idaho's federal judges appointed Bob to a five-year term as a Lawyer Representative to the federal Ninth Circuit Court of Appeals.

Bob aggressively represents his clients to protect their interests both inside the courtroom and out. Bob has litigated in Idaho state trial courts, the Court of Appeals, and the Supreme Court, and in all of Idaho's federal courts. Bob has represented non-profit entities, including a major supporter of a non-profit university in significant transactions and litigation relating to the university's operations. Bob served on the board of directors of the non-profit St. Alphonsus Foundation for nine years, from 2014-2022. The foundation supports the operations of Idaho's oldest hospital. Bob has counseled the owners and directors of numerous small and mid-sized businesses for decades regarding operations, transactions, and lawsuits.

Relevant Experience

Non-Profit and Higher Education Experience

Holland & Hart attorneys represent several clients in higher education across a full spectrum of legal disciplines, including corporate, employee benefits, tax, and data privacy. We have represented several universities in the western United States and were recently hired as privacy and data security counsel for a university in Utah. We represent the University of Idaho Foundation in many of its significant legal affairs.

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In addition to our higher education experience, we have provided services to hundreds of nonprofit and tax-exempt organizations. We have advised 501(c)(3) tax-exempt organizations, including public charities and private foundations, as well as lobbying organizations, trade associations, and social clubs on general business matters, and business succession issues, reporting requirements, governance, legislative, operational, contracting, employee benefits, litigation, regulatory, and other matters.

Our team has a keen understanding of the unique issues impacting higher education clients like North Idaho College. For instance, Rich Spilde, the team lead for privacy and data security work, has worked across the table from several universities in connection with transfer licensing agreements, and Rich has also represented several education clients in data breach matters.

Finally, a partner within our litigation practice served 12 years as a publicly elected member of the University of Colorado Board of Regents. He served as the elected chair of the Board of Regents for two years. The Board oversees the \$3.8 billion University of Colorado, the third largest employer in the state of Colorado. That partner has committed to lending his experience whenever advisable.

Corporate Governance Experience

Our attorneys have the experience and knowledge to assist with corporate documents as well as complex governance, commercial, and financial matters. Our team routinely advises standing and special committees of boards of directors, officers, and directors in connection with established and emerging best practices in corporate governance. Our attorneys assist in improving corporate controls and helping instill confidence in an organization's integrity among its constituencies. We provide counsel to our clients in this area on issues including:

- Director independence, education, and recruiting matters
- Auditor and audit committee independence issues
- Audit committee financial expert issues
- Development and ongoing evaluation of critical corporate governance documents, such as corporate governance guidelines, codes of ethics, charters for key board committees, and disclosure controls and procedures
- Annual board and board committee self-evaluations
- Director and officer indemnification and insurance issues
- Fiduciary duties

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- Conflict of interest, record retention, and whistleblower policies

Contracting Experience

Holland & Hart also provides efficient, insightful advice in connection with a wide range of commercial contracts related to our clients' internal and external business matters, including:

- Service, independent contractor, and consulting agreements
- Hosted and cloud-based solution provider agreements
- Software and technology license agreements, product procurement, manufacturing, and sales agreements
- Confidentiality and non-disclosure agreements
- Online application terms and conditions
- Marketing, advertising, and sponsorship agreements
- Real estate and equipment leasing and acquisition

Litigation Experience

Our deep bench of litigators is capable of and comfortable handling virtually any type of litigation or pre-litigation dispute, from individual liability claims to contract or property-related disputes. We work together with our clients to implement efficient, effective staffing based on the facts and circumstances of each dispute. Our litigation team has experience with a full spectrum of business relationships and a broad range of remedies, and we can persuasively pursue or defend against virtually any claim. Above all, we listen carefully to our clients and develop our approach to each case based on their desired business objectives.

Where appropriate, we can call on the assistance of Persuasion Strategies, a team of in-house Ph.D. litigation consultants, to help our clients assess their cases and, if necessary, prepare for trial. Persuasion Strategies is an integrated team of nationally recognized litigation consultants and mixed-media professionals dedicated to maximizing the efficacy of litigation messaging and advocacy for our clients. They assist in developing case themes and trial strategies by conducting focus groups and mock trials, or simply assisting with the analysis of key factual and legal issues.

Public Records and Public Records Requests, Open Meeting Laws, and General Issues

We have extensive experience representing Idaho state agencies and local government entities, as well as public figures in Idaho. Presently, we represent the Office of the Speaker and the Office of the Senate President Pro Tem in legal affairs relevant to their responsibilities. As a result, we have in-depth knowledge of the laws affecting public meetings and hearings, procurement, elections,

North Idaho College Legal Counsel RFQ

finance, boards, commissions, employment, taxation, legislation, risk management and records retention.

Employment

Our dedicated management-side employment team works closely with clients to prevent and resolve employment disputes. We form partnerships with our clients and strive to understand their business reality, so we can provide practical solutions to day-to-day issues. We assist clients with hiring, training, position descriptions, compensation structures and decisions, employee classification, policy creation and implementation, employment contracts, promotions, leave management, employee discipline, dispute resolution, terminations, severance agreements, handbook and policy development, and many other issues affecting today's workforce.

We have experience handling administrative charges and complaints filed with the Equal Employment Opportunity Commission and its state counterparts, the United States Department of Labor and state Labor Commissioner offices, the National Labor Relations Board, and the Occupational Health and Safety Administration (at the federal and state levels), including preparing client witnesses for investigator interviews, and conducting internal investigations. We have a dedicated team of employment lawyers in our Boise office who understand the nuances and processes of the Idaho Human Rights Commission based on years of experience negotiation with and appearing before the IDHR.

Healthcare Experience

Our team provides holistic guidance on regulatory issues, including HIPAA, Stark, Anti-Kickback Statute, Medicare/Medicaid, and similar state laws. We handle provider and payor contracting; mergers, acquisitions, and joint ventures; data privacy and security; licensing, credentialing, and medical staff issues; government investigations and False Claim Act litigation

Data Privacy Experience

Before data incidents arise, we help clients develop defensible data security through business reviews and risk assessments. Our experienced technical team interprets data protection requirements, guidelines, and frameworks to recommend improvements to prevent, detect, and respond to data breaches. If litigation or enforcement actions result from a breach, we provide experienced, vigorous defense.

Our privacy and security team also includes experienced technology and commercial transactions lawyers who assist with vendor and service provider diligence and oversight, incorporation of

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privacy and security requirements into transactions, and other forms of transaction risk management.

We counsel clients on federal and state laws that regulate data security practices, including the collection, use, and handling of personal, sensitive, and critical business information. We also advise on compliance considerations, ranging from international to local laws, industry standards, consensus frameworks, and other laws regulating the collection, use, and handling of data.

Insurance Coverage Experience

Our team helps clients identify, analyze, and determine how best to manage insurance coverage risk. This requires industry knowledge, insurance insight, and legal finesse. It demands understanding risk transfer strategies, sourcing the right insurance coverage, and making sure policies are accurate and comply with indemnity and insurance requirements.

With lawyers who worked for decades in the insurance industry, we capitalize on a nuanced understanding of insurance coverage and claims denial litigation, effectively advocating for clients and efficiently managing cases. Through extensive agent and broker contacts nationwide, we help clients find insurance coverage for their precise needs, based on their unique risk profiles.



Responsive, efficient, and effective, we assess the facts, legal theories, and potential coverage arguments. We strive for early, out-of-court resolution whenever possible, but are well prepared to litigate to recover on denied insurance claims. From routine insurance matters to the latest industry trends, clients rely on us for guidance every day.

Affirmation of the ability of the firm's representative to attend to College needs, including availability at early morning or evening meetings and the firm's ability to handle ad hoc issues on time.



Partner Bob Faucher is proposed as your key relationship partner and main point of contact. His role will be to seamlessly provide North Idaho College with successful, efficient legal services; coordinate the staffing of each matter in an effective and inclusive way; and help make sure the Holland & Hart team warrants your trust and addresses any concerns that may arise. As the key relationship partner, Bob will be available to ensure your satisfaction with Holland & Hart and is available for early morning and evening meetings as stated. Holland & Hart is well-prepared to handle *ad hoc* issues on time.

Proposed Team


North Idaho College Legal Counsel RFQ

	<p>Kim Stanger, Partner KCStanger@hollandhart.com 208.383.3913 <u>Areas of Expertise:</u> Health, Health Insurance, and HIPAA</p> <p>Kim Stanger guides facilities and professionals through the many regulatory, transactional, and practical challenges facing the rapidly evolving healthcare industry. He has expertise on unique laws facing healthcare providers, including HIPAA, Stark, the Anti-Kickback Statute, civil monetary penalties law, EMTALA, Medicare/Medicaid regulations, and licensing requirements. With 20 years of experience, he understands the needs of his healthcare clients and how to address those needs in a cost-efficient manner.</p>
	<p>Alex Grande, Partner ASGrande@hollandhart.com 208.383.3975 <u>Areas of Expertise:</u> Employment, Employment Counseling, and Human Resources</p> <p>Alex provides insightful counsel on a range of complex employment and commercial disputes. Alex advises clients through all phases of the employment relationship from hiring to termination, guiding them through state and federally regulated workforce compliance issues. She provides counsel on employment-related documents and policies, including employment and separation agreements, compliance matters, and employee handbooks. In addition, she represents employers in court and before state and federal agencies to resolve claims of discrimination, retaliation, and wrongful discharge.</p>

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	<p>Rich Spilde, Partner RDSpilde@hollandhart.com 303.473.4808 <u>Areas of Expertise:</u> Data Privacy, including Family Educational Rights and Privacy Act ("FERPA")</p> <p>Rich is the leader of Holland & Hart's Privacy and Data Security group, co-leader of Holland & Hart's Telecommunications Group, and a member of the Firm's IP Transactions Group. Rich's practice focuses on data privacy and information security matters including US and international privacy and security law compliance, biometric technology implementation, critical infrastructure protection, data aggregation and anonymization, FERPA, information security risk assessments and audits, data breach incident response, records management and retention, service provider and vendor diligence, management, and oversight, and managing Nth party risk in technology transactions.</p>
	<p>Tori Osler, Associate TJOsler@hollandhart.com T:208.383.3986 <u>Areas of Expertise:</u> Real Estate</p> <p>Clients look to Tori for advice and counseling in commercial real estate transactions including affordable housing development and finance matters. Tori's practice includes a focus on representing clients in commercial real estate development, real estate finance, and multifamily and affordable housing projects.</p>

North Idaho College Legal Counsel RFQ

	<p>Annie Henderson, Associate AEHenderson@hollandhart.com T:208.342.5000 <u>Areas of Expertise:</u> Corporate Governance, Contracting, Litigation and Litigation Management, Public Records and Public Records Requests, Open Meeting Laws, and General Issues.</p> <p>Clients turn to Anne for experienced counsel through complex litigation matters in federal, district, and state court. Anne’s knowledge of statutory law and procedure and her strategic application of that knowledge provides distinct value to clients. She has experience in matters that fall within federally regulated areas, including environmental and employment law.</p>
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Fee Schedule

Name	Office	Title	Hourly Rate
Bob Faucher	Boise	Relationship Partner	\$500
Kim Stanger	Boise	Partner	\$525
Alex Grande	Boise	Partner	\$440
Tori Osler	Boise	Associate	\$385
Annie Henderson	Boise	Associate	\$395
Rich Spilde	Denver	Partner	\$765



Robert A. Faucher
Partner
Phone: (208) 383-3941
Fax: (208) 343-8869
rfaucher@hollandhart.com

May 22, 2023

VIA EMAIL – sarah.garcia@nic.edu

Sarah Garcia
Vice President for Finance
Finance and Business Affairs
North Idaho College
1000 West Garden Avenue
Couer d'Alene, ID 83814

Re: Engagement for Professional Services

Dear Ms. Garcia:

Thank you very much for asking Holland & Hart ^{LLP} (“Holland & Hart”) to represent North Idaho College in the matter described below. We look forward to working with you. This letter confirms our discussion, summarizes our understanding of our representation of North Idaho College and addresses certain aspects of how we will undertake this representation. Our goal is to provide you with the legal services you need, when you need them and for a reasonable charge. Holland & Hart has consistently worked hard to be flexible and cost-conscious, and to include our clients whenever possible in the frequent decisions which must be made about where and when to devote Holland & Hart’s time and resources. We encourage and welcome your thoughts, questions and directions at any time on all aspects of our work including staffing decisions, time commitments and billing procedures.

North Idaho College confirms that the work that Holland & Hart has agreed to perform is for North Idaho College only, and not for any affiliated entities. Only North Idaho College itself is the client.

My understanding of our representation is that we will provide the following legal services: representation of North Idaho College for its general counsel legal needs as reflected in that Request for Qualification North Idaho College Legal Counsel RFG 23-01R, including without limitation board governance, contracting, litigation and litigation management, employment counseling, data privacy, Family Educational Rights and Privacy Act, and HIPAA. Please be advised that when a request for such legal work is made, Holland & Hart will screen any potential adverse and related parties for conflicts of interest and will proceed with the work if there is no conflict of interest. Before providing our legal services, we will ask you to confirm the scope of work you have requested us to perform. If the above is not a correct summary of what you have asked us to undertake, please let me know immediately.

We do not undertake to renew or maintain any trademarks, trade names, patents, UCC financing statements, judgments, or other filings unless (i) we otherwise specifically agree in

Location
800 W. Main Street, Suite 1750
Boise, ID 83702-7714

Mailing Address
P.O. Box 2527
Boise, ID 83701-2527

Contact
p: 208.342.5000 | f: 208.343.8869
www.hollandhart.com

writing, and (ii) we are currently representing you at the time the renewal is required. As a matter of courtesy only, we may from time to time voluntarily provide you with notices of future events or activity affecting your rights related to such filings or other documentation we have prepared, but any such notices shall not be regarded as evidence of an obligation to provide them to you or any assurance that such notices will be provided in the future.

If the above is not a correct summary of what you have asked us to undertake, please let me know immediately. Once this work is completed, our representation will conclude unless you and we otherwise agree. Of course, we would welcome the opportunity to discuss assisting you on such other matters as you request and we expressly agree in writing to accept.

The scope of our representation does not require access to any Personal Health Information (“PHI”) or Individually Identifying Health Information (“IIHI”) as defined in HIPAA, HITECH, and the corresponding regulations and client agrees not to disclose any PHI or IIHI to the firm. If you believe that such disclosure is necessary in the future, please advise us as soon as possible, and prior to making any disclosure, so that we can enter into an appropriate business associate agreement and implement any necessary security precautions.

I contemplate that our work for you will be principally staffed by me, Alex Grande (for employment issues), Kim Stanger (health and health insurance), Tori Osler (real estate), Anne Henderson (my associate, who will be working with me), Monica Lehman (my paralegal) and Rich Spilde (data privacy and FERPA). All of the attorneys except for Rich are in the Boise office. Rich is in the Denver office. My current hourly rate is \$500, Alex’s hourly rate is \$440, Kim’s hourly rate is \$525, Tori’s hourly rate is \$385, Anne’s hourly rate is \$395, Monica’s hourly rate is \$255, and Rich’s hourly rate is \$765. It is likely that other attorneys and service providers may be called upon to work on your behalf. In each such case, their names and hourly rates will appear on our monthly statements. In general, these are our ranges of current hourly rates: Partners, \$435 - \$1,140; other attorneys, \$290 - \$1,065; and other service providers, \$90 - \$730. Our rates generally change each year on January 1st and we will notify you of those changes in the first billing statement that includes the charges for any adjusted rate.

You have asked Holland & Hart LLP to represent North Idaho College in a variety of matters, some of which may include contractual advice adverse to Kootenai Health and various affiliates (collectively, “Kootenai Health”). As you know, Holland & Hart currently represents Kootenai Health in unrelated matters. We have discussed with you the fact that we may represent North Idaho College adverse to Kootenai Health only if both North Idaho College and Kootenai Health provide informed consent. We have further discussed the risks and available alternatives, and you have informed us that you wish for us to represent North Idaho College, including in contractual matters adverse to Kootenai Health. Holland & Hart will continue to represent Kootenai Health in matters unrelated to North Idaho College in the future.

Accordingly, this letter confirms that you, on behalf of North Idaho College, (1) agree to our representation of North Idaho College notwithstanding our representation of Kootenai Health in unrelated matters, (2) waive any conflict of interest arising from our concurrent representation

of North Idaho College and of Kootenai Health in unrelated matters, and (3) agree not to seek to disqualify Holland & Hart from representing Kootenai Health in unrelated matters.

Holland & Hart will not represent North Idaho College in a lawsuit directly adverse to Kootenai Health unless Kootenai Health gives a subsequent waiver specifically covering such a lawsuit.

Our customary practice, which I will follow with respect to this engagement, is to bill for our services and expenses monthly. We expect payment of our statements upon your receipt of them. The attached billing procedure statement (“How We Charge for Our Services and Expenses”) contains a more complete description of how we charge and bill for our services and expenses. I welcome any questions you may now have about our billing procedure or may have in the future about any statement we send to you as the work progresses.

We will maintain records related to this engagement in formats and organization that we, in our sole professional judgment, determine are efficient and appropriate for the conduct of this engagement. After the engagement ends, meaning the date of our last bill for services in this matter, we will maintain or destroy these records in accordance with our then-existing record retention policy. If the firm determines that the records should be destroyed, and fewer than 15 years have elapsed from the conclusion of the engagement, we will first give you written notice of our intention to destroy the records at your last address known to us. The notice will inform you that the records will be destroyed 60 days after the date of the notice unless you notify the firm in writing that you want the records to be sent to you at your expense. If the notice is returned to us as undeliverable, we will destroy the records, as the lack of a correct forwarding address will indicate that you have abandoned them. If at any time you request transfer of the records to which you are entitled, we reserve the right to transfer them in the paper and/or electronic formats and organization in which we maintained them. In that event or if you request destruction of the records, we reserve the right to retain (at our expense) a copy of any part of the records for any reason, such as to comply with legal or ethical obligations.

I believe that the foregoing covers the essential elements of our engagement. If for any reason this letter does not accurately reflect your understanding of the terms of our engagement, please contact me immediately. Otherwise, please indicate your acceptance of these terms by signing a copy of this engagement letter and returning it to me or confirm by return e-mail that you agree to the terms as soon as possible. In any event, unless we hear from you to the contrary, we will proceed with our representation of you on the terms described in this letter.

Sincerely yours,

Robert A. Faucher
Partner
of Holland & Hart LLP

This engagement letter may be executed in any number of counterparts, each of which when so executed and delivered shall be an original, but all of which shall together constitute one and the same instrument. This engagement letter may be executed and delivered by facsimile transmission, by electronic mail in “.pdf” or any electronic signature complying with the U.S. federal ESIGN Act of 2000 (e.g., www.docusign.com).

The above letter correctly sets forth our agreement.

North Idaho College

Sarah Garcia

Date: _____

Enclosure

HOW WE CHARGE FOR OUR SERVICES AND EXPENSES

Holland & Hart LLP (“Holland & Hart”) wants each client relationship to be productive, satisfying and free of misunderstandings. We believe one way to accomplish this goal is to explain at the outset how we charge for our services and expenses.

A specific attorney (the “relationship attorney”) is responsible for billing with respect to each matter we undertake for you. In addition to serving as your primary contact and either performing or overseeing services provided for you, the relationship attorney will review and approve each statement you receive from us.

Our usual practice is to send a statement for services and expenses monthly. Our statement describes the services we have performed on your behalf so that you have a current understanding of any charges and expenses. If we have a written agreement for some other arrangement, we will proceed accordingly.

Our responsibility is to ensure that you receive an accurate and fair statement. In return, we expect you to pay our statements within 30 days of the statement date, unless we have otherwise agreed. We accept payment by company or personal check, Fed wire transfer, or electronic funds transfer, in each case denominated in United States dollars. We do not accept payment by company or personal credit or debit card unless we agree to specific arrangements at the time.

We encourage you to raise any questions or comments regarding any statement with your relationship attorney. If you fail to keep your account current, we reserve the right to terminate our representation in accordance with applicable ethical rules. We also reserve the right to assess a late payment charge at the rate of 1% per month on any unpaid balance beginning on the 30th day after the date of the statement.

FEES FOR SERVICES

Our engagement letter sets forth the terms on which we will charge you for our services. If we are providing services on an hourly basis, our engagement letter discloses the current hourly billing rate of the attorneys and other service providers who will work on matters for you. From time to time other attorneys and service providers may be involved in your work. Their names and hourly rates will be reflected in our statements. Our fees, whether based on our time or otherwise, are exclusive of any taxes that we are required to collect under applicable law, which will be added to our statements. Please note that we review and adjust our billing rates annually, and our adjusted billing rates typically take effect on January 1, unless we have agreed to a different arrangement or timing. You will be advised of changes in billing rates in the first statement that includes charges for services at any such adjusted rate.

EXPENSES

You will be invoiced for certain direct expenses incurred in the course of providing legal services to you. We charge expenses to your bill with no mark-up for handling and no surcharge for the cost of carrying the charge until you make payment. Thus, filing fees, incorporation fees, charges from court reporters, overnight courier fees, messenger fees, Kira document review fees, and similar expenses will appear on your bill at the amount disbursed by us on your behalf or at our cost. Notwithstanding the previous sentence, unless we otherwise agree, we expect you to pay directly (or prepay through a retainer) any expenses over \$2,500 invoiced by persons or companies outside our firm for your account.

INSURANCE COVERAGE

You may have insurance policies relating to a matter for which you engage us that might cover, among other things, reimbursement of attorneys’ fees and costs. If coverage is potentially available, including coverage for our fees and costs, your appropriate insurance company must be notified as soon as possible. Whether, when, and to what extent the insurance coverage might be available to reimburse all or a portion of our fees and costs, you nevertheless remain primarily obligated for amounts owed us.

LITIGATION SUPPORT AND TRIAL PREPARATION

Holland & Hart provides a variety of litigation support and trial preparation services and products. These services and products include discovery management, trial consulting, witness preparation, jury selection, preparation of multimedia trial exhibits, trial setup and document imaging. The charges for these services and products will be established by agreement between the Holland & Hart relationship attorney and the client at the inception of the engagement, or in the alternative, when the need for such services arises.

REPORTABLE TRANSACTIONS

Certain transactions become “reportable transactions” under the Internal Revenue Code and the associated regulations if an advisor, including a lawyer, requires them to be kept confidential. Holland & Hart does not require such confidentiality. Accordingly, Holland & Hart agrees that you (and your employees, representatives or other agents) may disclose to any and all persons, without limitation of any kind, (i) the Federal income tax treatment and the facts relevant to understanding the Federal income tax treatment of our representation of you and any transaction with which we may assist, and (ii) all materials of any kind (including opinions or other tax analyses) that are provided to you by Holland & Hart relating to such tax treatment and such facts. In addition, Holland & Hart does not claim that any tax information (as opposed to tax legal advice) provided by it is proprietary or exclusive.

NEVADA DISCLOSURE PURSUANT TO RULES OF PROFESSIONAL CONDUCT RULE 7.5A (c)(5)(ii)

As you know, Holland & Hart has offices located in Las Vegas and Reno, which are staffed with lawyers who are admitted to practice law in the State of Nevada. In addition, we have lawyers admitted in other jurisdictions where Holland & Hart has offices, including Colorado, Utah, New Mexico, Wyoming, Montana, Idaho, Alaska and Washington D.C. For this matter, we may or will seek assistance from other lawyers who are not admitted in Nevada but who will work with our Nevada-admitted lawyers. As the engagement proceeds, we may enlist the services of other firm lawyers, not admitted in Nevada, in order to provide all of the legal services you have requested. Under Rule 7.5A of the Nevada Rules of Professional Conduct, we are required to make this disclosure. If you have questions about it, now or in the future, please let us know.

NEW MEXICO SUCCESSION PLAN

Pursuant to New Mexico Rule of Professional Responsibility 16-119, Holland & Hart has a succession plan in place for all New Mexico-licensed lawyers.

Recurring Reports for Board Presentation

Presentation Month	Topic
<u>August</u>	Strategic Plan Update (progress and goal attainment) Work with CDA Tribe Student Success Update (retention, grades, persistence, etc.) Workforce Training Center Update HR Update
<u>September</u>	Disability Support Services and Health Counseling Graduates Update
<u>October</u>	Financial Update (investment, capital, facilities) Strategic Plan Update (progress and goal attainment) Dual Credit Update Veteran Enrollments Work with CDA Tribe CTE Update Enrollment Reports (Financial Aid/Scholarship awards, Dual Credit, Veteran Enrollments)
<u>November</u>	Development Department (Alumni Relations, Fundraising, Grants) Recruitment/Marketing Annual Fiscal Audit Report
<u>December</u>	Athletics Update (linked to finance and athlete success) Outreach Center Update IT Update (Helpdesk Report, Cybersecurity, Major Projects) Legislative Affairs Update
<u>January</u>	Financial Update (investment, capital, facilities) Strategic Plan Update (progress and goal attainment) Work with CDA Tribe Risk Assessment Report / Update Dean of Students trending NIC student needs
<u>February</u>	Campus Safety and Security Update
<u>March</u>	Dual Credit Update Veteran Enrollments Transfer Program Update Enrollment Reports (Financial Aid/Scholarship awards, Dual Credit, Veteran Enrollments) Head Start and Area Agency on Aging
<u>April</u>	Financial Update (investment, capital, facilities) Strategic Plan Update (progress and goal attainment) Work with CDA Tribe TRIO Yearly Report
<u>May</u>	Athletics Update (linked to finance and athlete success) CTE Update
<u>June</u>	Center for New Directions NIC Booster Club

NIC Policy Review Plan

				LAST REVISED	LAST REVIEWED	ASSIGNED TO	STATUS
SECTION II. ADMINISTRATION							
2.01.04	Governance - Creation, revision, or elimination of College Policy and Procedure	<u>Policy</u>	<u>Procedure</u>	2019/2020			
2.01.06	Retention of Records	<u>Policy</u>	<u>Procedure</u>	2014			
2.01.07	Inspection of Records	<u>Policy</u>	<u>Procedure</u>	2015			
2.03.01	Committees - Function, Structure & Membership	<u>Policy</u>	<u>Procedure</u>	2021/2020			
2.03.02	Stewardship of College Assets	<u>Policy</u>		2022			
2.03.03	Intellectual Property	<u>Policy</u>	<u>Procedure</u>	2019			
2.03.04	Copyright and Fair Use	<u>Policy</u>	<u>Procedure</u>	2020			
2.03.05	Institutional Review Board	<u>Policy</u>	<u>Procedure</u>	2020			
3.00.00	Section III: EMPLOYEES						
3.01	Employee Classifications	<u>Policy</u>	<u>Procedure</u>	2020		Karen Hubbard	
3.02	CONDITIONS OF EMPLOYMENT						
3.02.01	Affirmative Action and Equal Opportunity	<u>Policy</u>	<u>Procedure</u>	1993/1995		President's Cabinet	
3.02.02	Establishment of New Positions	<u>Policy</u>	<u>Procedure</u>	2022		Karen Hubard	
3.02.03	Filling of New and Vacant Positions	<u>Policy</u>	<u>Procedure</u>	2022		Karen Hubbard	

				LAST REVISED	LAST REVIEWED	ASSIGNED TO	STATUS
3.02.05	Employment of Related Parties	<u>Policy</u>		2022		Karen Hubbard	
3.02.07	Resignations, Layoffs, & Dismissals	<u>Policy</u>				Provost's Cabinet/ Karen Hubbard	
3.02.08	Faculty Employment	<u>Policy</u>	<u>Procedure</u>	2018/2022			
3.02.09	Tenure	<u>Policy</u>		2014/2022			
3.02.10	Corrective Action	<u>Policy</u>	<u>Procedure</u>	2014		Provost's Cabinet/ Karen Hubbard	
3.02.11	Political Activities	<u>Policy</u>		2015		Laura Rumpler/ Karen Hubbard	
3.02.12	External Employment and Professional Consulting	<u>Policy</u>		2022		Karen Hubbard	
3.02.14	Drug-Free Workplace	<u>Policy</u>	<u>Procedure</u>	1993/2015		Provost's Cabinet/ Karen Hubbard	
3.02.15	Conflict of Interest	<u>Policy</u>	<u>Procedure</u>	2015		President's Cabinet	
3.02.16	Compensation Structure	<u>Policy</u>		2018		Karen Hubbard	
3.02.16	Faculty Compensation Structure		<u>Procedure</u>	2017		Karen Hubbard	
3.02.16	Staff Compensation Structure		<u>Procedure</u>	2017		Karen Hubbard	
3.02.17	Employee Benefits	<u>Policy</u>	<u>Procedure</u>	2022/2021		Karen Hubbard	
3.02.17.2	Retiree Benefits		<u>Procedure</u>	2021		Karen Hubbard	
3.02.19	Payroll Deductions	<u>Policy</u>		2015		Karen Hubbard/ Sarah Garcia	
3.02.20	Faculty Professional Development	<u>Policy</u>	<u>Procedure</u>	2017/2022			

				LAST REVISED	LAST REVIEWED	ASSIGNED TO	STATUS
3.02.21	Faculty Evaluation	<u>Policy</u>	<u>Procedure</u>	1996/2003		Provost's Cabinet	
3.02.22	Employee Development	<u>Policy</u>	<u>Procedure</u>	2021/2020	April 2023	Karen Hubbard	Reviewed. No revisions recommended.
3.02.23	Grievances	<u>Policy</u>	<u>Procedure</u>	1998		President's Cabinet	
3.02.23.01	Conflict Resolution/Mediation	<u>Policy</u>	<u>Procedure</u>	2023		Karen Hubbard	
3.02.24	Meet & Confer	<u>Policy</u>	<u>Procedure</u>	2005		Sarah Garcia/ Karen Hubbard	
3.02.25	Holiday Pay - Non Exempt Employees	<u>Policy</u>	<u>Procedure</u>	2016		Sarah Garcia/ Karen Hubbard	
3.02.26	Reduction in Force	<u>Policy</u>	<u>Procedure</u>	2016		Karen Hubbard	
3.02.28	Compensation for Special Assignments	<u>Policy</u>	<u>Procedure</u>	2000	April 2023	Karen Hubbard	Reviewed. No revisions recommended.
3.02.29	Alternate Work Schedules	<u>Policy</u>	<u>Procedure</u>	2023		Karen Hubbard	
3.02.30	Remediation of Tenured Faculty	<u>Policy</u>	<u>Procedure</u>	2010		Provost's Cabinet	
3.02.31	Suspension of Tenured Faculty	<u>Policy</u>	<u>Procedure</u>	2010		Provost's Cabinet	
3.02.32	Termination of Tenured Faculty for Cause	<u>Policy</u>	<u>Procedure</u>	2010		Provost's Cabinet	
3.02.33	Reclassifications	<u>Policy</u>	<u>Procedure</u>	2020	April 2023	Karen Hubbard	Reviewed. No revisions recommended.
3.02.34	Teaching Focus	<u>Policy</u>	<u>Procedure</u>	2009		Provost's Cabinet	
3.03	NON-DISCRIMINATION						
3.03.03	Civil Rights	<u>Policy</u>	<u>Procedure</u>	1994/1999		Provost's Cabinet	

				LAST REVISED	LAST REVIEWED	ASSIGNED TO	STATUS
3.03.04	Malicious Harassment	<u>Policy</u>	<u>Procedure</u>	1994/1993		Provost's Cabinet	
3.03.05	Disruptive, hostile or violent behavior on NIC sites	<u>Policy</u>	<u>Procedure</u>	1999		Provost's Cabinet	
3.03.06	Sexual Harassment, Discrimination and Sexual Misconduct (Title IX)	<u>Policy</u>	<u>Procedure</u>	2016		Provost's Cabinet	
3.04	LEAVES						
3.04.01	Illness, Injury, Bereavement and Emergencies	<u>Policy</u>		unknown		Karen Hubbard	
3.04.01.01	Bereavement Leave	<u>Policy</u>		2003		Karen Hubbard	
3.04.02	Annual (Vacation) Leave	<u>Policy</u>	<u>Procedure</u>	2016		Karen Hubbard	
3.04.04	Jury Duty & Court Leave	<u>Policy</u>		2016		Karen Hubbard	
3.04.05	Military	<u>Policy</u>		2016		Karen Hubbard	
3.04.06	Leave Without Pay	<u>Policy</u>		2021		Karen Hubbard	
3.04.06.02	Personal Leave	<u>Policy</u>		2000		Provost's Cabinet/ Karen Hubbard	
3.04.08	Faculty Sabbatical	<u>Policy</u>	<u>Procedure</u>	1995	2014	Provost's Cabinet	
3.04.08.01	Staff Sabbatical	<u>Policy</u>		2013		Provost's Cabinet/ Karen Hubbard	
3.04.09	Family & Medical	<u>Policy</u>		1995		Karen Hubbard	

				LAST REVISED	LAST REVIEWED	ASSIGNED TO	STATUS
3.05	Academic Freedom	<u>Policy</u>		1999		Provost's Cabinet	
3.05.01	Professional Ethics	<u>Policy</u>	<u>Guidelines</u>	1999		Provost's Cabinet/ Karen Hubbard	
3.07	Faculty Personnel Records	<u>Policy</u>		unknown		Provost's Cabinet/ Karen Hubbard	
3.08	COMPUTERS						
3.08.01	Acceptable Use	<u>Policy</u>	<u>Procedure</u>	2017		Ken Wardinsky	
3.08.02	Electronic Mail	<u>Policy</u>	<u>Procedure</u>	2017		Ken Wardinsky	
3.08.03	Data Stewardship, Security, and Protection	<u>Policy</u>	<u>Procedure</u>	2018		Ken Wardinsky	
3.08.04	Information Technology Security Incident Response	<u>Policy</u>	<u>Procedure</u>	2018		Ken Wardinsky	
3.08.05	User Authentication	<u>Policy</u>	<u>Procedure</u>	2018		Ken Wardinsky	
3.08.06	Media Sanitation and Disposal	<u>Policy</u>	<u>Procedure</u>	2018		Ken Wardinsky	
3.08.07	Cloud Services	<u>Policy</u>	<u>Procedure</u>	2018		Ken Wardinsky	
3.08.08	Security Awareness Training	<u>Policy</u>	<u>Procedure</u>	2018		Ken Wardinsky	
3.08.09	Electronic Information Technology Accessibility	<u>Policy</u>	<u>Procedure</u>	2019		Ken Wardinsky	
3.09	Evaluation of Supervisors	<u>Policy</u>		2020/2021		Karen Hubbard	
3.10	Staff Professional Development	<u>Policy</u>	<u>Procedure</u>	2001/2020		Karen Hubbard	

				LAST REVISED	LAST REVIEWED	ASSIGNED TO	STATUS
3.11	Privacy (Confidentiality of Personal Information)	<u>Policy</u>		2001		Karen Hubbard	
3.11.01	Privacy of Health Information (HIPAA)	<u>Policy</u>		2004		Provost's Cabinet/ Karen Hubbard	
4.00.00	Section IV: CURRICULUM						
4.01	Program Evaluation	<u>Policy</u>	<u>Procedure</u>	unknown		Provost's Cabinet	
4.02	Credit Hour	<u>Policy</u>	<u>Procedure</u>	2014		Provost's Cabinet	
5.00.00	Section V: STUDENTS						
5.01	Admissions	<u>Policy</u>		2014		Provost's Cabinet	
5.02	Academic Probation Suspension & Reinstatement	<u>Policy</u>	<u>Procedure</u>	2015		Provost's Cabinet	
5.04	GRADING					Provost's Cabinet	
5.04.01	Withdrawals - Student	<u>Policy</u>	<u>Procedure</u>	2003	2013	Provost's Cabinet	
5.04.02	Withdrawals - Instructor	<u>Policy</u>	<u>Procedure</u>	2015		Provost's Cabinet	
5.04.03	Repeating a Class	<u>Policy</u>		unknown		Provost's Cabinet	
5.04.04	Credit by Examination	<u>Policy</u>	<u>Procedure</u>	1994		Provost's Cabinet	

				LAST REVISED	LAST REVIEWED	ASSIGNED TO	STATUS
5.04.05	Credit Limitations	<u>Policy</u>		unknown		Provost's Cabinet	
5.04.06.01	Transfer of Credit	<u>Policy</u>	<u>Procedure</u>	2014		Provost's Cabinet	
5.04.07	Credit for Prior Learning	<u>Policy</u>	<u>Procedure</u>	2014		Provost's Cabinet	
5.06	Student Code of Conduct	<u>Policy</u>	<u>Procedure</u>	2009	2013	Provost's Cabinet	
5.06.01	Academic Integrity	<u>Policy</u>	<u>Procedure</u>	2005		Provost's Cabinet	
5.09	Communicable Diseases	<u>Policy</u>		2022		Provost's Cabinet	
5.11	Student Union	<u>Policy</u>		2008		Provost's Cabinet	
5.12	Student Activity Fee Funds	<u>Policy</u>	<u>Procedure</u>	2008	2013	Provost's Cabinet	
5.13	Accommodations for Students and Employees with Disabilities	<u>Policy</u>	<u>Procedure</u>	2011		Provost's Cabinet	
5.14	Attendance	<u>Policy</u>	<u>Procedure</u>	2012/2015	2014	Provost's Cabinet	
5.15	Prior Felonies	<u>Policy</u>	<u>Procedure</u>	2016		Provost's Cabinet	
5.16	Student Complaints and Concerns	<u>Policy</u>	<u>Procedure</u>	2019		Provost's Cabinet	
6.00.00	Section VI: FACILITIES & EQUIPMENT						

				LAST REVISED	LAST REVIEWED	ASSIGNED TO	STATUS
6.01	Employee Use of Equipment and Facilities	<u>Policy</u>		2014		Provost's Cabinet	
6.02	Non-Employee Use of Facilities	<u>Policy</u>	<u>Procedure</u>	1993		Provost's Cabinet	
6.06	NAMING OF FACILITIES/ MEMORIALS						
6.06	Naming of Facilities	<u>Policy</u>	<u>Procedure</u>	2014		Provost's Cabinet	
6.07	Alcohol on Campus or at NIC Facilities	<u>Policy</u>	<u>Procedure</u>	2007/2009	2014	Provost's Cabinet	
6.08	Time, Place and Manner for Exercising Freedom of Speech	<u>Policy</u>	<u>Procedure</u>	2014		Provost's Cabinet	
7.00.00	Section VII: BUSINESS PROCEDURES						
7.01	BUDGETING						
7.01.04	Continuous Professional Service Contracts	<u>Policy</u>		1990		Sarah Garcia	
7.01.07	Cash Management and Investments	<u>Policy</u>		2002		Sarah Garcia	
7.01.08	Use and Limit of Debt	<u>Policy</u>		2002		Sarah Garcia	
7.03	Fundraising	<u>Policy</u>	<u>Procedure</u>	2015/1994		Rayelle Anderson/ Provost's Cabinet	
7.03.01	Grants Coordination	<u>Policy</u>	<u>Procedure</u>	2015		Rayelle Anderson	
7.04	Campus Emergencies/Safety Regulations	<u>Policy</u>		2015		Provost's Cabinet	

				LAST REVISED	LAST REVIEWED	ASSIGNED TO	STATUS
7.04.01	Weapons on College Property	<u>Policy</u>	<u>Procedure</u>	2014		Provost's Cabinet	
7.05	Textbook Adoption and Complimentary Copies	<u>Policy</u>	<u>Procedure</u>	2014		Provost's Cabinet	