North Idaho College

Board of Trustees Regular Meeting
January 22, 2025
6:00PM

AGENDA

CONVENE REGULAR MEETING

Lake Coeur d'Alene Room, Edminster Student Union Building, 495 N College Dr, Coeur d'Alene

Zoom: https://nic.zoom.us/j/84207442662

CALL TO ORDER / VERIFICATION OF QUORUM ..... Brad Corkill

PLEDGE OF ALLEGIANCE ..... Brad Corkill

MESSAGE FROM BOARD CHAIR ..... Brad Corkill

CELEBRATING SUCCESS: Sandpoint Renewal ..... Nick Swayne / Colby Mattila

PUBLIC COMMENT ..... Brad Corkill

The NIC Board of Trustees welcomes public comment on agenda items from in-person attendees, and commenters will be limited to two minutes per individual. Remarks are subject to NIC Policy 2.01.03. Individuals interested in providing public comment outside of the meeting may email board@nic.edu.

CONSTITUENT REPORTS

- ASNIC ..... Joseph Moran
- Faculty Assembly ..... Kathleen Miller Green
- Staff Assembly ..... Katrina Björkman
- Senate ..... Julie Bailey

PRESIDENT'S REPORT ..... Nick Swayne

INFORMATION ITEMS

- Institutional Memberships ..... Nick Swayne
- Finance ..... Nick Swayne / Sarah Garcia
- Enrollment 2024FA ..... Nick Swayne / Tami Haft
- Instruction: Health Professions ..... Nick Swayne / Erlene Pickett

CONSENT AGENDA

- Action (Tab 1): Approve Board Regular Meeting Minutes for December 18, 2024
- Action (Tab 2): Approve on Second Reading Policy 3.05 (Academic Freedom)
- Action (Tab 3): Approve on Second Reading Policy 3.08.10 (Distance Education)

NEW BUSINESS

- Discussion (Tab 4): First Reading of Policy 3.08.07 (Cloud Services) ... Nick Swayne / Ken Wardinsky

REMARKS FOR THE GOOD OF THE ORDER

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Tab 1

BOARD OF TRUSTEES MEETING
January 22, 2025

TAB 1

SUBJECT: Consent Agenda Items

BACKGROUND:
Included as Tab 1 are the Board Regular Meeting Minutes for December 18, 2024

SUGGESTED MOTION FOR BOARD ACTION
[Board Member] make the motion to approve Consent Agenda item as presented.

Prepared by: Suzy Scura
Board Clerk

North Idaho College

BOARD OF TRUSTEES MEETING
Edminster Student Union Building
December 18, 2024
MINUTES

CALL TO ORDER

Chair Brad Corkill welcomed the public and called the meeting to order at 6:00 p.m. He verified that a quorum was present and led attendees in the Pledge of Allegiance.

ATTENDANCE

Trustees:	Brad Corkill
	Rick Durbin (via Zoom)
	Mary Havercroft
	Eve Knudtsen
	Tarie Zimmerman
Also present:	Nick Swayne, President
	Jason MacKay, College Attorney

MESSAGE FROM BOARD CHAIR

Chair Corkill stated that in the past week, he and other Trustees participated in the 2024 - 2025 Idaho Legislative Send-off and attended NIC Pinning Ceremonies for the Basic Patrol Academy, Associates Degree Nursing program, and Dental Hygiene program.

CELEBRATING SUCCESS: FINE ARTS

Professor of Communications/Division Chair for Communications and Fine Arts Joe Jacoby provided an overview of NIC's Fine & Performing Arts program. His presentation is included as an addendum to these minutes.

PUBLIC COMMENT

Name	Topic
Twyla Cope	NIC Golf
Russell Grove	NIC Golf
Bill Goyen	NIC Golf
Russ Grove	NIC Golf
Brittany Pounds	NIC Golf
Steve Wilcox	NIC Golf
Alex Pounds	NIC Golf
Adam Power	NIC Golf
Michael McGowan	Policy 7.01.04
Kyra Kramer	NIC Golf
Taylor Pierce	NIC Golf
Cole Jaworski	NIC Golf
Megan Gallagher	Employee Retention
Spencer Skipper	NIC Golf
Dylan Morrison	NIC Golf
Arlee Coleman	NIC Golf
Pablo Hinojos	NIC Golf

DRAFT

CONSTITUENT REPORTS

ASNIC

ASNIC President Joseph Moran gave updates on recent activities including the St. ASNIC Christmas Giving event and the successful filling ASNIC's final senator vacancy. He stated that once regular meetings resume in January 2025, the team will review ASNIC's outstanding vote of no confidence and discuss whether or not it will be repealed in the near future.

Faculty Assembly

Past Faculty Assembly Chair Jon Gardunia reported on behalf of Faculty Assembly Chair Kathleen Miller Green. He read her prepared statement which is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Katrina Bjorkman welcomed the new Trustees and reported on the Staff Assembly's recent activity including new employee introductions, Chair and Senate reports, updates from campus departments, and Good of the Order items. She congratulated Ralf Denger of Custodial Services for being recognized as the November Sterling Silver Employee of the Month.

Ms. Bjorkman extended the Staff Assembly's appreciation to the Board for acknowledging the past votes of no confidence and commended their efforts to prioritize the best interests of the College. She concluded by stating that the NIC Staff Assembly is pleased to bring closure to the votes of no confidence.

Senate

Senate Chair Julie Bailey said that the Senate met on November 21, 2024 where they completed the second read and passed the Distance Education Procedure 3.08.10. She stated that there was no new or old business for the December 12 meeting, so a virtual vote was completed to pass the November minutes, and the in-person meeting was canceled.

PRESIDENT'S REPORT

President Swayne spoke on the Athletics budget and the College's recent decision to eliminate the men's and women's golf programs. He said that Dean of Students Alex Harris will provide a detailed report later in the meeting.

Dr. Swayne continued his report with updates on accreditation, recruiting and retention, RFP procedures, the Academic Freedom Policy and further development of the Strategic Plan. He shared positive press coverage of the College's health professions and stated that NIC's TRIO program has received exceptionally high grades from the US Department of Education.

INFORMATION ITEMS

Center for New Directions

Student Success Navigator Louisa Rogers gave an overview of the Center for New Directions and the services they provide. Her presentation is included as an addendum to these minutes.

Information Technology

Chief Information Officer Ken Wardinsky provided updates from NIC's IT department. His presentation is included as an addendum to these minutes.

Budget Process

Vice President for Finance and Business Affairs Sarah Garcia provided an overview of the annual budget process and timeline. Her presentation is included as an addendum to these minutes.

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CONSENT AGENDA

Tabs 1, 2 and 3: Approve New Trustee Orientation Meeting Minutes for November 19, 2024, Regular Board Meeting Minutes for November 20, 2024, and Special Board Meeting Minutes for December 11, 2024

Chair Corkill requested a motion to approve Tabs 1, 2 and 3 as presented. Trustee Eve Knudtsen made the motion which was seconded by Trustee Mary Havercroft. Chair Corkill called for the vote. The motion passed with five votes in favor.

OLD BUSINESS

Discussion: Strategic Plan Recap

Dr. Swayne stated that this topic was addressed earlier during the President's Report.

Discussion: Athletics Sustainability Update

Dean of Students Alex Harris presented on Athletics sustainability and the ongoing efforts to stabilize the Athletics department's budget. Discussion ensued. Mr. Harris's presentation is included as an addendum to these minutes.

Discussion: Employee Retention Update

President Swayne introduced new Chief Human Resources Officer Meagan Snyder. He said that Ms. Snyder will present to the Board at the March 2025 regular Board of Trustees meeting.

Action: Approve President's Contract

Chair Corkill stated that this action will take place following an Executive Session scheduled at the end of this meeting.

Tab 4: Information: ACCT Board Training Contract

Dr. Swayne referred to the draft contract provided in the Board packet. He stated that the contract provides for quarterly training sessions with Association of Community College Trustees (ACCT) consultants, and that it has been submitted by the ACCT for consideration by the College.

NEW BUSINESS

Action: Fill Vacancy on Board Policy Subcommittee

Upon Chair Corkill's request, Trustee Tarie Zimmerman agreed to continue as a member of the Board Policy Subcommittee. In response to Chair Corkill's invitation for an additional member, Trustee Havercroft volunteered for the position and was appointed with appreciation.

Tab 5: Action: Update Policy 2.01.02 (Responsibilities, Duties, and Standards of Good Practice)

President Swayne stated that the NIC Foundation has updated their bylaws to remove the position of NIC Trustee Liaison to the Foundation. He said that the College recommends removing that specific section from Policy 2.01.02. Trustee Zimmerman clarified that there are two sections in the policy that would need to be amended.

Chair Corkill requested a motion to strike the NIC Trustee Liaison to the Foundation portion in sections A and B of Policy 2.01.02. Trustee Havercroft made the motion which was seconded by Trustee Zimmerman. With no further discussion requested by the Trustees, Chair Corkill called for the vote. The motion passed with five votes in favor.

Tab 6: Action: Approve on Second Reading Policy 7.01.04 (Continuous Professional Service Contracts)

Dr. Swayne explained that this item is listed as a second reading due to the fact that it was originally submitted under the prior Board. He said that for the benefit of the new Trustees, it may be treated as a first reading at this meeting. Following President's Swayne's brief summary of the proposed changes to the policy, Chair Corkill requested a motion.

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Trustee Havercroft moved that this reading be considered a second read and that the policy be approved with the changes as presented. The motion was seconded by Trustee Knudtsen. With no further discussion requested by the Trustees, Chair Corkill called for the vote. The motion passed with five votes in favor.

Tab 7: Action: Approve on Second Reading Policy 4.01 (Program Evaluation)
President Swayne stated that Dean of Instruction, Transfer and General Education Dr. Sherry Simkins and her team worked on developing this policy which passed through the Senate. Dr. Simkins was present and available to answer any possible questions from the Trustees.

With no questions or discussion requested by the Trustees, Chair Corkill requested a motion. Trustee Zimmerman moved that Policy 4.01 be approved as presented. The motion was seconded by Trustee Knudtsen. The motion passed with five votes in favor.

Tab 8: Action: Remove on Second Reading Policy 7.05 (Textbook Adoption and Complimentary Copies)
Dr. Swayne provided a brief history of Policy 7.05. He and Dr. Simkins explained how the policy is outdated and that the College recommends it be removed.

Chair Corkill requested a motion. Trustee Zimmerman made the motion to remove policy 7.05 as recommended. The motion was seconded by Trustee Havercroft. With no discussion requested by the Trustees, Chair Corkill called for the vote. The motion passed with five votes in favor.

Tab 9: Discussion: First Reading of Policy 3.05 (Academic Freedom)
President Swayne said this new policy adds students to the previous policy which addressed only faculty. Dr. Sherry Simkins stated that the progression of the policy through Faculty Assembly and Senate provided a good example of the College's participatory governance process.

Tab 10: Discussion: First Reading of Policy 3.08.10 (Distance Education)
Dr. Sherry Simkins gave a brief overview of the policy and stated that NIC is federally mandated to have this policy in place, both by the US Department of Education and accrediting body Northwest Commission on Colleges and Universities (NWCCU).

Dr. Swayne explained that this is a first reading and welcomed comments from the Board. He said that any input would be incorporated into the final version and that a second read will appear on the consent agenda in the future.

Discussion: Board Onboarding in January prior to Regular Meeting
President Swayne opened the floor for a scheduling discussion. Following conversation, it was decided that the Regular Board of Trustees Meeting will be rescheduled from January 29, 2025 to January 22, 2025. Further, the Trustees will attend a Board Orientation Workshop on January 22, prior to the regular Board meeting.

Discussion: Attendance at NWCCU Meeting in Seattle (28 Jan 2025)
Dr. Swayne provided logistics for the January 28, 2025 meeting with the NWCCU in Seattle. He said that Chair Corkill, Vice Chair Zimmerman, Sarah Garcia, Interim Provost Dr. Lloyd Duman, and Accreditation Liaison Dr. Steve Kurtz will accompany him to the meeting.

Discussion: Attendance at JFAC Meetings in Boise (24-27 Feb 2025)
Dr. Swayne stated that NIC's legislative liaison is scheduled to present to the Joint Finance and Accounting Committee (JFAC) at 8:30am on February 25, 2025 in Boise, ID. He recommended that the full Board be in attendance and requested that the Trustees provide their travel preferences so that accommodations may be arranged.

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Discussion: Possible Joint Meeting with Coeur d'Alene City Council
President Swayne said that Coeur d'Alene Mayor Woody McEvers contacted him and requested a dialog between the NIC Board of Trustees and the city, as NIC is an important part of Coeur d'Alene. Dr. Swayne said that if the board is in agreement, he recommends that the informal meeting be scheduled in April or May, 2025.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Zimmerman expressed her appreciation to the many community members who invested their time and effort into sharing their thoughts, concerns and suggestions regarding the termination of the Golf program. Her sentiments were echoed by Chair Corkill.

ENTER EXECUTIVE SESSION PER IDAHO CODE § 74-206(1)(a) – PERSONNEL
Discussion: President's Contract
Chair Corkill stated that the Trustees will adjourn to Executive Session in the Driftwood Bay Room and requested a motion.

Trustee Zimmerman made the motion to go into Executive Session pursuant to Idaho Code § 74-206(1)(a) Personnel for Discussion of the President's Contract. The motion was seconded by Trustee Knudtsen. The motion succeeded in obtaining the required two-thirds minimum votes with the following roll call vote results:

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

The public session of the meeting was recessed at 8:06 p.m.

The Board of Trustees, President, and general counsel convened Executive Session at 8:13 p.m. in the Driftwood Bay Room, Edminster Student Union Building, and adjourned at 8:40 p.m.

Following the closed Executive Session, Chair Corkill reconvened the public meeting at 8:44 p.m.

Action: Approve President's Contract
Chair Corkill requested a motion regarding President Swayne's employment contract. Trustee Zimmerman made a motion that the Board approve the contract with one change to section 6.4. The change is to include the phrase, "provided the claim occurred while the president was acting within the scope of his employment." Trustee Knudtsen seconded the motion. With no further discussion requested by the Trustees, Chair Corkill called for the vote. The motion passed with five votes in favor.

President Swayne stated that the contract will be made publicly available on the website as soon as the edit is completed.

The meeting was adjourned at 8:46 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

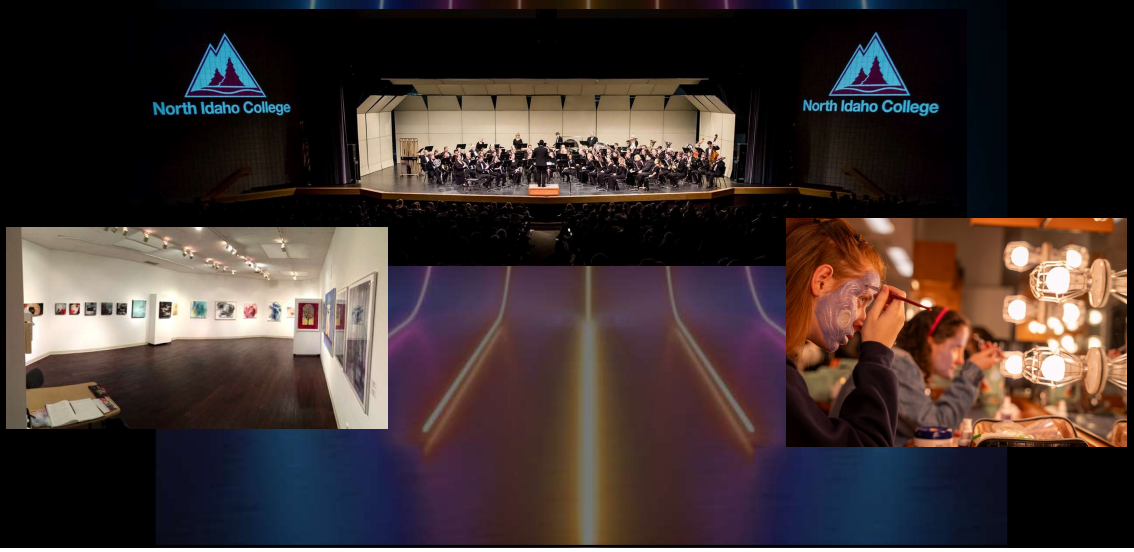
Addenda
1) Fine & Performing Arts Presentation
2) Faculty Assembly Chair Report
3) Center for New Directions Presentation
4) Information Technology Presentation

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5) Budget Process Presentation
6) Athletics Sustainability Presentation

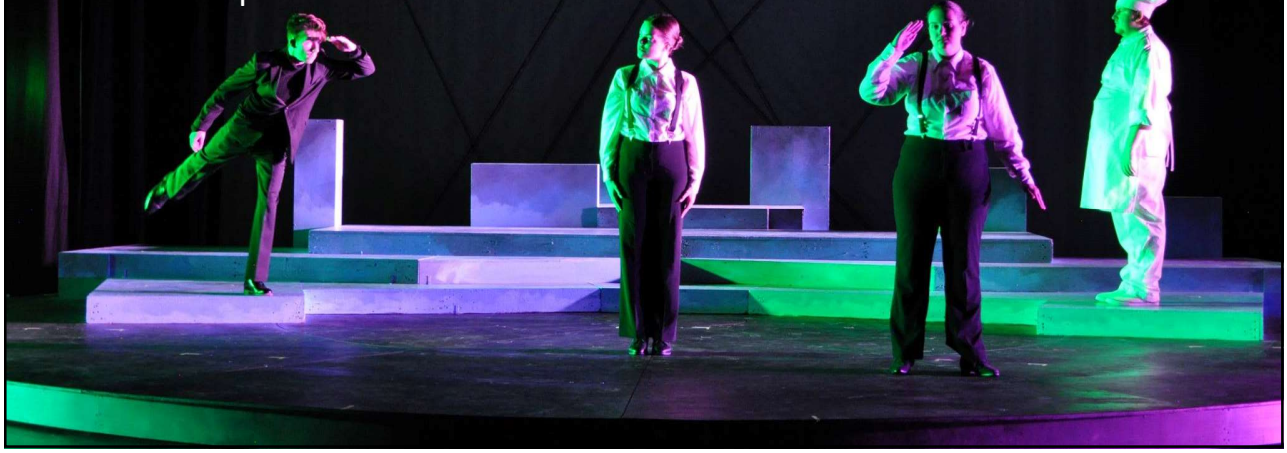
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- North Idaho College Fine & Performing Arts
  We help students find their voice.



Durable Skills From Performing Arts

Communication
Organization/Discipline/Reliability
Teamwork
Leadership
Empathy
Critical Thinking



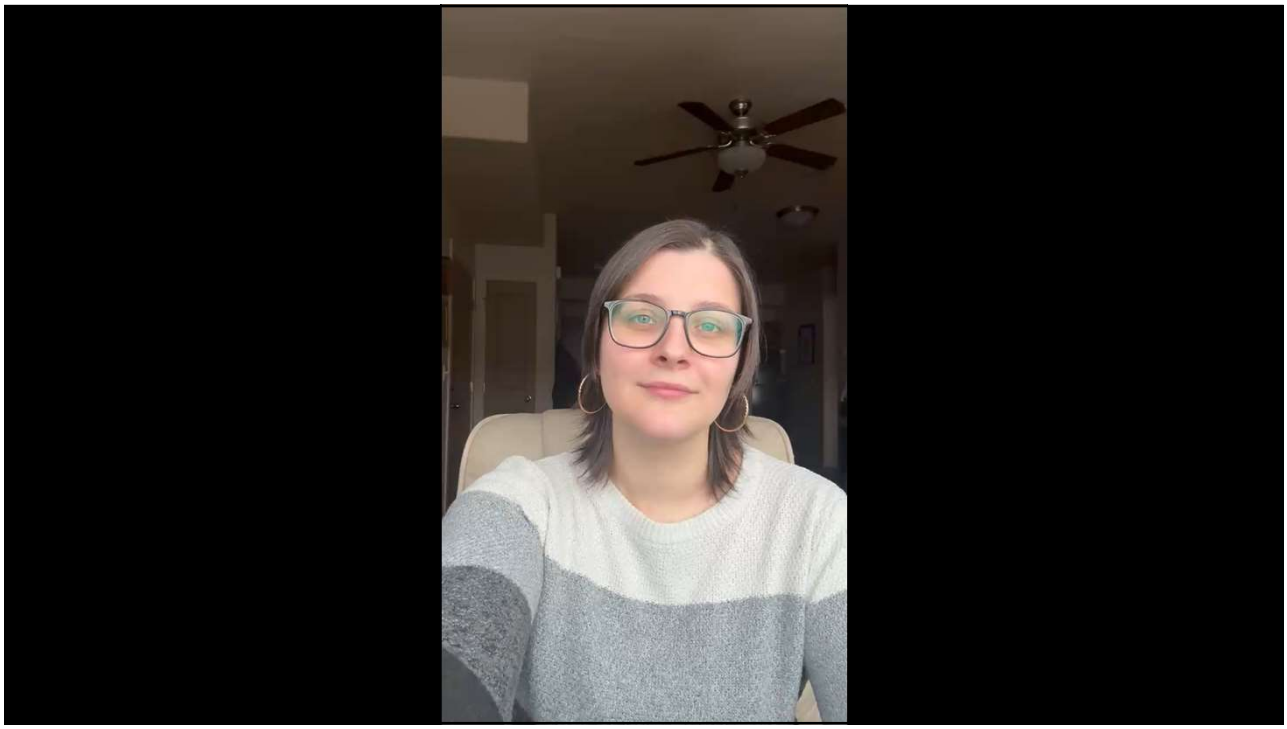


North Idaho College Music Department

Classroom and Performance Ensembles






North Idaho College Theatre Department



North Idaho College Theatre Department





December 18th, 2024
Faculty Assembly Chair Report to the NIC Board of Trustees
Kathleen Miller Green, Chair

Chair Corkill, Trustees, President Swayne, NIC faculty, staff, students, and guests

On December 10th, we held the fifth Faculty Assembly meeting of the academic year.

We heard regular reports from Senate, Student Learning Outcomes Assessment committee, Advising Update, Open Education Resource Committee, an Adjunct Faculty Report, an Accessibility Update and a Chair's report.

Our agenda this month was brief, with no old business.

During New Business, after a request by myself, robust discussion ensued, a motion was made, seconded and passed by the assembled faculty to ask Faculty Assembly Executive Committee to create a statement of support from the faculty to the Board of Trustees. This is that statement:

On behalf of the North Idaho College faculty, I would like to extend their sincere appreciation for the recent work you have undertaken to address the challenging issues left by the previous Board majority. Faculty are encouraged by your early and decisive actions to address the issues outlined in our previous Votes of No Confidence and we are optimistic that any outstanding issues addressed in those statements will be resolved in the upcoming months.

The faculty remains committed to working with you as we collectively move forward, and we are hopeful that your leadership will continue to reestablish the faculty trust and confidence in our Board of Trustees. We look forward to seeing your continued progress in rebuilding a collaborative, truly participatory and respectful environment that reflects the shared values of our institution.

That concludes my Chair report. Are there any questions?

Respectfully submitted,
Kathleen Miller Green, Chair
Faculty Assembly 2023-2025

North Idaho College

Center for New Directions



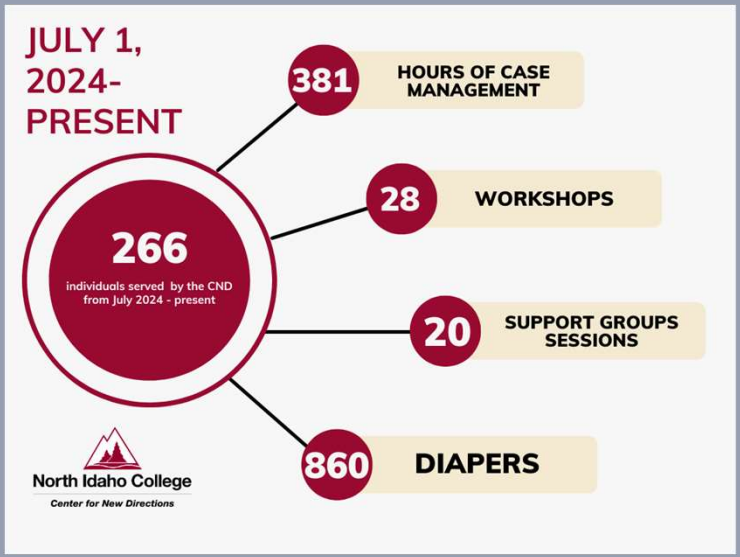
WHO DO WE SERVE?

- SINGLE PARENTS
- DISPLACED HOMEMAKERS
- CAREER PIONEERS

Finding a new direction in life - one that leads to stability and self-sufficiency.

Services offered:

- **Career services**
  - STRONG workshops
  - Resume and cover letter
  - Job applications
  - Idaho DOL/Equus
  - Women at Work event
- **Educational services**
  - FAFSA assistance
  - Applying to NIC
  - Campus referrals
  - Homework Workshop
- **Support services**
  - Individualized case management
  - Support groups
  - Family events
  - Mentorship



2024 - 2025

- **CND Childcare Fund**
- **Christmas for All Year**
- **Financial Literacy Program**
- **NIC Foundation Grants**



Thank you to our community partners.

Center for New Directions



nic.edu/cnd

Information Technology

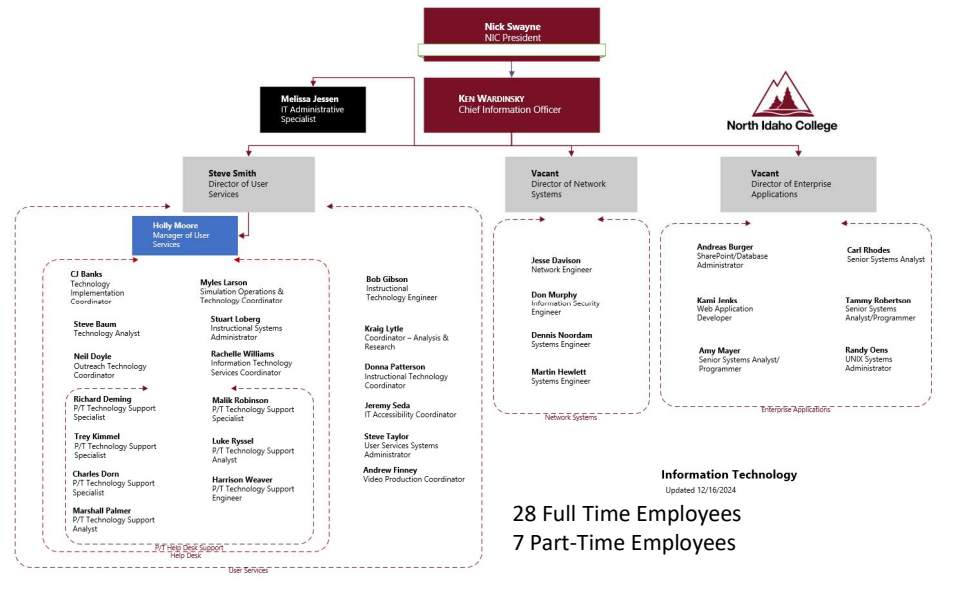
Ken Wardinsky
Chief Information Officer

Supporting Strategic Goals:
1, 2, 4, 5

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Organizational Chart

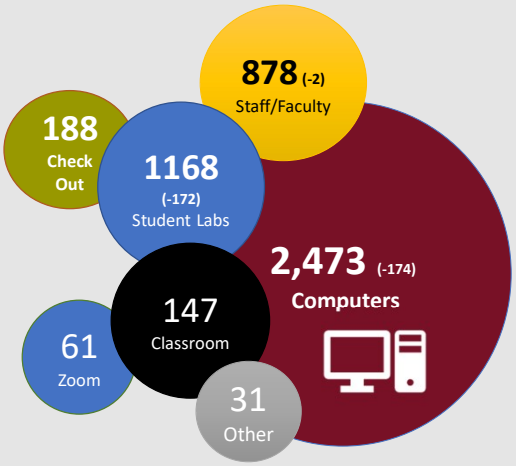
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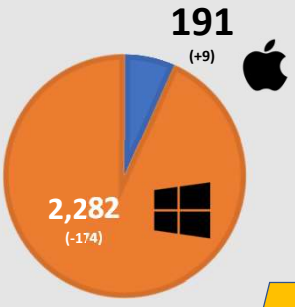


28 Full Time Employees
7 Part-Time Employees

User Services

nic.edu





Average Tickets per academic year 8,266

79,250 Support Tickets since 2016 (+12,665)

5,287 Fall 2023

4,391 Fall 2024

Enterprise Applications

nic.edu

Student Information System

303,508 (+5,874) Records

Database Servers **12**

Databases **206**

Reports **376+**

Data Feeds **120+**

Enterprise Applications 30+

Custom Web Applications **8**

Network

nic.edu

Routers and Switches
177 (-7)

Virtual Environment:
15
Hosts
226
Virtual Machines

Security Appliances
19 (+5)

Wireless Access Points
306 (+7)

Single Sign On Connected Systems
60

Onsite Storage Systems
5

On-Prem Storage Capacity
369 TB

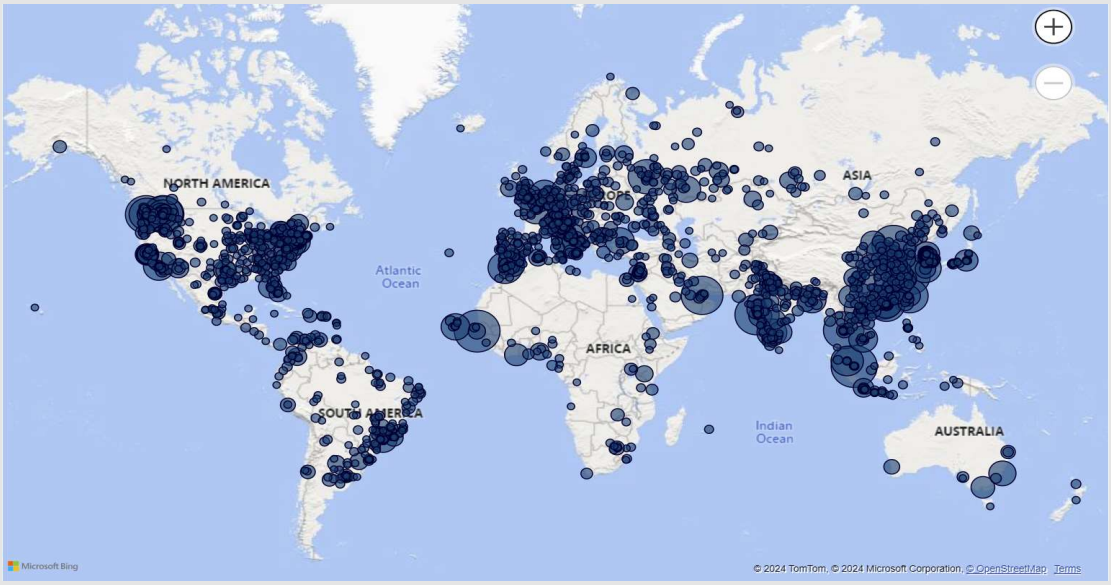
9,515
(+1,150)
User Accounts

4,036
Groups

Cloud Storage
29.9 TB
(+1.7 TB)

Security Threats

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Malicious Activity (Login)

nic.edu

December 1, 2023 Through November 30, 2024

123,241,947 Bad Login Attempts	628 : 1	800,780 Valid Logins
63,722 Usernames Tried	11 : 1	9,812 Usernames
78,307 IP Addresses Used	3 : 1	23,135 IP Addresses Used

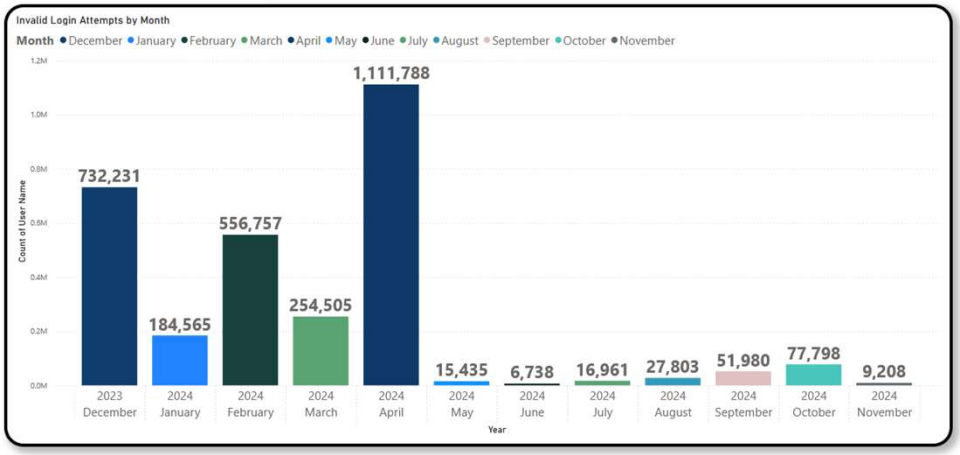
Whack – a - Mole

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North Idaho College

This table indicates the number of invalid remote access requests (VPN and Remote Desktop), per month.

NIC Security Login Analysis Report
December 1, 2023 - November 30, 2024



Protection

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DNS Protection (600 Machines)
47,092 Sites blocked
4,664 Phishing Blocks

Email Protection (30 Days)
660,000 Emails | 11,846 Phishing
56,776 Spam | 37,014 Blocked Sender

MFA Protection (180 Days)
413,600 Authentications (duplicated)
94.9 % Success Rate | ~15,400 Invalid

Computer Protection (All Computers)
161 Threats
54 True Threats Mitigated

Data Protection
742 Alerts | 511 Remote login alerts

NIC Budget Process

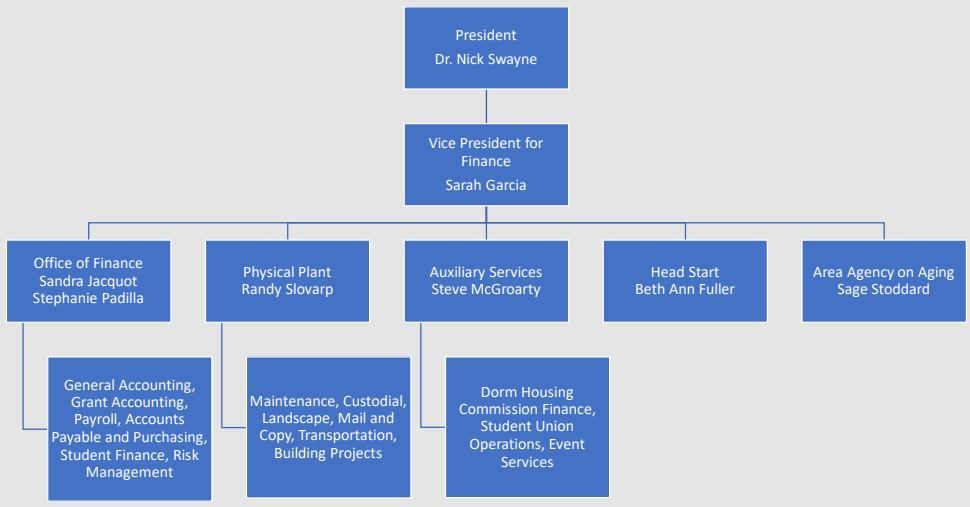
Information Item

December 2024

Strategic Plan Goal 5, objective 5.2

North Idaho College

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Annual Budget Cycle

	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
State of Idaho	JFAC Hearings	JFAC FY26 Budget Hearing	FY26 Appropriation Finalized	FY27 Line item guidance		Preliminary FY27 Division of Public Works Request Due
NIC	FY26 Budget Guidelines Established	Guidelines and Templates shared with budget managers	Roll Up of Budget	Finalize FY26 Request	Adjust Request if needed	Line items detail and balancing
			Requests Prioritization	First Reading with BOT	Second Reading with BOT	Upload to Accounting Program

	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025
State of Idaho		Final FY27 DPW request due Final FY27 Line Items due to State Board	Final State Budget Request Due	Presentation of FY27 Capital Request to Permanent Building Fund	Division of Financial Management and Governor review of FY27 budget request	
NIC	Year-end Close and Audit Prep	Audit	Audit	First Quarter Year to Date Financial Analysis		Begin Budget Planning for FY27

FY26 Budget Development

- Establish Priorities and Planning Principles
  - Identify Key focus areas based on strategic plan
    - Goals
      - Enhance student access and support to strengthen student success
      - Provide streamlined, flexible pathways to success for students
      - Expand and strengthen relationships with partners
      - Create a unified educational systems among College and its centers
      - Invest in employees, facilities and technologies to support student success
  - Create a balanced budget leveraging revenue resources and expenditure allocation

FY26 Budget Development (cont.)

- Establish Assumptions to share with campus
  - Enrollment Projection
  - Personnel costs (state change in employee compensation and benefit rate increases)
  - Position Planning
    - Analysis of vacant positions
    - New position requests
    - Adjunct/Overload Planning
  - Contractual Increases
  - Strategic Initiatives

Budget Timeline

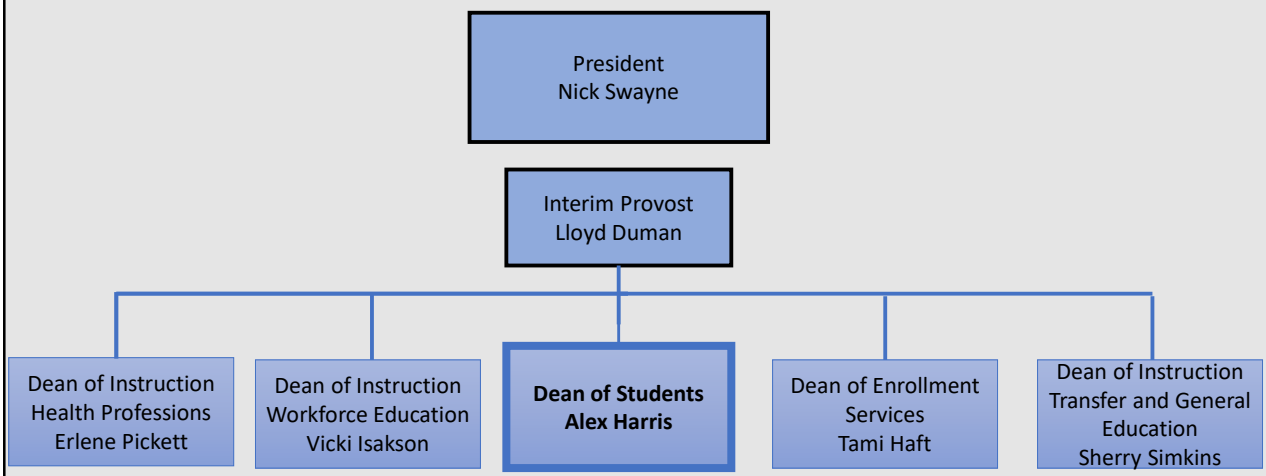
- January/February
  - Agreement on priorities and principles
  - Discuss enrollment and revenue projection
- February/March
  - JFAC hearing and recommendation for funding from state
  - Departmental budget request development
  - Consolidation and prioritization of requests for general fund
- April/May
  - Present budget for first reading and second reading and approval

Athletics Budget Stabilization

Alex Harris
Dean of Students
Wednesday, December 18th, 2024

North Idaho College
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Two-Year Athletic Budget Stabilization Plan

Planning Assumptions:

- Meet NWCCU requirements regarding budget sustainability
- Reduce athletic budget by $1.8-$2 million by FY27
- Impact the least amount of students and staff possible
- Ensure Title IX compliance
- Return to the NWAC not a possibility
- Enable NIC teams to remain competitive in the SWAC

FY26 Athletic Budget Reductions

- Reduction of Tuition and fees by 33% for all remaining teams
  - Savings of $478,720
- Elimination of Golf
  - Savings of $601,184
- Reduction of housing by 33% for all remaining teams
  - Savings of $408,000
- No student travel home for all remaining teams
  - Savings of $81,600

Total Reductions= $1,569,504

FY27 Athletic Budget Reductions

- Reduction of Tuition and fees by 9% for all remaining teams
  - Savings of $83,000
- Reduction of housing by 17% for all remaining teams
  - Savings of $132,000
- Reduction of books by 100% for all remaining teams
  - Savings of $81,600

Total FY27 Reductions= $296,600

Total Reductions for FY26 and FY27= $1,866,104

FY27 Total Budget=$4,305,000

Tab 2

BOARD OF TRUSTEES MEETING
January 22, 2025

TAB 2

SUBJECT: Consent Agenda: Second Reading Policy 3.05 (Academic Freedom)

BACKGROUND: The Board of Trustees conducted a first reading and discussion of Policy 3.05 at the December 18, 2024 regular meeting. No second reading has been conducted yet.

DISCUSSION: Tab 2 includes a “clean” copy of Policy 3.05 (Academic Freedom). This revised policy is recommended by the College to the Board after flowing through the College’s process of review by the subject matter experts, Senate, and senior administrative leadership.

REQUESTED BOARD ACTION: It is requested that the Board consider a motion to approve Policy 3.05 as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Academic Freedom

Impact: Faculty and Students

Responsibility: Office of Instruction

Effective Date: 6/30/1999

Revised Date:

Reviewed Date:

Relates to Procedure: 3.02.23, 3.02.30 and 5.16

Legal Citation(s):

North Idaho College provides an environment where relevant parties, as described in this policy, should expect the standards of academic freedom and academic responsibility to apply to all discourse intended to advance the mission of this institution.

Academic Freedom advances the right of postsecondary students and faculty, to pursue educational opportunities that seek to examine, apply, discuss, and build knowledge, theories, principles, concepts, or ideas without fear of censorship or retaliation.

Academic Responsibility is the commitment by students, faculty, and institutions to strive to protect the academic freedom of others by appreciating their special position in the community, performing academic obligations with intellectual honesty, promoting the free exchange of ideas, and showing respect toward those with whom they both agree and disagree.

Intellectual honesty encompasses truthfulness, accuracy, fairness, and open-mindedness in the pursuit of knowledge and understanding by applying a method of problem solving characterized by an unbiased, honest attitude (see Academic Integrity policy).

Students

A student is defined as any person duly admitted and enrolled at this institution. This policy recognizes the academic freedom and academic responsibility to individuals with the status of student.

A. Academic Freedom of Students
   In addition to constitutionally protected freedoms of speech, assembly, and religion, students have the right to engage in free inquiry, intellectual debate, and freedom of scholarship both on and off campus. Students shall not be subject to retaliation or censorship in response to their beliefs, opinions, research, publications, creative activity, and participation in institutional governance. Students are subject to the responsibilities outlined in this policy. This academic freedom includes but is not limited to:
   i. Instructional Environments
      A. Students have the right to express personal opinions about concepts and theories presented in their courses and to disagree with opinions expressed by

faculty and fellow students. Students are entitled to fair and even treatment in all aspects of student-faculty relationships.

B. Students may not be directed, evaluated on, or otherwise compelled to personally affirm, adopt or adhere to any particular political, religious, philosophical, or ideological tenets.

ii. Research, Publication, and Creative Activity
   A. Students may pursue research topics of their choosing, pursuant to institutional research and course standards.
   B. Students have the right to publish and present their research as well as engage in the production and exhibition of creative works.
   C. Students are entitled to attribution for discoveries and original research conducted.

iii. Participation in Institutional Governance
   A. Students have the right to participate in institutional governance through appropriate institutional processes.
   B. Students have the right to express opinions and provide feedback concerning institutional governance and administration without fear of censorship or retaliation.
   C. In matters of disciplinary action, students have the right to due process and to be held accountable using academic standards and institutional procedures (see Student Code of Conduct policy)

iv. Community and Campus Involvement
   A. Students have the right of free expression on and off campus (see Time, Place, and Manner for Exercising Freedom of Speech policy).
   B. Students have the right to organize student associations and to request official recognition or status from the institution for such associations.
   C. Students have the right to be free from requirements to make personal or political choices against their beliefs or values.

B. Academic Responsibility of Students

Academic freedom carries certain responsibilities which broadly include contributions to the academic community, acknowledgement of the validity of a diverse range of perspectives, commitment to learning relevant information, and good stewardship of the academic community. Students assume, at minimum, the following responsibilities in relation to academic freedom:

i. By enrolling in a public postsecondary institution, students agree to adhere to the institutions' student codes of conduct and to respect the rights of others, including the right to express differing opinions. Students also agree to acknowledge that faculty may expose students to a broad range of diverse perspectives, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. Expression of dissent and attempts to produce change shall not be carried out in ways which injure individuals, damage institutional facilities, disrupt classes, or interfere with institutional activities. Students who seek to call attention to grievances must do so in accordance with institutional policies and procedures, and in ways that do not significantly impede the academic functions of the institution.

ii. Students have a responsibility to engage in scholarship, learn material that is relevant to course outcomes, and adhere to course syllabi and institutional student codes of

conduct. A student's personal opinion does not permit them to avoid responsibility for completing assigned course content.

iii. Students are responsible for the academic integrity of their coursework, including, but not limited to producing original works for assignments and completing assessments and activities using their own knowledge and experience.

iv. Students are responsible for conducting and reporting research in an ethical manner and with intellectual honesty. Students shall not threaten the rights or the safety of others while exercising academic freedom. Students will frequently participate in learning environments with the free exchange of ideas, but shall not be required to make personal or political choices against their beliefs or values.

Faculty

Faculty forward the academic mission of a college through teaching, research, service, and other scholarly contributions. This policy recognizes the academic freedom and academic responsibility to individuals with the status of faculty.

A. Academic Freedom of Faculty

Faculty have the right to engage in free inquiry, intellectual debate, and freedom of scholarship both on and off campus. Faculty shall not be subject to retaliation or censorship in response to their research, publications, creative activity, pedagogy, participation in institutional governance, and all other official aspects of their job description. When speaking or writing as a citizen, each faculty member should be free from institutional censorship or discipline so long as it's made clear that such action is not taken as a representative of the college (see Political Activities Policy). Faculty are subject to the responsibilities outlined in this policy. This academic freedom includes but is not limited to:

i. Pedagogy and Curriculum Development
   1. Faculty have the right to determine course content, including the use of relevant materials, subject to institutional curriculum development processes.
   2. Faculty have the right to determine the instructional methodologies used to engage learners in the course content and evaluate student performance.

ii. Research, Publication, and Creative Activity
   1. Faculty may pursue research topics of their choosing, pursuant to institutional research standards.
   2. Faculty have the right to publish and present their research as well as engage in the production and exhibition of creative works, within the requirements related to intellectual property (see Intellectual Property policy 2.03.03).
   3. Faculty are entitled to attribution for discoveries and original research.

iii. Participation in Institutional Governance
   1. Faculty have the right to participate in institutional governance.
   2. Faculty have the right to express opinions and provide feedback concerning institutional governance and administration without fear of censorship or retaliation.
   3. Faculty have the right to due process in matters of academic freedom.
   4. Faculty have the right to participate in institutional processes that determine who may teach, what may be taught, how it shall be taught, and what methods will be used for student admission into selective enrollment programs.

B. Academic Responsibility of Faculty
Academic freedom carries with it certain responsibilities which broadly include maintaining competence in scholarship, exposing students to a diverse range of perspectives, ensuring that students are taught relevant information, and being good stewards of the academic community. Faculty assume the following responsibilities in relation to academic freedom:

i. Each faculty member of the institution is a citizen, a member of a learned profession, and a representative of the institution. Membership in the academic community imposes on faculty an obligation to respect the rights of others, including the right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. Expression of dissent and attempts to produce change shall not be carried out in ways which injure individuals, damage institutional facilities, disrupt classes, or interfere with institutional activities. Faculty who seek to call attention to grievances must do so in accordance with institutional policies and procedures (see Grievances policy). Furthermore, faculty members must refrain from using institutional resources to further interests or activities that are not a part of the assigned responsibilities to the institution.
ii. Faculty members are expected to maintain professional competence in their field(s) of specialization, congruent with their teaching, service, and scholarly expectations.
iii. Faculty are responsible for presenting the content in their courses in a way that is consistent with the mission of the institution, department, program, and discipline. When presenting content, faculty may expose students to an intellectual diversity of scholarly and creative views related to the faculty member's discipline and/or specific field of study.
iv. Faculty shall respect the rights and maintain the safety of students, other faculty, and administrators, while exercising academic freedom.
v. Faculty may not refuse to teach a student because of the student's beliefs, interpretations, or applications of knowledge. Faculty have the responsibility to facilitate pluralistic learning and work environments, but shall not require others to adopt personal or political choices against their beliefs or values.

Institutional Support of Academic Freedom

North Idaho college is an institution providing postsecondary academic instruction, including career technical and workforce training programs.

Academic Responsibility of the Institution

I. Academic freedom carries with it certain responsibilities which broadly include the educational functions of an institution, the ethical administration of academic affairs, and the protection of student and faculty academic freedom. North Idaho College assumes, at minimum, the following responsibilities in relation to academic freedom:

i. The institution has a responsibility to set, maintain, and enforce policies that protect the academic freedom and promote the academic responsibility of faculty and students.
ii. The institution shall use methods that are consistent and respectful of the ideals of academic freedom when evaluating faculty members.

iii. The institution shall dedicate adequate resources, space, and programming toward the advancement of academic freedom.
iv. The institution has a responsibility to create and deliver academic programs. It shall maintain appropriate policies and processes to aid content and curriculum delivery that are consistent with the ideals of academic freedom.

Limitations

The following limitations exist to the academic freedom of faculty and students and the academic responsibility of students, faculty, and this institution:

A. Academic freedom does not permit members of the institutional community to harass, threaten, or intimidate others.
B. Student academic freedom does not grant students the right to refuse to complete assigned coursework without consequence.
C. Academic freedom does not protect faculty members from colleague or student challenges to, or disagreement with, their instructional methods.
D. Academic freedom does not protect faculty or students from institutional or noninstitutional penalties for violating the law.
E. Academic freedom does not confer the right to faculty or students to violate institutional policies; though academic freedom does confer the right of faculty and students to criticize such policies.
F. Academic freedom does not protect faculty or students from disciplinary action consistent with established institutional policies.
G. Academic freedom does not protect faculty or students from sanctions or dismissal for professional misconduct or poor performance consistent with established institutional policies.
H. Academic freedom does not protect faculty or students from investigations into allegations of or discipline for scientific misconduct or other violations of institutional policy.

Procedures applicable to resolving academic freedom complaints are:

Grievances
Remediation of Tenured Faculty
Student Complaints and Concerns

This policy is adapted from Idaho State Board of Education Policy III.B – Academic Freedom and Academic Responsibility.

Tab 3

TAB 3

SUBJECT: Consent Agenda: Second Reading Policy 3.08.10 (Distance Education)

BACKGROUND: The Board of Trustees conducted a first reading and discussion of Policy 3.08.10 at the December 18, 2024 regular meeting. No second reading has been conducted yet.

DISCUSSION: Tab 3 includes the policy recommended by the College to the Board after flowing through the College's process of review by the subject matter experts, Senate, and senior administrative leadership. Also included for additional context is the associated Procedure 3.08.10, however please note no Board action is needed for the Procedure.

REQUESTED BOARD ACTION: It is requested that the Board consider a motion to approve Policy 3.08.10 as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Distance Education

Impact: Instruction

Responsibility: Office of Instruction

Effective Date:

Revised Date:

Reviewed Date:

Relates to Procedure: 3.08.10

Legal Citation(s): US Department of Education - 34 CFR. §600.2, 34 §CFR 602.17(g)

Northwest Commission on Colleges and Universities (NWCCU) Distance Education Policy, Standard 2.G.7

I. Policy Statement

North Idaho College (NIC) is committed to student success by providing educational opportunities that meet the needs of all students. In alignment with the mission of the college, online learning utilizes educational technology in order to increase access and provide flexible scheduling opportunities for students to pursue lifelong learning.

Every student enrolled in an online learning course will have access to all the academic support services available to students enrolled in face-to-face courses. Online and hybrid courses will reflect the same learning outcomes and rigor as equivalent face-to-face courses.

II. Overview and Purpose

The North Idaho College Distance Education Policy and Procedure establishes guidelines for the purpose of ensuring the consistency and quality of online learning to achieve student success and promote educational excellence.

North Idaho College online courses are required to fall under the U.S. Department of Education's definition of distance education and are subject to all federal requirements for distance education.

III. Scope

This policy and procedure apply to all courses identified as Online Learning.

IV. Definitions

"Educational Technology" – Technology used for instruction (e.g. website, learning management system, textbook integration, mobile application, lecture capture, web conferencing, streaming media).

"Hybrid" – A course that combines face-to-face and online instruction. A substantial portion of the course learning activities (typically 30-70%) are delivered online.

"Online" – Courses taught online with no set meeting time.

"Online Learning" – Courses identified as "Hybrid" or "Online" in the North Idaho College catalog.

Procedure Title: Distance Education

Impact: All Benefit-Eligible, Non-Faculty Employees

Responsibility: Human Resources

Effective Date: 4/25/2001

Last Update: 1/30/2020

Relates to Policy (s): 3.08.10; 3.02.34; 5.06.01

Legal Citation(s): US Department of Education - 34 CFR. §600.2, 34 §CFR 602.17(g)

Northwest Commission on Colleges and Universities (NWCCU) Distance Education Policy, Standard 2.G.7

I. Procedure Narrative

The following procedures are to ensure the quality and effectiveness of online learning at North Idaho College and meet the Department of Education requirements for distance education.

II. Federal Regulations

Distance education is defined by the US Department of Education as an educational approach that utilizes various technologies to deliver instruction to students who are separated from their instructors. The goal of this mode of instruction is to establish regular and substantive interactions between the student and instructor, whether synchronous or asynchronous.

An instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by an institution's accrediting agency.

III. Substantive Interaction

Engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

A. Providing direct instruction
B. Assessing or providing feedback on a student's coursework
C. Providing information or responding to questions about the content of a course or competency
D. Facilitating a group discussion regarding the content of a course or competency; or
E. Other instructional activities approved by the institution's or program's accrediting agency.

IV. Regular Interaction

Prior to the student's completion of a course or competency, NIC ensures regular interaction between a student and an instructor or instructors by:

A. Providing the opportunity for substantive interactions with the student on a predictable and scheduled regular basis commensurate with the length of time and the amount of content in the course or competency.
B. Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

V. Course Delivery

All online and hybrid courses will be delivered using NIC's licensed Learning Management System (LMS). In exceptional circumstances other delivery options may be used if approved by Division Chairs/Directors and Deans.

VI. Faculty Qualification for Online Teaching

Online courses should be developed and delivered by qualified instructors who have the necessary training and expertise in the subject matter and in online instruction.

Pursuant to NIC policy and procedure 3.02.34, "Teaching Focus," Section I, "Teaching Activities," Item 2, Faculty members are expected to "demonstrate competence in their teaching fields and related technologies."

Faculty members teaching online or hybrid courses are responsible for demonstrating experience or competency in teaching online. Faculty members can demonstrate competency by:
1. Providing evidence of previous experience teaching online; or
2. Completing onboarding to online teaching verified by the Office of eLearning.

In exceptional circumstances, a faculty member may be employed to teach an online or hybrid course on a probationary basis without first demonstrating proficiency, but will be required to complete proficiency requirements by the end of the semester in which they are teaching.

VII. Course Review

Pursuant to NWCCU Distant Education policies in regards to the Evaluation of Distance Education, *"The institution has established a system for monitoring or periodically evaluating its online programs to ensure that its instructors continue to observe such policies for regular and substantive interactions".*

On a schedule determined by the Office of Instruction with input from the Office of eLearning, faculty will engage in an informal course review with the instructional design team. This informal review will identify areas of quality in a course, regular and substantive interactions and areas of a course that could be improved.

VIII. Student Verification and Identity

In accordance with 34 §CFR 602.17(g) North Idaho College will maintain an effective identity verification process to establish that the student who is academically engaging in the course or program is the same person who is enrolled for the class. Violation of this procedure could lead to actions outlined in the Academic Integrity (5.06.01) and User Authentication (3.08.05) policy and

procedure. All methods of verifying student identity in distance learning must protect the privacy of student information.

One or more of the following methods will be used

a. A secure log in and password
b. Proctored examinations
c. New or other technologies and practices.

NIC students who register for any classes that require additional fees associated with verification processes are notified in advance before registration with an appropriate symbol on the registration webform.

IX. Faculty Support

North Idaho College will offer professional development and support to all part-time and full-time instructors in the preparation and delivery of online learning.

Tab 4

BOARD OF TRUSTEES MEETING
January 22, 2025

TAB 4

SUBJECT: First Reading Policy 3.08.07 (Cloud Services)

BACKGROUND: Policy 3.08.07 (Cloud Services) is progressing through the regular review cycle of College policies and procedures.

DISCUSSION: Tab 4 includes a redline copy of Policy 3.08.07 (Cloud Services) with the proposed wording modification to update the policy.

REQUESTED BOARD ACTION: It is requested that the Board read the proposed revision and raise to the College any clarifications needed (if any) as part of discussion. No action beyond discussion is requested of the Board for a first reading.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Cloud Services

Impact: Employees, Affiliates

Responsibility: Chief Information Officer

Effective Date: 04/16/2018

Revised Date:

Reviewed Date:

Relates to Policy(s): 3.08.07

Legal Citation(s):

I. Policy Narrative

Any employee, program, department, division, business unit, or affiliate of North Idaho College (NIC) that needs to acquire or use a cloud service that will store, process, or share institutional data must work with the Information Technology (IT) Department, the Office of Finance and Business, and NIC's Legal Counsel- as needed to properly evaluate and manage the associated risks and service agreement language.

The use of cloud services to manage institutional data does not absolve an employee or unit from the responsibility of ensuring that the data is secure and managed in accordance with applicable policies and laws.

II. Definitions

"Affiliate" refers to any authorized individual, business, or organization connected to NIC, authorized to act on behalf of NIC, or is authorized to conduct work related to NIC needs.

"Cloud Service" is any service provided remotely via the internet from a provider's local servers as opposed to being provided from NIC's on-premises server(s).

"Institutional Data" refers to any type of information that is processed, created, collected, transferred, recorded, or stored by NIC to conduct NIC business.