North Idaho College

Board of Trustees Regular Meeting
February 25, 2026
6:00PM

AGENDA

CONVENE REGULAR MEETING.....6:00PM
Lake Coeur d'Alene Room, Edminster Student Union Building, 495 N College Dr, Coeur d'Alene
Zoom: https://nic.zoom.us/j/82549635917

CALL TO ORDER / VERIFICATION OF QUORUM.....Tarie Zimmerman

APPROVE AGENDA.....Tarie Zimmerman

PLEDGE OF ALLEGIANCE.....Tarie Zimmerman

MESSAGE FROM BOARD CHAIR.....Tarie Zimmerman

PUBLIC COMMENT.....Tarie Zimmerman

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.

CELEBRATING SUCCESS: Bus Tours.....Nick Swayne, PhD / Tami Haft

CONSTITUENT REPORTS
- ASNIC.....Blake Sanchez
- Faculty Assembly.....Jon Gardunia, DPT
- Staff Assembly.....Dan Adams
- Senate.....Matt Petersen, PhD

PRESIDENT'S REPORT.....Nick Swayne, PhD

INFORMATION ITEMS
- Instruction – Transfer and General Education.....Nick Swayne, PhD / Sherry Simkins, EdD
- Adult Education Center.....Nick Swayne, PhD / Vicki Isakson / Dilnoza Khasilova, PhD
- Trending Student Needs.....Nick Swayne, PhD / Alex Harris
- Athletics – Fall.....Nick Swayne, PhD / Shawn Noël
- Accreditation Update.....Nick Swayne, PhD
- Budget Discussion.....Nick Swayne, PhD

CONSENT AGENDA.....Tarie Zimmerman
- Action (Tab 1): Approve Board Regular Meeting Minutes for January 21, 2026
- Action (Tab 2): Head Start Eligibility Criteria

NEW BUSINESS
- Discussion / Action: Documenting the Accreditation Experience
- Discussion / Action (Tab 3): First Reading Policy 2.01.08 (Board of Trustees Performance Review)
- Discussion / Action (Tab 4): First Reading Policy 2.01.09 (Trustee Emeritus Status)
- Discussion / Action (Tab 5): First Reading Policy 2.01.10 (Board General Conduct Policy)
- Discussion / Action (Tab 6): First Reading Policy 2.01.11 (New Board Member Orientation)

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

ADJOURN

Tab 1

BOARD OF TRUSTEES MEETING
February 25, 2026

TAB 1

CONSENT AGENDA: Approve Board of Trustees Regular Meeting Minutes for January 21, 2026

BACKGROUND: Tab 1 includes the Regular Board Meeting Minutes with Addenda for January 21, 2026

SUGGESTED MOTION FOR BOARD ACTION
It is requested that [Board Member] make the motion to approve the Board of Trustees Regular Meeting Minutes for January 21, 2026 as presented.

Prepared by: Suzy Scura
Board Clerk

North Idaho College
BOARD OF TRUSTEES MEETING
NIC Workforce Training Center, Post Falls, ID
January 21, 2026
MINUTES

CALL TO ORDER
Chair Tarie Zimmerman called the meeting to order at 6:01 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees: Brad Corkill
Rick Durbin
Mary Havercroft
Eve Knudtsen
Tarie Zimmerman

Also present: Nick Swayne, President

APPROVE AGENDA
Chair Tarie Zimmerman called for a motion to approve the agenda as presented. Trustee Eve Knudtsen made the motion which was seconded by Trustee Brad Corkill. The Chair called for the vote. The motion passed unanimously with five votes in favor. Chair Zimmerman then led the Pledge of Allegiance.

MESSAGE FROM BOARD CHAIR
Chair Zimmerman reported that an accreditation hearing with the Northwest Commission on Colleges and Universities (NWCCU) has been scheduled for January 28, 2026. A Policy Subcommittee meeting will be held on the same date.

Prior to the meeting, the Trustees participated in a 30 minute tour of the Workforce Training Center (WTC) led by Executive Director of Workforce & Economic Development Colby Mattila. The Trustees observed significant activity and a great deal of positive change underway. Chair Zimmerman expressed appreciation for the tour and conveyed a positive impression of the facility.

PUBLIC COMMENT
Rick Currie Budget Action

CELEBRATING SUCCESS: ACADEMIC SUPPORT CENTERS
President Swayne introduced Associate Dean of Academic Support Holly Edwards, who provided an overview of the Cardinal Learning Commons and the College's Writing Center. Meyer Health and Sciences Center Coordinator Patty Maloney and Math Education Center Coordinator Sarah Adams presented on their respective areas. Student and part-time Math Tutor Gabrielle Symons shared remarks on the positive impact the Math Education Center and the Cardinal Learning Commons have had on her education. Several Trustees and President Swayne offered positive comments following the presentation. The presentation is included as an addendum to these minutes.

CONSTITUENT REPORTS
ASNIC
Student Senator Roger Griffin reported on behalf of President Blake Sanchez who was not present. Recent ASNIC activities included approval of an urgent Fast Grant request, work on a preliminary budget, and planning for the completion of ongoing projects, including the addition of a guitar in the Edminster Student Union Building (SUB), and the installation of new televisions for common use. Mr. Griffin stated that ASNIC leadership has reaffirmed its commitment to acting in the best interests of students through both routine operations and future initiatives.

Faculty Assembly
Professor – Business, and Faculty Assembly Vice Chair Kristi Mendoza reported on behalf of Chair Jon Gardunia, DPT who was not present. The January Faculty Assembly meeting included a status update from

DRAFT

Chief Human Resources Officer Meagan Snyder regarding the 2025 Great Colleges to Work for Climate Survey taken by faculty and staff in April 2025. Other activities included regular constituent committee reports and a second reading of Policy 5.04 (Grading). The policy was approved by the Faculty Assembly and will now be forwarded to Senate.

Staff Assembly
Chair Dan Adams reported that following the holiday break, staff returned to significant weather related impacts on campus, including numerous fallen trees. The January Staff Assembly meeting was canceled due to the high level of activity at the start of the semester as staff focused on resuming normal campus operations. Mr. Adams reported that several new staff members have been welcomed to campus and he expressed anticipation for a productive spring semester.

Senate
Chair Matt Petersen, PhD extended gratitude to the Academic Support Centers for their role in supporting student success beyond the classroom. The Senate will meet on January 22, 2026 where agenda items will include a second reading of Procedure 3.02.16 (Staff Compensation Structure) and a review of standing committees. Dr. Petersen noted that committee participation is a contractual obligation for faculty, and that many staff members also contribute significant time. The Senate is reviewing standing committees to assess effectiveness and alignment with strategic plan implementation needs.

PRESIDENT'S REPORT
Accreditation
The College is prepared to appear before the upcoming NWCCU meeting of the full commission scheduled for January 28, 2026. President Swayne expressed optimism that this may be the final special review of NIC and he is hopeful that the College will return to good standing as a result. The NWCCU will issue an action letter within 30 days of the meeting, with a decision expected no later than March 2, 2026. The outcome will be promptly communicated to the campus community and the public.

Goal 1: Student Success and Access
Dean of Enrollment Services Tami Haft provided a thorough update on Fall enrollment later in this meeting. Prior to that, President Swayne shared Spring enrollment is up approximately 8% compared to the prior year, marking approximately six consecutive terms of enrollment growth. Full-time student enrollment is up nearly 13% across all categories, representing approximately 175 additional students on campus.

Goal 2: Academic Programs and Pathways
President Swayne reported that Interim Provost Dr. Lloyd Duman continues to lead the effort to develop an integrated system that aligns credit and non-credit programs more clearly. The goal is to support flexible, lifelong learning pathways that allow students to progress without loss of credit as they advance through programs.

Goal 3: Community Partnerships and Engagement
Construction of the NIC's American Indian Student Center is progressing well and nearing completion. President Swayne said that the project represents the final requirement of the nine-point agreement signed in 1997 between NIC and the Coeur d'Alene Tribe.

The College is actively participating in a NASA Technology and Innovation Hub (Tech Hub) proposal to support workforce training in aerospace and advanced manufacturing. Additionally, the President reported that NIC will participate in a delegation to Taiwan through the Idaho Department of Commerce to learn advanced manufacturing processes.

Goal 4: Institutional Systems and Integration
President Swayne reminded the group this goal involves institutional systems and integration, with efforts focused on aligning remote sites, including the WTC, the Parker Technical Education Center, and NIC at Sandpoint. Dual credit enrollment in Sandpoint increased significantly, up approximately 385% from the previous year, growing from about 8–10 students to approximately 65. This growth was attributed to strengthened leadership, high school engagement, and the institution's improved standing.

DRAFT

Goal 5: Operational Excellence and Infrastructure
Over the past five months, all five major strategic goals have been reviewed. The President shared that later in the meeting, Accreditation Liaison Dr. Steve Kurtz will discuss the process of distilling the numerous goals and objectives into a focused set of measures. The goals have been condensed into 12 essential items, serving as direct or indirect indicators to track progress and demonstrate mission fulfillment to the NWCCU.

General Updates
President Swayne stated that efforts are underway to align actual expenditures more closely with the approved budget. Updated state revenue projections were reported, indicating the budget outlook may be less severe than initially anticipated, though planning continues for a wide range of scenarios.

The President described the Fund for the Improvement of Postsecondary Education (FIPSE) grant program and reported that the College submitted a grant proposal to the State Board of Education (SBOE). While NIC's proposal was not selected, the SBOE was awarded a $4 million grant.

President Swayne reported that the NIC women's and men's basketball teams split their contests on Saturday against Snow College, with the women securing a victory and the men not prevailing. Both teams are scheduled to play Salt Lake City Community College on Thursday, January 22, 2026 at Christensen Gym.

President Swayne reported that the NIC wrestling program is currently ranked sixth in the country. The team is scheduled to compete against Big Bend Community College, currently ranked tenth nationally, on Friday, January 23, 2026.

President Swayne said that he and some Trustees will attend the Association of Community College Trustees (ACCT) Legislative Summit being held in Washington, D.C. from February 8 – 11, 2026.

The President announced that the Great Northwest Safety Fest will take place February 8 – 11, 2026 at the WTC. The event is sponsor-funded and offers free, one-day training opportunities to the public, including certifications such as forklift operation and first aid.

President Swayne brought attention to two favorable articles featured in the Coeur d'Alene Press. Under the instruction of Associate Professor - Graphic Design Phillipe Valle, an NIC student was recognized for multiple awards, including one for the design of holiday wrapping paper. Another article referred to NIC's $4 million FIPSE grant proposal submission.

INFORMATION ITEMS
Instruction – Workforce Training
Colby Mattila provided an overview of the Workforce Training Center highlighting the WTC's community impact, enrollment statistics, and Fiscal Year 2025 (FY25) revenue. Mr. Mattila's presentation is included as an addendum to these minutes.

Finance (Q2 Oct – Dec)
Vice President for Finance and Business Affairs Sarah Garcia presented a brief finance update for the second quarter of FY26. Her presentation is included as an addendum to these minutes.

Fall Enrollment
Tami Haft shared an overview of Fall 2025 enrollment statistics based on the October 15, 2025 census. She reported a 1.7% increase in total student headcount compared to Fall 2024, and a 17% increase compared to Fall 2023. Increases were also noted among transfer and dual enrollment students. Ms. Haft's presentation is included as an addendum to these minutes.

Budget Assumptions
Sarah Garcia led the Trustees through a review of the College's FY27 Budget Planning Assumptions. She answered questions from the Trustees and President Swayne offered additional comments. Ms. Garcia's presentation is included as an addendum to these minutes.

DRAFT

Center for New Directions
Coordinator - Center for New Directions Louisa Rogers presented an overview of the grant funded Center for New Directions. She described the various services offered and shared the Center's growth statistics. Ms. Rogers shared the success story of a recent NIC graduate who greatly benefited the from the Center's assistance. Her presentation is included as an addendum to these minutes.

Strategic Plan Update
Dr. Steve Kurtz explained how NIC's mission statement, reviewed through multiple strategic planning processes, guides meaningful goals and indicators. He described the various methods used by the College to assess mission fulfillment, and stated that strategic planning allows NIC to demonstrate ongoing improvement and to benchmark performance against regional and national peer institutions. Dr. Kurtz's presentation is included as an addendum to these minutes.

CONSENT AGENDA
Tabs 1 and 2: Approve Board Facilitated Discussion Minutes for November 19, 2025 and Approve Board Regular Meeting Minutes for November 19, 2025
Chair Zimmerman requested a motion to approve the consent agenda as presented. Trustee Corkill made the motion which was seconded by Trustee Mary Havercroft. Chair Zimmerman called for the vote. The motion passed unanimously with five votes in favor.

NEW BUSINESS
Tab 3: First Reading of Board Goals 2025-2026
Chair Zimmerman stated that this is a first reading of the Board goals that were developed and refined during a special workshop in November 2025. She then requested a motion to discuss and/or approve the 2025 – 2026 Board goals. Trustee Knudtsen made the motion to approve the Board goals as presented. The motion was seconded by Trustee Rick Durbin. With no discussion, Chair Zimmerman called for the vote. The motion passed unanimously with five votes in favor.

Election of KTEC Liaison
President Swayne explained that Trustee Havercroft has been serving as liaison between NIC and the Kootenai Technical Education Campus (KTEC). Trustee Havercroft expressed her desire to continue serving in the role. Chair Zimmerman requested a motion to reappoint Trustee Havercroft as KTEC Liaison. Trustee Knudtsen made the motion which was seconded by Trustee Durbin. Chair Zimmerman called for the vote. The motion passed unanimously with five votes in favor.

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER
Trustee Havercroft reported on attending the December 2025 Medical Assisting and Surgical Technology pinning ceremonies and noted the strong sense of community within the programs. She recognized the retirement of Professor/Program Director-Medical Assistant Program Cindy Pavel and her contributions to student success, including strong exam outcomes and job placement.

Chair Zimmerman concluded the meeting with words of appreciation to the WTC staff for hosting the Board. She noted that the tour was informative and well organized, and thanked the staff for their hospitality.

The meeting was adjourned at 7:50 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Addenda:
1) Academic Support Centers Presentation
2) Workforce Training Center Presentation
3) Finance (Q2 Oct – Dec) Presentation
4) Fall Enrollment Presentation
5) Budget Assumptions Presentation
6) Center for New Directions Presentation
7) Strategic Plan Update Presentation

DRAFT

North Idaho College Learning Centers

- Meyer Science Tutoring
- Math Education Center
- Cardinal Learning Commons
- Writing Center

North Idaho College

nic.edu

Meyer Science Tutoring

24% Increase in student encounters between Fall 2024 and Fall 2025

Instructional and Academic Support for the following subjects:

- **Biology**
- **Human Biology Anatomy & Physiology**
- **Bacteriology**
- **Botany**
- **Ecology**
- **Zoology**
- **Chemistry**
- **Physics**
- **Geography**
- **Geology**
- **Environmental Science**

nic.edu

Meyer Science Tutoring

Study Skills Seminars offered with the following topics

- Reducing Test Anxiety
- Time Management
- Stress Relief
- Wellness

Students have access to equipment such as

- Microscopes with Digital Cameras
- Chemistry Molecular Models
- DNA Model Sets

nic.edu

Math Education Center

- The MEC Consistently Exceeds 2000 Sign-ins each Fall
- Students Spent 5,176 hours in the M.E.C. this Fall
- *Math Refresh & Review* Offered Between Terms

nic.edu

Cardinal Learning Commons

- Increased Academic Coaching appointments every semester and year over year since coaching began in 2022.
- Increased coaching utilization for students on probation, many of whom passed classes and came off of probation after coaching.
- Many students struggling to pass a specific class have passed with coaching support
- Free coffee, tea, and snacks available for students to help support a community atmosphere

nic.edu

Writing Center

- 40% increase in consultant appointments since midterms.
- 139 students who met with a faculty consultant for feedback.
- 100% of survey respondents rated their session “excellent” or “very good.”

nic.edu

STUDENT SUCCESS & THANK YOU'S

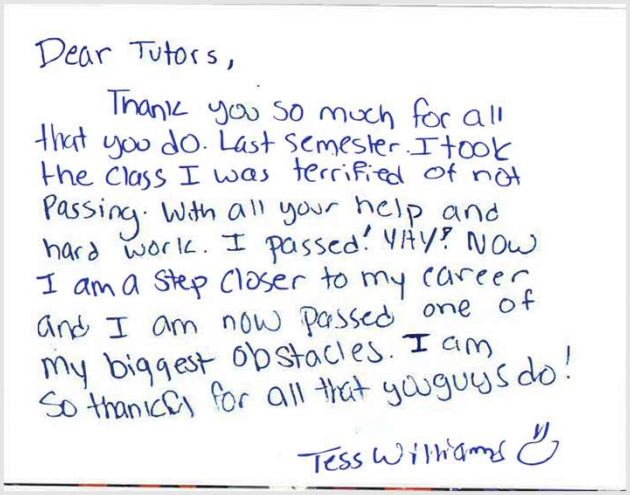
Writing Center:

Praise for lead consultant Lori Wallin stated:

"Mrs. Wallin was incredibly helpful with my essay! She carefully read through it in its entirety and provided the type of feedback I was hoping to receive. She took great care in being thorough, and her critiques clarified the portions I needed to alter. I appreciate her recommendation explanations, as well as her overall thoughts and opinions. Thank you, Mrs. Wallin, for not only your second set of eyes while proofreading and analyzing my paper, but also for your great thoroughness, care, and attention to the overall structure and flow of my writing."

nic.edu

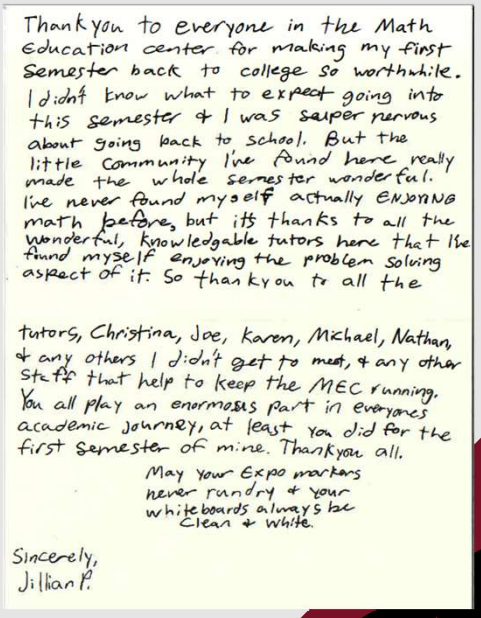
STUDENT SUCCESS & THANK YOU'S



Dear Tutors,

Thank you so much for all that you do. Last semester I took the class I was terrified of not passing. With all your help and hard work. I passed! YAY! Now I am a step closer to my career and I am now passed one of my biggest obstacles. I am so thankful for all that youguys do!

Tess Williams



Thank you to everyone in the Math Education center for making my first semester back to college so worthwhile. I didn't know what to expect going into this semester & I was super nervous about going back to school. But the little community I've found here really made the whole semester wonderful. I've never found myself actually ENJOYING math before, but its thanks to all the wonderful, knowledgable tutors here that I've found myself enjoying the problem solving aspect of it. So thank you to all the

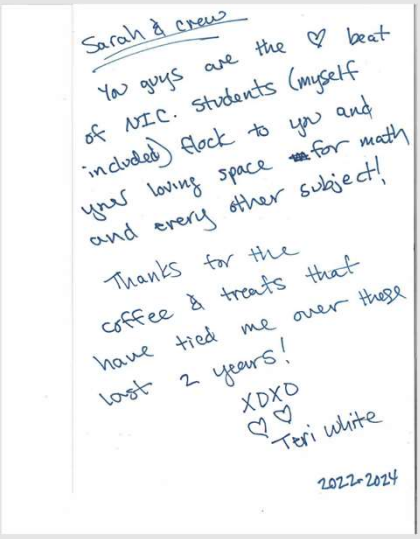
tutors, Christina, Joe, Karen, Michael, Nathan, & any others I didn't get to meet, & any other staff that help to keep the MEC running. You all play an enormous part in everyones academic journey, at least you did for the first semester of mine. Thank you all.

May your Expo markers never run dry & your whiteboards always be clean & white.

Sincerely,
Jillian P.

nic.edu

STUDENT SUCCESS & THANK YOU'S


Sarah & Crew

You guys are the ♡ beat of NIC. Students (myself included) flock to you and your loving space for math and every other subject!

Thanks for the coffee & treats that have tied me over these last 2 years!

XOXO

♡♡

Tori White

2022-2024

the math center

Hi friends! I wanted to personally thank you for working with me throughout my two years attending North Idaho College. I know work is work, but I want you to know how much of a genuine pleasure it has been to work with you. Thank you for having infinite patience with not only me but every student that you work with. I know your guys's job is not easy and it can be very difficult to work with certain people. Regardless, you always stay cool and help everyone with whatever they need help with. I wanted to mention what a positive impact you have made on my life and educational career. You were able to make math a safe and fun topic and not something I absolutely dreaded every day. The tutoring center is always bursting with positivity, and has become my absolute favorite place on campus. I will miss every single one of you guys very much, thank you for helping me reach the goals I've been striving towards.

nic.edu

STUDENT SUCCESS & THANK YOU'S

"I just wanted to say thank you for all your help this semester! I truly couldn't have done it without you!"

"Thank you for saving my grades!"

"Thank you so much for attending my pathology presentation for prosecution last week. It meant so much to me to have friendly faces there cheering me on. You put so much effort into connecting with students and making them feel seen, understood, and supported. Thank you. I hope you know what a wonderful impact you have been to so many of us students. So grateful for you!"

"Thank you for all your encouragement and support. It is greatly appreciated."

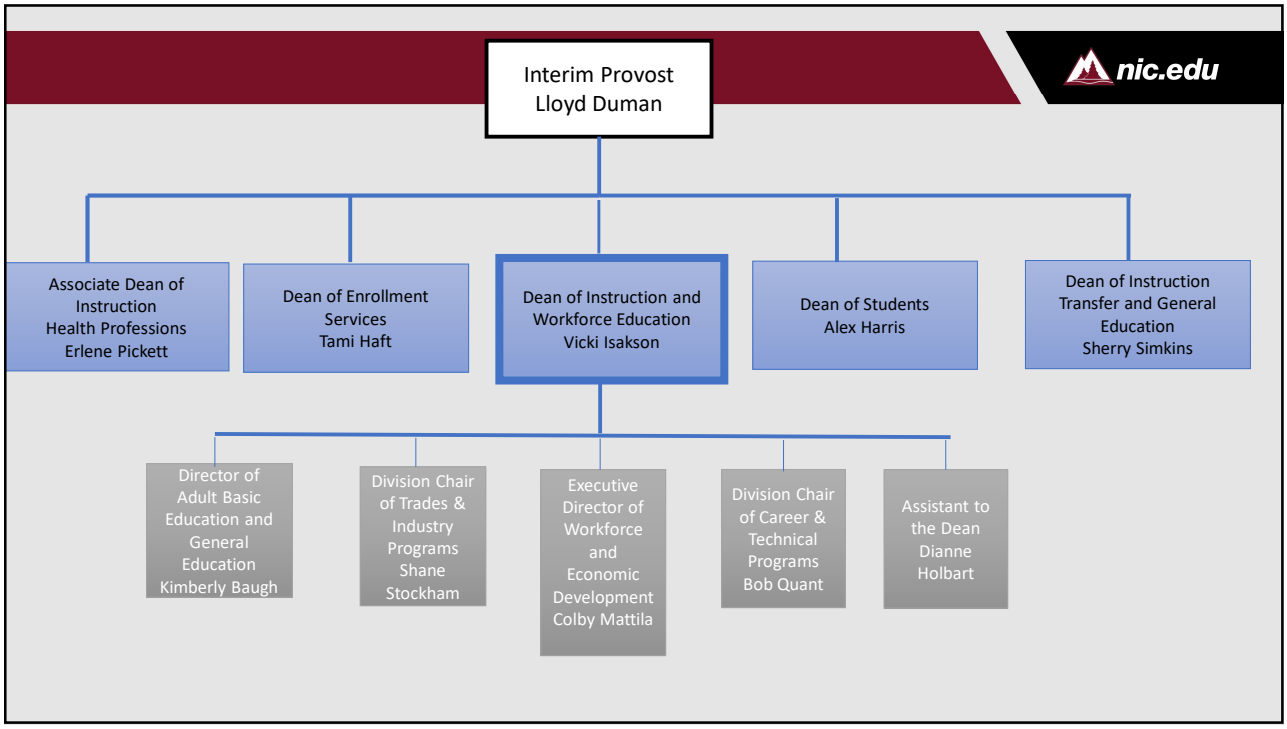
nic.edu

Workforce Training Center

Recurring Report – January 21

North Idaho College

nic.edu



nic.edu

WTC Community Impact

Fiscal Year 2025

- **672 Classes**
- **8,038 Enrollments**
- **Completion rate – 89.13%**
- **300+ Business/Industry Contacts**

26	Full-time staff/instructors
6	Part-time staff
130+	Part-time instructors

nic.edu

FY 2025
July 1, 2024 – June 30, 2025

Total Revenue
16% ▲
$3,642,841

Total Enrollments
10.4% ▲
FY 2025 – 8,038

Course Quality Scores

FY 2025 –95%
FY 2024 – 96%

nic.edu

Sandpoint WTC Programs





- Boiler: Steam Training Certification
- Phlebotomy
- Medical Assistant Apprenticeship
- Shotgun Armorer
- IV Therapy for Health Care Providers
- CDL
- Dental Assistant
- Welding
- CNA
- EMT

nic.edu

WTC Sandpoint Enrollment



Total WTC Enrollments FY 25 119 Students

Total WTC Enrollments Year to date 125 Students

Finance Update
Fiscal Year 2026 to Date

Recurring Report

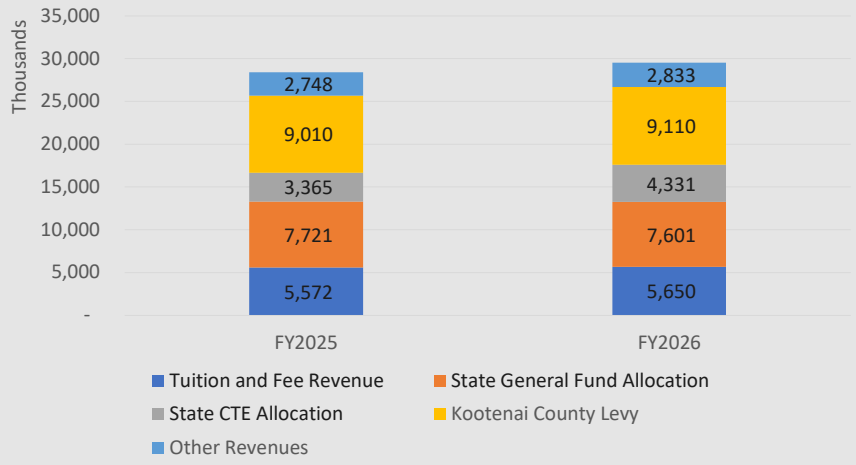
January 2026

North Idaho College

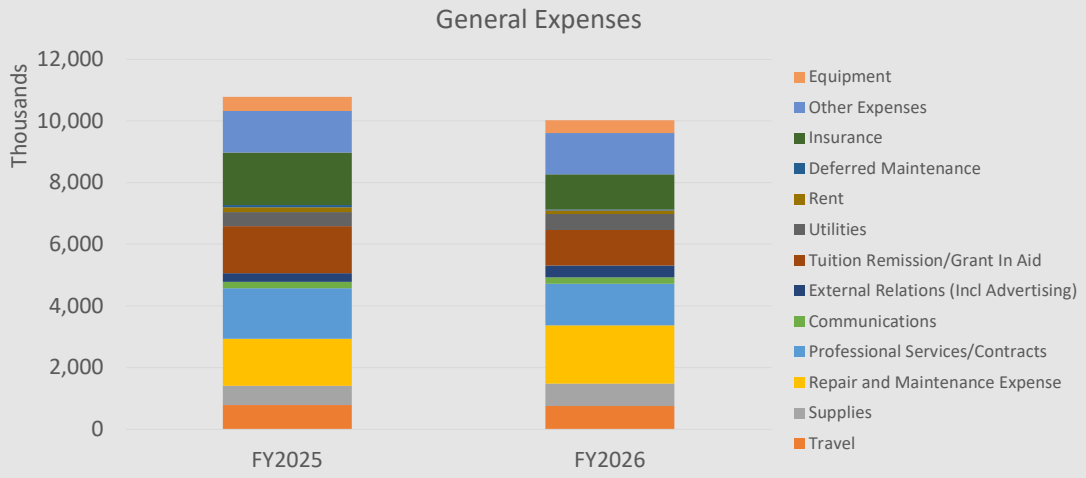
nic.edu

nic.edu

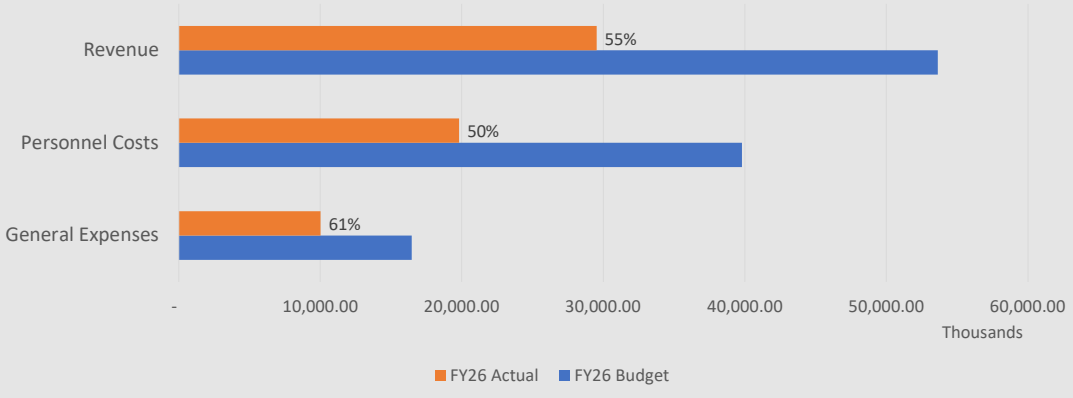
December Year To Date Revenue



December Year To Date Expenses



December Actual vs Budget



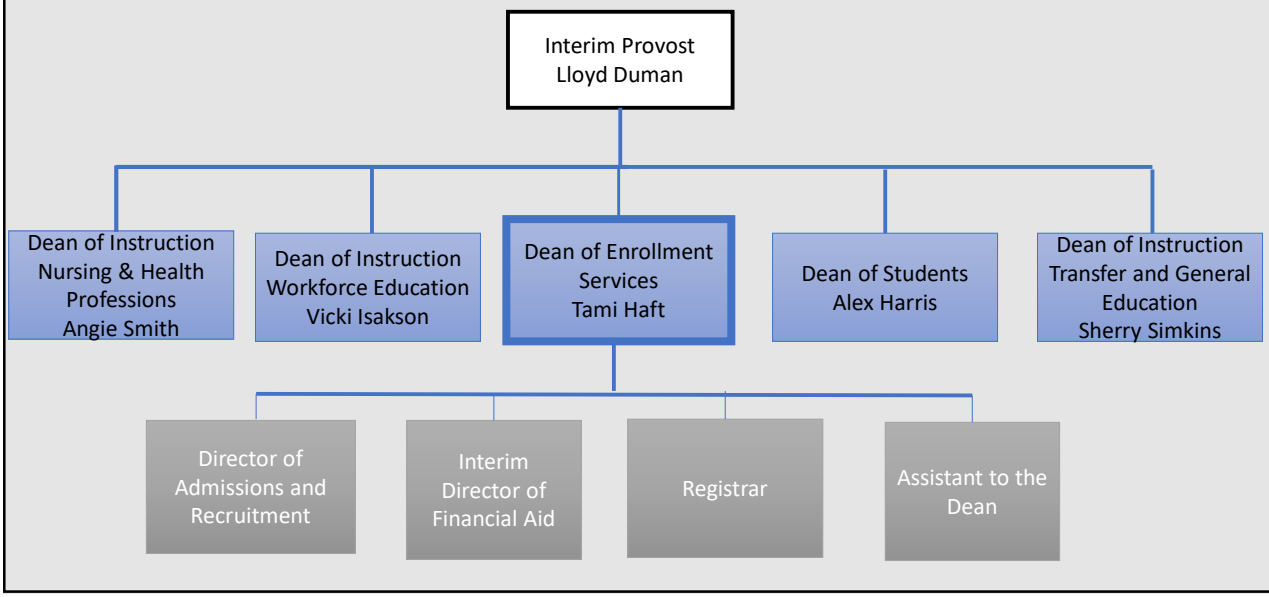
Enrollment Overview

Fall 2025 Enrollment

Dean of Enrollment Services
January 21, 2026

North Idaho College
nic.edu

nic.edu

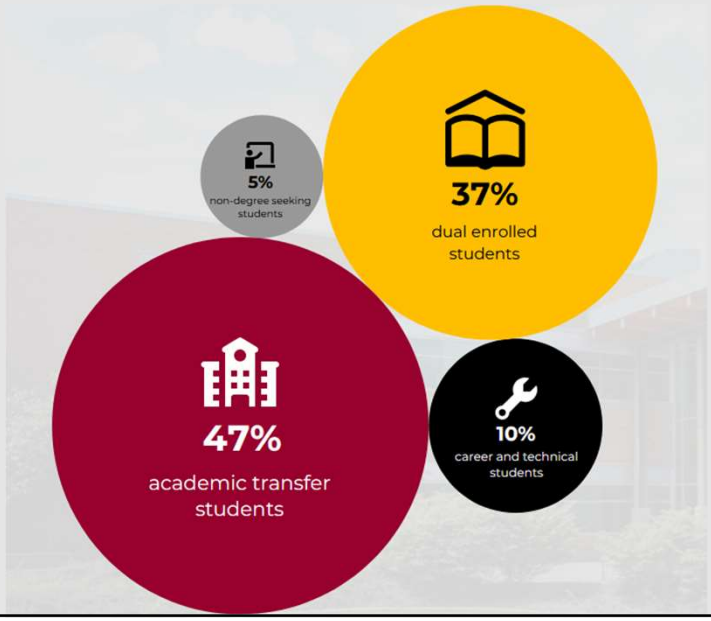


nic.edu

Fall 2025 Enrollment Snapshot

Headcount		FTE	
1.7% YOY	4,666	2,700	2.5% YOY

nic.edu



Fall 2025 Enrollment Buckets

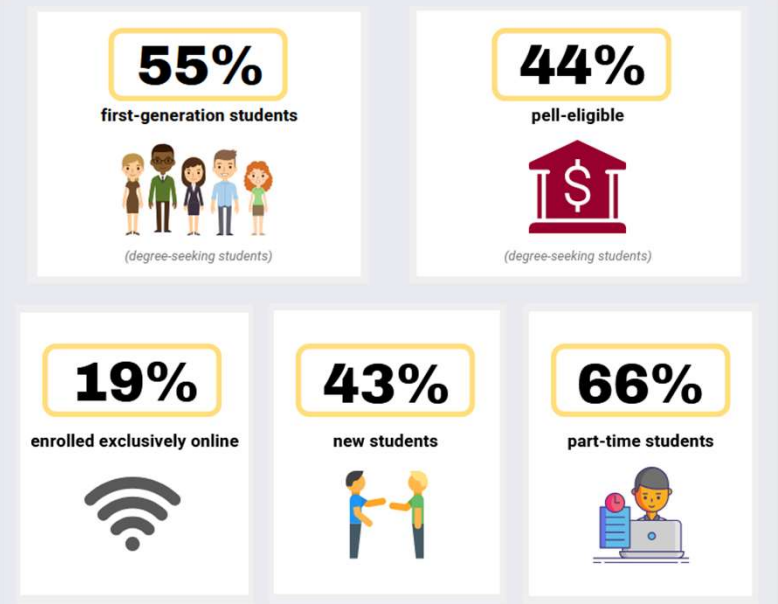
nic.edu

Fall 2025 Enrollment Breakouts



nic.edu

Fall 2025 Enrollment Fast Facts



nic.edu

Regional Enrollment



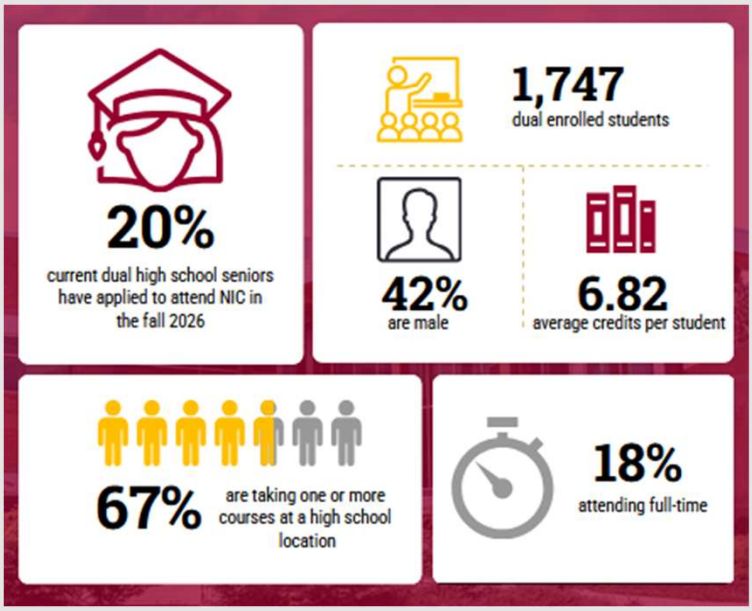
90%
Idaho resident

88%
Region I resident

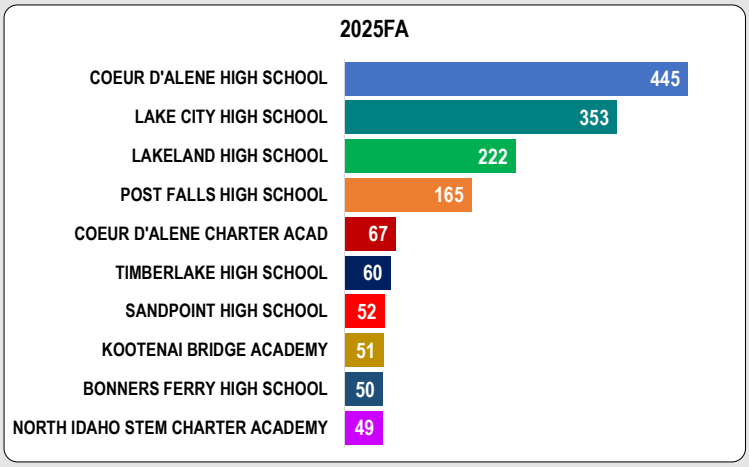
73%
Kootenai County resident

nic.edu

Fall 2025 Dual Enrollment Highlights



Top 10 Feeder High Schools
Dual Enrollment Students



What's next:

- 2026 Summer/Fall Recruitment
- 2026 Spring Enrollment Report

FY27 Budget Planning Assumptions

January 2026

North Idaho College

nic.edu

nic.edu

Introduction

- The budget process is the opportunity for the College to demonstrate fiscal responsibility
  - aligning available resources to support the mission of the College
  - impact students in the most effective and meaningful way possible
- Financial stewardship is the core of the budget process
  - Aligning resources with our mission
  - Engaging stakeholders and being transparent
  - Responsible management of entrusted funds
  - Ensuring long-term stability
  - Supporting and advancing student outcomes

Priorities and Planning Principles

- Invest in recruitment and retention efforts
- Strategically allocate resources to college priorities
- Maintain accreditation and fiscal compliance
- Create a balanced budget with minimal fund balance reliance
- Incorporate State funding assumptions

Budget Assumptions

- JFAC General Fund Appropriation Recommendation
  - Maintenance budget (no increase)
  - 3% Holdback from FY26 rolls into FY27 base
    - $435K from State General Fund and $260K for CTE
    - Create plan for potential additional holdbacks in FY27

Budget Assumptions

- Enrollment Increase
  - True-up to actual enrollment for current year
  - Recommendation from recruitment and retention committees
  - Retain Dual Credit Enrollment at FY26 budget

- Tuition
  - Suggest small incremental increase in tuition
  - Current rate $147 per credit for Kootenai County Residents

Budget Assumptions

- 3% increase in salaries for full time employees
  - Step plus 1% increase to the base
    - Cost: $750K
  - Health Insurance increase: 10% placeholder
- Adjustment to athletic expenses per 2-year reduction plan

North Idaho College

Center for New Directions



WHO DO WE SERVE?

- SINGLE PARENTS
- DISPLACED HOMEMAKERS
- CAREER PIONEERS

CND SERVICES OFFERED:

CAREER SERVICES

- Career assessments
- Resume creation
- Cover Letter creation
- Assistance applying for jobs
- Career events

EDUCATIONAL SERVICES

- Assistance applying to any educational program
- FAFSA Assistance
- Scholarship Assistance
- Homework Workshops

REFERRAL SERVICES

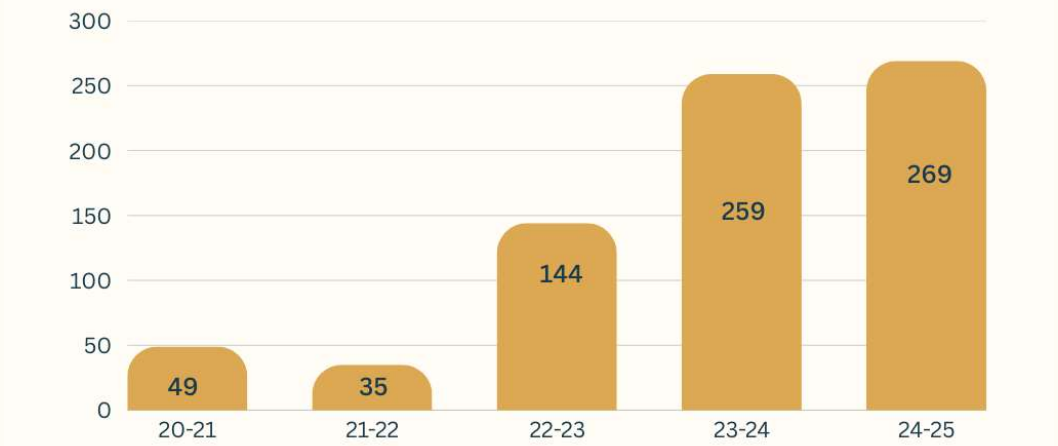
- Refer to community helping agencies
- Refer to campus support services
- Refer to government agencies

SUPPORT SERVICES

- Individualized case management
- Support groups
- Family events
- Life Skills workshops

UNIQUE NUMBER OF INDIVIDUALS THAT ENGAGED IN SERVICES

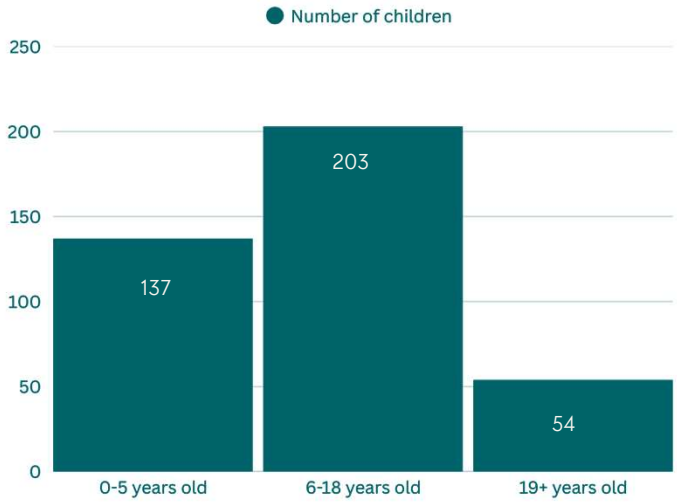
2020 - 2025



394

CHILDREN INDIRECTLY SERVED BY THE CND

2024-2025



Although we are working directly with the parent, the children are impacted by the support the parent receives. This graph shows the different ages of children indirectly served by our program.





01 Innovia
NIC Foundation

02 Workshops and events

03 No longer serving
community members

North Idaho College

Center for New Directions

Mission Fulfillment

January 2026

North Idaho College

nic.edu

nic.edu

NIC's 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.

Improving Institutional Effectiveness

Standard 1.B.2

The institution sets and articulates meaningful goals, objectives, and indicators of its goals to define mission fulfillment and to improve its effectiveness in the context of and in comparison with regional and national peer institutions

Institutional Effectiveness is based upon NIC's performance on the 2025-2030 Strategic Plan

Sources of Data, using the most recent year collected:

- National Community College Benchmarking Project (NCCBP)
- NIC Trends – Internally produced measures, could be used for State Reporting purposes, and is not nationally normed
- Integrated Postsecondary Data System (IPEDS)

Peer Group Data is required by NWCCU. NIC has two peer groups established (IPEDS and NCCBP)

Vital measures, applicable to NIC:



- Enrollment
- Persistence
- Retention
- Financial Performance
- Student Achievement (Skill Level)
- Completion/Transfer
- Connection to Community
- Employee Departures

Tab 2

Board of Trustees Meeting
February 25, 2026

TAB 2

SUBJECT
Annual approval of the Policy Council Bylaws, Criteria for Prioritization for Eligibility for Head Start children and the ERSEA Policy.

BACKGROUND
Because of Federal Program Performance Standards, the NIC Board of Trustees must approve the Policy Council Bylaws, Criteria for Prioritization, and ERSEA Policy annually.

DISCUSSION
The Policy Council Bylaws Committee met on September 23, 2025 and the recommended changes to the Bylaws were approved by Policy Council representatives at the October Policy Council meeting. Changes included approval for part-time positions being made by the interview committee prior to the monthly Policy Council meeting. The committee also recommended adding a second parent member-at-large position to the Policy Council roster.

The ERSEA Committee met on January 9, 2026 and recommend changes to the ERSEA Policy and Criteria for Selection. The committee recommended adding a bullet point about children not needing to meet prioritization requirements if residing in a small community (less than 1,000 people), that is medically underserved and with no other preschool program available.

COMMITTEE ACTION
The Head Start Policy Council requests your approval of the Policy Council Bylaws, Criteria for Prioritization – Selection of Children for Enrollment and the ERSEA Policy as revised.

FINANCIAL IMPACT
All necessary funds are budgeted within Head Start.

REQUESTED BOARD ACTION
In its capacity as the governing board, and to adhere to requirements outlined in The Improving Head Start for School Readiness Act of 2007, and Head Start Program Performance Standards (HSPPS), it is requested that the board consider a motion to approve Head Start's Criteria for Prioritization – Selection of Children for Enrollment and the ERSEA Policy as revised.

Attachment A: Head Start Policy Council Bylaws
Attachment B: ERSEA Policy and Criteria for Prioritization – Selection of Children for Enrollment

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

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policy

North Idaho College Head Start Policy Council and North Idaho College Board of Trustees annually reviews the Head Start Program Performance Standards regarding ERSEA policies and annually approves the criteria point system established for prioritization and selection.

- **Recruitment and Eligibility:**
  - recruits and enrolls eligible children and families that can benefit most from our program services including specific efforts to actively locate and recruit children with disabilities and other children in need, including children experiencing homeless and children in foster care and children residing in communities that meet the requirements identified in Section 645.(a)(2) Head Start Act***
- **Prioritization and Selection:**
  - establishes criteria point system that provides a method of prioritizing a child's selection into the program based upon highest need
  - provides a method of determining eligibility based on: family income, homelessness, foster care, receipt of public assistance, Section 645.(a)(2)***, formal referral, child's age, and/or disabilities, other family stressors
  - serves families who have the greatest opportunity to benefit the most from our services.
  - Whenever Head Start has an opening in a community with a population under 1,000, has no preschool program, and is medically underserved.
- **Enrollment:**
  - maintains funded enrollment level and fills any vacancy as soon as possible, not to exceed 30 days.
- **Attendance:**
  - supports families to ensure consistent attendance and participation to enable the ~~family~~ child to experience the maximum benefit from the program.

~~***Head Start Act Section 645.(a)(2) Whenever a Head Start program is operated in a community with a population of 1,000 or less individuals and –~~

~~(A) there is no other preschool program in the community;~~

~~(B) the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];~~

~~(C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and~~

~~(D) not less than 50 percent of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph (1); the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.~~

Policy Council Approval: ~~01/17/20025~~ 1/16/2026

Board of Trustees Approval: ~~03/26/2025~~

Criteria for Prioritization – Selection of Children for Enrollment

Criteria for Prioritization	Points Allowable
1. Verified Income (Percent below Federal Poverty Guidelines**)	0, 20, 25
2. Age* (Three or Four years old on or before September 1st of program year)	0, ~~15~~5
3. Homelessness (as determined by the McKinney-Vento Homeless Assistance Act of 1987)	20
4. Child diagnosed disability	20
5. Foster Child (meets definition for State placement)	20
6. Child suspected disability	15
7. Formal Referral from Agency/Professional (including Early Head Start/Head Start) * (Written documentation is required)	10
8. Family currently/previously enrolled in Early Head Start / Head Start program	10
9. ~~Foster Child (meets definition for State placement) or~~ Child in Custody/Care of someone other than the Biological Parent(s) ~~(including children who have been adopted.)~~	10
10. Family Violence and/or other trauma- includes physical, verbal or emotional abuse/violence, child abuse, neglect, or abandonment. ~~(Check applicable: ☐ current, ☐ past 12 months, or ☐ previously experienced)~~	10
11. Parent/Guardian Working Towards Obtaining High School Diploma/G.E.D., Certifications, or Higher Education	10
12. Parent Working Multiple Jobs **or** Working and Going to School	10
13. Substance use or other addictions within household	10
14. Receiving Medicaid and/or WIC	10
15. Chronic health issue and/or diagnosed/suspected disability within the family	10
16. Families in crisis (emergency relocation, natural and/or family disaster)	10
17. Food insecurity	10
18. Lack of reliable transportation	10
19. Mental health or behavioral concern – within household	10
20. Single Parent/Guardian Household	5
21. Parent/Guardian in Incarceration and/or Returning from Incarceration	~~5~~10
22. Parent/Guardian Active Military Service, Returning from Military Service, or Veteran	~~5~~10
23. Parent/Guardian currently working as a first responder/public service, in law enforcement, or health care	5
22. Eligible child of staff member	3
23. Additional Household Stressors: check all that apply: (one or two = 5 points; three to five = 10 points; six to eight = 15 points; or nine or more = 20 points) • Adoption • ~~Families in crisis (emergency relocation, natural and/or family disaster)~~ • Family legal issues • ~~Food insecurity~~ • In treatment/recovery for substance use and/other addictions • ~~Lack of reliable transportation~~ • Lack of affordable childcare • Lack of affordable health insurance/health care • Lack of affordable housing or housing insecurity • Limited opportunities for socialization (child/family)	5, 10, 15, or 20

• Parent working out of the area • Pregnancy/new sibling in household/ teen parent • Separation/divorce/co-parenting/custody/dual households • ~~Teen parent~~ • Terminal illness/death of a family member in the household(s) • Unemployment/employment insecurity/new employment • Blended family or blended household Other: _____	

The established point system provides a method of prioritizing a child's selection into the program based upon ~~highest need~~families that can benefit the most from the program

Points are determined through the application process. Children whose families have completed the application process prior to an enrollment selection are placed on the Wait List.

Supervisors notify the Family Service Manager when a vacancy occurs. The Family Service Manager works with the supervisor to select the children/families from the prioritization list generated by the program's child data collection system. Supervisors then fill enrollment slots to correspond with the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Policy.

When an opening occurs, the family selected from the prioritization list is immediately notified and an enrollment appointment is scheduled. Notification is made by parent's preferred method of contact indicated at the time of application. At time of notification, the child is considered "selected" and removed from the Wait List. Following the enrollment appointment, the child's status changes to "accepted". North Idaho College Head Start strives to have all enrollment vacancies filled within three working days.

All efforts are made to provide continuous enrollment when a family relocates to another community within the North Idaho College Head Start Service Area. The family's acceptance for continued enrollment is based upon their desire to remain enrolled in the program and the receiving Center having a concurrent open enrollment slot. If the receiving Center does not have an open enrollment slot, the family is put on the Center's Wait List.

From the first day of class after a center's Spring Break, age points for three-year-old and four-year-old will be equally weighted for prioritization of an open slot.

**Percent of Poverty Guideline is:
Between 0% and 50% = 25 points
Between 51% and 100% = 20 points
Over-income = 0 points
If needed to maintain full enrollment, the income ratio between 101% and 130% may be considered. This income status would not count towards the allotted 10% over-income standard.

Policy Council Approval: ~~01/17/2025~~

Board of Trustees Approval: ~~03/26/2025~~

Policy Council Bylaws

ARTICLE I Name

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

ARTICLE II Purposes and Functions

Section I Purpose

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

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

Section II Functions

The functions of the Policy Council:

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

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

ARTICLE III Membership and Meetings

Section I Composition

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

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

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

1. Each Head Start Center Parent Committee elects Policy Council Representatives by the first Friday in October. This allows for their attendance and training at the October meeting. Center Policy Council Representatives are comprised exclusively of the parents of children currently enrolled at the center.
2. ~~One~~ Two Parent Member at Large may be elected by the Policy Council. This member must have a child currently enrolled in the program.

3. Their term of office will be October through October.
    a. This allows for the October meeting to have experienced members from the previous program year present to run the meeting.
    b. Policy Council Representatives, elected during the year will be seated at the first possible meeting after their election at the Center Parent Committee with their term going through the following October meeting.
4. Staff may not serve on the Policy Council except parents who occasionally substitute as staff.
~~4.~~

Section III Selection Policy Council Community Representatives

1. Representatives from the community may include up to five individuals selected from the following community groups by the Policy Council: Community representation will be considered from all our communities when positions are available.
~~1.~~2. a. ~~a. Sta~~State service agencies
    b. Private service agencies
    c. Community organizations
    d. Public and private school personnel
    e. Parents of former Head Start children, including those holding an office with any of the following agencies: Idaho Head Start Association, Region X Head Start Association, or National Head Start Association
    f. A representative from Grantee Board of Trustees
    g. Health Care Professionals
    h. Recommended interested community citizens.
~~2.~~3. Prior to the October Policy Council meeting, permission is obtained from proposed representatives from the community to submit their names for nomination to the Policy Council. Policy Council members, Head Start staff, and Grantee Board may submit nominations to the Policy Council. Nominations for community representative will be submitted throughout the program year as needed.

Section IV Term of Office

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

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

Section V Meetings

1. Regular meetings of this Policy Council will be held monthly, usually the third Friday of the month. Meeting dates are subject to change as decided by the Policy Council.
2. The Chair may call special meetings of the Policy Council as needed. Advance notice of at least forty-eight (48) hours must be given.
3. The North Idaho College Head Start Staff Recorder will maintain Policy Council minutes for all regular and special meetings. The Staff Recorder shall see that a record of minutes is kept on file at the Head Start Central Office and sends out copies of minutes to each member, the North Idaho College Board Liaison as designated by the Board of Trustees, and the North Idaho College Board of Trustees Chair. The staff recorder has no membership privileges.

Formatted: Indent: Left: 0.5", No bullets or

4. Notice of regular meeting - written notices are mailed or emailed to each Policy Council representative at least five (5) days prior to the date of each regular meeting. An agenda for forthcoming meeting is enclosed. Minutes of the past meeting are mailed or e-mailed within two weeks of the meeting. Notice of special meetings shall be by personal or electronic contact.
5. Quorum - 1/3 of the seated representatives of Policy Council must be present to constitute a quorum for regular meetings or special meetings to transact business
   a. Quorum for Electronic Voting - 1/2 of the seated representatives of Policy Council must respond to constitute a quorum,
   b. The Chair counts as part of the quorum.
6. Parliamentary Procedure - Robert's Rules of Order, revised, shall be the guide for conducting all meetings.
7. Voting Rights - Each Policy Council representative shall have one (1) vote, except the Chair who votes in the event of a tie.
8. Policy Council parent members, in order to participate fully, may receive, when necessary, reimbursement/payment for reasonable expenses incurred by the members.
9. Guests may attend meetings, but may be excluded from the room for any discussion or vote at any time by the acting chair.

Section VI Duties of Representatives

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

Section VII Attendance

1. Roll is taken at each meeting anyone not in attendance is marked absent.
   a. Late arrivals may result in voting privileges being suspended. Special circumstances will be considered by the Policy Council Chair.
2. Representatives should be present at all regular monthly meetings and assigned subcommittee meetings.

3. Policy Council minutes will reflect all absences.
4. A representative in good standing will miss no more than three (3) meetings.
    a. When one of the representatives has three (3) absences, Policy Council will determine by a 2/3 vote of members in attendance at the Policy Council meeting whether or not the representative should be retained.
    b. The Policy Council retains the right to consider extenuating circumstances.
    c. The Policy Council Advisor notifies the respective Supervisor of Policy Council's action to unseat a representative from a position. The chair shall make a reasonable attempt to notify unseated individuals
    d. If it is the decision of the Policy Council to unseat the non-participating representative, a new representative will be elected through the respective Center Parent Committee

ARTICLE IV Officers and Delegates

Section I Officers

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

Section II Election and Term of Office

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

Section III Duties of Officers

1. Chair
    a. Presides at all regular and special Policy Council meetings.
    b. Demonstrates a clear understanding of the Policy Council Bylaws.
    c. Explains each motion before it is voted upon.
    d. Calls the meeting to order and formally closes it.
    e. Calls special meetings when necessary.
    f. Appoints committee chairperson and supervises committee appointments if needed.
    g. Reviews and approves the agenda for each regular meeting and sees that it is distributed to representatives.
    h. Serves on the programs Scholarship and Award Committee.
    i. Receives and handles all mail addressed to the Policy Council and is responsible for all official correspondence.
    j. May delegate duties as needed to Vice Chair.
    k. Communicates with the North Idaho College Board Liaison as designated by the Board of Trustees for any issues that require Board of Trustees attention.
    l. Votes only in the case of a tie vote of the Policy Council representatives.
    A Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.
2. Vice-Chair

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

3. Secretary
   a. Keeps a Policy Council notebook that includes: A copy of the Bylaws, a copy of the current Policy Council member list, and the agenda and minutes for the last twelve (12) months.
   b. Ensures that the Policy Council notebook is available at all Policy Council meetings.
      a. The Policy Council notebook is stored in the Policy Council's locked cabinet.
   c. Assist chair as Time keeper.
   d. A Secretary who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

4. Treasurer
   a. Reviews and signs all travel and childcare reports.
   b. Keeps an accurate record of the Policy Council's expenditures.
   c. Distributes an itemized budget report covering all Policy Council expenditures.
   d. Chairs the Policy Council Budget Committee.
   e. A Treasurer who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

Section IV – Delegates

1. State Representative to the Idaho Head Start Association (IHSA)
   a. One Delegate is elected for a one-year term.
   b. The Delegate must be a current or past Head Start parent or legal guardian **and** Policy Council Representative at the time they are elected.
   c. Delegates may serve up to two, one-year terms.
   d. One State Representative Alternate shall be elected who is a current or past Head Start parent or legal guardian with voting rights in the absence of the Delegate. i. The State Representative Alternate will automatically fill the Delegate's vacancy if needed for the remainder of the elected term. A new State Representative Alternate will be elected to finish the current term.
   e. Election of the State Representative Delegate and the State Representative Alternate occurs prior to the annual IHSA membership meeting.
   f. Term of office shall be one year.
   g. Duties of the Delegate include, but are not limited to:

i. Attend all Policy Council meetings. ii. Attend all funded State meetings. iii. Provide a written and oral report to the Policy Council following each State meeting.

iv. Attend other meetings as needed with administration, staff, and Policy Council representatives.

h. A State Representative Delegate or State Representative Alternate who fails to perform his/her duties may be removed from position by a 2/3 vote of members in attendance at the Policy Council meeting.

ARTICLE V Committees

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

Section I Personnel Committees

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

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

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

Section III Program Self-Assessment Committee

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

Section IV Bylaws Committee

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

Section V Program Policies Committee

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

Section VI Policy Council Budget Committee

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

Section VII Nutrition Committee

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

Section VIII Special Committees

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

ARTICLE VI Conflict of Interest

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

Definitions:

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

Procedures:

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

a. A Policy Council Representative is related to a staff member by blood, marriage or domestic partnership.

b. A Policy Council Representative stands to benefit from an NICHS transaction receives payment from NICHS for any subcontract, goods, or services other than reimbursement for reasonable expenses incurred as provided in the bylaws and NICHS policy.

c. A Policy Council Representative who is formally considering employment with NICHS must notify the Policy Council Chair (or Vice-chair if it is the Chair) and will not participate on the hiring committee nor as a voting member during the specific Policy Council meeting when hiring for said position and are excluded from the room during the discussion and vote. Employee status terminates their membership as a Policy Council Representative, except for parents who occasionally substitute as staff.

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

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

ARTICLE VII Grievance Procedure

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

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

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

ARTICLE VIII Impasse Procedures

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

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

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

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

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

Tab 3

TAB 3

NEW BUSINESS: First Reading Policy 2.01.08 (Board of Trustees Performance Review)

BACKGROUND: Policy 2.01.08 (Board of Trustees Performance Review) was revised through the regular review cycle of College policies and procedures.

DISCUSSION: Tab 3 includes a redline copy of Policy 2.01.08 (Board of Trustees Performance Review) as well as a clean copy of how the suggested modifications would read.

REQUESTED BOARD ACTION
It is requested that [Board Member] make a motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Board of Trustees ~~Performance Review~~Self-Evaluation and Goals

Impact: Board of Trustees

Responsibility: Administration

Effective Date: 6/27/2001

Revised Date: 5/24/2023

Reviewed Date: 01/28/2025

Relates to Procedure(s): N/A

Legal Citation(s): N/A

I. Policy Narrative

The Board of Trustees of North Idaho College is committed to effective governance through ongoing assessment of its own performance and continuous improvement. The Board recognizes that purposeful self-evaluation models are best practices in leadership and reinforces its accountability to the institution and the communities it serves.

The Board of Trustees shall conduct an annual self-evaluation to assess its effectiveness in fulfilling its fiduciary, strategic, and governance responsibilities, identify strengths, and determine areas for improvement. ~~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 will conduct a third-party comprehensive performance review of its stewardship every two years and an abbreviated review every other year.~~ The intent of this ~~board~~ self-evaluation~~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.

II. Process

The Board's annual self-evaluation shall be conducted in accordance with the following procedures:

- An external evaluator will be selected by the Board to assist in the Board's self-evaluation.
- The Board Chair and President in coordination with the external evaluator will develop and implement a self-evaluation tool and process.
- The evaluation tool will address key areas such as:
    - Board organization
    - Board-president relations
    - Board leadership

  - Advocating for the college
  - Board education
  - Policy role and direction
  - Standards for college operations
  - Community college and student relations
  - Community relations

- All Trustees shall participate in the self-assessment.
- The self-evaluation shall be initiated in (June), compiled (July), and reported (August) prior to or during the board's annual retreat where the evaluation will be discussed and annual goals drafted.
- The board will use the results of the self-assessment, strategic plan goals, and other pertinent information to establish board goals and priorities for the year.
- The draft board goals will be reviewed and adopted at the next regular board meeting (September).
- The board will conduct a mid-year status check on goal progress.

Documentation of the process and summary report will be maintained as a record of the board's commitment to continuous improvement and transparency. Once approved, board goals could be posted to the college website.

Policy Title: Board of Trustees Self-Evaluation and Goals

Impact: Board of Trustees

Responsibility: Administration

Effective Date: 6/27/2001

Revised Date: 5/24/2023

Reviewed Date: 01/28/2025

Relates to Procedure(s): N/A

Legal Citation(s): N/A

I. Policy Narrative

The Board of Trustees of North Idaho College is committed to effective governance through ongoing assessment of its own performance and continuous improvement. The Board recognizes that purposeful self-evaluation models are best practices in leadership and reinforces its accountability to the institution and the communities it serves.

The Board of Trustees shall conduct an annual self-evaluation to assess its effectiveness in fulfilling its fiduciary, strategic, and governance responsibilities, identify strengths, and determine areas for improvement. The intent of this self-evaluation 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.

II. Process

The Board's annual self-evaluation shall be conducted in accordance with the following procedures:

- An external evaluator will be selected by the Board to assist in the Board's self-evaluation.
- The Board Chair and President in coordination with the external evaluator will develop and implement a self-evaluation tool and process.
- The evaluation tool will address key areas such as:
    - Board organization
    - Board-president relations
    - Board leadership
    - Advocating for the college
    - Board education
    - Policy role and direction
    - Standards for college operations
    - Community college and student relations
    - Community relations

- All Trustees shall participate in the self-assessment.
- The self-evaluation shall be initiated in (June), compiled (July), and reported (August) prior to or during the board's annual retreat where the evaluation will be discussed and annual goals drafted.
- The board will use the results of the self-assessment, strategic plan goals, and other pertinent information to establish board goals and priorities for the year.
- The draft board goals will be reviewed and adopted at the next regular board meeting (September).
- The board will conduct a mid-year status check on goal progress.

Documentation of the process and summary report will be maintained as a record of the board's commitment to continuous improvement and transparency. Once approved, board goals could be posted to the college website.

Tab 4

TAB 4

NEW BUSINESS: First Reading Policy 2.01.09 (Trustee Emeritus Status)

BACKGROUND: Policy 2.01.09 (Trustee Emeritus Status) was revised through the regular review cycle of College policies and procedures.

DISCUSSION: Tab 4 includes a redline copy of Policy 2.01.09 (Trustee Emeritus Status) as well as a clean copy of how the suggested modifications would read.

REQUESTED BOARD ACTION
It is requested that [Board Member] make a motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Trustee Emeritus Status

Impact: Board of Trustees

Responsibility: Administration

Effective Date: 12/17/2018

Revised Date: 11/20/2023

Reviewed Date: 01/28/2025

Relates to Procedure(s): N/A

Legal Citation(s): N/A

I. Purpose

To confer Trustee Emeritus status and privileges therein to exemplary former North Idaho College (NIC) Trustees in recognition of their contributions to the institution.

II. Criteria

Consideration will be based on the following criteria:

- The candidate no longer serves North Idaho College in an official capacity ~~and has no plans to return to active service~~.
- The candidate must have served on the board for a minimum of ~~12~~ eight consecutive years (~~three~~ two elected terms).
- The candidate must have established a record of outstanding and notable service to both North Idaho College and the local community.

III. Process

The NIC Board of Trustees bears responsibility for conferral of Trustee Emeritus status on an individual basis. The designation will be proposed in the form of a board resolution that articulates the basis for the award.

- A current trustee must nominate a candidate within ~~three~~ two years of the candidate's departure from the board.
- The nomination must be submitted to or by the board chair through the President's Office and will be considered at the next regularly scheduled meeting of the NIC Board of Trustees.
- A majority of the current board of trustees must approve the nomination.

At the board's discretion, in special circumstances and for truly exceptional cases of exemplary service to North Idaho College, the board may waive any of the criteria set forth herein. The board may confer emeritus status posthumously.

IV. Trustee Emeritus Privileges

- Recognition of Trustee Emeritus status at public board meeting and presentation of framed board resolution.
- An NIC identification card that indicates Trustee Emeritus status.
- Listing in NIC publications.
- Invitation to participate in NIC ceremonies, including commencement.
- Lifetime NIC events pass.
- Lifetime NIC parking permit.

Policy Title: Trustee Emeritus Status

Impact: Board of Trustees

Responsibility: Administration

Effective Date: 12/17/2018

Revised Date: 11/20/2023

Reviewed Date: 01/28/2025

Relates to Procedure(s): N/A

Legal Citation(s): N/A

I. Purpose

To confer Trustee Emeritus status and privileges therein to exemplary former North Idaho College (NIC) Trustees in recognition of their contributions to the institution.

II. Criteria

Consideration will be based on the following criteria:

- The candidate no longer serves North Idaho College in an official capacity.
- The candidate must have served on the board for a minimum of eight consecutive years (two elected terms).
- The candidate must have established a record of outstanding and notable service to both North Idaho College and the local community.

III. Process

The NIC Board of Trustees bears responsibility for conferral of Trustee Emeritus status on an individual basis. The designation will be proposed in the form of a board resolution that articulates the basis for the award.

- A current trustee must nominate a candidate within two years of the candidate's departure from the board.
- The nomination must be submitted to or by the board chair through the President's Office and will be considered at the next regularly scheduled meeting of the NIC Board of Trustees.
- A majority of the current board of trustees must approve the nomination.

At the board's discretion, in special circumstances and for truly exceptional cases of exemplary service to North Idaho College, the board may waive any of the criteria set forth herein. The board may confer emeritus status posthumously.

IV. Trustee Emeritus Privileges

- Recognition of Trustee Emeritus status at public board meeting and presentation of framed board resolution.
- An NIC identification card that indicates Trustee Emeritus status.
- Listing in NIC publications.
- Invitation to participate in NIC ceremonies, including commencement.
- Lifetime NIC events pass.
- Lifetime NIC parking permit.

Tab 5

TAB 5

NEW BUSINESS: First Reading Policy 2.01.10 (Board General Conduct Policy)

BACKGROUND: Policy 2.01.10 (Board General Conduct Policy) was revised through the regular review cycle of College policies and procedures.

DISCUSSION: Tab 5 includes a redline copy of Policy 2.01.10 (Board General Conduct Policy) as well as a clean copy of how the suggested modifications would read.

REQUESTED BOARD ACTION
It is requested that [Board Member] make a motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Board General Conduct

Impact: Board of Trustees

Responsibility: Board of Trustees

Effective Date: 8/24/2020

Revised Date: 9/27/2023

Reviewed Date: ~~9/27/2023~~1/28/2026

Relates to Procedure(s): N/A

Legal Citation(s): Idaho Code 33-2107

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

I. Purpose

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

II. General Guidelines for Conduct

The Board expects its members to demonstrate ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behavior when acting as Board members. The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board. An individual Trustee shall not purport to act for, bind, or commit the College to any act or course of conduct without prior approval of the Board. The College can be bound only by formal action of the Board.

The Board will enforce upon itself and its members effective practices to govern and discharge its duties effectively and efficiently. The Board and individual Board member's self-discipline will apply at all times and to such matters including, but are not limited to attendance, respect for others, proper decorum, confidentiality with sensitive information, speaking with one voice for external communications, and adherence to the policies and rules of the College and the Board.

The Board will take appropriate action to enforce the obligations imposed hereunder, including without limitation, limiting or suspending Board privileges, private or public censure. or other such action as the Board deems appropriate.

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

III. Interaction with College Personnel Guidelines

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

Individual Trustees, however, must refrain from communicating or acting in a manner that violates, interferes with or circumvents College policy and administrative procedures and guidelines. Trustees are responsible for familiarizing themselves with College policies, adhering to those policies, procedures, and guidelines and complying with the spirit and intent of those policies.

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

1) To attend or participate in private meetings of students, faculty, administrators or other employees of the College where College business is to be considered, unless the Board member has been invited to attend as an observer only, or the Board as a whole is invited to attend and has decided to participate, or the Board member has been officially designated by the Board to attend or participate;

2) To participate in the day-to-day operations of the College without official Board approval;

3) To intercede with students, faculty, administrators or any other employees of the College on behalf of any person or program without informing the Board.

4) To threaten or harass or intimidate any employee or student of the College or anyone doing business with the College; and

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

IV. Communications Protocols

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

1) Requests for information from the Board of Trustees will be communicated directly to the President. Answers to these questions will be provided to all trustees. The President has the discretion to manage college resources needed to provide these answers;

2) When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees should carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or action of the Board or College;

3) Unless authorized by the Board, when communicating with legislators, public officials, and Community leaders, individual Trustees should take reasonable care to clarify that they are acting as individuals and not on behalf of the Board or the College and should strive to maintain consistency with established board decisions, policies and plans.

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

V. Conflict of Interest

Trustees will avoid any situation to use their position as an NIC Trustee to bring themselves benefit or personal gain. Examples of Trustee personal gain may involve:

a) a member of the Board, or

b) a member of his or her immediate family or close relative ("immediate family" means the employee's spouse, parent, step-parent, guardian, brother, sister, mother-in-law, father-in-law, child, or stepchild; "close relative" means the employee's grandmother, grandfather, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, first cousin, or grandchild.), or

c) an organization with which a member of the Board is affiliated, such as an existing relationship, serving as a Board member, administrator, or employee.

At first knowledge of any of these situations, the Trustee must disclose such real or potential conflict by informing the Board chairperson or the entire Board. If the conflict involves the Board chairperson, the chairperson will inform the entire Board. Where a conflict is determined to exist, Trustees will abstain from involvement in decision-making.

VI. Trustee Usage of Facilities

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

VII. Complaints Regarding Individual Board Member

In the event the College or any trustee receives a complaint about a Trustee from a member of the public, a College employee, or another Trustee, the complaint shall be referred to the Board Chairperson or, if the complaint is against the Chairperson, to the Vice Chairperson. The Trustee that is the subject of the complaint shall be notified and given an opportunity to respond. The Board shall have the discretion to investigate the complaint, including the authority to engage an independent party to undertake an investigation. Any confidential Executive Session report from an outside consultant shall be disseminated to all Board members prior to any action being taken against the Board member unless the Board fails to go into Executive Session and subsequently motions otherwise. Meetings to hear complaints or to consider the conduct of a Board member shall initially take place in executive session. If the Board fails to go into Executive Session then by a subsequent Board motion it will direct a legal path forward regarding the complaint. If the Board decides to act (such as censure), such action may be a private admonishment or, if the Board decides the conduct justifies public admonishment, it may announce censure (or other appropriate sanction) at an open meeting.

VIII. Potential Action for Trustee Violation of Policy

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

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

Prior to such action, the Trustee will be entitled to a hearing before the Board in executive session to hear the charges and to allow the Trustee to respond. If the Board fails to go into executive session, then by a subsequent Board motion will direct a path forward regarding the potential action. The decision of a majority of the Board is final.

The Board shall cause a record to be made of any private censure. These records will be stored in the office of the Executive Assistant to the President in an isolated, secure, and safe manner. Access to the associated file is managed by the Board Clerk and the Secretary/Treasurer of the Board, who is required to provide secure viewing of the private censure to the president or individual trustees upon request. Public records requests of censure documents are subject to legal review prior to action being taken. A viewing log will be maintained within the box by the Board Clerk and Secretary/Treasurer of the Board. Archiving of the file(s) within the box will follow North Idaho College Policy 2.01.06 “Retention of Records.”

IX. Annual Trustee Affirmation Process

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 affirm their commitment to NIC policies, procedures, and Board of Trustees’ Code of Ethics via the Annual Trustee Affirmation.

Annual Trustee Affirmation

As a North Idaho College Trustee, I affirm that:

- I will work to support the mission, vision, and values of North Idaho College ("NIC").
- I will respect and abide by the Idaho Open Meeting Law per Idaho Code §74-201 through §74-208.
- I will recognize that authority over the organization is only vested in the Board when it meets in legal session;
- I recognize my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- I will devote time, thought, and study to the duties of a trustee, and engage in an ongoing process of in-service education and continuous improvement;
- I will consider information received from all sources and base decisions upon all available facts while maintaining confidentiality of privileged information;
- I will work with fellow trustees in a spirit of harmony and co-operation, and respect differences of opinion;
- I will respect the majority decisions of the Board.
- I will 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. This includes full disclosure to participants when attending meetings as an ordinary citizen.
- I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and respect the decisions we make;
- I will deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions;
- I represent everyone the College serves, not a particular interest group;
- I will declare any potential conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I cannot be unbiased;
- I will abide by the Code of Ethics (Policy ~~reference will be added once approved~~2.01.12);
- I will honor the division of responsibility between the Board and the President and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

_____ _____

Trustee Signature Date

Policy Title: Board General Conduct

Impact: Board of Trustees

Responsibility: Board of Trustees

Effective Date: 8/24/2020

Revised Date: 9/27/2023

Reviewed Date:1/28/2026

Relates to Procedure(s): N/A

Legal Citation(s): Idaho Code 33-2107

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

I. Purpose

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

II. General Guidelines for Conduct

The Board expects its members to demonstrate ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behavior when acting as Board members. The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board. An individual Trustee shall not purport to act for, bind, or commit the College to any act or course of conduct without prior approval of the Board. The College can be bound only by formal action of the Board.

The Board will enforce upon itself and its members effective practices to govern and discharge its duties effectively and efficiently. The Board and individual Board member's self-discipline will apply at all times and to such matters including, but are not limited to attendance, respect for others, proper decorum, confidentiality with sensitive information, speaking with one voice for external communications, and adherence to the policies and rules of the College and the Board.

The Board will take appropriate action to enforce the obligations imposed hereunder, including without limitation, limiting or suspending Board privileges, private or public censure. or other such action as the Board deems appropriate.

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

III. Interaction with College Personnel Guidelines

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

Individual Trustees, however, must refrain from communicating or acting in a manner that violates, interferes with or circumvents College policy and administrative procedures and guidelines. Trustees are responsible for familiarizing themselves with College policies, adhering to those policies, procedures, and guidelines and complying with the spirit and intent of those policies.

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

1) To attend or participate in private meetings of students, faculty, administrators or other employees of the College where College business is to be considered, unless the Board member has been invited to attend as an observer only, or the Board as a whole is invited to attend and has decided to participate, or the Board member has been officially designated by the Board to attend or participate;

2) To participate in the day-to-day operations of the College without official Board approval;

3) To intercede with students, faculty, administrators or any other employees of the College on behalf of any person or program without informing the Board.

4) To threaten or harass or intimidate any employee or student of the College or anyone doing business with the College; and

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

IV. Communications Protocols

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

1) Requests for information from the Board of Trustees will be communicated directly to the President. Answers to these questions will be provided to all trustees. The President has the discretion to manage college resources needed to provide these answers;

2) When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees should carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or action of the Board or College;

3) Unless authorized by the Board, when communicating with legislators, public officials, and Community leaders, individual Trustees should take reasonable care to clarify that they are acting as individuals and not on behalf of the Board or the College and should strive to maintain consistency with established board decisions, policies and plans.

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

V. Conflict of Interest

Trustees will avoid any situation to use their position as an NIC Trustee to bring themselves benefit or personal gain. Examples of Trustee personal gain may involve:

a) a member of the Board, or

b) a member of his or her immediate family or close relative ("immediate family" means the employee's spouse, parent, step-parent, guardian, brother, sister, mother-in-law, father-in-law, child, or stepchild; "close relative" means the employee's grandmother, grandfather, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, first cousin, or grandchild.), or

c) an organization with which a member of the Board is affiliated, such as an existing relationship, serving as a Board member, administrator, or employee.

At first knowledge of any of these situations, the Trustee must disclose such real or potential conflict by informing the Board chairperson or the entire Board. If the conflict involves the Board chairperson, the chairperson will inform the entire Board. Where a conflict is determined to exist, Trustees will abstain from involvement in decision-making.

VI. Trustee Usage of Facilities

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

VII. Complaints Regarding Individual Board Member

In the event the College or any trustee receives a complaint about a Trustee from a member of the public, a College employee, or another Trustee, the complaint shall be referred to the Board Chairperson or, if the complaint is against the Chairperson, to the Vice Chairperson. The Trustee that is the subject of the complaint shall be notified and given an opportunity to respond. The Board shall have the discretion to investigate the complaint, including the authority to engage an independent party to undertake an investigation. Any confidential Executive Session report from an outside consultant shall be disseminated to all Board members prior to any action being taken against the Board member unless the Board fails to go into Executive Session and subsequently motions otherwise. Meetings to hear complaints or to consider the conduct of a Board member shall initially take place in executive session. If the Board fails to go into Executive Session then by a subsequent Board motion it will direct a legal path forward regarding the complaint. If the Board decides to act (such as censure), such action may be a private admonishment or, if the Board decides the conduct justifies public admonishment, it may announce censure (or other appropriate sanction) at an open meeting.

VIII. Potential Action for Trustee Violation of Policy

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

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

Prior to such action, the Trustee will be entitled to a hearing before the Board in executive session to hear the charges and to allow the Trustee to respond. If the Board fails to go into executive session, then by a subsequent Board motion will direct a path forward regarding the potential action. The decision of a majority of the Board is final.

The Board shall cause a record to be made of any private censure. These records will be stored in the office of the Executive Assistant to the President in an isolated, secure, and safe manner. Access to the associated file is managed by the Board Clerk and the Secretary/Treasurer of the Board, who is required to provide secure viewing of the private censure to the president or individual trustees upon request. Public records requests of censure documents are subject to legal review prior to action being taken. A viewing log will be maintained within the box by the Board Clerk and Secretary/Treasurer of the Board. Archiving of the file(s) within the box will follow North Idaho College Policy 2.01.06 “Retention of Records.”

IX. Annual Trustee Affirmation Process

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 affirm their commitment to NIC policies, procedures, and Board of Trustees’ Code of Ethics via the Annual Trustee Affirmation.

Annual Trustee Affirmation

As a North Idaho College Trustee, I affirm that:

- I will work to support the mission, vision, and values of North Idaho College ("NIC").
- I will respect and abide by the Idaho Open Meeting Law per Idaho Code §74-201 through §74-208.
- I will recognize that authority over the organization is only vested in the Board when it meets in legal session;
- I recognize my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- I will devote time, thought, and study to the duties of a trustee, and engage in an ongoing process of in-service education and continuous improvement;
- I will consider information received from all sources and base decisions upon all available facts while maintaining confidentiality of privileged information;
- I will work with fellow trustees in a spirit of harmony and co-operation, and respect differences of opinion;
- I will respect the majority decisions of the Board.
- I will 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. This includes full disclosure to participants when attending meetings as an ordinary citizen.
- I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and respect the decisions we make;
- I will deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions;
- I represent everyone the College serves, not a particular interest group;
- I will declare any potential conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I cannot be unbiased;
- I will abide by the Code of Ethics (Policy 2.01.12);
- I will honor the division of responsibility between the Board and the President and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

_____ _____

Trustee Signature Date

Tab 6

TAB 6

NEW BUSINESS: First Reading Policy 2.01.11 (New Board Member Orientation)

BACKGROUND: Policy 2.01.11 (New Board Member Orientation) was revised through the regular review cycle of College policies and procedures.

DISCUSSION: Tab 6 includes a redline copy of Policy 2.01.11 (New Board Member Orientation) as well as a clean copy of how the suggested modifications would read.

REQUESTED BOARD ACTION
It is requested that [Board Member] make a motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: New Board Member ~~Orientation~~Onboarding and Affirmation

Impact: Board of Trustees

Responsibility: Board of Trustees

Effective Date: 5/25/2022

Last Revision: 9/27/2023

Last Review: 1/28/2026

Relates to Procedure(s): N/A

Legal Citation(s): N/A

I. Onboarding

~~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, ethics, participation and support trustee effectiveness. (Sample agenda available in the President's Office.)

~~B.~~ North Idaho College offers a comprehensive ~~orientation~~ onboarding 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 affirm their commitment to NIC policies, procedures, and Board of Trustees' Code of Ethics via the Annual Trustee Affirmation.~~

II. Professional Development

~~D.~~ Within the first year of their service, the newly onboarded trustee will be expected to attend a conference or 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 Annual Trustee Affirmation.~~

III. Affirmation

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 affirm their commitment to NIC policies, procedures, and Board of Trustees' Code of Ethics via the Annual Trustee Affirmation.

Annual Trustee Affirmation

As a North Idaho College Trustee, I affirm that:

- I will work to support the mission, vision, and values of North Idaho College ("NIC").
- I will respect and abide by the Idaho Open Meeting Law per Idaho Code §74-201 through §74-208.
- I will recognize that authority over the organization is only vested in the Board when it meets in legal session;
- I recognize my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- I will devote time, thought, and study to the duties of a trustee, and engage in an ongoing process of in-service education and continuous improvement;
- I will consider information received from all sources and base decisions upon all available facts while maintaining confidentiality of privileged information;
- I will work with fellow trustees in a spirit of harmony and co-operation, and respect differences of opinion;
- I will respect the majority decisions of the Board.
- I will 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. This includes full disclosure to participants when attending meetings as an ordinary citizen.
- I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and respect the decisions we make;
- I will deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions;
- I represent everyone the College serves, not a particular interest group;
- I will declare any potential conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I cannot be unbiased;
- I will abide by the Code of Ethics (Policy ~~reference will be added once approved~~2.01.12);
- I will honor the division of responsibility between the Board and the President and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

_____ _____

Trustee Signature Date

Policy Title: New Board Member Onboarding and Affirmation

Impact: Board of Trustees

Responsibility: Board of Trustees

Effective Date: 5/25/2022

Last Revision: 9/27/2023

Last Review: 1/28/2026

Relates to Procedure(s): N/A

Legal Citation(s): N/A

I. Onboarding

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, ethics, participation and support trustee effectiveness. (Sample agenda available in the President's Office.)

North Idaho College offers a comprehensive onboarding 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.

II. Professional Development

Within the first year of their service, the newly onboarded trustee will be expected to attend a conference or a professionally sponsored Board member training.

III. Affirmation

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 affirm their commitment to NIC policies, procedures, and Board of Trustees' Code of Ethics via the Annual Trustee Affirmation.

Annual Trustee Affirmation

As a North Idaho College Trustee, I affirm that:

- I will work to support the mission, vision, and values of North Idaho College ("NIC").
- I will respect and abide by the Idaho Open Meeting Law per Idaho Code §74-201 through §74-208.
- I will recognize that authority over the organization is only vested in the Board when it meets in legal session;
- I recognize my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- I will devote time, thought, and study to the duties of a trustee, and engage in an ongoing process of in-service education and continuous improvement;
- I will consider information received from all sources and base decisions upon all available facts while maintaining confidentiality of privileged information;
- I will work with fellow trustees in a spirit of harmony and co-operation, and respect differences of opinion;
- I will respect the majority decisions of the Board.
- I will 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. This includes full disclosure to participants when attending meetings as an ordinary citizen.
- I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and respect the decisions we make;
- I will deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions;
- I represent everyone the College serves, not a particular interest group;
- I will declare any potential conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I cannot be unbiased;
- I will abide by the Code of Ethics (Policy 2.01.12);
- I will honor the division of responsibility between the Board and the President and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

_____ _____

Trustee Signature Date