



North Idaho College

Board of Trustees Meeting

December 20, 2023

Edminster Student Union Building

REVISED December 18, 2023

Mission statement: *North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.*

This meeting is a business meeting of the board trustees and the NIC administration. The board will take comment on agenda items from members of the public who attend in-person. Commenters will be required to provide their name and the agenda topic and will be strictly limited to two minutes per person with no “giving of time” to others.

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

NIC Policy 2.01.03: “Public comment shall be limited as determined by the board chair. The board of trustees may listen to such public comments but is not obligated to provide responses. If the matter presented requires additional dialogue or action, the board of trustees may direct that the matter be placed on the board’s future agenda for further discussion and review. The decision to allow public participation in the meeting is the sole discretion of the board chair.”

REVISED AGENDA

5:00 p.m. Driftwood Bay Room

- Convene/Call to Order/Verification of QuorumMike Waggoner
- Executive Session* per Idaho Code § 74-206(1)(f)
 - a. Discussion/Consensus: case #CV28-22-7707 (Gridley) Mike Waggoner
 - b. Discussion/Consensus: case #CV28-23-7434 (Swayne Records Request) Mike Waggoner

6:00 p.m.** Lake Coeur d’Alene Room / Zoom: <https://nic.zoom.us/j/89565857408>

- Convene/Call to Order/Verification of Quorum Mike Waggoner
- Pledge of Allegiance Mike Waggoner
- Message from ChairMike Waggoner
- Public Comment Mike Waggoner
- Celebrating Success: Conference Presentation.....Todd Banducci / Ted Tedmon / Casey Wilhelm
“Engaging the Distracted: Meeting the Challenge of Reaching Gen Z and Millennials without Deterring Non-Traditional Students” presented at ACCT Leadership Congress 12 Oct 2023
- **CONSTITUENT REPORTS**
 - ASNIC..... Michael Habermann

➤ **CONSTITUENT REPORTS (continued)**

Faculty Assembly Jon Gardunia
Staff Assembly Matt Piekarski
Senate Matthew Nolan

➤ **PRESIDENT'S REPORT** Nick Swayne

➤ **INFORMATION ITEMS**

IT Update Nick Swayne / Ken Wardinsky
Athletics Fall Sports Update Nick Swayne / Shawn Noël
Security Nick Swayne / Alex Harris
Legislative Affairs Update Nick Swayne / Tom Greene

➤ **CONSENT AGENDA**

Action: Approve Consent Agenda Items Mike Waggoner
Tab 1: Amended Board Regular Meeting Minutes for October 25, 2023
Tab 2: Board Development/Training Retreat Minutes for November 16, 2023
Tab 3: Board Policy Subcommittee Meeting Minutes for November 20, 2023
Tab 4: Board Regular Meeting Minutes for November 20, 2023
Tab 5: Head Start Scope

➤ **NEW BUSINESS**

Discussion/Action: Amending Resolutions to Clarify Chair's Appointment as Point of Contact with Legal Counsel Mike Waggoner
Action per Executive Session Discussion: CV28-22-7707 (Gridley) Mike Waggoner
Action per Executive Session Discussion: CV28-23-7434 (Swayne Record Request) Mike Waggoner
Discussion/Action: Board Policy Subcommittee Mike Waggoner / Tarie Zimmerman
Tab 6: Second Reading/Action: Policy 2.01.09 (Trustee Emeritus Status)
Tab 7: Second Reading/Action: Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure)
Tab 8: First Reading/Action: Civility Resolution
Tab 9: First Reading/Action: Memberships Policy

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

➤ **ADJOURN**

* Executive sessions may be called for the purposes of considering personnel matters [Idaho Code § 74--206(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This

paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; [Idaho Code § 74-206(1)(c)], deliberating regarding an acquisition of an interest in real property; [Idaho Code § 74-206(1)(d)] considering records that are exempt from public disclosure; [Idaho Code § 74-

206(1)(e)] considering preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body; [Idaho Code § 74-206(1)(f)] communicating with legal counsel regarding pending/imminently-likely litigation; [Idaho Code § 74-206(1)(i)] communicating with risk manager/insurer regarding pending/imminently-likely claims.

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

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

Good News Nov. 20 – Dec. 15

- Dec. 7 – NIC hosted a Legislative Send-off event
- Dec. 8 – NIC held a graduation ceremony for 16 Basic Patrol Academy students.

The ceremony featured speakers from law enforcement and NIC, including NIC President Nick Swayne, Basic Patrol Academy Coordinator Mark Ellis, Coeur d'Alene Police Department Chief Lee White, Idaho State Police chaplain Sara Garrison, and Basic Patrol Academy class president Joshua Zechman.

Graduates were acknowledged for their academic success and were each pinned with their police badge by friends and family.

- Dec. 9 and 10 – NIC Music hosted its Sounds of Christmas Concert.

The Cardinal Chorale and NIC Wind Symphony performed various holiday tunes. They joined together with the audience in a sing-along finale.

All NIC music performances are free and open to the public.

- Dec. 12 – NIC Athletes volunteered at the Winton Elementary Afterschool Adventures Program helping kids create Christmas crafts.

Athletes paired off with kids to help them create things like ornaments, gnomes and Christmas cookies.

- Dec. 12 – The NIC Workforce Training Center held a graduation ceremony for eight Firefighter 1 Academy graduates in our first-ever academy outside of Coeur d'Alene. This August to December program was held in conjunction with Schweitzer, Northside and Selkirk Fire Departments and included new instructors from those stations. Graduation was held at the Bonner County Administration Building in Sandpoint, where there were over 80 parents and friends in attendance. WTC staff highlighted that the Firefighter 1 Academy (as well as the EMT program) can be transcribed to the Fire Service Technology AAS Degree with NIC and is a great stepping

stone in a career in firefighting. Input from community members was very positive with requests to continue this, and other programs in Bonner County.

- Dec. 14 – NIC held a Registered Nursing Pinning ceremony for 48 graduates. The students were commended by faculty and staff for their perseverance in completing the program and starting it during a pandemic.

Upcoming events

Holiday break starts Dec. 24.

Campus reopens Jan. 2.

First day of classes Jan. 8

Communications and Marketing put out 21 releases since September, all of which were picked up by at least one area news organization.

Tab 1

BOARD OF TRUSTEES MEETING
December 20, 2023

TAB 1

SUBJECT: Consent Agenda Items


BACKGROUND:

Included as Tab 1 are the Amended Board Regular Meeting Minutes for October 25, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
October 25, 2023
MINUTES

Amended 11-21-23

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie reconvened the meeting at 6:04 p.m. and verified that a quorum was present. He next welcomed attendees and led them in the Pledge of Allegiance.

ATTENDANCE

Trustees: Todd Banducci
Brad Corkill
Greg McKenzie
Mike Waggoner
Tarie Zimmerman

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

PUBLIC COMMENT

Name	Topic
Robert Shepler	Accreditation
Greg Green	Accreditation
Caryn Shepler	Board Goals
Joe Jacoby	Board Response to Constituency Groups
Jamie Berube	Constituent Reports/Accreditation
Teresa Borrenpohl	Accreditation

Celebrating Success

Pat O'Halloran, Interim Chair, Trades and Industry Division and Andy Rogge, KTECH Dual Credit Instructor, provided an overview of the recent Rathdrum Rumble car show held at Parker Center. Upwards of 200 people were in attendance at this strategic recruiting event which was designed to showcase the facility, enhance community engagement and raise funds to assist students in attending the upcoming Skills USA competition. Photographs from the event are included as an addendum to these minutes.

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann introduced the final senate member elected to ASNIC. He stated that the hammocks have been installed but will soon be put away for the winter. Michael advised that the student government constitution is being reviewed, a leadership retreat is being planned and he reported on increased student involvement at a recent campus event. He and ASNIC Vice President Tom Hersey met with the SBOE and other student government leaders in Lewiston, ID to hear differing perspectives regarding student leadership. Michael read a resolution which was unanimously passed earlier in the week. The resolution is attached as an addendum to these minutes.

Faculty Assembly

Chair Kathleen Miller-Green reported on items of business conducted at the most recent meeting, and discussed the Faculty Assembly's plan for the upcoming NWCCU visit. She also provided a response to the Board regarding Dr. South's contract. The Faculty Assembly's written statement and supporting documentation is included as an addendum to these minutes.

Staff Assembly

Chair Matt Piekarski outlined the discussions held at the most recent meeting: review of staff salary by-laws, plans for the NWCCU visit, and vacancies on standing college committees. Chair McKenzie relayed that in the near future, the Board will provide a response to the Staff Assembly's concern of a recent appeal.

Senate

Jason Droesch reported that the Senate voted to reject the proposed revisions to Policy 7.01.04 received from the Board of Trustees. He said that the Senate is returning the policy to the Board of Trustees with all comments. Mr. Droesch presented a new Senate resolution to the board, spoke about past Senate resolutions and provided updates on other Senate activities. The Senate Assembly's response and new resolution is included as an addendum to these minutes.

PRESIDENT'S REPORT

Dr. Swayne updated the trustees on the ongoing preparation for the upcoming NWCCU visit, recruiting efforts, fall tuition revenue budget, grants and external funding, campus security audit, and the Idaho Launch implementation. He reported that intelligent.com ranked NIC as the best community college in Idaho. President Swayne announced that faculty member Carla Mitchell received the General Education Innovative Educator Award for Excellence in Teaching General Education, specifically in the area of mathematical ways of knowing. He also spoke to general topics such as college level nonprofit memberships, performing arts, athletics, and upcoming meetings with SWAC.

INFORMATION ITEMS

Enrollment Update

Tami Haft, Dean of Enrollment Services provided a high level overview of NIC's fall enrollment based on the October 15th census date. Her presentation is included as an addendum to these minutes.

CTE Update

Vicki Isakson, Dean of Workforce Education shared a brief update about the career and technical education programs that she supervises. Her presentation is included as an addendum to these minutes.

Finance Update (Investment, Capital, Facilities)

Sarah Garcia, Vice President of Finance and Business Affairs, introduced the first finance update in the recurring reports series. Her presentation is included as an addendum to these minutes.

Strategic Plan Update

President Swayne reported that NIC has contracted with a consulting firm that will assist the college in creating a strategic plan. The consultants are planning their first site visit for the end of November.

Board Policy Subcommittee Update

Trustee Waggoner provided a status of the policy subcommittee's successful progress to date. He said that all policies have been reviewed and new policies have been created. He stated that these accomplishments address the NWCCU's accreditation concerns regarding policies. Trustee Waggoner reported that the subcommittee decided against creating a policy in regards to institutional non-profit memberships.

CONSENT AGENDA

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

BREAK 8:18 p.m. – 8:27 p.m.

UNFINISHED BUSINESS

Tab 2: Board Response to Constituent Groups

Chair McKenzie brought the Board's attention to the constituent response document which he distributed to the trustees at the beginning of the meeting. He stated that he is the sole author of the document and that the attachments include the constituent's reports. The Chair made a motion for the board to approve the board response to the constituent groups. Trustee Waggoner seconded the motion for discussion. A break was called so that the trustees could adequately review the material. Following the break, a brief discussion ensued wherein the trustees agreed that the document is a good start. The Chair then called for a vote. The motion was carried with three votes in favor and zero against.

Tab 3: Approve President's Goals Metrics

President Swayne explained that the metrics were reviewed extensively at the public board development session earlier in the week. He reminded the board that the metrics are a work in progress and requested that each trustee review the materials in the board packet.

Tab 4: Approve Head Start Bylaws

Sarah Garcia provided a short background on Head Start Governance. Beth Ann Fuller explained the one specific change that the Policy Council parents made to their bylaws for the Board's consideration: that they would like to add a member at large.

Following a short discussion, Chair McKenzie requested that a Board member make the motion to approve the Head Start bylaws. Trustee Waggoner made the motion which was seconded by Trustee Corkill. The motion was carried with four votes in favor.

Tab 5: Approve 2023-2024 Board Goals

Chair McKenzie made the motion to approve the 2023-2024 Board Goals. The motion was seconded by Trustee Waggoner. The motion was carried with three votes in favor and zero against.

Tab 6: Approve 2024-2025 Board Regular Meeting Calendar

Chair McKenzie requested that a board member make a motion to approve the 2024-2025 Board Regular Meeting Calendar. Trustee Waggoner made the motion which was seconded by Trustee Corkill. The motion was carried with three votes in favor and zero against.

Discussion/Decision Investigation Report

Chair McKenzie made the motion to table the last two agenda items. The motion was seconded by Trustee Waggoner. The motion was carried with three votes in favor and zero against.

Discussion/Decision Regarding Scheduling President's Evaluations Pursuant to Policy 2.02.02
Item tabled.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Banducci referenced a positive article in the Coeur d'Alene press which highlighted new Head Women's Basketball Coach, Nate Covill. He spoke about activities at the recent ACCT conference in Las Vegas.

Mike Waggoner also referenced the recent ACCT conference and the topics covered at the various seminars.

The meeting was adjourned at 8:42 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 2

BOARD OF TRUSTEES MEETING
December 20, 2023

TAB 2

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 2 are the Board Development/Training Retreat Minutes for November 16, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk



North Idaho College

BOARD OF TRUSTEES SPECIAL MEETING: DEVELOPMENT & TRAINING RETREAT
Edminster Student Union Building, Driftwood Bay Room
November 16, 2023
MINUTES

ATTENDANCE:

Nick Swayne, President
Chair Greg McKenzie
Trustee Brad Corkill
Trustee Mike Waggoner
Trustee Tarie Zimmerman
Steve Kurtz, Accreditation Liaison Officer
Ken Burke, ACCT Consultant

- Chair McKenzie began the meeting at 3:00 p.m.
- The trustees discussed rescheduling the January 31, 2024 training and development session. This would allow for travel time and attendance at ACCT's Community College Legislative Summit being held in Washington, D.C. from February 4 through February 7, 2024.
- Trustee Waggoner informed the trustees of the policy subcommittee's progress to date and of their upcoming areas of focus. He reported that the subcommittee is working to establish a regular process and schedule for assessing and updating the college's policies.
- Ken Burke presented a draft plan for achieving the 2023-24 Board Goals, approved in October, 2023. Conversation followed which included topics such as NIC's partnership with CBT (Collaborative Brain Trust) in developing a strategic plan, student clubs and organizations, participation in public events, routine financial reporting, budget assumptions and the college's institutional memberships.
- The open portion of the meeting was concluded at 3:53 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 3

BOARD OF TRUSTEES MEETING
December 20, 2023

TAB 3

SUBJECT: Consent Agenda Items


BACKGROUND:

Included as Tab 3 are the Board Policy Subcommittee Meeting Minutes for November 20, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES SUBCOMMITTEE MEETING – BOARD POLICY
Edminster Student Union Building
November 20, 2023
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie called the meeting to order at 9:42 a.m. and verified that a quorum was present. He welcomed the attendees and explained that this policy subcommittee meeting will involve discussion only and there would be no action items.

ATTENDANCE

Trustees: Greg McKenzie
Mike Waggoner
Tarie Zimmerman

Also present: Nick Swayne, President
Kristin Howard, Interim Executive Assistant to the President
Ken Burke, ACCT Consultant

Discussion: Civility

Trustees Waggoner and Zimmerman led a discussion on the topic of civility and whether or not creating a resolution on the subject would be more appropriate than developing a policy. Samples of civility resolutions from other organizations were shared and reviewed. After further conversation, the decision was made at this time to create a civility resolution for presentation to the board. Formation of a policy will possibly be considered by the subcommittee in the future.

Discussion: RFP Policy

Trustee McKenzie introduced his proposed changes to the RFP policy which was originally submitted to the senate last June. He said that the changes reflect feedback provided to the board by the senate at the October 25, 2023 regular BoT meeting. A discussion was held regarding the process of submitting the policy to the President's Cabinet and subsequently to the Senate. The trustees also discussed RFP spending limits and the dollar threshold for acquisitions which would be subject to board approval. Ken Burke offered advice and reminded the board that their involvement is in setting policy regarding RFP criteria, rather than the actual RFP process.

Discussion: NIC Memberships

It was agreed that a policy be created which states that a list of institutional memberships shall be presented to the board on an annual basis. President Swayne said that he would work with the ACCT consultants in creating a draft to be introduced at the next subcommittee meeting.

The meeting was adjourned at 10:40 a.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 4

BOARD OF TRUSTEES MEETING
December 20, 2023

TAB 4

SUBJECT: Consent Agenda Items


BACKGROUND:

Included as Tab 4 are the Board Regular Meeting Minutes for November 20, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk

**North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
November 20, 2023
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Following executive session, Chair Greg McKenzie reconvened the meeting at 6:11 p.m. and verified that a quorum was present. He next welcomed the attendees and led them in the Pledge of Allegiance.

ATTENDANCE

Trustees: Todd Banducci
 Brad Corkill
 Greg McKenzie
 Mike Waggoner
 Tarie Zimmerman

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

Executive Session Actions

Chair McKenzie asked that a board member make a motion to authorize the college attorney to proceed as directed under a litigation action item discussed earlier in executive session. Trustee Corkill made the motion which was seconded by Trustee Waggoner. The vote was called for and the motion passed with four votes in favor.

PUBLIC COMMENT

Name	Topic
Deborah Rose	Policy
Robert Shepler	Policy
Caryn Shepler	Policy/Governance
Theresa Borrenpohl	Policy
Michael McGowan	Accreditation
Wendy Smith	Policy

Celebrating Success

Susanne Bromley presented on NIC’s 40th annual math contest for area high school students which was held on November 11, 2023. Ms. Bromley explained how the contest was deployed and reported that 104 contestants from nine area high schools participated. Dr. Swayne stated that all participants were offered partial scholarships to attend NIC. A copy of the presentation is included as an addendum to these minutes.

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann reported on ASNIC’s participation in No Shave November as a show of support for men’s health awareness. He also spoke of ASNIC’s holiday giving tree, the NIC food pantry’s annual food drive, a Halloween event at Parker Center, the ASNIC student government’s photo wall, a new student suggestion box, efforts to advertise student resources available on campus and a recent ASNIC leadership retreat.

Faculty Assembly

Chair Kathleen Miller-Green reported that Jason Droesch stepped down as Senate Chair and that Matthew Nolan has been named as the new Senate Chair. She provided an update regarding the NWCCU's recent visit and the timeline as it relates to the final written report. Ms. Miller-Green extended her gratitude to the Faculty Assembly executive committee and to Vice-Chair Jon Gardunia for their dedication and commitment in developing the document submitted to the NWCCU prior to their recent visit. It was also reported that there are now full slates of faculty for both the newly created Academic Freedom Committee and the re-organized Course Evaluation Committee. Chair Miller-Green commented on the Board of Trustee's October 25, 2023 statement to the constituent's votes of no-confidence.

Staff Assembly

Chair Matt Piekarski outlined the items discussed at the most recent meeting: a review of the recent NWCCU site visit, current college committee vacancies, and the creation of an ad hoc Staff Assembly committee in order to address any changes to the existing staff assembly by-laws. A written copy of the Staff Assembly Chair's report is included as an addendum to these minutes.

Senate

Matthew Nolan reported on the events of the most recent meeting to include: approval of meeting minutes, election of new Senate chair and the nomination of Tom Hershey as Parliamentarian. Mr. Nolan extended gratitude to Jason Droesch for his past service. He informed the board that the senate conducted second reads of two policies and of informational items such as the senate's response to the board's October response to the constituent groups as well as the project of re-numbering of college specific policies.

PRESIDENT'S REPORT

President Swayne referenced a list of campus activities which he provided to the trustees. He updated the board on the timeline of the NWCCU's pending report, enrollment and recruiting data dashboards, strategic enrollment initiatives, dual credit team efforts, the expanded WTC apprenticeship program, community stakeholder engagement and a recent scholarship dinner and alumni award ceremony. He referenced several recent positive articles in the Coeur d'Alene Press including one highlighting Todd Banducci's participation at a recent ACCT leadership conference. Dr. Swayne reported on the turnout of Parker Center's Halloween event and the dental hygiene program's special clinic for veterans offering free exams and cleanings. He also spoke of ongoing efforts to implement a system where no credit students in the Workforce Training Center and Technical Education Center could apply for credits after a training program. The President concluded his report with comments on athletics standings, academic freedom, free speech and expression, faculty evaluation procedures, the ongoing collaboration with CBT to establish a strategic plan for the college and the implementation of a strategic plan steering committee. Dr. Swayne's presentation is included as an addendum to these minutes.

INFORMATION ITEMS

Enrollment Fall Report

Tami Haft, Dean of Enrollment Services provided a detailed overview of NIC's fall enrollment. Her presentation is included as an addendum to these minutes.

Development Report

Rayelle Anderson, Development Department/Executive Director NIC Foundation shared a presentation on grants development. Her presentation is included as an addendum to these minutes.

Recruitment/Marketing

Tom Greene, Marketing and Communications Coordinator, provided an overview of his department and the tasks they are responsible for. Tami Haft reported on 2024 Spring and Fall recruitment and enrollment strategies. Their presentations are included as an addendum to these minutes.

Security Update

Alex Harris stated that he has been working in conjunction with the Idaho Office of School Safety to conduct a security audit and prepare a report reflecting the findings of the audit. He said the project will be completed soon and he is looking forward to sharing the results with the board. Mr. Harris reported that the semester lock down drill was recently conducted and that a survey requesting feedback has been sent to faculty, staff and students.

CONSENT AGENDA

Chair McKenzie requested a motion from a member of the board to remove the November 20, 2023 regular BoT meeting minutes from the consent agenda. He said that he would like to meet with the board clerk to make minor changes and have certain wording corrected. Trustee Waggoner made the motion which was seconded by Trustee Zimmerman. The vote was called for and carried with four votes in favor. The amended consent agenda was adopted with four votes in favor.

UNFINISHED BUSINESS

Discussion/Decision: Investigative Report

Item tabled

Discussion/Decision: President's Evaluation(s)

Item tabled

NEW BUSINESS

Tab 2: Action: Board Officer Elections

Trustee McKenzie requested nominations for the position of board chair. Trustee Corkill nominated Trustee Waggoner for the position of chair. The nomination was seconded by Trustee Zimmerman. There were no other nominations. Trustee McKenzie opened the floor for discussion. Trustee Zimmerman remarked on Trustee Waggoner's service and experience. Following comments by Trustee Waggoner, Chair McKenzie called for the vote. The nomination for Trustee Waggoner carried with five votes in favor. At this time, Trustee Waggoner was seated as chair and continued the meeting.

Chair Waggoner returned to the topic of officer elections and requested a motion to fill the position of vice chair. Trustee McKenzie nominated Trustee Banducci for the position of vice chair. The nomination was seconded by Chair Waggoner who opened the floor for discussion. There were no other nominations and the nomination for Trustee Banducci carried with three votes in favor.

Trustee Banducci nominated Trustee McKenzie for the position of secretary/treasurer. The nomination was seconded by Trustee Corkill. There were no other nominations and the nomination for Trustee McKenzie carried with five votes in favor.

BREAK 7:37 p.m. – 7:48 p.m.

Chair Waggoner continued the meeting by requesting nominations for external liaison appointments. Trustee Banducci nominated Trustee McKenzie to serve on the KTEC Board.

The nomination was seconded by Trustee McKenzie. There were no other nominations and the nomination for Trustee McKenzie carried with five votes in favor.

Trustee Corkill nominated Trustee Zimmerman to serve as the board liaison to the NIC Foundation Board. The nomination was seconded by Trustee Zimmerman. The nomination failed with two votes in favor, two votes against, and one abstention.

Trustee McKenzie nominated Trustee Banducci to serve as the board liaison to the NIC Foundation Board. Trustee Banducci seconded the nomination. Following discussion, Trustee Banducci declined the nomination.

Trustee Banducci nominated Trustee McKenzie to serve as the board liaison to the NIC Foundation Board. Trustee McKenzie seconded the nomination. Chair Waggoner called for a vote. The nomination carried with three votes in favor, two votes against.

Trustee Waggoner stated that a board liaison to the NIC Booster Club is not an official position and that the board would not be making the appointment.

Tab 3: Action: Accept Fiscal Audit 2023

Chair Waggoner requested a motion to accept the audit as presented with specific wording modifications on note five. Trustee McKenzie made the motion which was seconded by Trustee Corkill. Following discussion and positive comments, Trustee Waggoner called for the vote. The motion passed with five votes in favor.

Tab 4: Board Policy Subcommittee

Chair Waggoner commented on the most recent activity of the policy subcommittee. He stated that the subcommittee is working with President Swayne to draft a membership policy to be discussed at the next subcommittee meeting and subsequently presented to the board. He also spoke of the subcommittee's work on a civility resolution. Following discussion, Trustee McKenzie made the motion to expand the board policy subcommittee to include authority to draft resolutions. The motion was seconded by Trustee Zimmerman and passed with five votes in favor.

Tab 4a: First Reading/Action: Policy 2.01.09 (Trustee Emeritus Status)

Chair Waggoner stated that this policy will continue without changes unless input from the board is submitted and considered.

Tab 4b: First Reading/Action: Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure)

Chair Waggoner stated that this policy will continue without changes unless input from the board is submitted and considered. He invited the trustees to provide feedback to the board clerk prior to the next policy subcommittee meeting.

Tab 4c: Discussion/Action: Subcommittee Recommendation to Board Regarding Suggestion for Policy on College Memberships

Chair Waggoner stated that this policy will continue without changes unless input from the board

Tab 5: Discussion/Action: Policy 7.01.04 (Continuous Professional Service Contracts)

Trustee McKenzie thanked the senate for their constructive feedback on his previously submitted RFP policy. He stated that a new revision has been drafted and made a motion to

refer this edited RFP policy to the President for advancement through the participatory governance process in adherence to college policies and procedures. Trustee Banducci seconded the motion for discussion. Following discussion, the motion passed with four votes in favor.

Discussion/Action: NIC Memberships

Item tabled.

Discussion/Action: February ACCT Conference: National Legislative Summit

Trustee McKenzie stated that he will be attending the ACCT National Legislative Summit in Washington, D.C. from February 4 – 7. He encouraged the other trustees to participate. Dr Swayne requested that the trustees notify the board clerk of their plans to attend so that reservations can be made.

Discussion/Action: Reschedule 31 January 2024 Board Training

Due to multiple scheduling conflicts including meetings and events with the NWCCU and JFAC, President Swayne suggested rescheduling the January 31, 2024 regular BoT meeting to January 17, 2024. Chair Waggoner said that he will work in conjunction with President Swayne to reschedule the January ACCT training and development session.

Action: ACCT Additional Assistance

Trustee McKenzie made the motion to authorize the board chair to select the January conflict resolution consultant and the ACCT training dates in consultation with NIC's president. Trustee Zimmerman seconded the motion and Chair Waggoner called for the vote. The motion passed with four votes in favor.

Action: Board Negotiations

Item tabled.

Action: Board Statement(s) / Response to Constituent Groups

Item tabled.

REMARKS FOR THE GOOD OF THE ORDER

Chair Waggoner confirmed that the next board meeting will now take place on January 17, 2024.

Trustees Banducci, McKenzie, Waggoner and President Swayne each recognized each other for their service in the military.

Trustee McKenzie requested a new name tag without the title of board chair.

The meeting was adjourned at 8:18 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

2023 MATH CONTEST

40th Annual

North
Idaho
College



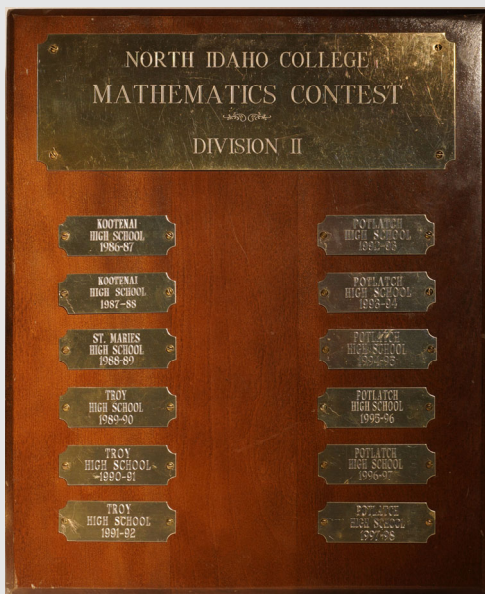
Five horses of matching abilities named Maythehorsebewithyou, Passing Wind, Lostmacowboy, Redhotphillypepper, and Applebottomjeans run a race. What is the probability that the first, second, and third-place horses are Redhotphillypepper, Maythehorsebewithyou, and Lostmacowboy, in that order?

- a. $\frac{1}{30}$
- b. $\frac{1}{60}$
- c. $\frac{1}{120}$
- d. $\frac{1}{125}$
- e. None of these

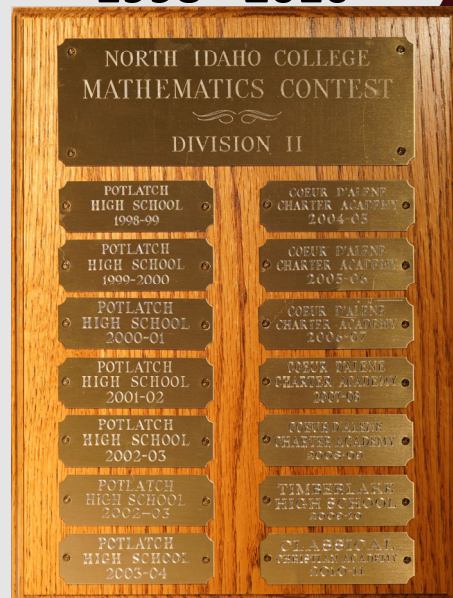




Math Contest History 1986 - 1997



Division II - Team 1998 - 2010



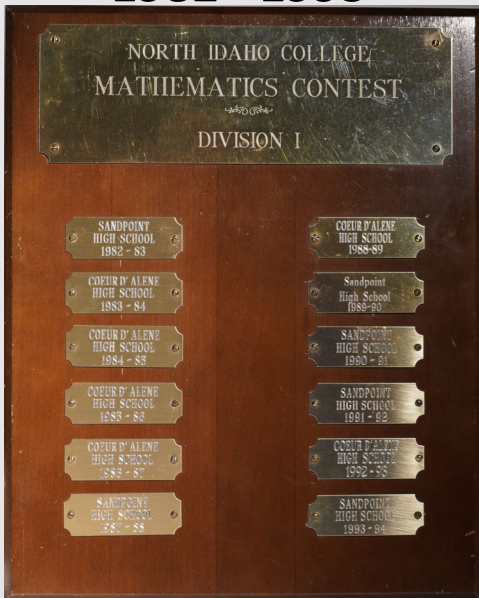
Math Contest History 1998 - 2010



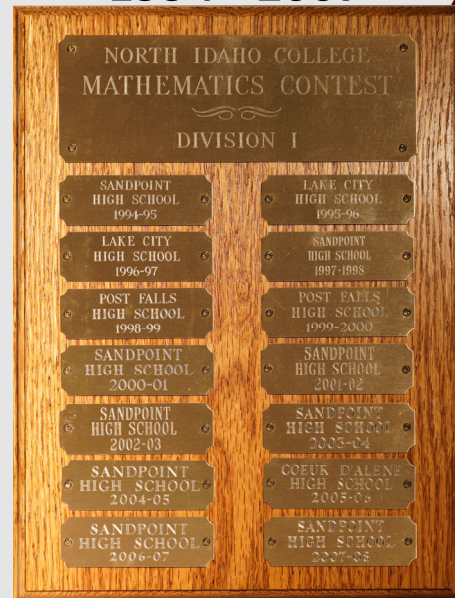
Division II - Team 2011 -



Math Contest History 1982 - 1993



Division I - Team 1994 - 2007



Math Contest History 2008 - 2019



Division I - Team 2022 -



Math Contest History 1993 - 2010



Division II - First Place 2011 -



Math Contest History 1993 - 2010



Division I - First Place 2011 -



2023 Math Contest

104 Contestants from 9 area high schools

Special Thanks to
STCU and the
NIC Foundation.

2023 Math Contest Participants

Division II

Classical Christian
Kootenai
STEM Charter
Timberlake

Division I

Coeur d'Alene Charter
Coeur d'Alene High
Lake City
Lakeland
Post Falls



2023 Winners



2023 Winners

Division II – Junior Category

3rd place: Rush Gustafson from STEM Charter

2nd place: Amy McCune from Timberlake

1st place: Blaise Krombein from Classical Christian



2023 Winners

Division II – Senior Category

3rd place: Elaine Park from STEM Charter

2nd place: Michael Bell from Classical Christian

1st place: Alijah Freeman from STEM Charter



2023 Winners

Division I – Junior Category

3rd place: Isaac Thorpe from Coeur d’Alene High

2nd place: Atlas Zastrow from Coeur d’Alene High

1st place: Adeline Smith from Coeur d’Alene High



2023 Winners

Division 1 – Senior Category

3rd place: Henry DePew from Coeur d’Alene Charter

2nd place: Isabella Le from Coeur d’Alene High

1st place: Lukas Scarborough from Coeur d’Alene High



2023 Winners

TEAM AWARDS

Division 2 – STEM Charter

Division 1 – Coeur d'Alene High



Questions?



STAFF ASSEMBLY REPORT

NIC Board of Trustees Meeting: Monday, November 20, 2023

Good evening, Chair McKenzie, Trustees, and President Swayne.

On Thursday November 9, 2023 Staff Assembly met and addressed the following items:

- Discussed with the Staff Assembly the NWCCU visit that occurred on Oct. 31, 2023
 - Staff that met with the NWCCU site visitors included ~~all on~~ the Staff Executive Committee as well as selected staff from the Senate.
 - The Staff Executive Committee felt that the meeting with the NWCCU was productive and that our concerns were heard by the NWCCU site visitors.
- Discussed college committee vacancies. Still a work in progress
- Created an ad hoc Staff Assembly Committee to address any changes to the Staff Assembly Bi-Laws.

Do the Trustees have any questions?

Matt Piekarski
Staff Assembly CHAIR
11/20/2023



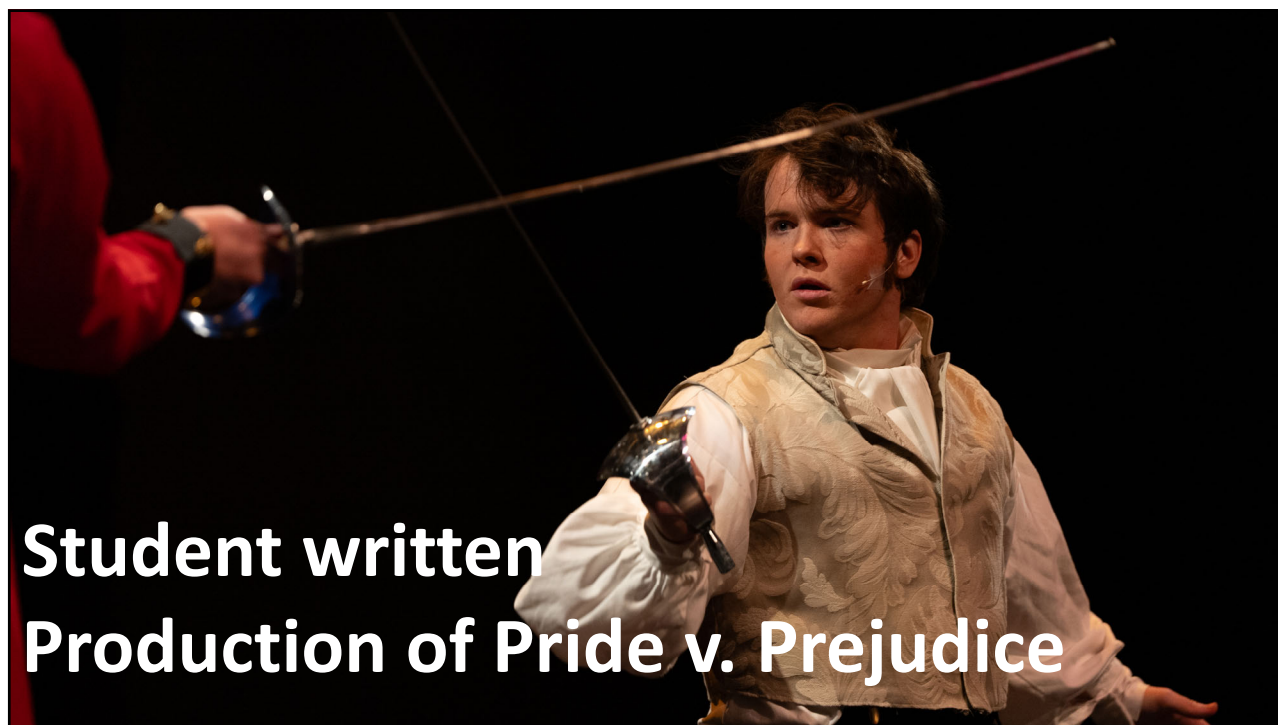
Several tours held at Parker Center



Volleyball Finishes 2nd in NWAC



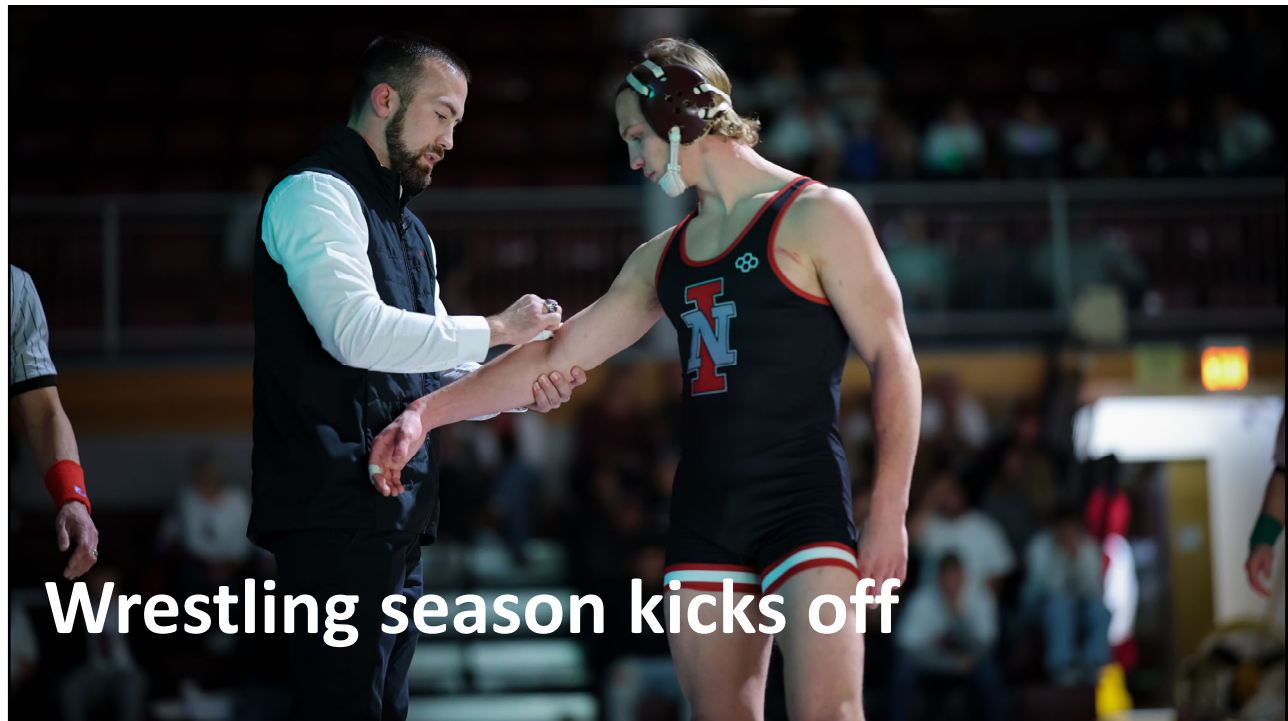
CTE Trick or Treat Open House



**Student written
Production of Pride v. Prejudice**



**Gathering of the Bands
Concert with local middle schools**



Wrestling season kicks off



**Free dental
clinic for veterans**



Basketball season begins



Music Dept. held Fall Jazz Concert



**Volleyball East Region Coach of the Year
and East Region MVP**



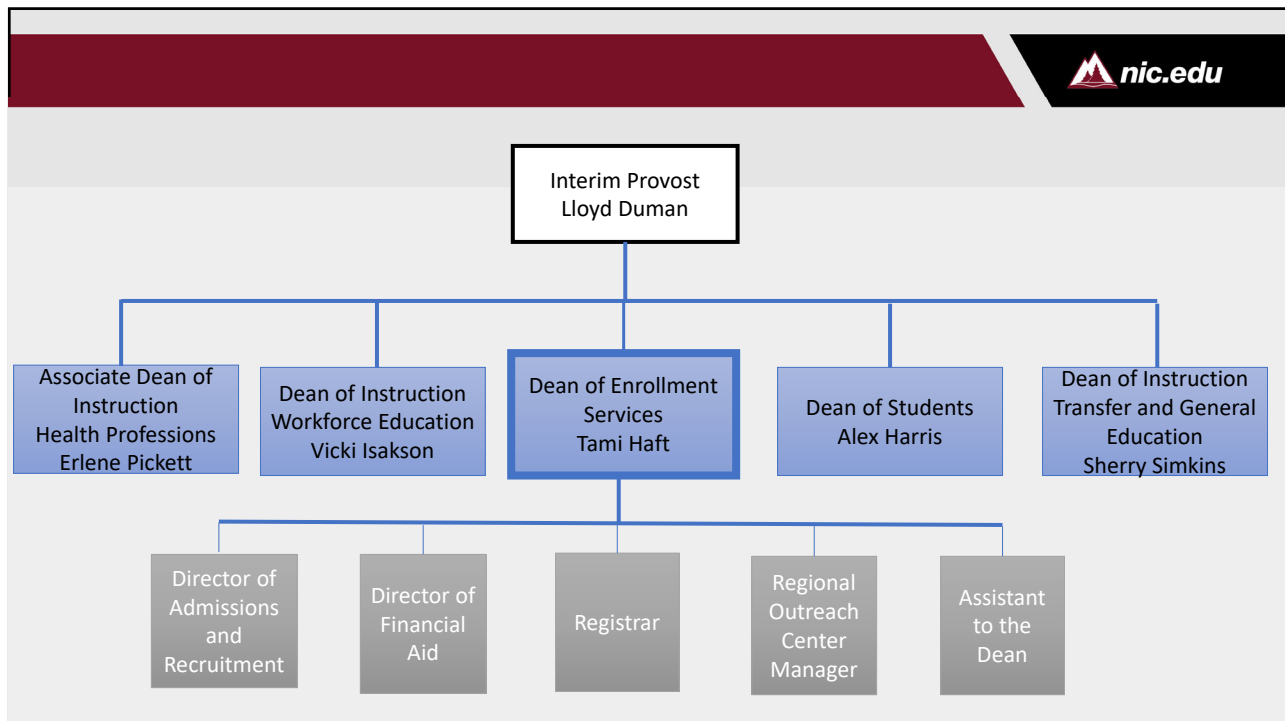


Fall 2023 Enrollment Overview

President's Goals: #2 – Enrollment Management

Presenter: Tami Haft, Dean of Enrollment Services
November 20, 2023

North Idaho College
► nic.edu



Fall 2023 Enrollment Snapshot


Headcount
3,981





FTE
2,322



Fall 2023 Enrollment Breakouts



62%
female students

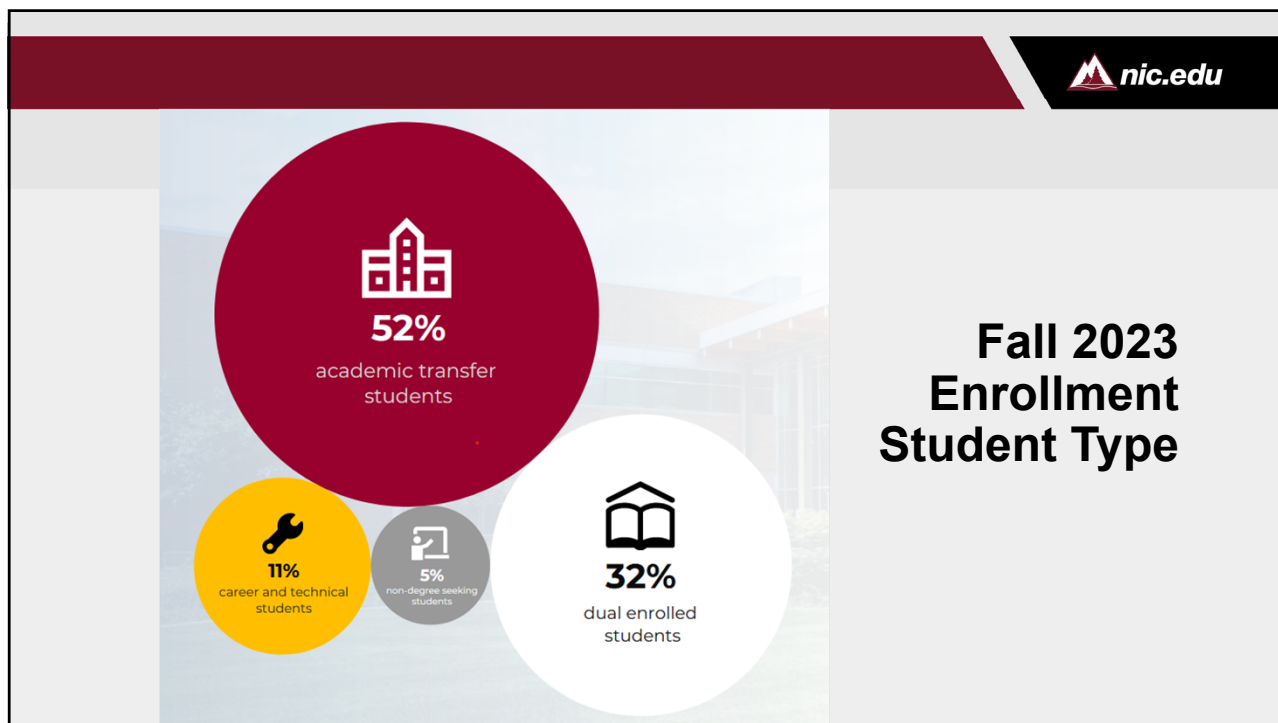
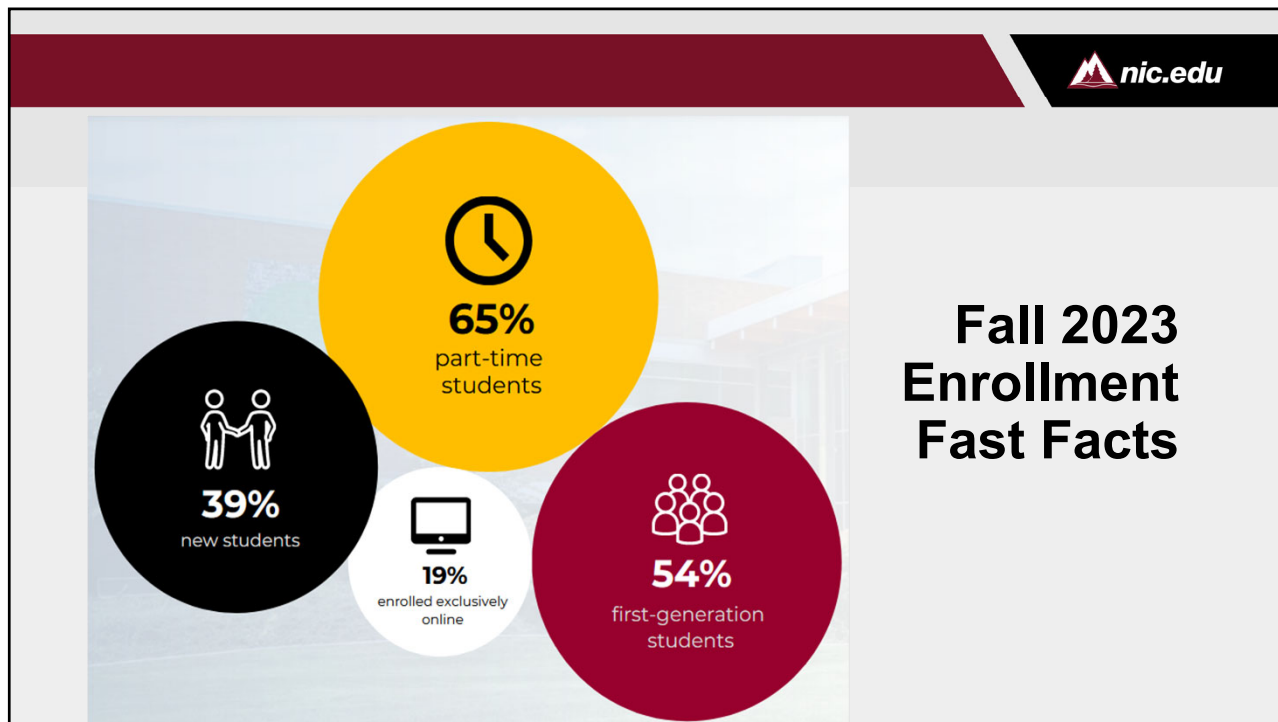

44%
18-24 years of age

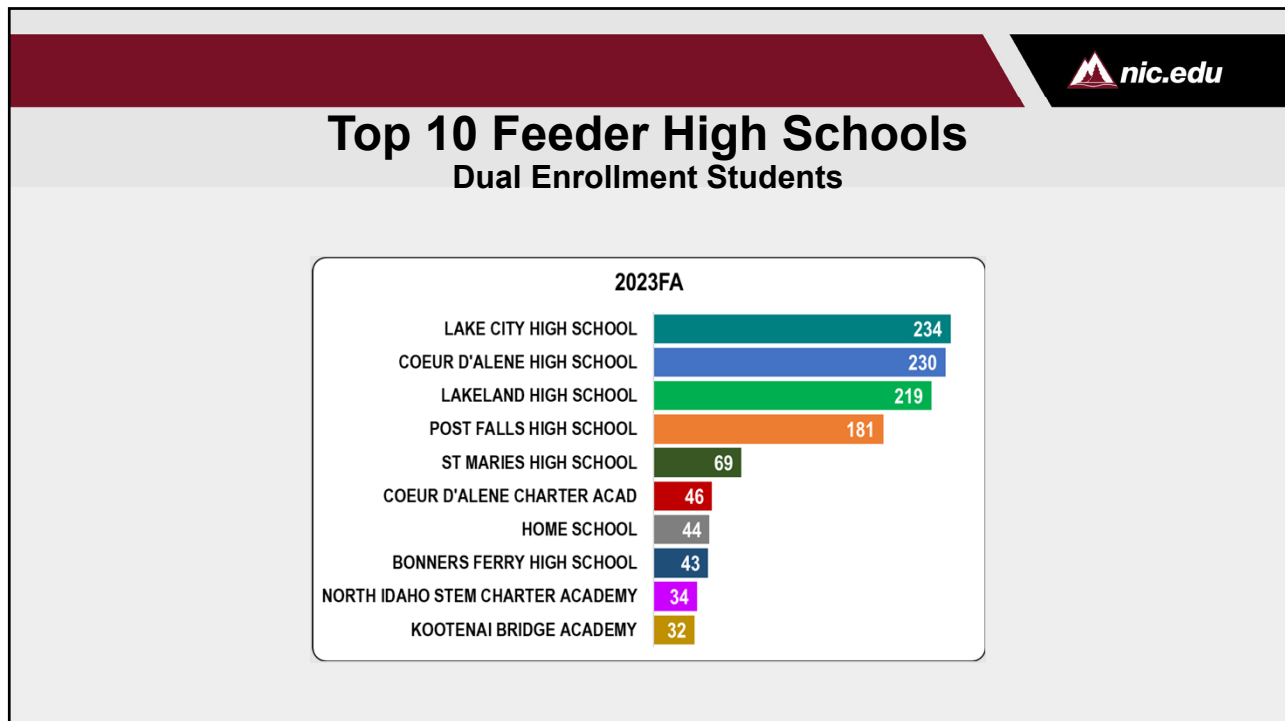
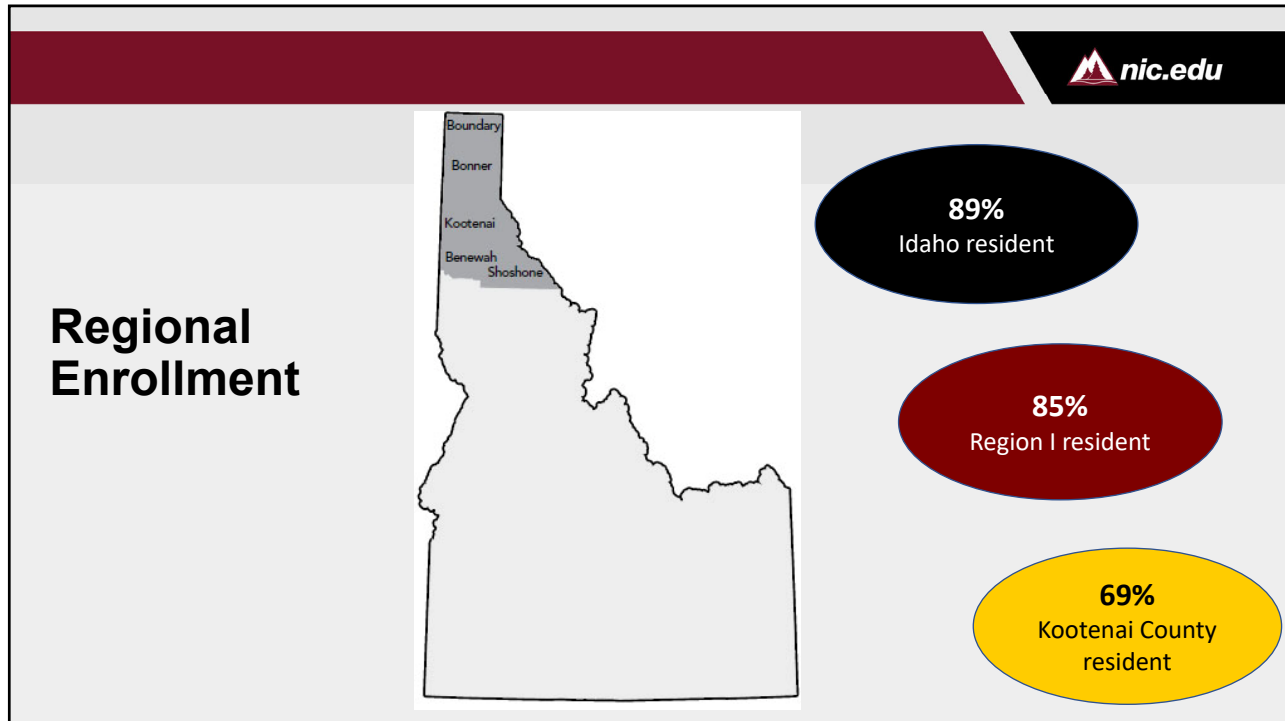

40%
receiving financial aid
and/or scholarships


26%
25 years and
above


4%
student athletes

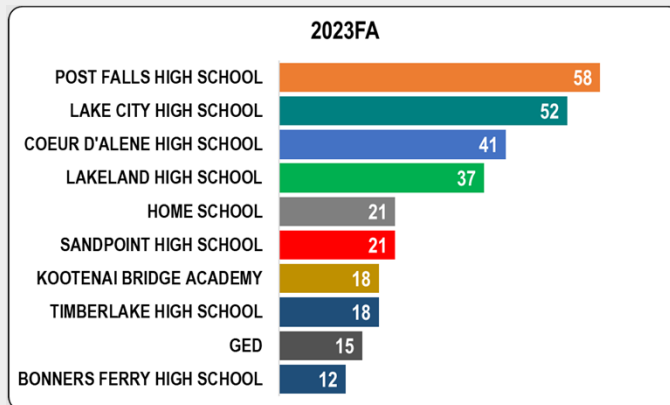

4%
veteran students



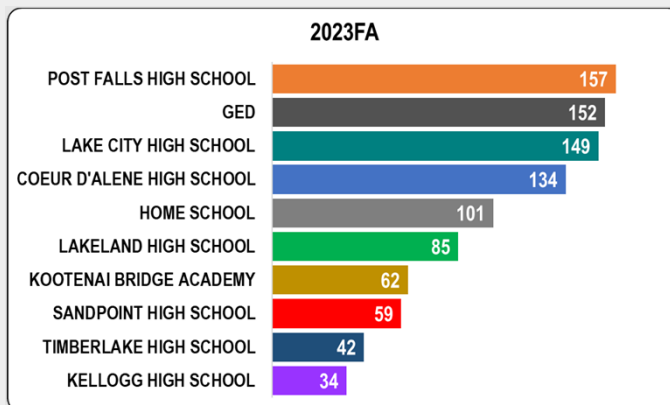




Top 10 Feeder High Schools 2023 High School Graduates



Top 10 Feeder High Schools (excluding Dual and 2023 HS graduates)



What's next:

- Spring 2024 Enrollment Update

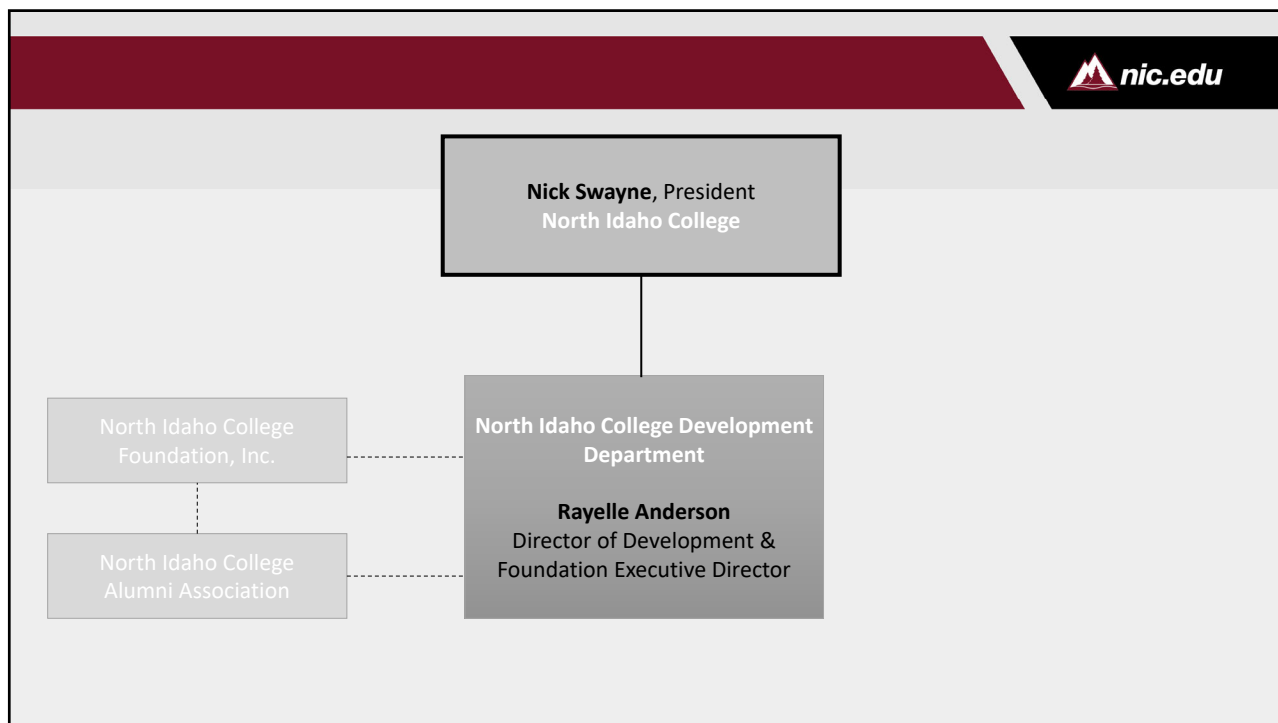


Development Department Grants Development

November 20, 2023

NIC President's Goals
#2 – Enrollment Management
#3 – Community Stakeholder Engagement

North Idaho College
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NIC Development Department

Grants Development

Our department works alongside administration, faculty, and staff to support and coordinate institutional grant procurement on behalf of North Idaho College.



NIC Development Department

Grants Development

- **Collaborate** with NIC leadership, departments, and divisions to assess needs and secure external grants to meet needs consistent with NIC goals and priorities
- **Research** state, federal, and private grant funding sources and strive to match those sources with NIC needs
- **Cultivate and steward** relationships with grant funders
- **Provide** pre-award grant planning and proposal development, writing, and submission support and post grant award support as needed
- **Coordinate** closely with the Office of Finance and Business and appropriate college employees, departments, and divisions throughout the grant process for each opportunity



NIC Development Department Grants Development

	Average 5 yr		YTD	
	#	FY19-FY23	#	FY24
Grant Applications Submitted	30	\$1,863,932	11	\$1,875,009
New Grants Awarded	15	\$1,021,370	9	\$1,435,626



NIC Development Department Grants Development

FY24 Highlights & Kudos to NIC Employees

- ✓ **CTE Program Expansion and Modernization: \$1,267,310**, 7 grants for equipment
Funder: Idaho Division of Career and Technical Education Leading Idaho 2.0 Grant

Automotive Technology
Dental Hygiene
Graphic and Web Design
Health Professions and Nursing

Law Enforcement
Network Security Administration
Radiography Technology

- ✓ **Idaho Mine Safety Training: \$164,011**, safety training throughout Idaho to miners, operators, contractors
Funder: U.S Department of Labor's Mine Safety and Health Administration (MSHA)



NIC Development Department

Grants Development

What's Next?

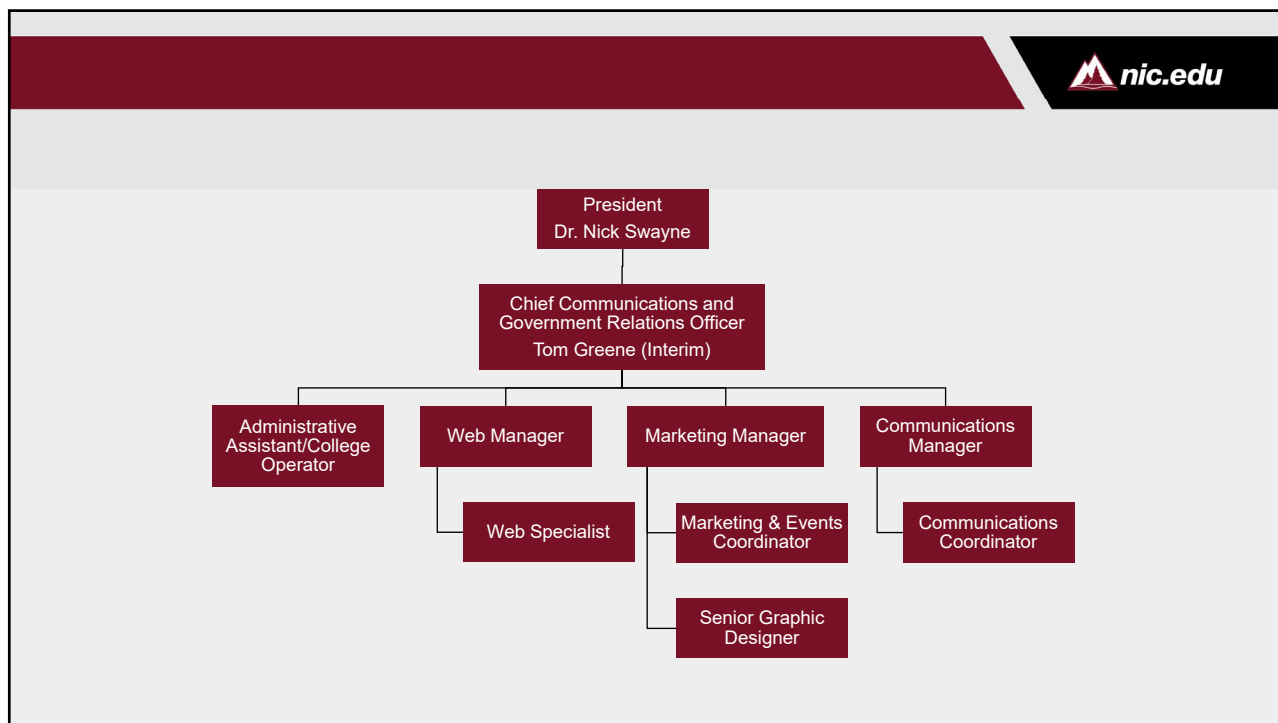
- Tech Hub 2.0
- TRIO (renewal submission for next 5 years)
- CCAMPIS, and other childcare support service opportunities
- Continually evaluating opportunities



Communications and Marketing

President's Goals
#2 – Enrollment Management
#3 – Community Stakeholder Engagement

North Idaho College
► nic.edu



New Marketing Tactics



Targeted email
campaigns



Mass voice
messaging



Increased video
content



Simplified
communications
and content

Content Engagement

10.3%

2023 web traffic
from digital
marketing

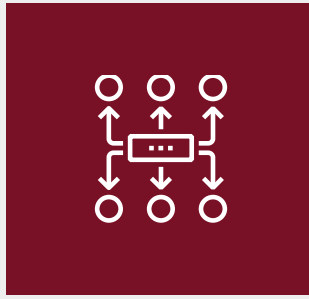
10.1%

YoY increase in
web traffic from
social media

155%

Increased
content
interaction on
social media

Upcoming Improvements



Automated email
marketing



Web content
optimization

What's next:

- Spring 2024
 - Recruitment and enrollment
- Fall 2024
 - Recruitment strategies
 - Targets

Tab 5

BOARD OF TRUSTEES MEETING
December 20, 2023

TAB 5

SUBJECT:

Approval for North Idaho College Head Start to apply for a change of scope, which includes a request for enrollment reduction and other programmatic changes.

BACKGROUND:

The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons include changes during and after disasters and public health crises, changes in availability of community resources relied upon to provide program services, and shifts in geographical location of eligible children and families. Section 640(g)(3) of the Head Start Act allows programs to propose a reduction to their funded enrollment to maintain quality of program services. Additionally, Section 640(f)(2) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs or to relocate existing funded slots to reduce enrollment in one community and fill a need in another community.

DISCUSSION

Enrollment reductions are permanent adjustments to funded enrollment. The program's decision to apply for a change of scope, which includes a reduction of slots is based on actual changes in the community and programmatic changes necessary to maintain a high-quality program with qualified staff, supported by data and documented need.

The program's Change of Scope application would include the following enrollment reduction and programmatic changes:

- Eliminate the afternoon class at the Lakeland Center in Rathdrum and transition the morning class into a full-day class.
 - *The program is requesting an enrollment reduction of 20 slots at the Lakeland Center*
- Remove one classroom from the Harding Center in Coeur d'Alene, leaving the center with two full-day class and one part-day class.
 - *The program is requesting an enrollment reduction of 19 slots at the Harding Center*
- Eliminate one part-day class (17 enrollment slots) at the Sandpoint Center and transition 16 slots to the Fernwood Center in Benewah County.
 - *The program is requesting an enrollment reduction of 1 slot at the Sandpoint Center*

FINANCIAL IMPACT

There is no financial impact on North Idaho College, since federal appropriations, private gifts, and donations fund Head Start. Federal grant funding for FY24 has already been received from OHS and the program is not required to return any of this funding due to any changes made this program-year. A proposed budget, including any enrollment reductions or programmatic changes for FY25 will be submitted with the continuation grant application in April 2024.

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, it is requested that the board consider a motion to approve that NIC Head Start may submit a Change of Scope application to reduce enrollment slots and make programmatic changes.

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

Tab 6

BOARD OF TRUSTEES MEETING
December 20, 2023

TAB 6

SUBJECT: Board Policy Subcommittee

BACKGROUND:

Included as Tab 6: Second Reading/Action: Policy 2.01.09 (Trustee Emeritus Status)

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Policy 2.01.09 (Trustee Emeritus Status) as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Trustee Emeritus Status

Impact: Board of Trustees

Responsibility: Administration

Effective Date: 12/17/2018

Last Update: (11/20/2023 if approved; no changes recommended by Board Policy Subcommittee)

Relates to Procedure(s):

Legal Citation(s):

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 consecutive years (three 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 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 7

BOARD OF TRUSTEES MEETING
December 20, 2023

TAB 7

SUBJECT: Board Policy Subcommittee

BACKGROUND:

Included as Tab 7: Second Reading/Action: Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure)

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure) as presented.

Prepared by: Suzy Scura
Board Clerk

Policy Title: Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure

Impact: Board of Trustees

Responsibility: Board of Trustees

Effective Date: 10/25/2023

Revised Date: 10/25/2023

Reviewed Date: 10/25/2023

Relates to Procedure(s): n/a

Legal Citation(s): Title 33, Chapter 2, Idaho Code

I. Policy Narrative

The North Idaho College Board of Trustees recognizes the importance of correct and complete policies in the operation of North Idaho College

II. Definitions of Policy and Procedure

- A. Policy: A policy is a statement of principles and/or values that mandate or constrain the performance of activities used in achieving institutional goals.
- B. Procedure: When needed, a procedure is developed to describe the methods of implementing policy.
- C. Policies and procedures will include the following: policy number, policies superseded (if any), related procedures, effective date, general and specific subject areas, legal citations (if any), and impact.

III. Policies/Procedures

Policies are created and adopted by the Board of Trustees and are intended to address the internal governance of the Board.

The adoption, deletion, or revision of policies and procedures affecting the internal administration of the Board of Trustees and/or its relationship with the Office of the President is not subject to comment by the College Senate. The adoption, deletion, and revision of these policies and procedures is reserved exclusively to the Board of Trustees.

Proposals to create, revise, or eliminate internal Board governance policy and/or procedure will

be initiated by the Board of Trustees.

IV. Review of Policy and Procedure

The NIC Board of Trustees recognizes the importance of creating, maintaining, and following policies and procedures that set the Board on the best course to honor its role and advance the core values and missions of the College.

As such, a standing committee will facilitate the Board's review of internal Board governance policies and procedures on a staggered three-year schedule, or as needed. Upon completion of review, the subcommittee will bring recommendations to a meeting of the Board of Trustees for discussion/action.

Review schedule:

Year 1: 2.01.01; 2.01.02; 2.01.03; 2.01.05

Year 2: 2.01.08; 2.01.09; 2.01.10; 2.01.11

Year 3: 2.01.12; 2.01.14; 2.02.01; 2.02.02