



Committee Structure and Membership

2020-2021

STATEMENT OF PURPOSE

The committee structure of North Idaho College exists to promote participative governance and collaborative management of specific college processes. Faculty, students, staff and administrators are chosen to serve on committees in order to promote the sharing of ideas and opinions from a variety of perspectives. In so doing, members share in collaborative decision-making and build consensus for positive change within the institution. The regulations governing committees are contained in NIC Policy and Procedure #2.03.01. Current versions of the policy and procedure and the current committee structure and membership document are available on the NIC website.

College Standing Committees

College wide standing committees deal with long-term issues that affect employee and student groups broadly and have no foreseeable end-date (e.g. governance committees, councils, curriculum committees, operational advisory committees, etc.). Standing committees focus on strategic issues and key processes vital to the operations of the college and its future direction. Through these committees, constituent groups perform research, exchange information, deliberate, reach consensus, and make recommendations to the college administration and through the president to the board of trustees. The establishment, and/or discontinuance of college standing committees require approval by the president and the Senate. In cases of disagreement, the board of trustees will make the final decision.

ADMISSIONS AND ACADEMIC STANDARDS

STATUS: Standing

CHARTER: This committee serves to make decisions on student appeals concerning late withdrawal and reinstatement following suspension and disqualification.

ADMINISTRATORS RESPONSIBLE: Vice President for Instruction / Registrar

CONSTITUENT GROUP: Senate

MEMBERSHIP:

| | | | | |
|----------|--------------|--------------|----------------|----------------|
| Faculty: | Scott Estes | Eric Mack | Faith Valente | Dale Arrington |
| | Ed Kaitz | Tammy Payton | | |
| Staff: | Katie Simeon | Bryan Gill | Marita DeBoard | |

AMERICAN INDIAN ADVISORY COMMITTEE

STATUS: Standing (Reports into the Diversity Council)

CHARTER: Provide guidance and support for all college departments, programs, personnel, and students toward maintaining a welcoming and hospitable gathering and learning environment for American Indian student success.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

CONSTITUENT GROUP: Senate

MEMBERSHIP:

Faculty: Brian Sequin Ryan Hayes Liza Wilcox James Love
 Victor Begay

Staff: Tim Gerlitz Matt Williams Larry Briggs Samantha Buechler

CALENDAR COMMITTEE

STATUS: Standing

CHARTER: This committee serves to recommend to the president and the board of trustees the official college calendar to be used by the campus. This committee shall ensure that the college calendar adheres to all requirements for the academic year and incorporates all requisite events and holidays.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Registrar

CONSTITUENT GROUP: Senate

MEMBERSHIP: Tami Haft (Chair)

Faculty: Earl Dreisbach Tammy Payton Dwayne Huff
 Ekaterina Miller

Staff: Cheri Beard Kathy Kraus

CAMPUS SAFETY AND EMERGENCY PREPAREDNESS ADVISORY COMMITTEE

STATUS: Standing

CHARTER: Provide research, advise, and support of campus and community safety and emergency preparedness efforts, with emphasis on the goals stated below.

- Investigate, research, and promote best practices in campus safety and emergency preparedness
- Survey college stakeholders on safety concerns and suggestions

- Develop college and community communication strategies for the promotion and practice of safety and emergency responses
- Evaluate effectiveness of campus safety and emergency preparedness programs
- Advise college and community stakeholders of safety and preparedness needs, trainings, and improvements.
- Advise college and community stakeholders of safety and preparedness needs, trainings, and improvements.
- Ensure that education is provided to the campus community about safety issues and crime prevention.
- Ensure that policies and procedures related to campus safety and emergency preparedness are current and implemented.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

STRUCTURE: The Safety Advisory Committee is chaired by the Vice President of Student Services or his/her designee. Meetings will be conducted each semester and minutes and reports shared with the college and community stakeholders via the Safety Team site, college website, or upon request.

CONSTITUENT GROUP: Senate

MEMBERSHIP:

- Two representatives nominated by the ASNIC Board
- Two representatives nominated by the Faculty Assembly
- Two representatives nominated by the Staff Assembly
- A representative from Community Relations and Marketing
- NIC Security Representative
- Two representatives from community law enforcement and emergency preparedness professions
- Director of Student Development
- Vice President of Student Services
- A representative from the Outreach Centers

| | | | | |
|----------|------------------|-------------|------------------|---------------|
| Faculty: | Earl Turner | Don Kinsey | Janis McClelland | |
| Staff: | Paula Czirr | Garry Stark | Tim Gerlitz | Maureen Dolan |
| Student: | Taylynn Anderson | Luis Rios | | |

CARDINAL READS COMMITTEE

CHARGE: The Common Read Committee (Cardinal Reads) oversees the common read at North Idaho College. The purpose of the common read is to support the common theme which fulfills the college’s value of diversity within the Strategic Plan. Cardinal Reads is comprised of members including faculty, staff and students. The committee meets on average every two weeks (minimum monthly) to plan and prepare for the year ahead.

STATUS: Standing

ADMINISTRATOR RESPONSIBLE: Diversity Council Executive Committee

CONSTITUENT GROUP: Senate

RESPONSIBILITIES

- To oversee the common read at North Idaho College
- To develop, facilitate and sponsor events to support the common read (e.g., author on campus/lecture series)
- To support diversity initiatives on campus related to the common read
- To facilitate faculty workshops related to the common read

COMMITTEE GOALS/OUTCOMES

1. Students, faculty, and staff will understand how being a member of a marginalized group has an impact on student learning and student success.
2. Students, faculty, and staff will understand how diverse issues shape their interactions with fellow members of the college community.
3. Faculty and staff will be able to identify at-risk populations to connect with institutional supports established within the college community.
4. Students, faculty, and staff will develop a greater understanding of the structural forces related to diversity issues to reduce individual discrimination.

COMMITTEE ROLES/MEMBERSHIP: Chair, Co-Chair, Secretary plus 10-15 other committee members to support activities as assigned.

| | | | | |
|----------|------------------------------------|---------------------------------|-----------------------|------------|
| Faculty: | Brian Seguin Laura Templeman | Travis Hagner Audrey Cameron | Kathleen Miller-Green | Erin Davis |
| Staff: | Samantha Buechler Maureen Dolan | Hannah Paton Holly Edwards | Kate Tanski | |
| Student: | Kai Sedlmayer-Nardi | | | |

COMMENCEMENT COMMITTEE

STATUS: Standing

CHARTER: This committee serves to organize and facilitate the annual commencement exercises, including selection of the speaker, the marching order, music and other aspects designed to make commencement a memorable occasion for North Idaho College graduates.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Registrar

CONSTITUENT GROUP: Senate

STRUCTURE: Assistant Registrar
Five (5) Faculty
Five (5) Staff
One (1) ASNIC
President's Office Liaison

MEMBERSHIP:

| | | | | |
|-----------|---|-----------------------------|-------------------------------|------------------|
| Faculty: | Kristi Mendoza Dean Miles | Don Schoesler Jason Gray | Amy Bledsoe Matt Piekarski | Aenoi Williamson |
| Staff: | Victoria Michael Katie Simeon Shannon Goodrich (president’s office liaison) | Tim Gerlitz Pam Noah | Trisha Madsen Rachel Caulk | Andy Finney |
| Students: | Hannah Neff | Marian Soderberg | | |

CURRICULUM COUNCIL

STATUS: Standing

CHARTER: This committee shall evaluate all curricula on an on-going basis and shall make recommendations to the vice president for Instruction and ultimately the president regarding all curricular matters. It shall recommend approval of and criteria for evaluation of all AA, AS, and AAS degrees as well as for the Technical Certificate, Advanced Technical Certificate and Academic Certificate of Completion. The council shall approve all prerequisites for courses as well as changes in grading procedures as well as changes in credits, content, or numbers. The Curriculum Council shall evaluate and approve all special topic courses. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP:

- Group 1 Jamison Lee, (English and Humanities Division)
- Group 2 Geoff Carr, Chair (Communication and Fine Arts Division)
- Group 3 Victor Begay, Chair (Social and Behavioral Sciences Division)
- Group 4 Mark Magill, Vice Chair (Trades and Industry Division)
- Group 5 Kathleen Czurda-Page, Casey Wilhelm fall semester (Bus. & Prof Pgms. Div.)
- Group 6 Amy Page, (Math, Computer Science and Engineering Division)
- Group 7 Julie Van Middlesworth, (Natural Sciences Division)
- Group 8 Amie Scheinost, (Health Professions and Nursing Division)
- Group 9 John Jensen, (College Skills and Physical Education Divisions)

- Vice President for Instruction (NV) Lita Burns
- Dean of General Studies (NV)..... Larry Briggs
- Interim Associate Dean of Instruction (NV)..... Lloyd Duman
- Dean of Career Technical and Workforce Educational (NV)..... vacant
- Dean of Health Professions and Nursing (NV)..... Christy Doyle
- Registrar/Director of Admissions (NV)Tami Haft
- Director of Advising Services and/or designee (NV) Ellen Crabtree
- Reference and Instruction Librarian (NV)Lisa Kellerman
- ASNIC Representative (NV) Kai Sedlmayer-Nardi

DATA ASSURANCE GROUP

STATUS: Standing

MISSION: The Data Assurance Group serves as the central coordinating body for prioritization, analysis, and communication of reporting efforts at North Idaho College. Through on-going review and analysis of internally- and externally-derived data sets, this team will work to build and promote a culture of evidence in which data-derived information is used to support effective action for institutional improvement and student success.

ADMINISTRATOR RESPONSIBLE: Chief Information Officer

MEMBERSHIP:

- Chief Information Officer (ex-officio)
- IT Senior Administrative Assistant (Recorder)
- Enterprise Applications Director
- Institutional Data Analysts
- Registrar and Director of Admissions
- Controller
- HRIS Analyst
- Instruction Representative (selected by VP of Instruction)

DIVERSITY COUNCIL

STATUS: Standing

CHARTER: In accordance with North Idaho College's Diversity Goal as stated within the Strategic Plan 2016-2020, the Diversity Council will oversee and support diversity initiatives campus wide. The mission of the council is to promote cultural competence and to develop global and cultural awareness among faculty, staff and students, campus wide. The council supports diversity awareness with the goal of fostering a campus climate that is safe, inclusive, supports diverse populations (particularly underrepresented and marginalized groups), and promotes equality, ethical responsibility and social justice.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

CONSTITUENT GROUP: Senate

EXECUTIVE COMMITTEE MEMBERSHIP:

Chair (nominated by the Council and appointed by the VPSS) co-chairs JoSann Lien & Brian Seguin

Vice Chair (nominated by the Council and appointed by the VPSS)

Secretary –

Public Relations/Communications Liaison – Maureen Dolan

Past Chair – Tracy Struble

General council membership shall consist of interested parties of constituent groups, Staff and Faculty Assemblies, and ASNIC. Ad hoc committees, subcommittees, and workgroups may be formed as needed from the general membership and representatives from those groups may serve as ex officio members of the Executive Committee. The Council will

assemble at least twice a year and will decide on priority items, initiatives and workgroups according to the purpose. Membership includes:

| | | | | | |
|----------|--------------|----------------|----------------|-----------------|-------------------|
| Faculty: | Brian Seguin | Tracy Struble | Philippe Valle | Laura Templeman | Jonathan Gardunia |
| | JoSann Lien | Ashley Lockman | Liza Wilcox | Shane Stockham | Nicole Willms |
| | Victor Begay | | | | |

| | | | | | |
|--------|--------------|---------------|-------------|----------------|---------------|
| Staff: | Dodi Stilkey | Holly Edwards | JT Thompson | Quinn Marianno | Matt Williams |
|--------|--------------|---------------|-------------|----------------|---------------|

Student: Kai Sedlmayer-Nardi

The Diversity Council will strive to meet each of the following goals:

- 1) Develop Cultural Competence
 - a) Increase cultural awareness of others by understanding diversity as a complex term that serves to promote equality for marginalized and underrepresented groups.
 - b) Develop and promote an inclusive environment that promotes the free exchange of ideas through respectful discourse.
 - c) Encourage faculty, students and staff to participate in events that promote multiculturalism and social justice.
- 2) Increase Global Awareness
 - a) Promote events that demonstrate the interconnectedness and interdependence of the global world to bring about global awareness.
 - b) Develop cultural awareness by applying multicultural perspectives to enhance understanding of the needs of a diverse, global community.
- 3) Support Social Justice and Ethical Responsibility
 - a) Promote a safe and inclusive environment where underrepresented and marginalized groups are not subjected to prejudice and discrimination.
 - b) Understand and appreciate the values of other cultures by examining one's own culture and the cultural differences of others as way to promote equality and social justice.
 - c) Support awareness to the ethical responsibility of civic engagement and the important role of citizenry as necessary elements to democratic principles and processes.

E-LEARNING ADVISORY COUNCIL

STATUS: Standing

CHARTER: The North Idaho College eLearning Advisory Council shall be comprised of the Director of eLearning who shall be the chair; one faculty representative from each division, two members from student services, and a representative of the student body. The role of each committee member is to work collaboratively with existing administration and academic units to address issues and concerns related to all aspects of eLearning at North Idaho College.

The charge of the North Idaho College eLearning Advisory Council is to promote quality and access to online learning and services to students. The committee will work collaboratively developing a vision of success, maintaining a current understanding of eLearning approaches, reviewing software and technology that impacts online learning, identifying eLearning opportunities, researching best practices and making recommendations to the Deans, and Vice President for Instruction.

The purpose of this council is to foster a higher level of transparency, communication, cooperation and consensus related to eLearning at North Idaho College.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP: Thomas Scott (chair)

| Department | Member |
|--|--------------------|
| Aerospace..... | Daniel Clark |
| Business and Professional Programs..... | Amy Bledsoe |
| Cardinal Learning Commons..... | Carey Carlson |
| Communication and Fine Arts | Geoff Carr |
| English & Humanities | John Trombold |
| Library..... | Ann Johnston |
| Math, Computer Science & Engineering..... | Damian Cairns |
| Natural Sciences..... | Bill Richards |
| Health Professions / Nursing..... | Stephanie Bradbury |
| PE, Dance, Resort Recreation Management..... | Jeff Rigg |
| Social & Behavioral Sciences..... | Paul Brasil |
| Trades & Industry..... | Steve Schlauch |
| Student Services..... | Michelle Padilla |
| Instruction | Cathy Sparks |
| Student Representative..... | Angela Unruh |
| Student Representative..... | |
| eLearning (Ex Officio)..... | Katherine Tanski |
| Information Technology (Ex Officio) | Holly Moore |

HR ADVISORY COMMITTEE

STATUS: Standing

CHARTER: This committee provides review and input to Human Resources in order to support the continuous improvement of services and programs for employees, and improved communication between Human Resources and employees.

Responsibilities:

- To identify issues of concern and make recommendations to Human Resources.
- To evaluate Human Resources services in the following areas:
 - Effectiveness: adequacy of information regarding services
 - Quality: general satisfaction with overall services
- To assist in the development and ongoing review of a strategic human resources plan for the college.

Membership: Chief HR Officer, Chair, 3 faculty, 3 classified staff, 3 prof./exempt-level staff

ADMINISTRATOR RESPONSIBLE: Chief Human Resources Officer

CONSTITUENT GROUP: Senate

MEMBERSHIP:

| | | | |
|----------|------------------------------|-------------------------------|-------------------------------------|
| Faculty: | Joe Okon | Tim Straw | Michelle Masingill |
| Staff: | Jessica Adams Holly Moore | Annette Moore Dodi Stilkey | Tammie Iverson Melissa Mewhinney |

INFORMATION TECHNOLOGY POLICY AND PLANNING COUNCIL

STATUS: Standing

CHARTER: Provide a college-wide forum for discussion of technology issues and development of recommendations for the strategic direction concerning the investment and use of computing and communications technologies in support of the college mission.

Responsibilities -

- 1) To provide strategic information technology recommendations to the President and President's Cabinet in support of academic and administrative services.
- 2) To examine and recommend improvements to the college's information technology architecture including hardware, software and training.
- 3) To review and devise policies regarding access, security and privacy of institutional information.
- 4) To review and recommend improvements in technical training opportunities for NIC employees.
- 5) To report back to constituent groups the emerging applications of information technology to develop consensus about its benefits.

ADMINISTRATOR RESPONSIBLE: Chief Information Officer

CONSTITUENT GROUP: Senate

MEMBERSHIP:

Steve Smith, Manager of User Services, IT - Chair
Fred Swanson, Law Enforcement
Sarah Garcia, Controller, Business Office

Faculty Assembly members (2)
Mark Magill, Automotive Technology Instructor
John Trombold, English Instructor

Staff Assembly members (2)
George McAlister, Library Director
Dr. Thomas Scott, Director e-Learning

ASNIC Representative - Vacant

Ken Wardinsky, Chief Information Officer – member ex-officio

INSTITUTIONAL REVIEW BOARD

STATUS: Standing

MISSION: The North Idaho College IRB must review any human subjects research conducted at NIC, regardless of outside approval. This includes all research with human subjects conducted at NIC including faculty, staff and/or students as research subjects or by NIC faculty, staff and or students at any location.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP:

The IRB must be comprised of “at least five members” from “varying backgrounds” (46.107a). Further, at least one member must have a background with “scientific areas” and at least one member must have experience primarily with “nonscientific areas” (46.107b). Additionally, at least one member must not be otherwise affiliated with the institution, not part of the immediate family of a person who is affiliated with the institution” (46.107c). (References taken from Code of Federal Regulations, Title 45, Part 46: Protection of Human Subjects.) The following positions are recommended to fulfill the membership of the NIC IRB:

- Interim Director of Planning and Effectiveness, Facilitator
- Community member not affiliated with NIC, but with a research background
- Two faculty members from different areas of study
- Two staff members with different research backgrounds
- One recorder for meeting minutes

JUDICIAL COUNCIL

STATUS: Standing

CHARTER: This committee reviews proposed changes to the Code of Conduct and provides recommendations to the Senate. As well, the committee hears appeals of select student judicial matters when appropriate.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

CONSTITUENT GROUP: Senate

MEMBERSHIP: Alex Harris (Chair)

Faculty (three, determined by Faculty Assembly), Staff (three, determined by Staff Assembly) Students (three, determined by ASNIC) Campus Judicial Officers appointed by the VPSS serve as ex officio members.

| | | | |
|----------|-----------------|-------------|---------------------|
| Faculty: | Paula Lambert | Karen Reeds | Christina Edmundson |
| | Myra Darty | John Reese | Ted Tedmon |
| Staff: | Stephanie House | Lynn Covey | Chris Pfeiffer |
| Student: | Joe Eberharter | Luis Rios | |

MEET AND CONFER COMMITTEE

STATUS: Standing

CHARGE: This committee shall provide a forum where representatives of North Idaho College employee groups and representatives of the College administration meet to present and review proposals affecting salaries and benefits. Employee and administrative representatives of this committee shall attempt to develop a consensus salary/benefit proposal, which can be endorsed by all parties for presentation to the board of trustees. This shall be done according to a timeline that provides the board of trustees an appropriate period in which to first consider and then adopt a salary benefit package as part of the college's overall budget for the upcoming year.

STRUCTURE: Voting membership on this committee is of the regular committee members representing faculty and staff. Alternates may vote only when a regular member of their delegation is absent. The Administrative representative, the executive director of human resources and the committee chair do not vote.

ADMINISTRATOR RESPONSIBLE: Vice President for Finance & Business Affairs

CONSTITUENT GROUP: Senate

MEMBERSHIP:

| | | | | |
|----------|---------------|---------------|-------------|----------------------|
| Faculty: | Bill Richards | Casey Hallett | Lucas Brown | Hilary Faeta-Ginepra |
| | Brandy Fries | Connie Clum | | |

Staff: Tammie Iverson Maureen Dolan Andy Finney Sara Schmelzer
 JT Thompson Melissa Mewhinney Andreas Burger Karen Hubbard (HR Liaison)

STRATEGIC ENROLLMENT MANAGEMENT STEERING COMMITTEE

STATUS: Standing

Guiding Principles of SEM Planning at North Idaho College:

1. Enrollment goals will be based on institutional capacity, in support of the Strategic Plan and the College Mission.
2. Data informed decisions will be at the core of all planning and decision-making.
3. Recruitment, enrollment and retention are understood to be the responsibility of all NIC employees.
4. High levels of customer service will be expected across the college.
5. College resources will be allocated to support SEM initiatives.

ADMINISTRATOR RESPONSIBLE: Vice President of Student Services

MEMBERSHIP:

Graydon Stanley
Larry Briggs
Teresa Borrenpohl

STRATEGIC ENROLLMENT MANAGEMENT RECRUITMENT COUNCIL

STATUS: Standing

GOALS:

Recruitment Goal #1: Increase Access to North Idaho College
Recruitment Goal #2: Enhance Onboarding of North Idaho College Students
Recruitment Goal #3: Enhance Virtual and Physical Communication and Signage

ADMINISTRATOR RESPONSIBLE: Vice President of Student Services

MEMBERSHIP:

Teresa Borrenpohl, Chair
Christine Callison
Victoria Michael
Sara Schmelzer
Donya Gadley

STRATEGIC ENROLLMENT MANAGEMENT RETENTION COUNCIL

STATUS: Standing

GOALS:

Retention Goal #1: Enhance Delivery of Service

Retention Goal #2: Enhance Student Interventions

Retention Goal #3: Improve Course Scheduling

Retention Goal #4: Faculty Development

ADMINISTRATOR RESPONSIBLE: Vice President of Student Services

MEMBERSHIP:

| | | |
|---------------------|-------------------|----------------|
| Larry Briggs, Chair | Amy Page | Pat O'Halloran |
| Ellen Crabtree | Brian Parker | Paul Manzardo |
| Stephanie House | Holly Edwards | Cathy Sparks |
| Paula Lambert | Kyle Johann-Baker | |

STUDENT FEE ADVISORY COMMITTEE

STATUS: Ad Hoc

CHARGE: This advisory committee will serve as a review board for all student fees assessed on the tuition and fee schedule and charged to students. The committee will review fee budgets annually and make recommendations for changes to the NIC administration. In order for recommendations to be considered in the next fiscal year, this process should be completed by the end of each fall semester.

Objectives

1. Annual review of all general fees to evaluate use and impact on students.
2. Ensure student fee budget transparency.
3. Evaluate proposals to create new fees and changes to existing fees.

STRUCTURE: Student, staff, and faculty representatives will serve as voting members. From their membership, a chair and vice chair will be selected on a rotating basis, between the three constituent groups.

ADMINISTRATOR RESPONSIBLE: Vice President for Finance and Business Affairs

CONSTITUENT GROUP: ASNIC

MEMBERSHIP:

- **Three student representatives:** Two students will be nominated by the ASNIC President and the third will be nominated by the Vice President of Student Services office. ASNIC Presidents are free to nominate themselves for the committee.
- **Two faculty representatives:** Nominated by the Faculty Assembly. One will serve as a voting member and the other as an alternate.
- **Two staff representatives:** Nominated by the Staff Assembly. One will serve as a voting member and the other as an alternate.

- **Permanent ex officio members:** Ex officio members not identified below may be added by determination of the voting members of the committee.
 1. Controller, Office of Finance and Business
 2. Vice President for Student Services
- **Budget managers who have authority over fee budgets will participate as needed.**

Faculty: Bryan Hannaford Nicholas Rose

Staff: Colleen Ward Steve Kurtz

Student:

STUDENT LEARNING OUTCOMES ASSESSMENT/GEN EDUCATION CMTE:

STATUS: Standing

CHARTER: The Student Learning Outcomes Assessment/General Education Committee will be responsible for promoting a college wide awareness of assessment of student academic achievement in general education, program and course level assessment initiatives. The committee will determine to what extent the assessment of educational outcomes offers an opportunity for improving student learning and achievement, strengthening the college, and enhancing its accountability. Specifically, the committee is charged with developing and implementing an instructional assessment plan in consultation with the vice president for instruction, deans, division chairs, and faculty. This plan will be consistent with the college mission, recommending a time-line for its implementation, and identifying and recommending assessment activities, general education and instructional outcomes, and reporting needs. Recognizing the need for ongoing assessment, it is the faculty's responsibility and duty to develop, to perform, and to manage ongoing assessment procedures used to assure and to increase the quality of all academic activities and to improve the learning environment.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP: Faculty Coordinator appointed by the Vice President for Instruction

At least one faculty member from each instructional division selected by the division chair and approved by the division faculty, deans, and vice president for Instruction.

The faculty representatives shall serve three-year terms.

The vice president for instruction, dean of general studies, dean of career technical and workforce education, and dean of nursing and health professions will serve as ex-officio members of the committee.

Audry Bourne

Larry Briggs

Susanne Bromley

Paul Manzardo

Mike Kelly

Laura Godfrey co-chair

Lisa Kellerman

Laurie Olson-Horswill

Dwayne Huff

Karen Ruppel

Lita Burns

Steve Kurtz

Gail Ballard Co-chair

Kathleen Czurda Page

STUDENT UNION ADVISORY BOARD (SUAB)

STATUS: Standing

MISSION: The Union's continuing goal is to create an atmosphere that encourages the individuals' self-development while supporting an atmosphere conducive to North Idaho College's values of pursuing excellence, promoting scholarship, ensuring access to education and training, upholding ethical practices and integrity, serving the community, fostering human dignity, modeling citizenship, furthering cooperation and collaboration, maintaining accountability, and nurturing creativity. ("The Role of the College Union. *Association of College Unions International.*" N.p., 9 Nov. 2012. Web. 09 July 2013.)

CHARTER: The NIC Student Union Advisory Board (SUAB) will work toward realizing NIC's core value of Stewardship. The advisory board will prioritize and facilitate recommendations for practices and operations in all aspects of the Edminster Student Union Building's institutional culture, including activities, academic programs and community relationships.

Objectives

1. Provide opportunities for students to give input and feedback regarding the student union building and its operations
2. Develop and maintain a long-term plan for implementing sustainable initiatives within the student union building.
3. Help departments or groups develop and provide education and immersive experiences for students that promote best practices.

STRUCTURE:

- Five ASNIC representatives: four students and one alternate (up to seven) nominated by the ASNIC Board
- Two faculty representatives: one faculty and one alternate nominated by the Faculty Assembly
- Two staff representatives: one staff and one alternate nominated by the Staff Assembly

The Student Union Advisory Board is *chaired* by one elected representative from ASNIC. The advisory board is *vice-chaired* by one elected representative from ASNIC or a faculty or staff representative.

Ex officio members will include the managers of Auxiliary Services.

CONSTITUENT GROUP: ASNIC

MEMBERSHIP:

| | | | |
|-----------|------------------|----------------|--------------|
| Faculty: | Ann Johnston | Kimberly Gores | |
| Staff: | Chris Green | Kecia Siegel | Dodi Stilkey |
| Students: | Jestine Lackner | Hannah Neff | Angela Unruh |
| | Taylynn Anderson | Joe Eberharter | |

SUSTAINABILITY COMMITTEE

MISSION: To promote and facilitate the cooperative efforts of faculty, students, and staff in order to educate, develop values, share knowledge, adopt policies and implement practices that are environmentally, socially, and economically sustainable.

CHARGE: The NIC Sustainability Committee will work toward realizing NIC's core value of Stewardship. The committee will prioritize and facilitate recommendations for practices in all aspects of NIC's institutional culture, including operations, activities, academic programs and community relationships.

Objectives

1. Develop and maintain a long-term plan for implementing sustainable practices at the college.
2. Develop, review and help to implement sustainability policies and procedures.
3. Help to develop funding strategies for projects and programs.
4. Make recommendations for sustainable practices to the college president and president's cabinet.
5. Help departments or groups develop and provide education and immersive experiences for students that promote best practices.
6. Communicate and publish sustainability efforts to the campus community.
7. Provide an annual report to the college community on sustainability initiatives.

STRUCTURE

Two or more ASNIC representatives: nominated by the ASNIC Board

Two or more faculty representatives: nominated by the Faculty Assembly

Two or more staff representatives: nominated by the Staff Assembly

The Sustainability Committee is co-chaired by one elected representative from ASNIC, one faculty and one staff representative. The faculty and staff co-chairs serve a two-year term.

CONSTITUENT GROUP: Senate

MEMBERSHIP:

| | | | | |
|----------|------------------|-------------------|------------------------|----------------|
| Faculty: | Kimberly Johnson | Mike Bennett | Julie Van Middlesworth | |
| Staff: | Jesse Fountain | Teresa Borrenpohl | Heather Brown | |
| | Trisha Madsen | Jessica Grantham | Stacy Rhoades | |
| Student: | Jameson Wasson | Marian Soderberg | Taylynn Anderson | Joe Eberharter |

Campus Life Committees

The campus life committees exist to provide opportunity for faculty, staff, and students to participate in processes that affect the campus life and welfare of employees and students. In several cases, the existence of the committee is mandated by specific college policy, and the activities of the committee are directed by such policy. In other cases, the committee exists to ensure processes are in place that provide for the welfare of employees. An issue requiring adjudication drives the activity of several of the campus life committees, and in those cases the committee will only be called together to deliberate on a case-by-case basis.

FACULTY SABBATICAL LEAVE COMMITTEE

STATUS: Campus Life

CHARTER: This committee shall review and rank applications for request of sabbatical leave per policy #3.04.08. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP: Five (5) faculty members, one (1) alternate and two (2) division chairs. The vice president for instruction appoints members annually from prior recipients.

STAFF SABBATICAL LEAVE COMMITTEE

STATUS: Campus Life

CHARTER: Staff Sabbatical Leave Committee will receive, evaluate and rank applications according to a published process that is made available to applicants. Applications with the most applicability to the strategic plan and values of the institution will be ranked higher. The committee will then submit applications to President's Cabinet for final determination as per policy/procedure #3.04.08.01.

ADMINISTRATOR RESPONSIBLE: President and President's Cabinet

MEMBERSHIP: This committee will be appointed by President's Cabinet and will consist of five staff members and a chair.

| | | |
|-----------------|-------------------|-------------|
| Stephanie House | Melissa MeWhinney | Josh Gittel |
| Suzie Deane | Donna Patterson | |

STERLING SILVER COMMITTEE

STATUS: Campus Life

CHARGE: This committee shall identify, recognize and reward individuals selected to receive the monthly Sterling Silver Award for exceptional service.

STRUCTURE: Five (5) Faculty
Five (5) Staff

CONSTITUENT GROUP: Senate

MEMBERSHIP:

| | | | | |
|----------|------------------|----------------|------------------|---------------|
| Faculty: | Curt Booth | Ryan Joseph | Jeremy Kingma | Tacey Keylon |
| | Jacalyn Marosi | Max Mendez | Nancy Ripplinger | Blythe Buchan |
| Staff: | Cheri Beard | Andreas Burger | Tricia Sigstad | Chris Green |
| | Annette Griffard | Darcy Ward | | |

College Advisory Committees

ART ADVISORY COMMITTEE

STATUS: Advisory

CHARGE: The Art Advisory Committee will address the review, acquisition, acceptance, placement and de-acquisition of college-owned art.

ADMINISTRATOR RESPONSIBLE: President

MEMBERSHIP:

| | | | |
|--------------|-----------------|---------------|------------------|
| Brandy Fries | Jen Erickson | Jamison Lee | Carl Curtis |
| Jeff Jenkins | Jessica Raetzke | Doug Anderson | Michael Horswill |
| Pam Noah | Garry Stark | | |

ELECTRONIC, INFORMATION, TECHNOLOGY AND COMMUNICATION ACCESSIBILITY COMMITTEE (EITC)

STATUS: Advisory

CHARGE: This committee serves to make recommendations to the VPSS and ultimately the President's Cabinet concerning the current needs of students who have disabilities on campus. The committee will also provide guidance to the Disability Support Services to help ensure campus compliance with Americans with Disabilities (ADA) and Sections 504/508 of the 1973 Rehabilitation Act in making appropriate and effective accommodations for students who have disabilities. The committee will monitor campus client for student success and for a disability-related discrimination-free environment.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Dir. of Disability, Health & Counseling Svcs

STRUCTURE:

Community (including members of disability-related community agencies and organizations)
Students who have disabilities
Faculty (as interested and with approval from the director)
Staff (as interested and with approval from the director)

CONSTITUENT GROUP: Senate

MEMBERSHIP:

| | | | | |
|-------------|--------------|---------------|------------------|------------------|
| Tim Gerlitz | Larry Briggs | Thomas Scott | Ken Wardinsky | George McAlister |
| Steve Smith | Ty Caraway | Blythe Buchan | Sonja Nehr-Kanet | |

NIC CHILDREN'S CENTER ADVISORY COMMITTEE

STATUS: Advisory

CHARGE: Develop a supporting task or project that supports each of the six bulleted items in the purpose statement below. In addition, some standing projects may be developed.

The committee would be charged with developing a supporting task or project that supports each of the bulleted items in the purpose statement below. In addition, some standing projects may be developed.

The purpose statement for NIC Children's Center Advisory Board is to support the NIC Children's Center mission and vision by:

- Fostering family engagement
Meaningful engagement of families is essential for enhancing children's learning and family well-being and supports school readiness.
- Promoting staff retention, professional growth and overall wellness
Continuity helps children create a good self-concept and enhances a child's ability to form healthy relationships with others.
- Encouraging community partnerships
Community partnerships are central to the Children's Center's philosophy and the NIC mission.
- Identifying potential financial supports
Financial support is essential to maintaining a quality early childhood program and lab school.
- Participating in program assessment and planning
Multiple and diverse perspectives provide the opportunity for continuous improvement and growth.
- Supporting the instructional value for NIC students
The lab school serves an essential function for the early childhood community of North Idaho by providing a model of best practice and a quality instructional program.

STRUCTURE:

- Parent co-chair structure where each chair serves a two-year, alternating term, the chair in his/her second term will serve as lead chair.
- Child development faculty representative
- ASNIC representative
- Children's Center teacher representative
- NIC Foundation Board Member
- Children's Center Director
- Community partner
- Parent representative from each classroom
- All parents are considered members at large and could attend regularly scheduled meetings and participate on subgroups as approved by the co-chairs

Members will be selected/recruited to sit on the board. Once the board is composed the following positions will be filled by board members through an election process: co-chair (with last year's co-chair serving as lead), secretary, and treasurer.

FACILITY AND EVENTS ADVISORY COMMITTEE

STATUS: Advisory

PHILOSOPHICAL STATEMENT

North Idaho College facilities are primarily designed and reserved for supporting the educational mission of the institution. All facilities are financially supported by both General Fund dollars and income earned from facility rentals as well as funding from auxiliary operations. These facilities will be made available upon request through the Conference and Events Office in accordance with the NIC Facility Use Guidelines.

COMMITTEE FUNCTION

The Facility and Events Advisory Committee shall provide input regarding facility use guidelines and/or the periodic development of such guidelines, as appropriate, for use by the Conference and Events Office at North Idaho College. Committee members will assist requesters for the use of their respective buildings. It will be the responsibility of the committee members to provide the Conference and Events Office with a Facility Use Request from their area of responsibility for all scheduled events. This committee will correspond electronically and will be expected to attend scheduled meetings to review specific proposed events with unique characteristics.

RESPONSIBLE PARTIES

The President delegates the authority to schedule college facilities based on relevant Guidelines and Procedures to Conferencing and Campus Events and the Office of Facilities Operations. The directors of Conferencing and Events and Facilities Operations (or their designees) will co-chair the Facility and Events Advisory Committee and oversee the implementation of policies and procedures related to events and facilities use.

CONSTITUENT GROUP: Senate

MEMBERSHIP:

Graydon Stanley Vice President for Student Services
Garry Stark..... Director of Facilities Operations
Bill McElver Manager of Physical Plant and Facilities Operations
Pat Murray Security Supervisor
Dodi Stilkey Student Union Operations
Jay Carkuff..... Conferencing and Events
Jamie Marble..... Conferencing and Events
Cathy Sparks..... Office of Instruction
Victoria Michael..... Communications and Marketing
Paula Czirr Residence Life
Colleen Hoffman Workforce Training Center
Steve Smith..... Information Technology
Jameson Wasson..... ASNIC Representative

NINE POINT COMMITTEE

STATUS: Ad Hoc

CHARGE: This committee serves to lead initiatives that represent identified goals outlined in the Nine Point Agreement with the Coeur d'Alene Tribe.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

STRUCTURE: Voluntary as approved by the Vice President for Student Services.
Mandatory for certain Student Services staff as appropriate to their job.

CONSTITUENT GROUP: Senate

MEMBERSHIP:

Bob Bennett Kelly Fitzsimmons Victor Duarte Brittany Heidenrich

RISK MANAGEMENT COMMITTEE

STATUS: Advisory

CHARGE:

- To promote policies and programs that will provide a safe and healthy work environment for employees.
- To endorse and systematically promote employee safety training.
- To protect public property from damage, and provide a safe environment for the public.
- To identify, correct, and report potential hazards and/or unsafe work practices.

ADMINISTRATOR RESPONSIBLE: Vice President for Finance & Business Affairs

MEMBERSHIP:

David Abshere Chris Martin Paula Czirr Bill McElver
Garry Stark Karen Hubbard Pat Murray

SCHOLARSHIPS COMMITTEE

STATUS: Ad Hoc

CHARGE: This committee serves to allocate scholarship money to students during the spring semester.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

STRUCTURE: Five Faculty (as determined by team leaders involved in the allocation process)
Five Staff (as determined by team leaders involved in the allocation process)

CONSTITUENT GROUP: Senate

Faculty Assembly Committees

TENURE

CHARGE: This committee shall assume faculty responsibilities in the awarding of faculty tenure as outlined in the official policy (#3.02.09) established by the board of trustees. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

STRUCTURE: The Executive Committee from among the tenured members of the faculty shall select members and alternates for the Tenure Committee. This committee shall consist of five (5) members and three (3) alternates, designated in order. At least three (3) members must be retained from the previous year. It is recommended that voting members be selected from the previous year's alternates. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

CONSTITUENT GROUP: Faculty Assembly

MEMBERSHIP: Carrie Gibson (Chair)

| | | | |
|--------------|-----------------|--------------|--------------------|
| Jane Edwards | Paul Brasil | Lonnie Raaum | Michelle Masingill |
| Audry Bourne | Laura Templeman | Lloyd Duman | |

FACULTY ASSEMBLY EXECUTIVE COMMITTEE

PURPOSE: The name of this organization shall be Faculty Assembly of North Idaho College. The Faculty Assembly shall act for and be responsible to the faculty of the College in all matters pertaining to faculty interests and/or college governance.

CONSTITUENT GROUP: Faculty Assembly

MEMBERSHIP: Membership is comprised of current Faculty Assembly officers and the previous two chairs.

Academic Year 2020-21:
Chris Pelchat, Chair
Bryan Hannaford, Vice-Chair
JoSann Lien, Secretary
Kristi Mendoza, Treasurer