



# North Idaho College

Board of Trustees Meeting

May 22, 2024

Edminster Student Union Building

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

## AGENDA

### 5:00PM Driftwood Bay Room

➤ **EXECUTIVE SESSION per Idaho Code § 74-206(1)(f) Litigation**

Discussion: Idaho Supreme Court Appellate Case No. 51168-2023 (ref District Court Case No. CV28-22-7712 Swayne v. North Idaho College et al.)

### 6:00PM Lake Coeur d’Alene Room / Zoom: <https://nic.zoom.us/j/82519243941>

➤ Convene/Call to Order/Verification of Quorum .....Mike Waggoner

➤ Pledge of Allegiance .....Mike Waggoner

➤ Message from Chair .....Mike Waggoner

➤ Celebrating Success: Health Professions .....Nick Swayne / Erlene Pickett

➤ **PRESIDENT’S REPORT** ..... Nick Swayne

➤ **INFORMATION ITEMS**

TRiO Update ..... Nick Swayne / Lloyd Duman

Area Agency on Aging Update ..... Nick Swayne / Sarah Garcia

Head Start Update..... Nick Swayne / Sarah Garcia

Security Audit and/or Contractor Update..... Nick Swayne / Alex Harris

➤ **CONSENT AGENDA**

Tab 1: Action: Approve Board Special Meeting Minutes for April 18, 2024.....Mike Waggoner

Tab 2: Action: Approve Board Regular Meeting Minutes for April 24, 2024.....Mike Waggoner

➤ **OLD BUSINESS**

Tab 3: Second Reading / Action: Endorse the Strategic Plan Goal Statements .....Nick Swayne/ Sarah Garcia / Sherry Simkins

Tab 4: Second Reading / Action: Approve General Fund Operating Budget FY25 ... Nick Swayne / Sarah Garcia

➤ **NEW BUSINESS**

Action Item: Discussion/Decision: Idaho Supreme Court Appellate Case No. 51168-2023 (ref District Court Case No. CV28-22-7712 Swayne v. North Idaho College et al.) .....Mike Waggoner

➤ Public Comment\* .....Mike Waggoner

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

➤ **ADJOURN**

- \* The NIC Board values hearing the views and opinions of the public on agenda topics and will listen carefully and take this input into consideration when making decisions. As a general rule, trustees will not respond to public comment. All public comments should be directed to the Board Chair. The Board recognizes the rights of citizens to express critical comments about the Board. However, attacks on individual board members are not acceptable. In addition, the public does not have the right to comment on personnel issues or to disrupt the meeting of the Board. The Board Chair has the discretion to interrupt a speaker in the event the individual's remarks address personnel matters or are disruptive. In the interest of a timely meeting, the Board Chair may end public comment at any time after 30 minutes. (*continued next page*)

The Board will take comment on agenda items from members of the public who attend in person, and commenters will be limited to two minutes per person with no "giving of time" to others. A sign-in sheet will be provided at the entrance to the meeting room and will be collected by 6:00PM (even if the open session convenes later). No advance requests for public comment will be accepted. Remarks are subject to [NIC Policy 2.01.03](#):

*"Each public citizen wishing to address the Board on the agenda shall provide his or her name, and the agenda subject on which they wish to comment. Public comment shall be limited as determined by the Board Chair. The Board of Trustees may listen to such public comments but is not obligated to provide responses. If the matter presented requires additional dialogue or action, the Board of Trustees may direct that the matter be placed on the Board's future agenda for further discussion and review. The decision to allow public participation in the meeting is the sole discretion of the Board Chair."*

Individuals interested in providing public comment outside of the meeting may send an email to the board of trustees at [board@nic.edu](mailto:board@nic.edu).

**North Idaho College**  
**Actual Monthly Income Statement**  
**Fiscal Year 2024**

	Annual	April			YTD Act % Total Budget	YTD BUDGET	YTD Variance To Budget	% Variance
	Budget	Projected	Actual	YTD				
<b>Operating Revenue</b>								
Academic Tuition and Fees	6,099,056	752,973	663,850	5,584,596	92%	5,760,218	( 175,623 )	-3%
Professional Technical Tuition and Fees	1,702,597	210,197	192,999	1,585,941	93%	1,608,008	( 22,068 )	-1%
Dual Credit Tuition	1,258,418	155,360	170,812	1,188,696	94%	1,188,506	190	0%
Summer Session Tuition	570,000	-	164,425	318,882	56%	288,077	30,805	11%
<b>Total Operating Revenue</b>	<b>9,630,071</b>	<b>1,118,531</b>	<b>1,192,086</b>	<b>8,678,114</b>	<b>90%</b>	<b>8,844,809</b>	<b>( 166,695 )</b>	<b>-2%</b>
<b>State &amp; Local Revenue</b>								
State General Fund Allocation	14,982,400	1,248,533	1,248,533	12,485,333	83%	12,485,333	-	0%
State CTE Allocation	6,559,667	546,639	546,639	5,466,389	83%	5,466,389	-	0%
Liquor Tax	200,000	-	-	200,000	100%	150,000	50,000	33%
Kootenai County Levy	17,820,607	1,485,051	1,485,051	14,850,506	83%	14,850,506	-	0%
Misc Tax Receipts	850,000	17	-	1,259,221	148%	694,238	564,983	81%
Out of District Tuition	514,520	63,521	62,949	460,409	89%	485,936	( 25,526 )	-5%
<b>Total State and Local Revenue</b>	<b>40,927,194</b>	<b>3,343,761</b>	<b>3,343,172</b>	<b>34,721,858</b>	<b>85%</b>	<b>34,132,402</b>	<b>589,457</b>	<b>2%</b>
<b>Other Non Operating Revenues</b>								
Dedicated Fee Revenue (Athletics)	133,215	11,101	-	137,772	103%	111,012	26,760	24%
Service Unit Revenues	320,868	26,739	31,287	240,475	75%	267,390	( 26,915 )	-10%
<b>Other Non Operating Revenues</b>	<b>1,105,770</b>	<b>56,272</b>	<b>207,371</b>	<b>2,187,709</b>	<b>198%</b>	<b>686,353</b>	<b>1,501,356</b>	<b>219%</b>
<b>Total Other Non Operating Revenues</b>	<b>1,559,853</b>	<b>94,113</b>	<b>238,658</b>	<b>2,565,957</b>	<b>164%</b>	<b>1,064,756</b>	<b>1,501,201</b>	<b>141%</b>
<b>Total Revenues</b>	<b>52,117,118</b>	<b>4,556,404</b>	<b>4,773,915</b>	<b>45,965,929</b>	<b>88%</b>	<b>44,041,967</b>	<b>1,923,963</b>	<b>4%</b>

Interest Income

**North Idaho College**  
**Actual Monthly Income Statement**  
**Fiscal Year 2024**

	Annual	April			YTD Act % Total Budget	YTD BUDGET	YTD Variance To Budget	% Variance
	Budget	Projected	Actual	YTD				
<b>Exepenses</b>								
<b>Payroll</b>								
Administrative	634,770	52,898	70,971	745,193	117%	528,975	216,218	41%
Professional	8,517,233	712,228	648,945	6,964,967	82%	7,097,990	( 133,023 )	-2%
Faculty Tenured/Tenure Track	9,019,772	976,254	732,221	6,805,403	75%	7,981,567	( 1,176,163 )	-15%
Faculty Special Appointment	570,306	63,367	93,550	832,254	146%	506,938	325,316	64%
Faculty Part Time	1,844,700	204,967	179,959	1,588,815	86%	1,639,733	( 50,918 )	-3%
Faculty Part Time Benefitted	1,214,400	134,933	86,464	829,108	68%	1,079,467	( 250,359 )	-23%
Classified	5,507,049	472,315	340,554	3,651,500	66%	4,615,372	( 963,873 )	-21%
Classified/Student (no bens)	998,134	86,567	78,547	762,461	76%	838,556	( 76,095 )	-9%
<b>Total Payroll</b>	<b>28,306,364</b>	<b>2,703,529</b>	<b>2,231,212</b>	<b>22,179,700</b>	<b>78%</b>	<b>24,288,598</b>	<b>( 2,108,898 )</b>	<b>-9%</b>
<b>Benefits</b>								
Taxes	2,146,850	203,856	148,098	1,527,742	71%	1,848,228	( 320,486 )	-17%
Retirement (Persi/ORP)	3,052,965	286,682	203,165	2,149,833	70%	2,610,013	( 460,181 )	-18%
Medical/Dental	4,905,082	408,757	324,360	2,742,187	56%	4,087,569	( 1,345,381 )	-33%
Workers Comp/Unemployment	313,064	27,035	13,656	142,910	46%	242,886	( 99,976 )	-41%
Other	45,000	-	-	-	0%	-	-	-
<b>Total Benefits</b>	<b>10,462,961</b>	<b>926,330</b>	<b>689,278</b>	<b>6,562,672</b>	<b>63%</b>	<b>8,788,696</b>	<b>( 2,226,023 )</b>	<b>-25%</b>
<b>General Expenses</b>								
Travel (Incl Staff Development)	878,616	38,405	148,468	980,717	112%	787,328	193,389	25%
Supplies	786,904	80,209	63,459	1,290,985	164%	703,386	587,599	84%
Repair and Maintenance Expense	1,390,594	38,859	24,749	1,010,857	73%	1,350,120	( 339,263 )	-25%
Professional Services/Contracts	1,488,731	63,566	288,699	2,080,406	140%	1,098,600	981,806	89%
Communications	502,897	30,193	37,971	385,942	77%	427,953	( 42,011 )	-10%
External Relations (Incl Advertising)	387,989	60,853	50,764	334,654	86%	298,407	36,247	12%
Tuition Remission/Grant In Aid	864,274	325,308	2,935	937,157	108%	862,037	75,120	9%
Utilities	1,010,140	124,719	96,142	902,200	89%	885,724	16,477	2%
Rent	230,284	-	18,136	172,655	75%	172,963	( 308 )	0%
Deferred Maintenance	231,900	-	13,404	142,657	62%	173,925	( 31,268 )	-18%
Insurance	1,150,000	-	-	1,296,505	113%	1,085,000	211,505	19%
Capital Investment Reserve Contribution	2,588,111	-	-	1,941,084	75%	1,941,083	1	0%
Other Variable Expenses	2,649,807	216,846	141,153	218,169	8%	2,275,240	( 2,057,072 )	-90%
<b>Total General Expenses</b>	<b>14,160,247</b>	<b>978,958</b>	<b>885,880</b>	<b>11,693,988</b>	<b>83%</b>	<b>12,061,767</b>	<b>( 367,778 )</b>	<b>-3%</b>
Equipment	1,153,190	12,743	191,395	1,178,067	102%	874,128	303,938	35%
<b>Total Expenses Prior to Capital Investment</b>	<b>54,082,761</b>	<b>4,621,560</b>	<b>3,997,766</b>	<b>41,614,427</b>	<b>77%</b>	<b>46,013,189</b>	<b>( 4,398,761 )</b>	<b>-10%</b>
<b>Net Income From Operations</b>	<b>( 1,965,644 )</b>	<b>( 65,156 )</b>	<b>776,149</b>	<b>4,351,502</b>	<b>-221%</b>	<b>( 1,971,222 )</b>	<b>6,322,724</b>	<b>-321%</b>
Capital Investment Reserve Expenditures	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>54,082,761</b>	<b>4,621,560</b>	<b>3,997,766</b>	<b>41,614,427</b>	<b>77%</b>	<b>46,013,189</b>	<b>( 4,398,761 )</b>	<b>-10%</b>
<b>Net Income</b>	<b>( 1,965,644 )</b>	<b>( 65,156 )</b>	<b>776,149</b>	<b>4,351,502</b>		<b>( 1,971,222 )</b>	<b>6,322,724</b>	<b>-321%</b>

*Includes Legal Fees and Insurance*

*Includes Athletic grant in aid*

*Actual reflects 12 months of coverage*

## **Tab 1**

**BOARD OF TRUSTEES MEETING**  
**May 22, 2024**

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**TAB 1**

**SUBJECT:** Consent Agenda Items


**BACKGROUND:**

Included as Tab 1 are the Board Special Meeting Minutes for April 18, 2024

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] make the motion to approve the Board Special Meeting Minutes for April 18, 2024 as presented.

Prepared by: Suzy Scura  
Board Clerk



**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**April 18, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 6:00 p.m. and verified that a quorum was present.

**ATTENDANCE**

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

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

**NEW BUSINESS**

*Discussion/Decision Related to the Board Engaging Accreditation Attorney Stanley A. Freeman of the Firm Eversheds Sutherland*

Colton Boyles made the recommendation that the College retain, on a temporary basis, an accreditation attorney who specializes in regulatory compliance and strategic guidance pertaining to higher education accreditation.

Attorney Boyles recommended the following proposed motion; that the Board of Trustees hire outside accreditation counsel Stanley A. Freeman of the firm Eversheds Sutherland, administratively authorize the Chair to sign the Eversheds Sutherland engagement letter binding the College, and grant the authority to the Chair as point of contact for legal counsel to dispute or approve accreditation counsel invoices.

Trustee Banducci made the motion which was seconded by Trustee McKenzie. Following discussion, Chair Waggoner called for a roll call vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

The meeting was adjourned at 6:41 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

Addendum 1) Eversheds Sutherland Engagement Letter

## Tab 2



**BOARD OF TRUSTEES MEETING**  
**May 22, 2024**

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**TAB 2**

**SUBJECT:** Consent Agenda Items


**BACKGROUND:**

Included as Tab 2 are the Board Regular Meeting Minutes for April 24, 2024

**SUGGESTED MOTION FOR BOARD ACTION**

[Board Member] make the motion to approve the Board Regular Meeting Minutes for April 24, 2024 as presented.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**April 24, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present.

**ATTENDANCE**

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

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

Trustee McKenzie made the motion to go into executive session pursuant to Idaho Code § 74-206(1)(f) Litigation. Discussion regarding Case No. 1:24-CV-00099-REP (Rumpler v. North Idaho College et al.). The motion was seconded by Trustee Banducci. Following a statement from Chair Waggoner, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Trustee McKenzie made the motion to go into executive session pursuant to Idaho Code § 74-206(1)(b) Complaint. Discussion regarding complaints or charges brought against a public officer or employee. The motion was seconded by Trustee Banducci. Following discussion, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

The meeting was recessed at 5:07 p.m.

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Waggoner reconvened the meeting at 6:00 p.m. and verified that a quorum was present.

**ATTENDANCE**

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie

Mike Waggoner  
Tarie Zimmerman

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

Message From the Chair

Chair Waggoner reported on the Board's recent activities related to resolving NWCCU issues, the refinement of the minute taking process and the status of the College's current lawsuits.

Celebrating Success

Graphic Design Associate Professor Phillippe Valle reported on the expansion of the Graphic Design department and presented on the National American Advertising Student Awards (ADDY). Several award winning students shared examples of their success. Mr. Valle's presentation is included as an addendum to these minutes.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Michael Habermann reported on ASNIC's recent activities including his attendance at the Association of College Unions International Conference, revisions to the constitution, the newly installed President's Wall, and his participation on the strategic planning committee. He stated that that this will be his final board meeting as ASNIC President and announced Joseph Moran as the newly elected ASNIC President.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green reported on the Faculty Assembly's recent activities. Her written report is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski was not present at this meeting. His written report is included as an addendum to these minutes.

Senate

Senate Chair Matthew Nolan reported on the Senate's recent activities. His written report is included as an addendum to these minutes.

**PRESIDENT'S REPORT**

President Swayne shared positive media coverage of NIC and gave detailed reports on topics related to his goals. Discussion followed.

**INFORMATION ITEMS**

CTE Grant-Funded Projects

Workforce Education Dean of Instruction Vicki Isakson gave a presentation on new equipment purchases and program expansions resulting from recently awarded CTE grants. Her presentation is included as an addendum to these minutes.

Spring Enrollment Update

Dean of Enrollment Services Tami Haft presented an overview of the College's spring enrollment status. Her presentation is included as an addendum to these minutes.

Security Audit and/or Contractor Update

Dean of Students Alex Harris gave an update regarding the pursuit of an appropriate security audit contractor. A discussion ensued.

Strategic Plan Update

Vice President for Finance and Business Affairs Sarah Garcia and Transfer and General Education Dean of Instruction Dr. Sherry Simkins provided a review of the strategic plan subcommittee’s progress to date. A discussion followed. The presentation is included as an addendum to these minutes.

Chair Waggoner called for a ten minute recess.

**BREAK 8:04 p.m. – 8:16 p.m.**

**CONSENT AGENDA**

Trustee McKenzie made the motion to approve the Consent Agenda as presented. The motion was seconded by Trustee Corkill. Chair Waggoner called for the vote. The motion passed with five votes in favor.

Todd Banducci	Aye
Brad Corkill	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Aye

Tab 1: Second Reading / Action: Approve Policy 3.02.25 (Holiday Pay)

Approved as presented.

Tab 2: Second Reading / Action: Approve Policy 3.04.04 (Jury Duty and Court Leave)

Approved as presented.

Tab 3: Action: Approve Board Special Meeting Minutes for April 12, 2024

Approved as presented.

**OLD BUSINESS**

Trustee McKenzie made the motion to approve Tabs 4, 5, 6 and 7 as presented. Trustee Corkill seconded the motion. With no discussion, Chair Waggoner called for the vote. The motion passed with five votes in favor.

Todd Banducci	Aye
Brad Corkill	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Aye

Tab 4: Action: Approve Board Special Meeting Minutes for February 21, 2024

Approved as presented.

Tab 5: Action: Approve Board Regular Meeting Minutes for February 28, 2024

Approved as presented.

Tab 6: Action: Approve Board Special Meeting Minutes for March 12, 2024

Approved as presented.

**NEW BUSINESS**

Tab 7: Action: Approve Board Regular Meeting Minutes for March 27, 2024

Approved as presented.

Tab 8: First Reading: General Fund Operating Budget FY2025

Sarah Garcia presented a first reading of the General Fund Operating Budget FY2025. The Trustees questions were answered and discussion ensued.

Tab 9: Action item: Discussion/Decision on General Counsel Policies

Chair Waggoner introduced an amendment to Policy 2.01.02 Responsibilities, Duties, and Standards of Good Practice. Trustee McKenzie made the motion to approve the policy as proposed with a correction to the indentation. The motion was seconded by Trustee Banducci. A discussion followed.

Trustee Zimmerman moved to amend the original motion to take the proposed policy to the policy subcommittee, consult with the College attorney and ACCT consultants and have the College attorney provide a written opinion at the policy subcommittee meeting. Trustee Corkill seconded the amended motion. After discussion, Chair Waggoner requested a roll call vote. The amended motion failed with three votes against, two in favor.

Todd Banducci	Nay
Brad Corkill	Aye
Greg McKenzie	Nay
Mike Waggoner	Nay
Tarie Zimmerman	Aye

Chair Waggoner called for a roll call vote on the original motion. The motion passed with three votes in favor, two against.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 10: Controlling Legal Costs

President Swayne spoke on the importance of controlling and reducing legal costs. Discussion followed and Attorney Boyles offered comments.

Tab 11: First Reading: Policy 4.01 Program Evaluation

President Swayne explained the minor changes to this policy.

Tab 12: First Reading: Policy 7.05 Textbook Adoption and Complimentary Copies

President Swayne, Dr. Sherry Simkins and Interim Provost Dr. Lloyd Duman explained the reasons for the deletion of this policy. A discussion ensued.

**PUBLIC COMMENT**

Name	Topic
Theresa Borrenpohl	Controlling Legal Fees
Jamie Berube	Controlling Legal Fees
David Reilly	Policy 3.02.01
Mike Gridley	Legal Fees
Robert Shepler	Legal Fees
Caryn Shepler	Governance
Pat Clevenger	Agenda

The meeting was adjourned at 10:20 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

- Addendum 1) Graphic Design ADDY Awards Presentation
- Addendum 2) Faculty Assembly Constituent Report
- Addendum 3) Staff Assembly Constituent Report
- Addendum 4) Senate Constituent Report
- Addendum 5) CTE Grant-Funded Projects Presentation
- Addendum 6) Spring Enrollment Update
- Addendum 7) Policy 3.02.25 Holiday Pay
- Addendum 8) Policy 3.04.04 Jury Duty and Court Leave
- Addendum 9) Board Special Meeting Minutes for April 12, 2024
- Addendum 10) Board Special Meeting Minutes for February 21, 2024
- Addendum 11) Board Regular Meeting Minutes for February 28, 2024
- Addendum 12) Board Special Meeting Minutes for March 12, 2024
- Addendum 13) Board Regular Meeting Minutes for March 27, 2024
- Addendum 14) General Fund Operating Budget FY2025
- Addendum 15) Policy 2.01.02 Responsibilities, Duties, and Standards of Good Practice

DRAFT

**April 24, 2024**

**Faculty Assembly Chair Report (written) to the NIC Board of Trustees  
Kathleen Miller Green, Chair**

Chair Waggoner, Trustees, President Swayne and the entire NIC Community both on campus and off! The end of the 2023-2024 academic year is in sight, but there is yet work to be done. At our April 11<sup>th</sup> Faculty Assembly meeting we heard regular reports from Senate, SLOA, Adjunct Representative and Advising. We addressed the following

**Strategic Planning** – our CBT consultants are finishing up Phase 1 of 2 Phases this month and were onsite April 22<sup>nd</sup> & 23<sup>rd</sup> to work with the Strategic Planning Steering Committee on drafting goals for the 2025-2030 Strategic Plan. It was magnificent to work with administrators, students, staff and faculty on this effort this week. A lot of brain time and hard work. We have a lot of very smart people working for this college. You will hear much more on this from Sarah Garcia and Dr. Sherry Simkins later in the agenda.

**Textbook Brokers** will be our new Bookstore vendor this Fall. The NIC representatives – Mark Mazurowski and Katie Nixon – were on campus earlier in April, meeting with administration, constituency leaders and others. They will work through the transition with Follett and will officially launch July 1. I met with TB, as did some Division Chairs and Administration. They are excited to provide regular monthly updates to Faculty through Faculty Assembly in the Fall. They are also creating some FAQ's to answer anticipated questions.

**State of Idaho is moving to a change in the Optional Retirement Plan** for state employees that were previously served by TIAA or Corebridge. The move is to a vendor called Fidelity – you received an email from our HR Benefits administrator Andrea prior to Spring Break. There have been some questions about this move, and we look for more information coming from HR in the next month or so.

**Committee Procedure** - of Policy 2.03.01 update – I met with Senate at a special meeting on Tuesday, April 9<sup>th</sup>. The new proposed procedure was initially drafted three years ago but tabled due to other COVID related business. I used the draft and made a couple of procedural changes that will tighten some of the processes related to committees and institute a new form and process by which committees, Ad Hoc groups and task forces will be formed, tracked and included in the committee process. The second read of this procedure update was included in the Senate meeting on Thursday, April 18<sup>th</sup> and unanimously passed.

**Faculty Committee Survey** – Faculty needed to respond to the survey by Friday, April 19<sup>th</sup>. After that, the spreadsheet will be sent to all Division Chairs so that they can cross-check to verify that faculty are meeting this requirement of our contracts, and that essential college committees and ad hoc groups have the people needed to complete critical college tasks and initiatives.

**Academic Freedom Policy 2.01.24** – Was made available to Faculty for review in late February, and was approved by a unanimous vote of the attending full-time faculty.

**New NWCCU Standard Covering Distance Education Verification Policy** – Thomas Scott and Dr. Steve Kurtz attended the meeting to present information and answer questions about the impacts of this new policy on instructional methods – particularly hybrid and online courses. We will plan to have a full training on faculty compliance of this policy in the Fall.

**Faculty Assembly Elections** – At the April Faculty Assembly meeting, nominations were taken for the 2024-2025 Faculty Assembly Executive Committee (Chair, Vice Chair, Secretary & Treasurer). I'm sure you will all be thrilled to know that I have accepted the nomination to, yet again, serve as the Faculty Assembly Chair – and am unopposed in that position. Although elections won't be finalized until our next meeting on May 9<sup>th</sup>, I feel confident in assuring you that you will have the pleasure of my sparkling reports and commentary each month for yet another year.

I am also pleased to note that all of my current Executive Committee – Vice Chair Jon Gardunia, Secretary Amanda Roberts and Secretary Kristi Mendoza have also accepted nominations to remain in those positions for another year – and all are currently unopposed. This committee is additionally supported by our stellar Adjunct Faculty Representative Shawna Broeder, and our three Past Faculty Assembly Chairs Molly Michaud, Ben Tshida and Joe Jacoby. A more diverse and knowledgeable group of companions could hardly be imagined – my thanks to them all for their staunch support of our faculty and for their dedication and pure grit in putting themselves forward for yet another challenging year.

**Administrative Professionals Day** – and last, but most certainly not least, I would ask all assembled here tonight to put their hands together in appreciation of our very own Board Clerk Suzi Scura and Executive Assistant Kristen Howard on this Administrative Professionals Day. We appreciate you and the work you do for the college, Suzi and Kristen.

Respectfully submitted,

Kathleen Miller Green, Chair

Faculty Assembly 2023-2024



**STAFF ASSEMBLY REPORT**  
**NIC Board of Trustees Meeting: Wednesday, April 24, 2024**

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

On Thursday April 11, 2024 Staff Assembly met and discussed the following item:

- Staff Assembly Chair, Vice Chair, Secretary, Parliamentarian, and Senate nominations. Voting was opened last week and has now closed. Those who were elected will be notified at our next Staff Assembly meeting on May 9<sup>th</sup>, 2024.
- At the next Board Meeting May 22, 2024, I will introduce the new Staff Assembly Chair to the board.

This concludes the Staff Assembly report.

Thankyou,

Matt Piekarski  
Staff Assembly Chair

Senate met twice in the month of April to conduct business.

**On April 9, 2024 Special Meeting:**

1. Senate conducted a 1<sup>st</sup> read on **procedure 2.03.01 – Committees**. Kathleen Miller-Green faculty assembly chair presented the revised procedure and explained all edits and additions to the procedure.

**On April 18, 2024 regular scheduled meeting:**

*Old Business*

1. Conducted and approved the 2nd read of **procedure 02.03.01 – Committees**.

*New Business*

1. Conducted 1<sup>st</sup> read of **policy 03.02.01 Equal Opportunity**. Presented by Colleen Hamilton and Melanie McLean from Human resources. The 2<sup>nd</sup> read of this policy is scheduled for May 2024 meeting.

Matthew Nolan  
Senate Chair



# Leading Idaho 2.0

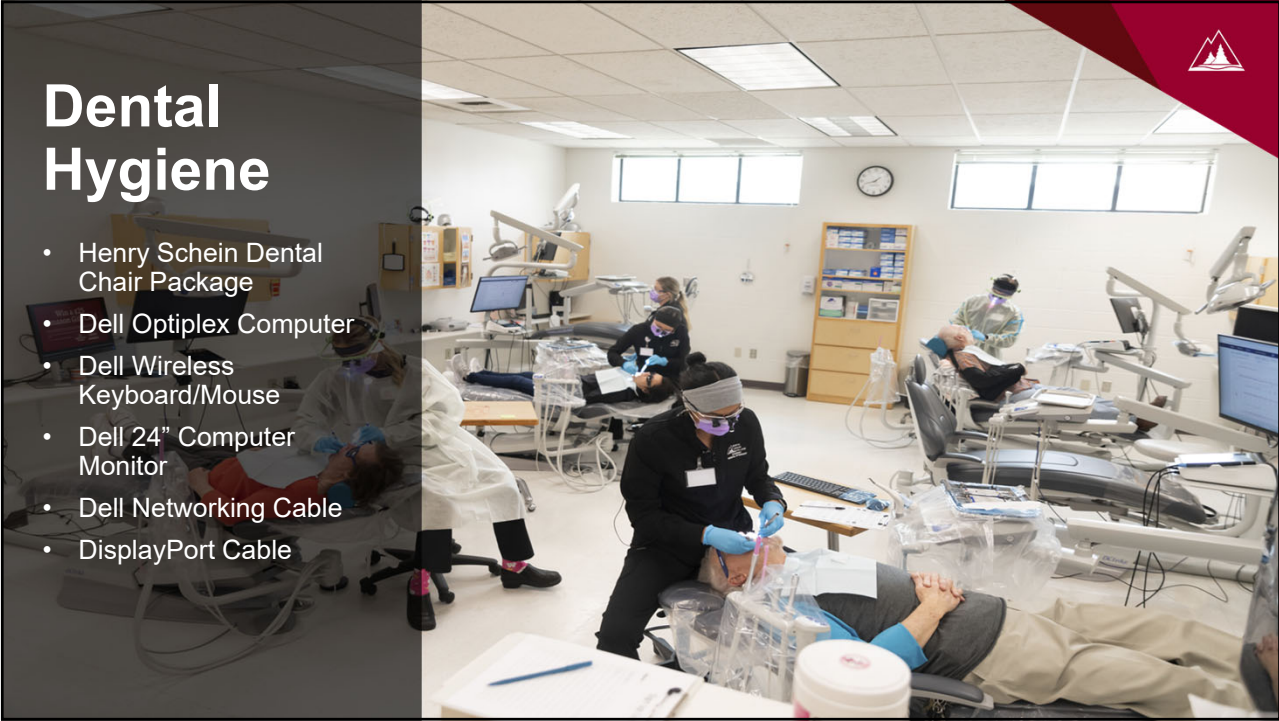
Program Name	Amount Awarded
Automotive Technology	\$38,761.70
Dental Hygiene	\$234,936.86
Graphic and Web Design	\$339,451.26
Health Professions and Nursing	\$304,649.85
Law Enforcement	\$229,342.14
Network Security Administration	\$20,786.25
Radiography Technology	\$99,382.74



# Automotive Technology

- Chevrolet Bolt Electric Vehicle
- Electric Vehicle Charging Station



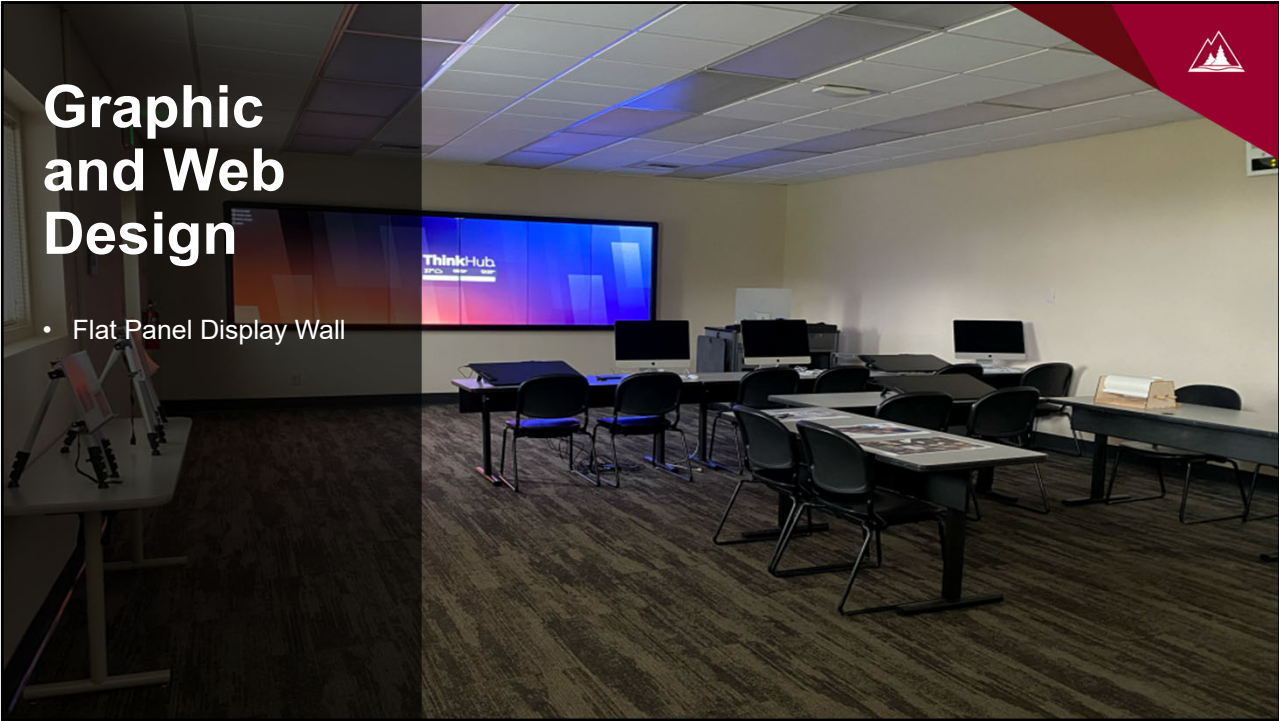
A photograph of a dental hygiene classroom. Several students in white lab coats and masks are working at dental chairs. The room is equipped with multiple dental stations, each with a computer monitor and specialized equipment. A red triangular graphic in the top right corner contains a white mountain logo.

# Dental Hygiene

- Henry Schein Dental Chair Package
- Dell Optiplex Computer
- Dell Wireless Keyboard/Mouse
- Dell 24" Computer Monitor
- Dell Networking Cable
- DisplayPort Cable

A photograph of a carpentry program classroom. The room is a large workshop with various tools, workbenches, and equipment. A sign on the wall reads "NORTH IDAHO COLLEGE CARPENTRY PROGRAM +769-3226". A red triangular graphic in the top right corner contains a white mountain logo.

# Graphic and Web Design



# Nursing and Health Professions

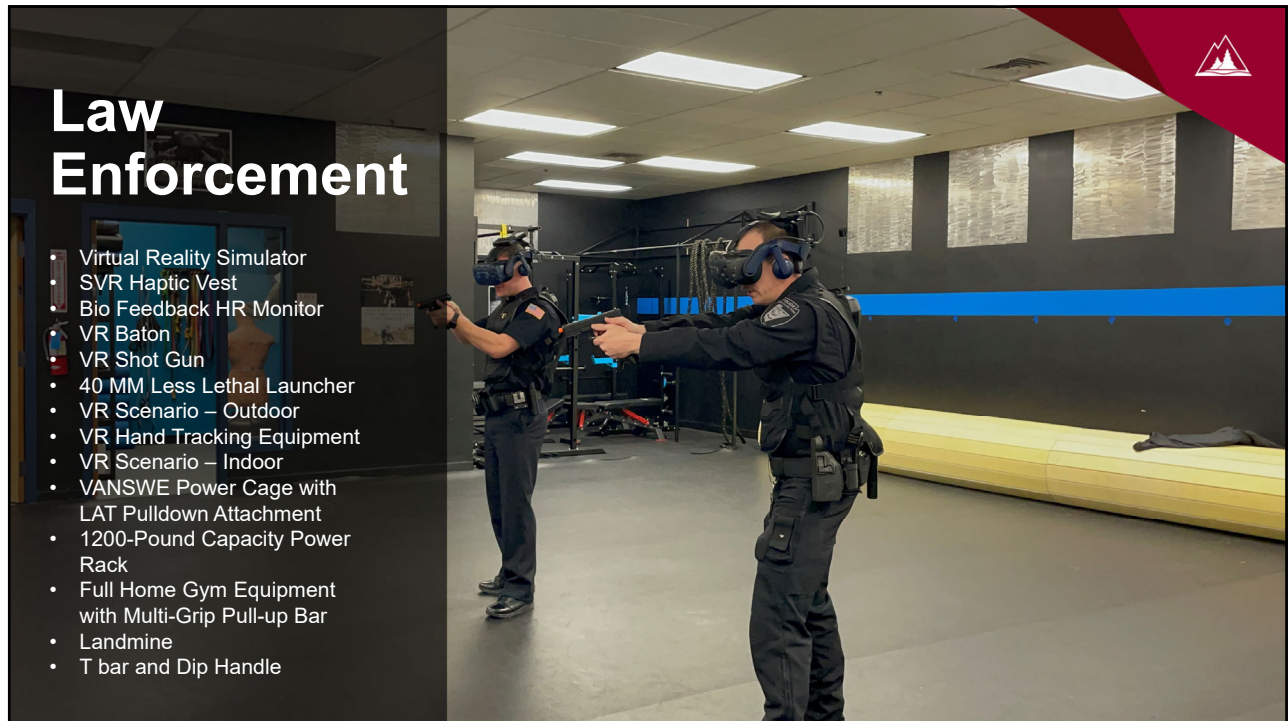
- Apollo - Nursing Patient Simulator
- SimDispense Rx Dispensing Medication Bundle
- PPE Dispensing Unit
- Clinton Signature Molded Top Bedside Cabinet
- Alaris Medley Combo #5 – Reconditioned
- Hospira Plum A+ Infusion Pump
- Semi-private Mobile Vision Flatwall with Complete Accessories Package
- Mobile Magnetic Double-Sided Ghost Grid Whiteboard
- Lucina - Nursing Patient Simulator






## Nursing and Health Professions

- e-Real Interactive Walls
  - 3D Medical Visualizations
  - Virtual Whiteboards
- Lucina - AR Nursing Patient Simulator Add On



## Law Enforcement

- Virtual Reality Simulator
- SVR Haptic Vest
- Bio Feedback HR Monitor
- VR Baton
- VR Shot Gun
- 40 MM Less Lethal Launcher
- VR Scenario – Outdoor
- VR Hand Tracking Equipment
- VR Scenario – Indoor
- VANSWE Power Cage with LAT Pulldown Attachment
- 1200-Pound Capacity Power Rack
- Full Home Gym Equipment with Multi-Grip Pull-up Bar
- Landmine
- T bar and Dip Handle





# Law Enforcement

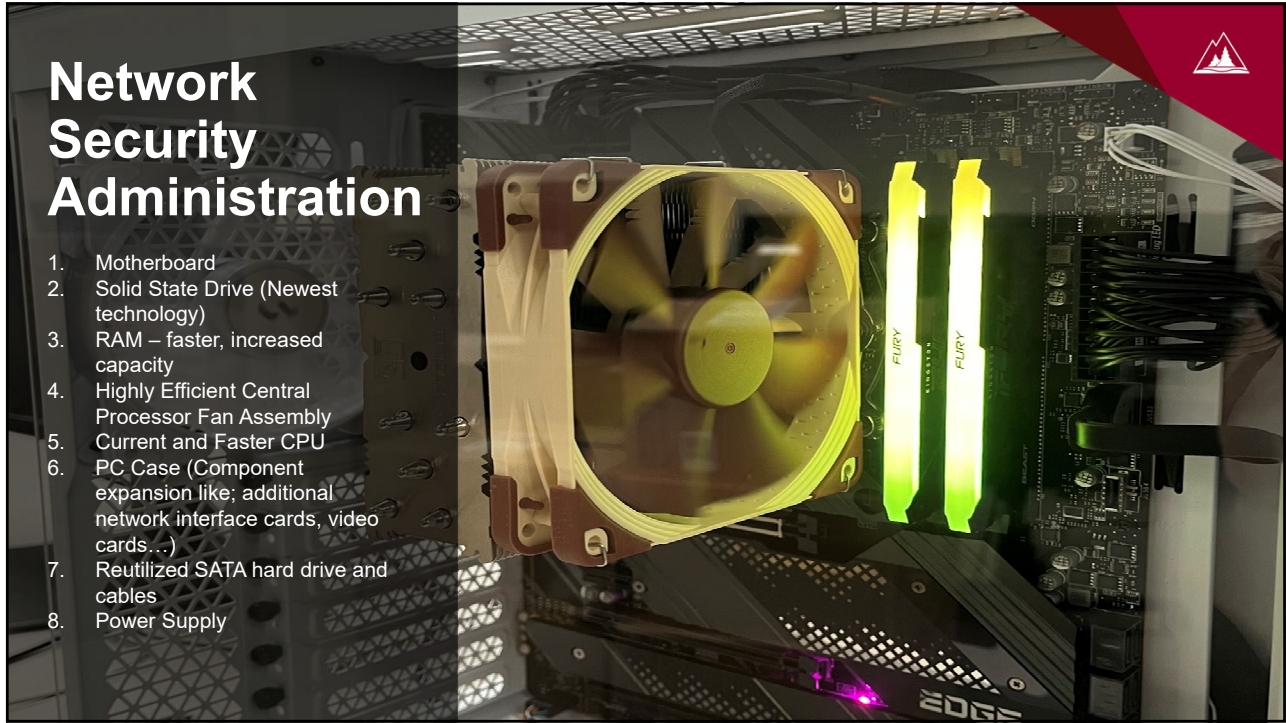
- 2023 Ford Explorer
- 2023 Ford Explorer LE Installation



# Network Security Administration

- TX Mid Tower Case
- Corsair Power Supply
- MSI Motherboard MPG Z490
- Intel CPU w/Fan i9 10th Gen LGA 1200 socket
- Memory 32 Gig DDR4 3200 Mhz M2 drive
- WE Blue SN570 NVMe M.2 2280 1TB





# Network Security Administration

1. Motherboard
2. Solid State Drive (Newest technology)
3. RAM – faster, increased capacity
4. Highly Efficient Central Processor Fan Assembly
5. Current and Faster CPU
6. PC Case (Component expansion like; additional network interface cards, video cards...)
7. Reutilized SATA hard drive and cables
8. Power Supply



# Radiography Technology

- Carestream Lux 35 Detector





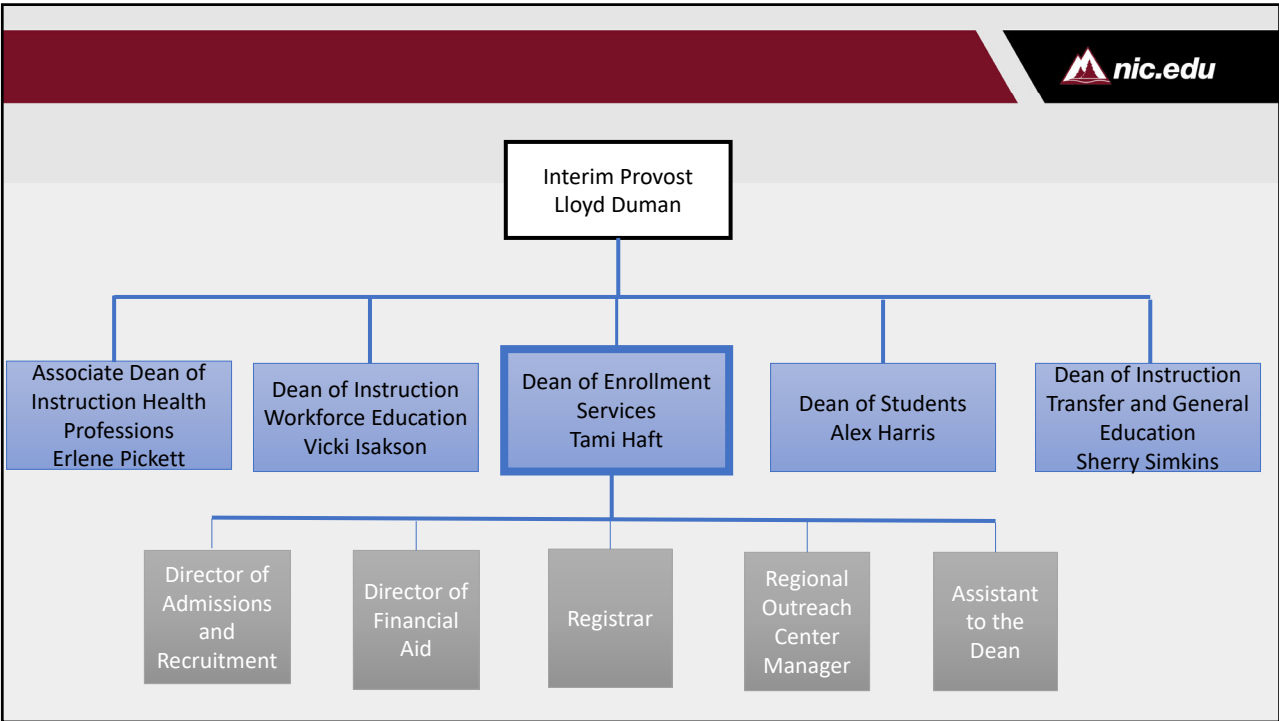


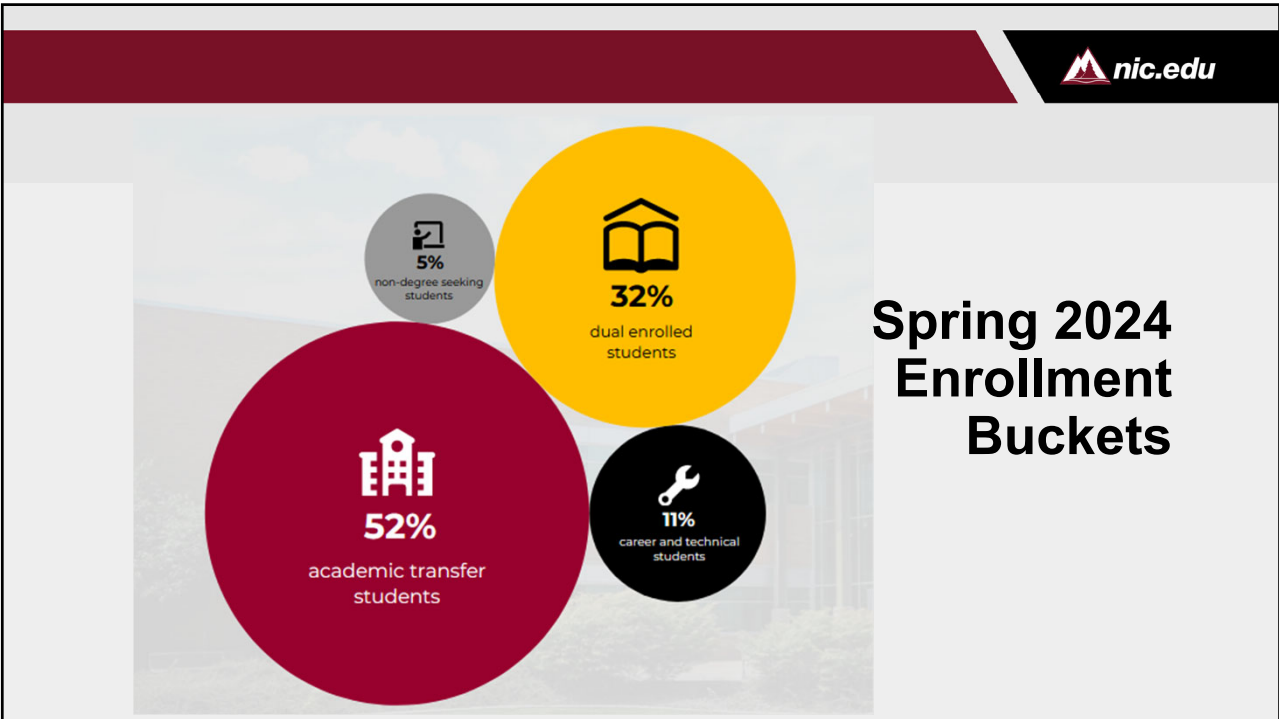
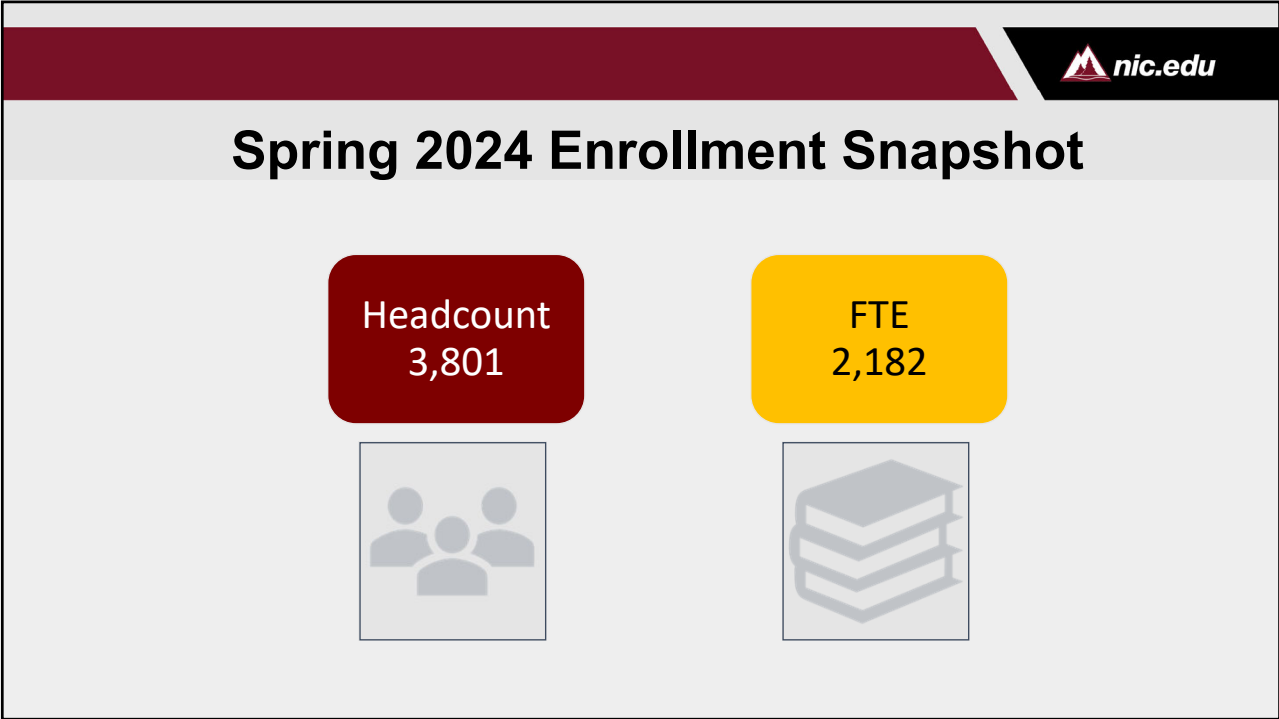
# Spring 2024 Enrollment Overview

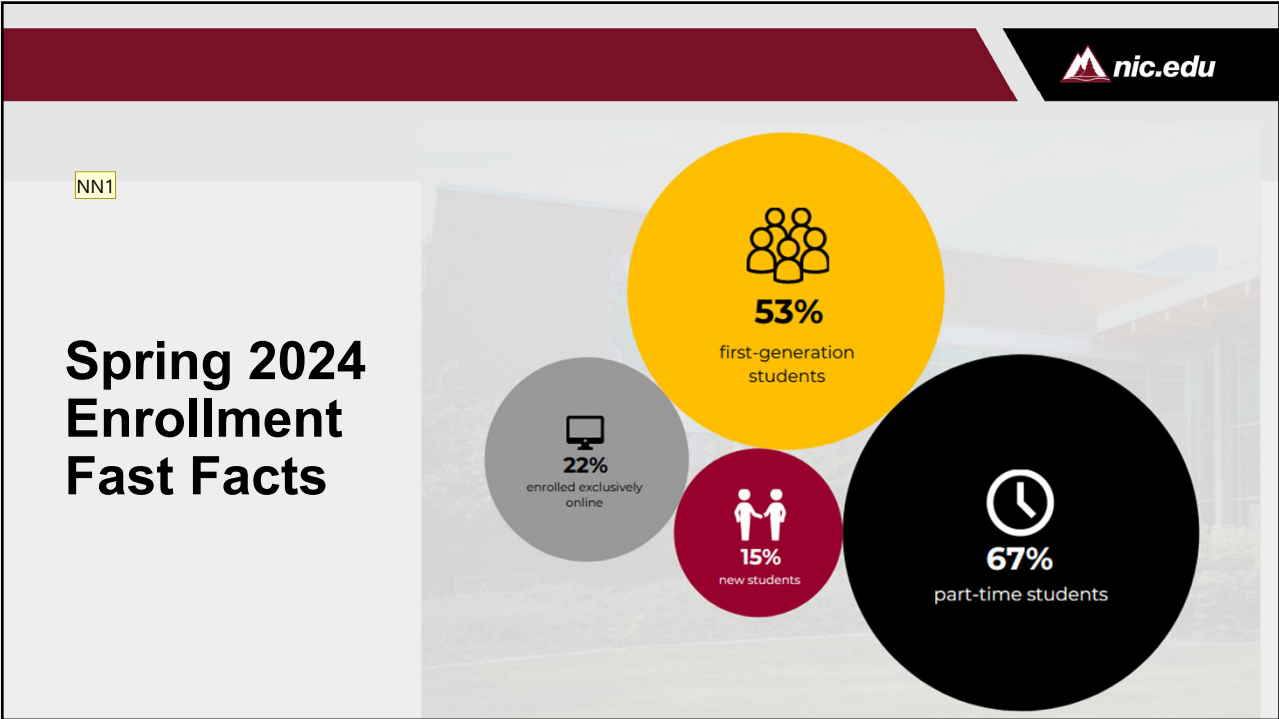
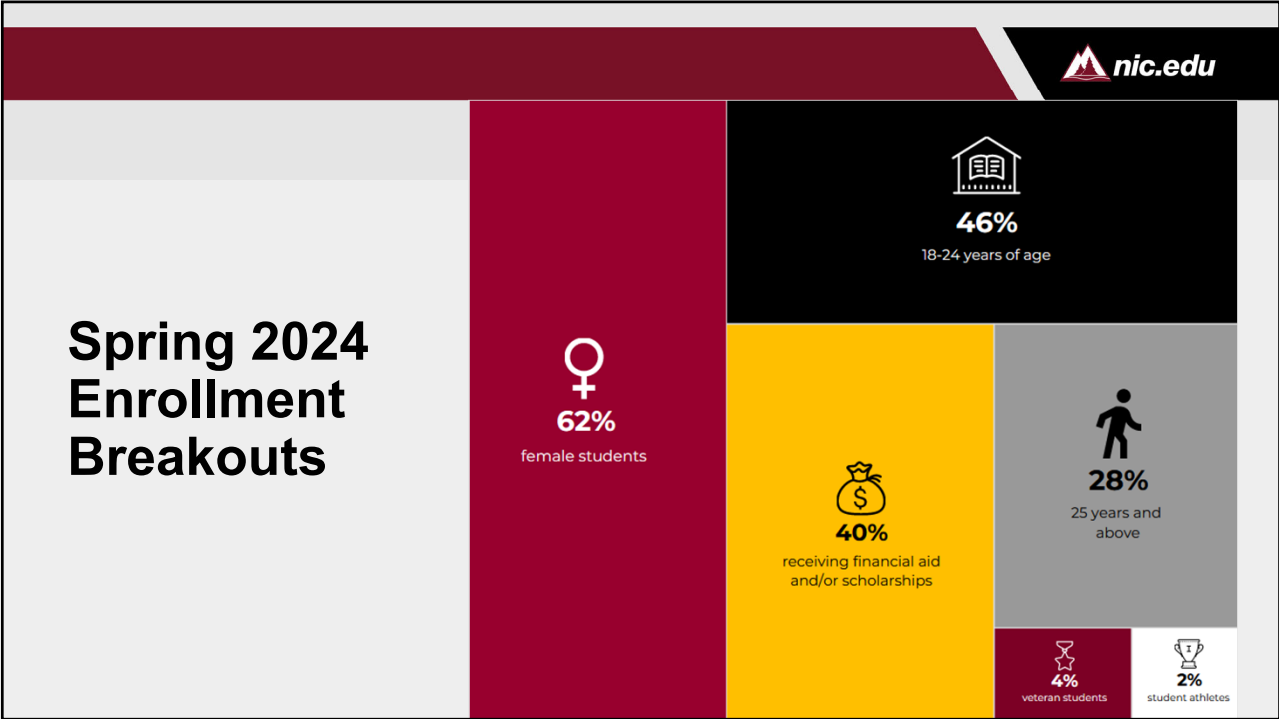
President's Goals: #2 Enrollment Management

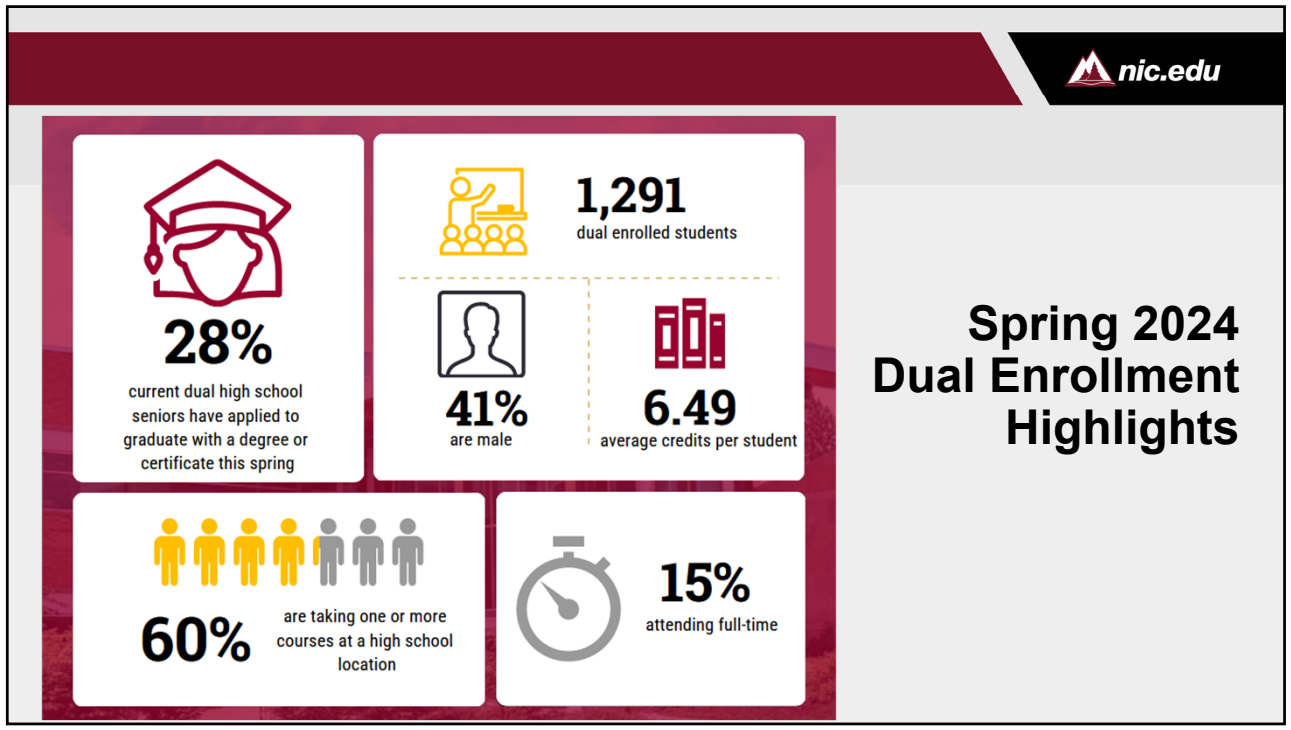
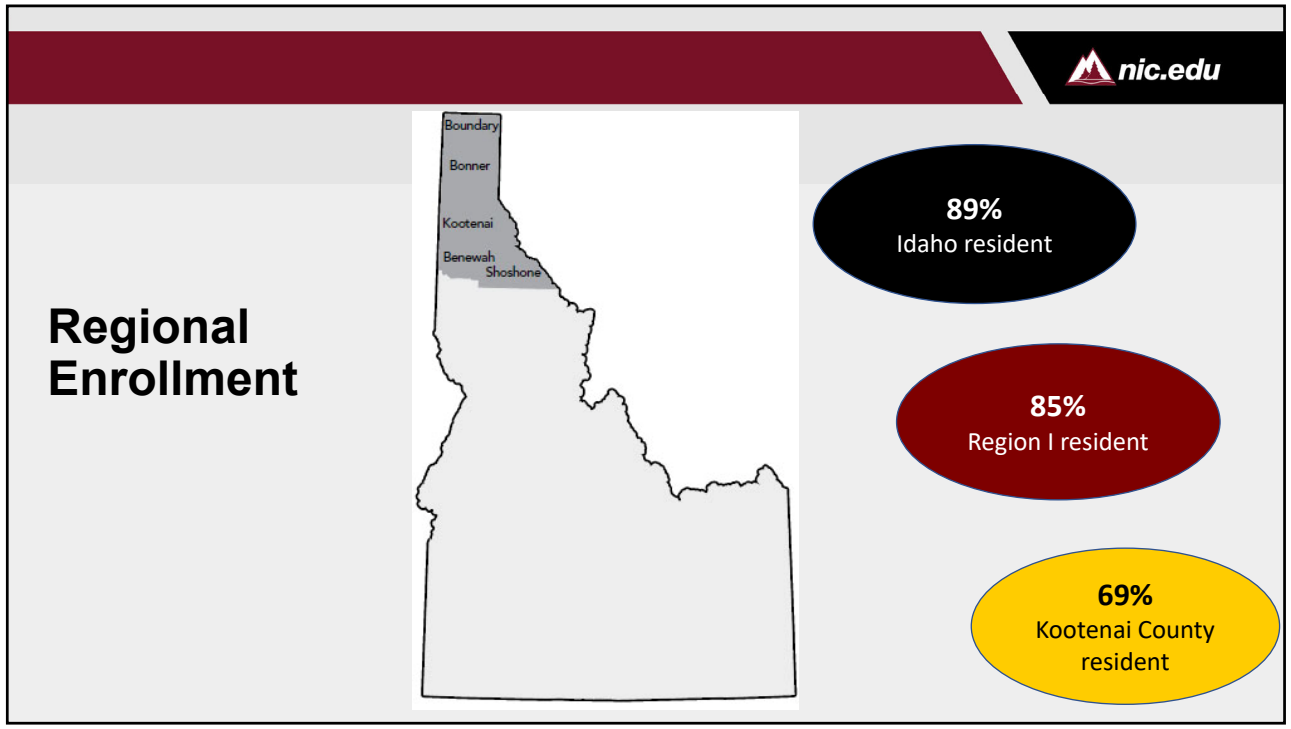
Presenter: Tami Haft, Dean of Enrollment Services  
April 24, 2024

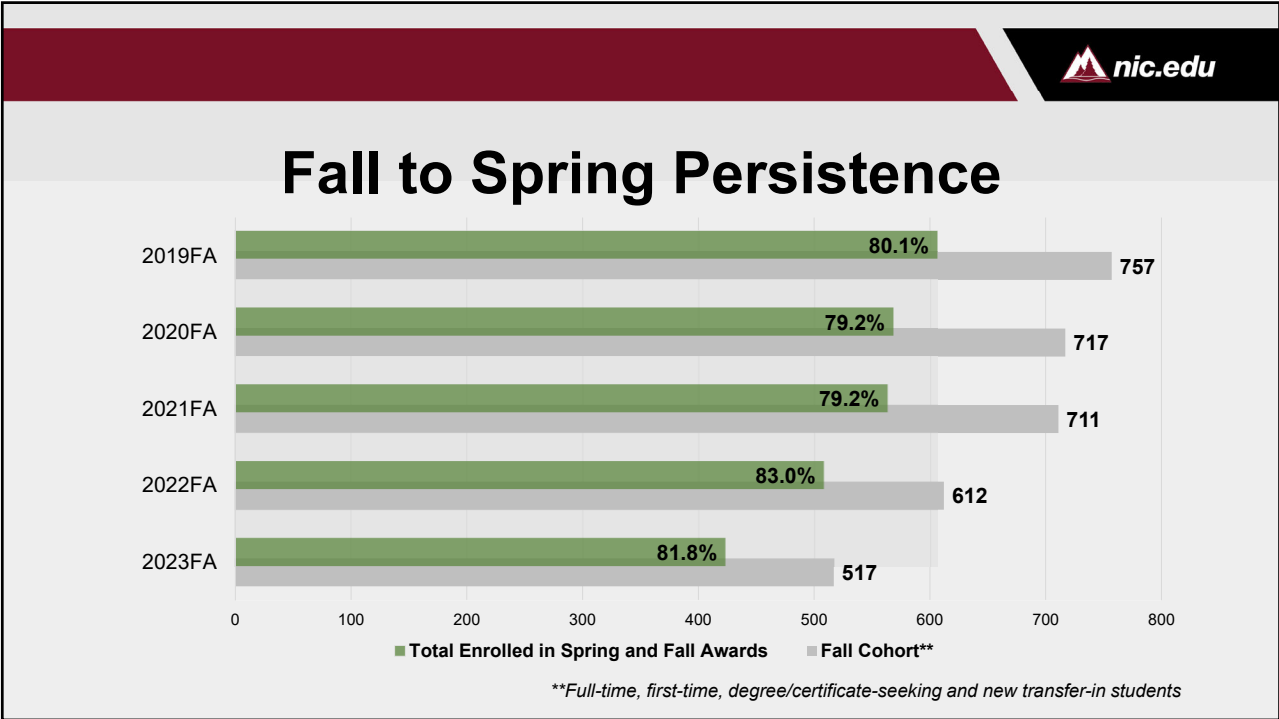
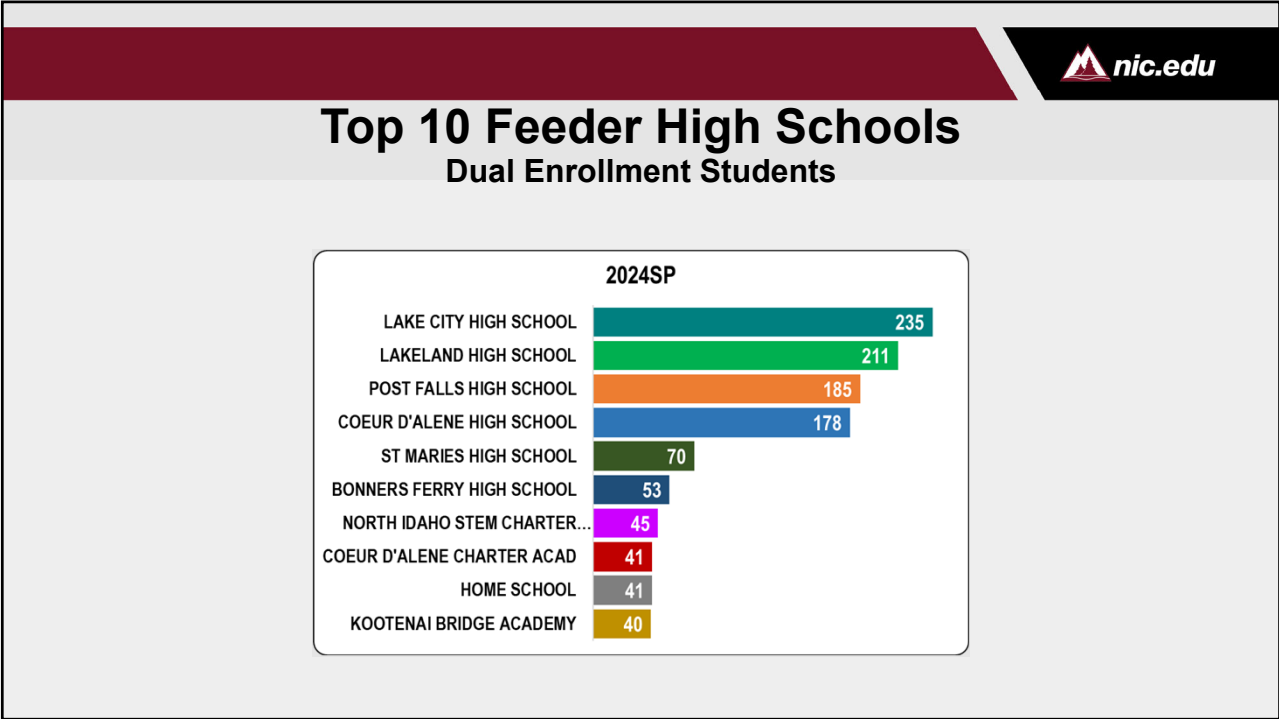
**North Idaho College**  
► [nic.edu](http://nic.edu)











## **What's next:**

- Retention spring to fall 2024
- Recruitment for summer, fall 2024
- Fall 2024 Enrollment Update



# Policy

Policy # 3.02.25

Effective Date 12/21/94

Revised 3/23/16

<p><i>(Impact Area - Dept Name)</i></p> <p>Benefits Eligible Staff</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Holiday Pay</p>
	<p><b>Author:</b> Human Resources &amp; Payroll</p>	<p><b>Supersedes</b></p>
<p><b>Relates to Procedure #</b> <b>3.02.25</b></p>	<p><b>Impact:</b></p>	
<p><b>Legal Citation</b> <i>(if any):</i></p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

[Page 1 of 1]

North Idaho College observes a number of holidays as posted on the official college and payroll calendars.

Eligible employees receive holiday pay for college observed holidays. Guidelines on holiday pay and time entry are published by Payroll.

## **Procedure Title: Holiday Pay**

**Impact:** Employees

**Responsibility:** Human Resources and Payroll

**Effective Date:** December 14, 2023

**Last Update:** December 14, 2023

**Relates to Policy(s):** 3.02.25

**Legal Citation(s):**

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### **I. Holiday Date Defined**

The holiday is defined as a single 24-hour period beginning at 12:00 midnight and continuing until the following midnight. When the actual holiday falls on a Saturday, the college observes the holiday on the preceding Friday. If a holiday falls on a Sunday, the college observes the holiday on the following Monday. Actual holidays and holiday observances are documented on the official college calendar.

### **II. Exempt/Overtime Ineligible (Professional) Employees**

Exempt employees who perform work over a holiday do not receive additional compensation. The employee will coordinate with their supervisor to schedule an equivalent amount of time off within the same pay period whenever possible.

### **III. Non-Exempt/Overtime Eligible (Classified) Employees**

If the needs of the college necessitate that a non-exempt employee must work on an observed college holiday, the employee shall be compensated at 1.5 times their normal hourly rate of pay for hours worked in addition to regularly scheduled holiday pay. Non-exempt employees who are called in and required to work on a holiday will be paid a minimum of two hours pay at the regular holiday worked rate or actual time worked, whichever is greater.

Guidelines on holiday time entry are published by Payroll.

## **Policy Title: Jury Duty & Court Leave**

**Impact:** Employees

**Responsibility:** Human Resources

**Effective Date:**

**Revised Date:** 02/24/2016

**Reviewed Date:**

**Relates to Procedure(s):**

**Legal Citation(s):**


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### **I. Jury Duty & Court Leave**

An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction, or as a witness in a proceeding where the employee is not personally involved in the action as the Plaintiff, the Defendant, or the object of the investigation, must be released from work to fulfill those obligations.

An employee summoned for court or jury service shall notify their immediate supervisor at the earliest possible date prior to the start of service. The employee is responsible for submitting proof of service to their supervisor and is entitled to keep fees and mileage reimbursement paid by the court.

Benefits eligible employees will be granted leave with pay. Expenses in connection with this duty are not subject to reimbursement by North Idaho College.

 **North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**BOARD DEVELOPMENT AND TRAINING**  
**Edminster Student Union Building**  
**April 12, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 3:32 p.m.

**ATTENDANCE**


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

Also present: Nick Swayne, President  
Steve Kurtz, Accreditation Liaison Officer  
Ken Burke, ACCT Consultant  
Debbie DiThomas, ACCT Consultant  
Colton Boyles, College Attorney

- Chair Waggoner made a brief statement regarding NIC's accreditation status with the NWCCU.
- Ken Burke provided an overview of this meeting's purpose.
- Ken Burke and Debbi DiThomas led the group through discussion examples of both improper and proper board governance were reviewed and discussed.
- A conversation was held regarding creating a Board policy relating to meeting agendas and making information requests of the College.
- Following discussion, the group agreed on a minute taking process to be followed going forward.

The meeting was adjourned at 5:15 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**February 21, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 3:05 p.m. He stated that this meeting would involve discussion only, no votes or decisions will be made.

**ATTENDANCE**

Trustees: Mike Waggoner  
Brad Corkill  
Greg McKenzie  
Tarie Zimmerman

Also present: Nick Swayne, President  
Steve Kurtz, Accreditation Liaison Officer  
Ken Burke, ACCT Consultant  
Debbie DiThomas, ACCT Consultant  
Colton Boyles, College Attorney

- Trustee Corkill initiated a brief conversation regarding the value and necessity of the Board training sessions.
- Debbie DiThomas called the Trustees' attention to the fiduciary duties listed at the bottom of the meeting agenda. Following discussion, Dr. DiThomas requested that the Board Clerk distribute the Fiduciary Duties of Care document to each of the Trustees.
- Dr. DiThomas asked the Trustees to complete a mini evaluation, rating themselves and the Board on their performance. The results will be compared to the last evaluation conducted by the Board on April 23, 2023.
- Steve Kurtz provided an overview of the College's accreditation status.
- Ken Burke and Debbie DiThomas provided a brief review of parliamentary procedure and led a discussion on the structure.
- Chair Waggoner stated that he will meet with Trustee McKenzie and the Board Clerk to discuss the meeting minutes and the minute taking process. After discussion, the group agreed on a minute taking process to be followed going forward.

**BREAK 4:35 P.M. – 4:45 P.M.**

- Ken Burke spoke regarding the power of the board meeting and a discussion ensued.
- The group reviewed and refined the NIC Board of Trustees Plan for Achieving 2023-2024 Board Goals draft document.
- Dr. DiThomas shared the results of the Board evaluation taken earlier in the evening.
- In closing, Ken Burke provided a summary of accomplishments achieved at this meeting.

The meeting was adjourned at 5:51 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk



**North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**February 28, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present. He continued by saying that this executive session is for the purpose of discussion only.

**ATTENDANCE**

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

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

Trustee Banducci made the motion to go into executive session pursuant to Idaho Code § 74-206(1)(b)(f) To Receive a Status Update and Advice from the College Attorney Regarding the Notice of Tort and Federal Complaint Filed by Laura Rumpler. The motion was seconded by Trustee McKenzie. Following discussion, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

The meeting was recessed at 5:03 p.m.

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Waggoner reconvened the meeting at 6:00 p.m. and verified that a quorum was present.

**ATTENDANCE**

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

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

Message From the Chair

Chair Waggoner provided a summary of the actions the Board has taken to resolve the College's accreditation issues. He concluded his message with a reminder that Robert's Rules of Order are to be followed, as a guideline, in terms of civility and communication.

Celebrating Success

Colby Mattila, Executive Director of Workforce & Economic Development, reported on Safety Fest of the Great Northwest held at the Workforce Training Center. A copy of Mr. Mattila’s presentation is included as an addendum to these minutes.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Michael Habermann reported on ASNIC’s recent activity.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green provided an update of the Faculty Assembly’s recent activities. The Faculty Assembly Chair’s report is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski read a statement to the board. The Staff Assembly’s statement is included as an addendum to these minutes.

Senate

Senate Chair Matthew Nolan reported on the senate’s recent activity.

**PRESIDENT’S REPORT**

President Swayne shared positive local media coverage of NIC and gave detailed reports on topics addressing his specific goals. He then addressed comments and questions from the Trustees.

**INFORMATION ITEMS**

Strategic Plan Update

VP for Finance and Business Affairs Sarah Garcia provided a high level update of the progress made to date with the strategic plan consultant. A copy of Ms. Garcia’s presentation is included as an addendum to these minutes.

Risk Management Update

Sarah Garcia shared an overview of the College’s risk management plan. A copy of her presentation is included as an addendum to these minutes.

Chair Waggoner called for a ten minute recess.

**BREAK 7:47 p.m. – 7:58 p.m.**

**CONSENT AGENDA**

Chair Waggoner reconvened the meeting at 7:58 p.m. He then made the motion to postpone the consent agenda until a special meeting is called in the following week. The motion was seconded by Trustee Corkill.

Following discussion, the motion passed with five votes in favor.

Todd Banducci	Aye
Brad Corkill	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Aye

**NEW BUSINESS**

Discussion: Accreditation Meeting Report

Chair Waggoner and Dr. Swayne provided a brief review of the recent NWCCU hearing in Seattle.

Discussion: ACCT Community College Legislative Summit Report

President Swayne, Chair Waggoner, and Trustees Banducci, Corkill, and Zimmerman shared their positive experiences from the Summit.

Discussion: 2024 Idaho Legislative Session Report

President Swayne, Chair Waggoner and Trustee Banducci shared their impressions of the session.

Tab 8: Second Reading/Action: Civility Resolution

Chair Waggoner requested input from the Trustees. Following discussion, Chair Waggoner moved that the civility resolution be postponed until the next special or regular BoT meeting. Trustee McKenzie seconded the motion. Chair Waggoner called for the vote. The motion passed with five votes in favor.

Todd Banducci	Aye
Brad Corkill	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Aye

Tab 9: Second Reading/Action: Policy 2.01.15 Recurring Reports

Chair Waggoner invited feedback from the Trustees. Following discussion, Chair Waggoner made the motion to adopt 2.01.15 Recurring Reports Policy and Procedure as presented. The motion was seconded by Trustee Corkill.

Following further discussion, Chair Waggoner withdrew his previous motion and made a new motion to approve Policy 2.01.15 as presented.

Trustee McKenzie made a statement and requested that it be recorded in the minutes. He stated that he believes that this policy should be passed alongside the procedure but also understands that policies are an iterative process.

Chair Waggoner requested a roll call vote. The motion passed with three votes in favor, one vote against and one abstention.

Todd Banducci	Abstains
Brad Corkill	Aye
Greg McKenzie	Nay
Mike Waggoner	Aye
Tarie Zimmerman	Aye

Tab 10: First Reading/Discussion: Plan for Achieving Board Goals

Chair Waggoner requested input from the Trustees and recommended that the plan be adopted as presented. Following discussion, Chair Waggoner stated that no action would be taken at this time.

Chair Waggoner read a prepared statement outlining guidelines to follow in regards to public comment.

**PUBLIC COMMENT**

Name	Topic
Robert Shepler	Civility Policy
Michael McGowan	Accreditation
Russ McLain	BoT Training, Board Goals, Civility Resolution
Jamie Berube	BoT Training, Board Goals, Civility Resolution
Teresa Borrenpohl	BoT Training, Board Goals, Civility Resolution




**REMARKS FOR THE GOOD OF THE ORDER**

Trustee McKenzie thanked Chair Waggoner for moderating a well-run meeting.

The meeting was adjourned at 9:08 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk


**North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**March 12, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 5:47 p.m. and verified that a quorum was present.

**ATTENDANCE**

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

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

Message From the Chair

Chair Waggoner reported on the College’s accreditation status with the NWCCU.

Trustee Corkill made the motion to accept all prior meeting minutes as they were originally submitted. The motion was seconded by Trustee Zimmerman. Following discussion, Trustee Corkill repeated his motion and asked that it be recorded in the minutes his statement that minutes do not become a legal document. Following further discussion, Chair Waggoner called for a roll call vote. The motion failed.

Todd Banducci	Nay
Brad Corkill	Aye
Greg McKenzie	Nay
Mike Waggoner	Nay
Tarie Zimmerman	Nye

Trustee McKenzie requested that his statement be entered into the minutes that the meeting start was delayed by 47 minutes due to Trustees leaving the meeting room while waiting for the arrival of the Chair.

**POSTPONED ITEMS FROM FEBRUARY 28, 2024 REGULAR MEETING**

Tab 1: Board Regular Meeting Minutes for October 25, 2023

Trustee McKenzie made the motion to approve Tab 1 as presented in the board packet as the non-redline, clean version. Trustee Banducci seconded the motion.

Trustee Zimmerman requested that her statement be entered into the minutes that she felt the delayed start was important in order to discuss the topics on the agenda when all of the board members were present and that she opposed the changes suggested with exception of adding the record of the executive session notation.

Following further discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 2: Board Regular Meeting Minutes for November 20, 2023

Trustee McKenzie made the motion to approve Tab 2 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. After no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 3: Board Special Meeting Minutes for December 13, 2023

Trustee McKenzie made the motion to approve Tab 3 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion.

Trustee Zimmerman requested that her statement be entered in the meeting minutes that she opposes the suggested revisions to the minutes.

Following discussion, the motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 4: Board Regular Meeting Minutes for December 20, 2023

Trustee McKenzie made the motion to approve Tab 4 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. After no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 5: Board Regular Meeting Minutes for January 24, 2024

Trustee McKenzie made the motion to approve Tab 5 as presented in the board packet as the non-redline, clean form. Trustee Banducci seconded the motion. After no discussion, Chair Waggoner called for the vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Nay
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 6: Second Reading / Action: Civility Resolution

Chair Waggoner invited feedback from the Trustees. Trustee McKenzie suggested a change and made the motion to approve the Civility Resolution as amended. The motion was seconded by Chair Waggoner. Following discussion, Chair Waggoner called for a roll call vote. The motion failed.

Todd Banducci	Nay
Brad Corkill	Nay
Greg McKenzie	Aye

Mike Waggoner	Aye
Tarie Zimmerman	Nay

Tab 7: Second Reading / Action: Plan for Achieving Board Goals


Trustee Corkill made the motion to accept the Plan for Achieving Board Goals as presented. The motion was seconded by Trustee Zimmerman. Trustee Corkill restated his motion to include a minor correction to a scrivener's error. The motion was seconded by Trustee Zimmerman. Chair Waggoner called for a roll call vote. The motion succeeded.

Todd Banducci	Aye
Brad Corkill	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Aye

The meeting was adjourned at 6:38 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

- Addendum 1) October 25, 2023 Board Regular Meeting Minutes
- Addendum 2) November 20, 2023 Board Regular Meeting Minutes
- Addendum 3) December 13, 2023 Board Special Meeting Minutes
- Addendum 4) December 20, 2023 Board Regular Meeting Minutes
- Addendum 5) January 24, 2024 Board Regular Meeting Minutes with Addendums
- Addendum 6) Amended Civility Resolution
- Addendum 7) Plan for Achieving Board Goals

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**March 27, 2024**  
**MINUTES**

**CALL TO ORDER AND VERIFICATION OF QUORUM**

Chair Mike Waggoner called the meeting to order at 6:00 p.m. and verified that a quorum was present.

**ATTENDANCE**

Trustees: Todd Banducci  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

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

Message From the Chair

Chair Waggoner provided a summary of the actions the board has taken to resolve issues with the NWCCU. He stated that the board will continue to work on improving communication processes during the board meetings.

Celebrating Success

NIC's Wind Symphony Director Terry Jones reported on the Symphony's recent 50th Anniversary Concert. Flautist Theresa DeWitt shared her positive experiences as a member of over 20 years. Director Jones recognized saxophone player Linda Barnett who has been a symphony member since the program began.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Michael Habermann was not present at this meeting. His written report was submitted and is included as an addendum to these minutes.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green was not present at this meeting. Her written report was submitted and is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski provided an update of the Faculty Assembly's recent activity. A copy of his statement is included as an addendum to these minutes.

Senate

Senate Chair Matthew Nolan was not present at this meeting. His written report was submitted and is included as an addendum to these minutes.

Trustee McKenzie requested copies of all written constituent reports.

**PRESIDENT'S REPORT**

President Swayne shared positive media coverage of NIC and gave detailed reports on topics related to his goals. A discussion ensued.

**INFORMATION ITEMS**

Legislative Session Update

President Swayne stated that the legislature is still in session but it is his understanding that NIC will not be receiving funding for the proposed first responder driving course.

Winter and Spring Sports Update

Athletic Director Shawn Noël provided updates on NIC’s winter and spring athletic teams. His presentation is included as an addendum to these minutes.

Tab 1: FY25 Budget Planning Assumptions

Vice President for Finance and Business Affairs Sarah Garcia provided an overview of the assumptions to be used in the FY25 budget planning process and answered questions from the Trustees. Ms. Garcia’s presentation is included as an addendum to these minutes.

**CONSENT AGENDA**

Trustee McKenzie requested an introduction be made to Tabs 3, 4, and 5 and an opportunity for discussion on the first readings.

Tab 2: Approve Head Start Grant

Trustee Banducci made the motion to approve the Head Start Grant. Trustee McKenzie seconded the motion. After no discussion, Chair Waggoner called for the vote. The motion passed with four votes in favor.

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

Tab 3: First Reading / Action: Approve Policy 3.02.19 (Payroll Deductions)

Sarah Garcia provided an explanation regarding the revisions to this and the other policies introduced at this meeting. Following discussion, it was requested that accompanying procedures be provided when the policies are presented for a second reading.

Tab 4: First Reading / Action: Approve Policy 3.02.25 (Holiday Pay)

Sarah Garcia answered the Trustees’ questions regarding specific details of this policy.

Tab 5: First Reading / Action: Approve Policy 3.04.04 (Jury Duty and Court Leave)

No discussion.

**NEW BUSINESS**

Trustee McKenzie made the motion to postpone Tabs 6, 7 and 8 until the next regular Board of Trustees meeting. Trustee Banducci seconded the motion. Following discussion, Chair Waggoner called for the vote. The motion passed with three votes in favor and one abstention.

Todd Banducci	Aye
Greg McKenzie	Aye
Mike Waggoner	Aye
Tarie Zimmerman	Abstains

Tab 6: Action: Approve Board Special Meeting Minutes for February 21, 2024

Item postponed until the next regular BoT meeting.

Tab 7: Action: Approve Board Regular Meeting Minutes for February 28, 2024

Item postponed until the next regular BoT meeting.

Tab 8: Action: Approve Board Special Meeting Minutes for March 12, 2024

Item postponed until the next regular BoT meeting.

**PUBLIC COMMENT**


Chair Waggoner read a prepared statement outlining guidelines to follow in regards to public comment.

Name	Topic
Caryn Shepler	Public Comment
Jamie Berube	Civility
Robert Shepler	Accreditation

The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

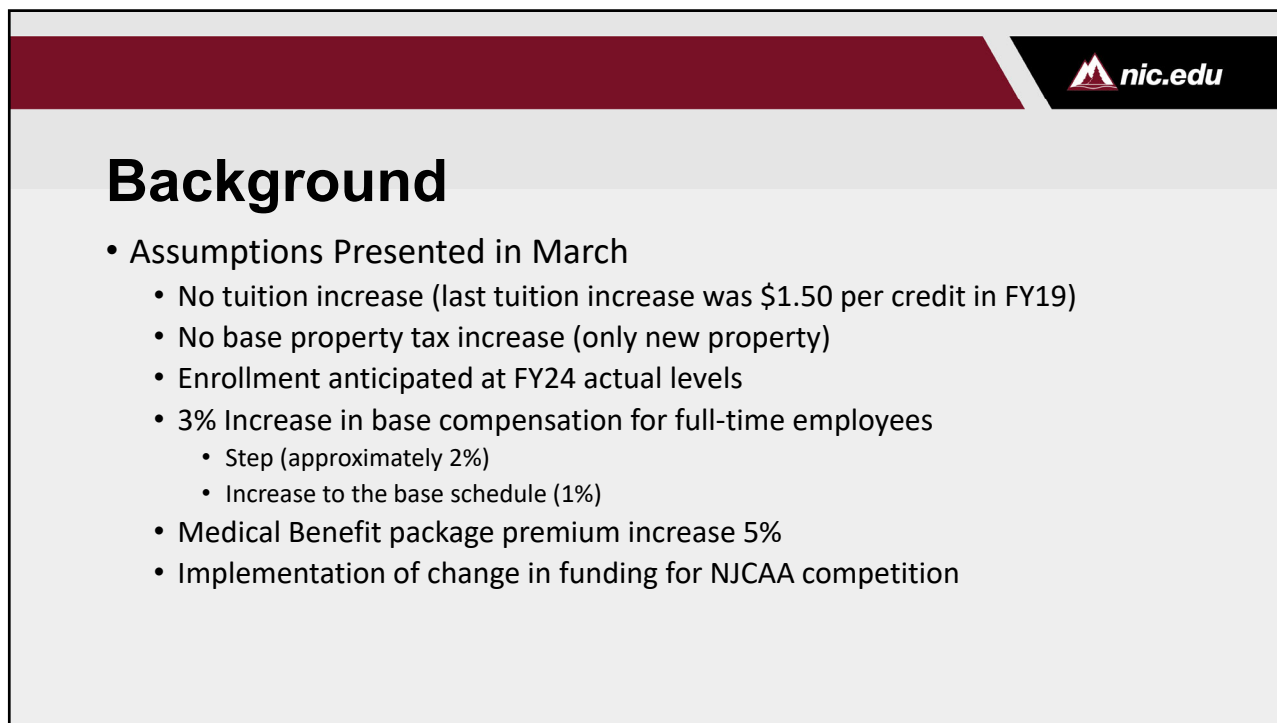
- Addendum 1) ASNIC Constituent Report
- Addendum 2) Faculty Assembly Constituent Report
- Addendum 3) Staff Assembly Constituent Report
- Addendum 4) Senate Constituent Report
- Addendum 5) Winter and Spring Sports Update
- Addendum 6) F25 Budget Planning Assumptions




The slide features a dark red background on the left and a black background on the right, separated by a white diagonal line. In the top left corner, there is a small logo of a mountain and trees. The main text is in white, and the date is in a lighter shade of red. The North Idaho College logo and website are in the bottom right corner.

 **FY25 Budget  
First Reading**  
April 24, 2024

**North  
Idaho  
College**  
► [nic.edu](http://nic.edu)



The slide has a dark red header bar on the left and a black header bar on the right containing the North Idaho College logo and website. The main content area is light gray.

 [nic.edu](http://nic.edu)

## Background

- Assumptions Presented in March
  - No tuition increase (last tuition increase was \$1.50 per credit in FY19)
  - No base property tax increase (only new property)
  - Enrollment anticipated at FY24 actual levels
  - 3% Increase in base compensation for full-time employees
    - Step (approximately 2%)
    - Increase to the base schedule (1%)
  - Medical Benefit package premium increase 5%
  - Implementation of change in funding for NJCAA competition





## Process

- Following budget assumptions, calculated:
  - Changes in revenue
  - Changes in personnel costs
  - Changes in general operating expenditures
- Identified net impact to budget and identified solutions to create balanced budget



## General Fund Budget Summary

<i>Revenue Changes</i>		
Tuition increase to offset Grant in Aid for Athletics	\$ 525,000.00	
State General Appropriation	\$ 459,900.00	
State CTE Appropriation (EST)	\$ 78,800.00	
New Property on the Roll (Estimated)	\$ 200,000.00	
Increase in interest income revenue	\$ 250,000.00	\$ 1,513,700.00
Removal of Fund Balance Transfer	\$ (1,965,000.00)	\$ (451,300.00)



## General Fund Budget Summary (cont.)

Expense Changes		
Salary and Benefit Increases	\$ 1,249,821.00	
General Expense Reduction	\$ (750,000.00)	
Contractual Mandatory Increases	\$ 150,644.00	
Increases for NJCAA (includes 2 FT staff positions)*	\$ 4,117,253.00	\$ 4,767,718.00
Changes in Revenue		\$ (451,300.00)
Changes in Expense		\$ 4,767,718.00
Net Deficit		\$ (5,219,018.00)

- *\*Net change including tuition offset - \$3,592,253*



## Process

- Prepared preview of budget presentation for trustees
  - Met with all 5 trustees over 2 day period
  - Reviewed net impact of revenue and expense changes
    - Discussed options for funding deficit
    - Options Presented
      - Property Tax Increase (maximum of \$534,600)
      - Use of Fund Balance/Deficit Spending
      - One-Time Reallocation of Capital Investment Reserve (\$2.6M)

## Property Tax

- Statute allows for up to a 3% increase to the base levy amount.
- Current Levy \$17,820,600
  - 1% = \$178,200
  - 2% = \$356,400
  - 3% = \$534,600
- Impact to individual homeowner dependent on change in home value and value of total county
  - Estimate of approximately \$3.00 on a taxable value of \$500,000

## Fund Balance History

- Minimum recommended Fund Balance as percentage of operating revenue is “no less than 5 to 15%”

	Total General Fund Balance	Designated Portion	Undesignated Portion	General Fund Revenue	Total Fund Balance as % of Revenue
2023	23,855,967	10,180,000	13,675,967	56,680,228	42%
2022	23,511,809	8,400,000	15,111,809	54,055,192	43%
2021	22,676,453	10,100,000	12,576,453	51,630,902	44%
2020	16,908,280	10,100,000	6,808,280	50,691,779	33%
2019	18,789,384	5,800,000	12,989,384	48,527,394	39%
2018	13,530,352	5,800,000	7,730,352	47,811,304	28%
2017	10,446,203	3,697,198	6,749,005	46,432,581	22%
2016	17,078,843	3,080,505	13,998,338	45,174,977	38%



## Fund Balance History

- Minimum Recommended days in fund balance is “no less than one to two months of regular general fund operating expenditures

	Total General Fund Balance	Designated Portion	Undesignated Portion	Operating Expenditures	Months Undesignated Fund Balance	Months Total Fund Balance
2023	23,855,967	10,180,000	13,675,967	53,759,854	3.10	5.40
2022	23,511,809	8,400,000	15,111,809	49,897,360	3.68	5.73
2021	22,676,453	10,100,000	12,576,453	47,013,620	3.25	5.87
2020	16,908,280	10,100,000	6,808,280	48,810,501	1.70	4.21
2019	18,789,384	5,800,000	12,989,384	47,554,634	3.32	4.81
2018	13,530,352	5,800,000	7,730,352	46,298,017	2.03	3.56
2017	10,446,203	3,697,198	6,749,005	43,273,331	1.90	2.94
2016	17,078,843	3,080,505	13,998,338	41,565,649	4.10	5.00



## Capital Investment Reserve

	FY2021 actual	FY2022 actual	FY2023 actual	FY2024 estimated	FY2025 estimated
<b>Capital Investment Reserve Beginning Balance</b>	\$ 11,391,100	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,907,680
<b>Sources</b>					
Tax revenue dedicated to Capital Investment	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ -
Interest income on cash pool	\$ 52,266	\$ 24,699	\$ 293,944	\$ 550,000	\$ 500,000
Contribution from General Fund Fund Balance					
Subtotal Sources	\$ 2,640,377	\$ 2,612,810	\$ 2,882,055	\$ 3,138,111	\$ 500,000
Used for Building Expansion and Property Acquisition	\$ 1,633,052	\$ 7,503,212	\$ 620,510	\$ -	\$ -
Net change	\$ 1,007,326	\$ (4,890,403)	\$ 2,261,545	\$ 3,138,111	\$ 500,000
<b>Capital Investment Reserve ending balance</b>	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,907,680	\$ 13,407,680
Board Reserve Designated for Property Acquisition	\$ 1,053,272	\$ 1,053,272	\$ 1,064,833	\$ 1,064,833	\$ 1,064,833
<b>Total Board Reserves</b>	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,907,680	\$ 13,407,680



## Final Recommendation

- One-year re-allocation of capital investment reserve transfer to operations - \$2,588,111
- Utilize reserves/fund balance – up to \$2,630,900
  - Not a multi-year solution
  - Will require work over next 12 months to establish sustainable solution



## Total Proposal

	Total Institution					
	General Fund	Fee Based	Services	Grants	FY25 BUDGET	FY24 BUDGET
Tuition and Fee Revenue	\$ 10,155,071	\$ 544,749	\$ 688,860		\$ 11,388,680	\$ 10,904,644
Federal Revenue			22,000	6,987,402	7,009,402	5,781,839
State Revenue	\$ 22,280,767			641,682	22,922,449	22,383,749
Local Revenue	\$ 18,020,607				18,020,607	17,820,607
Interest Income	\$ 500,000				500,000	175,000
Purchase Discount	\$ 1,500				1,500	1,500
Net Sales Revenue	\$ -	-	6,554,366		6,554,366	5,619,508
Rental Revenue	\$ -	-	59,500	223,660	283,160	80,525
Other Revenue	\$ 4,738,497	3,092,779	657,961	546,614	9,035,851	7,561,630
<b>Total Revenue</b>	<b>\$ 55,696,442</b>	<b>\$ 3,637,528</b>	<b>\$ 7,982,687</b>	<b>\$ 8,399,358</b>	<b>\$ 75,716,015</b>	<b>\$ 70,329,003</b>
Salary Expense	\$ 27,951,074	\$ 1,226,119	\$ 2,859,192	\$ 3,857,453	\$ 35,893,838	\$ 34,547,749
Benefits	\$ 10,137,207	500,519	1,004,625	1,434,098	13,076,449	12,298,948
Equipment	\$ 70,884	-	-	128,204	199,088	115,884
Operating Expenses	\$ 17,537,277	1,910,890	3,710,004	2,979,603	26,137,775	23,205,932
<b>Total Expenses</b>	<b>\$ 55,696,442</b>	<b>\$ 3,637,528</b>	<b>\$ 7,573,821</b>	<b>\$ 8,399,358</b>	<b>\$ 75,307,150</b>	<b>\$ 70,168,513</b>
Net Income	\$ 0	0	\$ 408,866	\$ -	\$ 408,866	\$ 160,490

**Policy Title: Responsibilities, Duties, and Standards of Good Practice****Impact:** Board of Trustees**Responsibility:** Administration**Effective Date:** 1/30/2002**Last Update:** 6/7/2023**Relates to Procedure(s):** n/a**Legal Citation(s):** Idaho Code 33-2106, 33-2107, 33-2109

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## **I. Responsibilities**

The responsibilities of the board are as follows:

### **A. Statutory Responsibilities (33-2106):**

(1) To elect the chair, vice-chair, secretary, and treasurer as officers for the College Board, and, at its option, select a Board trustee as a member of the Board of directors of the North Idaho College Foundation. **B. Statutory Responsibilities (33-2107):**

- (1) To adopt policies and regulations for its own government and the government of the College;
- (2) To employ legal counsel and other professional and nonprofessional persons, and to prescribe their qualifications;
- (3) To acquire and hold, and to dispose of, real and personal property, and to construct, repair, remodel and remove buildings in the manner prescribed for trustees of school districts pursuant to sections 33-301 and 33-601, Idaho Code;
- (4) To contract for the acquisition, purchase or repair of buildings in the manner prescribed for trustees of school districts pursuant to section 33-601, Idaho Code;
- (5) To issue general obligation or revenue bonds in the manner now, or as may be, prescribed by law;
- (6) To convey and transfer real property of the district upon which no College buildings used for instruction are situated, to nonprofit corporations, school districts, junior college housing commissions, counties or municipalities, with or without consideration; to rent real or personal property for the use of the College, its students



or faculty, for such terms as may be determined by the Board of Trustees; to lease real property of the district not actually in use for College instructional purposes for such

terms as may be determined by the Board; and to lease real property and improvements to the Idaho state building authority, for a term not to exceed fifty (50) years, with or without consideration, and to enter into agreements with the Idaho state building authority for the Idaho state building authority to provide a facility, pursuant to section 67-6410, Idaho Code;

- (7) To acquire, hold and dispose of water rights;
- (8) To accept grants or gifts of money, materials or property of any kind from any governmental agency, or from any person, firm or association, on such terms as may be determined by the granter;
- (9) To cooperate with any governmental agency, or any person, firm or association in the conduct of any educational program; to accept grants from any source for the conduct of such program; and to conduct such program on, or off, campus;
- (10) To invest any funds of the district in such securities, and apply the interest or profits from such investment, as prescribed for the investment of the funds, and the application of the interest or profits, in the case of school district boards of trustees.

**C. Statutory Responsibilities (33-2109):**

- (1) To select, appoint, and evaluate the president of the College who shall be responsible for the general administration and the implementation of Board policies in the ongoing operations of the College. To establish a compensation package for the president.
- (2) To approve annual budgets, which includes setting tuition and fees and establishing the property millage levy rate.
- (3) To make final decisions regarding awarding tenure based on established policy and procedure, with the final recommendation of the president.
- (4) To review and approve all salary schedules annually.
- (5) To engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs.

**D. Board Policy Requirements**

- (1) To require and consider reports from the president concerning the programs and condition of the College.



- (2) To consider and act on the recommendations of the president in all matters of College policy advanced through the shared governance processes of the College. (Policy 2.01.04)
- (3) To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of district funds, and those of student organizations, and other funds under the supervision of the district. (Policy 2.03.02)
- (4) To provide for and review the annual audit of all funds of the district, student organizations, and other funds handled under the supervision of the district. (Policy 2.03.02)
- (5) To consider communications and requests from citizens or organizations on matters of policy related to internal Board governance. If there are communications and requests regarding the implementation of other College policies, they should be referred to the President for consideration and response. (Policy 2.02.01)

## **II. DUTIES OF BOARD OFFICERS**

### **Board Chair**

The duties of the Board chair shall be to:

- (1) Chair all Board of Trustees meetings.
- (2) Assist other Trustees and the College president in preparing agendas for monthly Board of Trustees meetings.
- (3) Call special meetings as necessary.
- (4) Communicate on behalf of the Board as the official voice of the Trustees when conditions warrant.
- (5) Provide for evaluation of the College president as defined by Board policy.
- (6) Approve Presidential expenses and other approved Board expenses such as monthly attorney fees or meeting expenses.
- (7) Periodically consult with Board members on their roles and their performance as defined by Board policy.
- (8) Assist the College president in conducting new trustee orientations.
- (9) Convene the Board self-evaluation session as defined by Board policy.





- (10) Delegate duties as needed to other Board members

#### **Vice Chair**

The duties of the vice chair shall be to:

- (1) Understand the responsibilities of the chair and be able to perform those duties upon absence of the chair.
- (2) Carry out special assignments as requested by the chair.

#### **Secretary/Treasurer**

The duties of the secretary/treasurer shall be to:

- (1) Make determination as to which documents routinely become part of the Board archives and verify that they are maintained.
- (2) Receive the annual audit on behalf of the Board of Trustees and answer Board members' questions about the audit.

#### **Liaison to the North Idaho College Foundation**

The duties of the liaison to the NIC Foundation shall be to:

- (1) Represent the interest of the Board of Trustees at all North Idaho College Foundation meetings and serve as the conduit for information between the foundation and the Board of Trustees.

#### **Board Clerk**

The Board Clerk, who is appointed by the President, will ensure that the agenda and other materials for Board meetings and committee meetings are prepared. The Board Clerk will assist the Board Chairperson and Trustees in the performance of their duties. In addition, the Board Clerk will perform the necessary clerical duties for the Board of Trustees, to include but not limited to providing help with correspondence, file and maintain the Board Policy Manual, contact Trustees concerning meetings, communicate announcements of meetings, and assist with Board travel arrangements. The Board Clerk or an appointed representative is expected to make arrangements for and attend all meetings of the Board of Trustees.

### **III. Standards of Good Practice**

In support of effective community college governance, the Board of Trustees believes:



That it derives its authority from and is accountable to, the community and that it must always act as an advocate on behalf of the entire community,

That it must clearly define and articulate its role.

That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO.

That it always strives to differentiate between external and internal processes in the exercise of its authority.

That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement, and regular evaluation.

That its trustee members come to each meeting prepared and ready to debate issues fully and openly.

That its trustee members vote their conscience and support the decision or policy made;

That its behavior, and that of its members, exemplifies the principles of ethical behavior and conduct that is above reproach;

That it endeavors to remain always accountable to the community;

That it honestly and respectfully debates issues affecting its community, and speaks with one voice once a decision or policy is made.

That it provides overall direction to the College by setting policy while allowing the president the authority to provide daily administration of said policies. (Policy 2.02.01)

## Tab 3

**BOARD OF TRUSTEES MEETING**  
**May 22, 2024**

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**TAB 3**

**SUBJECT:** Endorsement of Goals for FY2025-2030 Strategic Plan

**BACKGROUND:**

In Fall 2023, the College engaged the Collaborative Brain Trust to facilitate the development of a strategic plan for 2025-2030. The board was provided an update on progress in February and April of this year.

**DISCUSSION:**

As shared at the April 2024 board meeting, the strategic planning steering committee and the consultants from the Collaborative Brain Trust have spent the last 6 months gathering and analyzing qualitative and quantitative data to develop a set of strategic plan goals for the College for the next five years.

The process began with listening sessions (29 sessions, 251 participants) with internal and external stakeholders, including trustees. The feedback from those sessions was consolidated into themes. Concurrently, internal data regarding enrollments, demographics, and completion trends and external data about demographics, employment, and economic data was gathered and consolidated into trends and planning assumptions.

The committee used the listening session themes and trends and planning assumptions to develop broad, overarching goals reflecting the long-range direction of the College for the next five years. See attachment A for the goals.

The endorsement of these goals by the board will allow the college to engage in the development of objectives and implementation action plans. This second phase of planning work will take place over the next six months.

**REQUESTED BOARD ACTION:**

No action requested. Endorsement of the attached goals for the FY2025-2030 strategic plan.

Prepared by: Sarah Garcia and Sherry Simkins  
Co-Chairs, Strategic Planning Steering Committee



Enhance student access and support services to strengthen student success



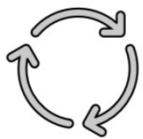
Provide streamlined, flexible pathways to success that empower students to reach their educational goals



Expand and strengthen relationships with business, industry, educational and community partners



Create a unified educational system among the College and its centers



Achieve organizational efficiency and effectiveness by fostering a dynamic college environment that invests in employees, facilities and technologies to support student success

## Tab 4

**BOARD OF TRUSTEES MEETING**  
**May 22, 2024**

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**TAB 4**

**SUBJECT:** Second Reading: FY25 General Operating Budget

**BACKGROUND:**

Proposed budgets for Fiscal Year 2025 for the total institution as developed by the college administration are presented to the Board for consideration and discussion. These budgets include the general fund, plant fund, fee-based funds, service funds and grants and reflect the anticipated changes in revenues and expenditures for FY25.

**DISCUSSION:**

*General Overview:*

Assumptions for FY25 include flat credit enrollment based on actual credit enrollment in FY24 and an increase in first time degree seeking student enrollment in Spring 2024.

**Revenue**

*State Funding:*

The state general fund appropriation increased to \$15.4M for FY25. The appropriation includes partial funding of a Change in Employee Compensation (CEC) at approximately 3% or \$328,800, and other changes of \$131,100 including health benefit changes, enrollment workload adjustment and operational capacity enhancement.

We have included an estimate of the 3% approved CEC in the amount of \$78,800.

*Kootenai County Levy:*

The budget proposal includes no increase to the Maintenance and Operation Levy. The budget does include a recommendation to take \$200,000 in new property on the rolls.

*Tuition and Fee Income:*

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

**Expenses**

*Change in Employee Compensation:*

This proposal provides for a step increase plus a base adjustment of 1% for full-time, benefits-eligible employees supported by the general fund.

*General Expenses:*

Total change to general fund expenses, excluding employee compensation, is expected to be approximately \$3.5 million. We are budgeting a net general expense reduction of \$600K and an increase in expenditures related to the athletic conference change of \$4.1M (\$3.57M net of tuition increases). This budget also includes a one-time reallocation of the contribution to the capital investment reserve.

**REQUESTED BOARD ACTION:**

It is requested that the board make a motion to approve the FY25 institutional budget including the adoption of FY25 tuition and fees, including course fees.

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



# **North Idaho College**

## **FY2025 Budget**

**Second Reading  
Presented to the Board of Trustees  
May 22, 2024**



**General Fund  
Operating Budget  
FY 2025**

	<u>FY24 Budget</u>	<u>PROPOSED FY25 Changes</u>	<u>PROPOSED FY25 Budget</u>
<b>Changes in Revenue</b>			
Tuition and Fees	\$ 9,630,071		\$ 9,630,071
Flat Enrollment	-		
Tuition Revenue due to change to NJCAA		\$ 525,000	\$ 525,000
Subtotal	<u>\$ 9,630,071</u>	<u>\$ 525,000</u>	<u>\$ 10,155,071</u>
State General Funds	\$ 14,982,400		\$ 15,442,300
State General Fund CEC		328,800	
State General Fund Change <sup>1</sup>		131,100	
State Liquor Tax	\$ 200,000		\$ 200,000
CTE Funding	\$ 6,559,667		\$ 6,638,467
CTE CEC		78,800	
Property Tax <sup>2</sup>	\$ 17,820,607		\$ 18,020,607
New Property on Rolls (max estimate)		200,000	
0% Tax Increase	-		\$ -
Interest Income Base	\$ 250,000		
Increase Interest Income	-	250,000	\$ 500,000
All other Revenue			
County Tuition Payments	\$ 514,520		\$ 514,520
Miscellaneous Tax Receipts	\$ 850,000		\$ 850,000
Revenue sharing from other funds	\$ 250,000		\$ 250,000
Estimated Salary Salvage	\$ 296,720		\$ 296,720
Fund Balance Transfer	\$ 1,965,644	\$ 665,263	\$ 2,630,907
Other Revenue	\$ 197,850		\$ 197,850
<b>FY25 Revenue Projection</b>	<u><b>\$ 53,517,479</b></u>	<u><b>\$ 2,178,963</b></u>	<u><b>\$ 55,696,442</b></u>
<b>Percentage Change</b>			<b>3.91%</b>
			<b>\$ 2,178,963</b>

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

<sup>1</sup> Includes (\$108,000) in health benefit costs, \$76,200 in variable benefit costs and (\$280,600) in Enrollment workload adjustment and \$443,500 for operational capacity enhancement.

<sup>2</sup> Each 1% tax increase would be \$178,206. 1% - \$178,206; 2% - \$356,412; 3% - \$534,618

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

FY23 Expense Base Budget - FY24 Starting Point		\$	53,517,479
<i>Expense Changes</i>			
3% Change in Compensation Full Time Faculty and Staff	\$		716,278
Benefit Impact of Compensation Change	\$		113,683
Benefit Cost Escalation (average 5%)	\$		238,000
Implementation of Wage Study	\$		150,000
Benefit Impact of Wage Study	\$		31,860
Continued Hold of 21 positions from FY23	\$		-
Mandatory Increases (contracts and leases)	\$		150,000
NJCAA Travel Increase	\$		1,250,000
Athletic Staffing Changes *	\$		148,013
One-Time reallocation Capital Investment Reserve	\$		(2,588,111)
Expense Reduction	\$		(750,000)
	\$		(540,277)
		\$	52,977,202
 Other Athletic Cost of Attendance Changes			
Increase to Grant in Aid Budget	\$		1,244,840
Room and Board Scholarships	\$		1,292,000
Other (books, athlete travel)	\$		182,400
	\$		2,719,240
<b>Total Proposed FY25 Expense Budget</b>		<b>\$</b>	<b>55,696,442</b>
			<b>55,696,442</b>
 Total Proposed Revenue		 \$	 55,696,442

\* Includes Full Time Student Success Advisor and FT Assistant Soccer Coach

**North Idaho College  
General Fund  
Proposed Operating Budget  
FY 2025**

	<b>FY24 Budget</b>	<b>FY25 Proposed Budget</b>	
<b>Revenue</b>			
Tuition and Fees	\$ 9,630,071	\$ 10,155,071	
State General Fund Allocation	14,982,400	15,442,300	
State Liquor Tax Allocation	200,000	200,000	
State CTE Allocation	6,559,667	6,638,467	
Property Taxes	17,820,607	18,020,607	
Other Revenue			
County Tuition Payments	514,520	514,520	
Miscellaneous Tax Receipts	850,000	850,000	
Revenue sharing from other funds	250,000	250,000	
Estimated Salary Salvage	296,720	296,720	
FY23 Carryover	875,644	-	
Fund Balance Transfer	1,090,000	2,630,907	
Other Revenue	447,850	697,850	
<b>Total Revenue</b>	<b>\$ 53,517,479</b>	<b>\$ 55,696,442</b>	<b>4.07%</b>
<b>Operating Expenses</b>			
Salary	\$ 26,942,019	\$ 27,951,074	3.75%
Benefits	9,899,606	10,137,207	
Equipment Inventory	70,884	70,884	
General Expenses	16,604,970	17,537,277	5.61%
<b>Total Expenditures</b>	<b>\$ 53,517,479</b>	<b>\$ 55,696,442</b>	<b>4.07%</b>

*Personnel Costs are approximately 69% of the total budget in FY24 and 65% in FY25*

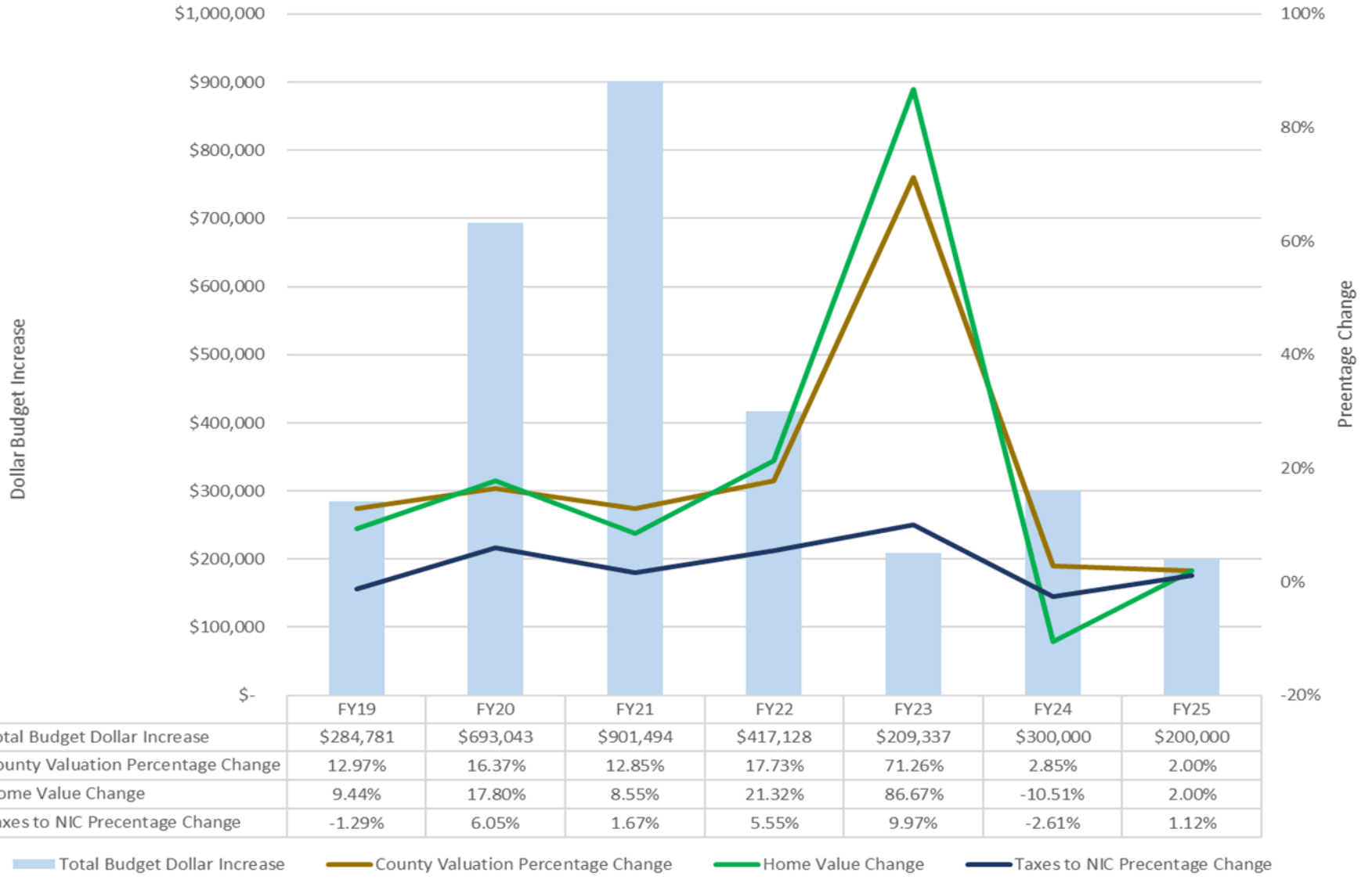
**PROPERTY TAX HISTORICAL STATISTICS**

Fiscal Year Tax Year	FY20 2019	FY21 2020	FY22 2021	FY23 2022	FY24 2023	FY25 2024
Base Levy (prior year)	\$ 15,299,605	\$ 15,992,648	\$ 16,894,142	\$ 17,311,270	\$ 17,520,607	\$ 17,820,607
New Property	\$ 387,051	\$ 417,500	\$ 417,128	\$ 209,337	\$ 300,000	\$ 200,000
Tax Increase	\$ 305,992	\$ 483,994	\$ -	\$ -	\$ -	\$ -
Total Budget Dollar Increase	\$ 693,043	\$ 901,494	\$ 417,128	\$ 209,337	\$ 300,000	\$ 200,000
FY Budgeted Levy	\$ 15,992,648	\$ 16,894,142	\$ 17,311,270	\$ 17,520,607	\$ 17,820,607	\$ 18,020,607
Budget Percentage Change	4.53%	5.64%	2.47%	1.21%	1.71%	1.12%
County Valuation	\$ 20,108,639,485	\$ 22,692,241,648	\$ 26,716,188,333	\$ 45,753,914,974	\$ 47,059,919,750	\$ 48,001,118,145
County Valuation Percentage Change	16.37%	12.85%	17.73%	71.26%	2.85%	2.00%
Levy Rate	0.00079707	0.000746593	0.0006495050	0.0003826438	0.0003786791	0.0003754206
Levy Rate Change	-9.97%	-6.33%	-13.00%	-41.09%	-1.04%	-0.86%
Sample Taxable Home Value	\$ 241,650	\$ 262,300	\$ 318,230	\$ 594,025	\$ 531,599	\$ 542,231
Home Value Change	17.80%	8.55%	21.32%	86.67%	-10.51%	2.00%
Taxes to NIC	\$ 193	\$ 196	\$ 207	\$ 227	\$ 201	\$ 204
Taxes to NIC Percentage Change	6.05%	1.67%	5.55%	9.97%	-2.61%	1.12%

*Note: FY25 and Tax Year 2024 County Valuation and Sample Home values were increased by 2%  
Tax Increase was 2% in FY20 and 3% in FY21*

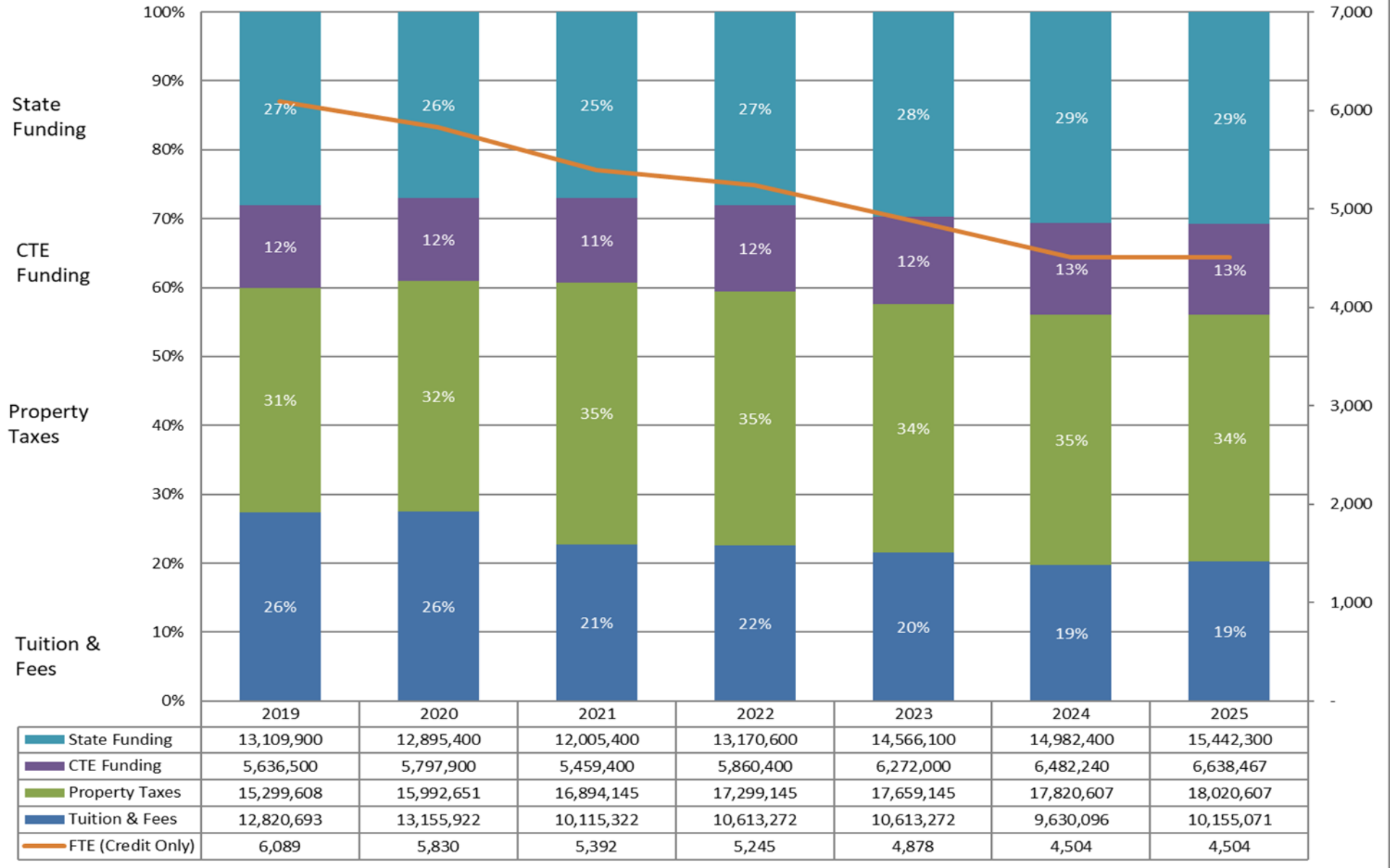
Actual Property Tax History for prior years

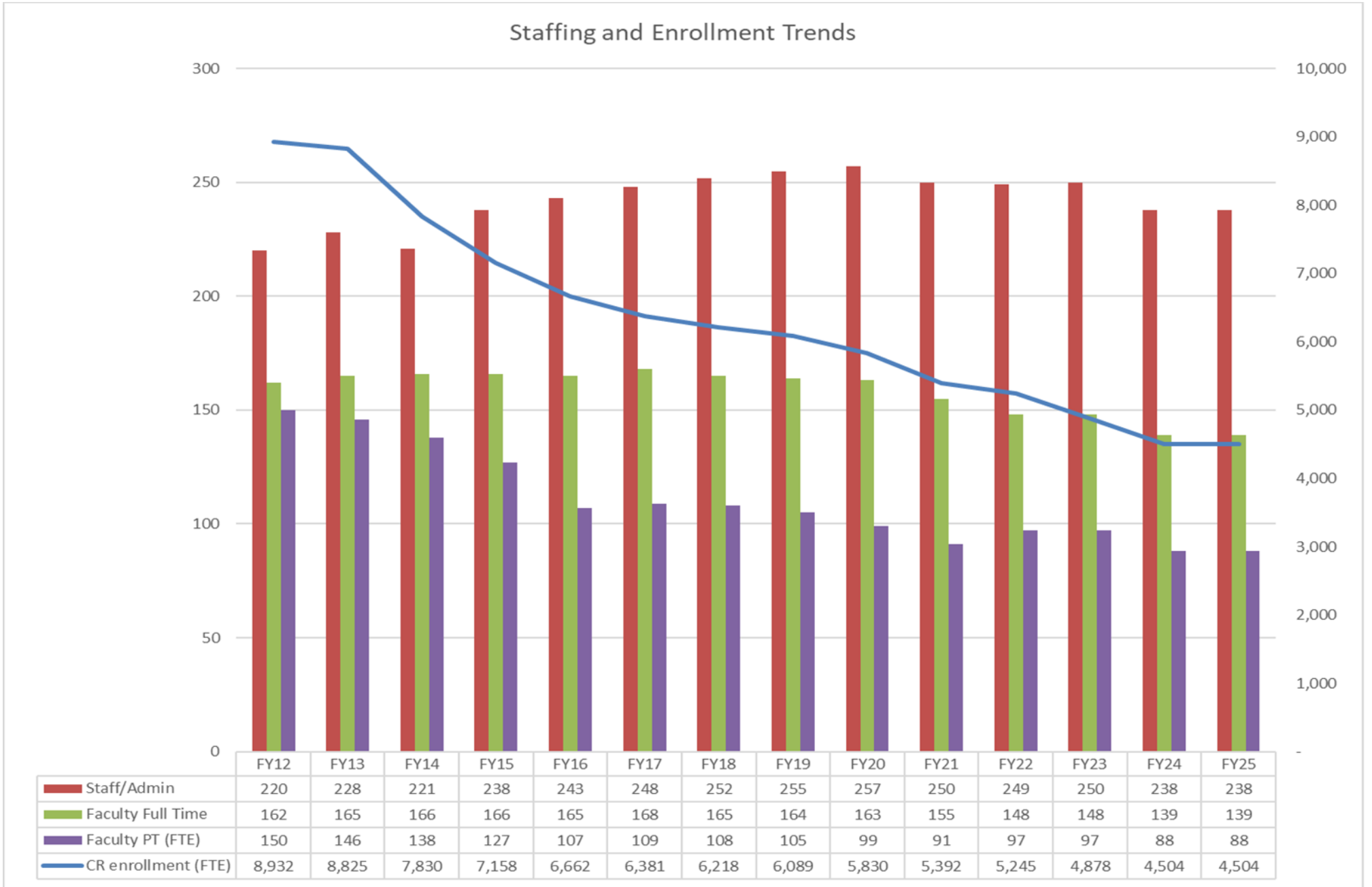
Relationship of Tax Increase and Tax Payer Burden



Tab 4 FY2025 Budget

Revenue and Enrollment History





Fiscal Year 2025 Budgeted Benefitted General Fund Positions			
<b>Academic Instruction</b>	Faculty	Staff	Grand Total
Business and Professional Programs	6	-	6
Cardinal Learning Commons	1	3	4
Communication and Fine Arts	14	2	16
English, Modern Language and Humanities	16	1	17
Math, Computer Science and Engineering	16	1	17
Natural Science	17	4	21
Nursing	10	5	15
Outreach	-	2	2
P.E. and Resort Recreation Management	2	1	3
Social and Behavioral Sciences	13	1	14
<b>Total</b>	<b>95</b>	<b>20</b>	<b>115</b>
<b>Career Technical Instruction</b>	Faculty	Staff	Grand Total
Aerospace	-	1	1
Business and Professional Programs	10	2	12
Health Professions	9	1	10
Nursing	3	-	3
P. E. and Resort Recreation Management	2	-	2
Trades and Industry	14	3	17
<b>Total</b>	<b>38</b>	<b>7</b>	<b>45</b>
<b>Academic Support</b>	Faculty	Staff	Grand Total
Dual Credit	-	3	3
E-Learning	-	5	5
Information Technology Support	-	16	16
Instructional Administration	1	15	16
Library	3	4	7
<b>Total</b>	<b>4</b>	<b>43</b>	<b>47</b>
<b>Student Services</b>	Faculty	Staff	Grand Total
Academic Support	-	2	2
Enrollment Services	-	30	30
Student Services	-	11	11
<b>Total</b>	<b>-</b>	<b>43</b>	<b>43</b>
<b>Institutional Support</b>	Faculty	Staff	Grand Total
Community and Government Relations	-	9	9
Development	-	7	7
Finance	-	10	10
Human Resources	-	6	6
Institutional Effectiveness	-	3	3
Information Technology Support	-	11	11
Mail Services	-	3	3
President	-	2	2
<b>Total</b>	<b>-</b>	<b>51</b>	<b>51</b>
<b>Physical Plant</b>	Faculty	Staff	Grand Total
Custodial	-	19	19
Landscape	-	6	6
Maintenance	-	15	15
Security	-	8	8
<b>Total</b>	<b>-</b>	<b>48</b>	<b>48</b>
<b>Transfers</b>	Faculty	Staff	Grand Total
Athletics	-	18	18
Children's Center	-	12	12
<b>Total</b>	<b>-</b>	<b>30</b>	<b>30</b>
<b>Grand Total</b>	<b>137</b>	<b>242</b>	<b>379</b>

Budgeted Positions FY12			
<b>Academic Instruction</b>	Faculty	Staff	Grand Total
Business and Professional Programs	7	-	7
Cardinal Learning Commons	5	2	7
Communication and Fine Arts	18	2	20
English, Modern Language and Humanities	19	1	20
Math, Computer Science and Engineering	19	1	20
Natural Science	16	4	20
Nursing	13	3	16
Outreach	-	4	4
P.E. and Resort Recreation Management	2	-	2
Social and Behavioral Sciences	21	1	22
<b>Total</b>	<b>120</b>	<b>18</b>	<b>138</b>
<b>Career Technical Instruction</b>	Faculty	Staff	Grand Total
Aerospace	-	-	-
Business and Professional Programs	13	4	17
Health Professions	3	2	5
Nursing	2	-	2
P. E. and Resort Recreation Management	1	-	1
Trades and Industry	19	3	22
<b>Total</b>	<b>38</b>	<b>9</b>	<b>47</b>
<b>Academic Support</b>	Faculty	Staff	Grand Total
Dual Credit	-	1	1
E-Learning	-	6	6
Information Technology Support	-	7	7
Instructional Administration	-	12	12
Library	4	5	9
<b>Total</b>	<b>4</b>	<b>31</b>	<b>35</b>
<b>Student Services</b>	Faculty	Staff	Grand Total
Academic Support	-	1	1
Enrollment Services	-	36	36
Student Services	-	9	9
<b>Total</b>	<b>-</b>	<b>46</b>	<b>46</b>
<b>Institutional Support</b>	Faculty	Staff	Grand Total
Community and Government Relations	-	10	10
Development	-	4	4
Finance	-	13	13
Human Resources	-	6	6
Institutional Effectiveness	-	2	2
Information Technology Support	-	18	18
Mail Services	-	4	4
President	-	2	2
<b>Total</b>	<b>-</b>	<b>59</b>	<b>59</b>
<b>Physical Plant</b>	Faculty	Staff	Grand Total
Custodial	-	15	15
Landscape	-	4	4
Maintenance	-	15	15
Security	-	8	8
<b>Total</b>	<b>-</b>	<b>42</b>	<b>42</b>
<b>Transfers</b>	Faculty	Staff	Grand Total
Athletics	-	15	15
Children's Center	-	12	12
<b>Total</b>	<b>-</b>	<b>27</b>	<b>27</b>
<b>Grand Total</b>	<b>162</b>	<b>232</b>	<b>394</b>



**NORTH IDAHO COLLEGE  
TUITION AND FEES PER SEMESTER  
2024/2025 SCHOOL YEAR  
Fiscal Year 2025**

	<b>2023/2024</b>	<b>2024/2025</b>	<b>Difference</b>	<b>% Increase</b>
<b><u>Total Tuition and Fees</u></b>				
<b>In-District</b>	<b><i>(\$141.50 per credit)</i></b>			
5 credits	\$ 707.50	\$ 707.50	\$ -	0.00%
12 credits	\$ 1,698.00	\$ 1,698.00	\$ -	0.00%
15 credits	\$ 2,122.50	\$ 2,122.50	\$ -	0.00%
<b>Out-of-District</b>	<b><i>(\$165 per credit) *</i></b>			
5 credits	\$ 1,075.00	\$ 1,075.00	\$ -	0.00%
12 credits	\$ 2,480.00	\$ 2,480.00	\$ -	0.00%
15 credits	\$ 2,975.00	\$ 2,975.00	\$ -	0.00%
<b>Washington Residents</b>	<b><i>(\$246 per credit)</i></b>			
5 credits	\$ 1,230.00	\$ 1,230.00	\$ -	0.00%
12 credits	\$ 2,952.00	\$ 2,952.00	\$ -	0.00%
15 credits	\$ 3,690.00	\$ 3,690.00	\$ -	0.00%
<b>WUE Residents</b>	<b><i>(\$287 per credit)</i></b>			
5 credits	\$ 1,435.00	\$ 1,435.00	\$ -	0.00%
12 credits	\$ 3,444.00	\$ 3,444.00	\$ -	0.00%
15 credits	\$ 4,305.00	\$ 4,305.00	\$ -	0.00%
<b>Out of State/International</b>	<b><i>(\$364 per credit)</i></b>			
5 credits	\$ 1,820.00	\$ 1,820.00	\$ -	0.00%
12 credits	\$ 4,368.00	\$ 4,368.00	\$ -	0.00%
15 credits	\$ 5,460.00	\$ 5,460.00	\$ -	0.00%

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

**NORTH IDAHO COLLEGE  
TUITION AND FEES PER CREDIT  
2023/2024 SCHOOL YEAR  
Fiscal Year 2025**

*Per Credit Breakdown - First 12 Credits*

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

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

**North Idaho College  
Proposed Plant Fund Budget FY2025**

		FY24 Budget	FY25 Proposed Budget
Total Funding:	\$	4,143,952	1,564,981
Obligations:			
Rent		201,435	210,575
Instructional Equipment Replacement Fund	\$	285,161	285,161
Computer Equipment Replacement	\$	677,250	677,250
Capital Investment Reserve	\$	2,588,111 <sup>1</sup>	-
Deferred Maintenance	\$	231,900	231,900
Instructional Furniture Replacement	\$	57,844	57,844
Administrative Furniture Replacement	\$	27,251	27,251
Plant Fund Contingency	\$	75,000	75,000
Net Plant Fund	\$	-	-

1- includes the 1% property tax increase for FY13

**Capital Investment Reserve**

FY2024 Budget Proposal

	FY2021	FY2022	FY2023	FY2024	FY2025
	actual	actual	actual	estimated	estimated
<b>Capital Investment Reserve Beginning Balance</b>	\$ 11,391,100	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,907,680
<b>Sources</b>					
Tax revenue dedicated to Capital Investment	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ -
Interest income on cash pool	\$ 52,266	\$ 24,699	\$ 293,944	\$ 550,000	\$ 500,000
Contribution from General Fund Fund Balance					
Subtotal Sources	\$ 2,640,377	\$ 2,612,810	\$ 2,882,055	\$ 3,138,111	\$ 500,000
<b>Uses</b>					
Land improvements					
Meyer Health & Sciences Expansion	\$ 978,318	\$ 6,505,212			
Property Acquisition - 721 Military Drive	\$ 654,734				
Property Acquisition - 705 W River		\$ 998,000			
Property Acquisition - 737 Military Drive			\$ 620,510		
Subtotal uses	\$ 1,633,052	\$ 7,503,212	\$ 620,510	\$ -	\$ -
Net change this year	\$ 1,007,326	\$ (4,890,403)	\$ 2,261,545	\$ 3,138,111	\$ 500,000
<b>Capital Investment Reserve ending balance</b>	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,907,680	\$ 13,407,680
Board Reserve Designated for Property Acquisition	\$ 1,053,272	\$ 1,053,272	\$ 1,064,833	\$ 1,064,833	\$ 1,064,833
<b>Total Board Reserves</b>	\$ 12,398,426	\$ 7,508,024	\$ 9,769,569	\$ 12,907,680	\$ 13,407,680

**North Idaho College  
Fee Based Activities  
Proposed Budget FY2025**

	ASNIC	STUDENT HEALTH SERVICES	STUDENT ACTIVITIES AND RECREATION	ATHLETICS	COMMENCEMENT	TOTAL FEE BASED ACTIVITIES	FY24 BUDGET
TUITION & FEES REVENUE	107,003	130,000	152,000	137,772	17,974	544,749	562,755
SALES REVENUE	-					-	-
RENTAL REVENUE	-					-	-
OTHER REVENUE	-	-		3,092,779		3,092,779	1,643,721
<b>TOTAL REVENUE</b>	<b>107,003</b>	<b>130,000</b>	<b>152,000</b>	<b>3,230,551</b>	<b>17,974</b>	<b>3,637,529</b>	<b>2,206,477</b>
OPERATING EXPENSES							
SALARY EXPENSE	\$ -	\$ 73,480	\$ 90,000	\$ 1,062,639		\$ 1,226,119	\$ 1,063,750
BENEFITS	\$ -	\$ 11,900	\$ 33,750	\$ 454,869		\$ 500,519	\$ 486,728
MAJOR PROJECT	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
GENERAL EXPENSES	\$ 107,003	\$ 44,620	\$ 28,250	\$ 1,713,043	\$ 17,974	\$ 1,910,890	\$ 655,998
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 107,003</b>	<b>\$ 130,000</b>	<b>\$ 152,000</b>	<b>\$ 3,230,551</b>	<b>\$ 17,974</b>	<b>\$ 3,637,528</b>	<b>\$ 2,206,477</b>

*\* Included in the Athletics budget is 2 additional budgeted positions for a FT Student Success Advisor and FT Men's/Women's Soccer Assitant Coach*

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

	<b>DHC OPERATIONS</b>	<b>WORKFORCE TRAINING</b>	<b>LAKESIDE CHILDREN'S CENTER</b>	<b>OTHER AUXILIARY SERVICES</b>	<b>FY25 BUDGET</b>	<b>FY24 BUDGET</b>
FEDERAL REVENUE			\$ 22,000		\$ 22,000	\$ 22,000
RENTAL REVENUE				59,500	\$ 59,500	\$ 66,525
STUDENT FEE REVENUE	\$ 688,860				\$ 688,860	\$ 711,794
OTHER REVENUE *	\$ 2,513,920	\$ 3,635,878	268,868	\$ 135,700	\$ 6,554,366	\$ 5,619,508
FUND BALANCE TRANSFER	\$ -				\$ -	\$ -
GENERAL FUND SUPPORT	\$ -		\$ 387,961	\$ 270,000	\$ 657,961	\$ 657,961
<b>TOTAL REVENUE</b>	<b>\$ 3,202,780</b>	<b>\$ 3,635,878</b>	<b>\$ 678,829</b>	<b>\$ 465,200</b>	<b>\$ 7,982,687</b>	<b>\$ 7,077,788</b>
SALARY EXPENSE	\$ 660,765	\$ 1,529,757	\$ 406,093	\$ 262,577	\$ 2,859,192	\$ 3,005,796
BENEFITS	187,209	458,927	225,866	132,623	1,004,625	\$ 1,003,414
EQUIPMENT INVENTORY	-	-	-	-	-	\$ 25,000
GENERAL EXPENSES **	2,228,224	1,364,910	46,870	70,000	3,710,004	\$ 2,853,067
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,076,198</b>	<b>\$ 3,353,594</b>	<b>\$ 678,829</b>	<b>\$ 465,200</b>	<b>\$ 7,573,821</b>	<b>\$ 6,917,297</b>
<b>NET INCOME</b>	<b>\$ 126,582</b>	<b>\$ 282,284</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 408,866</b>	<b>\$ 160,490</b>

***DHC Operations include Bookstore Operations, Student Union Operations, Residence Hall, Food Service, and Student Wellness and Recreation  
Other Auxiliary Services include Parking and Event Services.***

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

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

**North Idaho College**  
**FY2025 Budget Proposal**  
*(based on FY24 figures)*  
**Grants**

	Area Agency on Aging	Head Start	Other Grants	FY24 BUDGET
Tuition and Fee Revenue				
Federal Revenue	\$ 1,660,083	\$ 4,101,897	\$ 1,225,422	\$ 6,987,402
State Revenue	641,682			641,682
Rental Revenue		14,000	209,660	223,660
Other Revenue	546,614			546,614
Total Revenue	\$ 2,848,379	\$ 4,115,897	\$ 1,435,082	\$ 8,399,358
Salary Expense	\$ 641,883	\$ 2,419,583	\$ 795,987	\$ 3,857,453
Benefits	258,057	868,073	307,968	1,434,098
Equipment	20,000	-	108,204	128,204
Operating Expenses	1,928,439	828,241	222,923	2,979,603
Total Expenses	\$ 2,848,379	\$ 4,115,897	\$ 1,435,082	\$ 8,399,358

*Other Grants Include: Adult Education, CTE Grants (CND/AdvOpp),  
 TRiO , INBRE and other grants*

## North Idaho College FY2024 Budget Proposal

### Total Institution

	General Fund	Fee Based	Services	Grants	FY25 BUDGET	FY24 BUDGET
Tuition and Fee Revenue	\$ 10,155,071	\$ 544,749	\$ 688,860		\$ 11,388,680	\$ 10,904,644
Federal Revenue			22,000	6,987,402	7,009,402	5,781,839
State Revenue	\$ 22,280,767			641,682	22,922,449	22,383,749
Local Revenue	\$ 18,020,607				18,020,607	17,820,607
Interest Income	\$ 175,000				175,000	175,000
Purchase Discount	\$ 1,500				1,500	1,500
Net Sales Revenue	\$ -	-	6,554,366		6,554,366	5,619,508
Rental Revenue	\$ -	-	59,500	223,660	283,160	80,525
Other Revenue	\$ 5,063,497	3,092,778	657,961	546,614	9,360,850	7,561,630
<b>Total Revenue</b>	<b>\$ 55,696,442</b>	<b>\$ 3,637,528</b>	<b>\$ 7,982,687</b>	<b>\$ 8,399,358</b>	<b>\$ 75,716,015</b>	<b>\$ 70,329,002</b>
Salary Expense	\$ 27,951,074	\$ 1,226,119	\$ 2,859,192	\$ 3,857,453	\$ 35,893,838	\$ 34,547,749
Benefits	\$ 10,137,207	500,519	1,004,625	1,434,098	13,076,449	12,298,948
Equipment	\$ 70,884	-	-	128,204	199,088	115,884
Operating Expenses	\$ 17,537,277	1,910,890	3,710,004	2,979,603	26,137,775	23,205,932
<b>Total Expenses</b>	<b>\$ 55,696,442</b>	<b>\$ 3,637,528</b>	<b>\$ 7,573,821</b>	<b>\$ 8,399,358</b>	<b>\$ 75,307,150</b>	<b>\$ 70,168,513</b>
Net Income	\$ 0	(0)	\$ 408,866	\$ -	\$ 408,866	\$ 160,489



**PROPOSED COURSE FEES FOR ACADEMIC YEAR 2024-2025**

**Career & Technical Professional Programs**

Course	Description	FY24 Fee	FY25 Fee	Change
ACCT-140	QuickBooks Desktop	103.00	108.00	5.00
ACCT-242	Cost Accounting	38.00	-	(38.00)
BMGT-260	Human Resource Management	14.00	-	(14.00)
CAOT-204	Career Leadership	3.00	3.00	-
CAOT-210	Office Procedures	3.00	3.00	-
CAOT-220	Admin Support Internship I	90.00	94.00	4.00
CAOT-290	Medical Admin Assistant Intern	117.00	94.00	(23.00)
CAOT-291	Med Billing Spec Intern II	125.00	125.00	-
CITE-105	Systems Admin I Projects	50.00	-	(50.00)
CITE-118	Computer IT Essentials	224.00	255.00	31.00
CITE-127	Desktop Commodity OS Projects	50.00	-	(50.00)
CITE-142	Information Sec Fundamentals	383.00	391.00	8.00
CITE-152	Networking Essentials	173.00	203.00	30.00
CITE-155	Linux Essentials	30.00	129.00	99.00
CITE-165	Linux System Admin	203.00	173.00	(30.00)
CITE-206	Systems Administration II	-	-	-
CITE-207	Systems Admin II Projects	185.00	135.00	(50.00)
CITE-208	Systems Administration III	135.00	135.00	-
CITE-209	Systems Admin III Projects	50.00	-	(50.00)
CITE-217	Network Support III	300.00	325.00	25.00
CITE-243	Command Line and Script Fund	59.00	-	(59.00)
CITE-258	Cyber Operations	300.00	-	(300.00)
CITE-289	Cyber Competitions	35.00	35.00	-
CULA-120	Professional Kitchen I	425.00	425.00	-
CULA-222	Professional Kitchen 3	225.00	225.00	-
CULA-268	Intro to Wine, Beer, & Spirits	-	35.00	35.00
CULP-101	Culinary Arts Internship	-	1,025.00	1,025.00
GDES-102	Survey of Graphic Design	60.00	60.00	-
GDES-131	Adobe Illustr - Vector Graphic	10.00	10.00	-
GDES-132	Adobe Photoshop - Raster Graphics	-	10.00	10.00
GDES-141	Web Design I	10.00	10.00	-
GDES-221	Graphic Design I	10.00	20.00	10.00
GDES-222	Graphic Design II	80.00	90.00	10.00
GDES-223	Graphic Design III	-	60.00	60.00
GDES-227	Digital Video & Comp Animation	80.00	34.00	(46.00)
GDES-252	Web Design III	58.00	58.00	-
GDES-283	Portfolio Development	78.00	93.00	15.00
HOSP-100	Intro Hospitality & Tourism	-	35.00	35.00
HOSP-111	Food Safety & Sanitation	40.00	40.00	-
HOSP-207	Expl Hospitality & Cultural Connect	-	2,000.00	2,000.00
HOSP-235	Food Appreciation	90.00	-	(90.00)
LAWE-161	Basic Law & Patrol Orientation	800.00	870.00	70.00
LAWE-164	Detention & Law Orientation	710.00	855.00	145.00
PLEG-280	Torts and Contracts	-	94.00	94.00
PLEG-290	Paralegal Internship I	90.00	90.00	-

**Communications & Fine Arts**

<b>Course</b>	<b>Description</b>	<b>FY24 Fee</b>	<b>FY25 Fee</b>	<b>Change</b>
ART-122	3-D/Design Foundation 1	19.00	19.00	-
ART-217	Life Drawing I	30.00	30.00	-
ART-218	Life Drawing II	30.00	30.00	-
ART-231	Beginning Painting I	11.00	11.00	-
ART-232	Beginning Painting II	11.00	11.00	-
ART-241	Sculpture I	35.00	35.00	-
ART-242	Sculpture II	35.00	35.00	-
ART-245	Intermediate Painting I	11.00	11.00	-
ART-246	Intermediate Painting II	11.00	11.00	-
ART-251	Printmaking I	30.00	30.00	-
ART-252	Printmaking II	30.00	30.00	-
ART-261	Ceramics I	77.00	77.00	-
ART-262	Ceramics II	76.00	76.00	-
INTR-250G	Teaching & Learning Outdoors	150.00	150.00	-
MUSA-114A	Voice	101.00	101.00	-
MUSA-114B	Piano	101.00	101.00	-
MUSA-114C	Jazz Piano	101.00	101.00	-
MUSA-114D	General Guitar	101.00	101.00	-
MUSA-114E	Classical Guitar	101.00	101.00	-
MUSA-114F	Flute	101.00	101.00	-
MUSA-114G	Oboe	101.00	101.00	-
MUSA-114H	Clarinet	101.00	101.00	-
MUSA-114I	Saxophone	101.00	101.00	-
MUSA-114J	Bassoon	-	101.00	101.00
MUSA-114K	Trumpet	101.00	101.00	-
MUSA-114L	Horn	101.00	101.00	-
MUSA-114M	Trombone	101.00	101.00	-
MUSA-114N	Euphonium	-	101.00	101.00
MUSA-114O	Tuba	101.00	101.00	-
MUSA-114P	Violin	101.00	101.00	-
MUSA-114Q	Viola	101.00	101.00	-
MUSA-114R	Cello	101.00	101.00	-
MUSA-114S	String Bass	101.00	101.00	-
MUSA-114T	Electric Bass	101.00	101.00	-
MUSA-114U	Percussion	101.00	101.00	-
MUSA-114V	Harp	101.00	101.00	-
MUSA-124A	Voice	101.00	101.00	-
MUSA-124B	Piano	101.00	101.00	-
MUSA-124C	Jazz Piano	101.00	101.00	-
MUSA-124D	General Guitar	101.00	101.00	-
MUSA-124E	Classical Guitar	101.00	101.00	-
MUSA-124F	Flute	101.00	101.00	-
MUSA-124G	Oboe	101.00	101.00	-
MUSA-124H	Clarinet	101.00	101.00	-

**Communications & Fine Arts Continued**

<b>Course</b>	<b>Description</b>	<b>FY24 Fee</b>	<b>FY25 Fee</b>	<b>Change</b>
MUSA-124I	Saxophone	101.00	101.00	-
MUSA-124J	Bassoon	-	101.00	101.00
MUSA-124K	Trumpet	101.00	101.00	-
MUSA-124L	Horn	101.00	101.00	-
MUSA-124M	Trombone	101.00	101.00	-
MUSA-124N	Euphonium	-	101.00	101.00
MUSA-124O	Tuba	101.00	101.00	-
MUSA-124P	Violin	101.00	101.00	-
MUSA-124Q	Viola	101.00	101.00	-
MUSA-124R	Cello	101.00	101.00	-
MUSA-124S	String Bass	101.00	101.00	-
MUSA-124T	Electric Bass	101.00	101.00	-
MUSA-124U	Percussion	101.00	101.00	-
MUSA-124V	Harp	101.00	101.00	-
MUSA-124Z	Composition	101.00	101.00	-
PHTO-185	Adobe Photoshop and Lightroom	41.00	85.00	44.00
PHTO-288	Intermediate Digital Photography	22.00	22.00	-
THEA-102	Stage Makeup	163.00	163.00	-
THEA-114	Theatre Technology: Costume	79.00	79.00	-

**English & Humanities**

<b>Course</b>	<b>Description</b>	<b>FY24 Fee</b>	<b>FY25 Fee</b>	<b>Change</b>
WOCU-207	Murder Mysteries/Study Abroad	3,750.00	4,500.00	750.00
INTR-250E	Writing in the Wild	35.00	35.00	-
HUMS-101	Introduction to the Humanities	25.00	-	(25.00)

**Health Professions**

<b>Course</b>	<b>Description</b>	<b>FY24 Fee</b>	<b>FY25 Fee</b>	<b>Change</b>
DENT-100	Dental Hygiene Pre-Clinic	5,470.00	4,757.00	(713.00)
DENT-110	Dental Anatomy	267.00	60.00	(207.00)
DENT-120	Oral Radiography	267.00	444.00	177.00
DENT-150	Dental Hygiene Clinic I	-	364.00	364.00
DENT-200	Dental Hygiene Clinic II	603.00	2,666.00	2,063.00
DENT-235	Periodontology II	993.00	876.00	(117.00)
DENT-250	Dental Hygiene Clinic III	-	191.00	191.00
DENT-260	Dental Materials	298.00	671.00	373.00
DENT-270	Review/Ethics and Law	2,355.00	2,107.00	(248.00)
MAST-100	Phlebotomy	42.00	42.00	-
MAST-102	Clinical Skills for Med Asst I	289.00	289.00	-
MAST-203	Clinical Skills Med. Assts. V	30.00	30.00	-
MAST-207	Administration of Medications II	30.00	30.00	-
MAST-290	Medical Assistant Externship	125.00	125.00	-
MLT-124	Medical Lab Fundamentals	657.00	537.00	(120.00)
MLT-224	MLT Student Lab Practice	684.00	680.00	(4.00)
MLT-250	Seminar and Exam Review	451.00	451.00	-

### Health Professions Continued

Course	Description	FY24 Fee	FY25 Fee	Change
PTAE-107	Kinesiology	143.00	143.00	-
PTAE-110	Principles and Procedures	170.00	170.00	-
PTAE-204	Therapeutic Modalities	84.00	84.00	-
PTAE-208	Orthopedic Rehabilitation	40.00	40.00	-
PTAE-211	Data Collections	169.00	198.00	29.00
PTAE-215	Special Populations	40.00	40.00	-
PTAE-217	Neurological Rehabilitation	10.00	10.00	-
PTAE-240	Clinical Affiliation 1	280.00	280.00	-
RADT-111L	Introduction to Radiology Lab	194.00	294.00	100.00
RADT-112L	Radiographic Procedures I Lab	60.00	210.00	150.00
RADT-113L	Prin Radiation Bio & Prtct Lab	40.00	40.00	-
RADT-116	Clinical Radiography I	260.00	80.00	(180.00)
RADT-118	Radiographic Procedures III	50.00	50.00	-
RADT-119	Clinical Radiography III	60.00	60.00	-
RADT-211L	Radiographic Imaging Lab	60.00	160.00	100.00
RADT-220	Clinical Radiography III	100.00	100.00	-
RADT-221	Clinical Radiography IV	60.00	60.00	-
RADT-222	Radiologic Technology Review	225.00	225.00	-
SURG-120	Fundamentals of ST I	877.00	877.00	-
SURG-121	Fundamentals of ST II	195.00	-	(195.00)
SURG-140	Clinical Experience I	247.00	322.00	75.00
SURG-150	CST Exam Review/Leadership	40.00	40.00	-

### Math, Computer Science & Engineering

Course	Description	FY24 Fee	FY25 Fee	Change
ENGR-123	Introduction to Engineering	10.00	10.00	-
ENGR-223	Engineering Analysis	25.00	25.00	-
ENGR-240L	Circuits I Lab	10.00	10.00	-
ENGR-241L	Elect Circuits II Lab	10.00	10.00	-

### Natural Sciences

Course	Description	FY24 Fee	FY25 Fee	Change
BACT-250L	General Microbiology Lab	160.00	160.00	-
BIOL-100L	Concepts of Biology Lab	51.00	51.00	-
BIOL-115L	Intro Life Sciences Lab	48.00	48.00	-
BIOL-175L	Human Biology Lab	62.00	62.00	-
BIOL-221L	Forest Ecology Lab	25.00	25.00	-
BIOL-227L	Human Anat & Phys I Lab	54.00	54.00	-
BIOL-228L	Human Anat & Phys II Lab	67.00	67.00	-
BIOL-231L	Gen Ecol Lab	34.00	34.00	-
BIOL-260	Human Cadaver Prosection I	59.00	59.00	-
BIOL-261	Human Cadaver Prosection II	59.00	59.00	-
BTNY-203L	General Botany Lab	67.00	67.00	-
BTNY-241L	Systematic Botany	60.00	60.00	-
CHEM-100L	Concepts of Chemistry Lab	67.00	67.00	-

### Natural Sciences Continued

Course	Description	FY24 Fee	FY25 Fee	Change
CHEM-101L	Introduction to Chemistry Lab	75.00	75.00	-
CHEM-102L	Essentials Organic/Biochem Lab	79.00	79.00	-
CHEM-111L	General Chemistry I Lab	93.00	93.00	-
CHEM-112L	Prin/Gen/Coll/Chem II Lab	92.00	92.00	-
CHEM-253L	Quan Analysis Lab	92.00	92.00	-
CHEM-278	Organic Chemistry I Lab	103.00	103.00	-
CHEM-288	Org Chem II Lab	103.00	103.00	-
ENSI-119L	Environmental Science Lab	40.00	40.00	-
GEOG-100L	Physical Geography Lab	24.00	24.00	-
GEOL-101L	Physical Geology Lab	32.00	32.00	-
GEOL-102L	Historical Geology Lab	37.00	37.00	-
GEOL-123L	Geol ID/PAC NW Lab	39.00	39.00	-
GEOL-255L	System Mineralogy Lab	47.00	47.00	-
PHYS-101L	Fund Phys Science Lab	16.00	16.00	-
PHYS-103L	Elem Astronomy Lab	14.00	14.00	-
PHYS-111L	General Physics I Lab	31.00	31.00	-
PHYS-112L	General Physics II Lab	37.00	37.00	-
PHYS-211L	Engineering Physics Lab I	33.00	33.00	-
PHYS-212L	Engineering Physics Lab II	40.00	40.00	-
ZOOL-202L	General Zoology Lab	49.00	49.00	-

### Nursing

Course	Description	FY24 Fee	FY25 Fee	Change
NURS-196	LPN Transition	894.00	1,044.00	150.00
NURS-210	Fundamentals Lab	1,075.00	1,140.00	65.00
NURS-235	Psych-Mental Health Nursing	10.00	75.00	65.00
NURS-255	Medical Surgical Nursing Lab I	132.00	120.00	(12.00)
NURS-265	Medical Surgical Nursing Lb II	236.00	236.00	-
NURS-275	Transition to Practice Lab	110.00	112.00	2.00
PN-110L	Practical Nursing Lab 1	966.00	1,031.00	65.00
PN-111L	Practical Nursing Lab II	187.00	187.00	-

### Physical Education & Resort Recreation Management

Course	Description	FY24 Fee	FY25 Fee	Change
PE-110B	Begin Whitewater Kayaking	50.00	50.00	-
PE-110C	Beginning Rock Climbing	60.00	60.00	-
PE-110D	Beginning Sailing	25.00	25.00	-
PE-110G	Equitation	150.00	150.00	-
PE-110L	Lake Kayak/Canoe	35.00	35.00	-
PE-110W	Mountain Biking	497.00	497.00	-
PE-110Y	Bowling	65.00	65.00	-
PE-110Z	Beginning Fly Fishing	53.00	53.00	-
PE-111H	Whitewater Rafting	65.00	65.00	-
PE-111O	Outdoor Adventures	35.00	35.00	-
PE-111P	Stand Up Paddle Boarding	35.00	35.00	-
PE-237A	Wilderness Backpacking	136.00	136.00	-

**Physical Education & Resort Recreation Management Continued**

Course	Description	FY24 Fee	FY25 Fee	Change
PE-237B	Wilderness Survival	90.00	90.00	-
PE-248	Athletic Injuries-Sports Med	30.00	30.00	-
PE-288	First Aid	50.00	50.00	-
RRM-110	Wilderness First Responder	270.00	270.00	-
RRM-125	Wilderness Ethics & Interpretn	35.00	35.00	-
RRM-195	Backcountry Winter Skills	135.00	135.00	-
RRM-234	Team Dynamics	30.00	30.00	-
RRM-237C	Whitewater Guiding	125.00	125.00	-
RRM-237D	Mountaineering	150.00	150.00	-
RRM-237E	Outdoor Programming/Leadership	135.00	135.00	-
RRM-237F	Outdoor Navigation	25.00	25.00	-
RRM-237G	Avalanche Level I	135.00	135.00	-
RRM-237H	Intro to Outdoor Cooking	135.00	135.00	-
RRM-237J	Swift Water Rescue	135.00	135.00	-

**Trades & Industries**

Course	Description	FY24 Fee	FY25 Fee	Change
ACRR-165L	Collision Repair Lab I	110.00	110.00	-
ACRR-166L	Collision Repair Lab II	120.00	120.00	-
ACRR-175L	Collision Repair Lab III	120.00	120.00	-
ACRR-176L	Collision Repair Lab IV	120.00	120.00	-
AUTO-119L	Automotive Lab I	153.00	153.00	-
AUTO-129L	Automotive Lab II	166.00	166.00	-
AUTO-235L	Advanced Automotive Lab III	143.00	143.00	-
AUTO-245L	Advanced Automotive Lab IV	219.00	219.00	-
AUTO-246L	Advanced Automotive Lab V	219.00	219.00	-
CMGT-111	Construction Materials & Methods Lab	-	50.00	50.00
DSLTL-117L	Diesel Lab	81.00	81.00	-
DSLTL-123L	Diesel Engine Elec Systems Lab	126.00	126.00	-
DSLTL-124L	Powertrain/Brake Systems Lab	26.00	26.00	-
DSLTL-223L	Adv Tune-Up/Compnr Engines Lab	60.00	60.00	-
DSLTL-224L	Undercarriage/Powershift Lab	55.00	55.00	-
HVAC-161L	HVACR Lab I	165.00	182.00	17.00
HVAC-171L	HVACR Lab II	300.00	331.00	31.00
MACH-151L	Machining Tech Lab I	110.00	110.00	-
MACH-152L	Machining Tech Lab II	70.00	70.00	-
MACH-253L	Adv Machining Lab I	200.00	200.00	-
MACH-254L	Adv Machining Lab II	160.00	160.00	-
MDET-110	Solid Works Basic	-	50.00	50.00
MDET-215	Industrial Process	25.00	50.00	25.00
MDET-230	Advanced Mechanical Design	175.00	175.00	-
MECH-210L	Mechatronics Lab I	100.00	100.00	-
MM-151L	Industrial Mechanics Lab I	213.00	213.00	-
MM-152L	Industrial Mechanics Lab II	144.00	144.00	-
WELD-182L	Welding Lab II	400.00	400.00	-
WELD-187L	SMAW Practical	-	2,435.00	2,435.00

### Trades & Industries Continued

Course	Description	FY24 Fee	FY25 Fee	Change
WELD-188L	Advanced SMAW Pratical	400.00	400.00	-
WELD-197L	Oxy/Fuel Cutting Lab	100.00	100.00	-
WELD-281L	Shielded Metal Arc Welding	400.00	400.00	-
WELD-291L	Gas Tungsten Arc Welding Lab	400.00	400.00	-
WWTR-150L	Wasterwater Treatment Lab I	49.00	49.00	-
WWTR-152L	Wasterwater Treatment Lab II	49.00	49.00	-
WWTR-210L	Wasterwater Treatment Lab III	100.00	100.00	-