



North Idaho College

Board of Trustees Meeting

October 23, 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

6:00PM Lake Coeur d’Alene Room / Zoom: <https://nic.zoom.us/j/82092818533>

- Convene/Call to Order/Verification of Quorum Mike Waggoner
- Pledge of Allegiance Mike Waggoner
- Message from Chair..... Mike Waggoner
- Celebrating Success: Rathdrum Rumble..... Nick Swayne / Vicki Isakson / Andy Rogge / Shane Stockham
- **CONSTITUENT REPORTS**
 - ASNIC Joseph Moran
 - Faculty Assembly..... Kathleen Miller Green
 - Staff Assembly..... Katrina Bjorkman
 - Senate Julie Bailey
- **PRESIDENT’S REPORT** Nick Swayne
- **INFORMATION ITEMS**
 - Area Agency on Aging Nick Swayne / Sarah Garcia
 - Finance (Q1 Jul-Sep 2024) Nick Swayne / Sarah Garcia
 - Trending Student Needs..... Nick Swayne / Alex Harris
 - Accreditation Site Visit Update Nick Swayne / Steve Kurtz
- **CONSENT AGENDA**
 - Tab 1 Action: Approve Regular Meeting Minutes for September 25, 2024..... Mike Waggoner
- **OLD BUSINESS**
- **NEW BUSINESS**
 - Board Policy Subcommittee Report.....Mike Waggoner / Tarie Zimmerman
- 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.

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.

Tab 1

BOARD OF TRUSTEES MEETING
October 23, 2024

TAB 1

SUBJECT: Consent Agenda Items


BACKGROUND:

Included as Tab 1 are the Board Regular Meeting Minutes for September 25, 2024

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
September 25, 2024
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Waggoner called the meeting to order at 6:00 p.m. and verified that a quorum was present. He then led the Pledge of Allegiance.

ATTENDANCE

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

Also present: Nick Swayne, President

Message From the Chair

Chair Mike Waggoner reported that NIC enrollment is up over 15%, College finances are healthy and that the Board is improving its operations. He said that he and President Swayne have met with the state legislature concerning funding requests for the POST Academy, Nursing and Health Professions and cybersecurity enhancements. Chair Waggoner expressed his gratitude to the Board, the President, Administration, Faculty, Staff and Students for the great work being done, and said he looks forward to a new and successful year for North Idaho College.

Celebrating Success

President Swayne explained that NIC's Surgical Technology program was recently visited and accredited by an external review council. Dean of Instruction for Nursing and Health Professions Erlene Pickett introduced Terra Lawson-Gilbert, the Assistant Professor/Program Director of Surgical Technology. Ms. Lawson-Gilbert and her team shared a presentation and introduced the program's current students as well as two former students who shared their success stories. Ms. Lawson-Gilbert proudly announced that the College's Surgical Technology program received exceptional reviews from the Commission on Accreditation of Allied Health Education Programs. The slideshow presentation is included as an addendum to these minutes.

CONSTITUENT REPORTS

ASNIC

ASNIC President Joseph Moran reported on ASNIC's public September Board meeting, special position elections, recent Fast Grant approvals, senator position vacancies and preparation for the upcoming NWCCU visit. He stated that he and ASNIC Vice President Blake Sanchez will serve as moderators at the NIC Board of Trustees Candidate Forum being held at the Salvation Army Kroc Center on September 26, 2024.

Faculty Assembly

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

Staff Assembly

Staff Assembly Chair Katrina Bjorkman reported on the Staff Assembly's recent activity. Her report is included as an addendum to these minutes.

Senate

Senate Chair Julie Bailey reported on the Senate’s recent activity. Her report is included as an addendum to these minutes.

PRESIDENT’S REPORT

President Swayne stated that all required accreditation reports were submitted to and received by the NWCCU on August 30, 2024. He reported that the visiting team continues work on finalizing their schedule for the October 14 - 15, 2024 site visit.

Dr. Swayne said that his report at this meeting will focus on enrollment management, as it impacts nearly every area of the College. He explained how the Enrollment Dashboard tool works and shared current updates, highlighting various increases over last year, most notably 15.6% in overall enrollment, 40% in new students, 65% in male enrollment and 35% in new full time students. The President acknowledged the team responsible for the increases and expressed his sincere appreciation for their commitment.

President Swayne also reported on other topics such as economic development in Sandpoint, NIC’s undefeated men’s soccer team, the upcoming Rathdrum Rumble, program alignment initiatives at the Workforce Training Center and ongoing progress with strategic planning implementation.

INFORMATION ITEMS

Human Resources

Vice President for Finance and Business Affairs Sarah Garcia gave a presentation on behalf of the Human Resources department. Her report included statistics on employee headcount, employee departures, employee retention/engagement and FY25 initiatives. Ms. Garcia’s presentation is included as an addendum to these minutes.

Athletics Follow Up

Athletic Director Shawn Noël gave an Athletics department update to include budget, additional services offered, such as English as a Second Language (ESL), and community involvement activities. Discussion followed. Mr. Noël’s presentation is included as an addendum to these minutes.

Overview of Academic Freedom

Dean of Instruction, Transfer and General Education Sherry Simkins shared an overview of Academic Freedom. She answered questions and clarified aspects of the related policy that is making its way through the review process. Her presentation is included as an addendum to these minutes.

Overview of Time, Place and Manner for Exercising Freedom of Speech

Dean of Students Alex Harris explained the appropriate manner of exercising Freedom of Speech on campus. His presentation is included as an addendum to these minutes.

CONSENT AGENDA

Tabs 1 and 2: Approve Board Training and Development Minutes for August 27, 2024 and Approve Board Regular Meeting Minutes for August 28, 2024

Chair Waggoner requested a motion to approve Tabs 1 and 2 as presented. Trustee Corkill made the motion which was seconded by Trustee Banducci. 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

PUBLIC COMMENT

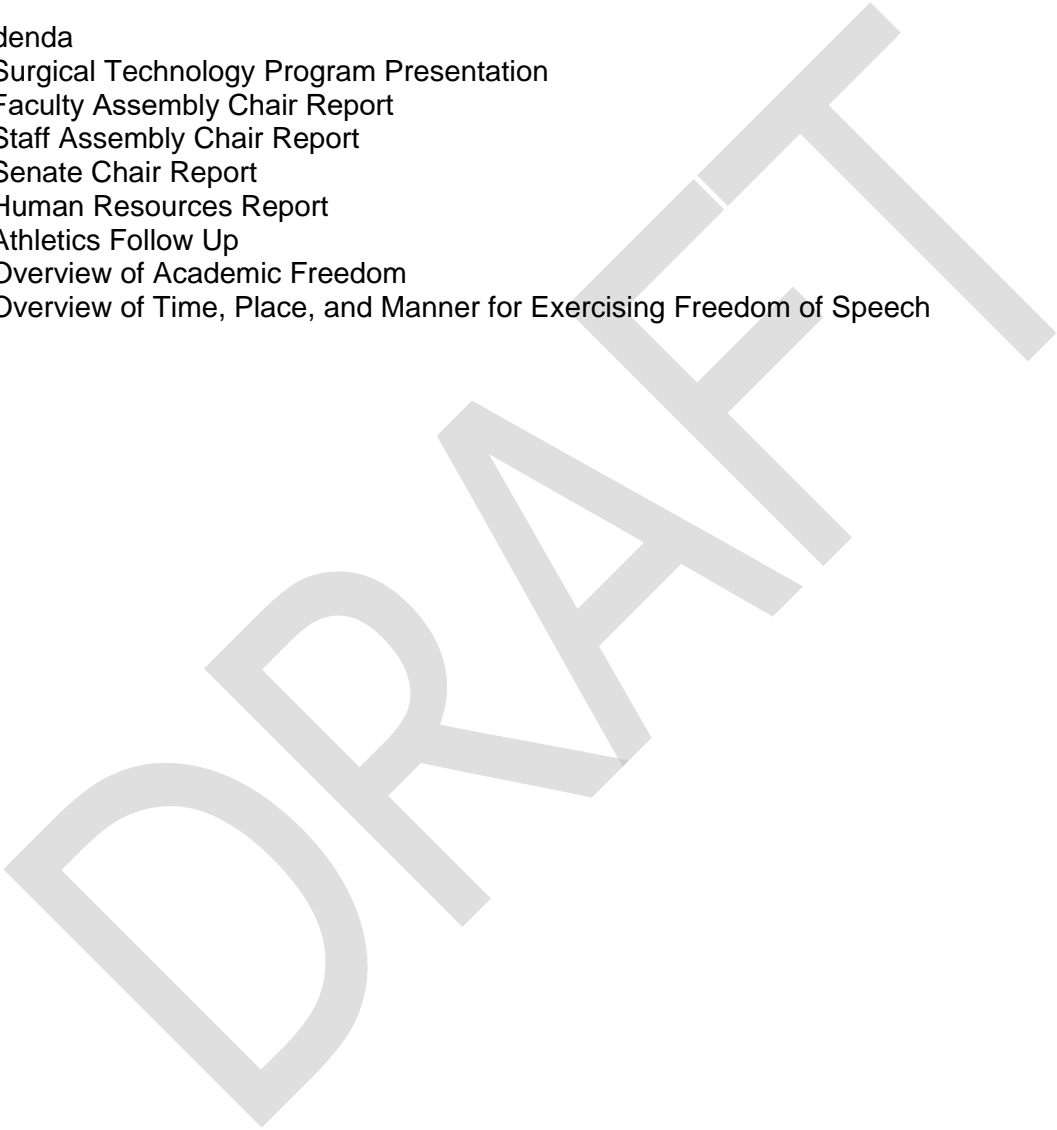
<u>Name</u>	<u>Topic</u>
Caryn Shepler	Comments
Robert Shepler	Accreditation
Michael McGowan	Accreditation

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

Respectfully Submitted,
Suzy Scura, Board Clerk

Addenda

- 1) Surgical Technology Program Presentation
- 2) Faculty Assembly Chair Report
- 3) Staff Assembly Chair Report
- 4) Senate Chair Report
- 5) Human Resources Report
- 6) Athletics Follow Up
- 7) Overview of Academic Freedom
- 8) Overview of Time, Place, and Manner for Exercising Freedom of Speech



Surgical Technology



Board of Trustees Meeting
Presentation

September 25, 2024

North Idaho College

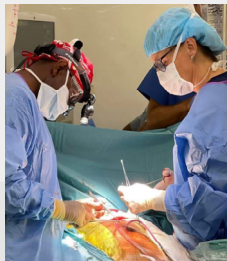
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North Idaho College Surgical Technology

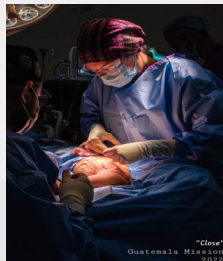


Introductions Faculty

Terra Lawson-Gilbert CST, CSFA
Program Director
Assistant Professor



Ali Stenson CST, CSFA
Assistant Professor



Kelsey Wardsworth CST
Adjunct Instructor
Program graduate 2022

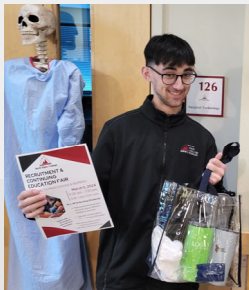


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North Idaho College Surgical Technology

Students and Graduates

Daimon Vargas, SST
Current Student
Graduates December 2024



Nicole Kilborn, CST
Graduated July 2024



**Current Students
(Audience)**



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North Idaho College Surgical Technology

- Prepares students for entry-level operating room employment
- The program combines didactic, laboratory and clinical instruction
- Students will graduate with the knowledge and skills required to enter the field of Surgical Technology



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Role of a Surgical Technologist:

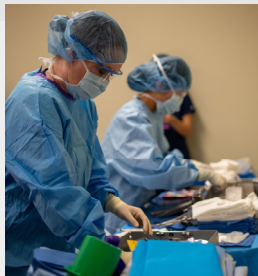
- ✓ We assist surgeons and work with the entire operating room team during surgery.
- ✓ We are responsible for maintaining the sterile field.
- ✓ Some call us the "Aseptic Police"



North Idaho College
Surgical Technology

Our Contribution:

- ✓ **Stage Setters:** We ensure everything is ready for surgery.
- ✓ **Unsung Heroes:** While our work might go unnoticed by the patient, our dedication ensures seamless surgeries and success for the surgical team and patient.



Core Values:

- ✓ Making sure every patient receives the highest quality of care.
- ✓ Integrity, honesty and strong surgical conscience.
- ✓ Doing the right thing, even when no one is looking!

**Motto of a Surgical Technologist:
"Aegar Primo" The Patient First**



Program Success

1. Programmatic Accreditation from The Commission on Accreditation of Allied Health Education Programs (CAAHEP) in 2019.



2. **Very Successful virtual site visit on September 12th & 13th**
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.



3. ARC/STSA will recommend to CAAHEP to grant us Continued Accreditation until **2034! WOW!**

4. Site Visitors compliments

- ✓ Students and graduates are very pleased with their educational experience
- ✓ Impressed with relationship with Program Advisory Committee (PAC) members
- ✓ Excellent relationships with Clinical Sites
- ✓ **Clinical site managers and staff stated**
"We love NIC ST students"
"NIC ST students are ready for the workforce"
"They are the best trained ST students in the region"



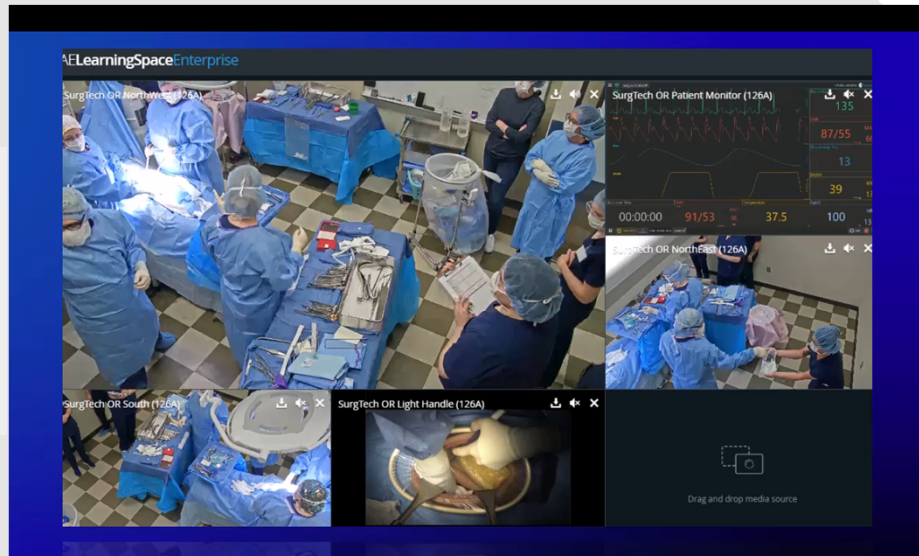
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North Idaho College Surgical Technology

- 98% of our graduates pass (NBSTSA) certification exam on the first try. National average is only 73%
- The program has expanded to 2 cohorts a year
- Currently 50+ job openings for our students
- A new grad makes \$30/hour
- Several of our graduates have received large sign-on bonuses, tuition reimbursement
- NIC has the best Surgical Simulation Technology in the Pacific Northwest!



Surgical Simulation with Learning Space April 2024



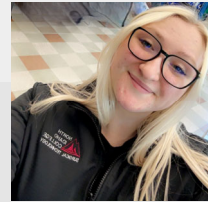
Student Success



Daimon Vargas, SST
Current Student
Graduates December 2024



Nicole Kilborn, CST
Graduated July 2024



Thank You



September 25th, 2024

Faculty Assembly Chair Report to the NIC Board of Trustees

Kathleen Miller Green, Chair

Chair Waggoner, Trustees, President Swayne and this fantastic NIC Community, both on campus and off! As of today, only three more shopping months until Christmas!

On September 12th, we held the second Faculty Assembly meeting of the academic year. We began by welcoming new faculty members to the assembly, heard information during Faculty Celebrations about the upcoming trip that Carletta Brennehan, adjunct professor of Modern Languages is offering to Germany and Switzerland.

Then we heard regular reports from Senate, Student Learning Outcomes Assessment committee, Advising Update, Open Education Resource Committee, and an Adjunct Faculty Report. We then moved on in the agenda to address the following:

Chair Report

I reported to the Faculty about the 1) President's Planning Retreat; 2) the working session with Collaborative Brain Trust, our Strategic Planning consultants to draft the objectives for each of the approved goals in our developing Strategic Plan; 3) informed the faculty about the open forum scheduled during the upcoming NWCCU site visit and discussed ways to prepare – including reviewing the same set of questions given to the Trustees during their August ACCT training as well as becoming familiar with the Special Report submitted to the NWCCU in August; and 4) announced that the NIC Foundation Grant applications are now available and must be sent to the appropriate Vice President or Provost for signature by October 11th.

Business:

Election of Senate Alternate – as the College Senate was still in need of one Faculty alternate, I opened nominations. Cindy Dicken, Assistant Professor of Music was nominated and voted in by unanimous acclaim. She will begin attending Senate meetings this month.

We reviewed with the Faculty the updated calendar for submissions to Curriculum Council for new or revised courses. The new calendar schedule will streamline the curriculum development process, enhance academic planning and ensure timely implementation of approved curriculum changes.

We ended the meeting with an announcement for the Good of the Order about this year's **Constitution Day** event, an educational program requirement by the US Department of Education for all institutions receiving federal funding. It was an event sponsored by Kyle Serrott, our very own Assistant Professor of Native American Studies and was held September 19, 2024, from 1:00-2:30pm in the Lake CDA room of the SUB. This year's event focused on the role of tribal constitutions in our society. Vice Chairman of the Kootenai Tribe of Idaho, Gary

Aitken Jr. presented on the Kootenai Tribe of Idaho's 50th anniversary of the Tribe's Declaration of War on the United States, which occurred on September 20th, 1974. This was a "peaceful" war as a part of the struggle for tribal sovereignty, self-determination, and land rights. The event was open to the NIC community and regional communities as well, a Zoom link was be available for those who wish to join virtually, and a recording of the session was made for future use in classes and events. About 50 people attended and it was a wonderful celebration of Constitution Day, which is a required by the US Department of Education for all institutions receiving federal funding.

That concludes my report. Are there any questions?

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

Staff Assembly Report

NIC Board of Trustees Meeting: Wednesday, September 25, 2024

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

Staff Assembly met on Thursday, September 12.

Each month, Staff Assembly invites a campus department to be highlighted during our meetings. This month, we invited the manager of Dining Services to speak about the online ordering site, deadlines, and how to place orders for events.

Our meeting concluded with Good of the Order which included several updates on upcoming events.

Thank you for your time this evening. That concludes my report. Does the Board have any questions?

Thank You,
Katrina Bjorkman
Staff Assembly Chair

Senate Report

NIC Board of Trustees Meeting: Wednesday, September 25, 2024

Good evening, Chair Waggoner, trustees, President Swayne, my esteemed colleagues and community members.

Senate met last Thursday, September 19th. During this meeting, Dean Simkins introduced and stood for questions on the first read of the Academic Freedom policy 3.05 as well as a new Distance Education policy and procedure.

This concludes my report and I am happy to stand for any questions.



Human Resources

Recurring Report – September 2024

President's Goals

#3

#10

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Human Resources

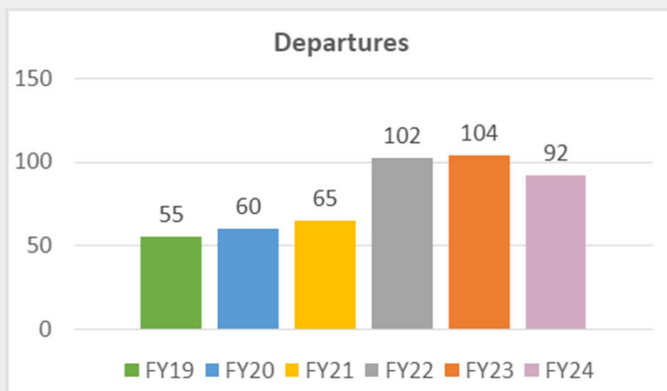
HR provides professional assistance to recruit, retain, and engage our most valuable asset - our employees. We are dedicated to clear communication, progressive thinking, and resourceful solutions in support of the mission of NIC.

Employee Headcount: 5 year comparison

Headcount as reported to IPEDS* (Nov)	FY20	FY24	Change
Faculty			
Full time	158	114	-28%
Adjunct	209	168	-20%
Staff			
Full time	366	347	-5%
Part time (Students and work-study not incl.)	289	240	-17%
Total	1,022	869	-15%

*IPEDS – Integrated Postsecondary Education Data System

Employee Departures



- Departures include voluntary (resignations, retirements) and involuntary departures
- FY20 (8) & FY21(6) include a total of 14 employees who accepted early retirement

Exit Survey

- Exit surveys completed by 40 benefits-eligible employees in FY24
- “Employees with a New Job: Reasons to Leave NIC” (N=23)

Top Reasons to Leave		Responses*
1	Better work life balance	48%
2	Better opportunity for career growth	44%
	More flexible or better work schedule	35%
3	Better company reputation	35%

*Multiple responses allowed

Employee Retention in FY24

- Flexibility for employees
- Professional development and training opportunities
- Compensation Study
- Wellness



Employee Engagement



Initiatives for FY25

- Continued focus on employee retention
- Ongoing evaluation of HR Policies
- Identification of HR-related activities to align with the Strategic Plan





September 2024 Athletic Updates

Wednesday, September 25, 2024

President's Goal: Develop a competitive and comprehensive intercollegiate athletics program.

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LOI's 2024-25

Sport	LOI's Awarded	LOI's Remaining
Men's Soccer	23	1
Women's Soccer	24	0
Women's Volleyball	14	0
Men's Basketball	15	0
Women's Basketball	14	1
Men's Wrestling	20	0
Men's Golf	8	0
Women's Golf	8	0
Softball	23	1
Total	149	3

FY 25 Tuition and Fees Update

Tuition Level	Annual Tuition	Athletes	LOI	Tuition Cost	per/credit
International	\$ 10,920	43	45	\$ 469,560	364
Out of state *	\$ 10,920	12		\$ 131,040	364
WUE	\$ 8,610	45		\$ 387,450	287
Washington	\$ 7,380	27		\$ 199,260	246
Idaho - non-district	\$ 6,450	9		\$ 58,050	215
North Idaho	\$ 4,245	11		\$ 46,695	141.5
Grand Total				\$ 1,292,055	
	Tuition	Athletes			
Budgeted	\$ 10,920	152		1,659,840.00	
Actual	\$ 8,789	147		1,292,055.00	
Difference				367,785.00	

NOTE: 3 LOI not awarded, 5 LOI not awarded from a budgetary standpoint

3 Year Comparison

Tuition Rate	2022-23	2023-24	2024-25
Resident	35	37	11
Non District	11	15	9
Washington	26	23	27
WUE	40	45	45
Out of State	16	8	12
International	5	14	43
Total	133	142	147
Walk On's	16	15	45
Grand Total	149	157	192

↑ 3X

↑ 22%

Additional Services

- Providing additional support with ESL services for our international students
- In process on hiring a Student Athlete Development Coordinator

Community Involvement

- Beach Clean Up
- Helping with removal of debris from old animal shelter
- Special Olympics
- Sports Clinics
- October – Breast Cancer Awareness

NJCAA DI Men's Soccer Rankings

2024 NJCAA DI Men's Soccer Poll | Week Four - 9-23-24

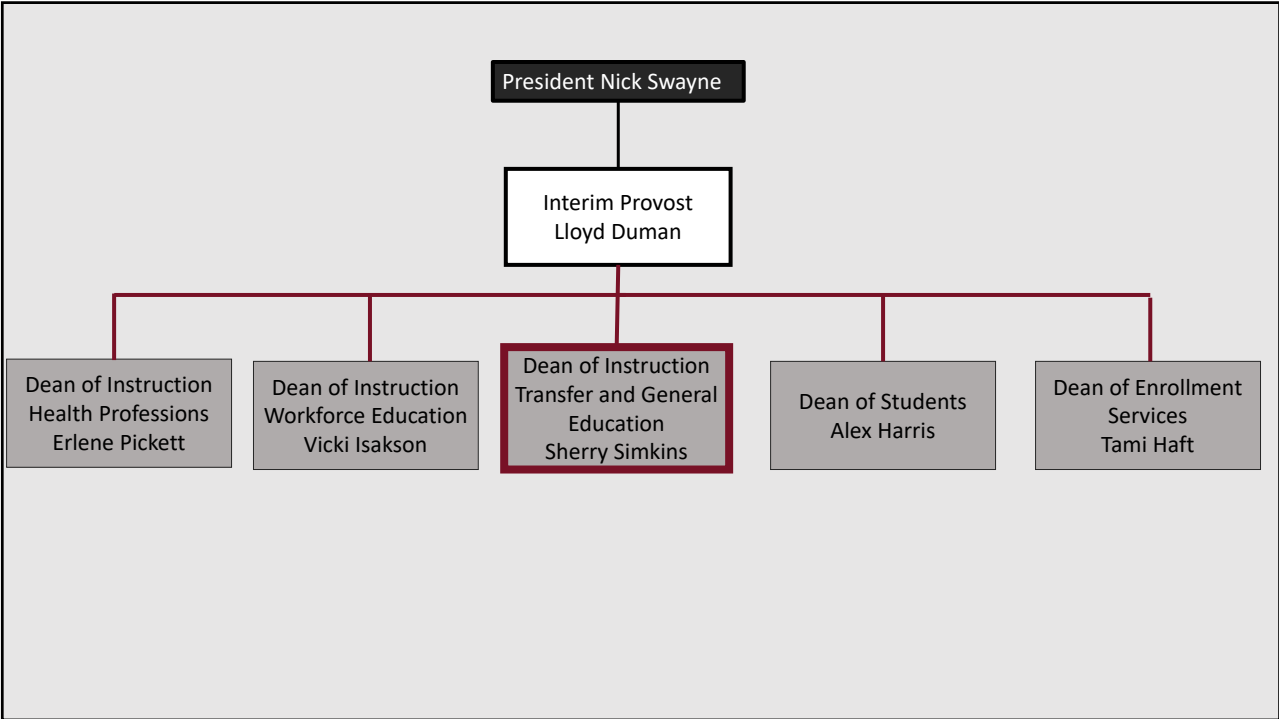
Place	Name	Region	Record	Points	1st Place	Prev.
1	Eastern Florida State College	8	7-0-2	140	9	1
2	Salt Lake Community College	18	6-0	133	0	2
3	Indian Hills Community College	11	7-0-1	126	0	3
4	Cowley County Community College	6	6-0-1	119	0	4
5	Tyler Junior College	14	5-0-2	112	0	8
16	Monroe College	15	2-2	35	0	16
17	Montgomery College (MD)	20	7-0-2	28	0	20
18	Monroe Community College	3	7-2	19	0	17
19	Louisiana State University-Eunice	23	5-2-1	9	0	19
20	North Idaho College	18	9-0-1	5	0	N/A

Academic Freedom

President's Goal - #9



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What is Academic Freedom?

- Freedom to Learn
- Freedom to Teach



NWCCU Standards

Academic Freedom

- **2.B.1** Within the context of its mission and values, the institution adheres to the principles of academic freedom and independence that protect its constituencies from inappropriate internal and external influences, pressures, and harassment.
- **2.B.2** Within the context of its mission and values, the institution defines and actively promotes an environment that supports independent thought in the pursuit and dissemination of knowledge. It affirms the freedom of faculty, staff, administrators, and students to share their scholarship and reasoned conclusions with others. While the institution and individuals within the institution may hold to a particular personal, social, or religious philosophy, its constituencies are intellectually free to test and examine all knowledge and theories, thought, reason, and perspectives of truth. Individuals within the institution allow others the freedom to do the same.



Faculty's Academic Freedom

Rights

- Choose course content and instructional methodologies
- Pursue research topics of their choosing
- Participate in institutional governance

Responsibilities

- Uphold standards of the institution, department, program, and discipline
- Foster and defend intellectual honesty
- Respect the rights of others
- Make clear publicly that they do not speak for the institution

Students Academic Freedom

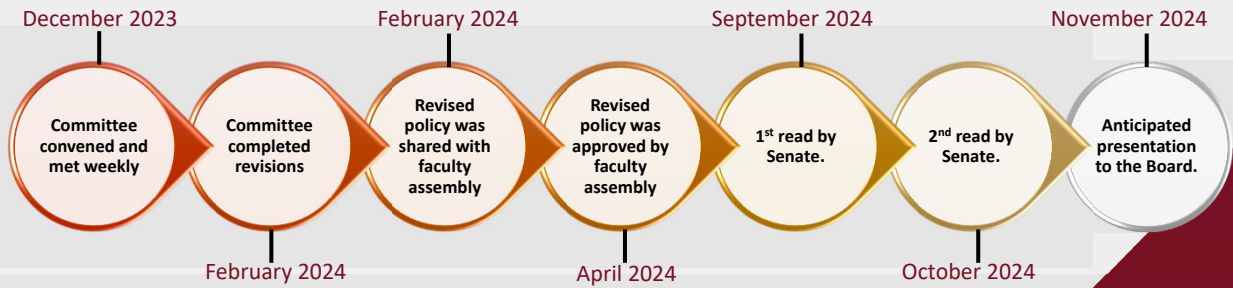
Rights

- Express opinions about course content
- Pursue research topics of their choice
- Participate in institutional governance
- Maintain their personal and political beliefs and values

Responsibilities

- Respect the rights of others to express differing opinions
- Complete assigned course content and meet outcomes
- Engage with academic integrity and intellectual honesty
- Follow policy and procedure
- Participate in a learning environment with the free exchange of ideas

Updates to Policy 3.05





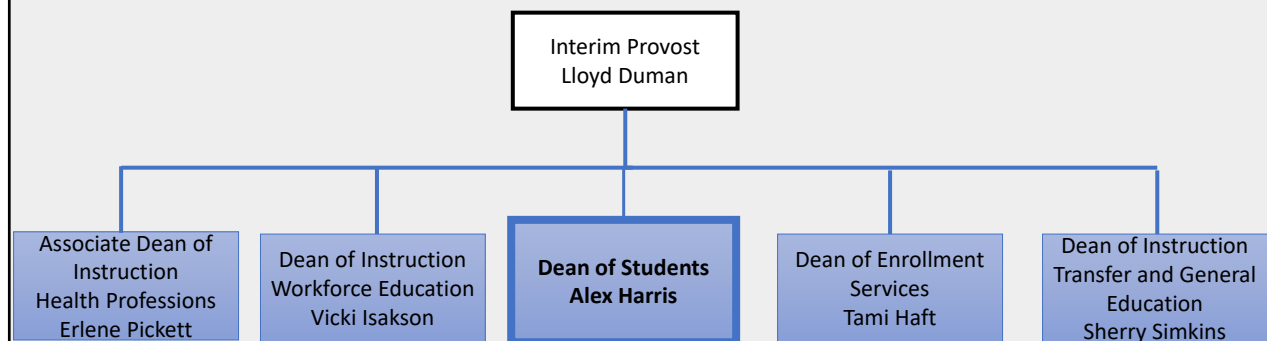
Campus Speech Activities- Time, Place, and Manner

Alex Harris
Dean of Students
Wednesday, September 25, 2024

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Campus Speech Activities--Time, Place, and Manner

This policy and subsequent procedures informs members of NIC and the public of the time, place, and manner in which they may engage in constitutionally protected speech and expression at North Idaho College. It is intended to ensure the primary educational purpose of the college which includes promoting the free exchange of ideas and the dialogue which it creates.

According to FIRE (The Foundation for Individual Rights and Expression):

The First Amendment protects your right to speak your mind with only **limited exceptions**. But public colleges are allowed to maintain reasonable time, place, and manner restrictions on student speech in public areas of campus. These regulations must be viewpoint, and content-neutral rules on where, when, and how you can demonstrate on campus, in order to prevent disrupting the educational environment. Even in open, outdoor areas where campus protests are common, colleges might restrict some or all use of amplified sound, setting up tables or other structures, camping, and overnight protests. To be constitutional, those rules must apply to everyone, no matter their viewpoint and even when they're not trying to convey a message at all.

Categories of speech that fall outside of constitutional protections as shaped by the United States Supreme Court:

- Incitement
- True Threats
- Fighting Words
- Obscenity
- Defamation
- Fraud and Perjury
- Speech Integral to Criminal Conduct

[Time, Place and Manner of exercising free speech and expression at NIC](#)

- **Definitions**
- **Access, Traffic, and College Business not to Impeded**
- **Notification**
- **Administrative Interpretation**
- **Authorization**
- **Enforcement**

Thank you for your time and attention.