



North Idaho College

Board of Trustees Policy Subcommittee Meeting

September 6, 2023

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.*

This is a business meeting of the NIC Board of Trustees subcommittee on board policy. The board takes public comment during its regular monthly meetings; it will not take public comment at this subcommittee meeting.

BOARD POLICY SUBCOMMITTEE MEETING AGENDA

2:30 p.m. Driftwood Bay Room or Zoom <https://nic.zoom.us/j/82220092358>

CONVENE /Call to Order/Verification of Quorum Gregory McKenzie

Pledge of Allegiance

OLD BUSINESS moved from Tab 4 of August 23, 2023 regular meeting board book:

Board Policy Subcommittee Mike Waggoner/Tarie Zimmerman

Discussion: Board Policy 2.01.10 (Board General Conduct Policy)

Discussion: Board Policy 2.01.11 (New Board Member Orientation)

Discussion: Board Policy 2.01.12 (Code of Ethics)

Discussion: Board Policy 2.02.02 (Presidential Performance Review)

ADJOURN

Policy

Policy #2.01.10

Effective Date: 8/24/20

Rescinded: 12/16/20

Revised and Reinstated: 5/26/21

Revised: 8/22/22

<p><i>(Impact Area - Dept Name)</i></p> <p>Board of Trustees</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Board Member General Conduct</p>
	<p>Author: Board of Trustees</p>	<p>Supersedes Policy</p>
<p>Relates to Procedure #</p>	<p>Impact: Board of Trustees</p>	
<p>Legal Citation <i>(if any):</i></p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

Page 1 of 6

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

Purpose

The purpose of this policy is to prescribe processes, behaviors, and methods of appropriate communications for effective and efficient Board operations. This policy is not intended to infringe upon individual first amendment rights nor interfere with

personal relationships. Utilizing proper procedures and channels of communications and exercising respectful behaviors results in a more effective and efficient organization.

General Guidelines for Conduct

The Board expects its members to demonstrate ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behavior when acting as Board members.

The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board. An individual Trustee shall not purport to act for, bind, or commit the College to any act or course of conduct without prior approval of the Board. The College can be bound only by formal action of the Board.

The Board will enforce upon itself and its members effective practices to govern and discharge its duties effectively and efficiently. The Board and individual Board member's self-discipline will apply at all times and to such matters including, but are not limited to attendance, respect for others, proper decorum, confidentiality with sensitive information, speaking with one voice for external communications, and adherence to the policies and rules of the College and the Board. The Board will take appropriate action to enforce the obligations imposed hereunder, including without limitation, limiting or suspending Board privileges, private or public censure. or other such action as the Board deems appropriate.

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

Interaction with College Personnel Guidelines

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

Individual Trustees, however, must refrain from communicating or acting in a manner that violates, interferes with or circumvents College policy and administrative procedures and guidelines. Trustees are responsible for familiarizing themselves with

College policies, adhering to those policies, procedures, and guidelines and complying with the spirit and intent of those policies.

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

1. To attend or participate in private meetings of students, faculty, administrators or other employees of the College where College business is to be considered, unless the Board member has been invited to attend as an observer only, or the Board as a whole is invited to attend and has decided to participate, or the Board member has been officially designated by the Board to attend or participate;
2. To participate in the day-to-day operations of the College without official Board approval;
3. To intercede with students, faculty, administrators or any other employees of the College on behalf of any person or program without informing the Board.
4. To threaten or harass or intimidate any employee or student of the College or anyone doing business with the College; and
5. To borrow money, solicit funds or accept gratuities of any kind from any employee of the College, unless the activity, is conduct involving election, campaigning, or free speech or is otherwise protected by constitution or statute.

Communications Protocols

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

1. Requests for information from the Board of Trustees will be communicated directly to the President. Answers to these questions will be provided to all trustees. The President has the discretion to manage college resources needed to provide these answers;
2. When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees should carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or action of the Board or College;

3. Unless authorized by the Board, when communicating with legislators, public officials, and Community leaders, individual Trustees should take reasonable care to clarify that they are acting as individuals and not on behalf of the Board or the College and should strive to maintain consistency with established board decisions, policies and plans.
4. The Board Chairperson and the President, or their respective designees, shall be the spokespersons to the press on College matters. In most cases, Board members should refer inquiries from reporters to the Chairperson and/or President, or designee. The goal is to speak with one voice on College matters and to remove the potential of conflicting statements. However, the Board recognizes elected officials will speak to the Press when they feel it is appropriate.

Conflict of Interest

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

- (a) a member of the Board, or
- (b) a member of his or her immediate family or close relative ("immediate family" means the employee's spouse, parent, step-parent, guardian, brother, sister, mother-in-law, father-in-law, child, or stepchild; "close relative" means the employee's grandmother, grandfather, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, first cousin, or grandchild.), or
- (c) an organization with which a member of the Board is affiliated, such as an existing relationship, serving as a Board member, administrator, or employee.

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

Trustee Usage of Facilities

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

Complaints Regarding Individual Board Member

In the event the College or any trustee receives a complaint about a Trustee from a member of the public or from a College employee, the complaint shall be referred to the Board Chairperson or, if the complaint is against the Chairperson, to the Vice Chairperson. The Trustee that is the subject of the complaint shall be notified and given an opportunity to respond. The Board shall have the discretion to investigate the complaint, including the authority to engage either the free services of the Department of Labor or an outside consultant to undertake an investigation. Any report from an outside consultant shall be disseminated to all Board members prior to any action being taken against the Board member. Meetings to hear complaints or to consider the conduct of a Board member shall initially take place in executive session. If the Board decides to take action (such as censure), such action may be a private admonishment or, if the Board decides the conduct justifies public admonishment, may announce censure (or other appropriate sanction) at an open meeting.

Potential Action for Trustee Violation of Policy

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

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

Prior to such action, the Trustee will be entitled to a hearing before the Board in executive session to hear the charges and to allow the Trustee to respond. The decision of a majority of the Board is final.

The Board shall cause a record to be made of any private censures. These records will be stored in the office of the Executive Assistant to the President in a locked, fire-proof box. Access to the box is limited to the Board Clerk and the Secretary/Treasurer of the Board, who can provide viewing of private censure to the president or individual trustees upon request. A viewing log will be maintained within the box by the Board Clerk and Secretary/Treasurer of the Board. Archiving of the file(s) within the box will follow North Idaho College Policy 2.01.06 "Retention of Records."

Annual Trustee Affirmation

As a North Idaho College Trustee,

I affirm that:

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

Trustee Signature

Date

Policy

Policy #2.01.10

Effective Date: 8/24/20

Rescinded: 12/16/20

Revised and Reinstated: 5/26/21

Revised: 8/22/22

<i>(Impact Area - Dept Name)</i> Board of Trustees	<i>(General Subject Area)</i> Board of Trustees	<i>(Specific Subject Area)</i> Board Member General Conduct
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Policy Narrative

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Purpose

The purpose of this policy is to prescribe processes, behaviors, and methods of appropriate communications for effective and efficient Board operations. This policy is not intended to infringe upon individual first amendment rights nor interfere with

personal relationships. Utilizing proper procedures and channels of communications and exercising respectful behaviors results in a more effective and efficient organization.

General Guidelines for Conduct

The Board expects its members to demonstrate ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behavior when acting as Board members.

~~Board members are expected to:~~

- ~~1. Devote time, thought, and study to the duties of a trustee in order to be effective and provide credible service.~~
- ~~2. Consider information received from all sources and base personal decisions upon all available facts while maintaining confidentiality of privileged information.~~
- ~~3. Work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.~~
- ~~4. Recognize that authority over the organization is only vested in the Board when it meets in legal session.~~
- ~~5. Maintain the integrity of the Board and the position of the trustee when communicating and interacting with outside individuals and agencies. This includes full disclosure to participants when attending meetings as an ordinary citizen.~~
- ~~6. Respect the majority decisions of the Board.~~
- ~~7. Work to support the interests of North Idaho College ("NIC") and the Board.~~
- ~~8. Demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board when they do not.~~
- ~~9. Maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, NIC administration or employees.~~
- ~~10. Deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions.~~
- ~~11. Represent everyone the College serves, not a particular interest group.~~
- ~~12. Declare any conflict of interest. A trustee will not participate in, vote on, or exert influence on, any decision in which the trustee has any interest.~~

The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board. ~~Consistent with this and other Board Policies, a~~ An individual Trustee shall

Commented [KH1]: Replaced with Annual Affirmation of General Guidelines and placed at end of policy.

not purport to act for, bind, or commit the College to any act or course of conduct without prior approval of the Board. The College can be bound only by formal action of the Board.

The Board will enforce upon itself and its members effective practices to govern and discharge its duties effectively and efficiently. The Board and individual Board member's self-discipline will apply at all times and to such matters including, but are not limited to attendance, respect for others, proper decorum, confidentiality with sensitive information, speaking with one voice for external communications, and adherence to the policies and rules of the College and the Board. The Board will take appropriate action to enforce the obligations imposed hereunder, including without limitation, limiting or suspending Board privileges, private or public censure, or other such action as the Board deems appropriate.

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

Interaction with College Personnel Guidelines

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

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

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

1. To attend or participate in private meetings of students, faculty, administrators or other employees of the College where College business is to be considered, unless the Board member has been invited to attend as an observer only, or the

- Board as a whole is invited to attend and has decided to participate, or the Board member has been officially designated by the Board to attend or participate;
2. To participate in the day-to-day operations of the College without official Board approval;
 3. To intercede with students, faculty, administrators or any other employees of the College on behalf of any person or program without informing the Board.
 4. To threaten or harass or intimidate any employee or student of the College or anyone doing business with the College; and
 5. To borrow money, solicit funds or accept gratuities of any kind from any employee of the College, unless the activity, is conduct involving election, campaigning, or free speech or is otherwise protected by constitution or statute.

Communications ~~Pro~~cedures/~~Board Members Request for Information~~

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

- ~~1. Requests for information from the Board of Trustees will be communicated directly to the President. Answers to these questions will be provided to all trustees. The President has the discretion to manage college resources needed to provide these answers. Individual Trustees requesting information that will require a material amount of staff time to compile, or the preparation of a special report, or that may be disruptive shall make such requests to the Chairperson of the Board. The Board Chairperson may approve the request or, at his or her discretion, have the request placed on the agenda of the next Board meeting for the consideration of the Board of Trustees. Compilations and reports prepared pursuant to this provision will be available to all Trustees. Individual Trustees shall not make such requests directly to an employee of the College.~~
- ~~2.1. Individual Trustees with questions regarding the operations of the College, such as inquiries concerning employment or admission to the College, complaints for or about students, complaints from or about faculty and staff, complaints or questions about administrative decisions, and complaints or questions from or about facilities, shall convey such to the Office of the President for consideration and possible action;~~
- ~~3. When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees should carefully delineate between opinions that are personal and held as an individual citizen~~

versus opinions that reflect officially approved policies or action of the Board or College;

~~2.~~

~~4. Trustees should make no announcement of nor give any information about action taken by the Board until such action has been communicated by the Board Chairperson or President through regular official channels;~~

~~5.1. Consistent with this and other Board Policies, an individual Trustee shall not purport to act for, bind, or commit the College to any act or course of conduct without prior approval of the Board. The College can be bound only by formal action of the Board.~~

~~6.~~

~~7.1. Communication with Legislators, Public Officials, and Community Leaders~~

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

~~3.~~

~~8.~~

~~9. Relationship with the Press~~

~~10.~~

~~11.4.~~ The Board Chairperson and the President, or their respective designees, shall be the spokespersons to the press on College matters. In most cases, Board members should refer inquiries from reporters to the Chairperson and/or President, or designee. The goal is to speak with one voice on College matters and to remove the potential of conflicting statements. However, the Board recognizes elected officials will speak to the Press when they feel it is appropriate.

Conflict of Interest

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

(a) a member of the Board, or

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

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

~~At first knowledge of any of these situations, the Trustee must disclose such real or potential conflict by informing the Board chairperson or the entire Board. If the conflict involves the Board chairperson, the chairperson will inform the entire Board. Where a conflict is determined to exist, Trustees will abstain from involvement in decision-making. As required by state law, if a Board member's outside activity (employment, participation or involvement in another business, corporation, institution or other entity) constitutes a conflict of interest, then the Board member will (a) disclose to the Board such conflict or the potential conflict; (b) absent herself/himself from discussion regarding any issue which involves his or her role as a Board member and his or her outside activity, and (c) refrain from voting on any such issue.~~

Trustee Usage of Facilities

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

Complaints Regarding Individual Board Member

In the event the College ~~or any trustee~~ receives a complaint about a Trustee from a member of the public or from a College employee, the complaint shall be referred to the Board Chairperson or, if the complaint is against the Chairperson, to the Vice Chairperson. The Trustee that is the subject of the complaint shall be notified and given an opportunity to respond. The Board shall have the discretion to investigate the complaint, including the authority to engage ~~either the free services of the Department of Labor or~~ an outside consultant to undertake ~~the an~~ investigation. Any report from an outside consultant shall be disseminated to all Board members prior to any action being taken against the Board member. Meetings to hear complaints or to consider the conduct of a Board member shall initially take place in executive session. If the Board decides to take action (such as censure), such action may be a private admonishment or, if the Board decides the conduct justifies public admonishment, may announce censure (or other appropriate sanction) at an open meeting.

Potential Action for Trustee Violation of Policy

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

- Loss of Board appointments to committees.

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

Prior to such action, the Trustee will be entitled to a hearing before the Board in executive session to hear the charges and to allow the Trustee to respond. The decision of a majority of the Board is final.

The Board shall cause a record to be made of any ~~private censure such complaint proceedings. These records and deposit such record in a confidential file maintained by the Secretary of the Board.~~ will be stored in the office of the Executive Assistant to the President in a locked, fire-proof box. Access to the box is limited to the Board Clerk and the Secretary/Treasurer of the Board, who can provide viewing of private censure to the president or individual trustees upon request. A viewing log will be maintained within the box by the Board Clerk and Secretary/Treasurer of the Board. Archiving of the file(s) within the box will follow North Idaho College Policy 2.01.06 "Retention of Records."

Annual Trustee Affirmation

As a North Idaho College Trustee,

I affirm that:

- I will work to support the interests of North Idaho College ("NIC") and the Board.
- I will recognize that authority over the organization is only vested in the Board when it meets in legal session;
- I recognize my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- I will devote time, thought, and study to the duties of a trustee, and engage in an ongoing process of in-service education and continuous improvement;
- I will consider information received from all sources and base decisions upon all available facts while maintaining confidentiality of privileged information;
- I will work with fellow trustees in a spirit of harmony and co-operation, and respect differences of opinion;
- I will respect the majority decisions of the Board.

- I will demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board. This includes full disclosure to participants when attending meetings as an ordinary citizen.
- I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and respect the decisions we make;
- I will deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions;
- I represent everyone the College serves, not a particular interest group;
- I will declare any potential conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I cannot be unbiased;
- I will abide by the Code of Ethics (Policy reference will be added once approved);
- I will honor the division of responsibility between the Board and the CEO/president and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

Trustee Signature

Date

Policy

Policy #2.01.11

Effective Date: 5/25/22

<i>(Impact Area - Dept Name)</i> Board of Trustees	<i>(General Subject Area)</i> Board of Trustees	<i>(Specific Subject Area)</i> New Board Member Orientation
	Author:	Supersedes Policy #
Relates to Procedure #	Impact:	
Legal Citation (if any):		
<i>North Idaho College</i>		

Policy Narrative

[Page 1 of 1]

- A. It is the expectation of the board of trustees that each new board member is afforded the opportunity to participate in a structured onboarding process to facilitate a transition into board knowledge, participation and support trustee effectiveness.
- B. North Idaho College offers a comprehensive orientation program and ongoing board development to support trustees and their board roles. The program includes both an orientation to the college provided by the president, and effective board participation and governance provided by the chair, legal counsel, other administrative designees and/or current trustees.
- C. At the annual organization meeting, or whenever there is a change in the composition of the board, either through appointment, election, or vacancy, all trustees will reaffirm their commitment to NIC policies, procedures, and board of trustees' Code of Ethics Policy (2.01.12 once approved) and Board General Conduct Policy (2.01.10).
- D. Within the first year of their service, the newly onboarded trustee will be expected to attend a professionally sponsored board member training.
- E. Avoid any situation to use the position as a community college trustee to benefit for personal gain. Inform the board chairperson and/or the entire board when a

matter under consideration might involve or appear to involve a conflict of interest. Each Trustee shall sign and abide by the NIC Trustee Affirmation.

As a North Idaho College Trustee,

I affirm that:

- I will work to support the interests of North Idaho College ("NIC") and the Board.
- I will recognize that authority over the organization is only vested in the Board when it meets in legal session;
- I recognize my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- I will devote time, thought, and study to the duties of a trustee, and engage in an ongoing process of in-service education and continuous improvement;
- I will consider information received from all sources and base decisions upon all available facts while maintaining confidentiality of privileged information;
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- I will deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions;
- I represent everyone the College serves, not a particular interest group;
- I will declare any potential conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I cannot be unbiased;
- I will abide by the NIC Code of Ethics policy;
- I will honor the division of responsibility between the Board and the CEO/president and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

Trustee Signature

Date

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- B. North Idaho College offers a comprehensive orientation program and ongoing board development to support trustees and their board roles. The program includes both an orientation to the college provided by the president, and effective board participation and governance provided by the chair, legal counsel, other administrative designees and/or current trustees.
- C. [At the annual organization meeting, or w](#)Whenever there is a change in the composition of the board, either through appointment, election, or vacancy, all trustees will reaffirm their commitment to NIC policies, procedures, and board of trustees' [Code of ethics](#)~~Ethics Policy outlined in (-Policy 2.01.12 once approved 2.01.02) and Board General Conduct Guidelines for Conduct Policy (outlined in Policy 2.01.10)-.~~
- D. Within the first year of their service, the newly onboarded trustee will be expected to attend a professionally sponsored board member training.
- E. [Avoid any situation to use the position as a community college trustee to benefit](#)

for personal gain. Inform the board chairperson and/or the entire board when a matter under consideration might involve or appear to involve a conflict of interest. Each Trustee shall sign and abide by the NIC Trustee Affirmation.

~~F. The president will adopt procedures to administer this policy.~~

As a North Idaho College Trustee,

-I affirm that ~~I will:~~

- I will w~~W~~ork to support the interests of North Idaho College ("NIC") and the Board.
- I will r~~r~~ecognize that authority over the organization is only vested in the Board when it meets in legal session.;
- I recognize my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
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- I will c~~C~~onsider information received from all sources and base ~~personal~~ decisions upon all available facts while maintaining confidentiality of privileged information.;
- I will w~~W~~ork with fellow trustees in a spirit of harmony and co-operation, and respect in spite of differences of opinion.;
- ~~I will recognize that authority over the organization is only vested in the Board when it meets in legal session.~~
- ~~Maintain the integrity of the Board and the position of the trustee when communicating and interacting with outside individuals and agencies. This includes full disclosure to participants when attending meetings as an ordinary citizen.~~
- Respect the majority decisions of the Board.
- ~~I will dWork to support the interests of North Idaho College ("NIC") and the Board.~~
- ~~D~~emonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board ~~when they do not.~~ This includes full disclosure to participants when attending meetings as an ordinary citizen.
- I will b~~Maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, NIC administration or employees.~~ e prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than

to advance any special interests, and respect the decisions we make;

- I will dDeal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions;:-
- I Rrepresent everyone the College serves, not a particular interest group;:-
- I will dDeclare any potential and be transparent about any known conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I cannot be unbiased~~have any interest~~;:-
- I will aAbide by the NIC Guidelines for ConductedCode of Ethics policyoutlined in Policy 2.01.10;:-
- I will honor the division of responsibility between the Board and the CEO/president and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

Trustee Signature

Date

Policy

Policy #2.01.12

Effective Date: (new--not yet approved)

<p><i>(Impact Area - Dept Name)</i></p> <p>Board of Trustees</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Code of Ethics</p>
	<p>Author:</p>	<p>Supersedes Policy #</p>
<p>Relates to Procedure #</p>	<p>Impact:</p>	
<p>Legal Citation <i>(if any)</i>:</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

[Page 1 of #]

I. Code of Ethics

The NIC Board of Trustees maintains a high level of ethical conduct by adhering to the following performance standards.

As a member of the NIC Board, I am required to:

- devote time, thought, and study to the duties and responsibilities of a community college board member, so that I may render effective and creditable service and comport myself in accordance with NIC Board policies;
- work with my fellow Board members to build trust and cooperation regardless of differences of opinion that arise during vigorous debates of points of issue;
- base my individual decisions upon all available facts, unbiased by private interest or partisan pressure, and abide by and uphold the final majority decision of the Board;
- remember at all times that as an individual I have no legal authority. The legal authority rests with the Board as a whole;
- remember that I derive authority from, and am accountable to, the community and that I must always act as an advocate on behalf of the entire community, honestly debate issues that affect it, and speak with one voice once a decision or

policy is made by the Board;

- recognize that it is important for me to understand the needs of the community, to represent the voice of the community to the College, and to monitor the results of the College in meeting those needs;
- avoid using my position as an NIC Trustee to bring myself benefit or personal gain. Inform the Board chairperson and/or the entire Board when a matter under consideration might involve or appear to involve a conflict of interest as per Policy 2.01.10.
- speak with one voice as a Board member once a Board decision or policy is made.

Policy

Policy # 2.02.02

Effective Date 4/25/01

Revised Date 10/28/09

<p><i>(Impact Area - Dept Name)</i></p> <p>Administration</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Presidential Performance Review</p>
	<p>Author:</p>	<p>Supersedes Policy #</p>
<p>Relates to Procedure #</p>	<p>Impact:</p> <p>President</p>	
<p>Legal Citation <i>(if any):</i></p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

[Page 1 of 1]

The board of trustees recognizes the importance of having exceptional executive leadership and that such leadership is dependent upon constructive review of how that responsibility is exercised. To further this end, the board of trustees will annually review the president's stewardship in order to strengthen his or her performance, to enable the president and the board of trustees to reset mutually agreed upon goals, and to inform annual decisions on compensation and other terms of employment.

The annual performance review of the president should include a written management review statement by the president and a written report on goals from the previous 12 months, as mutually agreed upon by the president and the board of trustees. It may also include proposed goals for the subsequent 12 months. The annual performance review should be completed on a schedule consistent with the college's annual compensation-setting process.

An external evaluator will be selected by the board to assist in evaluation the president.

The president's personnel file will be stored in the office of the Executive Assistant to the President in a locked, fire-proof box. Access to the box is limited to the Board Clerk and the Secretary/Treasurer of the Board, who can provide viewing to the president or individual trustees upon request. A viewing log will be maintained within the box by the Board Clerk and Secretary/Treasurer of the Board. Archiving of the file(s) within the box will follow North Idaho College Policy 2.01.06 "Retention of Records."

Policy

Policy # 2.02.02

Effective Date 4/25/01

Revised Date 10/28/09

<p><i>(Impact Area - Dept Name)</i></p> <p>Administration</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Presidential Performance Review</p>
	<p>Author:</p>	<p>Supersedes Policy #</p>
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Policy Narrative

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