



North Idaho College

Board of Trustees Meeting

January 24, 2023 **Rescheduled**

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

Amended January 19, 2024

5:00PM Driftwood Bay Room

- Convene/Call to Order/Verification of QuorumMike Waggoner
- Executive Session per Idaho Code § 74-206(1)(f) Litigation
 - Action Item: Discussion/Decision: Case No. CV28-23-7434 (Swayne Records Request)
- Executive Session* per Idaho Code § 74-206(1)(b) Personnel & (1)(f) Litigation / Imminently Likely Litigation:
 - Discussion Regarding College Response to Randall Danskin Workplace Investigation Report

6:00PM** Lake Coeur d'Alene Room / Zoom: <https://nic.zoom.us/j/82584502597>

- Convene/Call to Order/Verification of Quorum Mike Waggoner
- Pledge of Allegiance Mike Waggoner
- Message from Chair..... Mike Waggoner
- Public Comment*** Mike Waggoner
- Celebrating Success: Conference Presentation Todd Banducci / Ted Tedmon / Casey Wilhelm
 - “Engaging the Distracted: Meeting the Challenge of Reaching Gen Z and Millennials without Deterring Non-Traditional Students” presented at ACCT Leadership Congress 12 Oct 2023*
- **CONSTITUENT REPORTS**
 - ASNIC..... Michael Habermann
 - Faculty Assembly Kathleen Miller-Green
 - Staff Assembly Matt Piekarski
 - SenateMatthew Nolan
- **PRESIDENT’S REPORT**Nick Swayne
- **INFORMATION ITEMS**
 - Dean of Students Update on Trending Student Needs Nick Swayne / Alex Harris
 - Outreach Center UpdateNick Swayne / Christine Callison
 - Finance Update..... Nick Swayne / Sarah Garcia
 - Summer 2024 In-Person ClassesNick Swayne
 - Tab 1: Institutional Memberships UpdateNick Swayne

➤ **CONSENT AGENDA**

- Action: Approve Consent Agenda Items..... Mike Waggoner
 - Tab 2: Amended Board Regular Meeting Minutes for October 25, 2023
 - Tab 3: Board Development/Training Retreat Minutes for November 16, 2023
 - Tab 4: Board Policy Subcommittee Meeting Minutes for November 20, 2023
 - Tab 5: Board Regular Meeting Minutes for November 20, 2023
 - Tab 6: Board Special Meeting Minutes for December 13.2023
 - Tab 7: Board Policy Subcommittee Meeting Minutes for December 20, 2023
 - Tab 8: Board Regular Meeting Minutes for December 20, 2023
 - Tab 9: Academic Calendar Revisions

➤ **NEW BUSINESS**

- Action per Executive Session Discussion: CV28-23-7434 (Swayne Records Request) ... Mike Waggoner
- Action per Executive Session Discussion Regarding College Response to Randall Danskin Workplace Investigation Report..... Mike Waggoner
- Tab 10: Board Policies Status UpdateMike Waggoner / Tarie Zimmerman
- Tab 11: First Reading / Discussion: Civility Resolution.....Mike Waggoner / Tarie Zimmerman
- Tab 12: First Reading / Discussion: Policy 2.01.15 Recurring Reports Mike Waggoner / Tarie Zimmerman

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

➤ **ADJOURN**

* Executive sessions may be called for the purposes of considering personnel matters [Idaho Code § 74-206 (1)]

- (a)] to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;
- (b)] to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;
- (c)] deliberating regarding an acquisition of an interest in real property;
- (d)] considering records that are exempt from public disclosure;
- (e)] considering preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body;
- (f)] communicating with legal counsel regarding pending/imminently-likely litigation;
- (i)] communicating with risk manager/insurer regarding pending/imminently-likely claims.

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

*** 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. In the interest of a timely meeting, the Board Chair may end public comment at any time after 30 minutes. 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

| Membership Expense | | |
|--|--------------------|---|
| Department/Area | 2023 Actual | 2024 Actual / Anticipated |
| Athletics | | |
| American Volleyball Coaches Association | 185.00 | 185.00 |
| Hayden Chamber of Commerce | 125.00 | Cancelled for FY2024 - covered under institutional membership |
| National Athletic Trainers Association | 470.00 | 369.00 |
| National Fastpitch Coaches Association | 110.00 | 205.00 |
| NJCAA | 3,365.00 | 10,783.00 |
| NWAC | 7,665.00 | 10,245.00 |
| Post Falls Chamber of Commerce | 150.00 | Cancelled for FY2024 - covered under institutional membership |
| Professional Golf Association | 791.00 | 791.00 |
| State of Idaho - Board of Medicine | 180.00 | 180.00 |
| Athletics Total | 13,041.00 | 22,758.00 |
| CTE | | |
| American Culinary Federation | 240.00 | 240.00 |
| American Welding Society | 263.00 | 263.00 |
| American Welding Society - Certified Welding Inspector | 545.00 | 545.00 |
| Association for Career and Technical Education | | 100.00 |
| Association of Certified Fraud Examiners | 60.00 | 60.00 |
| Automotive Service Excellence | 87.00 | 87.00 |
| Automotive Service Excellence Foundation | 1,595.00 | 1,595.00 |
| Idaho Business Education Association | 10.00 | 10.00 |
| National Business Education Association | | 149.00 |
| National Communication Association | 195.00 | 195.00 |
| National Council for Workforce Education | 535.00 | 535.00 |
| Northwest I-90 Manufacturing Alliance | | 250.00 |
| Skillsusa Inc. | | 210.00 |
| CTE Total | 3,530.00 | 4,239.00 |
| Development | | |
| Council for Advancement & Support of Education | 2,400.00 | 2,496.00 |
| Development Total | 2,400.00 | 2,496.00 |
| Finance and Business Affairs | | |
| American Institute of Certified Public Accountants | 315.00 | 340.00 |
| Community College Business Officers | 600.00 | 650.00 |
| National Association of College and University Business Officers | 4,922.00 | 4,922.00 |
| Finance and Business Affairs Total | 5,837.00 | 5,912.00 |
| General Education | | |
| Arts and Cultural Alliance | 50.00 | 50.00 |
| College Media Association | 75.00 | 75.00 |
| Idaho Education Technology Association | 75.00 | 75.00 |
| Law and Society Association | | 101.00 |
| Music Teachers National Association | 136.00 | 142.00 |
| National Art Education Association | 70.00 | 70.00 |
| National Association of Sports Officials | 199.00 | 199.00 |
| National Intramural-Recreational Sports Association | 285.00 | 285.00 |
| National Recreation and Parks Association | 180.00 | 180.00 |
| Society for Health and Physical Educators | 139.00 | 139.00 |
| Spokane Angel Alliance | 1,500.00 | Cancelled for FY2024 |
| Western History Association | 205.00 | 205.00 |
| Western Interstate Commission for Higher Education | 1,000.00 | 1,000.00 |
| General Education Total | 3,914.00 | 2,521.00 |
| Health Professions | | |
| Accreditation Commission for Education in Nursing | 2,875.00 | 2,975.00 |
| American Association of Medical Assistants | 1,500.00 | 1,700.00 |
| American Dental Association | 2,100.00 | 2,100.00 |
| American Dental Education Association | 945.00 | 945.00 |
| American Physical Therapy Association | 5,140.00 | 5,085.00 |
| American Society for Clinical Pathology | 209.00 | 209.00 |
| American Society of Health-System Pharmacists | 3,000.00 | 3,000.00 |
| Association of Surgical Technologists | 80.00 | 80.00 |
| Commission on Accreditation of Allied Health Programs | 600.00 | 1,000.00 |
| Idaho Oral Health Alliance | 250.00 | 250.00 |
| Joint Review Committee on Education in Radiologic Technology | 2,270.00 | 2,450.00 |
| National Accrediting Agency for Clinical Laboratory Sciences | 2,692.00 | 2,827.00 |
| National League for Nursing | 1,530.01 | 1,545.00 |
| Nurse Leaders of Idaho | 100.00 | 100.00 |
| Organization for Associate Degree Nursing | | 595.00 |

| | | | |
|--|------------------|------------------|----------------------|
| Organization for Safety, Asepsis and Prevention (Dental) | 150.00 | 150.00 | |
| Health Professions Total | 23,441.01 | 25,011.00 | |
| Human Resources | | | |
| College and University Professional Association - HR | 1,395.00 | 1,395.00 | |
| Human Resource Network of North Idaho | 200.00 | 300.00 | |
| Human Resources Certification Institute | 338.00 | 338.00 | |
| Human Resources.com | 225.00 | 244.00 | |
| Society for Human Resource Professionals | 946.00 | 1,220.00 | |
| World at Work | 265.00 | 265.00 | |
| Human Resources Total | 3,369.00 | 3,762.00 | |
| Information Technology | | | |
| Association for Computing Machinery | 75.00 | 75.00 | |
| Educause Membership | 1,190.00 | 1,250.00 | |
| Midjourney | | 96.00 | |
| Organization for Educational Technology and Curriculum | | 300.00 | |
| Research Education Networking Information Sharing and Analysis | 1,375.00 | 1,375.00 | |
| Univ. Corp. for Advanced Internet Development | 2,500.00 | 2,500.00 | |
| Information Technology Total | 5,140.00 | 5,596.00 | |
| Institutional | | | |
| Amazon Capital Services | 779.00 | 779.00 | |
| American Association of Community Colleges | 8,089.00 | | Cancelled for FY2024 |
| Association of Community College Trustees | 4,710.00 | 4,851.00 | |
| Association of Governing Boards (AGB) | 4,200.00 | | Cancelled for FY2024 |
| Coeur d'Alene Chamber of Commerce | 999.00 | 999.00 | |
| Costco | 180.00 | 180.00 | |
| EAB Global | 20,243.00 | | Cancelled for FY2024 |
| Hayden Chamber of Commerce | 250.00 | 250.00 | |
| Inland Northwest Partners | 150.00 | 150.00 | |
| Inland NW Aerospace Consortium | 145.00 | | Cancelled for FY2024 |
| Jobs Plus | 15,000.00 | 5,000.00 | |
| Mountain States Association of Community Colleges | 450.00 | 450.00 | |
| National Association of Community College Entrepreneurs | 900.00 | 900.00 | |
| Northwest Commission on Colleges and Universities | 19,950.00 | 21,400.00 | |
| Post Falls Chamber of Commerce | 300.00 | 300.00 | |
| Rathdrum Area Chamber of Commerce | 199.00 | 199.00 | |
| Rotary Club of Coeur d'Alene | 893.56 | 642.53 | |
| Sandpoint Chamber of Commerce | 150.00 | 150.00 | |
| Silver Valley Economic Development | 200.00 | 200.00 | |
| Wallace Chamber of Commerce | 65.00 | 65.00 | |
| Western Washington University | 3,000.00 | | Cancelled for FY2024 |
| Institutional Total | 80,852.56 | 36,515.53 | |
| Institutional Research | | | |
| Association for Institutional Research | 380.00 | 380.00 | |
| Institutional Research Total | 380.00 | 380.00 | |
| Marketing and Community Relations | | | |
| National Council for Marketing and Public Relations | 700.00 | 700.00 | |
| Public Relations Society of America | 290.00 | 267.00 | |
| Ragan Training and Ragan Insider | 1,995.00 | | Cancelled for FY2024 |
| Sunrise Rotary Club | 1,184.48 | 539.78 | |
| State of Idaho - Extraordinary Session Lobbyist Status | 310.00 | | Cancelled for FY2024 |
| Marketing and Community Relations Total | 4,479.48 | 1,506.78 | |
| Student Services | | | |
| American Association of College Registrars and Admissions Officers | 1,136.00 | 1,208.00 | |
| American Indian Science and Engineering Society | | 65.00 | |
| Association for University of College Counseling Center Directors | 200.00 | 200.00 | |
| Association of Threat Assessment Professionals | 250.00 | 250.00 | |
| Association of Title IX Administrators | 4,098.00 | 4,098.00 | |
| Association on Higher Education and Disability | 520.00 | 560.00 | |
| Idaho Association College Registrars and Admission Officers | 150.00 | 150.00 | |
| Idaho Partnership on Higher Education & Disability | 200.00 | 200.00 | |
| National Academic Advising Association | 925.00 | 1,045.00 | |
| National Alliance of Concurrent Enrollment Partnerships | 560.00 | 560.00 | |
| National Association for Behavioral Intervention and Threat Assessment | 199.00 | 199.00 | |
| National Association for College Admission Counseling | | 1,080.00 | |
| National Association of Clearly Compliance Officers and Professionals | 390.00 | 390.00 | |
| National Association of Student Personnel Administrators | 643.00 | 643.00 | |
| National Association of Student Resource Officers | 40.00 | 40.00 | |
| National Association Student Financial Aid Administrators | 1,603.00 | 1,694.00 | |

| | | |
|--|-------------------|-------------------|
| National Career Development Association | 285.00 | 285.00 |
| Pacific Association of Collegiate Registrars and Admissions Officers | | 125.00 |
| Western Association of Student Financial Aid Administrators | 200.00 | 200.00 |
| Student Services Total | 11,399.00 | 12,992.00 |
| Grand Total | 157,783.05 | 123,689.31 |

Tab 2

BOARD OF TRUSTEES MEETING
January 17, 2024

TAB 2

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 2 are the Amended Board Regular Meeting Minutes for October 25, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk

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

Amended 11-21-23

CALL TO ORDER AND VERIFICATION OF QUORUM

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

ATTENDANCE

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

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

PUBLIC COMMENT

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

Celebrating Success

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

CONSTITUENT REPORTS

ASNIC

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

Faculty Assembly

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

Staff Assembly

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

Senate

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

PRESIDENT'S REPORT

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

INFORMATION ITEMS

Enrollment Update

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

CTE Update

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

Finance Update (Investment, Capital, Facilities)

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

Strategic Plan Update

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

Board Policy Subcommittee Update

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

CONSENT AGENDA

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

BREAK 8:18 p.m. – 8:27 p.m.

UNFINISHED BUSINESS

Tab 2: Board Response to Constituent Groups

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

Tab 3: Approve President's Goals Metrics

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

Tab 4: Approve Head Start Bylaws

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

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

Tab 5: Approve 2023-2024 Board Goals

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

Tab 6: Approve 2024-2025 Board Regular Meeting Calendar

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

Discussion/Decision Investigation Report

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

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

REMARKS FOR THE GOOD OF THE ORDER

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

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

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

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 3

BOARD OF TRUSTEES MEETING
January 17 2024

TAB 3

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 3 are the Board Development/Training Retreat Minutes for November 16, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk



North Idaho College

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

ATTENDANCE:

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

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

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 4

BOARD OF TRUSTEES MEETING
January 17, 2024

TAB 4

SUBJECT: Consent Agenda Items

BACKGROUND:

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

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk

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

CALL TO ORDER AND VERIFICATION OF QUORUM

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

ATTENDANCE

Trustees: Greg McKenzie
Mike Waggoner
Tarie Zimmerman

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

Discussion: Civility

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

Discussion: RFP Policy

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

Discussion: NIC Memberships

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

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

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 5

BOARD OF TRUSTEES MEETING
January 17, 2024

TAB 5

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 5 are the Board Regular Meeting Minutes for November 20, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk



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

CALL TO ORDER AND VERIFICATION OF QUORUM

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

ATTENDANCE

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

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

Executive Session Actions

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

PUBLIC COMMENT

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

Celebrating Success

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

CONSTITUENT REPORTS

ASNIC

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

Faculty Assembly

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

Staff Assembly

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

Senate

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

PRESIDENT'S REPORT

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

INFORMATION ITEMS

Enrollment Fall Report

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

Development Report

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

Recruitment/Marketing

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

Security Update

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

CONSENT AGENDA

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

UNFINISHED BUSINESS

Discussion/Decision: Investigative Report

Item tabled

Discussion/Decision: President's Evaluation(s)

Item tabled

NEW BUSINESS

Tab 2: Action: Board Officer Elections

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

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

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

BREAK 7:37 p.m. – 7:48 p.m.

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

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

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

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

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

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

Tab 3: Action: Accept Fiscal Audit 2023

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

Tab 4: Board Policy Subcommittee

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

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

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

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

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

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

Chair Waggoner stated that this policy will continue without changes unless input from the board is submitted and considered. Trustee McKenzie reiterated that the President will work with the ACCT consultants to develop a policy on college memberships.

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

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

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

Discussion/Action: NIC Memberships

Item tabled.

Discussion/Action: February ACCT Conference: National Legislative Summit

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

Discussion/Action: Reschedule 31 January 2024 Board Training

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

Action: ACCT Additional Assistance

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

Action: Board Negotiations

Item tabled.

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

Item tabled.

REMARKS FOR THE GOOD OF THE ORDER

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

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

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

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

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 6

BOARD OF TRUSTEES MEETING
January 17, 2024

TAB 6

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 6 are the Board Special Meeting Minutes for December 13, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES SPECIAL MEETING
Edminster Student Union Building
December 13, 2023
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. He welcomed the attendees and led them in the Pledge of Allegiance.

ATTENDANCE

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

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

- Chair Waggoner began by saying that no single member of the board is authorized to make decisions and that the board must make decisions as a whole. He then made the motion to grant authority to the board chair to direct litigation until the next officer election. The motion was seconded by Todd Banducci.
- President Swayne referenced a motion that was passed on May 17, 2023 which stated that the chair and the president would agree to act on behalf of the board. He asked if this motion was a change to that adopted motion and requested further clarification.
- Brad Corkill asked if there was an urgent need for this change. Chair Waggoner stated that there would be a court hearing at the end of the week. Trustee Corkill questioned whether the board has the authority to designate this responsibility to a single member of the board and expressed concern about possible future repercussions.
- Attorney Colton Boyles stated that the prior resolution was unclear and that the purpose of this new motion is to provide clarity. He said that in anticipation of an upcoming hearing, there would not be ample time for the board to meet and discuss the litigation with the panel counsel. He further stated that in this particular instance, it would be inappropriate for the president to be involved.
- President Swayne reiterated that he is not comfortable with a single member of the board making decisions on behalf of the college and that it is not in line with his nor the board's fiduciary responsibilities. He recommended that the motion adopted on May 17, 2023 be amended to include the chair and another member of the board.
- Trustee Zimmerman pointed out that the resolution passed on May 17, 2023 was outside the bounds of law and that the board does not have the authority to designate a single member to make decisions. She continued by stating that the practice of calling a special meeting in circumstances such as these should be adhered to. Trustee Zimmerman called the board's attention to Idaho statute 33-2107 which defines a board's responsibilities.

- Trustee Banducci cited past situations where the board chair has been given the authority to make decisions on behalf of the board. He then called for the question.
- Trustees Corkill and Zimmerman once again expressed their concerns about passing this motion which would give blanket authority to the board chair for a full year. Trustee Zimmerman proposed that the motion be re-written so that it applies only to this specific case.
- Trustee McKenzie expressed his opinions and called for the vote. Chair Waggoner then called for the vote. The motion passed with three votes in favor and two against.

The meeting was adjourned at 6:16 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 7

BOARD OF TRUSTEES MEETING
January 17, 2024

TAB 7

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 7 are the Board Policy Subcommittee Meeting Minutes for December 20, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk



North Idaho College

BOARD OF TRUSTEES POLICY SUBCOMMITTEE MEETING
Edminster Student Union Building, Driftwood Bay Room
December 20, 2023
MINUTES

ATTENDANCE:

Nick Swayne, President
Chair Mike Waggoner
Trustee Tarie Zimmerman
Debbie DiThomas, ACCT Consultant
Ken Burke, ACCT Consultant

- Chair Waggoner began the meeting at 9:03 a.m.
- President Swayne shared his draft of a recurring report policy. He stated that the college's institutional memberships should be addressed in a recurring report policy rather than a memberships policy. Following discussion, it was agreed that the list of memberships will be provided in the procedure section of that policy. Further discussion was held about the board's ongoing concerns regarding certain specific memberships. The subcommittee agreed to introduce the recurring report policy and accompanying procedure to the board at the January 17, 2024 regular BoT meeting.
- Break 9:22 a.m. – 9:27 a.m.
- Trustee Waggoner brought the subcommittee's attention to the Morro Bay civility resolution shared at the last policy subcommittee meeting. He then presented a version which he specifically tailored for NIC's needs. Following discussion and input from Dr. DiThomas and Ken Burke, it was decided that the recommendation to the board should be for the adoption of a civility resolution to be affirmed by the board on an annual basis.
- Debbie DiThomas reminded the subcommittee that it is important for the monthly board books to be assembled and distributed in a timely manner. She stated that last minute changes to the board books does not reflect proper board governance and urged that a board book timeline be established and adhered to.
- Trustee Zimmerman commented that holding the monthly policy subcommittee meetings on the same day as the regular monthly BoT meetings does not always allow for efficiency in communicating the subcommittee's progress to the board. She suggested that beginning in February, the policy subcommittee meetings be held during the week following the regular BoT meetings.
- The meeting was concluded at 9:58 a.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 8

BOARD OF TRUSTEES MEETING
January 17, 2024

TAB 8

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 8 are the Board Regular Meeting Minutes for December 20, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk

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

CALL TO ORDER AND VERIFICATION OF QUORUM

Following executive session, Chair Mike Waggoner reconvened the meeting at 6:00 p.m. and verified that a quorum was present. He next welcomed the attendees and led them in the Pledge of Allegiance.

ATTENDANCE

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

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

Message From the Chair

Chair Waggoner shared his favorable impression of NIC staff, faculty, administration, and students as “people helping people”. He continued by noting specific areas of accomplishment for the college. The chair expressed his gratitude towards NIC and the community.

PUBLIC COMMENT

| Name | Topic |
|-------------------|----------------------------|
| Caryn Shepler | Board Governance |
| Robert Shepler | Accreditation/Legal Issues |
| Jamie Berube | Litigations/Legal |
| Mike Gridley | Lawsuit |
| Michael McGowan | Policy/Civility |
| Teresa Borrenpohl | Accreditation/Legal |

Celebrating Success

Chair Waggoner requested a motion to postpone this topic due to presenters Ted Tedmon and Casey Wilhelm being unavailable. Trustee Banducci made the motion to postpone Celebrating Success for the conference presentation until the January, 2024 regular BoT meeting. Trustee Corkill seconded the motion. There was no discussion and Chair Waggoner called for the vote. The motion passed unanimously with five votes in favor.

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann congratulated and welcomed Chair Waggoner as the new chair for the NIC board of trustees. He reported on the fruitful results of St. ASNIC which served over eighty children, a successful Night at the Library event, a well-attended movie night at the children’s center, and the continuing progress of ASNIC’s president’s wall. President Habermann personally thanked the NIC Foundation for once again allowing student

representation on their grants committee. He also reported on recent team evaluations and ASNIC's readiness for the coming year.

Faculty Assembly

Vice-Chair Jon Gardunia stood in place for Chair Kathleen Miller-Green who was not in attendance and explained that he would also be representing Staff Assembly Chair Matt Piekarski who was not present at this meeting. Vice-Chair Gardunia provided an update of the faculty assembly's recent meeting where topics included the upcoming meeting with the NWCCU and their recent report, as well as a faculty celebration to welcome Assistant American Indian Studies Professor Kyle Serrott, and NIC's new librarian, Steve Naught. He continued with an update on the recent CBT listening session and mentioned that at this time, the Faculty Assembly would refrain from commenting on actions taken at a previous board meeting. A written copy of the Faculty Assembly Chair's report is included as an addendum to these minutes.

Staff Assembly

Faculty Assembly Vice-Chair Jon Gardunia reported on behalf of Staff Assembly Chair Matt Piekarski who was not present at this meeting. He informed the board of a meeting held December 14, 2023 where the staff assembly ad hoc committee reported on recommended changes to the staff assembly constitution. A first read of the recommendation that the vice-chair not be automatically appointed as the chair each year was heard and a second read will be scheduled for the January meeting. A written copy of the Staff Assembly Chair's report is included as an addendum to these minutes.

Senate

Matthew Nolan stated that the senate met twice on December 14, 2023. He reported that first reads were conducted on three policies and four procedures brought by Human Resources. All policies and procedures were approved as written with the exception of one procedure which was returned to the sender with questions from the senate. Mr. Nolan also reported on the special meeting which was called to conduct second readings on all policies and procedures that had been approved earlier at the regularly scheduled meeting. After discussion, all policies and procedures were approved as written. Following questions by Trustees McKenzie and Banducci, president Swayne explained that the policies and procedures in question were updated as part of a routine policy review and that there are no emergent circumstances involved.

PRESIDENT'S REPORT

President Swayne explained the logistics for the February 2, 2024 visit with the NWCCU in Seattle. He spoke of a recent course on parliamentary procedure which he attended along with Chair Waggoner, Attorney Boyles, his executive assistant and the board clerk. Dr. Swayne provided updates on newly formed recruiting and retention teams, participation in a BPA competition, dual credit team efforts, and community stakeholder engagement. He reported that education week with legislators will not take place in 2024. The president reported on his recent visits to local companies and manufacturing facilities, NIC's choral and symphony holiday program, updates to the RFP contracting and procurement pages, Workforce Training Center programs, the Aerospace Tech Hub, transfer program alignments, nursing, athletics, and strategic planning. Following comments and a discussion about recent changes to the legislature, Chair Waggoner expressed that he would like to work with the president in developing a strategy for improved legislative relationships. Dr. Swayne's presentation is included as an addendum to these minutes.

INFORMATION ITEMS

IT Update

CIO Ken Wardinsky provided a high level overview of NIC's IT department. His presentation is included as an addendum to these minutes.

Athletics Fall Sports Update

Athletics and Recreation Director Shawn Noël shared an update of NIC's fall sports and athletic teams. Trustee Banducci commented on the lack of overall engagement with the NIC Booster Club and invited the community to attend their meetings and become involved. He asked Mr. Noël to share the ways in which the community could be made aware of all upcoming sporting events. Shawn Noël's presentation is included as an addendum to these minutes.

Security

Dean of Students Alex Harris provided a brief update of the ongoing security audit. He reported that certain classrooms have been identified as not meeting best practice standards and explained the steps that are being taken to correct the situation. Mr. Harris hopes to have a final update for the board in the near future.

Legislative Affairs Update

Marketing and Communications Coordinator Tom Greene provided an update of recent activities involving legislative affairs such as a first-time workshop, the legislative send off and the North Idaho Legislative Tour of 2024. He also reported on goals and requests for legislative support. A copy of Mr. Greene's presentation has been included as an addendum to these minutes.

CONSENT AGENDA

Chair McKenzie requested a motion from a member of the board to remove tabs one through four from the consent agenda. He said that as the board secretary he would like the opportunity to thoroughly review all of the minutes on the consent agenda. Following a discussion amongst the board regarding parliamentary procedure and Robert's Rules of Order, Trustee Banducci made the motion to postpone Tabs 1 - 4 and adopt the consent agenda comprising of Tab 5 only. The motion was seconded by Brad Corkill. The vote to adopt the amended consent agenda was called for and carried with five votes in favor.

NEW BUSINESS

Tab 2: Discussion/Action: Amending Resolutions to Clarify Chair's Appointment as Point of Contact with Legal Counsel

Chair Waggoner explained that a point of contact with legal counsel is necessary due to current legal issues. He stated that the recently passed resolution regarding this matter has been amended and presented a new resolution for the board's review. He said that this resolution amends and supersedes the resolution passed at the December 13, 2023 special meeting. He stated that it is more specific and states that the full board has ultimate authority in making final decisions. Following Attorney Boyles's summary and further clarification of the resolution's contents, Chair Waggoner called for a break so that the trustees could adequately review the resolution.

BREAK 8:01 p.m. – 8:08 p.m.

Chair Waggoner reconvened the meeting and invited comments from the board. Trustees Zimmerman and Corkill shared their concerns, opinions and suggestions which were addressed by Attorney Boyles. Trustee Banducci made the motion to adopt the resolution of the board of trustees of North Idaho College to designate the board chair as the point of contact for legal

counsel and to have this signed and witnessed hereof tonight by the board chair and by the board clerk. The motion was seconded by Trustee McKenzie. Following further discussion, Trustee Banducci restated his motion. Chair Waggoner then called for the vote. The motion passed with three votes in favor and two against.

Executive Session Actions

Gridley: Chair Waggoner made a motion to authorize the board chair to proceed as directed earlier in executive session. Trustee McKenzie seconded the motion. Following no discussion, Chair Waggoner called for the vote. The motion passed with five votes in favor.

Swayne Lawsuit: Chair Waggoner made a motion to authorize the board chair to proceed as directed in an earlier executive session. Trustee Banducci seconded the motion. Following no discussion, Chair Waggoner called for a roll call vote.

Trustee Corkill – Yes
Trustee Banducci – Aye
Trustee Zimmerman – Aye
Trustee McKenzie – Aye
Chair Waggoner – Aye

The motion passed with five votes in favor.

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

Chair Waggoner requested a motion to reaffirm policy 2.01.09 (Trustee Emeritus Status). Trustee Corkill made the motion which was seconded by Trustee Zimmerman. Following no discussion, Chair Waggoner re-stated the motion and called for the vote. The motion passed with four votes in favor and one abstention.

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

Chair Waggoner requested a motion from a member of the board to approve the proposed policy 2.01.04 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure) as presented. Trustee Corkill made the motion which was seconded by Trustee Zimmerman. Chair Waggoner offered further clarification of the policy. Trustee McKenzie made clear that this policy would not prevent interim changes outside of the regularly scheduled policy review cycle. Chair Waggoner re-stated the motion and called for the vote. The motion was carried with five votes in favor.

Tab 8: First Reading/Action: Civility Resolution

Chair Waggoner explained that it was decided at an earlier policy subcommittee meeting that Tabs 8 and 9 would be postponed. He then requested a motion from a member of the board to postpone this item. Trustee Corkill made the motion to postpone Tabs 8 and 9. The motion was seconded by Trustee Banducci. Following the vote, the motion passed with five votes in favor.

Tab 9: First Reading/Action: Memberships Policy

Trustee Corkill made the motion to postpone Tabs 8 and 9. The motion was seconded by Trustee Banducci. Following the vote, the motion passed with five votes in favor.

REMARKS FOR THE GOOD OF THE ORDER

Based on the results of an earlier executive session, the board authorized Chair Waggoner to read the following statement. “The board of trustees would like to announce that it has no intent to remove Dr. Swayne as president of North Idaho College”. He further stated that this is the

official position of the board. Chair Waggoner then asked for any additional remarks for the good of the order.

Chair Waggoner read an additional prepared statement. "I appreciate all of the hard work the board has done and is doing to make NIC flourish again and resolve the NWCCU's concerns". He said that he will be meeting with Accreditation Liaison Officer Dr. Steve Kurtz to coordinate ideas ahead of the NWCCU meeting in February.

The meeting was adjourned at 8:41 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

December 20, 2023 NIC Board of Trustees Meeting
Faculty Assembly Chair Report
Kathleen Miller Green, Associate Professor of Child Development
Report given by Jon Gardunia, Vice Chair Faculty Assembly

Jon Gardunia will introduce himself.

On behalf of Chair Kathleen Miller Green, who is right now playing with her grandson in New Mexico, Welcome Chair Waggoner, Trustees, President Swayne, community members, incredible NIC colleagues, and our unsurpassed students – Merry Christmas.

At the December 14th, 2023 Faculty Assembly meeting we addressed the following items of business:

In my Chair Report, Kathleen provided the faculty with an update on the NWCCU final Draft letter received November 20th, 2023. She also informed them that the NWCCU Commission meeting is scheduled for February 2, 2024 and that NIC Administration and Board Chair are slated to attend.

We had no “Old Business” items.

In “New Business” the faculty were first treated to a “Faculty Celebrations” presentation by Kyle Serrott, Assistant Professor of American Indian Studies, and then welcomed new Public Services Faculty Librarian, Steve Naught.

The second item concerned the proposed schedule for the upcoming campus visit by the Collaborative Brain Trust, our strategic planning consultants, and a tentative “listening session” with faculty at noon on November 30th.

Included in Good of the Order, KMG reminded Faculty that they are still able to provide feedback on our developing Strategic Plan to our CBT Consultants via the strategicplanning@nic.edu email address, and encouraged them to do so.

At this point the last meeting of 2023 was adjourned.

With that I am open for questions.

STAFF ASSEMBLY REPORT

NIC Board of Trustees Meeting: Wednesday, December 20, 2023

Good Evening, Chair Waggoner, Trustees, and President Swayne. Due to a family matter, I will not be able to attend the meeting on December 20, 2023. Below is my written report to the board.

On Thursday December 14, 2023 Staff Assembly met and addressed the following items:

- The Staff Assembly Ad Hoc Committee reported back to the Assembly on the recommended changes to the Staff Assembly Constitution.
 - One of the recommended changes is that the Vice Chair will NOT automatically become the Chair in the next academic year. Rather Staff Assembly will vote for a new Chair each academic year.
 - There was a first read, which was followed by discussion.
 - A second read is scheduled for the January Staff Assembly meeting.

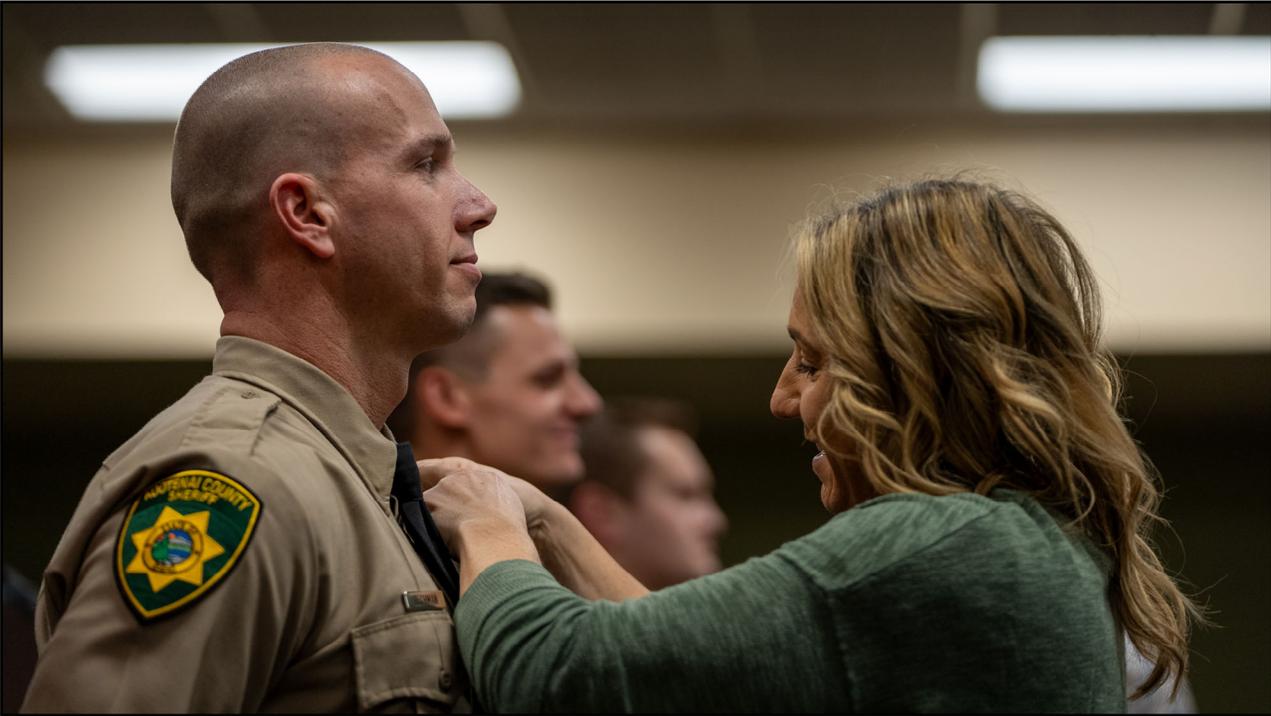
This concludes the Staff Assembly report.

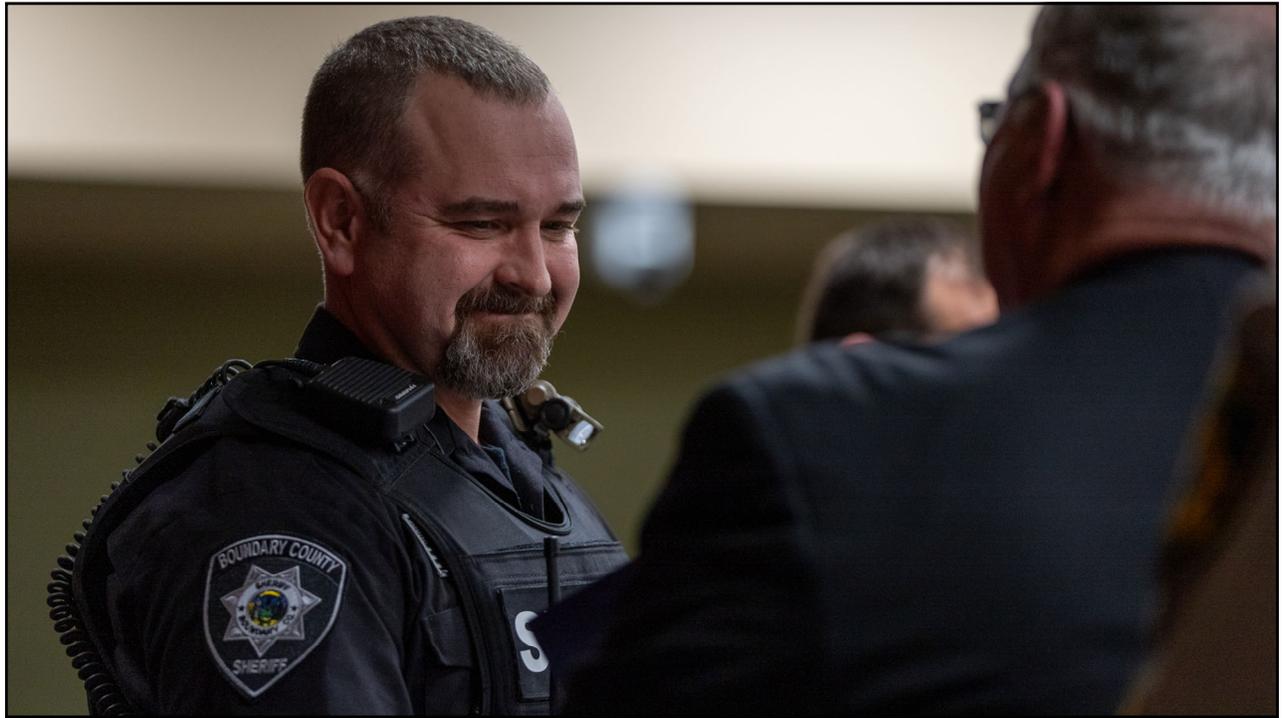
Thankyou,

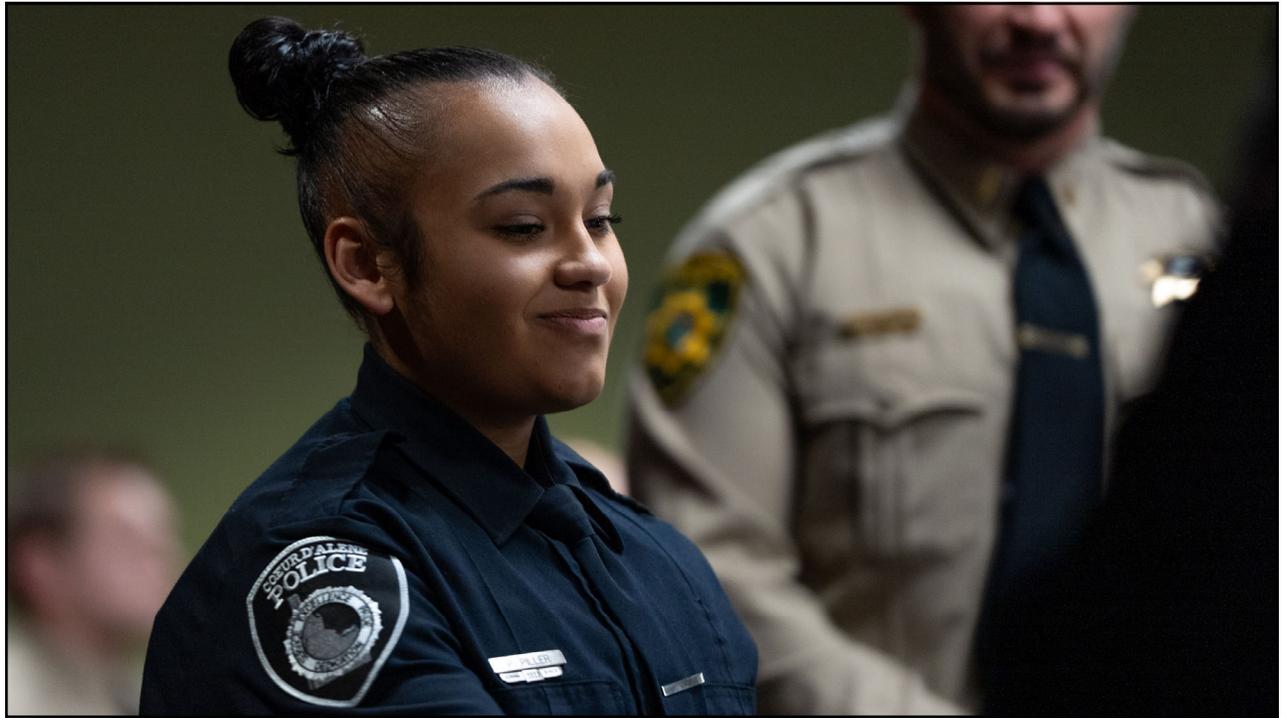
Matt Piekarski
Staff Assembly Chair

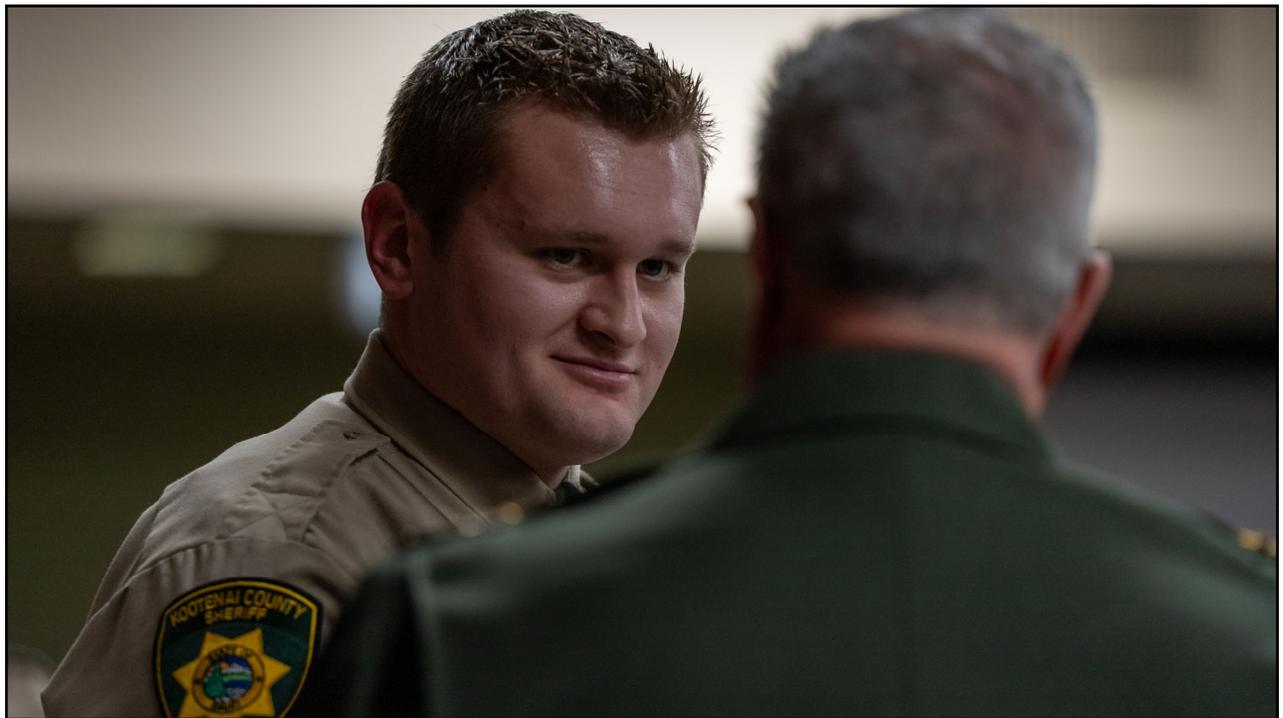


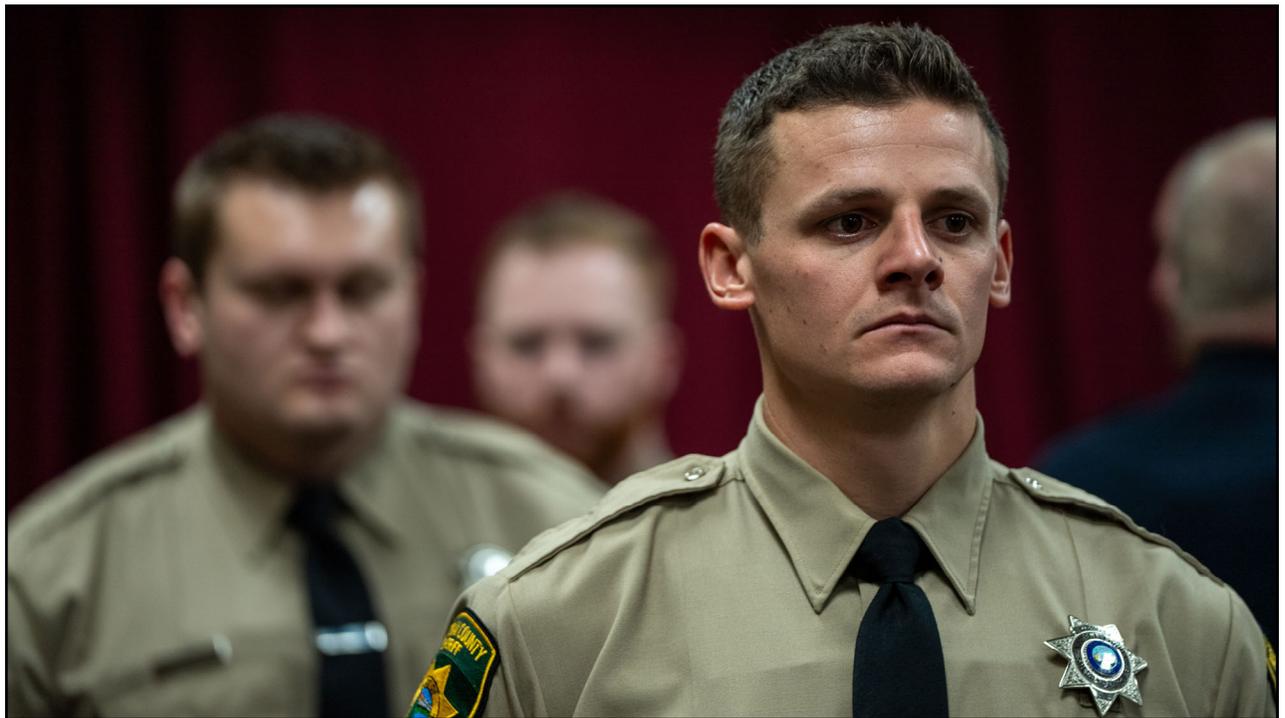
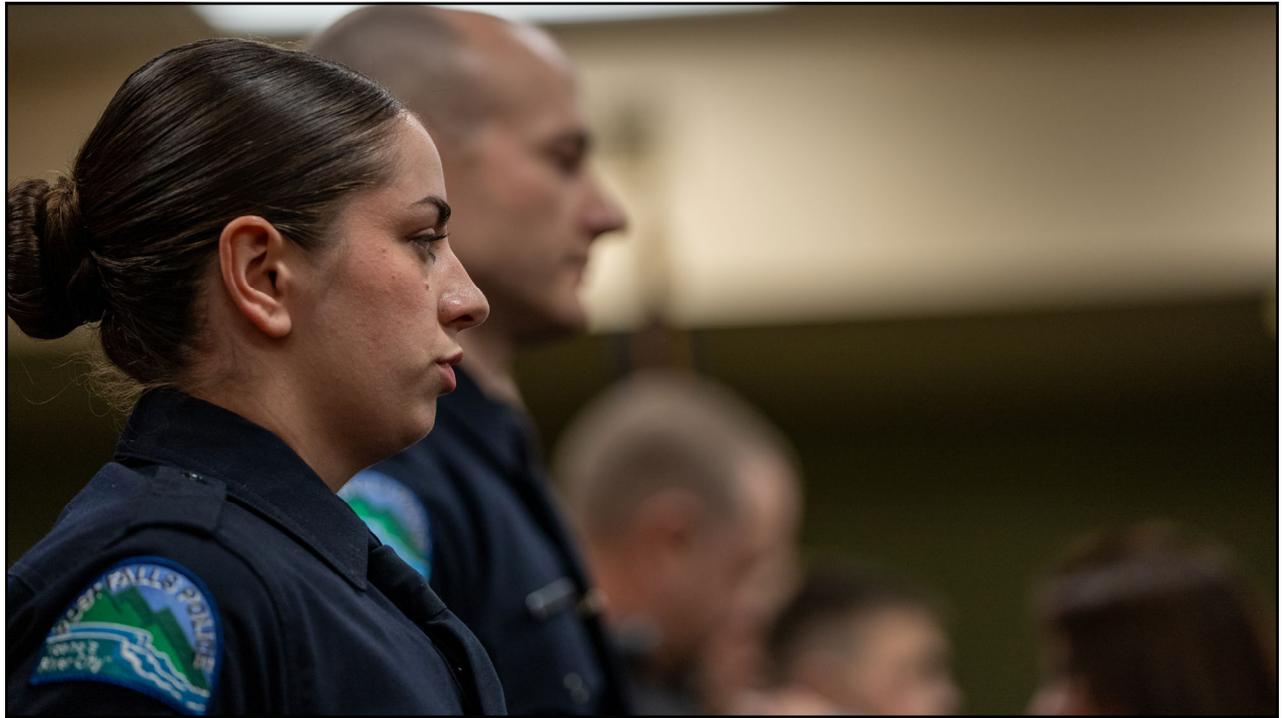
Basic Patrol Academy Graduation



















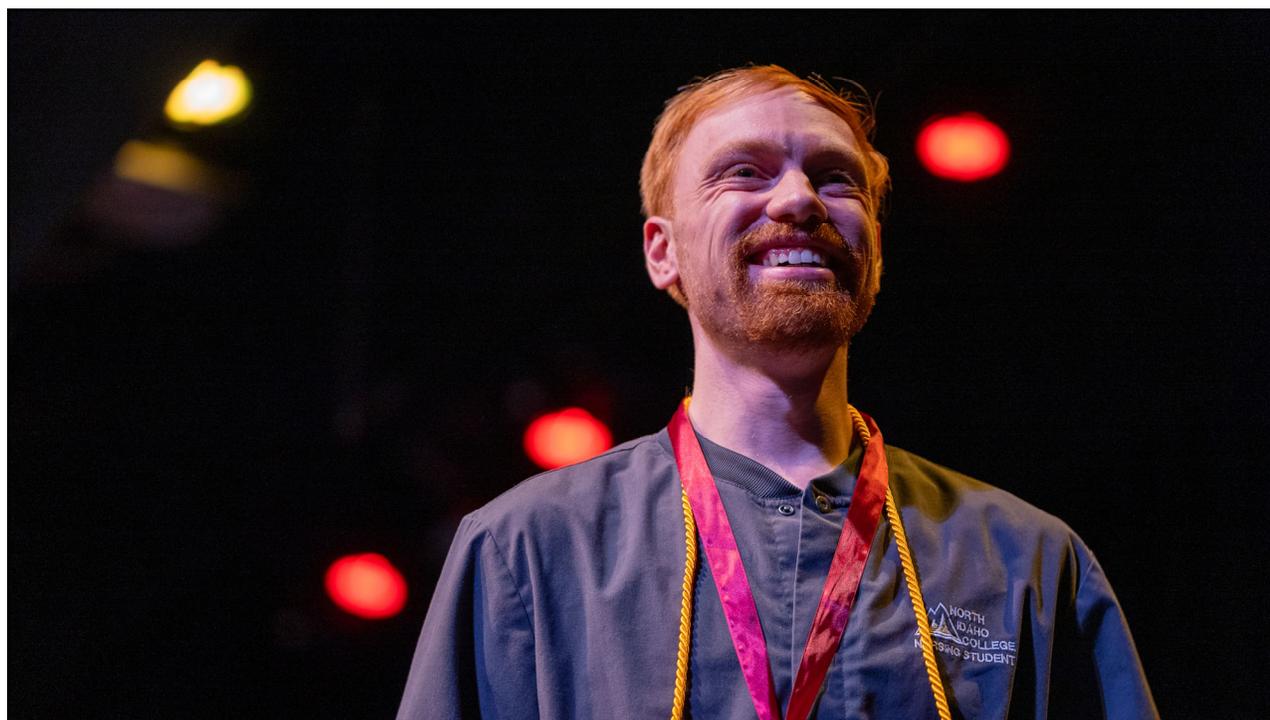








Nursing Graduation















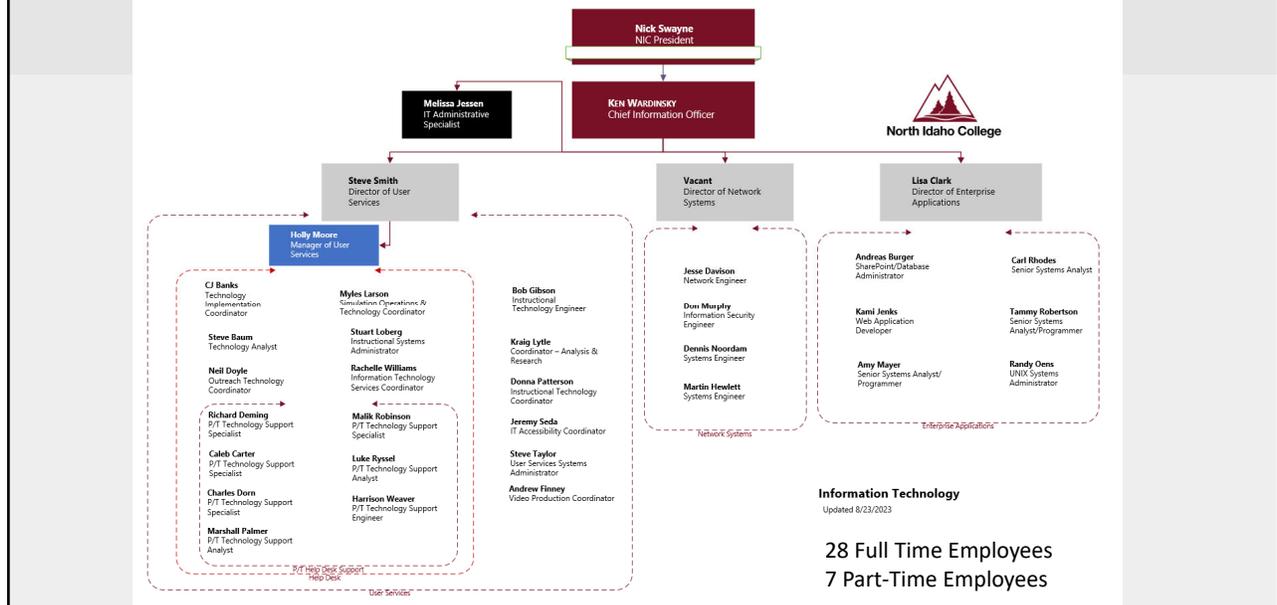
Information Technology

Ken Wardinsky
Chief Information Officer

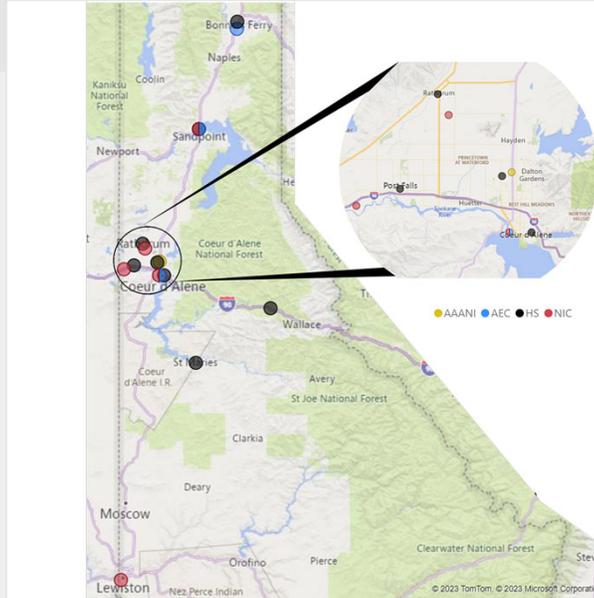
Supporting Presidents Goals:
2,3,4,5,6,7,8 & 10

North
Idaho
College
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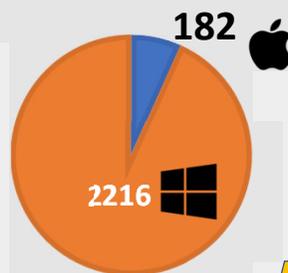
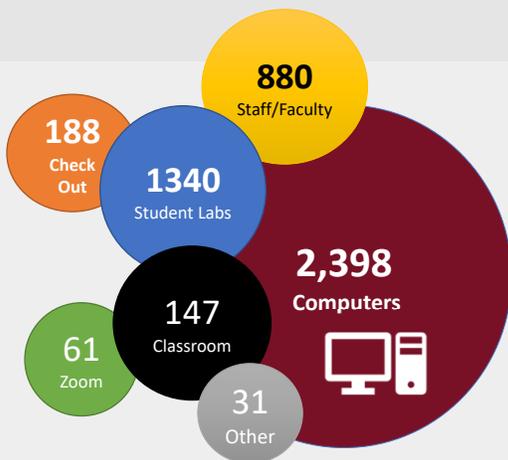
Organizational Chart



Locations Served



User Services



Average Tickets per academic year 8,820

66,585 Support Tickets since 2016

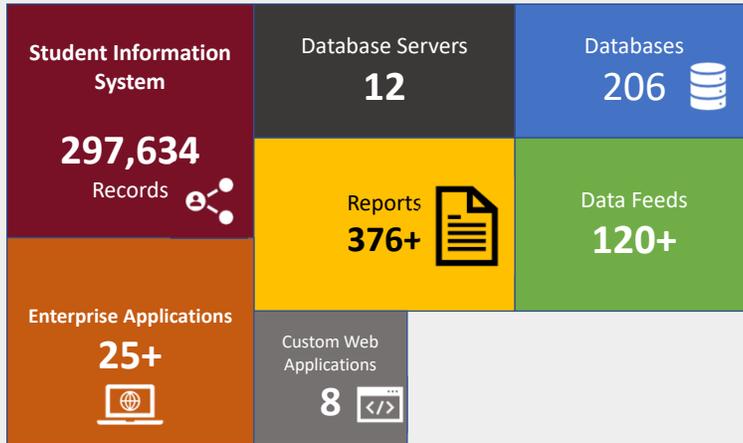
4,250 Fall 2022

4,841 Fall 2023

94%

Satisfaction Rate

Enterprise Applications



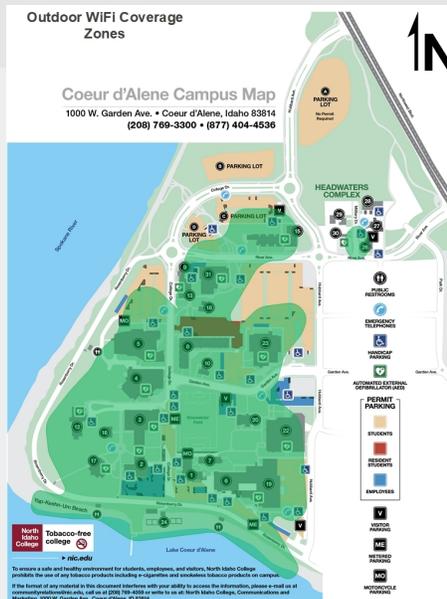
Network



Outdoor Wi-Fi



- NIC-Public-WiFi
- NIC-Cardinal-WiFi
- eduroam



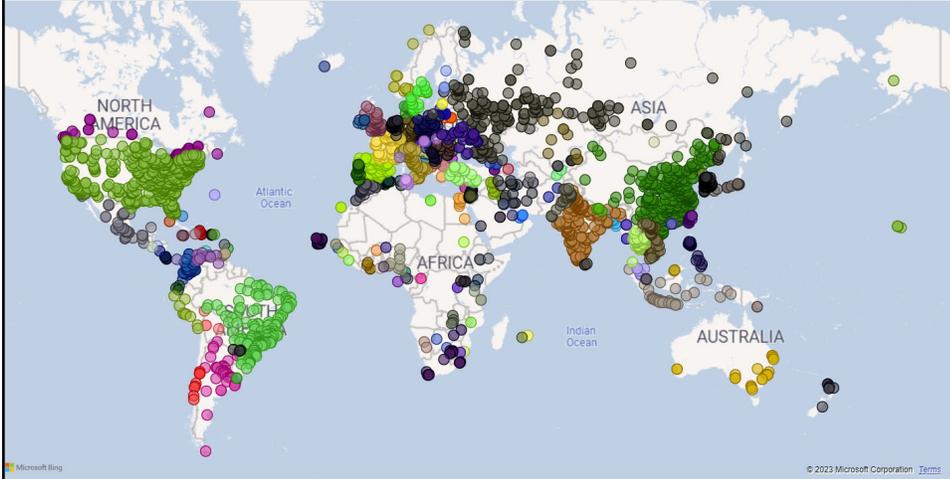
Life / Safety



| | | |
|--------------------------------|--|--------------------------------|
| NIC Phone System 705 | Emergency Beacons 80 | Electronic Locks 251 |
| Blue Light Phones 10 | NIC Emergency Notification System | Cameras 195 |

www.nic.edu/alert/

Threats



July 2023 – November 2023

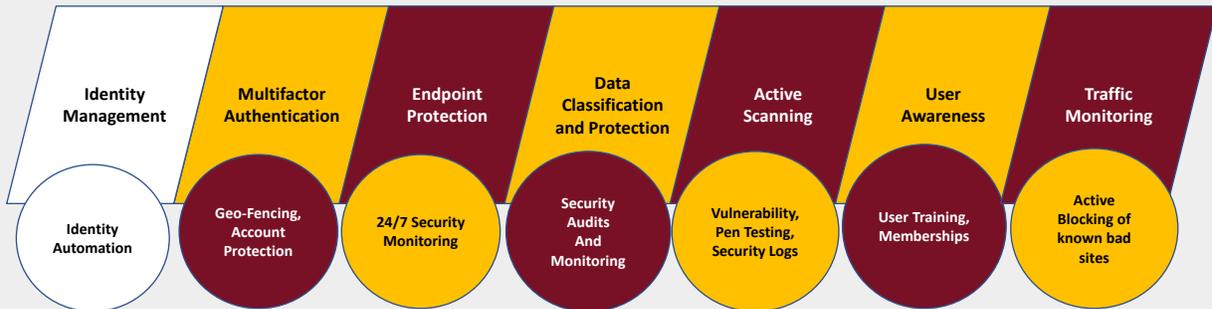
4,003,222

Failed
External logins

286,127

Successful
External Logins

Cyber Security



Compliance and Standards



- Americans with Disabilities Act (ADA)
- Center for Internet Security (CIS) Controls
- Digital Millennium Copyright Act (DMCA)
- Family Educational Rights and Privacy Act (FERPA)
- Federal Communications Commission (FCC)
- Federal Information Security Management Act (FISMA)
- Federal Student Aid Requirements (FAFSA)
- Freedom of Information Act (FOIA)
- Gramm-Leach Biley Act (GLBA)
- Health Information Technology for Economic and Clinical Health (HITECH)
- Higher Education Opportunity Act (HEA)
- Homeland Security Act of 2002
- IT Service Management (ITSM)
- National Institute of Standards and Technology (NIST)
- Payment Card Industry (PCI) standards

Gramm-Leach-Biley Act: (Consumer Safeguards) FTC new rules: June 2023

Annual report to governing board

- The Privacy Rule
 - FERPA
- The Safeguards Rule
 - Qualified Individual
 - Risk Assessment
 - Testing
 - Information Security Program
 - Response Plan
- Pretexting Provision
 - Protection from unauthorized disclosure
 - Mitigate ID theft

Closing





Fall and Winter Athletic Team Updates

Wednesday, December 20, 2023

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

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Men's Soccer Season Recap

- Large contingent of local student athletes
- Good roster numbers
- Finished strong at the end of the season



Women's Soccer Season Recap

- Team finished season with an appearance in the quarterfinals
- 13 wins on the season
- Had six team members named to the NWAC All-Star team



Women's Volleyball Season Recap

- Finished Runner Up at NWAC Championship
- 32 win season
- AVCA 1st Team Player selection
- Six players named to NWAC All-Star team
- HC named NWAC East Coach of the Year



Men's Basketball Season Update

- First season back in NJCAA and SWAC
- Currently have eight wins on the season
- Six wins vs. NJCAA Division I opponents
- Six returning sophomores
- Begin conference play Wed, Jan 10 at HOME



Women's Basketball Season Update

- First season back in NJCAA and SWAC
- Currently have six wins on the season
- Four wins vs. NJCAA Division I opponents
- Four returning sophomores
- Begin conference play Wed, Jan 10 at HOME



Men's Wrestling Season Update

- Currently have seven dual wins on the season
- Defeated Clackamas 21-20 at #4 Clackamas
- Ranked #5 in latest NJCAA poll
- Have eight individual wrestlers ranked in the top 10 of their respective weight class
- Home meets Thurs Jan 17 and Fri Jan 19 at 6 pm



Fall 2023 Academic & Community Involvement

- 123 student athletes had a 3.00 GPA or higher for Fall 2023 semester
- Student Athlete Advisory Committee (SAAC) and our student athletes organized and participated in a beach clean up, toys for tots toy drive, clothing drive, reading to local elementary school children, afternoon adventures crafts with Winton elementary school, handed out turkeys to those in need alongside the Coeur Group of CDA





Legislative Affairs Update

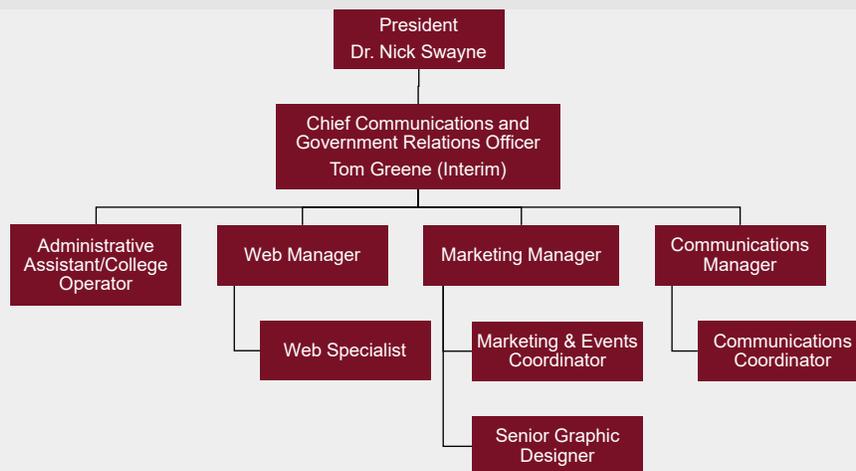
President's Goals

- #3 – Community Stakeholder Engagement
- #5 – WTC Program Alignment
- #6 – CTE Program Alignment

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Update 2023-2024:

- Nov 13** Held Legislative Workshop
- *First one held in recent memory*
- Dec 7** Legislative-Send Off
- *Able to showcase partnerships with other colleges*
- Dec 15** North Idaho Legislative Tour for 2024
- *Held first committee meeting*

Requests for Legislative support

- POST Regional Training Center with Emergency Vehicle Operations Course (EVOC)
- Cybersecurity Support
- Health Professions and Nursing Funding

RESOLUTION OF THE BOARD OF TRUSTEES OF NORTH IDAHO COLLEGE
TO DESIGNATE THE BOARD CHAIR
AS THE POINT OF CONTACT FOR LEGAL COUNSEL

WHEREAS, Idaho law provides that the board of trustees of each community college district shall have the power: (1) to adopt policies and regulations for its own government and the government of the college; (2) to employ legal counsel and other professionals and nonprofessional persons, and to prescribe their qualifications. I.C. § 33-2107(1) and (2); and (3) to sue and be sued in the College's corporate name, I.C. § 33-2108;

WHEREAS, three (3) members of the board of trustees constitutes a quorum for the transaction of official business. I.C. § 33-2106(7); the authority of trustees of community college districts has been limited by the legislature in the manner prescribed in I.C. § 33-507; and the provisions of the junior colleges act is in addition to all powers and authorities heretofore vested by law or by regulation of the State Board of Education in the board of trustees of a community college district and all provisions of I.C. §§ 33-2101 and 33-2103 through 33-2115;

WHEREAS, pursuant to Policy 2.01.02.II., the Board Chair chairs all board of trustee meetings, calls special meetings as necessary, communicates on behalf of the Board as the official voice of the Trustees when conditions warrant, and delegates duties as needed to other Board members;

WHEREAS, pursuant to Policy 2.01.02.II., the Board Vice Chair shall understand the responsibilities of the Chair and be able to perform those duties upon absence of the Chair; and carry out special assignments as requested by the Chair;

WHEREAS, pursuant to Policy 2.02.01., the President is North Idaho College's personal representative to the community, the legislature, the governor's office, and to state institutions of public and higher education;

WHEREAS, pursuant to Policy 2.02.01., the President is elected by the Board of Trustees and serves at its pleasure; administers the College in accordance with applicable laws and the policies, rules and regulations approved and/or sanctioned by the Board of Trustees; has final administrative authority over all matters affecting North Idaho College at the operational level; and is given authority and discretion to make day to day decisions in implementing and administering the policies of the Board of Trustees;

WHEREAS, pursuant to Policy 2.01.10.II., 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;

WHEREAS, pursuant to Policy 2.01.10.II., 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.

WHEREAS, pursuant to Policy 2.01.10.II., the College can be bound only by formal action of the Board;

WHEREAS, pursuant to Policy 2.01.12.I., each Trustee is required to speak with one voice once a Board decision or policy is made;

WHEREAS, the College has the power and duty to direct litigation in which the College is interested or is a party and to consult with legal counsel on any matter affecting the College; and the Board of Trustees finds that directing litigation is not related to the routine functioning and activities of the College;

WHEREAS, the Board of Trustees desires to speak efficiently and effectively with one voice in directing litigation matters;

WHEREAS, the Board of Trustees finds that appointing one trustee as the Point of Contact for legal counsel is necessary to accurately convey the official will of the Board of Trustees without unnecessary expense;

WHEREAS, the Board's appointed Point of Contact shall act as such in accordance with and subject to the will of the Board of Trustees, which may be altered from time to time in accordance with law through official action, in consultation with the College's General Counsel and President;

WHEREAS, in the event that the College's General Counsel or President has a conflict, the Point of Contact shall consult with Board appointed or approved conflict or panel counsel and the Vice Chair respectively.

NOW THEREFORE, the Board of Trustees of North Idaho College RESOLVES to appoint the Chair as Point of Contact until the next election of officers;

AND BE IT FURTHER RESOLVED, that the Point of Contact, in consultation with General Counsel and the President, and subject to any further or subsequent limitation or grant of authority of a majority of a quorum of the Board of Trustees, shall:

- 1) Diligently communicate the will of a majority of a quorum of the Board of Trustees to College counsel which may include but is not limited to panel counsel;
- 2) Have authority to communicate with College counsel on behalf of the College regarding the Board's purposes to be served by legal representation, the objectives of representation and the means by which they are to be pursued;
- 3) Convey, but not unilaterally decide, the Board of Trustees' orders regarding the expense to be incurred or concerns for third persons who might be adversely affected;
- 4) In between regular or special meetings concerning any matter, confer with counsel on, and give consent on behalf of the College for, the means to be used to accomplish the College's objectives, particularly with respect to technical, legal and tactical matters;
- 5) Endeavor to maintain the confidentiality and privileges enjoyed by the College to the maximum extent allowed under law;
- 6) Regularly report to the non-conflicted Board members and President in executive or open session or otherwise consistent with open meetings laws, as appropriate, the status of

legal matters to which the Board and/or President are entitled to receive information about, exercise discretionary authority over, or give direction upon;

- 7) Cooperate with counsel to timely respond to motions and pleadings and direct counsel regarding scheduling not inconsistent with the will of the Board;
- 8) Cooperate with counsel to marshal facts, facilitate the taking of depositions, and assist General Counsel and the President in the preservation of evidence; and
- 9) Call for special meetings to respond to emergency or urgent and unforeseen claims or matters involving injury or damage to persons or property, immediate financial loss, or the likelihood of such injury, damage or loss;

AND BE IT FURTHER RESOLVED, that unless prior authorization is lawfully granted by the Board of Trustees to the Point of Contact, the Point of Contact shall not:

- a) Initiate any litigation;
- b) Hire or fire legal counsel or other professional or nonprofessional persons employed by the Board of Trustees pursuant to I.C. § 33-2107(2);
- c) Settle any claim or matter;
- d) Expend any College funds or agree to non-monetary terms to settle any claim or matter or any claim or matter imminently likely to be litigated;

AND BE IT FURTHER RESOLVED, that this Resolution shall not be construed as authorizing the Point of Contact to exercise any non-delegable authority of the Board of Trustees, or to exercise any Presidential authority or discretion to make day to day operational decisions in implementing and administering the policies of the Board of Trustees, but shall be construed so as to ratify action taken by the Point of Contact consistent with a consensus of the Board of Trustees to the maximum extent allowed by law;

AND BE IT FURTHER RESOLVED, that this Resolution amends and supersedes any prior motion or resolution to the contrary, including but not limited to three prior resolutions authorizing the then Chair to communicate and/or direct counsel enacted on or around the dates of March 22, 2023, May 17, 2023 and December 13, 2023.

IN WITNESS WHEREOF, I have hereunto affixed my name as Secretary to be affixed hereto on

12-20-23
(Date)

Michael E. Woggoner
Chairman, Board of Trustees
North Idaho College

ATTEST:

Suzy Scura
Suzy Scura, Board Clerk
North Idaho College

Tab 9

BOARD OF TRUSTEES MEETING

TAB 9

SUBJECT

Academic Calendar Revisions

DESCRIPTION

The Calendar Committee requests approval of the following changes:

1. Change the start date of the Fall 2024 and Fall 2025 semesters to August 19, 2024 and August 18, 2025 respectively in order to align with the other Idaho institutions.
2. Beginning Spring 2025, change the start date of spring semester to the Tuesday following Martin Luther King Holiday in order to align with other Idaho institutions.
3. Beginning Summer 2025, end summer session one week earlier. Instruction will have concluded by that time, and the change allows graduation to be posted sooner. This earlier posting is beneficial for students seeking employment or transferring to another institution.

REQUESTED BOARD ACTION

Please approve the revisions to the academic calendar as outlined above.

Prepared by:

Tami Haft, Dean of Enrollment Services

on behalf of Calendar Committee

Tab 10

| Policy # | Title | Remit | Last Revised | Last Reviewed | Status | Notes |
|----------|--|---------|--------------|---------------|-----------|---|
| 2.01.01 | Authority, Appointment, and Functions | Board | 24 May 2023 | 24 May 2023 | completed | |
| 2.01.02 | Responsibilities, Duties, and Standards of Good Practice | Board | 07 Jun 2023 | 07 Jun 2023 | completed | |
| 2.01.03 | Meetings | Board | 07 Jun 2023 | 07 Jun 2023 | completed | |
| 2.01.04 | Governance - Creation, Revision, or Elimination of College Policy and Procedure | College | 30 Jan 2020 | 30 Jan 2020 | | |
| 2.01.05 | Communications with Board of Trustees | Board | 24 May 2023 | 24 May 2023 | completed | |
| 2.01.06 | Retention of Records | College | 24 Sep 2014 | Unknown | | |
| 2.01.07 | Inspection of Records | College | 18 Nov 2015 | Unknown | | |
| 2.01.08 | Board of Trustees Performance Review | Board | 24 May 2023 | 24 May 2023 | completed | |
| 2.01.09 | Trustee Emeritus Status | Board | 17 Dec 2018 | 20 Nov 2023 | completed | |
| 2.01.10 | Board General Conduct Policy | Board | 27 Sep 2023 | 27 Sep 2023 | completed | |
| 2.01.11 | New Board Member Orientation | Board | 27 Sep 2023 | 27 Sep 2023 | completed | |
| 2.01.12 | Code of Ethics | Board | NA | 27 Sep 2023 | completed | |
| 2.01.14 | Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure | Board | NA | 20 Nov 2023 | completed | |
| 2.01.15 | Recurring Reports | Board | NA | | | <i>*new*</i> ready for first reading |
| | | | | | | |
| 2.02.01 | President's Authority and Responsibility | Board | 24 May 2023 | 24 May 2023 | completed | |
| 2.02.02 | Presidential Performance Review | Board | 28 Oct 2009 | 27 Sep 2023 | completed | |

Tab 11

BOARD OF TRUSTEES MEETING
January 17, 2024

TAB 11

SUBJECT: Board Policy Subcommittee

BACKGROUND:

Included as Tab 11: First Reading/Discussion: Civility Resolution

Prepared by: Suzy Scura
Board Clerk



North Idaho College

Board of Trustees Civility Resolution

Whereas, a healthy democracy respects the people’s right to debate issues with passion; and not only tolerates disagreement but welcomes it; and

Whereas, honest debate helps refine ideas and create policies that benefit the greater good; and

Whereas, in order to ensure **civility** and **civil discourse** in all of our meetings, reaffirm and pledge our commitment to the following best practices of civility and civil discourse; and

Whereas, we pledge our commitment to **listen first**, making an honest effort to understand views and reasoning of others by listening to understand, not listening to find fault, allowing thoughtful discussion to lead to the best possible outcomes; and

Whereas, we pledge our commitment to **respect different opinions**, by inviting and considering different perspectives, allowing space for ideas to be expressed, opposed and clarified in a constructive manner; and

Whereas, we pledge our commitment to **show courtesy**, by treating all colleagues, staff and members of the public in a professional and courteous manner whether in person, online, or in written communication, especially when we disagree; and

Whereas, we pledge our commitment to **avoid rhetoric and refrain from making slanderous, profane, or personal remarks intended to humiliate, intimidate, malign, or questions the motivation** of those whose opinions are different from ours in all our meetings; and

Whereas, we pledge our commitment to **speak truthfully** without accusation, avoid distortion in all of our meetings; and

Whereas, we pledge our commitment to **debate the policy not the person**, focusing on the issue, and not personalizing the debate or using tactics that divert attention from the issue; and

Whereas, we pledge our commitment **against violence and incivility** in all forms whenever and wherever they occur in all of our meetings; and

Whereas we commit ourselves to build a civil political community in which each person is respected and spirited public and political debate is aimed at the betterment of North Idaho College and the Idaho Panhandle.

Now, Therefore, be it resolved, The North Idaho College Board of Trustees shall promote the use of adherence to the principles of civility and civil discourse in conducting business with appointed and elected officials, staff, and citizens as stated and agreed in the Trustee Affirmation in Policy 2.01.10.

Passed and adopted by the Board of Trustees at a regular meeting held on the 20th day of December 2023.

Votes:

| Trustee | Vote (Aye/Nay) |
|-----------|----------------|
| Banducci | |
| Corkill | |
| McKenzie | |
| Waggoner | |
| Zimmerman | |

Attested:

Michael E. Waggoner, Board Chair

Date

Tab 12

BOARD OF TRUSTEES MEETING

TAB 12

SUBJECT

Policy 2.01.15 Recurring Reports DRAFT for First Reading

BACKGROUND

The Board Subcommittee met on 20 December 2023 and discussed a Trustee suggestion for a policy on memberships.

Following review of research on other institutions and discussion, the recommendation of the subcommittee to the full Board is for the Board to discuss a policy on recurring informational reports to the Board which would include but not be exclusive to the topic of College memberships.

A draft policy is included for a first reading and discussion.

For context, also included is a draft procedure that the College would suggest to the Senate to support this policy by indicating subject areas and cadence.

REQUESTED BOARD ACTION

Please offer feedback to the subcommittee on the suggested policy for the subcommittee to use at the next subcommittee meeting. The subcommittee can then provide a subsequent draft for a second reading at the next regular Board meeting.

Prepared by:

Kristin Howard, Interim Executive Assistant to the President
on behalf of Board Subcommittee

Policy Title: Recurring Reports

Impact: Board of Trustees

Responsibility: North Idaho College

Effective Date:

Revised Date:

Reviewed Date:

Relates to Procedure(s): 2.01.15

Legal Citation(s):

I. Purpose

In order to facilitate and codify an ongoing flow of information to the North Idaho College Board of Trustees, informational reports will be given on a recurring basis to the Trustees during the regularly scheduled meetings of the Board. The report topics will rotate throughout the year as outlined in Procedure 2.01.15 to align with multiple timing factors (e.g. state deadlines, grant renewals, enrollment cycles) and Trustee interest areas and queries.

Procedure Title: Recurring Reports

Impact: North Idaho College

Responsibility: North Idaho College

Effective Date:

Revised Date:

Reviewed Date:

Relates to Procedure(s): 2.01.15

Legal Citation(s):

I. Purpose

The purpose of this procedure is to facilitate an ongoing flow of information to the North Idaho College Board of Trustees through informational reports given on a recurring basis to the Trustees during the regularly scheduled meetings of the Board.

II. Report Topics and Frequency

The President and designees will make informational presentations to the Trustees on the informational topics in a schedule that distributes the reports throughout the academic year as appropriate and in alignment with other scheduling factors (e.g. state deadlines, grant renewals, enrollment cycles) and Trustee interest areas.

Twice-Yearly Examples

- Athletics
- Campus Safety / Security
- Enrollment
- Finance
- Strategic Plan

Annual Examples

- Area Agency on Aging
- Center for New Directions
- Coeur d'Alene Tribe
- College Memberships
- Development Department
- Disability Support Services
- Head Start
- Human Resources
- Information Technology
- Instruction: Career and Technical Education
- Instruction: Transfer Programs
- Instruction: Workforce Training Center
- Legislative Affairs
- Outreach Center(s)
- Recruitment / Marketing
- Risk Assessment
- Student Services (trending NIC student needs)
- Student Success (e.g. retention, grades, persistence, graduates)
- TRiO