



North Idaho College

Board of Trustees Meeting

March 27, 2024

Edminster Student Union Building

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

AGENDA

6:00PM Lake Coeur d'Alene Room / Zoom: <https://nic.zoom.us/j/88030371828>

- Convene/Call to Order/Verification of Quorum Mike Waggoner
- Pledge of Allegiance Mike Waggoner
- Message from Chair..... Mike Waggoner
- Celebrating Success: Wind Symphony 50th Anniversary Concert.....Nick Swayne / Terry Jones
- **CONSTITUENT REPORTS**
 - ASNIC Michael Habermann
 - Faculty Assembly..... Kathleen Miller-Green
 - Staff Assembly..... Matt Piekarski
 - SenateMatthew Nolan
- **PRESIDENT'S REPORT** Nick Swayne
- **INFORMATION ITEMS**
 - Legislative Session Update Nick Swayne / Tom Greene
 - Winter Sports Update Nick Swayne / Shawn Noël
 - Tab 1: Budget Assumptions Nick Swayne / Sarah Garcia
- **CONSENT AGENDA**
 - Tab 2: Action: Approve Head Start Grant..... Nick Swayne / Sarah Garcia / Beth Ann Fuller
 - Tab 3: First Reading / Action: Approve Policy 3.02.19 (Payroll Deductions) Nick Swayne / Sarah Garcia
 - Tab 4: First Reading / Action: Approve Policy 3.02.25 (Holiday Pay)..... Nick Swayne / Sarah Garcia
 - Tab 5: First Reading / Action: Approve Policy 3.04.04 (Jury Duty and Court Leave) ... Nick Swayne / Sarah Garcia
- **NEW BUSINESS**
 - Tab 6: Action: Approve Board Special Meeting Minutes for February 21, 2024 Mike Waggoner
 - Tab 7: Action: Approve Board Regular Meeting Minutes for February 28, 2024 Mike Waggoner
 - Tab 8: Action: Approve Board Special Meeting Minutes for March 12, 2024 Mike Waggoner
- Public Comment* Mike Waggoner

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

➤ **ADJOURN**

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- * 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. Commenters should not make comments against any one person. Remarks should be limited to issues not individuals. 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.

North Idaho College
Actual Monthly Income Statement
Fiscal Year 2024

	Annual	February			YTD Act %	YTD BUDGET	YTD Variance	
	Budget	Projected	Actual	YTD	Total Budget		To Budget	% Variance
Operating Revenue								
Academic Tuition and Fees	6,099,056	715,298	617,135	4,447,932	73%	4,254,272	193,661	5%
Professional Technical Tuition and Fees	1,702,597	199,687	196,463	1,278,065	75%	1,187,614	90,451	8%
Dual Credit Tuition	1,258,418	147,592	191,064	896,006	71%	877,785	18,220	2%
Summer Session Tuition	570,000	-	-	256,789	45%	288,077	(31,288)	-11%
Total Operating Revenue	9,630,071	1,062,577	1,004,663	6,878,792	71%	6,607,748	271,044	4%
State& Local Revenue								
State General Fund Allocation	14,982,400	1,248,533	1,248,533	9,988,267	67%	9,988,267	-	0%
State CTE Allocation	6,559,667	546,639	546,639	4,373,111	67%	4,373,111	-	0%
Liquor Tax	200,000	50,000	-	200,000	100%	150,000	50,000	33%
Kootenai County Levy	17,820,607	1,485,051	1,485,051	11,880,405	67%	11,880,405	-	0%
Misc Tax Receipts	850,000	168,158	2,856	983,926	116%	694,221	289,706	42%
Out of District Tuition	514,520	60,345	60,399	352,247	68%	358,894	(6,647)	-2%
Total State and Local Revenue	40,927,194	3,558,725	3,343,478	27,777,956	68%	27,444,897	333,059	1%
Other Non Operating Revenues								
Dedicated Fee Revenue (Athletics)	133,215	11,101	-	137,772	103%	88,810	48,962	55%
Service Unit Revenues	320,868	26,739	26,381	178,365	56%	213,912	(35,547)	-17%
Other Non Operating Revenues	1,105,770	22,816	242,065	1,737,309	157%	599,811	1,137,498	190%
Total Other Non Operating Revenues	1,559,853	60,657	268,446	2,053,447	132%	902,533	1,150,914	128%
Interest Income								
Total Revenues	52,117,118	4,681,959	4,616,586	36,710,194	70%	34,955,178	1,755,016	5%

North Idaho College
Actual Monthly Income Statement
Fiscal Year 2024

	Annual	February			YTD Act %	YTD BUDGET	YTD Variance	
	Budget	Projected	Actual	YTD	Total Budget		To Budget	% Variance
Exepenses								
Payroll								
Administrative	634,770	52,898	70,971	603,251	95%	423,180	180,071	43%
Professional	8,517,233	712,228	641,596	5,667,960	67%	5,673,533	(5,574)	0%
Faculty Tenured/Tenure Track	9,019,772	976,254	708,870	5,310,145	59%	6,029,058	(718,913)	-12%
Faculty Special Appointment	570,306	63,367	93,550	645,154	113%	380,204	264,950	70%
Faculty Part Time	1,844,700	204,967	206,217	1,210,712	66%	1,229,800	(19,088)	-2%
Faculty Part Time Benefitted	1,214,400	134,933	75,397	653,170	54%	809,600	(156,430)	-19%
Classified	5,507,049	472,315	354,807	2,959,567	54%	3,670,743	(711,176)	-19%
Classified/Student (no bens)	998,134	86,567	73,414	600,551	60%	665,422	(64,871)	-10%
Total Payroll	28,306,364	2,703,529	2,224,822	17,650,510	62%	18,881,541	(1,231,031)	-7%
Benefits								
Taxes	2,146,850	206,820	148,685	1,230,284	57%	1,438,274	(207,990)	-14%
Retirement (Persi/ORP)	3,052,965	286,682	204,395	1,742,763	57%	2,036,649	(293,885)	-14%
Medical/Dental	4,905,082	408,757	322,656	2,094,172	43%	3,270,055	(1,175,883)	-36%
Workers Comp/Unemployment	313,064	27,035	13,555	114,711	37%	188,815	(74,105)	-39%
Other	45,000	-	-	-	0%	-	-	-
Total Benefits	10,462,961	929,294	689,291	5,181,930	50%	6,933,793	(1,751,863)	-25%
General Expenses								
Travel (Incl Staff Development)	878,616	78,482	156,335	720,896	82%	657,027	63,869	10%
Supplies	786,904	59,828	120,830	759,180	96%	548,372	210,807	38%
Repair and Maintenance Expense	1,390,594	7,766	64,623	980,953	71%	1,276,806	(295,853)	-23%
Professional Services/Contracts	1,488,731	72,025	196,525	1,613,232	108%	883,629	729,603	83%
Communications	502,897	48,014	44,144	309,392	62%	344,885	(35,493)	-10%
External Relations (Incl Advertising)	387,989	31,160	8,928	232,115	60%	214,816	17,299	8%
Tuition Remission/Grant In Aid	864,274	18,296	27,239	920,906	107%	526,697	394,209	75%
Utilities	1,010,140	20,686	23,328	697,959	69%	655,353	42,606	7%
Rent	230,284	-	27,767	147,196	64%	115,642	31,554	27%
Deferred Maintenance	231,900	-	21,087	124,367	54%	115,950	8,417	7%
Insurance	1,150,000	-	-	1,301,250	113%	1,085,000	216,250	20%
Capital Investment Reserve Contribution	2,588,111			1,294,056	50%	1,294,056	1	0%
Other Variable Expenses	2,649,807	256,424	85,790	611,055	23%	1,881,161	(1,270,106)	-68%
Total General Expenses	14,160,247	592,680	776,598	9,712,558	69%	9,599,393	113,165	1%
Equipment	1,153,190	5,208	235,752	892,029	77%	584,609	307,420	53%
Total Expenses Prior to Capital Investment	54,082,761	4,230,711	3,926,463	33,437,027	62%	35,999,336	(2,562,309)	-7%
Net Income From Operations	(1,965,644)	451,248	690,123	3,273,167	-167%	(1,044,158)	4,317,325	-413%
Capital Investment Reserve Expenditures	-	-	-	-	-	-	-	-
Total Expenses	54,082,761	4,230,711	3,926,463	33,437,027	62%	35,999,336	(2,562,309)	-7%
Net Income	(1,965,644)	451,248	690,123	3,273,167		(1,044,158)	4,317,325	-413%

Includes Legal Fees and Insurance

Includes Athletic grant in aid

Actual reflects 12 months of coverage

Tab 1

BOARD OF TRUSTEES MEETING
March 27, 2024

TAB 1

SUBJECT: Budget Assumptions

BACKGROUND:

Included as Tab 1 for the Board's awareness are the FY25 Budget Planning Assumptions

Prepared by: Suzy Scura
Board Clerk



FY25 Budget Planning Assumptions

March 2024

North
Idaho
College
► [nic.edu](https://www.nic.edu)



Introduction

- Each budget year the College works to align available resources to support the mission of the College and impact students in the most effective and meaningful way possible
- The development of the strategic plan, which starts in Fall of 2025, will inform the budget planning process most significantly in 2026.

Values

- Stewardship is one of the College's core values
 - Commitment through economic and environmental sustainability through leadership, awareness and responsiveness to changing resources
 - Ongoing commitment during budget development to engage in efforts that demonstrate stewardship

Priorities and Planning Principles

- Reaffirming accreditation standards
- Strengthening recruitment and retention
- Create efficiencies while minimizing impact to students
- Development of dynamic/responsive budget scenarios
- Creating a balanced budget with no increase in tuition or property taxes
- Inclusion of JFAC funding recommendations

Budget Assumptions

- JFAC Recommendations – net increase \$459,900
 - (\$31,800) for change in benefit costs
 - \$109,600 for 1% CEC for regular employees
 - \$443,500 for operational capacity enhancement
 - \$219,300 for 2% CEC adjustment
 - (\$280,00) for enrollment workload adjustment

Budget Assumptions

- 3% increase in salaries for full time employees
 - Covered through state allocation for CEC and operational capacity
- 5% increase in employee health insurance costs
- No property tax increase except new property on the rolls
- No tuition increase
- Increase in Grant in Aid and Travel costs for Athletics

Planning Guidance

Tab 2

BOARD OF TRUSTEES MEETING
March 27, 2024

TAB 2

SUBJECT

Head Start Continuation Grant Application for Grant No. 10CH011536
Period of Funding: 07/01/2024 through 6/30/2025

BACKGROUND

The Office of Head Start (OHS) has announced the projected funding for a submission of an application to operate a Head Start program. The guidance letter allocating the funding amount includes the approved funding level for continuation of program operations and an allocation for training and technical assistance. Our program's total federal funding level for 2024-2025 is \$3,706,103; we also receive TANF funds of \$215,612, USDA reimbursement of \$180,182 and facility rental income of \$14,000. The total operating budget for 2024-2025 is \$4,115,897.

DISCUSSION

The purpose of North Idaho College Head Start applying for year-five of the five-year grant period funding is to continue to provide high quality comprehensive services to children and families in the North Idaho area.

FINANCIAL IMPACT

There is no financial impact on North Idaho College since federal appropriations, private gifts, and donations fund Head Start.

REQUESTED BOARD ACTION

In its capacity as the governing board, and to adhere to requirements outlined in The Improving Head Start for School Readiness Act of 2007, and Head Start Program Performance Standards (HSPPS), it is requested that the board consider a motion to approve PY24-25 Continuation Grant Application including the following attachments:

Attachment A: PY24-25 Continuation Grant Application Narrative including Program Option Policy, Service Area Selection Policy, Selection of Target Area Policy, Allocation of Enrollment Slots, and school readiness goals.

Attachment B: ERSEA Policy and Criteria for Prioritization – Selection of Children for Enrollment

Attachment C: Results of NIC Head Start's Self-Assessment and Improvement Plan for 2024-2025

Attachment D: Operating Budget and Budget Narrative

Attachment E: Organizational Chart

Prepared by
Beth Ann Fuller
Director, North Idaho College Head Start



Continuation Grant Application PY 2024-2025 Year Five of Five Year Grant

Table of Contents

Sub-Section A: Goals	2
A1: Program Goals:	2
A2 - School Readiness Goals:	3
 Sub-Section B: Service Delivery	 10
B1 - Service and Recruitment Area	10
B2 - Needs of Children and Familie:	12
B3 - Proposed Program Option(s) and Funded Enrollment Slots:	14
B4 - Centers and Facilities	15
B5 - Eligibility, Recruitment, Selection, Enrollment, and Attendance:	16
B6 - Education and Child Development:	18
B7 - Health:	Error! Bookmark not defined.
B8 - Family and Community Engagement:	25
B9 - Services for Children with Disabilities	26
B10 - Transition	27
B11 – Services to Enrolled Pregnant Women	27
B12 - Transportation:	27
 Sub-Section C: Governance, Organizational, and Management Structures	 27
C1 - Governance	27
C2 - Human Resources Management:	30
C3 - Program Management and Quality Improvement:	33
 Section II. Budget and Budget Justification Narrative	 35

Section I. Program Design and Approach to Service Delivery

Sub-Section A: Goals

There are no proposed changes to our Five-Year Goals

A1: Program Goals:

North Idaho College Head Start (NICHHS) has set long-range goals and objectives through a process of community assessment and self-assessment for our five-year grant period, resulting in goals with objectives for each of the five years, July 2020-June 2025. Policy Council and the Board of Trustees approved our goals and have been involved in updating progress on goals and objectives. Our five-year program goals were developed through a process of data sharing, risk assessment, forecasting, and goal setting that culminated in a comprehensive plan with inspiring and innovative goals in two broad content areas. One five-year goal includes recruitment and retention of families that can benefit the most from program services, staff that are highly qualified, and more qualified volunteers to help with child and family services. The implementation of this goal involved expanded strategies for the recruitment and retention of children and families that can benefit the most from services. We are making steady progress on this goal. During the COVID –19 pandemic, we were experiencing only 50% enrollment and a low of 60 to currently 85 staff hired and trained. Our program improvement goal for the upcoming year is to evaluate the effectiveness of our strategies to recruit staff and children, and to continue to expand our number of community volunteers. The program is receiving historically lower numbers of applicants for open job postings, but most of our jobs are filled, with 7 open positions, mostly part time openings for support staff positions. It has been noted in Idaho that 37% of the childcare workforce has left,

so we feel fortunate that we have been able to slowly rebuild our workforce. A continuing challenge to recruiting and retaining staff will be the ability to keep up with prevailing local wages, in particular, the gap between what public school teachers and Head Start teachers make.

With the second goal to institute trauma-informed practices across all program services including children and families, staff, and the community, our objectives of using Conscious Discipline as a classroom and parenting curriculum builds the ability for our program to increase trauma informed practices in the future. In year one we purchased the Conscious Discipline parenting curriculum. In year two we offered advanced training in using the parent and classroom curriculums. Also, we evaluated curriculum fidelity using classroom scoring tools over a 4-year period and have demonstrated growth in implementation of trauma-informed teaching practices. Our improvement goal for next year will be to evaluate the effectiveness of the parent curriculum and choose whether to continue with it based on parent and community input.

A2 - School Readiness Goals:

Determination of School Readiness Goals 2024-2025:

New school readiness goals and objectives for 2024-2025 have been created based on this year's assessment data. Following each assessment period (fall, winter and spring) reports are generated and analyzed to inform planning and ongoing improvement at the classroom and program level. Teaching teams and supervisors analyze the classroom profile reports generated from the electronic assessment data program to determine teacher, classroom, center, and program needs. Staff records their reflections on the Assessment Data Analysis form following the Child Outcome Data Analysis Procedure.

Progress on the North Idaho College Head Start School-Readiness Goals are evaluated to determine the efficiency of current practices and identify future program strategies for increasing school-readiness. The Education and Disabilities Manager reviews the classroom reports and generates a program level outcomes analysis and report. The data may inform possible program trends, professional development needs and determine current progress on the North Idaho College School Readiness Plan and School Readiness Goals. The school readiness outcomes data is included in the Program Annual Report and was shared with the program's Policy Council and Governing Board.

In supporting goals for 2024-2025 program year, information from High Scope COR Advantage, previous school readiness goals data, Teaching Pyramid Observation (TPOT) and Classroom Assessment Scoring System (CLASS) support determining the focus for program year school readiness goals. NICHS has four certified CLASS observers that help conduct yearly CLASS observations for our program.

During the 2023-2024 program year, our Mental Health Consultant was able to conduct TPOT observations on all of our classrooms. This year's extension of our Mental Health consultant hours provided the TPOT observations to all centers and resulted in direct strategies to staff in the classrooms to support children and families.

During the 2023-2024 program year, NIC Head Start continued education services by providing in-person classrooms, and face-to-face events for families and children.

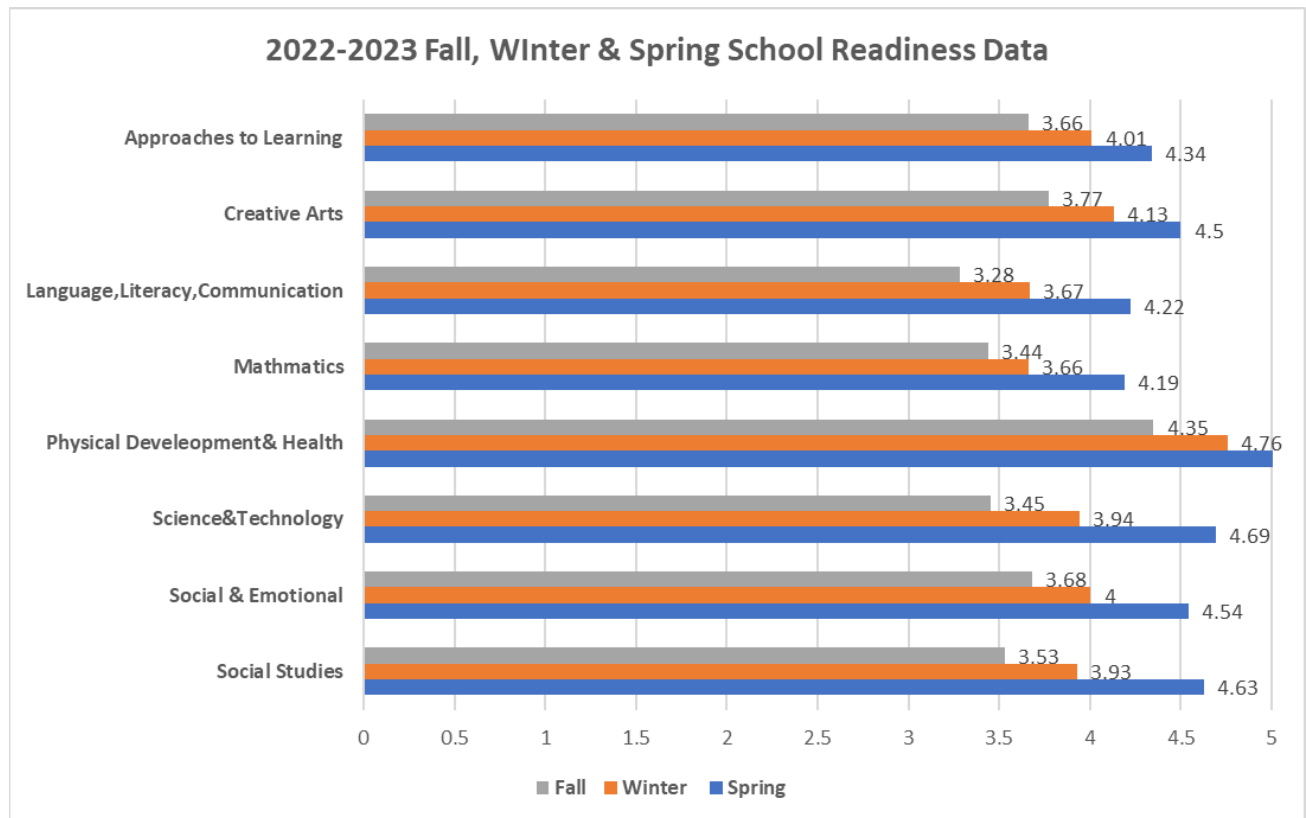
NICHS continued during the 2023-2024 school year to provide educational contacts with families through parent conferences and home visits. NICHS school -to -home connection for program year 2023-2024 included utilizing HighScope COR online tools,

such a as virtual story boards, lesson plans and individual child assessments that parents were invited to explore in a confidential and online platform as well as being able to offer face-to face home visits and parent conferences.

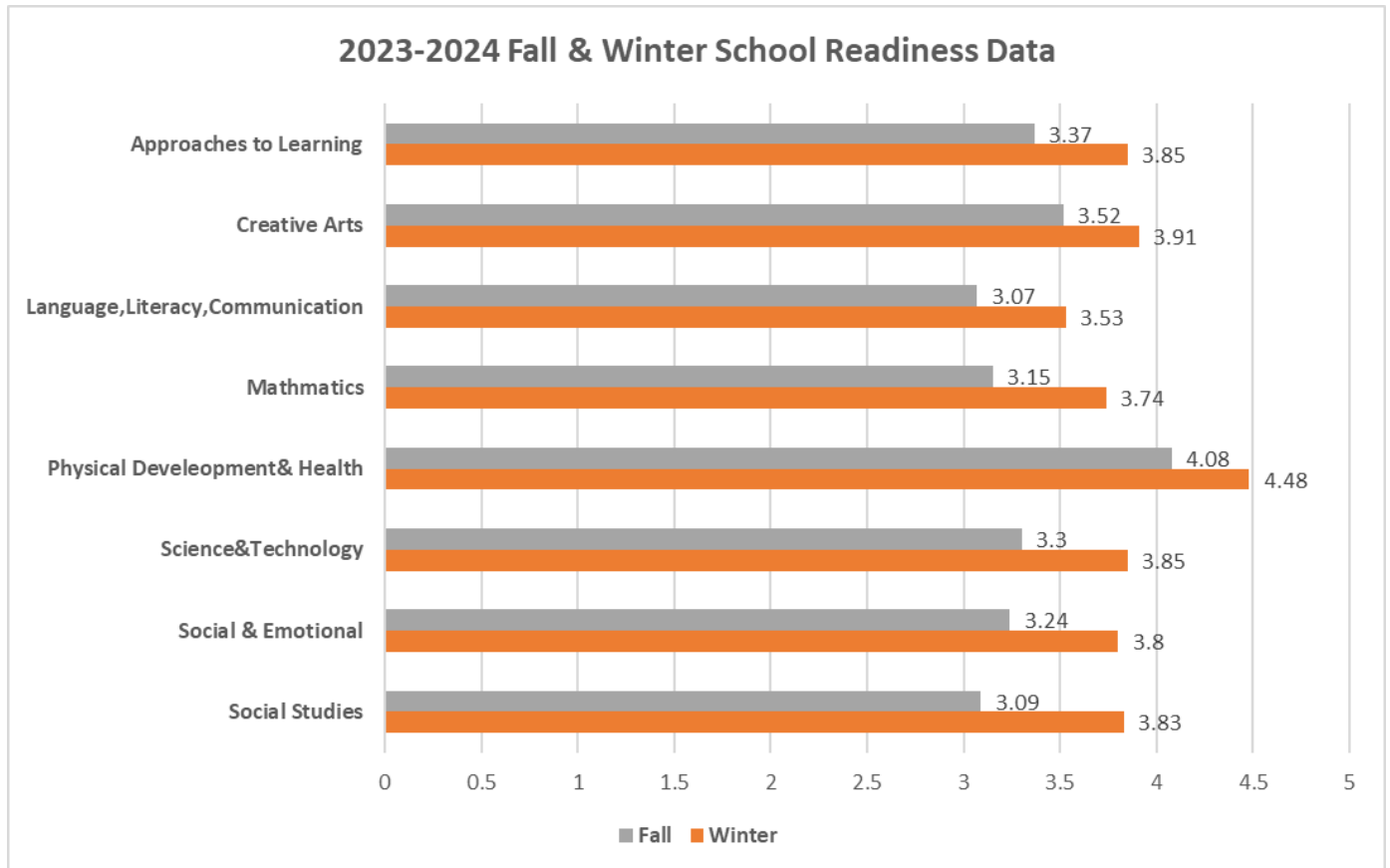
The HighScope Curriculum has supported growth in classroom organization as it supports productivity in the classroom and instructional learning formats through the curriculum. COR Advantage is an electronic/online observation-based assessment tool from HighScope. COR Advantage supports whole-child assessment built on 36 items across eight learning domains. The comprehensive set of items and indicators help teachers track children's progress relative to kindergarten readiness, the Head Start Early Learning Outcomes Framework, Common Core Standards for Kindergarten, and all state early learning standards.

In evaluating COR Advantage checkpoint data, a review of the final results for 2022-2023 program year helped in supporting trends we are seeing in Fall and Winter Data for 2023-2024 school readiness.

COR Advantage Checkpoint Data: 2022-2023 Fall, Winter Spring



COR Advantage Checkpoint Data: 2023-2024 Fall and Winter:



Group statistics for checkpoint indicators are reflective of the average scores of the 159 four-year old's who will transition to kindergarten in Fall 2024. Based on the data gathered the following school readiness goals were set to increase school readiness skill sets for children entering and exiting our program in the 2024-2025. Students who are transitioning to kindergarten, school readiness is measured by an **average score of 3.75** in each category and an overall average of 4.0 or higher in HighScope COR Advantage. The Head Start Program Performance Standards requires all programs to establish school readiness goals, which are defined as expectations of children's status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals.

2024-2025 School Readiness Goals

Community: North Idaho College Head Start recognizes Children's cultural backgrounds influence the ways that they demonstrate interests, imitate others, or engage in play situations. Some cultures encourage children to stand out as individuals, while other cultures emphasize group identity Children gradually make the transition from “me” (their own needs) to “we” (the collective interest). The sense of community begins with simple attention to others, followed by the awareness of group routines.

Reading: 2024-2025 program year NICHS will continue to support reading skills, recognizing letters as visual images that have meaning is a foundational skill set and a

precursor for children's early alphabet knowledge and reading skill sets. Children read pictures before they read letters and words. As they hear adults repeat the words in a familiar picture book, children come to understand that these exact words also appear in the marks on the page. Continuing with a reading goal offers more support in the State Idaho reading Indicator for reading success by 3rd grade.

Alphabetic knowledge: 2024-2025 program year NICHS will implement consistent use of the Learning Without Tears Fine motor curriculum supporting the skills necessary for writing while integrating the literacy skills of letter knowledge, and concepts about print for alphabet knowledge Children gradually begin to recognize letters as distinct characters, each with its own sound (or sounds). This is an “aha” moment that often begins with a child recognizing the letters in his or her name and is then generalized to other letters and their sounds.

Patterns: 2024-2025 program year NICHS will implement math concepts with intentional opportunities in the classroom to help children predict what comes next in a pattern and completes the pattern and creates or extends a complex pattern with more than two repeating elements. This awareness grows as children progress from handling single objects, to lining up and ordering objects, to noticing regularities in the arrangement of objects

Natural and Physical World: 2024-2025 program year NICHS will support children in becoming good observers as an important skill for budding scientists to develop. Though the HighScope curriculum, STEAM activities and hands on experience in the classroom's children will gain the skill sets to be more investigative and have problem

solving skill sets. Children talk about the wildlife and where they live. Children learn how people's behavior affects the environment and how they can help to protect it.

Sub-Section B: Service Delivery

B1 - Service and Recruitment Area:

There are no changes to our service and recruitment areas. A comprehensive community assessment was conducted in February of 2023 our priorities aligned with data reflecting the issues facing our communities. Idaho Head Start Association commissioned a state and county-specific Community Assessment and our program also gathered local and program-specific data for this year. According to the 2023 Kid's Count Report, 13% of Idaho children were in poverty. In the same report, 21% of children reside in households that have non-secure employment and 22% of children are living in households with a high housing cost burden. The US Census states the 2022 estimated number of children that reside in the state of Idaho that are under the age of five represents 6.5% of the population. The inability to find affordable housing was noted in the 2023 Point-In-Time Homelessness Survey in Idaho as the main reason for homelessness. In our Region 1, more than half identified this as their first experience being homeless.

Through community assessment data, it is apparent that the populations, associated demographics and needs in the areas that we serve have shifted most significantly in the areas of median income per county, in availability of child care, and the affordability and availability of housing. Kootenai County now has a higher median income. All five counties we serve have seen a decrease in both available child care

and available or affordable housing. Housing and child care prices are being reported to be at least 50% each of a families' income, leaving little to nothing for other household expenses. Families in our program who are homeless according to the McKinney Vento Act definition, is currently at 27%. The families that can benefit the most from Head Start services still reside in our current service areas.

One consideration as funding becomes available is to find needed space to provide services by diversifying our service and recruitment area to include school district areas that we currently cannot serve due to distance. One example would be the West Bonner School District. Although we are serving Bonner County, we are only serving families that reside within the Lake Pend Orielle School District boundaries. Our service area does not include towns such as Oldtown, Priest Lake and Priest River. However, we have established an Interagency Agreement with a North East Washington Head Start program that can serve some families in that area due to their closer proximity to those communities.

Selection of Target Area Policy:

There are no changes to our Target Area Policy. The Selection of Target Area Policy is reviewed annually to determine the needs and process for recommending center/site locations and allocating enrollment slots in areas of greatest need.

Community Assessment data is collected yearly for the service area (five North Idaho Counties—Kootenai, Shoshone, Bonner, Boundary, and Benewah).

Service Area

Center / Site and location	School District / County
Harding Head Start in Coeur d'Alene	Coeur d'Alene District #271 (Cd'A area)
Community Early Learning Center in North Coeur d'Alene area (Hayden)	Coeur d'Alene District #271 (north schools attendance zones/boundaries area)
North Idaho College Children's Center at NIC campus in Coeur d'Alene (Head Start slots)	Kootenai County residents that are also North Idaho College students
Post Falls Center in Post Falls	Post Falls District #273
Lakeland Center in Rathdrum	Lakeland District #272, Lake Pend Oreille District # 84
Shoshone Center in Kellogg	Kellogg Joint District #391, Mullan District #392, Wallace District #393
Sandpoint Center in Sandpoint	Lake Pend Oreille District # 84, West Bonner County District # 83
Julien Bucher Early Learning Center in Bonners Ferry	Boundary District #101
St. Maries Center in St. Maries and UpRiver Head Start in Fernwood, ID	St. Maries Joint School District #41, Kootenai District #274, Avery District #394

B2 - Needs of Children and Families:

No changes to needs of children and families are reflected in the newest data reflected in this section.

Number of Head Start Eligible Children Served in Each County by Program Type:

North Idaho College Head Start:

North Idaho College Head Start program has a total funded enrollment of 259 after our Change of Scope was awarded in which we eliminated 40 enrollment slots. . All children enrolled in the program are income and categorically eligible.

North Idaho College Eligibility, Services & Unmet Needs for 2022-2023
 226 children (219 families) served by North Idaho College Head Start

County	Children Under 5 Years Living in Poverty*	Federally Funded Enrollment Slots	TANF Funded Enrollment Slots	Actual Federally Funded Enrollment	Actual TANF** Funded Enrollment	Total Actual Enrollment
Boundary	240	17	0	18	0	18
Bonner	373	48	19	29	22	51
Kootenai	1461	181	0	119	0	119
Shoshone	223	17	0	19	0	19
Benewah	96	17	0	19	0	19
Total	2393	280	19	204	22	226

*(data.census.gov. 9/25/23)

**(TANF) Temporary Assistance for Needy Families grant

According to population estimates for Region1, our service area, from 2016-2026 census population estimates will increase by 19.5% with an annual growth of 1.8%. However, we have seen even more growth in northern Idaho than was predicted so far. However, the growth is not growth in families with small children as much as growth in higher income groups, adding to the disparity between families with young children in poverty, and the affordability and feasibility of being able to live in this area comfortably.

According to our community assessment, the needs of families in Kootenai County have slightly shifted with the influx of new jobs and lower unemployment rates, which has resulted in a higher average wage for this county. According to Idaho Department of Labor, labor force data, Kootenai County unemployment rates in December 2023 were reported as 3.3%. The national unemployment rate was 3.7% in January, 2023. Although we still have waitlists, we are continuing to see a trend of

a higher percentage of applicants being over the poverty guideline limit to be considered under income for the program eligibility, especially in Kootenai County, where 51% of our slots reside. Although we are still underserving the most eligible group of children 0-5 for all five counties, we are meeting the needs of our families through several locations, one new location of Fernwood, ID, added in April of 2024, and the program options that seem to meet the need of the families in those areas.

B3 - Proposed Program Option(s) and Funded Enrollment Slots:

Program Option Policy

There are no changes proposed for Program Options. We are proposing all Center-based programming in all classrooms and locations, with 71% of our classrooms running for 1020 hours total, typically 6 hours per day, five days per week or 7 hours per day for 4 days per week. The other 29% of our classrooms will operate 3.5 hours each day for 128 total class days per school year.

There are no changes to number of funded enrollment slots since the implementation of our Change of Scope in 2023/2024.

Allocation of Enrollment Slots – PY 2024-2025

County – Center and Location - # of Slots	
Kootenai County	133 Total
<i>Harding Head Start Center in Coeur d'Alene</i>	
Center-based, two classrooms	40
<i>Full-day, 1020 hours</i>	
<i>Community Early Learning Center – in Coeur d'Alene</i>	
Center-based, one classroom	17
<i>Full-day, 1020 hours</i>	

NIC Children's Center – on NIC Main Campus	
Center-based, one classroom	16
Full-day, 1020 hours	
Post Falls Center – in Post Falls	
Center-based, two classrooms	40
Part-day, 3.5 hour, 128-day	
Lakeland Center – in Rathdrum	
Center-based, one classroom	20
Full-day, 1020 hours	
Bonner County	51 Total
Sandpoint Center – in Sandpoint	
Center-based, two classrooms	34
Part-day, 3.5 hour, 128-day	
Center-based, one classroom	17
Full-day, 1020 hours	
Boundary County	20 Total
Julien Bucher Early Learning Center – in Bonners Ferry	
Center-based, one classroom	20
Full-day, 1020 hours	
Benewah County	35 Total
St. Maries Center – in St. Maries	
Center-based, one classroom	17
Full-day, 1020 hours	
UpRiver Center – in Fernwood	
Center-based, one classroom	18
Full-day, 1020 hours	
Shoshone County	20 Total
Shoshone Center – in Kellogg	
Center-based, one classroom	20
Full-day, 1020 hours	
TOTAL HEAD START FUNDED SLOTS	240
TOTAL TANF FUNDED SLOTS IN BONNER COUNTY (19)	19
TOTAL PROGRAM ENROLLMENT SLOTS	259

B4 - Centers and Facilities:

With this continuation grant proposal we are not proposing any additions, deletions or changes to our service locations. We are not asking for any purchase, construction, or major renovations of any of our locations.

B5 - Eligibility, Recruitment, Selection, Enrollment, and Attendance:**Eligibility:**

Changes made to the eligibility criteria are included with this chart of our current selection criteria. Our PY 24-25 selection criteria was developed and approved by Policy Council in January of 2024 and approved by the governing board in March, 2024. The following program selection criteria and services are reflective of the needs of families who can benefit the most from comprehensive Head Start services.

Criteria for Prioritization		Points Allowable
1.	Verified Income (Percent below Federal Poverty Guidelines**)	0, 20, 25
2.	Age* (Four years old on or before September 1st of program year)	20
3.	Diagnosed Disability	20
4.	Homelessness (as determined by the McKinney-Vento Homeless Assistance Act of 1987)	20
5.	Suspected Disability	15
6.	Formal Referral from Agency/Professional (including Early Head Start/Head Start) * (Written documentation is required)	10
7.	Previously enrolled in Early Head Start / Head Start program	10
8.	Foster Child (meets definition for State placement) or Child in Custody/Care of someone other than the Biological Parent(s) (including children who have been adopted.)	10
9.	Family Violence and/or other trauma- includes physical, verbal or emotional abuse/violence, child abuse, neglect, or abandonment. (Check applicable: <input type="checkbox"/> current, <input type="checkbox"/> past 12 months, or <input type="checkbox"/> previously experienced)	10
10.	Parent/Guardian Working Towards Obtaining High School Diploma/G.E.D., Certifications, or Higher Education	10
11.	Parent Working Multiple Jobs or Working and Going to School	10
12.	Substance use or other addictions	10
13.	Receiving Medicaid and/or WIC	10
14.	Chronic Health Issue and/or Disability within the Family	10
15.	Mental Health or Behavioral Concern – child and/or family	10
16.	Single Parent/Guardian Household	5

17.	Parent/Guardian in Incarceration and/or Returning from Incarceration	5
18.	Parent/Guardian Active Military Service, Returning from Military Service, or Veteran	5
19.	Parent/Guardian currently working as a first responder/public service, in law enforcement, or health care	5
20.	<p>Additional Household Stressors: check all that apply: (one or two = 5 points; three to five = 10 points; six to eight = 15 points; or nine or more = 20 points)</p> <ul style="list-style-type: none"> • Adoption • Families in crisis (emergency relocation, natural and/or family disaster) • Family legal issues • Food insecurity • In treatment/recovery for substance use and/or other addictions • Lack of reliable transportation • Lack of affordable childcare • Lack of affordable health insurance/health care • Lack of affordable housing • Limited opportunities for socialization (child/family) • Parent working out of the area • Pregnancy/new sibling in household • Separation/divorce/co-parenting/custody/dual households • Teen parent • Terminal illness/death of a family member in the household(s) • Unemployment <p>Other: _____</p>	<p>5, 10, 15, or 20</p>

The Criteria for Prioritization changed the points for Homelessness from 10 to 20 points from the 2023-2024 to 2024-2025 program year.

Recruitment:

Our recruitment process allows us to locate, recruit and enroll vulnerable children, including children with disabilities, children experiencing homelessness and children in foster care. We consistently partner with our school districts and the Infant Toddler Program to conduct community-wide developmental screenings, including our applied, waitlisted and enrolled students. Our area school districts coordinate preschool options to ensure children can benefit from developmental preschool and Head Start services. School Districts and Infant Toddler Program regularly refer children and families to Head Start which demonstrates confidence in our program in

meeting the individual needs of children with disabilities. The current number of children with disabilities being served by our program as of March, 2024 is 13%

Attendance:

Attendance and its' direct and impactful influence on school readiness is a major focus in our efforts beginning with enrollment and continuing throughout the school-year.

Our focus on attendance as a key factor in meeting child education goals includes analysis of reasons for absence, both sporadic and chronic, as well as barriers impacting child attendance. Community resources and educational materials garner support of attendance. Gas vouchers, transportation resources and family action plans utilize research-based, non-judgmental facts about the correlation between good attendance and outcomes are shared. As of February 2024, our program-wide cumulative attendance figure for the school year is 85%.

B6 - Education and Child Development:

North Idaho College Head Start (NICHS) is a school-readiness program that provides education and support for young children and their families. NICHS partners with our families and communities to provide comprehensive services and integrated programming which meet or exceed the child development and education approach expectations within the Head Start Program Performance Standards. NICHS uses a comprehensive educational approach to early childhood education, which is culturally, linguistically, and developmentally appropriate. The educational approach integrates the components of child development, health and safety, nutrition, mental health and family and community partnerships throughout the program. We are utilizing and train education staff in the following curriculum and assessment tools: High Scope, Conscious Discipline and

Learning Without Tears.

Next steps:

In program year 2024-2025, NIC Head Start will continue supporting new education staff with mentor/coaching for fidelity in classroom curriculums, behavior management and COR Advantage on-line data system to support the High Scope curriculum. Specific trainings will follow our Program Professional Development Plan that supports staff needs, results of school readiness goals and support of all curriculums. Staff will receive monthly trainings to reinforce the components of the education and disability services that North Idaho College Head Start provides.

In efforts to eliminate barriers to learning, NICHHS will ensure that children have received developmentally appropriate screening within 45 days of enrollment. These include a comprehensive developmental screener of language, motor, and cognitive skills, a social-emotional parent questionnaire screening self-help and social skills and sensory screens for vision and hearing. The use of either the Brigance Early Childhood, Screen III, The Battelle-3 Developmental Screener or the DIAL 4 at each of our centers is determined by the school district that the site is located in. The school districts as our LEA (Lead Education Agency) select research-based screening tools that best support the overall determination of a comprehensive evaluation tool for children 3-5 years of age and their skill sets in all areas of development.

For dual language learners the Brigance Early Childhood Screen III, The Battelle –3 and the DIAL 4 come in English and Spanish versions. In the event that a child needs screened in another language outside of English or Spanish NICHHS and the LEA would collaboratively

work together to provide a translator to help administer the screener that best supports child's home language.

In our continuing relationships with our Lead Education Agencies in program year 2024-2025, North Idaho College Head Start will work with school districts for collaborations of services for children receiving special education services. North Idaho College Head Start is committed to collaborations with our LEA's in order to provide a strong school-readiness foundation for the children and families they serve.

B7 - Health:

[1302.42 Child health status and care](#)

After experiencing record low well child assessments during the COVID-19 pandemic, we are seeing a steady increase in the amount of well child checks and dental visits for children, but an increase in immunization waivers, and more skepticism from families regarding preventative healthcare. NICHS staff have continuously strived to develop and maintain collaborative relationships with local, state and regional healthcare providers to meet children and families' ongoing healthcare needs. NICHS and Mountain States Early Head Start (co-hosts) have had strong community involvement in the tri-annual Health Services Advisory Committee (HSAC) meetings. These meeting topics covered included current health issues, such as high child rate of immunization exemptions, issues around lead, access to health care providers, increased rates of RSV, and other health trends emerging throughout the five northern counties of Idaho. HSAC continues to provide input on health policies, procedures, and strategies for NIC Head Start to meet and overcome health barriers.

A decline in lead testing results has been noted this year. More families are choosing to sign a refusal. Some are choosing to avoid preventative care, while others are concerned that in order to obtain the sample, some providers can only do it via a veinous draw. In July of 2023, Mountain States Early Head Start and North Idaho College Head Start collaborated to create a lead awareness event to healthcare providers in Bonner County, inviting lead specialists from the local health department and the Department of Health and Welfare to present. It was discovered that the capillary strips and reading machines are not readily available locally, and many children ages 3-5 were screened via a paper questionnaire due to a large scale recall of test strips in 2020 and 2021. It was also noted that some providers did not recognize that blood lead testing at 12 and 24 months is mandated for all Medicaid eligible children. NICHS has increased resources related to lead testing for families, including flyers, brochures, children's books, and access to water and soil testing.

Vaccination of preventable disease –Based on current cumulative enrollment of 258 NICHS children, 80% are up-to-date or complete on immunization vaccinations, 20% either have a Conditional or Exemption waiver in place, with no children past due. These are very similar to the vaccination rates statewide in Idaho. Exemption waivers have gone up 3% from last school year. We have increased resources and information available to families about the importance of immunizations, as well as involved our Health Services Advisory Committee, asking for input and ideas to help increase vaccination rates within our program.

Access to health care and navigation – 96% of students have a medical home - 82% are enrolled in Medicaid/Children's Health Insurance Program (CHIP), 16% have private

insurance, leaving 2% without medical insurance, which is lower than the state rate of roughly 6% uninsured children. With the ending of the pandemic protections, 55,000+ Idaho children lost access to Medicaid between April and July 2023.

At this time last year, 63% of all NICHS students had a completed well-child health exam. Currently, the number of children having an up-to-date physical exam is 66%.

Barriers reported were getting appointments, obtaining documentation from the provider after the exam is completed, and a hesitancy from parents about preventative healthcare appointments. Idaho is still one the last states in the ranking of pediatricians available, being 50th in 2020 and 49th in 2021. Several providers are still reporting staff shortages as well.

Dental Exams – The same issues in obtaining completed physicals have echoed with dental providers. Obtaining appointments and follow-up treatment has been challenging throughout the five northern counties of Idaho. Last year at this time 51% of NICHS students currently had an up-to-date dental exam, and this year 57% of children are up to date.

Limiting Medicaid insurance patients continue to be a common practice, making it difficult to find a dentist, and once a dental home has been found, it is often very difficult to get an appointment within a timely manner. Other challenges include dental providers who don't specialize in pediatric dentistry. They will complete initial exams, but refer out to other providers for any follow-up treatment needed.

Panhandle Health District and MCNA staff continue to work collaboratively with NICHS and providers to help identify and overcome access barriers for children. Family Advocates continue to support children and their families by identifying barriers,

providing resources that will ensure up-to-date child health status and ongoing care.

Family Advocates connect with local health providers regularly within their regional area to develop systems of communication for obtaining health documents in a timely manner and advocate for Head Start children's needs.

Child Nutrition – We began using a new software (MyFoodProgram) to assist us with CACFP meal preparation, documentation, and monitoring. It has been helpful insuring we are offering the required nutritious foods, correct serving sizes, as well as minimizing the amount of paper work to be printed. Initial and ongoing training, both group and one on one was provided. Extended training was provided to supervisory, education, and kitchen staff on food allergy emergencies. Kitchen staff also received additional training on food handling safety, cleaning, and sanitizing. We continue to successfully implement family style meals. We were awarded an Office of Drug Policy grant that allowed us to create take home meal kits for our families to make a meal at home, together with their children. We will continue to apply for this grant as families expressed their interest in continuing it.

Head Start annual health and safety trainings on topics mandated by performance standards included –Prevention and control of infectious diseases and appropriate disposal of bio contaminants, safe sleeping practices, medication administration, prevention and response to emergencies due to food and allergic reactions, vehicular traffic, child abuse and neglect, first aid and emergency preparedness, as well as trainings on how to complete 45 day screeners, family style meals, and family engagement for health and family needs.

Center specific Emergency preparedness procedures are shared with families during

program orientations, and families are notified prior to lockdown and evacuation drills. Staff received in-depth training on key components of the Emergency Manual at the beginning of the school year and staff participate in the plan-do-review process for all drills monthly.

(Afsp.org/statistics). Head Start recognizes the severity of this data and gives priority for selection of enrollment to families struggling with these stressors. Family Advocates develop trusting relationships with all families to identify and connect families with appropriate resources. Training opportunities for Family Advocates have included Suicide Prevention and Awareness (SPAN), and Mental Health First Aid and continue to be offered as reflected on the 2024-2025 professional development plan. North Idaho College Head Start (NICHS) uses a comprehensive, trauma-informed approach to mental health services from working with children and families to improve mental well-being, to providing staff with support and knowledge to serve vulnerable populations. NICHS uses an employee whose license meets the requirements of HSPPS 1302.91(e)(8)(ii) as the Mental Health Consultant to provide services in partnership with staff, families and the community.

The MHC provides in-person and virtual training to each of our nine centers. These visits include meeting with staff, and individual visits with parents or groups of parents. The MHC is available to visit a particular site/classroom more frequently, based on staff or family request.

The MHC is also available during center hours of operation at all centers for phone consultations, email consultations, or resource sharing for both staff and families.

In addition, the MHC provides targeted and specific professional development opportunities for staff- both in person and on the web, either in-house or community based. The MHC supports the use of trauma informed and attachment-based resources and interventions for our program (Trust Based Relational Intervention and Conscious Discipline).

The MHC can provide community referrals and information for families interested in mental health diagnosis/individual therapy.

The Disability Manager and the MHC meet monthly and as needed to discuss strategies for social emotional support in centers and classrooms. When specific positive behavior guidance is needed for a child or family, the Disability Manager and the MHC work together to gather information, perform observations, including a functional behavior analysis, and work with the family, staff and child for the best plan for the classroom and home environment.

B8 - Family and Community Engagement:

There have been no changes to Family and Community Engagement. NICHHS works with families to promote, support and participate in the everyday learning, despite the pandemic's impacts. In an effort to have families be a part of our classroom, NICHHS encourages classroom and office volunteers who follow health protocols and are properly background checked.

This enhances the trauma-informed strategies and relationship emphasis that has been implemented in the program. Family advocates are trained in Adverse Childhood Experiences (ACES), Healthy Outcomes Positive Experiences (HOPE), resiliency, domestic violence supports and trauma-informed strategies. NICHHS continues to have

utilize the Conscious Discipline Parenting Curriculum throughout this year by offering a parenting series, parent education events, and information of home visits. This researched-based curriculum provides a parenting curriculum that enhances the trauma-informed strategies and skills.

B9 - Services for Children with Disabilities

Head Start actively recruits and provides services to at least 10% of enrolled children who have been identified with a disability. NICHS staff supports families in navigating the referral, evaluation and identification process for their child. To assure that compliance with Individuals with Disabilities Education Improvement Act (IDEA of 2016), Head Start Program Performance Standards and our philosophy is maintained, NICHS staff communicate with the Lead Education Agency (LEA) monthly on the strategies and activities that are recommended for the classroom and home. NICHS maintained processes to ensure that children and families were supported for special education services. Lead Education Agencies and NICHS have interagency agreements updated each year for the process of referral, Child Find Screeners and multi-disciplinary team meetings. In the 2023-2024 program year LEA agencies that NICHS work with continued to use research-based criteria for developmental screeners, with two districts changing screener protocols from the Brigance III Early Learning Inventory to the Battelle Developmental Inventory. NICHS percentage of children receiving special education services through Fall/Winter 2023-2024 was at 13% program wide. NICHS utilizes a comprehensive, ongoing assessment process that ensures that emerging concerns are addressed and children are referred to the LEA for further evaluation. This assessment process is supported by use of the HighScope's COR

Advantage system which data is entered Fall, Winter and Spring to measure children's development in meeting typically development, above average development and below average development in key developmental indicators.

B10 - Transition:

There are no changes to delivery of transition activities._

B11 – Services to Enrolled Pregnant Women

Not applicable

B12 - Transportation:

There are no changes to transportation.

Sub-Section C: Governance, Organizational, and Management Structures

There are no changes, additions or deletions to governance, organizational and management structures

C1 - Governance

The following includes an explanation of North Idaho College Head Start's governance structure, governance processes, and the make-up and functions of our parent committees:

Structure

North Idaho College, our grantee, has been a strong governance leader of the NICHS program for more than 50+ years. The North Idaho College Board of Trustees, our governing board, is an elected board that follows Idaho statute for public meetings. Currently our Board includes five elected members. The Board, as part of a larger educational organization, also has access to experts in the areas of finance, administration and the appointed college attorney. Experts in child development and

education provide guidance to our program on behalf of the Board. A North Idaho College Child Development instructor serves on our Policy Council. This member informs both the Policy Council and the liaison to the Board whenever child development expertise is requested.

Policy Council, when fully seated, has 11 parent representatives. The chart below identifies the number of parents elected based on center enrollment slots. To maintain the composition of 51% parent representation and no more than 49% community representation, they have identified five as the maximum number of community representatives that could be elected. Currently we have two community representatives. One community representative represents the NIC early childhood program, and one is a past parent representing community needs.

<i>Centers / Parent Committees</i>	<i>Center Enrollment Slots</i>	<i>Number of Parent Representatives</i>
<i>Center A</i>	<i>61- 90</i>	<i>2</i>
<i>Center B</i>	<i>41-60</i>	<i>2</i>
<i>Center C</i>	<i>21-40</i>	<i>1</i>
<i>Center D</i>	<i>0-20</i>	<i>1</i>

Processes

Governing Body

The North Idaho College Board of Trustees appoints a liaison, the Vice-President of the Office of Finance and Business, who attends the monthly Policy Council meetings. Board members receive the monthly Policy Council correspondence, which includes agendas, minutes and all reports related to finances, budget, program services and ongoing monitoring results in accordance with the Head Start Act.

When seeking board action on Head Start items of business, the Head Start Director is included on the board meeting agenda and submits the corresponding documentation in advance of the meeting for board member review. The Director attends the board meeting and stands for any questions or clarifications the board members may have regarding the materials, prior to making an approval decision.

Policy Council

Our Policy Council is highly active in the administration of our program. Policy Council meets monthly and along with the Board reviews our finances, budget, program services and approves all policies and important actions. They review all documentation on a regular basis in accordance with the Head Start Act. Policy Council members attend special committees, and give monthly reports to each center parent committee. Meetings have successfully been held virtually, in-person, and in hybrid options in PY23-24.

Parent Committees

Center parent committees consist of all parent/guardians of enrolled children. Parent committees are involved in giving input and making decisions about center budgets, classroom activities, field trips, home visits, menus, and compile a list of parent education offerings based on strengths and needs assessment tallies of topics being identified as needs and interests. Parent committees have incorporated family literacy, financial literacy, adult education, nutrition topics, parenting, child development and many other informative topics in their parent committees.

Relationships

Annually, North Idaho College Head Start hosts a Shared Governance training as an opportunity for the NIC Board of Trustees, Policy Council members and management staff to learn the roles and responsibilities of each entity in the governance structure.

This year, our shared training will occur in April, 2024. Each year, a Policy Council orientation is held for newly elected members. This includes information on how to function effectively as a decision-making group as well as training on budgets, program eligibility, civil rights, conflict of interest and impasse policy.

NIC Board of Trustees and NIC's Policy Council has orientation for all new board members as the need arises. The NIC Board Liaison receives the required eligibility training following HSPPS requirements.

The governing board abides by a conflict-of-interest policy, Policy #3.02.15, that ensures that all governing board members shall avoid any conflict between personal interests and the interests of the college programs, including Head Start.

The NIC Board of Trustees and NICHS Policy Council ensure meaningful consultation and collaboration around joint decisions in a variety of ways. The NIC Board Liaison shares a board report at PC meetings. Policy Council members are also extended an invitation to attend NIC board meetings. Meeting agendas and minutes are available for review. The governing body and Policy Council jointly establish specific procedures for resolving internal disputes in a timely manner. This process is outlined in the Policy Council Bylaws and is reviewed and approved annually by both entities. Our most current Bylaws were approved by both governing bodies in September, 2023.

C2 - Human Resources Management:

Human Resource Management systems are coordinated through North Idaho College Human Resources Office. NIC HR maintains employee personnel files, coordinates recruitments, and advises on all employee disciplinary matters. In conjunction with NIC HR Department and the North Idaho College Board of Trustees liaison, the NIC Head Start Director, Operations Manager, Program Assistant and Training and Technical Assistance Manager, coordinate all employee matters. The Head Start Program Assistant assists with employee HR paperwork, including background check information. The program ensures that cleared enhanced background checks are in place prior to any employee starting any work duties. The Idaho State Background Check Unit manages the state-level background check that meets and exceeds HSPPS. The Director and the Program Assistant have access to the local background check system, which allows us to see when an incoming staff member has cleared. The program retains copies of clearance notifications in employee files and submits annually with state and city childcare licensing. The program allocates funds for completing background checks, for any potential staff members and any current staff needing their 5-year renewals. New Employee Orientation and in-depth training, individualized by job description. The information is given or explained to the employee by the Training & Technical Assistance Manager and the employee's supervisor. As each topic is discussed and/or completed the employee dates and initials on the orientation checklist. When the orientation is complete, the new employee and supervisor and Training & Technical Assistance Manager signs and dates the form. The completed checklist is maintained hard copy in Central Office and electronically in ChildPlus to verify completion and filed in the

employee file. Following New Employee Orientation, the Training and Technical Assistance Manager coordinates job specific training with the employee's supervisor and component managers. This is completed as soon as is possible within a staff member's hiring. In addition, all volunteers receive an orientation which includes, but is not limited to, background check, policy acknowledgements, code of conduct, roles & responsibilities, and release of liability.

This funding request includes training and technical assistance funding totaling \$33,251 in PA20 funding. The allocation of PA20 funding reflects in our Professional Development Plan. Our comprehensive training plan includes a summary of professional development and results, and is included as a document in our grant application. Our program's staff professional development system follows our professional development plan and incorporates adult learning principles. The trainings comprise of mandated trainings, staff requested workshops, and trainings that are needed based on monitoring and observation outcomes. New education staff receive coaching from the program's Child Development Mentor/ Coaches utilizing the Practice Based Coaching Method. Staff can also receive coaching by request or by request from a Supervisor or Manager, based on observation and monitoring data. Recruitment of qualified education staff continues to be challenging. Our program encourages Assistant Teachers and Classroom Aides to continue with education to meet the lead teacher qualifications. Our Program Professional Development Plan includes funds set aside for formal college credit driven education, course credits are encouraged over one-time trainings or workshops, with teacher qualifications at top priority for funding requests. We actively recruit through job fairs, with program

participants and directly with enrolled child development students through North Idaho College, Lewis Clark State College and University of Idaho. Recruitment of qualified teaching staff is a primary goal for this grant period. Innovative efforts are being implemented through our five-year goals and objectives for staff recruitment and retention. (Please see attached Organizational Chart in supporting documents).

C3 - Program Management and Quality Improvement:

Our program does not have any pending corrective actions or any previous quality and compliance issues or safety incidents. During the week of March 11 to 15th, 2024, the Administration for Children and Families (ACF) conducted a Focus Area Two Monitoring Review of our program. The report, which is pending, contains information about the grantee's performance and compliance with their requirements of the Head Start Program Performance Standards or Public Law 110134, Improving Head Start for School Readiness Act of 2007. During our prior Focus One review NIC Head Start was found to have met the requirements of all applicable HSPPS, laws, regulations, and policy requirements, the organization was designated as a program in good standing and had no outstanding issues of compliance with the federal Head Start Program Performance Standards in April of 2022.

The annual fiscal audit conducted by Eide Bailly in accordance with "Government Auditing Standards" issued by the Comptroller General of the United States, resulted in an "unqualified opinion". The report indicated the program complies and there were no findings. The report is available through the following link:

<http://nic.edu/about/FY2023AnnualFinancialReport.pdf>

The Management Team that includes the Supervisors, Managers, Consultants,

Operations Manager, and Director provides the second and third level additional monitoring to all line staff. Special efforts were made this year to improve all levels of monitoring data. The program continues to utilize the ChildPlus Internal Monitoring System to develop and use reports for on-going monitoring. This system allows the program to develop checklists and reports to monitor the comprehensive services provided. It also provides a manner to respond and track monthly monitoring such as our program Monthly Program Information Report and the Monthly Program Documentation.

Each month, the NIC Head Start Management Team reviews and discusses the program's goals. Progress toward goal completion is documented on the goals template. A compilation of the Monthly Program Information Report (MPIR), includes specific progress on the following topics: health and safety goals; enrollment; family services; education services; eligibility; and attendance progress or barriers. The MPIR progress and barriers are brainstormed with the Policy Council representatives and Management Team monthly.

The program's goals and progress are a topic on the agenda for our annual all-staff preservice training in August. Program goal progress is discussed once a year at a Policy Council meeting and the North Idaho College Board of Trustees also discusses the topic of goals' progress at a monthly Board meeting. Once a year, the Education Manager gives a report on progress of school-readiness goals at a Policy Council meeting.

During our Self-Assessment process, specific measures are taken to evaluate progress for our program's goals. A committee group is formed specifically to look for

evidence of progress and the results of the review are included in the self-assessment report.

Each job description within our program includes a work plan with a job duty breakout that ensures all positions have the sufficient direction and time to complete job duty tasks and training needed to be successful.

Staff and managers evaluate work plans and job descriptions yearly, make necessary revisions to descriptions and time allocations for each position. All job descriptions and work plans were last evaluated and updated for this grant application, and do not contain any significant changes to job descriptions that would require governing board approvals. North Idaho College has implemented a 360 evaluation process for staff with supervisory duties that occurs for the first two years then every other year ongoing. Line staff are evaluated through a performance review biannually.

Our annual grant planning process includes input from all stakeholders, proposed budgets, goals and objectives, and planned activities to design the most culturally relevant, progress-oriented service delivery possible for our participants. Our program philosophy is to make important program decisions by analyzing data and not by inferences or conjecture. Our community assessment, ongoing self-assessment process, program goals, objectives, progress and outcomes, are all data-driven, fluid processes that inform our practices. Our monitoring tools, professional development plan and methods of supervision all use data to inform decision making and course action.

Section II. Budget and Budget Justification Narrative

Our budget justification narrative is attached as a document to this grant application.

Costs broken down by object category as identified within SF424-A section B-6. This budget narrative also includes an explanation of our PA20 and PA22 allocations, and how they are being applied, along with our justification of use of our TANF funds and our USDA funds. A separate page demonstrates the use of our COLA funds application across Personnel and Fringe categories. There are no significant personnel adjustments for this budget period.

We do not have any delegate agency agreements, partnership contracts, or any single items costing more than \$150,000 listed under “contractual” or “other” budget categories.

A description of North Idaho College financial and property management systems and internal controls to maintain effective control and accountability of grant funds, property, and other assets is as follows:

Our grantee’s fiscal officer primarily responsible for oversight of our Head Start award is the Vice President of Finance and Business Affairs. This individual has expertise in fiscal management and accounting. They also serve as an advisor to the governing body. The senior accounting staff in the NIC Office of Finance and Business (OFB) assist in monitoring the fiscal components of the Head Start award. The grantee engages an auditor, implements audit recommendations, and shares audit results with the governing body and the public. North Idaho College completes a request for proposal process every five years to engage an independent auditor. The OFB implements audit recommendations in cooperation with the Head Start program. Audit results are reported to the NIC Board of Trustees, the Policy Council and any other

stakeholders requiring this information. The link to the audit is also published on the North Idaho College website.

North Idaho College facilitates fringe benefits for all full-time benefit-eligible employees. NIC is anticipating an approximate increase of 5% in health insurance packages. The NIC Head Start program works in conjunction with NIC Human Resources to develop and maintain compensation structures applicable to the award. NIC Head Start supports training and professional development through on-site training, classes, and workshops. Professional development is also supported through involvement in program committees such as Self-Assessment, along with being involved in community organizations through community engagement assignments.

North Idaho College complies with §1309.21 Recording of Federal interest and other protections of Federal interest. NIC will also meet all of the requirements in 45 CFR part 74 pertaining to the purchase and disposition of real property, or the use and disposal of equipment, as appropriate.

NIC has established policies and procedures for maintaining and updating its financial management system, including but not limited to, the internal controls; the system functionality and integration of subsidiary systems; the accounting and finance standards; and the data standards in accordance with the applicable laws and regulations.

NIC's financial management system is comprised of automated and manual processes; the interfaced and integrated applications; procedures, controls, data hardware, software, and support personnel dedicated to the operation; and the maintenance of the

total system. It also includes other applications that are necessary to meet defined data and processing requirements.

Determination of allowability, allocability, and reasonableness of a given expense is based on NIC guidelines and in accordance with applicable federal cost principles.

Documentation is maintained by NIC and/or grantee for five years, unless otherwise dictated by the granting agency.

Established financial procedures make certain that there is segregation of duties within all accounting processes which ensures the fiscal integrity of the program. NIC Head Start utilizes Colleague, the ERP system maintained by North Idaho College, for spending, personnel compensation and reporting

Financial transactions are reviewed by the Program Director, senior accounting staff and the VP of Finance and Business Affairs. College bank statements are reconciled monthly and an independent audit is performed annually. Quarterly and annual reports are bookmarked on several shared calendars to ensure timely completion and submission. The fiscal team has many combined years of education and experience to draw from which gives the organization and in turn the Head Start program the capability to run effectively and efficiently.

Non-Federal Share (In-Kind)

The source of non-federal match, including the estimated amount per source and the valuation methodology is attached as Other Supporting Document. This proposed non-federal match is allowable per 45 CFR §75.303 and Section 1303.4. Each of the goods/services are allowable Head Start grant expenses. North Idaho College Head

Start is not proposing any waivers for non-federal share or enrollment reduction requests. North Idaho College Head Start is also not requesting funds for the purchase, construction, or major renovation of facilities not previously approved.

Personnel and Fringe:

Our current wage comparability study, conducted in partnership with Idaho Head Start Association and Washington and Oregon Head Start Associations, includes three states' data for Head Start, school districts, the Department of Labor, BLR data, and other comparable. With our current wage study, conducted in June 2023, there are no significant discrepancies in level of pay for any administrative job descriptions. These two neighboring states have minimum wages higher than Idaho and the low unemployment rate is contributing to this problem.

Our long-term goal is to align fringe benefits to include more federal holidays for benefitted positions to meet the norm for our comparative colleagues, and to include a comparable number of vacation days for benefit-eligible management staff positions. North Idaho College is negotiating an insurance benefit package that includes a small increase in costs. In personnel costs, we are anticipating an increase in pay for a few positions due to educational attainments. Educational attainment is the only mechanism other than COLA or QI that changes the wages of employees. There are no changes proposed for wages compared to 2023/2024. We do not currently have a system for honoring longevity.

Equipment Purchase:

We do not anticipate any equipment purchases with our Continuation grant funding application.

Building Maintenance and Repair:

We had no major project that required funding.

Contractual

The Registered Dietician we have contracted through WIC is economical and is also providing training and technical assistance through the Memorandum of Understanding with our Panhandle Health District.

Financial and Property Management System

We have no significant changes to property management systems or any new properties.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policy

North Idaho College Head Start Policy Council and North Idaho College Board of Trustees annually reviews the Head Start Program Performance Standards regarding ERSEA policies and annually approves the criteria point system established for prioritization and selection.

- **Recruitment and Eligibility:**
 - recruits and enrolls eligible children and families that can benefit most from our program services including specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children, children in foster care **and children residing in communities that meet the requirements identified in Section 645.(a)(2) Head Start Act*****
- **Prioritization and Selection:**
 - establishes a criteria point system that provides a method of prioritizing a child's selection into the program based upon highest need
 - provides a method of determining eligibility based on: family income, homelessness, foster care, receipt of public assistance, **Section 645.(a)(2)*****, formal referral, child's age, and/or disabilities, other family stressors
 - serves families who have the greatest opportunity to benefit the most from our services.
- **Enrollment:**
 - maintains funded enrollment level and fills any vacancy as soon as possible, not to exceed 30 days.
- **Attendance:**
 - supports families to ensure consistent attendance and participation to enable the family to experience the maximum benefit from the program.

***Head Start Act Section 645.(a)(2) Whenever a Head Start program is operated in a community with a population of 1,000 or less individuals and--

- (A) there is no other preschool program in the community;
- (B) the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];
- (C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and
- (D) not less than 50 percent of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph (1); the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.

Policy Council Approval: 4/19/24

Board of Trustees Approval:

Criteria for Prioritization – Selection of Children for Enrollment

Criteria for Prioritization		Points Allowable
1.	Verified Income (Percent below Federal Poverty Guidelines**)	0, 20, 25
2.	Age* (Four years old on or before September 1st of program year)	20
3.	Diagnosed Disability	20
4.	Suspected Disability	15
5.	Formal Referral from Agency/Professional (including Early Head Start/Head Start) * (Written documentation is required)	10
6.	Previously enrolled in Early Head Start / Head Start program	10
7.	Foster Child (meets definition for State placement) or Child in Custody/Care of someone other than the Biological Parent(s) (including children who have been adopted.)	10
8.	Homelessness (as determined by the McKinney-Vento Homeless Assistance Act of 1987)	40 20
9.	Family Violence and/or other trauma- includes physical, verbal or emotional abuse/violence, child abuse, neglect, or abandonment. (Check applicable: <input type="checkbox"/> current, <input type="checkbox"/> past 12 months, or <input type="checkbox"/> previously experienced)	10
10.	Parent/Guardian Working Towards Obtaining High School Diploma/G.E.D., Certifications, or Higher Education	10
11.	Parent Working Multiple Jobs or Working and Going to School	10
12.	Substance use or other addictions	10
13.	Receiving Medicaid and/or WIC	10
14.	Chronic Health Issue and/or Disability within the Family	10
15.	Mental Health or Behavioral Concern – child and/or family	10
16.	Single Parent/Guardian Household	5
17.	Parent/Guardian in Incarceration and/or Returning from Incarceration	5
18.	Parent/Guardian Active Military Service, Returning from Military Service, or Veteran	5
19.	Parent/Guardian currently working as a first responder/public service, in law enforcement, or health care	5
20.	Additional Household Stressors: check all that apply: (one or two = 5 points; three to five = 10 points; six to eight = 15 points; or nine or more = 20 points) <ul style="list-style-type: none"> • Adoption • Families in crisis (emergency relocation, natural and/or family disaster) • Family legal issues • Food insecurity • In treatment/recovery for substance use and/or other addictions • Lack of reliable transportation • Lack of affordable childcare • Lack of affordable health insurance/health care • Lack of affordable housing • Limited opportunities for socialization (child/family) • Parent working out of the area • Pregnancy/new sibling in household • Separation/divorce/co-parenting/custody/dual households • Teen parent • Terminal illness/death of a family member in the household(s) • Unemployment • Other: _____ 	5, 10, 15, or 20

The established point system provides a method of prioritizing a child's selection into the program based upon highest need

Points are determined through the application process. Children whose families have completed the application process prior to an enrollment selection are placed on the Wait List.

In consultation with the Operations Manager, supervisors select the children/families from the prioritization list generated by the program's child data collection system. Supervisors then fill enrollment slots to correspond with the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Policy.

When an opening occurs, the family selected from the prioritization list is immediately notified and an enrollment appointment is scheduled. Notification is made by parent's preferred method of contact indicated at the time of application. At time of notification, the child is considered "selected" and removed from the Wait List. Following the enrollment appointment, the child's status changes to "accepted". North Idaho College Head Start strives to have all enrollment vacancies filled within three working days.

All efforts are made to provide continuous enrollment when a family relocates to another community within the North Idaho College Head Start Service Area. The family's acceptance for continued enrollment is based upon their desire to remain enrolled in the program and the receiving Center having a concurrent open enrollment slot. If the receiving Center does not have an open enrollment slot, the family is put on the Center's Wait List.

From the first day of class after a center's Spring Break, age points for three-year-old and four-year-old will be equally weighted for prioritization of an open slot.

*Child must be three-years old according to NICHS criteria

**Percent of Poverty Guideline is:
Between 0% and 50% = 25 points
Between 51% and 100% = 20 points
Over-income = 0 points
<i>If needed to maintain full enrollment, the income ratio between 101% and 130% may be considered. This income status would not count towards the allotted 10% over-income standard.</i>

Policy Council Approval: 1/19/24

Board of Trustees Approval:

North Idaho College Head Start Program Improvement Plan for 2024-2025

North Idaho College Head Start continues to use innovative strategies to conduct a thorough assessment of our strengths and challenges. On November 17, 2023, Policy Council approved our plan for conducting a thorough Self-Assessment. On November 29, 2023, an entrance meeting was conducted and teams were formed to execute a comprehensive assessment. Teams included parents, staff, administrators, and community stakeholders. The areas of focus agreed upon were Health and Safety; Family and Community Engagement (PFCE); ERSEA Strategies; Program Design, Management and Improvement (PDMI); Quality Education and Child Development; and Fiscal.

Each team developed a methodology, key insights, a discussion of the progress of the program in meeting its goals and objectives, and recommendations. The following is a summary of our progress and achievement of our 2023-2024 Improvement Plan and our Program Improvement Plan for 2024-2025, based on the efforts and input from self-assessment teams, and through inquiries of stakeholders in all five counties we serve.

PDMI:

The team of staff and Policy Council members looked at professional development for staff and surveyed staff regarding wellness. They reviewed the Professional Development Plan, and conducted a survey of professional development preferences, needs and preferences. They compiled the results of the six-question survey (57% completion rate) The group identified several factors related to the current training plans such as PLCs, assistance with college tuition, administrative support and content as strengths. A list was generated of the current trainings that staff noted they gained the most from. The wellness survey gauged professional quality of life by using the Professional Quality of Life Scale which measures positive and negative effects of working with those who have experienced traumatic stress. The ProQOL has subscales for compassion satisfaction (burnout and compassion fatigue). Key insights were that results demonstrated that staff have a moderate to very high range for compassion satisfaction for the work they do. No systemic issues were noted in this area.

In relation to Program Goal #2: Opportunities have been made available for families, staff and members of the community on the topic of trauma informed practices. Strengths noted were also in the staff wellness resources available to employees. According to the State of the Workforce 2023, the State of Idaho has seen a 37% decrease in childcare workers. Our program is seeing a steady increase in teaching staff, applicants and employees.

FCE:

Staff and parents explored family involvement. They evaluated the levels of participation, barriers to participation in offered opportunities such as parent business meetings, education opportunities, special events and volunteering. The group also looked at the level of male involvement and barriers to involvement. Strengths included the majority of centers have at least one regular volunteer and all centers have at least some parents/guardians attending these activities. Systemic issues that were identified were work conflicts for parents and transportation issues. Also, with the large number of new staff, there needs to be more training in male involvement as previously offered by the program. This will be included in our 24/25 PD plan. It was also noted that events are successful when offered in a hybrid manner when feasible. Other recommendations were to prioritize alternative staffing hours to accommodate offerings outside of normal business, and to remember to offer transportation resources, primarily gas vouchers through Friends of Head Start.

Program Goal #1 (regarding recruiting): while we have been able to recruit volunteers, we are still striving to reach pre-pandemic involvement numbers.

Program Goal #2 (regarding trauma informed practices): we are providing trauma informed supports to families while encouraging engagement.

Quality ECD:

The team, consisting of staff, chose to focus on rest time in full-day classrooms. The team developed a survey of teachers to inquire how they conduct rest time, how confident they feel during this portion of the class day, and whether they need more training or support. Also, our staff CLASS reviewers watched each CLASS video being submitted for our federal CLASS Review and scored them according to their training. CLASS scores seemed to be consistent with all quality thresholds and a recommendation was made that the program invest in purchasing storyboards and wall displays that improve the aesthetics of our classroom art and teaching materials posted in classrooms.

ERSEA:

Our staff and Policy Council representative team reviewed recruitment efforts of children and staff, and the attendance of children. Specifically, they reviewed chronic absences and reasons and attendance plans. Key strengths are that we have procedures in place to highlight the importance of attendance and plans in place to implement strategies when attendance falls below 75%. Another strength is that we have a website to recruit families and staff. Systemic issues are that attendance plans need to be

prioritized by ensuring that the procedure is being followed and that attendance plans are in place for all children with chronic absences. Another recommendation is a thorough updating of the newly migrated NIC website to include accurate information for all Head Start sites and the online application. Program Goal #1: Recruitment strategies will continue to be a focus through the enhancement of the Head Start portion of the North Idaho College website.

Health and Safety:

The team focused on Program Information Report (PIR) data pertaining to physicals and dentals. They used reports, a survey of Family Advocates and an interview of the T/TA Manager and the Health/Nutrition Manager. The strengths noted is that the program has thorough training for advocates to understand the importance of health screenings and assessments and how advocates can help families through the process. Two systemic issues pertain to the “treatment needed and follow ups” fields and adequate documentation of these actions being completed or the reasons why they have not yet been completed, and detail about the supports offered. Training on immunizations in particular, and the proper documentation and follow up, esp. “conditional admission” forms, and data entry for immunizations will be added for advocates.

Fiscal:

The Office of Finance and Business staff accountant was interviewed and a data search was conducted. Strengths include strong fiscal oversight by the grantee, including proper training given to anyone with fiscal responsibility. Tracking and monitoring of fiscal processes are apparent at center, program and grantee level for checks and balances. It was noted that although equipment inventories are adequate, full inventories of consumable and non-consumable supplies could be improved.

Our Fiscal Specialist conducted an analysis of wage information based on the 2023/24 IHSA wage study. Our wages are in line with the other industries with appropriate comparative wages and positions. Without COLA or Quality Improvement funding being offered for this next grant cycle, there are no recommendations being made for wage increases to any current positions, although our community assessment data shows that the cost of living is rising rapidly in our area.

In program year 2023-24 during NIC Head Start’s self-assessment process, many program strengths were identified. In addition, two specific improvement needs were identified: one within ERSEA and one within ECD. These two systemic issues rose to the level of need to become program improvement goals for PY2023-2024. The actions identified and carried out include under ERSEA, that we form a recruitment committee, create flyers and materials for recruitment that include QR codes and that we

increase our social media presence. We also set a goal to improve our Recruitment Plan and Report document for ease of use. As we plan for our improvement goals for our fifth year of our five-year grant cycle, these improvement goals are in the process of completion and/or improvement to the extent that these goals will no longer rise to the level of a specific improvement goal for PY24-25. In the area of Education Services, we focused on improving the use of our primary curriculums with fidelity while identifying other curriculum resources as supplemental resources. We greatly raised the understanding of the use of Conscious Discipline for both classroom and parenting curriculums and we improved the fidelity by which we implement HighScope and Learning without Tears to support school readiness.

For Program Year 2024-2025, our improvement focus will be in two areas, ERSEA and Health and Safety. The following goals are the culmination of our improvement plans based on ongoing self-assessment efforts:

North Idaho College Head Start
PY2024-2025 PROGRAM IMPROVEMENT PLAN
Goal #1

Action Item & Outcomes	Person Responsible	Documentation	Projected Completion	
ERSEA				
<i>Improve our website for ease of use and accuracy</i>	Family Services Manager and NIC Marketing Dept.	Website design meeting minutes	April, 2024 and ongoing	
<i>Improve access to an online pre-application</i>	Family Services Manager, Operations. Manager, Director	Numbers of pre-applications generated through website	May 1, 2024 and ongoing	
<i>Improve focus on Attendance Plans</i>	Family Services Manager	Management Team minutes for progress		
Comments:				

North Idaho College Head Start
PY2024-2025 PROGRAM IMPROVEMENT PLAN
Goal #2

Action Item & Outcomes	Person Responsible	Documentation	Projected Completion Date	Completed
Health and Safety				
<i>Improve accuracy of data entry of health events and follow ups</i>	Health Services Manager	Health Procedures And Professional Development Plan	August 2024 and ongoing	
Comments:				

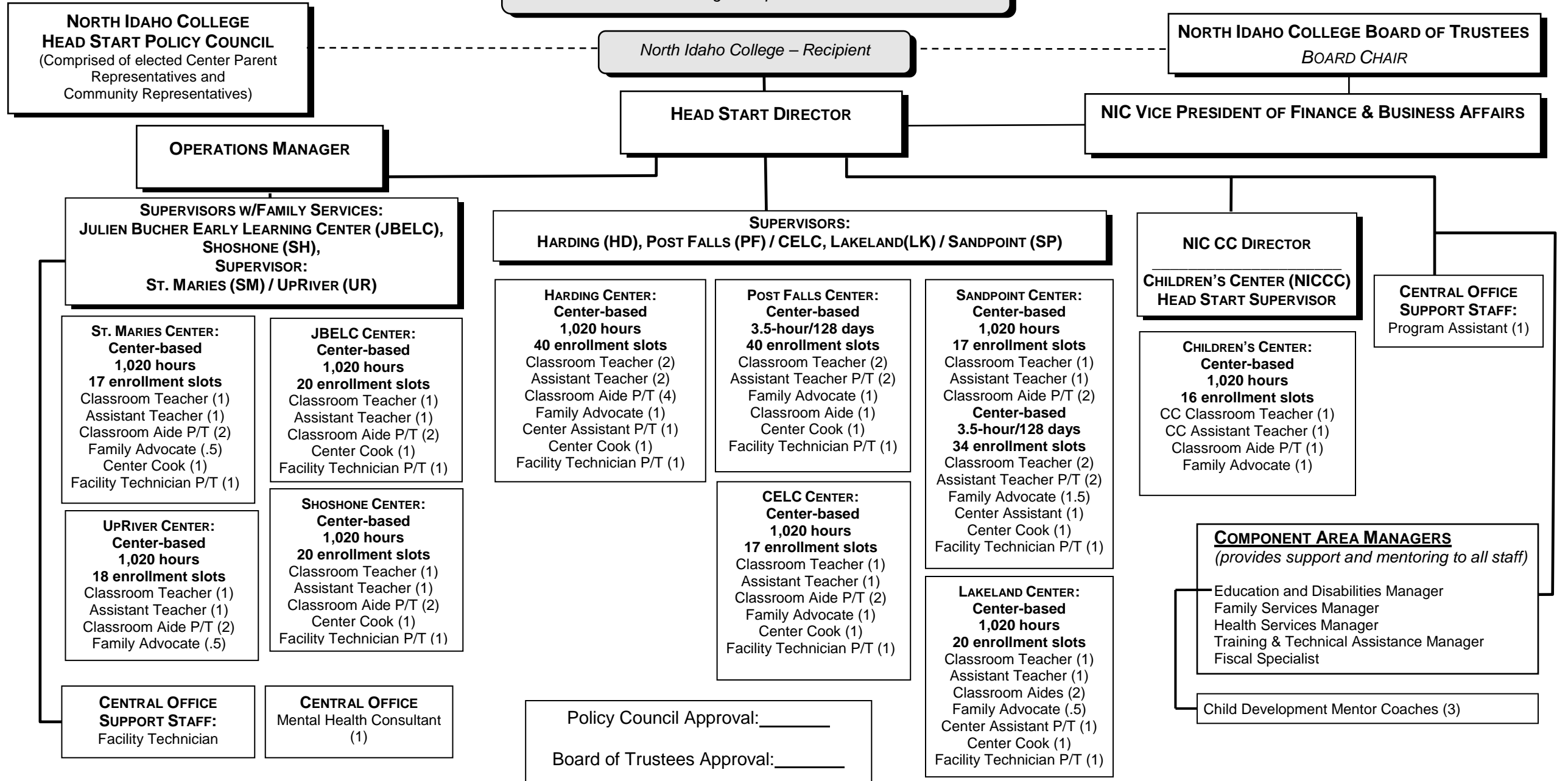
NIC Head Start FY2025		Budget
Revenue		
PA 22/20/COLA/QI		(3,706,103)
TANF Allocation		(215,612)
USDA Reimbursement		(180,182)
Harding Rentals		(14,000)
Donations		-
Revenue Total		(4,115,897)
Personnel		
Salaries		2,419,583
Personnel Totals		2,419,583
Fringe		
Fringe		868,073
Fringe Totals		868,073
Travel		
Out of Area Travel - CO/T&TA (8010, 8020, 8030)		21,126
Travel Totals		21,126
Equipment		
Equipment		-
Equipment Totals		-
Supplies		
Office Supplies (8220)		19,115
Admin supplies (8210)		2,350
Classroom (8260)		43,476
Other Supplies - Children's Meal Service - Sundries (7505)		-
Other Supplies - Children's Meal Service - Food (7520)		75,397
Other Supplies - Children's Meal Service - Supplies (7530)		5,462
Other Supplies - Children's Meal Service - Consumable (7540)		6,644
Postage (9336)		2,530
Copier Expenses (8410)		5,470
Copier Fees/Maintenance - Rent (8430)		7,964
Education Supplies (9370)		14,880
Computer Repairs/Supplies & Equipment (9361)		19,798
Custodial/Cleaning (8230)		17,419
Maintenance/Repair Supplies (8320)		32,513
IT Maintenance (9320)		27,000
Policy Council - Materials (8220)		400
Supplies Total		280,418
Contractual		
Health & Nutrition Services (9321)		3,000
Fiscal Audit (9350) (Journal Entry Only)		7,000
Maintenance Services (8310)		65,760

<i>Contractual Total</i>	75,760
<i>Other Category</i>	
<i>Occupancy</i>	
Rent - Shoshone (9311)	15,625
Rent - Sandpoint (9311)	27,000
Rent - Lakeland (9311)	18,560
Rent - Julien Bucher Bonners Ferry (9311)	19,900
Rent - CELC Hayden Center (9311)	31,230
<i>Utilities</i>	
Telephone (9337)	30,804
Internet (9328)	7,618
Utilities (9330,9331,9332,9333,9334,9335)	72,064
<i>Liability Insurance General</i>	
Liability Insurance General (9339) (Journal Entry Only)	16,259
<i>Building Maintenance & Repair</i>	
Building Maintenance & Repair (9310)	10,000
<i>Local Travel</i>	
In Area Travel - Mileage (8250)	25,367
CACFP Staff In Area Travel - Mileage (7550)	2,285
Disability Transportation (9351)	500
<i>Publications/Advertising/Printing</i>	
Publications & Subscriptions (8600)	1,233
Advertising & Printing (9305)	4,994
<i>Staff Development/Training</i>	
Registration/Presenter Fees/Material Fees (8100)	7,675
Academic Tuition/Fees (9364)	5,000
<i>Children Services</i>	
Nutrition/Mental Health/Medical/Dental/Psychological/Disability (9352)	6,000
Classroom Services (9313) (Journal Entry Only)	38,500
<i>Other Parent Services</i>	
Policy Council - Childcare (9351)	1,892
Policy Council - Meal Service (8210)	1,975
Policy Council - Parent Travel In area Mileage (8250)	2,051
Policy Council - Training/Registration/Presenter Fees (PC/Parent Ed)(8100)	500
Policy Council - Out of Area Travel (8010,8020)	1,500
Parent Activities at Center (9312)	1,000
<i>Other</i>	
Personnel - Background Checks (9360)	7,555
Memberships/Dues (8500)	9,070
<i>Accounting Services</i>	
Indirect Costs (9301) (Journal Entry Only)	84,779
<i>Other Category Total</i>	450,936
Grand Total	4,115,897

Legend:
Solid Lines = Supervision
Dashed Lines = Shared Governance

North Idaho College Head Start Organizational Chart

Administration for Children, Youth & Families, Region X, Seattle, WA
Program Specialist



Tab 3

BOARD OF TRUSTEES MEETING
March 27, 2024

TAB 3

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 3 is Policy 3.02.19 (Payroll Deductions)

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Policy 3.02.19 (Payroll Deductions) as presented.

Prepared by: Suzy Scura
Board Clerk

Policy

Policy #3.02.19

Revised: 12/16/15

<i>(Impact Area - Dept Name)</i>	<i>(General Subject Area)</i>	<i>(Specific Subject Area)</i>
Employees	Conditions of Employment	Payroll & Payroll Deduction
	Author: Payroll and HR	Supersedes Policy #
Relates to Procedure # <small>[JB1]</small>	Impact:	
Legal Citation (if any):		
<i>North Idaho College</i>		

Policy Narrative

[Page 1 of 1]

North Idaho College (NIC) has documented systems and processes to ensure employees are paid timely, accurately and legally.

NIC processes payroll as indicated on the published payroll calendar and will make all withholdings required by federal and state law. Voluntary deductions will be withheld upon appropriate authorization from the employee.

Employee Wage and Tax Statements (Form W-2) will be distributed to all employees as required by federal and state law.

Policy

Policy #3.02.19

Revised: 12/16/15

<i>(Impact Area - Dept Name)</i>	<i>(General Subject Area)</i>	<i>(Specific Subject Area)</i>
Employees	Conditions of Employment	Payroll & Payroll Deduction
	Author: _Payroll and HR	Supersedes Policy #
Relates to Procedure # <small>[JB1]</small>	Impact:	
Legal Citation (if any):		
<u> </u> <i>North Idaho College</i>		

Policy Narrative

[Page 1 of 31]

~~All new employees will complete the required payroll paperwork on or before their first day of employment. This will include, at minimum, an employee withholding allowance certificate (Form W-4), employment eligibility verification form (Form I-9), retirement withholding form (as applicable), and any medical, dental, and life insurance withholding forms (as applicable).~~

~~Employees who have previously worked for the college but who have separated from the college, or been inactivated in the payroll system for any period of time, must complete at least a new employee withholding allowance certificate (Form W-4).~~

~~Additional paperwork may be required, depending on the length of time the re-hired employee was inactive. Any re-hired employee who has been inactive for more than one year, is considered a new employee. Hiring managers must complete and submit the proper hire authorization forms to human resources before an employee's start date.~~

PAYCHECKS

North Idaho College (NIC) has established documented systems and processes to ensure employees are paid timely, accurately and legally.

PAYROLL

NIC processes payroll biweekly (every two weeks) as indicated on the payroll schedule published prior to the start of each fiscal year. payroll calendar and:

will make all withholdings required by federal and state law.

~~The college requires that all~~

All employees receiving payroll related payments utilize are required to enroll in direct deposit within 30 days of the hire date and are as follows: 1) identify an eligible financial institution that will serve as a personal depository for the employee or 2) be granted an exemption by the Vice President for Finance and Business Affairs for reasons stated below. ~~their hire date. Employees that fail to complete their direct deposit enrollment will be issued a pay card.~~

- ~~• All employees employed prior to January 1, 2016, and paid by the college, who are receiving his/her pay by direct deposit shall continue to participate in direct deposit.~~
- ~~• All employees employed prior to January 1, 2016, and paid by the college who are receiving his/her pay by paper check, shall be required to participate in direct deposit. These requirements must be met by January 15, 2016 and are as follows: 1) identify an eligible financial institution that will serve as a personal depository for the employee or 2) be granted an exemption by the Vice President for Finance and Business Affairs for reasons stated below.~~

~~An employee may be exempted from participating in direct deposit if he/she does not have an account at an eligible financial institution, and further provides evidence that he/she cannot obtain an account at an eligible institution.~~

~~For those employees who are granted an exemption, the Vice President of Finance and Business Affairs may secure other payment methods as options, other than paper check, when such options may become available.~~

WAGE AND TAX STATEMENTS (W-2)

~~Wage and Tax Statements (W-2) will be distributed to all employees on or before the 31st of January each year. Employees have the option to receive W-2s electronically via the NIC portal. Employees who have opted in to receive W-2s electronically, will not receive W-2 statements distributed via US Postal Service.~~
NIC utilizes an electronic time keeping system for payroll. Employees are required to utilize this sytem to enter time accurately and timely in accordance with published payroll guidelines.

7

~~Employees are responsible to ensure their address information, as~~

~~maintained by the Human Resources Department, is accurate. When leaving the employment of NIC, it is the employee's responsibility to confirm that their address is accurate to ensure that the W-2 is mailed to the proper location the following January.~~

~~FEDERAL AND STATE~~ **MANDATORY DEDUCTIONS**

~~All new and rehired employees will complete the required tax withholding forms as part of their employment paperwork prior to beginning work. If applicable, they will complete benefit elections through the online benefits enrollment system.~~

~~In accordance with federal and state laws, the following will~~ may ~~be withheld from the salaries and wages of NIC employees:~~

- ~~A. Federal income tax~~
- ~~B. Social security~~ Security tax
- ~~— Medicare tax~~
- ~~C. State income tax~~
- ~~D. Retirement (as applicable)~~

~~Any legally mandated payroll garnishments (as applicable)~~

VOLUNTARY DEDUCTIONS

~~Voluntary deductions will be withheld up~~ Upon ~~appropriate authorization from the employee, NIC shall deduct from the salary or wages of the employee, those items which the Payroll Department is authorized to make. These deductions may include, but are not limited to the following:~~

- ~~A. Medical, dental, and life insurance~~
- ~~B. Short and long term disability insurance~~
- ~~C. Flexible Spending Account contributions~~
- ~~D. Retirement or tax sheltered annuities~~

~~Employee benefit related deductions such as insurance, supplemental retirement, and tax-advantaged medical accounts~~

~~Charitable donations facilitated by the college~~

~~Other elective deductions~~

WAGE AND TAX STATEMENTS (W-2)

Employee Wage and Tax Statements (Form W-2) will be distributed to all employees as required by federal and state law. on or before the 31st of January each year. Active employees have the option to receive W-2s electronically or through US mail.

Employees are responsible ~~([x] [u] [2])~~ to ensure their mailing address and legal name, as maintained by Human Resources, are accurate and updated within three months of a

~~change. When leaving the employment of NIC Foundation, NIC Booster Club, United Way), it is the employee's responsibility to confirm that their mailing address is accurate to ensure that the W-2 is mailed to the proper location the following January.~~

Tab 4

BOARD OF TRUSTEES MEETING
March 27, 2024

TAB 4

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 4 is Policy 3.02.25 (Holiday Pay)

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Policy 3.02.25 (Holiday Pay) as presented.

Prepared by: Suzy Scura
Board Clerk

Policy

Policy # 3.02.25Effective Date 12/21/94Revised 3/23/16

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

Policy Narrative

[Page 1 of 1]

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

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

Policy

Policy # 3.02.25Effective Date 12/21/94Revised 3/23/16

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

Policy Narrative

[Page 1 of ~~2~~1]

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

Eligible employees receive holiday pay for college observed holidays.

~~Overtime Holiday Pay~~

~~In the event an employee works more than 40 hours during the week of a holiday, the employee will be entitled to an overtime pay rate of 1.5 for all hours worked over 40, in addition to regular hol~~ Guidelines on holiday pay and time entry are published by Payroll.

Tab 5

BOARD OF TRUSTEES MEETING
March 27, 2024

TAB 5

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 5 is Policy 3.04.04 (Jury Duty and Court Leave)

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Policy 3.04.04 (Jury Duty and Court Leave) as presented.

Prepared by: Suzy Scura
Board Clerk



Policy Title: Jury Duty & Court Leave

Impact: Employees

Responsibility: Human Resources

Effective Date:

Revised Date: 02/24/2016

Reviewed Date:

Relates to Procedure(s):

Legal Citation(s):

I. Jury Duty & Court Leave

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

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

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



Policy Title: Jury Duty & Court Leave

Impact: Employees

Responsibility: Human Resources

Effective Date:

Revised Date: 02/24/2016

Reviewed Date:

Relates to Procedure(s):

Legal Citation(s):

I. Jury Duty & Court Leave

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

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

Benefits eligible employees will be granted leave with pay. ~~and is entitled to keep fees and mileage reimbursement paid by the court.~~ Expenses in connection with this duty are not subject to reimbursement by North Idaho College.

~~When an employee is required to appear as a witness or a party in any private proceedings (outside of official state or federal duty), the employee may use accrued leave or leave without pay.~~

~~An employee summoned for court or jury service shall notify their immediate supervisor at the earliest possible date prior to the start of the jury duty. The employee is responsible for submitting proof of juror service to their supervisor.~~

~~Although part-time non-benefited employees are not covered by this policy and are not eligible to receive paid leave time, departments are reminded that such employees may be called to jury duty and must be released from work to fulfill those obligations.~~

Tab 6

BOARD OF TRUSTEES MEETING
March 27, 2024

TAB 6

SUBJECT: New Business

BACKGROUND:

Included as Tab 6 are the Board Special Meeting Minutes for February 21, 2024

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve the February 21,2024 Board Special Meeting Minutes as presented.

Prepared by: Suzy Scura
Board Clerk

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

CALL TO ORDER AND VERIFICATION OF QUORUM

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

ATTENDANCE

Trustees: Mike Waggoner
Brad Corkill
Greg McKenzie
Tarie Zimmerman

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

- Trustee Corkill initiated a brief conversation regarding the value and necessity of the board training sessions.
- Debbie DiThomas called the trustees' attention to the fiduciary duties listed at the bottom of the meeting agenda. She and Ken Burke explained the meaning and importance of these duties and clarified the trustees' responsibilities. Following discussion, Dr. DiThomas requested that the board clerk distribute the Fiduciary Duties of Care document to each of the trustees.
- Dr. DiThomas asked the trustees to complete a mini evaluation, rating themselves and the board on their performance. The results will be compared to the last evaluation conducted by the board on April 23, 2023.
- Steve Kurtz provided an overview of the college's accreditation status. He said that the NWCCU cancelled the site visit scheduled for April due to preparation time constraints. He stated that the report resulting from the recent hearing in Seattle is due from the NWCCU by March 2, 2024.

Chair Waggoner and President Swayne shared their assessments of the recent NWCCU reports and hearing. Ken Burke recommended an aggressive action plan and suggested that, with the board's input, he and Dr. DiThomas compose the board's response to the commission, due September 2024. He further suggested marked and improved behavior at the board meetings. Dr. Swayne stated that the college will submit a separate report to the commission. Following a lengthy discussion, it was unanimously agreed upon to move forward with the strategy discussed.

- Ken Burke and Debbie DiThomas provided a brief review of parliamentary procedure and led a discussion on several topics under this structure. During discussion, it was decided that in an effort to reduce disruption at board meetings, Chair Waggoner will regularly read a prepared statement prior to public comment.
- Chair Waggoner said that he will meet with Trustee McKenzie to discuss the meeting minutes that have remained on the consent agenda for several months. He will subsequently meet with the board clerk regarding these minutes and the minute taking process. Dr. DiThomas said that

in order to provide proper guidance to the board clerk, the board should agree on how minutes are to be taken going forward.

Following discussion, Trustee McKenzie suggested that a policy detailing the minute taking process be created. Dr. DiThomas and Ken Burke said that the current policy could be amended but it is important to put the proper practice into effect immediately.

After further discussion, the group agreed on the following process:

- Draft minutes are due to the trustees within three business days of the meeting.
- Per Robert's Rules of Order, minutes should reflect action items and not be a verbatim transcript of meeting discussions.
- During a board meeting, trustees have the authority to announce that they would like a summary of their issue documented in the minutes. Per Colton Boyles and Ken Burke, this right should be used sparingly and respectfully.
- Corrections to minutes on the consent agenda should be made during the meeting and read in public, not included in the board packet. The board should then vote on whether to accept the minutes as corrected.

The board clerk was asked to provide copies of all unapproved minutes to each of the trustees. Chair Waggoner requested a written summary of this discussion.

BREAK 4:35 P.M. – 4:45 P.M.

- Ken Burke spoke regarding the power of the board meeting. He said that the board meeting is a powerful venue which should be used to promote and advance student success. A discussion ensued after Mr. Burke recommended that the trustees offer more acknowledgement and reinforcement of positive news regarding the college.
- The group reviewed and refined the NIC Board of Trustees Plan for Achieving 2023-2024 Board Goals draft document for presentation to the board as a first reading at the regular BoT meeting on February 28, 2024.
- Dr. DiThomas shared the results of the board evaluation taken earlier in the evening.
- In closing, Ken Burke provided a summary of accomplishments achieved at this meeting:
 - Program established on how to approach the response to NWCCU
 - Agreement to follow Robert's Rules of Order in board meetings
 - Prior to public comment, the chair will read a prepared statement
 - Minutes should reflect actions taken in the meeting; they should not be a transcript. Meeting minutes will be sent to the trustees in timely manner, within three business days of the meeting. During meetings, board members may ask that a summary of their comments be included in the meeting minutes.
 - Discussed the power of the board meeting and that student success shall be the focus of all board meetings.
 - Goals attainment document refined and ready for first reading at next regular BoT meeting.

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

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 7

BOARD OF TRUSTEES MEETING
March 27, 2024

TAB 7

SUBJECT: New Business

BACKGROUND:

Included as Tab 7 are the Board Regular Meeting Minutes for February 28, 2024

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve the February 28, 2024 Board Regular Meeting Minutes as presented.

Prepared by: Suzy Scura
Board Clerk



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

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present. He continued by saying that this executive session is for the purpose of discussing one issue and that the single topic is not an action item, it is strictly for discussion only.

ATTENDANCE

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

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

Chair Waggoner asked for a motion to go into executive session pursuant to Idaho Code § 74-206(1)(b)(f) **To Receive a Status Update and Advice from the College Attorney Regarding the Notice of Tort and Federal Complaint Filed by Laura Rumpler.** Trustee Banducci made the motion which was seconded by Trustee McKenzie. Following discussion, a roll call vote was taken as follows:

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

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

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Waggoner reconvened the meeting at 6:00 p.m. and verified that a quorum was present. 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 provided a summary of the actions the board has taken to meet their goals of making NIC flourish again and of resolving the college's accreditation issues. He reported on activity such as the NWCCU hearing in Seattle, the ACCT National Legislative Summit in Washington, DC and his recent visit to Boise in support of Dr. Swayne's presentation of budget requests to the legislature. Chair Waggoner informed on the February BoT training session with the ACCT consultants, as well as his ongoing work on

the college's POST (Police Officer Standards and Training) funding proposal. He concluded his message with a reminder that Robert's Rules of Order are to be followed, as a guideline, in terms of civility and communication.

Celebrating Success

Colby Mattila, Executive Director of Workforce & Economic Development, reported on Safety Fest of the Great Northwest held at the Workforce Training Center. The event was sponsored by over one hundred local businesses who provided safety training to the public at no cost. A copy of Mr. Mattila's presentation is included as an addendum to these minutes.

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann reported on ASNIC's recent activity such as work on the president's wall, a student suggestion box, updating the ASNIC constitution, attendance at the Governor's luncheon and a meeting with the State Board of Education.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green provided an update of the faculty assembly's recent activities. A written copy of the Faculty Assembly Chair's report is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski read an staff assembly approved statement to the board. A copy of the Faculty Assembly's statement is included as an addendum to these minutes.

Senate

Senate Chair Matthew Nolan reported on the senate's recent activity including first reads on one policy and two procedures, a review of new committee proposals, and second reads of one policy and two procedures, all of which were adopted.

PRESIDENT'S REPORT

President Swayne shared positive local media coverage of NIC, including a feature on the Workforce Training Center and favorable athletic reports. He said the list of existing college committees is currently being analyzed and adjusted for efficiency. The President continued with detailed reports on the following topics which address his specific goals: accreditation, enrollments, community stakeholder engagement, campus activities, transfer programs, support to student athletes, academic freedom and free speech, and his recent trip to Boise to meet with legislation.

Dr. Swayne answered Trustee McKenzie's questions regarding transfer agreements and vaccine mandates. Trustee Banducci positively commented on NIC's wrestling and basketball teams and the potential mining program. Chair Waggoner and Trustee Zimmerman offered encouraging feedback on the president's report. A discussion ensued regarding the release of sabbatical information and a possible amendment to the sabbatical policy. Chair Waggoner said that he will discuss this subject with the president outside of the BoT meeting. He invited Trustee Zimmerman to join the conversation. Further discussion topics included POST, increasing enrollment, Idaho Launch, expansion of the nursing program, additional faculty, cyber security and government funding status.

INFORMATION ITEMS

Strategic Plan Update

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

Risk Management Update

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

Chair Waggoner called for a ten minute recess.

BREAK 7:47 p.m. – 7:58 p.m.

CONSENT AGENDA

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

Trustee Banducci stated that he is not ready to take action on Tab 7. Trustee McKenzie suggested postponing Tabs 1 - 6 and holding discussion on Tab 7. Chair Waggoner withdrew his previous motion and made a new motion to postpone Tabs 1 - 6, and to discuss Tab 7. Trustee Banducci seconded the motion. Trustee McKenzie stated that he has made multiple revisions to the minutes and he would like to see his versions in the special meeting board packet. Following discussion and further explanation from Chair Waggoner, the motion passed with five votes in favor.

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

Trustee Banducci commented on Tab 7, Policy 7.01.04 Continuous Professional Service Contracts. He stated that he is not satisfied with the current version and offered suggestions on how it could be improved. Following an extensive discussion, Chair Waggoner suggested that the policy subcommittee meet with President Swayne, Attorney Boyles and the ACCT consultants to work on refining the policy.

NEW BUSINESS

Discussion: Accreditation Meeting Report

Chair Waggoner said that he felt the hearing in Seattle was constructive and that he and Dr. Swayne clearly communicated the progress that NIC is making towards accreditation issues.

Discussion: ACCT Community College Legislative Summit Report

President Swayne, Chair Waggoner, and Trustees Banducci, Corkill, and Zimmerman shared their positive experiences to include Pell Grant discussions with legislators and their attendance at various training sessions.

Discussion: 2024 Idaho Legislative Session Report

President Swayne said that NIC was well prepared and presented effectively however it is unclear what the funding outcomes will be. Chair Waggoner and Trustee Banducci also shared their impressions of the session.

Tab 8: Second Reading/Action: Civility Resolution

Chair Waggoner asked for input from the trustees. Trustee McKenzie suggested that an additional paragraph be added. Chair Waggoner moved that the civility resolution be postponed until the next special or regular BoT meeting. Trustee McKenzie seconded the motion. After no further discussion, Chair Waggoner called for the vote. The motion passed with five votes in favor.

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

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

Chair Waggoner invited feedback from the trustees. Trustee McKenzie stated that he would like the procedure, or a modified policy to show a history of when college memberships were last presented to the board. After a lengthy discussion where possible solutions were deliberated, Chair Waggoner made the motion to adopt Policy 2.01.15 Recurring Reports Policy and procedure as presented. The motion was seconded by Trustee Corkill.

Following further discussion regarding the policy's accompanying procedure, Chair Waggoner withdrew his previous motion and made a new motion to approve Policy 2.01.15 as presented. He further clarified that he would like the policy subcommittee to work on enhancing the procedure so that it more adequately addresses Trustee McKenzie's concerns.

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

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

Todd Banducci	abstains
Brad Corkill	aye
Greg McKenzie	nay
Mike Waggoner	aye
Tarie Zimmerman	aye

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

Chair Waggoner requested input regarding the Plan for Achieving 2023 - 2024 Board goals and recommended that the plan be adopted as presented. Trustee McKenzie offered comments and suggested that the board wait until the second reading before adopting the plan. Chair Waggoner stated that no action would be taken at this time.

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

PUBLIC COMMENT

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

REMARKS FOR THE GOOD OF THE ORDER

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

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

Respectfully Submitted,
Suzy Scura, Board Clerk

Tab 8

BOARD OF TRUSTEES MEETING
March 27, 2024

TAB 8

SUBJECT: New Business

BACKGROUND:

Included as Tab 8 are the Board Special Meeting Minutes with Addendums for March 12, 2024

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve the March 12, 2024 Board Special Meeting Minutes with Addendums as presented.

Prepared by: Suzy Scura
Board Clerk

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

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner called the meeting to order at 5:47 p.m. and verified that a quorum was present. He stated that there was a miscommunication on the start time of the meeting. Chair Waggoner then led the attendees 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 reported that the letter expected from the NWCCU was received by the college on March 1, 2024. He commented on positive advances at the college such as administration modernization, personnel policy updates, and the strategic plan first phase rollout expected by April, 2024. Chair Waggoner said that he will meet later in the week with President Swayne and Dr. Kurtz to formulate a response plan to the NWCCU. He said that all issues need to be resolved by October, 2024. He further stated that the April site visit was cancelled in order to give the college more time before the October visit. Chair Waggoner said that during the board meeting, Robert Rules of Order are to be followed as a guideline, especially regarding communication. Chair Waggoner concluded by stating that he has met with Trustee McKenzie and the board clerk to further refine the minute taking process.

Trustee Corkill made the motion to accept all prior meeting minutes as they were originally submitted. The motion was seconded for discussion by Trustee Zimmerman. Following a detailed discussion, Trustee Corkill repeated his motion and further stated that when minutes are recorded, whether they are amended or not, they do not become a legal document. He requested that this statement be reflected in the minutes. Following further discussion, Chair Waggoner called for a roll call vote. The motion failed.

Todd Banducci	nay
Brad Corkill	aye
Greg McKenzie	nay
Mike Waggoner	nay
Tarie Zimmerman	aye

Trustee McKenzie asked to make a statement on the record. He said that four trustees have been present for forty-seven minutes from the start of the meeting time but a quorum could not be established until Chair Waggoner arrived, even though the chair requested that the meeting start in his absence, as he was headed to the meeting. He said he is making this statement to provide clarity as to why the meeting was late to start.

POSTPONED ITEMS FROM FEBRUARY 28, 2024 REGULAR MEETING

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

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

Trustee Zimmerman requested that her comments be posted in the meeting minutes. She stated that she would have been happy to discuss the topics on the agenda when all of the board members were present, and that she felt no reason to have a discussion until that time so she stepped out of the room. Trustee Zimmerman said that there seems to be a theme going on. She continued by saying that while she agrees that the executive session portion of the minutes should be included, the rest of the additions are nothing more than editorials, a work of fiction, that they are self-serving and should be removed entirely from the October 25, 2023 minutes.

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

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

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

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

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

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

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

Trustee Zimmerman requested that her comments be included in the meeting minutes. She stated that again, she has an exception with the minutes as presented. Trustee Zimmerman said that she finds the proposed version to involve discussion and finds it obviously self-serving. She said that if the flavor of the proposed version is compared to the other two, there is no consistency. Trustee Zimmerman continued by saying that this is someone's (or maybe a couple of people's) personal agenda to affect something that they think is a legal document. She concluded by saying that the format should be consistent throughout.

Following discussion, the motion succeeded.

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

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

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

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

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

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

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Tab 6: Second Reading / Action: Civility Resolution

Chair Waggoner invited feedback from the trustees. Trustee McKenzie stated that he would like to add the term “and strive for common solutions” to the fifth whereas of the resolution. He then made the motion to approve the Civility Resolution as amended. The motion was seconded by Chair Waggoner. Following discussion, Chair Waggoner asked the board clerk to revise the date on the resolution and then called for a roll call vote. The motion failed.

Todd Banducci	nay
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Trustee McKenzie requested that his changes be added to the document so that it is prepared for possible consideration in the future.

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

Chair Waggoner stated that the board has been working with the ACCT consultants to develop this plan. Trustee Corkill made the motion to accept the Plan for Achieving Board Goals as presented. The motion was seconded by Tarie Zimmerman. Trustee Banducci requested a minor correction. Trustee Corkill restated his motion to include the correction which was seconded by Trustee Zimmerman. Following no further discussion, Chair Waggoner called for a roll call vote. The motion succeeded.

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

Trustee Banducci requested that a minor scrivener’s error in the document be corrected.

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

Respectfully Submitted,
Suzy Scura, Board Clerk

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

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

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie convened the meeting at 6:04 p.m. and verified that a quorum was present. He next welcomed attendees and led the Pledge of Allegiance. The earlier executive session starting at 5 pm was cancelled before noon the day of the Board meeting and only the regular session was convened.

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.

Details of the policy review schedule were provided and renumbering policies for clarity. All internal Board Governance policies were reviewed, with Trustee Banducci highlighting the need for continuous Policy updates, given NWCCU's accreditation monitoring, and policies that were not reviewed by trustees for decades. Furthermore, in Policy 2.01.14, the subcommittee's plan is to detail the policy review schedule and one-third of the policies will be reviewed every year and every three years each policy will get reviewed.

Non-Profit Membership Policy Update

Trustee Waggoner reported that the subcommittee decided against creating a policy in regard to institutional non-profit memberships. Trustee Zimmerman elaborated on the membership policy decision, linking it to morning committee discussions on statutory regulation rather than policy considerations. Zimmerman confirmed there was no legal representation present during the meeting's discussions on statutes. When queried on which statutes were discussed, Trustee Zimmerman declined to provide a statute reference.

Concerns were raised about informing the Board on public expenditures to opaque non-profits, emphasizing accountability to the community. Trustee Waggoner focused on addressing the mechanism for Board input, awareness, and ability to address concerns. Trustee Banducci requested the Board get some method for the Board to be informed of membership expenditures.

Standing Committee Recommendation

Trustee Waggoner presented the recommendation to modify Policy 2.01.14 to make the policy subcommittee a standing-committee as there is no clarity whether it is ad-hoc or standing committee.

Chair McKenzie discussed the challenge of balancing efficiency and transparency in closed-door policy discussions. The Board's commitment to transparency was emphasized, with concerns about the public's inability to observe policy formation. Despite challenges, the policy subcommittee received positive feedback from ACCT consultants, acknowledging NIC's possession of the most updated policies among boards nationwide.

There was a disruption to the board meeting, and a warning was requested by Chair McKenzie for an audience member and the president refused claiming the individual's first amendment right. NIC's attorney shared there is no First Amendment right for either defamation, slander, or interrupting a public meeting outside of the time, place, and manner set by the board.

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
Gregory McKenzie, Board Secretary/Treasurer

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

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie called the meeting to order at 5:00 p.m. and verified that a quorum was present. He next called for a motion to go into executive session for the purpose of discussing four separate issues.

ATTENDANCE

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

Also present: Nick Swayne, President
Colton Boyles, College Attorney
Brittney Adams, Panel Counsel

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion/Decision Regarding Litigation with Insurance Panel Counsel.** Trustee Banducci seconded the motion. Following discussion, the motion succeeded to obtain the required two-thirds minimum votes with the following roll call vote results:

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

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74—206(1)(f) **Discussion/Decision Regarding Investigation and Imminent Litigation.** Trustee Banducci seconded the motion. Following discussion, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	aye
Brad Corkill	no
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	no

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion: Presidential Evaluation.** Trustee Banducci seconded the motion. Following discussion, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	aye
Brad Corkill	no
Greg McKenzie	aye
Mike Waggoner	aye

Tarie Zimmerman no

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion/Action: NIC Dr. Gregory South Contract.** Trustee Banducci seconded the motion. Following discussion, the motion succeeded to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	aye
Brad Corkill	aye
Greg McKenzie	abstains
Mike Waggoner	aye
Tarie Zimmerman	aye

The Trustees entered executive-session at 5:50 p.m. to discuss two of the four listed executive session topics where the executive session motions passed with the required two-thirds minimum votes. The meeting was recessed shortly before open-session began.

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 stated the faculty never received the Board of Trustee's October 25, 2023 statement to the constituent's votes of no-confidence and commented on the Board's statement.

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 October 25, 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

Chair 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. Chair 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.

Chair 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, Chair 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

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. Following discussion, Chair Waggoner said that he will work with the ACCT consultants to reschedule the January training and development sessions.

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.

In respect to Veterans Day, Trustees Banducci and Waggoner were acknowledged for their prior military service. Trustee Banducci shared this was the first time Trustees were omitted from the NIC list distributed on Veteran's Day and that he was included in previous years.

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
Gregory McKenzie, Board Secretary/Treasurer

 **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

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.

There was discussion on past legal decision making with examples provided.

Chair Waggoner then called for the vote. The motion approving the appended resolution passed with three votes in favor and two against.

Banducci – aye
Corkill – nay
McKenzie – aye
Waggoner – aye
Zimmerman – nay

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

Respectfully Submitted,
Suzy Scura, Board Clerk
Gregory McKenzie, Board Secretary/Treasurer

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

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner called the meeting to order at 5:00 p.m. and verified that a quorum was present. He next called for a motion to go into executive session for the purpose of discussing two separate issues.

ATTENDANCE

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

Also present: Nick Swayne, President
Colton Boyles, College Attorney
Brittney Adams, Panel Counsel
Kelly Drew, Panel Counsel

Trustee Banducci made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion/Consensus: case #CV28-22-7707 (Gridley)**. Trustee Corkill seconded the motion. Following discussion, the motion succeeded to obtain the required two-thirds minimum votes with the following roll call vote results:

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

Trustee Banducci made a motion to go into executive session under Idaho Code § 74—206(1)(f) **Discussion/Consensus: case #CV28-23-7434 (Swayne Records Request)**. Trustee Corkill seconded the motion. Following discussion, the motion succeeded to obtain the required two-thirds minimum votes with the following roll call vote results:

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

Executive session was entered into at 5:06 p.m for all executive-session agenda items and recessed shortly before open-session.

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. Trustees McKenzie and Banducci made inquiries regarding the senate meetings that were conducted immediately following one-another providing second readings of the immediate prior's meeting. In answering Trustee Banducci's question, 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

Trustee 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 requested documents for the unapproved minutes and provide input on the minutes present on the consent agenda. Trustee McKenzie made the motion to postpone Tabs 1 - 4 to allow the board secretary to have input on the minutes. The motion was seconded by Trustee Banducci. Following a discussion amongst the board regarding parliamentary procedure and Robert's Rules of Order, Trustee McKenzie's postponement motion passed with five votes in favor. Trustee Banducci made a motion to approve the consent agenda comprising of Tab 5 only. Trustee Corkill seconded the motion and 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 addressed the legal issues related to having a point of contact with legal counsel and that a change is necessary due to current legal issues. He stated that the recently passed resolution regarding this matter has been amended as it was initially too broad in the power it gave the Chair and presented a new resolution for the board's review providing more clarity on what the Chair is authorized to do. He stated that it is more specific and states that the full board has ultimate authority in making final decisions and this granted authority is targeted to day-to-day activities that need to occur in a very timely fashion. Following Attorney Boyles's summary explaining this motion amends and supersedes the prior motions from March 22, May 17, and December 13 and further clarification of the resolution's contents allowing the chair to work with the president to communicate and direct counsel to the extent that the board has given them authorization, and it prohibits the chair from making settlement decisions without prior authorization from the board, and addresses conflicts that may arise.. 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 conducted a roll call vote. The contents of the passed resolution are appended to these minutes.

Trustee Corkill – Nay
Trustee Banducci – Aye
Trustee Zimmerman – Nay
Trustee McKenzie – Aye

Chair Waggoner – Aye

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 in a roll call vote.

Swayne Records Request 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, the motion passed with five votes in favor in a roll call vote.

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 for the policies to be updated on a three-year basis to retain updated policies. 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 & Tab 9: First Reading/Action: Memberships Policy

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.

REMARKS FOR THE GOOD OF THE ORDER

Chair Waggoner made a board authorized 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
Gregory McKenzie, Board Secretary/Treasurer

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

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner called the meeting to order at 5:15 p.m. and verified that a quorum was present. He next called for a motion to go into executive session for the purpose of discussing two separate issues.

ATTENDANCE

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

Also present: Nick Swayne, President
Colton Boyles, College Attorney
Brittney Adams, Panel Counsel
Kelly Drew, Panel Counsel

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Case No. CV28-23-7434 (Swayne Records Request)**. Trustee Banducci seconded the motion. Following discussion, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Trustee McKenzie made a motion to go into executive session under Idaho Code § 74--206(1)(f) **Discussion Regarding College Response to Randall Danskin Workplace Investigation Report**. Trustee Banducci seconded the motion. Following discussion, the motion failed to obtain the required two-thirds minimum votes with the following roll call vote results:

Todd Banducci	aye
Brad Corkill	nay
Greg McKenzie	aye
Mike Waggoner	aye
Tarie Zimmerman	nay

Following both executive-session motions failing, the Board took a break for 10 minutes and resumed the Board meeting to then recess at 5:50 p.m.

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner reconvened the meeting at 6:04 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 provided a summary of the actions the board has taken to meet their goals of making NIC flourish again and of resolving the NWCCU's accreditation issues. He said that he recently met with President Swayne, Accreditation Liaison Officer Steve Kurtz and ACCT consultants Debbie DiThomas and Ken Burke to prepare for the meeting with NWCCU officials on February 2, 2024 in Seattle, WA. Chair Waggoner stated that the same group also discussed the relationship between the Administration and the Board of Trustees. Topics of conversation included increased communication, more clearly defined roles, and the ongoing progress towards resolving NIC's legal issues. The Chair brought attention to the Board Policy subcommittee's newly created Civility Resolution to be presented to the board for their consideration. He stated that all newly revised policies have been adopted and commented that recently received feedback indicates that the NWCCU did not understand that the required policy changes had been completed and that the board had adopted them. Chair Waggoner said that it is important to keep board policies up to date and quoted from an NWCCU report which highlighted the importance of board policy reviews, policy affirmations and policy adherence. He concluded by assuring the constituency groups that their concerns are regularly being reviewed by the board.

PUBLIC COMMENT

Name	Topic
Mike Gridley	Budget/Board Policies
Caryn Shepler	Lawsuit
Ed DePriest	Swayne Record Request
Robert Shepler	Accreditation
William Elliott	Statue Relocation
Jamie Berube	Civility Resolution
Dave Reilly	Policy
Donna Runge	Policy

A public commenter proposed that the Chief Morris Antelope statue, currently located on Rosenberry Drive be moved to a location with more exposure, such as the original dedication site on a peninsula near the river. In response, Dr. Swayne said that he will research the topic and report his findings to the board.

Celebrating Success

Trustee Banducci introduced Business Administration Professor Ted Tedmon. Professor Tedmon extended apologies from Business Professor/Co-Division Chair Casey Wilhelm who was not able to be present. Professor Tedmon shared a timeline of his department's achievements and spoke of their successful presentations at multiple ACCT conferences. A copy of Professor Tedmon's report is included as an addendum to these minutes.

Following Trustee Banducci's comments regarding board travel expenditures, Chair Waggoner stated that the board has been in communication with Dr. Greg South and has confirmed with him that his contract with NIC will end in July of 2024 and that it will not be renewed.

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann reported that ASNIC has met three times since the beginning of the semester to discuss project ideas such as a student suggestion box. He gave updates on the ASNIC president's wall and the budget preparation process. President Habermann reported on a recent meeting where the topic of votes of no confidence was discussed. He stated that the students voted unanimously that he draft and present a statement to the Board of Trustees at this meeting. He also shared some personal comments and observations. A copy of his statement is attached as an addendum to these minutes.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller-Green provided an update of the faculty assembly's first meeting of the year where agenda items included but were not limited to standing reports and updates regarding the Molstead Library, the Idaho Launch Program and faculty celebrations. A written copy of the Faculty Assembly Chair's report is included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Matt Piekarski reported on a meeting held January 11, 2024 where one item was addressed: a second reading on the recommended changes to the staff assembly constitution. Following discussion, the staff assembly voted to approve the changes as recommended. Of the 68 members that were present at the meeting, 47 voted in favor, 0 voted against.

Senate

Matthew Nolan stated that the senate met on January 18, 2024. He reported that first reads were conducted on two procedures brought by Human Resources and one policy brought by the board, 7.01.04 Professional Service Contracts. Trustee McKenzie inquired as to a timeline of completion for policy 7.01.04. President Swayne explained that after a second read is approved and the process continues, the policy will be presented to the board, most likely in March of 2024. Mr. Nolan clarified the timeline of the actions taken by the senate in regards to this policy.

PRESIDENT'S REPORT

President Swayne shared positive local press articles about NIC, a feature on Louisa Rogers of the Center for New Directions as well as favorable athletic reports and news of upcoming events. He explained the logistics for the February 2, 2024 visit with the NWCCU in Seattle. Dr. Swayne stated that the NWCCU will have 30 days after the meeting to respond with their findings and referred to the updated timeline graphic on the NIC website. He reported good news: a 19.2% increase in enrollments of degree seeking students. He expects recruiting efforts to bring increased dual credit enrollments. President Swayne recognized the TRIO Program's multiple performance successes, and applauded the TRIO team's achievements, hard work and dedicated efforts. Dr. Swayne continued with details on the following topics:

Community Engagement Activities

- Meetings with ATC (Advanced Thermoplastics & Composites), Post Falls and C.J. Buck of Buck Knives, Post Falls. Relationships with these companies will afford multiple apprenticeship opportunities and WTC partnerships
- Meetings with local faith community leaders, Kootenai County Ministerial Association and Jim Putnam, founder and senior pastor of Real Life Ministries in Post Falls. The focus of discussion was the topic of free speech and academic freedom on campus

Upcoming Campus Events:

- Jazz Fest in Schuler Auditorium
- Art show at Boswell Corner Gallery featuring local watercolor artist Jessica Bryant

RFP

Ongoing senate review of Policy 7.01.04 (Continuous Professional Service Contracts)

Workforce Training Center

- Government funding to the Aerospace Tech Hub
- New gunsmithing class to begin on March 1, 2024. The class will begin as a pilot program. If it expands and remains successful for three years, NIC will be recognized as an NRA approved gunsmithing program

Career and Technical Education/Program Alignment

- Continued expansion of dual credit programs between Parker and KTECH
- NIC facility staff's diligence in orchestrating the installation of new equipment funded by \$1.3 million from various state grants. The reimbursement deadline for all installations to be complete and fully operational is March 1, 2024.

Other Items

- Transfer program - revising transfer guidelines, training advisors, reviewing articulation agreements
- More efficiently coordinating class start and stop times across departments and programs
- Support for student athletes - continued meetings with SWAC regarding future of SWAC and school alignments; travel and accreditation issue challenges
- Academic Freedom and Free Speech on Campus - recent convocation on campus with guest speaker Dr. Andrew Finstuen who provided great clarity on the topic
- Strategic Planning - upcoming CBT site visit on January 29 - 30, 2024
- Summer Courses - details to be shared later in the meeting

Ongoing Legislative Session

President Swayne explained that unlike in years past, Education Week is not taking place this year. Instead, meetings with the house and senate education committees are scheduled for Tuesday, February 13 in Boise. On Wednesday, February 14, the legislative service officer will read a preprepared presentation to JFAC on behalf of NIC. Dr. Swayne and Chair Waggoner will only be there to answer questions. Citing his many long term relationships with multiple legislators, President Swayne asked Trustee Banducci to join them. He also welcomed any other trustees that would like to attend.

Trustees Responses

In response to Chair Waggoner's question as to which projects NIC would be requesting funding for, President Swayne listed the driving training course/pistol range location, the college's health profession programs, namely the highly successful nursing program, and cyber security enhancements. He offered numerous insights into the importance of each of these programs.

Trustee McKenzie asked President Swayne if there is a deadline for trustees to submit items for inclusion in the board packet. He stated that on the Friday before the meeting, he submitted revised minutes that were not included in the board book. Dr. Swayne answered by saying that the deadline is two weeks prior to the meeting. He explained that this allows appropriate time for his staff to prepare and disseminate the board books.

INFORMATION ITEMS

Dean of Students Update on Trending Student Needs

Dean of Students Alex Harris provided an overview of NIC's current trending student needs: affordable housing, food insecurity, health and mental health issues. He provided details on how these issues are being addressed. A brief discussion was held on the future possibility of new dorms. Dean Harris's presentation is included as an addendum to these minutes.

Outreach Center Update

Regional Outreach Center Manager Christine Callison shared an overview of the NIC campus in Sandpoint. She highlighted the staff and the various programs offered at the Pine Street Annex location. Ms. Callison's presentation is included as an addendum to these minutes.

Finance Update

Sarah Garcia, VP for Finance and Business Affairs, provided the trustees with a year-to-date finance update. Her report included a FY25 budget development timeline. Ms. Garcia's presentation is included as an addendum to these minutes.

Summer 2024 In-Person Classes

President Swayne referred to the slideshow played earlier during his report. It highlights some of the 28 in-person classes that will be offered this summer. He stated that there was only one in-person class held last year and highlighted new classes such as guitar lessons, creative writing/poetry, intermediate algebra, human anatomy & physiology, chemistry, and multiple physical education classes. A copy of President Swayne's slideshow is included as an addendum to these minutes.

Tab 1: Institutional Memberships Update

President Swayne referenced the institutional memberships list provided as Tab 1. He explained that significant cost savings was realized by reducing the number of programs needed for the college to operate in a healthy manner. Following questions and discussion, and in response to Trustee McKenzie's specific request, President Swayne agreed to research whether or not Jobs Plus is barred from using membership fee money for political persuasion, such as levies and lobbying.

Chair Waggoner called for a ten minute break.

BREAK 8:36 p.m. – 8:50 p.m.

CONSENT AGENDA

Following the break, Chair Waggoner reconvened the meeting at 8:50 p.m. Trustee McKenzie made the motion to remove Tabs 2, 5, 6 and 8 from the consent agenda. Trustee Banducci seconded the motion.

Following discussion and the withdrawal of his previous motion, Trustee McKenzie made a new motion to postpone Tabs 5, 6 and 8 until the next regular BoT meeting. Trustee Banducci seconded the motion. The motion passed with five votes in favor.

Trustee McKenzie moved that the board adopt his amended version (attached as an addendum to these minutes) of the Tab 2 October 25, 2023 regular BoT meeting minutes.

Trustee Corkill made a motion to approve Tabs 3, 4, 7, and 9 and to postpone Tab 2 until the February 28, 2024 meeting. The motion was seconded by Trustee Zimmerman. Chair Waggoner called for the vote to adopt the amended consent agenda. The vote was carried with four votes in favor, one vote against.

Todd Banducci	aye
Brad Corkill	aye
Greg McKenzie	nay
Mike Waggoner	aye
Tarie Zimmerman	aye

NEW BUSINESS

Action per Executive Session Discussion: CV28-23-7434 (Swayne Records Request)

Trustee McKenzie made the motion to direct panel counsel to continue to defend the public records lawsuit filed by President Swayne which was seconded by Trustee Banducci.

The motion succeeded with the following roll call vote results:

Todd Banducci	aye
Brad Corkill	no
Greg McKenzie	yes
Mike Waggoner	aye
Tarie Zimmerman	no

Action per Executive Session Discussion Regarding College Response to Randall Danskin Workplace Investigation Report

No action taken.

Tab 10: Board Policies Status Update

President Swayne brought the board's attention to the policy subcommittee's "stoplight" report which is included as an addendum to these minutes. The report indicates the status of all board policies that have been reviewed, updated and approved to date. All policies have been addressed with the exception of the Civility Resolution and Policy 2.01.15 Recurring Reports.

Tab 11: First Reading/Discussion: Civility Resolution

Chair Waggoner suggested that the word "political" be stricken from the document. Trustee McKenzie offered a rephrasing of the final Whereas with the word "political" twice removed.

Tab 12: First Reading/Discussion: Policy 2.01.15 Recurring Reports

Chair Waggoner read the policy and procedure aloud.

REMARKS FOR THE GOOD OF THE ORDER

Trustee Corkill clarified that the new gunsmithing school was entirely Dwight Van Horn's idea. Mr. Van Horn is a member of the NRA Board of Directors and was acknowledged for his prompt and thoughtful actions.

The meeting was adjourned at 9:29 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk
Gregory McKenzie, Board Secretary/Treasurer



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** and strive for common solutions, 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, regardless of political persuasion.

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

NORTH IDAHO COLLEGE BOARD OF TRUSTEES PLAN FOR ACHIEVING GOALS FOR 2023-2024

Discussed during November 16 Board Development and Training Retreat

Goal 1: Accreditation. *Continue working with the president and the college to address accreditation recommendations and maintain compliance with all accreditation standards, especially those for which NIC was cited for non-compliance in NWCCU's communications and return to good standing.*

Specific Activities	BOARD RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Staff will present reports to the Board to update members on the status of Accreditation. 2. Staff will facilitate NIC Board Development sessions with ACCT consultants to address Accreditation concerns. 	<ol style="list-style-type: none"> 1. Board members will hear reports on the progress of the Accreditation process. 2. Board members will participate in NIC Board Development sessions with ACCT consultants to address Accreditation concerns. 3. Board members may choose to share with their communities about the accrediting process. 4. Provide input into Responses to NWCCU.

Goal 2: Community Engagement. *Strive to enhance the Governing Board's reputation with the greater community served by the community college.*

Specific Activities	BOARD MEMBER RESPONSIBILITY
<ol style="list-style-type: none"> 1. Staff will apprise the Board of city/school activities occurring in the NIC service area. 2. Staff will prepare letters of support on key legislative matters affecting education throughout the year. 3. The President will apprise the Board when specific advocacy is needed. 	<ol style="list-style-type: none"> 1. Board members will attend graduation ceremonies, and other college events such as sporting and theatre productions. 2. Board members will be visible in their community for various civic events such as the legislative process in Boise. 3. The Board will be knowledgeable about pending legislation affecting community colleges. 4. The Board will sign letters of support for key community college legislation, either as a collective or as an individual. 5. The Board will meet with local legislative leaders.

Goal 3: Monitoring and Oversight. *Continue to monitor college's progress toward meeting the community's needs and the accomplishment of established goals, through consistent, timely, and accurate information and presentations provided to the board at regularly scheduled meetings and special study sessions.*

Specific Activities	BOARD MEMBER RESPONSIBILITY
<ol style="list-style-type: none"> 1. Staff will agendize regular presentations of the Strategic Plan and progress reports. 	<ol style="list-style-type: none"> 1. The Board will hear regular presentations on the Strategic Plan.

2. The Board will be sent the plan before the meeting.	2. The Board will read and be knowledgeable about the progress made on the Plan. 3. The Board may choose to identify areas of concern and/or applaud areas of growth.
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Goal 4. Educational Quality and Student Success. *Ensure and support academic excellence, student success, and a campus climate that welcomes the free expression of diverse thoughts by employees and students.*

Specific Activities	BOARD RESPONSIBILITIES
1. Staff will agendize reports/presentations on efforts to create a campus climate that welcomes free expression of diverse thoughts on campus.	1. The Board will hear the report and be knowledgeable in how college resources are being used to promote a college culture committed to freedom of expression of diverse thoughts by employees and students. 2. The Board may choose to identify areas of concern and/or applaud areas of growth. 3. The Board will monitor, review and approve the college policy on free speech and expression.

Goal 5. Financial Responsibility. *Ensure a sustainable economic future for NIC through policy, monitoring, and adoption of a strategy to maintain accreditation and financial stability for the community college.*

Anticipated Activities	BOARD RESPONSIBILITIES
1. A budget presentation will be made to the Board at the March board meeting regarding budget assumptions. 2. The Board will be sent the final budget document within one month of approval. 3. Two State of the Budget Forums presentations will be scheduled for January and April of each year.	1. The Board will be presented with the budget information and will be knowledgeable about the budget. 2. The Board will receive the budget documents and read them. 3. The Board will attend the Budget presentations.

Goal 6. Board Effectiveness. *Realizing the serious work facing NIC, and the need for the Board to improve its culture to achieve college, presidential, and board goals, the board will take bold actions to transform itself into a high functioning unit by fully understanding and implementing best practices for board governance through personal professional development as well as targeted study group sessions.*

Specific Activities	BOARD RESPONSIBILITIES
1. Once Board Goals are finalized, the Board and President will participate in a facilitated professional development session to discuss additional training needed.	1. Board members will give input as to the type of training they desire to either the Board Chair or the President.

<ol style="list-style-type: none"> 2. The President and the Board Chair will arrange professional development opportunities. 3. Staff will arrange for a facilitator to help conduct a Board Self-Evaluation discussion on June 16, 2015. 4. Staff will apprise the Board of conferences where Board training takes place. 5. Staff will arrange for three Pre-Board meeting visitations of college programs/facilities. 	<ol style="list-style-type: none"> 2. Board members will participate in Board/President professional development sessions. 3. Board members will attend at least one Trustee conference for the 2023-2024 academic years. 4. Board members will actively engage in Board self-evaluation by completing the Self-Evaluation Form and being present at a follow-up discussion. 5. Board members will attend at least two of the three Pre-Board meeting visits to learn about campus programs/facilities.
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Goal 6 a. Establish clear, mutually agreed upon goals for the president and create a relationship for achievement of same.

Specific Activities	BOARD RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Staff will assist the Board as necessary in the implementation of the President's Annual Performance Review (Policy 2.02.02) 2. Based on the general discussion of goals and priorities for the following year at the annual president's evaluation, the president will bring draft recommendations of goals to the next regularly scheduled Board meeting. 	<ol style="list-style-type: none"> 1. The Board will understand and implement the President's Annual Performance Review as per Policy 2.02.02. 2. The Board will discuss general priorities for the following year at the annual president's evaluation. 3. The Board participate in discussion with the President to establish mutually agreed upon Presidential goals for the following year. 4. The Board will provide support to the President in the efforts to achieve Presidential goals by honoring the standards of good practice identified in Policy 2.01.02.

Goal 6 b. In accordance with BP 2.02.01: Presidential Authority, respect the authority that has been delegated to the President and hold the President accountable for execution of job duties as stated in the policy and mutually agreed upon 2023-24 presidential goals.

Specific Activities	BOARD RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Through individual meetings with trustees and the President's report at Board meetings, the President will update the Board on progress toward the accomplishment of goals. 3. Through regular informational presentations by NIC staff, the President will ensure that the Board has information it needs to make good policy decisions for NIC. 	<ol style="list-style-type: none"> 1. Board members will hear regular reports of the President's progress in leading NIC toward the fulfillment of its mission and goals, and the accomplishment of the President's annual goals. 2. Board members will hear regular informational reports on the work of the college toward the accomplishment of its mission and goals. 3. The Board may choose to identify areas of concern and/or applaud areas of growth.

Goal 6 c. *Update all board governance policies and ensure development and implementation of a cycle for regular review and revision of all board governance policies so that each policy is reviewed a minimum of once every three years, except when required by revisions to code, rules, or regulations.*

Specific Activities	BOARD RESPONSIBILITIES
<ol style="list-style-type: none"> 1. The NIC Board Policy Subcommittee will continue to recommend new and revised policies as needed and bring all recommendations to the full board for discussion and action at regularly scheduled board meetings. 2. Throughout the year, the President will bring to the Board, new and or revised college policies that have completed the college governance process, for discussion and action at regularly scheduled board meetings. 	<ol style="list-style-type: none"> 1. Board members will read, discuss, and vote on the policies as presented throughout the year. 2. Board members may choose to suggest revisions for consideration. 3. Board members will adhere to their timeline for periodic review of internal board governance policies as outlined in BP 2.01.14 4. The Board may initiate proposals to create, revise, or eliminate college policy and/or procedure. (Policy 2.01.04)

Goal 6 d. *Adhere to BP 2.01.08: Board of Trustees Performance Review by following a regular cycle for Board self-evaluation and development of annual Board goals and developing a common understanding on Board policies on which the Board members have conflicting interpretations.*

Specific Activities	BOARD RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Staff will assist the Board in its performance evaluation process as necessary (Policy 2.01.08). 	<ol style="list-style-type: none"> 1. Board members will participate in periodic performance reviews as prescribed in Policy 2.01.08 2. Board members will participate in the development of annual Board Goals and a plan for their achievement. 3. Board members will discuss policies to arrive at a common understanding of their meaning.

Goal 6 e. *Conduct a mid-year progress update of Board goals.*

Specific Activities	BOARD RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Staff will assist the Board in its mid-year progress update of Board goals as necessary. 	<ol style="list-style-type: none"> 1. Board members will participate in a mid-year assessment of progress toward meeting Board goals and update them as necessary.

Goal 6 f. *Cultivate a strong, positive President/Board relationship that promotes the success of NIC's students, and the community college as a whole.*

Specific Activities	BOARD RESPONSIBILITIES
<ol style="list-style-type: none"> 1. The President will offer the opportunity to meet with each trustee prior to the Board meeting each month. 	<ol style="list-style-type: none"> 1. The Trustees will meet with the President each month prior to the Board Meeting. 2. Board Chair will meet with the President each month to develop the agenda for the regular Board Meeting.

<p>2. The President will meet with the Board Chair each month for agenda developments.</p>	<p>3. Board and President will work together on legislative advocacy.</p> <p>4. The Board Chair and President will establish an open communication process.</p>
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