



North Idaho College

Board of Trustees Meeting

September 25, 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/87563880935>

- Convene/Call to Order/Verification of Quorum Mike Waggoner
- Pledge of Allegiance Mike Waggoner
- Message from Chair..... Mike Waggoner
- Celebrating Success: Surgical Technology Nick Swayne / Erlene Pickett / Terra Lawson-Gilbert
- **CONSTITUENT REPORTS**
 - ASNIC Joseph Moran
 - Faculty Assembly..... Kathleen Miller Green
 - Staff Assembly..... Katrina Bjorkman
 - Senate Julie Bailey
- **PRESIDENT’S REPORT** Nick Swayne
- **INFORMATION ITEMS**
 - Human Resources Nick Swayne / Sarah Garcia
 - Athletics Follow Up Nick Swayne / Shawn Noël
 - Overview of Academic Freedom Nick Swayne / Alex Harris / Sherry Simkins
 - Overview of Time, Place, and Manner for Exercising Freedom of Speech..... Nick Swayne / Alex Harris / Sherry Simkins
- **CONSENT AGENDA**
 - Tab 1 Action: Approve Special Meeting Minutes for August 27, 2024 Mike Waggoner
 - Tab 2 Action: Approve Regular Meeting Minutes for August 28, 2024 Mike Waggoner
- **OLD BUSINESS**
- **NEW BUSINESS**
- Public Comment* Mike Waggoner
- **REMARKS FOR THE GOOD OF THE ORDER**
- **ADJOURN**

* The NIC Board values hearing the views and opinions of the public on agenda topics and will listen carefully and take this input into consideration when making decisions. As a general rule, trustees will

not respond to public comment. All public comments should be directed to the Board Chair. The Board recognizes the rights of citizens to express critical comments about the Board. However, attacks on individual board members are not acceptable. In addition, the public does not have the right to comment on personnel issues or to disrupt the meeting of the Board. The Board Chair has the discretion to interrupt a speaker in the event the individual's remarks address personnel matters or are disruptive. In the interest of a timely meeting, the Board Chair may end public comment at any time after 30 minutes.

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

Remarks are subject to [NIC Policy 2.01.03](#):

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

Individuals interested in providing public comment outside of the meeting may send an email to the board of trustees at board@nic.edu.

Tab 1

BOARD OF TRUSTEES MEETING
September 25, 2024

TAB 1

SUBJECT: Consent Agenda Items


BACKGROUND:

Included as Tab 1 are the Board Training and Development Meeting Minutes for August 27, 2024

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk


North Idaho College
BOARD OF TRUSTEES SPECIAL MEETING
BOARD DEVELOPMENT AND TRAINING
Edminster Student Union Building
August 27, 2024
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mike Waggoner called the meeting to order at 12:30 p.m. and confirmed that all Trustees were present.

ATTENDANCE

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

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

Following a statement from Chair Waggoner, Trustee Banducci made the motion to go into executive session pursuant to Idaho Code § 74-206(1)(b) Personnel. Discussion: President's Annual Evaluation for 2023-2024. The motion was seconded by Trustee Zimmerman. The motion succeeded in obtaining 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

The public session of the meeting was recessed at 12:32 p.m.

CALL TO ORDER AND VERIFICATION OF QUORUM

Following the closed Executive Session, Chair Waggoner reconvened the public meeting at 2:20 p.m. and verified that a quorum was present.

ATTENDANCE

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

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

Welcome, Agenda Review

Dr. Debbie DiThomas provided each Trustee with a mini-evaluation form. She collected the completed forms and said that the results would be discussed later in the meeting.

Ken Burke welcomed the Trustees and thanked them for their commitment and the significant progress made towards alleviating the NWCCU's concerns. He explained that this meeting's contents are based on achieving a positive outcome as a result of the upcoming visit from the accreditation team.

Review Effective Participation, Conflict of Interest Identification, and Board Ethics as Identified in Recommendation 2

Dr. DiThomas led the Trustees through a review of specific Board policies directly related to the best interest of the College and the NWCCU's recommendations.

Discussion - Show Cause Report

Mr. Burke explained the process that he, Dr. DiThomas and Dr. Steve Kurtz followed in formulating responses, on behalf of the Board, to the NWCCU's Show Cause Report. He reported that the NWCCU has new staff members who provided preliminary feedback, and that the accreditation attorney provided the drafts and additional input to the accreditation response.

Preparation for October Visit

Ken Burke distributed a list entitled Potential Questions for the Board/Individual Trustees by NWCCU. He and Dr. DiThomas explained that the visiting team's purpose is to validate the responses in the College's report which is to be submitted to the NWCCU no later than September 2, 2024.

Discussion - Accreditation

Dr. DiThomas explained that the NWCCU will be looking for sincere changes in behavior as well as evidence on how progress will be sustained going forward. Discussion followed.

Review/Compare Results of Board Mini Self-Evaluation

Dr. DiThomas verbally shared the current mini-evaluation responses and compared them to the previous evaluation results taken on April 30, 2023 and February 21, 2024.

Wrap Up and Adjournment

Dr. Steve Kurtz described the process followed by the writing team in developing the now completed teach-out agreements. He reiterated that the agreements are strictly for contingency purposes and that they do not affect NIC's current accreditation status. Dr. Kurtz stated that the site visit will take place October 14 - 15, 2024. He reviewed the draft schedule of Trustee visits with the accreditation team and communicated the timeline of events to be expected following the visit.

The meeting was adjourned at 3:30 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Addenda:

- 1) Fall 2024 Ad Hoc Report Recommendations
- 2) Policy 2.01.02 (Responsibilities, Duties, and Standards of Good Practice)
- 3) Policy 2.01.03 (Meetings)
- 4) Policy 2.01.10 (Board General Conduct)
- 5) Policy 2.01.12 (Code of Ethics)
- 6) Potential Questions for the Board/Individual Trustees by NWCCU
- 7) Board Mini Evaluation and Tallies

Fall 2024 Ad Hoc Report Recommendations

Recommendation 2: Spring 2022 Special Report - The Board of Trustees adheres to institutional and Board policies, particularly those pertaining to appropriate roles and responsibilities, expectations, professional conduct and ethics, and grievance procedures. (2020 Standard(s) 2.A.1;2.D.2; ER 9)

Recommendation 1: Spring 2023 Special Report - The Board and College President should continue training and development activities to improve governance, ensure that policies on ethics and general conduct are followed, and demonstrate a sustained commitment to the requirements and standards of NWCCU member institutions manifested through concrete actions over time. (2020 Standards ER 2; ER 8; ER 22)

Recommendation 2: Spring 2023 Special Report - The Board must resolve the issues underpinning all "No Confidence" resolutions and demonstrate a willingness to work with and support faculty, staff, and students when their concerns are communicated. (2020 Standards 2.D.2; ER 7)

Recommendation 3: Spring 2023 Special Report - The college and its Board must take action to resolve the uncertainties regarding both the leadership and accreditation status of the institution in order to improve retention of existing employees and fill current vacancies. (2020 Standard 2.F.3)

Recommendation 5: Spring 2023 Special Report - The Board must advance specific policies, procedures, and take timely and definitive action to mitigate or eliminate the risks identified in the NWCCU Show Cause letter, dated February 9, 2023. (2020 Standard ER 9)

Recommendation 6: Spring 2023 Special Report - The Board of Trustees works in partnership with college president, leadership, and stakeholders to identify, create, and execute internal and external strategic initiatives with clear goals, metrics, and milestones for achievement of the same. (2020 Standard(s) 1.B.4)

Recommendation 7: Spring 2023 Special Report - The Board and College President should ensure that they adhere to the inclusivity articulated in the college's planning and decision-making processes. The Board and College President should demonstrate a commitment to an environment respectful of meaningful discourse, in their official capacities and when interacting with each other. (2020 Standard: Std. 2-Preamble)

Recommendation 10: Spring 2023 Special Report - The Board of Trustees must act to unequivocally identify one CEO/President for the institution, with a valid contract and a clear understanding of conditions of employment, rights, responsibilities, and criteria and procedures for evaluation, retention, and termination. (ER 10, Standards 2.A.3, 2.F.1)

Recommendation 11: Spring 2023 Special Report - The college should resolve current litigation, governance, and accreditation issues that have had a current and immediate impact on actual, current, and budgeted expenditures and which, if unresolved, will impact long-term financial stability of the institution. (2020 Standards 2.E.2; ER 19)

Recommendation 2: Fall 2023 Special Report – The Board of Trustees, should provide evidence of ongoing development related to board governance, roles and responsibilities, effective participation, conflict of interest identification and ethics that is sustainable. (Standards 2.A.1, 2.D.3)

Duty of Care — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.

Duty of Loyalty — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.

Duty of Obedience — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Policy Title: Responsibilities, Duties, and Standards of Good Practice**Impact:** Board of Trustees**Responsibility:** Administration**Effective Date:** 1/30/2002**Last Update:** 4/24/2024**Relates to Procedure(s):** n/a**Legal Citation(s):** Idaho Code 33-2106, 33-2107, 33-2109

I. Responsibilities

The responsibilities of the board are as follows:

A. Statutory Responsibilities (33-2106):

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

B. Statutory Responsibilities (33-2107):

- (1) To adopt policies and regulations for its own government and the government of the College;
- (2) To employ legal counsel and other professional and nonprofessional persons, and to prescribe their qualifications;
- (3) To acquire and hold, and to dispose of, real and personal property, and to construct, repair, remodel and remove buildings in the manner prescribed for trustees of school districts pursuant to sections 33-301 and 33-601, Idaho Code;
- (4) To contract for the acquisition, purchase or repair of buildings in the manner prescribed for trustees of school districts pursuant to section 33-601, Idaho Code;
- (5) To issue general obligation or revenue bonds in the manner now, or as may be, prescribed by law;
- (6) To convey and transfer real property of the district upon which no College buildings used for instruction are situated, to nonprofit corporations, school districts, junior college housing commissions, counties or municipalities, with or without consideration; to rent real or personal property for the use of the College, its students or faculty, for such terms as may be determined by the Board of Trustees; to lease real property of the district not actually in use for College instructional purposes for such

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

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

C. Statutory Responsibilities (33-2109):

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

D. Board Policy Requirements

- (1) To require and consider reports from the president concerning the programs and condition of the College.
- (2) To consider and act on the recommendations of the president in all matters of College policy advanced through the shared governance processes of the College. (Policy 2.01.04)
- (3) To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of district funds, and those of student

organizations, and other funds under the supervision of the district. (Policy 2.03.02)

- (4) To provide for and review the annual audit of all funds of the district, student organizations, and other funds handled under the supervision of the district. (Policy 2.03.02)
- (5) To consider communications and requests from citizens or organizations on matters of policy related to internal Board governance. If there are communications and requests regarding the implementation of other College policies, they should be referred to the President for consideration and response. (Policy 2.02.01)

II. DUTIES OF BOARD OFFICERS

Board Chair

The duties of the Board chair shall be to:

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

Vice Chair

The duties of the vice chair shall be to:

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

Secretary/Treasurer

The duties of the secretary/treasurer shall be to:

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

Liaison to the North Idaho College Foundation

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

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

Board Clerk

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

III. Standards of Good Practice

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

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

That it must clearly define and articulate its role.

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

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

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

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

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

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

That it endeavors to remain always accountable to the community;

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

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

Policy Title: Board General Conduct

Impact: Board of Trustees

Responsibility: Board of Trustees

Effective Date: 8/24/2020

Last Update: 9/27/2023

Relates to Procedure(s): n/a

Legal Citation(s): Idaho Code 33-2107

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

I. Purpose

The purpose of this policy is to prescribe processes, behaviors, and methods of appropriate communications for effective and efficient Board operations. This policy is not intended to infringe upon individual first amendment rights nor interfere with personal relationships. Utilizing proper procedures and channels of communications and exercising respectful behaviors results in a more effective and efficient organization.

II. General Guidelines for Conduct

The Board expects its members to demonstrate ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behavior when acting as Board members. The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board. An individual Trustee shall not purport to act for, bind, or commit the College to any act or course of conduct without prior approval of the Board. The College can be bound only by formal action of the Board.

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

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

III. Interaction with College Personnel Guidelines

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

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

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

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

IV. Communications Protocols

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

- 1) Requests for information from the Board of Trustees will be communicated directly to the President. Answers to these questions will be provided to all trustees. The President has the discretion to manage college resources needed to provide these answers;
- 2) When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees should carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or action of the Board or College;
- 3) Unless authorized by the Board, when communicating with legislators, public officials, and Community leaders, individual Trustees should take reasonable care to clarify that they are acting as individuals and not on behalf of the Board or the College and should strive to maintain consistency with established board decisions, policies and plans.
- 4) The Board Chairperson and the President, or their respective designees, shall be the spokespersons to the press on College matters. In most cases, Board members should refer inquiries from reporters to the Chairperson and/or President, or designee. The goal is to speak with one voice on College matters and to remove the potential of conflicting statements. However, the Board recognizes elected officials will speak to the Press when they feel it is appropriate.

V. Conflict of Interest

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

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

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

VI. Trustee Usage of Facilities

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

VII. Complaints Regarding Individual Board Member

In the event the College or any trustee receives a complaint about a Trustee from a member of the public, a College employee, or another Trustee, the complaint shall be referred to the Board Chairperson or, if the complaint is against the Chairperson, to the Vice Chairperson. The Trustee that is the subject of the complaint shall be notified and given an opportunity to respond. The Board shall have the discretion to investigate the complaint, including the authority to engage an independent party to undertake an investigation. Any confidential Executive Session report from an outside consultant shall be disseminated to all Board members prior to any action being taken against the Board member unless the Board fails to go into Executive Session and subsequently motions otherwise. Meetings to hear complaints or to consider the conduct of a Board member shall initially take place in executive session. If the Board fails to go into Executive Session then by a subsequent Board motion it will direct a legal path forward regarding the complaint. If the Board decides to act (such as censure), such action may be a private admonishment or, if the Board decides the conduct justifies public admonishment, it may announce censure (or other appropriate sanction) at an open meeting.

VIII. Potential Action for Trustee Violation of Policy

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

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

Prior to such action, the Trustee will be entitled to a hearing before the Board in executive session to hear the charges and to allow the Trustee to respond. If the Board fails to go into executive session then by a subsequent Board motion will direct a path forward regarding the potential action. The decision of a majority of the Board is final.

The Board shall cause a record to be made of any private censure. These records will be stored in the office of the Executive Assistant to the President in an isolated, secure, and safe manner. Access to the associated file is managed by the Board Clerk and the Secretary/Treasurer of the Board, who is required to provide secure viewing of the private censure to the president or individual trustees upon request. Public records requests of censure documents are subject to legal review prior to action being taken. A viewing log will be maintained within the box by the Board Clerk and Secretary/Treasurer of the Board. Archiving of the file(s) within the box will follow North Idaho College Policy 2.01.06 “Retention of Records.”

Annual Trustee Affirmation

As a North Idaho College Trustee,

I affirm that:

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

Trustee Signature

Date

Policy Title: Code of Ethics

Impact: Board of Trustees

Responsibility: Board of Trustees

Effective Date: 9/27/2023

Last Update: 9/27/2023

Relates to Procedure(s): n/a

Legal Citation(s):

I. Code of Ethics

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

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

- devote time, thought, and study to the duties and responsibilities of a community college board member, so that I may render effective and creditable service and comport myself in accordance with NIC Board policies;
- work with my fellow Board members to build trust and cooperation regardless of differences of opinion that arise during vigorous debates of points of issue;
- base my individual decisions upon all available facts, unbiased by private interest or partisan pressure, and abide by and uphold the final majority decision of the Board;
- remember at all times that as an individual I have no legal authority. The legal authority rests with the Board as a whole;
- remember that I derive authority from, and am accountable to, the community and that I must always act as an advocate on behalf of the entire community, honestly debate issues that affect it, and speak with one voice once a decision or policy is made by the Board;
- recognize that it is important for me to understand the needs of the community, to represent the voice of the community to the College, and to monitor the results of the College in meeting those needs;
- avoid using my position as an NIC Trustee to bring myself benefit or personal gain. Inform the Board chairperson and/or the entire Board when a matter under consideration might involve or appear to involve a conflict of interest as per Policy 2.01.10.
- speak with one voice as a Board member once a Board decision or policy is made.

Potential questions for the Board/individual trustees by NWCCU:

1. Are you/is your board, observing the recognized best practices in governance for community college boards of trustees? If so, please explain.
2. How do you plan to sustain the progress you have made toward resolving NWCCU's recommendations?
3. Does your board stay at the policy level?
4. Why should NWCCU retain NIC's accreditation?
5. Do you think your board meetings are productive? If so, please explain.
6. The board and president are part of the same team. In the case of NIC how effective is that team?
7. What is the board's role in the budgeting process at NIC?
8. There have been issues with civility at board meetings. What is your role in making things better?
9. How would you rate your board on the effectiveness of agenda setting, quality of board meetings, and communication between the board and the president?
10. Has the board established a training program to on-board new trustees?
11. The board has been conducting training sessions with outside consultants. How has the board benefitted from these? How have the training sessions changed behavior?
12. Do you/does the board respect the roles of the constituency groups (faculty, staff, students)? Is your shared governance model effective? Do you think these groups think the Board listens to their input?
13. When the various constituency groups are asked, what concerns of the board will be voiced?
14. What has the board/you done to contribute to the concerns expressed by the constituency groups in their votes of no confidence, and what has the board/you done to respond to these concerns.
15. How would you describe the relationship between the board and senior leadership of the college – especially the relationship with the president? Does it demonstrate stability?
16. What has the board done to help with high employee turnover at the college? Has the situation improved?
17. The commission members may ask about the following:
 - Athletics – how this was handled
 - Moody's rating
 - NIC Foundation
 - Community relations

18. Perceptions of the strategic planning process, including the five goals approved by the board. Did the ACCT training help? Did this process help the board learn more about their roles as trustees?
19. The board established goals for itself. Was this process effective?
20. The president established goals in collaboration with the board. The board approved these goals. Has the board been effective in monitoring the goals? Did the trustees base their individual evaluations of the president on the status of these goals?
21. What are examples of improved board governance since our last visit?

4/30/23 Tally 5 Trustees	4/30/23 Average Score per Question by Board	2/21/24 Tally 4 Trustees	2/21/24 Average Score per Question by Board	Differential Between 4/30/23 and 2/21/24 Scores	8/27/24 Tally 5 Trustees	8/27/24 Average Score per Question by Board	Differential Between 2/21/24 and 8/27/24 Scores	Mini Eval Questions:
9	1.80	5	1.25	-0.55	10	2.5	1.25	1. The Board operates as a unit and honors Board decisions.
12	2.40	9	2.25	-0.15	11	2.75	0.5	2. The Board understands that its constituency is the entire community.
8	1.60	7	1.75	0.15	12	3	1.25	3. The Board recognizes the difference between its policy role and the operational role of the President.
10	2.00	10	2.5	0.50	12	3	0.5	4. The Board operates ethically.
12	2.40	4	1	-1.40	9	2.25	1.25	5. Board members treat staff and each other respectfully.
12	2.40	9	2.25	-0.15	12	3	0.75	6. Board decisions are based on the best interests of students.
5	1.00	6	1.5	0.50	5	1.25	-0.25	7. The Board and the President have a cooperative relationship.
10	2.00	12	3	1.00	13	3.25	0.25	8. The Board refers constituent concerns to the President.
9	1.80	9	2.25	0.45	12	3	0.75	9. The Board ensures all board members follow board policies.
6	1.20	8	2	0.80	12	3	1	10. The Board builds a positive image of the college.
18.6	1.86							Scale: 1. Poor 2. Adequate 3. Good 4. Outstanding

Green cells indicate improvement in these performance items over the past 10 months.

Yellow cells indicate a decrease in performance in these items over the past 10 months

Tab 2

BOARD OF TRUSTEES MEETING
September 25, 2024

TAB 2

SUBJECT: Consent Agenda Items


BACKGROUND:

Included as Tab 2 are the Board Regular Meeting Minutes for August 28, 2023

SUGGESTED MOTION FOR BOARD ACTION

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

Prepared by: Suzy Scura
Board Clerk

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

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Waggoner called the meeting to order at 6:01 p.m. and verified that a quorum was present. He then led the Pledge of Allegiance.

ATTENDANCE

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

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

Message From the Chair

Chair Waggoner provided a status regarding the College's response to the NWCCU's show cause report and informed of the accreditation team's upcoming site visit on October 14-15, 2024. He said that he has been speaking with PACCAR representatives regarding a possible partnership with the Parker Center and that he is working with President Swayne and local legislators concerning future funding requests.

ACCT Comments on Board Training

ACCT Consultant Ken Burke introduced himself and fellow consultant Dr. Debbie DiThomas. He thanked Chair Waggoner and the Trustees for their service and cited multiple examples of the Board's significant progress. Mr. Burke remarked on the community's steadfast support of and loyalty to NIC. He described the writing team's process in developing the response report to be submitted to the NWCCU. Mr. Burke welcomed the students, staff and faculty to NIC's 91st year and acknowledged their commitment and dedication. His notes are included as an addendum to these minutes.

CONSTITUENT REPORTS

ASNIC

President Swayne introduced newly elected ASNIC President, Joseph Moran and recognized former ASNIC President, Michael Habermann. Mr. Moran reported on ASNIC's Spring election results, recent events, and upcoming activities. He introduced Blake Sanchez as ASNIC's new Vice President.

Faculty Assembly

Returning Faculty Assembly Chair Kathleen Miller Green reported on the Faculty Assembly's recent activity. She acknowledged and thanked each member of the Faculty Assembly's Executive Committee. Ms. Miller Green's report is included as an addendum to these minutes.

Staff Assembly

Molstead Library Senior Administrative Assistant Katrina Bjorkman introduced herself as the newly elected Staff Assembly Chair and recognized Vice Chair Mallory Shipley and other members of the Staff Assembly Executive Team. Ms. Bjorkman reported on the Staff Assembly's recent activity. Her report is included as an addendum to these minutes.

Senate

Human Resources Senior Administrative Assistant Julie Bailey introduced herself as the newly elected Senate Chair. Ms. Bailey reported on the Senate's recent activity. Her report is included as an addendum to these minutes.

PRESIDENT'S REPORT

President Swayne stated that the writing team has completed NIC's response to the NWCCU, due to the Commission by September 2, 2024. He said that the report was shared with and includes input from the Trustees, the accreditation attorney and the NWCCU liaisons. President Swayne reported that work continues on the required contingency plans, approved by the Board on July 2, 2024. He cited major accomplishments specifically related to policy, such as the completion of the Annual President's Performance Review, and the development of the Recurring Report schedule. Dr. Swayne spoke on multiple subjects related to his Presidential goals. He emphasized Recruiting and Enrollment Management, reporting an overall enrollment increase of 7%, with new student enrollment increasing 26%, and full time student enrollment up 29% over last year.

INFORMATION ITEMS

Accreditation Report due to NWCCU 02 Sep 2024

President Swayne stated that this topic was covered earlier by ACCT Consultant Ken Burke.

CTE Update

Workforce Education Dean of Instruction Vicki Isakson spoke about program offerings and enrollment standings at the Parker Technical Center. Her presentation is included as an addendum to these minutes.

Workforce Training Center Update

Executive Director of Workforce & Economic Development Colby Mattila provided an overview of the Workforce Training Center. His presentation is included as an addendum to these minutes.

Athletics Budget Update

Athletics & Recreation Director Shawn Noël spoke about changes within the Athletics department and presented an update regarding the Athletic department's budget. His presentation is included as an addendum to these minutes.

Finance and Budget Update

Vice President for Finance and Business Affairs Sarah Garcia provided a FY2024 Budget and Finance update. Discussion followed. Ms. Garcia's presentation is included as an addendum to these minutes.

Student Success Update

Dean of Enrollment Services Tami Haft presented on Student Persistence, Retention and Completion. Her presentation is included as an addendum to these minutes.

CONSENT AGENDA

Tabs 1 and 2: Approve Board Regular Meeting Minutes for June 26, 2024 and Approve Board Training Development Minutes for July 2, 2024

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

OLD BUSINESS

Tab 3: Second Reading/Action: Approve Policy 3.02.01 Equal Opportunity

Trustee McKenzie requested that the policy be revised to include input from the attorney based on recent and pending court decisions. Attorney Boyles offered insight; discussion followed.

Chair Waggoner made the motion to approve policy 3.02.01 Equal Opportunity as presented. The motion was seconded by Trustee Zimmerman. Following further discussion and feedback from Attorney Boyles, Chair Waggoner called for the vote. The motion passed with four votes in favor, one vote against.

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

PUBLIC COMMENT

<u>Name</u>	<u>Topic</u>
Caryn Shepler	Order
Jamie Berube	Student Success
Christa Hazel	President's Evaluation/Meeting Minutes
Robert Shepler	Accreditation
Russ McLain	Accreditation

The meeting was adjourned at 7:29 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Addenda

- 1) Faculty Assembly Chair Report
- 2) Staff Assembly Chair Report
- 3) Senate Chair Report
- 4) CTE Update
- 5) Workforce Training Center Update
- 6) Athletics Budget Update
- 7) Finance and Budget Update
- 8) Student Success Update

August 28, 2024

Faculty Assembly Chair Report to the NIC Board of Trustees

Kathleen Miller Green, Chair

Chair Waggoner, Trustees, President Swayne and the entire NIC Community both on campus and off! I welcome you to the start of the 2024-2025 academic year. We have tremendous work to do together this year.

On August 15th, we held the first Faculty Assembly meeting of this new academic year. After thanking my Executive Committee (Jon Gardunia – Vice Chair, Amanda Roberts – Secretary, Kristi Mendoza – Treasurer, Shawna Broeder – Adjunct Representative, Molly Michaud, Joe Jacoby and Ben Tschida – past Chairs) for their dedication in serving as officers again this year, the assembly heard regular reports from Senate, Student Learning Outcomes Assessment, Advising, Open Education Resource Committee, and an Adjunct Report. We then moved on in the agenda to address the following:

New Faculty Introductions – As a matter of course during the first Faculty Assembly meeting of each semester, we ask new full-time and adjunct faculty present to introduce themselves and welcome them to NIC.

Election of Senate Alternate – as the College Senate is still in need of one Faculty alternate, I asked the faculty to give consideration and be prepared to nominate a colleague or self-nominate for this position at the September 12th meeting. I will report next month the faculty member who is elected to serve in this position.

Textbook Brokers is NIC's new Bookstore vendor. They transitioned with our former bookstore vendor, Follett, and officially launched as our new Bookstore vendor this past July 1. The NIC representative from Textbook Brokers – Mark Mazurowski, was excited to be invited to provide regular monthly updates to Faculty through Faculty Assembly meetings and joined us via Zoom. Mark walked the faculty through the implementation of a "virtual bookstore" model as well as the Faculty Portal for making textbook elections for courses. He will attend each month to alert faculty to new processes and promotions available through/by the bookstore. Stop in downstairs, there are a lot of new and fantastic looking NIC logo apparel, with a promise from Textbook Brokers for new items being added throughout the Fall.

Good of the Order – The Faculty would like to thank Reverend David Gortner of St. Luke's Episcopal Church for hosting a welcome back picnic today for Faculty, Staff and Students on the grounds of the Fort Sherman Chapel, as "*thank you for everything you do for making NIC a positive environment for lifelong learning and development.*" Thank you St. Luke's for your commitment to NIC's mission and vision.

That concludes my report. Are there any questions?

Respectfully submitted,

Kathleen Miller Green, Chair

Faculty Assembly 2023-2025

Staff Assembly Report

NIC Board of Trustees Meeting: Wednesday, August 28, 2024

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

My name is Katrina Bjorkman and I will be representing Staff Assembly as Chair for the 2024-2025 year. I would like to take a moment to recognize Mallory Shipley as our Vice Chair and Jess Byers as our Secretary, as well as the rest of the executive team.

Staff Assembly started our year off with a picnic on July 25th. All staff was invited to enjoy a taco bar. We had fun with yard games and a water balloon fight to cool off. Staff were entered into a raffle to win a number of prizes such as an Outdoor Pursuits Gift Card, NIC swag, and gift cards that were generously donated. Staff members were eligible for extra raffle tickets if they provided a small donation that would benefit the NIC Food Pantry. Staff Assembly raised \$661 that was then provided to the Food Pantry budget to supply for their greatest needs.

At our first official meeting in August, Staff welcomed new employees to campus and recognized Brenna Dockter, Advising Director, as the June Sterling Silver Award Winner. Staff was provided updates on Convocation Week events and various campus activities.

Given that this was our first meeting of the year, we kept the agenda light, focusing on setting the stage for what was to come.

Staff Assembly is excited about the year ahead and eager to continue our positive momentum. Thank you for your time this evening and we look forward to all the great work we'll accomplish together this year. That concludes my report.

Thank You,
Katrina Bjorkman
Staff Assembly Chair

Senate Report

NIC Board of Trustees Meeting: Wednesday, August 28, 2024

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

My name is Julie Bailey and I am the Sr. Administrative Assistant for Human Resources and honored to be here tonight as the newly elected Senate Chair.

Senate met last Thursday, August 22 for our first meeting of the academic year.

Our agenda consisted of electing officers for the current academic year and filling membership on the Senate Policy Review sub-committee. We also conducted a brief overview of Senate, the constitution and by-laws.

We are looking forward to a busy docket this year with policy reviews starting at our September meeting.

Parker Technical Education Center

Celebrating Success

August 2024



Trades and Industry

- Autobody and Paint Technology
- Automotive Technology
- Construction Management
- Diesel Technology
- Heating, Ventilation, Air Conditioning, Refrigeration
- Industrial Mechanic / Millwright
- Machining and CNC Technology
- Mechanical Design Engineering
- Mechatronics
- Wastewater Treatment Plant Technology
- Welding Technology



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Enrollment

39% increase year over year

- Fall 2024 – 146
- Fall 2023 – 106



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3

Dual Credit Enrollment

- Autobody and Paint Technology
- Construction Management
- Heating, Ventilation, Air Conditioning, Refrigeration
- Machining and CNC Technology
- Mechanical Design Engineering
- Welding Technology



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Key Drivers of Enrollment Growth

Outreach

- Bus Tour
- Idaho LAUNCH
- Trick or Treat Event
- Rathdrum Rumble
- Hard Hats, Hammers and Hot Dogs
- Women at Work
- School Tours

Marketing

- Social media, TV, Radio
- Cd'A Press, North Idaho Business Journal, Workforce Training Catalog
- Workforce Development Council Outreach Grant – Updated photos, videos, and brochures



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Future Growth Opportunities

- Second-year retention
- The additional cohort in Diesel Technology
- The additional cohort in Welding Technology
- Increase awareness of Mechatronics and expand it to a two-year program
- Dual Credit



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Workforce Training Center

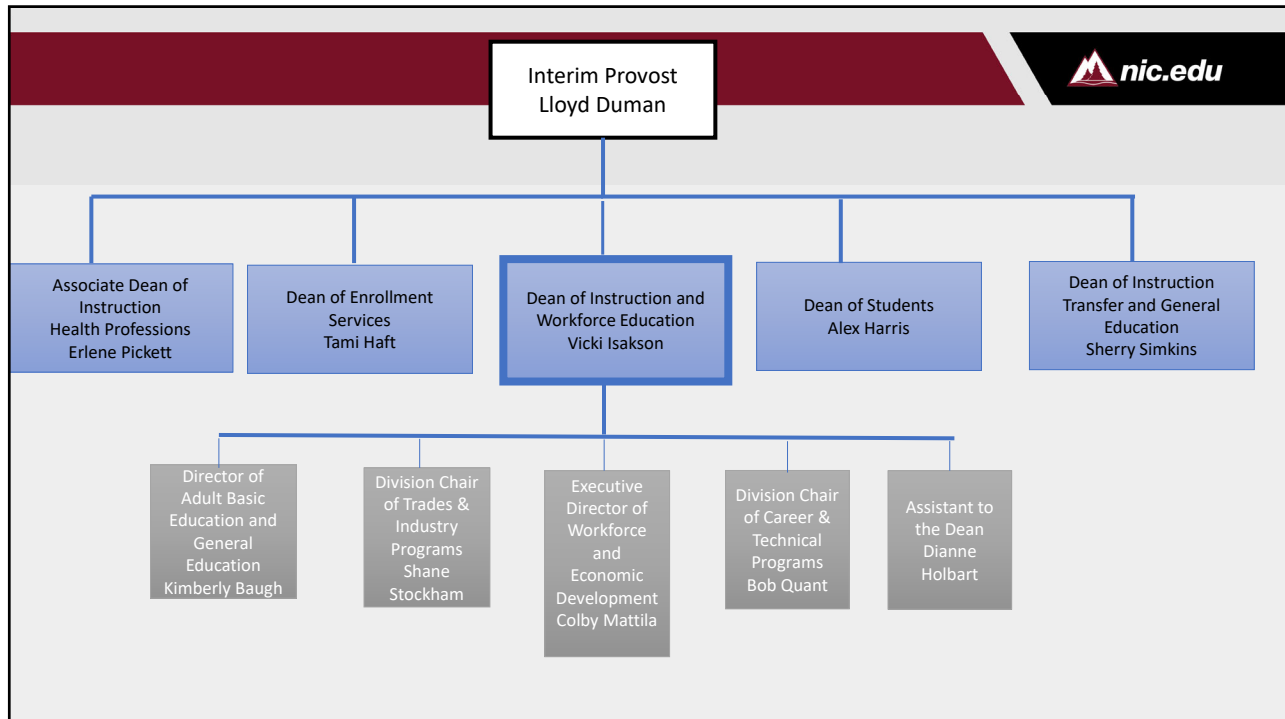
Recurring Report – August 2024

President's Goals

#3 Community Stakeholder Engagement

#5 Strengthen and align Workforce Training to community needs

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WTC Community Impact

Fiscal Year 2024

- 654 Classes
- 7,278 Enrollments
- Completion rate – 89.13%
- 300+ Business/Industry Contacts

26	Full-time staff/instructors
6	Part-time staff
130+	Part-time instructors

FY 2024

July 1, 2023 – June 30, 2024

Total Revenue
16% ▲
\$3,642,841

Total Enrollments
8.8% ▲
FY 2024 – 7,278

Course Quality Scores

FY 2024 – 96%
FY 2023 – 97%





August 2024 Athletic Updates

Wednesday, August 28, 2024

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

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New Athletic Staff Members

- Makenna Turk – Head Athletic Trainer
- Gunnar Skindlov – Assistant Men's Soccer Coach
- Drew Pascua – Head Women's Volleyball Coach
- Jessica Saugen – Assistant Women's Volleyball Coach
- Michael Garoutte – Head Softball Coach

Items of Importance

- Had two physical dates for our student athletes
- Student Athlete Orientation
- Student Athlete Cruise on Sept 5th
- Fall Sports are underway
- Community Service

LOI's 2024-25

Sport	LOI's Awarded	LOI's Remaining
Men's Soccer	24	0
Women's Soccer	24	0
Women's Volleyball	14	0
Men's Basketball	15	0
Women's Basketball	14	1
Men's Wrestling	20	0
Men's Golf	8	0
Women's Golf	8	0
Softball	23	1
Total	150	2

FY 25 Tuition and Fees Update

Tuition Level	Annual Tuition	Athletes	LOI	Tuition Cost	per/credit
International	\$ 10,920	43	45	\$ 469,560	364
Out of state *	\$ 10,920	12		\$ 131,040	364
WUE	\$ 8,610	45		\$ 387,450	287
Washington	\$ 7,380	28		\$ 206,640	246
Idaho - non-district	\$ 6,450	9		\$ 58,050	215
North Idaho	\$ 4,245	11		\$ 46,695	141.5
Grand Total				\$ 1,299,435	
	Tuition	Athletes			
Budgeted	\$ 10,920	152		1,659,840.00	
Actual				1,299,435.00	
Difference				360,405.00	

NOTE: 2 LOI not awarded. 4 LOI not awarded from a budgetary standpoint

3 Year Comparison

Tuition Rate	2022-23	2023-24	2024-25
Resident	35	37	11
Non District	11	15	9
Washington	26	23	28
WUE	40	45	45
Out of State	16	8	12
International	5	14	43
Total	133	142	148
Walk On's	16	15	40
Grand Total	149	157	188



Finance and Budget Update

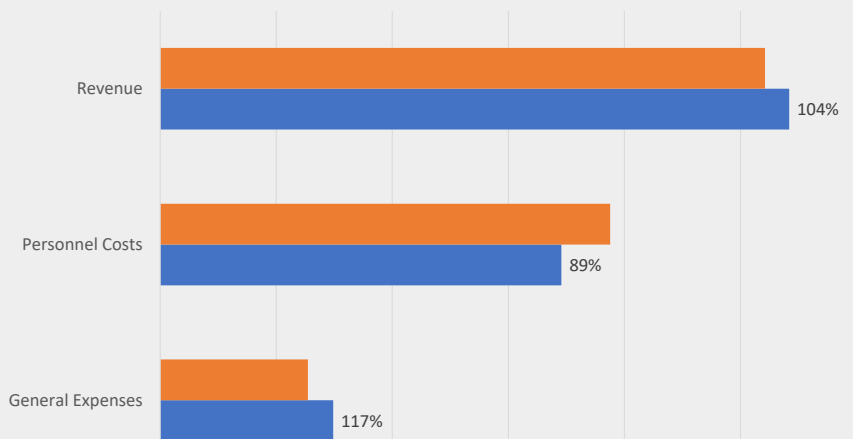
August 2024

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Fiscal Year 2024 Preliminary



Fiscal Year 2025 and Budget 2026

- **FY2025 Revenue**
 - Summer increase of \$30,000 or 10%
 - Fall enrollments exceeding budget
- **FY2026 State Budget**
 - August 1 – Capital Requests
 - September 1 – General Fund Requests



Student Success Update

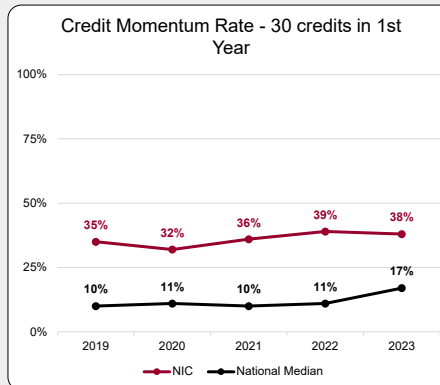
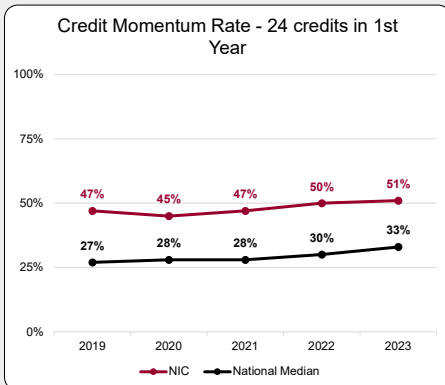
Tami Haft
Dean of Enrollment Services
August 28, 2024

President's Goal: #2 Enrollment Management

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First Year Credit Momentum



24 Credit Rate
• 83rd percentile

30 Credit Rate
• 88th percentile

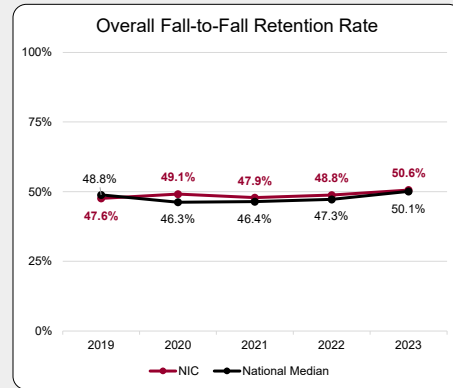
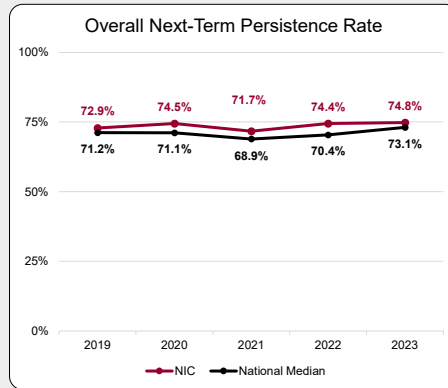
Persistence and Retention

Persistence Rate

- 67th percentile

Retention Rate

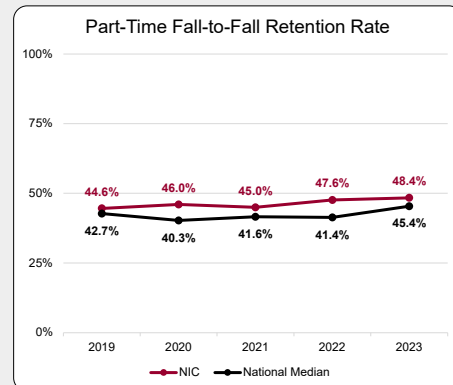
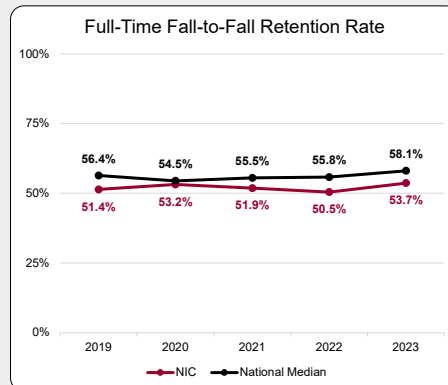
- 52nd percentile



Persistence and Retention

PT Retention Rate

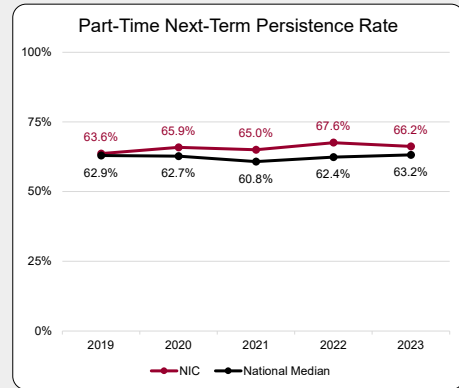
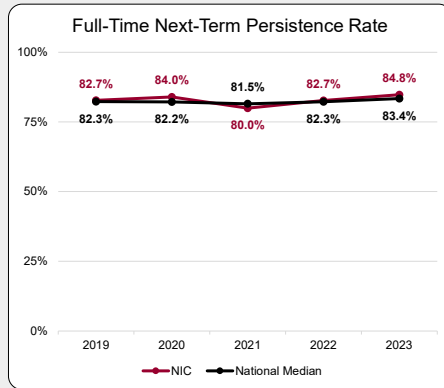
- 70th percentile



Persistence and Retention

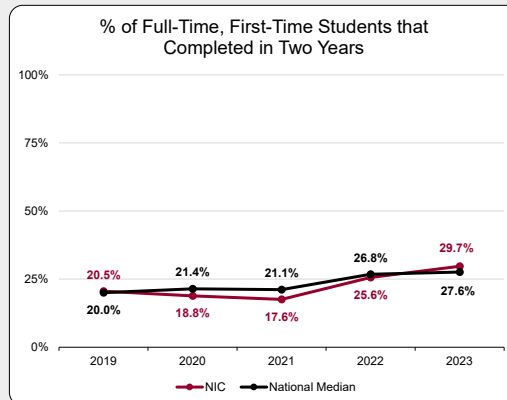
PT Persistence Rate

- 63rd percentile

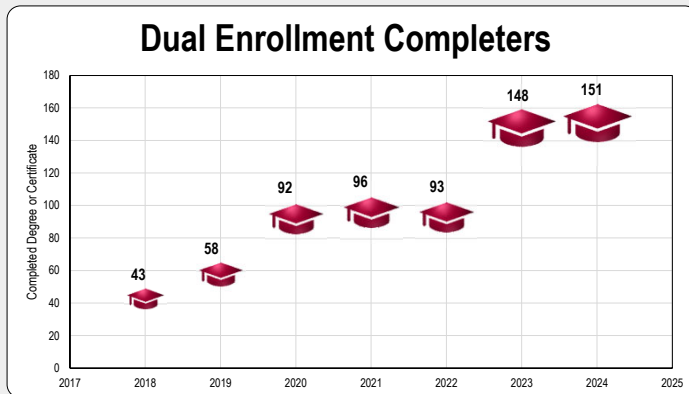


On-Time Completion

- Preliminary number for Fall 2022 cohort is 26.77%



Dual Enrollment Completion



- Number of HS graduates who participated in dual enrollment during any year of high school and also completed a degree or certificate at NIC simultaneously. Note: Number excludes the General Education certificate.