



# North Idaho College

Board of Trustees Special Meeting

December 10, 2022

Edminster Student Union Building

Connect via Zoom: <https://nic.zoom.us/j/88499197261> or by phone: (669) 900-6833 / Webinar ID: 884 9919 7261

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*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

3:00 p.m. Lake Coeur d'Alene Room

Call to Order/Verification of Quorum

Gregory McKenzie

Pledge of Allegiance

Action/Discussion: President's Contract

Action/Discussion: Board of Trustees Support

Action/Discussion: Chain of Command

Action/Discussion: Military Drive Rental Properties

Adjourn

# **Board Volunteer Analyst Job Description:**

## **Duties and Qualifications**

A Board Volunteer Analyst works with NIC College Trustees and staff to collect and interpret data to help the College Board of Trustees take actionable steps to improve their performance and meet Trustee goals. Their duties include gathering NIC information and statistics, building charts and graphs to present results to Trustees and finding ways to improve the Trustee's performance using gathered data.

### **Board Volunteer Analyst duties and responsibilities**

Responsible for generating reports and correcting any data issues and problems that may arise. Other duties and/or responsibilities that the Analyst will undertake regularly include:

- Gathering and analyzing data
- Interpreting gathered data
- Submitting reports to the Board of Trustees
- Finding patterns and trends in the analyzed data
- Assuring that collected data is kept confidential as appropriate



# Trustee Board Analyst Support

# Agenda

- ▶ Goal
- ▶ Job Description
- ▶ Miscellaneous

# Goal

- ▶ Provide Requested Information to the Board to Support Its Duties as Described by Law

# Job Description

## ▶ **Staff Analyst Job Description: Duties and Qualifications**

- ▶ An Analyst works with NIC College Trustees and staff to collect and interpret data to help the College Board of Trustees take actionable steps to improve their performance and meet Trustee goals. Their duties include gathering NIC information and statistics, building charts and graphs to present results to Trustees and finding ways to improve the Trustees performance using gathered data.

## ▶ **Analyst duties and responsibilities**

- ▶ Responsible for generating reports and correcting any data issues and problems that may arise. Other duties and/or responsibilities that the Analyst will undertake regularly include:
  - ▶ Gathering and analyzing data
  - ▶ Interpreting gathered data
  - ▶ Submitting reports to the Board of Trustees
  - ▶ Finding patterns and trends in the analyzed data
  - ▶ Assuring that collected data is kept confidential as appropriate

# Miscellaneous

- ▶ Volunteer Positions
- ▶ Expenses Paid (Fuel and Supplies)
- ▶ NIC Email
- ▶ Parking Pass
- ▶ Non-disclosure