

North Idaho College
Board of Trustees Development Session
Thursday, November 16, 2023
3:00 – 5:30 p.m.
Agenda

3:00 to 3:15	Welcome, Agenda Review, Brief Update from Policy Sub-Committee
3:15 to 4:00	Discussion – Achieving Board Goals (Draft Plan Attached) Discuss Draft Board Policy for Review of Memberships
4:00	Closed Session Training
4:00 to 4:15	Break
4:15 to 4:30	Discuss Plan for January Board Development (Conflict Resolution)
4:30 to 5:30	Discussion – Brief Recap/Thoughts about Accreditation Visit
5:30	Wrap Up and Adjournment

Future Dates of Training:

- Tuesday, January 30, 2024 – 3:00 to 5:30
- Tuesday, March 26, 2024 – 3:00 to 5:30
- Tuesday, May 21, 2024 – 3:00 to 5:30

NIC Board Training Topics as ranked by Trustees and President

1. Board member to member communication*
2. Communication – board to president, email protocols*
3. Board Goals**
4. Policies**
5. Effective Board Meetings*
6. Use of Committees
7. President’s Goals
8. Board Ethics and Conduct*
9. Strategic Planning*

*Indirectly addressed through “Board Goals” agenda item.

**Directly addressed through agenda item.

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.

Proposed Board Goals – Revised 9/26/23

NIC Proposed 2023-24 Board Goals

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

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.

Key Actions

- A. Establish clear, mutually agreed upon goals for the president and create a relationship for achievement of same.
- 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.
- 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.
- 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.
- E. Conduct a mid-year progress update of Board goals.
- F. Cultivate a strong, positive President/Board relationship that promotes the success of NIC's students, and the community college as a whole.

Draft

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

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"> Staff will present reports to the Board to update members on the status of Accreditation. Staff will facilitate NIC Board Development sessions with ACCT consultants to address Accreditation concerns. 	<ol style="list-style-type: none"> Board members will hear reports on the progress of the Accreditation process. Board Members will participate in NWCCU visits/meetings as appropriate. Board members will participate in NIC Board Development sessions with ACCT consultants to address Accreditation concerns. Board members may choose to share with their communities about the accrediting process.

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"> Staff will apprise the Board of city/school activities occurring in the NIC service area. Staff will prepare letters of support on key legislative matters affecting education throughout the year. The President will apprise the Board when specific advocacy is needed. 	<ol style="list-style-type: none"> Board members will attend ?????. Board members will be visible in their community for various events (i.e. ????) The Board will be knowledgeable about pending legislation affecting community colleges. The Board will sign letters of support for key community college legislation, either as a collective or as an individual. The Board will meet with local legislative leaders.

Commented [DD1]: Need specific events that occur in NIC's communities, the county and the state of Idaho. And also need number of events trustees will commit to attending.

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"> Staff will agendize the presentation of the Strategic Plan and progress report for the _____ and _____ board meetings. The Board will be sent the plan before the meeting. 	<ol style="list-style-type: none"> The Board will hear _____ presentations on the Strategic Plan. The Board will read and be knowledgeable about the progress made on the Plan. The Board may choose to identify areas of concern and/or applaud areas of growth.

Commented [DD2]: Need to work with Strategic planning consultants to determine Board's role in strat planning and then add to this segment.

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
<ol style="list-style-type: none"> Staff will agendize a progress report presentation for the _____ board meeting on how efforts to create a campus climate that welcomes free expression of diverse thoughts is being promoted on the campus. 	<ol style="list-style-type: none"> 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. The Board may choose to identify areas of concern and/or applaud areas of growth.

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
<ol style="list-style-type: none"> A budget presentation will be made to the Board on _____. The Board will be sent the budget document. Two State of the Budget Forums presentations will be scheduled for _____ and _____. 	<ol style="list-style-type: none"> The Board will be presented with the budget information and will be knowledgeable about the budget. The Board will receive the budget documents and read them. The Board will attend the Budget presentations.

Commented [DD3]: Need Sarah's input on budget presentations, forums and dates of budget process.

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
<ol style="list-style-type: none"> Once Board Goals are finalized, the Board and President will participate in a facilitated professional development session to discuss additional training needed. The President and the Board Chair will arrange professional development opportunities. Staff will arrange for a facilitator to help conduct a Board Self-Evaluation discussion on June 16, 2015. Staff will apprise the Board of conferences where Board training takes place. Staff will arrange for three Pre-Board meeting visitations of college programs/facilities. 	<ol style="list-style-type: none"> Board member will give input as to the type of training they desire to either the Board Chair or the President. Board members will participate in Board/President professional development sessions. Board members will attend at least one Trustee conference for the 2023-2024 academic years. Board members will actively engage in Board self-evaluation by completing the Self-Evaluation Form and being present at a follow-up discussion. Board members will attend at least two of the three Pre-Board meeting visits to learn about campus programs/facilities.

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"> Staff will assist the Board as necessary in the implementation of the President's Annual Performance Review (Policy 2.02.02) 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"> The Board will understand and implement the President's Annual Performance Review as per Policy 2.02.02. The Board will discuss general priorities for the following year at the annual president's evaluation. The Board participate in discussion with the President to establish mutually agreed upon Presidential goals for the following year. 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"> 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. 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"> 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. Board members will hear regular informational reports on the work of the college toward the accomplishment of its mission and goals. 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"> 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. 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"> Board members will read, discuss, and vote on the policies as presented throughout the year. Board members may choose to suggest revisions for consideration. Board members will adhere to their timeline for periodic review of internal board governance policies as outlined in BP 2.01.14 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
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
1. Staff will assist the Board in its mid-year progress update of Board goals as necessary.	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
1. ???	1. ???

Commented [DD4]: Need dialogue about what the Board needs from the president and what the president needs from the board to cultivate this type of relationship