



North Idaho College

Board of Trustees Meeting

June 7, 2023

Edminster Student Union Building

Amended June 5, 2023

***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.*

This meeting is a business meeting of the board trustees and the NIC administration. The board will take comment on agenda items from members of the public who attend in-person. Commenters will be **required** to provide their name and the agenda topic and will be **strictly** limited to two minutes per person with no “giving of time” to others.

Multiple sign-in sheets will be provided in the meeting room with the desire to accommodate all who sign up before the 6:00 p.m. deadline regardless of the open session convening later. The order of public comment is at the discretion of the chair. No prior requests for public comment will be accepted. In the interest of a timely meeting, the board chair reserves the right to end public comment at any time after 30 minutes. Individuals interested in providing public comment outside of the meeting may send an email to the board of trustees at board@nic.edu.

NIC Policy 2.01.03 **“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.”

AGENDA

5:00 p.m. Driftwood Bay Room

Convene/Call to Order/Verification of Quorum

Gregory McKenzie

Action: Motion for Executive Session under Idaho Code § 74-206(1)(b)(c)(f)*

6:00 p.m. Lake Coeur d’Alene Room** / Zoom: <https://nic.zoom.us/j/81451163041>

Convene/Call to Order/Verification of Quorum

Gregory McKenzie

Pledge of Allegiance

Board Development Update

Debbie DiThomas

Public Comment

Gregory McKenzie

Celebrating Success: Health Professions Student Success

Jon Gardunia

PRESIDENT’S REPORT

Nick Swayne

CONSENT AGENDA

Gregory McKenzie

Action: Motion to Approve Consent Agenda

– Meeting Minutes for May 24, 2023

UNFINISHED BUSINESS

Tab 1: Action: General Fund Budget Fiscal Year 2024

Nick Swayne

Tab 2: Second Reading/Action: Policy 2.01.03 Meetings

Tarie Zimmerman/Mike Waggoner

Action: Legal Counsel

Nick Swayne

NEW BUSINESS

- Tab 3: First Reading/Action: Policy 2.01.02 Responsibilities, Duties and Standards of Good Practice Tarie Zimmerman/Mike Waggoner
- Discuss Suggested New Board Governance Policies to be Developed Tarie Zimmerman/Mike Waggoner
- Tab 4: Action: President’s Goals Nick Swayne
- Action: Resolution on Changing Athletic Conferences Nick Swayne
- Tab 5: Action/Discussion: Policy 7.01.04 Continuous Professional Service Contracts Greg McKenzie

INFORMATION ITEMS

- Board Evaluation Gregory McKenzie
- Action: President’s Evaluation Nick Swayne
- New Website Launch Ken Wardinsky

REMARKS FOR THE GOOD OF THE ORDER***

ADJOURN

* Executive sessions may be called for the purposes of considering personnel matters [Idaho Code § 74--206(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; [Idaho Code § 74-206(1)(c)], deliberating regarding an acquisition of an interest in real property; [Idaho Code § 74-206(1)(d)] considering records that are exempt from public disclosure; [Idaho Code § 74-206(1)(e)] considering preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body; [Idaho Code § 74-206(1)(f)] communicating with legal counsel regarding pending/imminently-likely litigation; [Idaho Code § 74-206(1)(i)] communicating with risk manager/insurer regarding pending/imminently-likely claims.

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

*** Remarks are subject to NIC Policy 2.01.03. Copies are available from the President’s Office.

BOARD OF TRUSTEES MEETING
June 7, 2023

SUBJECT

Executive Session

DISCUSSION

From time to time the board will find it necessary to adjourn to executive session. When an executive session is required, a number of specific steps must be taken. These steps are:

1. Cite Idaho Code § 74--206.
2. Cite one or more specific subsections in the code section and provide sufficient detail to identify the purpose and topic of the executive session but not information sufficient to compromise the purpose of the executive session.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

_____ MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74—206, CONVENE IN EXECUTIVE SESSION TO:


- _____ Consider personnel matters [Idaho Code § 74--206(1)(a) & (b)]
- _____ Deliberate regarding an acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
- _____ Consider records that are exempt from public disclosure [Idaho Code § 74-206(1)(d)]
- _____ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 74-206(1)(e)]
- _____ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
- _____ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]
- _____ To consider labor contract matters authorized under section 67-2345A [74-206A](1)(a) and (b), Idaho Code.

Purpose/Topic summary: (Provide sufficient detail to identify the purpose and topic of the executive session but not contain information sufficient to compromise the purpose of the executive session.)

SECONDED BY: _____

Roll call: _____ Banducci
_____ Corkill
_____ McKenzie
_____ Waggoner
_____ Zimmerman

CONVENE AT: _____ ADJOURN AT: _____

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
May 24, 2023
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie called the meeting to order at 5:06 p.m. and verified that a quorum was present. He next called for a motion to adopt an amended agenda. Trustee Corkill made a motion for the board to adopt the amended agenda. The motion was seconded and carried unanimously.

Trustee Waggoner made a motion to go into executive session under Idaho Code § 74--206(1) (b)(c)(f) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; to deliberate regarding an acquisition of an interest in real property; and to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The motion was seconded and roll call vote was taken as follows:

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

At 6:25 p.m. the meeting was recessed.

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie reconvened the meeting at 6:38 p.m. and verified that a quorum was present. He next welcomed attendees and led them in the Pledge of Allegiance.

ATTENDANCE

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

Also present: Nick Swayne, President
Sarah Garcia, VP Finance and Business Affairs
Steve Kurtz, Accreditation Liaison Officer
Art Macomber, College Attorney

Celebrating Success

Louisa Rogers from the college's Center for New Directions introduced student participants in the CND program and briefly described their experiences that led them to the Center and to North Idaho College.

Board Development with ACCT

ACCT Consultant Ken Burke provided a progress report of the board development and governance training the board is currently undergoing.

PUBLIC COMMENT

Name	Topic
Ron Hartman	Budget
Dan English	Legal Counsel Services
Diana Sheridan	Public Records
Caryn Shepler	Board Policy Subcommittee
Robert Shepler	Budget
Mike Gridley	Legal Counsel Services
Joe Prado	Recent Assault on Todd Banducci

CONSTITUENT REPORTS

ASNIC

ASNIC President Michael Habermann introduced himself and newly added Senator Presley Steele, and he shared that three senator positions were being held open for fall recruitment. He commented on ongoing student projects and read aloud a statement condemning the acts committed by a former assistant professor.

Faculty Assembly

Vice Chair Jon Gardunia introduced himself and shared the names of newly elected officers for faculty assembly: Chair Kathleen Miller-Green, Secretary Amanda Roberts and Treasurer Kristi Mendoza. He shared that all Senate positions had been filled.

Staff Assembly

Past Chair Sarah Martin shared the names of newly elected officers: Parliamentarian Katrina Cook, Secretary Amber Hasz, Vice Chair Colleen Ward, and Chair Matt Piekarski.

Senate

Chair Neil Doyle reported that during their May 11 meeting, Senate held officer elections and welcomed incoming Chair Jason Droesch. He also reported that Senate approved revisions to procedure 2.01.07.

PRESIDENT'S REPORT

Dr. Swayne began with an accreditation update, including the timeline of the recent peer evaluation team visit, the subsequent report and the college's response to the report. He shared that college representatives will appear before the Commission on June 23, and he provided copies of the draft response to the trustees and asked for input by May 30. He next commented on recent community forums on the topic of accreditation and upcoming forums on the topics of athletics and dual credit. He commented that the college is developing in person classes for summer, and he introduced Vicki Isakson who was recently selected for the position of Dean of Workforce and Career Technical Education. He closed his report by discussing commencement and other spring graduation ceremonies and events.

CONSENT AGENDA

Chair McKenzie requested a motion from the board to adopt the consent agenda. Trustee Banducci made a motion to adopt the consent agenda, as presented. The motion was seconded and carried with four votes in favor.

UNFINISHED BUSINESS

General Fund Budget for Fiscal Year 2024

At this time, Trustee Corkill disclosed a potential personal interest in the college's budget because his son-in-law is currently employed as an instructor. He stated that consistent with college policy 3.02.15 and his commitment to North Idaho College, he would be able to participate in this transaction fairly, objectively, and in the public's best interest.

Chair McKenzie recommended that the general fund budget be tabled until the next regular meeting. Trustee Banducci made a motion to table. The motion was seconded and following discussion, the motion carried with two in favor, one abstention, and one opposed.

NEW BUSINESS

Board Response to Votes of No Confidence

Trustee Banducci made a motion to table the board's response to votes of no confidence. There was no second and the motion failed. Trustee Zimmerman made a motion to approve the board's response to votes of no confidence. The motion was seconded and following discussion, carried with three in favor.

Board Policy Subcommittee Report

Trustee Waggoner briefly discussed the process the subcommittee is currently undertaking to review and revise board governance policies. A discussion ensued and the board agreed that revised policies that are adopted will be added to upcoming consent agendas to allow for additional feedback.

Trustee Waggoner made a motion to adopt revisions to Authority, Appointment, and Functions Policy 2.01.01. The motion was seconded. Following discussion, it was agreed that a procedure would be developed to address the point following a trustee election when the board would meet to transition in new trustees. The motion carried with four votes in favor.

Trustee Waggoner made a motion to adopt revisions to Communications with the Board of Trustees Policy 2.01.05. The motion was seconded. Following discussion, the motion carried with four in favor.

Trustee Waggoner made a motion to adopt revisions to Board of Trustees Performance Review Policy 2.01.08. The motion was seconded, and following discussion, carried with four in favor.

Trustee Zimmerman made a motion to adopt revisions to New Board Member Orientation Policy 2.01.11. The motion was seconded, and following discussion, carried with four in favor.

Trustee Zimmerman made a motion to adopt revisions to Presidential Authority Policy 2.02.01. The motion was seconded. Following discussion, Trustees Corkill, Zimmerman, and Waggoner voted in favor. Trustee Banducci abstained, and the Chair did not vote.

Trustee Zimmerman made a motion to adopt revisions to Presidential Performance Review Policy 2.02.02 with additional edits to the last sentence to read: "An external evaluator will be

selected by the board to assist in the evaluation of the president.” The motion was seconded, and following discussion, carried with four in favor.

Meetings Policy 2.01.03 was presented for a first reading. A discussion ensued and input was voiced about who may provide input for the creation of meeting agendas. Trustees will provide further input to the subcommittee for incorporation into the draft at the next subcommittee meeting.

Vaccine Mandate

Chair McKenzie made a motion to remove the COVID-19 vaccine mandate implemented in December 2021 by the NIC Board of Trustees for the NIC Head Start Program and make clear that there are no health mandates at North Idaho College and things this board oversees at this time. The motion was seconded, and following discussion, carried with four in favor.

Legal Counsel Services/Clarification

Dr. Swayne provided background and cost information for the firm of Holland and Hart, which the board approved at the April 26 meeting. Discussion ensued about the firm, associated costs and the engagement agreement. Chair McKenzie made a motion to revoke the prior motion accepting Holland and Hart due to further review, more information being provided such as pricing, evidence of undesirable terms in the engagement agreement including conflict of interest provisions that had not been communicated or reviewed by the Board prior to the vote. The motion was seconded and following further discussion, carried with three in favor.

Further discussion occurred and Chair McKenzie made a motion to have the RFQ applicants each present to the board, an engagement agreement which is able to be terminated by either one of us upon notice to the other at any time and also authorize the Board Chair to have the administrative authority to sign a contract if deemed suitable either upon presentation to the board or at the next board meeting. There was no second and the motion failed. The board directed the president to open a new request for qualifications for legal services.

At this time, Art Macomber withdrew as NIC Counsel.

INFORMATION ITEMS

Recurring Reports

Dr. Swayne presented a plan outlining presentation of recurring reports throughout the year by members of the administration in hopes of improving operations and governance. He asked trustees to provide input on other reports or information the administration may incorporate.

College Policy Review Update

Dr. Swayne presented the administration’s plan to review and revise college policies.

REMARKS FOR THE GOOD OF THE ORDER

There were no remarks.

The meeting was adjourned at 9:57 p.m.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

BOARD OF TRUSTEES MEETING
June 7, 2023

TAB 1

SUBJECT: Third Reading: FY24 General Operating Budget

BACKGROUND:

Proposed budgets for Fiscal Year 2024 for the total institution as developed by the college administration are presented to the Board for consideration and discussion. These budgets include the general fund, plant fund, fee-based funds, service funds and grants and reflect the anticipated changes in revenues and expenditures for FY24.

DISCUSSION:

General Overview:

Planning assumptions for FY24 include a forecasted decline for credit enrollment of 5%. This decline is based on the decline experienced for Spring 2023.

Revenue

State Funding:

The state general fund appropriation increased to \$14.98M for FY24. The appropriation includes partial funding of a Change in Employee Compensation (CEC) at approximately 4% or \$423,300, the impact of Enrollment Workload Adjustment in the negative amount of \$(242,500), an increase for change in health benefit costs of \$117,100, as well as an additional \$118,400 for CEC.

The state CTE allocation increased by \$287,67 for FY24. The appropriation includes funding of a 4% CEC in the amount of \$155,970, a change in health benefit costs of \$43,498 and funding of 1 FTE instructor for the Radiology Technology program in the amount of \$88,200.

Kootenai County Levy:

The budget proposal includes no increase to the Maintenance and Operation Levy. The budget does include a recommendation to take \$300,000 in new property on the rolls. Included in that figure is an estimate for the values of closed urban renewal districts.

Tuition and Fee Income:

This proposed budget includes no increases in tuition or fees for any student type.

Expenses

Change in Employee Compensation:

This proposal provides for a step increase plus a base adjustment of 6% for full-time, benefits-eligible employees supported by the general fund. It also provides for an increase in the adjunct and part-time rates of pay at an equivalent level. The administration is committed to employee retention and feels that this increase will be instrumental in retaining employees for FY24 while also keeping pace with inflation.

Expenses:

Without factoring in any change in employee compensation, the FY24 budgeted expenses were reduced by \$1.857M due in large part to the commitment to hold vacant 21 positions (9 faculty and 12 staff) for the FY24 fiscal year. The college is budgeting an additional \$1.09M for expenses related to insurance coverage and increased deductibles, implementation of cyber security prevention measures and legal services. The net impact to total budgeted expenses is a decrease of 1.5% or \$767,000.

Course Fee Rates:

Included with the budget are all FY24 course fees for board review and approval.

REQUESTED BOARD ACTION:

It is recommended that the board consider a motion to approve the FY24 institutional budget including the adoption of FY24 tuition and fees, including course fees.

Prepared by: Sarah Garcia
Vice President for Finance and Business Affairs



North Idaho College

FY2024 Budget

**Third Reading
Presented to the Board of Trustees
June 7, 2023**

**General Fund
Operating Budget
FY 2024**

	<u>FY23 Budget</u>	<u>PROPOSED FY24 Budget</u>
Changes in Revenue		
Tuition and Fees	\$ 10,613,272	\$ 9,630,095
State General Funds ¹	\$ 14,566,100	\$ 14,982,400
State Liquor Tax	\$ 200,000	\$ 200,000
CTE Funding ²	\$ 6,272,000	\$ 6,559,667
Property Tax ³	\$ 17,659,145	\$ 17,820,607
Interest Income Base	\$ 175,000	\$ 250,000
County Tuition Payments	\$ 700,000	\$ 514,520
Miscellaneous Tax Receipts	\$ 850,000	\$ 850,000
Revenue sharing from other funds	\$ 250,000	\$ 250,000
Estimated Salary Salvage	\$ 296,720	\$ 296,720
Fund Balance Transfer	\$ -	\$ -
Other Revenue	\$ 197,851	\$ 197,851
FY24 Revenue Projection	\$ 51,780,088	\$ 51,551,860
Percentage Change		-0.44%
		\$ (228,228)

These figures do not include any federal one-time CARES funding

¹ Includes \$175,300 in health benefit costs, (\$58,200) in variable benefit costs and (\$242,500) in Enrollment workload adjustment and \$118,400 in additional CEC.

² \$287,667 total from CTE, includes 1 FTE Radiology Technology instructor (new position)

³ Each 1% tax increase would be \$175,206. 1% - \$175,206; 2% - \$350,412; 3% - \$525,618

**North Idaho College
General Fund Expense Budget
FY 2024**

FY23 Expense Base Budget - FY24 Starting Point		\$	51,780,088
<i>Expense Decreases</i>			
Salary Reductions for Held Positions (9 faculty, 12 staff)	\$		(1,211,594)
Benefit Reduction for Held Positions	\$		(391,923)
Other Expense Reductions/Contractual Changes	\$		(403,580)
		\$	49,772,991
<i>Expense Increases</i>			
<i>One-Time/Temporary</i>			
Increase in Insurance budget	\$		500,000
Increase for Cybersecurity protection/enhancement	\$		425,000
Increase in Legal Services budget	\$		165,000
	\$		1,090,000
<i>Ongoing</i>			
CTE Funded Radiology Technology Instructor	\$		77,427
Athletic Staffing Changes *	\$		150,000
		\$	51,090,418
 Recommended Change in Employee Compensation (CEC)			
Full Time Faculty and Staff	\$		1,750,000
Part Time Faculty and Staff	\$		359,660
Benefit impact of compensation change	\$		317,426
Total Proposed FY24 Expense Budget		\$	<u>53,517,504</u>

* Includes Full Time Golf Coach, Full Time Assistant Coach for Soccer, Stipend Coach Wrestling

**North Idaho College
General Fund Fund Balance Support
FY 2024**

Proposed Expense Budget including Compensation Change	\$ 53,517,503.80
Budgeted Revenue	\$ 51,551,860.00
Additional Support Needed	<u>\$ 1,965,643.80</u>
Requested Fund Balance Transfer for One Time Expense Increases	\$ 1,090,000.00
Requested Carry over of FY23 unused budget	\$ 875,643.80

**North Idaho College
General Fund
Proposed Operating Budget
FY 2024**

	FY23 Budget	FY24 Proposed Budget	
Revenue			
Tuition and Fees	\$ 10,613,272	\$ 9,630,095	
State General Fund Allocation	14,566,100	14,982,400	
State Liquor Tax Allocation	200,000	200,000	
State CTE Allocation	6,272,000	6,559,667	
Property Taxes	17,659,145	17,820,607	
Other Revenue			
County Tuition Payments	700,000	514,520	
Miscellaneous Tax Receipts	850,000	850,000	
Revenue sharing from other funds	250,000	250,000	
Estimated Salary Salvage	296,720	296,720	
FY23 Carryover		875,643	
Fund Balance Transfer	-	1,090,000	
Other Revenue	372,851	447,851	
Total Revenue	\$ 51,780,088	\$ 53,517,503	3.36%
Operating Expenses			
Salary	\$ 26,563,262	\$ 27,322,636	2.86%
Benefits	9,862,946	9,701,267	
Equipment Inventory	83,394	70,884	
General Expenses	15,270,486	16,422,715	7.55%
Total Expenditures	\$ 51,780,088	\$ 53,517,503	3.36%

Personnel Costs are approximately 70.35% of the total budget in FY23 and 69.14% in FY24

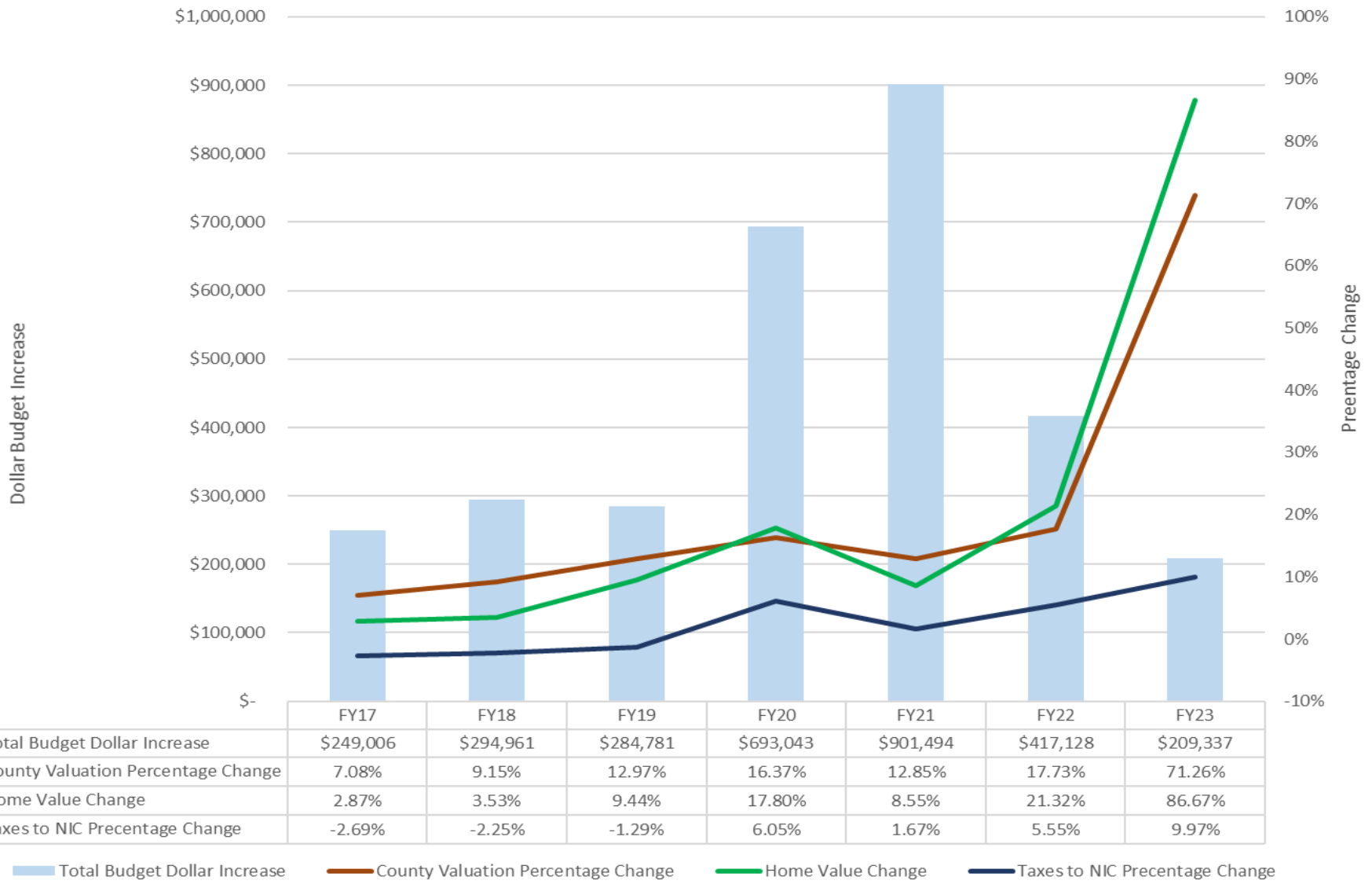
PROPERTY TAX HISTORICAL STATISTICS

Fiscal Year Tax Year	FY20 2019	FY21 2020	FY22 2021	FY23 2022	FY24 2023
Base Levy (prior year)	\$ 15,299,605	\$ 15,992,648	\$ 16,894,142	\$ 17,311,270	\$ 17,520,607
New Property	\$ 387,051	\$ 417,500	\$ 417,128	\$ 209,337	\$ 300,000
Tax Increase	\$ 305,992	\$ 483,994	\$ -	\$ -	\$ -
Total Budget Dollar Increase	\$ 693,043	\$ 901,494	\$ 417,128	\$ 209,337	\$ 300,000
FY Budgeted Levy	\$ 15,992,648	\$ 16,894,142	\$ 17,311,270	\$ 17,520,607	\$ 17,820,607
Budget Percentage Change	4.53%	5.64%	2.47%	1.21%	1.71%
County Valuation	\$ 20,108,639,485	\$ 22,692,241,648	\$ 26,716,188,333	\$ 45,753,914,974	\$ 43,466,219,225
County Valuation Percentage Change	16.37%	12.85%	17.73%	71.26%	-5.00%
Levy Rate	0.00079707	0.000746593	0.0006495050	0.0003826438	0.0004099875
Levy Rate Change	-9.97%	-6.33%	-13.00%	-41.09%	7.15%
Sample Taxable Home Value	\$ 241,650	\$ 262,300	\$ 318,230	\$ 594,025	\$ 564,324
Home Value Change	17.80%	8.55%	21.32%	86.67%	-5.00%
Taxes to NIC	\$ 193	\$ 196	\$ 207	\$ 227	\$ 231
Taxes to NIC Percentage Change	6.05%	1.67%	5.55%	9.97%	1.79%

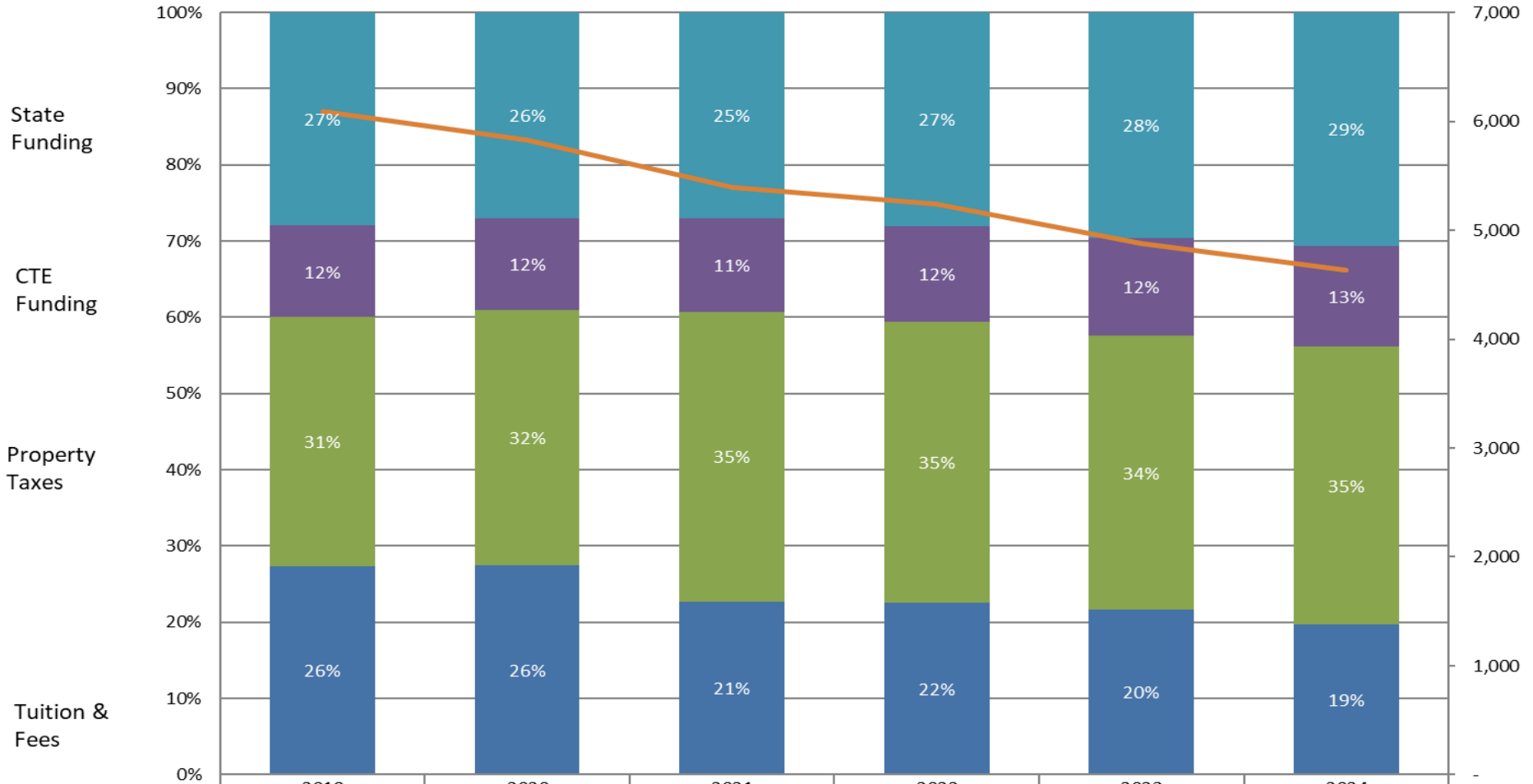
*Note: FY24 and Tax Year 2023 County Valuation and Sample Home values were reduced by 5%
Tax Increase was 2% in FY20 and 3% in FY21*

Actual Property Tax History for prior years

Relationship of Tax Increase and Tax Payer Burden

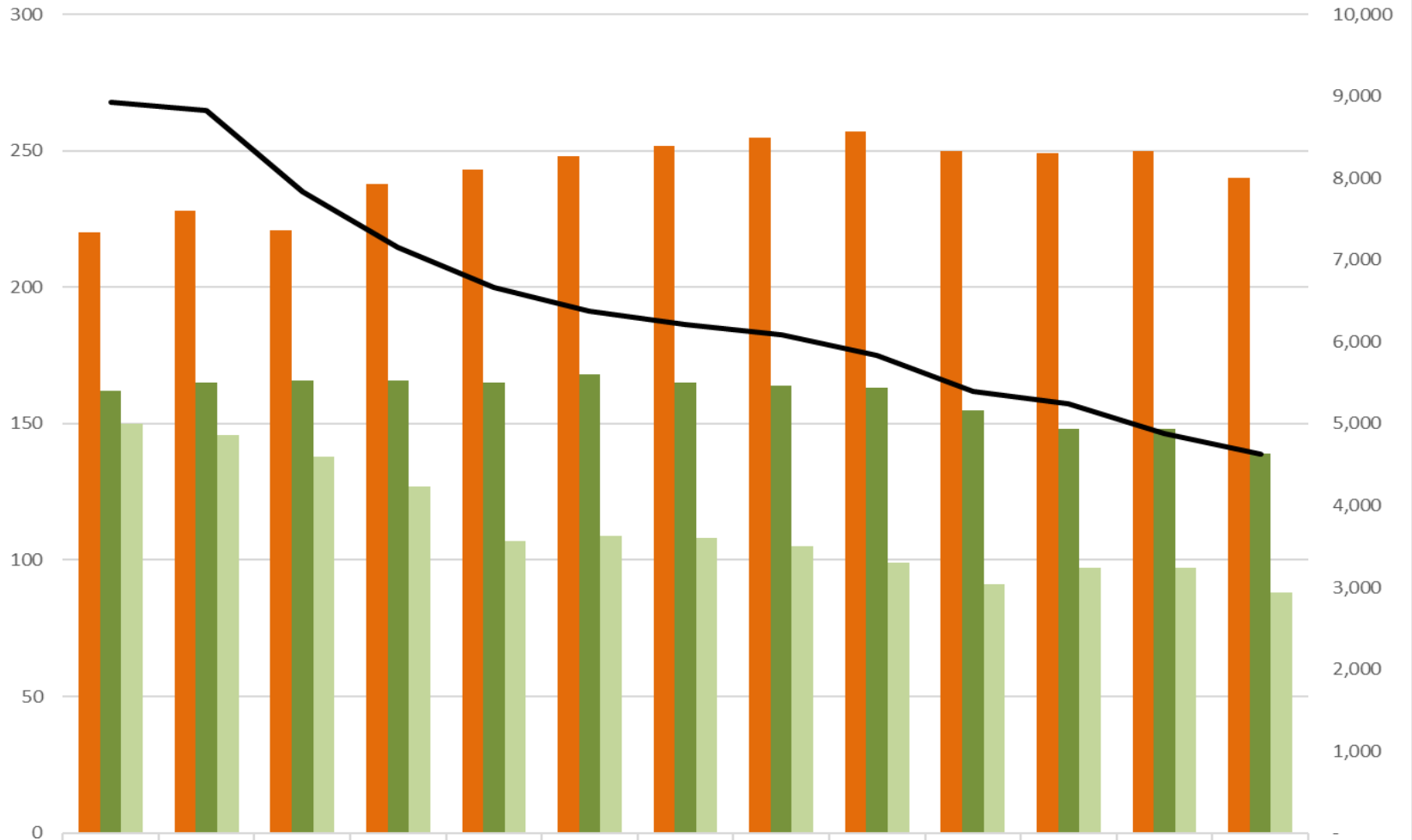


Revenue and Enrollment History



	2019	2020	2021	2022	2023	2024
State Funding	13,109,900	12,895,400	12,005,400	13,170,600	14,566,100	14,982,400
CTE Funding	5,636,500	5,797,900	5,459,400	5,860,400	6,272,000	6,482,240
Property Taxes	15,299,608	15,992,651	16,894,145	17,299,145	17,659,145	17,820,607
Tuition & Fees	12,820,693	13,155,922	10,115,322	10,613,272	10,613,272	9,630,096
FTE (Credit Only)	6,089	5,830	5,392	5,245	4,878	4,634

Staffing and Enrollment Trends



	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Staff/Admin	220	228	221	238	243	248	252	255	257	250	249	250	240
Faculty Full Time	162	165	166	166	165	168	165	164	163	155	148	148	139
Faculty PT (FTE)	150	146	138	127	107	109	108	105	99	91	97	97	88
CR enrollment (FTE)	8,932	8,825	7,830	7,158	6,662	6,381	6,218	6,089	5,830	5,392	5,245	4,878	4,634

Fiscal Year 2024 Budgeted Benefitted General Fund Positions

Academic Instruction	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Business and Professional Programs	6	-	6
Cardinal Learning Commons	1	3	4
Communication and Fine Arts	14	2	16
English, Modern Language and Humanities	16	1	17
Math, Computer Science and Engineering	16	1	17
Natural Science	17	4	21
Nursing	10	5	15
Outreach	-	2	2
P.E. and Resort Recreation Management	2	1	3
Social and Behavioral Sciences	13	1	14
Total	95	20	115

Career Technical Instruction	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Aerospace	-	1	1
Business and Professional Programs	10	2	12
Health Professions	9	1	10
Nursing	3	-	3
P. E. and Resort Recreation Management	2	-	2
Trades and Industry	14	3	17
Total	38	7	45

Academic Support	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Dual Credit	-	3	3
E-Learning	-	5	5
Information Technology Support	-	16	16
Instructional Administration	1	15	16
Library	3	4	7
Total	4	43	47

Student Services	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Academic Support	-	2	2
Enrollment Services	-	30	30
Student Services	-	11	11
Total	-	43	43

Institutional Support	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Community and Government Relations	-	9	9
Development	-	7	7
Finance	-	10	10
Human Resources	-	6	6
Institutional Effectiveness	-	3	3
Information Technology Support	-	11	11
Mail Services	-	3	3
President	-	2	2
Total	-	51	51

Physical Plant	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Custodial	-	19	19
Landscape	-	6	6
Maintenance	-	15	15
Security	-	8	8
Total	-	48	48

Transfers	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Athletics	-	18	18
Children's Center	-	12	12
Total	-	30	30
Grand Total	137	242	379

Budgeted Positions FY12

Academic Instruction	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Business and Professional Programs	7	-	7
Cardinal Learning Commons	5	2	7
Communication and Fine Arts	18	2	20
English, Modern Language and Humanities	19	1	20
Math, Computer Science and Engineering	19	1	20
Natural Science	16	4	20
Nursing	13	3	16
Outreach	-	4	4
P.E. and Resort Recreation Management	2	-	2
Social and Behavioral Sciences	21	1	22
Total	120	18	138

Career Technical Instruction	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Aerospace	-	-	-
Business and Professional Programs	13	4	17
Health Professions	3	2	5
Nursing	2	-	2
P. E. and Resort Recreation Management	1	-	1
Trades and Industry	19	3	22
Total	38	9	47

Academic Support	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Dual Credit	-	1	1
E-Learning	-	6	6
Information Technology Support	-	7	7
Instructional Administration	-	12	12
Library	4	5	9
Total	4	31	35

Student Services	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Academic Support	-	1	1
Enrollment Services	-	36	36
Student Services	-	9	9
Total	-	46	46

Institutional Support	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Community and Government Relations	-	10	10
Development	-	4	4
Finance	-	13	13
Human Resources	-	6	6
Institutional Effectiveness	-	2	2
Information Technology Support	-	18	18
Mail Services	-	4	4
President	-	2	2
Total	-	59	59

Physical Plant	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Custodial	-	15	15
Landscape	-	4	4
Maintenance	-	15	15
Security	-	8	8
Total	-	42	42

Transfers	<i>Faculty</i>	<i>Staff</i>	<i>Grand Total</i>
Athletics	-	15	15
Children's Center	-	12	12
Total	-	27	27
Grand Total	162	232	394

**NORTH IDAHO COLLEGE
TUITION AND FEES PER SEMESTER
2023/2024 SCHOOL YEAR
Fiscal Year 2024**

	2022/2023	2023/2024	Difference	% Increase
<u>Total Tuition and Fees</u>				
In-District	<i>(\$141.50 per credit)</i>			
5 credits	\$ 707.50	\$ 707.50	\$ -	0.00%
12 credits	\$ 1,698.00	\$ 1,698.00	\$ -	0.00%
15 credits	\$ 2,122.50	\$ 2,122.50	\$ -	0.00%
Out-of-District	<i>(\$165 per credit) *</i>			
5 credits	\$ 1,075.00	\$ 1,075.00	\$ -	0.00%
12 credits	\$ 2,480.00	\$ 2,480.00	\$ -	0.00%
15 credits	\$ 2,975.00	\$ 2,975.00	\$ -	0.00%
Washington Residents	<i>(\$246 per credit)</i>			
5 credits	\$ 1,230.00	\$ 1,230.00	\$ -	0.00%
12 credits	\$ 2,952.00	\$ 2,952.00	\$ -	0.00%
15 credits	\$ 3,690.00	\$ 3,690.00	\$ -	0.00%
WUE Residents	<i>(\$287 per credit)</i>			
5 credits	\$ 1,435.00	\$ 1,435.00	\$ -	0.00%
12 credits	\$ 3,444.00	\$ 3,444.00	\$ -	0.00%
15 credits	\$ 4,305.00	\$ 4,305.00	\$ -	0.00%
Out of State/International	<i>(\$364 per credit)</i>			
5 credits	\$ 1,820.00	\$ 1,820.00	\$ -	0.00%
12 credits	\$ 4,368.00	\$ 4,368.00	\$ -	0.00%
15 credits	\$ 5,460.00	\$ 5,460.00	\$ -	0.00%

*\$215.00 per credit for the first 10 credits, then \$165.00 for credits 11-18

**NORTH IDAHO COLLEGE
TUITION AND FEES PER CREDIT
2023/2024 SCHOOL YEAR
Fiscal Year 2024**

Per Credit Breakdown - First 12 Credits

	Tuition	Out of State/Out of District Tuition	General Fees	Commencement	Student Health	Atheltics	Student Activities	ASNIC	DHC Bond Fee	Total
In District	101.50		13.50	0.33	2.83	3.00	3.17	2.33	15.00	141.50
Out Dist	101.50	23.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	165.00
Wash	101.50	104.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	246.00
WUE	101.50	145.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	287.00
Out State	101.50	222.50	13.50	0.33	2.83	3.00	3.17	2.33	15.00	364.00

DHC Bond fee supports operations of the Student Union Building, Student Wellness and Recreation Center, Residence Hall and associated bonds.

**North Idaho College
Proposed Plant Fund Budget FY2024**

		FY23 Budget		FY24 Proposed Budget
Total Funding:	\$	4,147,983		4,143,952
Obligations:				
Rent		190,458		201,435
Instructional Equipment Replacement Fund	\$	300,169		285,161
Computer Equipment Replacement	\$	677,250		677,250
Capital Investment Reserve	\$	2,588,111 ¹		2,588,111
Deferred Maintenance	\$	231,900		231,900
Instructional Furniture Replacement	\$	57,844		57,844
Administrative Furniture Replacement	\$	27,251		27,251
Plant Fund Contingency	\$	75,000		75,000
Net Plant Fund	\$	-		-

1- includes the 1% property tax increase for FY13

Capital Investment Reserve

FY2024 Budget Proposal

	FY2021 actual	FY2022 actual	FY2023 estimated	FY2024 estimated
Capital Investment Reserve Beginning Balance	\$ 11,391,100	\$ 12,398,426	\$ 7,343,356	\$ 9,551,467
Sources				
Tax revenue dedicated to Capital Investment	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111	\$ 2,588,111
Interest income on cash pool	\$ 52,266	\$ 24,699	\$ 240,000	\$ 20,000
Contribution from General Fund Fund Balance				
Subtotal Sources	\$ 2,640,377	\$ 2,612,810	\$ 2,828,111	\$ 2,608,111
Uses				
Land improvements				
Meyer Health & Sciences Expansion	\$ 978,318	\$ 6,669,880		
Property Acquisition - 721 Military Drive	\$ 654,734			
Property Acquisition - 705 W River		\$ 998,000		
Property Acquisition - 737 Military Drive			\$ 620,000	
Subtotal uses	\$ 1,633,052	\$ 7,667,880	\$ 620,000	\$ -
Net change this year	\$ 1,007,326	\$ (5,055,071)	\$ 2,208,111	\$ 2,608,111
Capital Investment Reserve ending balance	\$ 12,398,426	\$ 7,343,356	\$ 9,551,467	\$ 12,159,578
Board Reserve Designated for Property Acquisition	\$ 1,053,272	\$ 1,053,272	\$ 1,064,833	\$ 1,064,833
Total Board Reserves	\$ 12,398,426	\$ 7,343,356	\$ 9,551,467	\$ 12,159,578

**North Idaho College
Fee Based Activities
Proposed Budget FY2024**

	ASNIC	STUDENT HEALTH SERVICES	STUDENT ACTIVITIES AND RECREATION	ATHLETICS	COMMENCEMENT	TOTAL FEE BASED ACTIVITIES	FY23 BUDGET
TUITION & FEES REVENUE	\$ 112,573	\$ 136,222	\$ 145,986	\$ 150,000	\$ 17,974	\$ 562,755	\$ 622,167
SALES REVENUE						\$ -	\$ -
RENTAL REVENUE						\$ -	\$ -
OTHER REVENUE				1,643,721		1,643,721	\$ 1,409,480
TOTAL REVENUE	\$ 112,573	\$ 136,222	\$ 145,986	\$ 1,793,721	\$ 17,974	\$ 2,206,477	\$ 2,031,647
OPERATING EXPENSES							
SALARY EXPENSE	\$ -	\$ 75,000	\$ 97,000	\$ 891,750		\$ 1,063,750	\$ 1,018,521
BENEFITS		12,000	35,800	438,928		486,728	\$ 382,858
MAJOR PROJECT							\$ 74,292
GENERAL EXPENSES	112,573	49,222	13,186	463,043	17,974	655,998	\$ 621,601
TOTAL OPERATING EXPENSES	\$ 112,573	\$ 136,222	\$ 145,986	\$ 1,793,722	\$ 17,974	\$ 2,206,477	\$ 2,097,272

** Included in the Athletics budget is 2 additional budgeted positions for a FT Head Golf Coach and FT Men's/Women's Soccer Assitant Coach*

**North Idaho College
Service Units
Proposed Budget FY2024**

	DHC OPERATIONS	WORKFORCE TRAINING	LAKESIDE CHILDREN'S CENTER	OTHER AUXILIARY SERVICES	FY24 BUDGET	FY23 BUDGET
FEDERAL REVENUE			\$ 22,000		\$ 22,000	\$ 18,000
RENTAL REVENUE				66,525	\$ 66,525	\$ 232,504
STUDENT FEE REVENUE	\$ 711,794				\$ 711,794	\$ 787,133
OTHER REVENUE *	\$ 2,098,490	\$ 3,048,650	268,868	\$ 203,500	\$ 5,619,508	\$ 4,254,250
FUND BALANCE TRANSFER	\$ -				\$ -	\$ -
GENERAL FUND SUPPORT	\$ -		\$ 387,961	\$ 270,000	\$ 657,961	\$ 596,964
TOTAL REVENUE	\$ 2,810,284	\$ 3,048,650	\$ 678,829	\$ 540,025	\$ 7,077,788	\$ 5,888,851
SALARY EXPENSE	\$ 671,458	\$ 1,683,495	\$ 406,093	\$ 244,750	\$ 3,005,796	\$ 2,568,626
BENEFITS	201,399	491,300	225,866	114,850	1,033,414	\$ 826,923
EQUIPMENT INVENTORY	-	-	-	25,000	25,000	\$ 124,000
GENERAL EXPENSES **	1,804,819	870,973	46,870	130,425	2,853,087	\$ 2,130,969
TOTAL OPERATING EXPENSES	\$ 2,677,676	\$ 3,045,768	\$ 678,829	\$ 515,025	\$ 6,917,297	\$ 5,650,518
NET INCOME	\$ 132,608	\$ 2,882	\$ -	\$ 25,000	\$ 160,490	\$ 238,333

***DHC Operations include Bookstore Operations, Student Union Operations, Residence Hall, Food Service, and Student Wellness and Recreation
Other Auxiliary Services include Parking and Event Services.***

* For DHC Operations this figure is net of cost of goods sold.

** DHC Operations includes \$500K in debt service.

North Idaho College
FY2024 Budget Proposal
(based on FY23 figures)
Grants

	Area Agency on Aging	Head Start	Other Grants	FY24 BUDGET
Tuition and Fee Revenue				
Federal Revenue	\$ 1,660,083	\$ 4,099,756		\$ 5,759,839
State Revenue	641,682			641,682
Rental Revenue		14,000		14,000
Other Revenue	546,614		565,100	1,111,714
Total Revenue	\$ 2,848,379	\$ 4,113,756	\$ 565,100	\$ 7,527,235
Salary Expense	\$ 641,883	\$ 2,513,683		\$ 3,155,566
Benefits	258,057	819,481		\$ 1,077,538
Equipment	20,000	-		\$ 20,000
Operating Expenses	1,928,439	780,592	565,100	\$ 3,274,131
Total Expenses	\$ 2,848,379	\$ 4,113,756	\$ 565,100	\$ 7,527,235

*Other Grants Include: Adult Education (\$400K), CTE Grants (CND/AdvOpp) (\$150K),
TRiO (\$250K), INBRE (\$175K) and other grants*

**North Idaho College
FY2024 Budget Proposal**

Total Institution

	General Fund	Fee Based	Services	Grants	FY24 BUDGET	FY23 BUDGET
Tuition and Fee Revenue	\$ 9,630,095	\$ 562,755	\$ 711,794		\$ 10,904,644	\$ 12,022,573
Federal Revenue			22,000	5,759,839	5,781,839	5,586,203
State Revenue	\$ 21,742,067			641,682	22,383,749	21,664,624
Local Revenue	\$ 17,820,607				17,820,607	17,659,145
Interest Income	\$ 175,000				175,000	175,000
Purchase Discount	\$ 1,500				1,500	1,500
Net Sales Revenue	\$ -	-	5,619,508		5,619,508	4,254,250
Rental Revenue	\$ -	-	66,525	14,000	80,525	249,504
Other Revenue	\$ 4,148,234	1,643,721	657,961	1,111,714	7,561,630	4,864,615
Total Revenue	\$ 53,517,503	\$ 2,206,477	\$ 7,077,788	\$ 7,527,235	\$ 70,329,003	\$ 66,477,413
Salary Expense	\$ 27,322,636	\$ 1,063,750	\$ 3,005,796	\$ 3,155,566	\$ 34,547,749	\$ 32,852,379
Benefits	\$ 9,701,267	486,728	1,033,414	1,077,538	12,298,948	12,171,968
Equipment	\$ 70,884	-	25,000	20,000	115,884	1,265,105
Operating Expenses	\$ 16,422,715	655,998	2,853,087	3,274,131	23,205,932	20,015,254
Total Expenses	\$ 53,517,503	\$ 2,206,477	\$ 6,917,297	\$ 7,527,235	\$ 70,168,513	\$ 66,304,707
Net Income	\$ 0	0	\$ 160,490	\$ -	\$ 160,490	\$ 172,707

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Business Division				
Course	Description	FY23 Fee	FY24 Fee	Change
BUSA-101	Introduction to Business	\$ 72.00	\$ -	\$ (72.00)
BUSA-211	Principles of Management	\$ 72.00	\$ -	\$ (72.00)
BUSA-265	Legal Environment of Business	\$ 104.00	\$ -	\$ (104.00)
Career & Technical Professional Programs				
Course	Description	FY23 Fee	FY24 Fee	Change
ACCT-140	QuickBooks Desktop	\$ 103.00	\$ 103.00	\$ -
ACCT-242	Cost Accounting	\$ 38.00	\$ 38.00	\$ -
BMGT-260	Human Resource Management	\$ 14.00	\$ 14.00	\$ -
CAOT-204	Career Leadership	\$ -	\$ 3.00	\$ 3.00
CAOT-210	Office Procedures	\$ -	\$ 3.00	\$ 3.00
CAOT-220	Admin Support Internship I	\$ 120.00	\$ 90.00	\$ (30.00)
CAOT-224	Medical Admin Assistant Intern	\$ 117.00	\$ 117.00	\$ -
CAOT-226	Med Billing Spec Intern II	\$ 117.00	\$ 125.00	\$ 8.00
CITE-105	Systems Admin I Projects	\$ -	\$ 50.00	\$ 50.00
CITE-118	Computer IT Essentials	\$ 218.00	\$ 224.00	\$ 6.00
CITE-127	Desktop Commodity OS Projects	\$ 30.00	\$ 50.00	\$ 20.00
CITE-142	Information Sec Fundamentals	\$ 247.00	\$ 383.00	\$ 136.00
CITE-152	Networking Essentials	\$ -	\$ 173.00	\$ 173.00
CITE-155	Linux Essentials	\$ 30.00	\$ 30.00	\$ -
CITE-165	Linux System Admin	\$ 198.00	\$ 203.00	\$ 5.00
CITE-206	Systems Administration II	\$ 30.00	\$ -	\$ (30.00)
CITE-207	Systems Admin II Projects	\$ 130.00	\$ 185.00	\$ 55.00
CITE-208	Systems Administration III	\$ 240.00	\$ 135.00	\$ (105.00)
CITE-209	Systems Admin III Projects	\$ -	\$ 50.00	\$ 50.00
CITE-215	Network Support II Projects	\$ 168.00	\$ -	\$ (168.00)
CITE-217	Network Support III	\$ 300.00	\$ 300.00	\$ -
CITE-243	Command Line and Script Fund	\$ 59.00	\$ 59.00	\$ -
CITE-258	Cyber Operations	\$ 300.00	\$ 300.00	\$ -
CITE-289	Cyber Competitions	\$ 35.00	\$ 35.00	\$ -
CULA-120	Professional Kitchen I	\$ 380.00	\$ 425.00	\$ 45.00
CULA-222	Professional Kitchen 3	\$ 200.00	\$ 225.00	\$ 25.00
GDES-102	Survey of Graphic Design	\$ 60.00	\$ 60.00	\$ -
GDES-131	Adobe Illustr - Vector Graphic	\$ 10.00	\$ 10.00	\$ -
GDES-141	Web Design I	\$ 10.00	\$ 10.00	\$ -
GDES-221	Graphic Design I	\$ 10.00	\$ 10.00	\$ -
GDES-222	Graphic Design II	\$ 80.00	\$ 80.00	\$ -
GDES-227	Digital Video & Comp Animation	\$ 80.00	\$ 80.00	\$ -
GDES-252	Web Design III	\$ 58.00	\$ 58.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Career & Technical Professional Programs Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
GDES-283	Portfolio Development	\$ 78.00	\$ 78.00	\$ -
LAWE-161	Basic Law & Patrol Orientation	\$ 871.00	\$ 800.00	\$ (71.00)
LAWE-164	Detention & Law Orientation	\$ 710.00	\$ 710.00	\$ -
PLEG-290	Paralegal Internship I	\$ 30.00	\$ 90.00	\$ 60.00
Communications & Fine Arts				
Course	Description	FY23 Fee	FY24 Fee	Change
ART-122	3-D/Design Foundation 1	19.00	\$ 19.00	\$ -
ART-217	Life Drawing I	25.00	\$ 30.00	\$ 5.00
ART-218	Life Drawing II	25.00	\$ 30.00	\$ 5.00
ART-231	Beginning Painting I	11.00	\$ 11.00	\$ -
ART-232	Beginning Painting II	11.00	\$ 11.00	\$ -
ART-241	Sculpture I	27.00	\$ 35.00	\$ 8.00
ART-242	Sculpture II	27.00	\$ 35.00	\$ 8.00
ART-245	Intermediate Painting I	11.00	\$ 11.00	\$ -
ART-246	Intermediate Painting II	11.00	\$ 11.00	\$ -
ART-251	Printmaking I	30.00	\$ 30.00	\$ -
ART-252	Printmaking II	30.00	\$ 30.00	\$ -
ART-261	Ceramics I	74.00	\$ 77.00	\$ 3.00
ART-262	Ceramics II	84.00	\$ 76.00	\$ (8.00)
INTR-250G	Teaching & Learning Outdoors	125.00	\$ 150.00	\$ 25.00
MUSA-114A	Voice	101.00	\$ 101.00	\$ -
MUSA-114B	Piano	101.00	\$ 101.00	\$ -
MUSA-114C	Jazz Piano	101.00	\$ 101.00	\$ -
MUSA-114D	General Guitar	101.00	\$ 101.00	\$ -
MUSA-114E	Classical Guitar	101.00	\$ 101.00	\$ -
MUSA-114F	Flute	101.00	\$ 101.00	\$ -
MUSA-114G	Oboe	101.00	\$ 101.00	\$ -
MUSA-114H	Clarinet	101.00	\$ 101.00	\$ -
MUSA-114I	Saxophone	101.00	\$ 101.00	\$ -
MUSA-114K	Trumpet	101.00	\$ 101.00	\$ -
MUSA-114L	Horn	101.00	\$ 101.00	\$ -
MUSA-114M	Trombone	101.00	\$ 101.00	\$ -
MUSA-114O	Tuba	101.00	\$ 101.00	\$ -
MUSA-114P	Violin	101.00	\$ 101.00	\$ -
MUSA-114Q	Viola	101.00	\$ 101.00	\$ -
MUSA-114R	Cello	101.00	\$ 101.00	\$ -
MUSA-114S	String Bass	101.00	\$ 101.00	\$ -
MUSA-114T	Electric Bass	101.00	\$ 101.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Communications & Fine Arts Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
MUSA-114U	Percussion	101.00	\$ 101.00	\$ -
MUSA-114V	Harp	101.00	\$ 101.00	\$ -
MUSA-124A	Voice	101.00	101.00	\$ -
MUSA-124B	Piano	101.00	101.00	\$ -
MUSA-124C	Jazz Piano	101.00	101.00	\$ -
MUSA-124D	General Guitar	101.00	101.00	\$ -
MUSA-124E	Classical Guitar	101.00	101.00	\$ -
MUSA-124F	Flute	101.00	101.00	\$ -
MUSA-124G	Oboe	101.00	101.00	\$ -
MUSA-124H	Clarinet	101.00	101.00	\$ -
MUSA-124I	Saxophone	101.00	101.00	\$ -
MUSA-124K	Trumpet	101.00	101.00	\$ -
MUSA-124L	Horn	101.00	101.00	\$ -
MUSA-124M	Trombone	101.00	101.00	\$ -
MUSA-124O	Tuba	101.00	101.00	\$ -
MUSA-124P	Violin	101.00	101.00	\$ -
MUSA-124Q	Viola	101.00	101.00	\$ -
MUSA-124R	Cello	101.00	101.00	\$ -
MUSA-124S	String Bass	101.00	101.00	\$ -
MUSA-124T	Electric Bass	101.00	101.00	\$ -
MUSA-124U	Percussion	101.00	101.00	\$ -
MUSA-124V	Harp	101.00	101.00	\$ -
MUSA-124Z	Composition	101.00	101.00	\$ -
PHTO-185	Adobe Photoshop and Lightroom	41.00	41.00	\$ -
PHTO-288	Intermediate Digital Photography	22.00	22.00	\$ -
THEA-102	Stage Makeup	101.00	163.00	\$ 62.00
THEA-114	Theatre Technology: Costume	52.00	79.00	\$ 27.00
English & Humanities				
Course	Description	FY23 Fee	FY24 Fee	Change
FLAN-207	Murder Mysteries/Study Abroad	\$ 3,750.00	\$ 3,750.00	\$ -
INTR-250E	Writing in the Wild	\$ 35.00	\$ 35.00	\$ -
HUMS-101	Introduction to the Humanities	\$ 25.00	\$ 25.00	\$ -
Health Professions				
Course	Description	FY23 Fee	FY24 Fee	Change
DENT-100	Dental Hygiene Pre-Clinic	\$ 5,470.00	\$ 5,470.00	\$ -
DENT-110	Dental Anatomy	\$ 267.00	\$ 267.00	\$ -
DENT-120	Oral Radiography	\$ 267.00	\$ 267.00	\$ -
DENT-150	Dental Hygiene Clinic I	\$ 1,069.00	\$ -	\$ (1,069.00)

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Health Professions Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
DENT-200	Dental Hygiene Clinic II	\$ 2,475.00	\$ 603.00	\$ (1,872.00)
DENT-230	Periodontology II	\$ 1,036.00	\$ -	\$ (1,036.00)
DENT-235	Pain Management	\$ -	\$ 993.00	\$ 993.00
DENT-250	Dental Hygiene Clinic III	\$ 1,583.00	\$ -	\$ (1,583.00)
DENT-260	Dental Materials	\$ 564.00	\$ 298.00	\$ (266.00)
DENT-270	Review/Ethics and Law	\$ 2,256.00	\$ 2,355.00	\$ 99.00
MAST-100	Phlebotomy	\$ 42.00	\$ 42.00	\$ -
MAST-101	Clinical Skills for Med Asst I	\$ 293.00	\$ -	\$ (293.00)
MAST-102	Clinical Skills for Med Asst I	\$ -	\$ 289.00	\$ 289.00
MAST-201	Clinical Skills Med. Assts. II	\$ 30.00	\$ -	\$ (30.00)
MAST-203	Clinical Skills Med. Assts. II	\$ -	\$ 30.00	\$ 30.00
MAST-205	Administration of Medications	\$ 30.00	\$ -	\$ (30.00)
MAST-207	Administration of Medications II	\$ -	\$ 30.00	\$ 30.00
MAST-216	Medical Assistant Externship	\$ 473.00	\$ -	\$ (473.00)
MAST-290	Medical Assistant Externship	\$ -	\$ 125.00	\$ 125.00
MLT-124	Medical Lab Fundamentals	\$ 659.00	\$ 657.00	\$ (2.00)
MLT-218	Medical Lab Chemistry	\$ 28.00	\$ -	\$ (28.00)
MLT-224	MLT Student Lab Practice	\$ 654.00	\$ 684.00	\$ 30.00
MLT-226	Immunology and Lab Operations	\$ 28.00	\$ -	\$ (28.00)
MLT-250	Seminar and Exam Review	\$ 444.00	\$ 451.00	\$ 7.00
MLT-291	Internship I	\$ 214.00	\$ -	\$ (214.00)
MLT-292	Internship II	\$ 174.00	\$ -	\$ (174.00)
PTAE-107	Kinesiology	\$ 143.00	\$ 143.00	\$ -
PTAE-110	Principles and Procedures	\$ 170.00	\$ 170.00	\$ -
PTAE-204	Therapeutic Modalities	\$ 84.00	\$ 84.00	\$ -
PTAE-208	Orthopedic Rehabilitation	\$ 40.00	\$ 40.00	\$ -
PTAE-211	Data Collections	\$ 169.00	\$ 169.00	\$ -
PTAE-215	Special Populations	\$ 40.00	\$ 40.00	\$ -
PTAE-217	Neurological Rehabilitation	\$ 10.00	\$ 10.00	\$ -
PTAE-240	Clinical Affiliation 1	\$ 454.00	\$ 280.00	\$ (174.00)
PTAE-241	Clinical Affiliation 2	\$ 174.00	\$ -	\$ (174.00)
RADT-111L	Introduction to Radiology Lab	\$ 194.00	\$ 194.00	\$ -
RADT-112L	Radiographic Procedures I Lab	\$ 60.00	\$ 60.00	\$ -
RADT-113L	Prin Radiation Bio & Prtct Lab	\$ 40.00	\$ 40.00	\$ -
RADT-116	Clinical Radiography I	\$ 347.00	\$ 260.00	\$ (87.00)
RADT-118	Radiographic Procedures III	\$ 50.00	\$ 50.00	\$ -
RADT-119	Clinical Radiography III	\$ 147.00	\$ 60.00	\$ (87.00)
RADT-211L	Radiographic Imaging Lab	\$ 60.00	\$ 60.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Health Professions Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
RADT-220	Clinical Radiography III	\$ 187.00	\$ 100.00	\$ (87.00)
RADT-221	Clinical Radiography IV	\$ 147.00	\$ 60.00	\$ (87.00)
RADT-222	Radiologic Technology Review	\$ 225.00	\$ 225.00	\$ -
SURG-120	Fundamentals of ST I	\$ 680.00	\$ 877.00	\$ 197.00
SURG-121	Fundamentals of ST II	\$ 195.00	\$ 195.00	\$ -
SURG-140	Clinical Experience I	\$ 421.00	\$ 247.00	\$ (174.00)
SURG-141	Clinical Experience II	\$ 174.00	\$ -	\$ (174.00)
SURG-150	CST Exam Review/Leadership	\$ 40.00	\$ 40.00	\$ -
Math, Computer Science & Engineering				
Course	Description	FY23 Fee	FY24 Fee	Change
ENGR-123	Introduction to Engineering	\$ 10.00	\$ 10.00	\$ 0.00
ENGR-223	Engineering Analysis	\$ 25.00	\$ 25.00	\$ -
ENGR-240L	Circuits I Lab	\$ 10.00	\$ 10.00	\$ -
ENGR-241L	Elect Circuits II Lab	\$ 10.00	\$ 10.00	\$ -
Natural Sciences				
Course	Description	FY23 Fee	FY24 Fee	Change
BACT-250L	General Microbiology Lab	\$ 160.00	\$ 160.00	\$ -
BIOL-100L	Concepts of Biology Lab	\$ 51.00	\$ 51.00	\$ -
BIOL-115L	Intro Life Sciences Lab	\$ 48.00	\$ 48.00	\$ -
BIOL-175L	Human Biology Lab	\$ 62.00	\$ 62.00	\$ -
BIOL-221L	Forest Ecology Lab	\$ 25.00	\$ 25.00	\$ -
BIOL-227L	Human Anat & Phys I Lab	\$ 54.00	\$ 54.00	\$ -
BIOL-228L	Human Anat & Phys II Lab	\$ 67.00	\$ 67.00	\$ -
BIOL-231L	Gen Ecol Lab	\$ 34.00	\$ 34.00	\$ -
BIOL-260	Human Cadaver Prosection I	\$ 59.00	\$ 59.00	\$ -
BIOL-261	Human Cadaver Prosection II	\$ 59.00	\$ 59.00	\$ -
BTNY-203L	General Botany Lab	\$ 67.00	\$ 67.00	\$ -
BTNY-241L	Systematic Botany	\$ 60.00	\$ 60.00	\$ -
CHEM-100L	Concepts of Chemistry Lab	\$ 67.00	\$ 67.00	\$ -
CHEM-101L	Introduction to Chemistry Lab	\$ 75.00	\$ 75.00	\$ -
CHEM-102L	Essentials Organic/Biochem Lab	\$ 79.00	\$ 79.00	\$ -
CHEM-111L	General Chemistry I Lab	\$ 93.00	\$ 93.00	\$ -
CHEM-112L	Prin/Gen/Coll/Chem II Lab	\$ 92.00	\$ 92.00	\$ -
CHEM-253L	Quan Analysis Lab	\$ 92.00	\$ 92.00	\$ -
CHEM-278	Organic Chemistry I Lab	\$ 103.00	\$ 103.00	\$ -
CHEM-288	Org Chem II Lab	\$ 103.00	\$ 103.00	\$ -
ENSI-119L	Environmental Science Lab	\$ 40.00	\$ 40.00	\$ -
GEOG-100L	Physical Geography Lab	\$ 30.00	\$ 24.00	\$ (6.00)

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Natural Sciences Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
GEOL-101L	Physical Geology Lab	\$ 38.00	\$ 32.00	\$ (6.00)
GEOL-102L	Historical Geology Lab	\$ 51.00	\$ 37.00	\$ (14.00)
GEOL-123L	Geol ID/PAC NW Lab	\$ 44.00	\$ 39.00	\$ (5.00)
GEOL-255L	System Mineralogy Lab	\$ 47.00	\$ 47.00	\$ -
PHYS-101L	Fund Phys Science Lab	\$ 16.00	\$ 16.00	\$ -
PHYS-103L	Elem Astronomy Lab	\$ 17.00	\$ 14.00	\$ (3.00)
PHYS-111L	General Physics I Lab	\$ 34.00	\$ 31.00	\$ (3.00)
PHYS-112L	General Physics II Lab	\$ 47.00	\$ 37.00	\$ (10.00)
PHYS-211L	Engineering Physics Lab I	\$ 33.00	\$ 33.00	\$ -
PHYS-212L	Engineering Physics Lab II	\$ 50.00	\$ 40.00	\$ (10.00)
ZOOL-202L	General Zoology Lab	\$ 49.00	\$ 49.00	\$ -
Nursing				
Course	Description	FY23 Fee	FY24 Fee	Change
NURS-196	LPN Transition	\$ 1,080.00	\$ 894.00	\$ (186.00)
NURS-210	Fundamentals Lab	\$ 1,241.00	\$ 1,075.00	\$ (166.00)
NURS-235	Psych-Mental Health Nursing	\$ 10.00	\$ 10.00	\$ -
NURS-255	Medical Surgical Nursing Lab I	\$ 294.00	\$ 132.00	\$ (162.00)
NURS-265	Medical Surgical Nursing Lb II	\$ 410.00	\$ 236.00	\$ (174.00)
NURS-275	Transition to Practice Lab	\$ 283.00	\$ 110.00	\$ (173.00)
PN-110L	Practical Nursing Lab 1	\$ 1,074.00	\$ 966.00	\$ (108.00)
PN-111L	Practical Nursing Lab II	\$ 303.00	\$ 187.00	\$ (116.00)
PN-112L	Practical Nursing Lab III	\$ 116.00	\$ -	\$ (116.00)
Physical Education & Resort Recreation Management				
Course	Description	FY23 Fee	FY24 Fee	Change
HOSP-111	Food Safety and Sanitation	\$ 40.00	\$ 40.00	\$ -
HOSP-235	Food Appreciation	\$ 90.00	\$ 90.00	\$ -
PE-110B	Begin Whitewater Kayaking	\$ 50.00	\$ 50.00	\$ -
PE-110C	Beginning Rock Climbing	\$ 60.00	\$ 60.00	\$ -
PE-110D	Beginning Sailing	\$ 25.00	\$ 25.00	\$ -
PE-110G	Equitation	\$ 150.00	\$ 150.00	\$ -
PE-110L	Lake Kayak/Canoe	\$ 35.00	\$ 35.00	\$ -
PE-110W	Mountain Biking	\$ 435.00	\$ 497.00	\$ 62.00
PE-110Y	Bowling	\$ 65.00	\$ 65.00	\$ -
PE-110Z	Beginning Fly Fishing	\$ 53.00	\$ 53.00	\$ -
PE-111H	Whitewater Rafting	\$ 65.00	\$ 65.00	\$ -
PE-111O	Outdoor Adventures	\$ 35.00	\$ 35.00	\$ -
PE-111P	Stand Up Paddle Boarding	\$ 35.00	\$ 35.00	\$ -
PE-237A	Wilderness Backpacking	\$ 136.00	\$ 136.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Physical Education & Resort Recreation Management Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
PE-237B	Wilderness Survival	\$ 90.00	\$ 90.00	\$ -
PE-248	Athletic Injuries-Sports Med	\$ 30.00	\$ 30.00	\$ -
PE-288	First Aid	\$ 50.00	\$ 50.00	\$ -
RRM-110	Wilderness First Responder	\$ 270.00	\$ 270.00	\$ -
RRM-125	Wilderness Ethics & Interpretn	\$ 35.00	\$ 35.00	\$ -
RRM-195	Backcountry Winter Skills	\$ 135.00	\$ 135.00	\$ -
RRM-234	Team Dynamics	\$ 30.00	\$ 30.00	\$ -
RRM-237C	Whitewater Guiding	\$ 125.00	\$ 125.00	\$ -
RRM-237D	Mountaineering	\$ 150.00	\$ 150.00	\$ -
RRM-237E	Outdoor Programming/Leadership	\$ 135.00	\$ 135.00	\$ -
RRM-237F	Outdoor Navigation	\$ 25.00	\$ 25.00	\$ -
RRM-237G	Avalanche Level I	\$ 135.00	\$ 135.00	\$ -
RRM-237H	Intro to Outdoor Cooking	\$ 135.00	\$ 135.00	\$ -
RRM-237J	Swift Water Rescue	\$ 135.00	\$ 135.00	\$ -
Trades & Industries				
Course	Description	FY23 Fee	FY24 Fee	Change
ACRR-165L	Collision Repair Lab I	\$ 110.00	\$ 110.00	\$ -
ACRR-166L	Collision Repair Lab II	\$ 120.00	\$ 120.00	\$ -
ACRR-175L	Collision Repair Lab III	\$ 120.00	\$ 120.00	\$ -
ACRR-176L	Collision Repair Lab IV	\$ 120.00	\$ 120.00	\$ -
AUTO-119L	Automotive Lab I	\$ 153.00	\$ 153.00	\$ -
AUTO-129L	Automotive Lab II	\$ 166.00	\$ 166.00	\$ -
AUTO-235L	Advanced Automotive Lab III	\$ 143.00	\$ 143.00	\$ -
AUTO-245L	Advanced Automotive Lab IV	\$ 219.00	\$ 219.00	\$ -
AUTO-246L	Advanced Automotive Lab V	\$ -	\$ 219.00	\$ 219.00
DSLT-117L	Diesel Lab	\$ 81.00	\$ 81.00	\$ -
DSLT-123L	Diesel Engine Elec Systems Lab	\$ 126.00	\$ 126.00	\$ -
DSLT-124L	Powertrain/Brake Systems Lab	\$ 26.00	\$ 26.00	\$ -
DSLT-223L	Adv Tune-Up/Compnr Engines Lab	\$ 26.00	\$ 60.00	\$ 34.00
DSLT-224L	Undercarriage/Powershift Lab	\$ 55.00	\$ 55.00	\$ -
HVAC-161L	HVACR Lab I	\$ 165.00	\$ 165.00	\$ -
HVAC-171L	HVACR Lab II	\$ 300.00	\$ 300.00	\$ -
MACH-151L	Machining Tech Lab I	\$ 110.00	\$ 110.00	\$ -
MACH-152L	Machining Tech Lab II	\$ 70.00	\$ 70.00	\$ -
MACH-253L	Adv Machining Lab I	\$ 200.00	\$ 200.00	\$ -
MACH-254L	Adv Machining Lab II	\$ 160.00	\$ 160.00	\$ -
MDET-215	Industrial Process	\$ 25.00	\$ 25.00	\$ -
MDET-230	Advanced Mechanical Design	\$ 175.00	\$ 175.00	\$ -

PROPOSED COURSE FEES FOR ACADEMIC YEAR 2023-2024

Trades & Industries Continued				
Course	Description	FY23 Fee	FY24 Fee	Change
MECH-210L	Mechatronics Lab I	\$ 100.00	\$ 100.00	\$ -
MM-151L	Industrial Mechanics Lab I	\$ 213.00	\$ 213.00	\$ -
MM-152L	Industrial Mechanics Lab II	\$ 144.00	\$ 144.00	\$ -
WELD-182L	Welding Lab II	\$ 400.00	\$ 2,435.00	\$ 2,035.00
WELD-188L	Advanced SMAW Pratical	\$ 400.00	\$ 400.00	\$ -
WELD-197L	Oxy/Fuel Cutting Lab	\$ 100.00	\$ 100.00	\$ -
WELD-281L	Shielded Metal Arc Welding	\$ 400.00	\$ 400.00	\$ -
WELD-291L	Gas Tungsten Arc Welding Lab	\$ 400.00	\$ 400.00	\$ -
WWTR-150L	Wasterwater Treatment Lab I	\$ 49.00	\$ 49.00	\$ -
WWTR-152L	Wasterwater Treatment Lab II	\$ 49.00	\$ 49.00	\$ -
WWTR-210L	Wasterwater Treatment Lab III	\$ 100.00	\$ 100.00	\$ -

Policy

Tab 2 Attachment A

Policy # 2.01.03

Effective Date 2/27/02
 Revised Date 10/28/09
 Revised Date 12/15/21
 Revised Date 5/25/22

<i>(Impact Area - Dept Name)</i> Administration	<i>(General Subject Area)</i> Board of Trustees	<i>(Specific Subject Area)</i> Meetings
	Author:	Supersedes Policy #
Relates to Procedure #	Impact: Board of Trustees	
Legal Citation (if any): Idaho Code 67-2340-67-2345 <u>74-201 to 74-208</u>		
<i>North Idaho College</i>		

Policy Narrative

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MEETINGS

All meetings of the NIC Board of Trustees will be noticed to the public in accordance with Idaho Code.

All Regular meetings of the board of trustees will be held on a given day of each month, or as otherwise as required by law. An annual calendar of board of trustees meetings will be approved each year by the board and made public in advance of each academic year. The date of a regular meeting may be changed by action of the board of trustees at any previous meeting or by the president with approval by the board chair provided that every board member is notified in advance of the meeting. In case the date of any regular meeting is changed, the president's staff will take appropriate steps to inform the public of the change in advance of the meeting in compliance with Idaho Open Meeting Law.

Special meetings of the board of trustees may be called to address a specific concern or issue. Special meetings may called by the board chair or by any two members of the board or by the president when approved by the board chair. Notice will be provided per the requirements of the Idaho Code.

Executive sessions of the board may be held for the discussion of any appropriate issues pursuant to Idaho Code. No final actions shall be taken in executive session.

ORDER OF BUSINESS

Regular meetings of the board of trustees will be held as required by law and as specified in the call for the meeting.

Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all board members present will be required for the passage of a motion except where otherwise provided by law.

Items may be placed on the agenda by the president or a board member through the president for publication by the executive assistant to the president. Items should be requested with enough background information so the college may be prepared to respond to ideas and concerns of the board.

The order of business at a regular meeting of the board of trustees will be as agreed to by the board and may follow the following general outline:

1. Convene Meeting
2. Public Comment
3. Consent Agenda: Approval of Minutes
- ~~3. Public Comment~~
4. Unfinished Business
5. New Business
6. Reports
7. Trustee Remarks for the Good of the Order
8. Adjournment

~~Executive session may be scheduled at any point in the regular meeting.~~

The board of trustees reserves the right to alter or amend the order of the agenda at the discretion of the board chair.

The agenda of any regular meeting of the board of trustees may include an opportunity for public citizens to address the board on any item on the agenda. 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

Commented [SG1]: Code changed in the past few years and executive sessions must be properly noticed on an agenda.

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.

Remarks for the good of the order relates to comments by members of the board as recognized by the board chair regarding items of note or interest to the board or the college. This part of the agenda is not to seek board action.

POLICIES

Any board governance policy adopted by the board of trustees may be suspended by a majority vote of the entire board of trustees. The vote to suspend any policy will be taken by roll call and the results will be entered in the minutes of the meeting.

The board can recommend changes and amendments to The college policies adopted by the board of trustees. governing the college The president will take board recommendations forward in accordance with Policy 2.01.04. Policies may be amended within the legal bounds of the Idaho code by a majority vote of the entire board of trustees at any meeting. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be used as a guideline in all cases to which they are applicable and in which they are not inconsistent with board policies and any special rules of order the board may adopt.

Policy

Tab 3 Attachment A

Policy # 2.01.02

Effective Date 1/30/02

Revised Date 10/28/09

<i>(Impact Area - Dept Name)</i> Administration	<i>(General Subject Area)</i> Board of Trustees	<i>(Specific Subject Area)</i> Responsibilities, and Duties, <u>and Standards of Good Practice</u>
	Author:	Supersedes Policy
Relates to Procedure #	Impact: Board of Trustees	
Legal Citation (if any): <u>Idaho Code 33-2106, 33-2107, 33-2109</u>		
North Idaho College		

Policy Narrative

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I. RESPONSIBILITIES

The responsibilities of the board are as follows

A. 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.

NEED TO DETERMINE A HEADER FOR THIS SECTION

1. ~~To determine the broad general policies that will govern the operation of the college district.~~
2. 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.
3. 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.
4. To approve annual budgets, which includes setting tuition and fees and establishing the property millage levy rate.

5. To make final decisions regarding awarding tenure based on established policy and procedure, with the final recommendation of the president.
6. To review and approve all salary schedules annually.
- ~~7. To acquire, hold, and dispose of real and personal property.~~
- ~~8.7.~~ To engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs.
- ~~9.8.~~ ~~To act on recommendations of the college president concerning capital outlay, repairs, and maintenance for buildings, grounds, and equipment.~~
- ~~10.9.~~ To require and consider reports from the president concerning the programs and condition of the college.
- ~~11.~~ ~~To consider and act on the curricular offerings of the college on the recommendation of the college president.~~
- ~~12.10.~~ ~~To consider and act on the regulations and other information in the college catalog.~~
- ~~13.11.~~ To consider and act on the recommendations of the president in all matters of policy pertaining to the governance and welfare of the college and the welfare of students.
- ~~14.12.~~ 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.
- ~~15.13.~~ 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.
- ~~16.~~ ~~To issue general obligation of revenue bonds in the manner prescribed by law.~~
- ~~17.~~ ~~To periodically review the college's investment policy.~~
- ~~18.~~ ~~To select legal counsel and other professional and non-professional persons, to evaluate them periodically, and to prescribe their qualifications.~~
- ~~19.~~ ~~To accept grants or gifts of materials on such terms as may be mutually agreed upon by the college and the grantor.~~
- ~~20.14.~~ 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. Periodically consult with board members on their roles and their performance as defined by board policy.
7. Assist the college president in conducting new trustee orientations.
8. Convene the board self-evaluation session as defined by board policy.
9. 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 shall be to:

1. ~~Verify for accuracy and sign all board minutes upon approval by a quorum of the board of trustees.~~
2. ~~Assist the president with correspondence on behalf of the board of trustees with parties external to the college as necessary.~~
3. Make determination as to which documents routinely become part of the board archives and verify that they are maintained.

Treasurer

~~The duties of the treasurer shall be to:~~

1. ~~Work with the president to ensure that appropriate financial records are made available to the board in a timely manner.~~

Commented [SG1]: Revised this section: some of the duties of secretary are performed by board clerk and some of the treasurer duties are performed by VP Finance and Business Affairs.

Commented [SG2]: The board reviews and approves minutes at the regular monthly meeting as a matter of course at the following regularly scheduled meeting.

Commented [SG3]: Move to board clerk duties

2. Receive the annual audit on behalf of the board of trustees and answer board members' questions about the audit.
- ~~3. Monitor the trustees' budget as needed.~~

Liaison to the North Idaho College Foundation

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

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 Sr. Executive Assistant to the President of the College shall serve as the board clerk. The Clerk will ensure that the agenda and other materials for Board meetings and committee meetings are prepared and will assist the Board Chairperson and trustees in the performance of their duties. In addition, the 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 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 (~~CODE OF ETHICS~~)

In support of effective community college governance, the board of trustees believes:

1. 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, ~~honestly debate issues that affect it, and speaks with one voice once a decision or policy is made.~~
2. That it must clearly define and articulate its role.
- ~~3.~~ 3. That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO.
- ~~3.4.~~ 3.4. That it always strives to differentiate between external and internal processes in the exercise of its authority.
- ~~4.1.~~ 4.1. That it provide overall direction to the college by setting policy while allowing the president the authority to provide daily administration of said policies.
5. That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement, and regular evaluation.

6. That its trustee members come to each meeting prepared and ready to debate issues fully and openly.
- ~~6.7. That its trustee members~~, vote their conscience and support the decision or policy made;
8. That its behavior, and that of its members, exemplifies the principles of ethical trusteeship.
9. That it honestly debates issues that affecting its community, and speaks with one voice once a decision or policy is made.
- ~~7.10. That it provide overall direction to the college by setting policy while allowing the president the authority to provide daily administration of said policies.~~

President's Goals 2023-24

- Accreditation: Work with the Board and College to ensure reaffirmation of accreditation and return to good standing with NWCCU before April 1, 2025.
- Recruiting/Enrollment/Retention Management: Develop, monitor, and evaluate success metrics focused on recruitment, enrollment, and retention efforts at NIC in order to increase the awareness and positive visibility of opportunities at NIC, improvements in the enrollment process, and overall efficiencies. Enhance student success and retention rates to ensure students meet their academic objectives.
- Directly Engage the community and offer mechanisms of feedback in order to analyze how NIC is meeting its needs and make improvements. Engage business, industry, and education partners to strengthen NIC's reputation and offerings.
- Update, strengthen, and align Workforce Training and Career and Technical Education programs to meet community needs and maximize the use of our facilities.
- Review transfer and associate programs at NIC to ensure they are aligned with regional institutions and update and modernize those that require it.
- Develop a highly competitive and comprehensive intercollegiate athletics program that fosters student-athlete success, promotes school spirit, and enhances the reputation of North Idaho College as a hub of national-level athletic excellence.
- Strengthen the college's commitment to academic freedom and intellectual diversity by promoting a balanced, open, and inclusive learning environment that respects diverse perspectives, prevents the appearance of indoctrination, and develop the processes and metrics necessary to evaluate.
- Establish a strategic planning initiative that enhances educational access, academic excellence, and student success through innovative programs, strong community partnerships, comprehensive support services, and the systems and infrastructure needed for success.

Tab 5

Policy

Policy # 7.01.04

Effective Date 12/20/90

<i>(Impact Area - Dept Name)</i> Business Procedures	<i>(General Subject Area)</i> Budgeting	<i>(Specific Subject Area)</i> Continuous Professional Service Contracts
	Author:	Supersedes Policy # (see p. 2.189)
Relates to Procedure #	Impact:	
Legal Citation (if any):		
<i>North Idaho College</i>		

Policy Narrative

[Page 1 of 2]

POLICY FOR AWARDING CONTINUOUS PROFESSIONAL SERVICE CONTRACTS

The North Idaho College Board of Trustees has determined that it is in the best interest of the college to contract for some professional services for a period of longer than one fiscal year. Examples of such services are: (a) banking, (b) attorney, (c) architect, (d) auditor, (e) insurance and grant consultants or directors. However, it is also believed that different vendors for these services should periodically have opportunities to present proposals for providing such services to insure the efficient and wise use of college funds. It is further understood that if it is determined that services are unsatisfactory, that a request for proposals can be initiated at any time. Any service may be terminated by the trustees with a ninety (90) day written notice.

The Administration will establish an ad hoc committee consisting of no less than three college employees in the field covered by the desired service. The committee will prepare a request to be circulated in a geographic area large enough to insure responses from several qualified professionals. The committee will review the proposals and make written recommendations to the President's Cabinet and the board of trustees.

Definitions to be used in the interpretation of this policy:

- a. PROFESSIONAL will mean those services conforming to the standards of a professional determined through practice, special skills, licensure or uniqueness of the service.
- b. CONTINUOUS will mean a period of more than one year during which services are provided.
- c. SERVICE will mean actions, words or benefits accrued to North Idaho College as the result of an individual's or firm's efforts.