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.

4:00 p.m.
**EXECUTIVE SESSION**
Idaho Code Sections 67-2345(a), (b), (c), (f)  
Ken Howard

5:00 p.m. Driftwood Bay Room
**BOARD TITLE IX TRAINING WORKSHOP**

6:00 p.m. Driftwood Bay Room
**RECONVENE BOARD MEETING**

**CALL TO ORDER**
Pledge of Allegiance  
Ken Howard
Verification of Quorum/Introduction of Guests  
Ken Howard
Review Minutes  
Ken Howard
Public Comment**
Celebrating Success: Wood Products Manufacturing Center for Excellence 15 minutes  
Michael Weller/  
Marie Price

**CONSTITUENT REPORTS**
ASNIC  5 minutes  
Richard Fortman
Staff Assembly  5 minutes  
Carol Jones
Faculty Assembly  5 minutes  
Erin Davis
Senate  5 minutes  
Chantel Black

**PRESIDENT’S REPORT**  
10 minutes  
Joe Dunlap

**OLD BUSINESS**
Tab 1: Second Reading: Revised Employment Policies  
Laura Hill
Tab 2: Second Reading: Revised Instructional Policies  
Lita Burns
Tab 3: Second Reading: Revised Administrative Policies  
Mark Browning
NEW BUSINESS
ACTION: Board Meeting at an Outreach Center Joe Dunlap

INFORMATION ITEMS
Tab 4: Facility Usage by Community Groups Graydon Stanley/Kym Browning
Four Corners Project Update Mark Browning

BOARD CHAIR REPORT Ken Howard

REMARKS FOR THE GOOD OF THE ORDER**

ADJOURN
Executive sessions may be called for the purposes of considering personnel matters; conducting deliberations regarding labor negotiations or acquisition of an interest in real property; to consider records that are exempt from public disclosure; to consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body; communicating with legal counsel regarding pending/imminently-likely claims; or to conduct labor negotiations.

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

UPCOMING EVENTS:
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIC Board Executive Session &amp; Meeting</td>
<td>October 21 – SUB</td>
</tr>
<tr>
<td>ACCT Annual Congress</td>
<td>October 22-25 – Chicago</td>
</tr>
<tr>
<td>North Idaho Legislative Visit/Brunch</td>
<td>November 9 10 a.m. – SUB Dining Room</td>
</tr>
<tr>
<td>NIC Foundation Scholarship Celebration</td>
<td>November 13 6 p.m. – SUB</td>
</tr>
<tr>
<td>NIC Board Executive Session &amp; Meeting</td>
<td>November 19 – SUB</td>
</tr>
<tr>
<td>NIC Board Executive Session &amp; Meeting</td>
<td>December 16 – SUB</td>
</tr>
<tr>
<td>Idaho State Board of Education Meeting</td>
<td>December 17-18 – SUB (Dinner hosted by NIC evening of Dec 17)</td>
</tr>
<tr>
<td>NIC Board Executive Session &amp; Meeting</td>
<td>January 21 – SUB</td>
</tr>
<tr>
<td>NIC Board Executive Session 7 Meeting</td>
<td>February 18 – SUB</td>
</tr>
</tbody>
</table>
SUBJECT
Executive Session

BACKGROUND
From time to time the board will find it necessary to adjourn to executive session.

DISCUSSION
When an executive session is required, a number of specific steps must be taken. These steps are:

2. Cite one or more specific subsections in the code section.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

COMMITTEE ACTION
Roll call vote of the members of the board of trustees with a two-thirds majority is necessary to adjourn to executive session.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
A motion under Idaho Code Section 67-2345 subsection:

____ Consider personnel matters [Idaho Code § 67-2345(1)(a) & (b)]
____ Deliberate regarding labor negotiations or acquisition of an interest in real property [Idaho Code § 67-2345(1)(c)]
____ Consider records that are exempt from public disclosure [Idaho Code § 67-2345(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 §67-2345(1)(e)]
____ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 67-2345(1)(f)]
____ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 67-2345(1)(j)]
____ Conduct labor negotiations [Idaho Code § 67-2345(2)]

Moved by ________ Seconded by ________           Carried:      Yes _______ No ______

Roll call:
___________ Banducci
___________ Howard
___________ Meyer
___________ Nilson
___________ Wood
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 5:40 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees: Todd Banducci  Ken Howard  Judy Meyer  Christie Wood  Ron Nilson

EXECUTIVE SESSION
Motion was made by Trustee Nilson, seconded by Trustee Wood, to go into executive session under Idaho Code § 67-2345(a), (b) to consider personnel matters. Roll call vote was taken as follows:

   Todd Banducci    aye  
   Ken Howard      aye 
   Judy Meyer       aye  
   Christie Wood    aye  
   Ron Nilson       aye  

At 6:00 p.m., a motion was made by Trustee Wood to return to open session and seconded by Trustee Meyer. Chair Howard adjourned the meeting.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Howard called the meeting to order at 6:10 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees: Todd Banducci  Ken Howard  Judy Meyer  Christie Wood  Ron Nilson

Also present: Joe Dunlap, President  
Marc Lyons, Attorney for North Idaho College  
Mark Browning, Vice President for Communications and Governmental Relations  
Lita Burns, Vice President for Instruction  
Chris Martin, Vice President for Finance and Business Affairs  
Graydon Stanley, Vice President for Student Services
Chair Howard led the board and meeting attendees in the Pledge of Allegiance. He then welcomed attendees and guests to the meeting.

APPROVAL OF MINUTES
Chair Howard called for any changes to the minutes from the executive session held on June 18, 2014, the meeting held on June 23, 2014, the meeting with the Rathdrum City Council held on June 30, 2014 and the special meeting held on July 8, 2014. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
NIC Art Instructor Michael Horswill reported on the sabbatical leave the board granted him for fall 2013 semester. He discussed the value of sabbaticals and his art making and on the several of the accomplishments achieved through his sabbatical leave.

CONSTITUENT REPORTS
ASNIC
ASNIC President Rich Fortman reported on student activities over the summer including training the new ASNIC Board and the week of welcome activities.

Staff Assembly
Chair Carol Jones reported on the annual staff picnic in July and business from the August Staff Assembly meeting and she closed by stating that work is beginning on staffing college committees for the year.

Faculty Assembly
Chair Erin Davis reported on the first week of classes and went on to report on college activities with which some of the faculty were involved over the summer and upcoming college activities that Faculty Assembly will take part in such as policy review and staffing college committees.

Senate
Chair Chantel Black reported that Senate’s first meeting is scheduled for September and they’re ready to continue to review college policies from President’s Cabinet.

PRESIDENT’S REPORT
Dr. Dunlap opened his report by announcing that College Attorney Marc Lyons had recently been recognized by his peers in the state as a Super Lawyer in Idaho. Dunlap went on to report that so far, enrollment has declined by 7.9% instead of the anticipated 10% and he attributed a portion of that lower decline to the success of the phone calls made to prospective students by faculty, staff and students in July. He continued by reporting on the college’s new food pantry for students, established by Student Services employee Jess Bennett and he reported on a recent contest among the vice presidents to raise food donations to stock the pantry. He continued with a report on the recent school supply give-away manned by wrestling and volleyball teams and coaches. Dunlap next reported on an onsite compliance monitoring visit in the Aerospace Program and he recognized Graphic Design Instructor Philippe Valle and one of his students for creating the logo design recently selected by Kootenai County. He went on to express his appreciation for the message and delivery of keynote speaker at the college’s all employee welcome back meeting the previous week.
OLD BUSINESS
None.

At this time, and with the consent of the board, Chair Howard moved the topic of the CTE Facility Roundtable Meeting Report from the end of the agenda and he called on Vice President Chris Martin and Jim Coleman of Coleman Engineering to make that report.

VP Martin opened by thanking Jim Coleman for his work in layout out costs and estimates for a Career Technical Facility. Mr. Coleman went on to report on the meeting held in early August during which various local contractors, architects and estimators came together with members of the administration and board to discuss and arrive at an estimated facility cost per square foot for a 100,000 square foot building. Coleman reported that the estimate at which the group arrived during the meeting was $158.27 per square foot. He went on to report that following the meeting, the KTEC facility 2012 adjusted project costs were comparatively considered, along with the addition of a 3% per year project escalation cost, and the addition of storage and parking into the original estimate, bringing the final opinion of estimated project cost to $203.90 per square foot. Coleman closed his presentation by stating next steps including establishing a budget, releasing a request for proposals and the bid selection, design and construction phases.

A discussion took place about the $5 million variance from the board's original $15 million budget parameter. VP Martin stated that the RFQ would be released for an estimated project value between $15 million and $20 million, which should return bids with project costs in the range of the value estimation completed by Mr. Coleman and others earlier in the month. He added the board's original intent of a $15 million cost would be clearly stated at the pre-qualification meeting with bidding design firms.

More discussion took place about the relationship between NIC and KTEC and Trustee Nilson commented that the KTEC Board had voted unanimously to add a voting seat for a representative from NIC and they are looking to the college for a recommendation.

NEW BUSINESS

Appoint Clerk of the Election:
VP Martin briefly explained the purpose and duties of the clerk position. Trustee Nilson moved to appoint VP Chris Martin as the North Idaho College district clerk of the election for the upcoming board of trustees election. The motion was seconded by Trustee Meyer and she commented that the board election is a part of the general election in November; that two positions are open for election and the filing deadline is September 2. The motion carried unanimously.

Request NIC Foundation to Initiate a Capital Campaign to Augment Capital Reserve Fund:
Dr. Dunlap stated that the intent was to formally ask the NIC Foundation to assist the college in augmenting the capital reserve fund by way of a capital campaign to raise funds through private donations and grants. He added that the plan for funding the career technical facility is to utilize all of the capital reserve plus a tax anticipation notice, if needed, near the end of the project and he is recommending asking the Foundation to raise $5 million.

A discussion took place of how funds raised would allow the college the flexibility for other projects such as the proposed joint use facility, as well as ensuring the motion includes specific projects in order to allow the Foundation specific targets to present to the public when raising funds.
Trustee Wood made a motion that the NIC Board direct the NIC Administration to formally request the NIC Foundation initiate a capital campaign specifically to raise additional funds in the amount of $5 million for projected CTE and joint use facility capital projects and to augment the NIC Capital Reserve Fund. The motion was seconded by Trustee Nilson. Chair Howard recommended that in order to avoid confusion on the part of potential donors, the motion not include language regarding augmenting the capital reserve fund. Trustee Meyer commented that including that language could make it appear that the college hasn’t budgeted for its own project and she asked for an update on the joint use facility, adding that the college should know more about the status of a project before it requests assistance from the Foundation. Trustee Wood amended the motion to remove the language “and to augment the NIC Capital Reserve Fund”. The motion, seconded by Trustee Nilson, carried with four in favor and one opposed.

At this time Dr. Dunlap provided an update on the joint use facility project including a recent meeting of representatives from NIC, Lewis Clark State College, University of Idaho, Lake City Development Corporation and Kootenai Health to discuss the scope of the project and the joint presentation to the Permanent Building Fund Advisory Council on October 7. He added that the building is envisioned to have approximately 45,000 square feet of office space and classrooms and a joint use student services space to serve students from all three higher education institutions and he added that this facility will open up space in the Meyer Health Science Building. Dunlap stated that funding has been requested from LCDC and the state and the three institutions will provide a combined $2 million for an estimated project cost of $12 million. He closed by stating that the college is pursuing a $6.4 million Department of Labor grant for health care programs and should know the outcome of the grant in September.

There was some discussion on establishing a committee for the joint use facility similar to the committee formed for the higher education corridor and the potential of including representatives from the Coeur d’Alene Tribe for discussions of a cultural center.

**Revised Employment Policies:**
Human Resources Executive Director Laura Hill presented revisions for four employment policies, pointing out several specific changes that bring the policies in line with current practice. This was a first reading and no action was taken.

**Revised Instructional Policies:**
VP Lita Burns presented revisions to two instructional policies, explaining that revisions to the tenure policy ensure that the deans are included in the entire process and membership and term limits are clearly defined. This was a first reading and no action was taken.

**Revised Administrative Policies:**
VP Mark Browning presented revisions to two administrative policies. Regarding Policy #3.04.10 Campaigning for Public Office, Trustee Nilson asked why an employee would need to take a leave of absence in order to run for public office and he requested more discussion about the need for the policy and the purpose behind moving the approval of such requests away from the board. Chair Howard commented that at the second reading, the board may reject the policy revisions or bring forward alternative language.

**Discuss Invoking Prayer at Board Meetings:**
Trustee Banducci stated that several public boards hold prayer prior to beginning meetings and he made a motion for the board to invoke prayer before the Pledge of Allegiance at board meetings. Trustee Nilson seconded the motion and commented that he’s concerned that this will invite individual challenges. Trustee Wood commented that this will invite unnecessary
controversy and discomfort for some individuals. Trustee Meyer commented that she believes in separation of church and state and as a community college we should welcome all faiths. Trustee Banducci commented that the Supreme Court recently affirmed prayer and it is endorsed and has a lot of precedence. Chair Howard commented that the concept of prayer is utilized to promote wisdom and guidance, but the college is an institution of higher learning serving diverse educational needs and in order to have prayer before meetings the college will need to address a policy of including all faiths, value systems and non-faiths. He went on to state that he feels the college can represent the students, faculty and staff in a diverse, educational nature without a prayer proceeding. The motion failed with one in favor and four opposed.

INFORMATION ITEMS

NIC’s Annual Employee Training Program (EDGE):
Training and Recruitment Coordinator Erin Norvell presented highlights of the college’s employee professional development plan for the coming year, including college directed training and skills and performance development opportunities.

Community College Survey of Student Engagement:
Student Data Analyst Kylene Lloyd reviewed key findings from the survey conducted with students in 2013 and 2014 to help the college understand best practices and its performance in areas that are important to students’ college experience.

BOARD CHAIR REPORT
Chair Howard reported that trustees are considering attending the upcoming ACCT annual conference and there may be a need to reschedule the October 21 meeting to accommodate travel to the conference. He went on to report that the three Idaho community college presidents and board chairs will be taking part in a meeting September 26 with the Idaho Counties Association regarding the state’s out of county tuition. He commented on a recent dinner and social event for the NIC Board of Trustees and the NIC Foundation Board.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Meyer commented on the good level of appreciation the college is receiving from the Sandpoint community and she asked for more information about the upcoming visit by the legislature. VP Browning commented that the legislature will be on campus for a brunch during their visit to North Idaho on November 9.

Prior to adjourning the meeting, Chair Howard read aloud, the college’s mission statement.

The meeting was adjourned at 9:10 p.m.
SUBJECT
Second reading and approval of the following updated policies:
Policy 3.02.02 Establishment of New Positions
Policy 3.02.05 Employment of Related Parties
Policy 3.02.06 Probations, Promotion, Demotion, Transfer of Non-faculty Employees
Policy 3.02.07 Resignations, Layoffs & Terminations

BACKGROUND
Policies have been updated to reflect current practice due to process changes or changes in federal or state laws. Policy 3.02.02 Establishment of New Positions has been updated to correct typos and be more specific in scope and current practice. Changes were made to clarify process and reference to appropriate parties.

Policy 3.02.05 Employment of Related Parties has been significantly revised to broaden the scope of “related parties” by addressing blood relatives, members of the same household or individuals in a closer personal relationship. The policy addresses the specific actions of these related parties in the recruitment, hiring and terms and conditions of employment. The policy requests that these relationships be reported to HR and further states that that based on the situation, the college reserves the right to transfer one or both related parties to different positions to avoid the specific actions mentioned above.

Policy 3.02.06 Probations, Promotion, Demotion, Transfer of Non-Faculty Employees has been revised to eliminate the reference to “classified staff” only and broadens the definition to non-faculty staff which includes classified and professional employees. Reference to the supervisor performing a training assessment at least once every three months has been removed. This practice has not occurred for several years. Reference to the employee becoming a contract employee at the end of the probationary period has been removed as this is not the current practice. All professional employees receive a contract upon hire and classified employees receive an offer letter at the time of employment. The policy has been updated with minimal grammatical changes and small changes to reflect current practice and reference to departments and/or individuals.

Policy 3.02.07 Resignations, Layoffs & Terminations has been updated to again remove the reference to “classified employees” only and broaden the scope to non-faculty employees. The definition of resignation has been expanded slightly for clarification. Small changes to titles, individuals or departments were made to update to current practice. The reference to dismissal has been updated to current nomenclature and clarifying verbiage was added to the list of causes for termination. The reference to termination for physical or mental incapacity for performing assigned duties was removed to be in compliance with federal regulations.

DISCUSSION
These changes are necessary to update policies to reflect current practices, departments involved and federal regulations.
COMMITTEE ACTION
Policies were reviewed by the President’s Cabinet as well as the Senate and recommended for approval by the board of trustees.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
Request the board consider a motion to approve revisions to Policy 3.02.02 Establishment of New Positions, Policy 3.02.05 Employment of Related Parties, Policy 3.02.06 Probations, Promotion, Demotion, Transfer of Non-faculty Employees and Policy 3.02.07 Resignations, Layoffs & Terminations.

Prepared by
Laura J. Hill
Executive Dir. of Human Resources
ESTABLISHMENT OF NEW POSITIONS

POSITIONS CLASSIFIED ON THE BASIS OF DURATION

1. Permanent Positions

A permanent position is one that is established with the intent that it will continue indefinitely. Once established, it continues to exist, whether filled or vacant, until abolished.

A. A permanent position may be a faculty position or a staff position.

B. A permanent position may be full-time or part-time and it may be filled by an appointment that is temporary, probationary, special, of fixed term, with or without tenure, or at the pleasure of the president or the board. It is the position, not the type of appointment, that is permanent.

C. A position is designated as permanent solely on the basis of intent as to its duration, irrespective of duties, appointment, funding, or any other consideration.
2. **Temporary Positions**

A temporary position is one that is *eligible for benefits and* established for a definite period (usually for a period of three years or less). Typically, the duration corresponds to the period of a grant or *fixed term* contract. *Irregular help, student help, and temporary instructional positions,* though not necessarily established for explicit duration, *are, for the purposes of this and related policies, not considered to be permanent.*

**AUTHORIZATION OF PERMANENT POSITIONS**

The establishment of a permanent position must be approved by the board of trustees before any appointment or contractual commitment to fill the position is made.

1. Permanent positions are those included in the North Idaho College permanent salary base as distributed by the Business Office office of administrative services, and are assumed to have been approved by the board at the time distribution is made.

2. A request for the board's authorization of a new permanent position must include title, type, approximate salary, term of appointment, division/department or area of assignment, funding source, and brief description of the duties and responsibilities of the person appointed to the position. If a position is being deleted or re-allocated, the affected position should be identified by number, title, type, salary, division/department or area of assignment, funding source, and a brief statement of the reasons for modifying the duties and responsibilities associated with the position.

3. The board will consider authorization of a new position if there is adequate funding for its support - from outside sources, from deletion of an existing permanent position, or from the re-allocation of a number of *part-time* permanent positions, or if North Idaho College will suffer serious operational or financial difficulties if the position is not established.

**AUTHORIZATION OF TEMPORARY POSITIONS**

The president may *establish* authorize the establishment of a temporary *benefit-eligible position.* Irregular help, student help, and instructional assisted positions. There can be no commitment to continue a temporary position beyond the length of time specified when it is established.
Policy Narrative

A North Idaho College employee may not function as a judge or advocate or immediate supervisor in specific situations involving members of his/her immediate family, such as the employee's spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, or daughter-in-law. Employees of North Idaho College should neither initiate nor participate in institutional decisions involving a direct benefit, such as initial appointment, supervision, retention, promotion, salary or leave of absence, to members of their immediate families. Exceptions to the policy may occur at the recommendation and approval of the appropriate vice president, the president, and the board of trustees.

It is the goal of the college to have employees treated fairly during their employment. As such, the college has implemented policies to reduce the potential for unfairness in the employment relationship between blood relatives, members of the same household or individuals involved in a close personal relationship (Related Parties). It is contrary to this policy for Related Parties to directly influence decisions related to the recruitment, hiring or the terms and conditions of employment of the other party. All employees must promptly report to Human Resources the status of any relationship that would qualify as a Related Party under this policy. The college reserves the right to transfer one or both of the Related Parties to different positions at the college so that neither party is in a position of decision-making authority or significant influence over the other for the terms and conditions of their employment. In order to avoid an actual or perceived conflict of interest, the college may take any employment action, including without limitation, transferring Related Parties to different positions, changing their job duties and, or terminating one or both parties from employment. The implementation of this policy should be carried out by the executive director of Human Resources and the appropriate vice president.
PROBATION, PROMOTION, DEMOTION, TRANSFER OF NON-FACULTY CLASSIFIED EMPLOYEES

PROBATION

Each classified employee, following initial appointment, promotion, or transfer, must successfully complete a six-month probationary period. In rare cases this may be extended up to an additional ninety calendar days. The probationary period must be completed within a single department in the position for which the probationary period was begun. An employee who is transferred or promoted during the probationary period must begin a new probationary period upon assignment to the new department of position.

The probationary period serves as a training period, providing the employee's supervisor an opportunity to assess the person's work performance and suitability for the position. The probationary period will also facilitate the formation of positive working relationships. The supervisor will perform a training assessment a minimum of two times, at least once every three months. A probationary employee whose performance is not satisfactory may be dismissed or returned to the previous position, upon the supervisor's recommendation, at any time before the completion of the probationary period.
1. **Dismissal** Termination - Normally, a probationary employee whose appointment is to be terminated will be given two weeks’ notice. Ordinarily, dismissal under these circumstances is not a basis for recourse to the grievance procedures.

2. **Return Transfer** - A probationary employee may be returned to a previous position provided the position is or can be made available and provided the supervisor of the former position approves the return.

   After successfully completing the probationary period, an employee will become a contract employee.

**PROMOTION**

An classified employee will be considered for promotion (appointment to a position at a higher pay rate) on the basis of past record, length of service, performance in the present position, and qualification to perform the duties of the higher position. A change in job description (new or existing) involving a new title and added responsibilities and duties is a promotion and entitles an employee to compensation accordingly. The promotion of an employee from one department to another does not require approval by the employee’s present departmental supervisor.

**DEMOTION**

Demotion is the reassignment of an employee to a position with a lower pay rate. The demoted employee may be returned to a previously contracted held position with no probationary period, or may be placed in a new position for which the employee has minimum qualifications. If the demotion involves assignment to a new position, the employee will have a six month probationary period.

A change in job description (new or existing) involving a new title and diminished responsibilities and/or duties require that compensation be adjusted accordingly. An employee may be demoted upon his/her own request, subject to the approval of the departmental supervisor.

A departmental administrator/supervisor may recommend demotion of any employee for the following reasons:

1. The elimination of the employee's position because of lack of work or lack of funds.

2. The displacement of the employee because another employee who is entitled to the position returns to duty.

3. The failure of the employee to successfully complete the probationary requirements of a higher position.

4. Disciplinary action for causes listed in Separation of Classified Employees, but not for causes so severe that suspension or dismissal would be warranted.
Procedure - A departmental supervisor's recommendation that an employee be demoted will be submitted through the vice president of the assigned work area with supporting training assessment, performance evaluations, and/or conflict resolution forms. corrective action forms. Upon concurrence between the vice president of the assigned work area, the departmental supervisor, and the executive director of human resources, an employee will be given written notice stating the reasons for the demotion. Normally an contract employee must be given written notice of demotion at least fifteen calendar days before its effective date.

Effect of Demotion on Salary - When an contract employee is demoted, the salary pay is adjusted reduced to a lower pay grade as recommended by the appropriate vice president of Administrative Services. in conjunction with human resources. When a promoted employee is unable to successfully complete the probationary requirements at the higher position, the salary after demotion will normally coincide with the salary the employee was receiving before promotion.

TRANSFER

An classified employee who wishes to be transferred must apply for position openings through the director of human resources human resources department. NIC employees selected to interview during the first stage will compete only with other NIC employees.

To transfer an employee to another department does not require the approval of the present departmental supervisor.

Effect of Transfer on Salary

A transfer normally is made at the advertised rate of pay. An employee may transfer at a rate of pay higher than advertised, but not higher than their current rate, if it is agreed to by the employee, the departmental supervisor, and the appropriate vice president of administrative services.

The transfer of an employee does not affect accumulated eligibility for vacation and sick leave.
SEPARATION OF CLASSIFIED-NON-FACULTY EMPLOYEES

RESIGNATIONS
Resignations or voluntary termination occurs when an employee resigns, retires, or fails to return to work after an approved leave of absence. Full-time classified employees who wish to resign should give at least two weeks written notice. Resignations submitted with less than the specified notice may be accepted with prejudice.

LAYOFFS
Employees may be laid off, in certain circumstances, upon concurrence among the departmental supervisor, vice president of the assigned work area, and the executive director of human resources. Layoffs may be necessary in the absence of sufficient work or funds, or in the event of a reorganization of a department that results in the elimination of one or more positions.

In cases of layoff the departmental supervisor must provide a minimum of two weeks written notice to the employee.

RECALL
If the position for which a laid off employee is qualified becomes available within twelve calendar months, the employee will be recalled. If the employee chooses not to return, then voluntary termination procedures will be initiated.
Employees on layoff status may apply for other NIC employment, during stage one of the employment process. An classified employee may be rehired at a rate of pay other than advertised, if it is agreed to by the employee, departmental supervisor, and the appropriate vice president and the executive director of human resources.

**DISMISSAL-INVOLUNTARY TERMINATION OR SUSPENSION**
Dismissal Involuntary termination means termination of employment contract or non-renewal of contract, probationary employment. Suspension means refers to an enforced period of absence with or without pay for disciplinary purposes or pending investigation of charges made against an employee. Dismissal Involuntary termination or suspension are matters that may be considered under employee grievance procedures.

**GROUNDS FOR DISMISSAL TERMINATION OR SUSPENSION**
Any classified employee may be dismissed terminated or suspended for any of the following causes reasons which may occur during the period of employment. This list is not intended to be all inclusive. Termination or suspension may occur for reasons not listed as deemed valid by NIC Administration:

1. Misstatement or deception of material fact in the application for NIC employment.
2. Failure to perform the duties and carry out the obligations imposed by NIC rules and regulations.
3. Inefficient, incompetent, or negligent performances of duties.
4. Failure to obtain or maintain a valid license or certification lawfully required as a condition for employment.
5. Physical or mental incapacity for performing assigned duties.
6. Reporting to work under the influence of alcohol or drugs.
7. Refusal to accept a reasonable and proper assignment from an authorized supervisor.
8. Any activity that has the purpose or effect of disrupting the working relationships between employees, employees and their supervisors, or employee groups.
9. Any activity that has the purpose or effect of disrupting the working relationships between NIC or NIC employee groups and non-NIC cooperating agencies, such as suppliers, other educational institutions, and state agencies.
10. Any verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual’s or group's work performance or creating an intimidating,
hostile, or offensive work environment.

**11.** Habitually failing to report for duty at the assigned time and place, or to work the assigned scheduled hours.

**12.** Repeated misuse of sick leave.

**13.** Absence without notifying the appropriate supervisor.

**14.** Careless, negligent, or improper use/unlawful conversion of NIC property, equipment, or funds.

**15.** Unethical practices in an employee's official capacity at NIC, such as accepting personal gifts, favors, or bribes in exchange for undue influence or special advantages.

**16.** Unauthorized disclosure of confidential information from official records.

**17.** Conviction of a crime involving moral turpitude.

**DISMISSAL TERMINATION WITH NOTICE**
Whenever a departmental administrator, in conjunction with human resources, considers it necessary to dismiss terminate an classified employee, the employee will receive written notification clearly setting forth the specific reasons for the dismissal termination. Normally two weeks written notice will be given to classified employees, including those on probation. The two weeks written notice shall include accrued annual leave. A copy of the dismissal termination notice will be placed in the employee's personnel file.

**DISMISSAL TERMINATION WITHOUT NOTICE**
A departmental administrator, in conjunction with human resources, may dismiss terminate an classified employee without notice if physical/mental condition or negligent performance of duties jeopardizes the safety of NIC employees or property, such as being on duty under the influence of alcohol or drugs, impaired ability to operate equipment, or neglecting vital job responsibilities. The employee will receive written notification clearly setting forth the specific reasons for the dismissal termination. A copy of the dismissal termination notice will be placed in the employee's personnel file.

**DISCIPLINARY SUSPENSION**
A departmental administrator, in conjunction with human resources, may place an classified employee on immediate suspension, with or without pay. Such suspensions must not exceed thirty calendar days. The employee will receive written notification clearly setting forth the specific reasons for the disciplinary suspension. A copy of the suspension notice will be placed in the employee's personnel file.
SUSPENSION ON FELONY CHARGES
A departmental administrator, in conjunction with human resources, may place an classified employee on suspension, with/without pay, upon the issuance of an indictment for felony charges relating to conduct outside employment and upon notification of the employee when the felony charges directly affect the nature of the job or the employee's relationship with North Idaho College. Such suspension may remain in effect during the time such charges are pending. Full reinstatement of all benefits and salary to which the employee would have otherwise been entitled will be provided to the employee upon a subsequent finding that the charges or information were without grounds or were dismissed.

SUSPENSION FOR INVESTIGATION
A departmental administrator, in conjunction with human resources, may place an classified employee on suspension with or without pay, pending investigation of charges that, if substantiated, would constitute proper cause for dismissal termination. Under these circumstances, the employee may be suspended immediately without prior notice.

The employee will receive written notification clearly setting forth the specific reasons for the suspension. A copy of the suspension notice will be placed in the employee's personnel file.
SUBJECT
Revised Instruction Policies

BACKGROUND
Grading Policy 5.04 and Tenure Policy 3.02.09 have been reviewed as a part of the college’s comprehensive policy review process.

DISCUSSION
Minor changes have been made to the Grading policy. Procedural language was removed and a reference to the procedure was added.

Minor changes have been made to the Tenure policy. The committee membership has been further defined and includes term limits for membership. Language was added to ensure the dean position is included in the chain of command for communication and approval purposes.

COMMITTEE ACTION
Both policies have been reviewed and approved by the College Senate and President’s Cabinet, and are now being presented to the board of trustees for a second reading.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
Request the board consider a motion to approve revisions to Tenure Policy 3.02.09 and Grading Policy 5.04.

Prepared by
Lita A. Burns, PhD
Vice President for Instruction
GRADES ISSUED
1. Final grades are reported as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W (withdrawal according to proper procedure), I (incomplete work of passing grade), S or P (satisfactory for designated courses), U (unsatisfactory for courses in which an S is given). S and U grades will be assigned in courses which previously used P and F grades. An S or P grade requires the equivalent of at least C (2.0) work.

2. In the computation of grade point averages, the following scale is used: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = .7, F = 0.0. Courses in which W, S, P, or U or I grades have been earned are not included in the calculation.

3. If an I (incomplete work of passing grade) is given during final grading the final grade must be issued by the published deadline.

GRADE CHANGES
A grade issued by an instructor is the prerogative of that instructor and normally may not be changed except to correct a recording error. Final grades may be appealed following the process identified in Procedure 5.04.
**INCOMPLETES**
An incomplete is assigned by an instructor only if the student has been in attendance and has done satisfactory work to within three weeks of the end of the semester (or proportional length of time for a course of less than a semester in length).

All incomplete grades must be removed within six weeks after the first class day of the following term, excluding the summer session.
Policy Narrative

I. TENURE:

Purpose and Definition:

The intent of this policy is to provide the highest quality education to the students of North Idaho College by promoting a sound and stable educational environment in which there is a free exchange of knowledge and ideas.

The purpose of tenure is to protect Academic Freedom, recognized by North Idaho College in policy as the cornerstone of the educational process, and to recognize faculty members who have demonstrated effective teaching and academic preparation, effective performance of contractual responsibilities, continued professional growth, adherence to a professional code of conduct, and service in accordance with criteria established by the board of trustees.
Tenure is not awarded automatically to faculty but only upon recommendation of the Tenure Committee and explicit conferral by the North Idaho College Board of Trustees. The tenure policy and procedures encompass rights and responsibilities based on the principles of fairness and the provisions of due process.

Through tenure, NIC seeks to attract, select, and retain faculty members whose competence, qualifications, educational philosophy, dedication to their students, and commitment to the profession, best complement the educational mission of the department, the institution, and the discipline(s), thereby serving the broader interests of society.

Tenure at North Idaho College is awarded to full-time faculty members by the North Idaho College Board of Trustees in recognition of demonstrated proficiency. Tenure is defined as a reasonable right to continued employment except for the following: termination of employment for cause, as defined by the Termination of Tenured Faculty for Cause Policy; termination of employment as defined by the applicable NIC reduction in force policy; or release of tenure by virtue of voluntary retirement, resignation, or abandonment. In the case of tenured Professional-Technical faculty, the State Board of Professional-Technical Education administrative rules governing Post-secondary Program Reduction or Termination shall apply.

II. ELIGIBILITY TO APPLY FOR TENURE

A. Education and service requirement:

1. Full-time faculty members who have fulfilled the educational qualifications for faculty as specified in NIC Policy, and have completed three (3) continuous years of service in a tenure track position, are eligible to submit a portfolio application for tenure. An exception to the continuous years of service requirement may be allowed with approval from the Tenure Committee and the vice president for instruction (VPI). Faculty members whose contracts begin at a time other than fall semester will begin accumulating time toward tenure eligibility at the start of the next regular academic year.

2. The VPI may, subject to the agreement of the faculty member and appropriate dean and/or division chair, approve the substitution of other assigned duties to meet the teaching requirement, if the substitution is for one academic year (thirty credit hours) or less. Such assigned duties may include, but are not limited to, increased student advising, professional development, assistance to division chairs, curriculum development, or alternative course design.

3. The VPI will obtain the approval of the president if the substitution of duties to fulfill the teaching requirement is offered to fulfill more than thirty (30) credit hours. Such assigned duties may include, but are not limited to, increased student advising, professional development, assistance to division chairs,
curriculum development, or alternative course design.

B. Tenure-track status:

A “tenure track position” is defined as a full-time faculty teaching position designated as tenure track by the president, upon the recommendation of the vice president for instruction.

III. TENURE COMMITTEE

A. Membership and voting:

Each year the executive committee of the Faculty Assembly will select the voting members of the Tenure Committee from among tenured faculty. The Tenure Committee shall consist of at least five (5) but not more than eight seven (7) voting members, including the chair. Membership should provide the broadest representation of faculty possible; each division will be limited to one voting member. One non-voting member will be selected by the vice president for instruction from among the division chairs. This committee will report on its activities to the Faculty Assembly chair.

Membership Terms: Committee membership will be limited to a term not to exceed 5 years with the exception of the Chair. The Chair may remain on a sixth year to maintain continuity. Members will rotate off the committee in such a manner to insure there are a minimum of at least three members with three or more years of service.

B. Responsibilities:

The procedures for this policy describe the Tenure Committee’s responsibilities in facilitating the tenure process, which include the participation of faculty candidates, faculty evaluation teams (FETs), division chairs, and administrators.

IV. CONFERRAL OF TENURE

A. The tenure candidate bears the burden to prove eligibility for Tenure.

B. Portfolio and recommendations:

The tenure process shall be initiated by a qualified faculty member submitting a portfolio in support of tenure to the Tenure Committee. The Tenure Committee will provide a written recommendation for or against conferral to the VPI, who will forward a copy along with his/her recommendation to the president. The president will forward the recommendation of the Tenure Committee, and the recommendation of the VPI, together with the president’s recommendation, to the board of trustees.
C. Requirements for Conferral:

When considering whether to recommend conferral of tenure on a candidate, the Tenure Committee and VPI will consider whether or not the faculty candidate:

1. Experience: Has completed the minimum years of service;

2. Education: Meets and maintains the educational requirements for tenure as described in the NIC Faculty Conditions of Employment and Teaching Focus policies. If a candidate fails to continue to meet the educational requirements prior to the granting of tenure, then the opportunity to continue employment as a non-tenure track employee in a tenure track position must be unanimously agreed to by the candidate, his/her division chair, the appropriate dean, the VPI and the Tenure Committee;

3. Teaching Effectiveness: Demonstrates teaching effectiveness as determined through the faculty evaluation process as outlined in the Faculty Evaluation and Tenure procedures;

4. Professional Growth: Continues professional growth activities as determined and agreed upon between the faculty member, the division chair and/or the appropriate dean, and the VPI;

5. Contractual Responsibilities: Demonstrates effective performance of the duties and responsibilities outlined in the candidate’s contract for employment and the Teaching Focus policy;

6. Professional Ethics: Exhibits conduct consistent with professional ethics, integrity, collegiality, and in avoidance of conflicts of interest, described and defined by the Professional Ethics policy;

7. Continuing Performance: Provides reasonable assurance based on past performance that he/she will continue to meet the standards for tenure;

D. North Idaho College expressly disclaims all promises, assurances, or representations regarding conferral of tenure or employment security made by any individual at the college inconsistent with this policy and disclaims any possibility of tenure arising from any action other than an official conferral by the board of trustees.

V. DENIAL OF TENURE

If tenure is denied, a tenure candidate who remains eligible may apply again in the fifth year, upon approval by the Tenure Committee, the appropriate dean, and the
VPI, using the same process as outlined in the associated procedure. If tenure status is not conferred in the fifth year of service, the candidate’s contract will not be renewed.

VI. RETENTION OF TENURE

A. The terms “instructor” or “faculty member” or “full-time faculty teaching position” in this policy include “counselors” or other non-teaching employees faculty who were granted tenure under previous tenure policies. The tenure of such counselors, and other non-teaching faculty, will remain unaffected by any subsequent change to the tenure track status of the positions they occupy.

B. Leaves

1. Tenured faculty members on leaves for one year or less and approved by the VPI, such as sabbaticals, leaves without pay, or reassignment to partial or full non-teaching assignments, will retain their tenure.

2. Tenured faculty members on approved leave for more than one year must obtain permission from both the VPI and the president to retain tenure.

3. The authority to approve the retention of tenure during leaves may be delegated to an acting VPI, who will be appointed by the president in the VPI’s absence.

C. Temporary part-time status

Tenured faculty members who request part-time status may retain tenure for a maximum of two (2) years, if approved by the VPI.
SUBJECT
Revised Policy # 2.01.06 Retention of Records
Revised Policy # 3.04.10 Campaigning for Public Office

DISCUSSION
Currently, North Idaho College Policy #2.01.06 details the institution’s approach to records retention. Because of the rapidly evolving world of digital creating, sharing and storage of public documents, we recommend consideration of digital storage be utilized whenever possible and have revised our policy accordingly.

North Idaho College Policy # 3.04.10 calls for the ability of an employee to request a leave-of-absence for the purpose of campaigning for a public office.

In order to maintain the already established reporting structure of employee to supervisor to department head to vice-president, the following change is proposed:

Requests for leave-of-absence to be used for campaigning for public office will be considered by the board of trustees and college president in consultation with the employee’s supervisor and supervising member of President’s Cabinet on an individual basis.

In as much as the North Idaho College Board of Trustees employs the president and the president in turn hires and supervises administrative staff, this change will bring the reporting and requesting protocol in alignment.

COMMITTEE ACTION
Both policies have been reviewed and approved by President’s Cabinet and the College Senate.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
Request the board consider a motion to approve revisions to Policy 3.02.06 Records Retention and Policy 3.04.10 Campaigning for Public Office.

Prepared by
Mark Browning, VP for Communications & Governmental Relations
Policy Narrative

1. Internal operational notes, memorandums, and correspondence having only momentary significance need not be kept beyond one year.

2. External and internal correspondence concerning long range subjects or projects, agreements and contracts, etc. should be kept for at least five years, and longer if the subject of the correspondence indicates that such a period is desirable.

3. Minutes of the meetings of the board of trustees, college senate, and faculty assembly are to be sent on a regular basis to the college library.

4. Documents of probable historical value to a unit should be kept in appropriate permanent files.

5. Documents of probable historical value to North Idaho College should be transferred to the college library.

6. Digital storage of documents should be carefully considered and utilized when/where appropriate.
Policy

Policy # 3.04.10

Effective Date 1/28/98
Revised ______

<table>
<thead>
<tr>
<th>(Impact Area - Dept Name)</th>
<th>(General Subject Area)</th>
<th>(Specific Subject Area)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>Leaves</td>
<td>Campaigning for Public Office</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td>Supersedes Policy #</td>
</tr>
<tr>
<td>Office of Community Relations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Relates to Procedure # Impact:

Legal Citation (if any):

North Idaho College

Policy Narrative

Requests for leave-of-absence to be used for campaigning for public office will be considered by the board of trustees college president in consultation with the employee’s supervisor and supervising member of President’s Cabinet on an individual basis.
SUBJECT
Commitment to Community

BACKGROUND
North Idaho College has a long and deep commitment to the community which includes the use of the college’s facilities and grounds for activities designed to foster positive educational, cultural, recreational, social or civic use. NIC is often seen as an educational and cultural hub due to its location and available facilities. To ensure equitable services, pricing and non-discriminatory use, a Conference and Events Office was re-established in 2013 to help facilitate the campus wide use of facilities while balancing the mission, vision and values of the college and the needs of the community while maintaining fiscal stewardship. Processes are in place for NIC students, staff and faculty and community members to inquire about and request the use of NIC facilities. Rental rates for facilities are determined by contractual agreement with NIC, and fees associated with hosting the event are determined based on the nature of the event and the event needs. Waivers or reductions in fees are requested through the Conference and Events Office and taken to the NIC Fee Waiver Committee.

DISCUSSION
Community partnerships and engagement are important for North Idaho College and the communities we serve. This includes new users of our facilities and long-standing partnerships such the Citizens Council for the Arts (Art on the Green) and Coeur d’Alene Summer Theatre. Other examples of community use and engagement at NIC include community leadership programs, Women in Science, Regional Spelling Bee, Day of Hope, Gathering of the Bands, Innovative Collective, community use of the NIC beach and many other activities. In some cases, NIC dedicates significant resources in support of community events. Processes have been put in place to review the level of ongoing support required while seeking opportunities to offset costs to the college. Examples of NIC’s support and revenue generating opportunities, including special event parking, will be presented at the board meeting.

COMMITTEE ACTION
Requests and initiatives related to community use are discussed and assessed in the Facility and Events Advisory Committee and shared, when appropriate, with the Fee Waiver Committee made up of North Idaho College Vice Presidents.

FINANCIAL IMPACT
NIC always attempts to balance the pricing of its facilities and services with the clients’ roles in the community and ability to pay. Priority is given to recovering hard costs and any additional labor costs. Capturing revenue from special event parking for future events will offset NIC costs and create funds to support other college endeavors.

REQUESTED BOARD ACTION
None.

Prepared by,
Kym Browning
NIC Conference and Events Coordinator