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.

CALL TO ORDER
Pledge of Allegiance
Verification of Quorum/Introduction of Guests
Review Minutes
Public Comment**
Celebrating Success: OARS I & II Common Read
Tami Haft / Christina Cox / DeAnn Johnson
Maureen Steinel / Jackie East-Peters

SPECIAL REPORTS
Update on Dike Road Project
Jim Hammond / Gordon Dobler
City of Coeur d’Alene

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

PRESIDENT’S REPORT 15 minutes
Joe Dunlap

KTEC BOARD REPORT 5 minutes
Judy Meyer

OLD BUSINESS
Tab 1: SECOND READING: Amended Faculty Assembly By-laws Erin Davis

NEW BUSINESS
Tab 2: FIRST READING: Revised Campus Emergencies Policy #7.04
Graydon Stanley

INFORMATION ITEM
JFAC Presentation
Institutional Optimization
Mark Browning
Lita Burns

BOARD CHAIR REPORT
Christie Wood

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:
Education Week - Education Committees & JFAC January 25-27 – Boise
NIC Board Executive Session & Meeting February 18 – SUB
NIC Board/President’s Cabinet Retreat February 23 – Scharelant Retreat
NIC Foundation Bon Appetit Event March 14 – Hayden Lake Country Club
Human Rights Banquet April13 – Coeur d’Alene Inn
NIC Board Executive Session & Meeting April 22 – SUB
NIC Commencement Breakfast & Ceremony May 15
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 5:00 p.m. and verified that a quorum was present.

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

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

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

At 6:00 p.m., a motion was made by Trustee Howard to return to open session. The motion, seconded by Trustee Nilson, carried unanimously. The meeting was recessed to reconvene in Lake Coeur d'Alene Room.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Wood 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 Wood asked the board members to introduce themselves and she led the board and meeting attendees in the Pledge of Allegiance. She then welcomed attendees and guests to the meeting.

APPROVAL OF MINUTES
Chair Wood called for any changes to the minutes from the meeting held on November 19, 2014. Trustee Meyer asked for clarification of the wording captured for a statement made by Head Start Director Beth Ann Fuller during her presentation of the Head Start Assistant Teacher job description. There being no other comments or changes, the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Children’s Center Director Jolie Wenglikowski presented an overview of the center’s instructional programs and lab for childhood development students, operational and community engagement activities. Following the presentation, children distributed potted plants to board members.

Men’s Soccer Coach Ken Thompson reported on the team’s season which ended with a record of 17-2-2. He thanked the board for the team’s opportunities at the college and introduced the team members in attendance.

CONSTITUENT REPORTS
ASNIC
ASNIC President Richard Fortman reported on student activities for the past month including the St. ASNIC event for which he thanked Staff Assembly for their support, and the community Thanksgiving Dinner. He went on to report that two members of ASNIC’s Student Events Committee were recently selected to join the National Association for Campus Activities and the student recreation center committee is continuing to prepare for their upcoming presentation to the board. He turned the podium over to student club member Israel Musonda who discussed a recent event and related fundraiser hosted by a collaboration of student clubs and he thanked the board for their support.

Staff Assembly
Chair Carol Jones reported on activities from the December Staff Assembly meeting and the group’s support of the St. ASNIC event.

Faculty Assembly
Chair Erin Davis reported that faculty are currently busy with final exams and grading. She reported on the activities from the December Faculty Assembly meeting and thanked members of the administration for their willingness to attend meetings and communicate with the Assembly. She presented a resolution passed recently by Faculty Assembly regarding the maintenance of steps within the faculty salary schedule.

Senate
Chair Chantel Black reported that Senate had passed the campus emergencies policy and procedure for a second reading during their November meeting and they had several policies and procedures scheduled for readings during their upcoming December and January meetings.
PRESIDENT’S REPORT
Dr. Dunlap began by asking VP Chris Martin to report on the CTE facility and other items. VP Martin reported that schematic designs are under review for the CTE facility and he reported that the construction schedule will be shorter than anticipated. He went on to discuss aspects of modifications to the annexation agreement with the city of Rathdrum for the prairie property, including the delay of road development and extension of water and sewer lines. He concluded by reporting that during his first six months at the college, he began a review of the college’s various leases; eliminating some, strengthening the language in others and ensuring other agreements are put in place to better protect the college.

Dr. Dunlap next commented on his collaboration with CWI and CSI and to ensure consistency among the three institutions as they present to JFAC in January. He went on to report on some recent activities involving students and employees including the Foundation’s annual grant awards program, an Athletics Department fundraiser, athletic events and benevolent acts performed by students and employees. He closed by announcing the April Board meeting would be held at the Sandpoint Center and he wished everyone a happy holiday.

Trustee Howard asked for an update on the tree remediation project on the Dike Road. Dr. Dunlap reported that he and VP Martin had met with the city administrator and engineer to discuss the project and cost sharing and he added that the work currently underway is a test in which a small amount of trees and stumps are being removed by the city rather than by a contractor to see if costs can be reduced as the project goes forward. VP Martin added that through discussions with the city, cost sharing is being determined and there will be no financial impact to the college in this current fiscal year.

KTEC REPORT
Trustee Meyer commented that she’s been informed of several KTEC alumni working as CNAs at a local healthcare organization as well as one pursing further nursing education at NIC. She then mentioned an article discussing an aviation academy in public schools in California. There was some discussion about the importance of the NIC Board understanding the numbers of students finishing KTEC programs and transitioning into those programs at NIC. Trustee Nilson stated that those data are available.

Chair Wood asked Trustee Banducci to attend the next KTEC meeting in Trustee Meyer’s stead.

At this time, Chair Wood had to leave the meeting and Vice Chair Ron Nilson assumed the role of Chair for the remainder of the meeting.

OLD BUSINESS
Revised Head Start Policy Council By-laws, Job Description, Wage Scale and 2013-14 Annual Report:
Head Start Director Beth Ann Fuller asked if there were any questions about any of the documents being presented for a second reading. Trustee Howard made a motion to approve the Head Start Policy Council By-laws. The motion, seconded by Trustee Meyer, carried unanimously. Trustee Howard made a motion to approve the Assistant Teacher Job Description and wage scale. The motion, seconded by Trustee Meyer, carried unanimously. Trustee Howard made a motion to approve the 2013-14 Head Start Annual Report. The motion, seconded by Trustee Banducci, carried unanimously.
NEW BUSINESS
Amended Faculty Assembly By-laws:
Faculty Assembly Chair Erin Davis presented an amendment to the Faculty Assembly by-laws, stating that the amendment adds a sixth section to Article IV to codify the Assembly’s practice for having non-members attend its meetings. She added that by-laws require that amendments be passed by at least 60% of the voting membership and 79% of eligible faculty voted with 68% voting yes.

Trustee Banducci asked about the makeup of the membership. Davis responded that all contracted faculty are members of Faculty Assembly, but voting membership is limited to tenure track, tenured, full time special appointments and faculty librarians. Trustee Howard commented about a document that the board had received that shows objection to the Assembly’s policy and that it may be in violation of the open meeting law and he asked Chair Davis if she had received a copy for the Assembly to discuss. She responded that she had not. The board asked College Attorney Marc Lyons to analyze the document asserting the violation and research the applicability of open meeting laws to college employee organizations prior to the January meeting. No action was taken on the amendment to the Faculty Assembly by-laws.

INFORMATION ITEMS
Enrollment Report:
VP Graydon Stanley reviewed fall enrollment data, stating that total enrollment headcount declined 4.46% and FTE declined 7.67%, which he added was a smaller decline than the planned 10%. He then provided a breakdown of enrollment numbers and related information for other key student populations. A discussion took place about the various nuances of the college’s dual credit program. VP Stanley closed by mentioning the various initiatives underway in support of recruitment and retention.

BOARD CHAIR REPORT
Vice Chair Nilson asked board members to let Shannon know about their availability for a board retreat February 23 and he expressed his holiday wishes to everyone.

REMARKS FOR THE GOOD OF THE ORDER
None.

The meeting was adjourned at 8:05 p.m.
SUBJECT
Faculty Assembly By-Law Amendment

BACKGROUND
Upon reviewing the Faculty Assembly by-laws at the beginning of the 2014-2015 school year, the Faculty Assembly Executive Committee decided to propose to amend them in order to codify the Faculty Assembly’s established practice and precedent for having non-members attend its meetings.

DISCUSSION
The amendment adds a sixth section to Article IV: Meetings of the Faculty Assembly by-laws. The amendment does not change established procedure. It simply codifies it.

Faculty Assembly had its first reading of the amendment in October and its second reading in November. Voting was done electronically through the Faculty Assembly Blackboard site from November 13-20 so that all eligible members had the opportunity to vote.

Faculty Assembly by-laws require amendments to be passed by at least 60% of the voting membership of Faculty Assembly (100/167 members). 79% of eligible faculty voted on this by-law amendment. The amendment passed by a wide margin, with 68% of eligible faculty (86% of those who voted) voting “Yes.”

COMMITTEE ACTION
The by-law amendment was originally proposed to Faculty Assembly by the Faculty Assembly Executive Committee.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
The Faculty Assembly requests that the North Idaho College Board of Trustees approve this amendment to our by-laws.

Prepared by,
Erin Davis
North Idaho College Faculty Assembly Chair
BY-LAWS OF THE FACULTY ASSEMBLY NORTH IDAHO COLLEGE

PREAMBLE
These By-Laws are adopted for the internal governance of the Faculty Assembly and to facilitate faculty participation in the College Senate and in College affairs as may be appropriate pursuant to rules and regulations of the College Board of Trustees.

Neither approval of the By-Laws by the Board of Trustees nor anything contained herein shall be construed as a limitation or restriction on the statutory powers of the Board of Trustees or its rules and regulations from time to time adopted pursuant thereto.

ARTICLE I: PURPOSE
To facilitate faculty participation in the affairs of the College and to advance faculty welfare, the Faculty Assembly shall meet regularly to conduct business on matters of concern to the faculty.

ARTICLE II: MEMBERSHIP
Section 1. The membership of the Faculty Assembly is provided for in the Constitution of the Faculty Assembly.

Section 2. Those Assembly members who do not qualify for voting participation under this section may be appointed by the Executive Committee, upon mutual consent, to serve with vote on Senate Committees.

ARTICLE III: OFFICERS
Section 1. The Assembly chairperson, vice chairperson, corresponding secretary, and treasurer are the officers of the Faculty Assembly and shall be elected from the voting membership by the Faculty Assembly at the last regular meeting of the academic year (typically May). The newly elected officers shall begin their terms of office at the first regular meeting of the next academic year (typically August). Members of the Senate are not eligible to serve concurrent terms as Faculty Assembly Officers.

Section 2. The Executive Committee shall be composed of the Assembly Officers and the three immediate past chairpersons, and is empowered to act for the Assembly in matters pertaining to the immediate governance of the Assembly. The Committee is responsible to and reports to the Assembly, which retains the authority to review actions taken by the Committee.

1. The executive Committee shall provide continuity for the Faculty Assembly from year to year.
2. The Executive Committee shall provide a member to represent the Faculty Assembly at meetings or other functions when the chair is unable to do so.
3. The Executive Committee shall assist the chair in preparing the agenda for each Faculty Assembly meeting.
4. The Executive Committee shall nominate faculty representatives for all Senate and Assembly Standing Committees. The nominations shall become effective
upon the affirmative vote of a majority of Faculty members present and voting at
the next Assembly meeting.
5. The Executive Committee shall appoint a recording secretary and a
parliamentarian for the Faculty Assembly meetings.
6. The Treasurer has the responsibility for the collection and deposit of all monies
donated to the Assembly.
7. The Assembly Chairperson will have the sole authority for withdrawal of funds
from any Assembly account.

Section 3. The duties of the elected and appointed officers shall be defined in Robert’s Rules of
Order, Revised, unless otherwise specified in the constitution or by-laws.

ARTICLE IV: MEETINGS
Section 1. The first regular meeting of the Faculty Assembly shall be held the first week the
faculty are required to be on campus at the beginning of the Fall Semester.

Section 2. Regular meetings of the Faculty Assembly shall be scheduled by the Executive
Committee. A minimum of two regular meetings shall be held each semester.

Section 3. Notice of all meetings must be given to the Assembly members in writing specifying
time, place, and proposed agenda at least three working days prior to the meeting.

Section 4. Special meetings of the Faculty Assembly may be called (1) by the chairperson of the
Faculty Assembly, (2) by a signed petition of three members of the Executive Committee, or (3)
by a signed petition of 15 percent of the Faculty Assembly. Only agenda items will be
considered at a special meeting.

Section 5. A quorum consists of one-fourth of the total eligible voting membership of the
Assembly. In the absence of a quorum, Executive Committee actions reported in the agenda for
that meeting shall have Assembly approval and move forward.

Section 6. Persons who do not meet the criteria for Faculty Assembly membership as
defined in Article II of the Constitution of the Faculty Assembly of North Idaho College
must request to attend a Faculty Assembly meeting by contacting the Faculty Assembly
Chair prior to the next scheduled meeting and requesting to be added to the agenda for
that meeting. The Faculty Assembly Executive Committee will have the authority to
approve or deny this request.

ARTICLE V: DUTIES OF THE ASSEMBLY
Section 1. The Assembly shall be a forum for faculty discussion of matters of general faculty
interest. It may, at the request of the College senate, standing committees, or on its own
initiative, undertake advisory votes on matters of policy and procedure of concern to the faculty.
These Assembly advisory recommendations will then be taken to the appropriate committees, to
the College Senate, and/or to the President of the College, and, following standard procedure, to
the Board of Trustees.
Section 2. It shall be a specific duty of the Faculty Assembly to elect faculty representatives to the College Senate.

Section 3. The Assembly shall be the confirming body for Executive Committee nominations to standing committees.

Section 4. The Assembly may elect or appoint ad hoc committees which it deems necessary or useful in the conduct of Assembly business.

ARTICLE VI: FACULTY SENATORS
Section 1. Elections

1. Faculty senators shall be elected during the last regularly scheduled Faculty Assembly meeting of the academic year by secret ballot with nominations coming from the entire Assembly.
2. Half of the faculty representatives to the Senate shall be elected on even years, half on odd years.
3. Two alternate Senators shall be elected. They shall attend each Senate meeting and vote in place of absent faculty Senators.
4. In the event of a vacancy in the Senate, a member shall be elected by and from the Faculty Assembly to serve the remainder of the unexpired term. In the interest of continuity, preference shall be given to current alternatives.

Section 2. Duties and Responsibilities

1. The Faculty Senators shall represent the Faculty on all matters before the College Senate. No Senator shall speak for nor obligate the Assembly without a full discussion of the issue with the Assembly, except when the Assembly will not be in regular session for a period of more than two weeks and a quorum cannot easily be convened in the interim. The Assembly retains the authority to review the actions of the Senators.
2. Faculty Senators are expected to attend Senate and Faculty Assembly meetings regularly. Any faculty Senator who cannot attend a Senate meeting should arrange for an alternate to represent the Faculty as a voting senator.
3. The Executive committee will meet with the Faculty Senators regularly to provide communication and coordination between the Faculty Assembly and its Senators.

Section 3. Recall

1. A petition of 25% of the voting membership of the Faculty Assembly submitted to the chairperson of the Assembly shall be sufficient for the calling of an election to determine whether one or more faculty members of the Senate should be recalled. The petition must identify the Senate members affected and list the reasons for recall.
2. If the petition signatures are sufficient, the Chair of the Faculty Assembly shall call a special meeting within ten working days of the receipt of the petition.
Removal from office will occur only when a majority of the voting membership of the Faculty Assembly, as polled by secret ballot, supports recall.

3. A new Senator shall be elected to fill the unexpired term.

ARTICLE VII: AMENDMENTS TO THE BY-LAWS
Section 1. Proposed amendments to the Faculty Assembly By-Laws must be submitted in writing to the Faculty Assembly and the Administration five (5) working days in advance of the first reading.

Section 2. Requirements for amendment passage include the following:

1. Reading of proposed amendment must take place at two(2) consecutive, regularly scheduled meetings of the Faculty Assembly.
2. The amendment must be considered for approval at the meeting of the second reading.
3. Approval by 60% of the voting membership of the Faculty Assembly shall be required.
4. The amendment to the By-Laws is subject to ratification by the Board of Trustees.

ARTICLE VIII: STANDING COMMITTEES
Section 1: Faculty Instructional Development Committee

Function
Faculty Development is a program of planned learning experiences to promote the achievement of the broad professional goals of faculty, collectively and as individuals, through the enhancement of their knowledge of instructional methodology and their respective content area. By helping faculty to become better instructors, the ultimate faculty development goal of improving the quality of teaching and learning is achieved. In order to effect this goal, the College appropriately allocates resources, monetary and human, to the program to provide education opportunities not readily available to NIC instructors.

Structure
Faculty membership shall be one member from each division selected by the Assembly Executive Committee. Any division members, with the exception of the division chairperson, may represent the division. In the case of an individual being assigned to two divisions, s/he may represent only one. To the extent practical, committee members shall serve two-year staggered terms. Two non-voting administrative members shall also serve on FIDC: the Vice President of Instruction, or appointed representative, and the Director of Professional Development.

Section 2: Faculty Tenure Committee
While Tenure policy falls within the jurisdiction of the College Senate, decisions regarding the tenure of individual faculty members lie within the jurisdiction of the Faculty Tenure Committee.

Function
This committee shall assume faculty responsibilities as outlined in the official policy established by the Board of Trustees.
**Structure**
Members and alternates of the Tenure Committee shall be elected by the Executive Committee from among the tenured members of the faculty. This committee shall consist of five members and three alternates, designated in order. At least three members must be retained from the previous year. It is recommended that voting members be selected from the previous year’s alternates.

Section 3: Meet and Confer

**Function**
The Meet and Confer Committee is to represent the faculty in negotiating with the administration in matters concerning salaries and working conditions.

**Structure**
There shall be six members of the Meet and Confer Committee, each of whom shall serve for two years. To assure continuity, only two members will be replaced each year. Committee members may succeed themselves.

Section 4: Sabbatical Leave Committee

**Function**
The Sabbatical Leave Committee shall rate and recommend applicants for sabbatical leave in accordance with the Sabbatical Leave Policy.

**Structure**
The Sabbatical Leave Committee shall consist of five members and an alternate appointed by the Executive Committee of the Faculty Assembly. Should any of the Committee members apply for sabbatical, alternates shall replace those members on the committee.

Section 5: Faculty Handbook Committee

**Function**
The Faculty Handbook Committee shall review the Faculty Handbook annually and provide a forum to seek consensus regarding any proposed amendments or revisions.

**Structure**
The Faculty Handbook Committee shall consist of up to six members: up to three representatives from the College Administration, appointed by the President of the College or his/her designee and three representatives from the faculty, selected by the Faculty Assembly from its own membership in the following manner:

- Two positions will be elected from the Faculty Assembly at large to three-year rotating terms. To begin rotation, one member will be elected for two years and the other member for three years.
- The third member will be appointed by the Faculty Assembly Executive Committee from the membership of the Executive Committee itself.
- Committee members shall be limited to two consecutive terms.
SUBJECT Revised Policy #7.04 Campus Emergencies

BACKGROUND
Campus Emergencies Policy #7.04 was reviewed by appropriate staff as part of the college’s comprehensive policy review process.

DISCUSSION
The policy was outdated and included many subjects that did not relate to campus emergencies. Over the past three years, there have been many changes in the way we manage emergencies on campus; these are included in the updated policy. The sections that were omitted addressed separate, non-emergency issues, and are already covered under separate college policy, or federal and state employment laws, or will be addressed under separate college guidelines or policy.

COMMITTEE ACTION
The policy has been reviewed and approved by President’s Cabinet, the College Senate, and the college attorney.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
This is a first reading, no action is required at this time.

Prepared by:
Graydon A. Stanley, VP of Student Services
Alex Harris, Director of Student Development
CAMPUS EMERGENCY POLICY

To ensure a safe campus environment, North Idaho College, in collaboration with city and state emergency personnel, has developed a comprehensive emergency response and crisis protocols. This plan’s response plans and protocols are reviewed and updated annually.

This policy is intended to address how to report an emergency or potential danger—is to be reported. The event itself will dictate the procedure(s) to be initiated by college personnel, first responders and/or city and state emergency personnel.

In the event of a situation requiring police, fire and/or medical assistance are to be reported using 911, the universal emergency phone number. 911 is to be used. Anyone utilizing 911 should report the action to Campus Security immediately.

Anyone with knowledge of plans, actions or threats which could endanger faculty, staff students or other individuals should report the information to Campus Security immediately. If a member of the college community is made aware of an information or actions that emergency which potentially endangers faculty, staff, or students they should be reported—contact Campus Security immediately to the Business Office (769-
at 769-3310. The Campus Security Supervisor, vice-president for administrative services, will initiate any required action and complete the necessary reports.

In the event of fire or a situation requiring police assistance, the universal emergency phone number 911 (on campus dial 9-911) is to be used. Anyone utilizing 911 should report the action to the Business Office.

Persons designated to make decisions in emergencies that may require classes to be dismissed or the campus to be evacuated are listed in hierarchical order below.

1—President
2—Vice President for Administrative Services
3—Vice President for Instruction
4—Vice President for Student Services

This entire section addresses a separate issue and should either be revised as a separate policy or omitted and understood to be covered under federal and state employment laws.

ACCIDENT PREVENTION POLICY
AND GENERAL SAFETY RULES AND REGULATIONS
FOR NORTH IDAHO COLLEGE

North Idaho College is constantly striving to provide an accident-free environment for all employees. As a continuing part of this effort, a program of employee training and education followed by safety work rules and regulations is being implemented.

No matter how well safety is engineered into an operation, much of an employee’s safety depends upon his own conduct. Some people work safely in dangerous surroundings, whereas others have accidents on jobs that seem trouble-free. Therefore, it is necessary to establish and enforce a clear statement of work rules and regulations.

Every work-related accident has some factor contributing to its occurrence. If the cause, upon investigation, is found to be a deficiency in the physical characteristics of work areas, it will be corrected. Similarly, if the contributing cause is found to be unsafe actions by the employee or supervisor, effective corrective action must also be taken.

A corrective action shall always be determined by the evidence at hand. It is reasonable to hold an employee responsible for his actions if the proper training process has been followed. The proper corrective action for the employer, therefore, is to supply the education necessary to eliminate the causes of accidents.

With this program in mind, North Idaho College is instituting a total accident prevention
program governed by the following policy:

1. Assignment of responsibility, authority, and accountability.
   
   a. The supervisor is the person responsible and in control of loss in the respective departments. Therefore, a supervisor will be held accountable for accidents occurring in his particular department.

2. It shall be the responsibility of the supervisor and the employee to maintain safe working conditions.

3. Safety training programs shall be established for all supervisors and employees.

4. All industrial accidents shall be reported, no matter how slight, to the immediate supervisor as soon as possible and always on the day of the accident. In addition, a supervisor’s accident report shall be completed as thoroughly as possible within a reasonable time following the accident.

The following general safety work rules and regulations shall apply to all North Idaho College employees. In addition, individual departmental rules and regulations will be formulated and made a part of the employment requirement for that particular department.

Since this is the beginning program, North Idaho College reserves the right to change or expand it as situations and conditions dictate.

**RULES AND REGULATIONS**

Employees shall not perform work or use tools or equipment for which they have not been properly trained and authorized by their supervisor.

In lifting, handling, and moving of equipment or materials do not attempt to lift or move such items if you have not been trained to do so.

The proper footwear shall be worn as dictated by the job to be performed. Surface conditions as affected by weather will determine whether a non-slip sole is to be worn.

Desks, chairs, garbage cans, or any other make-shift device shall not be used in place of a standard approved ladder to gain access to an out of reach area.

Do not attempt to make electrical repairs or otherwise tamper with electrical devices. This job can only be handled by professionals adequately trained to do so.

All employees shall report unsafe conditions to the Business Office at once. Do not proceed to work in or around an area you are not sure is safe.

Equipment guards shall be regarded as a necessary part of all power equipment. All
guards shall be in place and properly used on all machinery and equipment.

Horseplay of any kind is absolutely forbidden.

The use of alcohol, narcotics or hallucinogenic drugs shall not occur while at work.

Do your part to help provide yourself with safe employment. With a cooperative effort by everyone, reasonably safe and secure employment can be assured.

**SANCTIONS FOR VIOLATIONS**

An employee who is responsible for his/her own injury or injury to others or damage and destruction of property because of a failure to follow the safety regulations of the college shall be subject to penalties as indicated below:

1. In the event that actions of an employee are observed which violate the college's safety rules and regulations, the appropriate supervisor or college official may issue a verbal and/or written warning to be placed in the employee's permanent personnel file.

2. In the event that an employee is observed in a clear and blatant violation of safety rules or in the event that it can be established that a work related accident is the result of a clear failure on the part of the employee to observe established safety rules and regulations, the appropriate supervisor or college official may:

   a. Suspend the employee without pay for a designated period of time or
   b. Terminate the employee for cause and bar him from further employment by North Idaho College.

Any questions concerning this policy should be directed to the vice president for administrative services.