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.

EXECUTIVE SESSION - Idaho Code Section 74-206*

5:00 p.m.
BOARD WORKSHOP – Accreditation Report Review  Karen Ruppel

6:00 p.m.
CONVENE BOARD MEETING/CALL TO ORDER
Pledge of Allegiance  Ken Howard
Verification of Quorum/Introduction of Guests  Ken Howard
Review Minutes  Ken Howard
Public Comment**  Terry Jones
Celebrating Success: JAZZNIC and Jazz Clinics  15 minutes  Terry Jones

CONSTITUENT REPORTS
ASNIC  10 minutes  Colin Colquhoun
Staff Assembly  10 minutes  Jessica Grantham
Faculty Assembly  10 minutes  Erin Davis
Senate  10 minutes  John Trombold

PRESIDENT’S REPORT  10 minutes  Joe Dunlap

KTEC REPORT  10 minutes  Judy Meyer/Ron Nilson

OLD BUSINESS
Tab 1: SECOND READING: Revised Policy 3.02.22 Annual Staff Performance Appraisals  5 minutes  Chris Martin/Erin Norvell

Tab 2: SECOND READING: Revised Leave Policies  5 minutes  Chris Martin/Erin Norvell

Status of RIF Review  10 minutes  Constituent Leaders

NEW BUSINESS
Tab 3: FIRST READING: Revised Policy 3.02.25 Holiday Pay  10 minutes  Chris Martin/Erin Norvell
INFORMATION ITEMS

CTE Facility Update 10 minutes
Legislative Session Update 15 minutes

Chris Martin
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, deliberating regarding an acquisition of an interest in real property, considering records that are exempt from public disclosure, considering 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 litigation, communicating with risk manager/insurer regarding pending/imminently-likely claims or to consider labor contract matters.

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

Upcoming Events

NIC Board Meeting February 24 – SUB
Peace and Hopefulness Concert March 8 7:30 p.m. – Schuler PAC
“Postcards” Wind Symphony Concert March 23 7:30 p.m. – Schuler PAC
NIC Board Meeting March 23 – SUB
Musical Roots Concert April 19 7:30 p.m. – CDA First Presbyterian Church
KCTFHR Human Rights Banquet April 22 – Best Western CDA Inn
NIC Jazz Music Concert April 26 7:30 p.m. – Schuler PAC
NIC Board Meeting April 27 – SUB
NIC Orchestra Concert April 28 – Schuler PAC
NIC Mother’s Day Music Concert May 8 2 p.m. City Park Bandshell
NIC Commencement Breakfast & Ceremony May 13 – SUB & Gymnasium
NIC Board Meeting May 25 – SUB
NIC Board Meeting June 22 - SUB
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 3:08 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 Banducci, seconded by Trustee Wood, to go into executive session under Idaho Code § 74--206 (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 5:05 p.m., a motion was made by Trustee Meyer to return to open session. The motion, seconded by Trustee Nilson, carried unanimously. Chair Howard recessed the meeting to reconvene in the Lake Coeur d’Alene Room.

BOARD WORKSHOP
Reduction in Force Policy
At 5:15 p.m., Chair Howard called the workshop to order, stating that the workshop’s purpose was for discussion about the proposed reduction in force policy and he invited members of staff or faculty to provide comment or suggestions on the most recent draft, dated December 9, 2015. Faculty Chair Erin Davis commented that Faculty Assembly had fully supported the policy and procedures when they were separate, and concerns still exist about the potential of setting a precedent by combining them into policy. She went on to state that faculty supports the addition of language that includes “The provisions of the policy are not to be used for the sole purpose of terminating employees for substandard performance, incompetence or misconduct,” and she added that there are concerns about eliminating the bumping process, though faculty feels this will impact staff more than faculty and she added that there are concerns about the idea of employee evaluations being utilized as one of the criteria for layoff.

Trustee Nilson expressed concern about the provision to use enrollment data and industry demand from the previous ten years when determining if a financial emergency exists. Dr. Dunlap commented that the intent of considering data from the previous ten years was to ensure an overall trend was used to gain an understanding of the entire cycle of enrollment.
Erin Davis commented that when the college experienced its high rates of enrollment, it did not increase full time faculty to match those enrollment levels and that analyzing data for a period of time longer than three to five years takes in to account the typical ebbs and flows of community college enrollment and also how the college manages during those periods.

Trustee Wood expressed her concern that eliminating the bumping plan may open the door to agism.

Trustee Banducci expressed that bumping nullifies the entire process and is impractical.

Staff Assembly Chair Jessica Grantham commented that results from a survey issued to the staff in December, show agreement with striking the bumping plan, as it may be too subjective or provide a means to hand pick individuals to lay off. She went on to say that staff was concerned about combining the policy and procedure, but pleased that merit had been added to the criteria for lay off and she added that staff had requested that organizational changes, as listed in item four on page one of the proposed policy, be more broadly defined.

Chair Howard commented that the policy that was initially proposed was, in his opinion, too scant while the related procedure was fairly well formed to form a policy, but he doesn’t feel that there was anything in the process of combining the two documents that sets a precedent and he feels that this proposal provides a strong framework, though there is still room for a procedure to be developed to deal with ambiguities that may still exist. He went on to say that the reason he wants to combine the policy and procedure is that he believes strongly in due process and he wants to be sure that there are strong protections for staff and faculty against arbitrary dismissals built into the policy whenever a reduction in force plan is developed.

There was a brief discussion about non-tenured faculty being impacted prior to tenured faculty and the concept of bumping. Dr. Dunlap explained that bumping is normally linked to seniority and typically exists in unionized institutions. He added that faculty have tenure which honors their achievements and accomplishments and consideration of the criteria listed in item six on page three would be required.

Chair Howard commented that it is now up to the board to make a decision about the proposal and he envisions that it will come before the board for a first reading in February or March, during which time there will be discussion on the proposal with possible changes, then a second reading and a vote. He added that it will not go back to the constituents for further review.

Trustee Nilson recommended there be more work on the proposal and an opportunity for the constituents to respond, then a first reading in March. Trustee Wood expressed that she would be ok if it went back to Senate and come up for a first reading in March and added that this would also allow time for a related procedure to be drafted. Trustee Banducci expressed that he believes it's ready to come up for a first reading in February.

Chair Howard stated that the current version, dated December 9, 2015, will be on the agenda for a first reading in March, which provides constituent groups between now and then to review and comment.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 6:15 p.m. and verified that a quorum was present.
ATTENDANCE
Trustees:  Todd Banducci
          Judy Meyer
          Christie Wood
          Ron Nilson
          Ken Howard

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 asked Trustee Nilson to read, aloud, the college’s mission statement and he then welcomed attendees and guests to the meeting.

APPROVAL OF MINUTES
Chair Howard called for any changes to the minutes from the meeting held on December 16, 2015. There being none, the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
NIC Instructors Ted Tedmon and Casey Wilhelm reported on recent class testing of interactive software versus the use of textbooks through which they have realized $34,000 in savings. NIC Student April Montana provided testimony on her success using the software in her class studies.

CONSTITUENT REPORTS

ASNIC
ASNIC President Colin Colquhoun reported that they have two open positions on the ASNIC Board and he explained the process for appointing senators. He discussed the recent renovations in the student union building and reported that the textbook selection process is moving forward. Trustee Banducci asked for an updated roster of the ASNIC board when the new appointments are made.

Staff Assembly
Chair Jessica Grantham reported on activities from the January Staff Assembly meeting including a presentation on the programs within the Idaho Center of Excellence for Healthcare Grant (ICE), an update on facilities projects and a President’s Cabinet update from Al Williams. She closed by reporting on the kick off of the employee giving campaign.

Faculty Assembly
Chair Erin Davis reported that during their January meeting faculty discussed feedback for the faculty compensation policy and discussed inviting VP Martin to visit and review budget planning. She closed by discussing the kick off of the employee giving campaign. Chair Howard expressed that the RIF policy will not be formally returned to Senate, but that the board is inviting constituents to provide feedback on the proposal any time between now and the March board meeting.
Chair John Trombold summarized the policies reviewed and passed during their December meeting and those that will be reviewed at their January meeting.

**PRESIDENT’S REPORT**

Dr. Dunlap commented on the renovations made to the student union building and he commented on the Institutional Optimization process which is now under review in President’s Cabinet for actionable recommendations next month. He went on to discuss the upcoming mid-cycle accreditation evaluation report and visit, and the upcoming Safety Fest hosted by the Workforce Training Center. He reported that the college’s phase one application for a $1.4 million EDA Grant to support equipping the CTE facility was well received and the college has been asked to submit a full proposal. He closed by discussing the Governor’s budget recommendations related to higher education and those specific to NIC. Following a request by Trustee Wood for an update on the armory facility, VP Martin reported that the college and the city are developing a memorandum of understanding through which the college may continue to use the facility for softball practice while the city also utilizes the space for their needs. He added that he and the city administrator will meet with the State Board of Lands to request the facility be transferred from the college to the State Board of Education then to the city.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

Dormitory Housing Commission Resolutions

NIC Controller Sarah Garcia presented a resolution including a ground lease and an agreement between the college and Dormitory Housing Commission supporting the fee to service the bond for the construction of the student wellness center. She stated that the documents include some last minute clarifications.

Chair Howard expressed concern about the intent of paragraph four on page two of the ground lease, stated as follows: “Tenant shall pay no monetary rent hereunder. Consideration for the lease of the premises to the tenant hereunder shall be the provision by the tenant of the improvements situated on the premises consisting of the recreation center to be constructed, owned, operated and maintained by the landlord...” He expressed that this provides that NIC is going to maintain and construct the facility, which is not the board’s understanding. Ms. Garcia responded that although college staff will maintain the facility, the Dormitory Housing Commission will pay the maintenance costs. Chair Howard suggested that the paragraph be revised to add, after the word “landlord,” “using funds provided by the tenant.” He further recommended that at the end of that sentence, instead of restricting use of the facility to just students, to use the word “personnel,” which would include faculty and staff.

Ms. Garcia explained the timeline for pricing and selling the bonds and she stated that it was her hope that the board would approve the resolution now which would allow the underwriters who are selling the bonds to have the appropriate documents in hand to show bond holders investment security. College Attorney Marc Lyons stated that he had reviewed the documents and he added that there may still be non-substantive edits made, but that it’s important to the bond counsel to have the board resolution approved.

Trustee Wood made a motion for the board to adopt the resolution with the editing that Chair Howard suggested and that board counsel ensure those edits are made. Trustee Nilson seconded the motion with the understanding the board would have the opportunity to review the documents.
again before they are executed. Chair Howard asked Mr. Lyons if the board can pass the resolution now without executing the lease and the agreement until they contain the language that addresses the board’s concerns. Mr. Lyons responded that the resolution can be adopted and the exhibits can then be cleaned up.

Trustee Wood struck her motion and moved to adopt resolution 2016-1 and withhold approval of the ground lease and agreement until the language has been clarified. Trustee Nilson seconded the motion. Trustee Meyer commented on the board’s oversight of the building design and external façade. The motion carried unanimously.

Chair Howard stated that rather than a first reading as stated on the agenda, this is a final determination on the resolution, not on the lease or agreement. Ms. Garcia explained that the resolution refers to two documents, the amended agreement which now includes the fee the board approved to service the bond for the student wellness center and the ground lease which clarifies the piece of land for which the board is authorizing the Dormitory Housing Commission to bond and build the facility.

Revised Policy #3.02.22 Annual Staff Performance Appraisals
NIC Human Resources Director Erin Norvell presented revisions to policy #3.02.22, stating that revisions clarify terminology, specify that this policy is for non-faculty employee appraisals, provide definitions for regular evaluations and formal appraisals, and further that appraisals will be conducted using the performance management system provided by the Human Resources Department. Following a question from Trustee Nilson, Norvell provided an explanation of how informal verbal evaluations are captured in the overall process. This was a first reading and no action was taken.

Revised Leave Policies
HR Director Norvell presented and summarized revisions to six leave policies: Bereavement Leave #3.04.04.01, Annual Leave #3.04.02, Jury Duty Leave #3.04.04, Military Leave #3.04.05, Leave without Pay #3.04.06 and Personal Leave #3.04.06.02. She also presented the recommendation to eliminate policy #3.04.06.01 because the policy’s intent was now incorporated into the revisions recommended in policy #3.04.06.

Following a question from Trustee Meyer regarding Annual Leave Policy 3.04.02, Norvell explained that eligible employees may carry over a maximum 240 hours of annual leave per year. Following Norvell’s summary of the revisions to Military Leave Policy #3.04.05, Trustee Banducci asked if the college had a policy to cover cases when military weekend or summer duty is extended. Norvell responded that this policy would cover those cases as paid leave if the individual was under military orders.

Following summary of Personal Leave Policy #3.04.06.02, Trustee Nilson expressed concern that the revisions allow faculty to take two days paid leave at their own discretion with no specific intent as was implied in the original policy language. A discussion ensued during which Trustee Wood expressed that these revisions bring the policy in line with what’s currently being practiced and went on to express that faculty do not earn vacation days and that two days paid leave per year is low. Chair Howard commented that in order to move this policy along, the board needs a specific motion. Trustee Nilson made a motion to ask the administration to rewrite policy 3.04.06.02 to clarify the intent as it is spelled out in the currently active version and bring it back for a first reading. The motion was seconded by Trustee Banducci. A discussion ensued about the practice of faculty’s use of personal days. Trustee Meyer asked how classes are covered for those faculty taking personal days and the associated cost to provide that coverage. VP Burns responded that faculty member
typically provide advance notice of their intended absences and plan absences on non-teaching
days. She added that if there is a need to find a replacement in the classroom when an absence is
of an urgent nature or is unplanned, the college applies a policy for substitution pay, so the cost is
not exorbitant. Trustee Meyer expressed concern about the principal of faculty being entitled to two
days of paid leave with no express intent for using those days. Trustee Wood expressed that
defining reasons for an individual to qualify for personal days is too personal and it would be difficult
to define every circumstance. She added that she would agree if language was included regarding
extenuating circumstances and clearing absences with supervisors. The motion carried with three in
favor and one opposed.

**Budget Planning Guidance**

VP Chris Martin open by reviewing enrollment for the current fiscal year and recommended planning
the FY17 budget based on a forecast of a 6% enrollment decline which equals an approximate
$750,000 reduction in revenue. He went on to review the Governor's budget recommendations and
associated revenues should those recommendations be adopted by the legislature, and he reviewed
other potential revenues including new properties on the rolls. Following presentation of this
information, VP Martin commented that the college intends incorporating results of the institutional
optimization process into future planning and the budget plan for FY17 and requested further
guidance from the board for budget planning.

The board requested a list of grants that will end this year and the related impact to the college.
Trustee Nilson requested a wage comparison with other community colleges.

**INFORMATION ITEMS**

**Capital Projects Update**

VP Martin provided an update on the CTE facility and explained methods being employed to make
up days lost due to bad weather in December. Martin went on to report that for the collaborative
educational facility, the request for proposals should be out next month for architecture and
engineering services. Chair Howard expressed the importance of the board’s involvement in
agreements for this facility. Martin next provided an update on the process to date on the
collaborative educational facility including the institutions and agencies involved.

Trustee Banducci asked for information about the memorandum of understanding between the
college and city of Coeur d’Alene for levee maintenance, a copy of which was provided to the
trustees. VP Martin explained that the MOU provides clarity to both parties that the city is
responsible for repairing the levee should it ever fail and the college is responsible for general
upkeep of the property around the levee. Chair Howard expressed concern that the board wasn’t
consulted about the agreement. Martin explained that the MOU states that the city is responsible for
maintenance and operation of the levee. Trustee Meyer requested a map describing the property
outlined in the MOU.

**Joint Finance Appropriations Committee Presentation Update**

VP Mark Browning reviewed the schedule for JFAC, the House and Senate Education Committees,
and meetings with other agencies and groups scheduled while the administration and board are in
Boise and he reviewed elements that the college will address with the legislature.

**BOARD CHAIR REPORT**

Chair Howard reported that the board had hired the Association of Community College Trustees to
assist them with the presidential search. He reviewed the draft search timeline prepared by ACCT
and asked the board for a motion to adopt it so the process could begin.
Trustee Wood made a motion to adopt the timeline, as prepared. Trustee Meyer seconded the motion. Trustee Nilson encouraged the board to be respectful of participants in the search committee by appointing a smaller committee than it has in past searches and by providing a foundation of its expectations in a candidate. Trustee Wood requested that the board develop a few bullet points describing the board’s expectations for candidates to provide attendees at the upcoming open forums. Following this discussion, the motion to adopt the timeline carried unanimously.

Chair Howard discussed the process undertaken during the last presidential search and the results from the open forums. He explained that input from the forums was used to develop the presidential profile without preliminary input from the board and he expressed that he feels that should be the process utilized again for this search.

Trustee Wood made a motion for the board to develop and approve a brief framework of candidate characteristics to provide to attendees of the open forums and the search committee to help develop the presidential profile. The motion, seconded by Trustee Nilson, carried with four in favor and one opposed.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Wood complemented Dr. Dunlap and members of the college community who participated in the recent gala hosted by the Human Rights Education Institute in celebration of Dr. Martin Luther King’s birthday.

At 9:15 p.m. a motion was made by Trustee Nilson, seconded by Trustee Meyer, to go into executive session under Idaho Code § 74--206 (a), (b) to consider personnel matters. Roll call vote was taken as follows:

<table>
<thead>
<tr>
<th>Trustee Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Meyer</td>
<td>aye</td>
</tr>
<tr>
<td>Christie Wood</td>
<td>aye</td>
</tr>
<tr>
<td>Ron Nilson</td>
<td>aye</td>
</tr>
<tr>
<td>Todd Banducci</td>
<td>aye</td>
</tr>
<tr>
<td>Ken Howard</td>
<td>aye</td>
</tr>
</tbody>
</table>

At 10:55 p.m., a motion was made by Trustee Banducci to return to open session. The motion, seconded by Trustee Nilson, carried unanimously. Chair Howard adjourned the meeting.
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 5:05 p.m. and verified that a quorum was present.

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

Chair Howard led the board and meeting attendees in the Pledge of Allegiance. He then welcomed attendees and guests to the meeting and stated that he wanted to rearrange the order of the agenda to begin with the Dormitory Housing Commission. There were no objections from the board.

Approve Dormitory Housing Commission Resolution
Chair Howard stated that the trustees had before them, the resolution approved by the board at their January 20, 2016 meeting along with the revisions, requested at that time, incorporated into the associated ground lease between the college and the Dormitory House Commission for the student wellness center.

Trustee Nilson made a motion to approve the resolution with the related ground lease and agreement between the college and the Dormitory Housing Commission. The motion, seconded by Trustee Wood, carried unanimously.

Proposed Community College Districting Bill
Vice President Mark Browning provided an explanation of the proposed House Bill 387, stating that it would establish five zones within each community college district and if passed would become effective July 1, 2016. He stated that the bill proposes that a zoning plan must be developed and approved by the local board then approved by the State Board of Education. He added that if there are two trustees currently serving on the board who are from the same zone within the district, then the senior member remains or they draw lots to determine which one remains.

A discussion ensued and Trustee Wood expressed concern with the requirement for the State Board of Education to approve the zones and the prospect of the board’s loss of local control resulting from that requirement. She went on to express that this bill pits sitting trustees against one another. Trustee Meyer expressed her concern with the loss of local control because in certain cases, appointments to fill vacancies on the board would be made by the State Board of Education. Trustees Nilson and Banducci expressed favor for equal representation throughout the district.

Trustee Wood commented that the board focuses on the entire district and the student body and if the board is broken into zones then she feels that trustees will be inclined to represent their individual zone rather than the entire district. Chair Howard expressed that if the district is broken into zones, then voters may have to vote for someone they don’t want because they come from that person’s district and it reduces the potential for getting a healthy candidate pool. He added that the
way this bill is constructed makes it difficult to get good countywide representation from Kootenai County because the heavy population centers are in Coeur d'Alene and Post Falls.

VP Browning commented that there was no collaborative effort on the part of the bill sponsor before it was proposed other than a meeting with two trustees from College of Western Idaho who expressed some concern. He added that there is a fiscal impact to colleges to seek expertise in redistricting efforts and NIC may request that this bill be sent to the amending order to amend the language exempting NIC because our district is unique in that we are made up of one county.

Following this discussion, Trustee Wood made a motion for the board to oppose House Bill 387, as written, and request that VP Browning provide the board’s written position opposing the bill for the reasons stated below and ask that the bill be sent to amending order:

- State Board of Education control over establishment of the district,
- Negative fiscal impact to North Idaho College, and
- North Idaho College is a one-county district and does not have the distribution problems that other Idaho counties have.

The motion was seconded by Trustee Meyer. Trustee Nilson asked what the urgency was to provide the board’s position. Chair Howard responded that it will be through the process before the board meets again. The motion passed with three in favor and two opposed.

Approve Presidential Profile
Presidential Search Consultant Julie Golder Alion from ACCT explained the process undertaken to develop the profile from input received through the open forums held earlier in the week and she discussed the next steps in the search. The trustees read through the profile developed by the search committee and provided comment and input into the language and candidate characteristics recommended for inclusion. Following discussion, Trustee Nilson moved to accept the presidential profile with the changes introduced by the trustees. The motion, seconded by Trustee Wood, carried unanimously.

The meeting was adjourned at 6:30 p.m.

__________________________________  __________________________________
Board of Trustees Chair            Board of Trustees Secretary
TAB 1

SUBJECT
Revised Policy #3.02.22: Annual Staff Performance Appraisals

BACKGROUND
Annual Staff Performance Appraisals Policy #3.02.22 has been reviewed by appropriate staff as part of the college's comprehensive policy review process.

DISCUSSION
Policy revisions are intended to provide clarification of the appraisal process for non-faculty employees and provide definitions to clarify regular performance evaluation and formal annual appraisals. The policy also specifies appraisals will be conducted using the performance management system provided through the human resources department.

COMMITTEE ACTION
This policy has 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 #3.02.22.

Prepared by:
Chris Martin, VP for Finance and Business Affairs
Policy Narrative

All benefit eligible, professional and classified employees (non-faculty) will be formally evaluated on their job performance against their job description and institution-wide performance standards at least once a year as part of the annual performance appraisal process. Informal performance evaluations should occur regularly outside of the formal process and should be taken into consideration when completing the formal annual performance appraisal. Procedures and instruments used for evaluating the performance of these employees will be developed by the human resources director and approved by the college administration. Performance appraisals will be conducted using the performance management system.

Faculty members employees will be evaluated as prescribed in the faculty evaluation and tenure policies.

Definitions
A. Performance Evaluation: Process by which an employee and manager communicate regarding the employee’s performance related to job responsibilities. Both positive and constructive feedback should be a part of any evaluation. Evaluations can be formal (written) or informal (verbal) and should occur regularly to ensure employees and managers are aligned regarding performance expectations. Performance evaluations are one part of the annual performance appraisal process.
B. Performance Appraisal: Formal process by which an employee and manager communicate about the employee’s performance over time (i.e. annually), as well as revisiting past goals, setting future goals, and creating professional development plans. The annual appraisal should take into consideration the regular evaluations that have been conducted over the year, and use that information to document a formal appraisal of overall annual performance.
SUBJECT
Revised Policy #3.04.01.01 – Bereavement Leave
Revised Policy #3.04.02 – Annual Leave
Revised Policy #3.04.04 – Jury Duty Leave
Revised Policy #3.04.05 – Military Leave
Revised Policy #3.04.06 – Leave without Pay
Elimination of Policy #3.04.06.01- Leave without Pay for Educational Purposes
Revised Policy #3.04.06.02 Personal Leave

BACKGROUND
The following policies have been reviewed by appropriate staff as part of the college’s comprehensive policy review process, Policy #3.04.01.01, Policy #3.04.02. Policy #3.04.04, and Policy #3.04.05.

DISCUSSION
Policy #3.04.01.01 – Bereavement Leave: Revisions have been made to clarify immediate family and bring policy in alignment with other policies that refer to immediate family. Clarify additional leave may be used on the condition of supervisor approval.

Policy #3.04.02 – Annual Leave: Policy revisions were made to clarify how annual leave may be used including to cover sickness and short term disability leave. Clarifies when leave is accrued and how carryover is managed. Moves accrual rates and reporting to the operational guidelines.

Policy #3.04.04 – Jury Duty Leave: Changes to this policy clarify that leave benefit is restricted to a jury summons or subpoena where the employee is not personally involved in the case or the subject of investigation. The policy has been revised to clearly state that employees may use accrued leave or leave without pay for private proceedings. The policy was also revised to provide guidance for notification to supervisors.

Policy #3.04.05 – Military Leave: Policy revisions reflect that military leave is exclusive of annual and sick leave and provides in policy that employees returning from military leave, upon application, will be reemployed in former position, without loss of status or pay rate.

Policy #3.04.06 – Leave without Pay: This policy has been returned for further revisions due to additional impacts related to the Affordable Care Act that need to be addressed.

Policy #3.04.06.01 – Leave without Pay for Educational Purposes: This policy has been returned for further review due to additional impacts related to the Affordable Care Act that need to be addressed in #3.04.06.

Policy #3.04.06.02 – Personal Leave: This policy has been returned for further review.

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

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
Request the board consider individual motions to adopt revisions to policies #3.04.01.01, #3.04.02, #3.04.04, and #3.04.05.

Prepared by:
Chris Martin, VP for Finance and Business Affairs
Policy Narrative

Benefited personnel will be granted up to five working days of paid leave if there is a death in their immediate family. Immediate family for this policy is defined as including the employee’s spouse, domestic partner, parent, child, sibling, uncle, aunt, grandparent, grandchild, in-law (same members of spouse’s family) or any person who was a member of the employee’s established household.

Additional Time Off

It is understandable that in certain instances the loss of a family member may so emotionally or physically affect an employee as to make it difficult or impossible to return to work and satisfactorily perform the duties of his/her job immediately following the use of bereavement leave. If additional time off is necessary due to the death of a family member, arrangements may be made through the supervisor to permit the employee to use vacation time, personal day, sick leave or time off without pay.

Up to five days of paid leave of absence will be provided to benefit eligible employees for a death in their immediate family. For the purposes of this policy, immediate family is defined as a spouse, domestic partner, parent, child, sibling, or any person who was a member of the employee’s established household.

Employees should make their immediate supervisor aware of their situation as soon as possible. Additional leave may be granted from accrued annual (vacation) leave, sick leave, personal day, or unpaid leave of absence with the supervisor’s approval.
ANNUAL LEAVE

Annual leave will accumulate as follows:

<table>
<thead>
<tr>
<th>Days per month</th>
<th>Category II &amp; IV</th>
<th>Category I</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–24 months</td>
<td>1 1/4</td>
<td>1 1/2</td>
</tr>
<tr>
<td>25–72 months</td>
<td>1 1/2</td>
<td>1 3/4</td>
</tr>
<tr>
<td>More than 72 months</td>
<td>1 3/4</td>
<td>2</td>
</tr>
</tbody>
</table>

Annual (Vacation) Leave is paid time off accrued by benefit eligible staff and available for personal use as approved by their immediate supervisor. Annual leave may be used to cover sick leave when sick leave balances have been depleted. Annual leave may be used to receive full pay during periods of Short Term Disability leave (STD).
Annual leave is accrued at the end of each pay period worked. If an employee goes on leave without pay (LWOP) at any time during a pay period, the annual leave accrual may be prorated for that pay period.

The rate at which annual leave is accrued during each bi-weekly pay period depends on employee’s classification, length of service and hours worked. A maximum of 240 hours (30 days) of annual leave may be carried over from fiscal year to fiscal year.

For current accrual rates and reporting procedures refer to administrative operational guidelines.


**Policy**

Policy # 3.04.04

Effective Date _______

<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>Jury Duty &amp; Court Leave</td>
</tr>
</tbody>
</table>

**Author:**

Human Resources

**Supersedes Policy #**

**Relates to Procedure #**

**Impact:**

**Legal Citation (if any):**

**North Idaho College**

Policy Narrative

---

**JURY DUTY**

Employees shall receive time off with pay for required appearances in court or hearings resulting from a call to jury duty or subpoena to appear to testify where the employee is not personally involved in the action as the Plaintiff, the Defendant, or the object of the investigation. The employee is entitled to keep fees and mileage reimbursement paid by the court in addition to his/her regular salary. Travel expenses in connection with this duty are not subject to reimbursement by North Idaho College. (Expert testimony is covered under Professional Consulting in Addition to Workload Policy.)

An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding where the employee is not personally involved in the action as the Plaintiff, the Defendant, or the object of the investigation, will be granted leave with pay and is entitled to keep fees and mileage reimbursement paid by the court. Expenses in connection with this duty are not subject to reimbursement by North Idaho College.

When an employee is required to appear as a witness or a party in any private proceedings (outside of official state or federal duty), the employee may use accrued
leave or leave without pay.

An employee summoned for court or jury service shall notify their immediate supervisor at the earliest possible date prior to the start of the jury duty. The employee is responsible for submitting proof of juror service to their supervisor.

Although part-time non-benefited employees are not covered by this policy and are not eligible to receive paid leave time, departments are reminded that such employees may be called to jury duty and must be released from work to fulfill those obligations.
Policy

Policy # 3.04.05

Effective Date: 6/23/93
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>Leases</td>
<td>Military Leave</td>
</tr>
<tr>
<td>Author:</td>
<td>Human Resources</td>
<td>Supersedes Policy #</td>
</tr>
</tbody>
</table>

Relates to Procedure #3.04.05

Impact: All Staff who are members of the National Guard or U.S. Armed Forces Reserve. (To bring equity in the application of paid leave to all staff.)

Legal Citation (if any): Idaho Code 46.216 and 46.224 Uniformed Services Employment and Reemployment Rights Act (“USERRA”)

North Idaho College

Policy Narrative

North Idaho College employees who are on fiscal year appointments are allowed leave with pay for required military service not to exceed 15 working days per fiscal year upon receipt of a copy of their orders. Military leave will apply only to an employee’s contractual days of obligation. Military leave benefits will be pro-rated based upon an employee’s percentage of full-time employment if less than 100% and/or contractual obligation if an employee's contract is for less than twelve months.

Leave for the purpose of military service shall be in accordance with applicable state and federal law.

An employee who is a member of any reserve component of the United States Armed Forces or any reserve component of the National Guard is granted military leave with pay up to a maximum of fifteen (15) working days in one (1) calendar year. Military leave is exclusive of annual and sick leave.

An employee who leaves his or her position either voluntarily or involuntarily for temporary active military duty in excess of fifteen (15) working days will be granted military leave without compensation, although accrued annual leave may be used at the employee’s request. Active duty cannot be for more than 5 years, unless active duty is
during a war, declared national emergency or active duty in support of a critical mission. An employee returning from military leave without compensation after being relieved or discharged from military duty must, upon application, be reemployed in his or her former position or comparable position without loss of seniority status or pay rate.

Employees who need to utilize military leave should refer to the Administrative Operations guideline for process and documentation requirements.
SUBJECT
Revised Policy #3.02.25 – Holiday Pay

BACKGROUND
Policy #3.02.25 has been reviewed by appropriate staff as part of the college’s comprehensive policy review process.

DISCUSSION
Policy #3.02.25 – Holiday Pay: Revisions have been made to clarify the use of holiday pay and call-out for hourly non-exempt employees and correct the calculation of holiday pay.

COMMITTEE ACTION
This policy has been reviewed and approved by President’s Cabinet and the College Senate.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
First Reading. No action requested at this time.

Prepared by:
Chris Martin, VP for Finance and Business Affairs
Policy Narrative

This policy applies only to Category IV employees.

In the event employees are required by their supervisor to work on one of the ten holidays recognized by the NIC policy manual, they shall be compensated at 1.5 times their normal hourly rate of pay. Upon the employee’s discretion, the employee may be credited with compensatory time at the rate of pay of 1.5 times the hours worked rather than receiving monetary compensation. The employee is required to use any earned compensatory time for holiday pay within 30 calendar days after the holiday shift worked.

The holiday date is defined as the 24 hour period beginning at 12:00 midnight and continuing until the following midnight except when the actual holiday falls on a Saturday or Sunday and then it shall also include the Friday preceding the holiday or the Monday following the holiday.

Employees who are required to work on the recognized holidays will be paid a minimum of 2 hours pay at the holiday rate.

Example: An employee is called in to work on President’s Day. After arriving on campus the employee works 1 hour and then goes home. This employee is credited with 2 hours (the minimum) of work at a pay rate of 1.5 times the employee's regular rate.
In the event employees are required to work overtime on one of the 10 holidays, their compensation rate (either as pay or time off), will be at 1.5 times the holiday pay rate or 2.25 times the regular compensation rate.

Example: An employee is called in to work on President’s Day and has already completed 40 hours of work during the week. After arriving on campus the employee works 1 hour and then goes home. This employee is credited with 2 hours (the minimum) of work AT A HOLIDAY RATE OF 1.5 TIMES THE REGULAR RATE at an OVERTIME RATE OF PAY OF 1.5 times the holiday pay.

This policy applies only to eligible classified non-exempt (hourly) employees.

In the event that the needs of the College necessitate that an employee must work on a holiday which is recognized as a paid holiday by the College, the employee shall be compensated at 1.5 times their normal hourly rate of pay for hours worked in addition to regularly scheduled holiday pay.

**Holiday Date Defined**

The holiday is defined as the single 24 hour period beginning at 12:00 midnight and continuing until the following midnight. When the actual holiday falls on a Saturday, the College observes the holiday the preceding Friday. If a holiday falls on a Sunday, the College observes the holiday on the following Monday. Actual holidays and holiday observances are documented on the official College calendar.

If the holiday falls on a Saturday or a Sunday and an employee is required to work on both the observed holiday date (either Friday or Monday) and the actual holiday date (Saturday or Sunday), the employee will only receive holiday pay for one of those dates, as the College only recognizes one 24 hour period per recognized holiday. The only exception to this is the extended Thanksgiving holiday break and the extended winter holiday break, for which the College observes multiple days.

**Minimum Call-In Holiday Pay**

Employees who are called in and required to work on a holiday will be paid a minimum of two hours pay at the regular holiday rate or actual time worked, whichever is greater.

**Example:** An employee is called in to work on President’s Day. After arriving on campus the employee works 1 hour and then goes home. This employee is credited with two hours (the minimum) of work at a pay rate of 1.5 times the employee’s regular rate in addition to their regularly scheduled holiday pay.

**Overtime Holiday Pay**

In the event an employee works more than 40 hours during the week of a holiday, the employee will be entitled to an overtime pay rate of 1.5 for all hours worked over 40, in addition to regular holiday pay.
An employee is only eligible for overtime holiday pay if the employee has already reached or exceeded 40 hours of actual work prior to being called in during a holiday. If an employee exceeds 40 hours of work during the call in, only those hours in excess of 40 will be eligible for overtime holiday pay. “Hours of work” is considered actual time worked on 1:1 basis.

**Example:** An employee is called in to work on a Friday holiday and has already completed 38 hours of work that Monday through Thursday. After arriving on campus, the employee works six hours and then goes home. This employee is paid for two hours of work at the regular holiday rate (1.5 times their regular hourly rate) and is paid for four hours of work at the overtime holiday pay rate of 2.25 times their regular hourly rate in addition to their regularly scheduled holiday pay.