



North Idaho College

Board of Trustees Meeting

March 23, 2022

Edminster Student Union Building

Amended March 21, 2022

Connect via Zoom: <https://nic.zoom.us/j/89332906241> or by phone: (669) 900-6833 Webinar ID: 893 3290 6241

***Mission statement:** North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.*

This meeting is a business meeting of the Board Trustees and the NIC Administration. The board will take comment on agenda items from members of the public in person at the meeting, and comment will be limited to 2 minutes per person. A sign-up sheet will be provided in the meeting room. Individuals interested in communicating with the board outside the meeting may send an email to board@nic.edu.

AGENDA

6:00 p.m. **BOARD MEETING** – Lake Coeur d’Alene Room

Convene/Call to Order/Verification of Quorum	Todd Banducci
Pledge of Allegiance	Todd Banducci
Public Comment	Todd Banducci
Celebrating Success: North Idaho College Making a Difference In Cyber Security and Computer Information Technology	Kassie Silvas & Faculty

CONSTITUENT REPORTS

ASNIC	2 minutes	Cyrus Vore
Faculty Assembly	2 minutes	Molly Michaud
Staff Assembly	2 minutes	Sarah Martin
Senate	2 minutes	Geoff Carr

PRESIDENT’S REPORT

Dr. Michael Sebaaly

CONSENT AGENDA

Action for Approval of Meeting Minutes for February 23, 2022, March 8, 2022	
Tab 1: Action: Revised Stewardship of College Assets Policy 2.03.02	Sarah Garcia
Tab 2: Action: Revised Professional Consulting Policy 3.02.12	Karen Hubbard
Tab 3: Action: Revised Employment of Related Parties Policy 3.02.05	Karen Hubbard

NEW BUSINESS

Tab 4: First Reading: Revised Filling of New and Vacant Positions policy 3.02.03	Karen Hubbard
Tab 5: First Reading: Revised Establishment of New Positions Policy 3.02.02	Karen Hubbard
Tab 6: First Reading: Eliminate Policy 3.02.04	Karen Hubbard
Tab 7: First Reading: Eliminate Policy 3.02.06	Karen Hubbard
Action: Board Leadership	Christie Wood

INFORMATION ITEMS

Accreditation Update	Dr. Michael Sebaaly
Presidential Search Update	Ken Howard


BOARD CHAIR REPORT

5 minutes

Todd Banducci

REMARKS FOR THE GOOD OF THE ORDER**

ADJOURN



North Idaho College
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
February 23, 2022
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Banducci called the meeting to order at 6:00 p.m. and verified that a quorum was present. Chair Banducci welcomed attendees and led them in the Pledge of Allegiance.

ATTENDANCE

Trustees: Todd Banducci
Ken Howard
Greg McKenzie
Christie Wood

Also present: Michael Sebaaly, Interim President
Kassie Silvas, Interim Provost
Sarah Garcia, Interim VP Finance and Business Affairs
Laura Rumpler, Chief Communications and Government Relations Officer
Marc Lyons, Attorney for North Idaho College

PUBLIC COMMENT

There was no one signed up for public comment.

PRESIDENT'S REPORT

Dr. Sebaaly commented on the constituent leaders' written report submissions, recent revisions to the college's communicable diseases policy and the process for reviewing those revisions. He expressed his thanks to the board for its support of the college's decision to temporarily pivot to remote instruction and remote work to help reduce exposures during the rise in cases of the Omicron variant of COVID-19 and he shared that the Children's Center had also been reopened to full capacity. He discussed the college's recent hearing with the Joint Finance and Appropriations Committee of the Idaho legislature and other legislative and agency meetings. He shared information about the current searches to fill open dean positions, and he thanked trustees for allowing a consent agenda for items pending before the board. He closed with a brief update on the process related to the inquiry by the Northwest Commission on Colleges and Universities.

CONSENT AGENDA

Chair Banducci called for a motion to approve the consent agenda. Trustee McKenzie made a motion to approve the consent agenda consisting of meeting minutes for January 19, 2022 and February 16, 2022, an auto-reply message for board@nic.edu emails, a board response to a letter from Coeur d'Alene Tribe, the Head Start Grant, and the Head Start Non-Federal Share Waiver. The motion was seconded and carried with three in favor.

NEW BUSINESS

Revised Stewardship of College Assets Policy 2.03.02

Interim VP of Finance Sarah Garcia presented revisions to policy 2.03.02. This was a first reading and no action was taken.

Revised Professional Consulting Policy 3.02.12

Chief Human Resources Officer Karen Hubbard presented revisions to policy 3.02.12. This was a first reading and no action was taken.

Revised Employment of Related Parties Policy 3.02.05

Karen Hubbard presented revisions to policy 3.02.05. This was a first reading and no action was taken.

INFORMATION ITEM

Presidential Search Update

Trustee Howard reported that he and Chair Banducci had held meetings with the presidential search consultant and had worked on qualifications and the position profile, categories of constituents to represent the search committee, upcoming open forums, and a proposed project calendar. He expressed concern with the progress of their efforts to form a search committee and his belief in the importance of moving the process forward. Chair Banducci commented on the challenges he has observed in the process to identify search committee members.

Trustee Howard made a motion to authorize the established constituency groups to appoint their own representatives for the presidential search committee. The motion was seconded and following discussion, failed with two in favor and two opposed.

Trustee Howard made a motion to authorize the presidential search consultant to break tie votes with regard to staffing the search committee. The motion was seconded and following discussion, failed with two in favor and two opposed.

Association of Community College Trustees Governance Leadership Institute

Dr. Sebaaly commented on the upcoming Governance Leadership Institute and asked for trustees' interest in attending the institute or identifying other training for the board and inviting the other community college boards to participate. A discussion ensued about the Governance Leadership Institute and other leadership training opportunities for the board. Dr. Sebaaly will look into potential opportunities.

BOARD CHAIR REPORT


Chair Banducci commented on the NIC Wrestling team's participation in the upcoming national tournament and he commented on basketball games occurring this evening.

REMARKS FOR THE GOOD OF THE ORDER

There were no remarks.

At 7:20 p.m., Trustee Howard made a motion to adjourn the meeting. The motion was seconded and carried unanimously.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES SPECIAL MEETING
Edminster Student Union Building
March 8, 2022
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Banducci convened the meeting at 6:07 p.m. and verified that a quorum was present.

ATTENDANCE

Trustees: Todd Banducci
Ken Howard
Greg McKenzie
Christie Wood

Also present: Michael Sebaaly, Interim President
Marc Lyons, Attorney for North Idaho College

Process for Trustee Zone 5 Interviews

College Attorney Marc Lyons commented on a suggested process for interviewing candidates for the open seat in Trustee Zone 5. Trustees discussed dates for interviews and agreed to schedule a special meeting for April 6 at 6 p.m. and also discussed and agreed on options for a process for interviews. Following this discussion, the board directed Mr. Lyons to prepare an instruction sheet to share with each of the candidates.

There was no other discussion and a motion to adjourn was made by Trustee Howard. The motion was seconded and the meeting was adjourned at 7:00 p.m.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

BOARD OF TRUSTEES MEETING
March 23, 2022

TAB 1

SUBJECT

Revised Policy 2.03.02: Stewardship of College Assets

BACKGROUND

Stewardship of College Assets Policy # 2.03.02 has been reviewed by appropriate staff as part of the college's comprehensive policy review process.

DISCUSSION

Revisions have been made to provide a more comprehensive outline of the purpose and intent of this policy to ensure accountability and stewardship of the institution's resources.

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 adopt revisions to Policy 2.03.02.

Prepared by:
Sarah Garcia,
Interim VP for Finance and Business Affairs/Controller

Policy

Policy # 2.03.02

Effective Date 3/25/09

Revised: 2/26/14

<p><i>(Impact Area - Dept Name)</i></p> <p>Business Office of Finance and Facilities Operations Business Office of Finance and Facilities Operations</p>	<p><i>(General Subject Area)</i></p> <p>Business and Facilities Operations</p>	<p><i>(Specific Subject Area)</i></p> <p>Policy encompasses Policy Manual Sections VI and VII Stewardship of College Assets</p>
<p>Relates to Procedure #</p>	<p>Author: VP for Finance and Business Affairs</p> <p>Supersedes Policy</p>	
<p>Impact: To provide for proper stewardship of college assets.</p>		
<p>Legal Citation (if any):</p> <p>North Idaho College</p>		

Policy Narrative

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The North Idaho College ~~Business Office of Finance and Business~~, **Business Office of Finance and Business**, under the guidance of the board of trustees and the college president ~~in accordance with college policy,~~ **in accordance with college policy,** shall adopt ~~develop~~ **develop** practices ~~to support the college's mission, vision, and values.~~ **to support the college's mission, vision, and values.** for two goals ~~These practices will:~~

1. ~~be documented in the Administrative Services Operational Guidelines Manual;~~ **be documented in the Administrative Services Operational Guidelines Manual;**
2. ~~to maintain~~ **ensure** record keeping for the receipt, use, and disbursement of all funds and other assets received or possessed by North Idaho College;
3. ~~ensure compliance with state and federal laws;~~ **ensure compliance with state and federal laws;**
4. ~~to provide for the safety of students, employees, and the public through the development and publication of risk management guidelines;~~
5. ~~ensure stewardship of all funds and assets owned and entrusted to the college and used for their intended purposes.~~ **ensure stewardship of all funds and assets owned and entrusted to the college and used for their intended purposes.**

~~These practices shall be codified in the Administrative Services Operational Guidelines and shall ensure all assets are protected and used for their intended purposes.~~ In an effort to ensure accountability and to ensure stewardship of the institution's finite resources, the vice president for Finance and Business Affairs or his/her designee will communicate changes in the Administrative Services Operational Guidelines Manual to constituent groups.

BOARD OF TRUSTEES MEETING
March 23, 2022

TAB 2

SUBJECT

Revised Policy #3.02.12: External Employment and Professional Consulting

BACKGROUND

Policy #3.02.12 has been reviewed through the established policy review process as part of the college's comprehensive policy review process.

DISCUSSION

Revisions have been made to update this policy and make it clearer.

At the first reading in February, the Board requested two changes.

- 1) In the third paragraph, language has been added to specify that consulting and external employment must not create a conflict of interest.
- 2) In section A.2., specified that vacation or personal day use is approved by the supervisor.

This change has been made in the current version and is shown in a different colored font from all other edits.

COMMITTEE ACTION

This policy has been reviewed and approved by President's Cabinet and the College Senate.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

Second Reading. Request the board consider a motion to adopt revisions to Policy #3.02.12, External Employment and Professional Consulting.

Prepared by Karen Hubbard
Chief Human Resources Officer

Policy

Policy # 3.02.12

Revised Date: 6/22/16

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>External Employment and Professional Consulting</p>
<p>Relates to Procedure #</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

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~~A. PROFESSIONAL CONSULTING IN ADDITION TO WORKLOAD~~

~~To maintain and increase the competence of North Idaho College (NIC) employees, the board encourages the sharing of professional knowledge with the community at large. Limited outside activities in an employee's discipline or area of specialization are encouraged if to the extent that they contribute to the improvement of teaching skills employee development, provide a needed professional service and/or advance the cause of promote college/community relations. As used in this policy, "consulting" is defined to include any paid or unpaid professional activity or employment that is external to NIC or is clearly beyond the employee's regularly assigned duties for which the employee is appointed and paid by NIC.~~

~~Benefits eligible Faculty and staff on full-time appointment owe their primary employment responsibility to North Idaho College NIC and. They are expected to fulfill, to the best of their abilities, the responsibilities established in their respective position descriptions and employment documents. Full-time employment requires a work effort as prescribed by signed contract.~~

All employment and/or consulting arrangements, whether external or internal to NIC, must not create a conflict of interest, as outlined in Policy and Procedure 3.02.15.

B. A. PRIVATE EXTERNAL EMPLOYMENT AND/OR CONSULTING

1. **Employers and c**lients must always be informed that the faculty or staff member is acting as a private consultant **or employee** and that NIC is not a party to the contract, nor liable, nor responsible for the performance thereof. **The name, "North Idaho College" and logo are the exclusive properties of NIC and consequently should not be used in support of claims, advertisements, or the deliverables of any private consulting. NIC stationery or letterhead may be used only for official NIC business.**
2. Employees must secure ~~from the appropriate vice president approval for any activities which require absences.~~ **use accrued vacation or personal days, as approved by the supervisor, for absences related to private consulting work.**
3. ~~Administrative approval for c~~onsulting by NIC employees ~~may be granted only when the proposed activity satisfies~~ **must satisfy** the following criteria:
 - a. It will not impair, in quality or quantity, the performance of the employee's **regularly** assigned duties.
 - b. It does not involve the use of any NIC supplies, equipment, or facilities, except as ~~provided in a current agreement with~~ **approved by** the ~~appropriate vice president~~ **president's cabinet (PC) member.**
 - c. It is not contrary to NIC's best interests.
4. ~~Administrative approval is not required for activities in which the employee engages during periods of vacation leave, non-duty hours, or on college and legal holidays.~~

G. B. CONSULTING PERFORMED FOR NIC

1. Whenever possible, NIC will look to the expertise of its own employees first, **providing it will not impair, in quality or quantity, the performance of the employee's regularly assigned duties.**
1. Consulting services that are performed for NIC as part of the employee's regularly assigned duties are not a basis for additional compensation.

Extra **Additional** compensation may be authorized **using the stipend process** for consulting services to NIC that are clearly beyond the employee's **regularly** assigned duties. Each instance of extra **additional** compensation is subject to **approval by Human Resources and the appropriate** ~~president's PC member~~ approval before the work is performed and payment can be made. Such services are subject to the limitations on private consulting stated in B-3.
2. **Approval for additional compensation is contingent on the following:**

~~Prior approval by the employee's departmental administrator must include a certification that:~~

- ~~a. The work to be performed is an overload~~ **outside of the employee's regularly assigned duties.**
- ~~b. Work schedules cannot be rearranged to include the work in the employee's regular duties.~~
- ~~b. No other qualified NIC personnel~~ **employees** are available to do the work as a part of their regular duties.

~~The name, "North Idaho College," and logo are the exclusive properties of NIC and consequently should not be used in support of claims, advertisements, or the contents of any private consulting reports. NIC stationery or letterhead may be used only for official NIC business.~~

BOARD OF TRUSTEES MEETING
March 23, 2022

TAB 3

SUBJECT

Revised Policy #3.02.05: Employment of Related Parties

BACKGROUND

Policy #3.02.05 has been reviewed through the established policy review process as part of the college's comprehensive policy review process.

DISCUSSION

Revisions have been made to update this policy and make it clearer.

At the first reading in February, the Board requested a change to the final paragraph of the policy to indicate the potential termination of only one party, not both. This change has been made in the current version and is shown in a different colored font from all other edits.

COMMITTEE ACTION

This policy has been reviewed and approved by President's Cabinet and the College Senate.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

Second Reading. Request the board consider a motion to adopt revisions to Policy #3.02.05, Employment of Related Parties.

Prepared by Karen Hubbard
Chief Human Resources Officer

Policy

Policy # 3.02.05

Revised Date: 9/24/14

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Employment of Related Parties</p>
<p>Relates to Procedure #</p>	<p>Author: Human Resources Supersedes Policy #</p>	
<p>Impact:</p>		
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Policy Narrative

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It is the goal of the college to have employees treated fairly during their employment. As such, the college has implemented ~~this policies~~ to reduce the potential for unfairness ~~reduce the potential for perceived or actual conflict of interest~~ in the employment relationship between ~~of related parties~~. 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 ~~No employee may be in a position that~~ directly or indirectly influences decisions related ~~pertaining~~ to the recruitment, hiring, or the terms and conditions of employment of the other ~~a related party~~. ~~This includes anyone in the chain of supervision.~~

For the purposes of this policy, "related party" includes the employee's relatives, spouse/domestic partner's relatives, significant other, or persons living in the same household.

Prior to an offer of employment to a related party, ~~All employees must promptly report~~ disclose to Human Resources the status of any relationship that would qualify as a Related Party under this policy ~~if the related party would be in the same chain of supervision.~~

In the event a relationship between parties is established or disclosed during employment, ~~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~~ so that neither party is in a

position of having decision-making authority or significant influence over the other. ~~including without limitation,~~ This may include transferring Rrelated Pparties to different positions, changing their job duties, and/~~or terminating one or both of the~~ parties from employment. The implementation of this policy should be carried out by the executive director of Chief Human Resources Officer and the appropriate vice-president President's Cabinet member.

BOARD OF TRUSTEES MEETING
March 23, 2022

TAB 4

SUBJECT

Revised Policy #3.02.03: Filling of New and Vacant Positions

BACKGROUND

Policy #3.02.03 has been reviewed through the established policy review process as part of the college's comprehensive policy review process.

DISCUSSION

The following revisions have been made to the policy.

- Content from Policy 3.02.04 Filling of Vacant Positions Without Benefits is incorporated, such that there is no longer a need for that policy.
- Content covered in Policy 3.02.02 Establishment of New Positions has been removed.
- Content that describes the methods of implementing the policy have been moved to the procedure.

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 Karen Hubbard
Chief Human Resources Officer

Policy

Policy # 3.02.03

Effective Date 6/26/96

Revised: 4/22/20

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Filling of New and Vacant Positions</p>
<p>Relates to Procedure # 3.02.03</p>	<p>Author: Human Resources (HR)</p> <p>Supersedes Policy #</p>	
<p>Impact:</p> <p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Policy Narrative

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~~Per policy 3.01, new and vacant benefits-eligible positions will be filled through the current recruitment process at NIC, as outlined in the associated procedure. All new permanent positions must be approved by the NIC Board of Trustees, per policy 3.02.02.~~

~~HR will administer the recruitment process and provide guidance to hiring departments and committees during the search. HR will determine wage/salary parameters and new hire offers for all positions. HR will document and issue all employment offers, faculty contracts, and letters of appointment.~~

North Idaho College is committed to filling new and vacant positions in a consistent and equitable manner by following a documented recruitment process.

Benefits eligible positions must be filled through the current recruitment process administered by Human Resources.

Non-benefits eligible positions are not required to go through the current recruitment process. Hiring managers wishing to recruit for a non-benefits eligible position will follow the current recruitment process where applicable.

BOARD OF TRUSTEES MEETING
March 23, 2022

TAB 5

SUBJECT

Revised Policy #3.02.02: Establishment of New Positions

BACKGROUND

Policy #3.02.02 has been reviewed through the established policy review process as part of the college's comprehensive policy review process.

DISCUSSION

Revisions have been made to the policy to retain the statement of principle and the approval required for new positions. In keeping with Policy 2.01.04 on Governance - Creation, revision, or elimination of College Policy and Procedure, information from the policy that "describes the methods of implementing the policy" have been moved into a newly created procedure, as there is no existing procedure to accompany this policy. The new procedure includes the process and operational details for tracking and maintaining these positions. Updates include the delineation of positions not funded by the general fund, such as grant funded positions.

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 Karen Hubbard
Chief Human Resources Officer

Policy

Policy # 3.02.02

Revised Date: 9/24/14

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Establishment of New Positions</p>
<p>Relates to Procedure #</p>	<p>Author: Human Resources</p> <p>Supersedes Policy #</p>	
<p>Impact:</p> <p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Policy Narrative

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~~ESTABLISHMENT OF NEW POSITIONS~~

~~POSITIONS CLASSIFIED ON THE BASIS OF DURATION~~

1. ~~Permanent Positions:~~ A permanent position is one that **benefits eligible and** is established with the intent that it will continue indefinitely. ~~Once established, it continues to exist, whether filled or vacant, until abolished.~~ **The establishment of a permanent position that is fully funded by the general fund must be approved by the board of trustees before the position is filled.**

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, 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 **eligible** and is established for a definite **finite** period. (usually for a period of three years or less). Typically, the duration corresponds to the period of a grant or fixed term contract.

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, 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 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 authorize the establishment of a temporary benefits eligible position. There can be no commitment to continue a temporary position beyond the length of time specified when it is established.

BOARD OF TRUSTEES MEETING
March 23, 2022

TAB 6

SUBJECT

Eliminate Policy #3.02.04: Filling of Vacant Positions Without Benefits

BACKGROUND

Policy #3.02.04 has been reviewed through the established policy review process as part of the college's comprehensive policy review process.

DISCUSSION

Content related to filling vacant positions without benefits has been incorporated into the revisions to Policy 3.02.03 Filling of New and Vacant Positions, such that there is no longer a need for a separate policy. Policy #3.02.04 is therefore proposed for elimination.

COMMITTEE ACTION

This policy has been reviewed and approved for elimination by President's Cabinet and the College Senate.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

First Reading. No action requested at this time.

Prepared by Karen Hubbard
Chief Human Resources Officer

Policy

Policy # 3.02.04

Effective Date _____

<i>(Impact Area - Dept Name)</i> Employees	<i>(General Subject Area)</i> Conditions of Employment	<i>(Specific Subject Area)</i> Filling of Vacant Positions Without Benefits
	Author:	Supersedes Policy # (See p. 2.167)
Relates to Procedure #	Impact:	
Legal Citation (if any):		
North Idaho College		

Policy Narrative

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FILLING OF VACANT CLASSIFIED POSITIONS NOT ENTITLED TO BENEFITS

The director of human resources is responsible for advertising, recruiting, scheduling, interviewing and determining salary and working conditions for those vacant classified positions not entitled to benefits.

The process of filling the position will be the same as for filling classified positions, which are entitled to benefits with the single exception of notifying applicants when the position has been filled. The department making the search, not human resources, will inform interviewees when the position is filled. The Human Resources Department will notify all other applicants.

BOARD OF TRUSTEES MEETING
March 23, 2022

TAB 7

SUBJECT

Eliminate Policy #3.02.06: Probation, Promotion, Demotion, Transfer of Classified Employees

BACKGROUND

Policy #3.02.06 has been reviewed through the established policy review process as part of the college's comprehensive policy review process.

DISCUSSION

Some of the content in this policy is not currently relevant.

- Processes are no longer different for classified (nonexempt) positions than for other staff positions.
- Probationary periods are no longer used.

Some of the content in this policy is covered by other policies and procedures.

- Promotions and transfers occur primarily through the process outlined in Policy 3.02.03 Filling of New and Vacant Positions.
- Promotions and demotions may occur through the process outlined in Policy 3.02.33 on Reclassifications.

Given the above, there is no longer a need for this policy. It is therefore proposed for elimination.

COMMITTEE ACTION

This policy has been reviewed and approved for elimination by President's Cabinet and the College Senate.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

First Reading. No action requested at this time.

Prepared by Karen Hubbard
Chief Human Resources Officer

Policy

Policy # 3.02.06

Effective Date _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Probation, Promotion, Demotion, Transfer of Classified Employees</p>
	<p>Author:</p>	<p>Supersedes Policy #</p> <p>(See p. 2.83)</p>
<p>Relates to Procedure #</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Policy Narrative

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PROBATION, PROMOTION, DEMOTION, TRANSFER OF 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 - 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

A 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 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 the supporting training assessment, performance evaluations, and/or conflict resolution forms. Upon concurrence between the vice president of the assigned work area, the departmental supervisor, and the director of human resources, an employee will be given written notice stating the reasons for the demotion. Normally a contract employee must be given written notice of demotion at least fifteen calendar days before its effective date.

Effect of Demotion on Salary - When a contract employee is demoted, the salary is reduced to a lower pay grade as recommended by the Vice President for Administrative Services. 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

A classified employee who wishes to be transferred must apply for position openings through the director of human resources. 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 vice president of administrative services.

The transfer of an employee does not affect accumulated eligibility for vacation and sick leave.