

AGENDA

CONVENE REGULAR MEETING
CALL TO ORDER / VERIFICATION OF QUORUMBrad Corkill
PLEDGE OF ALLEGIANCEBrad Corkill
MESSAGE FROM BOARD CHAIRBrad Corkill
CELEBRATING SUCCESS: SKILLS USA – NIC AUTOBODY Nick Swayne / Andy Rogge
PUBLIC COMMENT
CONSTITUENT REPORTS • ASNIC
PRESIDENT'S REPORTNick Swayne
INFORMATION ITEMS • Q3 Finance Report
CONSENT AGENDA
OLD BUSINESS

ADJOURN

NEW BUSINESS

REMARKS FOR THE GOOD OF THE ORDER

2025 Graduation & Commencement Events

6:00pm - 7:00pm	Idaho Top Scholar	Boswell Hall
5:30pm	Radiology Technician Pinning Ceremony	Meyer Health & Sciences Rm 106
1:00pm - 2:00pm	Basic Patrol Academy Graduation	Edminster SUB - Lake CdA Room
4:30pm - 7:00pm	Associate Degree Nursing Pinning Ceremony and Nursing Honor Society	Boswell Hall - Schuler Auditorium
7:30am - 9:00am	Employee Recognition & Awards Breakfast	Edminster SUB - Dining Room
10:00am - 11:00am	Commencement Rehearsal	Edminster SUB - Lake CdA Room
10:00am	Commencement AA and AS candidates (excluding Dual Credit)	Boswell Hall - Schuler Auditorium
1:00pm	Commencement Health Professions, Technical Programs, all Dual Credit Candidates	Boswell Hall - Schuler Auditorium
5:30pm - 6:30pm	GED Graduation	Boswell Hall - Schuler Auditorium
5:30pm - 7:00pm	Dual Credit Graduation Appreciation Night	Edminster Sub - Room 205
5:00pm	Firefighter Academy Graduation	Edminster SUB - Lake CdA Room
11:00am	Practical Nursing Pinning Ceremony	Edminster SUB - Lake CdA Room
	1:00pm - 2:00pm 4:30pm - 7:00pm 7:30am - 9:00am 10:00am - 11:00am 1:00pm 5:30pm - 6:30pm 5:00pm	1:00pm - 2:00pm Basic Patrol Academy Graduation 4:30pm - 7:00pm Associate Degree Nursing Pinning Ceremony and Nursing Honor Society 7:30am - 9:00am Employee Recognition & Awards Breakfast 10:00am - 11:00am Commencement Rehearsal 10:00am Commencement AA and AS candidates (excluding Dual Credit) 1:00pm Commencement Health Professions, Technical Programs, all Dual Credit Candidates 5:30pm - 6:30pm GED Graduation 5:30pm - 7:00pm Dual Credit Graduation Appreciation Night 5:00pm Firefighter Academy Graduation

Tab 1

BOARD OF TRUSTEES MEETING April 23, 2025

TAB 1

SUBJECT: Consent Agenda Items

BACKGROUND:

Included as Tab 1 are the Board Regular Meeting Minutes for March 26, 2025

SUGGESTED MOTION FOR BOARD ACTION

[Board Member] make the motion to approve Consent Agenda item as presented.

Prepared by: Suzy Scura

Board Clerk

CALL TO ORDER

Chair Brad Corkill called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. He then verified that a quorum was present despite the absence of Trustee Rick Durbin.

ATTENDANCE

Trustees: Brad Corkill

Mary Havercroft Eve Knudtsen Tarie Zimmerman

Also present: Nick Swayne, President

Kevin O'Neill, College Attorney

MESSAGE FROM BOARD CHAIR

Chair Corkill stated that he and Trustee Tarie Zimmerman attended the NIC Foundation's *Bon Appétit Dinner and Fundraiser* held on March 14, 2025, and expressed appreciation for the event. He also noted that Association of Community College Trustees (ACCT) consultants Ken Burke and Dr. Debbie DiThomas facilitated a retreat prior to this regular Board of Trustees meeting during which the Trustees participated in a productive training and development session.

CELEBRATING SUCCESS: WOMEN AT WORK EVENT

Dr. Swayne introduced Student Success Navigator Louisa Rogers, who provided a report on the *Women at Work* event held on March 5, 2025, at the Parker Technical Education Center in Rathdrum, Idaho. Ms. Rogers explained that the event aimed to introduce women to career technical education fields traditionally considered nontraditional for women. She reported that 90 individuals attended the second annual event, doubling the participation from the previous year. Ms. Rogers' presentation is attached as an addendum to these minutes.

PUBLIC COMMENT

There were no requests from the public to make comments.

CONSTITUENT REPORTS

<u>ASNIC</u>

Joseph Moran, ASNIC President, reported on recent student government initiatives, including the donation of two light therapy lamps ("happy lights") to the College's Disability Support Services' Zen Den, and the purchase of 15 color graphing calculators for NIC's Math Education Center. Additional activities included finalizing the annual spring survey, reviewing election applications, and planning for NIC's *Annual Day of Service*. Recent ASNIC-sponsored events were *A Night at the Library* and an ice-skating night for students. Mr. Moran concluded his report with an update on the Association of College Unions International (ACUI) leadership conference in New York City, attended by himself, ASNIC Vice President Blake Sanchez and two senate members.

Faculty Assembly

Faculty Assembly Chair Kathleen Miller Green reported that the recent Faculty Assembly meeting included old and new business, along with regular reports from the Senate and various committees. She noted that Michele Chmielewski, Assistant Professor of Education, received two prestigious awards from the National Art Education Association, and that nine NIC Faculty members were recognized with NIC General Education Matriculation (GEM) Innovative Educator Awards. Chair Miller Green concluded by reading a prepared statement expressing appreciation for the Board of Trustees and formally withdrawing the Faculty Assembly's prior vote of no

confidence. Chair Miller Green's full report and the Faculty Assembly's written statement are included as an addendum to these minutes.

Staff Assembly

Staff Assembly Chair Katrina Björkman reported that the Staff Assembly met on March 13, 2025. In addition to a variety of informational items, Mallory Shipley, Enrollment Services Center Manager and Staff Assembly Vice Chair, was recognized as the Sterling Silver Employee of the Month. Chair Björkman also noted that Kat Gilmore, Assistant Professor of English, attended the meeting to provide information about the Literacy Project of North Idaho. Chair Björkman's full report is included as an addendum to these minutes.

Senate

Senate Chair Julie Bailey reported that the Senate met on March 20, 2025. The Senate approved Reclassifications Procedure 3.02.33, and held first readings of Vacation & Personal Leave Policy 3.04.02 and FMLA Policy 3.04.09. Chair Bailey's full report is included as an addendum to these minutes.

PRESIDENT'S REPORT

Financial Outlook

President Swayne reported that Moody's has upgraded NIC's financial outlook from negative to neutral. Although the College does not intend to borrow or issue bonds, the improved rating reflects enhanced financial stability, institutional confidence, and ongoing improvements.

Campus Construction Updates

Approximately \$14 million in construction and renovation projects are scheduled for completion this summer. Temporary department relocations are in effect, and visitors are advised to confirm office locations. The campus remains fully operational during construction.

Upcoming Board Activities

A tour of the Meyer Health and Science Building is scheduled prior to the April regular Board of Trustees meeting. A joint meeting with city of Coeur d'Alene representatives is also being planned.

President Swayne summarized the recent Board Policy Subcommittee meeting and provided updates on the following goal related topics:

Accreditation

The Board completed a quarterly training session focused on Northwest Commission on Colleges and Universities (NWCCU) recommendations. One of three remaining recommendations is substantially resolved, with all three constituent groups having rescinded previous votes of no confidence.

Enrollment

President Swayne announced that summer and fall enrollment is open and stated that the NIC Foundation is projected to award a record amount of over \$1 million in scholarships.

Spring enrollment highlights:

- New full-time student enrollment up 36%
- Academic transfer program enrollment up 64%
- Male student enrollment up 14.2%
- Dual credit and recruitment efforts continue through NIC's expanded Bus Tour initiative

Community Stakeholder Engagement

 Center for New Directions & Parker Auto Repair Partnership: Supporting transportation needs for students, particularly single mothers

- Joint Performance with Coeur d'Alene Summer Theater: First formal collaboration, *Clue: The Musical*, April 18 26, 2025 at Boswell Hall, Schuler Auditorium
- American Indian Appreciation Week: Held March 24 28, 2025, organized by American Indian Student Advisor Amy Bardwell, with cultural activities and guest speaker Chaffery Salto
- Second Annual NIC Listens Event: Held on March 24, 2025, featuring seven students sharing personal stories of resilience

Strategic Planning

The College identified five major strategic goals aligned with student learning and accreditation. Progress measurement methods are being finalized. One goal will be presented at each upcoming Board meeting. President Swayne emphasized the importance of accurate data for state, federal and accreditation reporting.

INFORMATION ITEMS

Budget Assumptions (postponed from February)

Vice President of Finance and Business Affairs Sarah Garcia presented an overview of the College's FY25 Budget Planning Assumptions. She answered questions from the Trustees and discussion ensued. Ms. Garcia's presentation is included as an addendum to these minutes.

Employee Retention

Chief Human Resources Officer Meagan Snyder provided a presentation on the College's Human Resources department and its ongoing initiatives in support of the NIC workforce. Her presentation focused on key areas including employee retention and recognition, recruitment, leadership development and compensation studies. Ms. Snyder's presentation is included as an addendum to these minutes.

Recruitment and Marketing

Interim Chief Communications and Government Relations Officer Tom Greene provided an overview of the Communications and Marketing department, describing their recruiting and marketing initiatives, strategies and future plans. Mr. Greene's presentation is included as an addendum to these minutes.

Legislative Affairs: Outcomes Recap

Tom Greene provided an update on the College's outreach to local legislators, highlighting successful engagement efforts over the past year. He noted outcomes such as the well-attended North Idaho Annual Legislative Sendoff in December 2024 and a new partnership with the Coeur d'Alene Chamber of Commerce to co-host the 2024 Idaho State Legislative Tour. Mr. Greene reported on the status of the 2025 Idaho Legislative session, summarizing key legislation and funding decisions to date. He emphasized NIC's ongoing commitment to strengthening relationships with the North Idaho delegation and shared that the College is working with law enforcement agencies statewide to seek funding for a critically needed Emergency Vehicle Operators Course (EVOC).

ACCT Consultants Update

ACCT consultant Ken Burke provided a summary of the College's accreditation progress over the past two years, acknowledging the efforts of the Board and College leadership, including himself and Dr. DiThomas. He noted that most outstanding recommendations from the NWCCU have been resolved, with strategies in place to address remaining items, keeping NIC on track for reinstatement to good standing.

Mr. Burke emphasized the importance of the Board supporting internal institutional processes, particularly in hiring, and stated that the Board has affirmed its commitment to these processes. He cited specific examples of progress and collaboration.

Mr. Burke commended Chair Corkill for leadership in facilitating respectful engagement during public comment and interactions with staff. He also recognized the contributions of ASNIC, Faculty Assembly, and Staff Assembly, referencing the withdrawal of prior no-confidence votes.

Mr. Burke acknowledged the Trustees' participation in trainings, community engagement, and legislative events as indicators of ongoing commitment to national governance best practices.

NIC Accreditation Liaison Dr. Steve Kurtz was recognized for his role in facilitating communication with NWCCU and maintaining a productive relationship with Dr. Ed Harri, NWCCU Senior Vice President.

Mr. Burke highlighted Trustee Zimmerman's appointment to the ACCT Policy Committee and the joint participation of Dr. Swayne and Trustee Zimmerman on a panel at the National Legislative Summit, stating this helped promote NIC's credibility.

Mr. Burke concluded by expressing appreciation for the Board's progress on behalf of himself and Dr. DiThomas.

CONSENT AGENDA

<u>Tabs 1 and 2: Approve Board Regular Meeting Minutes for February 26, 2025 and Approve 2025-</u> 2026 Head Start Grant Application

Chair Corkill requested a motion to approve Tabs 1 and 2 as presented. Trustee Zimmerman made the motion which was seconded by Trustee Eve Knudtsen. Chair Corkill called for the vote. The motion passed with four votes in favor.

NEW BUSINESS

Tab 3: Approve Summer Session Extension

Following an explanation from Dr. Swayne, Chair Corkill requested a motion to approve the summer session extension as presented. Trustee Knudtsen made the motion which was seconded by Trustee Havercroft. Chair Corkill called for the vote. The motion passed with four votes in favor.

Tab 4: First Reading of Policy 3.04.01 (Sick Leave)

President Swayne provided the Trustees with a brief summary of updates to Policy 3.04.01 (Sick Leave) and its accompanying procedure, which is being separated from the policy.

REMARKS FOR THE GOOD OF THE ORDER

There were no remarks for the good of the order.

The meeting was adjourned at 7:51 p.m.

Respectfully Submitted, Suzy Scura, Board Clerk

Addenda:

- 1) Women at Work Event Presentation
- 2) Faculty Assembly Chair Report
- 3) Staff Assembly Chair Report
- 4) Senate Chair Report
- 5) FY25 Budget Planning Assumptions
- 6) Employee Retention Presentation
- 7) Recruitment and Marketing Presentation



Center for New Directions

Women at Work

- Introduce women to careers in CTE
- Parker Technical Center
- CTE programs + local industry
- Support programs
 - MEC, CND, Career services, financial aid
- Panels of women









Center for New Directions

March 26, 2025 Faculty Assembly Chair Report to the NIC Board of Trustees Kathleen Miller Green, Chair

Chair Corkill, Trustees, President Swayne, my NIC family, and community members...HAPPY SPRING!

On March 13th, we held our Faculty Assembly meeting.

We heard regular reports from Senate, Student Learning Outcomes Assessment committee, Advising Updates, Open Education Resource Committee, an Adjunct Faculty Report, and Accessibility Update.

Two items of note from my Chair Report:

- 1) That our very own Michele Chmielewiski, Assistant Professor of Education, was awarded the *Distinguished Service within the Profession* AND **2024 Idaho Art Educator of the Year** by the National Art Education Association. She accepted her awards at that organization's national conference last week in Louisville, KY. Congratulations, Michele.
- 2) Nine NIC Faculty members were honored with NIC GEM Innovative Educator Awards. After receiving more than 100 responses from NIC students the following educators were chosen:

GEM 1 – Taylor Waring
GEM 2 – Shawna Broeder
GEM 3 – Jason Droesch
GEM 4 – Brandy Fries
GEM 5 – Brenda Johns
GEM 6 – Annika Jacobson
GEM 7 (INTR) – Brad Codr
GEM 7 (FYE) – Kat Gilmore
GEM 7 (Wellness) – Cindy Dicken

NIC Innovative GEM Educators for GEMs 1-6 will now be submitted to the state for the chance to earn an Idaho GEM Innovative Educator Award. Congratulations to these outstanding NIC faculty members.

During Old Business:

Dr. Sherry Simkins came to review the changes to Policy 3.02.21 – Faculty Evaluation with the assemble faculty and to answer questions. Because there were no questions or discussion, the Faculty Assembly Executive Committee recommended to Dr. Simkins that the policy proceed to Senate for review.

During New Business:

We addressed two issues:

The annual Faculty Committee Service Survey is being reworked and streamlined to provide 1) more accurate information about faculty committee membership, and 2) to clearly indicate which current committees have openings for faculty membership. The survey is slated to go out in April, after which the college will determine where the information will be housed and accessed.

And finally, a statement from the NIC Faculty:

Faculty Assembly Statement Resolving Votes of No Confidence:

Faculty Assembly appreciates the effort of the current board members in addressing the concerns in our five Votes of No Confidence. Your actions have done much to rebuild trust, not only with the Faculty, but all constituency groups. We commend the Board for its proactive approach in addressing the recommendations from the NWCCU and the remaining issues highlighted in all Votes of No Confidence, with directness, dignity, and professional discourse.

The Assembly, therefore, has voted unanimously to formally consider the issues in our Votes of No Confidence resolved.

The faculty look forward to collaborating with the Board as it works to build strong relationships with constituency groups and the broader community, while pursuing your commitment to serving the best interests of our college.

That concludes my Chair report. Are there any questions?

Respectfully submitted, Kathleen Miller Green, Chair Faculty Assembly 2023-2025

Staff Assembly Report NIC Board of Trustees Meeting: Wednesday, March 26, 2025

Good evening, Chair Corkhill, Trustees, President Swayne, and community members.

Staff Assembly met on March 13 and had standard meeting with a variety of informational items. We recognized Mallory Shipley as the Sterling Silver Employee of the Month. She works as the Enrollment Services Center Manager is also our Staff Assembly Vice Chair. Congratulations to Mallory for her excellent work.

Each month we recognize a different campus department and invite them to our meetings. This month we were excited to have Kat Gilmore, Assistant Professor of English, share information on the Literacy Project of North Idaho. The Literacy Project has a simple, yet incredibly important, mission and that is to provide adults with the opportunity to gain literacy skills. By inviting speakers to our meetings, we hope to keep staff aware of these amazing resources for our students and community.

That concludes my report. Does the Board have any questions?

Thank You, Katrina Bjorkman Staff Assembly Chair

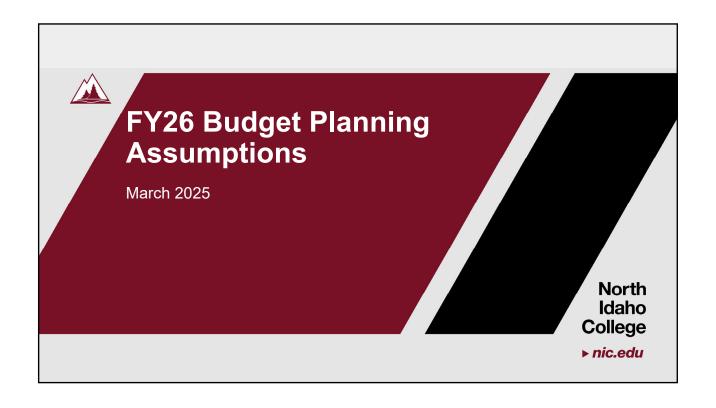
Senate Report

NIC Board of Trustees Meeting: Wednesday, March 26, 2025

Good evening, Chair Corkill, trustees, President Swayne, colleagues and community members.

Senate met last Thursday, March 20th. We passed the Reclassifications procedure 3.02.33, which came back to Senate for a second read after getting some clarification on timelines from Human Resources. Additionally, we conducted a first reading on the Vacation & Personal Leave policy 3.04.02 with a recommendation to delete the Personal Leave policy 3.04.06.02. We also conducted a first read on the FMLA policy 3.04.09 with the recommendation to delete the FMLA procedure 3.04.09.

This concludes my report and I am happy to stand for any questions.





Introduction

- Each budget year the College demonstrates fiscal responsibility by aligning available resources to support the mission of the College and impact students in the most effective and meaningful way possible
- Financial stewardship is at the core of the budget process and includes
 - Effective management of existing resources
 - Increased operational efficiencies
 - Strategic investment in the future
 - Commitment to moral, ethical and prudent decision-making



Priorities and Planning Principles

- Reaffirm accreditation standards
- Continue to Strengthen recruitment and retention
- Use budget allocation to support strategic initiatives
- Create a balanced budget with limited support from fund balance
- Inclusion of JFAC Funding



Budget Assumptions - Revenue

- JFAC General Fund Appropriation Recommendation
 - Net increase \$735,000
 - Approx \$170,000 for change in benefit costs
 - \$565,000 for 5% CEC for regular employees
 - Hold Harmless for Enrollment Workload Adjustment



Budget Assumptions - Revenue

- Tuition
 - True up to current year actual (+\$500K)
 - Budget for credit production increase of 3% excluding dual credit (+\$190K)
 - Last tuition increase in 2019
 - No proposed increase to tuition rate this year



Budget Assumptions - Revenue

- Local Taxes
 - Increase only for new property on the rolls
 - Each 1% increase generates \$180K of new revenue
 - Max increase of 3%
 - Last increase was in FY2021 for 3%



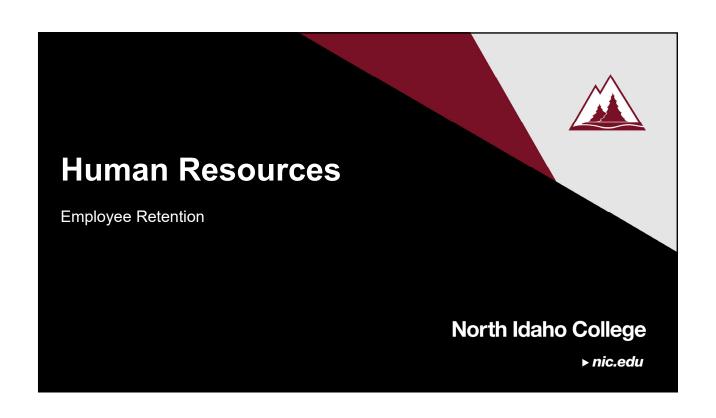
Budget Assumptions - Expenses

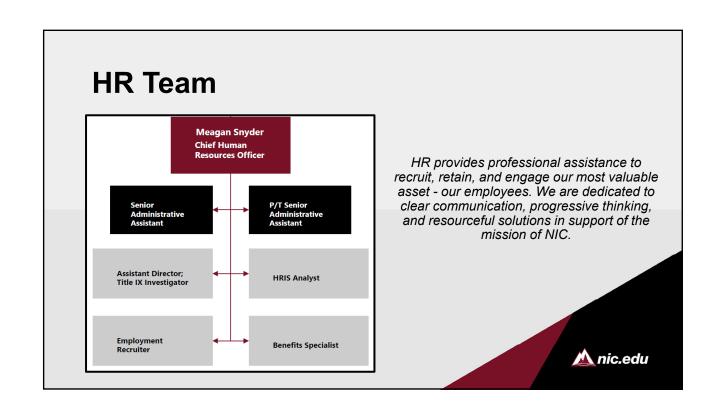
- 5% increase in salaries for full time employees
 - Step plus 3% increase to the base
 - Based on State Change in Employee Compensation
 - Approximately 60% covered by State.
- Average premium increase of 20% for employee health insurance

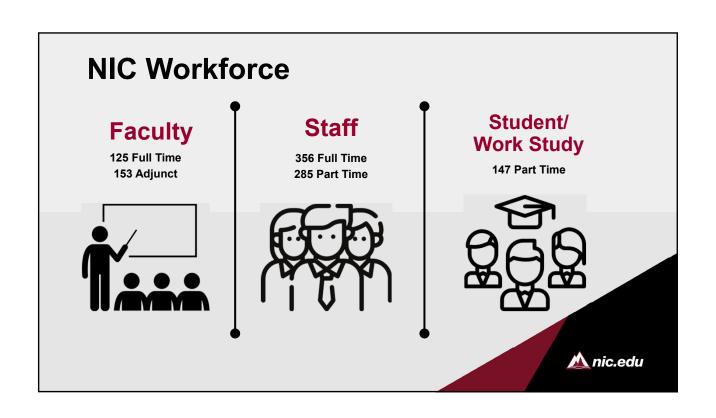


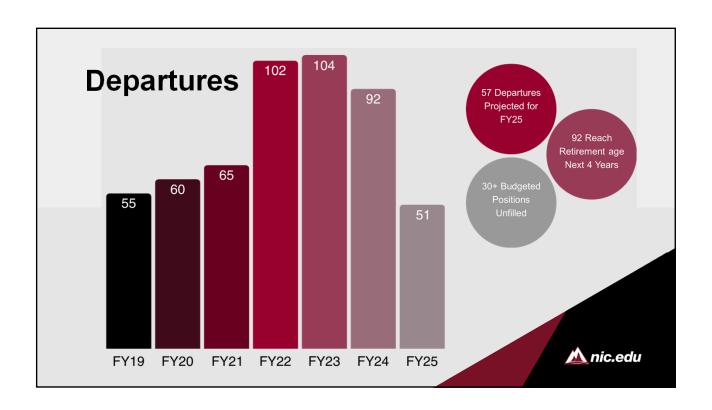
Budget Assumptions - Expenses

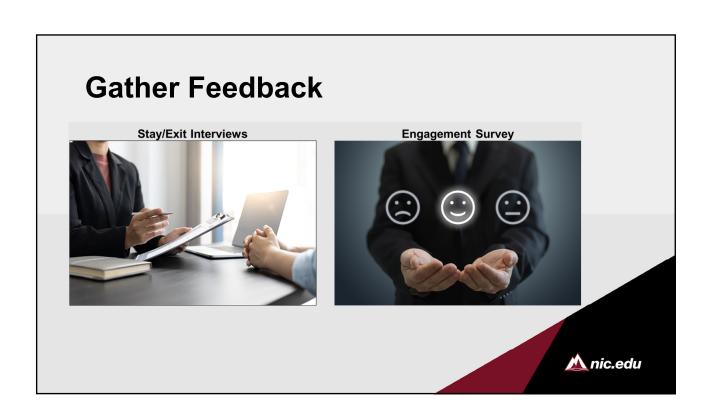
- Mandatory increases for contracts and leases
- Reallocation of existing resources toward strategic initiatives
- Reduction in athletic program costs of \$1.3M



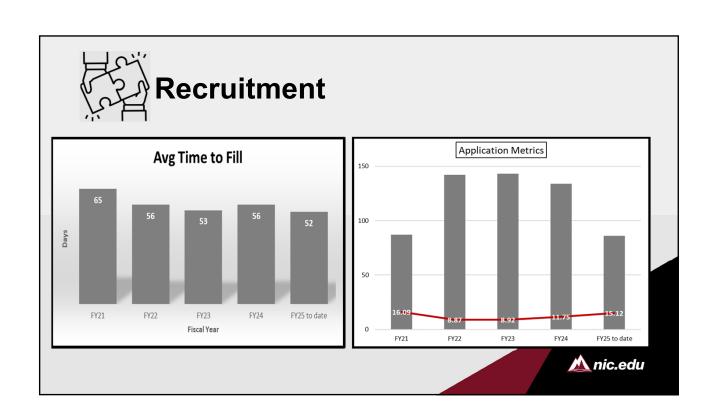


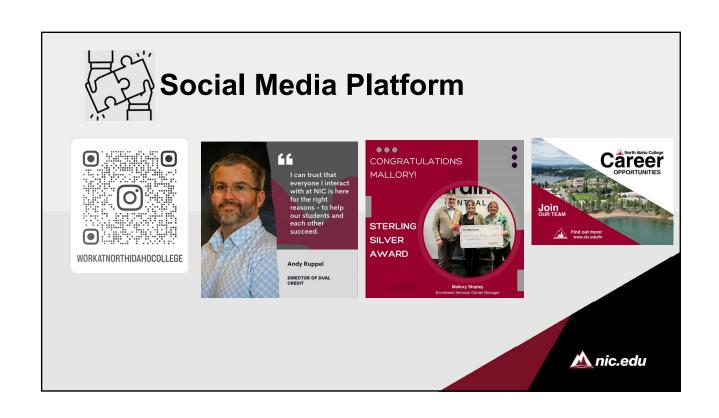


















5.1 Review and update NIC's compensation to ensure competitiveness, and alignment with industry standards while incentivizing and encouraging employee development.







Recruitment and Marketing



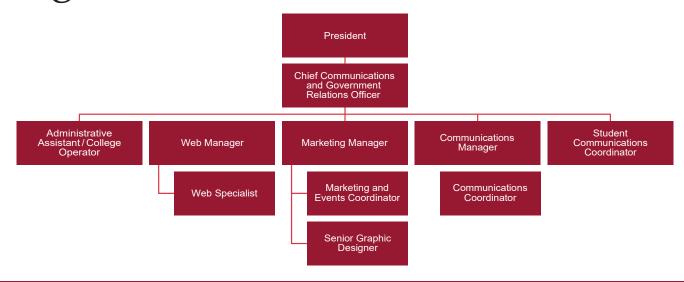
Relevant Strategic Plan Goals – 1.3, 2.3, 3.1, 4.2

Relevant Strategic Plan Goals

- **1.3** Develop and implement targeted strategies that attract various student populations by promoting the benefts of attending and completing programs.
- **2.3** Ensure clarity and transparency by communicating information about educational pathways, expectations, outcomes, and career opportunities to students, empowering them to make informed decisions about their academic journey.
- **3.1** Strengthen community awareness and engagement at all campus sites through regular, strategic communication and collaboration with stakeholders aligning goals and maximizing mutual benefts.
- **4.2** Strengthen information-sharing networks between the main campus and its centers, and marketing to the NIC service region, to develop clear and consistent messaging.

COMMUNICATIONS AND MARKETING

Organization Chart



North Idaho College

▶ nic.edu

THRIVING CAMPUS

Internal Marketing

Internal support to promote news and events to students

Flyers, digital media, event support, marketing collateral, website





North Idaho College

▶ nic.edu

REACHING OUR AUDIENCE

Community Events

Community Conversations

Bus tours and recruiting events

Parades and local events



▶ nic.edu



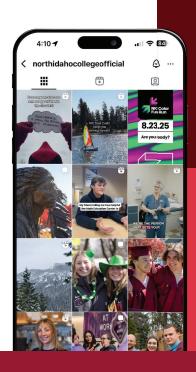
North Idaho College

REACHING OUR AUDIENCE

Social Media

A marketing tool and communication channel to students

Focus on engaging short-form video content



90K

Unique Individuals Reached YTD (Organic Traffic)

9.9K

Content Interactions Year-to-date

REACHING OUR AUDIENCE

Paid Advertising

TV and streaming

Print, press, and mail

Paid social and CPC

Radio

Billboards



7.9M

TV and Streaming **Impressions**

(Since June 2024)



North Idaho College

▶ nic.edu

COMMUNITY

In the News

95+

Positive Media Appearances YTD



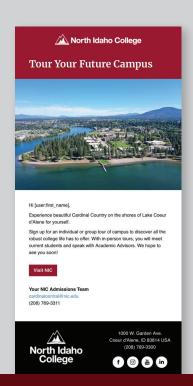
CURRENT PROJECTS

What's Next?

Content-rich automated email campaigns

Programmatic digital advertising

Retention-focused marketing





North Idaho College

▶ nic.edu

EXAMPLE

Short-Form Video Content

https://youtube.com/shorts/0cQz6sa54tY?feature=share

Tab 2

BOARD OF TRUSTEES MEETING April 23, 2025

TAB 2

SUBJECT: Consent Agenda Items: Second Reading of Policy 3.04.01 (Sick Leave)

BACKGROUND: Policy 3.04.01 (Sick Leave) was revised through the regular review cycle of College policies and procedures. The content was updated and procedural elements were moved from the Policy to Procedure 3.04.01 (Sick Leave) which was approved by the College Senate.

DISCUSSION: Tab 2 includes a redline copy of Policy 3.04.01 (Sick Leave) as well as a clean copy of how the suggested modifications would read. Included for reference is the associated Procedure. No Board action is needed on the Procedure.

REQUESTED BOARD ACTION: It is requested that the Board consider a motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura

Board Clerk

Policy #: 3.04.01

redline

Policy Title: Emergency, Sick, and Bereavement Leave

Impact: Benefits Eligible Employees

Responsibility: Human Resources

Effective Date:

Revised Date:

Reviewed Date:

Relates to Procedure(s): 3.04.01

Legal Citation(s): House Bill 452, Idaho Code 33-1217

I. Emergency, Sick and Bereavement Leave

North Idaho College supports the Family Medical Leave Act (FMLA), the purpose of which is to allow "employees to balance their work obligations and family life by taking reasonable unpaid leave for certain family and medical reasons."

The FMLA Compliance Guide states that "substitution of accrued sick or family leave [for unpaid leave] is limited by the employer's policies governing the use of such leave." (See Policy # 3.04.9 Family Medical Leave Act for more information.)

Since NIC supports the above FMLA, sick leave will be considered an earned benefit, which can be applied to FMLA as provided in Policy #3.04.9. It is understood, however, that employees will use sick leave in a responsible manner so as not to disrupt the college's mission. Employee wellbeing is a priority of the college. Accordingly, employees are expected to remain at home when they are ill. Where eligible under this policy, employees may also remain home to care for family members.

Employees may choose to use sick leave in the following situations: Benefits eligible employees accrue sick leave that may be used for the following reasons:

- a. Illness or injury that prevents the employee from performing his/hertheir duties.
- b. <u>Duress from either mM</u>ental health <u>or stress related problems situations</u> that prevents the employee from performing <u>his/her</u>their duties.
- c. Exposure to a serious contagious disease that would jeopardize the health of fellow employees.
- d. Medical appointments or examinations required by the employee her/himself.
- e. Emergency sick leave, when the emergency results from a serious illness or death of employee's relatives or significant others. (The FMLA guarantees 12 work weeks of unpaid leave.) (See Policy # 3.04.9 Family Medical Leave Act for more information about intermittent/reduced schedule leave.)

"Relatives" are defined to include spouse, children, parents, grandparents, grandchildren, brothers and sisters of either spouse, or other family members living as part of the employee's immediate household. ("Significant other" is defined as a person who has lived in the role of employee's spouse for more than one year.)



For employees who are members of the Sick Leave Bank, additional paid sick leave days may be granted for employees who have exhausted their sick leave. (See Policy #3.04.3)

- Emergency or sick leave taken by faculty must be reported promptly to the appropriate division chair, who in turn will notify the vice president's office. Support personnel will report to the appropriate supervisor, who will notify the Business Office.
- If an employee fails to report for work without notifying his/her supervisor, or if a classroom instructor misses classes without providing proper advance notification to the college, the president may issue a warning, place a letter of reprimand in the individual's personnel file, or bring action for dismissal under the applicable board of trustees' policy.
- If the employee exhausts sick leave and takes additional absences, a payroll deduction equal to the period of absence will be deducted from that person's annual pay.
- If the employee takes more than ten consecutive working days as sick leave, the employee may be required to provide adequate proof of illness, mental health or stress related duress, or emergency.

Category I, II, and IV

Full-time employees shall accrue emergency and sick leave at the rate of one day per month beginning with the first full calendar month of employment. Part time employees in these categories shall accrue this leave on the same basis as above except that the rate of accrual shall be prorated according to the percentage of full-time service.

Category III - Instructors, Librarians, Counselors

Full time employees shall qualify for nine (9) days of emergency and sick leave each academic year. Employees working 50% time (10 credit hours or more), but less than full time shall accrue these nine days on a prorated basis. Instructors, librarians and counselors teaching less than 50% time are not eligible for sick leave benefits. Eligible employees shall accrue one additional day of leave for each full month of employment beyond nine months per year.

Category V

Employees (excluding student workers and workers employed less than 50% of full time) shall accrue emergency and sick leave on the same basis as category IV employees, except that the rate of accrual shall be prorated according to the percentage equivalent of full time service.

Category VI

Employees may not earn or accrue emergency and sick leave unless required by the express provisions of the applicable grant or unless negotiated and duly recorded in the employment contract or letter of appointment issued by the college.

Parental Leave Policy

Parental leave shall be considered sick leave if the employee is the primary caregiver of the infant.

The primary caregiver in most cases is the mother. In other situations, the primary caregiver will be the person who bears major responsibility for the child. Accrued sick leave may be used during the 12 work weeks guaranteed by the Family Medical Leave Act "for the birth of a son or daughter, and to care for the newborn child, or for the placement with the employee of a child for Birth or adoption



or foster care, and to care for the newly placed child." (See Policy # 3.04.9 Family Medical Leave Act for more information about Intermittent/Reduced Schedule Leave.)

- Any leave time required beyond accumulated sick leave will be considered as leave-of-absence without pay.
- c. A parent/spouse who is not the primary caregiver is entitled to five days sick leave for the birth of a child.
- d. A grandparent is entitled to fFive days of sick leave for the birth of a grandchild.
- e. Illness or injury of a family member for which the employee is a primary caregiver.
- f. Health-related appointments for the employee or family member.

The employee will use parental leave in a responsible manner so as not to disrupt the college's mission. The employee will notify his/her supervisor a minimum of ten days in advance of the need for parental leave so substitutes can be procured.

H. Leave Beginning During Non-Contract Periods

For contract employees working fewer than 12 months, the emergency sick, maternity and bereavement leave will begin when the employee's contract resumes, provided it falls within the time frame guaranteed by FMLA.

The eEmployees may use up to 12 workweeks of accumulated sick leave for the above purposes concurrently with FMLA.

Employees may use accrued sick leave to supplement their short-term disability or Worker's Compensation benefits, not to exceed 100% of regular pay.

Sick leave may not be used in lieu of vacation leave.

Sick leave Accrual

Employees accrue sick leave based on their employee classification. Employees who work less than 100% full-time will accrue based on their full-time equivalent percentage.

Sick leave benefit at retirement

Employees who meet the qualifications to retire from NIC may be eligible to use a portion of their accrued sick leave to pay for continued medical and dental insurance.

Transfer of Sick Leave when leaving employment

Sick leave is not compensable upon termination of employment. Per Idaho Statute, accrued sick leave may be transferred if an employee moves to another qualifying Idaho public institution. The employee will notify her/his supervisor a minimum of ten days in advance of the need for leave so substitutes can be procured.

III. Exceptions to This Policy

Under extreme situations that arise under issues of sick leave, the president alone may make exceptions to this sick leave policy for humanitarian reasons. S/he must document the reasons supporting the exception and notify the Board of Trustees of such a decision.



Policy #: 3.04.01

clean

Policy Title: Sick Leave

Impact: Benefits Eligible Employees

Responsibility: Human Resources

Effective Date:

Revised Date:

Reviewed Date:

Relates to Procedure(s): 3.04.01

Legal Citation(s): House Bill 452, Idaho Code 33-1217

Employee wellbeing is a priority of the college. Accordingly, employees are expected to remain at home when they are ill. Where eligible under this policy, employees may also remain home to care for family members.

Benefits eligible employees accrue sick leave that may be used for the following reasons:

- a. Illness or injury that prevents the employee from performing their duties.
- b. Mental health situations that prevent the employee from performing their duties.
- c. Birth or adoption of a child.
- d. Five days of sick leave for the birth of a grandchild.
- e. Illness or injury of a family member for which the employee is a primary caregiver.
- f. Health-related appointments for the employee or family member.

Employees may use sick leave concurrently with FMLA.

Employees may use accrued sick leave to supplement their short-term disability or Worker's Compensation benefits, not to exceed 100% of regular pay.

Sick leave may not be used in lieu of vacation leave.

Sick leave Accrual

Employees accrue sick leave based on their employee classification. Employees who work less than 100% full-time will accrue based on their full-time equivalent percentage.

Sick leave benefit at retirement

Employees who meet the qualifications to retire from NIC may be eligible to use a portion of their accrued sick leave to pay for continued medical and dental insurance.

Transfer of Sick Leave when leaving employment

Sick leave is not compensable upon termination of employment. Per Idaho Statute, accrued sick leave may be transferred if an employee moves to another qualifying Idaho public institution.



Procedure 3.04.01

for reference

Procedure Title: Sick Leave

Impact: Benefits Eligible Employees

Responsibility: Human Resources

Effective Date: 02/22/2024

Revised Date: 02/22/2024

Reviewed Date: 02/22/2024

Relates to Policy: 3.04.01

Legal Citation(s):

Employees who intend to use sick leave should notify their supervisor in advance, whenever feasible. Employees who miss three or more days due to an illness or injury may be required to provide a medical certification, according to the Family Medical Leave Act (FMLA).

Employees taking sick leave must notify their direct supervisor immediately and document time-off in the college's time entry system.

- Non-Exempt/Overtime-Eligible (Classified) Non-Exempt, hourly employees who exhaust all accrued sick and vacation leave will not be paid for additional missed time.
- Exempt/Overtime Ineligible (Professional and Faculty) Exempt, salaried employees should not report leave usage for less than four hours (1/2 day). Once the employee exhausts all accrued sick and vacation leave, an adjustment will be made to the employee's bi-weekly pay.

Sick leave accrual rates are as follows:

- Non-Exempt/Overtime-Eligible (Classified)- .0462 per hour worked.
- Exempt/Overtime Ineligible (Professional) 3.7 hours of sick leave for every biweekly pay period at 100% full-time equivalency (FTE).
- Exempt/Overtime Ineligible (Faculty) the equivalent of 8 hours of sick leave per month based on contract length. For example, a 9-month contract would accrue 3.8 hours of sick leave for every biweekly pay period.

Employees who will exhaust their accrued leave but are unable to report to work should contact Human Resources as soon as possible.