



Board of Trustees Policy Manual

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POLICY REVIEW SCHEDULE

Date of Adoption, Last Review or Revision

1.01	Governance Authority	September 26, 2018
1.02	Amended and Restated Bylaws of Iñisagvik College	March 12, 2020
1.03	Powers and Duties	September 26, 2018
1.04	Governance Commitment	September 26, 2018
1.05	Manner of Governing	September 26, 2018
1.06	Board Members' Code of Conduct	September 26, 2018
1.07	Board Job Description	September 26, 2018
1.08	Chairperson's Role	September 26, 2018
1.09	President's Role	September 26, 2018
1.10	Trustee Oath of Office	September 26, 2018
1.11	Board Committee Principles	September 26, 2018
1.12	Annual Board Planning Cycle	September 26, 2018
1.13	Trustee Compensation	September 26, 2018
1.14	Northwest Commission on Colleges and Universities	September 26, 2018
1.15	President's Job Description	September 26, 2018
1.16	Delegation to the President	September 26, 2018
1.17	Monitoring Executive Performance	September 26, 2018
1.18	Indemnification	September 26, 2018
1.19	Tribal College Complaint Review Policy	September 26, 2018
1.20	Intellectual Property	September 26, 2018
2.01	Mission and Core Themes	September 26, 2018
2.02	Goals	September 26, 2018
3.01	Executive Expectations and Restraints	September 26, 2018
3.02	Communication and Counsel to the Board	September 26, 2018
4.01	Amendment of Policies	September 26, 2018
4.02	Emergency Closings	September 26, 2018
4.03	Campus Security	September 26, 2018
4.04	Records Retention and Disposal	September 26, 2018
5.01	Waiver of Tuition	September 26, 2018
5.02	Procurement	September 26, 2018
5.03	Financial Planning & Budgeting	September 26, 2018
5.04	Financial Condition	September 26, 2018
5.05	Grants & External Funding	September 26, 2018
5.06	Asset Protection	September 26, 2018
5.07	Cash Management & Reserves	September 26, 2018

5.08	Debt Management; Interfund Transfers/Borrowings	September 26, 2018
5.09	Development Program and Investment Guidelines	September 26, 2018
5.10	Role of Iļisaġvik College Foundation	September 26, 2018
6.01	Equal Employment Opportunity & Non-Discrimination	September 26, 2018
6.02	Employee Relocation	September 26, 2018
6.03	Employment of Relatives	September 26, 2018
6.04	Probationary Period	September 26, 2018
6.05	Travel and Expense Reimbursement	September 26, 2018
6.06	College Vehicles	September 26, 2018
6.07	Employee Benefits	September 26, 2018
6.08	Personal Leave	September 26, 2018
6.09	Professional Development and Training	September 26, 2018
6.10	Salary Administration and Performance Review	September 26, 2018
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6.12	Garnishment	September 26, 2018
6.13	Employee Housing	September 26, 2018
6.14	Drug-Free Workplace	September 26, 2018
6.15	Performance Management	September 26, 2018
6.16	Employee Promotion	September 26, 2018
6.17	Dispute Resolution	September 26, 2018
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7.09	Salary	September 26, 2018
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10.01	Selection	September 26, 2018
10.02	Challenged Materials	September 26, 2018

BOARD GOVERNANCE

1.01 GOVERNANCE AUTHORITY

Iḷisaġvik College is established by the North Slope Borough, a political subdivision of the State of Alaska, by ordinance codified at Chapter 8.02.010.030. The College is authorized to grant associate and baccalaureate degrees, certificates and endorsements, and is exempt from further authorization by the Alaska Commission on Postsecondary Education. Iḷisaġvik College is accredited by the Northwest Commission on Colleges and Universities and sanctioned by the Iñupiat Community of the Arctic Slope as a tribal college under the Tribally Controlled Colleges and Universities Assistance Act of 1978 (codified at 25 U.S. 1801 *et seq.*). The College is governed by its Board of Trustees.

Adopted: January 22, 2004
Revised: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

1.02 AMENDED AND RESTATED BYLAWS OF ILISAGVIK COLLEGE

ARTICLE I ESTABLISHMENT

Ilisagvik College is established by Title 8, Chapter 2 of the North Slope Borough Code and organized under Alaska law as a public non-profit corporation to provide postsecondary educational programs within the North Slope Borough.

ARTICLE II PRINCIPAL OFFICE

Section 1. Principal Office. The principal office of the corporation in the State of Alaska shall be located at the Naval Arctic Research Laboratory, Barrow, Alaska, or at such other place as may be designated from time to time by the Board of Directors. The corporation may have such other offices, within or without the State of Alaska, as the Board of Directors may designate or as the business of the corporation may require from time to time.

Section 2. Registered Office. The registered office of the corporation required by the Alaska Nonprofit Corporation Act to be maintained in the State of Alaska may be, but need not be, identical with the principal place of business of the corporation in the State of Alaska. The address and location of the registered office may be changed from time to time by the Board of Directors in the manner prescribed by law.

ARTICLE III MEMBERS

Section 1. Members. The Members of the corporation shall be the individuals holding the office of North Slope Borough Assembly Member. Such individuals shall be Members of the corporation until their successors on the Assembly take office.

Section 2. No Right to Vote. The members shall not have the right to vote, except as provided in the Articles of Incorporation of the corporation, as may be amended from time to time.

Section 3. Meetings. An annual meeting of the Members shall be held at such time as may be determined by the Board of Directors, which annual meeting

may be held in conjunction with regular or special meetings of the North Slope Borough Assembly. Failure to hold the annual meeting at the designated time does not work a forfeiture or dissolution of the corporation. Special meetings of the members may be called by the President or the Board of Directors. The date, time and location of any meeting of the members shall be designated by the Board of Directors. The Board of Directors shall provide not less than ten (10) days written notice of any meeting of the members.

ARTICLE IV BOARD OF DIRECTORS

Section 1. General Powers. The business and affairs of the corporation shall be managed under the direction of its Board of Directors, which may be referred to and known as the Board of Trustees of Iñisagvik College.

Section 2. Number, Tenure, Appointment and Qualifications. The Board of Directors shall be comprised of twelve (12) Directors. Each Director shall serve a term of five (5) years commencing on January 1 following his or her appointment. Directors shall be appointed by the North Slope Borough Assembly as required by the Articles of Incorporation, as follows:

- (a) Nine directors, one from each village on the North Slope and one at large. The College shall solicit for the Mayor's consideration nominations from all North Slope Borough villages, village corporations and from civic and public bodies;
- (b) One director recommended by Arctic Slope Regional Corporation; and
- (c) One director recommended by the North Slope Borough School District.
- (d) One director recommended by Iñupiat Community of the Arctic Slope.

Directors shall be residents of the North Slope Borough over the age of eighteen (18). No Director may be an elected official of the North Slope Borough. The President and the North Slope Borough Mayor, or his/her designee, shall be ex-officio, non-voting Directors. Each director holds office for the term for which elected and until a successor is elected and qualified.

Section 3. Resignation, Removal and Vacancies. Any Director may resign at any time by giving written notice to the Board of Directors, the Chairperson, or to the Secretary of the corporation. Such resignation shall take effect at the time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A Director may be removed for cause by majority vote of the Board of Directors. Cause shall include, but not be limited to, unexcused absence from three meetings, whether regular or special, including workshops, during a Director's term. Any Director who ceases to be a resident of the North Slope Borough during his or her term of office shall automatically forfeit his or her seat as a Director. Any vacancy occurring in the Board of Directors shall be filled by appointment made by the Members, for the unexpired portion of the term, from nominations submitted to the Members by the North Slope Borough Mayor, provided that, the Members need not fill a vacancy where the remaining unexpired term is less than 60 days. Any director appointed to fill a vacancy shall serve through the unexpired term of the vacant seat.

Section 4. Meetings of the Board of Directors.

(a) **Regular Meetings.** A regular meeting of the Board of Directors shall be held quarterly upon notice given at least seven (7) days previously thereto. The Board of Directors may hold additional regular meetings upon notice given at least seven (7) days previously thereto.

(b) **Special Meetings.** Notice of any special meeting shall be given at least 24 hours previously thereto. Notice of any special meeting shall specify the purpose or purposes for which the meeting is called.

(c) **Notice of Meetings.** Notice of any regular or special meeting shall be given to each Director by written notice delivered personally, mailed to each Director at such Director's business or home address, or delivered by facsimile or electronic transmission, to such address maintained by the Secretary. All such notices shall specify the date, time and location of the meeting. Reasonable public notice shall be given for all meetings required to be open under this section. Public notice shall be posted at the principal office of the corporation and delivered in such other manner as determined by the President so as to provide reasonable notice to the public.

(d) **Waiver.** Any Director may waive notice of any meeting. Notice of a meeting need not be given to a Director who signs a waiver of notice, whether

before or after a meeting, or who attends the meeting without protesting before the meeting or at its commencement the lack of notice.

(e) **Authority to Call Meetings.** A regular or special meeting of the Board of Directors may be called by the Chairperson or President. In addition, a special meeting of the Board of Directors may be called by five (5) or more Directors.

(f) **Location.** Unless otherwise determined by the Board of Directors, meetings of the Board of Directors shall be held at the corporation's principal place of business.

(g) **Telephonic Participation at Meetings.** The Board of Directors may conduct a meeting by communicating simultaneously with each other through means of conference telephone or similar communications equipment.

(h) **Quorum.** A majority of the number of Directors as fixed by these Bylaws shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than a majority is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

(i) **Attendance.** Each Director is required to attend all workshops, regular and special meetings of the Board of Directors. If a Director is unable to attend any such meeting, the Director shall provide notice to the Chairperson or Secretary (who shall then notify the Chairperson) in advance of the meeting. The Chairperson shall determine if the reason given for such absence constitutes an excused or unexcused absence. The lack of notice shall constitute an unexcused absence. Three unexcused absences in the Director's term shall constitute cause for removal.

(j) **Rules of Order and Procedure.** The Board of Directors shall have the power to establish rules of order and procedure to govern meetings, and other policies and regulations for the internal affairs of the corporation not inconsistent with these Bylaws, the Articles of Incorporation or other applicable law. When not in conflict with any provision of these Bylaws, the Articles of Incorporation or other applicable law, the latest version of *Robert's Rules of Order* shall constitute the rules of parliamentary procedure applicable to all meetings of the Board of Directors.

(k) **Open Meetings; Executive Session.** All regular and special meetings of the Board of Directors shall comply with the Alaska Open Meetings Act, as may be amended from time to time. The Board of Directors may convene in executive session in the manner and for any purpose permitted by applicable law.

Section 5. Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum exists shall be the act of the Board of Directors, unless the act of a greater number is required by law, these Bylaws or the Articles of Incorporation.

Section 6. Action Without a Meeting. Any action that may be taken by the Board of Directors at a meeting may be taken without a meeting on written consents, identical in content, setting out the action taken and signed by all of the Directors. The written consents shall be filed with the minutes. The consents have the same effect as a unanimous vote.

Section 7. Presumption of Assent. A Director of the corporation who is present at a meeting of the Board of Directors at which any action is taken shall be presumed to have assented to the action taken unless such Director's dissent or abstention shall be entered in the minutes of the meeting or unless the Director files a written dissent or abstention to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent or abstention by certified mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent or abstention shall not apply to a Director who voted in favor of such action.

Section 8. Compensation. By resolution or policy adopted by the Board of Directors, each Director may be paid any one or more of the following: such Director's expenses, if any, of attendance at meetings; and a fixed sum for attendance at each meeting. No such payment shall preclude any Director from serving the corporation in any other capacity and receiving compensation therefor.

Section 9. Conflict of Interest. The Board of Directors shall have the power to establish rules governing conflicts of interest.

ARTICLE V OFFICERS

Section 1. General. The officers of the corporation shall be: a President, Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer, each of whom,

except for the office of President, shall be a Director. The Board of Directors may designate by appointment such other officers or assistant officers as it may consider necessary, which officers or assistant officers shall be chosen in such manner and have such qualifications, authority and duties as from time to time may be determined by the Board of Directors. Any two or more offices may be held by the same person, except that no person may simultaneously hold the offices of President and Secretary.

Section 2. Appointment and Term of Office. All officers of the corporation shall be appointed by the Board of Directors, and hold office at the pleasure of the Board of Directors. The provisions of this Article V, Section 2 apply to all offices except the office of President, which office is governed by the terms and conditions of an employment contract. Notwithstanding the foregoing, the officers shall be appointed by majority vote of the Board held at the first regular meeting in each calendar year, or at the first regular meeting following a vacancy in office. Each officer shall be appointed for a term of one (1) year and shall hold office until the first of the following to occur: until such officer's successor shall have been duly appointed; or until such officer's death; or until such officer shall resign; or until such officer shall have been removed in the manner provided herein. A Director may serve in the same office for up to five (5) consecutive terms, after which such Director may not serve in that office for at least one (1) year before that Director may be appointed to that office. Appointment of an officer shall not in itself create contract rights.

Section 3. Removal. Any officer or assistant officer may be removed, with or without cause, by the Board of Directors by a majority vote of all Directors whenever in its judgment, the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 4. Vacancies. A vacancy in any office, however occurring, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. President. The President shall, subject to the direction and supervision of the Board of Directors, be the chief executive officer of the corporation and shall have general and active control of the corporation's affairs and business, and general supervision of the corporation's agents and employees. The President shall attend all meetings of the members and of the Board of Directors. The President shall assist in the implementation of the policies of the Board of Directors in the operation of the corporation, and shall insure that management

conducts itself in accordance with the policies established by the Board of Directors in order to efficiently carry out the directives and policies set by the Board of Directors. In addition, the President shall report regularly to the Board of Directors on matters concerning the corporation's operations. The President may sign, with the Chairperson or any officer of the corporation authorized by the Board of Directors, contracts, educational diplomas, or other instruments that the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or these Bylaws to some other officer or agent of the corporation, or shall be required by law or these Bylaws to be otherwise signed or executed. The President shall further perform all duties incident to the office of President, unless otherwise provided in these Bylaws, or such other duties as may be prescribed from time to time by the Board of Directors.

Section 6. Chairperson. The Chairperson shall preside at all meetings of the Board of Directors. The Chairperson shall also perform such other duties as may be prescribed from time to time by the Board of Directors. The Chairperson shall maintain regular contact with the President and shall strive to see that the Board speaks as a unified body to the President. The Chairperson shall assure that periodic reviews of the performance of the President are undertaken. The Chairperson shall appoint all committees of the Board of Directors and the chairs of all committees. In the absence of the Chairperson, or in the event of the Chairperson's death, inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and, in doing so, shall exercise all powers and responsibilities of the Chairperson.

Section 7. Vice-Chairperson. The Vice-Chairperson shall assist the Chairperson and shall perform such duties as may be assigned to the Vice-Chairperson by the Chairperson, or by the Board of Directors. In the absence of the Chairperson, or in the event of the Chairperson's death, inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and, in doing so, shall exercise all powers and responsibilities of the Chairperson. The Vice-Chairperson of the Board shall also perform such other duties, if any, as may be prescribed from time to time by the Board of Directors.

Section 8. Secretary. The Secretary shall: (a) keep accurate minutes of the proceedings of the Board of Directors; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records, documents and papers of the corporation; and (d) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chairperson or by the Board of

Directors.

Section 9. Treasurer. The Treasurer shall be the officer with principal financial oversight of the corporation and shall make such reports to the Board of Directors as requested by the Chairperson or by the Board of Directors. The Treasurer shall perform all duties incident to the office of the Treasurer and such other duties as from time to time may be assigned by the Chairperson or by the Board of Directors.

Section 10. Delegation of Officer's Duties. The Board of Directors may delegate the duties of any officer, in whole or in part, to any other officer.

Section 11. Committees. The Board of Directors may establish such committees as it deems necessary or appropriate. Unless otherwise expressly provided by resolution of the Board of Directors, no committee shall be authorized to exercise any power or authority of the Board of Directors.

ARTICLE VI CONTRACTS, LOANS, CHECKS, DEPOSITS AND OTHER FISCAL MATTERS

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Loans. No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, etc. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 4. Deposits. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 5. Fiscal Year. The fiscal year of the corporation shall be the same as that utilized by the North Slope Borough.

Section 6. Budget. The President shall submit a proposed annual budget to the Board of Directors at such time as determined by the Board of Directors, but no later than at the first regular meeting held in the calendar year preceding the fiscal year to which the proposed budget applies. The proposed budget shall be submitted in such form as may be reasonably required by the Board of Directors. The Board of Directors shall have the authority to review and modify the proposed budget as deemed appropriate by the Board of Directors, and shall approve the budget prior to submission to the North Slope Borough in accordance with the budget review schedule set forth by the North Slope Borough.

Section 7. Endowments, Donations and Charitable Contributions. The corporation shall have the authority to make and receive charitable contributions, in accordance with applicable tax laws. Any and all gifts, donations, bequests, endowments and contributions shall be distributed in such manner consistent with the corporation's purpose and with any terms or conditions of the donor.

ARTICLE VII INDEMNIFICATION AND INSURANCE

Section 1. Indemnification.

(a) **Directors and Officers.** The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that such person is or was a director or an officer of the corporation, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit, or proceeding to the fullest extent permitted by the Alaska Nonprofit Corporation Act, as amended, and any other applicable law, if any, as from time to time in effect. Such right of indemnification shall not be deemed exclusive of any other rights to which directors or officers may be entitled apart from the foregoing provisions. Any repeal or modification of the foregoing provisions of this subsection (a) and the relevant provisions of applicable law, if any, shall not affect any rights or obligations then existing, with respect to any state of facts then or theretofore existing, or any action, suit, or proceeding

theretofore, or thereafter brought or threatened based in whole or in part upon such state of facts.

(b) **Employees and Agents.** Subject to the discretion of the Board of Directors, the corporation may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that such person is or was an employee or agent of the corporation or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) judgments, fines, and amounts paid in settlement actually and reasonably incurred by that person in connection with such action, suit or proceeding to the extent and in the manner set forth in and permitted by, and subject to the limitations and conditions precedent imposed by, the Alaska Nonprofit Corporation Act, as amended, and any other applicable law, as from time to time in effect. Such right of indemnification shall not be deemed exclusive of any other rights to which any such person may be entitled apart from the foregoing provisions.

(c) **Successful Defense.** Notwithstanding any other provisions of subsections (a) and (b), of this Section, if a Director, officer, employee or agent of the corporation is successful on the merits or otherwise in defense of any action, suit or proceeding referred to in subsections (a) or (b) of this Section, or in the defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorney's fees), actually and reasonably incurred by such person in connection with the defense.

Section 2. Insurance. At the discretion of the Board of Directors, the corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred in any such capacity or arising out of such person's status as such whether or not the corporation would have the power to indemnify such person against such liability under the provisions of this Article.

ARTICLE VIII CORPORATE BOOKS AND RECORDS

Section 1. Books and Records. The corporation shall maintain (a) correct and complete books, records, and minutes of meetings of the members and the Board of Directors; and (b) correct and complete books, records and accounts of corporate business and properties. Such books, records, and accounts may be in written form or in any other form capable of being converted into written form within a reasonable time. All such books, records, and accounts shall be kept at the corporation's principal place of business or registered office as fixed by the Board of Directors, except as otherwise provided by law.

**ARTICLE IX
MISCELLANEOUS**

Section 1. Non-discrimination. The corporation shall comply with all applicable federal, state and local laws prohibiting illegal discrimination.

Section 2. Amendment of Bylaws. Except as otherwise provided by law or the Articles of Incorporation, the Bylaws may be altered, amended or repealed by action of the Board of Directors.

CERTIFICATION

The undersigned, Secretary of the Board of Trustees of Iḷisaḡvik College, a nonprofit corporation organized and existing under the laws of the State of Alaska, does hereby certify that these Amended and Restated Bylaws of Iḷisaḡvik College were adopted by majority vote of the Board of Trustees at a duly called meeting held in Utqiagvik, Alaska on March 10, 2023.

/s/
Debby Edwardson, Chairperson
Iḷisaḡvik College

/s/
Harlee Harvey, Secretary
Iḷisaḡvik College

Adopted: February, 1996
Revised: June 21, 2006
Reviewed: June 22, 2012
Revised: September 20, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018
Reviewed: September 26, 2018
Reviewed: March 11, 2020

Revised: March 12, 2020
Reviewed: March 9, 2022
Revised: March 10, 2022

1.03 POWERS AND DUTIES

The Board of Trustees shall:

1. Operate and maintain college and postsecondary education facilities and programs of academic, vocational and public service education. Vocational/technical programs shall be targeted to meet the workforce requirements of the North Slope region.
2. Hire and employ through the actions of the President and her/his designee all personnel necessary for the management and provision of the programs.
3. Establish and maintain academic policies for the programs it establishes.
4. Be fiscally responsible for the proper receipt and utilization of funds from all sources; additionally, it shall assure that the financial records of the College are externally audited annually by a certified public accountant and that the results of such audits are presented by the auditor to the Board.
5. Maintain accreditation of the College.
6. Appoint the President of Iñisaġvik College and determine conditions of hire, suspension and removal.
7. Establish policies and priorities for the College with the advice of the President of the College.
8. Review and approve the annual budget for the College prior to its submission to the North Slope Borough Mayor and the Assembly.
9. Support the President in establishing personnel policies and compensation scales for its administration, faculty and staff which are generally in accord with practices at similar institutions.
10. Provide for and maintain a correct and concise record of the minutes of each meeting. Develop and maintain a manual of all policies established by the Board.
11. Grant degrees and certificates as defined in Article I of these By-Laws.
12. Establish tuition as needed and warranted.
13. Report to the members of the Corporation and to the Mayor during the annual budget cycle. Such report should address achievements, student enrollment, financial expenditures and other items of interest to the members.
14. Adopt reasonable rules and regulations for the operation of the Board, including provisions for holding meetings, compensation of Board members and the selection of officers of the Board.
15. Establish reasonable rules and regulations and take other actions necessary to assure the smooth and efficient operation of the College.

Adopted: January 22, 2004
Revised: June 22, 2012
Reviewed: September 18, 2013
Revised: June 20, 2014
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

1.04 GOVERNANCE COMMITMENT

The Board of Trustees, on behalf of the residents of the North Slope Borough, will govern Iñisagvik College with a strategic perspective through a continually improved commitment, emphasizing vision, values and fulfillment of the College's mission, core themes and goals.

Adopted: November 16, 1995
Revised: January 22, 2004
Revised: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

1.05 MANNER OF GOVERNING

The Board will govern lawfully, in a manner that emphasizes:

- (a) Iñupiaq values;
- (b) Outward vision rather than an internal preoccupation;
- (b) Encouragement of diversity in viewpoints;
- (c) Strategic leadership more than administrative detail;
- (d) Clear distinction of board and presidential roles;
- (e) Collective rather than individual decisions;
- (f) Preparing for the future while honoring knowledge and traditions; and
- (g) Proactivity rather than reactivity.

More specifically, the Board will:

1. Conduct itself in a manner that complies with all relevant laws, regulations and fiduciary responsibilities and enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy making principles, respect of roles, speaking with one voice, and ensuring the continuity of governance capability. Continual redevelopment will include orientation of new members in the Board's governance process and periodic board discussion of process improvement.
2. Operate in all ways mindful of its civic obligation to the residents of the North Slope Borough. It will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling this commitment.
3. Direct, control, and inspire the organization through the careful establishment of organizational policies reflecting the Board's values and perspectives. The Board's major focus will be on the intended long term impacts outside the operating organization outcomes, not on the administrative or programmatic means of attaining those effects.
4. Cultivate a sense of group responsibility and shall work together with cooperation. The Board, not the staff, will be responsible for excellence in governing. The Board will be an initiator of policy, not merely a reactor to staff initiatives. The Board will use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute their individual judgments for the Board's values.

5. Monitor and discuss the Board's process and performance at least annually. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Staff Relationship categories.

Adopted: November 16, 1995
Revised: January 23, 1998
Revised: January 22, 2004
Revised: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

1.06 BOARD MEMBERS' CODE OF CONDUCT

The Board of Trustees expects of itself as a whole and of its members ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

1. Trustees must demonstrate unconflicted loyalty to the mission of Iḷisaḡvik College. This accountability supersedes any conflicting loyalty such as that to family members, advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the organization's services.
2. Trustees are required to discharge their duties honestly and in good faith, consistent with their fiduciary duties of care and loyalty. Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in similar circumstances.
3. Trustees must avoid any conflict of interest between the Trustee and the College. A conflict of interest can occur when a Board member's financial or personal interest is, or may appear to be, adverse to the interests of the College or its affiliates, or when a Board member may receive financial or personal benefit as a result of his or her position as a Trustee or a transaction involving the College. This includes actual or potential conflicts of interest involving a Board member's immediate family.
 - a. If a Board member has an actual or potential conflict of interest, s/he must disclose the conflict and all material facts to the Board of Trustees. After such disclosure and any discussion, the unconflicted members of the Board shall determine whether a conflict of interest exists or not, and whether to waive any actual or potential conflict of interest to allow the Board member to participate and vote on the matter. The interested Board member shall recuse himself/herself from participating and voting on the matter of the conflict, and shall continue to refrain from participating and voting on the underlying matter in the event that the Board determines that an unwaivable conflict of interest exists.
 - b. All Trustees may vote on the matter of compensation paid to or benefits received by the Board of Trustees as a whole.
 - c. No Trustee may be employed in a regular full-time or part-time position by Iḷisaḡvik College. If a Trustee accepts an offer of employment from the College during the Trustee's term in office, such acceptance shall be deemed to constitute such Trustee's resignation from the Board of Trustees. If a College employee is appointed to serve on the Board of

Trustees, such employee shall be deemed to have resigned as an employee of the College effective as of the date of such person's appointment to the Board of Trustees. This provision does not preclude any Trustee from accepting employment as an adjunct faculty member or temporary part-time employee.

4. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board of Trustees policies.
 - a. All Trustees must recognize that the Board of Trustees acts as a whole. Once the Board makes a decision or takes action, Board members should not criticize or disparage that decision or the Board members voting in favor of that decision, or otherwise act in a way that undermines the Board's decision.
 - b. Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above in these governance policies.
 - c. Board members' interaction with the public, media, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board of Trustees.
 - d. Board members will not publicly express judgments of the President or staff performance except when participating in the Board's evaluation of the President's performance as part of a regular workshop or meeting.
 - e. Board members will refer concerns and complaints to the appropriate officials for action or recommendation.
5. Trustees shall protect the confidentiality of non-public, proprietary, confidential and legally protected information, including all matters discussed in executive session.
6. Trustees traveling to workshops or professional meetings on behalf of the College are expected to fulfill the purposes of their travel, in accordance with Board of Trustees policies. Payment of or reimbursement of expenses shall be made in accordance with College travel policies. Costs associated with changes to travel (for example: airline change fees, hotel no show charges) will be deducted from any amounts payable by the College to the Trustee, unless such charges result from circumstances outside of the Trustee's control (for example: weather delays, airline mechanical problems), or the charge results from itinerary changes for the benefit or convenience of Iḷisaḡvik College. Exceptions to the application of this policy must be approved, in advance, in writing, by the Chairperson of the Iḷisaḡvik College Board of Trustees.

7. Any member of the Board of Trustees who becomes aware of credible information that suggest that a Board policy has been violated, by either the President, the Board or any member of the Board, has an affirmative obligation to bring the concern to the Board’s attention.

Adopted: November 16, 1995
Revised: January 23, 1998
Revised: October 6, 1999
Revised: January 22, 2004
Revised: June 22, 2012
Reviewed: September 18, 2013
Revised: December 6, 2014
Reviewed: October 10, 2016
Reviewed: September 26, 2018

1.07 BOARD JOB DESCRIPTION

The job of the Board is to represent the residents of the North Slope Borough in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following:

1. The link between Iñsaġvik College and the residents of the North Slope Borough.
 - a. Board members will be responsive to the concerns of the residents of the North Slope Borough.
 - b. Board members will also be responsive to the concerns of the organizations and communities that members directly represent.
 - c. Board members will keep in touch with relevant current and future issues.
2. Written governing policies which, at the broadest levels, address:
 - a. Outcomes: Results pertaining to organizational products, impacts, benefits, outcomes, recipients, and their relative worth.
 - b. Executive Boundaries: Constraints on executive authority which establish the prudence and ethical boundaries within which all executive activity and decisions must take place.
 - c. Board Governance: Specification of how the Board conceives, carries out, and monitors its own task.
 - d. Board-Staff Relationship: How management authority is delegated and its proper use monitored; the Presidential role and accountability.
3. The assurance of mission fulfillment and operational integrity, by holding the President accountable for successful achievement of outcomes and adherence to Executive Boundaries.
4. Legislative impact. The Board will identify and seek to affect legislative and/or public policy change as it deems necessary and/or appropriate in fulfillment of the College's mission.
5. Donor funding.
6. Compliance with the Board's Code of Conduct.

Adopted: November 16, 1995
 Revised: October 6, 1999
 Revised: January 22, 2004
 Revised: June 22, 2012
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

1.08 CHAIRPERSON’S ROLE

The Chairperson’s role is to ensure the integrity of the Board and its process. The Chairperson also acts as the Board of Trustees’ representative and spokesperson to outside parties. The Chairperson or his/her designee is the only Board member authorized to speak for the Board (beyond simply reporting board decisions), other than in rare and specifically authorized instances. In the absence of the Chairperson, the Board will delegate the Vice Chairperson to be acting Chairperson. If both the Chairperson and Vice Chairperson are absent, the Board will appoint a member of the Board to be acting Chairperson.

1. The duty of the Chairperson is to ensure that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board to decide, consider or monitor.
 - b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chairperson consists in making decisions that fall within the topics covered by Board policies on Governance Process and Board-Staff Relationship, except where the Board specifically delegates portions of this authority to others. The Chairperson is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The Chairperson is empowered to chair Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
 - b. The Chairperson, being an individual Board member, has no authority to make decisions about policies created by the Board within Outcomes and Executive Boundaries policy areas. Therefore, the Chairperson has no authority to individually supervise or direct the President.
 - c. The Chairperson may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.

Adopted: November 16, 1995
 Revised: January 22, 2004
 Revised: June 22, 2012
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016

1.09 PRESIDENT'S ROLE

The President, as chief executive officer, is accountable to the Board of Trustees. The Board will direct the President through written policies that prescribe the outcomes to be achieved, delegating interpretation and implementation of such policies to the President.

Adopted: November 16, 1995
Revised: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

1.10 TRUSTEE OATH OF OFFICE

Persons appointed to the Board of Trustees of Iḷisaḡvik College shall become members of the Board upon their appointment by the North Slope Borough Assembly. Trustees shall swear or affirm an oath of office administered by the Secretary of the Board of Trustees at the first meeting the Trustee attends. In the event that the Secretary is unavailable, the oath may be administered by the Chairperson, the Iḷisaḡvik College President, or their designee.

Adopted: October 1, 1997
Revised: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

1.11 BOARD COMMITTEE PRINCIPLES

The Board of Trustees may establish such committees as it deems necessary or appropriate, consistent with the College's bylaws. The role of Board committees is to make the Board more efficient and effective in its work. Board committees should not interfere with the Board's delegation of authority to the President.

1. Board committees are to help the Board do its job, not to advise or exercise authority over the President or staff. Committees may assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Unless otherwise expressly provided by resolution of the Board, no committee shall be authorized to exercise any power or authority of the Board, or to speak or act for the Board. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Board committees cannot exercise authority over staff. Because the President works for the full Board, he or she will not be required to obtain approval of a Board committee before taking an executive action. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current staff operations, although Board committees may include staff members.
4. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board committee which has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.
5. This policy applies only to committees which are formed by Board action, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of the President.

Adopted: November 16, 1995
 Revised: January 22, 2004
 Revised: June 22, 2012
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

1.12 ANNUAL BOARD PLANNING CYCLE

To accomplish its purposes with a governance style consistent with Board policies, the Board will follow an annual planning calendar which (a) reviews Outcomes of policies and achievements annually and (b) continually improves its performance through Board education, enriched input and deliberation.

1. The cycle will conclude each fiscal year on the last day of June with the completion of a revised Strategic Plan from which the staff can develop a budget for the next year.
 - a. This revised Strategic Plan is the culmination of the year's work. The revised vision might not be formally stated until the end of the Board's year, but the Board will have been preparing all year for this formulation.
 - b. The timing of the Board's annual planning cycle should correspond with the staff's need for vision information for budget planning.
2. Education, input, and deliberation will receive attention in structuring meetings and other Board activities during the year.
 - a. To the extent feasible, the Board will identify those policy-related issues which will or may need decisions and identify what information and skills are needed to deal with those issues.
 - b. Board education can be based on the anticipated need of the issue-related information and skills.
3. While subject to revision by the Board at any time, the following is a template for annual Board planning, based on the fiscal year ending June 30:
 - a. Autumn (1st Quarter) – President's report. Program highlight. Board professional development. Summer enrollment report. Quarterly Finance report. Iļisaġvik College Foundation report. Long Term Facilities Master Plan (LTFMP) Report.
 - b. Winter (2nd Quarter) – President's report. Board professional development. Adopt FY budget. Evaluate funds available for transfer to Iļisaġvik College Foundation endowment, and recommend transfer of funds, if any. Quarterly Finance report. Approval of annual Audit. Interim progress report on curriculum development. LTFMP report. Interim progress report on student retention and persistence plan.
 - c. Spring (3rd Quarter) - President's report. Program highlight. Board professional development. Fall enrollment report. Quarterly Finance report. NSB Budget hearing discussion. Iļisaġvik College Foundation report. Board advocacy refresher training. LTFMP report.

- d. Summer (4th Quarter and Administration's year-end report) – Year-end report (identifies all goals and outcomes). Accreditation report, as needed. Strategic Planning session. Quarterly Finance report.

Adopted: November 16, 1995
Revised: January 23, 1998
Revised: September 30, 1998
Revised: December 14, 2000
Revised: January 22, 2004
Revised: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

1.13 TRUSTEE COMPENSATION

Trustees may be compensated pursuant to Article IV, Section 8 of the Amended and Restated Bylaws of Iḷisaḡvik College, which provide for payment of Trustee expenses and a fixed fee for attendance at each meeting.

Meeting Honorarium

The Board of Trustees may, by resolution, determine an amount of honorarium to be paid to Trustees for regular meetings, special meetings, and workshops. Such honorarium shall be paid regardless of the length of the meeting or workshop. Any meeting may be recessed overnight, for lunch or dinner, or for any other reason. Honorariums are subject to tax withholding and reporting requirements under the Internal Revenue Code and Regulations. Honorariums are generally paid at the time of meeting adjournment.

Per Diem

Per Diem compensation is intended to cover the cost of meals and incidental expenses incurred by Trustees in connection with Board meetings or events. Trustees will receive per diem compensation if they are required to leave their village of residence in order to attend a Board approved function or meeting. Per diem compensation will be paid at the onset of meetings, and do not require submission of receipts.

Per Diem compensation is computed beginning at the time the Trustee leaves his/her home, office, or other authorized point of departure and ends when the traveler returns to his/her authorized point at the conclusion of the trip. Per Diem is only paid if the length of travel is 10 hours or more. Per Diem is paid at rates established by the North Slope Borough, on a per night basis, pro rata.

Loss of Pay

In addition to honorarium, Trustees who are employed full time and who are not compensated by their employers for time spent serving in their Trustee capacity may receive loss of pay compensation, in an amount determined by resolution of the Board, for attendance at a Board meeting, seminar, function, or other activity attended by the Trustee as a designated representative of the Board. No loss of pay compensation shall be paid under this section when a Trustee receives compensation from a person or entity other than Iḷisaḡvik College for attendance or participation at the event. For Trustees who must travel to attend Iḷisaḡvik College meetings or events and are not compensated on those travel days by their employer, additional

days of loss of pay compensation will be made available when four or more work hours are missed.

Payment of Travel Costs to On-Slope Events

On-Slope costs of travel to and from Board meetings and other events will be paid directly by Iḷisaḡvik College. Travel arrangements will be made through the Board staff secretary. Trustees are expected to confirm arrangements with the Board staff secretary at least one week prior to anticipated departure date and to notify the Board staff secretary of changes to the set itinerary en route.

To the extent possible, Trustees will use the most economical means of travel. Arrangements for personal business done in conjunction with travel on Board business will be accommodated. The College will pay the equivalent cost of authorized Board travel; additional expenses will be the responsibility of the individual Trustee.

Payment of Expenses for Off-Slope Events and Conferences

With Board approval, expenses of Trustees who attend professional meetings and conferences outside of the North Slope will be paid by Iḷisaḡvik College. Arrangements will be made through the Board staff secretary for payment of meeting fees and actual travel costs. Per Diem will be paid for meals and incidental expenses.

Verification of Attendance.

In accordance with Article IV, Section 4(i) of the Bylaws of Iḷisaḡvik College, each director is required to attend all workshops, regular and special meetings of the Board of Trustees. If a director is unable to attend any such meeting, the directors shall provide advance notice to the Chairperson or Secretary (who shall notify the Chairperson) of the Board of Trustees. The Chairperson shall determine if the reason for such absence constitutes an excused or unexcused absence. The Chairperson shall verify each director's continued attendance at least four times during each meeting day. Any director who does not attend a significant part of each meeting portion for which roll call is taken shall not be compensated for that portion of the meeting, and such absence shall be considered unexcused (at the Chairperson's discretion and if advance notice of such absence was not provided).

Adopted: June 4, 1998
Revised: January 22, 2004
Revised: June 27, 2008
Revised: June 22, 2012

Reviewed: September 18, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

1.14 NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES

The Board of Trustees accepts the standards and related policies of the Northwest Commission on Colleges and Universities and agrees to comply with these standards and policies as currently stated or as may be modified in accordance with Commission policy.

Adopted: April 1, 1998
Revised: January 22, 2004
Revised: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

1.15 PRESIDENT’S JOB DESCRIPTION

As the Board's single official connection to the College’s operations, the Board considers the President's performance to be synonymous with organizational performance as a whole.

Consequently, the President's job description and evaluation address performance in these two areas:

1. Organizational accomplishment of the provisions of Board policies on outcomes, as expressed in the annual Strategic Plan, with measurement indicators as agreed upon by the Board.
2. Organizational operation within the boundaries of legality, prudence and ethics established in Board policies on Executive Boundaries.

The Board may approve a job description for the position of President consistent with this policy.

See also Policy 3.01 (Executive Boundaries).

Adopted: November 16, 1995
Revised: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018

1.16 DELEGATION TO THE PRESIDENT

All Board authority which is delegated to staff is delegated through the President. Therefore, all authority and accountability of staff is considered to be the authority and accountability of the President.

1. The Board will direct the President to achieve certain results for certain recipients at a certain cost or priority through the establishment of Outcomes policies and the annual Strategic Plan. The Board will limit the latitude the President may exercise in practices, methods, conduct, and other means to the outcome through establishment of Executive Boundaries policies.
2. The President is authorized to establish all further relevant policies and administrative procedures, make all decisions, take all actions, establish all practices, and develop all activities consistent with any reasonable interpretation of the Board's Outcomes and Executive Boundaries policies.
3. The Board may change its Outcomes and Executive Boundaries policies, thereby shifting the boundary between Board and presidential domains. By so doing, the Board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the Board and its members will respect and support the President's choices as long as they are consistent with the President's reasonable interpretation of Board policy. This does not prevent the Board from obtaining information in the delegated areas, except for legally confidential data, such as confidential/personal information relating to students and staff.
4. Only decisions of the Board acting as a body are binding upon the President.
 - a. Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
 - b. In the case of Board members or committees requesting information or assistance without Board authorization, the President can refuse such requests, in the President's judgment, that are disruptive or require an unreasonable or significant amount of staff time or funds.

Adopted: November 16, 1995
 Revised: January 22, 2004
 Revised: June 22, 2012
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

1.17 MONITORING EXECUTIVE PERFORMANCE

Monitoring executive performance is synonymous with monitoring organizational performance against Board policies on Outcomes (as expressed in the annual Strategic Plan adopted by the Board) and on Executive Boundaries. The Board of Trustees will monitor the President's job performance, formally or informally, to determine the extent to which outcomes are being achieved and whether operational activities fall within parameters established in the Executive Boundaries policy.

1. The purpose of monitoring is simply to determine the degree to which the President is fulfilling the Board's expectations as set forth in its governing policies. Only information that enables the Board to do this is considered relevant.
2. A given policy may be monitored in one or more of three ways:
 - a. Internal report: disclosure of compliance information to the Board from the President.
 - b. External report: discovery of compliance information by an independent, external auditor, inspector, or judge who is selected by and reports directly to the Board. Such reports must assess executive performance only against policies of the Board, not those of the external party unless the Board has previously indicated that party's opinion to be the standard for assessment.
 - c. Direct Board inspection: assessment of or compliance with a Board policy by a designated Board member, committee or the Board as a whole.
3. Any policy can be monitored by any method at any time, in the Board's discretion.
4. On an annual basis, the Board shall engage in an informal evaluation of the President in order that he/she might receive a clear set of expectations from the Board regarding performance.
5. Prior to contract renewal, in the month of July or as otherwise agreed, the Board will conduct a formal evaluation of the President using a process of examination and assessment of the previous regular monitoring data on the Outcome and on the Executive Boundaries.

Adopted: November 16, 1995
 Revised: October 6, 1999
 Revised: December 11, 2003

Revised: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018

1.18 INDEMNIFICATION

The Board of Trustees will defend, indemnify, and hold harmless Board members and officers, College officers and employees, and agents of the Board and the College who were or are a party, or is threatened to be made a party to any threatened, pending or investigative action, suit or proceeding (other than an action by or in the right of the College), by reason of or arising from the fact that the person is or was a director, officer, employee or agent of the College, against costs and expenses (including attorney's fees) of said action, suit or proceeding, judgments, fines and amounts paid in settlement, if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the College in performing acts or omissions within the scope of their official duties. No indemnification shall be provided respecting any claim, issue or matter as to which the person has been adjudged to be liable for gross negligence or deliberate misconduct in the performance of his or her duty to the College.

Adopted: November 16, 1995
Reviewed: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

1.19 TRIBAL COLLEGE COMPLAINT REVIEW POLICY

Iḷisaḡvik College is chartered by the Inupiat Community of the Arctic Slope (ICAS) as a tribal college under the Tribally Controlled Colleges and Universities Act of 1978 (codified at 25 U.S.C. 1801 *et seq.* United States Department of Education regulation 34 C.F.R. § 600.9(a)(2)(ii) requires that the Inupiat Community of the Arctic Slope (“ICAS”) have a process to review and appropriately act on complaints concerning Iḷisaḡvik College (the “College”) and enforce applicable tribal requirements or laws. To comply with the regulation, the College has established the following procedures for grievants who wish to submit complaints to ICAS. The College makes every effort to resolve complaints internally, using the College’s established grievance policies and procedures. The College expects grievants to fully utilize any and all such administrative procedures to resolve complaints prior to seeking review from ICAS. A grievant may only seek ICAS review after receiving a final determination on the matter by the College administration or the Board of Trustees, as applicable.

A grievant may submit a written complaint to ICAS within ten (10) days of the College’s final determination on the matter. The written complaint must specifically identify the act(s) or omission(s) which are the subject of the grievance, including any policies or procedures which are alleged to have been violated, and state the relief sought. ICAS shall promptly appoint a three-member Complaint Review Committee (“Committee”). One member of the Committee shall be the President of the College or the President’s designee. The Committee shall hold an informal hearing to decide the complaint. The hearing process shall allow the grievant an opportunity to address relevant factual disputes and present witnesses, and the Committee an opportunity to interview the grievant and/or other individuals having relevant information. The Committee shall issue a written decision on the complaint within twenty (20) days after the hearing. The Committee’s decision shall be final.

Adopted: December 2, 2016

Reviewed: September 26, 2018

1.20 INTELLECTUAL PROPERTY

Iḷisaḡvik College retains all rights related to or arising out works of intellectual property created in whole or in part with College resources, labor, materials, facilities or equipment, including without limitation, works for hire and intellectual property that results from any activity supported by a grant or contract. The President shall implement policies and procedures consistent with this policy.

See also Policy 8.03 (Intellectual Property Policy)

Adopted: December 2, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018

MISSION, CORE THEMES AND GOALS

2.01 MISSION AND CORE THEMES

Mission

Iḷisaġvik College provides quality post-secondary academic, vocational and technical education in a learning environment that perpetuates and strengthens Iñupiat culture, language, values and traditions. It is dedicated to serving its students and developing a well-educated and trained workforce who meet the human resource needs of North Slope employers and the state of Alaska.

Core Themes

As an expression of its mission, Iḷisaġvik College pursues the following core themes:

CORE THEME ONE: TEACHING AND LEARNING – This core theme addresses Iḷisaġvik College’s mission to “provide quality post-secondary academic, vocational, and technical education.” It is comprised of two key elements: (1) Academic Excellence and (2) Workforce Competencies.

CORE THEME TWO: ACCESS AND SUPPORT – A leader in the region, Iḷisaġvik College promotes a community that supports the pursuit of higher education. Such pursuit requires a two-pronged strategy: (1) providing access to education and (2) subsequently, providing support for students to succeed.

CORE THEME THREE: IÑUPIAQ CULTURE AND VALUES – This core theme, perhaps more than the others, is one that is most intricately woven into the fabric of the educational environment of Iḷisaġvik College. As a Tribal College, Iḷisaġvik’s mission is grounded in maintaining a learning environment “that perpetuates and strengthens Iñupiat culture, language, values, and traditions.”

Adopted: January 22, 2004
Revised: September 17, 2010
Reviewed: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

2.02 GOALS

1. Offer associate and bachelor degrees, vocational certificates, and certificates of completion.
2. Focus programs to meet the workforce requirements of North Slope residents.
3. Courses, programs and practices reflect Iñupiaq culture, language, values and traditions.
4. Ensure that course offerings and services are available to village residents of the North Slope Borough.
5. Establish partnerships and collaborative efforts with other institutions, agencies and companies.
6. Maintain aggressive recruitment and retention programs.
7. Foster a climate of learning and self-discipline.
8. Develop, evaluate and maintain administrative plans to provide general support and leadership to the institution.
9. Diversify funding sources for the institution and its programs and insure cost effective operations.

Revised: January 22, 2004
Reviewed: June 22, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018

EXECUTIVE BOUNDARIES

3.01 EXECUTIVE EXPECTATIONS AND RESTRAINTS

The President shall assure that any practice, activity, decision or organizational circumstance in which the College engages is legal, prudent, and is in accord with commonly accepted higher education, business and professional ethics and practices.

1. In budgeting any fiscal period or the remaining part of any fiscal period the President shall adhere significantly to board policies and Outcome priorities, maintain fiscal integrity and display a generally acceptable level of foresight.
2. With respect to the actual, ongoing condition of the organization's financial health, the President shall take all actions necessary to maintain fiscal integrity and shall significantly adhere to the budget priorities adopted by the Board of Trustees.
3. With respect to providing information and counsel to the Board, the President shall assure that the Board is informed regarding the organization, its activities and its interests.
4. The President shall take all actions necessary to protect and adequately maintain assets so that they are not at risk.
5. The President shall assure that compensation and benefits to employees, consultants, contract workers, or volunteers reflect the fiscal integrity or public image of the institution.
6. In order to protect the Board from sudden loss of chief executive services, the President shall assure that no fewer than two other senior staff are familiar with Board and chief executive issues, plans, problems, and processes.

Adopted: November 16, 1995
Revised: October 6, 1999
Revised: January 22, 2004
Revised: September 21, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

3.02 COMMUNICATION AND COUNSEL TO THE BOARD

With respect to providing information and counsel to the Board, the President shall:

1. Submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board strategic plan or policies being monitored and/or outcomes being addressed.
2. Keep the Board aware of relevant trends, significant legislative or regulatory issues, anticipated adverse media coverage, significant external and internal changes, and particularly changes in the assumptions upon which any Board policy has previously been established.
3. Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies, particularly in the case of Board behavior which may be detrimental to the work relationship between the Board and the President.
4. Present information in clear and succinct form and assure that the information and advice to the Board does not have significant gaps in timeliness, completeness, or accuracy.
5. Provide a systematic mechanism for official Board, officer or committee communications.
6. Deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
7. Report in a timely manner any actual or anticipated noncompliance with any policy of the Board.
8. Present or have presented to the Board a diversity of policy-related opinion and perspective from the faculty and staff when such significant diversity exists.
9. Clearly identify the proportion of resources expended and/or allocated to specific outcomes established by the Board.

Adopted: November 16, 1995
Revised: January 23, 1998
Revised: October 6, 1999
Revised: January 22, 2004
Revised: September 21, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

3.03 STAFF COMPENSATION AND BENEFITS

The President shall assure that compensation and benefits to employees, consultants, contract workers or volunteers reflect the institution's fiscal integrity and public image. Accordingly, the President may not:

1. Change the President's own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits which:
 - a. Deviate unreasonably from the geographic or professional market for the skills employed.
 - b. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year, except as provided in Board policies.
4. Establish or change benefits which cause material unfunded liabilities to occur or in any way commit the organization to benefits which incur unpredictable future costs.

Adopted: November 16, 1995
Revised: January 23, 1998
Revised: October 6, 1999
Revised: January 22, 2004
Revised: September 21, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

ADMINISTRATION

4.01 AMENDMENT OF POLICIES

The Board of Trustees Policies are intended to be the governing principles of Iḷisagvik College that mandate or constrain actions, help ensure compliance with applicable laws and regulations, enhance the College's Mission and goals, promote operational efficiencies and/or reduce institutional risk. Policies should provide clear guidance yet be broad enough to permit administrative discretion governing the institution's day-to-day activities.

Policy amendments may be proposed by the Board or the President in writing to the Board of Trustees, together with an explanation of why the policy should be adopted, amended or repealed. Reasons for policy changes may include, but are not limited to, identification of issues by employees, students or administration, results of a legal review or compliance with new or amended laws.

Policies become effective immediately following adoption by Board action or as otherwise specified therein.

Adopted: September 25, 1996
Revised: September 21, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

4.02 EMERGENCY CLOSINGS

It is the policy of Iḷisaḡvik College to cancel College operations and/or close all or a portion of College facilities, before or during regular business hours, to respond to emergency, health, safety or catastrophic conditions. Emergency closings will be declared by the President of Iḷisaḡvik College.

Adopted: August 28, 1996
Revised: September 21, 2012
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

4.03 CAMPUS SECURITY

Iḷisaḡvik College strives to provide a campus that is safe and secure for students, employees and guests. The safety and well-being of the College is an important priority and a necessary component of a successful learning and working environment. Iḷisaḡvik College complies with all federal, state and local laws regarding College safety, including the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

The College shall develop crisis response and communications plans for prompt and effective response to disasters, whether natural or human-made, to protect life and property and to provide for the continuation of College programs and services during the period impacted by the crisis. The President shall implement procedures concerning security and access to campus facilities, crime reporting, the relationship between campus security and local law enforcement, collection and reporting procedures for criminal offenses and other related matters consistent with this policy.

Adopted: August 28, 1996
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

4.04 RECORDS RETENTION AND DISPOSAL

This Records Retention and Disposal Policy governs the retention and disposal of records produced, received or maintained by Iḷisagvik College in the course of its operations. All College records must be retained in accordance with the retention periods and guidelines specified in this Policy and in any procedures, guidelines or directives that the College has issued, as may be amended.

Purpose. The purposes of this Policy and accompanying Records Retention and Disposal Schedule (the “Schedule”) are to:

- ensure that records are retained as long as needed for administrative, legal and fiscal purposes;
- ensure that state and federal records retention requirements are met;
- ensure that records with enduring historical and research value are identified and retained permanently; and
- encourage and facilitate the systematic disposal of unneeded records to optimize the use of space and minimize the cost of records retention.

Form of Record. Unless otherwise stated, retention periods on the Schedule apply regardless of physical form or media (paper, microfilm, computer disk or tape, electronic or other medium).

Calculation of Retention Period. The minimum retention period begins with the adoption or other creation of the record, unless otherwise specified.

Records Management Officer. The President shall appoint a Records Management Officer who shall have general oversight of this Policy. The Records Management Officer shall be responsible for interpreting this Policy and the Schedule, designating historical and archival records for permanent retention, approving the destruction of records in accordance with this Policy, and fulfilling the duties and responsibilities of the Records Management Officer outlined in this Policy. As of the date of this Policy, the Records Management Officer shall be the President’s Office Executive Assistant. The President may change the Records Management Officer at any time.

Exceptions and Extensions of Retention Periods.

- Supervisors may retain e-mail and correspondence relating to employees they supervise for up to one (1) year, unless a longer retention period applies.
- The President and senior administration may retain e-mail and correspondence for up to three (3) years in their discretion, unless a longer retention period applies.
- The President and senior administration may retain personal working papers, calendars, notes and similar records in their discretion.
- The Records Management Officer shall notify officers, employees and other representatives of Iḷisaġvik College with a need to know, in writing, of any special document retention requirements that may apply to particular records, promptly after receiving notice of such requirements. Special requirements may pertain to pending legal actions, investigations, audits, etc. Upon such notice, notified persons shall comply with the Records Management Officer's notice, and such special requirements shall take precedence over any other retention periods set forth in this Policy or the Schedule.

SPECIAL CIRCUMSTANCES

Legal Actions: Some records may be needed in connection with a legal action. Records that are identified in or relevant to such actions must be retained for the entire period of the action, including any appeals or period for appeal, plus one (1) additional year, even if the retention period has expired.

E-mail and Other Electronic Records: Generally, records transmitted through information systems have the same retention periods as records in other formats. E-mail records should be scheduled for disposition in conjunction with any other records related to that function or activity. Employees may delete, purge or destroy e-mail records if the records have been retained for the minimum retention period established in the Schedule and are not being retained for a legal action or otherwise subject to a litigation hold or for an audit. Transitory messages may be destroyed when no longer needed.

Drafts and Personal Working Papers: When drafts are created in the preparation of College records, the final copy is considered the official record for retention purposes. Temporary versions that were not reviewed, circulated or used to make decisions may be discarded when no longer needed. This should be done at the earliest opportunity following approval of the final version. This applies to drafts in all forms, including word processing and other computer files and notes.

Most personal working papers, such as notes taken at a meeting or annotations on a draft record that is ultimately superseded by a final version, have no legal, operational, or research value that warrants retaining them beyond their moment of immediate usefulness. These records should be discarded at the earliest opportunity, generally within one (1) year after the purpose for which they were created has been fulfilled. This policy applies to personal working papers in all formats, including word processing and other computer files, and is subject to other exceptions to this Policy, such as legal actions or investigations.

Audits: Program and fiscal audits and other needs of state and federal agencies are taken into account when retention periods are established in the Schedule. However, in some instances agencies with audit responsibility and authority (such as an accreditation commission) may formally request that certain records be kept beyond the retention periods. If such a request is made, these records must be retained beyond the retention periods until the College receives the audit report or until the need is satisfied.

Historical and Archival Records: Archival records are records that the College must keep permanently to meet its fiscal, legal, or administrative needs or that the College retains because they contain historically significant information. Records do not have to be old to be archival; College officials create and use archival records daily in their offices. What makes a record worthy of permanent retention and special management is the continuing importance of the information it contains.

When the Records Management Officer has determined that a record item has enduring historical or other research significance, the item will be given a permanent designation on the Schedule. However, administration cannot identify all record items with historical or research significance. Knowledge of people, places, or events in the College community and the unique circumstances will determine which records are significant. The usefulness of archival records depends on the ability of the College to preserve them, retrieve the information they contain, and make that information available to researchers. The Records Management Officer shall appraise records with non-permanent retention periods for potential research or historical value before approving their destruction.

Appraising Records for Historical or Research Significance. A College record has historical or other research importance if it provides significant evidence of how the College functions and/or if it provides significant information about people, places, or events that involve the College. College records may contain a tremendous

amount of information about the people, buildings, and sites in and around the College campus or communities, as well as important time periods or significant events that affected the people associated with Iḷisaġvik College. This information can be very valuable to staff, researchers, and the public, but only if the information itself is significant. The significance of the records will depend on:

- **When the records were created.** Records created during a time of momentous change, which are scarce, or which cover a long period of time tend to be more significant.
- **What kind of information the records contain.** Records that contain more in-depth information are more likely to have enduring value.
- **Who created the records.** Records that reflect an employee's perspective or individual point of view may be more significant.
- **What other records exist.** If the information in the records exists in other records within the College or elsewhere, then the records are less likely to be significant.
- **The unique history of Iḷisaġvik College.** Records created during important time periods or events can provide clues to how the events affected the development of the College and the communities it serves.

Records Not Listed on the Schedule and Non-Existent Records: The Schedule covers the majority of College records. For any record not listed, the custodian of the records should contact the Records Management Officer. If the record is not covered by an item on the Schedule, it must be retained until a revised edition of or addendum to the Schedule is issued containing an item covering the record in question and providing a minimum legal retention period for it. There is no legal need to create a record where no record exists, even if the record in question is listed on the Schedule. Although there may be laws, regulations, or other requirements that certain records must be created, the mere fact that a particular record is identified on the Schedule should not be interpreted as a requirement that the record must be created.

Public Access to Records/Confidentiality: The Schedule does not address the issue of public access to records. Access issues are covered by the Alaska Public Records Act (A.S. 40.25.110) and the federal Family Educational Rights and Privacy Act (FERPA). Records on the Schedule may or may not be confidential, depending on what information they contain and on the possible effect of disclosure of that information. Any record listed on the Schedule for which a Family Educational Rights and Privacy Act or Alaska Public Records Act request

has been received should not be destroyed until that request has been answered and until any potential appeal is made and resolved, even if the scheduled retention period of the record has expired.

Conversion of Records to Different Media: Records on the Schedule may be approved for conversion of original paper records into electronic formats. This means that once paper records are scanned and reformatted as electronic records, the original paper records may be destroyed even if the retention period has not expired. The new electronic records must be retained for the remainder of the applicable retention period. The Records Management Officer will approve the conversion of paper records into electronic formats under the following conditions: (1) the images will accurately and completely reproduce all the information in the records being imaged; (2) the imaged records will not be rendered unusable due to changing or proprietary technology before their retention and preservation requirements are met; (3) the imaging system will not permit additions, deletions, or changes to the images without leaving a record of such additions, deletions, or changes; and (4) College officials or their designees will be able to authenticate the imaged records by competent testimony or affidavit which shall include the manner or method by which tampering or degradation of the reproduction is prevented.

Departments planning to replace original records with electronic or imaged copies for retention purposes must ensure that all conditions listed above are met and that a College official will be able to attest to the manner in which replacement of records occurred to fulfill these conditions.

CRITERIA FOR RECORDS DISPOSITION

Records without historical value must be disposed of continually as the minimum retention periods are met. The advantages of a program for systematic, legal disposal of obsolete records are that it:

- Demonstrates routine, good faith operation of the records retention system;
- Ensures that records are retained as long as they are actually needed for administrative, fiscal, legal, or research purposes;
- Ensures that records are promptly disposed of after they are no longer needed;
- Frees storage space and equipment for important records and for new records as they are created;
- Eliminates time and effort required to service and sort through superfluous records to find needed information;
- Eliminates the potential fire hazard from storage of large quantities of valueless records; and

- Facilitates the identification and preservation of archival records.

Criteria for systematically approaching the disposition process include the following:

- Disposition should be carried out regularly, at least once a year. It should not be deferred until records become a pressing storage problem.
- Since applicable laws do not prescribe the physical means of destruction of most records, records may be destroyed in any way prescribed by the Records Management Officer. Disposition through shredding or consignment to a paper recycling plant is often the best choice as it helps conserve natural resources. For records containing confidential information (e.g., Social Security numbers, credit card numbers, personnel evaluations, salary levels), disposition should be carried out in a way that ensures that the confidentiality of individuals named in the records is protected.
- A record should be kept of the identity, dates, and approximate quantity of **records that are disposed**. The Records Management Officer may design sample disposition forms for this purpose.

ANNUAL REPORT. The Records Management Officer shall provide an annual report to the President describing what actions have been taken during the year to fulfill the purposes and intent of this Policy.

Approved: June 20, 2014
Reviewed: October 10, 2016
Reviewed: September 26, 2018

BUSINESS AND FINANCE

5.01 WAIVER OF TUITION

Under extraordinary circumstances or when deemed to be in the best interests of the College, tuition may be waived for individuals by issuance of a Presidential Waiver of Tuition, signed by the Iḷisaḡvik College President. Only tuition may be waived; required fees must be paid by the student.

Adopted: September 30, 1998
Revised: January 22, 2004
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

5.02 PROCUREMENT

Iḷisaġvik College will use reasonable business practices for the procurement of goods and services. Procurement transactions entered into by Iḷisaġvik College should be done in a way that promotes, as far as is possible, free and open competition. Source selection may not be based on discrimination based on race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status, pregnancy, parenthood, or any other class protected by law.

The President shall formulate procedures to be used by Iḷisaġvik College for procuring equipment, services, and supplies in order to establish internal controls over such transactions, to assure that such expenditures are within the limits of approved operating and capital expenditure budgets, and to comply with all applicable laws and regulations, including without limitation, the use of federal, state and tribal college funding and restricted grant funds. The President shall present procurement procedures to the Board of Trustees for approval.

Reference: Procurement Handbook, approved by Board of Trustees
Resolution 2011-01, Revised under Resolution 2020-02

Adopted: September 30, 1998
 Revised: October 6, 1999
 Revised: January 22, 2004
 Revised: March 11, 2011
 Revised: March 15, 2013
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018
 Revised: September 27, 2018
 Reviewed: March 11, 2020
 Revised: March 12, 2020

5.03 FINANCIAL PLANNING & BUDGETING

In budgeting any fiscal period or the remaining part of any fiscal period the President shall adhere significantly to board policies and *Outcome* priorities, maintain fiscal integrity and display a generally acceptable level of foresight. Accordingly, the President may not cause or allow budgeting which:

1. Contains insufficient information to enable (a) accurate projection of cash flow, revenues, and expenditures; (b) separation of capital and operational items; and (c) understanding of planning assumptions.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period and/or carried forward from previous periods.
3. Reduces the ratio of current assets and current liabilities to a level which prevents the timely payment of the liabilities.
4. Provides less than sufficient funding per annum for Board prerogatives, such as costs of fiscal audit, Board development, Board and committee meetings, and Board legal fees.

Adopted: November 16, 1995
 Revised: January 23, 1998
 Revised: October 6, 1999
 Revised: January 22, 2004
 Revised: September 21, 2012
 Reviewed: September 18, 2013
 Revised: June 20, 2014
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

5.04 FINANCIAL CONDITION

With respect to the actual, ongoing condition of the organization's financial health, the President shall take all actions necessary to maintain fiscal integrity and shall significantly adhere to the budget priorities adopted by the Board of Trustees. Accordingly, the President may not:

1. Expend more funds than have been received in the fiscal year to date and brought forward, unless the debt guideline (outlined in # 2) is met.
2. Indebt the organization in an amount greater than can be repaid within 90 days by certain, otherwise unencumbered revenues.
3. Use any long term reserves unless approved by the Board.
4. Allow individual fund deficits or loans in excess of what can be restored by certain, otherwise unencumbered revenues within 60 days.
5. Allow cash and cash equivalents to drop below the amount needed to settle payroll and debts in a timely manner.
6. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
7. Receive, process or disburse funds under controls that are insufficient to meet generally accepted accounting principles.

Adopted: November 16, 1995
 Revised: January 23, 1998
 Revised: October 6, 1999
 Revised: January 22, 2004
 Revised: September 21, 2012
 Reviewed: September 18, 2013
 Revised: June 20, 2014
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

5.05 GRANTS & EXTERNAL FUNDING

The President is authorized to submit proposals, accept grants, execute contracts and expend funds from external funding sources for the purposes of accomplishing the mission and goals of the Board.

The President shall report all external proposals and awards to the Board via the budget or, if after the budget process, the President or designee shall consult with the Board in advance of the exercise of the authority, if the specific proposal or award is expected to exceed \$1,500,000.

The President may authorize expenditures from the grant or funding source if there is a binding commitment by the grantor or funder.

The President shall strive to recover the full cost of performing the external grant award from the grantor or funder, i.e., indirect cost allowances.

The President may delegate the foregoing authorities consistent with Policy 1.09.

Adopted: December 10, 1998
Revised: January 22, 2004
Revised: September 21, 2012
Reviewed: September 18, 2013
Revised: June 20, 2014
Reviewed: October 10, 2016
Reviewed: September 26, 2018

5.06 ASSET PROTECTION

The President may not cause or allow College assets to be unprotected, inadequately maintained nor unnecessarily risked. Accordingly, the President may not:

1. Operate without an adequate system of internal accounting and administrative controls sufficient to meet generally accepted accounting principles and auditing standards.
2. Fail to insure against theft and casualty losses to at least 80 percent replacement value, and against liability losses to Board members, staff or the organization itself in an amount comparable to the average for comparable organizations.
3. Allow unbonded personnel access to significant amounts of funds.
4. Allow facilities and equipment to be subjected to improper wear and tear or insufficient maintenance.
5. Unnecessarily expose the organization, its Board or staff to claims of liability.
6. Make any single item purchase, project expenditure or commit the organization to any expenditure of greater than \$50,000 unless approved in the budget.
7. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
8. Acquire, encumber or dispose of real property exceeding a total assessed value of \$50,000 in a fiscal year, unless approved in the budget.
9. Make any purchase or award any contract without establishing reasonably prudent protection against conflict of interest.
10. Fail to maintain an inventory of capital equipment owned by the College.
11. Allow the accumulation of a bad debt expense without first making reasonable collection efforts to recover monies and/or property due the College.

Adopted: November 16, 1995
 Revised: January 23, 1998
 Revised: February 2, 1999
 Revised: October 6, 1999
 Revised: September 21, 2012
 Reviewed: September 18, 2013
 Revised: June 20, 2014
 Reviewed: October 10, 2016

Reviewed: September 26, 2018

5.07 CASH MANAGEMENT & RESERVES

In order to ensure that the College's financial statements accurately reflect all of its financial activities, that the College is in compliance with relevant tax and other regulations, and that the College's financial transactions are conducted in accordance with the College's financial policies and procedures and internal controls, all financial transactions of the College and its departments must flow through approved College bank accounts. The use of departmental or personal checking and/or other bank accounts by Iḷisaḡvik College personnel for the depositing of and/or safekeeping of College funds is strictly prohibited.

It is the responsibility of each department to properly safeguard the cash receipts in their area. Cash should be physically protected through the use of vaults, locked cash draws, cash registers or locked metal safe boxes. Cash may not be retained in desk drawers or standard file cabinets.

It is Iḷisaḡvik College's policy that all receipts (cash and checks) are deposited with the Business Office on a timely basis. This policy helps the College to optimize its cash flow, maximize its short-term investment income, safeguard its assets and reduce administrative burdens associated with the collection of revenue and processing of deposits. If a department does not have a means of safely storing cash or checks, deposits must be submitted to the Business Office on a daily basis. All credit card transactions shall be processed electronically in a timely manner.

Iḷisaḡvik College recognizes the importance of maintaining adequate fund reserves, as set forth in the accreditation standards of the Northwest Commission on Colleges and Universities, which require that accredited institutions maintain adequate financial resources to ensure financial stability. A cash reserve is defined as unrestricted funds set aside to ensure the long-term financial stability of the College by providing resources to address emergency situations, unanticipated shortfalls in revenue and increases in expenditures and other financial requirements. The cash reserve level should be set between 5-10% of unrestricted funds expenditures and encumbrances for the fiscal year.

Adopted: June 20, 2014
Reviewed: October 10, 2016
Reviewed: September 26, 2018

5.08 DEBT MANAGEMENT; INTERFUND TRANSFERS/BORROWINGS

Pursuant to Article VI Section 2 of the Amended and Restated Bylaws of Iḷisaġvik College, the College may not enter into any loans or indebtedness unless authorized by resolution of the Board of Trustees. The College may enter into debt obligations to finance the construction or acquisition of buildings and infrastructure and other assets, maintain existing facilities, purchase land and personal property, refinance or restructure existing debt and other projects identified by the institution. Debt capacity will be determined on a case-by-case basis, in consideration of debt service coverage and the actual margin of protection for annual debt service payments from annual revenues.

Prior to approving indebtedness, administration shall present to the Board an evaluation assessing the types and amounts of risk associated with that transaction, considering all available means to mitigate those risks.

The objective of this policy is to ensure prudent debt management practices that include minimizing borrowing costs, structuring the earliest possible maturity of the debt, consistent with prudent financial management practices, preservation of the College's credit ratings, assuring full, complete and accurate financial disclosure and reporting compliance and compliance with state and federal laws.

Transfers and borrowing between funds is allowed in accordance with generally accepted accounting principles. Such interfund transfers may include internal loans to provide for advance spending for a capital project or to provide working capital to other departments. All interfund transfers shall be reviewed by the Dean in charge of the Business Office.

Approved: June 20 2014
Reviewed: October 10, 2016
Reviewed: September 26, 2018

5.09 DEVELOPMENT PROGRAM AND INVESTMENT GUIDELINES

Iḷisaġvik College may administer a development program to support its educational mission, goals and objectives. The development program should aim to supplement the long term financial stability of Iḷisaġvik College. Through its development program, Iḷisaġvik College may:

1. Solicit and receive real or personal property, cash and non-cash donations by gift, devise or bequest.
2. Evaluate and acknowledge donations, consistent with law and policy.
3. Conduct fundraising activities, including, but not limited to, fundraising campaigns and individual solicitations.
4. Create an endowment or nonprofit foundation as a supporting organization to Iḷisaġvik College to maintain an endowment which may be used to benefit and support Iḷisaġvik College and its goals and objectives.
5. Invest, reinvest, liquidate or apply development funds in the best interests of Iḷisaġvik College according to the following order of priority:
 - a. Sufficient funds shall be maintained for continuing development and fundraising activities;
 - b. Funds shall be applied to the unmet essential financial needs of Iḷisaġvik College, particularly in the areas of instructional programs and student support; and
 - c. Endowment funds may be set aside for investment to maximize potential benefits to Iḷisaġvik College.
6. Transfer any gift made to or for the benefit of the College to the Iḷisaġvik College Foundation, unless expressly prohibited by the donor.

Nothing in this policy shall limit the ability of Iḷisaġvik College to make donations or contributions for charitable, educational or scientific purposes.

Investment Guidelines

Consistent with Policy 3.07, and subject to reasonable business needs, the President may invest funds held by College in short and long term investment accounts, subject to the following restrictions:

Fixed Income Investments

1. Fixed income securities may include only U.S Treasury obligations, U.S. government agency issues, international government bonds, state, municipal and corporate bonds and mutual funds.

2. State, municipal and corporate bonds must have a rating of AA or better by Moody's or Standard & Poor's at time of purchase and must be marketable. After purchase, ratings may not fall below BBB by Moody's or BAA by Standard & Poor's.
3. International government bonds shall be limited to those countries in the Salomon Brothers' Non US-Government Bond index.

Equity Investments

- A. Equity investments may include common stock, preferred stock, convertible bonds and mutual funds.
- B. Equity securities shall have a value and quality with a rating of B+ or better by Standard & Poor's at the time of purchase.

Private placements, short sales, sales on the margin or option contracts are prohibited.

Diversity

1. No more than 20% in international equities
2. No more than 10% in real estate investment trusts or partnerships
3. No more than 65% in equity investments
4. No more than 25% in one industry
5. No more than 5% in any one entity, except for U.S. Government regulations
6. No more than 60% in bonds

The President may seek the advice and consultation of professional investment companies and individuals or place the management of investments with such companies and individuals.

Adopted: October 30, 2002
Revised: January 22, 2004
Revised: March 15, 2013
Reviewed: September 18, 2013
Revised: June 20, 2014
Reviewed: October 10, 2016

5.10 ROLE OF IĻISAĖVIK COLLEGE FOUNDATION

IĻisaĖvik College Foundation is a separate and distinct non-profit corporation whose sole beneficiary is IĻisaĖvik College. It is organized and operated exclusively for the benefit of IĻisaĖvik College. IĻisaĖvik College Foundation is an endowment fund within the meaning of Section 509(a)(1) of the Internal Revenue Code, as may be amended, and has been established to solicit, accept, manage, hold, invest, administer and disburse property and gifts made to benefit IĻisaĖvik College, directly or indirectly, to aid and assist in the development, maintenance, promotion, growth and preservation of IĻisaĖvik College, to provide funds to IĻisaĖvik College, and to promote the general welfare of IĻisaĖvik College.

IĻisaĖvik College Foundation shall provide at least an annual report to the Board of Trustees concerning its operations.

Adopted: June 25, 2010
Revised: March 15, 2013
Reviewed: September 18, 2013
Revised: June 20, 2014
Reviewed: October 10, 2016
Reviewed: September 26, 2018

PERSONNEL

6.01 EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

Iḷisaġvik College strives to hire the best qualified individuals for employment vacancies and is committed to preventing unlawful discrimination in employment. In accordance with federal and state law, illegal discrimination in employment against any individual because of race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status or changes in marital status, pregnancy or parenthood is prohibited. Decisions affecting an individual's employment will be based on the individual's qualifications, experience, abilities and performance, as appropriate.

Affirmative Action

Iḷisaġvik College seeks to hire, train and promote individuals based on qualifications and demonstrated ability to perform the job. In its commitment to affirmative action, Iḷisaġvik College is committed to recruit and retain women, minorities and persons in underrepresented categories. The concept of affirmative action requires that practices which adversely impact protected classes should be eliminated unless the College can demonstrate a legally permissible basis. To accomplish the goals of affirmative action the College encourages employment applications from and makes special efforts to recruit qualified protected classes, and will provide reasonable accommodation as appropriate.

Vacancies

Employment Preference. Iḷisaġvik College strives to hire the best qualified applicant for a position vacancy. All other qualifications being equal, the College gives employment preference to candidates in the following order:

- (a) current employees;
- (b) former employees on lay-off or recall status;
- (c) graduates of Iḷisaġvik College; and
- (d) residents of the North Slope Borough.

Definition of “resident.” For the purposes of this policy, a “resident” is defined as a person who has been physically present and who has maintained a principal place of residence within the North Slope Borough for at least thirty (30) days at the time the preference is claimed.

Unless offering a position for internal promotion only as covered in Policy 6.14, Iḷisaḡvik College will advertise vacancies in regular positions as they occur. Vacancy notices will be posted internally in prominent known areas and throughout the North Slope by television, radio and electronic media as appropriate for a minimum of five working days. Position vacancies may also be recruited outside of the North Slope as deemed appropriate by the department dean. Applications may be formally considered after five working days from the initial posting date. Internal applications shall be considered first. Should no qualified internal candidate be hired, then all “on-Slope” applications shall be considered. Should no qualified “on-Slope” candidate be hired, then all applications not from the North Slope may be considered.

Anti-Discrimination and Harassment

Iḷisaḡvik College strives to maintain a work environment free from discrimination and harassment and will not permit or tolerate discrimination that creates an intimidating, hostile, or offensive working environment, or that interferes with an individual's performance. The College recognizes that conduct which constitutes discrimination in employment is prohibited and will be subject to corrective and/or disciplinary action. Discrimination refers to being adversely treated or affected, either intentionally or unintentionally, in a manner that unlawfully differentiates or makes distinctions on the basis of the individual's legally protected status. The College will exercise its authority to protect employees from discrimination by agents or employees of the College.

Nothing contained in this policy will be construed or applied to limit or abridge any person's constitutional right to freedom of expression or to infringe upon the legitimate academic freedom or right of due process of any member of the College community. However, ideas and opinions must be expressed in a manner that does not create an intimidating, hostile, or offensive working environment or unreasonably interfere with an individual's performance.

While the College cannot guarantee confidentiality in connection with complaints alleging discrimination, employees are expected to make a reasonable effort to protect the legitimate privacy interests of involved persons.

Nothing in this policy will be construed or applied to create a right to an award of damages or other monetary compensation against the College or College employees beyond any existing under state or federal law.

Sexual and Other Harassment

Iġisagvik College is committed to providing an environment free from sexual and other harassment and will not tolerate inappropriate harassing behavior among its employees and applicants for employment. It is the responsibility of all employees to behave in such a manner that their words or actions cannot reasonably be perceived as unwelcome advances or sexually coercive, abusive, exploitative, or demeaning verbal behavior. Such behavior interferes with other employees' work and creates a hostile or offensive working environment and thus constitutes sexual harassment for purposes of this policy. Violation of this policy may lead to discipline, up to and including termination of employment.

The Board directs the President to formulate procedures based on this policy that, at a minimum:

1. Defines harassment and sexual harassment;
2. Designates a procedure for reporting claims of harassment;
3. Requires investigation of any and all complaints alleging harassment;
4. Sets guidelines for harassment investigations;
5. Prohibits retaliation against any person who alleges harassment or assists in a harassment investigation; and
6. Provides for discipline of employees who violate this policy.

Adopted: April 3, 1996
 Revised: December 11, 1997
 Revised: October 6, 1999
 Revised: October 3, 2001
 Revised: January 22, 2004
 Revised: March 15, 2013
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

6.02 EMPLOYEE RELOCATION

The College may offer relocation expenses to new, regular, exempt employees, subject to the availability of funds and at the President's discretion.

Adopted: August 28, 1996
Revised: January 23, 1998
Revised: September 30, 1998
Revised: October 6, 1999
Revised: October 3, 2001
Reviewed: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

6.03 EMPLOYMENT OF RELATIVES

Relatives of current Iḷisaḡvik College employees or members of the Board of Trustees may be considered for employment. The College may decline to hire, or place an applicant or employee based on their relationship to existing employees in order to avoid actual or potential problems in supervision, safety, security and morale, or an actual or apparent conflict of interest. An employee may not directly supervise their relative, or participate in employment, retention, promotion, salary, leave, dispute resolution or other personnel decisions concerning their relative.

Employment is also prohibited if the proposed or continued employment creates or would create an actual or apparent conflict of interest.

If employees become related, or if reorganization, transfer or promotion places relatives in positions that would otherwise violate this policy, such employees are subject to transfer or re-assignment. Employees who refuse a transfer or re-assignment may be terminated from employment.

For the purposes of this policy, a relative means the employee's current spouse, child, sons and daughters-in-law, brother, sister, brother-in-law, sister-in-law, parent, grandparent or grandchild. In the judgment of management, "spouse" may include a former spouse, girlfriend, boyfriend, life partner or member of the same household where the relationship bears characteristics normally associated with marriage.

Any exception to this policy requires the prior written approval of the Iḷisaḡvik College President.

Adopted: November 13, 1996
 Revised: October 6, 1999
 Revised: October 3, 2001
 Revised: January 22, 2004
 Revised: March 15, 2013
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

6.04 PROBATIONARY PERIOD

A probationary period serves as a working test period and provides the employee's supervisor an opportunity to evaluate the person's work performance and suitability for the position. All new, rehired, transferred or promoted non-exempt and exempt, non-faculty personnel in regular full-time or part-time positions are subject to a probationary period of six (6) months. The probationary period may be extended by the President upon the written recommendation of the employee's supervisor. Employment may be terminated with or without cause at any time before completion of the probationary period.

Adopted: August 28, 1996
Revised: December 13, 1996
Revised: October 6, 1999
Revised: October 3, 2001
Revised: January 22, 2004
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

6.05 TRAVEL AND EXPENSE REIMBURSEMENT

It is the policy of Iñisaġvik College to reimburse reasonable travel expenses in connection with official College business and activities. Travel must be approved in advance by the President or the President's designee. Reasonable expenses are reimbursed upon completion of travel and submission of receipts, in such form as may be prescribed by the Business Office. The President or designee shall formulate procedures consistent with this policy.

Adopted: August 28, 1996
Revised: October 3, 2001
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

6.06 COLLEGE VEHICLES

Iiisagvik College provides vehicles to conduct the business activities of the College. Only College employees or persons authorized by the College may drive College vehicles. College vehicles are to be used for official College business only and parked at an appropriate College facility when not in use. College vehicles issued to departments who provide “on-call” services may remain in possession of an on-call employee during non-working hours.

Notwithstanding the above, College vehicles issued to the President and executive level employees may be operated for personal use.

All employees driving College vehicles must possess a valid driver’s license and abide by all federal, state and local driving laws and regulations. The President is authorized to adopt rules and procedures to enforce this policy, including those for ensuring the safe operation of College vehicles.

Adopted: August 28, 1996
 Revised: December 10, 1998
 Revised: October 3, 2001
 Revised: January 22, 2004
 Revised: March 12, 2010
 Revised: March 11, 2011
 Revised: March 15, 2013
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

6.07 EMPLOYEE BENEFITS

It is the policy of Iḷisaḡvik College to provide benefits to eligible employees. The Board directs the President to formulate a benefit program and procedures that:

1. Identify employees eligible for specific benefits;
2. Provide for paid leave consistent with Policy 6.08;
3. Provide for leave without pay as appropriate or required by law;
4. Provide for paid holiday leave;
5. Inform employees of their eligibility for benefits required by law;
6. Encourage the retention and development of Iḷisaḡvik College employees; and
7. Provide tuition waivers for permanent College employees, their spouses, domestic partners and immediate family dependents consistent with Policy 5.01.

Adopted: July 23, 1996
 Revised: June 4, 1998
 Revised: September 30, 1998
 Revised: October 3, 2001
 Revised: January 22, 2004
 Revised: March 15, 2013
 Reviewed: September 18, 2013
 Revised: June 20, 2014
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

6.08 PERSONAL LEAVE

Iñisaġvik College provides paid and unpaid time off from the regular work week or working day. Paid leave that is earned as part of working for the College is known as personal leave. Other leave (which may be paid or unpaid) is permitted due to particular circumstances or events. Iñisaġvik College complies with all laws regarding personal leave, including without limitation the Family and Medical Leave Act and Alaska Family Leave Act.

Employees shall notify their supervisor of the need for leave, whether foreseeable or unexpected, as soon as feasible. Personal leave accrual shall be capped at 495 hours annually. In order to ensure the physical and mental well-being of its employees, Iñisaġvik College requires employees to use at least 112.5 hours of accrued personal leave during the calendar year. Employees may donate their accrued leave to eligible employees who have depleted their available leave.

During paid leave, employees may not work for or be compensated by any third party, under a contractual or employment arrangement, unless expressly authorized by the President.

Special leave of absence or sabbaticals for professional development may, on occasion, be made available to executive or administrative staff when it is determined that the interests of the institution would be best served by such a leave. Special leaves may be granted for study, formal education, or other experience of professional value to the College. Applicants must have completed at least five consecutive years of service within the College.

Special leaves may be granted for up to one academic year and may or may not include salary remuneration. The granting and/or remunerating of such leaves will be at the sole discretion of the institution and the determining factor in making such awards will be based on the value added to the College from such a leave as well as the ability of the institution to cover the individual's job responsibilities during the leave. The employee must agree in writing to return to work at the College for at least one fiscal year following the sabbatical assignment or to repay any and all money including cost of benefits received from the College while the employee was on special leave.

The President is authorized to adopt procedures consistent with this policy.

Adopted: January 22, 2004

Revised: September 27, 2007
Revised: March 15, 2013
Reviewed: September 18, 2013
Revised: March 4, 2016
Reviewed: October 10, 2016
Reviewed: September 26, 2018
Revised: September 26, 2018

6.09 PROFESSIONAL DEVELOPMENT AND TRAINING

It is the policy of Iḷisaḡvik College to encourage and support professional development and training for its regular full-time and regular part-time employees by offering eligible employees the opportunity to improve their knowledge and skills in order to achieve greater personal and professional goals, through education and training. Subject to the availability of funds, workforce stability and the College's business needs, Iḷisaḡvik College may reimburse or otherwise fund, in whole or in part, job-related training and education courses offered at the College and, in certain instances, by non-College vendors' education when such training serves the best interest of the College. Temporary, probationary and adjunct faculty employees are not eligible for reimbursement for professional development and training without specific written permission from the President or her/his designee. The President may formulate procedures consistent with this policy, to include conditions for reimbursement.

Adopted: August 28, 1996
Revised: December 13, 1996
Revised: January 23, 1998
Revised: October 6, 1999
Revised: January 22, 2004
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

6.10 SALARY ADMINISTRATION AND PERFORMANCE REVIEW

Iñisaġvik College complies with all laws applicable to wages and work hours. The College shall implement procedures for payroll processing, including accounting for employee work hours, overtime, payroll deductions and advances. Employees are not entitled to salary increases, except as determined by the College. The College shall implement procedures for reviewing employee salary and performance.

Adopted: November 13, 1996
Revised: September 30, 1998
Revised: October 3, 2001
Reviewed: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

6.11 SALARY ADVANCES

It is the policy of Iñisaġvik College to permit employees to receive a salary advance if they meet the following conditions.

1. The employee demonstrates a bona fide reason for the advance, i.e., family emergency, economic hardship, or an unexpected financial burden.
2. Advances are permitted up to amount of hours the employee has accrued at the time the advance is requested.
3. All salary advances must be approved in advance by the employee's supervisor, in the supervisor's reasonable discretion and subject to reasonable business office processing requirements.
4. The employee has completed the probationary period.

Adopted: November 13, 1996
 Revised: September 30, 1998
 Revised: June 27, 2008
 Reviewed: March 15, 2013
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

6.12 GARNISHMENT

Iḷisaġvik College complies with any and all court orders, the Consumer Credit Protection Act, Family Support Act of 1988, and other federal, state and local laws pertaining to garnishment or wage assignment. When served with a garnishment order, income execution, wage assignment, child custody support order or other garnishment order, Iḷisaġvik College is required by law to make deductions from the employee's wages as required by the order.

Upon receiving a court order or other document authorizing garnishment, the College will notify the employee.

Adopted: August 28, 1996
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

6.13 EMPLOYEE HOUSING

Iḷisaḡvik College provides housing for employees, if and when available, at fair market value. The employee will be required to sign a housing contract and all rules of the residential center will be applicable. As an alcohol and drug free campus, Iḷisaḡvik College reserves the right to search employee housing based on reasonable suspicion. Employees who violate the College's Drug-Free Workplace Policy or the terms of a housing contract are subject to immediate eviction.

Adopted: June 25, 2010
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

6.14 ALCOHOL AND DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE PREVENTION

Iḷisaḡvik College intends to help provide a safe and alcohol and drug-free environment for our employees and students. The use and misuse of drugs and alcohol threatens the Iḷisaḡvik College community. The College shall implement an Alcohol and Drug-Free Workplace and substance abuse prevention policy that, at a minimum:

1. Prohibits the manufacture, distribution, dispensing, sale, solicitation for, possession, use or being under the influence of alcohol or illegal drugs, including marijuana and legal but unauthorized prescription drugs, on the premises of Iḷisaḡvik College, at activities or functions conducted by or under the supervision of Iḷisaḡvik College, or while engaged in College business, whether on or off campus.
2. Prohibits the impairment of employees by illegal drugs, alcohol, or the misuse of legal drugs while on work time, at activities or functions conducted by or under the supervision of Iḷisaḡvik College, or while engaged in College business, whether on or off campus.
3. Prohibits the above activities or such impairment while not engaged in College business if such impairment or activity adversely affects the employee's work performance, the safety of the employee or others, or puts the College's reputation at risk.
4. Implements an employee drug and alcohol testing program as allowed or required by law.
5. Requires employees to disclose drug or alcohol-related criminal convictions.
6. Informs employees that they may be subject to discipline, up to and including dismissal from employment, for a violation this policy, and/or may be required to complete substance abuse rehabilitation, treatment, and/or counseling.
7. Requires all employees to comply with the terms of this policy as a condition of employment.

Iḷisaḡvik College has implemented a drug and alcohol prevention program and provides information to employees and students to prevent drug and alcohol abuse. The College encourages employees to seek substance abuse treatment and rehabilitation when needed. Such treatment may be an alternative to discipline, including termination of employment, or a condition for continued employment.

Adopted: September 25, 1996
Revised: June 4, 1998
Revised: October 3, 2001
Revised: January 22, 2004
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

6.15 PERFORMANCE MANAGEMENT

Iḷisaḡvik College values its employees and strives to enhance employee performance or behavior through performance management. The College may discipline employees for failure to comply with Iḷisaḡvik College policies and procedures, the Employee Handbook, Iḷisaḡvik College Code of Ethics, other College rules, policies, directives, or any other grounds deemed appropriate by the College. Suspension or administrative leave pending investigation is not considered disciplinary action.

Discipline and the grounds for discipline enumerated above are not an exclusive remedy and do not in any way limit or modify other remedies available to the College.

The President shall formulate procedures consistent with this policy.

Adopted: August 28, 1996
Revised: January 23, 1998
Revised: October 3, 2001
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

6.16 EMPLOYEE PROMOTION

Iḷisaḡvik College provides employees with opportunities to advance within the organization according to their skills, performance and experience. To retain and encourage employees to strive toward promotion, Iḷisaḡvik College adopts a *promotion-from-within* policy, in which the College will strive to provide an environment that will develop regular full-time and regular part-time employees for higher level positions. Prior to advertising such positions externally, qualified regular employees may be considered for promotion, training and advanced development based upon new work responsibilities, increased skill level and, where applicable, educational achievement. The President may develop procedures consistent with this policy.

Adopted: August 28, 1996
 Revised: January 23, 1998
 Revised: January 22, 2004
 Revised: March 15, 2013
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

6.17 DISPUTE RESOLUTION

Iḷisaḡvik College strives to treat its employees fairly and equitably on matters affecting their employment. The College shall implement procedures by which an aggrieved eligible employee may request relief for a claimed violation of law, contract, these Board of Trustees Policies or the Iḷisaḡvik College Employee Handbook.

The purpose of a dispute resolution procedure is to secure at the lowest administrative level a fair, equitable and expeditious solution to a perceived problem. Regular full-time and regular part-time employees of Iḷisaḡvik College who believe they have not been treated fairly or equitably in accordance with policy and who have attempted unsuccessfully to resolve the problem with their immediate supervisor have the right to file a complaint in accordance with the procedures set forth in the Employee Handbook. At any step in the dispute resolution procedure, except the informal discussion with the immediate supervisor, the complainant has the right to be represented by a person of his/her own choosing.

Complaints may be filed relating to problems regarding but not limited to classification, personal leave, involuntary transfer, promotions and demotions and termination of regular employment. Compensation, except as to alleged inequities within the department, termination of employment prior to satisfactorily completing the probationary period and objection to a lawful policy or practice adopted by the College, unless the policy is alleged to be applied in an unlawful manner, are not matters subject to dispute resolution. While temporary, probationary and adjunct faculty employees are encouraged to bring work-related problems to their immediate supervisor, they are not eligible to use the dispute resolution process.

In accordance with this policy, the dispute resolution process shall:

1. Define employees who are eligible to use the dispute resolution process.
2. Define matters that are eligible for the dispute resolution process.
3. Provide a process for dispute resolution, to include the filing of a written complaint, requiring the aggrieved employee to meet with his/her supervisor, and an appeal process to the College administration.

See also Policy 1.19 (Tribal College Complaint Review Policy).

Adopted: August 28, 1996
Revised: April 7, 1999
Revised: October 3, 2001

Revised: January 22, 2004
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

6.18 REDUCTION IN WORK FORCE

It is the policy of Iḷisaġvik College to provide equitable treatment to employees affected by a reduction in force. A reduction in force may require the involuntary separation, demotion, reassignment or reduction in work hours of Iḷisaġvik College employees. The College may implement a reduction in force because of reorganization, work shortage, loss or inadequacy of funding, position elimination or other reasons consistent with good business practices. Employees whose employment is to be terminated due to layoff, reduction in force or position elimination shall be given thirty (30) days written notice of termination.

An employee subject to termination for a reduction in force may be considered for another vacant position in the College for which the employee is qualified. If the employee accepts an offer of another position, no break in service will occur. The College shall provide affected employees written notice at least thirty (30) days in advance of the effective date of the reduction in force is effective.

Adopted: December 13, 1996
Revised: January 23, 1998
Revised: March 15, 2013
Reviewed: September 18, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

6.19 TERMINATION OF EMPLOYMENT

Employment at Iñisaġvik College may be terminated by the employee's voluntary resignation, by involuntary termination of employment by the College for cause, or according to the terms of a written employment agreement. Termination for cause entitles the employee to notice, a written statement of the reason(s) supporting the termination, and notice of the employee's right to dispute resolution as set forth in Board Policy 6.17.

A decision relating to termination of employment that is designated in writing as the "final decision" of the College may be appealed to the Superior Court for the State of Alaska within 30 calendar days of the final decision pursuant to Alaska Rule of Appellate Procedure 602.

The President shall formulate procedures consistent with this policy.

Adopted: August 28, 1996
 Revised: September 30, 1998
 Revised: October 6, 1999
 Revised: January 22, 2004
 Revised: March 15, 2013
 Reviewed: September 18, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

FACULTY

7.01 FACULTY EMPLOYEES

The Board of Trustees recognizes its regular faculty as an integral and essential part of the College community. Unless specifically noted in a written contract for employment or in the Employee Handbook, faculty are employees of Iḷisagvik College and are subject to College policies and procedures. The President shall provide faculty personnel procedures and benefits in a manner which is in the best interests of the College, including the College's interest in attracting and retaining competent faculty, subject to the Board's right to revise and/or adopt policies in its discretion.

Adopted: August 2, 2000
Revised: October 3, 2001
Reviewed: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

7.02 CANDIDATE SCREENING

In order to assure high-quality instruction, the President, his/her designee and the Dean of Academic Affairs may appoint members of the faculty to participate in the screening of candidates for full-time, regular faculty positions. The Board may choose to solicit faculty input in the screening of candidates for President of the College.

Adopted: June 13, 1997
Revised: January 22, 2004
Reviewed: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

7.03 PLACEMENT IN RANK BY DISCIPLINE

All faculty are expected to possess a high level of academic, professional and/or experiential preparation appropriate to their discipline and shall be appointed to an academic rank and status commensurate with their preparation and credentials as per the Placement in Rank by Discipline document (attached).

Adopted: June 13, 1997
Revised: October 3, 2001
Revised: March 2003
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018

Placement in Rank by Discipline

Placement in rank will be guided by the following criteria: In cases where the advanced degree in the discipline or a related discipline is deemed the most important criteria and where such an advanced degree is available, individuals will be placed according to the Academic track. In cases where journeyman certification in the trade or comparable certificates are considered the most important criteria, placement will be made according to the Vocational/Technical track. In Cultural Studies, advanced degrees are not currently available in the disciplines listed and frequently recognized expert status is the only way to recognize one's knowledge and abilities in this area. Recognized expert status is determined by the President and Dean of Academic Affairs. In all cases, continuing advanced education is built into advancement in rank to encourage continuing education for all faculty.

Academic/Business*	Vocational/Technical**	Cultural Studies*
Humanities	Automotive Technology	Alaska Native Language
Social Sciences	Aviation	Alaska Native Studies
Natural Sciences	Construction Trades	Iñupiat Language
Business	Diesel Technology	Iñupiat Cultural Studies
Computer Information & Business Systems	Emergency Medical Technology	Iñupiat Language & Culture
Mathematics	Fire Science	
Office Systems	Mechanics	
Accounting	Industrial Mechanics	
English/Communications	Heavy Equipment Operations	
Fine Arts	Industrial Safety	
Education/ECD	Water/Wastewater	
Health Sciences	Welding Technology	
Human Services		
Journalism		
Justice		
Social Work		
Developmental Studies		
Library Science		
ESL		

* Rank is granted in one of the disciplines listed or in an appropriate sub discipline (e.g., English, Mathematics, Biology, Iñupiat Language, etc.)

** Rank is granted in Vocational/Technical Trades

Appointment, Rank and Promotional Criteria

	Academic/Business*	Vocational/Technical**	Cultural Studies*
Instructor	Master's degree in appropriate field.	Journeyman status in the trade or technical field or other comparable credential.	Recognized expert status in Iñupiat language or culture.
Assistant Professor	Master's degree in discipline and two years post-secondary teaching experience at an accredited institution, or doctorate in appropriate field.	Journeyman status in the trade or technical field or other comparable credential, and Associate's degree and two years post-secondary teaching experience at an accredited institution or equivalent.	Recognized expert status, Associate's degree in appropriate discipline, plus two years post-secondary teaching experience at an accredited institution.
Associate Professor	Master's degree plus 30 graduate credits in the discipline or doctorate and a minimum of 5 consecutive years in rank as an Assistant Professor.	Journeyman status in the trade or technical field or other comparable credential, a Bachelor's degree and a minimum of 5 consecutive years in rank as an Assistant Professor.	Recognized expert status, a Bachelor's degree in appropriate discipline, and a minimum of 5 consecutive years in rank as an Assistant Professor.
Professor	Doctoral degree in appropriate discipline and a minimum of 5 consecutive years in rank as an Associate Professor.	Journeyman status in the trade or technical field or other comparable credential, a Master's degree in appropriate discipline and a minimum of 5 consecutive years in rank as an Associate Professor.	Recognized expert status, a Master's degree in appropriate discipline and a minimum of 5 consecutive years in rank as an Associate Professor.

* Rank is granted in the specific discipline (e.g., English, math, social science, Iñupiat, etc.)

** Rank is granted in vocational/technical trades

Please note that, in all cases, continuing advanced education is built into advancement in rank to encourage continuing education for all faculty.

In cases where the advanced degree in the discipline or a related discipline is deemed the most important criteria and where such an advanced degree is available, individuals will be placed according to the academic track.

In cases where journeyman certification in the trade or comparable certificates is considered the most important criteria, placement will be made according to the Vocational/Technical track.

In Cultural Studies, advanced degrees are not currently available in the disciplines listed and frequently recognized expert status is the only way to recognize one's knowledge and abilities in this area.

7.04 FACULTY APPOINTMENTS

Faculty may be appointed according to the terms of a written employment contract in the following categories:

Regular Faculty – To be eligible for appointment to the regular faculty, a faculty member shall be either full-time, teaching or teaching related duties, or part time, teaching at least 16 credits or more per nine month, academic year. Members of the regular faculty shall be appointed to the ranks of Instructor, Assistant Professor, Associate Professor or Professor as appropriate. Individuals holding regular faculty appointments shall be eligible for consideration for promotion.

Term – To be eligible for a term appointment, a faculty member may be teaching full time for a period of one academic year or less. Appointments shall be on an “as needed” basis. By definition such positions may not convert to regular faculty positions and shall not be eligible for consideration for promotion. When the situation warrants, term appointments may be renewed for an additional academic year or less upon the approval of the President.

Adjunct Faculty – An employee who delivers no more than 7.5 credit hours of academic or vocational instruction per semester. Adjunct faculty shall be appointed to the position of Lecturer and shall not be eligible for employment benefits from the College. Appointments shall be on an “as needed” basis for a specific semester and may be renewed on a semester by semester basis. Lecturers shall not be eligible for promotion.

Affiliate – Individuals who are employed by agencies, colleges or universities that are not associated with Iḷisaḡvik College may be appointed Affiliate faculty at Iḷisaḡvik to provide teaching or research activities for the College. Individuals holding affiliate appointments may be appointed to rank but are not employees of the College and are not eligible for compensation or employment benefits from the College.

Adopted: June 13, 1997
 Revised: October 3, 2001
 Revised: March, 2003
 Revised: January 22, 2004
 Revised: September 20, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

7.05 FACULTY CONTRACTS

All faculty members shall be employed by Iḷisaḡvik College pursuant to the terms of a written contract for a specified term of employment not to exceed one year in duration. This contract may be renewed from year to year at the College's discretion. Faculty are not tenured and have no expectation of continued employment. In cases of non-renewal of a faculty member's employment contract, the College shall adhere to the following procedures, except in cases of financial exigency as declared by the Board of Trustees.

1. For faculty members in their *first year of employment* with the College, written notice of non-renewal of appointment shall be provided by May 1.
2. For faculty members in their *second year of employment* with the College, written notice of non-renewal of appointment shall be provided by April 1.
3. For faculty members in their *third and consecutive years of employment* with the College, written notice of non-renewal of appointment shall be provided by February 1.

Adopted: June 13, 1997
 Revised: June 4, 1998
 Revised: December 10, 1998
 Revised: October 3, 2001
 Revised: March 2003
 Revised: September 20, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018
 Revised: September 27, 2018

7.06 PROMOTION IN RANK

The College provides regular faculty an opportunity to be promoted in rank based on a consistent, demonstrated record of exemplary and meritorious performance. In order to be considered for promotion in rank, an individual shall have met the minimum criteria for the next rank as stated in the Faculty Rank and Promotion Criteria (7.03). In addition, promotion shall be based upon a consistent record of exemplary and meritorious performance as evidenced in the last performance evaluations preceding promotion consideration. The President shall make the final decision on promotions. Time in a specific rank is not sufficient by itself to warrant promotion. Meritorious performance on the following criteria, which shall be the overriding consideration:

1. Teaching effectiveness;
2. Keeping current with and disseminating knowledge in his/her discipline;
3. Service to the institution through service on committees or other work done in support of the College's development and activities;
4. Maintaining professional standards and optimizing educational qualifications; and
5. Initiative and productivity

Regardless of time in rank at prior institutions, faculty members may not be promoted until they have completed at least three years of consecutive service at Iñisagvik College. Promotion consideration will take place in the spring of each year in accordance with procedures promulgated by the administration.

Adopted: June 13, 1997
 Revised: June 4, 1998
 Revised: October 3, 2001
 Revised: March 2003
 Revised: September 20, 2013
 Reviewed: October 10, 2016
 Reviewed: September 26, 2018

7.07 PROFESSIONAL DEVELOPMENT

Within the constraints of its budget, subject to the availability of funds and in its discretion, the College shall provide faculty with opportunities for professional development in accordance with procedures developed by the President.

Adopted: June 13, 1997
Revised: October 6, 1999
Revised: October 3, 2001
Revised: March 2003
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

7.08 FACULTY ASSOCIATION

Iḷisaḡvik College recognizes the Faculty Association as a professional organization within the College to provide a forum for discussion. The Faculty Association is provided time on the agenda of any regular meetings of the Board of Trustees on request, and in the same manner as other agenda items.

Adopted: June 13, 1997
Revised: October 6, 1999
Revised: October 3, 2001
Reviewed: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

7.09 SALARY

The College shall strive to provide the faculty with a well-planned program of benefits and a competitive salary schedule designed to attract and retain competent faculty members. Placement on the salary schedule is not a guarantee of continuing employment or a guarantee of salary for any future employment contract.

(Located in the Employee Handbook or Contract)

Adopted: June 13, 1997
Revised: July 1, 1998
Revised: December 10, 1998
Revised: October 6, 1999
Revised: May 2004
Revised: June 22, 2012
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018

7.10 DISCIPLINE AND TERMINATION OF EMPLOYMENT

Other than non-renewal of contract in accordance with Board Policy 7.05, discipline and other termination of employment shall be in accord with the policies and procedures determined by the President and outlined in the Employee Handbook.

Revised: March 2003
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

7.11 FACULTY LEAVES

Iiisaġvik College provides faculty with paid or unpaid time off, in accordance with procedures developed by the President and outlined in the Employee Handbook. All faculty leave has no cash value, and does not accrue from year to year. Persons terminating employment with the College shall forfeit any unused leave days. All leave taken for health or medical reasons is subject to verification by a health care provider. During paid leave, faculty may not work for or be compensated by any third party, under a contractual or employment arrangement, unless expressly authorized by the President.

Iiisaġvik College complies with all laws regarding personal leave, including without limitation the Family and Medical Leave Act and Alaska Family Leave Act. Faculty leave shall include the following:

Sick Leave

All regular full time faculty are eligible for up to six (6) days of sick leave per academic year. Sick leave may be taken because of the employee's own illness or serious health condition, to obtain medical treatment for the employee or for an immediate family member, or for other eligible reasons in accordance with law.

Other Paid Leave

All regular full time faculty are eligible for up to two (2) days of personal leave per academic year. Personal leave must be approved in advance by the Dean of Academic Affairs, and faculty members requesting leave must take appropriate steps to ensure that the leave does not adversely affect the delivery of instruction in their classes or their other duties and obligations.

In addition, the College designates certain time periods between the fall and spring semesters and between the spring and fall semesters as paid leave. Faculty are eligible to take this leave provided that grades have been submitted and required tasks are completed, as determined by administration.

Emergency or Special Leave

All regular full time faculty are eligible for up to five (5) days of emergency leave for each instance during the academic year for any of the following:

1. Off-Slope treatment of the faculty member's serious health condition that must be treated immediately and that cannot be treated locally, as verified by a health care provider;
2. To attend to required off-Slope medical treatment of the faculty member's immediate family (spouse, children, parents, and parents-in-law);
3. To attend off-Slope funerals of the faculty member's spouse, children, siblings, siblings-in-law, parents, or parents-in-law; or
4. For other extraordinary occasions as approved by the Dean of Academic Affairs.

All leave taken for medical reasons are subject to verification by a health care provider.

Sabbatical Leave

It is the policy of Iñisagvik College that, at the discretion of administration, paid sabbatical leave for professional development will be available to regular faculty members who meet the requirements established by administration. Sabbatical leaves may be granted by the President, and may be subject to terms and limitations specified in a written agreement between the College and the faculty member. The objective of such leave is to increase the faculty member's value to the College and thereby improve and enrich the College's programs. Any regular member of the faculty whose service totals five (5) or more years shall be considered eligible to apply for sabbatical leave assignments, subject to the following rules and criteria.

1. All applications for sabbatical leaves shall be submitted in writing through the Dean of Academic Affairs to the President of the College by December 31 of the year that precedes the new fiscal year in which the sabbatical would be taken.
2. In assessing applications, the College will consider academic rank, length of service to the College, and the type and quality of the proposed sabbatical program.
3. Sabbaticals may be granted for projects or programs which contribute to the faculty member's expertise in her/his field of teaching.
4. Sabbatical leaves shall not be for a period of less than one academic semester nor more than one academic year. The salary paid during the sabbatical leave shall be one-half the regular salary for those granted a full academic year's sabbatical leave and three-fourths regular salary for those granted sabbatical leave for one semester.

5. By acceptance of any sabbatical leave assignment, the faculty member shall agree in writing to return to work at the College for at least one academic year following the sabbatical assignment or to repay all money received from or expended by the College on the faculty member's behalf while on sabbatical leave (including the costs of benefits, if any), except that the faculty member shall have no such obligation in the event that an employment contract is not offered to the faculty member following the sabbatical.
6. Faculty shall not accept any other employment during a period of sabbatical without the College's prior written consent. Sabbatical leave is not a guarantee continuing employment or a grant of employment rights.
7. Eligibility for group benefits during sabbatical leave is governed by the terms of the plan.

Other Unpaid Leave

It is the policy of Iñisaġvik College that after three (3) years of continuous service, members of the faculty shall be eligible to apply for a leave of absence without pay under procedures developed by the President, to include the following:

1. Requests for leaves of absence without pay shall be made to the President of the College by March 1 for the following academic year and shall include a plan of the project or endeavor which the applicant intends to pursue while on leave. During a leave of absence, faculty shall not accept any other employment with the College's prior written consent.
2. Satisfactory programs or projects for such leave may include research, education, travel or related work in other institutions, private or business organizations, or other activities which the President of the College agrees will improve the faculty member professionally or will directly or indirectly benefit the College.
3. Every faculty member on leave from the College must inform the President's Office, in writing by such date(s) established by the President, of the proposed date of return from leave or request an extension of the leave. Failure to do so may result in the loss of employment. Prior to any loss of employment, the administration will deliver written notice of its intention to the faculty member by certified mail. The faculty member shall have fifteen (15) calendar days to respond to the administration's letter and confirm the date of return from leave in order to retain employment.
4. The time period for this leave shall not exceed one (1) academic year or be less than one (1) academic semester. There shall be no loss of rank or

employment status during the period of leave of absence. Eligibility for group benefits during leave of absence is governed by the terms of the plan.

Adopted: November 13, 1996
Revised: October 6, 1999
Revised: January 22, 2004
Revised: September 27, 2007
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018

7.12 FACULTY EVALUATION

Faculty evaluations will be conducted during the spring semester by the both the Dean of Academic Affairs and the Dean of Vocational Education & Workforce Development, which shall consist of the following:

1. Student Evaluation of Instruction
2. Faculty Self Evaluation
3. Evaluation by the Dean of Academic Affairs
4. Evaluation by the Dean of Vocational Education & Workforce Development
5. Final review by the President

Peer evaluations may be requested by the faculty at the faculty member's option and submitted along with the self-evaluation. The process of evaluation shall be promulgated each year by the Dean of Academic Affairs and Dean of Vocational Education & Workforce Development.

Additional formal or informal evaluations of faculty may be conducted at other times during the year at the Dean of Academic Affairs' or Dean of Vocational Education & Workforce Development's discretion.

Revised: March 2003
Revised: January 22, 2004
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018

INSTRUCTION

8.01 ACADEMIC COUNCIL

It is the policy of Iḷisagvik College to ensure the integrity of the curricula and academic processes through review by an Academic Council. This Council will include a faculty group nominated by the faculty and other member(s) appointed by the Dean of Academic Affairs. The Council will be responsible for making recommendations on curricula, academic policies and program proposals in accordance with the role and mission of Iḷisagvik College.

Adopted: November 13, 1996
Revised: October 3, 2001
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

8.02 ACADEMIC FREEDOM

Iḷisaḡvik College supports the concept of academic freedom to ensure the excellence of the College's instructional programs. The College recognizes the right of each individual faculty member, because of her/his education and background, to exercise considerable freedom in the application of her/his professional expertise in the classroom. Instructors are free to choose teaching materials and utilize teaching methods which are relevant to the serious educational purposes embraced in the profession of teaching. Such freedom is granted and encouraged to foster open minds, creative imaginations, adventurous spirits and a spirit of inquiry and scholarly criticism among the faculty and students of Iḷisaḡvik College. Diversity of material and method are recognized as affording our students a rich source of personal and social growth. The principle of academic freedom shall not limit the institution from making proper efforts to assure the best possible instruction for all students in accordance with the College's mission.

Adopted: April 3, 1996
Revised: October 3, 2001
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

8.03 INTELLECTUAL PROPERTY POLICY

Iḷisaḡvik College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College, to enhance the teaching and learning environment, and to contribute to the betterment of the Community.

1. PURPOSE. This policy is designed to:

- Establish ownership criteria for intellectual property developed by members of the Iḷisaḡvik College Community, and protect the equities of the creator as well as the College;
- Define the responsibilities, rights and privileges of those involved; and
- Establish basic guidelines for the administration of this policy.

2. DEFINITIONS:

- **Intellectual property** includes but is not limited to intellectual and creative works that can be copyrighted or patented.
- **Copyright** shall be understood to mean that bundle of rights that protect of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be reproduced, or otherwise communicated, either directly or with the aid of a machine or device. "Works of authors computer programs) include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audio sound recordings; and architectural works. "Tangible media" include, but are not limited to, books, periodicals, phono-records, films, tapes, and disks.
- **Works Made for Hire.** For the purpose of this policy, it shall be deemed that an invention has been "Made for Hire" if the employee is employed, directed or assigned to:
 - Invent, improve, develop or perfect any art, machine, design, manufacture, media, or composition of matter,
 - Conduct or perform research, development work, or both,
- **Creator:**
Either an inventor in the context of patentable inventions, or an author in the context of copyrightable works of authorship.
- **Employee:**
Full-and part-time faculty; classified employees, administrative staff; and

students who are paid for specific work by the College. Students may be employees for some purposes and not for others. If they are paid as student assistants, for example, or given grants to do specific research, they will be employees. Students receiving general scholarship or stipend funds would not normally be considered employees.

3. POLICY

Intellectual property created, made, or originated by a faculty member, employee or student shall be the sole and exclusive property of the author, or inventor, except as he or she may voluntarily choose to transfer such property, in full, or in part, or in the case of the following exceptions:

The College may own copyright only in the following circumstances:

- a) The College expressly directs an employee or faculty member to create a specified work (for the College) as in a Work made for Hire.
- b) The faculty/employee author has specifically transferred the copyright in whole or in part to the institution in the form of a written and signed agreement; or
- c) The College has contributed to a joint work under the Copyright Act. The institution can exercise ownership if contributing specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty and/or employees for the production of their job duties.
- d) The College and the employee or student have entered into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support.

Material created for ordinary teaching use and in department programs such as syllabi, assignments and tests shall remain the property of the faculty author, but the College is permitted to use such material for instruction, educational and administrative purposes, including satisfying requests of accreditation agencies for authored syllabi and course descriptions.

Employee/Faculty Ownership - An employee/faculty member's general obligation to produce scholarly works (for example, textbooks and related instructional materials) does not constitute an assigned duty for purposes of determining copyright ownership. If a copyrighted work, produced as an assigned duty of an employee, is marketed, the employee ordinarily will not share in any royalties from sales of the work.

Student Ownership - Ownership of patentable discoveries or inventions developed by students who are also employees of the College will be determined by the rules that apply to all College employees. In general, works developed in connection with course work assignments belong to the student. However, in all cases of work made for hire the college may exercise its right to ownership or position of equity.

4. DISPUTE RESOLUTION

Disputes over ownership, and its attendant right, of intellectual property will be decided by an ad hoc Intellectual Property committee comprised of three appointees, one each nominated by the Dean of Instruction, the Faculty Association, and the Director of Human Resources. The committee shall make an initial determination of whether the college or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. The committee shall also make a determination on resolving competing employee/faculty claims to ownership when the parties cannot reach an agreement on their own. If the inventors/creators disagree with the determination of the committee, he/she may opt to submit the complaint to mediation or third party investigation.

Resolution process:

- a) The creator shall contact the appropriate department head in an effort to resolve the dispute at the department level.
- b) If the dispute cannot be resolved at the departmental level, the department and/or creator shall contact the Office of Human Resources who will coordinate the assembly of the ad hoc Intellectual Property Committee.

Adopted: June 21, 2018
 Reviewed: September 26, 2018

STUDENT SERVICES

9.01 ADMISSIONS

To be admitted to a certificate or degree program at Iḷisaġvik College, an individual must be a graduate of an accredited high school, a holder of a GED diploma or certificate of equivalency, or be at least 18 years of age and demonstrate the ability to benefit from the program. In addition, an applicant for admission must submit a completed Application for Admission form and an official copy of transcript certifying the applicant's high school diploma or GED certificate. Additional admissions criteria may be required for transfer students and for specific certificate and degree programs. Falsification of any admission materials or official College records may be grounds for denial or cancellation of admission.

Iḷisaġvik College reserves the right to refuse or revoke the admission or registration of any applicant or student who has an outstanding debt to the College, or if the College determines that the applicant or student's attendance would not be mutually beneficial to the student and the College, or who the applicant or student poses a threat, is a potential danger, is significantly disruptive to the College community, or if such refusal or revocation is considered to be in the best interests of the College, as determined by the administration. The College also reserves the right to refuse admission to applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive by another postsecondary educational institution. Students whose admission is revoked after enrollment during an academic semester are eligible to use the student complaint process.

Students admitted to a degree or certificate program are required to take a placement test as designated by Iḷisaġvik College prior to registration. Students currently in high school may register in limited college level courses if they fulfill the special application requirements and receive approval from their high school counselor or principal.

Adopted: November 16, 1995
 Revised: June 4, 1998
 Revised: August 5, 1998
 Revised: January 22, 2004
 Revised: June 25, 2010
 Revised: September 17, 2010
 Revised: September 20, 2013
 Reviewed: October 10, 2016

Reviewed: September 26, 2018

9.02 ADMISSION OF NONRESIDENT APPLICANTS

Individuals who are not residents of the North Slope Borough may apply to all certificate and degree programs at Iḷisaġvik College. Nonresident applicants may be admitted to certificate and degree programs with limited student capacity as determined by the Registrar, if the Registrar determines that there is an historical under-utilization of the program and admission of the nonresident applicant to the program would not exceed 75% of the program's under-utilization. Determinations regarding whether a program has a limited student capacity, whether a program has a history of under-utilization and the available openings, if any, for nonresidential applicants in under-utilized programs shall be made by the Registrar's office. Iḷisaġvik College reserves the right to charge resident and non-resident tuition and fees.

Adopted: August 5, 1998
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

9.03 STUDENT SEPARATION FROM THE COLLEGE

Students attending Iḷisaḡvik College may be separated by graduation, transfer, student initiated withdrawal, faculty initiated withdrawal, academic suspension and expulsion.

Adopted: August 28, 1996
Revised: January 23, 1998
Reviewed: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

9.04 FINANCIAL AID

It is the policy of Iḷisaḡvik College to assist students seeking financial aid and to provide financial assistance to qualified students for certain costs while enrolled at Iḷisaḡvik College.

Adopted: August 28, 1996
Reviewed: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

9.05 STUDENT FILES AND RECORDS

It is the policy of Iḷisaḡvik College to establish and maintain confidential and accurate files and records of students. The College complies with all laws regarding student records, including the Family Educational Rights and Privacy Act (FERPA). The President shall develop procedures governing the maintenance and disclosure of student records.

Adopted: August 28, 1996
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

9.06 STUDENT DISPUTE RESOLUTION

It is the policy of Iḷisaḡvik College to provide an avenue for students to express and resolve disputes on matters affecting their education. The President shall develop procedures consistent with this policy.

See also Policy 1.19 (Tribal College Complaint Review Policy).

Adopted: August 28, 1996
Revised: September 20, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

9.07 STUDENT HOUSING

It is the policy of Iḷisaġvik College to offer residential housing and a limited number of family housing units, if available, to qualified students.

Students wishing to reside in student housing must apply to the College for housing at the time they apply for admission. Students eligible to reside in student housing should be admitted to the College, be a full-time student and be at least 18 years of age, except as allowed in Policy 9.10.

Applications for student housing shall be considered on a space available basis based upon the date the completed application for student housing is received by the College. Priority for family housing will be given to North Slope village residents living outside of Barrow.

Once a student is admitted to student housing, the student may continue to reside in student housing (subject to the student housing contract and the College's right to reassign students on an annual basis) so long as the student meets the minimum enrollment requirements set forth above.

Pets (excluding service animals trained to do work or perform tasks for people with disabilities and a limited number of small domesticated animals as designated in pet rules established by administration) are not permitted inside student housing units. Subject to available housing resources, pets may be permitted on designated student housing premises upon written permission of the Student Housing Director, provided that such pets are kept outdoors at all times. Administration may establish rules for pet ownership and require an additional security deposit in connection with this policy.

The College will conduct an initial review and periodic inspections of student family housing for the safety and protection of the student, his/her family living in the student housing and the College. The College will work with the student to schedule any and all inspections.

Pursuant to Board of Trustees Policy 9.09, Iḷisaġvik College is an alcohol and drug free environment. If there is reasonable suspicion that a student living in College housing is in violation of the College's alcohol and drug free policy, the College has the right to search the student's unit and personal property therein. If alcohol, illegal drugs or substantial damage not attributable to ordinary wear and tear is found within the student's unit, the College will follow the disciplinary procedure set forth in the

Student Handbook. Iḷisagvik College may refer any matter in connection with a policy violation to law enforcement.

Adopted: August 28, 1996
Revised: January 23, 1998
Revised: August 5, 1998
Revised: October 6, 1999
Revised: January 22, 2004
Revised: March 12, 2010
Revised: September 20, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

9.08 STUDENT HOUSING EXPECTATIONS

It is the policy of Iḷisaġvik College to develop, implement and enforce reasonable rules and regulations for all students living in student housing.

Adopted: August 28, 1996
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

9.09 ALCOHOL AND DRUG FREE ENVIRONMENT; SUBSTANCE ABUSE PREVENTION PROGRAM

Iḷisaḡvik College is committed to maintaining healthy communities and a learning environment that enhances the full benefits of a student's educational experience. It is the policy of Iḷisaḡvik College to provide an alcohol free and drug free environment on all College grounds and at activities and functions conducted by or under the supervision of Iḷisaḡvik College, whether on or off campus. The President shall implement procedures consistent with this policy, to include a strict prohibition on the possession, use, manufacture, consumption, sale, purchase or being under the influence of alcohol or illegal drugs, including marijuana and legal but unauthorized prescription drugs, on College property or at the activities and functions described in this policy. The College complies with all laws, including the Federal Drug-Free Schools and Communities Act of 1989 and Drug-Free Schools and Communities Act. Iḷisaḡvik College has implemented a drug and alcohol prevention program and provides information to students to prevent drug and alcohol abuse. The College encourages students to seek information, assistance, substance abuse treatment and rehabilitation when needed.

Adopted: August 28, 1996
Revised: January 23, 1998
Revised: September 20, 2013
Reviewed: October 10, 2016
Revised: December 2, 2016
Reviewed: September 26, 2018

9.10 ACCEPTANCE OF MINORS INTO STUDENT HOUSING

Housing for admitted students who are under the age of majority, as defined by Alaska Statutes, is subject to the approval of the Dean of Students and President, provided that one of the following conditions is met:

1. The minor will reach the age of majority within thirty (30) days from the first day of residence in the student housing;
2. The minor is legally emancipated from the care, custody, dependency and responsibility of his/her parent(s) or legal guardian(s); or
3. The minor is participating in a specially designed program with the approval of Student Services.

İlisagvik College does not provide custodial care for minors who reside in student housing.

Adopted: August 28, 1996
Revised: September 30, 1998
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018
Revised: September 27, 2018

9.11 RECREATIONAL ENVIRONMENT

It is the policy of the Iḷisaḡvik College to promote a balanced, healthy lifestyle and provide recreational opportunities for students.

Adopted: August 28, 1996
Revised: January 23, 1998
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

LIBRARY

10.01 LIBRARY OPERATION AND SELECTION OF MATERIALS

It is the policy of Iḷisaḡvik College to operate Tuzzy Consortium Library to provide information resources that support the teaching and learning of Iḷisaḡvik College students, and to provide culturally responsive services and collections that enrich the lives and expand the horizons of the people of the North Slope. Books and other materials will be selected and maintained by the Senior Librarian in support of the mission of Iḷisaḡvik College and in consultation with students, faculty, and public library patrons.

Adopted: September 25, 1996
Revised: September 20, 2013
Reviewed: October 10, 2016
Reviewed: September 26, 2018

10.02 CHALLENGED MATERIALS

It is the policy of Iḷisaḡvik College Tuzzy Library to provide an opportunity for its patrons to challenge the selection of materials.

Adopted: September 25, 1996

Reviewed: September 20, 2013

Reviewed: October 10, 2016

Reviewed: September 26, 2018