



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

January 20, 2015

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – SUB 248

AGENDA

CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – DECEMBER 23RD, 2014: (A) *Mike Mason*

MINUTES – REGULAR MEETING – DECEMBER 23RD, 2014: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

HEAD START OPERATIONAL REPORT: (A) *Mike Mason*

OPEN FORUM

UNFINISHED BUSINESS

CSI BOARD OF TRUSTEES POLICIES MANUAL APPROVAL: (A) *Dr. Thad Scholes*

NEW BUSINESS

CHENEY DRIVE CONSTRUCTION FUNDING/CITY OF TWIN FALLS MOUE: (A) *Mike Mason*

CSI EMPLOYEE POLICIES & PROCEDURES MANUAL UPDATE: (A) *Eric Nielson*

LEGISLATIVE WEEK UPDATE: (I) *President Fox*

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT’S REPORT: (I) *President Fox*

ADJOURNMENT

General Fund YTD Board

YEAR: 1415

Statement of Revenue and Expenses

Acct Month: 6

Tuesday, January 13, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$5,518,235.55)	(\$5,311,626.81)	(\$10,813,300.00)	(\$5,501,673.19)	50.88%
County Tuition	(\$462,400.00)	(\$756,941.25)	(\$1,380,000.00)	(\$623,058.75)	45.15%
State Funds	(\$14,991,380.26)	(\$15,566,379.27)	(\$18,612,500.00)	(\$3,046,120.73)	16.37%
County Property Tax	(\$712,490.42)	(\$591,399.76)	(\$6,348,200.00)	(\$5,756,800.24)	90.68%
Grant Management Fees	(\$210,968.31)	(\$265,772.45)	(\$500,000.00)	(\$234,227.55)	46.85%
Other	(\$404,076.58)	(\$273,292.85)	(\$432,600.00)	(\$159,307.15)	36.83%
Unallocated Tuition	(\$387,933.49)	(\$571,473.12)	\$0.00	\$571,473.12	0.00%
Departmental Revenues	(\$477,127.83)	(\$427,653.02)	(\$728,400.00)	(\$300,746.98)	41.29%

Total Revenue (\$23,164,612.44) (\$23,764,538.53) (\$38,815,000.00) (\$15,050,461.47) 38.77%

Expenditures

Personnel

Salaries	\$10,266,934.87	\$9,895,778.58	\$21,188,800.00	\$11,293,021.42	53.30%
Variable Fringe	\$2,108,762.88	\$2,033,864.64	\$4,345,900.00	\$2,312,035.36	53.20%
Health Insurance	\$1,778,922.66	\$1,701,252.17	\$3,579,600.00	\$1,878,347.83	52.47%
Total Personnel	\$14,154,620.41	\$13,630,895.39	\$29,114,300.00	\$15,483,404.61	53.18%

Expense Categories

Services	\$1,047,138.05	\$1,145,438.71	\$2,445,200.00	\$1,299,761.29	53.16%
Supplies	\$441,309.98	\$437,061.49	\$1,000,100.00	\$563,038.51	56.30%
Other	\$311,987.95	\$334,454.60	\$561,400.00	\$226,945.40	40.42%
Capital	\$203,695.43	\$210,281.81	\$802,400.00	\$592,118.19	73.79%
Institutional Support	\$2,382,357.56	\$3,874,198.85	\$4,891,600.00	\$1,017,401.15	20.80%
Transfers	\$16,872.76	\$13,395.50	\$0.00	(\$13,395.50)	0.00%
Total Expense Categories	\$4,403,361.73	\$6,014,830.96	\$9,700,700.00	\$3,685,869.04	38.00%

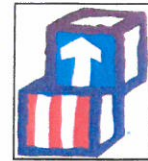
Total Expenditures \$18,557,982.14 \$19,645,726.35 \$38,815,000.00 \$19,169,273.65 49.39%

Rev/Expense Total (\$4,606,630.30) (\$4,118,812.18) \$0.00 \$4,118,812.18 0.00%

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Idaho Head Start Association

On February 10, 2015, the [Idaho Association for the Education of Young Children](#), [Idaho Head Start Association](#) and [Idaho Voices for Children](#) are joining hands as we hold our first Early Learning Legislative Day.

We are inviting all of our members from across the state to participate in what will be a very engaging and exciting day. This is an excellent opportunity to partner with other early childhood advocates, parents and educators to show your support for quality early learning in Idaho!

The day will consist of three components:

Meet and Greet morning reception on the first floor of the Capitol Rotunda. We are inviting all legislators to join their constituents for a beverage and breakfast snack. This is a wonderful and informal way to talk with your legislator about the importance of high-quality early learning. Time: TBD

Presentations to the Education and Health and Welfare Committees throughout the day. Idaho AEYC Executive Director Beth Oppenheimer and Head Start parent Will Strength will be speaking to these committee members about investing in early learning. They will highlight the importance of high-quality early education, access for all children, parental choice and family engagement. Let's fill the gallery with early childhood supporters! Time: TBD

Meet with Your Legislator! The freedom to speak to your legislator is a right and a privilege. We will be setting up meetings for each of you to speak with your district representative. These meetings will be a great opportunity for you to personally connect with your legislator and share your stories about the importance of early learning. Whether you are a parent, educator or an advocate, our legislators need to hear from their constituents.

The College of Southern Idaho Head Start/Early Head Start program will be sending 3 staff and 2 parents to this conference:

- Julie Blick, *Systems Specialist*
- Cindy Scott, *Center Supervisor and Policy Council Liaison*
- Diana Williamson, *Lead Teacher (West End Head Start Center)*
- Amy Montoya, *Policy Council Chairperson (Cassia Head Start Center)*
- Justin Posey, *IHSA Representative (Littlewood Head Start Center)*

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For December 2015**

Enrollment

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
Total	669

Program Options

Part-day/ Part-year, Double Sessions, Home Based/School District Enhanced, Pre- K, Early Head Start -Home Based, EHS Infant and Toddler Combo

Head Start Attendance

December Head Start Overall Attendance	82%
December Head Start Self Transport Attendance	78%
December EHS Home Toddler Combo	65%

Meals and Snacks

Total meals served for December	3,988
Total snacks served for December	3,697

Education

In-service training was completed Jan. 5. Staff were trained on various topics to include: Challenging behaviors and supports, Immunizations, High/Scope Teamwork and PQA, Second Step, Child development, Working with children with disabilities, Route sheets, DOT physicals and basic driving skills, Program statuses, PIR, How to standardize recipe, meal count sheets, I'm with food, Nutrition and food substitutions, P-Card training, and Keys to care giving. The second family staffing will begin this month.

Disabilities

The program will be reaching its midpoint for the school year on January 21. Per performance standard, we are supposed to have 10% of our available slots enrolled by children on an IEP or IFSP. For CSI Head Start/Early Head Start that would mean we had 67 children. At this point however, we only have 59. We have several children that have been referred to their local school districts for testing and the program is waiting on those results. Additionally, the program has seen a number of children enrolled in the program with an IEP either drop, because they were moving or other family circumstances and/or we have also experienced children testing out of their IEP's during the program year. Both examples directly effect the program's ability to reach and maintain the percentage required. It is certainly a frustrating challenge that we continue to monitor and track.

Documents for Board Review/ Approval:

Financial Reports

CATEGORY	TOTAL		TOTAL THIS MONTH		CASH OUTLAY TO DATE		BALANCE		BALANCE OF BUDGET		PROJ		ACTUAL	
	APPROVED		MONTH		TO DATE		BALANCE		OF BUDGET		%	%		%
SALARIES	\$ 2,516,594.00		\$ 210,685.95		\$ 2,436,601.15		\$ 79,992.85		\$ 79,992.85		100.0%		\$ 79,992.85	96.8%
BENEFITS	\$ 1,321,297.00		\$ 107,861.27		\$ 1,286,762.60		\$ 34,534.40		\$ 34,534.40		100.0%		\$ 34,534.40	97.4%
OUT OF AREA TRAVEL	\$ -		\$ -		\$ -		\$ -		\$ -		0.0%		\$ -	0.0%
EQUIPMENT	\$ 69,645.00		\$ 23,890.00		\$ 69,467.07		\$ 177.93		\$ 177.93		100.0%		\$ 177.93	99.7%
SUPPLIES														
OFFICE CONSUMABLES	\$ 16,741.00		\$ 259.00		\$ 17,103.68		\$ (362.68)		\$ (362.68)		100.0%		\$ (362.68)	102.2%
CLASSROOM SUPPLIES	\$ 17,500.00		\$ 417.39		\$ 17,277.55		\$ 222.45		\$ 222.45		100.0%		\$ 222.45	98.7%
CENTER SUPPLIES	\$ 45,220.00		\$ 7,170.85		\$ 44,262.61		\$ 957.39		\$ 957.39		100.0%		\$ 957.39	97.9%
TRAINING SUPPLIES	\$ 14,395.00		\$ 1,932.34		\$ 14,172.02		\$ 222.98		\$ 222.98		100.0%		\$ 222.98	98.5%
FOOD	\$ 3,000.00		\$ 251.72		\$ 2,937.97		\$ 62.03		\$ 62.03		100.0%		\$ 62.03	97.9%
OTHER														
CONTRACTS	\$ 13,395.00		\$ 3,705.00		\$ 13,799.59		\$ (404.59)		\$ (404.59)		100.0%		\$ (404.59)	103.0%
MEDICAL	\$ 6,300.00		\$ 298.18		\$ 5,201.60		\$ 1,098.40		\$ 1,098.40		100.0%		\$ 1,098.40	82.6%
DENTAL	\$ 9,500.00		\$ -		\$ 9,509.56		\$ (9.56)		\$ (9.56)		100.0%		\$ (9.56)	100.1%
CHILD TRAVEL	\$ 125,938.00		\$ 14,298.03		\$ 125,541.04		\$ 396.96		\$ 396.96		100.0%		\$ 396.96	99.7%
EMPLOYEE TRAVEL	\$ 32,000.00		\$ 1,806.20		\$ 33,081.47		\$ (1,081.47)		\$ (1,081.47)		100.0%		\$ (1,081.47)	103.4%
CAREER DEVELOP	\$ 3,000.00		\$ -		\$ 1,215.06		\$ 1,784.94		\$ 1,784.94		100.0%		\$ 1,784.94	40.5%
PARENT TRAINING	\$ 18,480.00		\$ 682.94		\$ 11,691.62		\$ 6,788.38		\$ 6,788.38		100.0%		\$ 6,788.38	63.3%
SPACE	\$ 56,790.00		\$ 2,415.03		\$ 49,364.54		\$ 7,425.46		\$ 7,425.46		100.0%		\$ 7,425.46	86.9%
DEPRECIATION	\$ 30,600.00		\$ 2,550.00		\$ 29,507.90		\$ 1,092.10		\$ 1,092.10		100.0%		\$ 1,092.10	96.4%
UTILITIES	\$ 61,460.00		\$ 5,526.95		\$ 59,883.60		\$ 1,576.40		\$ 1,576.40		100.0%		\$ 1,576.40	97.4%
TELEPHONE	\$ 41,475.00		\$ 3,556.54		\$ 40,660.47		\$ 814.53		\$ 814.53		100.0%		\$ 814.53	98.0%
OTHER	\$ 49,681.00		\$ 3,088.75		\$ 48,722.42		\$ 958.58		\$ 958.58		100.0%		\$ 958.58	98.1%
TOTAL DIRECT COSTS	\$ 4,453,011.00		\$ 390,396.14		\$ 4,316,763.52		\$ 136,247.48		\$ 136,247.48		100.0%		\$ 136,247.48	96.9%
ADMIN COSTS	\$ 321,919.00		\$ 24,092.35		\$ 304,910.67		\$ 17,008.33		\$ 17,008.33		100.0%		\$ 17,008.33	94.7%
GRAND TOTAL	\$ 4,774,930.00		\$ 414,488.49		\$ 4,621,674.19		\$ 153,255.81		\$ 153,255.81		100.0%		\$ 153,255.81	96.8%
IN KIND NEEDED	\$ 1,193,733.00													
IN KIND GENERATED	\$ 1,023,216.88				** Reflects 2014 COLA and Restored Sequestration Funding									
IN KIND (SHORT)/LONG	\$ (170,516.12)													
PROCUREMENT CARD														
EXPENSE	\$ 10,826.77		3% of Total Expense. Detailed report of PCARD charges available upon request.											
USDA														
Total All Centers	17,053.89	Food	3,472.25	Non-Food	337.13	Repair/Maint	20,863.27	Total for Month	Revenue Received	YTD Expense	160,806.75		(137,584.89)	

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	PROJECTED	ACTUAL
	APPROVED	MONTH	TO DATE	BALANCE	%
SALARIES	\$ 5,495.00	\$ -	\$ 5,445.43	\$ 49.57	99.1%
FRINGE	\$ 2,100.00	\$ -	\$ 2,042.28	\$ 57.72	97.3%
OUT OF AREA TRAVEL	\$ 17,653.00	\$ 122.97	\$ 18,009.10	\$ (356.10)	102.0%
SUPPLIES					
Training Supplies	\$ 5,491.00	\$ 500.00	\$ 5,846.83	\$ (355.83)	106.5%
OTHER					
Contracts	\$ -				
Career Development	\$ 22,721.00	\$ 130.00	\$ 22,659.93	\$ 61.07	99.7%
TOTAL DIRECT COSTS	\$ 53,460.00	\$ 752.97	\$ 54,003.57	\$ (543.57)	101.0%
TOTAL INDIRECT COSTS	\$ 701.00	\$ -	\$ 621.30	\$ 79.70	88.6%
GRAND TOTAL	\$ 54,161.00	\$ 752.97	\$ 54,624.87	\$ (463.87)	100.9%
IN KIND NEEDED	\$ 13,540.25				
IN KIND GENERATED	\$ 21,503.00				
IN KIND (SHORT)/LONG	\$ 7,962.75				

CATEGORY	TOTAL		TOTAL THIS		CASH OUTLAY		BALANCE		BALANCE		PROJ		ACTUAL	
	APPROVED	MONTH	TO DATE	BALANCE	OF BUDGET	%	%							
SALARIES	\$ 535,230.00	\$ 41,582.78	\$ 514,613.98	\$ 20,616.02	\$ 20,616.02	100.0%	96.1%							
BENEFITS	\$ 266,899.00	\$ 20,495.29	\$ 255,577.21	\$ 11,321.79	\$ 11,321.79	100.0%	95.8%							
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	0.0%	0.0%							
EQUIPMENT	\$ 2,000.00	\$ 375.00	\$ 2,209.43	\$ (209.43)	\$ (209.43)	0.0%	0.0%							
SUPPLIES														
OFFICE CONSUMABLES	\$ 4,005.00	\$ 14.56	\$ 3,669.45	\$ 335.55	\$ 335.55	100.0%	91.6%							
CENTER SUPPLIES	\$ 18,265.00	\$ 417.52	\$ 5,748.39	\$ 12,516.61	\$ 12,516.61	100.0%	31.5%							
CLASSROOM SUPPLIES	\$ 13,047.00	\$ 162.73	\$ 2,940.40	\$ 10,106.60	\$ 10,106.60	100.0%	22.5%							
TRAINING SUPPLIES	\$ 4,000.00	\$ 987.06	\$ 3,519.77	\$ 480.23	\$ 480.23	100.0%	88.0%							
FOOD	\$ 2,400.00	\$ -	\$ 220.44	\$ 2,179.56	\$ 2,179.56	100.0%	9.2%							
CONTRACTUAL														
OTHER														
CONTRACTS	\$ 56,940.00	\$ 2,367.17	\$ 36,309.72	\$ 20,630.28	\$ 20,630.28	100.0%	63.8%							
MEDICAL	\$ 7,500.00	\$ -	\$ 528.85	\$ 6,971.15	\$ 6,971.15	100.0%	7.1%							
DENTAL	\$ 5,000.00	\$ -	\$ 805.69	\$ 4,194.31	\$ 4,194.31	100.0%	16.1%							
CHILD TRAVEL	\$ -	\$ -	\$ -											
EMPLOYEE TRAVEL	\$ 6,000.00	\$ 560.99	\$ 5,890.45	\$ 109.55	\$ 109.55	100.0%	98.2%							
CAREER DEVELOP	\$ 2,773.00	\$ -	\$ 616.60	\$ 2,156.40	\$ 2,156.40	100.0%	22.2%							
PARENT TRAINING	\$ 10,755.00	\$ 398.01	\$ 10,622.31	\$ 132.69	\$ 132.69	100.0%	98.8%							
FACILITIES/CONST.	\$ 17,500.00	\$ 1,550.66	\$ 6,889.11	\$ 10,610.89	\$ 10,610.89	100.0%	39.4%							
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 18,700.00	\$ 1,700.00	\$ 1,700.00	100.0%	91.7%							
UTILITIES	\$ 8,000.00	\$ 697.92	\$ 7,667.53	\$ 332.47	\$ 332.47	100.0%	95.8%							
TELEPHONE	\$ 5,200.00	\$ 421.63	\$ 5,147.17	\$ 52.83	\$ 52.83	100.0%	99.0%							
OTHER	\$ 5,620.00	\$ 379.70	\$ 5,599.24	\$ 20.76	\$ 20.76	100.0%	99.6%							
TOTAL DIRECT COSTS	\$ 991,534.00	\$ 72,111.02	\$ 887,275.74	\$ 104,258.26	\$ 104,258.26	100.0%	89.5%							
ADMIN COSTS	\$ 68,374.00	\$ 5,107.79	\$ 63,342.74	\$ 5,031.26	\$ 5,031.26	100.0%	92.6%							
GRAND TOTAL	\$ 1,059,908.00	\$ 77,218.81	\$ 950,618.48	\$ 109,289.52	\$ 109,289.52	100.0%	89.7%							
IN KIND NEEDED	\$ 264,977.00													
IN KIND GENERATED	\$ 531,990.71		** Reflects 2014 COLA and Restored Sequestration Funding											
IN KIND (SHORT)/LONG	\$ 267,013.71													
USDA														
Total All Centers	557.65	642.00	-	1,199.65	Revenue Received (4,585.13)	YTD Expense 5,770.23								

CATEGORY	TOTAL		TOTAL THIS MONTH	CASH OUTLAY		PROJECTED	ACTUAL
	APPROVED			TO DATE	BALANCE		
OUT OF AREA TRAVEL	\$ 12,355.00		\$ 4,035.14	\$ 15,371.45	\$ (3,016.45)	100.0%	124.4%
SUPPLIES							
Training Supplies	\$ 1,084.00		\$ -	\$ 540.49	\$ 543.51	100.0%	49.9%
OTHER							
Contracts	\$ 4,000.00		\$ -				
Career Development	\$ 8,719.00		\$ 5,934.76	\$ 11,291.71	\$ (2,572.71)	100.0%	129.5%
TOTAL DIRECT COSTS	\$ 26,158.00		\$ 9,969.90	\$ 27,203.65	\$ (1,045.65)	100.0%	104.0%
GRAND TOTAL	\$ 26,158.00		\$ 9,969.90	\$ 27,203.65	\$ (1,045.65)	100.0%	104.0%
IN KIND NEEDED	\$ 6,539.50						
IN KIND GENERATED	\$ 6,252.00						
IN KIND (SHORT)/LONG	\$ (287.50)						

College of Southern Idaho

Board of Trustees Policies

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ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 20, 2015

College of Southern Idaho
Board of Trustees Policies

Mission Statements

.01 CSI Mission Statement

- The College of Southern Idaho (CSI), a comprehensive community college, provides quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities it serves. CSI prepares students to lead enriched, productive, and responsible lives in a global society.

.02 CSI Board Mission Statement

The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.03 Board Authority

Authority

- The Board of Trustees derives its authority from statutes enacted by the legislature of the State of Idaho. The Board is subject to the provision of the Constitution of the State of Idaho, the rules and regulations of the State Board of Education as they apply to community colleges, the Board's own policies and procedures, and compliance with Idaho's Open Meeting Law.

ADOPTED May 16, 2011
REVISED February 27, 2012
REVISED February 24, 2014
REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.04 Board of Trustees Election

Board of Trustees Election

- Trustee elections are held every two years, in even-numbered years, on a uniform day of a month to correspond with the general election in accordance with Idaho Code 33-2106.
- The Board consists of five members elected at large for terms of four years from the community college district. To be eligible to run for election to the College of Southern Idaho Board of Trustees, candidates must be 18 years or older and residents of Twin Falls or Jerome County, Idaho. Eligible persons must be candidates for a specific position of the Board, and each candidate must declare which position he or she seeks on the Board of Trustees.
- Employees of the College cannot serve as a member of the Board.
- Terms expire at the first regular meeting of the Trustees following the election of successors.

ADOPTED May 16, 2011
REVISED February 27, 2012
REVISED February 24, 2014
REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.05 Board of Trustees Officers

.01 Board Officers

- Board meetings are held consistent with the requirements of Idaho Code.
- At its annual November meeting, the Board of Trustees elects one of its members as Chair and a second as Vice Chair. The Board of Trustees also elects a Secretary/Treasurer (which may be a College official) and a Clerk. The Board may, at this or a subsequent meeting, appoint one member to serve as liaison to the CSI Foundation and other liaison positions.

.02 Board Chairperson

- The duties of the Board Chairperson shall be to:
 - Chair all Board of Trustees meetings.
 - Assist other Trustees and the College President in preparing agendas for monthly Board of Trustees meetings.
 - Call special meetings as necessary.
 - Communicate on behalf of the Board as the official voice of the Trustees when conditions warrant.
 - Delegate duties, as needed, to other Board members.
 - The Board Chairman may discuss and will vote in all matters before the Board.

.03 Board Vice Chairperson

- The duties of the Board Vice Chairperson shall be to:
 - Assume the responsibilities of the Chair in the absence of the Chair.
 - Carryout special assignments as requested by the Chair.

College of Southern Idaho

Board of Trustees Policies

BP.05 Board of Trustees Offices (cont.)

.04 Board Clerk

- The duties of the Board Clerk shall be to:
 - Assume the responsibilities of the Chair in the absence of the Chair and Vice-Chair.

.05 Board Secretary/Treasurer

- The duties of the Board Secretary/Treasurer shall be to:
 - Work with the President to ensure that appropriate financial records are made available to the Board in a timely manner.
 - Receive the annual audit on behalf of the Board of Trustees and answer Board members' questions about the audit.
 - Monitor the Trustees' budget as needed.
 - Verify for accuracy, by signature, all Board minutes based upon approval of the minutes by the Board.
 - Assist the President in correspondence on behalf of the Board of Trustees with parties external to the College as necessary.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.06 Terms of Office

Terms of Office

- Terms of offices shall be one year, each to serve until the next organizational meeting of the Board, to be held on the next succeeding November and until the successors respectively are duly elected. No member of the Board of Trustees shall be elected for more than four (4) consecutive terms of one year each for the same office.

ADOPTED May 16, 2011
REVISED February 27, 2012
REVISED February 24, 2014
REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.07 Filling of Vacancies

Filling of Vacancies

- In the event of vacancies on the Board, replacements will be appointed in compliance with Idaho Code 33-2106. Applicants must be a qualified elector in Twin Falls or Jerome County. Applicants for appointment may be required to declare their candidacy by:
 - Writing a letter to the Board that addresses reasons and qualifications for serving on the Board.
 - At their option, Board members may also choose to interview candidates during the selection process.
 - Appointment of candidates may be made at the time the Board deems appropriate.

College of Southern Idaho

Board of Trustees Policies

BP.08 Responsibilities of the Board of Trustees

.01 Responsibilities of the Board of Trustees

- The responsibilities of the Board are as follows:
 - To determine the broad general practices that will govern the operation of the college district.
 - To select and evaluate the President of the College who shall be responsible for the general administration and the implementation of Board policies in the on-going operations of the College and to establish a compensation package for the president.
 - To elect the Chair, Vice Chair, Clerk, and Secretary/Treasurer as officers for the College Board, and, at its option, select a Board trustee as a member of the Board of Directors of the CSI Foundation and to select other liaison positions.
 - To approve annual budgets, which includes setting tuition and fees and establishing the property mileage levy rate.
 - To review and approve all building contracts and review general salary recommendations provided by the President.
 - To acquire, hold, and dispose of real and personal property.
 - To engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs.
 - To act on recommendations of the College President concerning capital outlay, repairs, and maintenance for buildings, grounds, and equipment.
 - To require and consider reports from the President concerning the programs and condition of the College.
 - To consider and act on the curricular offerings of the College on the recommendation of the College President.
 - To consider and act on the regulations and other information in the College Catalog.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.08 Responsibilities of the Board of Trustees (cont.)

.01 Responsibilities of the Board of Trustees (cont.)

- To consider and act on the recommendations of the President in all matters of policy pertaining to the governance and welfare of the College and the welfare of students.
- To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of district funds, and those of student organizations, and other funds under the supervision of the district.
- To provide for and review the annual audit of all funds of the district, student organizations, and other funds handled over the supervision of the district.
- To issue general obligation of revenue bonds in the manner prescribed by law.
- To periodically review the College's investment policy.
- To select legal counsel and other professional and non-professional persons, to evaluate them periodically, and to prescribe their qualifications.
- To accept grants or gift of materials on such terms as may be mutually agreed upon by the College and the grantor.
- To consider communications and requests from citizens or organizations on matters of policy.

.02 Formulation of Written Policies

- The Board will exercise its leadership in the governance of the College through the formulation of written policies.
- The written policies adopted by the Board shall serve as guides for their implementation by those to whom the Board delegates authority. The policies adopted by the Board shall be recorded in the minutes of the Board and only those so adopted and recorded shall be official policies of the Board. Unless circumstances require immediate action, a policy shall not be adopted until the second

College of Southern Idaho

Board of Trustees Policies

BP.08 Responsibilities of the Board of Trustees (cont.)

.02 Formulation of Written Policies (cont.)

meeting after presented. Recognizing its own functions as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by a policy should be represented in the formation of that policy.

- It will be the practice of the Board of Trustees to utilize the advice of all interested individuals and groups in the solution of its educational and financial concerns, although the Board alone will be the final agent.
- The President is College of Southern Idaho's official voice and the general agent through whom members of the college community, faculty, staff, and students normally address communication to the Board of Trustees. These presidential functions are established in custom, and in Board Policy. It is therefore, regular operating procedure for official communications to the Board of Trustees that originate within the College to be routed through administrative channels to the President, unless either the President or the Board has otherwise directed.
- It is the policy of the Board that the faculty and staff use their respective governance structure, in bringing matters of interest before the Board. As such, they should report their concerns, suggestions, etc. to their immediate supervisor or committee representative and request that they be carried forth through the appropriate communication channels to the Board by the President, or President's designee if necessary.
- The Board of Trustees recognizes the right of the public to receive information concerning all of its actions, policies and details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all persons and organizations upon request.

College of Southern Idaho

Board of Trustees Policies

BP.08 Responsibilities of the Board of Trustees (cont.)

.03 Policies

- Any policy adopted by the Board of Trustees may be suspended by a majority vote of the entire Board of Trustees. The vote to suspend any policy will be taken by roll call and the results will be entered in the minutes of the meeting.
- The policies governing the College may be amended within the legal bounds of the Idaho Code by a majority vote of the entire Board of Trustees at any meeting. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy. The Board shall review its policies annually.
- The entire Board of Trustees Policies will be maintained on the Internet. After adoption by the Board and prior to the succeeding Board meeting, the Executive Secretary to the Board of Trustees will enter policies on the CSI Web site and ensure that changes are made and that written copies of changes are distributed to the appropriate individuals. The official written copy for the College will be kept in the President's Office.

.04 Notice of Meetings

- The Secretary/Treasurer of the Board shall give written notice of all annual, regular, special or Executive Sessions of the Board. The written notice shall state the time and place of the meeting and the agenda, or summary thereof, setting forth the subject matter to be considered at the meeting. In the case of annual or regular meetings, the notice should be distributed not more than seven (7) days or less than twenty-four (24) hours prior to the time of the meeting. Notice of Executive Sessions may be included in a notice of an annual, regular or special meeting, or if the meeting is to be solely an Executive Session notice shall be distributed not less than 24 hours prior to the time of the meeting.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.08 Responsibilities of the Board of Trustees (cont.)

.04 Notice of Meetings(cont.)

- Notice of an Executive Session shall not set forth the specific subject matter to be considered, but may describe in general terms the subject matter. Notice of an Executive Session shall set forth the statutory authority for the Executive Session.
- Notice of meetings shall be distributed to the major newspapers published within the district known to the Secretary/Treasurer of the Board, radio and television stations located within the district, and to interested organizations or persons who have requested notice of meetings of the Board. The Secretary/Treasurer of the Board may make such additional distribution as deemed necessary or desirable to insure maximum notice to the public of meetings of the Board.

ADOPTED May 16, 2011
REVISED February 27, 2012
REVISED February 24, 2014
REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.09 Meetings

.01 Types of Meetings

- .01.01 *Regular meetings* of the board of trustees will be held on the 3rd Monday of each month. If that date is a holiday, then the following Monday will be the meeting day. An annual calendar of Board of Trustees meetings will be approved each year by the Board and made public in advance of each academic year. The date of a regular meeting may be changed by action of the Board of Trustees at any previous meeting or by the President with an approval by the Board Chair provided that every Board member is notified in advance of the meeting. In case the date of any regular meeting is changed, the President's staff will take appropriate steps to inform the public of the change in advance of the meeting in compliance with Idaho Open Meeting Law.
- .01.02 *Special meetings* of the Board of Trustees may be called by the Board Chair or by any two members of the Board or by the President when approved by the Board Chair. Notice will be provided per the requirements of the Idaho Code.
- .01.03 *Executive sessions* of the Board may be held for the discussion of any appropriate issues pursuant to Idaho Code. No final actions shall be taken in Executive Session.
- It is the policy of the Board to welcome and encourage the attendance of all interested persons at its meetings. The President or a duly authorized representative shall be present at all meetings of the Board, except when his/her employment or salary is under consideration.

.02 Quorum

- Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all Board members present will be required for the passage of a motion except where otherwise provided by law.

College of Southern Idaho

Board of Trustees Policies

BP.09 Meetings (cont.)

.02 Quorum (cont.)

- Attendance by conference call is allowed at open meetings of the Board of Trustees. A Board member attending by conference call may not be used to determine quorum. The courts have held that conferencing is not a *per se* violation of the Open Meetings Act. However, the Board member must be on speaker phone or other electronic device audible to the audience at the live meeting. Conferencing must be specifically approved by Board vote each time a member desires to attend by conference call. Attendance by conference call is not permitted during closed sessions of the Board of Trustees.

.03 Order of Business

- The order of business at a regular meeting of the Board of Trustees will be as agreed to by the Board and may follow the following general outline:
 - Convene Meeting
 -
 - Approval of agenda for current meeting
 - Approval of Minutes
 - Financial Report
 - Head Start Report
 - Open Forum
 - Unfinished business
 - New Business
 - Trustee Remarks for the Good of the Order
 - President's Report
 - Adjournment
 - Executive Session may be scheduled at any point in the regular meeting.
- The Board of Trustees reserves the right to alter or amend the order of the agenda.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.09 Meetings (cont.)

.03 Order of Business (cont.)

- The agenda of any regular meeting of the Board of Trustees may include an opportunity for public citizens to address the Board on any item on the agenda. Each public citizen wishing to address the Board on the agenda shall provide his or her name, and the agenda subject on which they wish to comment. Public comment shall be limited as determined by the Board Chair. The Board of Trustees may listen to such public comments but is not obligated to provide responses. If the matter presented requires additional dialogue or action, the Board of Trustees may direct that the matter be placed in the Board's future agenda for further discussion and review.
- Remarks for the good of the order relates to comments by members of the Board as recognized for the Board Chair regarding items of note or interest to the Board or the College. This part of the agenda is not to seek Board action.

.04 Rules of Order

- All meetings of the Board of Trustees will be conducted in the manner prescribed by the Idaho Code. However, should an issue concerning parliamentary procedure arise that is not addressed by Idaho Code, *Robert's Rules of Order – Procedures in Small Boards*, will be used as a guideline.
- It is expected that all attendees at the meetings will observe the commonly accepted rules of civility to provide orderly and respectful interaction in public settings.

.05 Voting

- All members of the Board legally present may vote on the motion being considered.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

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College of Southern Idaho

Board of Trustees Policies

BP.10 Code of Ethics

Code of Ethics

- The Board of Trustees maintains a high level of ethical conduct by adhering to the following performance standards:
- Recognize the primary function of the Board is to establish effective governing policies in the best interests of the college by insuring equality of opportunity for all students regardless of race, creed, sex, sexual orientation, religion, age, physical ability or national origin and encouraging active involvement by students, employees and the public in the process.
- Understand that authority rests only with the Board as a legal entity whose power resides only in the majority vote, not with individual members.
- Attend and be prepared for all meetings, whenever possible, and base decisions on the best available information, unbiased by private interest or partisan political pressure. Communicate interest and respect student/employee accomplishments by attending student ceremonies and events when possible.
- Conduct all Board deliberations by adhering to the open meeting laws and regulations. Hold closed sessions only for those purposes permitted by law. Maintain confidentiality of all privileged information communicated in closed session.
- Avoid any situation to use the position as a community college trustee to benefit for personal gain. Inform the Board chairperson and/or the entire Board when a matter under consideration might involve or appear to involve a conflict of interest. Each Trustee shall sign and abide by the CSI "Conflict of Interest Policy and Ethical Conduct and Disclosure Statement". (Reference Employee Handbook 2.17 for conflict of interest policy)
- Utilize opportunities to enhance his/her role as a Board member through participation in educational conferences, workshops, and training sessions offered by local, state or national organizations when possible.
- Promote a healthy working relationship with the President and Board colleagues through supportive, open, honest communication and regular President and Board evaluation for continual improvement.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.11 President's Evaluation

President's Evaluation

- The Board of Trustees shall annually review the President's performance in order to strengthen his or her performance, to enable the President and the Board of Trustees to set mutually agreed-upon goals, and to establish compensation and other terms of employment.
- The President's evaluation will include a written management review statement by the President and a written summary of progress on goals established for the previous 12 months. The review will also include suggested goals for the subsequent 12 months. Board members may submit questions to be addressed by the President concerning the condition of the College, progress on strategic goals and projects or identified concerns.
- The whole Board of Trustees will conduct the annual performance evaluation, of the President, in the spring of the year.

ADOPTED May 16, 2011
REVISED February 27, 2012
REVISED February 24, 2014
REVISED January 20, 2015

College of Southern Idaho
Board of Trustees Policies

BP.12 Board of Trustees Self-Assessment

Self-Assessment

- The College of Southern Idaho Board of Trustees acknowledges the importance of meeting its responsibilities as a body of elected officials for the effective institutional governance.
- To this end, the Board of Trustees shall conduct a Self-Assessment of its stewardship annually. The intent of this Board review should be to strengthen its performance, identify and reach consensus on its goals, ensure Board members have a clear grasp of their responsibilities and clarify expectations among Board members and the President. The Chairman of the Board of Trustees is responsible to organize and convene a special meeting for the Self-Assessment review.

College of Southern Idaho
Board of Trustees Policies

BP.13 **Public Records & Procedures for Obtaining**

.01 **Public Records**

- Public records, as defined by the Idaho Code, will be administered by the Vice President of Administration.

.02 **Procedures for Obtaining Public Records**

- Procedures for obtaining public records shall be as outlined by Idaho Code.

ADOPTED May 16, 2011
REVISED February 27, 2012
REVISED February 24, 2014
REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.14 Executive Secretary

Executive Secretary

- The Executive Secretary to the Board of Trustees shall be the Administrative Assistant to the President of the College. The Executive Secretary to the Board of Trustees will ensure that the agenda and other materials for Board meetings and committee meetings are prepared and will assist the Board Chairperson and Secretary/Treasurer in the performance of their duties. In addition, they will perform the necessary clerical duties for the Board of Trustees, to include but not to be limited to preparing materials and resolutions and receiving petitions for Board of Trustees elections, entering correspondence, filing, maintaining historical records, maintaining the Board Policy Manual, mailing announcements of meetings, preparing resolutions, making travel arrangements, and contacting Board members concerning meetings. The Executive Secretary, or an appointed representative, is expected to attend all meetings of the Board of Trustees and take minutes of the proceedings.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 20, 2015

College of Southern Idaho

Board of Trustees Policies

BP.15 Board Attorney

College Board Attorney

- At the annual organizational meeting of the Board of Trustees, an attorney licensed to practice in Idaho may be employed. The attorney shall render legal opinions on questions raised by the Board or the President, shall prepare legal documents requested by the Board or the President, shall attend Board meetings or committee meetings when requested by the Board or President, shall represent the Board in court proceedings, and shall call attention to Board action when, in the attorney's opinion, the Board administration is acting contrary to existing law. The Board shall negotiate or cause to be negotiated the fee for services by the Board attorney.
- The Board may employ or cause to be employed other attorneys, law firms, or consultants who specialize in specific aspects of law. These attorneys, law firms, or consultants will be contracted on an as-needed basis and fees negotiated at the time of their appointment.

College of Southern Idaho
Board of Trustees Policies

BP.16 **Schedule of Board of Trustee Meetings**

- The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event that the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday or another available date as approved by the Board.

The 2014-15 regular meeting schedule is as follows:

July 21, 2014	January 20, 2015
*August 18, 2014	February 23, 2015
September 15, 2014	March 16, 2015
October 20, 2014	April 20, 2015
November 17, 2014	May 18, 2015
December 23, 2014	June 15, 2015
*FY 2015 budget hearing date	

Information concerning specific meeting times and places may be obtained by contacting Mike Mason at 208-732-6203.

Please publish the above ad in the legal section on the following dates:

Times News: July 6th and 13th Buhl Herald: July 6th and 13th

ADOPTED May 16, 2011
REVISED February 27, 2012
REVISED February 24, 2014
REVISED January 20, 2015



January 13, 2015

To: President Fox and the College of Southern Idaho Board of Trustees

From: Mike Mason

Re: Cheney Drive Construction Funding

From 2005 through 2008 the College of Southern Idaho received federal funding in the amount of \$1,766,380 for a Student Safety Initiative. The funding flowed through the federal Department of Transportation. As a result of this, the College was not able to receive the funds directly. The City of Twin Falls generously agreed to serve as the fiscal agent and administer the grant funds for the College.

As the attached spreadsheet indicates, approximately \$924,882 was used for the construction of the Falls Avenue entryway and the Falls Avenue stoplight. This left approximately \$854,501 available for the Cheney Road Project. The current total project cost estimate for the Cheney Road Project is \$1,950,214 leaving the project \$1,108,713 short of funds.

The Cheney Road Project involves the construction of a new crossing of the Perrine Coulee at North College Road, the construction of two lanes of road from North College Road to North Washington and curb, gutter and sidewalk for the two lanes. This portion of Cheney Drive should be completed by July of 2016. The east west portion of the remaining two lanes north of our property will be done by the developer of the property to the north when it develops.

When the property to the north develops, the College will become liable for construction of the remaining two north south lanes between North College and the property to the north. The City of Twin Falls has agreed to provide \$200,000 towards the construction of these two lanes. The construction of the additional two lanes will not fall under Davis Bacon. A very rough estimate is that the College may have to contribute an additional \$200,000 to this project when the property to the north develops.

Also attached is a Memorandum of Understanding with the City of Twin Falls for the administration of the remainder of the project. The MOU outlines the responsibilities of both parties including the City's contribution of \$200,000 for the north south road project at a future date, the requirement for the College to provide the City with \$1,108,173 for the current project, the requirement for College to provide funds for any cost overages and several other minor provisions.

I have reviewed the terms of the MOU with Jackie Fields, Twin Falls City Engineer, and believe it is an accurate representation of our agreement. The MOU was taken to the Twin Falls City Council for approval on January 12, 2015 and was approved, contingent upon approval by the College of Southern Idaho Board of Trustees.

I respectfully request the Board approve the MOU, authorize Chairman Kleinkopf to sign it on behalf of the College and authorize the payment of \$1,108,173 from the Plant Facility Fund to the City of Twin Falls for the Cheney Road Project.

College of Southern Idaho
Student Safety Initiative - Cheney Road Project
January 8, 2015

Student Safety Initiative Funds Available

2005 Earmark	521,483	
2006 Earmark	742,500	
2008 Earmark	470,400	
Urban Funds	32,000	

Total Funds Available for All Three Projects		1,766,383
Falls Stop Light Project - KN 09687	519,550	
Falls Entry Project - KN 10734	405,332	

Less: Funds Expended for Stop Light & Entryway		924,882

Funds Available for Cheney Road Project		841,501

Cheney Road Project Estimates

Construction Bid Estimate	1,208,826	
Engineering - Project Design	352,650	
Non-Bid Items	13,400	
Design Costs from ITD	10,000	
Construction Engineering - Consultant - 17%	205,500	
Construction Engineering and Inspection	54,397	
LHTAC - Design Charges - 4%	45,000	
Contingency - 5%	60,441	

Total Funds Needed For Construction		1,950,214

Amount CSI Needs to Provide for Project		(1,108,713)
		=====
Funds From Sale of Two Acres to Fire District		497,800
Plant Facility Fund Contribution		610,913

Total CSI Funds Required for Cheney Road Project		1,108,713
		=====

Memorandum of Understanding

State/Local Project No. A011(495)

THIS AGREEMENT is made and entered into by and between the City of Twin Falls, Idaho (hereafter "City") and the College of Southern Idaho (hereafter "CSI").

WHEREAS, CSI is required to construct Cheney Drive, from Washington Street North to North College Road along the northerly border of its campus, as a condition of approval of development of its property; and,

WHEREAS, CSI has obtained federal funding to help pay for the project; and,

WHEREAS, The Idaho Transportation Department (hereafter "ITD") requires the City to Sponsor a State/Local (Construction) Project No. A011(495) in order to complete the project, and to be responsible for the project costs; and,

WHEREAS, The City would not sponsor the project unless CSI agrees to pay the project cost.

NOW, THEREFORE, The parties agree as follow:

1. City agrees to enter into a State/Local Agreement (Construction) Project No. A011(495) for the construction of Cheney Drive between Washington Street North and North College Road.
2. City agrees to fulfill all administrative requirements of the State/Local Agreement.
3. City agrees to remove piles of dirt/rock remaining on CSI property from the Washington Street North Project and to complete such removal before the Cheney Drive Project is scheduled to begin.
4. City agrees to contribute up to \$200,000 for the paving of an additional two lanes from Washington Street North to the property adjoining Lazy J Mobile Home Park.
5. CSI agrees to pay the City before the advertisement for bids, the amount of One Million One Hundred Eight Thousand Seven Hundred Thirteen Dollars (\$1,108,713), which is the City's estimated share of the cost of construction plus preliminary engineering, and construction engineering & inspection (CE&I), and after deducting credit for the City's previous deposit as applies to Preliminary Engineering and the City's match for the consulting agreement.
6. Upon approval of the lowest qualified bid received, if the City's share exceeds the amount set forth above, CSI will pay the City the City's portion of such excess cost. If the project costs are less than \$1,108,713, City shall remit the difference between that amount and the actual project costs.
7. Prior approval of CSI will be obtained if it is necessary, during the life of the construction contract, to deviate from the plans and specifications to such a degree that the costs will be increased more than 85% of the change order allowance.
8. When change orders are submitted by the City for approval, CSI or its authorized representative shall give approval of the same as soon as possible, but not later than ten (10) days after receipt of the change order. If approval is delayed, any claims due to the delay shall be the responsibility of CSI.

9. Upon receipt of a statement indicating an adjustment in cost, CSI shall promptly remit to the City a check in that amount.

10. CSI agrees to move and reinstall exercise equipment impacted by the project, and to landscape the abandoned area of North College Road on the east end of the project. Access to the public utility easements shall be preserved.

Dated this _____ day of _____, 2014.

College of Southern Idaho

Chairman, Board of Trustees

City of Twin Falls

Mayor

Falls 2014 Annual Review

2.02 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY (Rev: 10/03)

The College of Southern Idaho is an equal opportunity/affirmative action institution. The College seeks to ensure that all of its policies and procedures are in conformity with, but not limited to, the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 as amended, and all other state and federal non-discrimination statutes.

The College is committed to providing leadership in extending equal opportunities to all individuals. Accordingly, the College will continue to make every effort to provide those rights to all persons regardless of race, color, religion, ~~sex~~ gender, age, sexual orientation, national origin, pregnancy or disability. Decisions affecting the education, employment or access to services and facilities of faculty, staff, and students will be based only on performance and legitimate occupational and educational criteria.

This policy applies to all members of the College community including students, faculty, staff, administrators, vendors, and participants in college-sponsored activities. The policy also applies to all applicants for admission and all applicants for employment.

All faculty, administration, and staff will not discriminate in any personnel action, including but not limited to recruitment, appointment, promotion, training, separation, or terms and conditions of employment. Every step will be taken to ensure equal opportunities for all. Any employee found to have engaged in discriminatory conduct, including harassment, is subject to disciplinary action, up to and including termination of employment.

The Board of Trustees and the Administration of CSI recognize that discrimination can subvert the mission of the College and threatens, in both obvious and subtle ways, the careers of students, faculty, and staff. It is the responsibility of each and every member of the College community to ensure that meaningful, equal employment and educational opportunities exist and to take positive, aggressive steps to ensure equal opportunities for everyone.

For more information please also see [6.01 Unlawful Workplace Discrimination, Harassment, and Human Trafficking Policy and Complaint Procedure](#).

NEW

2.03 RECRUITING, HIRING, AND JOB POSTING PROCEDURES (Rev: 1/12)

New and replacement positions will be advertised through the Human Resources (HR) Department. All new full-time positions requests must be approved by the appropriate supervisors culminating with the president. Position openings will be announced by E-mail. All applicants seeking employment at CSI should apply online unless otherwise instructed by the job announcement. An applicant is someone who applies for a specific job opening and meets the job's minimum requirements. (Head Start has separate recruitment and hiring processes and will not be required to participate in this application process.)

The HR Department will accept application materials through the Employment Website for currently advertised openings only. Current employees applying for either public or internal only positions must also apply through the Employment Website. Retired employees are welcome to apply for position openings. It is the responsibility of the applicant to be aware of and submit all

the necessary materials for each specific opening of interest. Unsolicited applications for instructional positions will be acknowledged by HR and forwarded to the proper department chair where they may be retained towards potential part-time faculty positions.

Idaho Law provides veteran's preference be given to individuals who have been in active service of the United States during a recognized war period or other recognized conflicts as defined by federal law. Veteran's preference is also provided for individuals who have served on active duty in the armed services at any time, have been discharged honorably, and who have a present service connected disability of 10% or more. Veteran's preference is considered into the final outcome of the interview process and may improve a veteran's position on a list of qualified candidates. Preference is given only for initial appointment and not for promotions. Veteran's preference does not mandate an interview or guarantee employment. To be eligible for veteran's preference you must be a resident of Idaho when the application for employment is made.

All final full-time hiring decisions will be ~~approved~~ reviewed by the President. It is important that the supervisor of any new employee immediately forward the details of hiring to HR. It is also important that the new employee both successfully pass a background screening and complete the necessary payroll forms in HR. Both of these actions must take place before a new employee can receive a paycheck.

The College of Southern Idaho is an equal opportunity employer.

The college subscribes to the policy of providing equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, religion, sex, gender, age, sexual orientation, national origin, pregnancy or disability in accordance with the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990.

NEW

2.08 PERSONNEL RECORDS PROCEDURES (Rev: 11/09)

The College of Southern Idaho makes every effort to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any workers file or record. While complying with its governmental reporting and recording-keeping requirements, the College strives to ensure that it handles all personal and job-related information about employees in a secure, confidential, and appropriate fashion in accordance with the procedures outlined below.

Payroll and benefits records, including annual and sick leave, are retained in the HR. Annual and sick leave are also listed on the payroll check stub and online through MyCSI. All paper-based documents relating to personnel records are retained by HR, with the exception of some affiliated programs, who maintain their own personnel records. Files are considered confidential and are only accessible to authorized personnel who have a valid, demonstrable employment need for specific information. All medical information relating to an employee is kept in a separate Medical Records System file in HR and maintained as set forth in Federal Regulations.

The following guidelines will apply to personnel and payroll records:

1. Official personnel and payroll files contain records that are accurate, necessary, appropriate and relevant for College business. No documents that are anonymous or based on hearsay may be placed in the personnel file.

2. To ensure the files are accurate, complete and up-to-date, the employee may review their file, in the presence of authorized personnel and within the office in which the records are housed. The College reserves the right to remove certain sensitive documents, such as letters of reference or management planning documents.
3. An employee may request in writing an amendment of any record pertaining to that employee. Within ten days of the receipt of the request, the custodian of the files will correct any portion of the file which the individual establishes is not accurate, relevant, or complete; or inform the individual of the refusal and reasons for the refusal to amend in accordance with the request, as set forth in Idaho Code, Sections 9-342, 343, and 344.
4. Material cannot be copied without the prior approval of the President or the Director of Human Resources. ~~If the employee is a faculty member, the immediate supervisor of the employee may make copies for the purposes of annual evaluations and performance committee reviews. A faculty member can add to or update his or her file at any time prior to his or her review. Should a faculty member choose not to do so, the review body shall proceed on the basis of the information available.~~
5. To ensure that personnel files are up-to-date and contain accurate and complete information, employees are asked to notify their supervisors and Human Resources of any changes in personal information such as name, address, telephone numbers, marital status, benefits, or emergency contacts.
6. The official files may include, but are not limited to, the following items: Employment applications, resumes, cover letters, payroll and salary information, job classification information, references, accident reports, warnings/reprimands/probationary reviews, commendations when submitted by the employee or the supervisor, information on previous experience, training or education, job related materials, such as published articles, grievance files, performance evaluations, ~~performance plan for improvement~~ development (IDP) forms, ~~student evaluations, peer performance surveys~~ and benefits eligibility information

Personnel Records Exempt from Disclosure continues...

ALREADY ADDED

2.11 EMPLOYEE IDENTIFICATION CARDS (Rev: 1/06; 1/13)

The CSI employee picture Identification Card identifies you as a **full-time** employee of CSI for the purposes of gaining passes to **all eligible** sports events on campus, participating in events sponsored by the Student Information Office and attending all other functions sponsored by CSI. All full-time employees are entitled to receive a picture I.D. card. The card may be obtained and validated in the Admissions ~~and Record's~~ Office in the Taylor Building Matrix or at **any the Mini-Cassia** off-campus center **in Burley**. Validation stickers need to be obtained each term: fall, spring and summer **and can be retrieved at any CSI Center**.

NEW

2.23 PRE-EMPLOYMENT CRIMINAL BACKGROUND CHECK

PRE-EMPLOYMENT BACKGROUND CHECK POLICY

In an effort to secure the safety and well-being of campus community members and institutional assets, the College of Southern Idaho seeks to ensure that potential employees have no history of criminal convictions or poor judgment relevant to employment.

Policy

Background checks shall be required prior to employing faculty, professional and classified

employees, except as provided below. This policy applies regardless of whether or not a competitive recruitment process is used.

Applicability

- As a condition of hire, background checks are required of all full-time applicants offered a position which is expected to last five (5) months or longer, except for student employees. In addition, in the event that an initial employment period of less than five (5) months is subsequently extended to exceed five (5) months, a background check must be completed at the time employment is extended.
- Background checks are required for ~~student and~~ positions of less than five (5) months which are safety or security sensitive, such as Security employees, ~~and~~ Child Care Center teachers ~~and Resident Assistants in the Residence Halls.~~
- Background checks may be required at the discretion of the hiring authority for any student employee or any employment appointments that are less than five (5) months which include safety or sensitive duties such as handling currency, accounts payable, having access to sensitive computerized databases or laboratories, or having access to a master key.
- Background checks may be required for employees obtaining safety or sensitive duties, such as a change in positions or significant change in duties as determined by supervisors.
- Employees who have a completed background check on file and experience a break in service in employment will not be required to have an additional background check if they have been in an active work status within 18 months.
- A background check may be required at the discretion of the hiring authority if the employee begins working in a different department or college and/or different job capacity that include safety or sensitive duties such as handling currency, accounts payable, having access to sensitive computerized databases or laboratories, or having access to a master key.

ALREADY ADDED

4.12 REDUCED FEE/RECIPROCAL AGREEMENT COURSES (Rev: 1/13)

Due to a reciprocal agreement negotiated between **Lewis-Clark State College, North Idaho College, ~~College of Western Idaho~~** and **the College of Southern Idaho**, all full-time regular employees and their spouses are entitled to register for courses at these institutions using a reciprocal agreement. There will be a nominal registration fee, plus a fee per credit hour to the employee. Special course fees may also be charged. To qualify for this benefit the employee must complete a reciprocal agreement form ~~found online under Business Office forms~~. Your supervisor and the Payroll Manager must sign this form. It is the employee's responsibility to submit the reciprocal agreement to their attending institution and to know what benefit that institution allows.

As of Fall 2009, **Boise State University** changed their agreement limiting their reciprocal agreement to 9 credits or less, classes held on the CSI campus only, and spouse agreements will be eliminated as of Fall 2010.

As of ~~Jan 1, 2012~~, July 1, 2014 **University of Idaho** ~~restricted acceptance of the reciprocal agreement for all 2 year Colleges. Only employees currently admitted and enrolled in a degree program will be able to use the agreement (no new employees will be allowed) and as of July 1, 2014 no agreements will be accepted for employees from any 2 year Colleges.~~ **restricted agreements for employees from any two-year Colleges.**

As of Jan 1, 2013, Idaho State University changed their agreement for all educational institutions to exclude spouses completely and limited their reciprocal agreement to 6 credits per

semester and 3 credits for Summer. The employee must be accepted into a degree program on a space-available basis.

Effective Fall 2015, CWI will honor the same agreement the College of Southern Idaho has extended to their employees:

- No reduction in special class fees
- Limited to six credit hours per semester and three credit hours per summer session
- Employee only; not spouse
- Student must be degree seeking

ALREADY ADDED

4.13 PRESIDENT EMERITUS DESIGNATION (Added: 8/05, Rev: 5/14)

The Board of Trustees may choose to grant President Emeritus status to a retiring president. President Emeritus status should be reserved to honor, in retirement, a president who has made distinguished professional contributions to the College of Southern Idaho and who has served a significant portion of his/her career at the institution. The intent of conferring President Emeritus status is to bestow an honorary title in recognition of successful tenure in the presidential role.

Appointment Procedure

The College administration ~~would~~ will forward a recommendation to the Board of Trustees to ask that this honorary title be conferred upon a president that is retiring or has retired from the institution.

Rights, Privileges and Responsibilities

Any retired president granted emeritus status may, in addition to the benefits and privileges of all retired faculty and staff members:

- Be listed in the College catalog with emeritus status.
- Be awarded a certificate of emeritus status at the time of retirement or when appropriate.
- Participate at his/her discretion in alumni and commencement activities as well as those of the CSI Foundation.
- Be granted other privileges as deemed appropriate by the Board of Trustees.
- When requested by administration, President Emeriti may serve in advisory capacities.

Verbiage removed from this policy includes:

1. *The campus community will provide input into the recommendation.*
2. *The president emeritus will provide representation on college committees, serve as official liaison to the community and region, be granted use of services and facilities, and be granted travel funds.*

ALREADY ADDED

5.02 SICK LEAVE (Rev: 1/14)

Sick leave is an insurance against loss of pay because of illness or accidents. Sick leave is earned by regular full-time employees of the College at the rate of eight hours per months worked. Sick leave for eligible employees working less than 40 hours per week will be pro-rated.

Use of sick leave must be confirmed and approved by your supervisor. It may be used in the event of illness, death in a family, or other medical emergency situation as approved by the employee's supervisor. Sick leave is not intended to be used indiscriminately. Consistent with the Family Medical Leave Act, the supervisor may ask for medical certification. Sick leave is not payable upon termination of employment.

Sick leave absences must be submitted to supervisors on a Request for Use of Leave slip for approval and then forwarded to the Human Resources Office for posting. Accumulated sick leave is posted on your check or direct deposit stub. Accumulated sick leave is posted on your check stub and can be accessed online at your MyCSI account.

Use of sick leave shall be reported in hours. Any sick leave over your accumulated amount will be charged against annual leave. If no annual leave has been accumulated, then sick leave over your accumulated amount will be deducted from your paycheck.

The college cannot accept transfer of previously earned sick leave balances from other PERSI employers. There is no provision in PERSI statutes authorizing transfer of sick leave between a community college district and a school district, city municipality, or state entity to be used in the sick leave program.

Reinstated Leave: Employees rehired as of 1/1/14 to a full-time position within 3 years of termination and possessing 5 years of previous service will have their sick leave balance ~~and vacation accrual years of service~~ reinstated. Employees rehired into a full-time position within 6 months of termination from a prior full-time position will keep their seniority on accrual for vacation. If rehired after 6 month of termination, vacation accrual earnings will start at the same rate as a new hire.

For information regarding converting accumulated sick leave at retirement to cover health insurance premiums, see [4.08 Retirement System & Sick Leave](#).

ALREADY ADDED

5.06 MATERNITY LEAVE (Rev: 1/06)

Maternity leave follows FMLA regulations for employees who qualify. Please refer to the [Family Medical Leave Act](#) (above).

Employees who do not qualify for FMLA must use all paid leave first and then may take up to an additional 6 weeks of unpaid job protected maternity leave which cannot be used intermittently. At the end of the approved leave employees must return to their full time position or employment may be terminated.

NEW

6.01 UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT, AND HUMAN TRAFFICKING POLICY AND COMPLAINT PROCEDURE (Rev: 12/09, 1/13)

[Complaint Procedure Form](#)

Purpose

The purpose of this Policy is to clearly establish the College's commitment to provide a work environment free from unlawful discrimination, harassment, and human trafficking (sexual exploitation and abuse), to define and set forth the procedures for investigating and resolving internal complaints of such conduct. Because of the importance of a workplace free from

unlawful discrimination, harassment, and sexual exploitation and abuse, this Policy should be reviewed with each employee on a regular basis.

It is important that all employees treat all other employees and members of the public with decency and respect. It is the responsibility of each and every employee, supervisor and administrator to prevent unlawful conduct in the workplace. Unlawful conduct which adversely impacts the workplace, or has the potential to adversely impact the workplace, will not be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

Policy

Discrimination or harassment of an applicant for employment, a student, a member of the public, or an employee by any employee of the College on the basis of race, color, religion, national origin, **sex gender**, age (40 and over), **sexual orientation**, pregnancy or disability is in violation of State and/or Federal law and will not be tolerated by the College of Southern Idaho.

To strengthen the US Government's existing zero-tolerance policy on human trafficking in government contracting, the President has issued an Executive Order that outlines prohibitions on trafficking-related activities that will apply to all federal contractors and subcontractors, and which will be prohibited by this policy at the College of Southern Idaho. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority locally. Exchange of money, employment, goods, or services of sex, including sexual favors or other forms of humiliating, degrading or exploitive behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.

Employees found to be participating in any form of employment-related unlawful discrimination, harassment, sexual exploitation and abuse, or retaliation against another employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment.

Responsibilities

The policy continues...

NEW

6.06 EMERGENCY FIRST AID

If extreme personal injury, **illness** or danger exists, call 9-911

Call Security at Extension 6605. (The CSI Security Department is available 24 hours a day to respond to any emergency.)

Take action to provide or find aid as required. Each building has a First Aid kit **and an Automated External Defibrillator (AED)**; locate **it them** quickly. Use safety coverings for yourself (gloves and/or mask) if you touch a person or substance or provide CPR. Evacuate the area if necessary.

What may seem at the time to be a minor accident with an employee or student may have far-reaching implications. Many of these seemingly minor accidents later result in lawsuits, **or**

disability or insurance claims for workmen's compensation. It is important for both the employee/student and the College to have factual information concerning the incident. For this reason, before processing the injury claim, the Business Office must have an accident report signed by the employee's dean or division supervisor. In the case of a student accident the instructor must sign the accident form. ~~If the accident happens outside of class or is not instructionally related, the CSI Security Office will fill out the accident report.~~ The CSI Security Office should be contacted immediately regarding any accident or injury that occurs on campus.

Anyone witnessing an accident or involved in an accident, including visitors, employees, and students, should report the accident to Security. Accident reports are not required for illness, unless injuries result from a seizure (falling, striking an object, etc.) The CSI Security Office should be contacted for a severe illness occurring on campus.

If the injury is received by an employee or student worker during their working hours, they are covered by Workers' Compensation. Any injured employee who requires the care of a physician or hospital must advise the physician or hospital and an industrial insurance form will be initiated immediately. ~~The Student Health Center is also available to treat minor on-the-job injuries.~~

NEW

6.07 CSI EMERGENCY PROCEDURES MANUAL (Rev: 2/00)

A CSI Emergency Procedures Manual exists to acquaint employees with the proper procedure should an emergency occur in their work place. All employees should become familiar with this manual and keep it where it will be immediately available should one of the identified emergencies occur. ~~All regular full-time employees are issued an emergency manual upon hiring.~~ Copies of the manual have been distributed to all buildings and should be posted, at a minimum, in every classroom, laboratory, and conference room. Additional hard copies are available by contacting the ~~Human Resource Department~~ Public Safety Office at X6860.

6.10 COLLEGE POOL VEHICLE USE (Rev: 7/12; 12/12)

- [Vehicle Request Form](#)
- [Vehicle Use Fees \(new\)](#)
- [Vehicle Use Agreement Form](#)
- [Van Driving Test & Familiarization Form](#)
- [Official Volunteer Driver Form \(new\)](#)

College vehicles may be used only for official College business or sponsored activities and must be driven only by an authorized driver unless approved by the President or his designee.

1. An 'authorized driver' is a college employee, a CSI student or official volunteer who meets the requirements below:
 - a. Must have a driver's license valid in the United States. A copy will remain on file in the Maintenance Department.
 - b. Must have a clean driving record. Driving privileges may be suspended for traffic violations or poor driving behavior.
 - c. CSI employees must have approval from their department director/head.
 - d. CSI students must have approval of instructor or advisor and department director/head.
 - e. Official volunteers must be approved by the President or his designee.

- f. A student driver or volunteer must be accompanied by an advisor or instructor and meet the following age restrictions:
 - Passenger Cars: must be 21 years of age or older
 - 12 & 15 Passenger Vans: must be 21 years of age with a CDL License or 25 years of age
 - Students who are employed by the College must be 18 years or older to operate a college vehicle, but only as it pertains to their scope of employment with the College.
2. Authorized drivers must work with the Maintenance Department to complete the following prior to scheduled vehicle pick up date:
 - a. Vehicle Use Request form signed by the appropriate supervisor (1st step in reserving vehicle. Send in as early as possible to insure vehicle is available).
 - b. Submit a copy of driver's license for verification and office files (at least 3 days prior).
 - c. Vehicle Use Agreement (prior to departure)
 - d. Training requirements appropriate for type of vehicle being used (at least 3 days prior).
 - e. For student groups, the driver must submit a detailed travel itinerary and an Emergency Contact List (at least 3 days prior)
3. Driving time/distance restrictions:
 - a. Trips should be limited to twelve (12) per day.
 - b. All drivers are limited to four (4) hours behind the wheel at one time, and may drive a total of six (6) hours per day. Driver must take a minimum one (1) hour break after driving four (4) hours before driving the last two (2) hours allowed per day.
4. Speed limit restrictions:
 - a. Passenger cars: Drivers must adhere to the posted speed limits or less should driving conditions warrant.
 - b. 12 & 15 Passenger Vans: Drivers must not exceed the posted 'truck' speed limit, and must adjust to a lower speed should driving conditions warrant.
5. Passenger restrictions:
 - a. All vehicles must carry only the number of people it can seat with seatbelts. Check with the Maintenance Department for more information on passenger cars. All vans are limited to 12 people, including the driver.
 - b. Only authorized CSI employees, students, and official volunteers may ride in college owned vehicles unless approval has been granted by the President or his designee.
 - c. Employees of other government entities, acting within the scope of employment, may ride in CSI vehicles.
 - d. In the event an employee wishes to take a family member or any person that is not a CSI employee, student or approved volunteer on an official College trip, they should get permission from their supervisor to take their own personal vehicle and request mileage reimbursement.
6. General Use:
 - a. No alcoholic beverage or tobacco use is allowed in any CSI vehicle at any time.

- b. A maximum of two vans may be used by a single group for travel outside the Magic Valley area. Groups requiring additional space are encouraged to travel by bus.
- c. Cars must be picked up at and returned to the CSI motor pool at the times indicated on the approved Vehicle Use Request.
 - With prior approval and on irregular isolated instances, CSI vehicles may be taken to an employee's home when it is to be used for official travel that begins or ends outside regular working hours and under other circumstances when the President or President's designee judges it to be in CSI's interest.
- d. Any department, club, organization, or entity utilizing CSI vehicles will be charged usage costs based on mileage and a daily rate indicated on the Vehicle Use Fees.
- e. Employees that use our vehicles on a scheduled, reoccurring, consistent basis need only to fill out the form once with the scheduled, reoccurring, consistent layout of their proposed use of the vehicle, approved by the appropriate supervisor.
- f. CSI Vans are to be used for activities directly involved with the College. The use of College vehicles by other government entities and community organizations will be evaluated on a case by case basis by the President or his designee.
- g. Campus programs/departments that have their own vehicles or vehicles assigned to them on a permanent basis must be monitored by the department head/director to insure that college policies are followed and documented
- h. Any exceptions to this vehicle use policy must be approved by the President or his designee

8.12 EXPENDITURE AND SIGNATURE AUTHORITY (Rev: 1/11; 12/12)

All accounts payable requests for payment, travel and purchase orders must be signed by at least two employees with one employee having appropriate approving authority holding the position of Department Chair, Director, Dean or Vice President.

Expenditures and travel initiated by Vice Presidents, the Director of Human Resources, the Associate Vice President of Institutional Information and Effectiveness, the Athletic Director and the Herrett Center/Library Director are approved by the President or, at the President's discretion, the Executive Vice President/Chief Academic Officer or Vice President of Administration.

All expenditures in excess of \$1,000 must be requested via a purchase order. The purchase order must be signed by the respective department head, vice president, dean or director. P-Cards cannot be used for capital outlay purchases without specific authorization from Dean of Finance or, in his absence, the Vice President of Administration.

The Executive Vice President/Chief Academic Officer may delegate authority to the Instructional Dean or Director for the approval of hiring of and signing timesheets for all adjunct faculty and part time employees in educational departments. The Executive Vice President/Chief Academic Officer will sign or will designate a Dean or Director to approve and sign timesheets for employees in the Academic Development Center and Adult Basic Education.

New hire forms for full time positions must be signed by the appropriate vice president unless this hiring authority has been delegated to a Dean or Director. Trans IV, Refugee, IOOA, STAR

and Head Start/Early Head Start require Presidential approval for the program director only. New hire forms for employees in these programs are approved by the Vice President of Administration or Dean of Finance. The Directors of Trans IV, Refugee, IOOA, STAR and Head Start/Early Head Start approve the hiring of and sign timesheets for all employees in their respective departments.

The Associate Vice President of Student Services approves the hiring of and signs timesheets for all part time employees in his/her respective departments.

The Library Director/Herrett Center Director approves the hiring and signing of timesheets for all part time employees in these departments.

The Associate Vice President of Institutional Information and Effectiveness approves the hiring of and signs timesheets for all part time employees in the Information Technology department.

The Director of Human Resources approves the hiring of and signs timesheets for all part time employees in the Human Resource Department.

The Maintenance Director approves the hiring of and signs timesheets for all part time employees in the Maintenance department.

The Athletic Director approves the hiring of and signs timesheets for all part time employees paid from the athletic funds. Athletic employees charged to instructional accounts must be approved by the Executive Vice President/Chief Academic Officer.

The Dean of Finance approves the hiring of and signs timesheets for all part time employees in the Bookstore and Business Office.

The Executive Vice President/Chief Academic Officer, Vice President of Administration or Dean of Finance may sign any time sheet in the event the appropriate authority is not available. In these cases, a copy of the timesheet will be forwarded to the appropriate authority for confirmation after the fact.

The Executive Vice President/ Chief Academic Officer is responsible for all instructional expenses. This includes academic, professional technical, dual credit, summer school, outreach centers, adult basic education and continuing education. The deans, department chairs and directors of these departments have signature authority for expenditures initiated by their respective staffs. Expenditures and travel initiated by the deans and directors must have the signature of the Executive Vice President/Chief Academic Officer. All purchase orders in excess of \$1,000 must be signed by the Executive Vice President/Chief Academic Officer.

The Associate Vice President of Student Services is responsible for all expenditures in his/her respective areas. This includes Admissions, Records, Advising, Career and Counseling Center, Financial Aid, Student Disability Services, Student Information, Student Activities, Child Care Center, Student Health Center and Rec Center. The deans and directors of these departments have signature authority for expenditures initiated by their respective staffs. Expenditures and travel initiated by the deans and directors must have the signature of the Associate Vice President of Student Services. All purchase orders in excess of \$1,000 must be signed by the Vice President of Student Services, Planning and Grant Development.

The Associate Vice President of Institutional Information and Effectiveness is responsible for expenditures relating to audio visual services, telephones, telecommunications, campus network infrastructure, help desk and institutional research. He/she has direct signature authority over all travel and expenditures initiated in these areas. All purchase orders initiated in

this area must be signed by the Associate Vice President of Institutional Information and Effectiveness.

The Director of Physical Plant is responsible for all expenditures relating to the maintenance and repair of buildings and grounds, including outreach centers. All travel and expenditures relating to these areas must have the signature of the Director of Physical Plant. Major remodels and some purchases are run through the Plant Facility Fund. These expenditures are signed by both the Director of Physical Plant and the Vice President of Administration or Dean of Finance.

The Director of Human Resources is responsible for all expenditures relating to the operation of this office. All travel and expenditures initiated in this office must have the Director of Human Resources signature.

The Athletic Director is responsible for all athletic department expenditures. All travel and expenditures initiated by this department must have the Athletic Director's signature.

NEW

6.21 PUBLIC RECORDS (Rev: 3/14)

The President shall establish procedures to accommodate requests for information from the public. Financial information shall be released only through proper channels after a formal request has been received and reviewed. The procedures shall ensure that no information of a private nature about faculty, staff, or students is disclosed. The College may charge a reasonable fee for locating and copying the records.

The Vice President of Administration is the designated custodian of records. The Vice President of Administration Public Information Officer is the designated custodian of records contact for the purposes of the Open Records Law, Sections 9-337-348, of the Idaho Code. In the event the Vice President of Administration Public Information Officer's absence, the is absent from the office for more than three regular work days, the Dean of Finance Public Information Specialist will be the temporary custodian of records contact. The College will comply with the requirements set forth in the Idaho Code in every respect regarding public records.

Requesting Public Records

Requests for public records shall be submitted to the Public Information Officer in writing or in the online form available at <http://www.csi.edu/publicinformationoffice/forms/CSI-Public-Records-Request-Form.pdf>. to the Vice President of Administration (VPA) Public Information Officer, who is the College of Southern Idaho custodian of public records. Requests should be made in writing to the VPA.

Requests to examine or copy public records shall be granted or denied, as required by Idaho Statute, within three working days of their receipt. However, the custodian of public records may take an additional 10 working days to respond to such requests if necessary.

Examination of public records must be conducted during regular office or working hours.

The custodian shall make no inquiry of any person who applies for a public record, except to verify the identity of a person requesting a record in accordance with section 9-342, Idaho Code, to ensure that the requested record or information will not be used for purposes of a mailing or telephone list prohibited by section 9-348, Idaho Code, or as otherwise provided by law, and except as required for purposes of protecting personal information from disclosure under

chapter 2, title 49, Idaho Code, and federal law. The person may be required to make a written request and provide their name, a mailing address and telephone number.

Copying	
Per page - Black & White	\$0.05
Per Page - Color	\$0.50
Labor	
Administrative Assistant	\$22.00/hour
Manager/Supervisor	\$38.00/hour
Director	\$44.00/hour
Vice President	\$61.00/hour
Attorney	\$250.00/hour

Individuals requesting public records have the right to make his/her own copies of the documents using College of Southern Idaho copying equipment. The custodian of public records or a designated staff member shall use whatever diligence is required to prevent alteration of any public record while it is being examined or copied. For copies totaling in excess of 100 pages, the college will establish a cost per page to be paid by the requester.

Requests that require greater than two hours of staff time will be charged at a reimbursement rate according to the following table:

COMPLETE RE-WRITE

6.25 EXPLOSIVES & FIREWORKS POLICY (Rev: 1/06; 12/12; 07/14)

Possession of explosives, and/or fireworks is strictly prohibited on College premises and at College sponsored activities and events. Violation of this policy constitutes grounds for suspension, expulsion or termination from the College of Southern Idaho.

ALREADY ADDED

6.24 WEAPONS ON CAMPUS (Rev: 1/06; 12/12; 07/14; 7/1/14)

[Weapons Policy - Q&A](#)

PURPOSE

An environment of safety and security is critical for educational institutions to cultivate a climate conducive to knowledge and learning. Therefore, this policy prohibits the possession and use of dangerous weapons on CSI property or at CSI sponsored events by students, faculty, staff and visitors except for those persons authorized by state law or campus administration to carry concealed firearms and ammunition. In order to provide a safe and positive campus environment for teaching, learning and working, this policy strongly discourages bringing a firearm onto the CSI campus or events even when permitted by law to do so.

DEFINITIONS

Dangerous weapon: An object, device, instrument, material or substance that is used for or is readily capable of causing death or serious bodily injury. This term does not include a pocket knife with a blade of less than 2½ inches in length. Firearms are included in this category as are incendiary devices and explosives.

Firearm: A dangerous weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

Concealed firearm: A firearm which is carried upon one's person so as not to be readily discernible by ordinary observation.

Upon one's person: The physical carrying of a firearm in clothing or handbag as well as having the weapon in close proximity, readily available for prompt use.

Open carry: Carrying a firearm upon your person or in your vehicle when it is clearly visible.

POLICY

Open carrying of firearms (including in vehicles) is prohibited at all times anywhere on CSI property or CSI sponsored events except for sworn peace officers or others who have been approved by campus administration.

The possession, wearing, carrying, transporting or use of a dangerous weapon is strictly prohibited on college owned or controlled premises, including vehicles parked upon these premises. The only exceptions to this policy are the following categories of individuals who have been authorized by state law or college administration to carry a concealed firearm on CSI property/events.

- Full-time sworn peace officers
- Qualified retired law enforcement officers
- Persons who hold an "Enhanced" Idaho Concealed Weapons License
- Those individuals who have been granted specific permission from CSI administration

It is unlawful and a violation of this policy to carry a concealed firearm while under the influence of alcohol.

Concealed weapons shall not be carried into or possessed within the following CSI facilities:

- Eagle Hall dormitory
- Gymnasium
- Fine Arts Building
- Expo Center
- CSI Off-Campus Centers (Blaine County, Jerome, Idaho Falls, Mini-Cassia and Northside)

An individual who discharges or purposely exhibits any firearm in a rude, angry or threatening manner is in violation of this policy.

Students, staff, faculty and visitors shall produce their credentials to carry a concealed firearm (under one of the categories above in Item #2) when requested to do so by a representative of the CSI Security Department or law enforcement personnel.

Violations of this policy may result in disciplinary action up to and including: expulsion for student offenses, termination for employee offenses, and a trespass from campus for offending community members. Criminal violations will be referred to local law enforcement.

Unless an employee of the college is required by the CSI President or Vice President of Administration to carry a firearm as a part of that employee's job duties, any possession or use of a firearm is not within the course and scope of employment with the college. Therefore, any civil or criminal litigation stemming from such possession or use will not be covered or defended by the college.

REFERENCES

Idaho Code Title 18, Chapter 33
Title 18 U.S. Code, Sections 921, 926 and 930
Idaho State Board of Education Policy

NEW

6.33 CRIME STATISTICS - JEANNE CLERY ACT (Added: 12/10)

College of Southern Idaho campus crime statistics are published and annually reported in compliance with federal regulations. A Campus Crime and Fire Log is maintained by the CSI Security Department and is available for public review. The Security Department may be reached by calling 208-732-6605. Any questions about parking, traffic, or other related items may be directed to the CSI Security Department at the numbers listed above.

College of Southern Idaho campus crime statistics are published online through U.S. Department of Education Office of Postsecondary Education website (OPE ID: 00161900) or can be viewed on the CSI Campus Safety & Security webpage at: www.csi.edu/security/report/CSIAnnualSecurityReport2013.pdf.

ALREADY ADDED

8.16.13 GRANT RECORDS RETENTION (Est: 1/14)

All hard copy external funding /grants financial and programmatic files are housed in the permanent grant file within the Business Office for two fiscal years. The files are then transferred to an offsite secure location where the records are filed by fiscal year for a period up to 7 years beyond the end of the final fiscal year in which the grant activity ended. The files are destroyed when they reach the 7 year mark. Electronic or on-line records are kept indefinitely. If any litigation, claim, or audit is started before the expiration of the 7-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

It is the responsibility of the Grant Manager to forward all programmatic files to the Business Office upon completion of the grant.

ALREADY ADDED

8.16.15 ALLEGATIONS OF FRAUD, PROGRAM ABUSE AND CRIMINAL CONDUCT "INCIDENT REPORTING (Est: 1/14)

NEW: INCIDENT REPORT (IR) FORM (OIG 1.156)
(Please refer to this PDF form at the end of this document).

The detection and prevention of fraud and abuse are of the highest priority. The College of Southern Idaho requires all employees to act in accordance with State, Federal and local laws and regulations. Employees are expected to be of high moral character and utilize judgment to avoid even the appearance of impropriety.

All known instances of suspected or actual fraud, abuse or criminal conduct will be properly investigated and documented. All violations will be reported to the Vice President of Administration or the Dean Finance. Instances of fraud or abuse will be brought to the immediate attention of the Vice President of Administration, Executive Vice President, Dean of Finance or the President. External independent auditors may be brought in to investigate any issue at the discretion of the President or the Board of Trustees as per CSI Board Policy 8.02.

Federal funding guidelines require an additional level of reporting for allegations of fraud, program abuse or criminal conduct involving grantees receiving federal funds. Grant recipients must immediately document allegations, suspicions and complaints involving possible fraud, program abuse, misapplication of funds, gross mismanagement, and any other incidents of known or suspected criminal or other serious activities using The Incident Report (IR) form (OIG 1.156). In addition, situations involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount larger than \$50,000 are considered emergencies and must immediately be reported to the Office of Inspector General (OIG) and the Office of Financial and Administrative Management (OFAM) by telephone and followed up with a written report in the form of an IR, no later than one working day after the telephone report.

Hotline complaints concerning federally funded projects can be sent directly to the Complaints Analysis Office, Office of Inspector General, 200 Constitution Avenue, N.W., Room S-5506, Washington D. C. 20210. They can be telephoned to the OIG on the Toll Free Hotline at 1-800-347-3756 or they can be emailed to hotline@oig.dol.gov. The OIG Hotline should not be used for resolving employee grievances, Equal Employment Opportunity complaints, labor disputes, or other personnel concerns.

ALREADY ADDED

8.20 DORMITORY HOUSING PAYMENT POLICIES AND PROCEDURES

Refund Policy

Any student canceling a room reservation prior the pre-pay due date will owe nothing and will receive a full refund of the security deposit. Cancellation occurring after the pre-pay due date but before the start of the term will result in a forfeiture of the \$400 pre-pay and the \$100 security deposit. Cancellation occurring the first week of the term will result in a 75% refund of the room charge (less the \$400 prepayment) with 25% and the security deposit being forfeited. Cancellation in the second week of the term will result in a 50% refund of the room charge after the \$400 forfeiture with the other 50% and the security deposit being forfeited. Refunds for board (meals) will be prorated according to the number of meals used and a \$25 processing fee the first and second week of the term. **Any student moving out after the second week of the term will not be eligible for a room or board refund.** The board plan may still be used by the student until the student runs out of meals or the semester ends.

Any refund outside of the above policy must be approved by the Vice President of Administration. All refunds will be processed within 10 days of the Business Office receiving the move-out form approved by the Housing Coordinator. If there is Financial Aid involved the refund could be delayed up to 30 days.

Any refund outside of the above policy must be approved by the Vice President of Finance.

All refunds will be processed within 10 days of the Business Office receiving the move-out form approved by the Housing Coordinator. If there is Financial Aid involved the refund could be delayed up to 30 days.

RE-WRITTEN BY BUSINESS OFFICE

8.29 INVENTORY POLICY (Rev: 3/14)

[Inventory Change Form](#)

In accordance with policy set by the Director of the Idaho State Department of Administration in

her letter of July 13, 2001, the inventory threshold for the College of Southern Idaho (CSI) is set at \$2,000. Computers and related electronic equipment is inventoried down to a value of \$500 for tracking and insurance replacement purposes. At the discretion of administration, other items may be assigned an inventory tag based upon their risk of loss.

The college inventory system is made up of a computer data base containing the date of purchase, value, fund-department-account where the item was charged and location. The system is audited each year by the college's independent auditors in determining compliance with generally accepted accounting principles.

Items with inventory tags must have an "Inventory Change Form" ([see attached form](#)) filled out when they are moved to different locations, sold or at the time of disposal. We have to update our computer system to accurately portray items in a specific location for both insurance and audit compliance. Our auditors pick items from our inventory listing and go to the location listed to verify the equipment exists and is in the proper location.

Inventory records for equipment items over \$5,000 that are acquired with Federal funds shall include all of the following:

1. A description of the equipment.
2. Manufacturer's serial number, model number, or other identification number.
3. Source of equipment, including the award number.
4. Whether title vests with CSI or the Federal Government
5. Acquisition date or date received and cost.
6. Information from which one can calculate the percentage of Federal participation in the cost.
7. Location and condition of the equipment and date the information was reported.
8. Unit acquisition cost.
9. Disposition data, including the date of disposal and sales price or method used to determine fair market value.
10. Equipment owned by the Federal Government shall be identified to indicate as such.
11. A physical inventory of federal equipment shall be taken and the results reconciled with equipment records at least once every two years.

Surplus property must be disposed of in accordance with Idaho Code section 33-601 section 4. Except for items with a value of less than \$500, a formal advertising/appraisal/auction process must be used to dispose of surplus equipment. All disposals of inventory items must go through the Maintenance Department and a Work Order must be completed for each inventory disposal.

NEW – ALREADY ADDED

8.29.1 EQUIPMENT USE & DISPOSITION (Est: 2/14)

Title to property and equipment acquired with general fund, state, local and federal funds and held by the College of Southern Idaho (CSI) shall vest with CSI. As a general rule, property and equipment purchased by CSI is utilized within a designated program and used well beyond the useful life. Property and equipment that is no longer being used in the designated program can be transferred to another approved department with Business Office approval. Property and equipment purchased with federal funds are subject to special conditions, set forth as follows.

1. CSI shall not use equipment acquired with Federal funds to provide services to non-federal outside organizations for a fee that is less than private companies charge for equivalent services.

2. CSI shall use the federal equipment in the program for which it was acquired as long as needed, whether or not the program continues to be supported by Federal funds and shall not encumber the property without proper federal approval.
3. When federal equipment is no longer needed for the original program, CSI shall use the equipment in connection with other federally sponsored activities in the following order of priority:
 - Activities sponsored by the granting agency which funded the original purchase.
 - Activities sponsored by other Federal awarding agencies.
 - During the time that equipment is used on the program for which it was acquired, CSI shall make it available for use on other programs if such other use will not interfere with the work on the program for which the equipment was originally acquired. First preference shall be given to programs funded by the sponsoring funding agency that financed the equipment; second preference shall be given to programs funded by other Federal awarding agencies. User charges shall be treated as program income.
 - When acquiring replacement equipment, CSI may use the federal equipment to be replaced as trade-in or sell the equipment and use the proceeds to offset the costs of the replacement equipment with the appropriate Business Office approval and federal grant officer approval.

If it is determined that certain property and equipment is no longer needed at CSI, determined to be obsolete, or requires disposal; said property and equipment becomes classed as surplus property. For disposal of surplus property please contact the Maintenance Department.

Surplus property purchased with general fund, state or local funds must be disposed of in accordance with Idaho Code section 33-601 section 4. Except for items with a value of less than \$500, a formal advertising/appraisal/auction process must be used to dispose of surplus equipment. All disposals of inventory items must go through the Maintenance Department and a Work Order must be completed for each inventory disposal.

Surplus property purchased with Federal funds falls under different Federal guidelines for disposal. The Department Chair or Program Manager will work with the Business Office and the Maintenance Department on proper disposal procedures. Upon receiving Business Office approval the surplus federal equipment may be disposed of or used for other activities in accordance with the following standards:

1. For equipment with a current per unit fair market value of \$5,000 or more, CSI may retain the equipment for other uses provided that compensation is made to original federal agency.
2. If CSI has no need for the equipment, CSI shall request disposition instructions from the Federal agency.
3. If so instructed or if disposition instructions are not issued within 120 calendar days after CSI's request, CSI shall sell the equipment and submit the proceeds to the Federal agency.

NEW

8.32 HAZARDOUS WASTE DISPOSAL POLICY (Rev: 1/11; 1/13)

The College of Southern Idaho is a conditionally exempt small quantity generator (CESQG). As such, we are limited to less than 220 lbs. of hazardous waste per month.

Each waste stream has been identified and monitored by instructors charged with its on-site collection and safekeeping. At convenient intervals that correspond to the semesters activities, the wastes are weighed and counted and the vendors are called for pick up and disposal. The

Physical Plant Director is responsible for maintaining a log of disposed materials. The log contains the type of material disposed, quantity, who it was turned over to and the dated. Most wastes are disposed of through professional vendors. Some are recycled through professional vendors, depending on the waste.

No chemicals or waste may be accepted by the college as a donation or transfer from another entity without the written consent of the Physical Plant Director. All chemicals purchased will be labeled with a purchase date and a disposal date. The labeling and recording of these chemicals and dates is the responsibility of the CSI department purchasing the chemicals. Chemicals must be disposed of prior to becoming so hazardous that they are not accepted by our waste vendor.

Examples of waste collected at CSI are as follows:

- Formalin Waste - collected from Life Science and Vet Tech from dissection specimens
- Chemistry lab wastes from Physical Science
- Motor Oil, anti-freeze from academic auto shop and Maintenance garage
- Lab wastes from biology lab
- Bottoms from auto body paint shop distillery
- Turpentine/paint rags from art complex
- Auto body paint booth filters
- Freon
- Oily, etc. rags from Maintenance paint shop and garage
- Mercury from labs on occasion as well as from HVAC techs replacing thermostat mercury
- PCB Ballasts
- Florescent tubes
- Batteries

It is the responsibility of the applicable Instructional Dean and Department head to comply with this policy's requirements concerning the donation, purchasing and record keeping of chemicals concerning purchase date and disposal date. It is the responsibility of the Maintenance Department at the College of Southern Idaho to facilitate the safe collection, removal and disposal record keeping of the Hazardous waste program.

NEW POLICY

SUSTAINABILITY POLICY

Established by the Board of Trustees Resolution on December 20, 2013

The College of Southern Idaho has demonstrated its commitment to careful and environmentally sound use of resources by creating a system of renewable energy for heating its buildings, conserved drinking water by transitioning to canal water for landscape use, begun xeriscaping projects, established a systematic recycling program, and in other ways has been environmentally aware.

The College seeks to be a model to the community in matters of resource conservation and environmental practices as well as continue to demonstrate leadership in conservation and environmental sustainability practices to the communities we serve by striving to continuously reduce the environmental impact of our activities.

NEW POLICY

VISUAL IDENTITY USAGE

The College of Southern Idaho visual identity and logo usage guidelines are posted online at <http://copycenter.csi.edu/logos/>. This reference guide is to ensure our logo is used consistently in all digital and produced media. A consistent identity will enhance the recognition of the College. These logo usage guidelines must be adhered to strictly. No variations, adaptations, or new logos should be created without prior consultation with CSI's Marketing Committee. Inquiries should be directed to the CSI Graphic Design Supervisor, at 208.732.6320.