

COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

April 20, 2003

5:30 p.m.
TAYLOR BUILDING - ROOM 256
(Please note change in meeting room.)

AGENDA

MINUTES: (A) *Mike Mason*

TREASURER'S REPORT: (A) *Mike Mason*

ARTEC BID – EDUCATIONAL CONSULTING SERVICES: (A) *Mike Mason*

CSI USE OF FORCE POLICY PROPOSAL: (A) *Randy Dill*

CSI EQUESTRIAN TEAM FUNDRAISING PROPOSAL: (A) *Kamie Pilgrim-Nuthak & Graydon Stanley*

CSI NURSING PROGRAM – SELECTION PROCESS : (I) *Claudeen Buettner*

CSI STRATEGIC PLAN: (I) *Curtis Eaton & Char Sutton*

PRESIDENT'S REPORT: (I) *President Meyerhoeffer*

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
April 20, 2003

CALL TO ORDER: 5:30 p.m. Presiding: Dr. Charles Lehrman

Attending: Trustees: Donna Brizee, Dr. Charles Lehrman,
Bill Babcock and Dr. Thad Scholes

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Curtis Eaton, Vice President of Planning and
Development
Dr. DeVere Burton, Dean of Instruction
Dr. Ken Campbell, Dean of Technology
Dr. Barbara Knudson, Dean of Human Resources
Dr. John Martin, Registrar
Graydon Stanley, Director of Student Information
Ron Shopbell, Director of Dual Credit
Randy Dill, Physical Plant Director
Jeff Duggan, Assistant to the President
Karen Baumert, Public Information Director
Doug Maughan, Herrett Center/Public Information
Officer

CSI Employees: Kathy Deahl, Dr. Claudeen Buettner and Pam
Holloway

Visitors: Henry Jones and Kamie Pilgrim-Nuthak

Faculty Representative: Jim Dawson

Times News: Robert Mayer

KMVT: None

MINUTES OF THE REGULAR SESSION OF MARCH 17, 2003, were
approved as written on MOTION by Bill Babcock.
Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was approved on
MOTION by Donna Brizee. Affirmative vote was unanimous.

CSI Trustees

April 21, 2003

Page 2

Bid:

1. The Board accepted the sole bid of University of California, Berkley in the amount of \$80,000 for educational consulting services on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funds for the services are from the Albertson's ARTEC grant.

PRESIDENT'S REPORT:

1. Randy Dill advised the Board concerning current College of Southern Idaho security policies. He also reviewed policies of security forces at colleges around the state.

Randy Dill reviewed a proposed new Use of Force Policy with the Board in detail. Mr. Dill, with the support of the college administration, recommended the approval of a new Use of Force Policy. The policy outlines circumstances where a security office may use pepper spray and no longer allows security officers to make traffic stops. The Board approved the Use of Force Policy on MOTION by Bill Babcock. Affirmative vote was unanimous.

The Board was also advised that additional speed limit signs would be put up and that a certified, uniformed police officer would be at all campus events expected to draw over one thousand people.

Conversations with the Twin Falls City Police concerning increased patrols on campus continue to look promising.

The Board thanked Randy Dill for his work and stated that the policy was very well written.

2. Graydon Stanley introduced Kamie Pilgrim-Nuthak of the Equestrian Club. She is responsible for many of the management activities of the club.

Kamie Pilgrim-Nuthak presented a fund raising proposal to the Board involving the selling of booth space in the Eldon Evans Exposition Center for a gun show. The event would also involve outdoor adventure type supply and equipment items. The proposal estimated that up to \$40,000 could be raised from such an activity.

President Meyerhoeffler advised the Board that our policy banning guns from campus would have to be modified to exempt this type of event on a one time basis.

2. (continued) Ms. Pilgrim-Nuthak reviewed the safety and operating procedures involved in putting on the show.

The event was approved on MOTION by Dr. Thad Scholes. Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Bill Babcock voted against the MOTION.

3. Dr. Claudeen Buettner reviewed the Health Sciences and Human Services programs and enrollments with the Board. She also explained the selection process for the registered nursing program. Dr. Buettner noted that they have four times more applicants than the training slots available.

Dr. Buettner also reviewed a partnership with Magic Valley Regional Medical Center that gives up to \$20,000 a year to the college for faculty development for the next five years.

The Board thanked Dr. Buettner and Pam Holloway for their work.

4. Curtis Eaton reviewed proposed changes to the College of Southern Idaho Strategic Plan with the Board. The Board was asked to review the changes and consider approving them at the May meeting.

5. The President advised the Board of the following:


- a. Our Forensic team took third place at nationals.
- b. He reviewed how Dr. Beck loads classes throughout the week and by the hour.
- c. The vote on the bonding required for the Fine Arts Addition is scheduled to take place in the next few days.
- d. The passage of a one percent increase in sales tax should eliminate the need for holdbacks this year.

ADJOURNMENT was declared at 6:36 p.m.



John M. Mason, Secretary-Treasurer

Approved: May 19, 2003



Chairman



COLLEGE OF
SOUTHERN
IDAHO

April 16, 2003

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

From: Mike Mason

Re: ARTEC Educational Services Consulting Bid

We received only one bid for the specified services. The bid was from the University of California, Berkley - Career Academy Support Network in the amount of \$80,000. The services involve the developing, supporting and evaluation of career academies.

Based upon a review of the bid by Claire Major, ARTEC Executive Director, I recommend that we accept the sole bid of University of California, Berkley, in the amount of \$80,000.

Funding for this project is from the Albertson's ARTEC grant.

ADN ADMISSION RATING FORM

ELIGIBILITY

HIGH SCHOOL DIPLOMA OR GED

5 Points _____

HIGH SCHOOL CLASSES AND GRADES (per semester)

Class	C: 2 Points	B: 4 Points	A: 6 Points
Biology			
Chemistry (CHEM 101)			
Physics			
Advanced Biology (BIOL 201)			
Anatomy and Physiology			
Algebra II or Advanced Math (MATH 108)			

COLLEGE COURSES

C: 2 Points B: 4 Points A: 6 Points

English 101
 English 102
 Biology 227 Anatomy/Physiology
 Biology 228 Anatomy/Physiology
 Biology 250 Microbiology
 Sociology 101
 Psychology 101
 College Math 143 or Statistics 253
 Humanities
 Communication 101

LPN / LVN

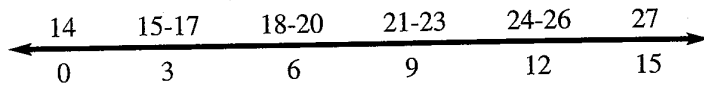
10 Points _____

— or —

CURRENT CREDENTIAL IN ALLIED HEALTH (1 Year)

5 Points _____

ACT SCORE (Composite)



15 Points
Maximum _____

REFERENCES (2) 2 points for each positive recommendation

4 Points
Maximum _____

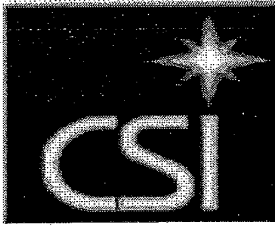
WORK REFERENCE that shows positive work habits

5 Points
Maximum _____

LETTER OF INTENT (written in Testing Center)

5 Points
Maximum _____

**56 points required for eligibility
 must be completed by February 15.**



ADJUNCT FACULTY AGREEMENT

JOB TITLE: Clinical Affiliate/Adjunct Faculty

JOB SUMMARY: The Clinical Affiliate/Adjunct Faculty member acts in an advisory capacity to develop, implement and evaluate curricula of an educational health career offered by the College of Southern Idaho Department of Health Sciences and Human Services. The Clinical Affiliate faculty member serves as a resource person to college administration, faculty and students.

The Clinical Affiliate/Adjunct Faculty member will function within the philosophy, purposes, and objectives of both the College of Southern Idaho and Magic Valley Regional Medical Center. The Clinical Affiliate/Adjunct Faculty member will participate in the strategic planning and in identifying tactical performance measures associated with CSI educational programs. This position exemplifies the partnership between CSI and MVRMC, as outlined in the Memorandum of Understanding, dated October 2002.

QUALIFICATIONS: The Clinical Affiliate/Adjunct Faculty member exhibits leadership characteristics, commensurate experience in the specific clinical discipline, and expert knowledge as evidenced by certification or licensure recognized by state and local entities. This Clinical Affiliate/Adjunct Faculty member expresses a willingness to assist in the on-going partnership activities between CSI and MVRMC.

JOB RESPONSIBILITIES: The Clinical Affiliate/Adjunct Faculty member:

1. Is an employee of Magic Valley Regional Medical Center.
2. Is mutually recommended to the position by the Senior Leadership Representative of MVRMC and the Chairperson of Health Sciences and Human Services, CSI and appointed by Board of Trustees/CSI.
3. Addresses current and future health care trends and issues in cooperation with CSI by holding membership on such committees that address strategic planning, curriculum, and evaluation of the educational program and by participating in conferences when students are present on the hospital unit.
4. Assists in the development, implementation and evaluation of Health Sciences and Human Services Programs using his/her administrative and clinical expertise.
5. Will actively participate in CSI's Education programs as resource for administration, faculty and students.

Justification for Clinical Affiliate Faculty (CAF) position:

For the MVRMC employee:

1. this person will be an ambassador from MVRMC to CSI
2. this will be an appointment worthy of respect
3. there is a possibility of career advancement
4. the position can be listed on a resume'
5. the person could gain teaching skills
6. the person will gain an appreciation of the CSI teaching faculty and teaching requirements

For MVRMC health care system:

1. there would be input into the educational program at CSI
2. there would be input into the decision making related to curriculum and evaluations of the educational program
3. there would be better prepared entry employees
4. there would be a sense of alignment with the strategic directions and goals of the Medical Center

For the CSI educational program:

1. the faculty will have a contact person at the clinical agency
2. the faculty will gain a highly skilled and knowledgeable resource
3. students will have the most up-to-date resource person
4. faculty will be alerted to new procedures and policies in a timely manner
5. there would be a sense of alignment with the strategic goals of the college

The Process:

The College of Southern Idaho Board of Trustees will approve the position of Clinical Affiliate Faculty. The Magic Valley Regional Medical Center administration will approve the position of Clinical Affiliate Faculty.

Positions will be posted by August 1, 2003

The positions will be filled as soon as possible, beginning with Nursing Clinical Affiliate Faculty positions. Additional programs will add CAF as necessary and feasible

The procedure:

The MVRMC employee will submit a letter of application to the Senior Leadership Representative for appointment to the position of CAF.

The letter must include the following:

- reason for desiring an appointment as CAF at the College of Southern Idaho
- Description of the strengths that will be brought to the position

A letter of recommendation from the Department Director must accompany the letter of application.

The appointment of any MVRMC employee to the CAF position at CSI will be mutually agreed upon by the Senior Leadership Representative from MVRMC and the Health Sciences and Human Services

Department Chairperson. The Vice President/Chief Academic Officer of CSI will make the recommendation for appointment to the college President and the Board of Trustees. The appointment will be for one year, and is renewable on an annual basis, with a written letter from MVRMC and CSI representatives. The names of all CAF appointees will be published in the CSI program brochures. The names of all CAF appointees will be contained on a plaque in the CSI program learning laboratory. The CAF is an employee of MVRMC and will not receive compensation or benefits from CSI.

Revised 4/03

College of Southern Idaho Use of Force Policy

Introduction:

On occasion, it may be necessary for CSI Security Officers to use defensive force to protect themselves and those they serve from imminent bodily harm. When an aggressor does not respond to verbal warnings to cease and desist, O.C. pepper spray may be used to prevent many of these situations from escalating to higher levels. The Police Department is always called immediately after O.C. pepper spray is used, and will be responsible for physically detaining people or making arrests. We do not make arrests, or physically detain people.

Purpose:

The purpose of this policy is to provide Campus Security Officers with guidelines on the use of non-lethal force.

Definitions:

O.C. Spray: "Oleoresin Capsicum". CSI Security Department authorized O.C. consists of products containing 5-10% solution of oleoresin capsicum, a derivative of cayenne pepper. O.C. Spray type and brand is to be specified, purchased and provided by the CSI Security and Maintenance Department Administration. This will be the only O.C. spray authorized for use by CSI Security.

Lethal Force: Any use of force that is likely to cause death or serious bodily injury.

Non-lethal Force: Any use of force other than that which is considered lethal force.

Force may be defined as the power used to obtain compliance with the law or control of a situation. This power includes more than physical action. Verbal commands or the mere presence of the officer often may be sufficient to control a situation; however, physical force may be required to safely obtain compliance, or gain control of a situation.

Training Requirement:

Authorization for officers to carry and use O.C. is granted only after successful completion of Post Certified training. Annual Post re-certification is required and accomplished by attending a refresher course.

Failure to meet the above requirements disqualifies officers to carry or use any O.C. product.

Escalation and De-Escalation:

Control of a suspect through advice, warning or persuasion is preferable; however, the use of physical force is sometimes necessary for the protection of the public, the suspect, and the officer. When physical force is applied, the officer must escalate or de-escalate the force used, depending on the suspect's level of force or resistance.

Every situation is different and an officer may be required to initiate force at any level. The following levels of force should be used as a guideline for the escalation and de-escalation of force.

1. **OFFICER PRESENCE:** An officer's presence alone is a form of power and control. An officer's authority and uniform are frequently enough to bring about order or compliance.
2. **VERBAL COMMANDS:** Verbalization is usually the first action an officer will take. This may include persuasion, advice, and warnings. If the suspect submits to verbal commands, use of physical force would be unreasonable.
3. **CONTROLLING FORCE:** This involves the use of O.C. Spray, which may result in injury to the suspect. Controlling force should only be used when a suspect fails to submit to non-injury techniques or when non-injury control tactics would be inappropriate.

Non-lethal Force:

The parameters for the use of non-lethal force are as follows:

- A. Officers should assess the circumstances in order to determine whether or not it is safe to utilize O.C. spray. Use of O.C. spray in confined, crowded areas would probably not be advisable. However, each situation is different, and the cost-benefit analysis must be done by the officer, based solely on the facts known to the officer at that time. Justification for the use of force must be based on the situation, as it reasonably appeared to the officer(s) directly involved in its application.
- B. Officers are authorized to use department approved non-lethal force techniques and are issued equipment for resolution of incidents to protect themselves and others from physical harm

The use of O.C. spray is the only authorized defensive weapon of the College of Southern Idaho Security department.

Officers must understand that whenever they elect to employ O.C. spray, they will be called upon by the department to justify its use.

Unauthorized Use of Force:

No officer shall deploy the use of O.C. spray, except in self-defense, or to prevent injury to another person. The use of non-lethal force for any other reason constitutes a violation of this policy and will be subject to review.

Violations of this policy will lead to administrative discipline. Violations of the law will be the basis for criminal and civil penalties in a court of law.

Documentation of Use of Force:

As soon as possible after a use of force has occurred, the Police are to be called. A copy of the police report is to be made and kept along with our report.

All uses of force shall be documented in an appropriate incident report prior to the end of the involved officers shift. Copies shall be forwarded to Security Supervisor, Physical Plant Director, and the President.

Summary:

The decision to use force places a heavy responsibility on each officer. While there is no way to provide specific guidelines for every particular situation, officers are expected to make every effort to act professionally, impartially and safely when dealing with aggressors, and use only the amount of force necessary and reasonable to deal with the situation.

Medical Treatment:

EMS will be called anytime O.C. spray is deployed.

A suspect may be transported to a medical facility at the discretion of EMS personnel on the scene whenever the suspect:

1. Strikes his/her head on a hard object, or sustains a blow to the head/face as a result of the application of force by a Security officer, regardless of how minor any injury to the head/face may appear.
2. Is sprayed with Oleoresin Capsicum spray (unless qualified medical clearance is obtained in the field)
3. Have injuries that appear to require treatment beyond what EMS responders in the field can provide.

Administration:

For every incident that O.C. spray is operationally deployed regardless of whether the Suspect was actually sprayed or not, an O.C. Usage Report and an Incident Report are to be filed prior to the end of the involved officers shift.

At all times, whenever an Officer of the law is present, we defer to the judgment of the officer for the handling of the situation.

Guidelines – Procedures – Scenarios

Fights –

1. Verbal command to knock it off - STOP!
2. Call Police for assistance
3. Assess situation and repeat #1 if necessary.
4. Repeat verbal until situation subsides.
5. If verbal commands do not work and serious bodily harm is occurring, clearly warn them that they will be sprayed if they do not stop!

Under the Influence –

1. Assess the situation.
2. If behavior could possibly cause harm to self or others, call the police.
3. Use Fight procedure when warranted.

Uncooperative Person – Building Closed - Will not leave the building

1. Assess the situation.
2. If a student is working in a building scheduled to be closed, inform the student of our policy regarding advance written permission from instructor for after hours use. Use your judgment.
3. If non-student, call the police based on your judgment and step back to observe.
4. Use Fight procedure when warranted.

Skateboard Confrontation –

1. Explain campus rules politely and patiently.
2. Ask them to leave campus to skateboard.
3. Use Fight procedure

Theft in Progress – Transient Person on Campus –

1. Step back and call police
2. Be observant – writing down details

At all times, we call the police to do their job of arresting and restraining people when necessary. We press charges when judgment tells us to do so. We do not physically restrain people or arrest them.