



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**



June 16, 2008

EXECUTIVE SESSION

5:00 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

5:30 p.m.

Taylor Building – SUB 248

AGENDA

MINUTES – EXECUTIVE SESSION OF MAY 19, 2008: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF MAY 19, 2008: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

AIR HANDLER UNIT UPGRADE BID: (A) *Mike Mason*

MILEAGE RATE REIMBURSEMENT INCREASE: (A) *Mike Mason*

TRUSTEE ELECTION INFORMATION: (I) *Mike Mason*

HEAD START REPORT: (I) *Mike Mason*

SUMMER SCHOOL ENROLLMENT: (I) *John Miller*

STRATEGIC PLANNING/PERFORMANCE MEASURES & BENCHMARKS: (A) *Edit Szanto*

CWI/CSI ACCREDITATION AGREEMENT: (A) *President Beck*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JUNE BOARD OF TRUSTEES MEETING
JUNE 16, 2008

CALL TO ORDER: 5:35 p.m. Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr. Charles Lehrman,
Dr. Allan Frost, Donna Brizee and Dr. Thad Scholes

College Administration: Gerald L. Beck President
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Jim Gentry, Acting Executive Vice President and
Chief Academic Officer
Dr. Edit Szanto, Vice President of Student Services
and Planning and Development
Jeffrey M. Harmon, Dean of Finance
Dr. John Miller, Instructional Dean
Graydon Stanley, Dean of Students
Scott Scholes, Dean of Student Services
Randy Dill, Physical Plant Director
Monty Arrossa, Human Resources Director
Curtis Eaton, Advisor to the President
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: None

Visitors: Sonia Monreal

Faculty Representative: John Boling and Tonya Bowcut

PACE Representative: Dannette Starr and Karon Myers

Times News: None

MINUTES OF THE EXECUTIVE SESSION OF MAY 19, 2008 AND THE
REGULAR SESSION OF MAY 19, 2008 were approved on MOTION by
Donna Brizee. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was approved on
MOTION by Dr. Charles Lehrman. Affirmative vote was
unanimous.

Bids:

1. The Board approved the low bid from Hobson Fabrications of Boise, Idaho in the amount of \$11,900.00 for the Desert Building Air Handler Upgrade Project on MOTION by Dr. Thad Scholes. Affirmation vote was unanimous.

Funding for this project is from the State of Idaho Division of Public Works.

PRESIDENT'S REPORT:

1. The Board approved the increase of the mileage reimbursement rate from forty cents to forty four cents per mile effective July 1, 2008 on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

2. Mike Mason provided the Board with information concerning the process for the November 4, 2008 trustee election. Dr. Thad Scholes is up for re-election. Due to a change in Idaho Code, all future terms for community college trustees will be for four years instead of six years.

3. Dr. John Miller reported that summer school headcount numbers were up by 4.78% which equates to seventy eight students. Dr. Miller reported that the increases were primarily in the fine arts, life and physical science, developmental math and English areas. On the technical side, the law enforcement numbers were up.

Dr. Miller expressed his appreciation to the teaching staff for their work concerning summer school.

4. Dr. Edit Szanto reviewed the final performance measures and benchmarks for the College of Southern Idaho strategic plan. Each area was reviewed with the Board. The Board approved the performance measures and benchmarks on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

5. Mike Mason advised the Board that Head Start was experiencing some turnover in staff due to the pay freeze and reduction in hours for some positions. Mary Marshall, Head Start Director, asked that Mr. Mason express the Head Start staff's appreciation to the Board for extending educational benefits to Head Start spouses and children.

6. The Board discussed the final draft of the College of Western Idaho Accreditation Agreement. The Board approved the agreement on MOTION by Dr. Thad Scholes. The administration agreed to provide the Board with a schedule and timeline of activities as soon as one was finalized.

7. President Beck reported the following:

a. Employment contracts have been sent to employees for fiscal year 2009.

b. The Twin Falls City Council agreed to the conceptual development of the Cheney bypass road. This will allow us to continue planning for the construction of the road.

c. The College of Southern Idaho major gift campaign will start with visits to potential donors in late June.

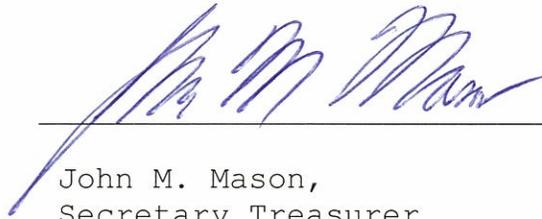
d. President Beck met with representatives from the universities concerning the conversion of the Aspen building to a higher education center. A long range plan will be developed and brought to the Board.

e. President Beck was elected president of the Idaho College and University President's Council. He will report monthly to the Idaho State Board of Education as a representative of the presidents.

f. President Beck attended the Region IV Development Association annual meeting. They are looking at getting federal economic development funds for projects that will increase employment in our area.

g. President Beck attended the first meeting with the hospital and the Twin Falls school district on connectivity between the three entities. A fiber optic line project is being evaluated.

ADJOURNMENT was declared at 6:36 p.m.



John M. Mason,
Secretary Treasurer

Approved: July 21, 2008



Chairman



June 4th 2008

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

From: Jeffrey M. Harmon

Re: Air Handler Unit Upgrade

We received three bids for the air handler unit upgrade in the Desert building from the following vendors:

| | |
|------------------------------------|----------|
| Hobson Fabrications | \$11,900 |
| Terry's Heating & Air Conditioning | \$12,170 |
| Sawtooth Sheet Metal | \$28,517 |

Based on the review of the bid by Allen Scherbinske and the firm of Musgrove Engineering, I recommend that we accept the low bid from Hobson Fabrications – Boise Idaho in the amount of \$11,900.

Funding for this purchase is the Department of Public Works project number 08093D.



June 12, 2008

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

From: Mike Mason

Re: Mileage Rate Reimbursement

On October 1, 2005, the College mileage reimbursement rate was increased from 32 cents per mile to 34 cents per mile. Effective July 1, 2006, we increased the rate to 37 cents per mile and effective February 1, 2008, we increased the rate to 40 cents per mile. These increases were primarily attributed to high fuel prices.

The State of Idaho reimbursement rate increased from 48.5 cents per mile to 50.5 cents per mile effective January 1, 2008. The federal mileage rate is set once a year by the Internal Revenue Service. The federal rate was increased to 50.5 cents per mile in November of 2007 for calendar year 2008. It is likely that both of these rates will increase over the next seven months.

Based upon fuel prices and input from supervisors, I am recommending that we increase our mileage reimbursement rate from 40 cents to 44 cents per mile. On an institutional basis, we have grant funded programs that have to balance mileage costs with the amount of service they can provide. This limited increase will allow these programs to continue to provide service while still providing some relief from higher vehicle operating costs.

It is my recommendation that the increased reimbursement rate of 44 cents per mile be effective for travel after July 1, 2008.



June 12, 2008

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the printed name.

Re: Trustee Election

The Trustee position held by Dr. Thad Scholes is up for election this year. The following is general information concerning the election:

1. Our election will be held on the first Tuesday after the first Monday in November (November 4th) in conjunction with the general election.
2. Petitions for candidates must be turned in to me by 5:00 p.m. on Monday, September 1, 2008.
3. In accordance with Idaho Code 34-1405, advertising the notice of the deadline for filing a declaration of candidacy must be published in the local newspaper not more than 14 nor less than 7 days prior to the filing deadline.
4. The notice of election must be published the first time not less than 12 days prior to the election and the last publication must be not less than 5 days prior to the election.
5. The deadline for the declaration of write in candidates is Friday, October 10, 2008.

We will ask Kristina Glascock and Michelle Emerson (Twin Falls and Jerome County Clerks) to run our election for us again this year. They have been very cooperative and are working to keep our costs as low as possible.

Based upon the preceding information, the schedule of events concerning the election is as follows:

August 11th, 18th and 25th - Advertise Notice of Trustee Election and Deadline for filing Trustee Nominating Petitions - Post in County Courthouses

September 1st - Nominating Petitions due by 5:00 p.m.

October 10th - 5:00 P.M. Deadline for filing Declaration of Intent for write in candidates

November 4th - Election

If you have any questions or concerns, please contact me at 208-732-6203.

COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES NOMINATING PETITION INSTRUCTIONS
FOR THE NOVEMBER 4, 2008 ELECTION

NOMINATING PETITIONS MUST BE SIGNED BY AT LEAST FIVE (5) QUALIFIED COLLEGE DISTRICT ELECTORS. PETITIONS MUST BE FILED WITH THE SECRETARY OF THE BOARD OF TRUSTEES IN THE COLLEGE BUSINESS OFFICE NO LATER THAN 5:00 P.M. MONDAY, SEPTEMBER 1, 2008.

QUESTIONS CONCERNING THE ELECTION SHOULD BE DIRECTED TO MIKE MASON, SECRETARY FOR THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES, AT THE TAYLOR ADMINISTRATION BUILDING - PHONE 732-6203.

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT

NOTICE OF TRUSTEE ELECTION AND
DEADLINE FOR THE FILING OF NOMINATING PETITIONS

Notice is hereby given that a trustee election will be held in the College of Southern Idaho Community College District, Twin Falls and Jerome Counties, Idaho, on Tuesday, November 4, 2008, for the purpose of election of two trustees for a six (4) year term to succeed Dr. Thad Scholes whose term expires on December 31, 2008. Nominating petitions may be picked up at the College of Southern Idaho Business Office in the Taylor Administration Building. A candidate shall be a qualified elector of the district, shall be a candidate for a specific position of the Board and must declare which position he/she seeks on the Board of Trustees. Said positions must be signed by at least five (5) qualified electors of said district and filed with the Clerk of the election at the College Business Office on or before 5:00 p.m., Monday, September 1, 2008. If you have questions or need further information, contact Mike Mason at 208-732-6203.

John M. Mason, Clerk of the Election
College of Southern Idaho
Community College District

Publication and Posting Dates:

| | |
|------------------------------|-----------------------------|
| Twin Falls County Courthouse | August 11-September 1, 2008 |
| Jerome County Courthouse | August 11-September 1, 2008 |
| Times News | August 11 & 18 & 25, 2008 |
| Buhl Herald | August 11 & 18 & 25, 2008 |
| Northside News | August 11 & 18 & 25, 2008 |

**ACCREDITATION AGREEMENT BETWEEN
THE COLLEGE OF WESTERN IDAHO
AND
THE COLLEGE OF SOUTHERN IDAHO**

THIS AGREEMENT is entered into between the College of Western Idaho (CWI) and the College of Southern Idaho (CSI), effective on the date of the last signature below.

WHEREAS, in the formation of new community colleges, it is common for an established and accredited community college to partner with the new community college and provide services and assistance in meeting the standards for accreditation. Such a voluntary arrangement is the most expedient and efficient way for the new community college to provide students the opportunity to receive credit from an accredited institution while the new college is seeking accredited status.

WHEREAS, CWI is a newly-formed community college district governed by a Board of Trustees;

WHEREAS, the CWI Board of Trustees has, by resolution, determined that it is in the best interests of the residents of the community college district to offer accredited classes as soon as reasonably possible;

WHEREAS, CWI has requested and CSI has agreed to act as a partner institution to CWI as CWI proceeds through the accreditation process;

WHEREAS, CWI and CSI desire to cooperate in enabling CWI to provide instructional and administrative services to students and to do so without requiring CSI to subsidize the operation of CWI.

NOW, THEREFORE, CWI and CSI agree as follows:

I. ~~CWI~~ CWI Obligations. So long as this Agreement is in effect, CWI agrees to do the following:

(A.) Adhere to and to comply with all federal and state laws, CSI Board policies germane to the accreditation process, Idaho Division of Professional-Technical Education policies, Northwest Commission on Colleges and Universities (NWCCU) standards, and CSI academic policies and procedures that are applicable to the accreditation process. CSI will monitor CWI's compliance with all laws, standards, policies and procedures made applicable herein.

(B.) Comply with all applicable federal and state laws governing employment relationships, including, but not limited to, the Americans with Disabilities Act, the Family Medical Leave Acts, and the Fair Labor Standards Act. CWI will also comply with the Family Education Rights and Privacy Act.

(C.) Be solely responsible for hiring, employing, supervising, evaluating, and compensating faculty and staff to provide instruction, student support, and administrative services. The recruitment and selection of faculty and staff at CWI must be in compliance with the "Uniform Guidelines on Employee Selection Procedures" of 1978. In addition, all faculty hired by CWI must meet the qualifications established by CSI, NWCCU, and, where applicable, the Idaho Division of Professional-Technical Education, which will review the qualifications of germane faculty on a periodic basis. CSI will monitor CWI's hiring processes and supervision practices. CSI will not provide and will not bill CWI for any workers compensation coverage.

(D.) Be solely responsible for processing grievances filed by its students, administrators, faculty and staff for handling discrimination and affirmative action complaints, and for addressing violations of any of the laws. CSI will review all CWI policies and procedures associated with grievances, discrimination, and affirmative action employment laws for compliance. CWI agrees to hold CSI harmless for any violations or resulting complaints or claims relative to this section. CSI assumes no liability for these actions and any services provided by CSI at CWI's request relative to these actions are not covered in the agreement.

(E.) CSI will review for compliance with applicable accreditation laws, regulations, standards, policies and procedures all contracts that have been or are being developed to provide instruction or other services related to instruction or instructional support services at CWI, for example, but not limited to, credit instruction, advanced placement, and students enrolling with multiple colleges. Contracts to provide non-credit training services to business and industry are exempted from this provision.

(F.) Disclose any existing written or verbal agreements relating to accreditation between CWI and any other college/university, state agencies, or other entities.

(G.) Reimburse CSI for any services not described in this agreement and agreed to by both parties in writing before the service is performed. Billing for additional services will be done on a quarterly basis by the CSI Business Office with appropriate documentation to justify billings for all additional services.

II. CSI Obligations. Upon execution of this Agreement by the Parties, CSI shall submit to NWCCU, a "Substantial Change Application." Additionally, so long as this Agreement is in effect, CSI agrees to provide the following comprehensive community college services to CWI in compliance with appropriate CSI Board policies and NWCCU accreditation standards:

A. ACADEMIC SERVICES:

(1.) Process and approve all CWI curricular changes and new instructional programs following CSI procedures;

(2.) Review instructor files to assure they are qualified in the subject areas they teach and to review implementation of the credit instructor approval policy;

(3.) Review hiring and evaluative procedures to assure compliance with applicable CSI procedure;

(4.) Provide access to and approval to use course content guides, the approved textbook and materials lists and other up-to-date curriculum information;

(5.) Review CWI's instructional approval and evaluation procedures according to NWCCU standards and Idaho Division of Professional-Technical Education policies and procedures;

(6.) Provide opportunities for CWI, upon mutual agreement, to confer with CSI faculty and administrators for the purpose of providing technical assistance;

(7.) Provide opportunities for CWI staff to participate in CSI division meetings, attend Curriculum Committee meetings, and participate in other committees relevant to the agreement such as assessment and accreditation.

B. ENROLLMENT SERVICES:

(1.) Provide class schedule entry support;

(2.) Maintain academic records for all CWI students attempting credit classes including but not limited to the provision of transcript, transfer articulation and related services;

(3.) Provide financial aid services to CWI as described the Financial Aid Addendum B to this agreement;

C. INSTITUTIONAL RESEARCH:

(1.) Provide institutional and enrollment data for CWI to generate state of Idaho and IPEDS data to prepare reports that CWI will submit.

D. LIBRARIES:

(1.) Provide library support services as specified in the Library Services Addendum A.

E. FINANCIAL SERVICES:

(1.) Be responsible for billing CWI for services identified in paragraph VI and for all other additional services in a timely manner;

(2.) Provide appropriate documentation to justify billings for all additional services.

(3.) CWI will furnish CSI with monthly fiscal reports.

- III. In return for services rendered under section II of this agreement, CWI will pay CSI an overhead charge of ten (10) percent based on CSI's actual costs for administering this Agreement to be billed quarterly.
- IV. Payments identified in Paragraphs I (G.) and III will be made quarterly. Total payments to be made under this agreement as identified in the Budget Addendum will be estimated in advance each year, with adjustments, if any, to the estimate made on an annual basis. Final fiscal year billings for all costs will be provided to CWI no later than August 30.
- V. Attached hereto, and incorporated herein by reference, is the "Budget Addendum" identified in the previous paragraph, which shall be developed annually by negotiations between CWI and CSI and anticipated services and costs to be provided pursuant to this agreement. Any changes in the Budget Addendum will be agreed upon by both parties by December 16 prior to the July 1 effective date. In the event the parties are unable to agree to a mutually acceptable Budget Addendum in any year, either party may give notice of termination as provided in Paragraph VIII. A. herein. The Budget Addendum will be validated annually by submitting a budget for approval. Appropriate signatures on the Budget Addendum will be required for validation.
- VI. The CSI President or his designee will have overall responsibility for administering this Agreement and designating other staff, as needed, to carry out this agreement.
- VII. Except as provided in Paragraph I. D. herein, the parties each agree to indemnify and hold harmless the other for any damages, disbursements, and attorney fees which may result from the party's direct or indirect act or omission with respect to the obligations herein.
- VIII. Term and Termination. This Agreement shall commence on the date of the last signature below, and shall continue thereafter annually on the parties' fiscal calendar (July 1 through June 30) unless and until terminated in one of the following ways:
- A. Either party may terminate this Agreement effective at the end of the current fiscal year (June 30) by delivering to the other party written notice of termination at least one hundred eighty (180) days prior to the expiration of the current fiscal year. During the one hundred and eighty (180) day notice period, the Agreement that is in effect for the ending fiscal year will remain in full force and effect.
- B. If either party materially breaches this Agreement, the other may terminate the Agreement by delivering to the non-breaching party written notice of termination at least ninety (90) days prior to the effectiveness thereof. This right is not exclusive, but is in addition to any other legal or equitable remedies now or later allowed by law.

C. By mutual agreement with mutually agreeable timelines.

- IX. The parties have entered into addenda in conjunction with this Agreement, which are specifically identified herein and are attached hereto and incorporated by reference. The parties may agree on additional addenda provided they are reduced to writing and fully executed by both parties.
- X. Any amendment to this Agreement will not be effective unless reduced to writing and executed by both parties, except as otherwise provided in Paragraph V.
- XI. In the event of a dispute concerning this Agreement, the Presidents of CWI and CSI will meet and seek resolution. If resolution cannot be determined then the colleges will jointly employ an independent mediator to assist in determining an appropriate resolution to the issues.
- XII. This Agreement may be executed in two or more counterparts, and signature pages may be transmitted and received by facsimile. All such counterparts taken together shall be considered as one and the same Agreement and all such facsimile signatures shall be valid and shall constitute due and proper execution of this Agreement.

Dr. Dennis Griffin, President
College of Western Idaho

Date

Mr. Jerry Hess, Chairman
CWI Board of Trustees

Date

Dr. Gerald Beck, President
College of Southern Idaho

Date

Mr. LeRoy Craig, Chairman
CSI Board of Trustees

Date

FINANCIAL AID SERVICES ADDENDUM B

AGREEMENT BETWEEN COLLEGE OF WESTERN IDAHO AND COLLEGE OF SOUTHERN IDAHO

As identified in Paragraph II B. (3.), The College of Southern Idaho (CSI) will provide assistance, support, and oversight to the College of Western Idaho (CWI) until such point that CWI has become fully accredited and is eligible to receive federal financial aid. CSI will facilitate this partnership by adding CWI locations and programs per U.S. Department of Education regulations (Federal Student Aid Handbook - Volume 2, Chapter 5) according to a mutually agreed upon implementation. CWI will assist CSI in all ways necessary and required by the U.S. Department of Education (Federal Student Aid Handbook – Volume 2) for maintaining eligibility for Title IV aid programs including monitoring academic program eligibility, collecting/disseminating appropriate consumer information, and maintaining appropriate financial and administrative capability standards.

Accordingly, and in order to ensure an appropriate level of administrative capability, (Federal Student Aid Handbook – Volume 2, Chapter 10) CSI will:

Systems & Reporting

1. Maintain required technology (servers, software, databases, etc.) to allow collaborative use of financial aid software.
2. Provide access and coordinate joint use of financial aid software/ databases between CSI and CWI financial aid staff.
3. In collaboration with CWI financial aid staff, identify those students in the shared database who should be coded as CWI students; code these students in the CSI databases.
4. Coordinate all federal reporting transmissions/receipts to/from the U.S. Department of Education including origination and disbursement records for all federal aid programs.
5. Submit required reports to include CWI financial aid data including annual FISAP, FISCOP, and single audit reports and any required changes to CSI's PPA or ECAR; provide copies to CWI.
6. Approve consortium agreements with other educational institutions.

Awarding & Packaging

1. Provide CWI with copies of all appropriate financial aid policies, procedures, and related documentation, including any updates/changes.
2. Provide direction and work collaboratively with CWI financial aid staff to award, package, and distribute financial aid.
3. Review CWI's process of awarding and disbursement of federal, State of Idaho, institutional, and other financial aid funds to assure compliance with all applicable federal regulations.

Program Management

1. Make its campus based award programs (federal SEOG and Work-Study) available to CWI students.
2. Bill CWI for the 25% federal matching share for all campus based funds disbursed to CWI students.
3. Approve all CWI federal Work-Study contracts.
4. Process payroll for CWI work-study students.
5. Coordinate the delivery of federal Stafford Loan funds to CWI students.
6. Draw down state and federal financial aid funds and post them to CWI accounts in a timely manner.
7. Work collaboratively with CWI to reconcile financial aid accounts.

Return of Title IV Funds

1. Assist with calculations and processing of refunds/repayments for students who withdraw or stop attending CWI.
2. Bill CWI for Title IV refunds at the conclusion of student(s) opportunity to provide documentation demonstrating their participation beyond the 60% point of the semester, usually 45 days after the student has been notified of the return of Title IV funds requirement.
3. Bill CWI for direct expenses incurred by CSI on behalf of CWI.

In partnership with CSI and in order to ensure compliance with federal aid rules and regulations, CWI will:

Systems & Reporting

1. Provide the necessary facilities, as well as hardware and network/Internet connection necessary for CWI employees and students (as applicable) to access and use the shared financial aid system(s).
2. Collaboratively use the shared financial aid database under CSI's general direction and oversight.
3. In collaboration with CSI financial aid staff, identify those students in the shared database who should be coded as CWI students; code these students in the CSI databases.
4. Provide CSI staff access to systems/information necessary for documenting student aid eligibility that is stored exclusively in a CWI system.
5. Be responsible for data conversion to assure that data is compatible with CSI's data systems.
6. Assist CSI in federal reporting by providing all necessary data and assuming related costs.
7. Assume responsibility for providing state federal and state reporting data.

Awarding & Packaging

1. Develop and disseminate financial aid information and forms to students.
2. Assist students in completing financial aid forms.
3. Provide financial aid advising/counseling to CWI students.
4. Establish and maintain all official financial aid records for CWI students.
5. Process all financial aid applications and related forms.
6. Perform file evaluation and analysis (needs analysis, data verification, student eligibility determination, professional judgment decisions) for all aid applicants.
7. Ensure accuracy of all data used to determine student eligibility for aid.
8. Award, package, and disburse all federal Title IV financial aid in accordance with applicable laws and regulations, as well as CSI operating policies and procedures consistent with CSI's financial aid office.
9. Award institutional and State of Idaho authorized scholarship funds as well as any outside scholarship funds according to CSI guidelines and State Board of Education regulations.
10. Ensure that appropriate documentation is kept and the CSI coordinating official has been appropriately notified of any required adjustments to need-based aid.

Program Management

1. Attend CSI Financial Aid training sessions as needed.
2. Confer regularly with CSI financial aid, records, and business office staff, and work collaboratively with them on all aspects of financial aid.
3. Review and ensure accuracy of CWI work-study time sheets.
4. Monitor satisfactory academic progress for all CWI financial aid students.
5. Adjudicate all satisfactory academic progress, time frame, and financial aid appeals.
6. Actively participate in default management activities for CWI students.

Return of Title IV Funds

1. Return all financial aid funds (aid canceled, student withdrawal, aid revisions, etc.) according to CSI policies and federal cash management regulations.
2. Perform federal refund/repayment calculations and all necessary procedures established by CSI for CWI students.
3. Process billing invoices for financial aid repayments for students who withdraw or stop attending CWI.

**NOTICE OF INTENT PROCESS
FOR THE PROFESSIONAL-TECHNICAL PROGRAMS
CURRENTLY TAUGHT
AT BOISE STATE UNIVERSITY AND THE COLLEGE OF SOUTHERN IDAHO**

1. Professional-technical programs currently taught at Boise State University and the College of Southern Idaho which have been identified as like programs by the State PTE staff will be offered by the College of Western Idaho using curriculum that has been reviewed for common outcomes by the program faculty at the College of Southern Idaho. *(There will be some areas where the faculties from Boise State University and the College of Southern Idaho may need to meet to discuss and agree on specific objectives for the program and courses. An example would be the area of automotive mechanics; the College of Southern Idaho's program is associated with General Motors while Boise State University program is generic.)*
2. Professional technical programs that are currently offered at Boise State University and are not offered at the College of Southern Idaho will utilize the current Boise State University curriculum. The curriculum will be submitted to the College of Southern Idaho Curriculum Committee for approval. *(The College of Southern Idaho Curriculum Committee Chairr will need to meet with Boise State University faculty representatives to explain and assist them in meeting the requirements for program approval through the curriculum committee process at the College of Southern Idaho.)*
3. Any new programs that are not currently offered at the College of Southern Idaho or at Boise State University will need to go through the College of Southern Idaho Curriculum Committee and then the State Board of Education's new program notice of intent process.

The College of Western Idaho will evaluate the following criteria and provide documentation (on a program-by-program basis) to the State Division of Professional Technical Education. Portions of This documentation may be compiled into a spreadsheet format, which would provide all of the information for each program within one comprehensive document.

1. Identification of the specific facilities to be utilized to include a brief description of the facilities and their location.
2. Anticipated facility costs for rental or renovation that would be funded by the College of Western Idaho's general fund.
3. Projected budget for each program.
4. Number of FTE faculty by instructional program.
5. Number of instructional support staff to include teachers aides, lab assistants, etc. by instructional program.

6. Previous three years enrollment by instructional program.
7. Previous three years program completers by instructional program.
8. Idaho Department of Labor projections for employment opportunities by instructional program, in the State of Idaho, and specifically Ada and Canyon Counties.
9. Projected fiscal year 2010 enrollment by program. *(This projection should be developed by utilizing the data in items five, six, and seven.)*
10. Assurance that program advisory committees have been involved in and are aware of the transitional process.
11. Identify needed non-instructional support staff by position title and the number of FTE by position.
12. Describe the physical location for accommodating support staff.
13. Indicate how programs and staff will be equipped.

Based on the programmatic data identified above and the fiscal year 2009 Boise State University Seland College budget, the College of Western Idaho will be able to develop a fiscal year 2010 budget to be submitted to the State Division of Professional Technical Education for review and funding. This budget should be submitted no later than December 1, 2008.

LIBRARY SERVICES ADDENDUM A

AGREEMENT BETWEEN COLLEGE OF WESTERN IDAHO AND COLLEGE OF SOUTHERN IDAHO

As an Addendum to the Agreement between College of Western Idaho and College of Southern Idaho and in further compliance with the standards of the Northwest Commission on Colleges and Universities (NWCCU), the College of Southern Idaho (CSI) and College of Western Idaho (CWI) agree to provide the following:

College of Southern Idaho will:

1. Provide access to the CSI library catalog and online resources and services via the Internet;
2. Loan CSI's print and media collection in a timely manner for the loan periods as stated in the CSI Library's policies and procedures with time allowed for shipping;
3. Provide full library services to students and staff of CWI who come to the CSI Library.

College of Western Idaho will:

1. Comply with all CSI Library policies and procedures.
2. Designate a space and a contact person to receive and distribute loaned library materials.
3. Provide all necessary hardware and software applications needed to access the Internet.
4. Pay for costs associated with interlibrary loans for all materials and pay for replacement costs for lost materials.
5. Reimburse CSI Library for charges resulting from the addition of CWI students, faculty, and staff to the CSI Library usage base (e.g. increases in license and service agreement fees due to the change in FTE and/or addition of branch campus).
6. Initiate a planning process to provide access to appropriate library and information resources and services for all CWI students, faculty and staff by acquiring appropriate facilities, technologies, personnel, and print and digital collections by the end of this agreement (or develop an alternative plan that meets NWCCU accreditation standards). On an interim basis, until a permanent facility will be available, subscribe to online resource databases, develop contracts or participate in consortium agreements to provide quality library services to meet Northwest Association on Colleges and Universities accreditation standards.