COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES

February 27, 2017

EXECUTIVE SESSION
3:00 P.M.
Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING
4:00 P.M.
Taylor Building – Room 277

AGENDA

CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) Chairman Kleinkopf

MINUTES – EXECUTIVE SESSION – JANUARY 17TH, 2017: (A) Jeff Harmon

MINUTES – REGULAR MEETING – JANUARY 17TH, 2017: (A) Jeff Harmon

TREASURER’S REPORT: (A) Jeff Harmon

HEAD START OPERATIONAL REPORT: (A) Mancole Fedder

OPEN FORUM

UNFINISHED BUSINESS

CSI BOARD OF TRUSTEES POLICIES AND PROCEDURES MANUAL UPDATE:
(I) Laird Stone and Jack Nelsen

NEW BUSINESS

LARGE AREA MOWERS (2) BID: (A) Jeff Harmon

RUCKUS WIRELESS ACCESS POINTS BID: (A) Jeff Harmon

INTERNATIONAL STUDENT SERVICES UPDATE: (I) Keith Quatraro

EMERGENCY PROCEDURES INFORMATION UPDATE: (I) Jim Munn

LEGISLATIVE UPDATE: (I) President Fox

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT’S REPORT: (I) President Fox

ADJOURNMENT
THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
FEBRUARY REGULAR BOARD OF TRUSTEES MEETING
February 27, 2017

CALL TO ORDER: 4:03 p.m. Presiding: Karl Kleinkopf

ATTENDING:
Trustees: Karl Kleinkopf, Laird Stone,
Jan Mittleider, and Jack Nelsen

College Administration:
Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
Jeff Harmon, Vice President of Finance and Administration
Dr. Michelle Schutt, Associate Vice President of Student Services
Robert Alexander, Board Attorney
Employees, visitors and media - Attached List

APPROVAL OF AGENDA: The agenda was approved as amended on MOTION by Jack Nelsen. Affirmative vote was unanimous.

BOARD MINUTES: The following Board minutes as written were accepted by the Board.

January 17, 2017 Executive Session
January 17, 2017 Regular Session

TREASURER’S REPORT: The Treasurer’s report was accepted by the Board on MOTION by Laird Stone. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports for Head Start/Early Head Start as presented on MOTION by Jan Mittleider. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS:

1. The Board approved the revision of Trustee policy regarding “Rules of Order” BP.09.04 on MOTION by Laird Stone. Affirmative vote was unanimous.

2. The Board approved the revision of Trustee policy regarding “Code of Ethics” BP.09.10 on MOTION by Jan Mittleider. Affirmative vote was unanimous.
CSI Trustees  
February 27, 2017  
Page 2

NEW BUSINESS:

1. The Board approved the bid for two large area mowers from RMT Equipment from Boise Idaho in the amount of $99,090 on MOTION by Jan Mittleider. Affirmative vote was unanimous.

2. The Board approved the bid for 140 indoor and 20 outdoor Ruckus wireless access points from Advances Systems Inc., from Denver Colorado, in the amount of $156,680 on MOTION by Laird Stone. Affirmative vote was unanimous.

3. Keith Quatraro, CSI International Student Services Coordinator, updated the Board on the status and history of CSI’s efforts to recruit and retain students from other countries.

4. Jim Munn, CSI Public Safety Director, updated the Board on the one-sheet Emergency Procedures directive that will be posted around campus.

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT was declared at 5:03 p.m.

Jeffrey M. Harmon, Secretary Treasurer

Approved: March 20, 2017

Chairman, Karl Kleinkopf
Monthly Board Meeting List of Attendees

**Employees**
Dr. Cindy Bond, Dean of Instruction
Terry Patterson, Dean of Instruction
Jayson Lloyd, Dean of Instruction
Jason Ostrowski, Dean of Student Affairs
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Chief Finance Officer
Dr. Heidi Campbell, Associate Dean of STEM
Eric Nielson, Director of Human Resources
Dr. Teri Fattig, Director, Library & Herrett Center
Michele McFarlane, Registrar
Allen Scherbinske, Director of Physical Plant
Debra Wilson, Executive Director Foundation
Doug Maughan, Director of Public Information
Jim Munn, Director of Public Safety
Kathy Deahl, Executive Administrative Assistant to the President
Kim LaPray, Public Information Specialist
Tiffany Seeley-Case, Faculty Senate Representative
Keith Quatraro, International Student Services Coordinator
Devon Jenks, Accountant
Spencer Cutler, Assistant Director of Physical Plant
Bruce Nukaya, Director of Systems & Network
Willie Etcheto, ASCSI Senate

**Media & Visitors:**
Julie Wootton, Times News
### General Fund YTD Board

**Statement of Revenue and Expenses**

**Wednesday, February 15, 2017**

<table>
<thead>
<tr>
<th></th>
<th>Last Year</th>
<th>This Year</th>
<th>Budget</th>
<th>Remaining Budget</th>
<th>Rem Bud%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>($9,435,640.85)</td>
<td>($8,965,753.36)</td>
<td>($11,713,000.00)</td>
<td>($2,747,246.64)</td>
<td>23.45%</td>
</tr>
<tr>
<td>County Tuition</td>
<td>($1,521,270.31)</td>
<td>($1,714,825.76)</td>
<td>($1,632,000.00)</td>
<td>$82,925.76</td>
<td>-5.08%</td>
</tr>
<tr>
<td>State Funds</td>
<td>($18,813,307.08)</td>
<td>($20,506,294.17)</td>
<td>($20,648,000.00)</td>
<td>($141,705.83)</td>
<td>0.69%</td>
</tr>
<tr>
<td>County Property Tax</td>
<td>($3,825,262.13)</td>
<td>($4,204,893.77)</td>
<td>($6,870,400.00)</td>
<td>($2,665,506.23)</td>
<td>38.80%</td>
</tr>
<tr>
<td>Grant Management Fees</td>
<td>($317,513.24)</td>
<td>($222,489.28)</td>
<td>($560,000.00)</td>
<td>($337,510.72)</td>
<td>60.27%</td>
</tr>
<tr>
<td>Other</td>
<td>($301,517.44)</td>
<td>($384,777.25)</td>
<td>($443,000.00)</td>
<td>($58,822.75)</td>
<td>13.26%</td>
</tr>
<tr>
<td>Unallocated Tuition</td>
<td>($1,667,211.45)</td>
<td>($1,896,237.21)</td>
<td>($0.00)</td>
<td>$1,696,237.21</td>
<td>0.00%</td>
</tr>
<tr>
<td>Departmental Revenues</td>
<td>($672,000.48)</td>
<td>($628,266.33)</td>
<td>($808,000.00)</td>
<td>($179,713.67)</td>
<td>22.24%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>($36,553,722.98)</td>
<td>($38,523,557.13)</td>
<td>($42,675,000.00)</td>
<td>($4,151,442.87)</td>
<td>9.73%</td>
</tr>
</tbody>
</table>

| **Expenditures**       |               |               |                  |                  |          |
| **Personnel**          |               |               |                  |                  |          |
| Salaries               | $11,473,676.23 | $12,125,851.38 | $22,064,200.00   | $9,938,348.62    | 45.04%   |
| Variable Fringe        | $2,378,126.46  | $2,507,805.60  | $4,513,400.00    | $2,005,594.40    | 44.44%   |
| Health Insurance       | $2,129,135.14  | $2,562,399.21  | $4,798,800.00    | $2,237,200.79    | 46.61%   |
| **Total Personnel**    | $15,981,137.83 | $17,196,256.19 | $31,377,400.00   | $14,181,143.81   | 45.20%   |

| **Expense Catagories** |               |               |                  |                  |          |
| Services               | $1,587,309.71  | $2,199,028.40  | $2,955,450.00    | $756,421.60      | 25.59%   |
| Supplies               | $529,680.15    | $779,277.66    | $1,264,750.00    | $485,472.34      | 38.38%   |
| Other                  | $529,699.65    | $325,787.70    | $571,000.00      | $245,212.90      | 42.94%   |
| Capital                | $265,705.83    | $485,539.21    | $1,523,000.00    | $1,037,460.79    | 68.12%   |
| Institutional Support  | $4,054,019.72  | $4,115,672.61  | $4,983,400.00    | $867,727.39      | 17.41%   |
| Transfers              | $322,226.68    | ($389,595.15)  | ($0.00)          | ($89,595.15)     | 0.00%    |
| **Total Expense Catagories** | $6,999,050.74  | $7,815,709.83  | $11,297,600.00   | $3,481,890.17    | 30.82%   |
| **Total Expenditures** | $22,980,188.57 | $25,011,966.02 | $42,675,000.00   | $17,663,033.98   | 41.39%   |

| **Rev/Expense Total**  | ($13,573,534.41) | ($13,511,591.11) | $0.00           | $13,511,591.11   | 0.00%    |
College of Southern Idaho Head Start/ Early Head Start
Program Summary For January 2017

Enrollment
   Head Start ACF Federal Funded     457
   Head Start TANF                   27
   Early Head Start                  92
   Total                             576

Program Options
   Center Based (PD/PY; FD/PY) Pre– K, Early Head Start -Home Based, Early Head Start
   Toddler Combo.

Head Start Attendance
   January Head Start Overall Attendance    79%
   January Head Start Self Transport Attendance 78%
   January EHS Toddler Combo Attendance      78%

Meals and Snacks
   Total meals served for January          4,521
   Total snacks served for January          4,150

Program Notes

Education
   Parents and staff continue to work on child goals and progress toward getting children
   ready for Kindergarten. The second period of the Child Observation Record, the
   program’s ongoing assessment for children, is over on February 10th. Progress reports
   will be available in March on mid-year outcomes.

Annual Self-Assessment
   Each year The College of Southern Idaho Head Start conducts an internal overview of all
   programs and services provided. Parents, community members, and staff conduct the
   assessment at each site within the program. Self-Assessment tasks may include:

   • Inspecting facilities and playgrounds for safety
   • Monitoring classroom activities and curriculum
   • Inspecting the kitchen and food services
   • Reviewing files and documents
   • Monitoring bus routes and inspecting buses
   • Conducting interviews of staff, parents, community partners, and
     governing boards

Disabilities
   As of Monday 2/13/17
   The Head start Act requires that at least 10 percent of the children enrolled in Head
   start are children with disabilities.
   If an agency has both Early Head Start and Head Start Programs, each program should
conduct recruiting that will contribute proportionally to achieving the 10 percent enrollment level.

**Total number of children in the program: 576**

**Total number of children on IEP/IFSP: 58**

Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special ed education and related services: **43**

Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA): **15**

**Number of referrals done: 16**

Of those referred: 3 qualified for special education services

- 8 did not qualify for special education services
- 5 are still in the process of evaluation

**Documents for Board Review and Approval:** Financial Reports; Annual Report
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>$2,339,920.00</td>
<td>$84,782.71</td>
<td>$84,782.71</td>
<td>$2,255,137.29</td>
<td>96.4%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>$1,586,210.00</td>
<td>$43,682.29</td>
<td>$43,682.29</td>
<td>$1,542,527.71</td>
<td>97.2%</td>
</tr>
<tr>
<td>OUT OF AREA TRAVEL</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$55,458.00</td>
<td>$2,266.99</td>
<td>$2,266.99</td>
<td>$53,191.01</td>
<td>95.9%</td>
</tr>
<tr>
<td>CONTRACTUAL FACILITIES/CONST.</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>$426,580.00</td>
<td>$43,310.95</td>
<td>$43,310.95</td>
<td>$383,269.05</td>
<td>89.8%</td>
</tr>
<tr>
<td>TOTAL DIRECT COSTS</td>
<td>$4,408,168.00</td>
<td>$174,042.94</td>
<td>$174,042.94</td>
<td>$4,234,125.06</td>
<td>96.1%</td>
</tr>
<tr>
<td>ADMIN COSTS (9.0%)</td>
<td>$353,800.00</td>
<td>$</td>
<td>$</td>
<td>$353,800.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$4,761,968.00</td>
<td>$174,042.94</td>
<td>$174,042.94</td>
<td>$4,587,925.06</td>
<td>96.3%</td>
</tr>
<tr>
<td>IN KIND NEEDED</td>
<td>$1,190,492.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>IN KIND GENERATED</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>IN KIND (SHORT)/LONG</td>
<td>($1,190,492.00)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>PROCUREMENT CARD EXPENSE</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0% of Total Expense. Detailed report available upon request.</td>
</tr>
<tr>
<td>USDA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total All Centers</td>
<td>$3,399.13</td>
<td>$417.91</td>
<td></td>
<td>$3,817.04</td>
<td>$3,817.04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEAD START T/TA</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUT OF AREA TRAVEL</td>
<td>$27,340.00</td>
<td>$1,019.78</td>
<td>$1,019.78</td>
<td>$26,320.22</td>
<td>96.3%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$3,434.00</td>
<td>$29.87</td>
<td>$29.87</td>
<td>$3,404.13</td>
<td>99.1%</td>
</tr>
<tr>
<td>OTHER</td>
<td>$20,776.00</td>
<td>$659.56</td>
<td>$659.56</td>
<td>$20,116.44</td>
<td>96.8%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$51,550.00</td>
<td>$1,709.21</td>
<td>$1,709.21</td>
<td>$49,840.79</td>
<td>96.7%</td>
</tr>
<tr>
<td>IN KIND NEEDED</td>
<td>$12,888.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>IN KIND GENERATED</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>IN KIND (SHORT)/LONG</td>
<td>($12,888.00)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
### EARLY HEAD START MONTHLY FINANCIAL REPORTS
**COLLEGE OF SOUTHERN IDAHO**

**January 2017**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES</strong></td>
<td>$553,707.00</td>
<td>$45,856.06</td>
<td>$45,856.06</td>
<td>$507,850.94</td>
<td>91.7%</td>
</tr>
<tr>
<td><strong>BENEFITS</strong></td>
<td>$357,120.00</td>
<td>$26,817.91</td>
<td>$26,817.91</td>
<td>$330,302.09</td>
<td>92.5%</td>
</tr>
<tr>
<td><strong>OUT OF AREA TRAVEL</strong></td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td><strong>EQUIPMENT</strong></td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td><strong>SUPPLIES</strong></td>
<td>$33,060.00</td>
<td>$302.50</td>
<td>$302.50</td>
<td>$32,757.50</td>
<td>99.1%</td>
</tr>
<tr>
<td><strong>CONTRACTUAL FACILITIES/CONST.</strong></td>
<td>$151,125.00</td>
<td>$6,700.84</td>
<td>$6,700.84</td>
<td>$144,424.16</td>
<td>95.6%</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>$1,095,012.00</td>
<td>$79,677.31</td>
<td>$79,677.31</td>
<td>$1,015,334.69</td>
<td>92.7%</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td>$1,177,897.00</td>
<td>$79,677.31</td>
<td>$79,677.31</td>
<td>$1,098,219.69</td>
<td>93.2%</td>
</tr>
</tbody>
</table>

| ADMIN COSTS (9.0%)                | $82,885.00     | $-               | $-                 | $82,885.00        | 100.0%             |

| GRAND TOTAL                       | $1,260.882.00  | $79,677.31       | $79,677.31          | $1,181,044.69     | 93.2%              |

**IN KIND NEEDED**  $294,474.00

**IN KIND GENERATED**  $-  

**IN KIND (SHORT)/LONG**  $(294,474.00)

<table>
<thead>
<tr>
<th>USDA</th>
<th>Food</th>
<th>Non-Food</th>
<th>Repair/Maint</th>
<th>Total for Month</th>
<th>YTD Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for All Centers</td>
<td>$53.98</td>
<td>$14.65</td>
<td>-</td>
<td>$68.63</td>
<td>$137.26</td>
</tr>
</tbody>
</table>

### EARLY HEAD START T/TA

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OUT OF AREA TRAVEL</strong></td>
<td>$12,650.00</td>
<td>$431.75</td>
<td>$431.75</td>
<td>$12,218.25</td>
<td>96.6%</td>
</tr>
<tr>
<td><strong>SUPPLIES</strong></td>
<td>$1,480.00</td>
<td>$164.54</td>
<td>$164.54</td>
<td>$1,315.46</td>
<td>88.9%</td>
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<tr>
<td><strong>OTHER</strong></td>
<td>$14,797.00</td>
<td>$113.00</td>
<td>$113.00</td>
<td>$14,684.00</td>
<td>99.2%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$28,927.00</td>
<td>$709.29</td>
<td>$709.29</td>
<td>$28,217.71</td>
<td>97.5%</td>
</tr>
</tbody>
</table>

**IN KIND NEEDED**  $7,232.00

**IN KIND GENERATED**  $-  

**IN KIND (SHORT)/LONG**  $(7,232.00)
February 27, 2017

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

From: Jeff Harmon

Re: Large Area Mowers

We advertised for the purchase of two large area lawn mowers, a 14ft wide area rotary mower and a 72 inch front-mount rotary mower. We received one bid as follows:

RMT Equipment                      Boise, Idaho    $99,090.00

Based on the review of the proposals by Allen Scherbinske and Spencer Cutler, I recommend that we accept the bid from RMT Equipment of Boise, Idaho in the amount of $99,090.00.

Funding for this purchase comes from the plant facility department’s capital outlay budget.
February 27, 2017

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

From: Jeff Harmon  

Re: Ruckus Wireless Access Points

We advertised for the purchase of 140 indoor wireless access points and 20 outdoor wireless access points. We received two bids:

- Advanced Systems Group, Denver, Colorado: $138,420.00
- White Cloud Communications, Twin Falls, Idaho: $156,680.00

Based on the review of the proposals by Kevin Mark and Bruce Nukaya, I recommend that we accept the low bid from Advanced Systems Group of Denver, Colorado in the amount of $138,420.00.

Funding for this comes from the newly awarded Title III grant, Student Tech Funds, and the General Fund.
International Student Breakdown
Spring Semester 2016-2017

46 total Students: Female: 12    Male: 34

20 – Self-pay
  • 16 – Learned about CSI through friends or family
  • 4 – Have family near Twin Falls
10 – SACM sponsored

13 – Student athletes on partial or full scholarships

2 – J-1 visa participants

1 – Kuwait sponsorship

2015-16/2016-17 Semester Totals

<table>
<thead>
<tr>
<th></th>
<th>Fall 2015</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Student Visas**

**F-1 visa:** a nonimmigrant visa for those wishing to study in the U.S. You must file an F1 visa application if you plan on entering the US to attend a university or college, high school, private elementary school, seminary, conservatory, language training program, or other academic institution.

**J-1 visa:** a nonimmigrant visa issued by the United States to research scholars, professors and exchange visitors participating in programs that promote cultural exchange, especially to obtain medical or business training within the U.S.

**M-1 visa:** a temporary student visa that allows international students to attend an accredited vocational or non-academic school, such as a trade school or practical training school. International students wishing to enroll in academic study or English language studies may be able to apply for an F1 Visa.

**Maintaining F-1 Student Immigration Status**

- You must be enrolled in 12 or more credits each semester. Only 3 of those 12 credits can be from online courses
- Form I-20 must be kept valid at all times
- Passport must be valid. Renew at least 6 months before expiration date
- Off-campus employment is not permitted without permission from USCIS
- Current address must be registered with the DSO. If your address changes, you must report it to the DSO immediately
- When traveling outside of the U.S., students must obtain a travel signature on their Form I-20 from the DSO before leaving the U.S. in order to re-enter the U.S.

**Tuition Costs for International Students**

- International students are required to be full time (minimum of 12 credits) during the fall and spring semesters

  **$280 per credit** (fall and spring semesters)  **$120 per credit** (summer session)

**Documents Needed for International Student Admission**

- International Student Application
- Certificate of Financial Responsibility
- Official Bank Statements (must show balance of $15,000 or greater for six consecutive months)
- Official Transcripts
- Copy of Valid Passport
- Proof of English Proficiency
## Emergency Procedures

### ACTIVE SHOOTER
- **RUN**
  - Leave the area
  - Call 911
- **HIDE**
  - Hide in a concealed place if leaving is not possible
  - Lock and barricade the door
  - Turn off the lights
  - Wait for Law Enforcement
- **FIGHT**
  - As a last resort, overpower the shooter

### FIRE
- **GET LOW/GET OUT**
  - Pull the nearest fire alarm
  - Call 911
  - Alert others to evacuate
  - Help the disabled
  - Use stairwells to leave the building. **NO ELEVATORS**!
  - **DO NOT** enter the building until advised

### MEDICAL
- **CALL FOR HELP**
  - Call 911 and stay on the line to provide:
    - Location
    - Nature of injury
    - Current condition of injured
  - Do not move the person unless in immediate danger
  - If trained, administer first aid, CPR/AED

### SUSPICIOUS ACTIVITY
- **SEE SOMETHING SAY SOMETHING**
- **IF YOU SEE...**
  - Person behaving strangely
  - Object out of the ordinary
- **EVEN IF...**
  - It is just a gut feeling that something is wrong
- **SAY SOMETHING**
  - Call 911 or (208) 732-6605

### SECURITY
- **EMERGENCY POLICE/FIRE/EMS**
  - **9-1-1**
- **NON-EMERGENCY**
  - **CSI SECURITY**... (208) 732-6605
  - TFPD... (208) 735-HELP
- **INFORMATION**
  - [www.csi.edu/security](http://www.csi.edu/security)

### UTILITY FAILURE
- **REMAIN CALM**
  - If possible, notify Physical Plant of the outage at (208) 732-6600
  - Note the location and type of utility failure
  - Offer assistance to others if needed
  - If power outage, turn off all electrical devices
  - Take the nearest exit if evacuation is advised

### BOMB THREAT
- **FOLLOW DIRECTIONS**

### HAZARDOUS MATERIAL
- **STAY BACK**
  - **IF LIFE-THREATENING:**
    - Evacuate and call 911
  - **IF NOT LIFE-THREATENING:**
    - Call 911 and provide information on type of incident and location
  - **IF CONTAMINATED:**
    - Decontaminate and call 911

### WEATHER CLOSURE
- **KEEP INFORMED**
  - CLOSURE INFORMATION WILL BE POSTED/SENT THROUGH:
    - CSI website
    - Social media
    - CSI email
    - Mobile alert
  - MONITOR ROAD CONDITIONS FOR SAFETY

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**DURING AN EMERGENCY, ALWAYS CALL 911 FIRST!**