



College of Southern Idaho

Operational Policies

The College of Southern Idaho (CSI) Operational Policies include policies that have been approved by the CSI Board of Trustees and that require the approval of the CSI Board of Trustees to modify, amend, or revoke. These policies govern select operational activities at the college. Employment policies, which are also governed by the Board of Trustees, can be found in the CSI Employee Personnel Manual.

For additional information on the procedures and guidelines the college uses to implement Board-approved policies, refer to the College of Southern Idaho Campus Procedures and Guidelines.

Created: September 2025

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Facility Naming Policy

Effective Date

August 2022

Last Revision Date

NA

Responsible Party

President

Policy

It is the practice of College of Southern Idaho to recognize donors and friends of the college through the naming of certain facilities and programs. Naming opportunities provide a chance to recognize key individuals who or entities that have made significant contributions in various forms to the college. Naming opportunities also provide a chance to honor donors who are enthusiastic about the college's mission and importance to the region, as well as those who wish to leave a legacy to the college. The act of naming a college facility or activity for a person, a family, or an organization is a conferral by the college of a high and conspicuous honor.

This policy establishes criteria for naming physical facilities, outdoor and interior areas and spaces, as well as administrative and academic units, and programs in recognition of donors who have made significant gifts supporting the mission of the college. The policy's overarching objectives are to establish and to maintain a system to ensure that decisions on naming opportunities are made in a logical, consistent, and timely manner; that the requirements, expectations, and desires of all parties are respected; and that the naming actions maintain current and future alignment with the college's integrity, reputation, and values, including diversity and inclusion. The college reserves the right to refuse a naming request.

I. Definitions

- A. Programs: Colleges, departments, centers, institutes, and other functional non-physical areas of the college.
- B. Major Facility: Buildings, building additions, roads, and significant open spaces.
- C. Minor Facility: Spaces within Major Facilities.

II. Recommendations for naming

- A. Recommendations shall be made in writing to the President detailing the reasons for the recognition and suggesting the type of recognition. Recommendations may be made by any member or group of the college community, including alumni, and should demonstrate substantial support from affected faculty in the instance of naming a college, school, or academic entity.
- B. All requests to name a major facility, minor facility, or program must be directed to the Office of the President and include the following:

1. Particulars of the naming request that includes rationale for the naming, referring to the relevant criteria above.
 2. Supporting information about the individual or group for which the facility is to be named.
 3. Letters of support for the request from unit administrators, faculty, staff, students, or alumni, as appropriate.
 4. Approval of the Vice President and Dean (when applicable) who oversees the facility or program intended for naming. Additionally, if the facility to be named is financed with tax-exempt debt, written approval from the Vice President and Chief Financial Officer is required. If the facility to be named involves a charitable gift, approval from the CSI Foundation is required.
 5. Any other information relevant to the potential implementation of the request.
 6. No formal proposals or commitments involving naming should be made to donors without prior approval of the Office of the President.
- C. The President, after consultation with the cabinet, and any other group the President deems appropriate, shall inform the proposer(s) what action will be taken.
- D. When the above procedures have been completed and if deemed appropriate to advance the naming proposal, the President will submit the proposal to the CSI Board of Trustees for consideration. Authority for naming major facilities rests with the CSI Board of Trustees. Authority for naming minor facilities or programs rests with the CSI President.

III. Naming Guidelines: The following are the circumstances under which naming generally occurs.

- A. Naming in Recognition of Individuals Who Have Made Substantial Contributions to the College
1. Naming in recognition of individuals who have made substantial contributions to the college as member(s) of its faculty, staff, administration, or governing board; or alumni of highest distinction in an academic, professional, or public service role, while maintaining close ties with the college.
 2. No facility or program may be named for an elected public official, or state or governing board member, while currently serving in their official capacity.
 3. No facility or program may be named for a faculty, staff, or administration member while employed by the college.
 4. If a facility is to be named for a deceased individual, three (3) years should pass between the date of death and the naming to ensure the naming is considered more objectively.
 5. If applicable, an individual's rank or title will be taken into consideration when choosing an appropriate naming opportunity. For example, a former president may warrant a more significant space than a former department chair.
 6. If a facility or program is to be named for a living individual, the factors to be considered include, but are not limited to:
 - a) Length and quality of service to the college.
 - b) Impact on and significance to the college.
 - c) Professional and/or academic achievement.

- B. Naming Facilities for Individuals or Organizations When the Facilities Are Funded with State Funds, Fees, Charitable Gifts or a Combination of Such
 - 1. When naming a facility in recognition of a charitable gift, the size of the gift should be relative to the cost of the facility, regardless of the actual source of construction funds.
 - 2. A substantial financial contribution equivalent to fifty percent (50%) of the replacement or construction cost of the facility is recommended. Higher amounts may be required on a case-by-case basis if the facility is to be constructed entirely with gift funds.
 - 3. No facilities will be named in recognition of deferred gifts.
 - 4. When the college considers naming a building for a business entity (or an individual whose name is commonly affiliated with a business entity), and the building is or will be funded in whole or in part with tax-exempt bonds, naming must be approved by the Vice President and Chief Financial Officer to avoid jeopardizing the tax-exempt status of the bonds. If, in the Vice President and Chief Financial Officer's sole and unfettered judgment, this cannot be accomplished, the business or individual's name may not be used.
- C. Naming Spaces Within Buildings in Recognition of Service or Gifts
 - 1. Rooms or other spaces within buildings may be named in recognition of service to the college, or in recognition of charitable gifts to Programs that are related to the space being named, or for actual construction/remodel of the space being named.
 - 2. When naming construction/remodel of a space, the naming gift is recommended to be equal to, or greater than, fifty percent (50%) of the actual cost.
 - 3. When naming in recognition of a related programmatic gift, the required size of the gift should take into consideration the public visibility; the intended use; the size; any special equipment, technology or furnishings that will be part of the space; and relativity to similar named spaces on campus.
 - 4. Generally, rooms or other spaces within buildings will not be named when the donor already has been recognized for the same gift with the establishment of a named endowment or funding order to avoid duplicative naming recognition.
 - 5. When the college considers naming a space within a building for a business entity (or an individual whose name is commonly affiliated with a business entity), and the building is or will be funded in whole or part with tax-exempt bonds, naming must be approved by the Vice President and Chief Financial Officer to avoid jeopardizing the tax-exempt status of the bonds. If, in the Vice President and Chief Financial Officer's sole and unfettered judgment, this cannot be accomplished, the business or individual's name may not be used.
- D. Naming Programs in Recognition of Charitable Gifts
 - 1. In consultation with the Office of the President, the CSI Foundation may develop naming proposals for transformational gifts based on the needs of the particular program.
 - 2. Program naming proposals will take into consideration long-term financial needs of the program, the importance of the program to the college's strategic objectives, and the levels of similar naming gifts at peer institutions.
 - 3. Program naming proposals will comply with the guidelines otherwise outlined in this document.

IV. Lifespans of Names Entities

A. Duration of Names

1. In general, naming of facilities or programs for individuals or organizations, in recognition of service or charitable gifts, is intended to be permanent unless circumstances under Section IV.C of this policy are met, causing the name to be removed.
2. Functional names of major and minor facilities should be avoided since functions within major facilities may change over time; however, major facilities may be assigned temporary names to indicate function until a permanent name is assigned.
3. Once a facility name for a person or organization is approved, all college communications and published materials will use the approved name. If the name must be abbreviated for administrative reasons, the abbreviation will contain some form of the honoree's name (e.g., the Micron Business & Economics Building could be stated as the Micron Business Building).
4. Naming in the form of advertising or sponsorships is temporary in nature, with the duration determined by the contractual agreement.

B. Names of Facilities that Become Obsolete or Demolished

1. When a facility becomes obsolete or is demolished:
 - a) The CSI Foundation will determine suitable recognition that acknowledges the previous gift, which most closely approximates the intent of the original gift. If possible, the CSI Foundation should work with the original donor or an heir to determine suitable recognition.
 - b) If the original facility is replaced by a new facility, consideration should be made to name a space within the new facility for the original donor, taking into consideration the amount of the original gift relative to the size and scope of the new facility.
 - c) Naming opportunities should avoid designations that would appear to restrict the use of spaces whenever possible. (For example, the Jones Classroom is preferable to the Jones Biology Classroom.)
2. When a program is discontinued or dissolved:
 - a) CSI Foundation will work with the donor, their heirs, or successor corporation to identify a new naming opportunity that is consistent with the intent of the original gift.
 - b) If neither the donor nor their heirs or successor corporation can be located, the college will identify an appropriate new naming opportunity consistent with the intent of the original gift.

C. Circumstances Under Which a Facility Name May Be Changed or Removed

1. In the case of a donor's name change, divorce, or other family dissolution, the name of a facility or program associated with that donor may be changed if
 - a) a name change is requested by the donor or family, and;
 - b) the change is acceptable upon review and approval by the Board of Trustees pursuant to the naming approval delegations outlined in Sections II and III of this policy, and the donor or family pays the complete expense of making the change (e.g., signage, printed materials, etc.).

2. In the circumstances where a facility is named for a corporation or other organization in recognition of a charitable contribution and the corporation/organization subsequently changes its name, the facility's name generally will not be changed, but will be preserved to recognize the historical donor. However, the name may be changed if:
 - a) a name change is requested by the corporation/organization, and;
 - b) the change is acceptable upon review and approval by the Board of Trustees pursuant to the naming approval delegations outlined in Section II and III, and the corporation or organization pays the complete expense of making the change (e.g., signage, printed materials, etc.).
3. A naming may be revoked and any gift made in connection with the naming may be retained by the college in any of the following circumstances:
 - a) If an individual for whom a facility, program, or project is named is convicted of a felony or otherwise engages in conduct that, in the sole discretion of the college, is injurious to the reputation of the college.
 - b) If the donor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the college's values, or otherwise be contrary to the best interests of the college.
 - c) If the donor fails to maintain payments on a pledge upon which the naming was bestowed.
 - d) If the benefactor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the college's standards, or otherwise be contrary to the best interest of the college, the naming may be revoked. However, caution must be taken when, with the passage of time, the standards and achievements deemed to justify a naming action may change and observers of a later age may deem those who have conferred a naming honor at an earlier age to have erred. Naming decisions should not be altered simply because later observers would have made different judgements.

Authority for revocation of named facilities, programs, academic units, and projects rests with the college Board of Trustees.

Maxine Bell Education Advocate Award

Effective Date

May 2022

Last Revision Date

NA

Responsible Party

President

Policy

In May 2022, the CSI Board of Trustees approved the creation of the Maxine Bell Education Advocate Award. The purpose of the award is twofold:

1. To recognize individuals who have been diligent supporters of education in Idaho and whose body of work and contributions merit recognition; and
2. To honor the lifetime contributions of Representative Maxine Bell to education in Idaho through her service in the Idaho House of Representatives and as a Co-Chair of the Joint Finance and Appropriations Committee.

Representative Bell represented her district for thirty years in the Idaho Legislature and she also served as a member of the Board of Directors for the CSI Foundation.

The criteria to be used for selection of the award recipient are:

1. Evidence that contributions are significant as an advocate for education within the public sector of Idaho; and
2. Evidence that contributions have been sustained over time; and
3. Evidence that the contributions have markedly improved education within Idaho, and specifically the region served by the College of Southern Idaho.

Nominations are submitted to the President, and a representative group from across the College is selected to review the applications and forward their recommendation to the President. The President reviews the committee recommendation and forwards the recommended recipient(s) to the CSI Board of Trustees for final approval.

Information Technology Policy Statement

Effective Date

June 2023

Last Revision Date

NA

Responsible Party

Chief Information Officer

Policy

CSI is committed to delivering a comprehensive suite of information technology services that meet our stakeholders' unique and varied needs. The Office of Information Technology (OIT) will ensure CSI maintains cybersecurity and electronic data regulatory compliance, supports business services, facilitates educational and academic undertakings, and prioritizes the delivery and ongoing support of a robust cyber defense program, and system readiness. OIT solutions and services will be secure and reliable in order to enable and support organizational success by implementing industry best practices, fostering continuous improvement, and leveraging emerging technologies.

Alcohol Consumption at Special Events

Effective Date

January 2024

Last Revision Date

September 2025

Responsible Party

Chief Financial Officer

Policy

Alcoholic beverages are not allowed on College of Southern Idaho (CSI) premises *except* for special events as specifically authorized by the College President, and in accordance with this policy. To be considered for the allowance of alcohol, events shall meet the following conditions:

1. The use of alcohol at private events shall be limited to events held at designated portions of the college, subject to the approval of the President.
2. Requests to provide alcohol must be submitted using the official CSI Alcohol Use Request Form and must be received by the CSI Director of Campus Safety and the CSI Office of the President at least one month prior to the event date.
3. The Director of Campus Safety shall review all requests and provide a recommendation regarding the request to the College President.
4. Requests must define the date, location, and times for proposed alcoholic beverage consumption.
5. Attendees at any event shall be limited to those persons who have registered or been invited to the event as outlined in the Alcohol Use Request
6. The use of alcohol shall only be approved for private events organized by non-College entities.
7. No CSI sponsored events shall be approved for alcohol consumption, including athletic competitions.
8. The requestor shall provide a detailed plan, as outlined in the CSI Alcohol Use Request Form, explaining the methods that will be used to limit alcohol consumption to those of legal drinking age.
9. The requestor shall define procedures for the removal of those who are disruptive and/or who have consumed excessive amounts of alcoholic beverages.
10. Alcoholic beverages shall only be supplied through the college-approved vendor. No other vendors may be used and no privately purchased alcoholic beverages shall be brought to approved events. *(Note: Sodexo is the sole approved vendor for all food, beer, and wine events on the CSI campus.)*

11. Only beer and wine may be served as alcoholic beverages at approved events permitted by this policy.
12. The requestor shall ensure the availability of non-alcoholic beverages at the event. In general, non-alcoholic beverages must be as readily available as alcoholic beverages.
13. Requestors shall be required to affirm that they will comply with all applicable laws and regulations of the State of Idaho and local jurisdictions, and obtain any necessary permits.
14. Requestors shall provide evidence of liability insurance that indemnifies the College for any liability regarding the event. The event organizer must provide proof of insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage limits sufficient to meet the needs of the institution and the State of Idaho. In no case will the insurance coverage be less than \$1,000,000 minimum coverage per occurrence and \$2,000,000 general aggregate. The insurance endorsement page must list the alcohol provider for the approved event as insured and the non-CSI event organizer, College of Southern Idaho, and the State of Idaho as additional insureds. Proof of insurance must be in the form of a formal endorsement to the policy evidencing the coverage and required additional insureds.
15. The President is directed by the Trustees to develop implementation of this policy through College staff and to provide an annual update on this policy. The policy shall be implemented by January 1, 2024.

College Endorsements

Effective Date

May 2024

Last Revision Date

NA

Responsible Party

President

Policy

This policy outlines the requirements that must be met in order for the College of Southern Idaho to endorse a business or non-profit entity.

1. **Prior Approval Required:** All forms of endorsements or representations made in the name of the College of Southern Idaho must be pre-approved. This includes, but is not limited to, public statements, and/or use of the College's logo or branding, that would form an endorsement of a business or non-profit entity. The acceptance of advertising by the College does not constitute an endorsement, providing that no imagery or language in the advertisement implies a College endorsement.
2. **Approval Process:** Requests for endorsements or representations must be submitted in writing to the Office of the President through the organizational processes of the college. The submission should detail the nature of the endorsement, the entities involved, the expected benefits to the college, and how it aligns with CSI's institutional mission and values. Please allow sufficient time for review and decision-making.
3. **Responsibility and Accountability:** It is the responsibility of each member of the institutional community to ensure compliance with this policy. Unauthorized endorsements or representations may result in disciplinary action and could adversely affect the college's standing and relationships. No actions shall be taken to communicate an endorsement until approval is granted by the President or by collective action of the Trustees.
4. **Guidance and Support:** The Office of the President is available to provide guidance and support in preparing endorsement requests. If there is uncertainty about whether an endorsement requires approval, please err on the side of caution, and seek advice.
5. **Approval Process:** The Board delegates discretion to the President to approve endorsements but requires that approvals of endorsements be communicated to the Board in a timely manner. It is also acknowledged that the President may defer a final decision on an approval request until the action item can be discussed at a regular meeting of the Board of Trustees.

Freedom of Expression and Campus Facilities Policy

Effective Date

September 2025

Last Revision Date

NA

Responsible Party

TBD

Relates to CSI Policy(s):

TBD

Relates to CSI Procedure(s):

Legal Citation (s): Idaho Code 33-6801 – 33-6811

I. Policy Purpose

To assure the College recognizes and supports the rights of free expression and speech and remains a place for the broadest expression of views. The only limits on this expression are to avoid conflict with the normal uses of campus facilities, the rights of others, and the limitations of lawful conduct. The College has a significant interest in preserving its limited space and employee resources, and must act accordingly to balance this interest with its recognition and support of free expression and speech activities attendant to the College learning environment and the robust expression of ideas.

II. Definitions

- A. “College” means the College of Southern Idaho.
- B. “College Community” means all students, faculty, and staff of CSI, including student, faculty, and staff sponsored organizations.
- C. “Disruptive Activity” means activity, whether speech activity or not, which materially interferes with the normal use of a certain space, such as a classroom, office, laboratory, residence, event space, or dining area or violates the college’s anti-harassment policies ([Unlawful Discrimination and Harassment | College of Southern Idaho](#)).
- D. “Person” means any member of the public or the college community.
- E. “Public” means any individual or group not included in the definition of College Community.
- F. “Outdoor Areas of Campus” are those outdoor areas available to the Public and the College Community for Protected Expressive Activity. Some Outdoor Areas of Campus are reservable, as set forth below, and certain time, place, and manner restrictions may apply to these Reservable Outdoor Areas of Campus. Outdoor Areas of Campus do not include parking spaces and roadways.

- G. “Reservable Outdoor Areas of Campus” are heavily used areas including, but not limited to, the Student Union Patio, Fine Arts Patio, and Rose Garden.
- H. “Protected Expressive Activity” means demonstration, picketing, leafleting, petition circulation, distribution of written information, speech-making, oral presentation, and similar free expression-related activities. Fundraising, solicitation of donations, and commercial activities involving advertising, marketing, and sales are not considered Protected Expressive Activity.
- I. “Sponsoring Organization/Individual” means the individual or entity responsible for the activity including college-recognized student organizations.

III. Restrictions

College of Southern Idaho Outdoor Areas of Campus are open to the public and the college community for Protected Expressive Activity that does not constitute Disruptive Activity with the following restrictions.

- A. Protected Expressive Activity may not be conducted in a manner that violates federal, state or local law.
- B. Protected Expressive Activity may not be conducted in a manner that violates applicable fire and safety regulations.
- C. Protected Expressive Activities shall not impede pedestrian and vehicular traffic nor disrupt regular or authorized activities in classrooms, offices, laboratories, residences, event spaces, and other CSI facilities or grounds. Protected Expressive Activities are to be conducted no closer than 20 feet from any exit, entrance, staircase, parking lot or roadway.
- D. Protected Expressive Activities shall not be conducted at a volume that constitutes Disruptive Activity.
- E. Protected Expressive Activities shall not occur in Reservable Outdoor Areas of Campus that have been reserved by another party.
- F. During the hours after 10:00 p.m. and before 7:00 a.m., the college will not provide equipment, such as tables and chairs, or arrange for crowd control measures or security. Protected Expressive Activities are permitted during such hours so long as they do not constitute Disruptive Activities.
- G. Reservable Outdoor Areas of Campus may not be reserved by a single party for longer than five (5) consecutive days within each calendar month.

IV. Specific Activities

- A. Tables, Displays, Exhibits: Outdoor activities that involve the use of tables, chairs, booths, or displays or exhibits that must be set up on the ground are allowed only within Reserved Outdoor Areas of Campus.
- B. Posts, Stakes, Flags: Activities that involve the use of posts that must be installed into the ground are not permitted because they may damage the grounds. Activities that involve the use of stakes or flags that must be installed into the ground are allowed only within Reservable Outdoor Areas of Campus and with permission of the college.
- C. Posting of Signs and Banners.

1. Outdoors: In order to protect CSI property, outdoor posting is not permitted, including, but not limited to, posting on vehicle windshields or trees, or affixing materials to light posts or to the exterior of any other college structure.
 2. Indoors: Bulletin boards are provided for the posting of materials. All materials must clearly identify the author or group responsible for the material and shall be date-stamped by the CSI Student Affairs Office. Once stamped, materials may not obstruct other posted materials. Materials may be displayed for a maximum of 20 days and must be removed after completion of the event or expiration of the date stamp. All other indoor posting is prohibited, including, but not limited to, posting on walls, doors, whiteboards, or inside bathroom stalls.
 3. College personnel may remove materials posted in violation of this policy.
- D. Passing of Petitions: The passing of petitions is allowed in Outdoor Areas of Campus and publicly accessible indoor areas other than employee offices or workspaces or areas reserved by another party, and so long as it does not constitute Disruptive Activity.
 - E. Distribution of Literature: So long as it does not constitute Disruptive Activity, pamphlets, signs, notices, brochures, banners, handouts, flyers, and other free-expression materials may be freely distributed in Outdoor Areas of Campus.
 - F. Oral Presentation: So long as it does not constitute a Disruptive Activity or violate the college's anti-harassment policies, speech-making, demonstrations, and other forms of oral presentation are allowed in all Outdoor Areas of Campus. Sound amplification, including use of equipment designed or used for sound production, reproduction, or amplification, which creates a Disruptive Activity is not permitted on campus.
 - G. Chalking: The use of water-soluble chalk, easily removed by rain, for protected expressive activity regarding any non-commercial topic is permissible in Outdoor Areas of Campus on sidewalks. Spray chalk or paint chalk is not permitted. Chalking is prohibited on College property, other sidewalks, including all vertical surfaces, buildings, walls, planters, columns, light posts, and trees or other landscaping.

V. Notification

In order to allow scheduling and to assure public safety, those desiring to picket or demonstrate are encouraged to notify Campus Safety at least 48 hours in advance. It is the responsibility of the user to acquire any necessary state, county, or municipal licenses.

VI. Administrative Interpretation

Any person may request from the Responsible Party an interpretation of any provisions of these regulations which he or she finds unclear or believes to have been misapplied.

VII. Authorization

The Responsible Party is responsible for the implementation and management of this policy. Requests for interpretation, clarification and/or exceptions to this policy may be addressed to the Responsible Party, who will confer with other CSI personnel in considering requests for exceptions.

VIII. Enforcement

- A. Any person violating these rules or continuing to engage in disruptive activity after being warned may be:
 - 1. Subject to institutional disciplinary proceedings; and/or
 - 2. Ordered to leave the immediate premises or property by an authorized CSI official.
- B. Failure to comply with an order given by an authorized CSI official to leave CSI property could result in arrest for criminal trespass.

Investment Policy

Effective Date

February 2025

Last Revision Date

NA

Responsible Party

Board of Trustees

Relates to CSI Policy(s):

The investment program shall be operated in conformance with federal, state, and other legal requirements, as established in Idaho State Title 67 Chapter 12, 67-1210 and Title 33 Chapter 21, 2107.

Policy

This investment policy applies to all financial assets of the College of Southern Idaho. These funds are accounted for in the college's Comprehensive Annual Financial Report.

The purpose of this Investment Policy Statement (IPS) is to assist CSI's Chief Financial Officer (CFO), President, and CSI Board of Trustees in effectively supervising, monitoring, and evaluating the investment of the college's assets. In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment and management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical. Any changes in investment policy should be in writing and communicated to all parties. Changes must be proposed for ratification to the Board.

I. Statement of Objectives:

- A. Safety & Preservation of Capital: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.
- B. Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be anticipated.
- C. Return: The investment portfolio shall be designed with the objective of attaining a consistent rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.
- D. Distribution Requirements: As proposed by the Chief Financial Officer and President and authorized by the Board of Trustees in its annual budgeting activities.
- E. Special Considerations: All investments must conform to Idaho Code, Title 67 Chapter 12, 67-1210 and Title 33 Chapter 21, 2107.

II. Duties and Responsibilities

- A. **Treasurer's Responsibilities:** The Chief Financial Officer, President, and CSI Board of Trustees, as fiduciaries, are responsible for directing and monitoring the investment management of CSI's assets. The Chief Financial Officer (CFO) shall supervise the administration and investment of the account. In performing this function, the CFO shall:
 1. Prepare and maintain a written investment policy statement (e.g., this Statement), review the statement periodically, and make changes to such statement, as appropriate from time to time.
 2. Designate certain investments that may be made to the account.
 3. Take appropriate action if investment objectives are not met or investment policies or guidelines are not followed.
 4. Select and monitor the performance and fees of the Investment Advisor
 5. Review all agreements between CSI and the Investment Advisor to ensure adherence to statutory requirements.
- B. The CFO is authorized by this policy to delegate responsibilities to an Investment Advisor. These include, but are not limited to:
 1. Investment Adviser. The investment adviser may assist the CFO in: Establishing investment policy, objectives, and guidelines; selecting investment options, adjusting duration; reviewing over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
 2. The Investment Manager has discretion to purchase, sell, or hold the specific securities that will be used to meet CSI's investment objectives.
 3. Custodian. The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the College, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movements of assets into and out of the investment account.
 4. Additional specialists such as attorneys, auditors, actuaries, and others may be employed by the CFO to assist in meeting its responsibilities and obligations to administer CSI's assets prudently.
- C. **Prudence:** The standard of prudence to be used by any investment adviser or investment manager shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio under prevailing economic conditions. In determining whether an investment manager or investment adviser has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the official had responsibility rather than a consideration as to the prudence of a single investment, and, whether the investment decision was consistent with the written investment policy of the entity.

III. Investment Structure

This structure includes various asset classes, investment management styles, asset allocation and acceptable ranges that, in total, are designed to produce a sufficient level of overall diversification and total investment return potential over the long-term.

Asset Class Guidelines:

1. Fixed-Income: This class is defined by Title 67 Chapter 12, 67-1210 and Title 33 Chapter 21, 2107.
2. Cash and Cash Equivalents: Cash reserves shall be invested in short term money market funds – in accordance with Idaho Code.

IV. Investment Guidelines

Diversification for Investment Managers: In order to achieve a prudent level of portfolio diversification, the securities of any one company shall not exceed five percent of the total account, with the exception of U.S. Government securities, CDs, and other government bonds or securities.

V. Investment Manager Selection

The CFO's selection of investment manager(s) must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisers Act of 1940.

Investment Manager Performance Review and Evaluation

1. Performance reports generated by the investment adviser shall be compiled at least quarterly and communicated to the CFO for review. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement. The CFO intends to evaluate the portfolio over a substantial market period but reserves the right to terminate a manager for any reason.
2. Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results. An Investment Manager may be placed on Watch, and a thorough review and analysis of the Investment Manager will be conducted.

VI. Investment Policy Review

The CFO will review this IPS at least annually to determine whether stated investment objectives are still relevant, and the liquidity requirements are consistent with upcoming needs. It is not expected that the IPS will change frequently. Short-term changes in the financial markets should not require adjustments to the IPS. Written documentation on investments shall be provided to the President and Board of Trustees upon request.

Purchasing and Procurement Policy

Effective Date

NA

Last Revision Date

June 2021

September 2025

Responsible Party

Chief Financial Officer

Relates to CSI Policy(s):

NA

Policy

- I. **Purpose:** To provide for oversight and responsible stewardship of CSI funds by setting forth guidelines for purchasing goods and services. Efficient and cost-effective procurement of goods, services, and public works construction is an important aspect of local government operations. CSI should endeavor to buy goods, services, and public works construction by way of a publicly-accountable process that respects the shared goals of economy and quality. All purchases will be made within the terms of the approved institutional budget. Administrators and professional support staff who administer budgets within their department or program are responsible for and will be accountable to CSI to ensure that purchases are made within the means of their budget. These procedures define the roles and responsibilities of the departments and the Business Office as they apply to the procurement of goods and services by CSI.
- II. **Scope:** Applies to all employees of CSI who are authorized to make purchases on behalf of CSI.
- III. **Purchases that Require Board Approval**
 - A. All real property
 - B. Any purchase of \$100,000 and above
 - C. Capital purchases which will cause a division to exceed their Board approved annual budget.
 - D. Real Property and Leases: Procurement of an interest in real property is exempt from the bid requirements under Idaho Code 67-2803(5). CSI requires that all real property purchases be approved by the Board of Trustees