



COLLEGE OF  
SOUTHERN  
IDAHO

**College of Southern Idaho  
Campus Procedures and  
Guidelines**

2025-2026

**COLLEGE OF SOUTHERN IDAHO CAMPUS PRACTICES AND PROCEDURES**

This document outlines the College of Southern Idaho’s practices and procedures related to campus marketing. In instances where practices and procedures are directly connected to the College of Southern Idaho Employment Policies and Operational Policies, as approved by the College of Southern Idaho Board of Trustees, the appropriate Policy is identified. In these instances, the practices and procedures outlined in this document are intended to add clarity and additional information related to the specific Policy. In instances where practices and procedures are not directly linked to a policy, the information in this document is intended to provide information regarding the accepted practices and procedures of the College. Employees of the College of Southern Idaho are expected to follow all College policies, practices, and procedures. Nothing in this document should be construed to run contrary to the Board approved Employment Policies and Operational Policies, as those policies supersede language in this document.

Final decisions on practices and procedures are always the purview of the President.

Updates to these procedures can be made as needed by the identified department responsible. Changes should be (1) initiated through standard reporting lines (2) brought to Cabinet for awareness (3) updated (with revision date) on the official posted copy at [www.csi.edu](http://www.csi.edu)

**Finalized: April 2026**

**Marketing and Communication Practices and Procedures**  
**Responsible Departments: Office of Marketing and Communication**  
**Contact Information: Director of Marketing and Communication**

**Social Media Use (Rev. 7/25)**

Personal Use of Social Media

See Information Technology Services Section

Official CSI Social Media Accounts

This section applies to the use of social media accounts representing CSI. All CSI social media accounts must be approved by the CSI Marketing and Communication Office and officials from the CSI Marketing and Communication Office must be included as account administrators. In general, college departments, units, and individuals are discouraged from hosting their own CSI-related social media accounts. For additional information on the requirements for hosting a CSI social media account, please contact the CSI Marketing and Communication Office and reference the CSI Visual Identity Guide.

Information protected by the College, including information containing Personally Identifiable Information (PII), must not be disclosed on any CSI social media account. Individuals who post or share content that is considered discriminatory, threatening, illegal, or deemed inappropriate on a CSI social media account may be subject to disciplinary action. Individuals who maintain a CSI social media account should be professional in all forms of social media use, including likes, posts, comments, etc. Copyright and intellectual property rights must not be violated in any way.

**Public Records (Rev. 7/25)**

The Chief Financial Officer is the designated custodian of records. The Director of Marketing and Communication is the designated contact for the purposes of the Open Records Law, Title 74, Chapter 1 of the Idaho Code. In the event of the Director of Marketing's absence, the Vice President for Student Affairs and Enrollment Management will be the temporary contact. The College will comply with the requirements set forth in the Idaho Code in every respect regarding public records.

Requesting Public Records

Requests for public records shall be submitted to the Director of Marketing and Communication using the "College of Southern Idaho Request to Examine/Copy Public Records" form available online or from the Director of Marketing and Communication. Requests must be filed using this form in order to be considered official requests.

Idaho Residents

Properly filed requests to examine or copy public records by Idaho residents will be granted or denied, as required by Idaho Statute, within three (3) working days of the date of receipt of the request. If it is determined that additional time is needed to fulfill a request by an Idaho resident, the requestor will be notified that the request will be fulfilled no later than ten (10) working days from the date of receipt of the request.

Non-Residents

Properly filed requests to examine or copy public records by non-Idaho residents will be granted or denied, as required by Idaho Statute, within twenty-one (21) working days of the date of receipt of the request. If it is determined that additional time is needed to fulfill a request by a non-Idaho resident, the requestor will be notified that the request will be fulfilled no later than thirty-five (35) working days from the date of receipt of the request.

The custodian shall make no inquiry of any person who applies for a public record, except to verify the identity of a person requesting a record in accordance with section 74-120, Idaho Code, to ensure that the requested record or information will not be used for purposes of a mailing in accordance with section 74-102 (4) of Idaho Code, and to determine the residency status of the requestor.

Individuals requesting public records have the right to make their own copies of the documents using College of Southern Idaho copying equipment. The custodian of public records or a designated staff member shall use whatever diligence is required to prevent alteration of any public record while it is being examined or copied. Any request containing more than 100 pages, pursuant to Idaho Code § 74-102(10)(b)(i), can be charged a per page copying fee. If the response to a request includes records from which nonpublic information must be deleted, then pursuant to Idaho Code § 74-102(10)(b)(ii), the requestor can be charged for the actual labor cost associated with redacting the nonpublic information from the records. If the actual labor associated with locating and copying documents for a request will exceed two (2) person hours, then pursuant to Idaho Code § 74-102(10)(b)(iii), the requestor can be charged for that labor cost. All fees must be prepaid and received by the College of Southern Idaho before a records request can be processed. Current fees are outlined below and appear on the college’s website.

Copying	Cost
Per page – Black and White	\$0.04
Per page – Color	\$0.08
Labor	Cost
Administrative Assistant	\$15.00/hour
Director	\$25.00/hour
Vice President	\$75.00/hour
Attorney	\$175.00/hour

**Printing and Duplicating (Rev. 7/25)**

Major printing and duplicating jobs should be completed by the CSI Copy Center. All print job requests need to be detailed enough to allow the Copy Center to competitively bid the project, if

necessary. Outside vendors should not be used without prior approval from the Copy Center for each specific copy job being considered.

### **Marketing and Communication Office Mail Room Services (Rev. 7/25)**

The College of Southern Idaho Mail Room handles all incoming and outgoing mail for the institution. The college operates in accordance with U.S. Postal regulations.

All uses of the college's bulk mailing permit and mass mailings must be coordinated with the Mail Room. These mailings must contain strictly CSI-related material in order to comply with postal regulations.

In general, personal mail for CSI employees and other non-CSI mail should not be sent to the college. Please contact the Mail Room for assistance with special circumstances. Any mail sent to the college address is subject to being opened by the college in order to determine the correct destination. Any mail that is suspected to be of a fiscal nature and addressed to the college will be forwarded to the Chief Financial Officer for opening and review.

The Mail Room sends outgoing personal mail and packages for employees at the employee's expense and on a time-available basis.

The Mail Room receives mail and personal packages for dormitory students. Regular mail is given to the assigned dormitory staff member. The mail is then put into the students' individual mailboxes in the dorm by the dormitory staff. Students picking up packages or mail in person from the Mail Room must have photo identification.

Additionally, the Mail Room staff perform the following functions:

- Sorts envelopes and packages for inbound, outgoing, and intercampus mail.
- Receives deliveries from FedEx, UPS, and other carriers. (Contact Maintenance for help with heavy freight and when forklift is required.)
- Enters package information in electronic tracking system, as available, before interoffice delivery.
- Provides communication to campus as needed regarding status, changes, and temporary interruptions of mail service.
  - \*On days when campus offices are closed, parcel carriers such as UPS and FedEx may call Campus Safety to drop off packages in the Mail Room.

Note: CSI does not accept mail or deliveries on behalf of non-CSI affiliated entities. Exceptions may be granted for performance artists as part of a performance rider agreement with CSI's Community Education/Special Programs Department and for tenants with lease agreements with CSI. CSI makes no guarantee regarding timeliness of delivery and accepts no liability for loss or damage of items.

Mail that arrives at CSI that does not specifically identify a recipient or department may be opened to determine where the package should be delivered.

### **Use of CSI Branding**

The use of CSI branding, including but not limited to academic and athletic images and logos, is restricted and requires prior approval. Refer to the College of Southern Idaho Visual Identity Guide or contact the CSI Office of Marketing and Communication for additional information.

### **Marketing Requests and Restrictions**

All CSI advertising and marketing messaging, including graphic design jobs, should be completed by the CSI Marketing and Communication Department when possible. If programs or departments seek the assistance of an outside vendor, CSI Marketing and Communication should be made aware of the outside agreement as soon as possible. Any use of an outside vendor should still strictly adhere to the CSI Visual Identity Guide. The cost of an outside vendor is the responsibility of the program or department.