

COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

October 20, 2003

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

AGENDA

MINUTES: (A) *Mike Mason*

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

STUDENT SENATE PRESENTATION OF GOALS: (I) *Graydon Stanley and Seth Collins*

POLICY UPDATE: 2.01 NON-DISCRIMINATION POLICY, INCLUDING SEXUAL HARASSMENT:
(A) *Barbara Knudson*

POLICY UPDATE: 6.01 POLICY & PROCEDURES ON SEXUAL
HARRASSMENT/DISCRIMINATION :
(A) *Barbara Knudson*

DUAL CREDIT CLASSES UPDATE: (I) *Ron Shopbell*

BLAINE COUNTY CENTER UPDATE/WOODRIVER HIGH SCHOOL: (I) *Jerry Beck*

UPDATE ON CONSTRUCTION PROJECTS : (I) *Mike Mason and Randy Dill*

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

OLD BUSINESS

NEW BUSINESS

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

CALL TO ORDER: 5:30 p.m. Presiding: LeRoy Craig

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

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

CSI Employees: Kathy Deahl, Henry Jones and Wendy Davis

Visitors: Diane Davis, Seth Collins and Lisa Hoffman

Faculty Representative: Jim Dawson

Times News: Loraine Cavener

MINUTES OF THE REGULAR SESSION OF September 15, 2003, were
approved as written on MOTION by Dr. Charles Lehrman.
Affirmative vote was unanimous.

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

PRESIDENT'S REPORT:

1. Dr. Jerry Beck introduced Diane Davis, an Idaho State University doctoral student, who is serving an internship with the College of Southern Idaho.

CSI Trustees

October 20, 2003

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2. Seth Collins, Student Body President, Lisa Hoffman, Student Body Secretary, and Wendy Davis were introduced to the Board by President Meyerhoeffer. Graydon Stanley commended Seth Collins and the student senate on their work this year.

Seth Collins reviewed the student senate goals for this year. Dr. Beck and Curtis Eaton both commended the students on their work and communication with administration.

3. The Board approved the recommended changes to the Non-Discrimination Policy, Including Sexual Harassment and Sexual Harassment/Discrimination Policy on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

4. Ron Shopbell advised the Board that we had approximately 771 high school dual credit students earning 2,084 college credits in 31 school districts this fall. He reported that our dual credit programs continue to expand.

The President commended Ron Shopbell for his work in this area.

5. Dr. Jerry Beck updated the Board concerning our move into the old Wood River High School. He reviewed the history of the plant facilities levy that led to the construction of the new school and our involvement in that process. Dr. Beck noted that we serve approximately 900 students per semester in the Wood River area.

Curtis Eaton updated the Board on continuing discussions concerning a Fine Arts auditorium in the area.

6. Mike Mason advised the Board that the completion date for the new Student Union Building had been delayed six weeks from the original projection. The new date is December 21, 2003.

The Herrett Center Addition Rick Allen Hall is substantially complete and the archives and observatory will be completed by December 15, 2003. The telescope for the observatory will arrive around March 1, 2004.

The Fine Arts Addition has started and an eighteen month construction schedule is anticipated. The project should be completed in March of 2005.

7. President Meyerhoeffer reported the following:

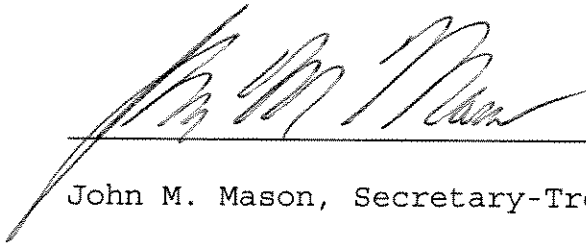
a. Dr. Jerry Beck was honored by the International Economic Development Council by being a recipient of the 2003 Richard Preston Award.

b. Idaho ranks forty sixth in the nation concerning high school students going to college for additional training. President Meyerhoeffer noted that Graydon Stanley's reaching out to small rural high schools in his recruiting efforts was very well received by the smaller schools and communities.

c. President Meyerhoeffer will be giving a presentation to the Idaho State Permanent Building Fund Council requesting funding for a higher education center to be built across North College Road.

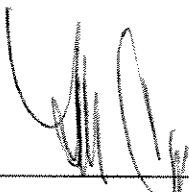
d. Our outstanding professional and classified staff awards were featured in the Times-News.

ADJOURNMENT was declared at 6:26 p.m.



John M. Mason, Secretary-Treasurer

Approved: November 17, 2003



Chairman

COLLEGE OF SOUTHERN IDAHO

2003/2004 STUDENT SENATE PLAN FOR IMPROVEMENT ASSOCIATED STUDENTS OF THE COLLEGE OF SOUTHERN IDAHO

Goal	Activities	Successes/Barriers	Resources Required
Improving the academic climate of the campus	<ol style="list-style-type: none"> 1. Sponsor academic speakers 2. Conduct Student Health Week 3. Expand Student Success Event 4. Provide additional study facilities 	<p>Student Involvement</p> <p>Cost</p>	<p>\$\$\$</p> <p>Facilities</p>
Promoting and representing CSI on local, state, and national levels	<ol style="list-style-type: none"> 1. Host Leadership Activities/Conference on CSI campus 2. Participate in regional and national conferences 3. Promote campus events in local media 4. Co-sponsor a regional career/college fair. 	<p>Distance</p> <p>Cost</p> <p>Student Interest</p>	<p>\$\$\$</p> <p>Facilities</p> <p>Time</p>
Improve awareness, quality and availability of Student Services at CSI	<ol style="list-style-type: none"> 1. Develop a Freshman Orientation System Plan 2. Bring new activities to the CSI campus 3. Recommend expansion of services to transferring students 4. Produce brochure of local student discounts. 	<p>Student Awareness</p>	<p>Printing \$</p>
Improve access to and use of technology by students and faculty	<ol style="list-style-type: none"> 1. Introduce a laptop checkout system 2. Host a Technology Fair 3. Provide a wireless network 4. Enroll all students in a Student Activities Blackboard account 	<p>Cost</p> <p>Student Interest</p> <p>Student Awareness</p>	<p>\$\$\$</p> <p>Facilities</p>

October 16, 2003

Attached are two policy changes for your review and consideration.


These two policies have content changes based on current case law that requires consistency in documentation of claims and in the investigation of those claims. Therefore, we have added the requirement that all claims of discrimination, including sexual harassment, be brought to the attention of the Dean of Human Resources. A supervisor may still address the issue, informally or formally, but consistent documentation is required in either case.

If a student or employee believes they are being discriminated against, it is the student or employee's responsibility to inform a CSI administrator. It is also the responsibility of any CSI employee to bring any issue of discrimination to the attention of administration.

In addition to the above content changes, unnecessary duplications within these two policies were eliminated, e.g. details of what constitutes sexual harassment is found in 6.01 rather than in both 6.01 and 2.03. For comparison, the original documents may still be found on the CSI Web at <http://www.csi.edu/support/hr/handbook/hrdbook.htm>

The above recommended changes were emailed to employees for their consideration and input on 9/8/03 and the concept changes have been approved by the instructional council.

Thank you for taking the time to review this information. Please let me know if you have any questions.

Barbara Knudson 
bknudson@csi.edu
732-6267

2.03 NON-DISCRIMINATION POLICY, INCLUDING SEXUAL HARASSMENT (Rev: 2/200; 10/2003)

The College of Southern Idaho is committed to maintaining a working and educational environment that fosters appropriate and respectful conduct and communication between all persons within the College community. CSI complies with Federal and State Equal Employment Opportunity (EEO) regulations and strives to keep the College free from all forms of discrimination/harassment, including sexual harassment. The College considers discrimination/harassment in all forms to be a serious offense. Accordingly, the College will continue to make every effort to provide equal opportunity rights to all persons regardless of race, color, religion, sex, age, national origin, disability, or veteran status.

This policy is designed to protect the entire College community from illegal discrimination/harassment, including sexual harassment. Violation of this Policy may result in disciplinary action up to and including expulsion or termination. (See also 6.01 Policy and Procedures Regarding Sexual Harassment/Discrimination)

Individuals who believe they have been subject to prohibited discrimination/harassment should immediately report the incident to their supervisor or to the appropriate administrator within the College. If, due to the situation, the employee is not comfortable with reporting the issue to their supervisor, he/she may contact the Dean of Human Resources directly. Complaints may be resolved informally or through a formal investigation. (See 2.06 Problem Solving & Grievance Procedure, including Discrimination Complaints) Supervisors should inform the Dean of Human Resources of any discrimination/harassment concerns.

Complaints are investigated in a timely manner and handled as confidentially as possible. Confidentiality, however, must be distinguished from anonymity. Due process and fair treatment requires that an individual accused of an offense and subject to sanctions be informed of the allegations, which may require disclosure of the identify of the complainant. The complainant must therefore be prepared to be identified.

Due to the damage that could result to the career and reputation of any person falsely or in poor faith accused of sexual harassment, all investigations and hearings surrounding such matters will be designed to the maximum extent possible to protect the privacy of, and minimize suspicion toward, the complainant, as well as the accused. Only those persons responsible and involved in the investigation will have access to confidential information.

The College has identified Barbara Knudson, Dean of Human Resources, as the Coordinator for Title VII of Education Amendments of 1964, Title IX of the Education Amendments of 1972, and Sections 503 & 504 of the Rehabilitation Act of 1973, to help employees and students deal with discrimination/harassment issues. She may be contacted at 208-732-6267 or bknudson@csi.edu

6.01 POLICY & PROCEDURES ON SEXUAL HARASSMENT/DISCRIMINATION (Added: 2/2000; Revised 10/2003)

I. INTRODUCTION

The College of Southern Idaho (CSI) is committed to maintaining a working and educational environment that fosters appropriate and respectful conduct and communication between all persons within the College community.

The Board of Trustees and Administration of the College of Southern Idaho recognizes that sexual harassment can subvert the mission of the College and threatens, in both obvious and subtle ways, the careers of students, faculty, and staff. The College of Southern Idaho does not condone sexual harassment.

The College of Southern Idaho discourages consensual sexual relationships between employees and their subordinates. Instructors are especially discouraged from involvement with students currently enrolled in their classes. (See also 3.03 Consensual Relationships and Nepotism Policy.) Persons in positions of power, authority, or control over others should be aware of and sensitive to problems that may arise from those relationships.

II. DEFINITION

1. Sexual harassment is a form of sex discrimination. As such, it is recognized by the Idaho Human Rights Commission as a violation of the Human Rights Act, Title 67, Chapter 59 of the Idaho State Code and by the Equal Employment Opportunity Commission as a violation of the Civil Rights Act of 1964, as amended, and by the Office of Civil Rights as a violation of Title IX of the Education Amendment of 1972.
2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct or a sexual nature, when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in a College activity.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's work, education, or participation in a college activity.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment for that individual's work, education, or participation in a College activity.
3. Sexual harassment is primarily an issue of power. It exploits the power inherent in a faculty member or supervisor's relationship to his/her students or

subordinates. Through the manipulation of grades, wages, recommendations, job status, and the like, a teacher or a supervisor can have a decisive influence on a student's or employee's success and future career at the College and beyond.

4. While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes that sexual harassment may occur between persons of:
 - a. The same college status; e.g., student-student, faculty-faculty, staff-staff.
 - b. Different college status; e.g., student-faculty, student-staff, student-persons providing/receiving services to or from the College of Southern Idaho, employee-persons providing/receiving services to or from the College of Southern Idaho.

The Sexual Harassment information flyer prepared by the Human Resources Department provides additional information.

III. PROCEDURE

1. The College of Southern Idaho will use informal and/or formal procedures to investigate each complaint of sexual harassment in a prompt and timely manner. (See also 2.06 Problem Solving & Grievance Procedure, including Discrimination Complainants.)

The College of Southern Idaho requires that the rights and concerns of both complainant and accused be fully heard. The College shall make every effort to protect individual rights by investigating as confidentially as possible.

2. Prompt, appropriate, corrective action will be taken against any employee or student of the College of Southern Idaho who violates this policy.
 - a. Violation of the College of Southern Idaho's policy on sexual harassment may result in disciplinary action up to and including termination. Depending on the circumstances, the discipline may include, but is not limited to, verbal and written reprimands, suspension with pay, suspension without pay, demotion, expulsion, or dismissal.
 - b. Persons with supervisor's responsibilities for employees/students are expected to report and/or to take immediate action when they know of sexual harassment. All claims of alleged harassment should be immediately reported to the Dean of Human Resources.

IV. REPORTING

Individuals who believe they have been subjected to acts of discrimination, including sexual harassment, or any employee who is made aware of an alleged incident of sexual harassment, should immediately inform the appropriate administrator within the College.

1. Informal resolution may be accomplished within a department of the College of Southern Idaho. The employee should initiate a conversation regarding the matter with his/her supervisor. If the employee is not comfortable with reporting to a supervisor, he/she may contact the Dean of Human Resources directly. If a supervisor or other staff person has knowledge of a situation of sexual harassment, he/she should report that situation to the Dean of Human Resources.
2. Formal resolution may be necessary if no resolution results informally or if an informal approach is not appropriate. A signed and dated written statement from the complainant regarding the basic facts and allegations surrounding the complaint should be prepared and sent to the Dean of Human Resources.
3. Students who have a sexual harassment complaint should contact the Director of Student Activities for direction. However, all alleged discrimination concerns will be reported to the Dean of Human Resources. Students may also directly contact the Dean of Human Resources with any sexual harassment concern.

Student violators of the CSI Sexual Harassment policy will be processed in the same manner as outlined for employees.

V. FORMAL INVESTIGATION

The Dean of Human Resources, or a designated representative, shall conduct an investigation within 30 days of receipt of the complaint.

The investigation shall consist of (1) collection of any documents related to the case, (2) statement of witnesses, if any, and (3) the preparation of a report of the investigator's findings indicating "probable cause" or "no probable cause."

If the findings are "no probable cause" and the complainant accepts the determination, the investigation is closed. No record of the investigation will be kept within the employee or student's file after a "no probable cause" determination.

Due to the damage that could result to the career and reputation of any person falsely accused of sexual harassment, all investigations and hearings surrounding such matters will be designed -- to the maximum extent possible -- to protect the privacy, of and to minimize suspicion toward, the accused as well as the complainant.

This policy prohibits retaliation against employees or students for making allegations of sexual harassment or for assisting in or participating in the investigation of sexual harassment charges. Any person who is found to have retaliated against another individual for exercising these rights will be subject to disciplinary action.

VI. ACTION AND RESOLUTION

If "probable cause" is found, the President will take appropriate action. If the complainant does not accept a "no probable cause" determination, the complainant may take the matter to the President of the College of Southern Idaho for appeal. The complainant may also file with outside agencies.

VII. EDUCATIONAL POLICY

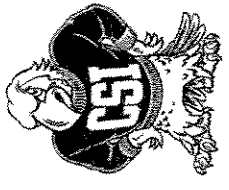
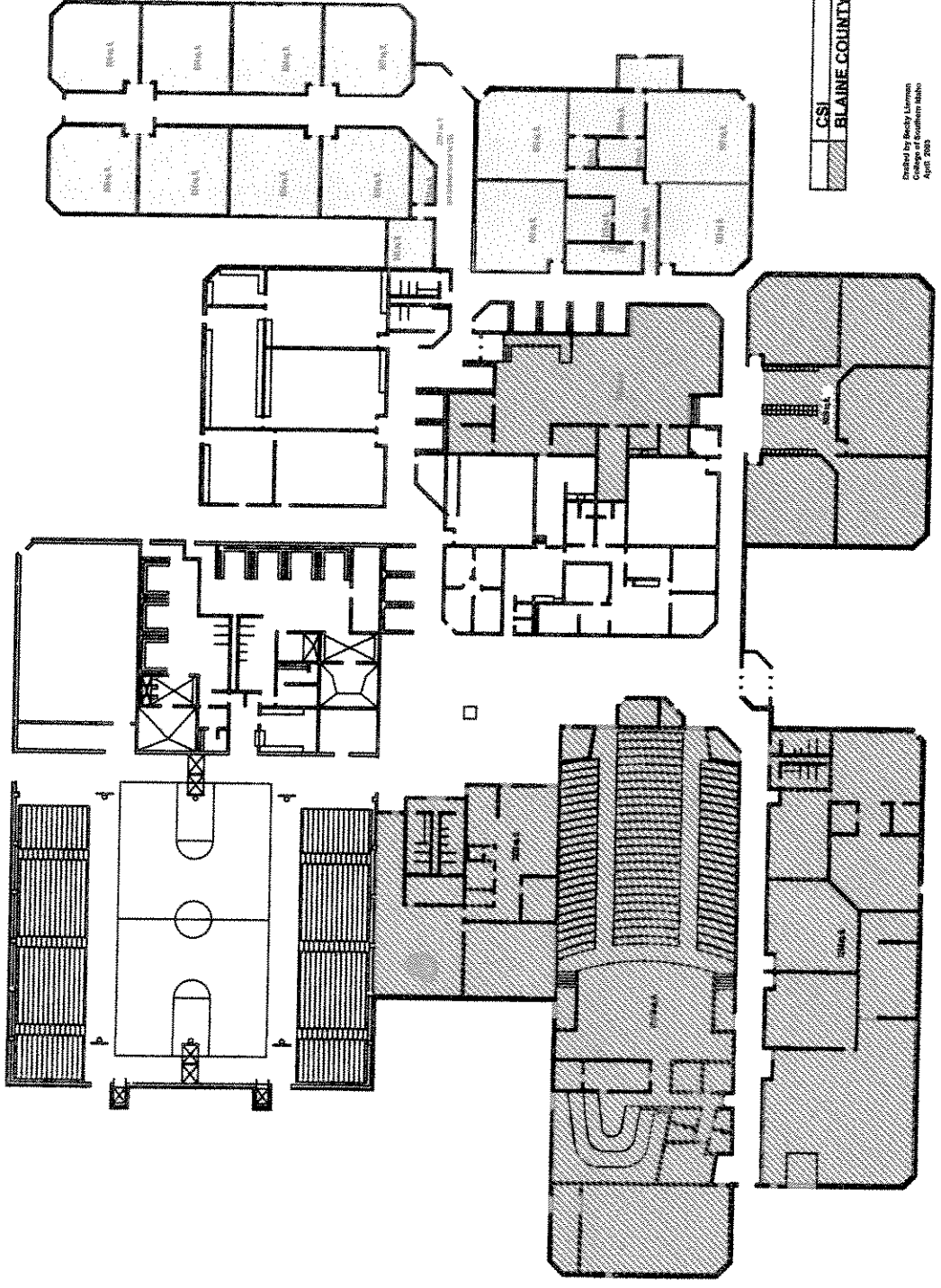
In order to promote appropriate social interaction between men and women in the workplace and in the classroom, every effort will be made to sensitize employees and students to the nature of sexual harassment, the range of behaviors associated with it, and the College's policy and procedures regarding it.

Outside Agencies:

Idaho Human Rights Commission
PO Box 83720
Boise ID 83720
208.334.2873

US Office for Civil Rights
Department of Education
2901 3rd Ave Mail Stop 106
Seattle WA 98101
206.553.1636

Equal Employment Opportunity Commission
Seattle District Office
2815 2nd Ave Suite 500
Seattle WA 98121
206.553.0968



CSI
BLAINE COUNTY PROFESSIONAL ACADEMY
12,212 Sq. Ft.

Drafted by Becky Lurman
College of Southern Idaho
April, 2009