



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

December 20, 2010

EXECUTIVE SESSION

5:00p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

5:45p.m.

Taylor Building – SUB 248

AGENDA

APPROVAL OF MEETING AGENDA: (A) *Dr. Thad Scholes*

MINUTES – REGULAR MEETING OF NOVEMBER 15, 2010: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION OF NOVEMBER 15, 2010 : (A) *Mike Mason*

MINUTES – WORK SESSION OF DECEMBER 3, 2010: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION OF DECEMBER 3, 2010 : (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

BUCKING CHUTES AND PENS BID: (A) *Mike Mason*

TRANSFER OF BOOSTER CLUB FUNDS: (A) *Mike Mason*

CITY OF TWIN FALLS STORM DRAINAGE EASEMENT: (A) *Mike Mason*

HERRETT CENTER PROPOSED ACQUISITIONS: (A) *Mike Mason*

PRESENTATION OF CORE THEMES FOR ACCREDITATION: (I) *Dr. Jeff Fox*

HEAD START REPORT: (I) *Mike Mason*

CONFLICT OF INTEREST POLICY: (A) *Mike Mason*

POLICY AND PROCEDURE MANUAL UPDATES: (A) *Monty Arrossa*

CSI FOUNDATION STATUS REPORT: (I) *Curtis Eaton and Debra Wilson*

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

OLD BUSINESS

NEW BUSINESS

Dinner guests, we anticipate dinner to begin between 6:45pm & 7:00pm in Taylor 277

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
DECEMBER BOARD OF TRUSTEES MEETING
DECEMBER 20, 2010

CALL TO ORDER: 5:45 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Dr. Allan Frost,
Donna Brizee, Bob Keegan and Karl Kleinkopf

College Administration: Gerald L. Beck, President
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Jeff Fox, Executive Vice President and Chief
Academic Officer
Dr. Edit Szanto, Vice President of Student Services
and Planning and Development
Dr. Todd Schwarz, Instructional Dean
Dr. John Miller, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Scott Scholes, Dean of Student Services
Jeff Harmon, Dean of Finance
Gail Schull, Registrar
Randy Dill, Physical Plant Director
Monty Arrossa, Director of Human Resources
Curtis Eaton, Advisor to the President
Teri Fattig, Director of the Library and Herrett
Center
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Jeff Matier, Debra Wilson

Visitors: Barbra Beck

Faculty Representative: Jody Hawkins, Deb Matier and Ron
Cresswell

PACE Representative: Rae Jean Larsen

Times News: None

The Board agenda was amended to include the consideration of moving of the regularly scheduled January Board meeting from January 24th to January 31, 2011 and the consideration of changing the time of executive sessions.

The amended agenda was approved on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

MINUTES OF THE REGULAR SESSION AND EXECUTIVE SESSIONS OF NOVEMBER 15, 2010 AND THE WORK SESSION AND EXECUTIVE SESSION OF DECEMBER 3, 2010 were approved on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Karl Kleinkopf. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

There were no speakers for the Open Forum.

BIDS:

1. The Board approved the low bid of W-W Rodeo and Livestock Systems of Maysville, Oklahoma in the amount of \$52,492.68 for the specified bucking chutes on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

Funding for this equipment is from the Expo account.

PRESIDENT'S REPORT:

1. The Board approved the transfer of the balance of funds collected on behalf of the College of Southern Idaho Booster Club from the College of Southern Idaho Athletic Account on MOTION by Karl Kleinkopf. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

1. (continued) The balance of the College of Southern Idaho Booster Club account in the College of Southern Idaho Athletic account was \$4,195.16 as of December 14, 2010.

2. The Board approved the proposed drainage pipe easement for the City of Twin Falls on MOTION by Donna Brizee. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

3. The Board approved the proposed Herrett Center acquisitions as recommended by the Herrett Center Collections Committee on MOTION by Bob Keegan. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

4. Dr. Jeff Fox reviewed the new accreditation process with the Board. He discussed core themes, the new seven year cycle and timelines for the college to meet certain accreditation criteria. As with all accreditations, the goal is for the college to experience continuous improvement.

5. Mike Mason reviewed the operational and fiscal reports for Head Start and Early Head Start with the Board.

6. The Board approved the Conflict of Interest policy on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

7. The Board approved the policy updates presented and the existing College of Southern Idaho Policy and Procedures Manual on MOTION Bob Keegan. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and by Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

8. Curtis Eaton introduced Debra Wilson who gave an update on the College of Southern Idaho Foundation's activities over the last six months. She noted that over \$1,450,000 had been raised over the last six months, the Foundation

8. (continued) had received an unqualified audit and that they were continuing to develop relationships in the Wood River Valley. The Board thanked Curtis Eaton and Debra Wilson for their work.

9. The Board approved moving the regularly scheduled Board meeting from Monday, January 24, 2011 to Monday, January 31, 2011 on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and by Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

10. Karl Kleinkopf made a MOTION to move executive sessions held by the Board to after Board meetings rather than before Board meetings. Karl Kleinkopf voted in favor of the MOTION. Dr. Allan Frost, Donna Brizee and by Bob Keegan voted against the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote. The MOTION failed.

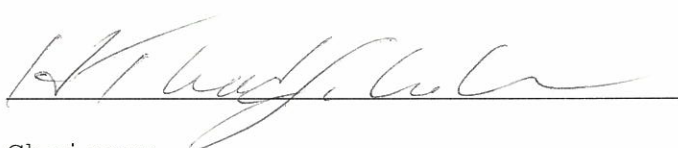
11. President Beck reported his activities to the Board since the last Board meeting. He also updated them on various operational, community and state wide issues.

ADJOURNMENT was declared at 7:15 p.m.



John M. Mason,
Secretary Treasurer

Approved: January 31, 2011



Chairman



December 20, 2010

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

From: Jeffrey M. Harmon 

Re: Bucking Chutes and Pens

We received two bids for the specified bucking chutes and pens from the following vendors:

W-W Rodeo & Livestock Systems	\$ 52,492.68
Priefert Ranch Equipment	\$ 72,486.00

Based on the review of the bids by Steve Birnie, I recommend we accept the low bid in the amount of \$ 52,492.68 from W-W Rodeo & Livestock Systems of Maysville, Oklahoma.

Funding for this purchase is from the Expo Account. The Expo Account generates revenue through rental activities.

The bucking chutes and pens will replace and add to our existing system with new, safe and reliable components. Some of the components that are being replaces have served the college for over thirty years.



COLLEGE OF
SOUTHERN
IDAHO

December 14, 2010

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

From: Mike Mason

Re: Transfer of Booster Funds

The College of Southern Idaho athletic department has been collecting College of Southern Idaho Booster Club membership dues for the CSI Booster Club. As of December 14, 2010, the balance of this account is \$4,195.16.

The CSI Booster Club is set up as a 501(c) 3, is registered with the Idaho Secretary of State and has elected officers to run the organization. Based upon the CSI Booster Club's ability to administer their own funds, I respectfully request permission to write a check to transfer the balance of funds collected on their behalf from the CSI Athletics account 90-9016-4523. The check will be written directly to the CSI Booster Club.

Future CSI Booster Club revenues and expenditures will not be run through CSI accounts but will be deposited directly into and expended from the CSI Booster Club's separate accounting system.

December 14, 2010

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

From: Mike Mason



Re: City of Twin Falls Drainage Pipe Right of Way

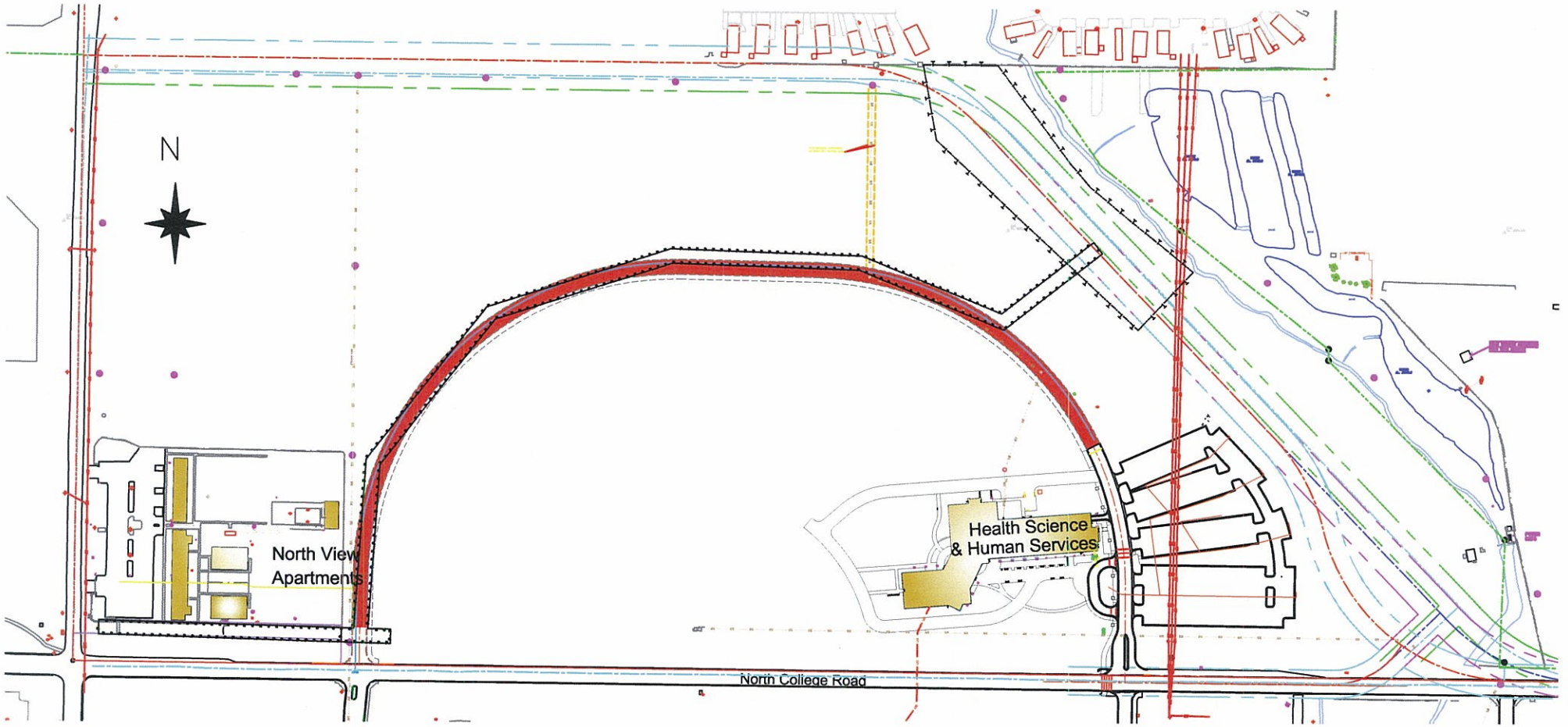
The City of Twin Falls ran into some drainage issues during the expansion of Washington Street. In addressing possible solutions, it became apparent that the running of a drainage pipe from the corner of Washington and North College Road to the Perrine Coulee may be advantageous to both the College and the City.

At the attached diagram shows, the 32 inch pipe would run east past the North View property along North College and then arc north and east across our north campus. The arc of the pipe is designed to accommodate the drainage of our future loop road. The pipe is buried in excess of four feet deep in all places and significantly deeper in most places.

Our maintenance department has validated the legal description and we have verified that the pipe project and drainage area along the coulee will not negatively impact the future construction of the Cheney Road By-Pass. In the short term, the drainage pond will actually be constructed on the route of the Cheney Road Bypass. This pond will be taken out at the time of the Cheney Bypass construction and an alternate method of mitigating the water runoff will be implemented which will not require a large pond.

The storm sewer project will not address drainage of future parking lots and buildings but is a valuable piece of infrastructure to have in place at no cost to the college. Due to designed green spaces on campus, we generally have adequate areas to address future buildings and parking lot storm water retention on site.

Based upon our history of cooperation with the City of Twin Falls and the value of the storm drain for the future loop road, I respectfully request permission to sign the storm sewer easement granting the City of Twin Falls access to the legally describe property for this project.



**Herrett Center for Arts and Science
Collections Committee Proposed Acquisitions**

for consideration of approval by

The College of Southern Idaho Board of Trustees

DATE ACCEPTED BY HERRETT CENTER COLLECTIONS COMMITTEE: December 3, 2010

DATE REPORT REVIEWED BY THE BOARD OF TRUSTEES: December 20, 2010

DONORS AND DONATIONS:

DONATED BY: David LaMure, Jr.

Artist: David LaMure, Jr., Kimberly, ID

Object Title: Retrospective/15009

Medium: clay/mule deer antler

Firing method: raku

(Please see image included with this form.)

DONATED BY: Kay Hardy

Artist: Leslie Rosdol, California

Object Title: Bird Song

Medium: Smoked fire ceramic

(Please see image included with this form.)

DONATED BY: Chris Anderson, Twin Falls, ID

Object Title: Horn Coral

From: Webber Peak, Beaverhead Mtn., Lemhi Co., Scott Peak, Quadrangle, ID

Age: approximately 300 million years old

(Please see image included with this form.)

DONATED BY: Wilma Titmus for the estate of Gene Titmus, Jerome, ID

This is an extremely valuable collection for the museum to have. There are over 8,000 artifacts in this collection.

The first segment of the collection consists of artifacts from Southern Idaho; pre-historic and historic projectile points, bifaces, drills, etc;

The second segment is pre-historic artifacts given to Mr. Titmus by professional anthropological colleagues from Europe and the United States.

The third and final segment are artifacts created by Mr. Titmus.

Gene Titmus was a very well known flintknapper. Knapping is the shaping of stone materials into stone tools, such as projectile points. Don Crabtree who lived in Kimberly and is known as the Dean of American Flintknappers once called Gene the finest flintknapper he had ever seen. (FYI – 3 of the most talented knappers are from the Twin Falls area; Gene Titmus and Don Crabtree, who have both passed away and CSI's current Professor of Anthropology, Jim Woods.

(Please see images included with this form.)

Date approved by the Board of Trustees: DEC 20, 2010

Authorized Board of Trustees signature: *Phyllis Oppenheim*

(If there are any questions please contact Phyllis Oppenheim, Collections Manager, ext. 6660)

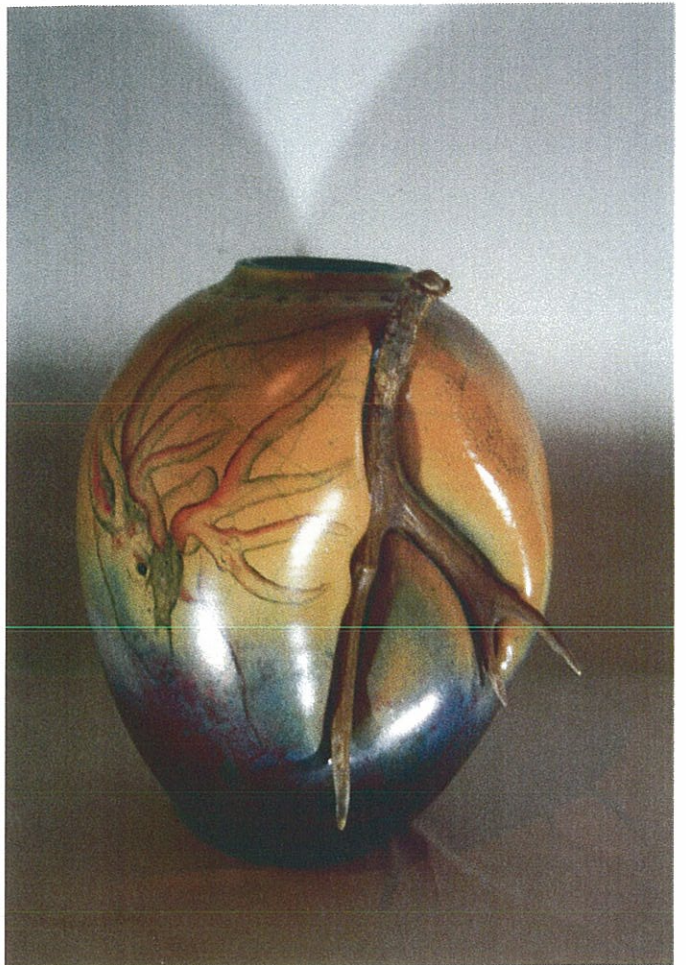
(Please return this signed form to Phyllis Oppenheim, Herrett Center, thank you.)

1.



3.

2.



4.a



4.b



6.



5.



Image #1
 Gift of: Kay Hardy;
 Artist: Leslie Rosdol
 Title: Bird Song
 19.0 x 18.1 x 9.0cm

Image #2
 Gift of the artist.
 Artist: David Lamure, Jr.
 Title: Rerospective/15009
 51.0 x 42.1 x 35.9cm

From the Gene Titmus Collection

Image # 3
 Made by: Gene Titmus
 Eccentrics
 Largest one: 8.3 x 4.2 x 0.9cm
 Smallest one: 5.1 x 2.7 x 0.5cm

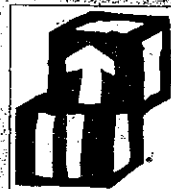
Image # 4a and 4b
 Made by Gene Titmus:
 Folsom Point (2 images)
 5.9 x 2.7 x 0.8cm

Image # 5
 Gift to Gene from: Peter Kelterborn,
 Archaeologist in Switzerland
 Livre de beurre (European Neolithic
 blade core made of Silix)
 23.8 x 10.4 x 5.0cm

Image #6
 Gift of: Chris Anderson
 1. Horn Coral 8.6 x 5.1 x 4.6cm
 (This measurement is a guesstimate. The
 piece is on exhibit in the library at this time.)



Head Start/Early Head Start



Policy Council

- Policy Council is a governing board consisting of parents and community representatives. Each Head Start Center elects one Policy Council Member per unit/classroom; with one Alternate and one Community Representative.
- Community Representatives act as a liaison to the community and serve in an advisory position at Parent Meetings. Community Representatives serve in a voting capacity at Policy Council Meetings.
- Policy Council Members meet on a monthly basis to review work plans, policies, procedures, and budgets. Policy Council also approves or disapproves funding applications.
- Policy Council reviews the annual community assessment and helps to identify program goals and develop ways to meet these goals.
- Policy Council Members serve on hiring panels for new Head Start staff. The Policy Council approves or disapproves of the hiring and/or termination of all staff.
- Policy Council Members assist in conducting a yearly Self-Evaluation and any Federal Reviews.
- Policy Council Members report back to their centers at Parent Meetings. They assist the Parent Committee to ensure that all parents understand their rights, responsibilities, and opportunities, and encourage parent participation in the program.
- Policy Council Members have the opportunity to enroll in a Policy Council Class to further develop leadership skills and earn a college credit.

Policy Council is one of the strengths of our program. Parents are offered various training opportunities and develop leadership skills as they serve on Policy Council. The Policy Council parents provide valuable feedback to the operation of our program and remind us of our purpose and direction.

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For November 2010**

Enrollment

Head Start ACYF Federal Funded	566
Head Start TANF	27
Early Head Start	80
Total	673

Program Options

Part-day/ Part-year, Double Sessions, School District, Pre- K, Early Head Start -Home Based.

Head Start Attendance

November Attendance 87%

Meals and Snacks

Total meals served for November	7,454
Total snacks served for November	2,469

Education

Education Advisory met this month and COR reported large gains in EHS for communicating interest non-verbally, exploring categories, developing number understanding and distinguishing self from others. Health Advisory will meet Jan. 10th and provide training and clarification on screeners, voting on policy updates and recommendations (blood pressure, vision, hearing, height and weights).

Parent Involvement

Training was recently completed for Head Start and Early Head Start home visitors and family educators to enhance and support services provided to their families. Areas covered included the upcoming community assessment parent survey, home visitor observation evaluations, updates and recently acquired and upcoming grants, and nutrition and health. Centers are providing training in Color Me Healthy, money management, nutrition, active learning, and stress free eating at parent meetings into the New Year. Male involvement activities continue to be an integral part of the program with many centers creating fun activities including reading to kids, building at Home Depot, and exciting winter activities like sledding.

Early Head Start

All EHS sites are currently fully enrolled and there are children on waitlists at each site. EHS children on waitlists to transition into HS as soon as a spot becomes available. We are entering another round of Socializations and look forward to an increase in parent involvement. EHS staff and Nurse practitioners had a training with the EHS/HS director where program philosophy was discussed as well as the importance of providing quality services through partnership. All sites are working on recruiting children and families for Early Head Start.

Documents for Board Review/ Approval:

Financial Reports

CATEGORY	ACCT 22	ARRA COLA/QI	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,400,293.00	\$ 145,218.00	\$ 206,223.80	\$ 2,246,463.75	\$ 299,047.25	92.0%	88.3%
BENEFITS	\$ 1,251,353.00	\$ 10,208.00	\$ 108,032.29	\$ 1,168,744.90	\$ 92,816.10	92.0%	92.6%
OUT OF AREA TRAVEL	\$ 500.00			\$ 198.06	\$ 301.94	92.0%	39.6%
EQUIPMENT	\$ 16,000.00	\$ 17,771.00		\$ 73,908.67	\$ (40,137.67)	100.0%	218.9%
SUPPLIES							
OFFICE CONSUMABLES	\$ 13,000.00		\$ 737.26	\$ 15,049.53	\$ (2,049.53)	92.0%	115.8%
CENTER SUPPLIES	\$ 60,590.00	\$ 22,914.00	\$ 3,699.76	\$ 40,492.46	\$ 43,011.54	92.0%	48.5%
CLASSROOM SUPPLIES	\$ 10,000.00		\$ 1,032.57	\$ 13,085.36	\$ (3,085.36)	92.0%	130.9%
TRAINING SUPPLIES	\$ 10,200.00		\$ 138.86	\$ 15,036.84	\$ (4,836.84)	92.0%	147.4%
FOOD	\$ 11,200.00		\$ 79.13	\$ 5,206.13	\$ 5,993.87	92.0%	46.5%
CONTRACTS	\$ 26,173.00		\$ 5,114.71	\$ 33,043.84	\$ (6,870.84)	95.0%	126.3%
MEDICAL	\$ 15,675.00		\$ 956.33	\$ 7,198.77	\$ 8,476.23	90.0%	45.9%
DENTAL	\$ 30,000.00		\$ 3,198.10	\$ 17,050.03	\$ 12,949.97	90.0%	56.8%
CHILD TRAVEL	\$ 116,816.00		\$ 9,866.84	\$ 113,584.09	\$ 3,231.91	92.0%	97.2%
EMPLOYEE TRAVEL	\$ 31,306.00		\$ 3,616.55	\$ 34,906.69	\$ (3,600.69)	92.0%	111.5%
CAREER DEVELOP	\$ 9,000.00	\$ 2,000.00	\$ 467.40	\$ 14,985.11	\$ (3,985.11)	92.0%	136.2%
PARENT TRAINING	\$ 8,500.00		\$ 749.84	\$ 4,723.41	\$ 3,776.59	92.0%	55.6%
SPACE	\$ 108,800.00		\$ 6,866.56	\$ 106,753.17	\$ 2,046.83	100.0%	98.1%
UTILITIES	\$ 53,900.00		\$ 3,429.54	\$ 45,483.27	\$ 8,416.73	92.0%	84.4%
TELEPHONE	\$ 39,837.00		\$ 2,951.35	\$ 40,631.69	\$ (794.69)	92.0%	102.0%
OTHER	\$ 71,670.00	\$ -	\$ 3,915.64	\$ 85,797.46	\$ (14,127.46)	92.0%	119.7%
TOTAL DIRECT COSTS	\$ 4,284,813.00	\$ 198,111.00	\$ 361,076.53	\$ 4,082,343.23	\$ 400,580.77	97.6%	91.1%
ADMIN COSTS	\$ 270,926.00	\$ 17,785.00	\$ 22,760.12	\$ 218,861.69	\$ 69,849.31	83.0%	75.8%
GRAND TOTAL	\$ 4,555,739.00	\$ 215,896.00	\$ 383,836.65	\$ 4,301,204.92	\$ 470,430.08	88.0%	90.1%
IN KIND NEEDED	\$ 1,226,300.00						
IN KIND GENERATED	\$ 1,261,334.25						
			** ARRA COLA/QI Grant completed and closed out				
IN KIND (SHORT)/LONG	\$ 35,034.25						
PROCUREMENT CARD							
EXPENSE	\$ 12,687.22	3% of expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 525,665.00	\$ 43,385.08	\$ 81,774.16	\$ 443,890.84	\$ 443,890.84	17.0%	15.6%
BENEFITS	\$ 250,739.00	\$ 21,342.14	\$ 39,555.21	\$ 211,183.79	\$ 211,183.79	17.0%	15.8%
OUT OF AREA TRAVEL	\$ 23,760.00	\$ 718.00	\$ 12,984.18	\$ 10,775.82	\$ 10,775.82	50.0%	54.6%
EQUIPMENT	\$ 19,000.00	\$ -	\$ -	\$ 19,000.00	\$ 19,000.00	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 3,500.00	\$ 485.53	\$ 831.35	\$ 2,668.65	\$ 2,668.65	17.0%	23.8%
CENTER SUPPLIES	\$ 13,332.00	\$ 2,284.00	\$ 2,284.00	\$ 11,048.00	\$ 11,048.00	17.0%	17.1%
CLASSROOM SUPPLIES	\$ 9,500.00	\$ 1,275.54	\$ 3,251.83	\$ 6,248.17	\$ 6,248.17	20.0%	34.2%
TRAINING SUPPLIES	\$ 10,000.00	\$ -	\$ 132.73	\$ 9,867.27	\$ 9,867.27	10.0%	1.3%
FOOD	\$ 2,987.00	\$ 10.00	\$ 150.85	\$ 2,836.15	\$ 2,836.15		5.1%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 62,000.00	\$ 331.00	\$ 331.00	\$ 61,669.00	\$ 61,669.00	5.0%	0.5%
MEDICAL	\$ 27,000.00	\$ 306.86	\$ 306.86	\$ 26,693.14	\$ 26,693.14	5.0%	1.1%
DENTAL	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	5.0%	0.0%
CHILD TRAVEL	\$ -						
EMPLOYEE TRAVEL	\$ 2,500.00	413.60	862.14	\$ 1,637.86	\$ 1,637.86	17.0%	34.5%
CAREER DEVELOP	\$ 18,181.00	\$ 108.00	\$ 783.00	\$ 17,398.00	\$ 17,398.00	0.0%	4.3%
PARENT TRAINING	\$ 2,500.00	\$ 1,062.00	\$ 1,357.40	\$ 1,142.60	\$ 1,142.60	17.0%	54.3%
FACILITIES/CONST.	\$ 22,686.00	\$ 2,037.01	\$ 3,967.29	\$ 18,718.71	\$ 18,718.71	17.0%	17.5%
UTILITIES	\$ 2,700.00	\$ 178.09	\$ 279.17	\$ 2,420.83	\$ 2,420.83	8.0%	10.3%
TELEPHONE	\$ 10,719.00	\$ 304.05	\$ 755.70	\$ 9,963.30	\$ 9,963.30	8.0%	7.1%
OTHER	\$ 1,668.00	\$ 252.00	\$ 252.00	\$ 1,416.00	\$ 1,416.00	5.0%	15.1%
TOTAL DIRECT COSTS	\$ 1,028,437.00	\$ 74,492.90	\$ 149,858.87	\$ 878,578.13	\$ 878,578.13	12.4%	14.6%
ADMIN COSTS	\$ 62,330.00	\$ 4,521.96	\$ 4,521.96	\$ 57,808.04	\$ 57,808.04	8.0%	7.3%
GRAND TOTAL	\$ 1,090,767.00	\$ 79,014.86	\$ 154,380.83	\$ 936,386.17	\$ 936,386.17	13.5%	14.6%
IN KIND NEEDED	\$ 272,692.00		** In-Kind to be posted = \$17,500				
IN KIND GENERATED	\$ -						
IN KIND (SHORT)/LONG	\$ (272,692.00)						

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 27,930.00	\$ 753.92	\$ 22,367.21	\$ 5,562.79	100.0%	80.1%
6e. SUPPLIES						
Training Supplies	\$ 6,030.00	\$ 494.00	\$ 11,396.62	\$ (5,366.62)	100.0%	189.0%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 15,914.00	\$ 283.10	\$ 11,538.45	\$ 4,375.55	92.0%	72.5%
TOTAL DIRECT COSTS	\$ 49,874.00	\$ 1,531.02	\$ 45,302.28	\$ 4,571.72	97.3%	90.8%
ADMIN COSTS	\$ 3,182.00	\$ 535.26	\$ 2,612.24	\$ 569.76	83.0%	82.1%
GRAND TOTAL	\$ 53,056.00	\$ 2,066.28	\$ 47,914.52	\$ 5,141.48	93.8%	90.3%
IN KIND NEEDED	\$ 13,264.00					
IN KIND GENERATED	\$ 13,264.00					
IN KIND (SHORT)/LONG	\$ -					



December 14, 2010

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

From: Mike Mason

Re: Conflict of Interest Policy

Over the last several years federal grant requirements have increased significantly. In general, we have seen increased rules and regulations that vary depending upon the federal agency administering the grant. Overall, the goal of the increased regulation is to increase accountability and deter mismanagement.

In order to receive federal funds, I have to sign a list of assurances concerning our policies and operations. One of the new assurances is that we have a conflict of interest policy that meets federal regulations. While we have an existing conflict of interest policy, it does not appear to be detailed or specific enough to meet federal requirements.

A proposed policy was sent to the Board several months ago. The policy was based upon the existing conflict of interest policy of the Idaho State Board of Education and guidelines from the National Science Foundation (NSF) concerning federal conflict of interest policies. We also looked at ICRMP's conflict of interest policy. The proposed College of Southern Idaho policy is attached.

The important issue concerning these policies is not the actual conflict of interest but disclosure to the Board so they can decide if an actual conflict of interest exists and the appropriate role of the Board members in making decisions concerning these issues.

We currently have a grant that requires me to sign an assurance statement that indicates that we have a conflict of interest policy that meets federal requirements. As our policy stands today, I cannot sign the assurance statement.

I respectfully request that the Board approve the attached proposed conflict of interest statement with the understanding that it can be modified at a future date. This will allow me to continue to sign the grant assurance statements so we can continue to participate in federal grants.

In the near future we may also be looking at a policy that requires us to e-verify all employees that are involved in any way with federal grants. This requirement is starting to appear on some assurances.

2.20 PROPOSED CONFLICT OF INTEREST AND ETHICAL CONDUCT

Members of the CSI Board of Trustees, administrators, and employees of the institution and agencies serve a public interest role and have a clear obligation to conduct all affairs of the institution and agencies in a manner consistent with that role. All decisions of the CSI Board of Trustees, administrators, and employees are to be made solely on the basis of a desire to promote the best interests of the institution, agencies, and public good.

1. General Principles of Ethical Conduct

The CSI Board of Trustees, administrators, and all employees of the institution and agencies:

- a. Shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities;
- b. Shall not engage in any financial transaction in order to further any private interest using non-public information of the Board, institution, or agencies;
- c. Shall put forth an honest effort in the performance of their duties;
- d. Shall make no unauthorized commitments or promises of any kind purporting to bind the Board, institution, or agencies;
- e. Shall not use their position for private gain;
- f. Shall act impartially and not give preferential treatment to any private or public organization or individual;
- g. Shall protect and conserve institutional property and shall not use it for other than authorized activities; (*see policy 2.16*).
- h. Shall not engage in outside employment or activities, including seeking or negotiating for employment that conflicts with official duties and responsibilities; (*see policy 2.16 and 2.17*).
- i. Shall promptly disclose to the Executive Vice President waste, fraud, abuse, or corruption in accordance with applicable law and policy;
- j. Shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of the Board, institution, or agencies;
- k. Shall disclose potential conflicts of interest to the Executive Vice President or designee, of the institution or agency, and avoid conflicts of interest, potential conflicts of interest, and circumstances giving rise to the appearance of a conflict of interest using the Conflict of Disclosure Statement. The position of CSI Trustee, President, Vice President, Dean, Department Chair, and Grant Manager/Principle Investigator will be required to complete an annual Conflict of Disclosure Statement (to be completed in December of each year).

2. Conflict of Interest

A conflict of interest occurs when a person's private interests compete with his or her professional obligations to the institution and agencies to a degree that an independent observer might reasonably question whether the person's professional actions or decisions are materially affected by personal considerations, including but not limited to personal gain, financial, or otherwise.

3. Consideration of Transactions

- a. In the event that a person subject to this policy shall be called upon to consider a transaction involving the institution and a person, entity, party, or organization with which the person is affiliated, as defined below, such person, as soon as he or she has knowledge of the transaction, shall: (i) disclose fully to the Executive Vice President, or designee, the precise nature of his or her interest in or involvement in the transaction and/or such organization, and (ii) refrain from participating in the institution's or agency's consideration of the proposed transaction.
- b. Each person subject to this policy shall disclose to the Executive Vice President, or designee, of the entity all relationships and business affiliations that reasonably could give rise to a Conflict of Interest because of the person's duties and responsibilities. This disclosure obligation is on-going, and each person has a duty to supplement or amend his or her disclosure when the person knows that the disclosure was incorrect in a material respect when made or the disclosure though correct when made, has become inaccurate in a material respect.

- c. For the purposes of this policy, a Trustee, administrator, or employee is "affiliated" with the organization if the person, a member of the person's immediate family (i.e., spouse, parents, children, brothers, and sisters), or a person residing in the Trustee, administrator, or employee's household or a legal dependent of the Trustee, administrator, or employee; (i) is an officer, director, trustee, partner, employee, or agent of such organization; (ii) is either the actual or beneficial owner of more than five percent (5%) of the voting stock of or a controlling interest in such organization; (iii) has any other direct or indirect dealings with such organization from which the Trustee, administrator, or employee is materially benefited. It shall be presumed that a person is "materially benefited" if he or she receives, either directly or indirectly, money, services, or other property in excess of one thousand dollars (\$1000) in any year in the aggregate.
- d. All disclosures required to be made hereunder must be directed, in writing, to the Executive Vice President, or designee, of the institution or agency. Trustees, administrators, and other employees who have a real or potential conflict of interest in any matter before the Board or the institution, or agency administration will comply with all the applicable statutes and rules governing conflicts of interest including, but not limited to, the Bribery and Corrupt Influences Act, Idaho Code Section 18-1351 *et. seq.* and the Ethics in Government Act of 1990, Idaho Code Section 18-1351 *et. seq.* and the Ethics in Government Act of 1990, Idaho Code Section 59-701 *et. seq.*

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Pursuant to the College of Southern Idaho's Conflict of Interest Policy 2.20 requiring disclosure of certain interest, I hereby state that I:

- a. Shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities;
- b. Shall not engage in any financial transaction in order to further any private interest using non-public information of the Board, institution, or agencies;
- c. Shall put forth an honest effort in the performance of their duties;
- d. Shall make no unauthorized commitments or promises of any kind purporting to bind the CSI Board institution, or agencies;
- e. Shall not use their position for private gain;
- f. Shall act impartially and not give preferential treatment to any private or public organization or individual;
- g. Shall protect and conserve institutional property and shall not use it for other than authorized activities; (*see policy 2.16*).
- h. Shall not engage in outside employment or activities, including seeking or negotiating for employment that conflicts with official duties and responsibilities; (*see policy 2.16 and 2.17*).
- i. Shall promptly disclose to the Executive Vice President waste, fraud, abuse, or corruption in accordance with applicable law and policy;
- j. Shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of the CSI Board, institution, or agencies;
- k. Shall disclose potential conflicts of interest to the Executive Vice President, or designee, of the institution or agency, and avoid conflicts of interest, potential conflicts of interest, and circumstances giving rise to the appearance of a conflict of interest;

Exceptions to the above statements are noted as follows:

I hereby certify that this conflict of interest disclosure to best of my knowledge and belief is a true, correct, and complete statement of all my economic interests and other matters required by the conflict of interest policy. I hereby agree to report to the Executive Vice President any perceived or potential conflict of interest which might arise subsequent to the filing of this annual conflict of interest disclosure statement as required by the conflict of interest policy.

Name: _____

Title: _____

Signature: _____

Date: _____

EMPLOYEE POLICIES & PROCEDURES MANUAL

Annual Update, Fall 2010

1.01 MESSAGE FROM THE PRESIDENT (Rev: 2/00; Rev: 6/03, 9/05; 7/08)

We are proud to offer you this electronic *CSI Employee Policies and Procedures Manual*. This manual, or handbook, is applicable to all College of Southern Idaho employees. Specific areas, such as Head Start or CSI Faculty, may have additions to this handbook that are greater, but not less, than the policies and procedures contained within.

This handbook serves to provide you with some basic information relating to your employment at the College. Please become familiar with its content and feel free to refer to it as a primary resource when you have a question. Your supervisor and the Human Resources Department are also always available to respond to your questions about its content and application.

The College of Southern Idaho is committed to a quality working experience for all employees. We encourage an environment of trust, courtesy, and mutual respect among all of our employees. **If ever you have a concern about a violation of the policies in our handbooks, unlawful activity or unsafe practices we encourage you to report it to your supervisor or to the appropriate administrator within the College.** We value your association with the College of Southern Idaho and look forward to your contributions to our continuing goal of quality and service to each other, our students and the community.

Sincerely,

*Gerald L. Beck, President
College of Southern Idaho*

1.02 INTRODUCTION (Rev: 2/00; 6/03; 1/06; 7/08)

The CSI Employee Policy & Procedures Manual is published by the Human Resource Department on the Internet as our official manual and to provide the most current and readily accessible information possible to our employees. This electronic publication is a source of information regarding employment, compensation, leave, benefits, policies and procedures. A reference copy is also maintained in the Human Resource office ~~and other areas of the campus that may not have access to the Internet.~~

3.03 DIRECT DEPOSIT & PAYROLL DEDUCTION (Rev: 2/00)

~~Full and part-time regular~~ **All** employees have the option of signing up for direct deposit of their paychecks. There are two options to choose from: (1) Option A will deposit the entire net pay check into the account. (2) Option B allows the net check to be deposited into two separate accounts or banks. You can select a percent or designate a fixed amount. A check stub for your records will be distributed in the same fashion as a payroll check. There are also a number of payroll deduction programs available to full-time employees including those for retirement, health and life insurance, credit union and direct bank deposit, annuities and so on. For more information, contact the HR Payroll Office.

3.05 EXEMPT/NON-EXEMPT STATUS & OVERTIME (Rev: 2/00, 7/04, 1/06)

The College is subject to the Federal Fair Labor Standards Act. For covered non-exempt (classified) employees, time worked in excess of 40 hours during the workweek must be compensated at the rate of time and one-half. Compensation may be in the form of either wages or compensatory time. If a non-exempt employee works over 40 hours in one week, they are given compensatory time off at the rate of one and one-half hours for each hour of overtime to be taken **any time** prior to the close of the pay period

in which the week of overtime ends. Compensatory time may be carried forward past the pay period with the permission of the supervisor. Overtime will only be paid under unusual circumstances and with the approval of both the supervisor and the President. For the purpose of calculating overtime, the College defines the workweek as Monday through the end of the day on Sunday. Strict record keeping by the supervisor is a must. All compensatory time must be pre-approved by the supervisor in writing. A compensatory time form may be obtained from the HR Payroll Office.

4.01 APPLICATION FOR BENEFITS PROCEDURE *(Rev: 2/00, 1/03)*

The employee has the responsibility to fill out the necessary forms in HR for benefits. If your employment status changes, qualifying you for additional benefits, you must notify HR and fill out the necessary forms.

All changes in employee status concerning benefits must be approved in writing by the supervisor and the President. **Information about your CSI benefits may be found online at <http://hr.csi.edu/benefits.asp>.**

4.02 HEALTH INSURANCE *(Rev: 2/00, 1/03; 1/06; 7/06)*

Health insurance covers employees working twenty (20) or more hours per week for a period of five (5) months. Coverage becomes effective the 1st day of the month following the date of hire. The employee's share of premium is deducted monthly from their paycheck. The employee is responsible for notifying the HR Payroll Office within thirty days of a divorce, legal separation, and when a dependent child ceases to be a dependent as defined by the plan. ~~Qualified dependents may be added to your plan at any time during the year.~~

An open enrollment period for health insurance occurs annually in April or May. Open enrollment is the only time of the year you are able to ~~change health insurance plans and~~ **enroll dependents in the health insurance plan and sign a new contract for the Flexible Spending Account program.** The HR Office notifies employees of any changes to their medical insurance at this time. **All notifications will be done through e-mail.**

Health coverage will be continued to the end of the month when termination of employment occurs before the 15th of the month. Termination after the 15th will result in continued health coverage through the end of the following month. Within sixty (60) days after eligibility for health care coverage ends, you may be able to purchase continued medical, dental, **EAP** benefits on an individual basis for a period of time through COBRA coverage. Contact the HR Payroll Office for more information.

4.06 WORKERS' COMPENSATION & SICK LEAVE *(Revised: 5/05; 7/06)*

Workers' Compensation is carried through the State Insurance Fund and is designed to pay the doctor and hospital bills for someone who is injured while working on the job. It will also partially compensate an employee for loss of wages while off the job due to the injury. In addition, the College policy allows an employee to continue receiving full salary under the following conditions:

An employee injured on the job can take up to 6 (six) months job protected unpaid leave for an approved Workers' Compensation injury. The employee can choose to be paid accrued sick, vacation or compensation time in any increments they choose while receiving payment from the State Insurance Fund. Should an employee choose to do so, it is the employee's responsibility to complete the appropriate Workers' Compensation Leave Supplement form and submit it to the HR Payroll Office. ~~The employee should apply for short-term disability.~~

4.08 RETIREMENT SYSTEM & SICK LEAVE *(Rev: 1/03; 7/06; 11/09)*

The College is required by Idaho Code to pay PERSI a percentage of an employee's payroll. This provides a benefit to qualified retiring employees, whereby an amount equivalent to one-half the dollar value of accumulated sick leave at time of retirement **(a total of 600 hours maximum at current hourly rate**

upon retirement) would be credited to an account with PERSI and used to pay health insurance premiums for the retired employee enrolled in the state retirement retiree health plan. All employees hired after July 1, 2009, are no longer eligible for sick leave entitlement. See the HR Payroll Office for more information.

4.10 EMPLOYEE ASSISTANCE PROGRAM (Rev: 9/00, 1/03)

The Employee Assistance Program (EAP) is a short-term counseling and referral service provided to all employees who are currently receiving benefits. This program addresses marital, child or other family problems, persistent anxiety, abuse of alcohol or other drugs, stress problems, depression, grief, or other distracting concerns.

We encourage any employee currently receiving benefits, or their family member, to take it upon themselves to seek assistance. ~~by calling the EAP directly at 1-877-427-2327, 24 hours a day, seven days a week.~~ All communications and information received by the counselors of the program will be kept strictly confidential. More information about this service **can be found on the HR Benefits site.** ~~and costs associated beyond the free services are available by calling the EAP program number listed above or by consulting the [EAP Web site](#)~~

4.12 REDUCED FEE/RECIPROCAL AGREEMENT COURSES (Rev: 2/00, 1/03; 7/06; 11/09)

Due to a reciprocal agreement negotiated between the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, North Idaho College, **College of Western Idaho** and the College of Southern Idaho, all full-time regular employees and their spouses are entitled to register for courses at these institutions using the educational privilege benefit. **Idaho State University restricts credits allowed on the reciprocal agreement.** As of Fall 2009, Boise State University changed their agreement limiting their reciprocal agreement to 9 credits or less, classes held on the CSI campus only, and spouse agreements will be eliminated as of Fall 2010. There will be a nominal fee plus a fee per credit hour to the employee **and special** course fees may also be charged. To qualify for this **benefit** privilege the employee must complete a reciprocal agreement waiver forms **found online** available through **under** the Business Office **forms**. Your supervisor and the Payroll Manager must sign this form. ~~Registrations will not be accepted if this is not done.~~ **It is the employee's responsibility to know what benefit the institution they're attending allows and submit the reciprocal agreement.**

6.26 PUBLIC RECORDS (Added: 2/00, Rev: 1/03)

The Vice President of Administration is the designated custodian of records for the purposes of the Open Records Law, Sections 9-337-348, of the Idaho Code. In the event the Vice President of Administration is absent from the office for more than three regular work days, the Dean of Finance will be temporary custodian of records. Mike is not the custodian of records, more like the Freedom of Information Act compliance officer to whom all FOIA requests should be forwarded promptly (time of the essence; the College only has 72 hours or less to respond to some requests), he reviews the requests and decides whether the College must comply with the request.

~~The College receives and maintains various documents and information from each of the departments and campus operations under the jurisdiction of the College, including but not limited to budget, proposals for academic and technical programs, agendas for Board of Trustees meetings, and financial aid reports. The College receives student applications for scholarships and student loan programs. The custodian also maintains records pertaining to all employees of the College.~~

~~The records of the College are located in the files and computers of the College or are accessible from the Business Office.~~

The College will comply with the requirements set forth in the Idaho Code in every respect regarding public records.

6.28 INSTITUTIONALIZATION OF FUND-RAISING PROGRAMS *(Added: 2/00)*

All fundraising activities of the College of Southern Idaho and its units are coordinated by the Foundation Office as designated by the President. Solicitation of gifts, funds, or property shall not be made by anyone in the name of or for the benefit of the College of Southern Idaho without communication with the Foundation Office. ~~In the case of fundraising activities sponsored by the CSI Athletic Department including the CSI Rodeo Team, prior approval of the President or the President's designee must be made.~~

In the case of fund-raising activities sponsored by the Associated Students or by other student groups, prior approval of the ~~Director of Student Services~~ **Dean of Students** is required as well as coordination with the Foundation Office. The purpose of coordinating all private fund-raising activities through one office is threefold:

1. To provide continuity for understanding of and support for funding needs throughout the district.
2. To avoid conflict in and duplication of effort in the fund-raising contact program.
3. To maximize the contribution from each potential donor.

Please see the Foundation Office for specific guidelines relating to college-initiated gifts, or grants management information.

REMOVE: 6.08 LOST AND FOUND

A Lost and Found Center is maintained at the Information Desk in the Taylor Administration Building. Any items lost or found after school hours or on weekends should be turned into Security. All items found may be sent to either of these locations. All inquiries for lost articles should be directed to both locations.

REMOVE: 6.27 STATIONERY & PUBLICATIONS GUIDELINES *(Added: 2/00)*

Generic CSI watermark letterhead, eagle note cards, a variety of envelopes, and form to order standard CSI business cards are available in the CSI Bookstore. Please contact the Dean of Finance with questions about custom printing and duplication. Custom mailings must also be proofed by the Information Office to insure compliance with mailing regulations.

CHANGED: VEHICLE USE AGREEMENT

General Requirements

All use of CSI vehicles requires submission of an approved travel itinerary, roster of vehicle occupants, and a current copy of the driver's license. Out of state travel requires approval of the President or his designee.

All drivers of CSI vehicles must meet the requirements as stated below. Student drivers must fulfill all of these same requirements, but they may only be used for Magic Valley or on-site driving.

No alcoholic beverage or tobacco use is allowed in any CSI vehicle at any time.

CSI vehicles shall be equipped with Safety Kits and Cell Phones and drivers will be instructed on their proper use.

Local/Magic Valley Travel:

- Defined as north to Shoshone, south to Jackpot, NV, east to Rupert and west to Glenn's Ferry.
- CSI vans shall carry no more than twelve (12) occupants including the driver.
- Speed in all vans not to exceed 65 mph.

Regional Travel:

- Defined as an area that is within a three-hour radius from campus under normal driving conditions excluding the Magic Valley area. (Speed limit examples: 55 mph x 3 hours = 165 miles; 65 mph x 3 hours = 195).
- CSI **Sprinter** vans shall carry no more than **12** occupants including the driver.
- **All other vans shall carry no more than 10 occupants including the driver.**
- A maximum of two vans may be used by a single group for travel with the exception of trips within the Magic Valley.
- Speed in all vans not to exceed 65 mph.

Long Distance Travel: **(Sprinter vans)**

- Defined as any travel that is not within a three-hour radius from campus under normal driving conditions.
- CSI vans shall carry no more than 12 occupants, including the driver.
- Trips shall not exceed ten (10) hours per day.
- Limit to **two** 12-occupant van per trip.
- Speed in all vans not to exceed 65 mph.

Groups requiring additional space shall be encouraged to travel by bus.

Any department, club, organization, or entity utilizing CSI vans will be charged \$50 per van per trip to cover fuel and maintenance costs.

Any exceptions to this vehicle use policy must be approved by the President or his designee.

Requirements for all Drivers of CSI Vehicles (including vans)

1. All drivers must submit a current copy of their driver's license to the Maintenance Department at least **3 days in advance** of the scheduled trip. Driving records may be reviewed.
2. All drivers will ensure that all occupants are utilizing seat belts at all times.
3. All drivers will obey all traffic rules and regulations and exercise prudent judgment at all times.

Additional Requirements for Van Drivers

1. All van drivers must satisfactorily complete the CSI van-driving test administered by an authorized CDL driver and/or have a current CDL endorsement.
2. All van drivers are required to use a "spotter," if one is available, for assistance in backing up.
3. All van drivers are limited to four hours behind the wheel at one time. Drivers may drive a total of six hours per day.
4. All vans are not to exceed the posted speed limit or 65mph whichever is less.

Name (Please Print)

Signature

Date

ADD: PROFESSIONAL AND CLASSIFIED EMPLOYEES ORGANIZATION

The Professional and Classified Employees organization (PACE) serves as the official voice of the College's regular non-teaching, non-administrative full- and part-time employees.

The [PACE By-Laws](#) explain the many functions of the organization.

ADD: EMERGENCY EVACUATIONS

Because of bomb threats, fire alarms, or other emergency conditions, all faculty, staff, and students may be evacuated from College buildings or facilities. During these times no one is authorized to be in the facilities without consent of the Public Safety official in charge.

ADD: MISSING STUDENT NOTIFICATION POLICY

The College of Southern Idaho takes student safety very seriously. To this end, the following policy and procedures have been established concerning students who live in CSI-owned on-campus housing who, based on the facts and circumstances known at the time to CSI officials, are presumed and/or determined to be missing.

Most missing person reports in the college environment result from students changing their regular routines without informing roommates and/or friends or family members of the change. For purposes of this policy, a student will be presumed missing, if a roommate, classmate, faculty member, friend, family member or other campus person has not seen or heard from the student in a reasonable amount of time. In general a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing student's daily schedule, habits, and reliability. Students will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Anyone who believes that a student who lives in on-campus housing is missing should report his/her concern immediately to Campus Security. Missing student reports can be made to the Security Supervisor or any Security Officer.

At the beginning of each semester, Residence Hall staff will inform students residing in on-campus housing that an official from CSI will notify the appropriate law enforcement agency in addition to the individual(s) identified by the student on the Missing Student Emergency Notification form and the parent/guardian (if the student is under 18 years of age and not emancipated) within 24 hours of the determination that the student is missing.

At the beginning of each academic year, students living in on-campus housing will be asked to provide, on a voluntary basis, confidential emergency contact information in the event they are reported missing while enrolled at CSI. The contact information will be registered confidentially, and the information will be accessible only to authorized campus officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. This emergency information will be gathered and/or updated each semester by the Housing Coordinator.

CSI will follow the following general notification procedures for a missing student who resides in on-campus housing:

1. Any and all official missing person report(s) relating to students residing in on-campus housing shall be referred immediately to **Campus Security**.
 - a. The official receiving the report will try to collect and document the following information:
 - i. The name and relationship of the person making the report.
 - ii. The date, time and location the missing student was last seen.

- iii. Description, clothes last worn, where student might be, who the student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule.
 - iv. The general routine or habits of the suspected missing student (e.g. friends who live off-campus, working off-campus) including any recent changes in behavior or demeanor.
 - v. The missing student's cell phone number (if known by the reporter).
2. Every missing student report will be followed up with an investigation to determine the validity of the missing person report.
3. Once CSI receives a missing student report, the following officials/offices may have a need to know and be informed:
 - a. President's Office
 - b. Executive Vice President and Chief Academic Officer
 - c. Vice President of Student Services
 - d. Vice President of Administration
 - e. Dean of Students
 - f. Housing Coordinator
4. If Campus Security, after investigating the official report, makes the initial determination that the student subject of a missing person report is missing:
 - a. Campus Security will notify the appropriate law enforcement agency within 24 hours of the determination by Campus Security that the student is missing.
 - b. The Dean of Students or his designee will notify the individual(s) identified by the student within 24 hours of the determination by Campus Security that the student is missing.
 - c. If the student is under 18 years of age and not an emancipated individual, the Dean of Students or his designee will also notify a custodial parent or guardian in addition to the individual(s) identified by the student within 24 hours of the determination by Campus Security that the student is missing.

Upon notification from any entity that a student who resides in on-campus housing may be missing, CSI may use any or all of the following resources to assist in locating the student:

- Contact the student via e-mail or phone.
- The Housing Coordinator and staff may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
- Security may search campus locations to find the student and utilize the student's ID picture for assistance in obtaining pertinent information.
- Contact roommates, floor mates, known friends, family, faculty members or advisors to seek information on last sighting or additional contact information.
- Check the student's social networking sites (e.g. Facebook, MySpace, Twitter, etc.).
- Security may access security camera and video recordings to determine last sightings of the missing student.
- Security may access vehicle registration or license information for vehicle location and distribution to authorities.
- Information Technology staff may be asked to look up logs for last login and use of CSI's systems (e.g. e-mail, network, Blackboard, etc.).
- If there is any indication of foul play or an immediate safety/security concern, the appropriate law enforcement agency will be notified immediately.

Student notification of this policy:

- Included on the CSI website
- Discussed during beginning of term mandatory Residence Hall meetings
- Included in the annual Campus Security Report

ADD: CRIME STATISTICS - JEANNE CLERY ACT

College of Southern Idaho campus crime statistics are published and reported in compliance with federal

regulations. Any questions about parking, traffic, or other related items may be directed to the CSI Security Department at the numbers listed above.

College of Southern Idaho campus crime statistics are published online through [U.S. Department of Education Office of Postsecondary Education](#) website (OPE ID: 00161900).

ADD: MOBILE COMMUNICATION DEVICES

Mobile Communication Agreement Form

Purpose: To establish a mobile communications device policy for the College of Southern Idaho.

I. Policy Statement

In general, the College of Southern Idaho (CSI) will not own mobile communications devices or carry mobile communications device contracts for permanent assignment to individual employees. Employees whose job duties require the frequent use of mobile communication devices will be given a taxable monthly allowance to compensate for business use of their personal mobile communication device.

II. Allowance

A. The College will determine if positions require mobile communications, and if so, to what extent. Job Descriptions must reflect the identified requirements.

1. The allowance is not considered an entitlement, nor is it an increase in base pay. College of Southern Idaho reserves the right to change or withdraw the allowance at any time.
2. Allowances will be calculated for a one year term and will be paid monthly. A three tier reimbursement system will apply and the following services can be included based on job description requirements: phone, broadband, home internet, etc. The rates will be as follows:

Tier I-\$70
Tier II-\$40
Tier III-\$20

B. Employees whose duties do not necessitate frequent use of a mobile communications device may submit copies of their pertinent bills through their supervisor to CSI Accounts Payable detailing use for reimbursement of infrequent business use of their personal device.

III. Employee Procedures

A. Employees should meet with their supervisors to determine if the job description provides for a mobile communications device and what Tier would be most appropriate. Employees should then complete a Mobile Communications Agreement, obtain their supervisor's signature, Vice President's signature and submit the Agreement to Human Resources.

IV. Supervisor Procedures

A. Supervisors should work with employees to determine that an appropriate Tier allowance has been established for the position. Thereafter, supervisors are responsible for ensuring that business use is commensurate with the monthly allowance.

- B. In the event an employee is terminated or is otherwise ineligible for the allowance, the supervisor must inform Human Resources within three (3) business days.

ADD: MOBILE COMMUNICATION AGREEMENT FORM

**COLLEGE OF SOUTHERN IDAHO
Mobile Communication Agreement**

Employee Name: _____ ID #: _____

Department: _____ Cost Code: _____

Extension: _____ Email: _____

Contract Start Date: _____ Renewal Date: _____

Check all that apply: Faculty Staff Full Time Part Time

- Tier I - \$70.00
- Tier II - \$40.00
- Tier III - \$20.00

Employee Agreement

I have read, understand and agree to abide by the employee responsibilities in College of Southern Idaho Mobile Communication Device Policy. I understand that any allowance I receive for the purchase and/or operation of a mobile communications device is taxable income and not part of my base salary. I understand this agreement is effective for 12 months and is subject to revision or cancellation at any time.

Employee	Date	Supervisor	Date
----------	------	------------	------

VP/Dean	Date	President	Date
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ALREADY ADDED: 6.34 EMERGENCY DISASTER NOTIFICATION PLAN (Est: 1/2010)

In the event of a disaster or dangerous situation, the person witnessing the event should immediately call 911 to notify first responder entities. The second call should be to CSI Security at 732-6605. The caller should notify CSI Security that a 911 call has or has not been made.

The CSI emergency notification system is comprised of three systems:

1. The campus outside horn system.
2. The campus emergency intercom phone system.

3. The Send Word Now emergency phone, email and text notification system.

Upon receiving notification of a campus emergency/threat that warrants a campus wide alert, the CSI Security Office will ensure that 911 authorities have been notified and then activate the campus horn if this action is deemed appropriate. The horn can be heard at all areas outside of buildings on campus and all campus parking lots. Upon hearing the horn, anyone on campus should proceed with caution. Upon hearing the horn, people in parking lots should leave the campus area.

At the same time or immediately after activation of the horn, CSI security or one of the 40 key staff located in buildings throughout campus will activate the campus emergency phone system. This system allows communication between all forty stations to allow for the passage of critical information. These key staff members are also provided with bull horns in order to quickly communicate with building occupants.

As soon as possible, CSI Security or the business office will activate the Send Word Now system. This system will send information via text message, voice and email to staff and students who have signed up for this free service.

In meetings with the local law enforcement officials concerning emergencies, the Twin Falls City Police indicated that they will have three officers on campus in less than five minutes. Additional assistance from the Twin Falls County Sheriff's Office and Idaho State Police will be provided in less than 10 minutes.

CSI Security and administration will cede all command and control functions over to law enforcement authorities as soon as they are established on campus.

Emergency situations/disasters require CSI staff to remain flexible and react based upon the best information available at the time. Written procedures provide the framework for responses but the need for adaptability to address the issues must be maintained regardless of policies.

The Emergency Disaster Notification Plan will be tested once each semester and the test results documented by the CSI Security Supervisor.

Questions regarding this policy should be directed to the Vice President of Administration.

ALREADY ADDED: 6.35 STUDENT HOUSING FIRE POLICY *(Approved 4/2010)*

The College of Southern Idaho has one dormitory, one apartment complex and several houses that constitute student housing. These entities are operated by the college in conjunction with the College of Southern Idaho Dormitory Housing Commission.

Dormitory housing is provided in Eagle Hall which is located on the main campus. This facility houses approximately 242 students in double and single rooms. The building is staffed by one full time dormitory counselor, ten student resident advisors, two full time custodians and one part time security officer. Student resident advisors receive training each fall in first aid, CPR, emergency disaster procedures and building fire procedures.

As per fire code, the dormitory is not equipped with sprinklers due to it being constructed of non-combustible materials. The dormitory is equipped with an addressable smoke alarm system which consists of individual room sensors and area smoke and heat detectors in each mechanical and electrical room. Fire pull stations are located at each of the buildings seven exits. Fire extinguishers are located in each hallway.

The alarm system consists of both light strobes and horns. The activation of the system automatically triggers an alarm to the local fire station.

Fire extinguishers are inspected each month with the inspection date noted on a tag attached to the extinguisher. The smoke/heat detector system is checked for mechanical defects on an annual basis by a certified alarm testing company.

Emergency fire drills are conducted at least once per semester for the dormitory. All occupants are required to evacuate the building upon the activation of the fire alarm system and to remain outside of the building until authorized to return by the proper authorities. Fire drills are coordinated through the Dean of Students, Dormitory Counselor, Physical Plant Director and Security Supervisor. The Security Supervisor is responsible for documenting these drills.

The apartment complex consists of the North View Apartments which are located on the north west edge of the main campus. There are 42 units made up of single, double and three bedroom apartments located in 3 buildings in close proximity. The operations of the complex are supervised by one full time apartment manager. Like most commercial apartments, the buildings are constructed of wood and do not have fire sprinkler systems.

The apartments have one exit which exists out to an outside hallway with two possible directions of evacuation. Windows may also be utilized for egress in an emergency. Fire extinguishers are located in each building as follows:

- A Building – One at each end and one in the middle of each floor
- B Building – One fire extinguisher between every two apartments – 2 upstairs and 2 downstairs
- C Building – One fire extinguisher upstairs in the middle and two downstairs – one at each end
- D Building - One fire extinguisher upstairs in the middle and two downstairs – one at each end

There is also one fire extinguisher in the laundry room and one in the maintenance shop. These are inspected monthly by maintenance staff to ensure they are charged. Additionally, a commercial fire extinguisher company services all fire extinguishers every three years.

When the individual apartments are leased, the renter is provided with a smoke alarm with new batteries. The renter is responsible for keeping charged batteries in the smoke alarm and periodically testing the smoke alarm. There is no central fire alarm system and fire alarm drills are not held for the North View Apartments.

The College also leases several individual houses to students. These houses are of wood construction, have smoke alarms that the resident is responsible for and do not have sprinkler systems.

The CSI Security Director is responsible for collecting data and filing an annual report by each housing group detailing the following:

1. Number of fires
2. Number of deaths
3. Number of injuries
4. Documentation of Fire Drills
5. Fire related property damage
6. A listing of the type of fire detection system in each building

Questions concerning fire safety, testing and procedures should be directed to the Physical Plant Director. Questions concerning this policy should be directed to the Vice President of Administration.