



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

April 17, 2017

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Room 277

AGENDA

CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – MARCH 20, 2017: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – MARCH 20, 2017: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

OPEN FORUM

UNFINISHED BUSINESS

PURPLE HEART COLLEGE DESIGNATION PRESENTATION: (I) *President Fox & Miguel Dominic*

CSI PURCHASING AND PROCUREMENT POLICY UPDATE: (A) *Jeff Harmon*

NEW BUSINESS

CSI ELECTRONIC MESSAGE CENTERS BID: (A) *Jeff Harmon*

NEW TYPE C – CONVENTIONAL SCHOOL BUSES BID: (A) *Jeff Harmon*

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AGENDA
CSI BOARD OF TRUSTEES MEETING
APRIL 17, 2017

DORMITORY, APARTMENT & MEAL PLAN PRICING: (A) *Dr. Michelle Schutt*

FY 18 EMPLOYEE BENEFITS - SELECT HEALTH INSURANCE: (A) *Jeff Harmon*

CSI EMPLOYEE POLICIES & PROCEDURES MANUAL UPDATE: (A) *Eric Nielsen*

FY18 CSI TRUSTEE BOARD MEETING AND BUDGET HEARING DATES: (A) *Jeff Harmon*

2017 ALTERNATIVE SPRING BREAK: (I) *Jason Ostrowski & Samra Culum*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
APRIL REGULAR BOARD OF TRUSTEES MEETING
April 17, 2017

CALL TO ORDER: 4:05 p.m. Presiding: Bob Keegan

ATTENDING:

Trustees: Laird Stone, Bob Keegan
Jan Mittleider, and Jack Nelsen

College Administration: Dr. Jeff Fox, President
Jeff Harmon, Vice President of Finance and Administration
Dr. Michelle Schutt, Associated Vice President of Student Services
Curtis Eaton, Special Assistant to the President
Robert Alexander, Board Attorney
Employees, visitors and media - Attached List

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

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

March 20, 2017	Executive Session
March 20, 2017	Regular Meeting

TREASURER'S REPORT: The Treasurer's report was accepted by the Board on MOTION by Jan Mittleider. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports and the request to carry over funds related to the approved Duration grant to include the Start-Up funds associated with the ongoing program funds awarded in FY 2016, on MOTION by Bob Keegan. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS:

1. The Board approved the revised purchasing and procurement policy on MOTION by Jan Mittleider. Affirmative vote was unanimous.
2. President Fox read a proclamation designating the College of Southern Idaho as a "Purple Heart College in the State of Idaho". Miguel Dominic, Wade Peirce, and Jim Woods, members of the Snake River Plain Chapter 829 of the military, thanked the school for their dedication.

NEW BUSINESS:

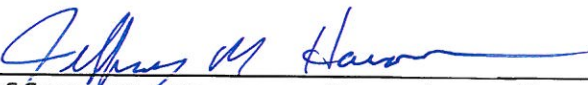
1. The Board approved the bid for the purchase of two Electronic Message Centers from Lytle Signs from Twin Falls, Idaho in the amount of \$146,033 on MOTION by Jack Nelsen. Affirmative vote was unanimous.
2. The Board approved the bid for the purchase of two Type C-Conventional School Busses from Western Mountain Bus & Parts Sales of Nampa, Idaho in the amount of \$201,233 on MOTION by Laird Stone. Affirmative vote was unanimous.
3. The Board approved the recommendation of Dr. Schutt for room and board pricing for fiscal year 2017-2018.
4. The Board approved Select Health as the College of Southern Idaho health insurance provider along with health insurance policy changes and pricing, Delta Dental as the dental insurance provider and pricing, VSP as the vision insurance provider and pricing and BPH as our employee assistance program provider and pricing on MOTION by Laird Stone. Affirmative vote was unanimous.
5. The Board approved the policy changes as amended and presented by Eric Nielson on MOTION by Laird Stone. Affirmative vote was unanimous.
6. The Board approved the fiscal year 2018 Board meeting schedule and the budget hearing date of Tuesday August 22, 2017 as amended, on MOTION by Jan Mittleider. Affirmative vote was unanimous.
7. The Board heard a report from students who shared their experience as they volunteered during their Spring Break. This year they went to Salt Lake City and volunteered at Pre-k through 6th grade non-charter school called Guadalupe. The CSI students learned the meaning of a diverse background. In four days the group collectively donated 180 volunteer hours.

CSI Trustees
April 17, 2017
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REMARKS FOR THE GOOD OF THE ORDER

Presidents Report

ADJOURNMENT declared at 5:02 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: May 15, 2017



Karl Kleinkopf, Chairman

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
April 17, 2017

Monthly Board Meeting List of Attendees

Employees

Dr. Cindy Bond, Dean of Instruction
Terry Patterson, Dean of Instruction
Jason Ostrowski, Dean of Student Affairs
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Chief Finance Officer
Dr. Heidi Campbell, Associate Dean of STEM
Eric Nielson, Director of Human Resources
Dr. Teri Fattig, Director, Library & Herrett Center
Dr. Michele McFarlane, Registrar
Allen Scherbinske, Director of Physical Plant
Jim Munn, Interim Director of Public Safety
Mancole Fedder, Director of Head Start
Suzanne McCampbell, Director Office on Aging
Kathy Deahl, Executive Administrative Assistant to the President
Kim LaPray, Public Information Specialist
Carrie Nutsch, Faculty Senate Representative
Larisa Alexander, AAWCC Representative
Ryan Bigalow, Student Advisor/Veterans Club
Spencer Cutler, Assistant Director of Physical Plant
Devon Jenks, Accountant
Samra Culum, Student Development Coordinator
Rosa Lopez, Administrative Assistant

Media & Visitors:

Jim Woods
Miguel Dominic
Wade Pierce
Donna Tordeallas

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
April 17, 2017

Monthly Board Meeting List of Attendees - Continued

Students

Reese Peters
Vanessa Calidonio
Emma Burbie
Brian Doyle
Renee Lindley
Elisha Vilanueva
Tasha Azbill
Houda Abdul
Manny Martin
Joel Cram
Lance Teske
Cameron Ahrens
Samantha Cavin
Ava Chapman
Willie Etcheto
Coltin Manygoats
Ryan Treanor
Jayde Wilson
Marissa Sandoval
Katelynn Baumert

General Fund YTD Board

YEAR: 1617

Statement of Revenue and Expenses

Acct Month: 9

Monday, April 10, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,427,126.94)	(\$10,899,417.72)	(\$11,713,000.00)	(\$813,582.28)	6.95%
County Tuition	(\$1,611,227.63)	(\$1,961,228.81)	(\$1,632,000.00)	\$329,228.81	-20.17%
State Funds	(\$18,824,473.08)	(\$20,506,294.17)	(\$20,648,000.00)	(\$141,705.83)	0.69%
County Property Tax	(\$4,148,930.46)	(\$4,320,641.96)	(\$6,870,400.00)	(\$2,549,758.04)	37.11%
Grant Management Fees	(\$401,296.12)	(\$349,042.62)	(\$560,000.00)	(\$210,957.38)	37.67%
Other	(\$383,648.13)	(\$485,814.62)	(\$443,600.00)	\$42,214.62	-9.52%
Unallocated Tuition	(\$728,419.56)	(\$262,746.62)	\$0.00	\$262,746.62	0.00%
Departmental Revenues	(\$748,470.40)	(\$716,664.19)	(\$808,000.00)	(\$91,335.81)	11.30%

Total Revenue (\$37,273,592.32) (\$39,501,850.71) (\$42,675,000.00) (\$3,173,149.29) 7.44%

Expenditures

Personnel

Salaries	\$15,103,374.87	\$15,905,698.58	\$22,064,200.00	\$6,158,501.42	27.91%
Variable Fringe	\$3,096,626.44	\$3,261,721.35	\$4,513,400.00	\$1,251,678.65	27.73%
Health Insurance	\$2,747,262.49	\$3,298,341.08	\$4,799,800.00	\$1,501,458.92	31.28%
Total Personnel	\$20,947,263.80	\$22,465,761.01	\$31,377,400.00	\$8,911,638.99	28.40%

Expense Categories

Services	\$2,012,867.79	\$2,856,105.27	\$2,955,450.00	\$99,344.73	3.36%
Supplies	\$664,182.25	\$1,011,104.03	\$1,264,750.00	\$253,645.97	20.06%
Other	\$668,465.00	\$457,904.73	\$571,000.00	\$113,095.27	19.81%
Capital	\$301,080.93	\$630,495.25	\$1,523,000.00	\$892,504.75	58.60%
Institutional Support	\$4,241,182.86	\$4,298,283.14	\$4,983,400.00	\$685,116.86	13.75%
Transfers	\$32,226.68	(\$89,400.15)	\$0.00	\$89,400.15	0.00%
Total Expense Categories	\$7,920,005.51	\$9,164,492.27	\$11,297,600.00	\$2,133,107.73	18.88%

Total Expenditures \$28,867,269.31 \$31,630,253.28 \$42,675,000.00 \$11,044,746.72 25.88%

Rev/Expense Total (\$8,406,323.01) (\$7,871,597.43) \$0.00 \$7,871,597.43 0.00%

**College of Southern Idaho Head Start/ Early Head Start
Program Summary For March 2017**

Enrollment

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

Program Options

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

Head Start Attendance

March Head Start Overall Attendance	84%
March Head Start Self Transport Attendance	82%
March EHS Toddler Combo Attendance	86%

Meals and Snacks

Total meals served for March	6,468
Total snacks served for March	6,343

Program Notes

As the 2014-2015 program year winds down, several important projects are underway. The annual Self-Assessment process is just about complete; specialists at Central Office are now gathering all of the data collected in their respective areas and putting it into a final report to be delivered to Policy Council and the CSI Board of Trustees. Staff will begin compiling data for the program's annual PIR report to the federal government with the final numbers set to be finalized and uploaded to HSES, the government reporting database. Also, The Community Needs Assessment questionnaires to parents and community partners have been distributed and information collection is ongoing.

Hailey Head Start Center (Update)

The written narrative will be complete and sent on or before April 30, 2017 to OHS Region X for their approval. Once that step has been taken further program planning can begin.

Documents for Board Review and Approval: Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,339,920.00	\$ 213,806.24	\$ 471,305.86	\$ 1,868,614.14	79.9%
BENEFITS	\$ 1,586,210.00	\$ 126,340.97	\$ 268,989.93	\$ 1,317,220.07	83.0%
OUT OF AREA TRAVEL	\$ -	\$ 973.94	\$ 1,407.61	\$ (1,407.61)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 15,195.87	\$ 22,960.49	\$ 32,497.51	58.6%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 426,580.00	\$ 51,960.64	\$ 133,249.33	\$ 293,330.67	68.8%
TOTAL DIRECT COSTS	\$ 4,408,168.00	\$ 408,277.66	\$ 897,913.22	\$ 3,510,254.78	79.6%
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ 31,712.81	\$ 66,780.87	\$ 287,019.13	81.1%
GRAND TOTAL	\$ 4,761,968.00	\$ 439,990.47	\$ 964,694.09	\$ 3,797,273.91	79.7%
IN KIND NEEDED	\$ 1,190,492.00				
IN KIND GENERATED	\$ 292,612.99				
IN KIND (SHORT)/LONG	\$ (897,879.01)				
PROCUREMENT CARD EXPENSE	\$ 21,099.79	5% of Total Expense. Detailed report available upon request.			
USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	15,318.54	3,223.77	206.83	18,749.14	41,929.25

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 7,180.53	\$ 13,579.16	\$ 13,760.84	50.3%
SUPPLIES	\$ 3,434.00	\$ -	\$ 56.61	\$ 3,377.39	98.4%
OTHER	\$ 20,776.00	\$ 8,169.67	\$ 17,566.21	\$ 3,209.79	15.4%
GRAND TOTAL	\$ 51,550.00	\$ 15,350.20	\$ 31,201.98	\$ 20,348.02	39.5%
IN KIND NEEDED	\$ 12,888.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (12,888.00)				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 553,707.00	\$ 45,595.66	\$ 136,114.41	\$ 417,592.59	75.4%
BENEFITS	\$ 357,120.00	\$ 26,499.35	\$ 79,655.52	\$ 277,464.48	77.7%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 2,112.80	\$ 5,069.17	\$ 27,990.83	84.7%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,125.00	\$ 8,841.48	\$ 24,452.09	\$ 126,672.91	83.8%
TOTAL DIRECT COSTS	\$ 1,095,012.00	\$ 83,049.29	\$ 245,291.19	\$ 849,720.81	77.6%
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ 12,878.64	\$ 18,528.80	\$ 64,356.20	77.6%
GRAND TOTAL	\$ 1,177,897.00	\$ 95,927.93	\$ 263,819.99	\$ 914,077.01	77.6%
IN KIND NEEDED	\$ 294,474.00				
IN KIND GENERATED	\$ 91,176.94				
IN KIND (SHORT)/LONG	\$ (203,297.06)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total for All Centers	\$ 887.98	\$ 138.27	\$ -	\$ 1,026.25	\$ 1,616.94

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 12,650.00	\$ 2,274.67	\$ 3,851.64	\$ 8,798.36	69.6%
SUPPLIES	\$ 1,480.00	\$ -	\$ 169.49	\$ 1,310.51	88.5%
OTHER	\$ 14,797.00	\$ 2,267.75	\$ 3,807.61	\$ 10,989.39	74.3%
GRAND TOTAL	\$ 28,927.00	\$ 4,542.42	\$ 7,828.74	\$ 21,098.26	72.9%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (7,232.00)



COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START
998 Washington St. N.
Twin Falls, Idaho 83303-1238
(208) 736-0741



April 17, 2017

Patricia Fisher
Grants Officer
Administration for Children and Families
Office of Grants Management
701 Fifth Avenue, Suite 1600, MS-72
Seattle, WA 98104

RE: Grant No. 10CH010422

To whom it may concern:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved at the regularly scheduled Board meeting on April 17, 2017, the request to carry over funds related to the approved Duration grant to include the Start-Up funds associated with the ongoing program funds awarded in FY2016 for Duration classrooms.

We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffery M. Harmon', with a long horizontal flourish extending to the right.

Jeffery M. Harmon
Vice President of Administration
College of Southern Idaho
Head Start /Early Head Start

College of Southern Idaho

President's Proclamation

- WHERE AS, The College of Southern Idaho has always supported the military veteran population; and
- WHERE AS, the Purple Heart is the oldest decoration awarded today; evolving from the Badge of Military Merit created by General George Washington for the common soldier in 1782; and
- WHERE AS, the Purple Heart is awarded to any member of the United States Armed Forces that has been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and
- WHERE AS, the congressionally chartered mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly – make sure we never forget; and,
- WHERE AS, the College of Southern Idaho honors our students, faculty, and staff who have served and sacrificed for this great country and we support the heroes who have been awarded the Purple Heart; and
- WHERE AS, the College of Southern Idaho pledges to continue to support those who serve through which, together, we build strong communities;

NOW, THEREFORE, I, Dr. Jeff Fox, President of the College of Southern Idaho, do hereby proclaim it our honor to be recognized as a

"PURPLE HEART COLLEGE IN THE STATE OF IDAHO"

Declared this 17TH day of April, 2017



President Jeff Fox
College of Southern Idaho

III. Finance and Business Affairs**CSI Purchasing and Procurement Policy**

Policy number: III.005

Last revised and approved: 04.17.2017

Previously 8:04, 8.05

Effective date: 04.17.2017

Last reviewed: 04.11.2017

Purpose

To provide for oversight and responsible stewardship of CSI funds by setting forth guidelines for purchasing goods and services.

Scope

Applies to all employees of CSI who are authorized to make purchases on behalf of CSI.

Responsible party

Vice President of Finance and Administration

I. Policy statement

Efficient and cost-effective procurement of goods, services and public works construction is an important aspect of local government operations. CSI should endeavor to buy goods, services and public works construction by way of a publicly-accountable process that respects the shared goals of economy and quality. All purchases will be made within the terms of the approved institutional budget. Administrators and professional support staff who administer budgets within their department or program are responsible for and will be accountable to CSI to ensure that purchases are made within the means of their budget. This policy and its procedures define the roles and responsibilities of the departments and the Business Office as they apply to the procurement of goods and services by CSI.

II. Procedures**A. Purchasing Overview**

1. Generally, the Accounts Payable Office processes and mails checks on Wednesdays. Payment/reimbursement documentation must be submitted by Monday at noon to ensure payment by Friday. Checks will be mailed after being processed. Original itemized invoices or receipts are required. Individuals are to request reimbursement for their own expenses. All requests must be signed by at least two employees with one employee having appropriate signing authority. Incomplete requests will be returned to the signing authority for resolution. All payment/reimbursement requests should be submitted on a weekly basis.

B. Preliminary Cost Analysis

1. Prior to making a purchase the requestor shall work with the department head to research the good or service to determine the cost range of the procurement. Under CSI's procedures and state and federal guidelines for procurement, purchases are divided into dollar amount thresholds. For CSI, the following are the dollar threshold requirements:
 - a) Below \$5000, a Request for Payment or P-Card is required
 - b) \$5,000 and above, a Purchase Order is required

- c) \$10,000 to \$49,999, three Quotes and a Purchase Order are required
- d) \$50,000 and above, a Formal Sealed Bid and a Purchase Order are required

***Regardless of dollar amount, Purchase Orders are the preferred method of purchasing whenever possible and when working with federal funds.**

C. Other preliminary considerations

- 1. Is the purchase exempt from the bid/RFQ requirements? And if so, what documentation is required to authorize the exemption? Contact the Business Office
- 2. Is the purchase made with grant funds? Does the Uniform Guidance apply to the purchase? Contact the Grant Accountant in the Business Office
- 3. Is the purchase technology related (software, hardware, support, services)? Contact Information Technology Services
- 4. Is this purchase related to physical plant, facilities or furnishings? Contact Physical Plant Director
- 5. Is this purchase related to student clubs or activities? Contact the Student Affairs Office
- 6. Is the purchase allowable? Some examples of purchases that are unallowable include the following:
 - a) Alcoholic beverages, unless approved by the President
 - b) Birthday or other departmental celebration cakes, cards, or decorations, unless approved by the President (birthday/departmental celebrations are still encouraged, however, expenses must be paid from resources outside CSI dollars)
 - c) Gifts or purchases of flowers and plants that are not program related, unless approved by the President
 - d) Gifts and donations, unless approved by the VP of Finance or Controller
 - e) Traffic tickets and violations
 - f) Gift certificates/gift cards/prizes unless approved by the VP of Finance or Controller
 - g) Departmental clothing purchases unless approved by the VP of Finance or Controller

D. Purchases that Require Board Approval

- 1. All real property
- 2. Any purchase of \$100,000 and above
- 3. Capital purchases that will cause a Division to exceed their Board approved annual budget

E. Purchases under \$5,000 (Request for Payment, P-Card or Purchase Order)

- 1. Purchases valued under \$5,000 may be procured through a Request for Payment form, P-Card, or Purchase Order. The Request for Payment form and directions can be found on the Business Office website. The completed form along with original invoice or receipts should be turned into the Business Office. Procurement with a P-Card should be made in accordance with CSI's P-Card Policy. Procurement with a Purchase Order should go through the normal purchase requisition process.

F. Purchases \$5,000 and above (Purchase Order required)

1. All purchases of \$5,000 and above require an approved Purchase Order. The Purchase Requisition form that initiates the Purchase Order process can be found on the Business Office website. Purchase orders are not required under the following circumstances:
 - a) A purchase of \$5,000 and above is made on account with a vendor approved by the Business Office
 - b) A purchase of \$5,000 and above is made using the CSI Bookstore's separate PO system such as bulk textbook purchases, etc.
 - c) A purchase of \$5,000 and above for travel arrangements
 - d) A special exemption is pre-approved by the VP of Finance and Admin
 2. All requests must be signed by at least two employees with one employee having appropriate signing authority.
- G. Purchases Valued Between \$10,000 to \$49,999
1. Purchases (or leases) of personal property or services that are valued between \$10,000 and \$49,999 are subject to the procurement rules contained in Idaho Code. CSI is required to solicit at a minimum three quotations from vendors for the product or service that is needed. Three quotes are not required if exemption is pre-approved by the VP of Finance and Admin. Additional documentation is required under these circumstances.
 2. A Request for Quotation (RFQ) should include:
 - a) A clear description of the purchase to be made so that the vendor dealing in such goods or services can understand what is to be procured
 - b) A clear description of the method by which the vendor should respond, including time and date, and person to whom the response should be directed
 - c) A minimum of five working days for the quote response
 3. Each vendor should be provided identical quote specifications. The Quote Request can be in either electronic or physical format.
 4. Vendor responses should:
 - a) Be in writing on the vendor's letterhead or with logo
 - b) List the vendor's company/business name, address, phone number and contact name
 - c) Respond to the quote request as to quality, quantity or service capabilities
 5. Objections or questions from a vendor must be in writing and received no less than two (2) days prior to the due date of quotes.
 6. Once quotes are received they should be compiled and reviewed by the Department Chair and/or Dean overseeing the purchase. The lowest responsive quote should be selected from the bid submittals. When specifications are valued or comparative performance examinations are conducted, the results of such examinations and the relative value of required specifications will be weighed as set out in the criteria of the RFQ, in determining the lowest responsive quote.
 7. If CSI chooses to award a competitively bid contract involving the procurement of personal property or services to a bidder other than the apparent low bidder, CSI shall declare its reason or reasons. These reasons should be documented and should be attached to the Purchase

Requisition form. A response from a bidder that it cannot meet the requirements of a quote request is a valid response and counts as one of the three quotes. This does not mean a department can circumvent the procedures by requesting quotes from un-qualifying parties. If three quotes cannot be obtained, a description of the efforts undertaken to procure three quotes shall be documented and such documentation will be attached to the Purchase Requisition form.

8. The department requesting the bids must attach all three quotes to the Purchase Requisition form before a purchase order will be issued.

H. Purchases Valued at \$50,000 or above

1. When an expenditure or purchase is contemplated for personal property or a service that may be at \$50,000 or above, the purchase must be made pursuant to an open competitive bid (Request for Proposals, Invitation to Bid). A Request for Proposal (RFP) must be developed that provides the specifications and details of what is to be purchased. Further, as additional factors, including but not limited to location, standards, licensing, references, ability of vendor, or finances can be put into the body of the Request for Proposal. The RFP must also provide a time frame for the process and the evaluation criteria under which the vendor will be selected. Items cannot be separated as to type, such as separating chairs from desks to keep from bidding. Bid splitting is prohibited by law and can result in fines. RFP's and bids involving technology systems, equipment, and/or services must be reviewed and pre-approved by the Chief Technology Officer.
2. The RFP process takes approximately three to six weeks. The RFP document must be developed, and the RFP must be approved by the Business Office. State law also requires a legal notice be published in the official newspaper of the political subdivision. This legal notice will designate the CSI contact person. CSI posts legal notices in the Times-News. State law requires the following for the publication:
 - a) Two notices soliciting bids shall be published
 - b) The first notice shall be published at least two weeks (14 days) before the date that the bids are to be opened
 - c) The second notice shall be published the succeeding week, at least seven (7) days before the bids are to be opened
 - d) The legal notice must describe the property or service to be purchased, information for a vendor to obtain a copy of the RFP, and provide the time and date when proposals will be due
3. Vendors may obtain a copy of the RFP from the CSI contact person associated with the purchase. This designated CSI contact person's name and contact information will be included in the legal notice for the bid. Questions can be sent by e-mail as directed in the proposal. Proposals may not be withdrawn after the time and date set for the opening of the bids. The opening will be in a public location so that vendors or the public may be present at the opening. CSI generally holds the opening at the CSI Business Office at 315 Falls Ave. in Twin Falls, Idaho.
4. Once opened, an Evaluation Team will be established and approved by the Business Office. The Evaluation Team shall review all proposals, evaluating them based on the criteria set forth in the RFP. The award will be granted to the vendor who is most qualified based on the criteria.

I. EXEMPTIONS TO BID/RFQ PROCESS

1. State of Idaho Open Contract List

- a) As a political subdivision of the state of Idaho, CSI is able to purchase goods or services at the same contract prices, terms and conditions available to the State of Idaho. The state open contract (https://purchasing.idaho.gov/statewide_contracts.html) website includes a list of vendor goods or services that the state has already bid and determined to be the best overall value. Departments should first review this list before making a purchase. No matter the cost of the purchase, if a good or service is listed on the state open contract list, the purchase is exempt from the bid/RFQ process. If a purchase from the state open contracts will exceed \$50,000, the purchaser must document that the vendor was included on the state list. Documentation to substantiate the presence of the item on the state open contracts is required to be submitted with a CSI Purchase Requisition form.

2. Real Property and Leases

- a) Procurement of an interest in real property is exempt from the bid requirements under Idaho Code § 67-2803(5). CSI requires that all real property purchases be approved by the Board of Trustees

3. Joint Powers

- a) Under Idaho Code, political subdivisions may utilize contracts of state and public agencies. Many contracts contain “public agency clauses” which allow cities, counties and political subdivisions access to state agency purchase agreements. The use of such contracts enables the secondary party to the agreement to make a purchase off the primary agency without seeking bids (as bids were already achieved in the original formation of the contract). When using another agency’s contract for a purchase of goods or services the following procedures should be followed:

- (1) Obtain written permission from the primary agency to the contract for the utilization of the contract

- (2) Obtain a copy of the contract and have a clear understanding of the terms, including but not limited to financing and payment, duration and termination, and method of use

- (3) Obtain names and terms for all subcontractors

4. Federal GSA Contracts

- a) CSI, as a political subdivision, may use federal government general services administration (GSA) contracts in accordance with the GSA eLibrary website. These contracts have already been bid and awarded by the federal government. The purchaser must document that the vendor was included on the federal GSA list for state and local government. Documentation to substantiate the presence of the item on the state open contracts is required to be submitted with a CSI Purchase Requisition form.

5. Emergency Purchases

- a) The policies governing purchasing procedures for the college system and its institutions shall be waived when the Vice President of Finance and Administration or other person delegated that authority, determines that an emergency requires such action. An “emergency” means when the immediate demand for supplies, materials, or services is such as to seriously hamper the operations of the institution, and in spite of all remedial action possible, would result in damage more costly than the purchase involved, if purchased through normal procedures. The nature of the emergency and

determination that the circumstances justified waiver of purchasing procedures shall be documented in writing.

- b) The Vice President of Finance and Administration will determine when an emergency exists at CSI, and when an emergency purchase is warranted. Emergency purchasing cannot be used to satisfy preferences or convenience on the part of the department, nor is it allowed for preventing funds from reverting at the end of the fiscal year, to the institution, or for any reason that seeks to circumvent regular procurement procedures.

6. Sole Source Purchases

- a) CSI, as a political subdivision, may determine that there is only one vendor (one source) to acquire personal property. A sole source item is one that has only one supplier. For example, a sole source purchase might be necessary in the follow circumstances:
 - (1) Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration.
 - (2) Where a sole source supplier's item is needed for trial use or testing
 - (3) The purchase of mass-produced movies, videos, books or other copyrighted materials
 - (4) The purchase of property that for which it is determined there is no functional equivalent
 - (5) The purchase of public utility services
 - (6) The purchase of products, merchandise or trademarked goods for resale at a political subdivision facility
 - (7) Where competitive solicitation is impractical, disadvantageous or unreasonable under the circumstances
- b) Individual CSI departments or purchasers cannot make a determination on whether a vendor is a sole source. Departments contemplating a purchase that they suspect may be a sole source must provide a memorandum documenting the research and rationale behind the request for a sole source purchase. The memorandum describing the sole source must be signed by the Vice President of Finance and Administration. Upon making the "sole source" declaration, notice of the sole source purchase must be published in the newspaper (CSI posts two consecutive weeks). A Purchase Order cannot be issued until the fourteen (14) day appeal period has expired. The appeal period begins upon first posting.

April 17, 2017

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

From: Jeff Harmon 

Re: Electronic Message Centers

We advertised for the purchase of two electronic messaging centers. One for the main entrance to campus and one for the Expo Center. We received one bid as follows:

Lytle Signs	Twin Falls, Idaho	\$165,373.00
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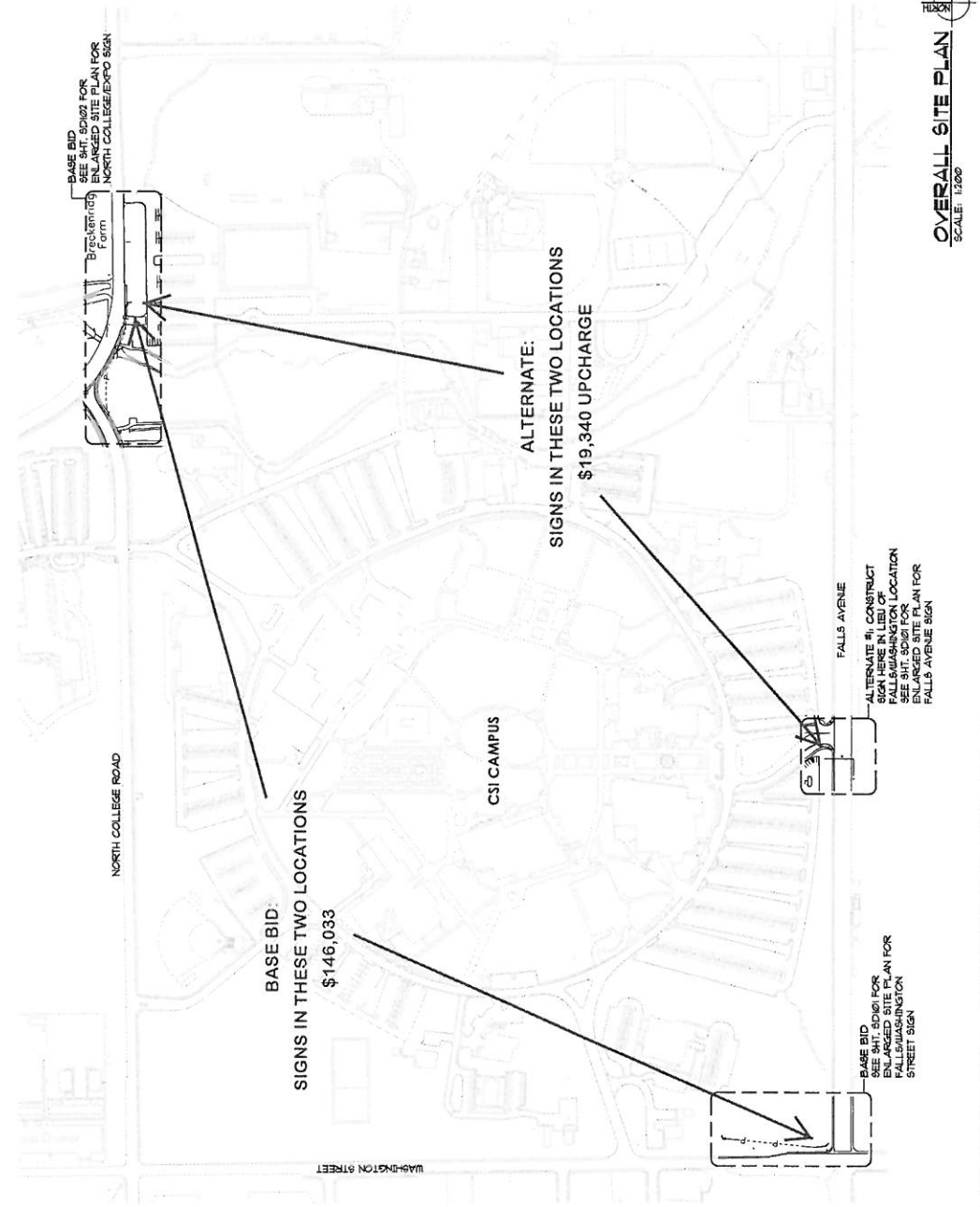
Based on the review of the proposals by Allen Scherbinske and Spencer Cutler, I recommend that we accept the bid from Lytle Signs of Twin Falls, Idaho in the amount of \$165,373.00. Included in this amount is \$19,340.00. This may be removed based on the decision of where to locate the sign on Falls Ave.

Funding for this purchase comes from the plant facility department and the Expo Center account.



CONTRACT NO.	15400-16C
PROJECT NO.	15400-16C
DATE	02/16/2017
DESIGNED BY	RYAN B. GIBSON
CHECKED BY	ANDREW C. ANDERSON
DATE	02/16/2017
PROJECT	SD100
SHEET	01

SCHEDULE OF ALTERNATES	
BASE BID	CONSTRUCT ONE AT ENDO LOCATION AND ONE AT FALLS AVENUE INTERSECTION
ALTERNATE #1	CONSTRUCT SIGN AT CAMPUS ENTRANCE IN LIB OF FALLS WASHINGTON INTERSECTION



OVERALL SITE PLAN
 SCALE: 1/8"=1'-0"

Approved
 [Signature]

April 17, 2017

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

From: Jeff Harmon 

Re: New Type C – Conventional School Buses

We advertised to purchase two type c conventional school buses for the Head Start program. One bus will be equipped with an integrated wheelchair lift. We received three bids:

Western Mountain Bus & Parts Sales	Nampa, Idaho	\$ 201,233.00
Rush Truck Centers	Twin Falls, Idaho	\$ 212,227.00
Bryson Sales & Service, Inc.	Centerville, Utah	\$ 227,650.00

Based on the review of the proposals by Jay Thurber and Mancole Fedder, I recommend that we accept the low bid from Western Mountain Bus & Parts Sales of Nampa, Idaho in the amount of \$ 201,233.00.

Funding for this bus comes from the one-time supplemental funds received by the Head Start program. The awarding of this bid is dependent on the release of the duration grant funds by the federal government.

April 11, 2017

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

From: Michelle Schutt, AVP Student Services

Re: Dormitory, Apartment and Meal Pricing

Occupancy in the dorms continues to run nearly full in the fall with declining occupancy in the spring due to students opting for off campus housing. We are recommending no change in pricing for dorm rates in the upcoming year.

Campus apartments are full with a waiting list. The decision was made last year that all campus apartments would house students only by the fall of 2017. In conducting price comparisons with like-style and amenity apartments in the community, it was noted that CSI's apartment rates were significantly under market. The DHC has voted to increase apartment rates up to 13% for the 2017-2018 school year.

Complex	2016-2017 Rates	2017-2018 Rates
Eagleview (2 bedroom)	\$780/month	\$880/month
Northview (1 bedroom)	\$420/month	\$470/month
Northview (2 bedroom)	\$520/month	\$570/month
Northview (3 bedroom)	\$600/month	\$670/month

Meal plans are recommended to increase by an average of 3.5%. It has also come to our attention that upwards of 30% of our students were running out of meals before the end of the semester. Therefore, the decision was made to eliminate the smallest meal plans and offer an additional higher tier plan.

	15-16	16-17	17-18	\$ Change	% Increase	Per Meal
100 Meals	\$910.00	\$950.00	N/A	N/A	N/A	N/A
125 Meals	\$1,010.00	\$1,050.00	N/A	N/A	N/A	N/A
150 Meals	\$1,160.00	\$1,200.00	N/A	N/A	N/A	N/A
200 Meals	\$1,325.00	\$1,350.00	\$1400	\$50.00	3.57%	\$7.00
250 Meals	\$1,520.00	\$1,545.00	\$1600	\$50.00	3.44%	\$6.08
300 Meals	N/A	N/A	\$1700	N/A	N/A	\$5.66
			Average	Increase	3.5%	

Dr. Michelle Schutt, AVP for Student Services and Jason Ostrowski, Dean of Students are moving to academic year dormitory housing contracts, turning current Eagleview apartments into quad-style, contracted for the academic year by fall of 2018, as well as a strategic housing master plan for future renovations.

April 17, 2017

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

From: Jeffrey M. Harmon

A handwritten signature in blue ink, appearing to read 'Jeffrey M. Harmon', is written over the printed name.

Re: FY 18 Employee Benefits

Eric Nielson and I met with Tom Allred of Select Health and Toni Price from HUB International, our insurance broker. Based on our usage from prior years and current year to date utilization thru February 2017, we have received current insurance policy pricing for FY 2018.

By implementing suggestions from Select Health and HUB International, our plan will allow the college to offer quality, competitively priced coverage to our employees. Recommended changes are as follows:

1. Increase in-network deductible from \$750 to \$1000 per individual and \$2,250 to \$3,000 per family.
2. Increase emergency room visit deductible from \$100 to \$200.
3. Increase the cost for chiropractic office deductible from \$20 to \$25 per visit. Our proposal includes adding back pediatric chiropractic care that was removed in prior policies.

If we implement these changes, the total annual cost per policy would be \$13,100. Employee contributions are based on the number of individuals covered by the employee's policy.

With the recommended adjustment of benefits, the rate increase from Select Health is 8%. Delta Dental renewal rate reflects an increase of 14% based upon utilization and costs. The dental plan also allows carrying forward half of unused benefits up to \$250 per year. Vision and our EAP program rates remained the same as last year.

Employees have the ability to earn back \$300 annually by engaging in the CSI wellness program. With the adjustment to benefits and employees contributing 15% of the premium cost, we are able to continue to offer competitive coverage to our employees at an affordable cost.

I respectfully request that the Board authorize me to enter into contracts for fiscal year 2018 with our health insurance providers.

PROPOSED FALL 2016 UPDATES CSI Policy & Procedures Manual

1.07 PURPOSES (Rev. 7/08, 12/12)

- To provide a program of general education that assists our students in developing the understanding, knowledge, skills, values, and attitudes necessary for effective living in a global society.
- To provide university-parallel curriculum -- the first two years of a baccalaureate degree program in preparation for entrance into the junior year of a four-year college or university.
- To provide a program of **career professional**-technical education that prepares students for employment upon successful completion.
- To provide a continuing program of community education for lifelong learning.
- To support the social, cultural, and economic development of the region.
- To serve the community by making the college's human and physical resources available -- including facilities and the expertise of faculty and staff.
- To provide personalized support services to promote the successful achievement of all other institutional purposes.

2.08 PERSONNEL RECORDS PROCEDURES (Rev: 1/15)

- Official personnel and payroll files contain records that are accurate, necessary, appropriate and relevant for College business. No documents that are anonymous or based on hearsay may be placed in the personnel file **with the exception of student evaluations and peer performance surveys.**
- To ensure the files are accurate, complete and up-to-date, the employee may review their file, in the presence of authorized personnel and within the office in which the records are housed. The College reserves the right to remove certain sensitive documents, such as letters of reference or management planning documents.
- An employee may request in writing an amendment of any record pertaining to that employee. Within ten days of the receipt of the request, the custodian of the files will correct any portion of the file which the individual establishes is not accurate, relevant, or complete; OR inform the individual of the refusal and reasons for the refusal to amend in accordance with the request, as set forth in Idaho Code, Sections 9-342, 343, and 344.
- Material cannot be copied without the prior approval of the President or the Director of Human Resources.
- To ensure that personnel files are up-to-date and contain accurate and complete information, employees are asked to notify their supervisors and Human Resources of any changes in personal information such as name, address, telephone numbers, marital status, benefits, or emergency contacts.

The official files may include, but are not limited to, the following items: Employment applications, resumes, cover letters, payroll and salary information, job classification information, references, accident reports, warnings/reprimands/probationary reviews, commendations when submitted by the employee or the supervisor, information on previous experience, training or education, job related materials, such as published articles, grievance files, performance evaluations and plan for development (IDP) forms, student evaluations, peer performance surveys, and benefits eligibility information.

4.12 REDUCED FEE/RECIPROCAL AGREEMENT COURSES (Rev: 5/16)16)

Due to a reciprocal agreement negotiated between universities in Idaho and the College of Southern Idaho, Full-time regular employees may be able are-entitled to register for courses at some Idaho post-secondary public institutions using a reciprocal agreement negotiated with the College of Southern Idaho. There will be a nominal registration fee, plus a fee per credit hour to the employee. Special course fees may also be charged.

To qualify for this benefit the employee must complete a reciprocal agreement form. ~~Your~~ The supervisor and the Payroll Manager must sign this form. It is the employee's responsibility to submit the reciprocal agreement to their attending institution and to know what benefit that institution allows.

4.13 PRESIDENT EMERITUS/EMERITA DESIGNATION (Rev: 1/15)

The Board of Trustees may choose to grant President Emeritus/Emerita status to a retiring president. President Emeritus/Emerita status should be reserved to honor, in retirement, a president who has made distinguished professional contributions to the College of Southern Idaho and who has served a significant portion of his/her career at the institution. The intent of conferring President Emeritus/Emerita status is to bestow an honorary title in recognition of successful tenure in the presidential role.

Appointment Procedure

The College administration will forward a recommendation to the Board of Trustees to ask that this honorary title be conferred upon a president that is retiring or has retired from the institution.
Rights, Privileges and Responsibilities

A retired president granted emeritus/emerita status may, in addition to the benefits and privileges of all retired faculty and staff members:

- Be listed in the College catalog with emeritus/emerita status.
- Be awarded a certificate of emeritus/emerita status at the time of retirement or when appropriate.
- Participate at his/her discretion in alumni and commencement activities as well as those of the CSI Foundation.
- Be granted other privileges as deemed appropriate by the Board of Trustees.

When requested by administration, President Emeriti may serve in advisory capacities.

5.14 WORK-RELATED INJURY OR ILLNESS (Rev: 3/2016; 11/2016)

In case of a life threatening emergency, an employee should report DIRECTLY to the nearest hospital emergency room.

- [CSI Incident Report Form](#)
- [Supervisor's Accident Report Form](#)
- [Release/Intent to Return to Work Form](#)

Change the Incident Report Form to link to this new address:

https://cm.maxient.com/reportingform.php?CollegeofSouthernID&layout_id=0

6.37 VISUAL IDENTITY USAGE (Added 1/15)

The College of Southern Idaho visual identity and logo usage guidelines are posted online at <http://copycenter.csi.edu/logos/>. This reference guide is to ensure our logo is used consistently in all digital and produced media. A consistent identity will enhance the recognition of the College. These logo usage guidelines must be adhered to strictly. No variations, adaptations, or new logos should be created without prior consultation with CSI's Marketing Committee. ~~Inquiries should be directed to the CSI Graphic Design Supervisor~~ **Specialist**, at 208.732.6320.

6.28 INCLEMENT WEATHER CLOSURE (Added: 7/08)

While every attempt is made to maintain normal operations and services for the benefit of our students, faculty, and staff, it may occasionally be necessary to close the College when extreme weather conditions occur. The decision to close campus and cancel classes is made by administration based on careful consideration of a variety of factors and conditions.

If the College decides to close the campus and cancel classes, the information will be **posted on the CSI Website and, communicated to the media** (local TV and radio stations), **posted on all official CSI social media channels, and sent through our RAVE Mobile emergency contact system**. The information on the Website will be periodically updated.

Notification of a decision to close will be communicated as quickly as possible. Every effort will be made to ensure that decisions on morning closures are communicated by 7 a.m. the latest; and decisions to close at night are communicated by 4 p.m.

When the decision to close the campus is made, it applies to the main campus as well as to all off-campus centers. As a general rule, when the College is closed, activities such as music and theatre performances, club meetings, etc. are also cancelled.

CSI serves an eight-county area and we recognize that every employee has his or her unique circumstances (weather conditions at their home, condition of roads between their homes and the campus, cars they drive, etc.). While traveling to or from campus, if inclement weather conditions are encountered, the travel/not travel decision is the ultimate responsibility of the employee. Employees must assume responsibility for their own safety and must **use their own judgment** on whether they should drive to CSI under varying weather conditions.

6.30 EMERGENCY DISASTER NOTIFICATION PLAN (Est: 1/10)

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~~ **InformaCast** emergency intercom phone system.
3. ~~The notification~~ **RAVE** emergency phone, e-mail 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 40 100 key staff located in buildings throughout campus will activate the campus emergency phone system. This system allows communication between all forty-100 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 RAVE notification system. This system will send information via text message, voice and e-mail to staff and students who have signed up for this free service. Logging into the RAVE system and updating your personal preferences is crucial.

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.

6.17 COMPUTING HARDWARE AND SOFTWARE PURCHASES (Rev: 12/12)

All hardware and software purchase requests will be reviewed by the Institutional Research & Support (IR&S) Institutional Technology (IT) staff to insure consistency with campus computing. Non-instructional requisitions will be formally reviewed at the point a purchase requisition is submitted to the Business Office; however, IR&S IT encourages discussion early in the process. Requisitions for instructional use will be reviewed by the Vice President of Instruction Executive Vice President/ Chief Academic Officer.

All administrative computer repair and software upgrades involving the expenditure of funds must be approved by IR&S IT.

6.20 INFORMATION SECURITY (Added: 1/08; Rev: 12/12)

Employees of the College need to be aware and knowledgeable about their role and responsibilities in maintaining and securing the confidential information that are collected in various databases for institution business. All employees are expected to help keep these systems secure (e.g. by keeping passwords private) and to take adequate precautions when accessing, printing, copying and/or distributing information from the institution's databases.

Data Protection

CSI Institutional ~~Research & Support (IR&S)~~ **Technology (IT)** strongly encourages its computer users to protect the data they store and access. Particular attention should be afforded to sensitive data. Sensitive data may include any of the following:

- Personal info on individuals, including donors, volunteers, alumni, friends, faculty, students, attendees, and staff. FERPA applicable information qualifies as sensitive data.
- Confidential data that contains demographic, biographic, gift, membership, employment, academic, admissions, or financial information associated with a specific individual.

For users who must store sensitive data on their laptop ~~IR&S~~ **IT** strongly recommends disk encryption software for any laptop that will be used for storing restricted or sensitive personal information.

6.31 STUDENT HOUSING FIRE POLICY (Est: 4/10)

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:

- Number of fires
- Number of deaths
- Number of injuries
- Documentation of Fire Drills
- Fire related property damage
- 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.

8.05 BID PROCEDURES (Rev: 1/11)

The College of Southern Idaho is subject to the provisions set forth in Idaho Code Section 33-601 concerning bidding. ~~Any purchase of supplies or equipment expected to exceed \$25,000 must be publicly bid.~~ Any purchase of services, supplies or equipment expected to exceed **\$25,000 must be publicly bid.** Items cannot be separated as to type such as separating chairs from desks to keep from bidding. The bid requirement applies to commodity descriptions such

as furniture, classroom equipment, computer equipment and vehicles.

Bid splitting to avoid the bid process is prohibited. Failure to follow the bid process can result in fines up to \$5,000.

Continued

8.06 PRINTING AND DUPLICATING POLICY (Rev: 1/11)

All printing and duplicating jobs in excess of \$300 must utilize a Purchase Requisition and include enough data to allow the Business Office to competitively bid the project if necessary. No written or verbal obligations should be made to vendors concerning printing projects.

All 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. If the Copy Center determines an outside vendor may be used, prior approval by the Copy Center is required.

8.07 TRAVEL REIMBURSEMENT POLICY (Rev: 7/06)

Travel Reimbursement Form

Transportation

- *Airfare* - Employees will be reimbursed for airfare at the actual cost. It is the intent of the College that free flights or mileage credits accrued as a result of travel paid for or reimbursed by the College will be utilized for authorized, official College travel.
- *Private Auto* - Employees will be reimbursed 46 cents per mile for official College travel.
- *Out of state Travel* - If a private automobile is used, reimbursement will be at the airfare price or 46 cents per mile, whichever is lower. **ADD – 2 different airfare quotes must be attached to the reimbursement form.**
- *CSI Vehicles* - CSI vehicles are to be used for official CSI business only. Employees will be reimbursed for actual out of pocket fuel costs only when using a CSI vehicle.

Continued to the last section

Other

A maximum tip of 15% will be allowed **unless a group gratuity rate is required and automatically included in your receipt total.** Per Diem payments are inclusive of tips.

Any reimbursement requested without an itemized receipt must have a written explanation signed by both the employee and supervisor.

All claims other than per diem and mileage must be supported by itemized receipts. If the receipt is not on letterhead, it must be signed by the provider of the services.

Travel vouchers must be totaled with all receipts attached and signed by the appropriate supervisor with the complete fund-department-account filled in. Incomplete vouchers will be returned to the employee.

8.12 EXPENDITURE AND SIGNATURE AUTHORITY (Rev: 1/15)

All accounts payable requests for payment, travel and purchase orders must be signed by at least two employees with one employee having appropriate approving authority holding the position of Department Chair, Director, Dean or Vice President.

Expenditures and travel initiated by Vice Presidents, the Director of Human Resources, the Associate Vice President of Institutional Information and Effectiveness, the Athletic Director and the Herrett Center/Library Director are approved by the President or, at the President's discretion, the Executive Vice President/Chief Academic Officer or Vice President of Administration.

All expenditures in excess of ~~\$1,000~~ \$2,000 must be requested via a purchase order. The purchase order must be signed by the respective department head, Vice President, Dean or Director. P-Cards cannot be used for capital outlay purchases without specific authorization from Chief Financial Officer or, in his absence, the Vice President of Administration.

Continued to the next changes

All purchase orders in excess of ~~\$1,000~~ \$2,000 must be signed by the Executive Vice President/Chief Academic Officer.

All purchase orders in excess of ~~\$1,000~~ \$2,000 must be signed by the Vice President of Student Services, Planning and Grant Development.

Continued to the next changes

The Chief Technology Officer is responsible for expenditures relating to audio visual services, telephones, telecommunications, campus network infrastructure, and help desk. He/she has direct signature authority over all travel and expenditures initiated in these areas. All purchase orders initiated in this area must be signed by the Chief Technology Officer.

Add: The Associate Dean of Institutional Effectiveness is responsible for expenditures relating to institutional research, regional accreditation, strategic planning, and the office of grants development.

8.13 CONTRACTUAL SIGNATURE AUTHORITY (Rev: 1/11)

Contracts, memorandums of understanding, agreements and other documents concerning financial obligations made on behalf of the College must be reviewed by the *Vice President of Administration* **ADD** or the **Chief Financial Officer**. The purpose of these reviews is to determine if there are insurance issues or legal implications that need to be brought before the College attorney. Additionally, the President must be kept informed to determine if these issues need to be brought before the Board of Trustees.

Signature authority on these documents is limited to the Chief Financial Officer, Vice President of Administration and the President.

Agreements with hospitals concerning clinical instruction for the Health and Human Services program may be signed by the Executive Vice President/Chief Academic Officer after being reviewed for compliance with College insurance policies.

8.14 GIFT CERTIFICATES (Rev: 1/11)

The use of gift certificates and gift cards is strongly discouraged by the Business Office. Gift certificates/gift cards may not be used as a form of payment for services. The primary use of gift certificates is by the Student Association as prizes for participation. Head Start also uses gift certificates to encourage parent participation.

Gift certificates in excess of \$25 must be prior approved by the Business Office. All requests for reimbursement for gift certificates and gift cards must have detailed information concerning the purpose of the gift card. If the gift certificate is for a specific individual, the individual's name must be listed on the documentation.

Gift certificates/gift cards are a form of compensation. Per IRS regulations and regardless of amount, gift cards are taxable to the recipient and must be reported as income to the IRS. In addition, because the IRS considers them to be cash equivalents (IRS Publication 15-B), there is no de minimis value.

Gift certificates/gifts cards are generally not allowable for prizes, awards or for payment of services. With prior approval from the Vice President of Administration or the Chief Financial Officer gift certificates/gift cards may be used under the following circumstances.

1. Prior written permission must be requested and approved by the Vice of Administration or the Chief Financial Officer.
2. The Gift Certificate/Gift Card Recipient Form must be completed and submitted to the Business Office.
3. If a gift certificate/gift card is given to a student or a non-employee a W-9 must be completed. The department issuing the gift certificate/gift card will be responsible for collecting the W-9. W-9 forms are available in the Business Office. These forms are required to be updated annually. The amount given will be reported on form 1099-MISC.
4. If a gift certificate/giftcard is given to an employee, the amount will be added to the employee's W-2, and the employee and the issuing department will be charged the payroll taxes associated with the gift certificate/gift card.

8.15 PURCHASING CARD PROGRAM (Rev: 1/11)

Purchasing Card Program Manual

Upon approval, you will be entrusted with a state of Idaho Purchasing Card. This card is provided to you based on your need to purchase on behalf of the College of Southern Idaho. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. As a College of Southern Idaho Purchasing Card cardholder, reconciler, or approver you agree to the following terms:

- I understand that I will be making financial commitments on behalf of the College of Southern Idaho and will strive to obtain the best value for the College of Southern Idaho.
- I understand that under no circumstances will I use the Purchasing Card to make personal charges, either for myself or others. Using the card for personal charges could be considered misappropriation of funds to the State of Idaho and could result in corrective action, up to and including termination.
- I agree that should I violate the terms of this policy and use the Purchasing Card for personal use or gain, that I will reimburse the College of Southern Idaho within thirty (30)

days for all incurred charges and fees related to the collection of those charges. I also understand that this could result in disciplinary action.

- The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
- The Purchasing Card is property of the State of Idaho. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect the assets of the College of Southern Idaho. This may include being asked to produce the card to validate its existence and account number.
- If the card is lost or stolen, I will immediately notify ~~Wells Fargo Bank~~ by telephone at 1-800-932-0036 ~~Bank of America~~ and contact the Program Administrator.
- I will receive an electronic monthly statement via the internet, which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement and resolve any discrepancies by either contacting the merchant, ~~Wells Fargo Bank~~ ~~Bank of America~~, or the Program Administrator by the 10th of each month.
- I agree to surrender the Purchasing Card immediately upon termination of employment whether for retirement, voluntary, or involuntary reasons.
- I have read and will follow the College of Southern Idaho Purchasing Card Policies and Procedures. I have signed and agree with the terms in the Cardholder User Agreement. Failure to do so could be considered as misappropriations of funds of the State of Idaho and a violation of the College of Southern Idaho Board Policy. Failure to comply with these terms may result in either revocation of my use privileges or other disciplinary action, up to and including termination.

If you have any additional questions, please contact your Purchasing Card Administrators who are the CSI ~~Grants~~ Accountant or the Chief Financial Officer.

8.16 GRANT ACCOUNTING AND ADMINISTRATION FISCAL POLICY (Rev: 1/14)

An approved External Funding Form must be completed and submitted to the Business Office Grant Accountant prior to the submission/application of any grant. In order to administer and properly account for the grant, the Business Office must ensure that a system and controls are in place to properly account for grant funds. Upon acceptance or award of a grant, the Grant Manager must make an appointment to meet with the Grant Accountant to properly set up the grant.

The Grant Accountant is responsible for setting up accounts, entering budgets in accordance with the grant requirements, and providing accounting information to grant managers. The Grant Accountant will bill for reimbursable grants in accordance with the funding agency requirements and CSI Business Office Policy. The Grant Accountant will complete and submit the required financial reports.

The Grant Manager is the administrator, faculty, or staff person, sometimes referred to as the Principal Investigator, who serves as approval authority for expenditures and is responsible for the operational outcomes of the grant. All program/narrative reporting requirements and communication with the funding agency are the responsibility of the Grant Manager. Any budget modification of the original grant must be requested by the Grant Manager and provided to the Grant Accountant in writing.

Regardless of the funding agency, all College of Southern Idaho Business Office policies will be followed. For federal funding ~~OMB Circular A-21 Cost Principles for Educational Institutions and OMB Circular OMB A-110 Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education~~ available.

at ~~http://www.whitehouse.gov/omb/circulars_default/~~ will be followed. OMB Guidance Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards available at https://www.whitehouse.gov/omb/grants_docs/ will be followed. The Grant Manager is responsible for adherence to these policies. The policies include but are not limited to the following:

1. Any agreements financially obligating or contracting the College of Southern Idaho must be signed by the Chief Financial Officer or the Vice President of Administration or the President.
2. Grants will operate within the budgets and budget guidelines outlined in the grant agreement, while also adhering to College policy.
3. Federal grants/funding will not be used to supplant College or state funding. Additionally, other grants may flow through federal grants and have federal sources or restrictions concerning supplanting. Federal funds retain their identity regardless of the state or private agencies they may flow through and be awarded from. Any grant that supplants existing College resources must be signed off upon by the College Grant Accountant prior to submission.
4. All cost share (match/in-kind/leverage) required by the funding agency must be pre-approved by the Business Office to ensure that adequate documentation exists.
5. The College indirect cost rate may be used as cost share with Business Office approval.
6. The General Fund requires an **minimum of 6% of total grant award for** administrative fee unless the funding is specifically exempted by the President or Vice President of Administration. If the indirect cost rate is used as cost share, the **6%** administrative fee will **may** be negotiable.

Continued

8.16.2 GRANT MONITORING (Est: 1/14)

The expenditure of external/grant funding (particularly federally-sponsored) is closely regulated and will be monitored accordingly. The Grant Manager bears the primary responsibility for monitoring and evaluating the progress of the scope of work, programmatic goals, deliverable deadlines, project expenditures and reporting requirements. Monitoring on a monthly basis by the Grant Manager is required and includes the following:

- Ensuring that charges are allowable, allocable, and reasonable;
- Spending funds in accordance with proposed budget
- Paying personnel correctly and on time;
- Certifying effort of personnel on federally-funded projects;
- Adhering to CSI procurement and travel policies;
- Keeping track of equipment purchased with grant funds;
- Monitoring expenditures;
- Monitoring and managing consortium members, partners, vendors and/or sub-contractors

- Tracking cost sharing;
- Filing timely interim and final progress and financial reports;
- Closing out awards within the time period specified in the award terms

Managing federal funds in accordance with ~~two circulars issued by the office of budget and Management (OMB): Circular A-21 Cost Principles for Educational Institutions, Circular A-110-Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education~~ OMB Guidance Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

8.16.3 GRANT COST ALLOCATION (Est: 1/14)

One of the most important aspects of external funding/grant administration is the proper expenditure of funds. Project funds may be used to defray most if not all of the costs of doing the project work. It is imperative, however, to abide by federal guidelines that specify which expenses should be listed as direct costs on awards and which should be reimbursed through indirect cost recovery. Grant Managers should be aware and review the following principles, as outlined in the ~~OMB Circular A-21,~~ OMB Guidance Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are used to determine the appropriateness (allow ability) of listing an expense as a direct charge on a project ward.

It is the Grant Manager's responsibility to ensure that the funding that they are managing is expended for charges that are "allowable" for the project in question. Specific guidance is provided in ~~the OMB Circular A-21,~~ OMB Guidance Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, but in general an allowable cost must satisfy four conditions:

A cost must be **reasonable**, meaning the nature and amount of the expenditure should reflect the action that a prudent person would have taken under the same circumstances.

A cost must be **allocable & adequately documented**, meaning chargeable or assignable in that it is either incurred solely to advance the project work or has a reasonable basis for proportional assignment. Please note that items generally covered (administrative office supplies, administrative personnel, and facilities costs) by indirect cost reimbursement should not be assigned to the project. Indirect costs will be allocated using the current federally approved indirect cost rate on file in the Business Office.

ADD - A cost must be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the College of Southern Idaho.

A cost must be **consistently treated**, meaning through application of generally accepted accounting principles.

ADD - A cost must not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or prior period.

A cost must conform to any limitations or exclusions either specific to the funding agency or to ~~OMB Circular A-21.~~ OMB Guidance Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

An unallowable cost is any cost that fails to meet **any** of the four criteria listed above and therefore must be treated as unallowable.

8.16.4 GRANT COST SHARE (MATCH/IN-KIND/LEVERAGE) (Est: 1/14)

Starting with the fifth paragraph

Unrecovered indirect costs may be used as cost share with Business Office pre-approval **ADD -** and pre-approval of the awarding agency. Unrecovered indirect costs means the difference between the amount which could have been charged to the award under our federally negotiated indirect cost rate and the amount actually charged to the grant.

Continued

8.16.5 GRANT PROGRAM INCOME (Est: 1/14)

Program income is *any income* directly generated by a project *during the award period*. Examples include conference fees, sale of assets purchased by project funds, fees for services when the project is providing the service, and sale of items such as books, manuals, software or videos created with project funding. Program income must be expensed on the project that generated the income. Program income will be spent as received and before further project funds are requested unless the funding agency requires a different method of distributing program income. Program income expenses carry the same restrictions as the rest of the program expenses. Any anticipated program income should ideally be estimated at the proposal state, and shown as an offset to the project budget. Please note that one of the possible options for the treatment of program income is to be used as part of any cost share obligation. The Grant Manager is responsible for tracking, reporting, and appropriately expending program income generated by the project. Program income from federal projects must be managed in accordance with ~~OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations)~~ OMB Guidance Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the applicable Code of Federal Regulations (45 CFR 74.24, which together set out the processes to be used in the identification, use, recording, reporting, and monitoring of program income generated by federal projects.

8.16.7 GRANT PROCUREMENT/PURCHASING (Est: 1/14)

Procurement/purchasing activities shall be administered in strict adherence with procedures established by applicable local, state, and federal laws and regulations. Purchases shall be administered in a manner that provides maximum practicable open and free competition appropriate to the type of product or service to be provided. Where possible a solicitation of a minimum of three providers is required.

All employees involved in purchasing activities must strictly adhere to the CSI Code of Conduct and must be made in the best interest of CSI. Purchases shall support project goals of cost efficiency and product/service quality, and these objectives shall be given consideration in purchasing decisions. No purchase of goods or services shall be made without proper supervisory and/or administrative approval.

All procurement decisions must be made using sound and prudent business judgment and practices.

Current procedures and forms for purchasing supplies, equipment, and services are located online under the Business Office at <http://www.csi.edu/facultyAndStaff/> and should be periodically reviewed for changes.

It is the responsibility of the Grant Manager and/or appropriate department head to determine and ensure funds are available and properly budgeted for any proposed purchase, specify the proper account number to be charged and monitor contractor/vendor performance. All expenditures in excess of ~~\$1,000~~ \$2,000 must be requested via a purchase order. Competitive bids are required for federal equipment purchases in excess of \$5,000, any purchase of supplies or equipment expected to exceed \$25,000 and service agreements for consultants, speakers, performers, writers or artists greater than \$25,000.

8.16.8 GRANT TIME AND EFFORT REPORTING (Est: 1/14)

The College of Southern Idaho is required by federal regulations and accounting standards to ensure that the apportionment of employee compensation accurately reflects the work performed by a CSI employee in connection with a grant project. Monthly time and effort reporting and certification is required of all employees whose salaries or a portion thereof are charged to a grant project. Time and effort forms and instructions are available in the Business Office with the Grant Accountant. The Grant Manager is responsible for managing the time and effort reporting process and for submitting the reports to the Grant Accountant on a monthly basis.

~~For those employees who are split-funded, meaning a portion of their salary is charged to a grant and another portion of their salary is charged to another department, the~~ All time and effort certification reports for the previous month are due to the Grant Accountant by the 15th of each month for the previous month

~~For those employees who are 100% grant funded time and effort certification reports are due on a semi-annual basis are due on January 15th and July 15th for the previous 6 months.~~ The Grant Manager and the Grant Accountant will work together on reconciliation and adjusting entries as required per the time and effort documentation.

8.16.15 ALLEGATIONS OF FRAUD, PROGRAM ABUSE AND CRIMINAL CONDUCT - INCIDENT REPORTING (Est: 1/14; Rev: 9/14)

Incident Report (IR) Form (OIG 1.156)

The detection and prevention of fraud and abuse are of the highest priority. The College of Southern Idaho requires all employees to act in accordance with state, federal and local laws and regulations. Employees are expected to be of high moral character and utilize judgment to avoid even the appearance of impropriety.

All known instances of suspected or actual fraud, abuse or criminal conduct will be properly investigated and documented. All violations will be reported to the Vice President of Administration or the ~~Dean Finance~~ Chief Financial Officer. Instances of fraud or abuse will be brought to the immediate attention of the Vice President of Administration, Executive Vice President, Chief Financial Officer or the President. External independent auditors may be

brought in to investigate any issue at the discretion of the President or the Board of Trustees as per CSI Board Policy 8.02.

Continued

8.17 GRANT REIMBURSEMENT PROCEDURES (Rev: 1/11)

Please remove this grant policy, these procedures are included in other grant policies.

In order to administer and properly account for the external reimbursement funds for various reimbursable grants, the Grants Accountant must insure that a system and controls are in place to properly account for these funds. Upon acceptance or award of a grant, the Grant Manager must make an appointment to meet with the Grant Accountant to properly set up the grant. The Grants Accountant is responsible for setting up accounts, entering budgets in accordance with the external agency guidelines, and providing accounting information to the appropriate office upon request. The Grants Accountant will bill for reimbursable costs in accordance with the agency procedures and CSI business policy.

The appropriate CSI operational division serves as approval authority for expenditures and is responsible for the oversight and operational outcomes of the services and funding. All program/narrative reporting requirements and communication with the external agency are the responsibility of the applicable division. Any modification of the original request must be requested by the appropriate CSI division and provided to the Grant Accountant in writing. Regardless of the agency, all College of Southern Idaho business accounting policies will be followed. The appropriate CSI division is responsible for adherence to these policies. These policies include but are not limited to the following:

1. Any agreements financially obligating or contracting College of Southern Idaho business must be signed by the Chief Financial Officer, VP of Administration or the President.
2. No expenditures may be made outside the authorization period without written prior approval by the external agency and the College.
3. The appropriate CSI division is responsible to communicate with the external agency regarding authorizations and continued funding.
4. The appropriate CSI division is responsible to coordinate with the Payroll Office in completing the necessary paperwork each year for reimbursed positions.
5. The appropriate CSI division is responsible to oversee the monthly process to ensure that all timesheets are submitted, budgets reviewed and expenditures are properly documented.
6. The appropriate CSI division is responsible for meeting expenditure and final reporting deadlines as specified by the agency.
7. All grant fiscal reports must be submitted to the Grant Accountant for prior approval. These will be signed by the Grant Accountant, Chief Financial Officer, VP of Administration or the President.

8.18 BILLING POLICY AND PROCEDURES (Rev: 1/11)

Changes to last category only

Personal Business

All checks received by the mailroom will be forwarded to the Business Office, opened ADD-,

restrictively endorsed and deposited in CSI accounts. Personal checks are not to be mailed to CSI. Personal reimbursements must be made payable only to the employee (CSI name should not be included anywhere on the check) and must be mailed to the employee's home address or post office box.

8.20 DORMITORY HOUSING PAYMENT POLICIES AND PROCEDURES (Rev: 1/15)

Beginning with this category only

Refund Policy

Any student canceling a room reservation prior the pre-pay due date will owe nothing and will receive a full refund of the security deposit. Cancellation occurring after the pre-pay due date but before the start of the term will result in a forfeiture of the \$400 pre-pay and the \$100 security deposit. Cancellation occurring the first week of the term will result in a 75% refund of the room charge (less the \$400 prepayment) with 25% and the security deposit being forfeited. Cancellation in the second week of the term will result in a 50% refund of the room charge after the \$400 forfeiture with the other 50% and the security deposit being forfeited. Refunds for board (meals) will be prorated according to the number of meals used and a \$25 processing fee the first and second week of the term. **Any student moving out after the second week of the term will not be eligible for a room or board refund.** The board plan may still be used by the student until the student runs out of meals or the semester ends.

Any refund outside of the above policy must be approved by the Vice President of Administration. All refunds will be processed within 10 days of the Business Office receiving the move-out form approved by the Housing Coordinator. If there is Financial Aid involved the refund could be delayed up to 30 days.

~~Any refund outside of the above policy must be approved by the Vice President of Finance Administration.~~

~~All refunds will be processed within 10 days of the Business Office receiving the move-out form approved by the Housing Coordinator. If there is Financial Aid involved the refund could be delayed up to 30 days.~~

Continued

8.22 BUSINESS OFFICE FINANCIAL AID POLICY (Rev: 1/11)

The Financial Aid Office disburses, through the Business Office, millions of dollars of scholarships and grants to thousands of students each year. As a result of this high volume of transactions, it is sometimes necessary for the Financial Aid Office to make special awards, issue waivers or request adjustments or refunds to various federal and state entities due to issues arising through the reconciliation process.

~~As an~~ To ensure internal control ~~issue~~, the Associate Vice President of Student Services, Planning and Grant Development will review these unusual transactions and provide written documentation to the Business Office requesting these unusual transactions be processed.

8.23 CASHIERING POLICY (Rev: 1/11)

All persons collecting funds on behalf of the College must be approved by the Vice President of Administration or ~~Assistant Vice President of Administration~~ the Chief Financial Officer. The Business Office will provide training for staff collecting funds and review policies relating to the handling of funds.

Supervisors will notify the Business Office of their intent to have an employee collect funds. The employee will be scheduled by the supervisor for training with the Business Office. When training is completed, the Business Office will advise the supervisor and the employee will be authorized to collect funds.

The following directives apply to cashiering:

1. Procedures outlined in the Business Office Accounts Receivable Training Guide are to be followed. Any exceptions must be approved by the Business Office.
2. All club deposits must be made to the Student Activities Office by the club advisor. Students may have responsibility for collecting, counting and managing funds only when under the direct supervision of the club advisor or another full-time regular CSI employee. Students are not to be put in to the direct chain of custody during funds transportation.
 - The club deposits must be accompanied by a Club Deposit Form that is properly completed, dated and signed.
 - All club deposits will be counted upon receipt in the presence of the club advisor or CSI employee.
 - The amount of the deposit will be confirmed with signatures of the Student Activities representative, and club advisor on the deposit form.
 - All deposits will be receipted when received and, if over \$300, immediately take to the Business Office. Money must not be held by club advisors or officers.
 - For night deposit procedures see policy Collection of Funds and Deposit Policy (link).
1. Checks are to be taken for the amount of the bill only. Checks for over the amount of purchase or donation will not have cash returned. If a refund is due, the refund process will be utilized.
2. Third party checks will not be accepted.
3. Checks may not be cashed without the approval of the Chief Financial Officer or Vice President of Administration. Third party scholarship checks will be forwarded to the ~~CSI Scholarship Coordinator~~ the Business Office for processing.
4. Cashiers using RD or MS groups will attach all documentation to the Print Edit and forward the Print Edit and documentation to the Business Office each day.
5. The Collection of Funds and Deposit Policy (link) and the Lock Bag Check-Out Procedure (link) will be followed.
6. Questionable or unusual transactions must be cleared through the Business Office.

8.24 COLLECTION OF FUNDS AND DEPOSIT POLICY (Rev: 1/11)

From a customer service standpoint and out of necessity, cash and checks are collected at locations throughout campus and the outreach centers. Areas accepting money for the College include but are not limited to Student Information, Student Clubs, Health Center, Gym, Academic development, Instructional Administration, Gym, Professional Technical office in the Canyon Building, the Aspen Building, Center for New Directions, Bookstore, Library, Fine Arts,

Outreach Centers, Office On Aging, Head Start, Trans IV, Expo Center, mailroom, the Matrix and the Business Office. Money is collected for everything from fund raising events to tuition and fees.

All funds in excess of \$300 must be forwarded to the Business Office for deposit by the end of the day. In no case should balances in departmental safes exceed \$300. In all cases, regardless of the amount collected, a deposit must be made by Friday of each week. It is particularly critical that all checks be deposited within one week of the date they are written. If an event is to be held at night or on a weekend after the Business Office is closed, bank lock bags are available from the Business Office. ~~These bags are to be dropped off at the local bank the night of the event and picked up the following workday to be counted and deposited.~~ Lock bags ~~may also must~~ be dropped off in the Business Office lockbox in the Taylor Building outside of the Business Office. If lock bags are needed, the Business Office must be notified at least two days prior to the event to insure lock bags are available. If Security is needed as an escort to the ~~bank~~ Business Office drop box after an event, the supervisor must make arrangements with Security to provide this service. See [Lock Bag Check-Out Procedure](#).

Continued

8.25 LOCK BAG CHECK-OUT PROCEDURE (Rev: 1/11)

US Bank and CSI Lock Bag Check-Out Form

The following form is available in the Business Office and is to be used for funds collected at night, weekends or after regular business hours. Lock bags are required in accordance with the [Collection of Funds and Deposit Policy](#).

All funds collected after hours must be ~~put in a lock bag and deposited in the night drop at the US Bank on Blue Lakes (across from Fred Meyer) or~~ dropped in the lock box at the Business Office in the Taylor Building. At no time will a student be put in the custody chain for deposits or counting funds - this is the full responsibility of the advisor or employee.

Students may count or handle money only under the direct supervision of a CSI employee. This person is generally a club advisor but the supervision may be delegated to an authorized CSI employee upon approval by the Dean of Students and the Business Office.

Night drop items will be collected the next regular working day. ~~It is recommended that you call the Business Office the morning of the next business day and let us know that there are bags to be collected from the bank.~~ The Business Office has a counting room where deposits can be prepared for receipting. Deposit bags are not to be taken from the Business Office. Lock box keys are due in the Business Office by 4 p.m. of the next regular business day.

8.29 INVENTORY POLICY (Rev: 3/14)

Inventory Change Form

~~In accordance with policy set by the Director of the Idaho State Department of Administration in her letter of July 13, 2001, The inventory and capital outlay threshold for the College of Southern Idaho (CSI) is set at \$2,000. Computers and related electronic equipment is inventoried down to a value of \$500 for tracking and insurance replacement purposes.~~ At the discretion of administration, other items may be assigned an inventory tag based upon their risk of loss.

The college inventory system is made up of a computer data base containing the date of purchase, value, fund-department-account where the item was charged and location. The system is audited each year by the college's independent auditors in determining compliance with generally accepted accounting principles.

Items with inventory tags must have an "Inventory Change Form" ([see attached form](#)) filled out when they are moved to different locations, sold or at the time of disposal. We have to update our computer system to accurately portray items in a specific location for both insurance and audit compliance. Our auditors **ADD -may** pick items from our inventory listing and go to the location listed to verify the equipment exists and is in the proper location.

Continued

8.30 INFORMATION OFFICE/MAIL ROOM POLICY (Rev: 1/11)

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 **Information Office Supervisor mailroom**. These mailings must contain strictly CSI related material in order to comply with postal regulations.

Personal mail for CSI employees and other non-CSI mail should not be sent to the College. Any mail sent to the College address is subject to being opened by the College. Any mail that is suspected to be of a fiscal nature and addressed to the College will be forwarded to the Vice President of Administration for opening and review.

The mail room sends outgoing personal mail and packages for employees at the employee's expense on a time available basis. Employees are not to have personal packages sent to the College.

The mail room receives mail and personal packages for dormitory students. Students must pick up packages in person and have a photo identification card. Regular mail is given to the assigned dormitory staff person. The mail is then put into the students individual mail boxes in the dorm by the dormitory staff.

8.36.02 BANK RECONCILIATION (Est: 1/14)

The CSI bank accounts are monitored on-line on a daily basis by the CSI Bank Accountant. The CSI bank reconciliation is completed on a monthly basis. Due to the size and complexity of the bank account there are two different employees that reconcile and oversee the bank reconciliation. Generally, bank statements are balanced by the end of the following month. Outstanding check and unclaimed property are reconciled and monitored as part of this monthly process. Once the bank reconciliation is complete, it is signed off and approved by the Chief Financial Officer **ADD or Controller**. The Vice President of Administration and the Chief Financial Officer are the authorized signature on all CSI bank accounts and checks.



IV. Student Affairs**International Student Travel**

Policy number: IV.001Last revised: 11.29.2016

Purpose

Guidance and conditions allowing for student groups to travel outside the country. Includes information relating to service project travel.

Scope

All students and their CSI employee advisors

Responsible party

Dean of Student Affairs

I. Policy statement**A. Description**

The College of Southern Idaho recognizes the educational and cultural value of a global view and international experiences for our students, and the College supports safe and well-planned educational international travel when practical and possible. *International travel* is classified as any student travel that takes place outside of the fifty states of the United States of America. Trips to Puerto Rico and other U.S. territories and protectorates are considered international trips that are subject to these guidelines. The following policy sets forth the specific conditions for international travel and attendant procedures.

B. Availability and Qualification

1. Student groups will be allowed to travel internationally having met the following requirements:

- a) Though activities may also be included (and are encouraged) which provide cultural and artistic aspects, advisors must demonstrate the measurable academic value of student travel.
 - b) All travel requests must include substantiated student learning outcomes with appropriate assessment.
 - c) Regular recurring classes exist with travel as a Curriculum Committee approved component, for which credit may be earned. In other cases, contingent upon Department Chair, Instructional Dean, and Chief Academic Officer approval, credit may be attached by way of a special topics course section
 - d) Travel activities must be structured in such a way as to support the student learning outcomes.
2. Financial support for international travel by the College
- a) The College will provide institutional liability insurance in support of international travel.
 - b) Departmental travel funds may be used to support the advisor(s) travel expenses.
 - (1) Advisor(s) should work with their respective department chairs/departments well in advance of any planned travel in order to determine availability of funds
 - (2) The College will not be held responsible to cover advisor(s) travel costs when and if departmental funds are not available.
3. International travel is subject to administrative approval and adequate funding
- a) Only registered students and/or student club members in good standing are permitted to participate.
 - b) Students must be making satisfactory academic progress and not on academic probation nor suspension.
 - c) Family members of students or advisors are not permitted to accompany the group.
 - (1) Appeals may be made to the Dean of Student Affairs in the event that a student desires a family member to participate, but there must be a significant mitigating circumstance to make any exception. Neither institutional nor student funds can be used to fund non-CSI faculty or students. Student fees may not subsidize non-CSI travel.
 - d) Student fees may be set to cover both student and instructor travel expenses.
 - e) Line item UDP requests for student trips and/or scouting will not be considered.
4. The following provisions apply to all CSI students who wish to participate in international travel funded by CSI, awarded credit by CSI or in connection with a trip abroad by a recognized student organization:
- a) All CSI students are responsible for their own safety when traveling internationally, whether or not their work abroad is funded by CSI or is accorded credit by CSI. Before departure, students traveling abroad with CSI, studying abroad for credit from CSI, or participating in a recognized student organization trip abroad, as individuals or in groups, must provide the college a statement in a form provided by

the college, acknowledging their understanding of the risks of such travel, affirming that they have reviewed and understand relevant safety-related materials, and assuming the risks related to their international travel. Students under the age of 18 must obtain a parental signature on the form.

5. CSI will not fund, award credit for, or otherwise sponsor or support any international undergraduate academic or extracurricular project in any country for which:
 - a) The U.S. State Department has issued a warning that orders departure of U.S. dependents and non-emergency personnel; recommends that U.S. citizens depart the country; advises U.S. citizens against all travel to the country; or recommends that U.S. citizens defer non-essential travel to the country, or
 - b) The travel assistance organization United Healthcare Global has rated the country a "5" (very high) level threat. This restriction will apply through the date of departure. If such a warning comes into effect after the student's departure, the College reserves the right to end its sponsorship at that time, and to require the student to end the trip and leave the country. Such determinations will be made on a case by case basis. During their travel abroad, students should monitor the State Department and United Healthcare Global Web sites for up-to-date information about changing conditions.
 - c) Unpredictable disasters may result in the cancelation or delay of a scheduled trip, as determined by CSI administration.
6. Refunds
 - a) International travel is based on the expectation of a minimum number of participants in order to be available at the published project cost. A single participant's withdrawal, therefore, may cause an increase in the cost of a project for the remaining participants. Any such expense will be borne by the withdrawn participant, subject to the policy explained below.
 - b) Any withdrawal from an international trip must be made in writing, signed and dated by the participant, to the advisor(s). The effective date of such withdrawal will be determined by the advisor(s), based upon his/her/their receipt of such notice.
 - c) In the case of a participant's withdrawal from an international trip due to extenuating circumstances, prior to departure, the following reimbursement policy applies to payments made by a participant:
 - (1) Deposits submitted at the time of application are strictly non-refundable upon acceptance to the program.
 - (2) In the case of withdrawal, if a replacement participant is timely found, available participant payments will be refunded, with the exception of any airline or other penalties assessed for such change. Approval of a replacement participant is entirely at the discretion of the advisor(s), but such replacement(s) must otherwise qualify under the terms of this and any other applicable CSI policy.
 - (3) If a replacement participant is not timely found, funds not yet disbursed or committed for international travel expenses may be refunded. If a participant's withdrawal from an international trip causes the group's project costs to increase, there will be no refund made to the extent of such increased costs. The advisor will

determine the impact of each withdrawal on project costs. Such determination will be final.

- (4) No refunds will be made for funds already paid out or scheduled for disbursement (including, but not limited to, airline tickets, accommodations, guides, transportation and other costs) as of the date of the advisor's acknowledged receipt of the participant's notification of his/her withdrawal.
- (5) There will be no refund made to any participant who withdraws or is administratively dropped from a travel/study project at or subsequent to the group's departure.

C. Advisor Requirements

Advisor(s) are responsible for the health and safety of all participants and must properly plan and prepare for a safe and educational international trip or program. Planning and preparation must include: thorough research about the destination to be visited, local transportation, overnight accommodations, and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants. Leaders must bear in mind that the health and safety of the students is of paramount importance in all aspects of the planning.

1. At least one advisor must be a full time employee of the College of Southern Idaho. A minimum ratio of one full-time CSI employee per 14 students is required. In certain cases, it may be deemed prudent to reduce the ratio in the interest of students and the advisor. Any increase of ratio must be approved in writing in advance by the Dean of Student Affairs, Academic Dean, and Department Chair. International trips may be canceled at the discretion of the College if 7 or fewer students choose to participate.
2. Advisor(s) must be familiar with the Student Code of Conduct and are responsible for ensuring the students are also familiarized with the Code.
3. Advisor(s) must hold a valid CPR/First Aid certification at the time of travel.
4. All CSI policies and procedures including but not limited to incident reporting, Code of Conduct violations, and Academic Integrity violations are to be complied with at all times.
5. Trip participants must have 24/7 access to the advisor(s) at CSI and program sites abroad. If the advisor(s) will not accompany the trip participants abroad, then the advisor(s) or designee must be available (by phone or e-mail) to the trip participants at all times during the international travel and activity, and must also be available in the immediate 48 hours before scheduled departure dates of the trip. Trip participants must also have 24/7 access to the designated contact person abroad who is responsible for the trip abroad. The advisor(s) must identify the name and phone number(s) for all such responsible contact persons on the International Travel Notification Form. The advisor(s) shall:
 - a) Verify in the 48 hours immediately preceding the sponsored trip that the U.S. Department of State has not issued any travel warnings or alerts related to the destination(s) to be visited;
 - b) Exchange emergency contact information (phone numbers and email addresses) with participants;

- c) Be available and on-call at all times (24/7) during the sponsored trip to respond to student participant concerns and problems as needed and in the immediate 48 hours before scheduled departure date(s) of the trip at all times (24/7) during the sponsored trip possess, in hand, an International Travel Notification Form and a full set of student participant International Travel Participation, Waiver, and Emergency Contact Forms and leave copies of said forms with the Dean of Student Affairs
 - d) Serve as the official College representative in cases of emergency;
 - e) Coordinate emergency response and all communications between and among the college, and the relevant persons and organizations on-site;
 - f) Notify authorities at the local site immediately in the event that one or more student participants cannot be accounted for or is missing;
 - g) Ensure students receive medical attention by trained professionals in case of a medical emergency;
 - h) Be familiar with and follow all existing College policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as FERPA, HIPAA, Title IX and the Clery Act; and
 - i) Conduct all appropriate follow-up activities, such as completing incident reports.
6. Emergency Procedures. Advisor(s) are required to make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for educational trips. The following guidelines are meant to assist the colleges in thinking through appropriate responses in the event of an emergency. Advisor(s) are required to develop a crisis management protocol that takes into consideration the following key issues:
- a) Emergency response and rescue;
 - b) Notification of participants' emergency contacts;
 - c) Press and media;
 - d) Legal and liability issues that may arise;
 - e) Stress and psychological issues and effects resulting from an emergency event; and
 - f) Post-incident responses: arranging participants' return, medical treatment, follow-up information, and debriefing.
 - g) As needed, according to the incident, advisor(s) shall:
 - h) Contact local police or law enforcement to report theft, vandalism, or any other criminal activity;
 - i) Contact the local emergency medical provider for medical emergencies;
 - j) Contact the office of the Executive Vice President/Chief Academic Officer and the office of the Associate Vice President of Student Affairs;
 - k) Contact the central office of public safety, particularly if a student is involved with the police abroad;
 - l) Report all injuries or illnesses to designated campus officials;

- m) Complete any accident or incident reports within 24 hours to the appropriate campus officials including the office of the provost and the office of the vice president of student affairs; and
 - n) Be prepared to contact appropriate service providers.
 - o) Advisor(s) shall not leave behind, unsupervised, an ill or injured student while continuing on with the trip itinerary, even if the consequence is the changing of plans for the entire group or added cost or inconvenience.
7. Insurance. All trip participants (students and CSI advisor(s)) must have international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. Advisor(s) must enroll all participants in the College's insurance plan at the time of the participant's commitment to the program or trip, prior to the program departure date(s), and apply the cost to each participant's program fee. The insurance policy must provide coverage for the insured individual for the entire program period including travel days to and from the destination(s). Advisor(s) must clearly communicate in writing insurance coverage start and end dates with covered participants. Participants who wish to extend their trip dates beyond the insured trip dates are responsible for purchasing extended insurance that covers them throughout their particular travel dates.
8. The following information and documents are required to be submitted to the Dean of Student Affairs, Academic Dean, Campus Security, and Department Chair by the units:
- a) Dates, destination, and description of program or purpose of travel
 - b) Overall budget, broken out by students and faculty/staff
 - c) Name(s) of advisor(s) traveling and in charge, as well as the names of participating students, with their CSI ID numbers
 - d) Country of permanent residence for each traveler
 - e) Complete travel itinerary
 - f) Country risk assessment reports for all countries to be visited regardless of security rating (Destination countries with security rating of 4 or 5 are flagged and additional information may be required)
 - g) Communication and contingency plans
 - h) All students must complete the Consent and Release Agreement form as a condition of participating in the international program or travel

D. Orientation

1. All study abroad programs and college-sponsored international activities involving students must include pre-departure orientation for all participants.
2. Although face-to-face orientation is ideal, orientation materials in written and electronic formats can be used instead.
3. The academic or administrative unit sponsoring the activity will conduct or arrange for the pre-departure orientation session and will ensure that all participants attend or receive the materials in written or electronic formats.

4. At a minimum, the pre-departure orientation must include a discussion of appropriate and expected behavior for participants; potential social, political, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents.
5. Participants will be subject to the laws and customs of the locations they visit. College of Southern Idaho is not responsible for the violation of any laws and customs by participants.
6. The CSI Code of Conduct and Academic Integrity Code, and other academic policies or rules apply to all College-sponsored activities abroad.

II. Procedures

- A. All current travel policies and procedures apply to international travel, but with the following timelines and approvals:

Prior to departure		
Item	Deadline	Approved by
Review the most recent relevant U.S. State Department, Centers for Disease Control, and World Health Organization Travel Warnings, Alters, Health Notices and Watches available on-line. ¹	Review at beginning planning stages before trip and include documentation of any Travel Warnings, Alters, Health Notices and Watches in the Prior Approval for Travel Form.	<i>Discussed with Department Chair/Director</i>
Individual Development Plan (IDP)	<i>One year before trip</i>	<i>Department Chair and President</i>
Advertising	<i>One year before trip</i>	<i>Upon approval by Chair and President</i>
Prior Approval for Travel Form	<i>Six months before trip</i>	<i>Department Chair, Academic Dean, Dean of Student Affairs, President and EVP/CAO to be cc'd</i>
Vehicle Request Form (if necessary)	<i>Two months before trip</i>	<i>Department Chair</i>
Student Conduct Form	<i>Two months before trip</i>	<i>Faculty</i>

¹ If any country, area, region or state is indicated for risk, include this documentation in the Prior Approval for Travel Form and continue to monitor the country, area, region or state. Please note: travel to countries, areas, regions or states with specified increased risk will require additional review and may be denied.

Student Health History Form	<i>Two months before trip</i>	<i>Faculty</i>
Emergency Contact Information	<i>One month before trip</i>	<i>Dean of Student Affairs</i>
Daily Detailed Trip Itinerary	<i>One month before trip</i>	<i>Dean of Student Affairs</i>
Copies of Passports/Visas	<i>One month before trip</i>	<i>Dean of Student Affairs</i>
Proof of Required Vaccinations/Waivers	<i>One month before trip</i>	<i>Dean of Student Affairs</i>
After return		
RFP or Travel Reimbursement Form(s)	<i>No later than one month after return</i>	<i>Department Chair, Academic Dean, Dean of Student Affairs</i>

B. Emergencies

1. In the event of an emergency while participating in an CSI international activity, the participant should immediately contact:
 - a) the nearest U.S. consular service for direct assistance,
 - b) the CSI on-site advisor(s) or staff, and
 - c) the on-campus contact within the initiating unit
2. If medical attention is needed, the participant should contact the international travel insurance provider, ACE.

C. Any waivers or exceptions to this policy must be approved in advance of the trip by the CSI Administration by way of the Dean of Student Affairs.

D. International Student Travel forms

1. Forms required to conform to the policy above appear on the subsequent pages

Student name	Program
CSI ID	Email address

Please list two contacts whom you would like us to contact in the event of an emergency

Contact 1:

Name:	
Relationship to student:	
Street address:	
City, State, Zip Code:	
Daytime telephone number:	
Evening telephone number:	
Email address:	

Contact 2:

Name:	
Relationship to student:	
Street address:	
City, State, Zip Code:	
Daytime telephone number:	
Evening telephone number:	
Email address:	

The following agreement is designed to protect all participants including students, faculty members, College of Southern Idaho, and the agencies and individuals cooperating with the college. You as the student participant and your parent (or legal guardian) if you are under 18 must sign this form to indicate agreement and/or permission to participate.

Sponsoring CSI Office/Department:	
Trip destination:	
Departure date and time:	
Return date and time:	
Departure location:	
Purpose of trip:	

General Release: I/ (we) understand that participation in this trip is entirely voluntary and that any program of travel involves some element of risk. I agree that, in consideration of College of Southern Idaho ("College") facilitating my travel, I will not (including my parents, guardians, legal representatives, or any other party making any claim on my behalf) attempt to hold the College, its trustees, officers, employees, or agents, liable for any injury, death, or loss to person or property sustained by me while participating in or arising out of any travel or activity conducted by or under the auspices of the College of Southern Idaho. I understand that the College reserves the right to make cancellations, changes, and substitutions when the College deems it necessary. In such circumstance, the College will endeavor to refund fees advanced by participants where those fees are uncommitted and recoverable. I understand that the College makes no assurance that fees in connection with travel will be recoverable and/or refundable. As such, I hereby acknowledge that I have been advised to purchase trip cancellation insurance at my own expense.

Insurance Coverage: I/ (we) understand that the College requires that I be covered by appropriate accident and medical insurance and that I am financially responsible for such expenses. Signature below verifies that participant is enrolled in an adequate insurance program. The College recommends that participants consider insuring personal belongings against theft and loss.

Medical Treatment: I/ (we) understand that while I am overseas an emergency may develop which necessitates medical care, hospitalization, or surgery. Therefore, in the event of illness or injury, I authorize the College through its authorized Advisor(s) to secure any necessary emergency medical treatment including the administration of an anesthesia and surgery. I understand that such treatment shall be solely at my expense and I agree to reimburse the College for any expense that it might incur on account of my injury or treatment.

Conduct: I agree to conduct myself in a safe and prudent manner while participating in any activity or travel conducted by or under the auspices of the College of Southern Idaho. I understand that all student participants are subject to College regulations and policies, travel guidelines, and relevant state, federal, and international laws and that in the event of violation of these or other behavior which is deemed by College to be detrimental to participant or others, the Advisor(s) may immediately dismiss me from the program and require me to return to the United States. I also agree not to deviate from the proposed trip itinerary without the expressed written permission of the College faculty/staff sponsor. I understand that while participating in any such activity or travel, I am subject to the College of Southern Idaho *Student Conduct Code*. I further agree to indemnify, defend and hold harmless the College of Southern Idaho from any breach of these representations.

Please read each statement and initial, indicating your understanding and agreement to abide by the terms.

_____ I understand that I am traveling as part of a college-sponsored activity and I am an adult and I am a representative of the college during the entire event, travel, conference or activity.

_____ I will not engage in any inappropriate behavior that, when combined with the use of college resources (fund, personnel, facilities, equipment, or time), could reasonably lead to personal liability or charges of unethical conduct, including, but not limited to actions deemed illegal and or unlawful by the State of Idaho, the College of Southern Idaho, international law, the United States of America, or the laws of the country/countries in which I will be participating in this program.

_____ I have read, understand and agree to abide by the Student Code of Conduct and the CSI policies that pertain to student conduct, travel and events.

_____ As a participant traveling on a college sponsored function, I will not just merely comply with these interpretations, but as a responsible adult, will bring respect and honor to the college.

_____ I understand that the traveling college advisor will be the responsible agent of the college for this event, conference or activity. The traveling college advisor will make any final decisions regarding the safety and protection of the participants, changes to the planned agenda, and any other decisions deemed necessary.

_____ I understand that following the pre-approved agenda, and the policies and procedures of CSI will reduce personal liability and increase personal and group safety.

_____ I understand that failure to show respect and appropriate behavior for these travel procedures, laws and college policies may be cause for disciplinary actions as outlined by

CSI Student Code of Conduct including, but not limited to, dismissal from trip, travel back at my expense, and disciplinary action by CSI upon my return.

_____ I agree to hold the College of Southern Idaho and its employees, affiliates, agents, volunteers and advisors harmless for any and all injuries and/or liabilities in conjunction with this trip and recognize that the College assumes no responsibility for any such occurrences not only during the activity/conference/travel but also en route to and from such activity/conference/travel.

_____ I authorize the traveling CSI advisor to secure medical services in the event of an accident or emergency and to incur on my behalf, the expenses for necessary services in the event of accident or illness, and "I" (the parent, or you the student if you have your own insurance) will provide the payment of these costs.

_____ I understand that in the event my insurance does not adequately and fully cover all medical and associated expenses I incur, I will be responsible for full payment of any such expenses, and that CSI shall have no obligation to pay or reimburse such expenses. In the event CSI does make payment for any such expenses, I agree to reimburse CSI for the same.

_____ I understand that there are inherent risks in most activities and I have read, understand, and agree that my signature on this waiver makes me solely responsible for all such risk and liability.

_____ I have been taught and agree to use the general safety issues that relate to this activity, event, travel and/or conference.

_____ I have carefully identified, reviewed and considered the risks of travel to my destination(s) including reading the most recent relevant U.S. State Department, Centers for Disease Control, and World Health Organization Travel Warning(s) available on-line. I understand that my proposed travel may take me through areas where the United States Department of State has issued a Travel Warning or Travel Alert.

_____ I acknowledge that I am voluntarily participating in the travel described above. I also acknowledge that my participation in this travel may expose me to significant risks, including but not limited to terrorism, war, serious bodily injury or death, property damage, and other risks that may not be foreseeable. I understand and agree that The College of Southern Idaho and all its affiliates are not responsible for my safety and I assume full responsibility for all risks associated with my travel.

_____ I know that I am not required to travel to this location. I understand conditions in destination(s) I will be visiting may change and I will stay informed of current events on a frequent basis by obtaining updated security and health information.

_____ I hereby acknowledge that I have discussed my travel with at least one of my parents or my legal guardian, who has also read and signed this form as indicated below.

_____ I acknowledge that I may be photographed, video-taped, and/or recorded and I waive my photographic rights to the College of Southern Idaho. I hereby consent to and authorize any use and reproduction by CSI, or anyone authorized by CSI, of any and all photographs/digital images/ video tapes/recordings.

_____ I have read and agree to the international travel refund policy, as stated below.

- a) International travel is based on the expectation of a minimum number of participants in order to be available at the published project cost. By College policy, each Interim project must be completely funded by participant charges. A single

participant's withdrawal, therefore, may cause an increase in the cost of a project for the remaining participants. Any such expense will be borne by the withdrawn participant, subject to the policy explained below.

- b) Any withdrawal from an international trip must be made in writing, signed and dated by the participant, to the advisor(s). The effective date of such withdrawal will be determined by the advisor(s), based upon his/her/their receipt of such notice.
 - c) In the case of a participant's withdrawal from an international trip due to extenuating circumstances, prior to departure, the following reimbursement policy applies to payments made by a participant:
 - (1) Deposits submitted at the time of application are strictly non-refundable upon acceptance to the program.
 - (2) In the case of withdrawal, if a replacement participant is timely found, available participant payments will be refunded, with the exception of any airline or other penalties assessed for such change. Approval of a replacement participant is entirely at the discretion of the advisor(s) and subject to applicable CSI policy.
 - (3) If a replacement participant is not timely found, funds not yet disbursed or committed for international travel expenses may be refunded. If a participant's withdrawal from an international trip causes the group's project costs to increase, there will be no refund made to the extent of such increased costs. The advisor will determine the impact of each withdrawal on project costs. Such determination will be final.
 - (4) No refunds will be made for funds already paid out or scheduled for disbursement (including, but not limited to, airline tickets, accommodations, guides, transportation and other costs) as of the date of the advisor's acknowledged receipt of the participant's notification of his/her withdrawal.
 - (5) There will be no refund made to any participant who withdraws or is administratively dropped from a travel/study project at or subsequent to the group's departure.
-

I HAVE READ AND UNDERSTAND THE PROVISIONS ABOVE AND AGREE TO BE BOUND BY THEM, AS INDICATED BY MY SIGNATURE BELOW. I ALSO ACKNOWLEDGE FROM MY SIGNATURE BELOW THAT I HAVE COMPLETED A REQUIRED ORIENTATION SESSION DESIGNED TO EDUCATE ME ABOUT RISKS ASSOCIATED WITH TRAVEL ABROAD.

Participant name:	
CSI ID:	
Local address:	
City, State, Zip Code:	
Cell phone number:	
Email address:	
Signature:	
Date:	

Name and signature of legal guardian for a student under the age of 18:

Name:	
Relationship to student:	
Phone number:	
Signature:	
Date:	

THIS IS A RELEASE OF LEGAL RIGHTS - READ AND UNDERSTAND BEFORE SIGNING.

Employee name:	
CSI ID:	
Street address:	
City, State, Zip Code:	
Project description:	

As a condition of participation, I hereby acknowledge and agree as follows:

1. Assumption of Risks.

- A. I acknowledge that the decision to participate in this Project is entirely my own choice, voluntary, and not a condition of my employment or status at the College. I understand that participation in the trip involves risks not normally found in employment at the College. I am aware that no special security personnel will be provided, and that the College of Southern of Idaho has not made and cannot make any guarantee as to my security, safety, or health as it relates to this Project. I understand and agree that CSI is not liable for any injury, accident, disease, or other such events that I may incur or experience as a result of this Project, and I agree to hold CSI harmless for any and all such claims related to this Project.
- B. I am aware that the political circumstances during the time I will be in _____ may adversely affect transportation, medical care, and housing and the quality of food and water. The travel risks are substantial and include without limitation risk of death or serious bodily injury. I agree that it is my sole responsibility to investigate and evaluate for myself the applicable risks of injury and/or serious bodily injury. I agree that it is my sole responsibility to investigate and evaluate for myself the risks associated with this trip. By my participation, I am willing to accept these risks.

2. Health and Safety.

- A. I have consulted with a medical doctor regarding my personal medical needs. I certify that I am fit to participate in the trip and that there are no health-related reasons or problems, which preclude or restrict my participation in this trip.
- B. I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the trip.
- C. I agree to maintain a high level of vigilance and to take appropriate steps to increase my security awareness, including consulting with U.S. Department of State guidelines for security in the destination country, and I agree to conduct myself in a safe and prudent manner at all times.

3. Waiver of Liability. Knowing the risks described above, I, on behalf of myself, my family, heirs, representatives, and any party that may make a claim on my behalf, accept those risks and hereby release, discharge and agree to hold harmless College of Southern Idaho, its trustees, officers, employees, agents, from any and all liability, claims, demands, rights, causes of action for personal illness, injuries or death, or any damage to or loss of personal property which may occur en route to, during, from or as a result of my participation in the trip.

I have carefully read this Assumption of Risk and Waiver of Liability before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made.

ADVISOR(S) COMPLIANCE AND UNDERSTANDING

I have read, understand, and will comply with the CSI Student International Travel Policy and Procedures.

Printed name:	
Signature:	
Date:	



Reference**Minors on Campus**

Policy number: Click here to enter text.

Last revised: **1/16/17**

Effective date: **TBD**

Purpose

The College of Southern Idaho is committed to the safety of all individuals in its community. The College is particularly sensitive to the safety and security of children who are entrusted to the College’s care, custody, and control or who participate in programs held on College property.

Scope

This policy provides broad safeguards intended to better protect minors when they are on the College Campus, participating in College programs and activities designed to include minors, or when they are in the care of College Personnel, Volunteers, or Contractors. All CSI Personnel, Volunteers, and Contractors are expected to be familiar and comply with the provisions of this Policy and any related College policies and/or procedures. This policy also establishes requirements for non-College organizations and entities, including but not limited to Recognized Student Organizations, that operate non-College programs or activities designed to include minors.

Responsible party

All CSI employees

III. Policy statement

- This Policy establishes guidelines for those in the College community who may work or interact with Minors, with the goal of promoting the safety and wellbeing of Minors.
- The College is committed to the shared values of caring, citizenship, and responsibility. Under this umbrella of shared values, all faculty, staff, students, contractors, subcontractors, and volunteers will prevent Minor Abuse when possible and report it when suspected.

IV. Procedures

I. Definitions

Abuse or Neglect of Minors

As defined by Idaho state statute 16-1602. Please consult statute for full definition. In summary, child abuse and neglect means an act or omission that threatens the health or welfare of a person under 18 years of age.

Child/Minor

A person under the age of eighteen (18).

College Facilities

Facilities owned, operated, managed or controlled by the College of Southern Idaho.

Covered Program

Any program or activity in which Minors will be physically present and participating, offered by any academic or administrative unit of the university, or by non-university groups using college facilities, properties and any areas owned or controlled by the college. "Covered Program" includes but is not limited to all sport camps, workshops, academic camps, mentoring programs, academic courses and academic competitions.

"Covered Program" does not include undergraduate academic programs in which Minors are enrolled for academic credit; single performances or events open to the general public that are not targeted toward Minors, but which Minors are permitted to attend (such as varsity athletic competitions, plays, concerts); general public events where parents/legal guardians are invited and are expected to accompany and provide supervision to Minors in their care; visits and tours for prospective students organized by the Office of Admissions; unaccompanied visits by prospective CSI students to regularly scheduled academic classes; academic or performance competitions where Minors are chaperoned by certified teachers or their parents.

Programs

Programs and activities offered by various academic or administrative units of the College, or by non-College groups using College facilities. This includes but is not limited to workshops, sport camps, academic camps, conferences, pre-enrollment visits, 4H or Cooperative Extension programs and similar activities.

Sponsoring Unit

The academic or administrative unit of the College which offers a program or gives approval for housing or use of facilities.

Authorized Adult

Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities, recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. Authorized Adults are considered to be mandated reporters as defined by Idaho Law. Further guidance on reporting child abuse can be found in Idaho statute 16-1605.

Direct Contact

Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

One-On-One Contact

Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.

Reporting Minor Abuse

II. When to Report Minor Abuse

- Under this policy and state law, all faculty, staff, students, contractors, subcontractors, and volunteers who suspect Minor Abuse are required to report it immediately. There is no need to investigate or ensure that evidence exists before reporting.
- Any doubt as to whether or not to report should be resolved in favor of making the report to ensure that the appropriate professionals in law enforcement and/or child protective services can assess the report and evaluate the safety of the Minor.

III. Where to Report Minor Abuse

- All reporting options below allow anonymous or confidential reporting.
 - A. Idaho law requires anyone who suspects Minor Abuse to report it immediately to law enforcement or the Idaho Department of Health and Welfare.
 - 1. If a Minor may be in imminent harm, dial 9-1-1 or activate a blue emergency phone located on campus.
 - 2. Otherwise, immediately report the incident to:
 - a. Campus Security (208) 732-6605; or
 - b. The child protection division at the Idaho Department of Health and Welfare (208) 334-5437 or using Idaho Department of Health and Welfare’s Care Line by dialing 2-1-1.

IV. Additional Reporting Requirements

- Any person designated as a CSI Responsible Employee under Title IX and/or any person designated as a Campus Security Authority Clery Act Compliance, must also follow their reporting responsibilities under those policies.

Additional Guidelines and Responsibilities

V. Participation in College- Sponsored or Affiliated Programs or Activities

- Faculty, staff, students, contractors, subcontractors, and volunteers must:
 - A. Always be vigilant in protecting the well-being and safety of Minors with whom they interact on campus or elsewhere.
 - B. Review and commit to the principles of Appendix A, the College Code of Conduct for Interacting with Minors, Appendix B, Informational Material on The

Signs of Abuse and Neglect of Minors, and Appendix C, Training Requirements for those who work with Minors.

- C. Watch for signs of Minor Abuse (outlined in Appendix B) and promptly report suspected instances of Minor Abuse, or violations of this policy or law, as provided in II, III, and IV above.
- D. Before engaging in any College-Sponsored or Affiliated Program or Activity involving contact with Minors: meet the requirements of this policy related to training (Section XI) and criminal background checks (Section X).

Managing Programs for Protection of Minors

VI. Program Registration

- The College- Sponsored or Affiliated Program or Activity organizer, director, dean, or department chair will register all on-going or one-time Programs with the Human Resource Office. The Human Resource Office will keep an online database of these Programs. Contact the Human Resource Office for related forms and deadlines.

VII. Hiring

- A. All campus units who regularly work with or around Minors must consider whether a new hire has the skills and desire to work with Minors, even if the proposed work with Minors is a small percentage of the posted job.
- B. Additional screening requirements include, but is not limited to, interview questions about transferrable skills to work with Minors.

VIII. Background Checks

- A background check shall be required of each adult prior to his or her interaction or participation with Minors in Programs. This includes but is not limited to:
 - A. Third party or non-College employees, and
 - B. College administrators, faculty, staff, students, and volunteers.
 - C. Non-College organizations and entities that operate Programs or Activities on campus involving Minors must conduct criminal background checks that meet College standards on their employees, volunteers, and representatives. The College may request any additional information it deems necessary to meet the requirements of this policy.

IX. Mandatory Training on the Prevention, Recognition, and Reporting of Minor Abuse

- College students, faculty and staff who participate in Programs involving Minors must complete appropriate training. At a minimum, training must include:
 - A. Basic warning signs of abuse or neglect of Minors.
 - B. Guidelines for protecting Minors from emotional and physical abuse and neglect.

- C. Requirements and procedures for reporting incidents of suspected abuse, neglect, or improper conduct.
- Training may be expanded depending upon the program or activity and the trainee's role in the program or activity.
- D. Non-College organizations and entities that wish to operate Programs involving Minors on campus must provide documentation to the Human Resource Office indicating that all individuals who will be interacting with Minors (and anyone who supervises such individuals) have received training that meets or exceeds the minimum requirements of this section.
- Specific requirements and procedures for training appear in Appendix C.

X. Oversight and Responsibilities

- A. The Human Resource Office will track program information and written agreements, while ensuring compliance with this policy, and best practices in the prevention of Minor Abuse.
- B. The Human Resource Office will track background checks, to be performed by Human Resource Services, and training completion on the prevention of Minor abuse.
- C. Program organizers or designees shall register Programs involving Minors with the Office of Human Resource Office with sufficient advance notice to meet the requirements and intentions of this policy.

XI. Enforcement

- Sanctions for violations of this Policy may include the full range of available College sanctions applicable to the individual including suspension, expulsion, dismissal, termination, and exclusion from campus. The College may also take necessary interim actions before determining whether a violation has occurred. The College may terminate relationships or take other appropriate actions against non-College entities that violate this Policy. Any violations of law will be reported to the proper authorities.

IV. Policy Implementation and Modification

- Questions about the interpretation or application of this policy should be raised with the Human Resource Office, which shall update or modify the Appendices to the policy as necessary and administer and oversee the implementation of the policy in a manner that best achieves its goals.

Appendix A

- All faculty, staff, students, contractors, subcontractors, and volunteers who interact with Minors through Programs are required to comply with the following code of conduct when interacting with Minors.
 - A. Do not spend time alone, either on or off campus, with a Minor away from others.
 - 1. It is expected that activities where Minors are present will involve two or more authorized adults.
 - 2. When it is not possible to comply with the above, parents/guardians of Minors must sign a specific waiver acknowledging that they understand their Minor is engaged in a Program that requires a one-on-one interaction (Minor to Adult) such as a private lesson or medical exam.
 - 3. If one-on-one interaction is required, meet in open, well-lit rooms or spaces with windows observable by other adults from the Program.
 - B. Do not engage in any sexualized behavior with, or within the vicinity of, Minors, including but not limited to: engaging in sexual actions, making sexual comments, telling sexual jokes, or sharing or viewing sexually explicit material with or within the vicinity of Minors, except as necessary for Program relevant academic content or providing competent medical services.
 - C. Do not touch Minors in a manner that a reasonable person could interpret as inappropriate, including but not limited to:
 - 1. Contact with a Minor's breasts, buttock, groin, or genitals, or touching Minor with any of these body parts;
 - 2. Making a Minor touch themselves or another person with or on the breasts, buttock, groin, or genitals;
 - 3. Other bodily contact in a sexual manner, though not involving contact with breasts, buttocks, groin, genitals, or mouth, for example back or shoulder massages.
 - 4. Bodily contact required to provide competent medical services is explicitly exempted from this section.
 - D. Do not shower, bathe, or undress with or in the presence of a Minor.
 - E. Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, hitting, punching, poking, or inappropriate restraining, except as required to protect a Minor or others from harm. All incidents involving such conduct, whether or not required to protect a Minor or others from harm, must be documented and disclosed promptly to the Program Director and the Minor's parent/guardian.
 - F. Be aware of the impact of words and language upon Minors.
 - G. Do not use, possess, share, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare. The misuse of prescription medications shall be determined to be a violation.
 - H. Do not distribute any medication or dietary supplement to a Minor without prior written approval of the Minor's parent/guardian.
 - I. Do not meet with Minors outside of established times for Program activities. Any exceptions require prior written parental authorization and must include more than one adult from the Program.

- J. Do not engage or converse with Minors through email, text messages, social networking websites, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Program and the College.
- K. When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles whenever possible. When it is not possible to comply with this guideline, parents/guardians of Minors must sign a specific waiver acknowledging that they understand their Minor is engaged in a Program that requires one-on-one interaction (Minor to Adult).
- L. Do not tell Minors “this is just between the two of us” or use similar language that encourages Minors to keep secrets from their parent/guardians.

Appendix B

- Signs of Minor Abuse and Neglect
- There are often certain recognizable physical and behavioral indicators of Minor abuse or neglect. The following signs, by themselves, may not be conclusive evidence of a problem, but serve as indicators of the possibility that a problem exists.
- Signs of Physical Abuse
 - ● Bruising, welts or burns that cannot be sufficiently explained; particularly bruises on the face, lips, and mouth of infants or on several surface planes at the same time;
 - ● Withdrawn, fearful or extreme behavior;
 - ● Clusters of bruises, welts or burns, indicating repeated contact with a hand or instrument;
 - ● Burns that are insufficiently explained; for example, cigarette burns; and
 - ● Injuries on children where children don’t usually get injured (e.g., the torso, back neck buttocks, or thighs).
- Signs of Sexual Abuse
 - ● Difficulty walking or sitting;
 - ● Pain or itching in the genital area;
 - ● Torn, stained or bloody underclothing;
 - ● Frequent complaints of stomachaches or headaches;
 - ● Sexually transmitted infection;
 - ● Bruises or bleeding in external genitalia;
 - ● Feeling threatened by physical contact;
 - ● Inappropriate sex play or premature understanding of sex; and
 - ● Frequent urinary or yeast infections.
 - ● Direct statements the he or she was sexually abused.
- Signs of Emotional Injury
 - ● Speech disorders;
 - ● Inability to play as most children do;
 - ● Sleeping problems;

- • Anti-social behavior or behavioral extremes; and
- • Delays in emotional and intellectual growth.
- • Sudden loss of self-confidence or self-esteem
- • Avoidance of certain situations/activities
- • Desperately seeks affection
- Signs of Neglect
 - • Lack of medical or dental care;
 - • Chronically dirty or unbathed;
 - • Lack of adequate school attendance;
 - • Lack of supervision; for example young children left unattended or with other children too young to protect or care for them;
 - • Lack of proper nutrition;
 - • Lack of adequate shelter;
 - • Self-destructive feelings or behavior; and
 - • Alcohol or drug abuse.
 - • Taking food or money without permission.
 - • Eating a lot at one sitting.
 - • Hiding food for later.
- Each case of Minor abuse or neglect is individual. The child who has been hurt is always the victim. If you believe a child may be the victim of abuse or neglect, contact the Idaho Department of Health and Welfare at (208) 334-5437(208) 334-5437 or the Care Line at 2-1-1. Additionally, CSI Security can be reached at (208) 732-6605 Dial 9-1-1 in case of an emergency.

Appendix C

- Training Requirements for Those Involved with Minors
 - College faculty, staff and students who are involved in Programs involving Minors, as well as employees, volunteers and other representatives of non-College organizations or entities that operate programs or activities involving Minors on campus, are required to satisfy specific training and certification requirements.
- College-Sponsored or -Affiliated Programs or Activities
 - All individuals working with Minors in College-Sponsored or Affiliated programs or activities are required to review the Code of Conduct for Interacting with Minors, and the Signs of Minor Abuse and Neglect documents, and sign the Certification contained in this Appendix C. In general, individuals who participate in programs or activities involving Minors are required to review the Code of Conduct and Signs of Minor Abuse and Neglect documents and sign the Certification for each program and discrete activity. For programs with multiple regular activities involving Minors, the program or activity director or supervisor should contact the Human Resource Office to determine whether repeat Certifications are required. In addition, individuals who are required to read and sign are to submit the signed Certification to the program or activity director or supervisor at least thirty-six (36) hours prior to the start date of any program or

activity. The program or activity director or supervisor is responsible for collecting the Certifications from the adult participants and promptly forwarding them to the Human Resource Office

- In addition, all individuals who are required to obtain a background check pursuant to this Policy, including program or activity directors, supervisors and individuals who work one-on-one, stay overnight, or are working with Minors, must complete an online training course. The training course is designed to assist faculty, staff, contractors, volunteers, and students who work with Minors in establishing a comprehensive program for protecting Minors from sexual misconduct by addressing prevention strategies and reporting. This online training course should be completed at least forty-eight (48) hours prior to the start date of the program or activity involving Minors. Individuals required to do the online training must repeat the course annually, provided they continue as program or activity directors, supervisors or individuals who work one-on-one, stay overnight, or are regularly alone with Minors.
- Non-College Programs or Activities on Campus
 - Employees, volunteers and representatives of non-College organizations or entities that operate programs and activities involving Minors on campus are required to comply with the training and certification requirements that apply to College-Sponsored or -affiliated programs and activities. Non-College organizations or entities must also submit to the College's Human Resource Office a certification of compliance with the training requirements described herein at least forty-eight (48) hours prior to the start of any program or activity involving Minors on campus.

Adapted from Boise State College Policy #12060, Colorado School of the Mines, St. Joseph College, Penn State University and the University of Michigan

Working with Minors Checklist

Guidelines for Program Leads and Owners for all College Programs, Activities and Events Involving Minors

If this is a new program/activity, we recommend first reviewing all of the materials available in the Working with Minors Program/Activity Registration policy, and speaking with your Department Head and/or Division Head. While they will need to sign off on the Working with Minors Registration Form, it's important that they know what programs are being created in their area prior to the details being finalized.

Ensure the program or activity is registered with the Office of Human Resources using the Working with Minors Registration Form.

All CSI employees should have their clearances on file with the Office of Human Resources. Once HR receives the registration form they will follow up if there are any issues. For volunteers, you will distribute the link for Instructions for Obtaining and Submitting Clearances (Volunteers Only). Please note the volunteers (both students and non-students) will submit their clearance results to Human Resource Office— only employees are kept on file with the Office of Human Resources.

Ensure that all program personnel are aware of College of Southern Idaho's Mandatory Child Abuse Reporting policy and their specific responsibility.

Ensure that adequate supervision is in place, specifically that the ratio of Authorized Adults versus Minors reflects the gender distribution of the participants, and meets the following:

Standard for **resident** camps/activities are:

- One authorized adult for every five campers ages 4 and 5
- One authorized adult for every six campers ages 6 to 8
- One authorized adult for every eight campers ages 9 to 14
- One authorized adult for every ten campers ages 15 to 17

Standard for **day** camps/activities are:

- One authorized adult for every six campers ages 4 and 5
- One authorized adult for every eight campers ages 6 to 8
- One authorized adult for every ten campers ages 9 to 14
- One authorized adult for every twelve campers ages 15 to 17

In the case of multiple Program Leads and especially when working with an outside organization, determine who is the ultimate decision-making authority.

Ensure that the facilities used for the program/activity are appropriate for minors and that staff are trained in all campus emergency procedures.

Create an information handout sheet, or dedicated e-mail or website for parents & attendees for program-related questions.

Have in place, enforce, and make available policies that address the following areas, if they are applicable to the program:

- Transportation – including the transportation of children at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. College programs must also comply with CSI policies regarding drivers and vehicles.
- Plans for weather emergencies, if the program is not inside a College facility where such plans are in place. This is especially important because having too much unstructured, unplanned time for minors can present a hazard.
- Appropriate levels of access to and supervision of children.
- Appropriate physical contact and communication by personnel with children based on the age of children and the nature of the program activities.
- Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.
- Appropriate training for program personnel regarding first aid and medical treatment as well as dispensing of medication.
- Minor participants' disabilities and allergies.
- Parental permission to use media images obtained from the program/activity.
- Internet and media exposure for program/activity participants and staff during program/activity.
- Accompanying family members or friends.

Programs including overnight stays or use of College residences by children shall have the following additional policies in place:

- Identification to be worn by staff members, and participants if appropriate.
- Curfews.
- Code of conduct for participants.
- Substance-free housing and facilities.

Adapted from "Managing the Risk of Minors on Campus", Arthur J. Gallagher & Co. (2012)

Working with Minors Notification Form

College Programs, Activities, Events, and Employment Involving Minors

Program/Activity Title: _____

Program/Activity Leader's Name: _____ Email: _____

Sponsoring Department: _____

Owner's Name (Cabinet Member): _____

Type of Program/Activity (check the box that is most appropriate):

- Academic Program or Camp
- Athletic/Recreational Program or Camp
- Service/Volunteer Program
- Special Event
- Admissions/Recruitment
- Employment of a Minor
- Space Rental
- Other

Description of Program/Activity:

Location of Program/Activity (specific building(s)/off-campus location(s)): _____

Date(s) of Program/Activity: _____

This Program/Activity is a: One-time Event Recurring Event

Length of Program/Activity: _____

of Minor Participants: _____ Approximate Age of Minor Participants: _____

AUTHORIZED ADULTS:

List every individual who will be supervising or accompanying the minors as an "Authorized Adult" while participating in this program (feel free to attach a typed list or additional pages if necessary):

First and Last Name Email Address Status

_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N

APPROVALS:

Signatures

Program/Activity Leader: _____

Sponsoring Department Head: _____

Owner (Cabinet Member): _____

Office of Human Resources

Once this form is filled in, including all appropriate signatures, please return to the Office of Human Resources.

Adapted from "Managing the Risk of Minors on Campus", Arthur J. Gallagher & Co. (2012)



**College of Southern Idaho
Board of Trustees
Notice of Regular Meetings
2017-18**

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday or rescheduled at an appropriate time.

The 2017-18 regular meeting schedule is as follows:

July 17, 2017	January 22, 2018
August 22, 2017	February 26, 2018
September 18, 2017	March 19, 2018
October 16, 2017	April 16, 2018
November 20, 2017	May 21, 2018
December 18, 2017	June 18, 2018

The fiscal year 2018 budget hearing date is set for August 22, 2017.

Information concerning specific meeting times and places may be obtained by contacting Jeff Harmon at (208)732-6210 or jharmon@csi.edu.

Jeff Harmon
Vice President of Administration

Please publish the above ad in the legal section on the following dates:

Times News: June 29th and July 6th
Buhl Herald: June 29th and July 6th
Northside News: July Edition