



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

JUNE 15, 2015

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – SUB 248

AGENDA

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – MAY 18TH, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – MAY 18TH, 2015: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION – MAY 26TH, 2015: (A) *Mike Mason*

MINUTES – SPECIAL SESSION – MAY 26TH, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

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

OPEN FORUM

UNFINISHED BUSINESS

CHENEY ROAD PROJECT ADDITIONAL FUNDING: (A) *Mike Mason*

CAMPUS SPEED HUMP SAFETY PROPOSAL: (A) *Mike Mason & Jim Ellington*

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AGENDA
CSI BOARD OF TRUSTEES MEETING
JUNE 15, 2015**

NEW BUSINESS

IOOA FOOD PROVIDER BID: (A) *Mike Mason*

SOLE SOURCE MOBILE CHEESE PROCESSING TRAILER: (A) *Mike Mason*

TAYLOR BUILDING REMODEL PROJECTS/RFP FOR ARCHITECT: (A) *Mike Mason*

CSI EMPLOYEE POLICY AND PROCEDURE MANUAL UPDATE: (A) *Jasmine Lopez*

TITLE 3 GRANT: (I) *Matt English*

CSI BOARD OF TRUSTEES SELF EVALUATION: (A) *Chairman Kleinkopf*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

General Fund YTD Board

YEAR: 1415

Statement of Revenue and Expenses

Acct Month: 11

Wednesday, June 10, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,851,717.46)	(\$10,378,471.32)	(\$10,813,300.00)	(\$434,828.68)	4.02%
County Tuition	(\$1,269,088.98)	(\$1,500,796.00)	(\$1,380,000.00)	\$120,796.00	-8.75%
State Funds	(\$17,288,445.26)	(\$18,094,099.27)	(\$18,612,500.00)	(\$518,400.73)	2.79%
County Property Tax	(\$4,071,913.26)	(\$4,260,864.31)	(\$6,348,200.00)	(\$2,087,335.69)	32.88%
Grant Management Fees	(\$434,248.58)	(\$533,396.13)	(\$500,000.00)	\$33,396.13	-6.68%
Other	(\$706,755.59)	(\$564,997.01)	(\$432,600.00)	\$132,397.01	-30.60%
Unallocated Tuition	(\$1,186,794.01)	(\$1,177,256.02)	\$0.00	\$1,177,256.02	0.00%
Departmental Revenues	(\$793,984.71)	(\$943,772.30)	(\$728,400.00)	\$215,372.30	-29.57%

Total Revenue (\$36,602,947.85) (\$37,453,652.36) (\$38,815,000.00) (\$1,361,347.64) 3.51%

Expenditures

Personnel

Salaries	\$18,885,517.43	\$18,213,167.02	\$21,188,800.00	\$2,975,632.98	14.04%
Variable Fringe	\$3,860,510.52	\$3,718,185.69	\$4,345,900.00	\$627,714.31	14.44%
Health Insurance	\$3,266,448.44	\$3,118,695.31	\$3,579,600.00	\$460,904.69	12.88%
Total Personnel	\$26,012,476.39	\$25,050,048.02	\$29,114,300.00	\$4,064,251.98	13.96%

Expense Categories

Services	\$1,987,142.47	\$1,923,716.35	\$2,436,200.00	\$512,483.65	21.04%
Supplies	\$841,800.35	\$891,934.17	\$1,009,100.00	\$117,165.83	11.61%
Other	\$573,565.10	\$606,893.98	\$561,400.00	(\$45,493.98)	-8.10%
Capital	\$358,104.63	\$544,299.73	\$802,400.00	\$258,100.27	32.17%
Institutional Support	\$3,104,323.82	\$4,347,705.25	\$4,891,600.00	\$543,894.75	11.12%
Transfers	\$40,955.76	\$16,967.50	\$0.00	(\$16,967.50)	0.00%
Total Expense Categories	\$6,905,892.13	\$8,331,516.98	\$9,700,700.00	\$1,369,183.02	14.11%

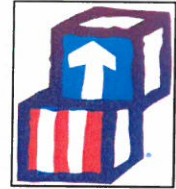
Total Expenditures \$32,918,368.52 \$33,381,565.00 \$38,815,000.00 \$5,433,435.00 14.00%

Rev/Expense Total (\$3,684,579.33) (\$4,072,087.36) \$0.00 \$4,072,087.36 0.00%

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Eligibility Criteria and Risk Factors

Policy council reviews the Head Start/Early Head Start Eligibility Criteria for the program on an annual basis. This is a requirement of the Office of Head Start. This year no changes were made in the points system used to determine eligibility in order to ensure that risk factors are taken into consideration in addition to income and categorically eligible criteria. In the eligibility criteria chart below, the first form of eligibility is Income, which is scored based on percentage below the poverty line. Only a maximum of 10% of participants in the program can be over-income. Those slots are generally reserved for children with disabilities. There are several criteria that make a family categorically eligible, regardless of income. These categories are seen below and are Public Assistance, SSI, and Foster Care. Homeless families are also categorically Eligible. Children transitioning from Early Head Start to Head Start are also a high priority in order to ensure continuity of services when EHS families re-apply to the program for Head Start. Finally, risk factors are taken into consideration. By providing a point value to risk factors, income eligibility and categorical eligibility are seen in view of other circumstances the family experiences in order to establish acceptance priorities on the wait list. Since every situation is unique, the program determined that each risk factor carry the same point value.

Income at 50% or less of the poverty line	15	Single Parent	5
Income 51%-75% of the poverty line	10	Absent Parent	5
Income 76% -%100 of the poverty line	5	Military Deployed	5
Public Assistance (TANF/TAFI)	150	Single Teen Parent	5
SSI	150	Drug/Alcohol Dependency	5
Foster Care	150	Refugee	5
Homeless	150	Parent is a Registered Sex Offender	5
IFSP/IEP (child with a disability)	100	Parent Education < HS Diploma/GED	5
Transitioning EHS Child	120	Unemployment	5
Child Abuse, Neglect, Open H&W Case	5	Custody Issues Between Parents	5
Domestic Violence	5	Language Barrier	5
Incarcerated Parent	5	Custodial Grandparents/Kinship	5
Recent Death in Family	5	Teen Parents (not single)	5
Agency/Nurse Referral	5	Deported Parent/risk of deportation	5
Chronic/Terminal Illness (parent or child)	5	Other	5
Recent Divorce (6 months or <)	5		

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For May 2015**

Enrollment

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
Total	669

***For the month of April the program was at 96% enrolled**

***For the month of May the program was at 95% enrolled**

Program Options

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

Head Start Attendance	Monthly	Cummulative
Head Start May Overall Attendance	87%	84%
Head Start Self Transport Attendance	86%	82%
Early Head Start Toddler Combo. Attendance	85%	85%

Meals and Snacks

Total meals served for May	4,153
Total snacks served for May	4,046

Parent Involvement

The community surveys have been completed and are now being analyzed and compiled into one working document as part of Head Start/Early Head Start's Communitywide Assessment.

Early Head Start

EHS staff will have Program Information Training (PIR) this month. PIR information provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start programs nationwide. All grantees and delegates are required to submit PIR for Head Start and Early Head Start programs. The program year ends on July 31st. EHS program options continue services through the summer months. Staff continue to conduct home visits with families and provide class two days a week for the toddler combination option in Northside (Jerome) and Minidoka (Rupert) centers.

TANF

Update on the TANF funding, we have received and signed a TANF contract for 2015-2016. The amount has not changed, \$206,967 to serve 27 children.

Documents for Board Review/ Approval:

Financial Reports



College of Southern Idaho
Head Start/Early Head Start
998 Washington St N
PO Box 1238
Twin Falls, Idaho 83303-1238
208-736-0741



June 15, 2015

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. 10CH0164

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 the proposed enrollment and program option changes at the Twin Falls location as well as the termination of School District Enhanced slots (20) at the Twin Falls and Northside (Jerome) locations.

We are excited about the direction our program is taking, and the increased opportunities it allows families in our service area. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

Mike Mason
Vice President of Administration
College of Southern Idaho
Head Start /Early Head Start

Proposed Program Changes for 2015-2016 program year:

Twin Falls:12 Center Based Part-Day/Part-Year Slots

Currently Offered 2014-2015 Program Year

Currently the Twin Falls center offers 2 units (4 classes) of double session part/day part/year center based services serving **68 slots**. This provides children with 128 class days and 3.5 hours of classroom time 4 days a week and 5 home visits. The current staffing pattern for each unit of double session option is as follows: 1 Lead Teacher, 2 Assistant Teachers/Home Visitors, and 1 Classroom Assistant.

The center provides 1 unit of combination (2 classes) of part/day part year center based serving 34 slots. Children receive 69 class days with 4 hours of classroom time two days a week with 16 home visits. The current staffing pattern for the unit of combination option is as follows: 1 Lead Teacher, 2 Assistant Teachers/Home Visitors, and 1 Classroom Assistant.

The center provides 1 caseload serving 10 children of home based services through an enhanced school district 3-5 model. The home visitor goes to the School District 3 – 5 program for 5-10 hours a week (a caseload of 10 children) helping work on each child's individual goals through the IEP. They serve as a liaison between home and the school district. They provide 32 one-and-a-half hour home visits during the program year for each family along with 16 socialization opportunities. This is staffed with one home visitor/assistant teacher.

Proposed Change for Fall 2015 Twin Falls Head Start Center (Add 4 child slots at this center from Northside Center)

The proposed addition would be to change from double session part/day part/year classrooms to center based part/day part/year classrooms. This would allow us to increase the classrooms from 17 children to 20 children and allow staff more additional time for planning, cleaning, child outcomes, etc. There would be 4 center based part-year part-day classrooms serving **80 children**. This would provide 128 class days and 3.5 hours of classroom time 4 days a week with 4 home visits. The staffing pattern would be as follows in this classroom:

1 Teacher (FE3) – 4 days per week (for total of 20 children plus 2 parent/teacher conferences and 2 home visits)

1 Assistant Teacher (FE2) – 4 days per week (for total of 20 children and assist in parent/teacher conferences and home visits).

1 Classroom Assistant (CA) – 4 days per week and works in classrooms to help fulfill bilingual needs, lower ratios, interpreter on home visit if needed, etc.

This would be a total of 2 full time staff and 1 part time Classroom Assistant which would meet or exceed 1306.20 (b).

Each family would receive 5 home visits, of which two (2) of those would be educational home visits by the lead teacher and 2 parent-teacher conferences. This would meet or exceed 1304.40 (i) (2).

The center would provide 1 unit of combination (2 classes) of part/day part year center based serving 36 slots. Children receive 69 class days with 4 hours of classroom time two days a week with 16 home visits. The current staffing pattern for the unit of combination option is as follows: 1 Lead Teacher, 2 Assistant Teachers/Home Visitors, and 1 Classroom Assistant.

The center would not offer the school district enhanced home based option of 10 slots. They would be absorbed in the center based classrooms which are going from 17 to 20. Please see the attached chart for reference.

- **Addition of 4 slots from Northside School District Enhanced Home Based program, addition of 2 lead teacher positions. (One staff absorbed from Twin Falls school district home based options and one staff absorbed from Northside school district home based option.**

Northside:

Currently Offered 2014-2015 Program Year

The center provides 1 caseload serving 10 children of home based services through an enhanced school district 3-5 model. The home visitor goes to the School District 3 – 5 program for 5-10 hours a week (a caseload of 10 children) helping work on each child's individual goals through the IEP. They serve as a liaison between home and the school district. They provide 32 one-and-a-half hour home visits during the program year for each family along with 16 socialization opportunities. This is staffed with one home visitor/assistant teacher.

Proposed Change for Fall 2015 Northside Head Start Center (Transfer of 10 slots to Twin Falls, West End, Cassia and Minidoka centers)

The center would not offer the school district enhanced home based option of 10 slots. The Twin Falls center would get 4 slots from Northside, 2 in the center based option and 2 in the combination option. The West End center would get 2 slots in the combination model (one slot T/W classroom and one slot TH/F classroom). The Cassia center would get 2 slots in the combination model (one slot T/W classroom and one slot TH/F classroom). The Minidoka center would get 2 slots in the combination model (one slot T/W classroom and one slot TH/F classroom). Please see the attached chart for reference.

Current	Proposed
Twin Falls	
<p>2 Lead Teachers Double Session (2 classes of 17 each = 68) 4 Assistant Teachers/Home Visitors (caseload 17 each) 3 Classroom Assistants (1 full-time, 2 part-time)</p> <p>1 Lead Teacher Combination Model (2 classes of 17 = 34) 2 Assistant Teachers/Home Visitors (caseload 17 each) 1 Classroom Assistant (part-time)</p> <p>School District Home Visitor (caseload of 10)</p>	<p>4 Lead Teachers Center Based (1 class of 20 each = 80) 4 Assistant Teachers/Home Visitors (caseload 20 each) 3 Classroom Assistants (1 full-time, 2 part-time)</p> <p>1 Lead Teacher Combination Model (2 classes of 18 = 36) 2 Assistant Teachers/Home Visitors (caseload 18 each) 1 Classroom Assistant (part-time)</p> <p>N/A</p>
Cassia	
<p>1 Lead Teacher Combination Model (2 classes of 17 = 34) 2 Assistant Teachers/Home Visitors (caseload 17 each)</p>	<p>1 Lead Teacher Combination Model (2 classes of 18 = 36) 2 Assistant Teachers/Home Visitors (caseload 18 each)</p>
Minidoka	
<p>1 Lead Teacher Combination Model (2 classes of 17 = 34) 2 Assistant Teachers/Home Visitors (caseload 17 each)</p>	<p>1 Lead Teacher Combination Model (2 classes of 18 = 36) 2 Assistant Teachers/Home Visitors (caseload 18 each)</p>
West End	
<p>1 Lead Teacher Combination Model (2 classes of 17 = 34) 2 Assistant Teachers/Home Visitors (caseload 17 each)</p>	<p>1 Lead Teacher Combination Model (2 classes of 18 = 36) 2 Assistant Teachers/Home Visitors (caseload 18 each)</p>
North Side	
<p>School District Home Visitor (caseload of 10)</p>	<p>N/A</p>
<p>Cost of Salary: \$435,363.62 (224 children served)</p>	<p>Cost of Salary: \$447,339.32 (224 children served)</p>

**CSI HEAD START/EARLY HEAD START
ENROLLMENT/SERVICES BY COUNTY/CENTER
2015-2016 PROGRAM YEAR
Funding Increase Chart**

Green = 2014-2015
Red = 2015-2016

County	Center	Part Year			Full Year			Change In Slots	ACYF Federal Funded Slots
		Regular combination 69 class days 4 hrs. 16 HV	Double Session 128 class days 3 1/2 hrs. 5 HV	Home Based 32 HV and 16 Socialization	Center Based 128 class days 3 1/2 hrs. 5 HV	Early Head Start 48 HV 24 socializations	Early Head Start Toddler Option 18- 36 months 24 HV 96 class days 3 1/2 hrs.		
Jerome	Northside (Jerome)			10	80	11	8	0	109
Twin Falls	Twin Falls	34	68	-10	80	11	8	-10	99
Twin Falls	West End	36	-68	-10	0	44		0	156
		34			+80	44		+4	160
		36						0	34
Cassia	Cassia	34		10	80			+2	36
		36		10	80			0	124
Minidoka	Minidoka	34			20	11	8	+2	126
		36			20	11	8	0	73
	TOTAL	136	68	30	180	66	16	0	496
		144	0	10	260	66	16	0	496

CATEGORY	TOTAL APPROVED		TOTAL THIS MONTH		CASH OUTLAY		BALANCE		BALANCE OF BUDGET		PROJ		ACTUAL	
SALARIES	\$	2,571,670.00	\$	216,908.33	\$	1,032,961.67	\$	1,538,708.33	\$	1,538,708.33				
BENEFITS	\$	1,410,617.00	\$	110,976.08	\$	537,410.55	\$	873,206.45	\$	873,206.45				
OUT OF AREA TRAVEL	\$	-			\$	-	\$	-	\$	-				
EQUIPMENT	\$	-			\$	-	\$	-	\$	-				
SUPPLIES	\$	14,106.00	\$	1,229.72	\$	3,086.94	\$	11,019.06	\$	11,019.06				
OFFICE CONSUMABLES	\$	15,000.00	\$	318.93	\$	5,183.60	\$	9,816.40	\$	9,816.40				
CLASSROOM SUPPLIES	\$	33,216.00	\$	3,525.70	\$	22,589.62	\$	10,626.38	\$	10,626.38				
CENTER SUPPLIES	\$	3,000.00	\$	834.87	\$	2,337.92	\$	662.08	\$	662.08				
TRAINING SUPPLIES	\$	3,000.00	\$	504.50	\$	1,186.65	\$	1,813.35	\$	1,813.35				
FOOD	\$	10,000.00	\$	967.92	\$	2,990.56	\$	7,009.44	\$	7,009.44				
CONTRACTUAL	\$	10,000.00	\$	372.99	\$	2,434.89	\$	7,565.11	\$	7,565.11				
OTHER	\$	13,465.00	\$	-	\$	495.79	\$	12,969.21	\$	12,969.21				
CONTRACTS	\$	104,398.00	\$	13,843.39	\$	54,450.33	\$	49,947.67	\$	49,947.67				
MEDICAL	\$	28,000.00	\$	2,506.47	\$	8,692.10	\$	19,307.90	\$	19,307.90				
DENTAL	\$	-	\$	390.00	\$	390.00	\$	(390.00)	\$	(390.00)				
CHILD TRAVEL	\$	15,400.00	\$	698.94	\$	11,335.23	\$	4,064.77	\$	4,064.77				
EMPLOYEE TRAVEL	\$	57,779.00	\$	1,539.58	\$	20,773.67	\$	37,005.33	\$	37,005.33				
CAREER DEVELOP	\$	30,600.00	\$	2,550.00	\$	12,342.00	\$	18,258.00	\$	18,258.00				
PARENT TRAINING	\$	58,300.00	\$	4,444.87	\$	19,366.45	\$	38,933.55	\$	38,933.55				
SPACE	\$	34,500.00	\$	3,520.30	\$	15,081.19	\$	19,418.81	\$	19,418.81				
DEPRECIATION	\$	34,216.00	\$	11,776.62	\$	32,437.75	\$	1,778.25	\$	1,778.25				
UTILITIES	\$	4,447,267.00	\$	376,909.21	\$	1,785,546.91	\$	2,661,720.09	\$	2,661,720.09				
TELEPHONE	\$	327,663.00	\$	25,959.34	\$	127,276.52	\$	200,386.48	\$	200,386.48				
OTHER	\$	4,774,930.00	\$	402,868.55	\$	1,912,823.43	\$	2,862,106.57	\$	2,862,106.57				
TOTAL DIRECT COSTS	\$	1,193,733.00												
ADMIN COSTS (8.228%)	\$	740,276.07												
GRAND TOTAL	\$	(453,456.93)												
IN KIND NEEDED														
IN KIND GENERATED														
IN KIND (SHORT)/LONG														
PROCUREMENT CARD														
EXPENSE	\$	14,533.36	4% of Total Expense. Detailed report of PCARD charges available upon request.											
USDA		Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD							
Total All Centers		19,650.81	1,457.48	600.30	21,708.59	-	73,034.79							

CATEGORY	TOTAL		TOTAL THIS MONTH	CASH OUTLAY		PROJECTED	ACTUAL
	APPROVED			TO DATE	BALANCE		
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 1,824.94	\$ 1,824.94	\$ 5,970.90	\$ 27,363.10	42.0%	17.9%
SUPPLIES							
Training Supplies	\$ 4,118.00	\$ -	\$ -	\$ 543.09	\$ 3,574.91	42.0%	13.2%
OTHER							
Contracts	\$ -						
Career Development	\$ 16,527.00	\$ 2,961.80	\$ 2,961.80	\$ 8,003.55	\$ 8,523.45	42.0%	48.4%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 4,786.74	\$ 4,786.74	\$ 14,517.54	\$ 39,461.46	42.0%	26.9%
GRAND TOTAL	\$ 53,979.00	\$ 4,786.74	\$ 4,786.74	\$ 14,517.54	\$ 39,461.46	42.0%	26.9%
IN KIND NEEDED	\$ 13,495.00						
IN KIND GENERATED	\$ 6,757.00						
IN KIND (SHORT)/LONG	\$ (6,738.00)						

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO EARLY HEAD START

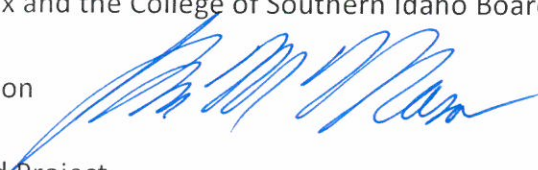
CATEGORY	TOTAL APPROVED		TOTAL THIS MONTH		CASH OUTLAY		BALANCE		BALANCE OF BUDGET		ACTUAL	
SALARIES	\$ 542,886.00	\$ 43,124.93	\$ 211,115.34	\$ 331,770.66	\$ 331,770.66	\$ 331,770.66	\$ 331,770.66	\$ 331,770.66	\$ 331,770.66	\$ 331,770.66	42.0%	38.9%
BENEFITS	\$ 281,935.00	\$ 21,001.96	\$ 103,033.69	\$ 178,901.31	\$ 178,901.31	\$ 178,901.31	\$ 178,901.31	\$ 178,901.31	\$ 178,901.31	\$ 178,901.31	42.0%	36.5%
OUT OF AREA TRAVEL	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES												
OFFICE CONSUMABLES	\$ 3,505.00	\$ 187.17	\$ 351.43	\$ 3,153.57	\$ 3,153.57	\$ 3,153.57	\$ 3,153.57	\$ 3,153.57	\$ 3,153.57	\$ 3,153.57	42.0%	10.0%
CENTER SUPPLIES	\$ 13,265.00	\$ 908.90	\$ 3,607.98	\$ 9,657.02	\$ 9,657.02	\$ 9,657.02	\$ 9,657.02	\$ 9,657.02	\$ 9,657.02	\$ 9,657.02	42.0%	27.2%
CLASSROOM SUPPLIES	\$ 10,047.00	\$ -	\$ 1,725.31	\$ 8,321.69	\$ 8,321.69	\$ 8,321.69	\$ 8,321.69	\$ 8,321.69	\$ 8,321.69	\$ 8,321.69	42.0%	17.2%
TRAINING SUPPLIES	\$ 3,500.00	\$ -	\$ 47.00	\$ 3,453.00	\$ 3,453.00	\$ 3,453.00	\$ 3,453.00	\$ 3,453.00	\$ 3,453.00	\$ 3,453.00	42.0%	1.3%
FOOD	\$ 2,066.00	\$ 31.88	\$ 55.62	\$ 2,010.38	\$ 2,010.38	\$ 2,010.38	\$ 2,010.38	\$ 2,010.38	\$ 2,010.38	\$ 2,010.38	42.0%	2.7%
CONTRACTUAL												
OTHER												
CONTRACTS	\$ 56,940.00	\$ 3,056.12	\$ 14,064.88	\$ 42,875.12	\$ 42,875.12	\$ 42,875.12	\$ 42,875.12	\$ 42,875.12	\$ 42,875.12	\$ 42,875.12	42.0%	24.7%
MEDICAL	\$ 7,500.00	\$ 15.22	\$ 260.23	\$ 7,239.77	\$ 7,239.77	\$ 7,239.77	\$ 7,239.77	\$ 7,239.77	\$ 7,239.77	\$ 7,239.77	42.0%	3.5%
DENTAL	\$ 5,000.00	\$ -	\$ 1,104.74	\$ 3,895.26	\$ 3,895.26	\$ 3,895.26	\$ 3,895.26	\$ 3,895.26	\$ 3,895.26	\$ 3,895.26	42.0%	22.1%
CHILD TRAVEL	\$ 5,000.00	\$ 525.04	\$ 866.57	\$ 4,133.43	\$ 4,133.43	\$ 4,133.43	\$ 4,133.43	\$ 4,133.43	\$ 4,133.43	\$ 4,133.43	42.0%	17.3%
EMPLOYEE TRAVEL	\$ 4,453.00	\$ 432.89	\$ 1,835.90	\$ 2,617.10	\$ 2,617.10	\$ 2,617.10	\$ 2,617.10	\$ 2,617.10	\$ 2,617.10	\$ 2,617.10	42.0%	41.2%
CAREER DEVELOP	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
PARENT TRAINING	\$ 12,300.00	\$ 1,259.65	\$ 5,963.63	\$ 6,336.37	\$ 6,336.37	\$ 6,336.37	\$ 6,336.37	\$ 6,336.37	\$ 6,336.37	\$ 6,336.37	42.0%	48.5%
FACILITIES/CONST.	\$ 3,400.00	\$ 209.49	\$ 1,005.57	\$ 2,394.43	\$ 2,394.43	\$ 2,394.43	\$ 2,394.43	\$ 2,394.43	\$ 2,394.43	\$ 2,394.43	42.0%	29.6%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 8,500.00	\$ 11,900.00	\$ 11,900.00	\$ 11,900.00	\$ 11,900.00	\$ 11,900.00	\$ 11,900.00	\$ 11,900.00	42.0%	41.7%
UTILITIES	\$ 8,400.00	\$ 550.03	\$ 2,298.67	\$ 6,101.33	\$ 6,101.33	\$ 6,101.33	\$ 6,101.33	\$ 6,101.33	\$ 6,101.33	\$ 6,101.33	42.0%	27.4%
TELEPHONE	\$ 4,000.00	\$ 481.54	\$ 2,243.49	\$ 1,756.51	\$ 1,756.51	\$ 1,756.51	\$ 1,756.51	\$ 1,756.51	\$ 1,756.51	\$ 1,756.51	42.0%	56.1%
OTHER	\$ 6,211.00	\$ 1,571.60	\$ 5,254.68	\$ 956.32	\$ 956.32	\$ 956.32	\$ 956.32	\$ 956.32	\$ 956.32	\$ 956.32	42.0%	84.6%
TOTAL DIRECT COSTS	\$ 990,808.00	\$ 75,056.42	\$ 363,334.73	\$ 627,473.27	\$ 627,473.27	\$ 627,473.27	\$ 627,473.27	\$ 627,473.27	\$ 627,473.27	\$ 627,473.27	42.0%	36.7%
ADMIN COSTS (8.228%)	\$ 69,100.00	\$ 5,276.35	\$ 25,900.78	\$ 43,199.22	\$ 43,199.22	\$ 43,199.22	\$ 43,199.22	\$ 43,199.22	\$ 43,199.22	\$ 43,199.22	42.0%	37.5%
GRAND TOTAL	\$ 1,059,908.00	\$ 80,332.77	\$ 389,235.51	\$ 670,672.49	\$ 670,672.49	\$ 670,672.49	\$ 670,672.49	\$ 670,672.49	\$ 670,672.49	\$ 670,672.49	42.0%	36.7%
IN KIND NEEDED	\$ 264,977.00											
IN KIND GENERATED	\$ (199,009.76)											
IN KIND (SHORT)/LONG	\$ 65,967.24											
USDA												
Total All Centers	Food 336.77	Non-Food 186.93	Repair/Maint -	Total for Month 523.70	Revenue Received -	YTD Expense 2,569.74						

CATEGORY	TOTAL	TOTAL THIS		CASH OUTLAY		BALANCE	PROJECTED	ACTUAL
	APPROVED	MONTH	MONTH	TO DATE	TO DATE		%	%
OUT OF AREA TRAVEL	\$ 13,585.00	\$ 325.34	\$ 325.34	\$ 2,649.15	\$ 2,649.15	\$ 10,935.85	42.0%	19.5%
SUPPLIES								
Training Supplies	\$ 1,424.00	\$ -	\$ -	\$ -	\$ -	\$ 1,424.00	42.0%	0.0%
OTHER								
Contracts	\$ 4,000.00	\$ -	\$ -					
Career Development	\$ 7,489.00	\$ 113.45	\$ 113.45	\$ 1,730.55	\$ 1,730.55	\$ 5,758.45	42.0%	23.1%
TOTAL DIRECT COSTS	\$ 26,498.00	\$ 438.79	\$ 438.79	\$ 4,379.70	\$ 4,379.70	\$ 22,118.30	42.0%	16.5%
GRAND TOTAL	\$ 26,498.00	\$ 438.79	\$ 438.79	\$ 4,379.70	\$ 4,379.70	\$ 22,118.30	42.0%	16.5%
IN KIND NEEDED	\$ 6,625.00							
IN KIND GENERATED	\$ 1,150.00							
IN KIND (SHORT)/LONG	\$ (5,475.00)							

June 9, 2015

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

From: Mike Mason



Re: Cheney Road Project

The Cheney Road Project bid last month and the construction bid came in at approximately \$465,000 higher than the engineer's estimate of \$1,209,000. Based upon the original estimate, the College provided \$1,108,700 for the project. When additional bidding costs, construction inspection and contingencies are added to the current project, the College will have to provide approximately \$589,300 in additional funds to the project. This will bring the College's total contribution to approximately \$1,698,000 out of a total estimated cost of \$2,539,500.

In conversations with Twin Falls City Engineer Jackie Fields, many road construction projects are coming in significantly higher than the engineering estimates. There is a significant amount of work available and it is growing.

Listed below are two options and the potential issues that can or will arise as a result of selecting either option.

Option 1 - We accept the current bid or rebid and build the road next year:

1. It will cost approximately \$10,000 to re-bid the road. There were only two bids on the previous bid and we may or may not get more bidders. In re-bids the price may go up or down. It is hard to say what will happen in this instance.
2. If we want to accept the current bid, the college will have to add approximately \$600,000 (see attached spreadsheet) to the \$1,109,000 already provided which totals \$1,709,000. There is a 5% contingency built into this but change orders in addition to that will also be the responsibility of the college.
3. The existing bid time frame for the construction will be late spring of 2016. The re-bid construction timeframe will be late summer of 2016 or 2017 depending upon when the bridge work can be completed.
4. It is optimal to start the bridge work in October since it will take the longest amount of time to complete. The original bid will allow us to do that but the re-bid may or may not depending upon the time it takes award the bid and mobilize.
5. The City has agreed to pay up to \$200,000 for the construction of the additional two lanes of the north south portion of Cheney Road. If Cheney Road is delayed, this funding obligation will most likely carry forward if the road is constructed in the near future. It may or may not be an obligation of future City councils.

6. Upon completion of Cheney Road, we will still have the opportunity for some traffic calming on North College with a 35 mph speed limit and possibly four lanes in the distant future. The City Master Plan going out 20 years does not indicate that four lanes will be required of North College through the campus.
7. With the construction of Cheney Road, it is expected that traffic on North College will be significantly less than it is now.

Option 2 - We do not accept the bid or rebid and build the road at a later date or not at all:

1. The College will have to repay the federal grant approximately \$480,000 for the plans. The City will get to keep the plans. While the basic plans can be used for a future project, all environmental, permits and other issues will have to be re-addressed in a future project. The Corp of Engineers permit for the Perrine Coulee work will also expire and this will take a considerable amount of time and money to re-permit. There will be an expense in updating the plans for a future project.
2. Construction costs for federal project as compared to a state or local project runs 20 to 30% higher. Since the construction costs for this project are estimated at \$1,674,000, this additional cost we are paying for a federal project ranges from \$334,800 to \$502,200.
3. The land for Cheney Road has been deeded to the City. The City will retain ownership of that land. It was deeded and is not just a right of way.
4. If the road is not built, the City will fill in the pond with the existing dirt pile, put in a grease trap and haul off the rock pile. The college can go back to farming the land until a future road is constructed.
5. Before any future development on college property on the north side of North College Road is started, the Cheney Road project will have to be completed by the College. This is a requirement of the current PUD Phase 2.
6. The developer to the north will construct a two lane road along the north property but will not be responsible for connecting the north south section to North College.
7. The College's obligation for the Cheney for the currently planned four north south lanes for Cheney will remain but will be delayed until the north property is developed.
8. The two acres we sold to the Twin Falls Rural Fire District was contingent upon Cheney Road being constructed. Its use was restricted to a fire station. There are rumors of a fire station needed farther west. In any event, if we are delaying the road construction significantly or the need for the fire station is farther west, the fire district will need to be approached and asked if they want their \$500,000 back.
9. We will still have the opportunity for some traffic calming with a 35 mph speed limit and possibly four lanes in the distant future. The current PUD for the CSI North College Development does not show a four lane road through the College. This may be a basis for the City to not make North College a four lane road.
10. The Cheney Road project is a significant management project. Currently, this is being done by the Idaho Department of Transportation. The Idaho Department of Transportation will not manage the construction project unless federal funds are involved. There is no guarantee that if we use institutional funds at a later date that the City will have the time, resources or desire to manage the project.

11. We have deposited \$1,108,700 with the Idaho Department of Transportation for the project. Those funds will not be returned until an audit can be completed on the project. This may take several years.

Cheney Road will have to be constructed as per Phase 2 of the North College PUD. The construction will have to be completed prior to any further development of the property. I believe the primary question becomes will it become more cost effective to accept the current bid or delay the project. The secondary question is the status of all of our current agreements with the City concerning the project.

Based upon the belief that a re-bid would not yield or guarantee a significant cost savings, a longer delay would likely be more expensive, the complexities involved with the City of Twin Falls current contracts and agreements and that Cheney Road will have to eventually have to be constructed, it is my recommendation that the College provide the City with the additional amount of approximately \$600,000 from the Plant Facility Fund and proceed with the Cheney Road project in the most cost effective means possible.

College of Southern Idaho
Student Safety Initiative - Cheney Road Project
May 26, 2015

Student Safety Initiative Funds Available

2005 Earmark	521,483	
2006 Earmark	742,500	
2008 Earmark	470,400	
Urban Funds	32,000	

Total Funds Available for All Three Projects		1,766,383
Falls Stop Light Project - KN 09687	519,550	
Falls Entry Project - KN 10734	405,332	

Less: Funds Expended for Stop Light & Entryway		924,882

Funds Available for Cheney Road Project		841,501

Cheney Road Project Estimates

Construction Bid Estimate	1,673,826	
Engineering - Project Design	352,650	
Non-Bid Items	13,400	
Design Costs from ITD	10,000	
Construction Engineering - Consultant - 17%	284,550	
Construction Engineering and Inspection	54,397	
LHTAC - Design Charges - 4%	66,953	
Contingency - 5%	83,691	

Total Funds Needed For Construction		2,539,468

Amount CSI Needs to Provide for Project		(1,697,967)
		=====
Funds From Sale of Two Acres to Fire District		497,800
Plant Facility Fund Contribution		1,200,167

Total CSI Funds Required for Cheney Road Project		1,697,967
Funds Provided to City		1,108,703

Additional CSI Funds Required with current bid		589,264
		=====



June 9, 2015

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Speed Hump Priority List

At the May 18, 2015 Board meeting Public Safety Director Jim Ellington presented a recommendation from the College of Southern Idaho Safety Committee concerning the addition of seven speed humps to slow down vehicle traffic and improve pedestrian safety. The cost of each speed hump is approximately \$1,500.

The Board asked that the seven proposed speed humps locations be prioritized and be brought back to the Board. The attached campus map shows the seven speed hump locations prioritized from one to seven with one being the highest priority.

If you need further information please let me know.

YIELD TO PEDESTRIANS

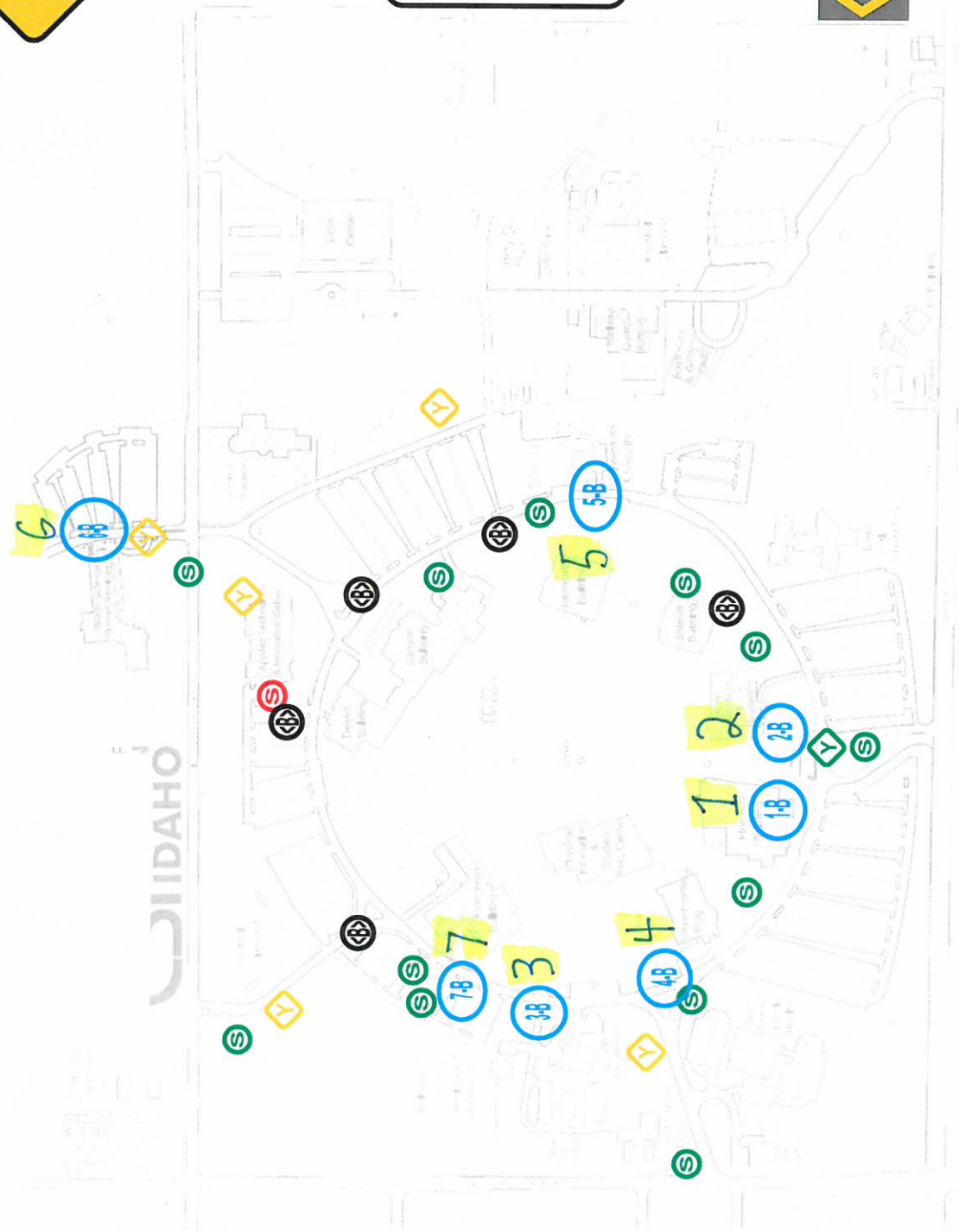
Y = Existing
Y = Proposed

SPEED LIMIT 20

S = Existing
S = Proposed

SPEED BUMP

B = Proposed
B = Existing



Proposed Speed Control Measures



June 9, 2015

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Home Delivered Meal Vendor Selection

We advertised for the services of a qualified vendor to provide home delivered meals to qualified clients who are not covered by existing contracts. The program is part of our College of Southern Idaho Office on Aging which administers funds provided by the Idaho Commission on Aging.

The proposed contract will help us provide meals to seniors who are not served by a local senior center. Only clients that are approved as eligible for service as determined by an eligibility assessment process that is conducted by the CSI Office on Aging will be served by the contract. The contract is for one year starting July 1, 2015.

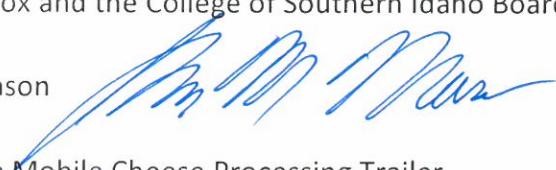
We received two inquiries but only one vendor responded. Based upon the analysis of the proposal by Suzanne McCampbell, CSI Office on Aging Director, I recommend we accept the proposal of Homestyle Direct of Kimberly, Idaho in the amount of \$5.75 per meal. This amount includes all shipping and handling charges.

Funding for this contract is from grant funds for Senior Nutrition and Nutrition Health Education programs administered through the CSI Office on Aging.

June 9, 2015

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

From: Mike Mason



Re: Sole Source Mobile Cheese Processing Trailer

Upon completion of the Applied Technology and Innovation Center we decided to start a food processing program in the middle lab space. Our original plans were to set up a number of pieces of equipment including a cheese processing line. We are currently in the process of completing the engineering for all of the required equipment except for the cheese processing line.

The remodel required for a cheese processing line would be very expensive and would involve significant electrical, plumbing and sewer issues. In looking for options and flexibility, Alan Heck, TAC3 Grant Manager and Ben Hamlett and Janna Verburg-Hamlett, our Food Science Program Instructors, found a company that produced a cheese processing trailer. The company is called Darlington Dairy Supply and is located in Darlington, Wisconsin.

In order to determine the feasibility of the trailer for educational purposes, Ben Hamlett and Yana Verberg-Hamlett traveled to Darlington, Wisconsin, met with company representatives and review their product line. It is their opinion that the trailer will not only provide the instructional platform needed but can be taken to various locations for both educational and promotional use. Additionally, it is far less expensive to purchase the fully equipped trailer than to remodel the existing lab space.

Darlington Dairy Supply is also willing to install our previously bid and purchased equipment which cost approximately \$43,500 in the custom designed trailer. Based upon the uniqueness of this project, I would like to request permission from the Board for a sole source purchase.

The request for the sole source purchase is based upon the following reasons:

- After an internet search and conversations with the vendor is the only mobile cheese lab that will meet our specifications and it will contain all of the necessary equipment for our needs.
- This trailer will meet the state standards for certification, so that we can legitimately produce (and potentially sell) cheese, ice cream, and yogurt.
- This trailer is completely UL compliant, and can be completely mobile, or connected to power and water in our lab facility.
- This company will be able to incorporate the cheese processing equipment that we have already purchased.

The cost of the trailer as equipped is \$147,000 which does not include the \$43,500 in equipment that we have already purchased. Funding for the purchase is from the TAC3 grant. If the Board approves the sole source purchase, the actual purchase will be contingent based upon approval from our TAC3 grant officer.

I respectfully request permission from the Board to proceed with the purchase of the specified cheese processing trailer as a sole source acquisition from Darlington Dairy Supply of Darlington, Wisconsin in the amount of \$147,000 contingent upon approval of the TAC3 grant officer.



June 8, 2015

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Taylor Building Remodels

We contracted with LKV Architects on a time and materials basis to provide some investigative programming services for the remodel of the Information/Mail Room and the Information Technology areas of the Taylor Building. The administration proposes to remodel the Information/Mail Room area into an Admissions/Welcome Center and the Information Technology area to spaces that will include information technology, grants, institutional research and possibly public information. As a result of this remodel, the mail room/shipping and receiving will move to the Canyon building.

The initial programming drawings will be available for discussion at the June 15, 2015 Board meeting.

Based upon initial programming, it appears the remodels will cost around \$600,000. At the programming stage, remodels are always difficult to estimate due to many unknowns. The cost may very well exceed \$600,000 if we encounter significant HVAC or other issues. We will need a set of plans and specifications to go out to bid. We will need to hire an architect to complete the programming and develop the plans and specifications. The fee for architectural services on a \$600,000 remodel project will exceed \$25,000.

If the Board approves the remodel concepts, I respectfully request permission to advertise for Requests For Proposals for a qualification based selection of an architectural firm to provide the comprehensive design and engineering services we need for these projects.

Funding for these projects, if approved, will be from the Plant Facility Fund.

(Current Employee policy)

6.01 UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT, AND HUMAN TRAFFICKING POLICY AND COMPLAINT PROCEDURE (Rev: 1/15)

[Complaint Procedure Form](#)

Purpose

The purpose of this Policy is to clearly establish the College's commitment to provide a work environment free from unlawful discrimination, harassment, and human trafficking (sexual exploitation and abuse), to define and set forth the procedures for investigating and resolving internal complaints of such conduct. Because of the importance of a workplace free from unlawful discrimination, harassment, and sexual exploitation and abuse, this Policy should be reviewed with each employee on a regular basis.

It is important that all employees treat all other employees and members of the public with decency and respect. It is the responsibility of each and every employee, supervisor and administrator to prevent unlawful conduct in the workplace. Unlawful conduct which adversely impacts the workplace, or has the potential to adversely impact the workplace, will not be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

Policy

Discrimination or harassment of an applicant for employment, a student, a member of the public, or an employee by any employee of the College on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, pregnancy, or disability is in violation of state and/or federal law and will not be tolerated by the College of Southern Idaho.

To strengthen the US Government's existing zero-tolerance policy on human trafficking in government contracting, the President has issued an Executive Order that outlines prohibitions on trafficking-related activities that will apply to all federal contractors and subcontractors, and which will be prohibited by this policy at the College of Southern Idaho. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority locally. Exchange of money, employment, goods, or services of sex, including sexual favors or other forms of humiliating, degrading or exploitive behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.

Employees found to be participating in any form of employment-related unlawful discrimination, harassment, sexual exploitation and abuse, or retaliation against another employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment.

Responsibilities

The College: It is the responsibility of the College to develop this Policy, provide training on this Policy, keep it up to date, and to ensure that any violation of this Policy brought to its attention is dealt with as required by law and according to this Policy.

The College has designated the Director of Human Resources, as the Coordinator for Title VII of Education Amendments of 1964, Title IX of the Education Amendments of 1972, and Sections 503 & 504 of the Rehabilitation Act of 1973, who will be responsible for following the reporting or complaint procedures as set out in this Policy.

Supervisors: It is the responsibility of supervisors to enforce the Policy, to see that new employees receive training on the Policy, to make a regular review with all employees to ensure they know the Policy and to regularly check the workplace to make sure the Policy is being followed.

If a supervisor observes that unlawful discrimination, harassment, sexual exploitation and abuse, or retaliation is occurring, he/she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, consult with the supervisor, or administrator and take corrective or disciplinary action as appropriate. If the alleged discrimination, harassment, sexual exploitation and abuse, or retaliation is not within the supervisors' area of responsibility or oversight, he/she should notify their administrator or Director of Human Resources, who will then take prompt steps to address the allegation.

If unlawful discrimination, harassment, or sexual exploitation and abuse is reported or alleged, it will be investigated. No complaining party will be allowed to retract an allegation without proving that it was made erroneously. If a supervisor receives information that unlawful discrimination, harassment, sexual exploitation and abuse, or retaliation might be occurring, he/she should follow the Reporting or Complaint Procedure as set out in this Policy below.

Employees: It is the responsibility of each and every employee to know this Policy and to follow it. All College employees share the responsibility of understanding and preventing unlawful discrimination, harassment, and sexual exploitation and abuse. But, ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the affected person. Individuals who believe they or another person have been unlawfully discriminated against, harassed, or sexually exploited and abused, have the primary obligation of informing their supervisor, appropriate administrator, or Director of Human Resource of the conduct, recounting specific actions or occurrences whenever possible.

Definitions

For purposes of clarification, unlawful harassment includes but is not limited to the following behaviors:

1. Verbal Harassment -- Includes, but is not limited to epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, color, religion, national origin, sex, age (40 and over) and disability whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments, including dress or physical features, sexual rumors, code words, and race-oriented stories, as well as jokes of a sexual or discriminatory nature or "kidding" which is oriented towards a prohibited form of harassment.
2. Physical Harassment -- Includes, but is not limited to assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This includes pinching, patting, grabbing, inappropriate behavior, or making explicit or implied threats or promises in return for submission to physical acts.
3. Visual Forms of Harassment -- Includes, but is not limited to derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This applies to both posted material and material maintained in or on College equipment or personal property in the workplace.
4. Sexual Harassment -- Includes, but is not limited to any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

There are basically two types of unlawful sexual harassment:

A. "Quid pro quo" harassment exists where submission to unlawful harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

B. A "hostile work environment," exists where the unlawful harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it is supervisors, other employees, or the public. Hostile environment harassment includes, but is not limited to, verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

Human trafficking, or sexual exploitation and abuse, as defined in Executive Order section 103 of the TVPA, 22 U.S.C. 7102(8), includes sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age, or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion, for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Reporting and Complaint Procedure

An employee who has witnessed an incident or experienced a problem should first try to report or resolve the issue in a timely manner through an informal discussion with their immediate supervisor. If the employee is not in agreement with the decisions reached through these discussions, or if no decision is reached, or if, because of the nature of the report or complaint, the employee cannot discuss it with their supervisor, the employee should see the Director of Human Resources. If the problem cannot be resolved on an informal basis through discussions with these parties, then the employee may begin a formal reporting or complaint procedure by submitting the report or complaint in writing. The supervisor should inform the Director of Human Resources of the inability to resolve the issue at the informal level.

CSI follows the practice of due process; i.e., the right to be heard in his or her own defense to provide an equitable method for the administrative resolution of complaints without coercion, restraint, or reprisal against any employee for filing or for involvement in a complaint, and to establish a uniform method of filing a complaint.

The following complaint procedure should be followed in order to address a report or complaint regarding personnel policies and procedures, practices, working conditions and/or unlawful harassment, discrimination, sexual exploitation and abuse, or retaliation:

1. A person who feels unlawfully harassed, discriminated, sexually exploited and abused, or retaliated against should report it to their supervisor, appropriate administrator, or Director of Human Resources. If a supervisor becomes aware that unlawful conduct is occurring in any College department as a result of an employee coming forward, the supervisor will immediately report it to the appropriate administrator pursuant to this Policy. Once a complaint of unlawful harassment, discrimination, sexual exploitation and abuse, or retaliation has been made, the complaint cannot be withdrawn by the complainant without a determination that is was made erroneously.
2. Promptly upon receiving the complaint, the Director of Human Resources will initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this Policy occurred.

3. Upon receiving the complaint, or being advised by a supervisor that violation of this Policy may be occurring, the Director of Human Resources will review the complaint.
4. The Director of Human Resource or a designee will investigate the complaint. The investigator will be a neutral party.
5. The investigator will interview the complainant, the respondent, and any relevant witnesses to determine whether the unlawful conduct occurred.
6. As soon as practical, the investigator will conclude the investigation and submit a report of his or her findings to the Director of Human Resources, who then will route it as appropriate.
7. If it is determined that conduct in violation of the College's policy has occurred, the appropriate administrator will recommend the appropriate course of action to be taken by the College.

The appropriate action will depend on the following factors:

- o The severity, frequency and pervasiveness of the conduct;
 - o Prior complaints made by the complainant;
 - o Prior complaints made against the respondent; and
 - o The quality of the evidence (first-hand knowledge, credible corroboration, etc.).
8. If the investigation is inconclusive or it is determined that there has been no conduct in violation of this Policy, but some potentially problematic conduct is revealed, corrective action may be taken.
 9. Promptly after the investigation is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation.
 10. The complainant and the respondent may submit Statements to the supervisor(s) challenging the factual basis of the findings. Any such Statement must be submitted no later than five (5) working days after the meeting with the supervisor(s) in which the findings of the investigation is discussed.
 11. Promptly after the supervisor(s) has met with both parties and reviewed the documentation, he or she will decide, after consultation with legal counsel if needed, what action, if any, should be taken.

Disciplinary Action

If unlawful conduct is determined to have occurred, the supervisor will take prompt and effective remedial action against the employee. The action will be commensurate with the severity of the offense, up to and including termination of employment.

Retaliation

CSI recognizes the right of the employee to use the complaint procedure without fear of or concern for retaliation. Retaliation in any manner against a person for filing a charge or initiating a report or complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action. The supervisor will take reasonable steps to protect the victim and other potential victims from further unlawful conduct or related consequences.

Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the report or complaint in order to obtain an accurate account of the actions of the parties involved.

False Complaints

Any complaint made by an employee of the College regarding employment-based discrimination or harassment, or sexual exploitation and abuse, which is conclusively proven to be false, will result in discipline. This discipline may include termination of employment. This section is not intended to discourage employees from making reports or complaints regarding employment-based unlawful conduct. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

(Proposed)

Purpose

Persons of the College of Southern Idaho community, guests and visitors have the right to be free from discrimination, harassment, and sexual misconduct. All persons of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The purpose of this Policy is to:

1. Clearly establish the College's commitment to provide a campus free from discrimination, harassment, and sexual misconduct.
2. Define and set forth the procedures for investigating and resolving complaints of such conduct.
3. Reaffirm these principles and provide recourse for those individuals whose rights have been violated.

This policy shall not be construed or applied to restrict academic freedom at the College of Southern Idaho, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

Unlawful conduct which adversely impacts the campus, or has the potential to adversely impact the campus, will not be tolerated.

Policy

Discrimination or harassment of an applicant for employment, a student, a member of the public, or an employee by any individual on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, pregnancy, or disability is in violation of state and/or federal law and will not be tolerated by the College of Southern Idaho.

Human trafficking, or sexual exploitation and abuse, as defined in Executive Order section 103 of the TVPA, 22 U.S.C. 7102(8), will apply to all federal contractors and subcontractors, and includes sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age, or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion, for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. Exchange of money, employment, goods, or services of sex, including sexual favors or other forms of humiliating, degrading or exploitive behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.

Persons found to be participating in any form of unlawful discrimination, harassment, sexual misconduct, or retaliation against another person for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment or expulsion from school.

Responsibility

The College: It is the responsibility of the College to develop this Policy, provide training on this Policy, keep it up to date, and to ensure that any violation of this Policy brought to its attention is dealt with as required by law and according to this Policy.

College Employees: It is the responsibility of each and every employee to know this Policy and to follow it. All College employees share the responsibility of understanding and preventing unlawful discrimination, harassment, and sexual misconduct and abuse. Supervisors have the responsibility to enforce the policy, to see that new employees receive training on the Policy, to make a regular review with all employees to ensure they know the Policy and to regularly check the workplace to make sure the Policy is being followed.

The College has designated the Director of Human Resources, as the Coordinator for Title VII of Education Amendments of 1964, Title IX of the Education Amendments of 1972, and Sections 503 & 504 of the Rehabilitation Act of 1973, who will be responsible for following the reporting or complaint procedures as set out in this Policy.

GENDER-BASED MISCONDUCT

OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- 1. Verbal, Physical, Visual, and Sexual Harassment**
- 2. Non-Consensual Sexual Contact (or attempts to commit same)**
- 3. Non-Consensual Sexual Intercourse (or attempts to commit same)**
- 4. Sexual Exploitation**

1. VERBAL, PHYSICAL, VISUAL, AND SEXUAL HARASSMENT:

Verbal Harassment -- Includes, but is not limited to epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, color, religion, national origin, sex, age (40 and over) and disability whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments, including dress or physical features, sexual rumors, code words, and race-oriented stories, as well as jokes of a sexual or discriminatory nature or "kidding" which is oriented towards a prohibited form of harassment.

Physical Harassment -- Includes, but is not limited to assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This includes pinching, patting, grabbing, inappropriate behavior, or making explicit or implied threats or promises in return for submission to physical acts.

Visual Forms of Harassment -- Includes, but is not limited to derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This applies to both posted material and material maintained in or on College equipment or personal property in the workplace.

Sexual Harassment --Includes, but is not limited to any unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

Sexual Harassment is defined as:

- unwelcome, gender-based verbal or physical conduct that is
- sufficiently severe, persistent or pervasive that it
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College of Southern Idaho's educational programs and/or activities, and is
- based on power differentials (*quid pro quo*), the creation of a hostile environments, or retaliation.

Types of Sexual Harassment:

- *Quid pro quo* sexual harassment exists when:
 - there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - submission to or rejection of such conduct results in adverse educational or employment action.
- Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
 - The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:
 - the frequency of the conduct;
 - the nature and severity of the conduct;
 - whether the conduct was physically threatening;
 - whether the conduct was humiliating;
 - the effect of the conduct on the alleged victim's mental or emotional state;
 - whether the conduct was directed at more than one person;
 - whether the conduct arose in the context of other discriminatory conduct;
 - whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
 - whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness
 - whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment.

2. NON-CONSENSUAL SEXUAL CONTACT:

Non-Consensual Sexual Contact is defined as:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force

3. NON-CONSENSUAL SEXUAL INTERCOURSE:

Non-Consensual Sexual Intercourse is defined as:

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force

4. SEXUAL EXPLOITATION

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Sexual Exploitation is defined as:

- Invasion of sexual privacy;
- prostituting another person;
- non-consensual photos, video, or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN GENDER-BASED)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other persons of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College of Southern Idaho community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;

5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.
8. Relationship violence is abuse or violence between partners or former partners involving one or more of the following elements; battering that causes bodily injury, purposely or knowingly causing reasonable apprehension of bodily injury, emotional abuse creating apprehension of bodily injury or property damage, or repeated telephonic, electronic, or other forms of communication—anonynously or directly—made with the intent to intimidate, terrify, harass, or threaten.

ADDITIONAL APPLICABLE DEFINITIONS

<https://www.csi.edu/studentHandbook/nonDiscrimination-definitions.asp>

CONFIDENTIALITY, PRIVACY AND REPORTING POLICY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the report or complaint in order to obtain an accurate account of the actions of the parties involved.

To Report Confidentially

When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to.

If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors or off-campus rape crisis resources, members of the clergy or employee assistance program who can maintain confidentiality. Campus counselors are available to students free of charge. <http://career.csi.edu/counselingServices/index.asp>

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Non-Confidential Reporting Options

You are encouraged to speak to officials of the institution to make formal reports of incidents. The College of Southern Idaho considers all faculty and staff “responsible employees” with the exception of campus counselors.

- Notice to anyone in any of these roles is an official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

To Report

CSI follows the practice of due process; i.e., the right to be heard in his or her own defense to provide an equitable method for the administrative resolution of complaints without coercion, restraint, or reprisal against any person for filing or for involvement in a complaint, and to establish a uniform method of filing a complaint.

If any individual observes unlawful discrimination, he/she should take direct action to report the problem. Employees must take action by notifying their administrator or Director of Human Resources, who will then take prompt steps to address the allegation.

The following complaint procedure should be followed in order to address a report or complaint regarding personnel policies and procedures, practices, working conditions and/or unlawful harassment, discrimination, sexual misconduct and abuse, or retaliation:

1. A person who feels unlawfully harassed, discriminated against, sexually exploited and abused, or retaliated against should report it to the Director of Human Resources or Associate Dean of Student Affairs. If any employee becomes aware that unlawful conduct is occurring in any College department as a result of an individual coming forward, the employee will immediately report it to the appropriate administrator pursuant to this Policy. Once a complaint of unlawful harassment, discrimination, sexual misconduct and abuse, or retaliation has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
2. Promptly upon receiving the complaint, the Director of Human Resources or Associate Dean of Student Affairs will initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this Policy occurred.
3. Investigator will be assigned by either the Director of Human Resources or Associate Dean of Student Affairs, and will interview the complainant, the respondent, and any relevant witnesses to determine whether the unlawful conduct occurred.
4. The investigator will conclude the investigation and submit a report of their findings.
5. If it is determined that conduct in violation of the College’s policy has occurred, the Director of Human Resources or Associate Dean of Student Affairs will recommend the appropriate course of action to be taken by the College.

6. If the investigation is inconclusive or it is determined that there has been no conduct in violation of this Policy, but some potentially problematic conduct is revealed, corrective action may be taken.
7. After the investigation is concluded, the Director of Human Resources or Associate Dean of Student Affairs will meet with the complainant and the respondent separately in order to notify them of the findings of the investigation.
8. All parties will be informed of the colleges appeal process, and their right to exercise a request for appeal.

SANCTIONS/DISCIPLINARY ACTION

If unlawful conduct is determined to have occurred, the action will be commensurate with the severity of the offense, up to and including expulsion or termination. The conduct body reserves the right to broaden or lessen any range of recommended sanctions/discipline in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the sanctions unless compelling justification exists to do so.

RETALIATORY HARASSMENT

Retaliatory harassment in any manner against a person for filing a charge or initiating a report or complaint, testing in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action.

FALSE COMPLAINTS

Any complaint regarding discrimination or harassment, or sexual misconduct and abuse, which is conclusively proven to be false, will result in discipline up to expulsion or termination. This statement is not intended to discourage individuals from making reports or complaints regarding unlawful conduct. However, false complaints adversely impact the campus and the livelihood of the accused, even when disproved, and will not be tolerated.