

**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

SEPTEMBER 18, 2000

**5:30 p.m.
TAYLOR BUILDING
PINE ROOM #258**

AGENDA

~~MINUTES: (A) AGENDA~~

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

~~**ADULT BASIC EDUCATION: (I) *Jane Brundage, Director***~~

STUDENT DISABILITY SERVICES: (I) *Ann Flannery, Coordinator*

DRUG AND ALCOHOL POLICY: (I) *Barbara Knudson*

FINE ARTS ADDITION UPDATE: (I) *President Meyerhoeffer*

ECONOMIC DEVELOPMENT ISSUES: (I) *President Meyerhoeffer*

**IDAHO ASSOCIATION OF COMMERCE AND INDUSTRY UPDATE: (I)
*President Meyerhoeffer***

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
SEPTEMBER 18, 2000

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

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman,

College Administration: Gerald Reynolds, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Vice President of Instruction
Dr. Joan Edwards, Vice President of Planning and
Development
Dr. John Martin, Registrar
Dr. Ken Campbell, Dean of Technology
~~Ron Shorbell, Director of Dual Credit~~

Jeff Duggan, Assistant to the President
Doug Maughan, Herrett Center/Public Information
Director

CSI Staff: Barbara Knudson, Louise Flowers, Rod
Pooler, Henry Jones, Jane Brumbach and Ann
Flannery

Visitors: None

Faculty Representative: Jan Simpkin and Maddy Hartwell

Times News: Jennifer Sandman

MINUTES OF THE REGULAR SESSION OF AUGUST 21, 2000 were
approved as written on MOTION by Dr. Thad Scholes.
Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's Report was approved on
MOTION by Bill Babcock. Affirmative vote was unanimous.

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PRESIDENT'S REPORT:

1. The President discussed the new Fine Arts Addition with the Board. The Board approved the following items:

- a. The stairway to the balcony should extend to the south with the landing large enough to be used for small performing groups.
- b. The doors to the lobby may be grouped in the center. A canopy is probably not required but they would like

- c. The sandstone for the east side was approved.
- d. The split face block for the east and south side was approved. The Board would like to see samples and the colors to be used.

2. Jane Brumbach reviewed the Adult Basic Education program with the Board. She noted that the program had been designated as a national model for their family literacy

year. This year the program had its state appropriation doubled and has received a \$143,000 family literacy grant from the State Department of Education and a \$403,000 grant from Health and Welfare to expand services. Two grants of

Board and was thanked for her outstanding work.

3. Barbara Knudson presented several minor changes to the Board concerning the Drug and Alcohol Policy. The Board approved the changes and gave the President and Ms. Knudson authority to make editorial and minor changes as necessary on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

4. Barbara Knudson also presented changes in the personnel manual dealing with employment periods and leave. The Board approved the changes on MOTION by Bill Babcock. Affirmative vote was unanimous.

5. Ann Flannery made a presentation concerning services available on campus for disabled students. She noted that

to faculty concerning their work with disabled students.

CSI Trustees
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5. (continued) It was noted that access around campus for disabled students was difficult in some areas. The major difficulty is due to a lack of sidewalks to the Center for New Directions, the Student Health Center and the main campus entrances.

The President advised the Board that we were looking at sidewalk issues throughout the campus.

6. The President discussed the college's role in the regional economic development plan. He stated that two

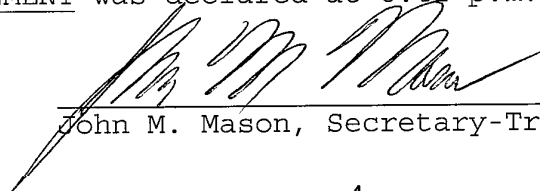
the college will contribute part of these individuals salary, with the remainder coming from other parties. The

seems:

7. The President advised the Board that the Joint Finance Appropriations Committee would be on campus on Monday, October 23, 2000 for meetings and a dinner.

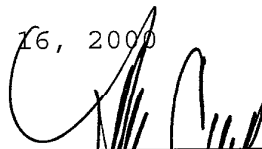
8. The President noted that Mac Neibaur, Jean King and Bob Reed had passed away over the last few weeks. All were strong supporters of the college.

ADJOURNMENT was declared at 6:41 p.m.



John M. Mason, Secretary-Treasurer

APPROVED October 16, 2000



DATE: September 13, 2000
TO: President Meyerhoeffer and the Board of Trustees

Updating the manual is an ongoing process managed by Human Resources, with changes
have the option of updating in a more timely manner. The following changes reflect regula
and clarification modifications. A copy of the current policy for each section is attached.

3.09 EMPLOYMENT PERIODS (Rev. 9/2000)

Rationale: The policy seems to be confusing to new employees, so this section has been separated: faculty and non-faculty, with clarification around holiday, sick leave and vacation leave.

Recommended to read as:

The following employment periods apply to employees of the College. Other employment periods may exist as agreed between the employee and supervisor and as approved by the President.

Faculty:

- Twelve-month – 260 days – contracts are for the period starting July 1 and ending the following June 30 and include holidays and sick and vacation leave.
- Ten-month – 189 days – instructional contracts are scheduled as approved by the program and/or supervisor and do not include holidays or vacation leave.
- Nine and one-half month – 179 days – instructional contracts are scheduled as approved by the program and/or supervisor and do not include holidays or vacation leave.
- Nine-month – 170 days – instructional contracts are scheduled as approved by the

Non-faculty:

- Twelve-month – 260 days – are for the period starting July 1 and ending the following June 30 and include holidays and sick and vacation leave.

include vacation leave. The actual year days worked will be clearly identified for each employee not working the full 260 days per year.

The 40-hour workweek is 2080 hours per year.
The 37.5-hour workweek is 1950 hours per year.
Appropriate sick leave and vacation leave is prorated based on the number of hours

Handbook)

Where this section reads:

This program addresses material, child or other family problems, persistent anxiety, abuse of alcohol or other drugs, stress problems, depression, grief, financial, legal, or other distractive concerns.

ELIMINATE: *Financial and Legal* since they are NOT covered with current EAP.
CHANGE telephone number to 1-877-427-2327.

3 16.01 ANNUAL (VACATION) LEAVE (Rev. 9/2000)

Following the sentence:

Accumulated vacation days are posted on your check or direct deposit stub.

ADD:

If an employee changes from an instructional contract to a non-instructional contract, or if an employee moves from part time to full time, thus earning vacation, the following formula will be used. Months contracted times years of service divided by twelve will equal years of service to be used in vacation accrual. Example: Before moving to a twelve-month contract, the employee has had a nine-month contract and has worked for 10 years for a total of 90 months divided by twelve months equals 7.5 years used for accrual calculation.

working nine months to twelve months calculation will be made.

4 15.07 CSI Faculty

The term *rolling* is added in the following paragraph:

CSI follows the provision of the Family and Medical Leave Act of 1993 (FMLA) which requires that employers provide up to twelve weeks of unpaid, work-protected leave in

any *rolling* twelve-month period if requested by an employee for one or more of these reasons: (paragraph continues as is)

Rationale: HR was advised that unless policy includes the term *rolling*, an employee could use twelve weeks up to December 31 and then request another twelve weeks

CHANGE

Eligible employees must have worked for at least 1,250 hours over the previous twelve months.

To read

Employees who have been employed for at least one (1) year and for at least 1,250 during the preceding twelve-month period are eligible for FML

Rationale: Change based on employee misunderstanding.

ADD

FMLA leave for a serious health condition may be taken intermittently or on a reduced time basis (e.g., by working fewer days in a week or by working fewer hours in a day), but only if such a schedule is needed for medical reasons *and if such schedule continues to meet the work needs as defined by the supervisor.*

Rationale: Addition allows inclusion of supervisor's work needs in the discussions.

CHANGE

An employee may elect, or the employer may require, that the employee substitute any ~~sick leave or part or all of the twelve work period~~ if such leave would otherwise be

An employee approved for leave under FMLA shall use accrued sick leave and then vacation leave in conjunction with the period of family and medical leave.

Rationale: Change reflects actual practice at CSI.

ADD:

To continue health coverage, the employee must continue to make contributions to their plan while on FMLA leave.

Rationale: Addition reflects actual practice at CSI.

6.07 THE COLLEGE OF SOUTHERN IDAHO DRUG AND ALCOHOL FREE CAMPUS POLICY AND DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES (Rev. 9/2000)

CHANGE:

STATEMENT OF POLICY (last sentence in paragraph)

To read:

*of the College accompanies students away from campus
substance or alcohol by such employee is strictly prohibited.*

ADD to second paragraph following last sentence

All employees, prospective employees, and contract employees are subject to the terms and conditions of these revised policies and procedures. *If the College of Southern Idaho functions as the fiscal agent and grantee for a specific program, that program may have*

Rationale:

Some programs such as Head Start and Trans VI have more strict guidelines based upon their grants.

APPEALS PROCESS

Any appealing employee will be provided a full hearing on his or her appeal within thirty (30) days of the written notice of appeal and will be provided with a written decision by the Appeals Committee within ten (10) days following the hearing. *If the Appeals Committee finds for the employee, the written decision will include a recommendation to the President for action to be taken regarding the employee's employment status.*

Recommend add last sentence to cover action regarding appealing employee.

Other changes in italics within the drug and alcohol policy are to be approved by

3.07 HOURS OF WORK (Rev: 2/2000)

Administrative offices are open from 8 a.m. to 4:30 or 5 p.m. as assigned, Monday through Friday.

Employees are expected to work the regular workweek except on holidays declared by the President of the College. Any deviation from this policy must be requested on a regular leave slip prior to leave time.

3.08 EMPLOYEE BREAKS

It is the intent of the College that all employees take or are offered the opportunity to take one fifteen-minute break within each four-hour work shift. For most employees this would be one fifteen-minute break in the morning and one fifteen-minute break in the afternoon.

Breaks are meant to be an opportunity to take care of personal business, relax, and to get away from the employee's work station. Breaks are not intended to be lumped together and taken at one time, used instead

3.09 EMPLOYMENT PERIODS (Rev: 2/2000)

The following employment periods apply to all employees of the College. Other contract periods exist as agreed between the employee and supervisor and as approved by the President.

- Twelve-month--260 days--contracts are for the period starting July 1 and ending the following June 30 and include holidays and sick and vacation leaves.
- Eleven-month--209 days--instructional contracts are scheduled as approved by the program and/or supervisor.
- Ten-month--189 days--instructional contracts are scheduled as approved by the program and/or supervisor.
- Nine and one-half month--179 days--instructional contracts are scheduled as approved by the program and/or supervisor.

- The 40-hour workweek is 2080 hours per year.
- The 37.5-hour workweek is 1950 hours per year.

of charge to all employees who are currently receiving benefits. This program addresses marital, child or other family problems, persistent anxiety, abuse of alcohol or other drugs, stress problems, depression, grief, financial, legal, or other distractive concerns.

We encourage any employee currently receiving benefits, or their family member, to take it upon themselves to seek assistance by calling the EAP directly at 1-877-427-2327, 24 hours a day, seven

within twelve months of the birth, adoptions, or placement, and the employer can require that the leave be taken all at one time. FMLA leave for a serious health condition may be taken intermittently or on a reduced time basis (e.g., by working fewer days in a week or by working fewer hours in a day), but only if such a schedule is needed for medical reasons.

FMLA must be pre-authorized. When medical certification is required, employees are responsible for returning a CSI Family and Medical Leave (FML) Confirmation to the Human Resources Office within 15 calendar days following notification of the requirement. Failure to provide required medical certification will result in denial of FMLA leave. A fitness for duty medical certification may be required for return to work.

but the employer may require that the employee substitute any paid leave as part or

3.16.04 DISABILITY LEAVE (Rev: 2/2000)

In the event of a sustained illness or injury, long-term disability is available after short-term disability following the use of accumulated sick leave. Long-term disability is available after short-term disability ends.

3.16.05 MATERNITY LEAVE (4.15.08 CSI Faculty Handbook)

Following the birth of a child, maternity leave is available for up to ninety calendar days. The use of disability benefits, Use of annual

work. Failure to return to work will be considered a resignation.

3.16.06 PATERNITY LEAVE (4.15.08 CSI Faculty Handbook)

Male employees may use up to five days accumulated sick time for paternity reasons, including adoption.

3.16.07 MEDICAL APPOINTMENTS (Rev: 2/2000)

Sick leave or compensatory time may be used for medical appointments.

3.16.08 FUNERAL LEAVE (Rev: 2/2000) (4.15.09 CSI Faculty Handbook)

Your sick leave, compensatory time or vacation leave benefit are available for use when requesting funeral leave. See your supervisor to make arrangements.

3.16.09 PROFESSIONAL LEAVE/TRAVEL

CSI recognizes that professional development is necessary for employees to continue to perform well. Leave with pay may be allowed faculty members or others attending

approved in advance by your supervisor.

3.16.10 SABBATICAL LEAVE

Sabbatical leave is available to faculty and staff with six (6) consecutive years of service at CSI, and may be approved for study, research, travel, experience, or other creative activity. The objective of a sabbatical is to enhance the service of the applicant to the College and to increase the distinction of the College.

This complete policy and procedures is a merging of 2.07 and 6.07 of the handbook, plus suggestions by MVD/MC. Italics illustrate additions to text in order to clarify procedures, as discussed with faculty and with the Board. These changes are on the web for two weeks through September 15, 2000. They will then be reviewed by the

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OF THE COLLEGE OF SOUTHERN IDAHO DRUG AND

Revised 8/2000

PURPOSE:

STATEMENT OF POLICY:

It is the policy of the College of Southern Idaho that the unlawful manufacture, possession of a controlled substance, or the use of alcohol on College property. This prohibition covers any use of alcohol on College property or in the conduct

It is a condition of employment with the College that employees abide by this policy. *All employees must sign a Drug and Alcohol Free Workplace Agreement. Employees who have previously signed the Drug Free Workplace Agreement are subject to this policy. New employees will be required to sign the Agreement. A copy of this policy and these procedures are available on the CSI web site. Employees may request a hard copy from the Human Resource Department.* All employees, prospective employees, and contract employees are subject to the terms and conditions of these revised policies and procedures.

TESTING POLICY:

The State of Idaho has codified the procedure under which a political subdivision of the State of Idaho may test its employees for drugs and/or alcohol at Title 72, Chapter 17 of the Idaho Code. The College of Southern Idaho has determined

drug and alcohol testing policy. The College may require any employee or prospective employee to submit to appropriate testing for the presence of drugs or alcohol under circumstances which may include, but not be limited to the following: post-accident,

- b) A signed agreement from the employee stipulating to his/her commitment to the outlined plan/recommendations.
- c) A plan for follow-up drug/alcohol testing to be completed for a period of time to be determined by the substance abuse professional.

TESTING PROCEDURES:

for compensation purposes. Prospective employees shall not be paid for any time spent for drug/alcohol testing. The college shall pay all initial costs of drug or alcohol testing pursuant to this policy.

- 2) An employee does have the right to refuse to be tested. However, refusal to submit to the test may be grounds for disciplinary action up to and including termination.
- 3) Sample collection, testing and analysis for drugs or alcohol shall be performed with the Magic Valley Regional Medical Center (MVRMC) as third party administrator and within the guidelines as set forth within a Substance Abuse and Mental Health Services Administration (SAMHSA) approved lab and Department of Health and

- 4) *MVRMC will designate a Medical Review Officer (MRO), or his designee, to interpret, evaluate and monitor the drug testing program and results. The MRO will be a licensed physician with knowledge of drugs, testing methods and drug abuse*

technique (e.g., urine sample, breath sample, blood sample, physical examination, sobriety examination) to be administered.

- 6) *All individuals who are required to be tested under the conditions of this policy will report to MVRMC/College of Southern Idaho's designated collection site and at the requested time.*
- 7) *If the test is negative, the chain of custody form is reviewed for completeness and accuracy and the results are reported to the College of Southern Idaho.*
- 8) *If the test is positive for drugs or alcohol, the College of Southern Idaho shall receive a copy of the results.*
- 9) *If an employee or prospective employee tests positive for drugs or alcohol:*
 - a) *The employee shall be contacted by the MRO, prior to notification of the College of Southern Idaho, so that the MRO may determine whether a legally prescribed medication resulted in the positive drug test. It is the employee's obligation to be available to the physician so the situation can be discussed.*

- 10) Any employee who tests positive for drugs or alcohol may not return to the work force until such employee tests negative.
- 11) Any employee or prospective employee who has a positive test result may request that the same sample be re-tested by a mutually agreed upon laboratory. A request for retest must be made *in writing to the Director of Human Resources* within seven

(b) The "Appeals Committee" shall be composed of 5 members who have attended the supervisory training for substance abuse. The committee will include one member each from faculty, classified staff, administration, professional, and executive council. Members from faculty and classified staff will be selected by the faculty senate and by the staff organization. Administration, professional and executive council members will be appointed by the President.

(c) Any appealing employee will be provided a full hearing on his or her appeal within (20) days of the written notice of appeal and will

of the employee's right to appeal.

The College of Southern Indiana views drug and alcohol dependency as a serious problem and as a health, safety and security threat to the business of education. Employees who need help in overcoming such dependency should contact their supervisor, the Employee Assistance Program or the Director of Human Resources. A voluntary, conscious effort to seek such assistance is encouraged.

Employees are encouraged to learn more about the dangers of drug and alcohol abuse and may obtain more detailed information about available treatment and counseling from the Director of Human Resources or the

Employee Assistance Program.

CITATIONS AND VIOLATIONS AND CONVICTIONS OF CRIMINAL DRUG AND ALCOHOL STATUTES:

The College serves as a public trust and it is in the public interest that all employees report any citations for violations of this policy to their supervisor or to the President. Employees must notify the President's Office of any criminal drug or alcohol statute conviction not later than five (5) calendar days after the employee is convicted.

ENFORCEMENT:

Convictions or violations of CSI's Drug-free and Alcohol-free policy will result in disciplinary action up to and including dismissal.

This policy complies with the requirements of PL 100-690, Title V, Section 5153.

Student Disability Services

Counseling Center ♦ Taylor Building ♦ College of Southern Idaho

SDS connects with...

- Students who request services and present documentation.
- Faculty, staff & administration about access & adjustment issues.
- Our campus community to ensure a welcoming, inclusive, rich college experience is available for all students.

Why do we do what we do?

- "It's the Law!"
- "It's the right thing to do!"
- CSI Mission Statement, Culture & Climate
- The Numbers and the Need

CSI Students

- 25 students carried from '98-'99
- 113 students requesting services
- 50/113 opened new files

Serving CSI Students

- 73 students being served currently (9/18/00).

Serving Students with...

- Learning Disabilities
- Multiple Disabilities
- Psychological Disabilities
- Attention Deficit Disorders
- Cognitive Disabilities
- Chronic Illnesses
- Physical Mobility
- Deaf/Hard of Hearing
- Blind/Low Vision

Students most often use:

- Testing Accommodations
 - extended time
- Notetakers
- Readers/Interpreters/Classroom Assist

- Course Adjustments
 - make-ups,
 - extended time
 - seating

Idaho Statistics Snapshot

44.8% of Idaho's estimated 581,245 households report at least one person with a disability.
 294,263 Idahoans with a disability (living in residential households)
 This number represents 18.74% of Idaho's total population.

Scudder & Willmorth
 ©1995 Survey Research Center, Boise State University

Students Disclosing A Disability

1978	2.6% first-time, full-time freshman
1991-present	9+% first-time, full-time freshman

The American Freshman: National Norms
 HEATH Resource Center

Students with Disabilities Access to Post-secondary Education

Both genders applying to enter college	86%	92%
Likely to qualify for 4 year college	<	>
Likely to pursue associate degree		
Two years later: still enrolled	63%	72%
Finished the 2-year program		

Percentage employed after graduation	similar
Rates of pay on the job	similar
Graduates likely to enter graduate school	similar

National Center for Education Statistics (NCES)
Students with Disabilities in Postsecondary Education: A Profile of Preparation, Participation and Outcomes
 (1999), by Laura Horn and Jennifer Berkold