

**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**

**April 20, 2003**

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

**AGENDA**

**MINUTES: (A) *Mike Mason***

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

**ARTEC BID – EDUCATIONAL CONSULTING SERVICES: (A) *Mike Mason***

**~~QUEST GEORGE POLICE PROPOSAL (A) *Mike Mason*~~**

**~~CSI EQUESTRIAN TEAM FUNDRAISING PROPOSAL (A) *Karin Dilgins, Nathan & Clauden Sutton*~~**

**CSI NURSING PROGRAM – SELECTION PROCESS : (I) *Claudeen Buettner***

**CSI STRATEGIC PLAN: (I) *Curtis Eaton & Char Sutton***

**~~PRESIDENTS REPORT (A) *Mike Mason*~~**

**NEW BUSINESS**

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

CALL TO ORDER: 5:30 p.m. Presiding: Dr. Charles Lehrman

Attending: Trustees: Donna Brizee, Dr. Charles Lehrman,  
Bill Babcock and Dr. Thad Scholes

College Administration: Gerald Mouncheffor, President

JOHN M. MASON, Secretary/Treasurer  
Robert Alexander, College Attorney  
Curtis Eaton, Vice President of Planning and  
Development  
Dr. DeVere Burton, Dean of Instruction  
Dr. Ken Campbell, Dean of Technology  
Dr. Barbara Knudson, Dean of Human Resources  
Dr. John Martin, Registrar

Ron Shopbell, Director of Dual Credit  
Randy Dill, Physical Plant Director  
Jeff Duggan, Assistant to the President

CSI Employees: Kathy Deahl, Dr. Claudeen Buettner and Pam  
Holloway

Faculty Representative: Jim Dawson

Times News: Robert Mayer

KMVT: None

MINUTES OF THE REGULAR SESSION OF MARCH 17, 2003 were

Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was approved on  
MOTION by Donna Brizee. Affirmative vote was unanimous.

CSI Trustees  
April 21, 2003  
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Bid:

1. The Board accepted the sole bid of University of

Funds for the services are from the Albertson's ARTEC grant.

PRESIDENT'S REPORT:

1. Randy Dill advised the Board concerning current College of  
of security forces at colleges around the state.

Randy Dill reviewed a proposed new Use of Force Policy college administration, recommended the approval of a new Use of Force Policy. The policy outlines circumstances where a security office may use pepper spray and no longer allows security officers to make traffic stops. The Board approved the Use of Force Policy on MOTION by Bill Babcock. Affirmative vote was unanimous.

The Board was also advised that additional speed limit signs would be put up and that a certified, uniformed police officer would be at all campus events expected to draw over one thousand people.

Conversations with the Twin Falls City Police concerning increased patrols on campus continue to look promising.

Granley Stanley introduced Kamie Dilgrim Nuthak of the management activities of the area.

Kamie Dilgrim-Nuthak presented a fund raising proposal to Evans Exposition Center for a gun show. The event would also involve outdoor adventure type supply and equipment items. The proposal estimated that up to \$40,000 could be raised from such an activity.

President Meyerhoeffer advised the Board that our policy this type of event on a one time basis.

2. (continued) Ms. Pilgrim-Nuthak reviewed the safety and operating procedures involved in putting on the show.

The event was approved on MOTION by Dr. Thad Scholes. Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Bill Babcock voted against the MOTION.

Dr. Claudene Buettner reviewed the Health Sciences and Human Services programs and enrollments with the Board. She also reviewed the selection process for the next year.

more applicants than the training slots available.

Dr. Buettner also reviewed a partnership with Magic Valley Regional Medical Center that gives up to \$20,000 a year to the college for faculty development for the next five years.

The Board thanked Dr. Buettner and Pam Holloway for their work.

4. Curtis Eaton reviewed proposed changes to the College of Southern Idaho Strategic Plan with the Board. The Board was

b. He reviewed how Dr. Beck loads classes throughout the week and by the hour.


c. The vote on the bonding required for the Fine Arts Addition is scheduled to take place in the next few days.

d. The passage of a one percent increase in sales tax should eliminate the need for holdbacks this year.

ADJOURNMENT was declared at 6:36 p.m.

  
\_\_\_\_\_  
John M. Mason, Secretary-Treasurer

Approved: May 19, 2003

  
\_\_\_\_\_  
Chairman



COLLEGE OF  
SOUTHERN  
IDAHO

April 16, 2003

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

From: Mike Mason

Re: ARTEC Educational Services Consulting Bid

We received only one bid for the specified services.

Based upon a review of the bid by Claire Major, ARTEC  
Executive Director, I recommend that we accept the sole bid  
of University of California, Berkley, in the amount of  
\$80,000.

Funding for this project is from the Albertson's ARTEC  
grant.

## ADN ADMISSION RATING FORM

### ELIGIBILITY

HIGH SCHOOL DIPLOMA OR GED

5 Points \_\_\_\_\_

HIGH SCHOOL CLASSES AND GRADES (per semester)

Class	C: 2 Points	B: 4 Points	A: 6 Points
Biology			
Chemistry (CHEM 101)			
Physics			
Advanced Biology (BIOL 201)			
Anatomy and Physiology			
Algebra II or Advanced Math (MATH 108)			

COLLEGE COURSES

C: 2 Points    B: 4 Points    A: 6 Points

English 101  
 English 102  
 Biology 227 Anatomy/Physiology  
 Biology 228 Anatomy/Physiology  
 Biology 250 Microbiology  
 Sociology 101  
 Psychology 101  
 College Math 143 or Statistics 253  
 Humanities  
 Communication 101

LPN / LVN

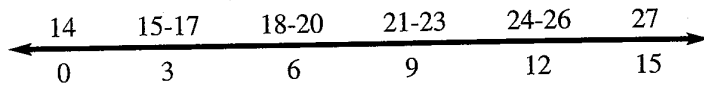
10 Points \_\_\_\_\_

— or —

CURRENT CREDENTIAL IN ALLIED HEALTH (1 Year)

5 Points \_\_\_\_\_

ACT SCORE (Composite)



15 Points  
 Maximum \_\_\_\_\_

WORK REFERENCE that shows positive work habits

5 Points  
 Maximum \_\_\_\_\_

LETTER OF INTENT (written in Testing Center)

5 Points  
 Maximum \_\_\_\_\_

## ADJUNCT FACULTY AGREEMENT

**JOB TITLE:** Clinical Affiliate/Adjunct Faculty

The Clinical Affiliate/Adjunct Faculty member acts in an advisory capacity to develop

The Clinical Affiliate/Adjunct Faculty member will function within the philosophy, purposes, and objectives of both the College of Southern Idaho and Magic Valley

in the strategic planning and in identifying tactical performance measures associated with CSI educational programs. This position exemplifies the partnership between CSI and MVRMC, as outlined in the Memorandum of Understanding, dated October 2002.

**QUALIFICATIONS:**

The Clinical Affiliate/Adjunct Faculty member exhibits leadership characteristics, commensurate experience in the specific clinical discipline, and expert knowledge as evidenced by certification or licensure recognized by state and local entities. This Clinical Affiliate/Adjunct Faculty member expresses a willingness to assist in the on-going partnership activities between CSI and MVRMC.

**JOB RESPONSIBILITIES:** The Clinical Affiliate/Adjunct Faculty member:

1. Is an employee of Magic Valley Regional Medical Center

Services, CSI and appointed by Board of Trustees/CSI.

3. Addresses current and future health care trends and issues in cooperation with CSI by holding membership on such committees that address strategic planning, curriculum, and evaluation of the educational program and by participating in conferences when students are present on the hospital unit.
4. Assists in the development, implementation and evaluation of Health Sciences

and Director Services Programs using his/her administrative and clinical expertise

Will actively participate in CSI's Education programs as resources for

Justification for Clinical Affiliate Faculty (CAF) position:

For the MVRMC employee:

1. this person will be an ambassador from MVRMC to CSI
2. this will be an appointment worthy of respect
3. there is a possibility of career advancement
4. the position can be listed on a resume'
5. the person could gain teaching skills

For MVRMC health care system:

1. there would be input into the educational program at CSI
2. there would be input into the decision making related to curriculum and evaluations of the educational program
3. there would be better prepared entry employees

For the CSI educational program:

1. the faculty will have a contact person at the clinical agency
2. the faculty will gain a highly skilled and knowledgeable resource
3. students will have the most up-to-date resource person
4. faculty will be alerted to new procedures and policies in a timely manner
5. there would be a sense of alignment with the strategic goals of the college

The Process:

The College of Southern Idaho Board of Trustees will approve the position of Clinical Affiliate Faculty. The MVRMC Health Care Administration will approve the position of Clinical Affiliate Faculty.

Positions will be posted by August 1, 2003

*The procedure:*

The MVRMC employee will submit a letter of application to the Senior Leadership Representative for appointment to the position of CAF.

The letter must include the following:

- reason for desiring an appointment as CAF at the College of Southern Idaho
- Description of the strengths that will be brought to the position

A letter of recommendation from the Department Director must accompany the letter of application.

The appointment of any MVRMC employee to the CAF position at CSI will be mutually agreed upon by the Senior Leadership Representative from MVRMC and the Health Sciences and Human Services



Department Chairperson. The Vice President/Chief Academic Officer of CSI will make the  
~~the recommendation for appointment to the college President and the Board of Trustees~~  
The appointment will be for one year, and is renewable on an annual basis, with a written letter from  
MVRMC and CSI representatives.

~~The CAF position will be published in the CSI program brochure.~~

The CAF is an employee of MVRMC and will not receive compensation or benefits from CSI.

Revised 4/03

**College of Southern Idaho  
Use of Force Policy**

**Introduction:**

On occasion, it may be necessary for CSI Security Officers to use defensive force to protect themselves and those they serve from imminent bodily harm. When an aggressor does not respond to verbal warnings to cease and desist, O.C. pepper spray may be used to prevent many of these situations from escalating to higher levels. The Police Department is always called immediately after O.C. pepper spray is used, and will be responsible for physically detaining people or making arrests. We do not make arrests or physically detain people.

**Purpose:**

The purpose of this policy is to provide CSI Security Officers with the authority to use non-lethal force.

**Definitions:**

O.C. Spray: "Oleoresin Capsicum". CSI Security Department authorized O.C. consists of products containing 5-10% solution of oleoresin capsicum, a derivative of cayenne pepper. O.C. Spray type and brand is to be specified, purchased and provided by the CSI Security and Maintenance Department Administration. This will be the only O.C. spray authorized for use by CSI Security.

Lethal Force: Any use of force that is likely to cause death or serious bodily injury.

Non-lethal Force: Any use of force other than that which is considered lethal force.

Force may be defined as the power used to obtain compliance with the law or control of a situation. This power includes more than physical action. Verbal commands or the mere presence of the officer often may be sufficient to control a situation; however, physical force may be required to safely obtain compliance, or gain control of a situation.

**Training Requirement:**

Authorization for officers to carry and use O.C. equipment is provided in the following table:

Failure to meet the above requirements disqualifies officers to carry or use any O.C. product.

## Escalation and De-Escalation:

Control of a suspect through advice, warning or persuasion is preferred.

Every situation is different and an officer may be required to initiate force at any level. The following levels of force should be used as a guideline for the escalation and de-escalation of force.

1. **OFFICER PRESENCE:** An officer's presence alone is a form of power and control. An officer's authority and uniform are frequently enough to bring a suspect under control.
2. **VERBAL COMMANDS:** Verbalization is usually the first action an officer will take.
3. **CONTROLLING FORCE:** This involves the use of O.C. Spray, which may result in injury to the suspect. Controlling force should only be used when a suspect fails to submit to non-injury techniques or when non-injury control tactics would be inappropriate.

### Non-lethal force:

The parameters for the use of non-lethal force are as follows:

- A. Officers should assess the circumstances in order to determine whether or not it is safe to utilize O.C. spray. Use of O.C. spray is preferred to other non-lethal force techniques. However, each situation is different, and the cost-benefit analysis must be done by the officer, based solely on the facts known to the officer at that time. Justification for the use of force must be based on the situation, as it reasonably appeared to the officer(s) directly involved in its application.
- B. Officers are authorized to use department approved non-lethal force techniques and are issued equipment for resolution of incidents to protect themselves and others from physical harm.

The use of O.C. spray is the only authorized defensive weapon of the College of Southern Idaho Security department.

Criteria upon which the department will justify its use:

### Unauthorized Use of Force:

No officer shall deploy the use of O.C. spray, except in self-defense, or to prevent injury to another person. The use of non-lethal force for any other reason constitutes a violation of this policy and will be subject to disciplinary action.

Violations of this policy will lead to administrative discipline. Violations of the law will be the basis for criminal and civil penalties in a court of law.

**Documentation of Use of Force:**

As soon as possible after a use of force has occurred, the Police are to be called. A copy of the police report is to be made and kept along with equipment

involved officers shift. Copies shall be forwarded to Security Supervisor, Physical Plant

**Summary:**

The decision to use force places a heavy responsibility on each officer. While there is an effort to act professionally, impartially and safely when dealing with aggressors, and use only the

**Medical Treatment:**

EMS will be called anytime O.C. spray is deployed.

A suspect may be transported to a medical facility at the discretion of EMS personnel on the scene whenever the suspect:

1. Strikes his/her head on a hard object, sustaining a laceration or a bruise.

**Administration:**

For every incident that O.C. spray is used, a report shall be filed

prior to the end of the involved officers shift.

for the handling of the situation.

Fights --

1. Verbal command to knock it off - STOP!
2. Call Police for assistance
3. Assess situation and repeat #1 if necessary.
4. Repeat verbal until situation subsides.
5. If verbal commands do not work and serious bodily harm is occurring, clearly warn them that they will be sprayed if they do not stop!

Under the Influence --

1. Assess the situation.
2. If behavior could possibly cause harm to self or others, call the police.
3. Use Fight procedure when warranted.

Uncooperative Person -- Building Closed - Will not leave the building

1. Assess the situation.
2. If a student is working in a building scheduled to be closed, inform the student of our policy regarding advance written permission from instructor for after hours use. Use your judgment.
3. If non-student, call the police based on your judgment and step back to observe.
4. Use Fight procedure when warranted

1. Explain campus rules politely and patiently.
2. Ask them to leave campus to skateboard.
3. Use Fight procedure

Theft in Progress -- Transient Person on Campus --

1. Step back and call police
2. Be observant -- writing down details

At all times, we call the police to do their job of arresting and restraining people when necessary. We press charges when judgment tells us to do so. We do not physically restrain people or arrest them.