



AGENDA

CALL TO ORDER

Chairwoman Mittleider

Jan Mittleider, Chair
Laird Stone

3:00PM/President's Board Room

Motion to convene in Executive Session

Anna Scholes
Scott McClure

III. RECONVENE REGULAR MEETING

Chairwoman Mittleider
4:00PM/Taylor Bldg Room 276

IV. APPROVAL OF MEETING AGENDA

Chairwoman Mittleider

AGENDA

Board of Trustees

Jan Mittleider, Chair
Laird Stone
Jack Nelsen
Anna Scholes
Scott McClure

I. CALL TO ORDER

Chairman Mittleider
3:00p.m./President’s Board Room

A. Pursuant to Idaho Code 74-206, the Board will convene to:

- ◆ Consider personnel matters
[Idaho Code §74-206(1)(a) & (b)]

CSI Mission Statement:

To provide quality

educational, social,

and economic

opportunities that

meet the diverse

needs of the

communities we

serve.

II. ADJOURNMENT

Chairman Mittleider

Board Mission Statement:

The mission of the

Board of Trustees of the

College of Southern Idaho

is to provide quality

educational, social,

and economic

opportunities that

meet the diverse

needs of the

communities we

serve.



CALL TO ORDER: 3:00p.m.

~~EXECUTIVE SESSION 2-23-19~~

EXECUTIVE SESSION ATTENDEES:

Trustees:

Jan Mittlieder, Chairman

College Administration:

~~Jeff Herman, Vice President of Finance and Administration~~

- ◆ Consider personnel matters
[Idaho Code §74-206(1)(a) & (b)]

Jan Mittlieder moved to go into Executive Session.

The vote to do so by roll call:

- Jan Mittlieder Aye
- Jack Nelsen Aye
- Anna Scholes Aye
- ~~Jan Smith~~ Aye

~~Trustees returned to the Board meeting at 3:05 p.m.~~

APPROVAL OF AGENDA: The agenda was approved as written.

BOARD MINUTES: The following Board of Trustees meeting minutes were presented:

[REDACTED]

September 16, 2019 – Regular Meeting

TREASURER'S REPORT: The Treasurer's report was presented. **ACTION:** [REDACTED]

[REDACTED]

3. Jennifer Zimmers, CSI Financial Aid Director, presented a Student Services report. She noted that the student loan default rate is down from 2018. The Financial Aid office works hard to help students make informed choices to stay out of educational debt.

ADJOURNMENT

ADJOURNMENT DECLARED: 5:38 p.m.

J M
Jeffrey L. Harmon, Secretary/Treasurer

Approved: November 18, 2019

J
J Mittleider, C airwoman

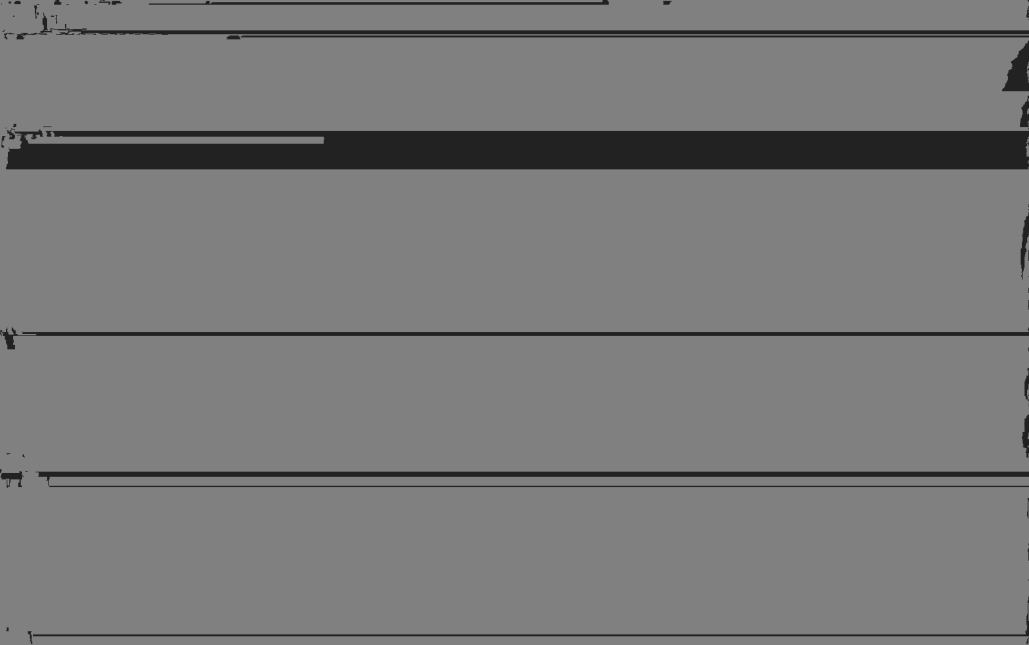
**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**

Monday, October 21, 2019– 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301



Employees

- Dr. Barry Pate, Dean of Instruction
- Jayson Lloyd, Dean of Instruction
- John Hughes, Dean of Instruction – Student Success
- Jason Ostrowski, Dean of Student Affairs
- Kristy Carpenter, Controller



COLLEGE OF
SOUTHERN IDAHO

Completed Budget Report

Account	Prior Year	Current Year	Budget	Remaining	Remaining %

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,083,532)	(\$5,475,383)	(\$11,750,000)	(\$6,274,617)	53.40%
County Tuition	(\$892,950)	(\$858,950)	(\$1,910,000)	(\$1,051,050)	55.03%
Student Aid	(\$1,257,000)	(\$1,161,500)	(\$2,000,000)	(\$838,500)	41.93%

Program Summary for September 2019

Enrollment

Head Start TANF	12
Early Head Start	92
Total	561

Program Options

CSI POLICY & PROCEDURE MANUAL
PROPOSED REVISIONS/ADDITIONS Fall 2019

6.14 SMOKE FREE CAMPUS POLICY 'Rev: 1/14'

~~Smoking is prohibited on all college property, both on and off campus. This includes all buildings, grounds, and vehicles. The college is committed to providing a smoke-free environment for all students, faculty, and staff. This policy applies to all college-owned and -leased property, including residence halls, academic buildings, and outdoor areas. The college will provide signage to inform the community of this policy. The college will also provide resources for those who wish to quit smoking. The college will enforce this policy through regular monitoring and reporting. The college will also provide training for staff and students on this policy. The college will review this policy annually to ensure it remains effective and up-to-date.~~

~~programs shall be publicized regularly in student and employee publications, posted in residence halls and academic buildings, through Student Services, and through other appropriate means. Find information and an email link to a contact at www.hd5.idaho.gov/tobacco or call 208-737-5968 to reach the South Central Public Health Tobacco Cessation Coordinator.~~

.22 PUBLIC RECORDS Rev: 1/15

~~or leased by the College. For the purposes of this policy, smoking is defined as burning any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis and e-cigarettes.~~

every respect regarding public records.

Requesting Public Records

Requests for public records shall be submitted to the Public Information Officer in writing or in the online form available at <http://www.csi.edu/publicinformationoffice/forms/CSI-Public-Records-Request-Form.pdf>

Requests to examine or copy public records shall be granted or denied, as required by Idaho Statute, within three working days of their receipt. However, the custodian of public records may take an additional 10 working days to respond to such requests if necessary.

Exemption of public records must be conducted during regular office operating hours

[REDACTED]

6.21 EMERGENCY DISASTER NOTIFICATION PLAN (D-N-547)

The custodian shall make no inquiry of any person who applies for a public record, except to verify the identity of a person requesting a record in accordance with section 9-342, Idaho Code, to ensure that the requested record or information will not be used for purposes of a criminal or civil lawsuit.

[REDACTED]

SAVE Mobile Safety emergency alert notification system. This system will send information via text employees plus community members

up for this from my own opinion into the PAVE system and undating your personal performance is essential

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In meetings with the local law enforcement officials concerning emergencies, the Twin Falls City Police indicated that they will have three officers on scene in less than five minutes. Additional details

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TRAVEL REIMBURSEMENT POLICY (Rev. 7/7 2/18)

Travel Voucher Form

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Out of state Travel - If a private automobile is used, reimbursement will be at the airfare price or 53.5 cents per mile, whichever is lower.

for actual out of pocket fuel costs only when using a CSI vehicle.

Lodging

The actual cost of the hotel room will be reimbursed, less phone, meal or other miscellaneous charges.

Meals

A Per Diem rate of \$45 per day will be allowed for overnight travel on the following schedule:

NEW EMPLOYEE PERFORMANCE STANDARDS (NEW)

These standards are covered for new full-time employees during HR orientation and are to be considered during the performance evaluation process.

1. **CSI's Standard of Conduct:** Describes how well the employee manages follows, supports, champions and models the following College's Standard of Conduct:

- **Workplace Conduct:** Acts fairly, collaboratively, and honestly in personal and group interactions and helps create and maintain a non-discriminatory, harassment free, drug/alcohol free, and respectful workplace. Maintains confidentiality including protecting the privacy of and access to records.

- **Compliance:** Understands and adheres to State and Federal laws and rules as well as complying with College policies and other forms of guidance. Uses acceptable processes (College policies and

procedures, chain of command, etc.) to bring issues to administration's attention.

Financial Stewardship: Insure accurate financial transactions and reports and maintenance of

ANIMALS ON CAMPUS (NEW)

Definitions:

Handler—The owner and responsible person for animal

Pet—Any animal kept for ordinary use and companionship. Service and Support Animals are not considered Pets.

Service Dog— Any dog that is individually trained to do work or perform tasks for the benefit of a person

with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the person's disability. The provision of

B. The College does not require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Dog.

C. College employees may only ask two questions of the Handler to determine whether the

[REDACTED]

[COLLEGE POLICY 6.01 UNLAWFUL](#)

[DISCRIMINATION/HARASSMENT](#)

[REDACTED]

[UNIVERSITY RESOURCES OFFICE](#)

[CHIEF COMPLAINT](#)

[REDACTED]

On Campus Student Housing

[REDACTED]

[REDACTED]

[REDACTED]

4. Is the animal needed because of a physical condition?

[REDACTED]

a.

Beyond Campus Student Housing

A. Pets are not allowed in classrooms, offices, or buildings.

B. If any member of the College community is concerned about an animal on campus,

b. The Academic Calendar and Course Scheduling
Committee membership includes

1. Chief Academic Officer (chair)
2. Registrar
3. Instructional Deans representative
4. Academic/Transfer department chairs representative

5. CTE department chairs representative

7. CTE faculty representative
8. Academic/Transfer faculty representative
9. Director of Financial Aid
10. Director of Administration

11. Vice President of Administration and Finance (or designee)
12. Chief Information Officer (or designee)

should be scheduled to end at 10:50 AM as one ten minute break is included. The

[REDACTED]

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2. All enrolled students must be notified immediately by the respective

information regarding their academic plan and financial aid if applicable.

3. Enrollment must be immediately discontinued by the Registrar.

e. Courses seen as absolute requirements for degree completion may be offered with low enrollments and coordinated with the respective Instructional Dean or Associate Dean.

1. Where possible and appropriate, course substitutions should be considered in order to avoid low enrollment course sections.

6. Room assignments

a. All classroom and lab space at the College is available and assigned at the final discretion of the CAO.

1. Certain lab areas are dedicated for a particular usage and are not appropriate to be used by non-qualified instructional personnel or students.

3. Recommendations are then vetted by the Cabinet and decisions made and published no later than the end of the Spring semester, including the subsequent five academic years.

Revised: Timing and process for the development and approval of the course schedule

[REDACTED]

1. A draft "base" course schedule for the subsequent academic year is generated by the Office of Instruction and Academic Affairs and delivered to the Instructional Deans

Approval of Special Course or Program Fees (NEW)

[REDACTED]

Appropriate Deans and Department Chairs no later than July 1

[REDACTED]

A. Departments that wish to propose a special program must first submit a

[Print Course Fee Request Form](#)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

must submit a [REDACTED] and a detailed written proposal and justification to the Chief Academic Officer no later than January 1 for fees to be implemented in the

subsequent summer session or fall semester and by January 15 for fees to be implemented

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Curriculum Management (NEW)

Purpose

[REDACTED]

Curriculum Committee.

Scope

All instructional units

Responsible party

Chief Academic Officer

There is a cost associated with some actions which will be charged to the

[REDACTED]

appropriate department budget.

E. Adherence to state and federal regulations

1. All new and existing programs will meet or exceed all state and federal thresholds of

[REDACTED]

1. Courses specific to a program or major that are requirements for program completion

c. All other courses

G. Credit hours

1. A credit, sometimes referred to as semester credit or semester hour, is related to time spent in class, study, preparation, laboratory, or field experience.
2. One semester credit hour normally requires 45 hours of student work as described in one of the following categories.

5. External factors

- a. Programs may be subject to external dictates from the State Board and/or the
Division of Consumer Technology. [REDACTED]

[REDACTED]

6. External program admission requirements and procedures shall be identical to that of