

**AGENDA**

**Board of Trustees**  
Karl Kleinkopf, Chair  
Bob Keegan  
Laird Stone  
Jan Mittleider  
Jack Nelsen

**CSI Mission Statement:**  
To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

**Board Mission Statement:**  
The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

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|--|---|
| <b>I. CALL TO ORDER</b>  | <b>Chairman Keegan</b><br>3:00PM/President’s Board Room |
| <b>II. RECESS TO EXECUTIVE SESSION</b>   | <b>Chairman Keegan</b><br>President’s Board Room        |
| <b>III. RECONVENE REGULAR MEETING</b>  | <b>Chairman Keegan</b><br>4:00PM/Taylor SUB 248         |
| <b>IV. APPROVAL OF MEETING AGENDA</b>  | <b>Chairman Keegan</b>                                  |
| <b>V. MINUTES &amp; BUSINESS REPORTS</b>   |   |
| <b>A. Approval of Minutes</b>  | <b>Jeff Harmon</b>                                      |
| ◆ November 20, 2017 – Regular Meeting  |   |
| <b>B. Approval of Treasurer’s Report</b>   | <b>Jeff Harmon</b>                                      |
| <b>C. Head Start/Early Head Start Report</b>   | <b>Mancole Fedder</b>                                   |
| <b>VI. OPEN FORUM</b>  | <b>Chairman Keegan</b>                                  |
| <b>VII. UNFINISHED BUSINESS</b>  |   |
| <b>VIII. NEW BUSINESS</b>  |   |
| <b>A. Action Items</b>   |   |
| ◆ Approval to Proceed with Process of Issuing Revenue Bonds for Student Resident Housing | <b>Jeff Harmon</b>                                      |
| ◆ Policy and Procedure Manual Updates  | <b>Eric Nielson</b>                                     |
| ◆ January Board Meeting Date Change  | <b>Chairman Keegan</b>                                  |
| ◆ Approval of 2017 Herrett Collections Accessions  | <b>Teri Fattig</b>                                      |
| <b>B. Information Items</b>  |   |
| ◆ Herrett Center Update  | <b>Teri Fattig</b>                                      |
| ◆ Alumni Association Report  | <b>Deb Wilson and Reylene Abbott</b>                    |
| <b>IX. REMARKS FOR THE GOOD OF THE ORDER</b>   | <b>Chairman Keegan</b>                                  |
| <b>X. PRESIDENT’S REPORT</b>   | <b>President Fox</b>                                    |
| <b>XI. ADJOURNMENT</b>   | <b>Chairman Keegan</b>                                  |

**General Fund YTD Board**

YEAR: 1718

**Statement of Revenue and Expenses**

Acct Month: 5

Wednesday, December 13, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$4,358,040.24)	(\$5,430,436.13)	(\$11,206,200.00)	(\$5,775,763.87)	51.54%
County Tuition	(\$889,627.69)	(\$758,200.00)	(\$1,698,700.00)	(\$940,500.00)	55.37%
State Funds	(\$20,445,128.17)	(\$21,330,983.72)	(\$21,472,200.00)	(\$141,216.28)	0.66%
County Property Tax	(\$406,780.04)	(\$428,760.61)	(\$7,179,900.00)	(\$6,751,139.39)	94.03%
Grant Management Fees	(\$174,747.47)	(\$230,873.36)	(\$540,000.00)	(\$309,126.64)	57.25%
Other	(\$275,278.07)	(\$318,149.58)	(\$411,000.00)	(\$92,850.42)	22.59%
Unallocated Tuition	(\$1,281,776.16)	(\$266,479.35)	\$0.00	\$266,479.35	0.00%
Departmental Revenues	(\$517,832.13)	(\$394,602.84)	(\$715,000.00)	(\$320,397.16)	44.81%

**Total Revenue** (\$28,349,209.97) (\$29,158,485.59) (\$43,223,000.00) (\$14,064,514.41) 32.54%

**Expenditures**

**Personnel**

Salaries	\$8,871,584.80	\$9,239,148.13	\$22,387,600.00	\$13,148,451.87	58.73%
Variable Fringe	\$1,819,053.92	\$1,881,357.16	\$4,588,000.00	\$2,706,642.84	58.99%
Health Insurance	\$1,826,739.23	\$1,886,432.84	\$5,017,400.00	\$3,130,967.16	62.40%

**Total Personnel** \$12,517,377.95 \$13,006,938.13 \$31,993,000.00 \$18,986,061.87 59.34%

**Expense Categories**

Services	\$1,556,149.90	\$1,943,702.47	\$3,461,300.00	\$1,517,597.53	43.84%
Supplies	\$502,700.67	\$716,877.94	\$1,623,700.00	\$906,822.06	55.85%
Other	\$264,182.87	(\$2,474.33)	\$0.00	\$2,474.33	0.00%
Capital	\$452,044.50	\$372,977.15	\$1,023,600.00	\$650,622.85	63.56%
Institutional Support	\$3,893,592.33	\$4,144,033.50	\$5,121,400.00	\$977,366.50	19.08%
Transfers	(\$89,595.15)	\$255.32	\$0.00	(\$255.32)	0.00%

**Total Expense Categories** \$6,579,075.12 \$7,175,372.05 \$11,230,000.00 \$4,054,627.95 36.11%

**Total Expenditures** \$19,096,453.07 \$20,182,310.18 \$43,223,000.00 \$23,040,689.82 53.31%

**Rev/Expense Total** (\$9,252,756.90) (\$8,976,175.41) \$0.00 \$8,976,175.41 0.00%

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

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
<b>Total</b>	<b>576</b>

**Program Options**

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

**Head Start Attendance**

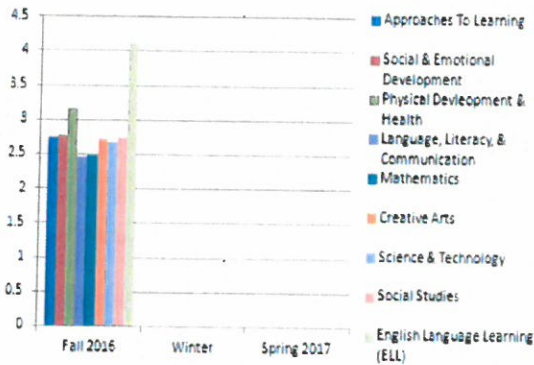
November Head Start Overall Attendance	85%
November Head Start Self Transport Attendance	82%
November EHS Toddler Combo Attendance	78%

**Meals and Snacks**

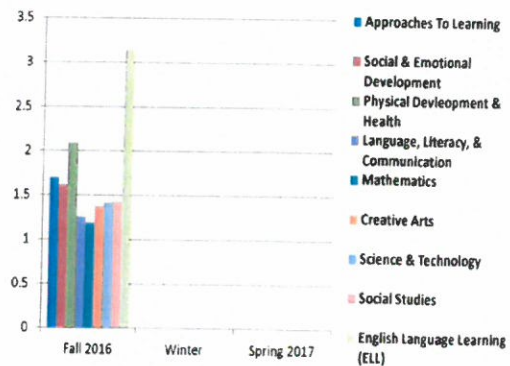
Total meals served for November	6,484
Total snacks served for November	3,978

**Program Notes**

**Program Baseline Summary  
for Head Start Children**



**Program Baseline Summary  
for Early Head Start Children**



**Baseline COR Advantage Outcomes Report 2017-2018**

Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

**Item Level Report**

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items)).

**Strengths** – Personal care and healthy behavior, Fine-motor skills, and Community

**Area of Need** – Phonological Awareness, Patterns, and Alphabetic knowledge

**CLASS/PQA** – 76% of teachers were in High Emotional Support, 24% Mid Emotional Support, 60% High Classroom Organization, 40% Mid Classroom Organization, 20% Mid Instructional Support, and 80% Low Instructional Support. The area of Concept Development was the lowest of all 10 dimensions with only 4% of teachers in the Mid-Range.

PQA data is still being analyzed.

### **Goals and Objectives**

- 1) Provide additional training with classroom staff on Fee, Fie, Phonemics in High Scope curriculum to increase at least 1 level of development.
- 2) Provide individual face to face support in the classroom with coaches setting a goal to increase Language and Literacy along with Concept Development.

### **Head Start Child Development and Early Learning Framework**

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor, and Physical Development. Within each of the domains are sub domains.

**Strengths** – Relationships with Adults, Gross Motor, Fine Motor and Health, Safety, and Nutrition

**Area of Need** – Phonological Awareness, Print and Alphabet Knowledge, and Operations and Algebraic Thinking

## **Early Head Start's Five Essential Domains of Child Development and Early Learning**

### **Item Level Report**

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items).

**Strengths** – Personal care and healthy behavior, Community, and Fine-motor skills

**Area of Need** – Emotions, Phonological awareness, and Alphabetic knowledge

The 5 domains for Early Head Start are: Approaches to Learning, Social/Emotional Development, Language and Communication, Cognition, and Perceptual, Motor, & Physical Development. Within each of the domains are sub domains.



**Strengths** – Health, Safety, and Nutrition, Fine Motor, and Relationships with Other Children

**Area of Need** – Attending and Understanding, Emergent Mathematical Thinking, Imitation and Symbolic Representation and Play, and Emergent Literacy

**Continuous Improvement Plan for Rest of Program Year 2017-2018**

**Head Start** – 1) Coaches will work on teacher goals around Language/Literacy and Concept Development.  
2) High Scope Training Dec. 4<sup>th</sup> on executive function and Plan, Do, Review  
3) Coaches will help teachers use data from child outcomes for daily lesson planning and individualization to scaffold children’s learning.

**Early Head Start** - 1) December 4<sup>th</sup> High Scope training.  
2) Partners for Healthy Baby Training on Dec. 11-13.  
3) Mentor will help staff with improving outcomes with PICCOLO and with COR around Emergent Literacy and Emotions.

**Program Updates:**

The budget modification, in-kind waiver and FY 2018 Head Start/ Early Head Start grant have all been approved by the Office of Head Start.

**Documents for Board Review and Approval:** Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,547,797.00	\$ 208,123.44	\$ 2,205,703.88	\$ 342,093.12	13.4%
BENEFITS	\$ 1,522,621.00	\$ 120,185.32	\$ 1,284,502.59	\$ 238,118.41	15.6%
OUT OF AREA TRAVEL	\$ 11,338.00	\$ 1,191.55	\$ 6,583.39	\$ 4,754.61	41.9%
EQUIPMENT	\$ 41,767.00	\$ 12,037.19	\$ 12,037.19	\$ 29,729.81	71.2%
SUPPLIES	\$ 118,618.00	\$ 10,371.27	\$ 105,936.12	\$ 12,681.88	10.7%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 813,568.00	\$ 110,102.61	\$ 506,871.27	\$ 306,696.73	37.7%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,055,709.00</b>	<b>\$ 462,011.38</b>	<b>\$ 4,121,634.44</b>	<b>\$ 934,074.56</b>	<b>18.5%</b>
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 30,977.78	\$ 313,654.42	\$ 54,096.58	14.7%
<b>GRAND TOTAL</b>	<b>\$ 5,423,460.00</b>	<b>\$ 492,989.16</b>	<b>\$ 4,435,288.86</b>	<b>\$ 988,171.14</b>	<b>18.2%</b>

IN KIND NEEDED	\$ 1,085,701.00
IN KIND GENERATED	\$ 1,060,955.50
IN KIND (SHORT)/LONG	\$ (24,745.50)

PROCUREMENT CARD EXPENSE \$ 21,848.42 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	17,016.49	2,524.67	508.45	20,049.61	169,473.10

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ (12.61)	\$ 22,853.70	\$ 4,486.30	16.4%
SUPPLIES	\$ 3,434.00	\$ -	\$ 2,603.44	\$ 830.56	24.2%
OTHER	\$ 20,776.00	\$ (42.22)	\$ 24,142.12	\$ (3,366.12)	-16.2%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ (54.83)</b>	<b>\$ 49,599.26</b>	<b>\$ 1,950.74</b>	<b>3.8%</b>

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 15,324.00
IN KIND (SHORT)/LONG	\$ 2,436.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ -	\$ 293,300.00	\$ -	0.0%
SUPPLIES	\$ 16,000.00	\$ (512.52)	\$ 16,000.00	\$ -	0.0%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 90.00	\$ 37,524.97	\$ 6,060.03	13.9%
FACILITIES	\$ 48,291.00	\$ 18,000.00	\$ 31,521.61	\$ 16,769.39	34.7%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 17,577.48</u>	<u>\$ 378,346.58</u>	<u>\$ 22,829.42</u>	<u>5.7%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 17,577.48</u>	<u>\$ 378,346.58</u>	<u>\$ 22,829.42</u>	<u>5.7%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	\$ 83,632.50				
IN KIND (SHORT)/LONG	<u>\$ (16,661.50)</u>				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 561,596.00	\$ 45,698.65	\$ 516,073.03	\$ 45,522.97	8.1%
BENEFITS	\$ 367,375.00	\$ 26,109.84	\$ 297,513.67	\$ 69,861.33	19.0%
OUT OF AREA TRAVEL		\$ -	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 2,079.06	\$ 25,105.57	\$ 7,954.43	24.1%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,126.00	\$ 35,689.39	\$ 136,152.87	\$ 14,973.13	9.9%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,113,157.00</b>	<b>\$ 109,576.94</b>	<b>\$ 974,883.56</b>	<b>\$ 138,273.44</b>	<b>12.4%</b>
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,462.77	\$ 73,103.06	\$ 3,415.94	4.5%
<b>GRAND TOTAL</b>	<b>\$ 1,189,676.00</b>	<b>\$ 116,039.71</b>	<b>\$ 1,047,986.62</b>	<b>\$ 141,689.38</b>	<b>11.9%</b>
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 458,128.50				
IN KIND (SHORT)/LONG	\$ 160,709.50				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 30.32	\$ 579.17	\$ 117.18	\$ 726.67	\$ 6,070.78

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 12,650.00	\$ 12,210.30	\$ 19,776.47	\$ (7,126.47)	-56.3%
SUPPLIES	\$ 1,480.00	\$ -	\$ 395.11	\$ 1,084.89	73.3%
OTHER	\$ 14,797.00	\$ 3,081.00	\$ 9,159.13	\$ 5,637.87	38.1%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 15,291.30</b>	<b>\$ 29,330.71</b>	<b>\$ (403.71)</b>	<b>-1.4%</b>
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 14,047.00				
IN KIND (SHORT)/LONG	\$ 6,815.00				





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**CALL TO ORDER:** 2:41 p.m. Steve Kohntopp

**ATTENDING:**

Commissioners:

Steve Kohntopp  
Cally Grindstaff  
Mike Williams

College Administration:

Jeff Harmon, Vice President of Finance & Administration  
Dr. Michelle Schutt, Vice President of Student Services  
Kristy Carpenter, Controller  
Jason Ostrowski, Dean of Students  
Jack Nelsen CSI Board of Trustee

**APPROVAL OF AGENDA:** The agenda was approved on MOTION by Steve Kohntopp Affirmative vote was unanimous.

**MINUTES:** The minutes of the March 2017 meeting were approved by Cally Grindstaff and affirmed by Mike Williams.

**NEW BUSINESS:**

1. Jeff Harmon gave an overview of the new dormitory project including layout options and the new kitchen/dining hall. Renovation of the existing dorms was also discussed. Jeff Harmon relayed his meeting with Planning and Zoning, in which he asked the City of Twin Falls to amend CSI's existing PUD to increase the height restriction from 30 feet to 50 feet.
2. Jeff Harmon reviewed the highlights from the presentation from Piper Jaffray, and led the discussion for CSI to issue bonds; the main topic of conversation was developing a financial team to put together the bond issuance. The Idaho based team would include a Financial Advisor, Bond Underwriter, and Bond Attorney.
3. A MOTION was made by Mike Williams for CSI Administration to assemble and contract with a financial team from Idaho including a Financial Advisor, Bond Underwriter, and Bond Attorney and proceed with the process of issuing revenue bonds for new Student Residents Housing and remodeling of existing student housing. Affirmation vote was unanimous.

**ADJOURNMENT DECLARED:** 3:04 p.m.

12.7.2017

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Jeffrey M. Harmon, Vice President of Finance & Administration

## PROPOSED UPDATES TO P&P MANUAL – FALL 2017

Chris Bragg suggests we replace:

### 1.07 PURPOSES (Rev: 5/17)

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

With:

### 1.07 CORE THEMES (Rev: 9/17)

**Community Success:** As a community college, we are committed to responding to the diverse needs of the communities we serve and to taking a leadership role in improving the quality of life of the members of those communities.

**Student Success:** As an institution of higher education, we exist to meet the diverse educational needs of the communities we serve. Above all institutional priorities is the desire for every student to experience success in the pursuit of a quality education.

**Institutional Stability:** Sustainable community and student success can only come from a solid institutional foundation. The stability of our institution is dependent upon ensuring that we have adequate capacity and resources to ensure the effectiveness of our operations.

**Rationale:** The Purposes are a holdover from a previous strategic planning process and the Core Themes reflect the current plan

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### Proposed updates to existing policies

### 2.03 RECRUITING, HIRING, AND JOB POSTING PROCEDURES (Rev: 4/17)

New and replacement positions will be advertised through the Human Resources (HR) Department. CSI encourages professional development of our employees, facilitating internal hires when practical.

**Internal Hire:** In most instances, a job announcement will be sent by email to all employees and posted on the CSI Employment Website as internal only for at least one week. This provides an opportunity for current employees that wish to move to another position with the same classification to apply; i.e., Administrative Assistant I to another Administrative Assistant I. Application will be made to the job announcement through the Applicant Tracking System (ATS). When an employee applies and is selected to another position in the same pay grade this may result in a pay increase. Deviations from this policy must be approved.

**Promotion:** When a classified employee applies and is selected to a position in a higher pay grade, CSI will account for experience, compression, and market factors in assigning a salary. However, supervisors



must consider and compare the hourly rates of other employees in the same pay grade. HR will assist with this process.

**External Hire:** All applicants must apply through the ATS system. An applicant is someone that applies for a specific job opening and meets the job's minimum requirements. Unsolicited applications for instructional positions will be acknowledged by HR and forwarded to the proper department chair where they may be retained towards potential part-time faculty positions. Head Start has separate recruitment and hiring processes and will not be required to participate in this may follow a different process.

~~Position openings will be announced by E-mail. All applicants seeking employment at CSI should apply online unless otherwise instructed by the job announcement. The HR Department will accept application materials through the Employment Website for currently advertised openings only. Current employees applying for either public or internal only positions must also apply through the Employment Website. Retired employees are welcome to apply for position openings. It is the responsibility of the applicant to be aware of and submit all the necessary materials for each specific opening of interest.~~

Idaho Law provides veteran's preference be given to individuals who have been in active service of the United States during a recognized war period or other recognized conflicts as defined by federal law. Veteran's preference is also provided for individuals who have served on active duty in the armed services at any time, have been discharged honorably, and who have a present service connected disability of 10% or more. Veteran's preference is considered into the final outcome of the interview process and may improve a veteran's position on a list of qualified candidates. Preference is given only for initial appointment and not for promotions. Veteran's preference does not mandate an interview or guarantee employment. To be eligible for veteran's preference you must be a resident of Idaho when the application for employment is made.

It is important that The supervisor of any new employee will immediately forward the details of hiring to HR. It is also important that the New employees must both successfully pass a background screening and complete the necessary payroll forms in HR. Both of these actions must take place before a new employee can receive a paycheck.

The College of Southern Idaho is an equal opportunity employer. *The college subscribes to the policy of providing equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, religion, gender, age, sexual orientation, national origin, pregnancy, or disability in accordance with the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990.*

### 3.05 EXEMPT/NON-EXEMPT STATUS & OVERTIME (Rev: 1/06)

The College is subject to the Federal Fair Labor Standards Act. For covered non-exempt (classified) employees, time worked in excess of 40 hours during the workweek must be compensated at the rate of time and one-half. Compensation may be in the form of either wages or compensatory time. If a non-exempt employee works over 40 hours in one week, they are given compensatory time off at the rate of one and one-half hours for each hour of overtime to be taken any time prior to the close of the pay period in which the week of overtime ends. Compensatory time may be carried forward past the pay period with the permission of the supervisor. **Compensatory time earned and/or accrued must be utilized before vacation time can be used.** Overtime will only be paid under unusual circumstances and with the approval of both the supervisor and the President. For the purpose of calculating overtime, the College defines the workweek as Monday through the end of the day on Sunday. Strict record keeping by the supervisor is a must. All compensatory time must be pre-approved by the supervisor in writing. A compensatory time form may be obtained from the HR Payroll Office.



Excepted from this law are exempt employees of the College who are executive, administrative, professional, or instructional staff for whom these standards apply:

- Primary duties are executive, administrative, professional, or instructional
- Meet a minimum base pay requirement
- Devote no more than 20% of their time to non-exempt work

Job descriptions and pay are the basis for determining exempt and non-exempt status. Please contact HR for additional information or to request a classification change.

#### **4.08 RETIREMENT SYSTEM & SICK LEAVE (Rev: 1/14)**

The College is required by Idaho Code to pay PERSI a percentage of an employee's payroll. This provides a benefit to qualified retiring employees (PERSI and ORP), whereby an amount equivalent to one-half the dollar value of accumulated sick leave at time of retirement (up to a total of 600 hours maximum at current hourly rate upon retirement) would be credited to an account with PERSI and used to pay health insurance premiums for the retired employee enrolled in the retiree health plan or Medicare supplement. See the Payroll Manager for more information.

#### **5.01 STAFF ANNUAL (VACATION) LEAVE (Rev: 1/12)**

Regular full-time twelve-month employees may earn annual (vacation) leave. The annual leave for twelve-month benefited employees who work less than 37.5 hours per week will be pro-rated.

The earning rate is governed by the length of time the employee has been employed by the College (to a maximum of twenty days for non-exempt employees and 25 days for exempt employees). The first year of base rate will be established by the administration of the College at the time of employment. Full-time non-exempt employees (staff) accrue vacation leave at a rate of 10 days per year; full-time exempt employees who are not faculty (executive, administrative, and professional) accrue vacation at a rate of 15 days per year. Starting the sixth year of employment, vacation accrual increases one day each year for the next succeeding ten years and will then remain constant unless determined otherwise by the administration. The date the employee begins work determines the start of earning. On December 31<sup>st</sup> of each calendar year any vacation leave balance exceeding 240 hours balance over 240 hours for each individual employee will be forfeited by the employee and will be written off of the accrual.

Compensatory time earned and/or accrued must be utilized before vacation time can be used.

Except in emergency situations, use of annual leave must be scheduled well in advance of the time desired in order to permit the minimum of disruption in the work routine of the department and must be approved by the immediate supervisor of the employee. It is the responsibility of the person taking leave to initiate the reporting procedure by completing and submitting a request for use of vacation leave form.

Use of vacation time is reported in hours. An employee working a 7.5-hour day would report a full day off as 7.5 hours. An employee working an 8-hour day would report a full day off as 8 hours. All faculty should report 8 hours on their leave slips if they are gone a full day. An employee's CSI employee number must also be noted on the leave slip rather than the Social Security number formerly required. This number appears in the upper left-hand of each paycheck stub.

Unused vacation time and compensation time will be compensated the month following termination or retirement of an employee of the College of Southern Idaho.

Vacation leave over your accumulated amount will be deducted from your paycheck.



When the President grants administrative leave with pay such as an early closure prior to a holiday, a person may not use such administrative leave instead of scheduled vacation time off. If a person works when the College is given administrative leave with pay, compensatory time is earned.

See also **5.03 Sick Leave** with regard to reinstated employees and seniority on accrual for vacation.

**Updated 6/2017 by HR/Payroll and to be approved**

#### **5.02 PERSONAL LEAVE (Added: 6/17)**

Personal leave for reasons of personal convenience may be granted to faculty and staff that do not earn vacation leave upon approval of the supervisor for up to three days per academic year. The employee must notify his/her supervisor in advance of the proposed days away, and arrangements must be made for the coverage of missed classes if the employee is a faculty member.

An extended personal leave for reasons other than personal convenience may be granted upon approval of the President, provided that no compensation is paid during such leave, except as noted in other sections of the leave policy. All extended personal leaves in excess of 30 work days must be approved by the Board of Trustees. Re-employment rights to the same position are protected. Such leave shall not exceed one year in duration.

**Updated 9/2017 per Payroll to be approved**

#### **5.03 SICK LEAVE (Rev: 1/15)**

Sick leave is an insurance against loss of pay because of illness or accidents. Sick leave is earned by regular full-time employees of the College at the rate of eight hours per months worked. Sick leave for eligible employees working less than 40 hours per week will be pro-rated.

Sick leave may be used in the event of illness, death in a family, or other medical situation and coordinated with your supervisor. Sick leave is not intended to be used indiscriminately. Consistent with the Family Medical Leave Act, the employee may be asked for medical certification. Sick leave is not payable upon termination of employment.

Sick leave absences must be submitted to supervisors on a Request for Use of Leave slip and then forwarded to the Human Resources Office for posting. Accumulated sick leave is posted on your check or direct deposit stub. Accumulated sick leave can be accessed online at your *MyCSI* account.

Use of sick leave shall be reported in hours. Any sick leave over your accumulated amount will be charged against annual leave. If no annual leave has been accumulated, then sick leave over your accumulated amount will be deducted from your paycheck.

~~The college cannot accept transfer of previously earned sick leave balances from other PERSI employers. There is no provision in PERSI statutes authorizing transfer of sick leave between a community college district and a school district, city municipality, or state entity to be used in the sick leave program.~~

**As of July 1, 2016, Statute 67-5333A allows an employee to transfer all accrued unused sick leave from a public education entity to a state educational agency (or vice versa) provided the employee commences employment at the new employer immediately following termination from the old employer.**

Reinstated Leave: Employees rehired as of 1/1/14 to a full-time position within 3 years of termination and possessing 5 years of previous service will have their sick leave balance reinstated. Employees rehired into a full-time position within 6 months of termination from a prior full-time position will keep their



seniority on accrual for vacation. If rehired after six months of termination, vacation accrual earnings will start at the same rate as a new hire.

For information regarding converting accumulated sick leave at retirement to cover health insurance premiums, see [4.08 Retirement System & Sick Leave](#).

#### **5.06 DISABILITY LEAVE (Rev: 2/00)**

In the event of a sustained illness or disability, short-term disability insurance (~~paid leave~~) is available following ~~a 30 day waiting period~~ ~~the use of accumulated sick leave~~. Long-term disability is available after short-term disability ends.

#### **5.07 NON-QUALIFYING FMLA MATERNITY LEAVE (Rev: 6/14)**

~~Maternity leave follows FMLA regulations for employees who qualify. Please refer to the [Family Medical Leave Act](#) (above).~~

Employees who do not qualify for FMLA ~~must use all paid leave first and then~~ may take up to ~~an~~ ~~additional~~ 6 weeks of unpaid job protected ~~maternity~~ leave which cannot be used intermittently. At the end of the approved leave employees must return to their full-time position or employment may be terminated.

#### **6.05 DUE PROCESS PROCEDURE (Added: 7/08)**

All full-time professional and classified employees (faculty see faculty handbook) are entitled to due process before the College makes any decision to impose any disciplinary sanction or involuntary transfer, dismissal, suspension, or demotion as set forth in Section 67-5315(2) Idaho Code. Due Process requires the College to provide the employee with a notice of the contemplated action, the basis or reason for contemplated action, and explanation of the evidence supporting the contemplated action, and an opportunity to be heard before a decision is made. Any College department considering disciplinary action must contact Human Resources to review the recommended action and documentation and to assist with implementing appropriate action.

##### **Step One: Notice**

Notice of the Contemplated Action: The Dean, Department Director or Vice President will provide an explanation and a recommendation for action to Human Resource for review based on information from the immediate supervisor, if applicable. A notice of contemplated action will be prepared by Human Resource with the assistance of the appropriate supervisor. The employee will be placed on leave during this period pending an outcome.

Contents of the Notice of Contemplated Action must include:

1. Action contemplated; i.e., dismissal, suspension, demotion, or involuntary transfer
2. Reason for this action
3. An explanation of the information or evidence pertinent to the contemplated action
4. The time frame for the response

##### **Step Two: Opportunity to Respond**

A professional or classified employee who receives a notice of contemplated action is entitled to an opportunity to respond in writing. This step provides the employee an opportunity to respond to the notice and present his or her reason(s) why the contemplated action(s) should not be taken. The employee must act upon the opportunity to respond within the time indicated in the notice, otherwise the opportunity is deemed waived by the employee. The response, if any, shall be provided by the employee to the Director of Human Resources.

Time Period to Respond: The notice of contemplated action provides a set time period of up to ten (10) working days within which an employee may respond after the receipt of notice. The College may not extend the time period for a response, unless both the College and employee agree to file an extension in writing.

Right to Representation: The law provides an employee with the right to be represented by a person of his or her choosing during the opportunity to respond.

### Step Three: College's Decision

The College Administration, or their designee shall make and implement the final decision and the Director of Human Resources shall notify the employee of the final decision no later than ten (10) working days after the employee has responded in writing, failed to respond, or otherwise waived his or her right to respond in writing. The College's final decision will be sent or delivered to the employee and a copy will be concurrently placed in the employees personnel file.

The Due Process Procedure is completed when the Director of Human Resources or designee notifies the employee of the College's decision. If a disciplinary sanction or involuntary transfer is imposed, it may be implemented immediately.

~~The employee has the right to appeal the College's disciplinary decision to the President of the College within thirty five (35) days.~~

### Optional Mediation Step

The Dean, Department Director or Supervisor and employee may mutually agree to engage in mediation after notice of contemplated action has been sent during the Due Process Procedure. If both sides agree, the time limitations for the opportunity to respond and the department's decision will be suspended pending mediation. Mediation is not possible unless the Dean, Department Director or Supervisor and employee agree. Human Resources can assist in identifying a mediator.

---

Remove these two sections completely

## 5.08 PATERNITY LEAVE (Rev: 2/03)

Please refer to the [Family Medical Leave Act](#) (above).

## 6.35 CELLULAR COMMUNICATION DEVICES (Rev: 1/12)

### [Cellular Communication Agreement Form](#)

**Purpose:** To establish a cellular communications device policy for the College of Southern Idaho.

#### **Policy Statement**

In general, the College of Southern Idaho (CSI) will not own cellular communications devices or carry cellular communications device contracts for permanent assignment to individual employees. Employees whose job duties require the frequent use of cellular communication devices will be given a taxable monthly allowance to compensate for business use of their personal cellular communication device.

#### **Allowance**

1. The College will determine if positions require cellular communications, and if so, to what extent. Job Descriptions must reflect the identified requirements.
  - The College of Southern Idaho reserves the right to change or withdraw the allowance at any time.



- Allowances will be calculated for a one-year term and will be paid monthly. A three-tier reimbursement system will apply and the following services can be included based on job description requirements: phone, broadband, home internet, etc. The rates will be as follows:

Tier I-\$70  
Tier II-\$40  
Tier III-\$20

2. Employees whose duties do not necessitate frequent use of a cellular communications device may submit copies of their pertinent bills through their supervisor to CSI Accounts Payable detailing use for reimbursement of infrequent business use of their personal device.

### **Employee Procedures**

1. Employees should meet with their supervisors to determine if the job description provides for a cellular communications device and what Tier would be most appropriate. Employees should then complete a Mobile Communications Agreement, obtain their supervisor's signature, Vice President's signature and submit the Agreement to Human Resources.

### **Supervisor Procedures**

1. Supervisors should work with employees to determine that an appropriate Tier allowance has been established for the position. Thereafter, supervisors are responsible for ensuring that business use is commensurate with the monthly allowance.
2. In the event an employee is terminated or is otherwise ineligible for the allowance, the supervisor must inform Human Resources within three (3) business days.

---

Proposed New:

## **CONFIDENTIALITY POLICY**

### **Policy brief & purpose**

This policy is intended to explain how we expect our employees to treat confidential information. Employees may unavoidably receive and handle personal and private information about clients, partners and our company. We want to make sure that this information is well-protected.

We must protect this information for two reasons. It may:

- Be legally binding; i.e., sensitive student or employee data
- Constitute policy that is related to higher education or our college specifically

### **Scope**

This policy affects all employees and students, including board members, and volunteers, that may have access to confidential information.

### **Policy elements**

Confidential and proprietary information is secret, valuable, expensive and/or easily replicated. Common examples of confidential information are:



- Unpublished financial information
- Student or employee lists (existing and prospective)
- Data entrusted to the College by external parties
- Tuition/marketing and other undisclosed strategies
- Documents and processes explicitly marked as confidential
- Unpublished goals, forecasts and initiatives marked as confidential

Employees may have various levels of authorized access to confidential information.

#### **What employees should do:**

- Lock or secure confidential information always
- Shred confidential documents when they're no longer needed
- Make sure they only view confidential information on secure devices
- Only disclose information to other employees when it's necessary and authorized
- Keep confidential documents inside our company's premises unless it's necessary to move them

#### **What employees should not do:**

- Use confidential information for any personal benefit or profit
- Disclose confidential information to anyone outside of the College
- Replicate confidential documents and files and store them on insecure devices
- When employees stop working for the College, they are obliged to return any confidential files and delete them from their personal devices.

#### **Precautionary Measures**

We'll take measures to ensure that confidential information is well protected, including but not limited to:

- Store and lock paper documents
- Encrypt electronic information and safeguard databases
- Ask employees to sign non-disclosure agreements (NDAs)
- Ask for authorization by administration to allow employees to access certain confidential information

#### **Exceptions**

Confidential information may occasionally have to be disclosed for legitimate reasons. Examples are:

- If a regulatory body requests it as part of an investigation or audit
- If the College examines a venture or partnership that requires disclosing some information (within legal boundaries)

In such cases, HR will instruct how employees involved should document their disclosure procedure and collect all needed authorizations. We're bound to avoid disclosing more information than needed.

#### **Disciplinary Consequences**

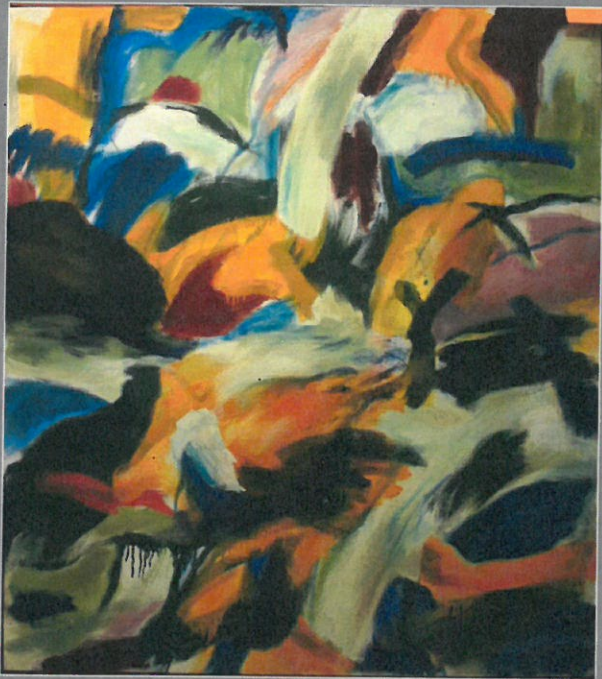
Employees who do not respect the College's confidentiality policy will face disciplinary and, possibly, legal action.

The College will investigate every breach of this policy. We'll terminate any employee who willfully or regularly breaches our confidentiality guidelines for personal profit. We may also have to punish any unintentional breach of this policy depending on its frequency and seriousness. We'll terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

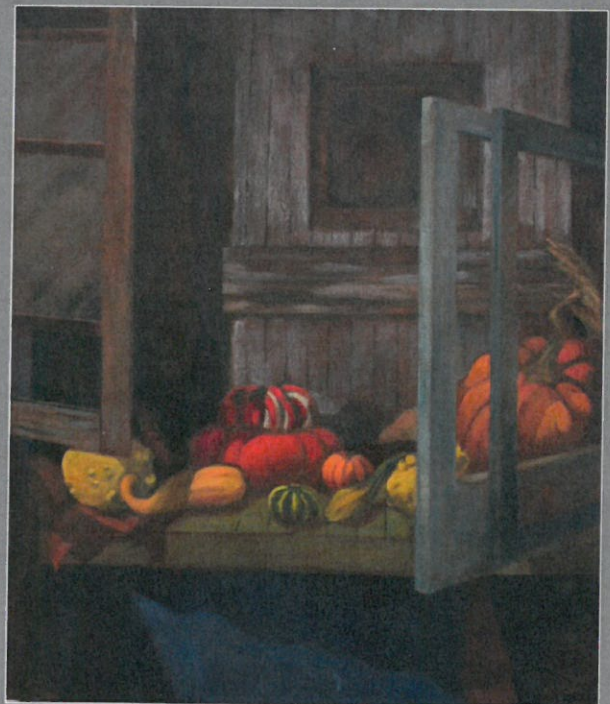
This policy is binding even after separation of employment.

Wilma Rudeen  
Inventory  
12/6/2017

Donated by Dr. Scott Rudeen



Untitled Abstract 336  
oil or acrylic on canvas

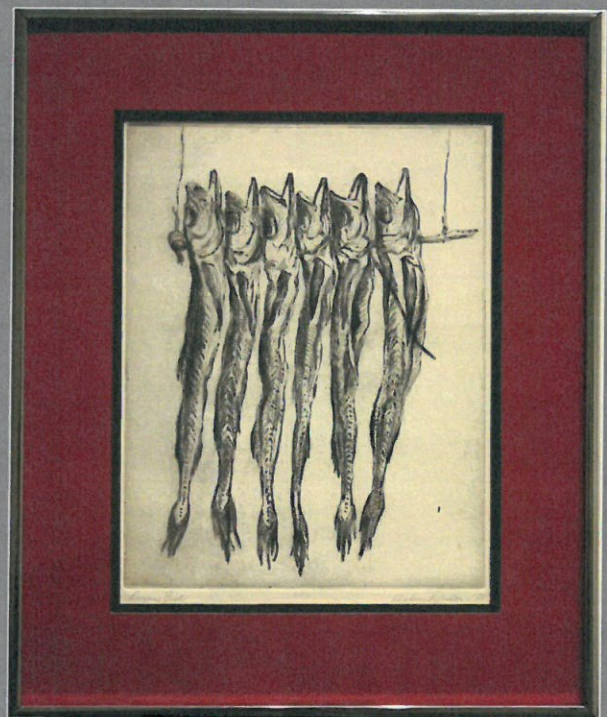


Untitled Still Life With Pumpkins  
oil on canvas





Abstract 333  
oil on canvas  
1964



Drying Fish  
drypoint etching  
1975



Untitled Abstract (small)  
oil on canvas



Desert Castles  
drypoint etching





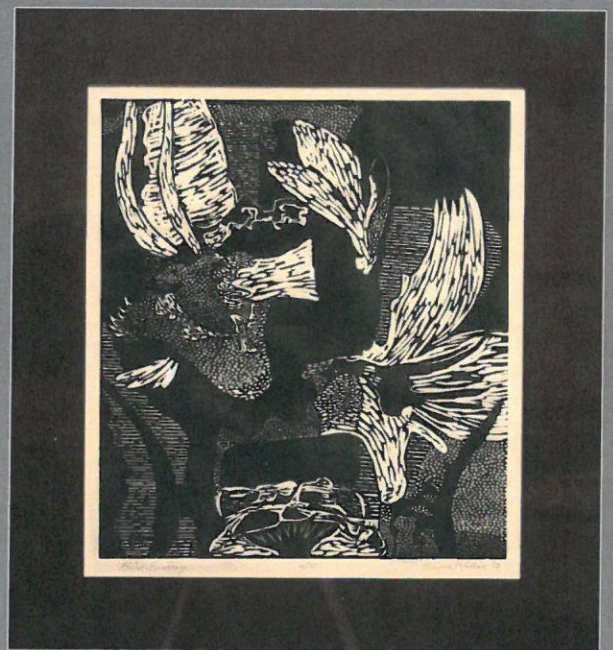
Transmutation  
etching  
1975



Magic Land  
etching



Mountains  
linocut  
1987



Bird Fantasy  
linocut  
1983





Untitled Leaf Forms  
oil on board



Formation of the Elements  
oil on canvas  
1964



Untitled Self Portrait  
charcoal/pastel



Still Life With Shells  
mixed media





Untitled Abstract 324  
oil on canvas  
1964



Untitled Landscape  
oil on masonite



Untitled Cityscape  
oil on masonite



Untitled Abstract  
unidentified etching technique





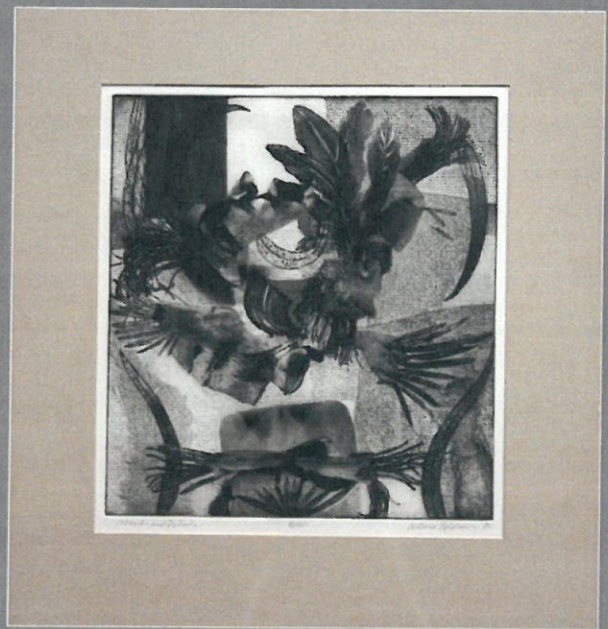
Untitled Abstract  
oil on canvas  
ca. 1964



Untitled Draped Fabric Abst. 353  
oil on board  
1955



Untitled Farm Scene  
graphite on paper  
1964



Masks & Fetishes  
intaglio etching  
1983





Paths in the Garden  
lithograph



Nocturnal Flight  
lithograph(?)  
1986



Untitled  
oil on canvas



Untitled Still Life  
oil on canvas



Jack Stephens Donation  
Masks & Headdresses  
(most items are from Central Africa)



Karamojong  
Beaded Cap



Horned Mask on stand



Shell Mask  
(Central Africa)



Dan Mask on stand  
(Ivory Coast)



Ram Mask



Round Mask  
w/ Metal



Gourd Mask  
w/ Goat Horns



Himba Headdress on stand  
(woman's costume w/ ochre)



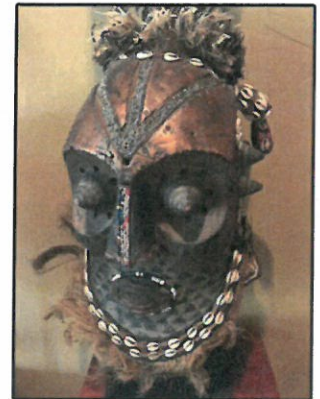
## Masks & Headdresses Cont.



Cult Monkey Wooden Mask  
(Ivory Coast)



Woven Mask  
w/ gold crescent



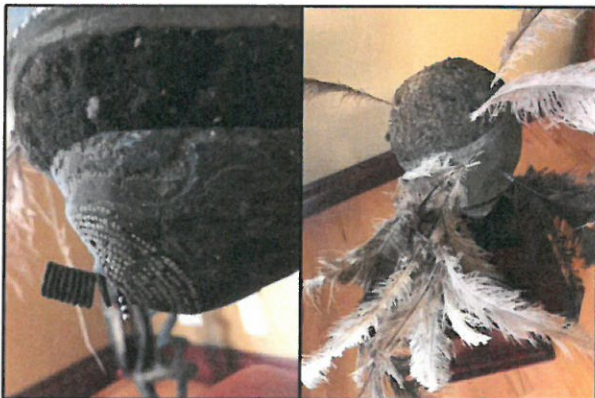
Copper Mask  
w/ shell ornaments



Bronze Headdress/Hat  
(Congo)



Elephant Mask  
(Cameroon)



Ostrich Feather Skull Cap  
on stand



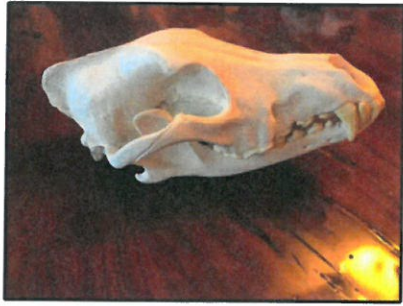
Wooden Mask  
(Inuit/Eskimo)



Wooden Mask  
(Inuit/Eskimo)



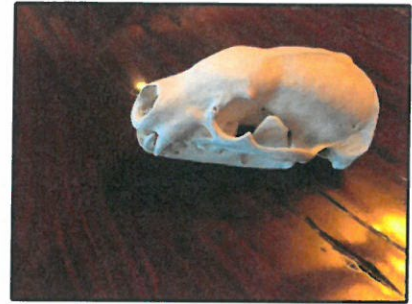
# Natural History Specimens



Black Bear Skull



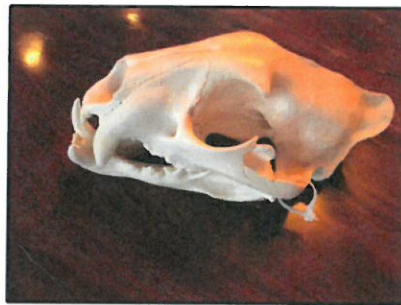
Brown Bear Skull



Badger Skull



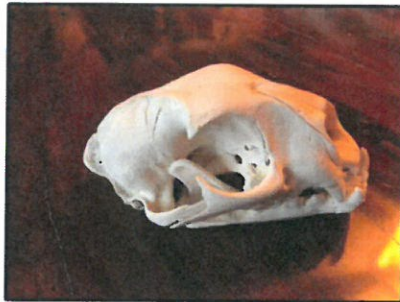
Lion Skull



Leopard Skull



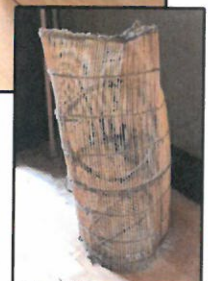
Wolf Skull



Mountain Lion Skull



Ammonite Fossil



Ulu Slate Knife/Scraper

## Miscellaneous

Fish Trap (Mozambique)



# Ornaments and Misc. Objects



Brass Combs  
w/ figures



Maasai Bracelet



Brass Bracelet



Mbra Cult Monkey  
(Baule, Ivory Coast)



New Guinea  
Feather Headdress & Skirt



Ceremonial Brass Drum  
(Congo)



# Baskets & Containers



Zulu Basket



Pot w/ wire ornamentation



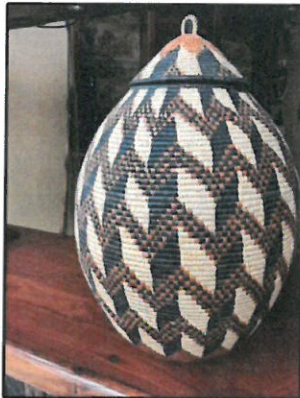
Ethiopian  
Leather Jug



Lidded Pot  
(Uganda)



Gourd Pot  
w/ carvings, horn, and figures



Medium Zulu Basket



Small Zulu Basket



Large Zulu Basket

# Weapons



Kuba Spear



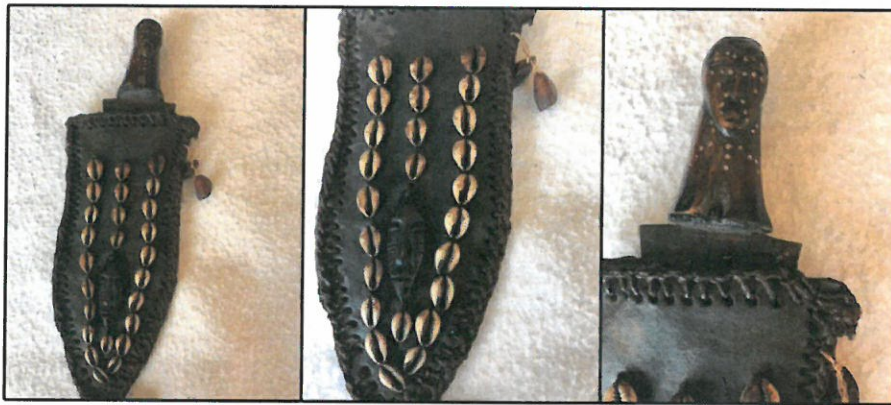
Kuba Spear



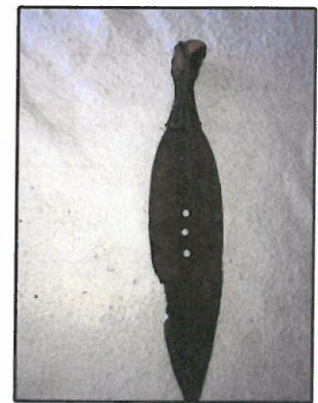
Congo Spear



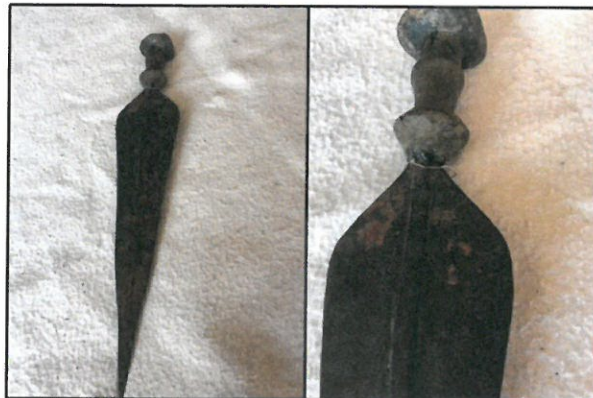
Congo Spear



Carved Wooden Handled  
Knife & Sheath  
w/ shells



Old Knife



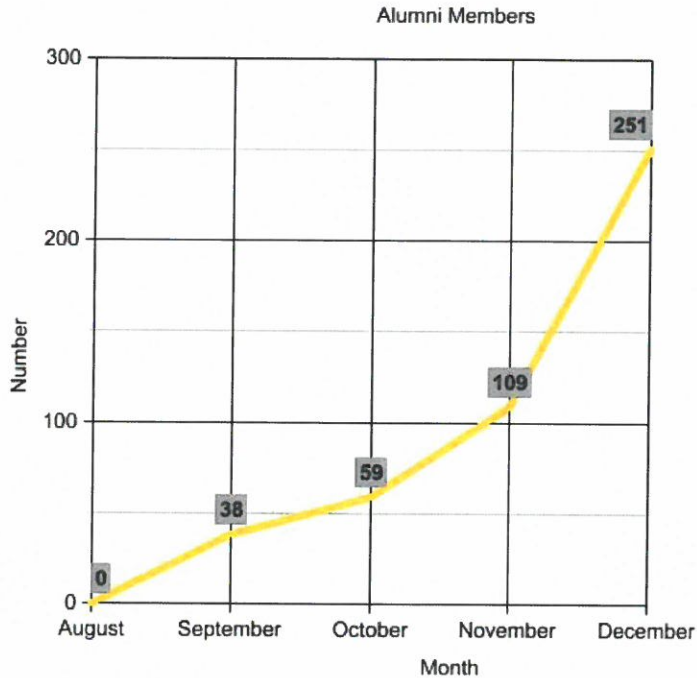
Old Knife



# Alumni Association Report

## Membership

Total numbers: 251



## Alumni Mentor Program

Mission:

To facilitate meaningful mentor relationships between experienced alumni, recent graduates, and current students with a focus on community building, character development, and career advancement.

Alumni Mentors: 101

Students: 70

## Communication

Newsletter: Email [Rabbott@csi.edu](mailto:Rabbott@csi.edu) to receive

Facebook: College of Southern Idaho Alumni

Website: [Csi.edu/alumni](http://Csi.edu/alumni)