COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES

January 22nd, 2008

EXECUTIVE SESSION
5:00 p.m.
Taylor Building – President's Board Room

BOARD OF TRUSTEES MEETING
5:30 p.m.
Taylor Building – SUB 248

AGENDA

MINUTES – EXECUTIVE SESSION OF DECEMBER 17, 2007: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF DECEMBER 17, 2007: (A) *Mike Mason*

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

MILEAGE RATE REIMBURSEMENT: (A) *Mike Mason*

HEAD START REPORT: (I) *Mike Mason*

INFORMATION SECURITY POLICY APPROVAL: (A) *Monty Arrossa*

SABBATICAL REPORT: (I) *Raquel Arenz*

LEGISLATIVE UPDATE: (I) *President Beck*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JANUARY BOARD OF TRUSTEES MEETING
JANUARY 22, 2008

CALL TO ORDER: 5:48 p.m.   Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr. Charles Lehrman,
      Dr. Allan Frost, Donna Brizee and Dr. Thad Scholes

      College Administration: Gerald L. Beck, President
            John M. Mason, Secretary/Treasurer
            Robert Alexander, College Attorney
            Dr. Claudeen Buettner, Executive Vice President and
                  Chief Academic Officer
            Dr. Edit Szanto, Vice President of Student Services
                  and Planning and Development
            Dr. Ken Campbell, Dean of Technology
            Dr. Cindy Bond, Instructional Dean
            Dr. John Miller, Instructional Dean
            Dr. Mark Sugden, Dean of Health and Human Services
            Todd Schwarz, Instructional Dean
            Graydon Stanley, Dean of Students
            Monty Arrossa, Director of Human Resources
            Randy Dill, Physical Plant Director
            Curtis Eaton, Advisor to the President
            Doug Maughan, Public Information Director
            Kathy Deahl, Administrative Assistant to the
                  President

CSI Employees: Jeff Harmon, Deb Wilson, Raquel Arenz, Elaine
      Bryant

Visitors: Lexi Scanlon, Andy Arenz, Lois Lehrman and Barbara
      Beck

Faculty Representative: Becky Brown

PACE Representative: Cindy Flowers and Dannette Starr

Times News: Andrea Gates

MINUTES OF THE REGULAR SESSION AND EXECUTIVE SESSION OF
DECEMBER 17, 2007 were approved on MOTION by Dr. Allan Frost.
Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was approved on
MOTION by Dr. Thad Scholes.   Affirmative vote was unanimous.

PRESIDENT'S REPORT:

1.   The mileage reimbursement rate was increased from
thirty seven cents per mile to forty cents per mile
effective February 1, 2008 on MOTION by Dr. Charles
Lehrman.   Affirmative vote was unanimous.

2.   The Board accepted the monthly Head Start report on
MOTION by Dr. Thad Scholes.   Affirmative vote was
unanimous.   The Board was informed that currently proposed
funding cuts and increased costs for health insurance will
likely result in a reduction of the number of Head Start
children served next year.

3.   Monty Arrossa and Dr. Ken Campbell explained the new
Information Security Policy.   The Board approved the policy
on MOTION by Donna Brizee.   Affirmative vote was unanimous.

4.   President Beck introduced Raquel Arenz who gave a report
on her sabbatical.   Ms. Arenz traveled to fourteen Latin
American countries with her two children.   She documented the
trip with pictures and has created an extensive PowerPoint
presentation entailing the cultural experience.   She said the
trip was very beneficial and thanked the President and Board
for the opportunity.

5.   Dr. Ken Campbell demonstrated a student services kiosk he
and his staff put together.   The touch screen system is
dedicated to providing financial aid, records and business
office information to students.   We are considering various
locations on campus and in the community to put these kiosks.

6.   President Beck presented a legislative update to the
Board.   The college's Joint Finance and Appropriations
Committee presentation was well received.   President Beck
advised the committee that we had hired the staff they funded
in last year's appropriation and currently had three hundred
nursing students in registered and practical nursing training.

6. (continued) He also stated that our new health science and human service building was progressing and would be LEED's (Leadership in Energy and Environmental Design) certified. Both of our fiscal year 2009 decision units, high school dual credit in smaller schools and expanded internet courses, generated a significant amount of discussion. Community college legislative proposals for increasing our liquor fund appropriation and increasing the tuition cap were progressing.

7. President Beck reported the following:
    a. President Beck made a presentation to the Buhl Chamber of Commerce and was planning to speak to several other service clubs. One area that he will be speaking about is the tuition cap legislation.
    b. A retreat is being planned for the Board and selected administrators.
    c. In president's council and across the state, dual credit is a big issue.
    d. President Beck has been engaged in several discussions with local Idaho State Board member Laird Stone concerning a charter school's request to utilize space that we currently occupy on the campus of the Idaho State School for the Deaf and the Blind.
    e. The College of Western Idaho in Boise continues to develop. They plan on offering academic classes in the fall of 2009.
    f. The legislative luncheon held on Monday, January 21, 2008 in Boise was well attended by legislators. The annual luncheon, hosted by the College of Southern Idaho and North Idaho College, was highlighted by presentations from students. Student body president Lexie Scanlon did an outstanding job for the College of Southern Idaho.
    g. Options concerning the design of the new entryway by the softball field for North College Road were given to the Board.
    h. Dr. Claudeen Buettner was thanked by the Board and President for all she had done for the College of Southern Idaho over the last thirty five years. Chairman Craig and the Board wished her well and a great trip to Australia.
    I. President Beck announced that there would be an open house for Dr. Buettner on Friday, January 25, 2008 from 3:00 to 5:30 pm.

ADJOURNMENT was declared at 6:45 p.m.
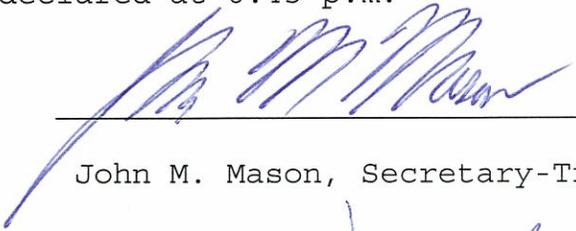
_____
John M. Mason, Secretary-Treasurer

Approved: February 25, 2008

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Chairman

January 14, 2008

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

From: Mike Mason

Re: Mileage Rate Reimbursement

On October 1, 2005, the College mileage reimbursement rate was increased from 32 cents per mile to 34 cents per mile. Effective July 1, 2006, we increased the rate to 37 cents per mile. The increase was primarily attributed to high fuel prices. The State of Idaho reimbursement rate increased from 48.5 cents per mile to 50.5 cents per mile effective January 1, 2008.

Based upon fuel prices and input from supervisors, I am recommending that we increase our mileage reimbursement rate from 37 cents to 40 cents per mile. On an institutional basis, we have grant funded programs that have to balance mileage costs with the amount of service they can provide. This limited increase will allow these programs to continue to provide service while still providing some relief from higher vehicle operating costs.

It is my recommendation that the increased reimbursement rate of 40 cents per mile be effective for travel after February 1, 2008.

SOUTH CENTRAL HEAD START

Budget Impact 2008

SALARY COSTS:

SALARIES -	$ 9,357.30	Per day for all employees
FRINGE -	1,785.20	Per day for all employees
TOTAL SALARIES & FRINGE	$ 11,142.50	Per day for all employees
		(DOES NOT INCLUDE INSURANCE)

INSURANCE COSTS:

2007	$ 7,125.00	Per year per employee
2008	9,200.00	Per year per employee **(Projected)**
Additional Cost	$ 2,075.00	Per year per employee
	x 96	Employees
	$ 199,200.00	Additional needed for full year

REVENUE CUTS:

TANF - 2006	$ 215,916.00	
TANF - 2007	197,930.00	**Ends 6/30/2008**
Federal Reauthorization	$10.6 M	Less than 2007 funding level
		NATIONWIDE
Cost to SCHS	$7,000-$10,000	Per year (Estimated0

IMPACT OF INCREASED COSTS AND DECREASED FUNDING:

Insurance increase	$ 199,200.00	
TANF cut	197,930.00	
National reauthorization cut	7,000.00	
Consumer Price Index increase	115,000.00	
TOTAL IMPACT	$ 519,130.00	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REVENUES AND/OR COMMITMENTS	BALANCE OF BUDGET	PROJECTED %	ACTUAL %
SALARIES	$ 2,317,609.00	$ 187,716.86	$ 2,437,522.47	$ (119,913.47)	$ (20,524.08)	$ (99,389.39)	100.0%	104.3%
BENEFITS	$ 1,255,579.00	$ 94,681.73	$ 1,178,823.09	$ 76,755.91	$ (8,050.25)	$ 84,806.16	100.0%	93.2%
OUT OF AREA TRAVEL	$ 4,799.00	$ 1,230.02	$ 6,430.58	$ (1,631.58)	$ (56.31)	$ (1,575.27)	100.0%	132.8%
EQUIPMENT	$ 85,083.00		$ 85,053.00	$ 30.00		$ 30.00	100.0%	100.0%
SUPPLIES								
OFFICE CONSUMABLES	$ 14,728.00	$ 1,017.10	$ 21,945.38	$ (7,217.38)	$ (85.58)	$ (7,131.80)	100.0%	148.4%
CENTER SUPPLIES	$ 49,203.00	$ 2,448.22	$ 62,840.35	$ (13,637.35)	$ (237.92)	$ (13,399.43)	100.0%	127.2%
TRAINING SUPPLIES	$ 14,960.00	$ 61.09	$ 8,641.38	$ 6,318.62	$ (374.67)	$ 6,693.29	100.0%	55.3%
FOOD	$ 14,600.00	$ (22,951.35)	$ 11,265.93	$ 3,334.07	$ (12,411.35)	$ 15,745.42	100.0%	-7.8%
CONTRACTUAL								
OTHER								
CONTRACTS	$ 59,715.00	$ 5,935.50	$ 47,225.63	$ 12,489.37	$ (1,638.25)	$ 14,127.62	100.0%	76.3%
MEDICAL	$ 14,795.00	$ 671.05	$ 17,750.00	$ (2,955.00)		$ (2,955.00)	100.0%	120.0%
DENTAL	$ 46,300.00	$ 3,950.00	25,644.79	$ 20,655.21		$ 20,655.21	100.0%	55.4%
CHILD TRAVEL	$ 70,650.00	$ 8,528.46	$ 99,851.41	$ (29,201.41)	$ (336.75)	$ (28,864.66)	100.0%	140.9%
EMPLOYEE TRAVEL	$ 46,975.00	$ 2,279.10	$ 47,440.81	$ (465.81)	$ (282.75)	$ (183.06)	100.0%	100.4%
CAREER DEVELOP	$ 4,985.00	$ (130.00)	$ 3,180.30	$ 1,804.70	$ (135.00)	$ 1,939.70	100.0%	61.1%
PARENT TRAINING	$ 9,180.00	$ 253.47	$ 6,785.48	$ 2,394.52	$ (75.50)	$ 2,470.02	100.0%	73.1%
SPACE	$ 112,474.00	$ (96,076.01)	$ 99,644.54	$ 12,829.46	$ (518.00)	$ 13,347.46	100.0%	88.1%
UTILITIES	$ 67,590.00	$ 4,986.18	$ 58,490.12	$ 9,099.88	$ (259.00)	$ 9,358.88	100.0%	86.2%
TELEPHONE	$ 40,390.00	$ 2,582.26	$ 38,180.49	$ 2,209.51		$ 2,209.51	100.0%	94.5%
OTHER	$ 44,451.00	$ (317.16)	$ 62,914.50	$ (18,463.50)	$ (158.58)	$ (18,304.92)	100.0%	141.2%
TOTAL DIRECT COSTS	$ 4,274,066.00	$ 196,866.52	$ 4,319,630.25	$ (45,564.25)	($45,143.99)	$ (420.26)	100.0%	100.0%
ADMIN COSTS	$ 272,813.00	$ 5,031.00	$ 231,825.00	$ 40,988.00	$ 40,988.00	$ -	100.0%	100.0%
GRAND TOTAL	$ 4,546,879.00	$ 201,897.52	$ 4,551,455.25	$ (4,576.25)	($4,155.99)	($420.26)	100.0%	100.0%
					(2)			
IN KIND NEEDED	$ 1,136,720.00							
IN KIND GENERATED	$ 553,829.35							
IN KIND (SHORT)/LONG	$ (582,890.65)	(1)						

(1) An additional $110,837.15 inkind has already been forwarded to the grantee for booking. We continue to collect, process, and book inkind to meet the required match.

(2) Reflected commitments are for known revenues including USDA, TANF and Jerome School District. Other commitments are being calculated and will be processed as they are known. Other adjustments will be made as needed. All revenues and expenses must be liquidated by March 31, 2008 as per federal regulations.

5.13.01   Information Security DRAFT

Employees of the College need to be aware and knowledgeable about their role and responsibilities in maintaining and securing the confidential information that are collected in various databases for institution business. All employees are expected to help keep these systems secure (e.g. by keeping passwords private) and to take adequate precautions when accessing, printing, copying and/or distributing information from the institution's databases.

Employees should make every effort to keep unauthorized users from accessing the College's network and information systems. Passwords are an important safeguard to these systems and should be kept private as well as be difficult for someone else to ascertain. Please see CSI Passwords for complete guidelines and procedures.

(1) Link on web

Of equal importance is the security of portable digital files (e.g. on laptop computers, flash drives, cell phones, etc.) transported by CSI employees. All employees need to be aware of any security issues related to their files and to take the necessary steps to make the information as secure as possible. Please see CSI Computer Data Security for complete guidelines.

(2) Link on Web

Last revised: Friday, December 14, 2007

Faculty/Staff Support

How to change your network/email password

You may change your network/email password at http://pw.csi.edu. *Note: This site does not change your MyCSI or Blackboard credentials.*

Changing Your Password from http://mail.csi.edu

You also may change your network/email password from the mail site by selecting Options - Change Password in the lower left menus.

Using a campus computer to change your network/email password

If you have already logged in a campus computer, you may change your existing password by pressing CTRL-ALT-Del on your keyboard. Select Change Password. Type in your old password, along with the new one you wish to use.

CSI Password Tips
Never tell your password to anyone, especially students!
Never write down your password.
Make your password hard to guess—do not use the name of your pet (or your kid).
Avoid using words found in a dictionary.
The more random your password, the better.
Be sure that you don't use personal identifiers in your password (like your name).

A compromised password not only puts your own information at risk—it may also expose sensitive college data and systems.

What makes up a Strong Password?

A strong password is one that's hard to crack. A strong password must meet all of the following requirements:

- Your password must be at least eight characters long.
- It must have at least one number.
- It must have at least one letter.
- It must have at least one symbol (!,@,#,$,^).
- Avoid simple variants of names or words (even foreign words), simple patterns, famous equations, or well-known values.

Coming up with a Strong Password

Coming up with a password that's both strong and easy to remember can take some creativity. Try thinking of a phrase (i.e. part of a book, poem, or song), and use it to form a password you'll remember. For example:

- "All of Gaul is divided into three main parts." would be "AoG/i3mp."
- Insert symbols (punctuation) after every third character.
- Use an upper case letter after every number.

http://myhelpdesk.csi.edu/facultystaff.htm   1/17/2008

- Press the Shift key after every other character.
- Be creative! Come up with your own system—the possibilities are endless.

Having problems remembering your password?

We have the Quest Password Reset Manager to assist you if you happen to forget your password.

In order to take advantage of this resource, you will need to complete a profile. Setting up your profile involves specifying questions and answers that only you will know. Thus, if you forget your password later, answering these questions correctly will allow you to reset your password.

To setup your profile, you will find a desktop shortcut entitled, "Quest Password Self Service" beginning next week. We request that you click on it and then follow the instructions.

②) Web Link

CSI Computer Data Security

Computer users at the College of Southern Idaho (CSI) have responsibility to safeguard the information stored and used on their systems, and limit liability due to theft or loss to the fullest extent possible. The purpose of this document is to provide guidelines and recommendations to do so.

Data Protection

CSI Information Technology Services (ITS) strongly encourages its computer users to protect the data they store and access. Particular attention should be afforded to sensitive data. Sensitive data may include any of the following:

- Personal info on individuals, including donors, volunteers, alumni, friends, faculty, students, attendees, and staff. FERPA applicable information qualifies as sensitive data.
- Confidential data that contains demographic, biographic, gift, membership, employment, academic, admissions, or financial information associated with a specific individual.

For users who must store sensitive data on their laptop:
ITS strongly recommends disk encryption software for any laptop that will be used for storing restricted or sensitive personal information. Please contact the Helpdesk x6311 to learn more about getting your laptop data encrypted.

General data protection guidelines

- **Setup a screen saver password.** This prevents unauthorized access to your computer when you step away from your desk. We recommend enabling the screen saver to kick in after 10 minutes of inactivity.
- **Lock the Door.** Keep the location of where your computer resides locked when you are away from your desk.
- **Protect Removable Media such as USB thumb drives or external hard drives.** Encrypt the media if it contains any sensitive data.
- **Shred your printouts.** Shred any papers that may contain sensitive data, such as class rosters, class schedules or other information.
- **Use caution in your Internet browsing.** Many web sites look innocent but secretly download spyware, trojans and keyloggers on your system. Internet gaming, pornographic, and peer to peer file sharing sites are notorious for "drive by" downloads. Be cautious with other sites as well: a major nationwide retailer was recently cited for pushing tracking spyware onto customer computers. Programs such as McAfee's Site Advisor (http://www.siteadvisor.com) assist Internet users by identifying rogue websites.
- **Do not share your passwords.** Don't post your password(s) where others may see them. Do not allow workstudies to get on the system using your credentials.
- **Do not allow students or family members (including children) to use your office computer.** Too often visitors are given unauthorized access to your office computer. This puts your computer, the files it contains, and the network in jeopardy. We receive many service calls asking us to clean spyware and viruses off computers where unauthorized users have downloaded rogue software.
- **Power off of your PC at the end of the day.** This helps prevent unauthorized intruders from accessing your files and the network using your credentials.
- **Perform regular backups.** Backup your My Documents folder regularly. Because of space limitations, we do not recommend you backup to the network. Use a USB hard drive or USB thumb drive instead. If you use a backup drive, do not keep it near your computer. Instead, store it in a secure location, such as a locked cabinet.

Additional guidelines for securing your laptop:

- **Protect Confidential data:** Do not download confidential data to your laptop unless you need to work on it. If the data resides on the network, leave it there – don't copy it to your local drive.

- **Encrypt your hard drive:** By encrypting your hard drive, you add another layer of data protection. Even if someone gains access to your laptop, they can't decrypt the files to see your information. Please contact the Helpdesk x6311 about getting your hard drive encrypted. This protects you, the College and our students in the event of loss or theft. The cost of encrypting the hard drive is small compared to the value of the data.

- **Use wireless with caution:** Wireless connections are notoriously insecure and easy for bad guys to sniff. This is true for wireless connections anywhere - in airports, hotels, conference rooms, Internet cafés, even at the College of Southern Idaho.

Traveling guidelines with a laptop:

- **Avoid using computer bags:** Computer bags can make it obvious that you're carrying a laptop. Instead, try toting your laptop in something more common like a padded briefcase or suitcase.

- **Never leave access numbers or passwords in your carrying case:** Keeping your password with your laptop is like keeping the keys in the car. Without your password or important access numbers it will be more difficult for a thief to access your personal and corporate information.

- **Carry your laptop with you:** Always take your laptop on the plane or train rather then checking it with your luggage. It's easy to lose luggage and it's just as easy to lose your laptop. If you're traveling by car, keep your laptop out of sight. For example, lock it in the trunk when you're not using it.

- **Keep your eye on your laptop:** When you go through airport security don't lose sight of your bag. Hold your bag until the person in front of you has gone through the metal detector. Many bags look alike and yours can easily be lost in the shuffle.

- **Avoid setting your laptop on the floor:** Putting your laptop on the floor is an easy way to forget or lose track of it. If you have to set it down, try to place it between your feet or against your leg (so you're always aware it's there).

- **Buy a laptop security device:** If you need to leave your laptop in a room or at your desk, use a laptop security cable to securely attach it to a heavy chair, table, or desk. The cable makes it more difficult for someone to take your laptop. There are also programs that will report the location of a stolen laptop. They work when the laptop connects to the Internet, and can report the laptop's exact physical location.

- **Use a screen guard:** These guards help prevent people from peeking over your shoulder as you work on sensitive information in a public place. This is especially helpful when you're traveling or need to work in a crowded area. This screen guard from Secure-It is just one example of a screen guard you could use.

- **Try not to leave your laptop in your hotel room or with the front desk:** Too many things have been lost in hotel rooms and may not be completely secure. If you must leave your laptop in your room, put the "do not disturb" sign on the door.