

AGENDA

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

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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| I. CALL TO ORDER | Chairman Mittleider
4:00PM / Taylor Building Room #276 |
| II. APPROVAL OF MEETING AGENDA | Chairman Mittleider |
| III. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| April 15, 2019 (Regular Meeting) | |
| April 26, 2019 (Special Session) | |
| Approval of Treasurer’s Report | Jeff Harmon |
| Approval of Head Start/Early Head Start Report | Mancole Fedder |
| IV. OPEN FORUM | Chairman Mittleider |
| V. UNFINISHED BUSINESS | |
| VI. NEW BUSINESS | |
| Action Items | |
| 1. Academic Integrity Disciplinary Policy Proposal | Todd Schwarz |
| 2. Grievance Policy Proposal | Todd Schwarz |
| 3. Veterinary Technician Building Architect Selection | Jeff Harmon |
| Information Items | |
| 1. IFQAL Presentation | Celia Gould |
| 2. Capital Asset Planning Update | Jeff Harmon |
| 3. Turn Key Medical, Inc. Donation | Jayson Lloyd |
| 4. Nursing Accreditation Results | Jayson Lloyd |
| 5. Office of Instruction & Academic Affairs Annual Report | Todd Schwarz |
| VII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Mittleider |
| VIII. PRESIDENT’S REPORT | President Fox |
| IX. RECESS TO EXECUTIVE SESSION | Chairman Mittleider |
| <i>Motion to convene in Executive Session</i> | |
| X. RECONVENE REGULAR MEETING | Chairman Mittleider
5:00PM/Taylor Bldg Room 276 |
| XI. ADJOURNMENT | Chairman Mittleider |

AGENDA**Board of Trustees**

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Scott McClure

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I. CALL TO ORDER

Chairman Mittleider
4:00p.m./President's Board Room

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

- ◆ Deliberate regarding an acquisition of interest in real property [Idaho Code § 74-206(1)(c)]

II. ADJOURNMENT

Chairman Mittleider

CALL TO ORDER: 4:04p.m.

EXECUTIVE SESSION: 5:57p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
Anna Scholes, Trustee
Scott McClure, Trustee

College Administration:

Dr. Jeff Fox, President
Jeff Harmon, Vice President of Finance and Administration
Lisa Schoettger, Board Attorney

Pursuant to Idaho Code § 77-206 the Board agreed to convene in Executive Session to Consider:

- ◆ Deliberate regarding an acquisition of interest in real property
[Idaho Code § 74-206(1)(c)]

Jan Mittleider moved to go into Executive Session. The vote to do so by roll call:

- Jan Mittleider Aye
- Laird Stone Aye
- Jack Nelsen Aye
- Anna Scholes Aye
- Scott McClure Aye

The Board returned to public session at 6:03p.m.

BOARD MEETING ATTENDEES:

Trustees:

Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
Anna Scholes, Trustee
Scott McClure, Trustee

College Administration:

Dr. Jeff Fox, President
Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
Jeff Harmon, Vice President of Finance and Administration
Dr. Michelle Schutt, Vice President of Student Services

Employees, visitors and media:

Attached List

APPROVAL OF AGENDA: The agenda was approved on MOTION by Jack Nelsen. Affirmative vote was unanimous.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written.

April 15, 2019 – Regular Meeting/Executive Meeting
April 26, 2019 – Special Session

TREASURER’S REPORT: The Treasurer’s report was accepted on MOTION by Scott McClure. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Anna Scholes. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Todd Schwarz presented the Academic Integrity Disciplinary Policy Proposal. The board asked for the policy to be reworded to clearly state this is a policy for students. The Board approved the amended Academic Integrity Policy on MOTION by Jack Nelsen. Affirmative vote was unanimous.
2. Todd Schwarz presented the Grievance Policy Proposal. The Board approved the Grievance Policy as presented on MOTION by Laird Stone. Affirmative vote was unanimous.
3. Jeff Harmon presented the Veterinary Technician Building Architect Selection. He recommended working with Pivot North Architecture to negotiate a contract of service, cost and timelines for construction of the new Veterinary Technology building on campus. The Board approved working with Pivot North Architecture to negotiate a contract of service, cost and timelines for construction of the new Veterinary Technology building on campus on MOTION by Scott McClure. Affirmative vote was unanimous.


Information Items

1. Celia Gould, Department of Agriculture Director and Dan Salmi from Idaho Food Quality Assurance Laboratory (IFQAL) presented information to expand their current IFQAL building located at CSI's main campus. The rationale for expansion includes rapid growth of the Ag industry in the Magic Valley. CSI Board members will continue working with IFQAL for possible plans that will be considered for approval at a future board meeting.
2. Physical Plant Director, Spencer Cutler presented a Capital Asset Planning update. He noted CSI is currently working with AMERESCO Asset Sustainability Group to compile a database of facility assets and develop a Facilities Condition Index (FCI). The system will allow CSI to prioritize maintenance work and Department of Public Works (DPW) funding requests.
3. Jayson Lloyd, CSI Instructional Dean noted the gracious donation of an almost \$17,000 mobile X-Ray machine to the CSI Radiologic Technology program from Turn Key Medical, Inc in Meridian, Idaho.
4. Jayson Lloyd announced that the CSI Registered Nursing program received a formal notification of full accreditation.
5. Todd Schwarz presented the Office of Instruction and Academic Affairs annual report. His report included the responsibilities of the office, planning, strategizing, and development.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 6:03p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: June 17, 2019



Laird Stone, Vice-Chairman

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

Monday May 20, 2019 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Dr. Cindy Bond, Dean of Instruction
Dr. Barry Pate, Dean of Instruction
Jayson Lloyd, Dean of Instruction
John Hughes, Dean of Instruction – Student Success
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Controller
Chris Bragg, Associate Dean of Institutional Effectiveness
Dr. Heidi Adams, Associate Dean of STEM
Eric Nielson, Director of Human Resources
Spencer Cutler, Director of Physical Plant
Kim LaPray, Public Information Officer
Debra Wilson, Executive Director Foundation
Mancole Fedder, Director Head Start
Suzanne McCampbell, Director of Office on Aging
Ed Ditlefsen, Director IT Application and Data
Larisa Alexander, IT Service Owner/Business Operations
Ginger Nukaya, Executive Administrative Assistant to the President
Kelly Wilson, Public Information Specialist
Andy Williams, IT Service Owner
Polly Hulsey, Early College Senior Coordinator
RoseAnna Holliday, Department Chair, Health Science
Brian O'Rorke, Veterans Advocacy Coordinator
Candace Boesiger, Assistant Professor, Accounting/Bookkeeping
Ruby Allen, Operations Specialist, Head Start
Mancole Fedder, Director Head Start
Josh De Groot, Chemistry Instructor
Dr. Jim Hutchinson, A & P Instructor
Kara Mahannah, Assistant Professor, Medical Assisting

Media and Visitors

Celia Gould, IFQAL
Dan Salmi, IFQAL



General Fund Board Report

As of April 30, 2019

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,106,441)	(\$11,655,579)	(\$11,276,000)	\$379,579	(3.37)%
County Tuition	(\$1,762,150)	(\$2,042,350)	(\$1,720,000)	\$322,350	(18.74)%
State Funds	(\$21,787,379)	(\$21,774,000)	(\$21,824,000)	(\$50,000)	0.23%
County Property Tax	(\$4,599,994)	(\$4,819,155)	(\$7,530,000)	(\$2,710,845)	36.00%
Grant Management Fees	(\$459,116)	(\$449,874)	(\$520,000)	(\$70,126)	13.49%
Other	(\$706,671)	(\$630,978)	(\$375,000)	\$255,978	(68.26)%
Unallocated Tuition	(\$245,042)	(\$306,820)	\$0	\$306,820	-
Departmental Revenues	(\$600,772)	(\$776,619)	(\$655,800)	\$120,819	(18.42)%
Total Revenue	(\$41,267,564)	(\$42,455,376)	(\$43,900,800)	(\$1,445,424)	3.29%
Expenses					
Personnel Expense					
Salaries	\$18,275,994	\$18,602,235	\$22,940,000	\$4,337,765	18.91%
Variable Fringe	\$3,731,998	\$3,778,189	\$4,923,600	\$1,145,411	23.26%
Health Insurance	\$3,796,959	\$3,635,912	\$4,668,600	\$1,032,688	22.12%
Total Personnel Expense	\$25,804,951	\$26,016,336	\$32,532,200	\$6,515,864	20.03%
Operating Expense					
Services	\$3,187,353	\$3,108,952	\$3,825,300	\$716,348	18.73%
Supplies	\$1,313,059	\$1,365,733	\$1,395,600	\$29,867	2.14%
Other	\$13,652	\$5,948	\$0	(\$5,948)	-
Capital	\$423,271	\$335,852	\$624,300	\$288,448	46.20%
Institutional Support	\$4,605,949	\$4,798,968	\$5,493,400	\$694,432	12.64%
Transfers	\$3,300	\$31,200	\$30,000	(\$1,200)	(4.00)%
Total Operating Expense	\$9,546,584	\$9,646,653	\$11,368,600	\$1,721,947	15.15%
Total Expense	\$35,351,535	\$35,662,989	\$43,900,800	\$8,237,811	18.76%
Rev/Expense Total	(\$5,916,029)	(\$6,792,386)	\$0	\$6,792,386	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for April 2019



Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
Total	561

Program Options

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

Head Start Attendance

April Head Start Overall Attendance	85%
April Head Start Self Transport Attendance	84%
April EHS Toddler Combo Attendance	84%
April IEP/IFSP Totals	46
April Over Income Enrollment	4%

Meals and Snacks

Total meals served for April	9,050
Total snacks served for April	5,260

Program Notes

Facilities

We have received disposition instructions from Region X to sell the property in Buhl and have an offer on the building already with another potentially coming in soon. We have also acquired permission to use \$20,000 of the \$923,000 to use as earnest money for an offer on a potential building for the Duration Grant from OHS. We continue to work through the process for Appraisal, Phase I environmental study and engineering assurances to submit our full 1303 application to the federal government in order to have access to the remainder of the facility funds awarded under the duration grant.

May 16, 23, and 30 are the last days of class for this program year, dependent on classroom and location. Currently, teachers and home visitors are finishing up the third and final collection of data for the Child Observation Record, an ongoing assessment of each child's learning development. Lead teachers completed a second home visit with families along with parent teacher conferences. The main topic for this home visit and conference was around transitions to kindergarten.

Documents for Board Review and Approval: Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,960,213.00	\$ 222,248.33	\$ 737,624.88	\$ 2,222,588.12	75.1%
BENEFITS	\$ 2,087,485.00	\$ 120,506.07	\$ 399,783.80	\$ 1,687,701.20	80.8%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 28,000.00	\$ 2,400.27	\$ 5,782.20	\$ 22,217.80	79.3%
SUPPLIES	\$ 119,735.00	\$ 5,883.09	\$ 25,375.56	\$ 94,359.44	78.8%
FACILITIES/CONST.			\$ -		
OTHER	\$ 498,567.00	\$ 24,742.63	\$ 138,474.23	\$ 360,092.77	72.2%
TOTAL DIRECT COSTS	\$ 5,694,000.00	\$ 375,780.39	\$ 1,307,040.67	\$ 4,386,959.33	77.0%
ADMIN COSTS (9.0%)	\$ 454,293.00	\$ 31,427.63	\$ 94,757.03	\$ 359,535.97	79.1%
GRAND TOTAL	\$ 6,148,293.00	\$ 407,208.02	\$ 1,401,797.70	\$ 4,746,495.30	77.2%
IN KIND NEEDED	\$ 1,917,716.00				
IN KIND GENERATED	\$ 397,290.06				
IN KIND (SHORT)/LONG	\$ (1,520,425.94)				
PROCUREMENT CARD EXPENSE	\$ 12,144.77	3% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	110.37	17,339.91	2,984.10	20,434.38	70,222.71

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,454.00	\$ (172.47)	\$ 8,784.91	\$ 28,669.09	76.5%
SUPPLIES	\$ 2,903.00	\$ -	\$ 282.36	\$ 2,620.64	90.3%
OTHER	\$ 26,217.00	\$ 489.16	\$ 6,350.26	\$ 19,866.74	75.8%
GRAND TOTAL	\$ 66,574.00	\$ 316.69	\$ 15,417.53	\$ 51,156.47	76.8%
IN KIND NEEDED	\$ 16,644.00				
IN KIND GENERATED	\$ 52,472.00				
IN KIND (SHORT)/LONG	\$ 35,828.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 761,437.00	\$ 51,467.34	\$ 207,024.10	\$ 554,412.90	72.8%
BENEFITS	\$ 446,988.00	\$ 25,976.52	\$ 106,735.30	\$ 340,252.70	76.1%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 47,773.00	\$ 4,827.54	\$ 12,517.24	\$ 35,255.76	73.8%
SUPPLIES	\$ 22,562.00	\$ 655.20	\$ 5,539.42	\$ 17,022.58	75.4%
FACILITIES/CONST.					
OTHER	\$ 69,581.00	\$ 2,408.24	\$ 15,533.34	\$ 54,047.66	77.7%
TOTAL DIRECT COSTS	\$ 1,348,341.00	\$ 85,334.84	\$ 347,349.40	\$ 1,000,991.60	74.2%
ADMIN COSTS (9.0%)	\$ 108,758.00	\$ 6,969.95	\$ 28,198.80	\$ 80,559.20	74.1%
GRAND TOTAL	\$ 1,457,099.00	\$ 92,304.79	\$ 375,548.20	\$ 1,081,550.80	74.2%
IN KIND NEEDED	\$ 312,384.00				
IN KIND GENERATED	\$ 168,908.95				
IN KIND (SHORT)/LONG	\$ (143,475.05)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 9.85	\$ 956.56	\$ 111.07	\$ 1,077.48	\$ 3,832.19

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,925.00	\$ -	\$ 3,629.08	\$ 12,295.92	77.2%
SUPPLIES	\$ 1,479.00	\$ -	\$ 350.00	\$ 1,129.00	76.3%
OTHER	\$ 11,523.00	\$ 16.00	\$ 1,891.00	\$ 9,632.00	83.6%
GRAND TOTAL	\$ 28,927.00	\$ 16.00	\$ 5,870.08	\$ 23,056.92	79.7%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 2,679.00
IN KIND (SHORT)/LONG	\$ (4,553.00)

CATEGORY	HEAD START					REMAINING BUDGET %
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET		
EQUIPMENT	\$ 185,963.00	\$ -	\$ -	\$ 185,963.00	100.0%	
SUPPLIES	\$ 84,330.00	\$ -	\$ -	\$ 84,330.00	100.0%	
FACILITIES	\$ 923,003.00	\$ -	\$ -	\$ 923,003.00	100.0%	
OTHER						
FACILITIES	\$ 85,432.00	\$ -	\$ -	\$ 85,432.00	100.0%	
OTHER	\$ 1,215.00	\$ -	\$ -	\$ 1,215.00	100.0%	
TOTAL DIRECT COSTS	\$ 1,279,943.00	\$ -	\$ -	\$ 1,279,943.00	100.0%	
GRAND TOTAL	\$ 1,279,943.00	\$ -	\$ -	\$ 1,279,943.00	100.0%	
IN KIND NEEDED	\$ 319,986.00					
IN KIND GENERATED	\$ -					
IN KIND (SHORT)/LONG	\$ (319,986.00)					

CATEGORY	EARLY HEAD START					REMAINING BUDGET %
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET		
EQUIPMENT	\$ 54,000.00	\$ -	\$ -	\$ 54,000.00	100.0%	
SUPPLIES	\$ 32,832.00	\$ -	\$ -	\$ 32,832.00	100.0%	
OTHER						
FACILITIES	\$ 73,893.00	\$ -	\$ -	\$ 73,893.00	100.0%	
TRAVEL	\$ 2,125.00	\$ 1,085.60	\$ 1,085.60	\$ 1,039.40	48.9%	
STAFF TRAINING	\$ 925.00	\$ 775.00	\$ 775.00	\$ 150.00	16.2%	
OTHER	\$ 540.00	\$ -	\$ -	\$ 540.00	100.0%	
TOTAL DIRECT COSTS	\$ 164,315.00	\$ 1,860.60	\$ 1,860.60	\$ 162,454.40	98.9%	
GRAND TOTAL	\$ 164,315.00	\$ 1,860.60	\$ 1,860.60	\$ 162,454.40	98.9%	
IN KIND NEEDED	\$ 41,079.00					
IN KIND GENERATED	\$ -					
IN KIND (SHORT)/LONG	\$ (41,079.00)					

V. Academic Affairs**Academic Integrity Disciplinary Policy**

Policy number:

Last revised: 2/22/2018

Effective date: Fall 2018 Semester

Purpose

To establish expectations and guidance in addressing academic dishonesty and misconduct, as defined by the [CSI Student Code of Conduct](#).

Scope

The policy applies to all students taking credit courses at the College of Southern Idaho, and may be applied to Workforce, Community Education, and other CSI students at the discretion of the appropriate Dean or Director. All CSI students are afforded due process regardless of the type of course or courses in which they are enrolled. This policy will impact students, and may impact faculty, staff, and/or administration.

Responsible party

[Office of Instruction and Academic Affairs \(IAA\)](#)

I. Policy statement

We, the faculty, staff, students, and administration at the College of Southern Idaho, believe that academic integrity goes far beyond not participating in unethical activities. Acting with integrity is upholding the values of honesty, trust, fairness, respect, responsibility, and courage (as defined by the International Center for Academic Integrity) in all aspects of our pursuits. Having an academic community based upon these values allows us to build authentic relationships between faculty, students, staff, and administration, and to confer degrees and certificates that represent a high-quality education earned through sincere effort.

The scope of this Academic Integrity Disciplinary Policy is to guide faculty, staff, and administration through appropriate steps once a violation has been suspected. Proactive, preventative, and positive actions regarding Academic Integrity are highly valued and encouraged, but outside the scope of a Disciplinary Policy. The processes embedded in this policy maintain a high degree of faculty discretion, grant students appropriate protections of due process, and create consistency and accountability that protect CSI and its employees.

II. Violations

Academic Dishonesty and Misconduct is any form of behavior which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. The following are defined acts of academic dishonesty and misconduct. Other behaviors not itemized below, but still fitting the broad definition above are also classified as Academic Dishonesty and Misconduct.

- A. Cheating – using or attempting to use unauthorized materials, information, or study aids in any academic exercise including all work submitted for credit or hours.
- B. Fabrication – unauthorized falsification or invention of any information or citation in an academic exercise.
- C. Plagiarism – the adoption or reproduction of ideas, words, or statements of another person without appropriate acknowledgement.
- D. Unauthorized Collaboration – sharing information or working together in an academic exercise when the course faculty member does not approve of such actions.
- E. Facilitation – helping or attempting to help another to violate a provision of the academic dishonesty and misconduct policy listed above.
- F. Interference with Others' Learning—abuse, theft, or vandalism of shared or communal learning resources, including digital resources.

When a faculty member believes a violation(s) of academic integrity has occurred, it is his/her responsibility to initiate the Resolution Process.

III. Course Level Resolution Process

- A) The faculty member will provide a written explanation of the alleged violation to the student(s) and arrange a meeting with the student(s) within five (5) business days of the discovery of the alleged violation(s).
- B) During the meeting with the student(s), the faculty member will review the information with the student(s) and allow the student(s) an opportunity for explanation and/or acceptance of the allegation(s). Based on the information discussed and presented, the faculty member will then determine if the student(s) is/are responsible for violations of the policy. The faculty member will then impose any sanctions up to and including failure of the course. Note, if the student(s) fails to show up for the meeting and fails to arrange a new time prior the meeting, the faculty member may move forward without the student's input. Involvement of the department chair both before and during the meeting is strongly encouraged but not required.
- C) The goal of the disciplinary system at the College of Southern Idaho is to educate students and hold students accountable for violations to the behavioral expectations set by the college. Appropriate sanctions help the college to teach, and the student to learn, that there are consequences to inappropriate or dishonest actions. The college strives for consistency in sanctions imposed for acts of academic dishonesty and misconduct, while still allowing for professional discretion of the faculty member. Faculty are strongly encouraged to report accurately and consistently in order to facilitate the functioning of the whole system. Below is a non-exhaustive list of possible actions available to the faculty member:
 - 1. Educate the Student
 - 2. Verbal Warning
 - 3. Additional assignment related to Academic Integrity
 - 4. Re-do the work.
 - 5. Completion of additional work comparable to the original.
 - 6. Reduced or zero credit for the work.
 - 7. Other sanctions by approval of IAA.
 - 8. Failure of the course.
- D) Once a course-level sanction has been determined, the faculty member will (within five (5) business days) provide the student, in writing, the outcome and rationale for the decision made. The faculty member will also "[Report a Concern](#)" online through the CSI Home Page for review by the IAA. The Office

of Instruction will monitor for repeat offenses, clarify any ambiguities or missing information in the report(s), and ensure all documentation is filed.

- E) If it is discovered that a student has been found responsible for repeat violations of the Academic Integrity Disciplinary Policy, the Dean of Students will convene the Academic Integrity Panel for further administrative procedures.

IV. Academic Integrity Panel Resolution Process

- A. Academic Integrity Panel: The Academic Integrity Panel will be made up of three (3) administrators and will be established by the Dean of Students. The Dean of Students will be the only standing member on the panel and will serve as Chair. The other two members will be (Associate) Instructional Deans representing the department or program in which the violation occurred, and that in which the student's major resides. If both of those roles are occupied by the same (Associate) Instructional Dean, a second (Associate) Instructional Dean shall be selected by the Dean of Students to serve as the third member of the Academic Integrity Panel. Any member of the panel, including the chair, should recuse him/herself and request that a replacement be found if there is a real or perceived conflict of interest.
- B. Three circumstances will automatically result in an Academic Integrity Panel with associated findings and potential sanctions:
1. in cases, such as cohort programs, where the faculty member's course level sanction results in a *de facto* dismissal from a program;
 2. the student has been reported for repeat violations; or
 3. the student appeals and is found to have grounds for appeal. As a part of the due process rights afforded to students, students may choose to file an appeal of an outcome if they believe they have grounds for such an appeal. Below is the list of items that are grounds for an appeal of an outcome:
 - a) Policies were not followed at the faculty member/departmental level in the determination of the outcome.
 - b) The sanctions are non-commensurate with the violations.
 - c) There is a demonstrable conflict of interest on the part of the faculty member. A conflict of interest on the part of the chair may also be grounds for appeal if the chair was involved in the process.
 - d) There is new information that was not available at the time of the original decision that could reasonably change the outcome.

C. Appeals Process:

1. All appeals must be submitted in writing to the Dean of Students within five (5) business days of the notification of the outcome. The Dean of Students will determine if grounds have been met for an appeal.
2. If grounds have not been met, the Dean of Students will inform the student(s) in writing within five (5) business days of the delivery of the appeal letter with the decision and the rationale used to determine that grounds have not been met. At this point, the decision will be final.
3. If it is determined that grounds have been met, the Dean of Students will notify the student(s) and IAA, deliver all the documentation for review within five (5) business days, and convene the Academic Integrity Panel.

D. Academic Integrity Panel Responsibilities: Academic Integrity Panel will review all documentation, may seek additional information and clarification regarding documentation, meet with the student(s) and render a finding/or decision regarding the appropriate sanctions. This meeting will take place within five (5) business days of the submission of documentation to the Dean of Students. The Panel will then have 24 hours after the conclusion of the meeting to communicate its decision in writing to the student(s).

E. Sanctions available to the Academic Integrity Panel include, but are not limited to

1. All sanctions available at the course level
2. Upholding, overturning, or modifying the course-level sanctions
3. Formal suspension from a program and/or CSI
4. Formal expulsion from a program and/or CSI

V. Appeal to the Chief Academic Officer (CAO).

- A. Appeal to the CAO is available only for students facing suspension or expulsion from CSI, and only when one or more of the following grounds have been met, as judged by the Vice President of Student Services.
1. Policies were not followed at the Academic Integrity Panel level in the determination of the outcome.
 2. The sanctions are non-commensurate with the violations.
 3. There is a demonstrable conflict of interest on the part of one or more of the Academic Integrity Panel members.
- B. All appeals must be submitted in writing to the Vice President of Student Services within five (5) business days of the notification of the outcome. The Vice President of Student Services will determine if grounds have been met for an appeal.

1. If grounds have not been met, the Vice President of Student Services will inform the student(s) in writing within five (5) business days of the delivery of the appeal letter with the decision and the rationale used to determine that grounds have not been met. At this point, the decision will be final.
2. If it is determined that grounds have been met, the Vice President of Student Services will notify the student(s) and the CAO, and deliver all the documentation for review within five (5) business days.
3. The CAO will then have five (5) business days to review the information and render a decision in writing to the student(s) and other process participants. The decision may be to uphold, overturn, or modify the Academic Integrity Panel's decision(s). At this point, the decision is final.

VI. Definitions and Communication Processes

- A. "Preponderance of Evidence" is the standard which the College of Southern Idaho uses in determining responsibility for alleged violations of the [Student Code of Conduct](#) and is therefore used in determinations of all academic dishonesty and misconduct allegations. This standard of evidence asks decision makers to consider whether it is more likely than not that a violation of policy has occurred.
- B. For processes that require written notification, email to the csi.edu address is adequate and preferred. For official documentation, reports and associated documentation should be submitted to [Report a Concern](#).
- C. In order to maintain reasonable timelines and due process for all, college officials may assign a designee to act in their absence.

Grievance Policy

Policy number:

Last revised: February 2019**Effective date:** February 2019**PURPOSE**

The College of Southern Idaho is committed to supporting students, faculty and staff in and outside the classroom. Grievance Policies exist to ensure students, faculty and staff have avenues to voice concerns and address both academic and non-academic matters in safe, unbiased environments.

CSI Faculty and staff strive to maintain a safe learning environment conducive to community and student success. A positive, productive learning environment is founded on mutual respect between CSI employees and the individuals they serve. These relationships can be achieved and maintained when parties engage in open discussion and active listening.

CSI Faculty and staff are committed to providing an effective conflict resolution and grievance process. The following principles guide this policy:

- Individuals will not suffer any form of disadvantage as a result of filing a grievance or an appeal.
- The grievance resolution will be handled informally, where possible and appropriate.
- Conflicts and grievances will be resolved confidentially and expeditiously.
- An individual's rights to due process will be guaranteed.

Students, faculty and staff are provided the opportunity to voice concerns without fear of consequence by following the appropriate steps. Individuals may begin the process of grievance resolution any time they feel there has been unfair treatment, lack of communication, or breach of policy. It is beneficial to resolve conflict and grievances as soon as possible. Be advised, approaching the person/people directly involved first and attempting to work out solutions is usually most effective. If a satisfactory solution is not obtained or the individual feels uncomfortable approaching the person/people involved, the individual may report their concern to CSI Administration using the 'Report a Concern' link

https://cm.maxient.com/reportingform.php?CollegeofSouthernID&layout_id=0

It is unprofessional, counterproductive and inappropriate to take concerns and grievances to individuals who are not involved in the resolution process.

PROCEDURES

Prepare to share thoughts, feelings, and issues using clear and specific words. Complete a written, detailed description of the situation and include the outcome desired. A written statement allows those involved to respond to an individual's concerns in an organized, efficient manner.

Each grievance has its own unique process and timeline for resolution. Please follow the appropriate link provided for more information.

Academic Appeals

Students should follow the guidelines established for academic appeals. Those detailed guidelines, processes and timelines can be found at the following link for the **CSI Office of the Registrar**.

https://quondam.csi.edu/prospectiveStudents /studentServices/admissions_records/index.asp

PLEASE NOTE: There are specific program appeal processes and procedures that must be followed in fields such as the health professions and nursing. Please check with an advisor about any such standards and their relationship with the college procedures.

American with Disabilities Act

Student Disability Services at the College of Southern Idaho, in concert with the faculty, staff, and administration, strives to ensure the provision of reasonable accommodations for all qualified student with disabilities. Our goal is to create equal access to all curricular and co-curricular offerings in order to provide an equal opportunity for students with disabilities to demonstrate their skills, knowledge, and abilities as they pursue their educational goals.

In accordance with Section 504 of the Rehabilitation Act of 1973 as amended and with the Americans with Disabilities Act (ADA) of 1990 as amended, Student Disability Services is proactive in developing specialized accommodations to support the abilities of each individual eligible for such services.

The Student Disability Services Grievance Procedures and forms can be found at this link

<https://quondam.csi.edu/Disabilities/students/grievanceProcedures.asp>

Non-Discrimination Statement

It is the policy of the College of Southern Idaho to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency). College of Southern Idaho is an equal opportunity employer.

The college does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law.

Title IX of the Education Amendments of 1972

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX requires all colleges to promptly respond to allegations of sex discrimination, including sexual violence and sexual harassment; limit its effects; and prevent its recurrence. Title IX prohibits all forms of sex and gender based discrimination including sexual harassment and sexual violence.

View CSI's Unlawful Discrimination and Harassment policy here:

<http://www.csi.edu/studentHandbook/nonDiscrimination-policy.asp>

Also, view CSI's Student Code of Conduct here:

<http://www.csi.edu/studentHandbook/pdf/StudentCodeOfConduct.pdf>

For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation, gender identity, or disability, or if you believe you have been subject to discrimination on any other basis, please contact:

Eric Nielson

Title IX Coordinator

Director of Human Resources

E-mail: enielson@csi.edu

Phone: (208) 732-6267

Office: Taylor Building 212

OR

Jason Ostrowski

Title IX Coordinator

Dean of Students

E-mail: jostrowski@csi.edu

Phone: (208) 732-6225

Office: Taylor Building 238

You may also file a complaint with:

U.S. Department of Education

Office of Civil Rights (OCR)

810 3rd Avenue #750

Seattle, WA 98104

(206) 607-1600

OCR.Seattle@ed.gov

The Family Education Rights and Privacy Act of 1974 (FERPA)

The [Family Educational Rights and Privacy Act \(FERPA\)](#) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Follow this link for additional information regarding the College of Southern Idaho FERPA policy <https://quondam.csi.edu/ferpa/>

Student Handbook

The most up to date information on student policies and information can be found in CSI's official student handbook that can be found here: <https://quondam.csi.edu/studenthandbook/>

Distance Education

College of Southern Idaho offers a variety of distance learning opportunities. Many of our courses are offered **online**, through our telecommunication system, or at our **off-campus centers**. We understand that many of our students have family or work responsibilities and are not able to come to campus during the day to take classes. Furthermore, many students prefer taking classes online. We even have students who live in our dorm yet choose to take online classes. Some students love this delivery method and they thrive in an online learning environment. Nevertheless, online learning is not for everyone. Online classes are just as challenging (if not more challenging) as their face-to-face counterparts. The learning outcomes are the same, only the delivery method and instructional strategies are different. Most students who do well in online classes are comfortable with technology and the Internet; like to read, do online research, and write; are self-motivated; and have very good time management skills. Our distance education students are just as important as our on campus students and we make it a priority to resolve all student complaints and concerns in an expeditious, fair and amicable manner.

If a student is not satisfied with the outcome of the institutional process, or if the issue is not resolved at the institutional level, the student may appeal with either the institution's home state or the student's home state. For a complete listing of state contacts, please see the NC-SARA website: <https://www.nc-sara.org/content/state-portal-entity-contacts> Students must first exhaust the institution's internal complaint resolution process prior to appealing to a state portal.

State Authorization and Regulatory Compliance

The State of Idaho is a member of the [National Council for State Authorization Reciprocity Agreements \(NC-SARA\)](#) and the College of Southern Idaho is one of the [approved SARA institutions in Idaho](#). As such, we adhere to an established common set of standards for offering post-secondary **distance education** among member states, districts and territories. Participation in SARA is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state.

The College of Southern Idaho also works directly with states that are not NC-SARA members to ensure that when authorization or licensure is necessary, required approvals are secured. While we monitor the laws in each state, authorization of distance education is a dynamic environment and prospective students should check this site often for updates. It is the student's responsibility to understand current circumstances or special requirements in their state of residence.

May 20, 2019

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

From: Jeffrey M. Harmon

Re: Veterinary Technician Building Architect Selection

The College advertised for the comprehensive architectural and engineering design services for the Veterinary Technician Building project. The following firms responded to the request for qualifications (RFQ):

- Myers Anderson
- Hummel
- EDA
- Lombard Conrad
- Cole Architects
- Pivot North
- CSHQA

A selection committee made up of Scott McClure, Dr. Jody Rocket, Steve Birnie, Greg Lowe, and Jeff Harmon evaluated the proposals. Two firms, Lombard Conrad Architects and Pivot North were interviewed for second round proposals and questions.

Based on the qualifications based proposals and the phone presentation, the evaluation committee selected Pivot North as the number one choice to negotiate terms and fee for the project. The Board will need to approve administration to move forward and negotiate with Pivot North Architects for the project to establish pricing, services and timelines. If terms of a contract cannot be reached administration would cease negotiations with Pivot North Architects and begin negotiations with the next firm.