

AGENDA

Board of Trustees
Laird Stone, Chair
Jan Mittleder
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.

- | | |
|---|--|
| I. CALL TO ORDER | Chairman Stone
3:00PM/Jerome School District Office Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairman Stone |
| III. RECONVENE REGULAR MEETING | Chairman Stone
4:00PM/Jerome School District Office Board Room |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes
April 18, 2022 | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Ruby Allen |
| 2. City of Jerome Memorandum of Understanding | President Fisher |
| 3. Proposed Education Advocate Award | President Fisher |
| 4. At Will Employment/Policy Changes | President Fisher/Kirt Naylor |
| Information Items | |
| 1. Facilities Update | Spencer Cutler |
| 2. Internal Control Report | Denise McClure |
| 3. Accreditation Update | Chris Bragg |
| 4. Project Polaris Update | Larisa Alexander |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Aurora Berumen Ortiz |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

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I. CALL TO ORDER

Chairman Stone

3:00 p.m./Jerome School District Office Board Room

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

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

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

II. ADJOURNMENT

Chairman Stone

AMENDED MINUTES

CALL TO ORDER: 3:11 p.m.

EXECUTIVE SESSION: 3:21 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk (Remote)
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration

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

- ◆ Consider personnel matters
[Idaho Code §74-206(1)(a) & (b)]
- ◆ Deliberate regarding an acquisition of interest in real property
[Idaho Code § 74-206(1)(c)]

Trustee Nelsen moved to go into Executive Session.

The vote to do so by roll call:

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

The Board returned to public session at 3:55 p.m.

BOARD MEETING ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk (Remote)
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration

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

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Dean of Transfer and General Education Tiffany Seeley-Case for her recognition by Phi Theta Kappa as a Distinguished Community College Administrator. Also recognized was Dean of Institutional Effectiveness and Communication Chris Bragg for his leadership in preparation for the recent NWCCU accreditation visit.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written on MOTION by Trustee McClure.

April 18, 2022 – Regular Meeting

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

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. **HEAD START/EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee Nelsen. Affirmative vote was unanimous.
2. President Fisher presented the proposal to enter into formal negotiations with the City of Jerome regarding the construction of a new building to support College operations. The City of Jerome is proposing to transfer approximately 1.5 acres at the corner of 3rd and Lincoln in Jerome, Idaho in exchange for the College’s commitment to enter into a development agreement to build the building. The trustees were asked to approve President Fisher and Vice President Jeff Harmon to negotiate a Memorandum of Understanding (MOU) with the city of Jerome to include the details for the transfer of property on MOTION by Trustee Nelsen and Trustee McClure. Affirmative vote was unanimous.
3. President Fisher presented a proposal to create a “Education Advocate” award, intended to be presented annually to an external member of the community in recognition of that individual’s support for education. The Board approved the Education Advocate award and naming it the “Representative Maxine Bell” award on MOTION by Chairman Stone. Affirmative vote was unanimous.

4. President Fisher briefed the board on a policy change to the employment of staff at CSI.

Chairman Stone made the MOTION: To adopt policy changes to afford all non-faculty employees with at-will employment to be employed at the discretion of the president; and the president is authorized to task administration to amend all policies and procedures consistent with this employment status. full-time faculty are not affected by this policy. Affirmative vote was unanimous.

Chairman Stone then made the MOTION: Consistent with the at-will employment status of non-faculty, that the provisions and amendments of the current policies set forth in the document entitled "AMENDMENTS TO CSI PERSONNEL POLICIES APPROVED MAY 2022" BE APPROVED BY THE BOARD. A copy is attached. Affirmative vote was unanimous.

Information Items

1. Director of Physical Plant Spencer Cutler provided a report regarding Summer 2022 facilities projects.
2. Averti Solutions Auditor Denise McClure provided a report on the review she recently completed on CSI's financial control systems. She offered several recommendations and compliments.
3. Dean of Institutional Effectiveness and Communication Chris Bragg provided an update on the recent Northwest Commission on Colleges and Universities (NWCCU). The committee members preliminary findings encouraged CSI to continue to amplify and expand our good work in learning assessment, while also complimenting the college of its collegiality. Final report from NWCCU until later in June.
4. Director of Projects and Support Services Larisa Alexander provided a report on Project Polaris. The project is expected to be fully implemented by June 30th, 2023 when the Student Information, Financial, Human Resources and Payroll systems are implemented.

PRESIDENT'S REPORT: President Fisher provided his monthly President's report.

CSI STUDENT BODY PRESIDENT REPORT: Student Body President Aurora Berumen Ortiz provided her monthly report.

REMARKS FOR THE GOOD OF THE ORDER: Board members provided remarks for the Good of the Order.

ADJOURNMENT DECLARED: 5:26 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: August 17, 2022



Laird Stone, Chairman



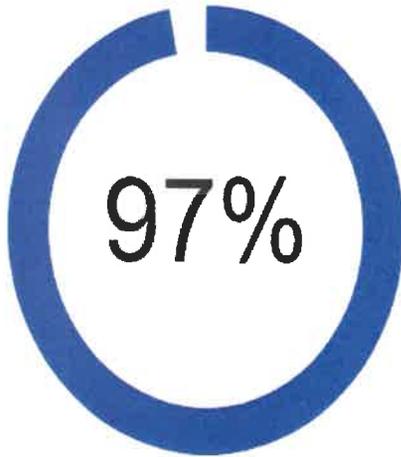
General Fund Board Report

As of April 30, 2022

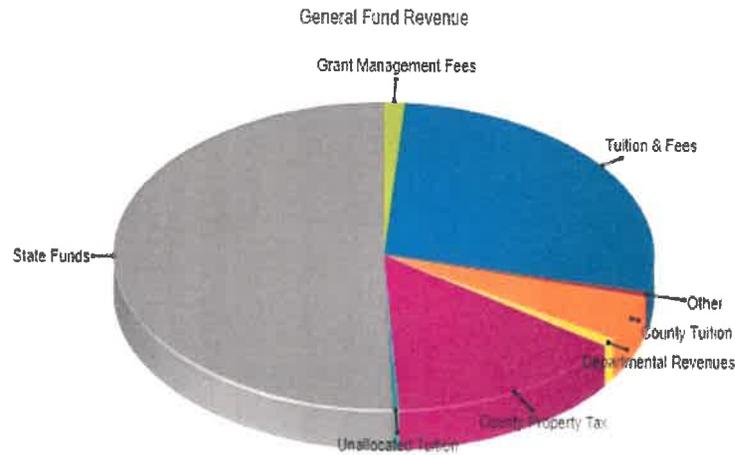
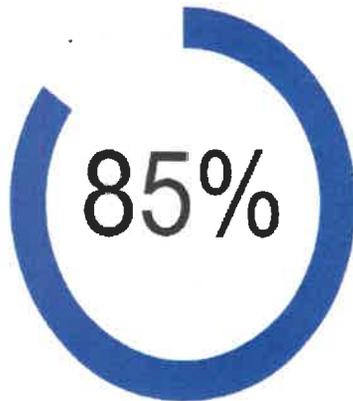
	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,743,380)	(\$12,369,178)	(\$10,941,600)	\$1,427,578	(13.05)%
County Tuition	(\$1,811,375)	(\$2,152,950)	(\$1,826,500)	\$326,450	(17.87)%
State Funds	(\$20,809,200)	(\$22,717,900)	(\$22,817,900)	(\$100,000)	0.44%
County Property Tax	(\$6,053,598)	(\$6,433,553)	(\$9,866,000)	(\$3,432,447)	34.79%
Grant Management Fees	(\$480,931)	(\$544,975)	(\$550,000)	(\$5,025)	0.91%
Other	(\$257,860)	(\$189,049)	(\$260,000)	(\$70,951)	27.29%
Unallocated Tuition	(\$131,363)	(\$132,889)	\$0	\$132,889	-
Departmental Revenues	(\$579,072)	(\$378,811)	(\$180,000)	\$198,811	(110.45)%
Total Revenue	(\$41,866,780)	(\$44,919,305)	(\$46,442,000)	(\$1,522,695)	3.28%
Expenses					
Personnel Expense					
Salaries	\$18,113,029	\$18,806,021	\$23,189,000	\$4,382,979	18.90%
Variable Fringe	\$3,847,062	\$3,917,646	\$5,038,100	\$1,120,454	22.24%
Health Insurance	\$3,672,196	\$3,510,999	\$4,591,700	\$1,080,701	23.54%
Total Personnel Expense	\$25,632,287	\$26,234,666	\$32,818,800	\$6,584,134	20.06%
Operating Expense					
Services & Supplies	\$4,416,582	\$6,643,859	\$6,841,000	\$197,141	2.88%
Other	\$9,957	\$6,171	\$0	(\$6,171)	-
Capital	\$609,252	\$704,253	\$493,300	(\$210,953)	(42.76)%
Institutional Support	\$5,028,596	\$5,769,477	\$6,288,900	\$519,423	8.26%
Transfers	\$30,000	\$0	\$0	\$0	-
Total Operating Expense	\$10,094,387	\$13,123,760	\$13,623,200	\$499,440	3.67%
Total Expense	\$35,726,674	\$39,358,426	\$46,442,000	\$7,083,574	15.25%
Rev/Expense Total	(\$6,140,106)	(\$5,560,879)	\$0	\$5,560,879	-

Board Report:

% Revenue Received



% Budget Spent



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET

\$46,442,000

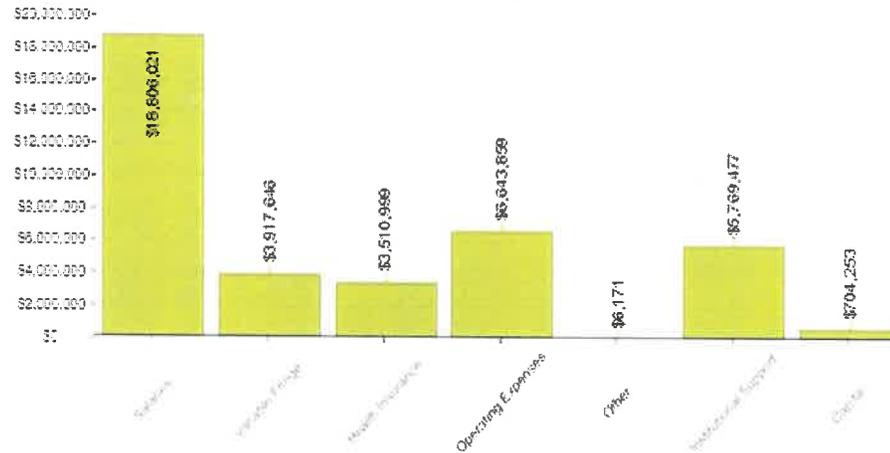
TOTAL ANNUAL REVENUE

\$44,919,305

TOTAL REMAINING

\$1,522,695

General Fund Expenses



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET

\$46,442,000

TOTAL YTD EXPENSES

\$39,358,426

TOTAL AVAILABLE

\$7,083,574



College of Southern Idaho Head Start/Early Head Start

Program Summary for April 2022 Reported at May Board Meeting



Enrollment

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

Modified Enrollment

245
12
92
350

Program Options

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

Head Start Overall Attendance 83%

EHS Toddler Combo Attendance 77%

IEP/IFSP Enrollment 6%

Over Income Enrollment 1%

100-130% Poverty Level 10%

Meals and Snacks

Total meals served 6094

Documents for Board Review and Approval: Board and Financial Report

The program received a tri-annual CACFP Review April 12th – 13th, the report is attached for your review. The audit focused on program documentation of the food program and a site visit/review of CACFP procedures at the Twin Falls Center. Overall, the review went well there were two corrective action items. One required staff training on how to help a person with a Civil Rights complaint. The other was creating a procedure on record retention of documents used to complete the CACFP annual application. The CACFP team completed the review with kind words of the progress made in the last three years and onsite training with the CACFP Coordinator.

The Office of Head Start gave us some very exciting news on April 21st, all recipients of state Supplemental Nutrition Assistance Program (SNAP) aka food stamps, automatically qualify for Head Start/Early Head Start services. Over the last few years, it has become increasingly difficult to qualify families using the Federal Poverty Guidelines which are very low. A single parent with one child must make less than \$13,590 a year to qualify for Head Start. The Poverty Guidelines have not kept pace with the increasing wages across the Nation. We are elated to provide services to more families throughout Southern Idaho who struggle to make ends meet.

An objective of the programs Five Year Goals is to use Child Plus (Program Data Collection Software) to complete the Program Information Report (PIR) and move to paperless child files. To complete the PIR for the Office of Head Start, through Child Plus, will decrease Program Specialists workload. Moving to paperless child files will save time across the program in addition to the cost of paper and printing. A consultant to help us make these changes was obtained through a Request for Proposals in the Times-News throughout April. The consultant selected has worked with the program in the past as a Child Plus Trainer, so she has knowledge of our program and understands the issues we are experiencing.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,563,714.00	\$ 252,803.00	\$ 898,419.42	\$ 2,665,294.58	74.8%
BENEFITS	\$ 1,998,481.00	\$ 135,207.83	\$ 460,334.12	\$ 1,538,146.88	77.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 27,500.00	\$ 1,900.59	\$ 3,299.93	\$ 24,200.07	88.0%
SUPPLIES	\$ 222,500.00	\$ 7,023.11	\$ (21,302.18)	\$ 243,802.18	109.6%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER	\$ 660,309.00	\$ 47,523.26	\$ 166,049.45	\$ 494,259.55	74.9%
TOTAL DIRECT COSTS	\$ 6,472,504.00	\$ 444,457.79	\$ 1,506,800.74	\$ 4,965,703.26	76.7%
ADMIN COSTS (9.0%)	\$ 500,598.00	\$ 35,430.57	\$ 124,381.97	\$ 376,216.03	75.2%
GRAND TOTAL	\$ 6,973,102.00	\$ 479,888.36	\$ 1,631,182.71	\$ 5,341,919.29	76.6%
IN KIND NEEDED	\$ 1,759,919.00				
IN KIND GENERATED	\$ 817,135.33				
IN KIND (SHORT)/LONG	\$ (942,783.67)				

PROCUREMENT CARD
EXPENSE

\$ 16,586.66 3% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	93.11	13,117.01	2,040.79	15,250.91	69,029.21

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 32,200.00	\$ 2,732.52	\$ 6,419.17	\$ 25,780.83	80.1%
SUPPLIES	\$ 3,500.00	\$ -	\$ 370.69	\$ 3,129.31	89.4%
OTHER	\$ 30,874.00	\$ 1,058.80	\$ 7,859.01	\$ 23,014.99	74.5%
GRAND TOTAL	\$ 66,574.00	\$ 3,791.32	\$ 14,648.87	\$ 51,925.13	78.0%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 892,762.00	\$ 68,913.78	\$ 264,920.16	\$ 627,841.84	70.3%
BENEFITS	\$ 490,732.00	\$ 33,554.75	\$ 129,212.82	\$ 361,519.18	73.7%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 836.40	\$ 9,862.16	\$ 43,137.84	81.4%
SUPPLIES	\$ 34,039.00	\$ 1,710.78	\$ 8,253.51	\$ 25,785.49	75.8%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	
OTHER	\$ 138,190.00	\$ 7,978.13	\$ 31,381.54	\$ 106,808.46	77.3%
TOTAL DIRECT COSTS	\$ 1,608,723.00	\$ 112,993.84	\$ 443,630.19	\$ 1,165,092.81	72.4%
ADMIN COSTS (9.0%)	\$ 124,514.00	\$ 9,222.17	\$ 35,449.37	\$ 89,064.63	71.5%
GRAND TOTAL	\$ 1,733,237.00	\$ 122,216.01	\$ 479,079.56	\$ 1,254,157.44	72.4%
IN KIND NEEDED	\$ 440,541.08				
IN KIND GENERATED	\$ 157,247.95				
IN KIND (SHORT)/LONG	\$ (283,293.13)				
CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 2.95	\$ 958.01	\$ 181.55	\$ 1,142.51	\$ 3,417.26

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 24,200.00	\$ 912.20	\$ 2,023.32	\$ 22,176.68	91.6%
SUPPLIES	\$ 1,000.00	\$ -	\$ 113.21	\$ 886.79	88.7%
OTHER	\$ 3,727.00	\$ 352.40	\$ 2,682.42	\$ 1,044.58	28.0%
GRAND TOTAL	\$ 28,927.00	\$ 1,264.60	\$ 4,818.95	\$ 24,108.05	83.3%

Education Advocate Award

It is proposed to the College of Southern Idaho Board of Trustees that an annual Education Advocate Award be established with the following criteria:

- Evidence that contributions are significant as an advocate for education within the public sector; and
- Evidence that contributions are sustainable over time; and
- Evidence that the contributions have markedly improved education within Idaho, and specifically the region served by the College of Southern Idaho

The President will solicit nominations on an annual basis and a committee established by the College representing education partners and College stakeholders will recommend no more than three recipients to the President. The President will evaluate the three recommended recipients and advance one or more to the Board for its review and possible ratification.

The award is intended to mark achievement and is not accompanied by a cash award.

The award shall be named the Maxine Bell Education Advocate Award.

MOTIONS REGARDING AT-WILL EMPLOYMENT

I MOVE TO ADOPT POLICY CHANGES TO AFFORD ALL NON-FACULTY EMPLOYEES WITH AT-WILL EMPLOYMENT TO BE EMPLOYED AT THE DISCRETION OF THE PRESIDENT; AND THE PRESIDENT IS AUTHORIZED TO TASK ADMINISTRATION TO AMEND ALL POLICIES AND PROCEDURES CONSISTENT WITH THIS EMPLOYMENT STATUS. FULL-TIME FACULTY ARE NOT AFFECTED BY THIS POLICY.

I MOVE, CONSISTENT WITH THE AT-WILL EMPLOYMENT STATUS OF NON-FACULTY, THAT THE PROVISIONS AND AMENDMENTS OF THE CURRENT POLICIES SET FORTH IN THE DOCUMENT ENTITLED "AMENDMENTS TO CSI PERSONNEL POLICIES APPROVED MAY 2022" BE APPROVED BY THE BOARD.

2.07 CONTRACTS (Rev: 05/22)

Most regular full-time faculty at CSI receive an annual contract. All contracted faculty will receive a contract by mail. Faculty hired after April 1 will not receive a contract until the following contract year. Faculty who are funded by grants/soft money will not be issued a contract. The contract outlines the title and position to which the individual faculty is appointed and gives the salary and the term of the appointment.

2.13 EMPLOYMENT PERIODS (Rev: 05/22)

The following employment periods apply to faculty members of the College.

Faculty:

- Eleven-month faculty--209 days--instructional contracts are scheduled as approved by the program and/or supervisor and do not include holidays or vacation leave.
- Ten-month faculty--189 days--instructional contracts are scheduled as approved by the program and/or supervisor and do not include holidays or vacation leave
- Nine and one-half month faculty--179 days--instructional contracts are scheduled as approved by the program and/or supervisor and do not include holidays or vacation leave.
- Nine-month--170 days--instructional contracts are scheduled as approved by the program and/or supervisor and do not include holidays or vacation leave.

2.17 OUTSIDE EMPLOYMENT (Rev: 05/22)

The College recognizes the value to its students and personnel and to the citizens of the state arising from the many types of consulting and other external experiences. Such activities can contribute to the quality of instruction, enhance the professional competency of an individual, and bring credit to the institution. These activities also provide valuable services to businesses, industry, professional groups, public and private organizations, local, state, and federal governments as well as provide important links between the College and the community.

As defined herein, the policy does not apply (a) to normal short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation; or (b) when the faculty member is not within the term of his or her contract period or is on leave.

The proposed outside professional employment or continuing business activity must meet the following conditions:

1. Must not interfere with assigned duties or responsibilities;
2. Must not constitute a conflict of interest by misuse of the College position for personal profit or compete with the education, research, or public service programs of the College in a manner which would be determined by the supervisor to be detrimental to the College;
3. Is subject to prior approval of the President or designee;

AMENDMENTS TO CSI PERSONNEL POLICIES APPROVED MAY 2022

4. Must not be undertaken with the claim that the individual is officially representing the institution as an official representative of the institution in connection with the outside professional employment or continuing business activity;
5. Must have prior institutional approval and provide for compensating the College at the rates established by the College if involving the use of College equipment, facilities, or services.

2.21 EMPLOYEE PERFORMANCE EVALUATION POLICY (Rev: 05/22)

The CSI Performance Management System (PMS) provides ways to bring out the best in employees and allows the College to meet its goals at the same time. Performance evaluations develop and motivate employees by ensuring their activities are both linked to their goals and to the Mission of the College of Southern Idaho.

Through the PMS, job responsibilities, expectations, and development activities are identified and agreed upon. These are linked to the goals of the department and the College so that each employee's work is connected to the mission. Frequent communication provides feedback and support to the employee regarding his or her performance.

Additionally, performance management provides a set of tools for the ongoing process of workforce planning, employee coaching, feedback, and development.

Performance Management is a continuous and ongoing process for supervisors and employees of the College. Performance Evaluation meetings may be conducted and Performance Evaluation Forms submitted to the HR Department throughout the year; e.g., on the anniversary of an employee's date of hire, and are to be submitted to the HR Department.

Faculty undergo a four-part evaluation process each year for the first three years of employment and then are evaluated every third year. CSI's Performance Management System is developed to provide a mechanism for creating and maintaining ongoing communication between the supervisor and employee. This system focuses on helping our employees achieve his/her best workplace performance.

To that end, the College's system is designed to accomplish the following goals:

1. Creating a review of the job description and responsibilities;
2. Setting performance expectations;
3. Keeping performance on target;
4. Realigning performance if necessary; and
5. Ensuring a comprehensive performance evaluation meeting takes place.

The Performance Management Process is supported with an online training that will assist managers in: reviewing established job expectations, reviewing employee performance

standards, establishing new performance expectations, summarizing individual job performance, assigning an overall rating, and coaching on the steps to conduct the evaluation meeting along with establishing employee Individual Development Plans (IDPs). In addition, this training helps the College and supervisors meet the provision of Idaho Code Section 12.67-5309.7 that states, "All supervisors who evaluate state employees shall receive training in the evaluation format and process to assure fairness and consistency in the evaluation process."

6.04 DUE PROCESS PROCEDURE (Rev: 05/22)

Faculty are entitled to due process before the College makes any decision to impose any disciplinary involuntary transfer, dismissal, suspension, or demotion. Due Process requires the College to provide the faculty member 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 involving faculty 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 Provost 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 with assistance from Human Resource with the assistance of the appropriate supervisor. The faculty member may be placed on leave during this period pending a final outcome.

Contents of the Notice of Contemplated Action should include:

- 1.Action contemplated; i.e., dismissal, suspension without pay, 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 faculty member 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 period 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 ten (10) working days within which a faculty member 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.

AMENDMENTS TO CSI PERSONNEL POLICIES APPROVED MAY 2022

Right to Representation: The faculty member has the right to be represented by a person of his or her choosing during the opportunity to respond at his/her cost, if any.

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 employee's personnel file.

The Due Process Procedure is completed when the Director of Human Resources or designee notifies the faculty member of the College's decision. Any discipline imposed may be implemented immediately.

Optional Mediation Step

The Dean, Department Director or Provost and faculty member 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 Provost and faculty member agree. Human Resources can assist in identifying a mediator.

6.01 UNLAWFUL DISCRIMINATION, HARASSMENT, HUMAN TRAFFICKING, SEXUAL MISCONDUCT POLICY AND COMPLETE COMPLAINT PROCEDURE (Rev: 05/22)

To Report

If any individual observes unlawful discrimination, he/she should take direct action to report the problem. Employees must take action by notifying their administrator or Director of Human Resources, who will then take prompt steps to address the allegation.

6.05 GRIEVANCE POLICY (Rev: 05/22)

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.

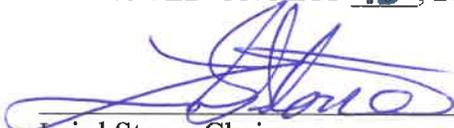
8.15 GRANT ACCOUNTING AND ADMINISTRATION FISCAL POLICY (Rev: 05/22)

11. Annual employment contracts will not be provided for faculty whose salaries are funded by grants. It is the Grant Manager's responsibility to coordinate with the Human Resource Office in completing the necessary paperwork each year for grant-funded positions. These positions need to be re-addressed and processed each fiscal year.

8.35 GIFT, PRIZE, AWARD, CLOTHING & INCENTIVE POLICY (Rev: 05/22)

Employee Clothing Allowance: A pre-determined amount given to a select group of employees to purchase clothing required for their job. This amount is a one-time payment processed through payroll in July of each year and will be taxable to the employee. The employee will personally purchase required clothing with this allowance.

APPROVED ON MAY 16, 2022



Laird Stone, Chairman



Jack Nelsen



Scott McClure

VERBAL APPROVAL via Zoom
 Anna Scholes witness Jeffrey M Harmon

Jan Mittleider



RECORDED, CLERK OF THE BOARD