



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

March 20, 2017

EXECUTIVE SESSION

3:00 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 p.m.

Taylor Building – Room 277

AGENDA

CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – FEBRUARY 27, 2017: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – FEBRUARY 27, 2017: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – MARCH 6, 2017: (A) *Jeff Harmon*

MINUTES – EXECUTIVE SESSION – MARCH 16, 2017: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – MARCH 16, 2017: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

AG DIESEL SWATHER BID: (A) *Jeff Harmon*

TITLE III GRANT EVALUATOR BID: (A) *Jeff Harmon*

CSI PURCHASING AND PROCUREMENT POLICY UPDATE: (A) *Jeff Harmon*

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
MARCH REGULAR BOARD OF TRUSTEES MEETING
March 20, 2017

CALL TO ORDER: 4:00 p.m. Presiding: Karl Kleinkopf

ATTENDING:

Trustees: Karl Kleinkopf, Laird Stone, Bob Keegan
Jan Mittleider, and Jack Nelsen

College Administration:

Jeff Harmon, Vice President of Finance and Administration
Robert Alexander, Board Attorney
Employees, visitors and media - Attached List

APPROVAL OF AGENDA: The agenda was approved as amended on MOTION by Bob Keegan. Affirmative vote was unanimous.

BOARD MINUTES: The Board accepted the following Board minutes as written.

February 27, 2017	Executive Session
February 27, 2017	Regular Session
March 6, 2017	Special Session
March 16, 2017	Executive Session
March 16, 2017	Special Session

TREASURER'S REPORT: The Treasurer's report was accepted by the Board on MOTION by Laird Stone. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports for Head Start/Early Head Start as presented and after much discussion accepted the recommendation to close the Hailey Head Start Center on MOTION by Jan Mittleider. Affirmative vote was unanimous.

OPEN FORUM: CSI Phi Theta Kappa students Savannah Peters and Fernando Hernandez invited all the board members to PTK's induction dinner and ceremony on April 21.

UNFINISHED BUSINESS:

NONE

NEW BUSINESS:

1. The Board approved the bid for the purchase of a swather with rotary head for the newly created Ag Diesel program from Intermountain New Holland of Twin Falls, Idaho in the amount of \$59,950 on MOTION by Jack Nelsen. Affirmative vote was unanimous.
2. The Board approved the bid from Wasdyke Associates of St. Michaels, Maryland for the external grant evaluation for the newly awarded Title III grant, 'Student Success Initiative.' in the amount of \$220000 on MOTION by Jan Mittleider. Affirmative vote was unanimous.
Funding will come from the Title III grant.
3. The board reviewed the new CSI Purchasing and Procurement Policy and will act on it at the April board meeting.

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT declared at 4:51 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: April 17, 2017



Bob Keegan, Vice Chairman

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
March 20, 2017

Monthly Board Meeting List of Attendees

Employees

Jayson Lloyd, Dean of Instruction
Jason Ostrowski, Dean of Student Affairs
Kristy Carpenter, Chief Finance Officer
Eric Nielson, Director of Human Resources
Doug Maughan, Director of Public Information
Mancole Fedder, Director of Head Start
Suzanne McCampbell, Director Office on Aging
Kathy Deahl, Executive Administrative Assistant to the President
Scott Rogers & Chance Munns, Faculty Senate Representative
Devon Jenks, Accountant
Spencer Cutler, Assistant Facilities Director
Mevlida Teffer, Security Supervisor

Media & Visitors:

Savanna Peters & Fernando Hernandez, CSI Students
Julie Wootton, Times News

General Fund YTD Board

YEAR: 1617

Statement of Revenue and Expenses

Acct Month: 8

Wednesday, March 08, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,193,016.25)	(\$10,659,064.29)	(\$11,713,000.00)	(\$1,053,935.71)	9.00%
County Tuition	(\$1,618,094.02)	(\$1,910,827.68)	(\$1,632,000.00)	\$278,827.68	-17.09%
State Funds	(\$18,813,307.08)	(\$20,506,294.17)	(\$20,648,000.00)	(\$141,705.83)	0.69%
County Property Tax	(\$4,109,589.28)	(\$4,288,267.90)	(\$6,870,400.00)	(\$2,582,132.10)	37.58%
Grant Management Fees	(\$324,547.25)	(\$278,688.79)	(\$560,000.00)	(\$281,311.21)	50.23%
Other	(\$321,775.73)	(\$437,186.61)	(\$443,600.00)	(\$6,413.39)	1.45%
Unallocated Tuition	(\$992,616.87)	(\$463,174.34)	\$0.00	\$463,174.34	0.00%
Departmental Revenues	(\$712,765.57)	(\$673,545.43)	(\$808,000.00)	(\$134,454.57)	16.64%

Total Revenue (\$37,085,712.05) (\$39,217,049.21) (\$42,675,000.00) (\$3,457,950.79) 8.10%

Expenditures

Personnel

Salaries	\$13,315,411.97	\$13,987,450.88	\$22,064,200.00	\$8,076,749.12	36.61%
Variable Fringe	\$2,738,871.76	\$2,882,183.10	\$4,513,400.00	\$1,631,216.90	36.14%
Health Insurance	\$2,439,976.01	\$2,932,348.24	\$4,799,800.00	\$1,867,451.76	38.91%
Total Personnel	\$18,494,259.74	\$19,801,982.22	\$31,377,400.00	\$11,575,417.78	36.89%

Expense Catagories

Services	\$1,780,524.04	\$2,410,344.81	\$2,955,450.00	\$545,105.19	18.44%
Supplies	\$582,146.47	\$864,857.75	\$1,264,750.00	\$399,892.25	31.62%
Other	\$591,691.36	\$389,166.91	\$571,000.00	\$181,833.09	31.84%
Capital	\$289,372.31	\$499,771.06	\$1,523,000.00	\$1,023,228.94	67.19%
Institutional Support	\$4,139,174.03	\$4,222,520.27	\$4,983,400.00	\$760,879.73	15.27%
Transfers	\$32,226.68	(\$89,595.15)	\$0.00	\$89,595.15	0.00%
Total Expense Catagories	\$7,415,134.89	\$8,297,065.65	\$11,297,600.00	\$3,000,534.35	26.56%

Total Expenditures \$25,909,394.63 \$28,099,047.87 \$42,675,000.00 \$14,575,952.13 34.16%

Rev/Expense Total (\$11,176,317.42) (\$11,118,001.34) \$0.00 \$11,118,001.34 0.00%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,339,920.00	\$ 172,716.91	\$ 257,499.62	\$ 2,082,420.38	89.0%
BENEFITS	\$ 1,586,210.00	\$ 98,966.67	\$ 142,648.96	\$ 1,443,561.04	91.0%
OUT OF AREA TRAVEL	\$ -	\$ 433.67	\$ 433.67	\$ (433.67)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 5,497.63	\$ 7,764.62	\$ 47,693.38	86.0%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 426,580.00	\$ 37,977.74	\$ 81,288.69	\$ 345,291.31	80.9%
TOTAL DIRECT COSTS	\$ 4,408,168.00	\$ 315,592.62	\$ 489,635.56	\$ 3,918,532.44	88.9%
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ 35,068.06	\$ 35,068.06	\$ 318,731.94	90.1%
GRAND TOTAL	\$ 4,761,968.00	\$ 350,660.68	\$ 524,703.62	\$ 4,237,264.38	89.0%

IN KIND NEEDED	\$ 1,190,492.00
IN KIND GENERATED	\$ 168,982.89
IN KIND (SHORT)/LONG	\$ (1,021,509.11)

PROCUREMENT CARD EXPENSE \$ 15,303.59 4% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	517.63	17,043.39	1,802.05	19,363.07	23,180.11

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 5,378.85	\$ 6,398.63	\$ 20,941.37	76.6%
SUPPLIES	\$ 3,434.00	\$ 26.74	\$ 56.61	\$ 3,377.39	98.4%
OTHER	\$ 20,776.00	\$ 8,736.98	\$ 9,396.54	\$ 11,379.46	54.8%
GRAND TOTAL	\$ 51,550.00	\$ 14,142.57	\$ 15,851.78	\$ 35,698.22	69.2%

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (12,888.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 553,707.00	\$ 44,662.69	\$ 90,518.75	\$ 463,188.25	83.7%
BENEFITS	\$ 357,120.00	\$ 26,338.26	\$ 53,156.17	\$ 303,963.83	85.1%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 2,653.87	\$ 2,956.37	\$ 30,103.63	91.1%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 151,125.00	\$ 8,909.77	\$ 15,610.61	\$ 135,514.39	89.7%
TOTAL DIRECT COSTS	\$ 1,095,012.00	\$ 82,564.59	\$ 162,241.90	\$ 932,770.10	85.2%
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ 5,650.16	\$ 5,650.16	\$ 77,234.84	93.2%
GRAND TOTAL	\$ 1,177,897.00	\$ 88,214.75	\$ 167,892.06	\$ 1,010,004.94	85.7%
IN KIND NEEDED	\$ 294,474.00				
IN KIND GENERATED	\$ 44,179.75				
IN KIND (SHORT)/LONG	\$ (250,294.25)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total for All Centers	\$ 96.54	\$ 370.43	\$ 55.09	\$ 522.06	\$ 590.69

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	\$ 1,145.22	\$ 1,576.97	\$ 11,073.03	87.5%
SUPPLIES	\$ 1,480.00	\$ 4.95	\$ 169.49	\$ 1,310.51	88.5%
OTHER	\$ 14,797.00	\$ 1,426.86	\$ 1,539.86	\$ 13,257.14	89.6%
GRAND TOTAL	\$ 28,927.00	\$ 2,577.03	\$ 3,286.32	\$ 25,640.68	88.6%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (7,232.00)

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

Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
Total	576

Program Options

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

Head Start Attendance

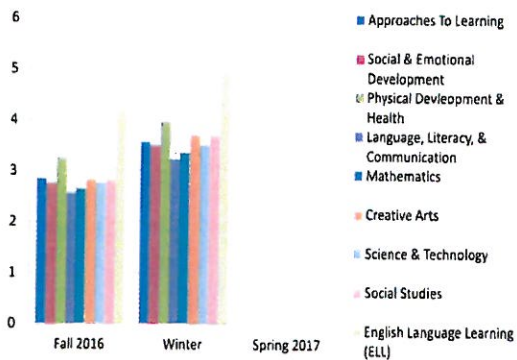
February Head Start Overall Attendance	81%
February Head Start Self Transport Attendance	80%
February EHS Toddler Combo Attendance	77%

Meals and Snacks

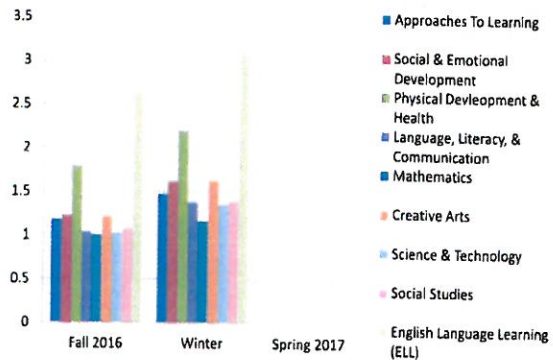
Total meals served for February	5,929
Total snacks served for February	5,693

Program Notes

**Program Mid Year Summary
for Head Start Children**



**Program Mid Year Summary
for Early Head Start Children**



Mid Year COR Advantage Outcomes Report 2016-2017

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 – Music, Geography, Book Enjoyment and Knowledge

Area of Need – Alphabetic Knowledge, Measurement, Speaking

CLASS/PQA – 6.1 Emotional Support, 5.64 Classroom Organization, 2.91 Instructional Support

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 feedback to classroom staff on Program Quality Assessment with lesson plans, environment and classroom materials at in-service January 9, 2017.
- 3) Provide individual outcome information to families on children during home visits and parent/child activities around child goals.

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 – Fine Motor, Reasoning and Problem-Solving, Counting and Cardinality, Comprehension and Text Structure, Relationships with other Children

Area of Need – Vocabulary, Phonological Awareness, Measurement

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 – Music, Tools and Technology, Experimenting, Predicting, and Drawing Conclusions

Area of Need – Geometry: Shapes and Spatial Awareness, Art, Writing

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 – Relationships with Other Children, Attending and Understanding, Imitation and Symbolic Representation and Play, Perception

Area of Need – Emergent Mathematical Thinking, Memory, Emotional and Behavioral Self Regulation

School Readiness

The School Readiness Report measures a child's progress towards meeting school readiness goals over time. The Report looks at a child's performance across all COR Advantage categories.

Each category must have at least 75% of the assessment items scored in each of the selected time periods. The category scores represent the average of the item scores in each. (The item score is the highest score that has been reported for that item during the specified time period.) Scores are calculated when 75% of all possible items in a category have a score for the time period. For children transitioning to kindergarten in the fall, school readiness is measured by an average score of 3.75 in each category and an overall average of 4.0 or higher

- 16% of all children 0-5 are ready for their next educational setting
- 74% of all children 0-5 make progress towards their next educational setting
- Less than 2% (.02) made no progress towards their next educational setting
- 83% of all children going to kindergarten made progress towards their next educational setting. 6% (31 children) didn't have enough data due to late enrollment in the last reporting period.

Continuous Improvement Plan for Rest of Program Year 2016-2017

- Head Start** –
- 1) Classroom support and observation and feedback to staff.
 - 2) CLASS observations/feedback and training Mar. 27th, 2017
 - 3) Continue training on using data from child outcomes for daily lesson planning and individualization to scaffold children's learning.

- Early Head Start** -
- 1) Continue training staff Mar. 27th, 2017 on using data from child outcomes for daily lesson planning and individualization to scaffold children's learning
 - 2) HOVERS home visit observations and feedback

Hailey Head Start Center

The program has been put into a situation where closing the Blaine County Campus Hailey Head Start Center is necessary. Budget cuts along with increased Health Insurance costs force us to make the unfortunate and I am sure unpopular choice of ceasing operations in Hailey beginning in the fall of 2017. More information will be provided to the board during the Head Start report at the regularly scheduled board meeting on March 20, 2017.

Documents for Board Review and Approval: Financial Reports; Annual Report



**COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START**
998 Washington St. N.
Twin Falls, Idaho 83303-1238
(208) 736-0741



March 20, 2017

Patricia Fisher
Grants Officer
Administration for Children and Families
Office of Grants Management
701 Fifth Avenue, Suite 1600, MS-72
Seattle, WA 98104

RE: Grant No. 10CH010422

To whom it may concern:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved at the regularly scheduled board meeting on March 20, 2017, the change of scope request related to the closure of the Hailey Head Start program beginning July 1, 2017. While we are saddened by the circumstances present that necessitate the closure of the Hailey facility, we are in full agreement that this is the course of action needed in order to continue operations of the program as a whole.

We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey M. Harmon', is written over a light blue horizontal line.

Jeffrey M. Harmon
Vice President of Administration
College of Southern Idaho
Head Start /Early Head Start

March 20, 2017

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

From: Jeff Harmon



Re: Ag Diesel Swather

We advertised to purchase a swather with rotary header for the newly created Ag Diesel program. We received three bids:

Intermountain New Holland	Twin Falls, Idaho	\$ 59,950.00
Stotz Equipment	Twin Falls, Idaho	\$ 60,000.00
Burks Tractor Co.	Twin Falls, Idaho	\$ 66,803.00

Based on the review of the proposals by Rodney Higgins and Terry Patterson, I recommend that we accept the low bid from Intermountain New Holland of Twin Falls, Idaho in the amount of \$59,950.00.

Funding for this is provided by Federal Perkins grant funds.

March 20, 2017

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

From: Jeff Harmon 

Re: Title III Grant Evaluator

We advertised for an external grant evaluator to perform the evaluation of our newly awarded Title III grant the, *Student Success Initiative*. We received two bids to evaluate the grant. One bid did not meet the specifications in the request for proposal and was not accepted. The one bid that was timely and met our specifications was from:

Wasdyke Associates, LLC	St. Michaels, Maryland	\$220,000.00
-------------------------	------------------------	--------------

Based on the review of the proposals by Alan Heck, I recommend that we accept the bid from Wasdyke Associates, LLC for \$220,000.00. Wasdyke Associates, LLC has performed grant evaluations for us in the past on grants similar to this Title III grant.

Funding for this will be provided by the Title III grant, *Student Success Initiative*.

III. Finance and Business Affairs**(DRAFT) CSI Purchasing and Procurement Policy****Policy number: III.005**

Last revised and approved: 03.20.2017

Previously 8:04, 8.05

Effective date: 03.20.2017

Last reviewed: 03.20.2017

Purpose

To provide for oversight and responsible stewardship of CSI funds by setting forth guidelines for purchasing goods and services.

Scope

Applies to all employees of CSI who are authorized to make purchases on behalf of CSI.

Responsible party

Vice President of Finance and Administration

I. Policy statement

Efficient and cost-effective procurement of goods, services and public works construction is an important aspect of local government operations. CSI should endeavor to buy goods, services and public works construction by way of a publicly-accountable process that respects the shared goals of economy and quality. All purchases will be made within the terms of the approved institutional budget. Administrators and professional support staff who administer budgets within their department or program are responsible for and will be accountable to CSI to ensure that purchases are made within the means of their budget. This policy and its procedures define the roles and responsibilities of the departments and the Business Office as they apply to the procurement of goods and services by CSI.

II. Procedures**A. Purchasing Overview**

1. Generally, the Accounts Payable Office processes and mails checks on Fridays. Payment/reimbursement documentation must be submitted by Wednesday at noon to ensure payment by Friday. Checks will be mailed after being processed. Original itemized invoices or receipts are required. Individuals are to request reimbursement for their own expenses. All requests must be signed by at least two employees with one employee having appropriate signing authority. Incomplete requests will be returned to the signing authority for resolution. All payment/reimbursement requests should be submitted on a weekly basis.

B. Preliminary Cost Analysis

1. Prior to making a purchase the requestor shall work with the department head to research the good or service to determine the cost range of the procurement. Under CSI's procedures and state and federal guidelines for procurement, purchases are divided into dollar amount thresholds. For CSI, the following are the dollar threshold requirements:
 - a) Below \$5000, a Request for Payment or P-Card is required

- b) \$5,000 and above, a Purchase Order is required
- c) \$10,000 to \$49,999, three Quotes and a Purchase Order are required
- d) \$50,000 and above, a Formal Sealed Bid and a Purchase Order are required

***Regardless of dollar amount, Purchase Orders are the preferred method of purchasing whenever possible and when working with federal funds.**

C. Other preliminary considerations

- 1. Is the purchase exempt from the bid requirements? And if so, what documentation is required to authorize the exemption? Seek guidance from the Business Office
- 2. Is the purchase made with grant funds? Does the Uniform Guidance apply to the purchase? Seek guidance from the Grant Accountant in the Business Office
- 3. Is the purchase technology related? Seek guidance from Information Technology Services
- 4. Is this purchase related to physical plant, facilities or furnishings? Seek guidance from the Physical Plant
- 5. Is this purchase related to student clubs or activities? Seek guidance from the Student Affairs Office
- 6. Is the purchase allowable? Some examples of purchases that are unallowable include the following:
 - a) Alcoholic beverages, unless approved by the President
 - b) Birthday or other departmental celebration cakes, cards, or decorations, unless approved by the President
 - c) Gifts or purchases of flowers and plants that are not program related, unless approved by the President
 - d) Gifts and donations, unless approved by the VP of Finance or Controller
 - e) Traffic tickets and violations
 - f) Gift certificates/gift cards/prizes unless approved by the VP of Finance or Controller
 - g) Departmental clothing purchases unless approved by the VP of Finance or Controller

D. Purchases that Require Board Approval

- 1. All real property
- 2. Personal Service contracts exceeding \$100,000
- 3. Capital purchases that will cause a Division to exceed their Board approved annual budget

E. Purchases under \$5,000 (Request for Payment, P-Card or Purchase Order)

- 1. Purchases valued under \$5,000 may be procured through a Request for Payment form, P-Card, or Purchase Order. The Request for Payment form and directions can be found on the Business Office website. The completed form along with original invoice or receipts should be turned into the Business Office. Procurement with a P-Card should be made in accordance with CSI's P-Card Policy. Procurement with a Purchase Order should go through the normal purchase requisition process.

F. Purchases \$5,000 and above (Purchase Order required)

1. All purchases of \$5,000 and above require an approved Purchase Order. The Purchase Requisition form that initiates the Purchase Order process can be found on the Business Office website. Purchase orders are not required under the following circumstances:
 - a) A purchase of \$5,000 and above is made on account with a vendor approved by the Business Office
 - b) A purchase of \$5,000 and above is made using the CSI Bookstore's separate PO system such as bulk textbook purchases, etc.
 - c) A purchase of \$5,000 and above for travel arrangements
2. All requests must be signed by at least two employees with one employee having appropriate signing authority.

G. Purchases Valued Between \$10,000 to \$49,999

1. Purchases (or leases) of personal property or services that are valued between \$10,000 and \$49,999 are subject to the procurement rules contained in Idaho Code. CSI is required to solicit at a minimum three quotations from vendors for the product or service that is needed.
2. A Request for Quotation (RFQ) should include:
 - a) A clear description of the purchase to be made so that the vendor dealing in such goods or services can understand what is to be procured
 - b) A clear description of the method by which the vendor should respond, including time and date, and person to whom the response should be directed
 - c) A minimum of five working days for the quote response
3. Each vendor should be provided identical quote specifications. The Quote Request can be in either electronic or physical format.
4. Vendor responses should:
 - a) Be in writing on the vendor's letterhead or with logo
 - b) List the vendor's company/business name, address, phone number and contact name
 - c) Respond to the quote request as to quality, quantity or service capabilities
5. Objections or questions from a vendor must be in writing and received no less than two (2) days prior to the due date of quotes.
6. Once quotes are received they should be compiled and reviewed by the Department Chair and/or Dean overseeing the purchase. The lowest responsive quote should be selected from the bid submittals. When specifications are valued or comparative performance examinations are conducted, the results of such examinations and the relative value of required specifications will be weighed as set out in the criteria of the RFQ, in determining the lowest responsive quote.
7. If CSI chooses to award a competitively bid contract involving the procurement of personal property or services to a bidder other than the apparent low bidder, CSI shall declare its reason or reasons. These reasons should be documented and should be attached to the Purchase Requisition form. A response from a bidder that it cannot meet the requirements of a quote request is a valid response and counts as one of the three quotes. This does not mean a department can circumvent the procedures by requesting quotes from un-qualifying parties. If three quotes cannot be obtained, a description of the efforts undertaken to procure three

quotes shall be documented and such documentation will be attached to the Purchase Requisition form.

8. The department requesting the bids must attach all three quotes to the Purchase Requisition form before a purchase order will be issued.

H. Purchases Valued at \$50,000 or above

1. When an expenditure or purchase is contemplated for personal property or a service that may be at \$50,000 or above, the purchase must be made pursuant to an open competitive bid (Request for Proposals, Invitation to Bid). A Request for Proposal (RFP) must be developed that provides the specifications and details of what is to be purchased. Further, as additional factors, including but not limited to location, standards, licensing, references, ability of vendor, or finances can be put into the body of the Request for Proposal. The RFP must also provide a time frame for the process and the evaluation criteria under which the vendor will be selected. Items cannot be separated as to type, such as separating chairs from desks to keep from bidding. Bid splitting is prohibited by law and can result in fines. RFP's and bids involving software, computers, telecommunications, phones or electronic equipment must be approved by the Chief Technology Officer.
2. The RFP process takes approximately three to six weeks. The RFP document must be developed, and the RFP must be approved by the Business Office. State law also requires a legal notice be published in the official newspaper of the political subdivision. This legal notice will designate the CSI contact person. CSI posts legal notices in the Times-News. State law requires the following for the publication:
 - a) Two notices soliciting bids shall be published
 - b) The first notice shall be published at least two weeks (14 days) before the date that the bids are to be opened
 - c) The second notice shall be published the succeeding week, at least seven (7) days before the bids are to be opened
 - d) The legal notice must describe the property or service to be purchased, information for a vendor to obtain a copy of the RFP, and provide the time and date when proposals will be due
3. Vendors may obtain a copy of the RFP from the CSI contact person associated with the purchase. This designated CSI contact person's name and contact information will be included in the legal notice for the bid. Questions can be sent by e-mail as directed in the proposal. Proposals may not be withdrawn after the time and date set for the opening of the bids. The opening will be in a public location so that vendors or the public may be present at the opening. CSI generally holds the opening at the CSI Business Office at 315 Falls Ave. in Twin Falls, Idaho.
4. Once opened, an Evaluation Team will be established and approved by the Business Office. The Evaluation Team shall review all proposals, evaluating them based on the criteria set forth in the RFP. The award will be granted to the vendor who is most qualified based on the criteria.

I. EXEMPTIONS TO BID PROCESS

1. State of Idaho Open Contract List
 - a) As a political subdivision of the state of Idaho, CSI is able to purchase goods or services at the same contract prices, terms and conditions available to the State of Idaho. The state open contract (https://purchasing.idaho.gov/statewide_contracts.html) website includes a list of vendor goods or services that the state has already bid and

determined to be the best overall value. Departments should first review this list before making a purchase. No matter the cost of the purchase, if a good or service is listed on the state open contract list, the purchase is exempt from the bid process. If a purchase from the state open contracts will exceed \$50,000, the purchaser must document that the vendor was included on the state list. Documentation to substantiate the presence of the item on the state open contracts is required to be submitted with a CSI Purchase Requisition form.

2. Real Property and Leases

- a) Procurement of an interest in real property is exempt from the bid requirements under Idaho Code § 67-2803(5). CSI requires that all real property purchases be approved by the Board of Trustees

3. Joint Powers

- a) Under Idaho Code, political subdivisions may utilize contracts of state and public agencies. Many contracts contain "public agency clauses" which allow cities, counties and political subdivisions access to state agency purchase agreements. The use of such contracts enables the secondary party to the agreement to make a purchase off the primary agency without seeking bids (as bids were already achieved in the original formation of the contract). When using another agency's contract for a purchase of goods or services the following procedures should be followed:

- (1) Obtain written permission from the primary agency to the contract for the utilization of the contract
- (2) Obtain a copy of the contract and have a clear understanding of the terms, including but not limited to financing and payment, duration and termination, and method of use
- (3) Obtain names and terms for all subcontractors

4. Federal GSA Contracts

- a) CSI, as a political subdivision, may use federal government general services administration (GSA) contracts in accordance with the GSA eLibrary website. These contracts have already been bid and awarded by the federal government. The purchaser must document that the vendor was included on the federal GSA list for state and local government. Documentation to substantiate the presence of the item on the state open contracts is required to be submitted with a CSI Purchase Requisition form.

5. Emergency Purchases

- a) The policies governing purchasing procedures for the college system and its institutions shall be waived when the Vice President of Finance and Administration or other person delegated that authority, determines that an emergency requires such action. An "emergency" means when the immediate demand for supplies, materials, or services is such as to seriously hamper the operations of the institution, and in spite of all remedial action possible, would result in damage more costly than the purchase involved, if purchased through normal procedures. The nature of the emergency and determination that the circumstances justified waiver of purchasing procedures shall be documented in writing.

- b) The Vice President of Finance and Administration will determine when an emergency exists at CSI, and when an emergency purchase is warranted. Emergency purchasing cannot be used to satisfy preferences or convenience on the part of the department, nor is it allowed for preventing funds from reverting at the end of the fiscal year, to the institution, or for any reason that seeks to circumvent regular procurement procedures.

6. Sole Source Purchases

- a) CSI, as a political subdivision, may determine that there is only one vendor (one source) to acquire personal property. A sole source item is one that has only one supplier. For example, a sole source purchase might be necessary in the follow circumstances:
 - (1) Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration.
 - (2) Where a sole source supplier's item is needed for trial use or testing
 - (3) The purchase of mass-produced movies, videos, books or other copyrighted materials
 - (4) The purchase of property that for which it is determined there is no functional equivalent
 - (5) The purchase of public utility services
 - (6) The purchase of products, merchandise or trademarked goods for resale at a political subdivision facility
 - (7) Where competitive solicitation is impractical, disadvantageous or unreasonable under the circumstances
- b) Individual CSI departments or purchasers cannot make a determination on whether a vendor is a sole source. Departments contemplating a purchase that they suspect may be a sole source must provide a memorandum documenting the research and rationale behind the request for a sole source purchase. The memorandum describing the sole source must be signed by the Vice President of Finance and Administration. Upon making the "sole source" declaration, notice of the sole source purchase must be published in the newspaper (CSI posts two consecutive weeks). A Purchase Order cannot be issued until the fourteen (14) day appeal period has expired. The appeal period begins upon first posting.

Reference**Shared Leave Policy**

Policy number: [Click here to enter text.](#)

Last revised: 1/16/2017

Effective date: 02/01/2000

Purpose

CSI employees may transfer accrued vacation leave to any eligible CSI employee for use as paid sick leave when that employee or an immediate family member suffers from a serious illness or disability or other health reasons necessitating the employee's absence from work, or in situations where the employee's personal attendance is required or desired because of a serious illness, disability, or death and funeral in the family. For purposes of this policy, family means a spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage, or legal guardian.

Scope

This policy applies to all benefit eligible employees of CSI.

Responsible party

Human Resources

I. Policy statement

It is the policy of the College of Southern Idaho that benefit eligible employees have the opportunity to transfer accrued vacation leave to a specific eligible co-worker.

II. Procedures**I. RECEIVING DONATED LEAVE****A. To receive donated leave, an employee must:**

- 1. be eligible to accrue sick leave; and
- 2. have exhausted all of their accrued sick leave, compensatory time, and vacation leave; and
- 3. be suffering from, or have a family member suffering from, a serious illness or disability necessitating the employee's absence from work for five (5) or more consecutive days. A serious illness is defined as:
 - a. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical-care facility;

- b. Any period of incapacity requiring absence of more than five (5) calendar days from work that also involves continuing treatment by a health care provider;
 - c. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than five (5) calendar days.
 - d. have a death and funeral in the family necessitating the employee's absence from work for five (5) or more consecutive days.
 - e. not exceed a maximum of 160 hours of donated leave per fiscal year.
- B. Medical certification of the receiving employee may be required. Employees may not use Shared Leave for time off due to adoption or foster care placement unless the child has a medical condition requiring care. The employee must submit a Request Form to Human Resources to insure the shared leave request meets the eligibility requirements.

II. DONATING LEAVE

A. To donate leave, an employee must be eligible to accrue vacation leave; transfer in eight (8) hour increments with a minimum donation of eight (8) hours; and not exceed eighty (80) hours of shared leave donations per fiscal year. No employee may make any transfer of vacation leave that would reduce his or her vacation balance below 80 hours after the donation.

B. The employee must submit a Shared Leave Donation Form to Human Resources to insure the employee meets the eligibility requirements.

III. FISCAL OBLIGATION

A. The organization unit of the receiving employee will assume the financial responsibility for all donated leave used by the receiving employee.

IV. TRACKING, MONITORING AND RECORD KEEPING:

A. Human Resource Services will track individual leave transfers and maintain records.

B. Transferred vacation leave will convert to sick leave and will assume the hourly leave value of the receiving employee.

V. TIME FRAMES:

A. Donated hours will be collected during the annual benefit renewal period and banked.

B. Should the need for donated hours exceed the hours in the communal bank, Human Resources will request additional donated hours outside of the renewal period.

VI. CONFIDENTIALITY

A. Names of donors and receivers will be kept private. This confidentiality is intended to preclude any repercussions for employees who do not transfer leave.

Referenced from Boise State Shared Leave Policy, Policy #7220

c:\users\mschutt\documents\shared leave policy.docx

Reference**Minors on Campus**

Policy number: [Click here to enter text.](#)

Last revised: 1/16/17

Effective date: TBD

Purpose

The College of Southern Idaho is committed to the safety of all individuals in its community. The College is particularly sensitive to the safety and security of children who are entrusted to the College's care, custody, and control or who participate in programs held on College property.

Scope

This policy provides broad safeguards intended to better protect minors when they are on the College Campus, participating in College programs and activities designed to include minors, or when they are in the care of College Personnel, Volunteers, or Contractors. All CSI Personnel, Volunteers, and Contractors are expected to be familiar and comply with the provisions of this Policy and any related College policies and/or procedures. This policy also establishes requirements for non-College organizations and entities, including but not limited to Recognized Student Organizations, that operate non-College programs or activities designed to include minors.

Responsible party

All CSI employees

I. Policy statement

- This Policy establishes guidelines for those in the College community who may work or interact with Minors, with the goal of promoting the safety and wellbeing of Minors.
- The College is committed to the shared values of caring, citizenship, and responsibility. Under this umbrella of shared values, all faculty, staff, students, contractors, subcontractors, and volunteers will prevent Minor Abuse when possible and report it when suspected.

II. Procedures**I. Definitions****Abuse or Neglect of Minors**

As defined by Idaho state statute 16-1602. Please consult statute for full definition. In summary, child abuse and neglect means an act or omission that threatens the health or welfare of a person under 18 years of age.

Child/Minor

A person under the age of eighteen (18).

College Facilities

Facilities owned, operated, managed or controlled by the College of Southern Idaho.

Covered Program

Any program or activity in which Minors will be physically present and participating, offered by any academic or administrative unit of the university, or by non-university groups using college facilities, properties and any areas owned or controlled by the college. "Covered Program" includes but is not limited to all sport camps, workshops, academic camps, mentoring programs, academic courses and academic competitions.

"Covered Program" does not include undergraduate academic programs in which Minors are enrolled for academic credit; single performances or events open to the general public that are not targeted toward Minors, but which Minors are permitted to attend (such as varsity athletic competitions, plays, concerts); general public events where parents/legal guardians are invited and are expected to accompany and provide supervision to Minors in their care; visits and tours for prospective students organized by the Office of Admissions; unaccompanied visits by prospective CSI students to regularly scheduled academic classes; academic or performance competitions where Minors are chaperoned by certified teachers or their parents.

Programs

Programs and activities offered by various academic or administrative units of the College, or by non-College groups using College facilities. This includes but is not limited to workshops, sport camps, academic camps, conferences, pre-enrollment visits, 4H or Cooperative Extension programs and similar activities.

Sponsoring Unit

The academic or administrative unit of the College which offers a program or gives approval for housing or use of facilities.

Authorized Adult

Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities, recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. Authorized Adults are considered to be mandated reporters as defined by Idaho Law. Further guidance on reporting child abuse can be found in Idaho statute 16-1605.

Direct Contact

Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

One-On-One Contact

Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.

Reporting Minor Abuse

II. When to Report Minor Abuse

- Under this policy and state law, all faculty, staff, students, contractors, subcontractors, and volunteers who suspect Minor Abuse are required to report it immediately. There is no need to investigate or ensure that evidence exists before reporting.

- Any doubt as to whether or not to report should be resolved in favor of making the report to ensure that the appropriate professionals in law enforcement and/or child protective services can assess the report and evaluate the safety of the Minor.

III. Where to Report Minor Abuse

- All reporting options below allow anonymous or confidential reporting.
 - A. Idaho law requires anyone who suspects Minor Abuse to report it immediately to law enforcement or the Idaho Department of Health and Welfare.
 - 1. If a Minor may be in imminent harm, dial 9-1-1 or activate a blue emergency phone located on campus.
 - 2. Otherwise, immediately report the incident to:
 - a. Campus Security (208) 732-6605; or
 - b. The child protection division at the Idaho Department of Health and Welfare (208) 334-5437 or using Idaho Department of Health and Welfare's Care Line by dialing 2-1-1.

IV. Additional Reporting Requirements

- Any person designated as a CSI Responsible Employee under Title IX and/or any person designated as a Campus Security Authority Clery Act Compliance, must also follow their reporting responsibilities under those policies.

Additional Guidelines and Responsibilities

V. Participation in College- Sponsored or Affiliated Programs or Activities

- Faculty, staff, students, contractors, subcontractors, and volunteers must:
 - A. Always be vigilant in protecting the well-being and safety of Minors with whom they interact on campus or elsewhere.
 - B. Review and commit to the principles of Appendix A, the College Code of Conduct for Interacting with Minors, Appendix B, Informational Material on The Signs of Abuse and Neglect of Minors, and Appendix C, Training Requirements for those who work with Minors.
 - C. Watch for signs of Minor Abuse (outlined in Appendix B) and promptly report suspected instances of Minor Abuse, or violations of this policy or law, as provided in II, III, and IV above.
 - D. Before engaging in any College-Sponsored or Affiliated Program or Activity involving contact with Minors: meet the requirements of this policy related to training (Section XI) and criminal background checks (Section X).

Managing Programs for Protection of Minors

VI. Program Registration

- The College- Sponsored or Affiliated Program or Activity organizer, director, dean, or department chair will register all on-going or one-time Programs with the Human Resource Office. The Human Resource Office will keep an online database of these Programs. Contact the Human Resource Office for related forms and deadlines.

VII. Hiring

- A. All campus units who regularly work with or around Minors must consider whether a new hire has the skills and desire to work with Minors, even if the proposed work with Minors is a small percentage of the posted job.
- B. Additional screening requirements include, but is not limited to, interview questions about transferrable skills to work with Minors.

VIII. Background Checks

- A background check shall be required of each adult prior to his or her interaction or participation with Minors in Programs. This includes but is not limited to:
 - A. Third party or non-College employees, and
 - B. College administrators, faculty, staff, students, and volunteers.
 - C. Non-College organizations and entities that operate Programs or Activities on campus involving Minors must conduct criminal background checks that meet College standards on their employees, volunteers, and representatives. The College may request any additional information it deems necessary to meet the requirements of this policy.

IX. Mandatory Training on the Prevention, Recognition, and Reporting of Minor Abuse

- College students, faculty and staff who participate in Programs involving Minors must complete appropriate training. At a minimum, training must include:
 - A. Basic warning signs of abuse or neglect of Minors.
 - B. Guidelines for protecting Minors from emotional and physical abuse and neglect.
 - C. Requirements and procedures for reporting incidents of suspected abuse, neglect, or improper conduct.
 - Training may be expanded depending upon the program or activity and the trainee's role in the program or activity.
 - D. Non-College organizations and entities that wish to operate Programs involving Minors on campus must provide documentation to the Human Resource Office indicating that all individuals who will be interacting with Minors (and anyone who supervises such individuals) have received training that meets or exceeds the minimum requirements of this section.
 - Specific requirements and procedures for training appear in Appendix C.

X. Oversight and Responsibilities

- A. The Human Resource Office will track program information and written agreements, while ensuring compliance with this policy, and best practices in the prevention of Minor Abuse.
- B. The Human Resource Office will track background checks, to be performed by Human Resource Services, and training completion on the prevention of Minor abuse.
- C. Program organizers or designees shall register Programs involving Minors with the Office of Human Resource Office with sufficient advance notice to meet the requirements and intentions of this policy.

XI. Enforcement

- Sanctions for violations of this Policy may include the full range of available College sanctions applicable to the individual including suspension, expulsion, dismissal, termination, and exclusion from campus. The College may also take necessary interim actions before determining whether a violation has occurred. The College may terminate relationships or take other appropriate actions against non-College entities that violate this Policy. Any violations of law will be reported to the proper authorities.

IV. Policy Implementation and Modification

- Questions about the interpretation or application of this policy should be raised with the Human Resource Office, which shall update or modify the Appendices to the policy as necessary and administer and oversee the implementation of the policy in a manner that best achieves its goals.

Appendix A

- All faculty, staff, students, contractors, subcontractors, and volunteers who interact with Minors through Programs are required to comply with the following code of conduct when interacting with Minors.
 - A. Do not spend time alone, either on or off campus, with a Minor away from others.
 - 1. It is expected that activities where Minors are present will involve two or more authorized adults.
 - 2. When it is not possible to comply with the above, parents/guardians of Minors must sign a specific waiver acknowledging that they understand their Minor is engaged in a Program that requires a one-on-one interaction (Minor to Adult) such as a private lesson or medical exam.
 - 3. If one-on-one interaction is required, meet in open, well-lit rooms or spaces with windows observable by other adults from the Program.
 - B. Do not engage in any sexualized behavior with, or within the vicinity of, Minors, including but not limited to: engaging in sexual actions, making sexual comments, telling sexual jokes, or sharing or viewing sexually explicit material with or within the vicinity of Minors, except as necessary for Program relevant academic content or providing competent medical services.
 - C. Do not touch Minors in a manner that a reasonable person could interpret as inappropriate, including but not limited to:
 - 1. Contact with a Minor's breasts, buttock, groin, or genitals, or touching Minor with any of these body parts;
 - 2. Making a Minor touch themselves or another person with or on the breasts, buttock, groin, or genitals;
 - 3. Other bodily contact in a sexual manner, though not involving contact with breasts, buttocks, groin, genitals, or mouth, for example back or shoulder massages.
 - 4. Bodily contact required to provide competent medical services is explicitly exempted from this section.
 - D. Do not shower, bathe, or undress with or in the presence of a Minor.
 - E. Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, hitting, punching, poking, or inappropriate restraining, except as required to protect a Minor or others from harm. All

incidents involving such conduct, whether or not required to protect a Minor or others from harm, must be documented and disclosed promptly to the Program Director and the Minor's parent/guardian.

- F. Be aware of the impact of words and language upon Minors.
- G. Do not use, possess, share, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare. The misuse of prescription medications shall be determined to be a violation.
- H. Do not distribute any medication or dietary supplement to a Minor without prior written approval of the Minor's parent/guardian.
- I. Do not meet with Minors outside of established times for Program activities. Any exceptions require prior written parental authorization and must include more than one adult from the Program.
- J. Do not engage or converse with Minors through email, text messages, social networking websites, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Program and the College.
- K. When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles whenever possible. When it is not possible to comply with this guideline, parents/guardians of Minors must sign a specific waiver acknowledging that they understand their Minor is engaged in a Program that requires one-on-one interaction (Minor to Adult).
- L. Do not tell Minors "this is just between the two of us" or use similar language that encourages Minors to keep secrets from their parent/guardians.

Appendix B

- Signs of Minor Abuse and Neglect
- There are often certain recognizable physical and behavioral indicators of Minor abuse or neglect. The following signs, by themselves, may not be conclusive evidence of a problem, but serve as indicators of the possibility that a problem exists.
- Signs of Physical Abuse
 - ● Bruising, welts or burns that cannot be sufficiently explained; particularly bruises on the face, lips, and mouth of infants or on several surface planes at the same time;
 - ● Withdrawn, fearful or extreme behavior;
 - ● Clusters of bruises, welts or burns, indicating repeated contact with a hand or instrument;
 - ● Burns that are insufficiently explained; for example, cigarette burns; and
 - ● Injuries on children where children don't usually get injured (e.g., the torso, back neck buttocks, or thighs).
- Signs of Sexual Abuse
 - ● Difficulty walking or sitting;
 - ● Pain or itching in the genital area;
 - ● Torn, stained or bloody underclothing;
 - ● Frequent complaints of stomachaches or headaches;
 - ● Sexually transmitted infection;
 - ● Bruises or bleeding in external genitalia;
 - ● Feeling threatened by physical contact;
 - ● Inappropriate sex play or premature understanding of sex; and
 - ● Frequent urinary or yeast infections.

- • Direct statements the he or she was sexually abused.
- Signs of Emotional Injury
 - • Speech disorders;
 - • Inability to play as most children do;
 - • Sleeping problems;
 - • Anti-social behavior or behavioral extremes; and
 - • Delays in emotional and intellectual growth.
 - • Sudden loss of self-confidence or self-esteem
 - • Avoidance of certain situations/activities
 - • Desperately seeks affection
- Signs of Neglect
 - • Lack of medical or dental care;
 - • Chronically dirty or unbathed;
 - • Lack of adequate school attendance;
 - • Lack of supervision; for example young children left unattended or with other children too young to protect or care for them;
 - • Lack of proper nutrition;
 - • Lack of adequate shelter;
 - • Self-destructive feelings or behavior; and
 - • Alcohol or drug abuse.
 - • Taking food or money without permission.
 - • Eating a lot at one sitting.
 - • Hiding food for later.
- Each case of Minor abuse or neglect is individual. The child who has been hurt is always the victim. If you believe a child may be the victim of abuse or neglect, contact the Idaho Department of Health and Welfare at (208) 334-5437(208) 334-5437 or the Care Line at 2-1-1. Additionally, CSI Security can be reached at (208) 732-6605 Dial 9-1-1 in case of an emergency.

Appendix C

- Training Requirements for Those Involved with Minors
 - College faculty, staff and students who are involved in Programs involving Minors, as well as employees, volunteers and other representatives of non-College organizations or entities that operate programs or activities involving Minors on campus, are required to satisfy specific training and certification requirements.
- College-Sponsored or -Affiliated Programs or Activities
 - All individuals working with Minors in College-Sponsored or Affiliated programs or activities are required to review the Code of Conduct for Interacting with Minors, and the Signs of Minor Abuse and Neglect documents, and sign the Certification contained in this Appendix C. In general, individuals who participate in programs or activities involving Minors are required to review the Code of Conduct and Signs of Minor Abuse and Neglect documents and sign the Certification for each program and discrete activity. For programs with multiple regular activities involving Minors, the program or activity director or supervisor should contact the Human Resource Office to determine whether repeat Certifications are required. In addition, individuals who are required to read and sign are to submit the signed Certification to the program or activity director or supervisor at least thirty-six (36) hours prior to the start date of any program or activity. The program or activity director or supervisor is responsible for collecting the Certifications from the adult participants and promptly forwarding them to the Human Resource Office

- In addition, all individuals who are required to obtain a background check pursuant to this Policy, including program or activity directors, supervisors and individuals who work one-on-one, stay overnight, or are working with Minors, must complete an online training course. The training course is designed to assist faculty, staff, contractors, volunteers, and students who work with Minors in establishing a comprehensive program for protecting Minors from sexual misconduct by addressing prevention strategies and reporting. This online training course should be completed at least forty-eight (48) hours prior to the start date of the program or activity involving Minors. Individuals required to do the online training must repeat the course annually, provided they continue as program or activity directors, supervisors or individuals who work one-on-one, stay overnight, or are regularly alone with Minors.
- Non-College Programs or Activities on Campus
 - Employees, volunteers and representatives of non-College organizations or entities that operate programs and activities involving Minors on campus are required to comply with the training and certification requirements that apply to College-Sponsored or -affiliated programs and activities. Non-College organizations or entities must also submit to the College's Human Resource Office a certification of compliance with the training requirements described herein at least forty-eight (48) hours prior to the start of any program or activity involving Minors on campus.

Adapted from Boise State College Policy #12060, Colorado School of the Mines, St. Joseph College, Penn State University and the University of Michigan

Working with Minors Checklist

Guidelines for Program Leads and Owners for all College Programs, Activities and Events Involving Minors

If this is a new program/activity, we recommend first reviewing all of the materials available in the Working with Minors Program/Activity Registration policy, and speaking with your Department Head and/or Division Head. While they will need to sign off on the Working with Minors Registration Form, it's important that they know what programs are being created in their area prior to the details being finalized.

Ensure the program or activity is registered with the Office of Human Resources using the Working with Minors Registration Form.

All CSI employees should have their clearances on file with the Office of Human Resources. Once HR receives the registration form they will follow up if there are any issues. For volunteers, you will distribute the link for Instructions for Obtaining and Submitting Clearances (Volunteers Only). Please note the volunteers (both students and non-students) will submit their clearance results to Human Resource Office— only employees are kept on file with the Office of Human Resources.

Ensure that all program personnel are aware of College of Southern Idaho's Mandatory Child Abuse Reporting policy and their specific responsibility.

Ensure that adequate supervision is in place, specifically that the ratio of Authorized Adults versus Minors reflects the gender distribution of the participants, and meets the following:

Standard for **resident** camps/activities are:

- One authorized adult for every five campers ages 4 and 5
- One authorized adult for every six campers ages 6 to 8
- One authorized adult for every eight campers ages 9 to 14
- One authorized adult for every ten campers ages 15 to 17

Standard for **day** camps/activities are:

- One authorized adult for every six campers ages 4 and 5
- One authorized adult for every eight campers ages 6 to 8
- One authorized adult for every ten campers ages 9 to 14
- One authorized adult for every twelve campers ages 15 to 17

In the case of multiple Program Leads and especially when working with an outside organization, determine who is the ultimate decision-making authority.

Ensure that the facilities used for the program/activity are appropriate for minors and that staff are trained in all campus emergency procedures.

Create an information handout sheet, or dedicated e-mail or website for parents & attendees for program-related questions.

Have in place, enforce, and make available policies that address the following areas, if they are applicable to the program:

- Transportation – including the transportation of children at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. College programs must also comply with CSI policies regarding drivers and vehicles.
- Plans for weather emergencies, if the program is not inside a College facility where such plans are in place. This is especially important because having too much unstructured, unplanned time for minors can present a hazard.
- Appropriate levels of access to and supervision of children.
- Appropriate physical contact and communication by personnel with children based on the age of children and the nature of the program activities.
- Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.
- Appropriate training for program personnel regarding first aid and medical treatment as well as dispensing of medication.
- Minor participants' disabilities and allergies.
- Parental permission to use media images obtained from the program/activity.
- Internet and media exposure for program/activity participants and staff during program/activity.
- Accompanying family members or friends.

Programs including overnight stays or use of College residences by children shall have the following additional policies in place:

- Identification to be worn by staff members, and participants if appropriate.
- Curfews.
- Code of conduct for participants.
- Substance-free housing and facilities.

Adapted from "Managing the Risk of Minors on Campus", Arthur J. Gallagher & Co. (2012)

Working with Minors Notification Form

College Programs, Activities, Events, and Employment Involving Minors

Program/Activity Title: _____

Program/Activity Leader's Name: _____ Email: _____

Sponsoring Department: _____

Owner's Name (Cabinet Member): _____

Type of Program/Activity (check the box that is most appropriate):

- Academic Program or Camp
- Athletic/Recreational Program or Camp
- Service/Volunteer Program
- Special Event
- Admissions/Recruitment
- Employment of a Minor
- Space Rental
- Other

Description of Program/Activity:

Location of Program/Activity (specific building(s)/off-campus location(s)): _____

Date(s) of Program/Activity: _____

This Program/Activity is a: One-time Event Recurring Event

Length of Program/Activity: _____

of Minor Participants: _____ Approximate Age of Minor Participants: _____

AUTHORIZED ADULTS:

List every individual who will be supervising or accompanying the minors as an "Authorized Adult" while participating in this program (feel free to attach a typed list or additional pages if necessary):

First and Last Name Email Address Status

_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N
_____	_____	Paid position? Y N / CSI Student? Y N

APPROVALS:

Signatures

Program/Activity Leader: _____

Sponsoring Department Head: _____

Owner (Cabinet Member): _____

Office of Human Resources

Once this form is filled in, including all appropriate signatures, please return to the Office of Human Resources.

Adapted from "Managing the Risk of Minors on Campus", Arthur J. Gallagher & Co. (2012)