COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

SEPTEMBER 18, 2000

5:30 p.m.
TAYLOR BUILDING
PINE ROOM #258

AGENDA

MINUTES: (A) Mike Mason

TREASURER'S REPORT: (A) Mike Mason

ADULT BASIC EDUCATION: (I) Jane Brumbach, Director

STUDENT DISABILITY SERVICES: (I) Ann Flannery, Coordinator

DRUG AND ALCOHOL POLICY: (I) Barbara Knudson

FINE ARTS ADDITION UPDATE: (I) President Meyeroeffer

ECONOMIC DEVELOPMENT ISSUES: (I) President Meyerhoeffer

IDAHO ASSOCIATION OF COMMERCE AND INDUSTRY UPDATE: (I)

President Meyerhoeffer

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES MEETING SEPTEMBER 18, 2000

CALL TO ORDER: 5:30 p.m. PRESIDING: LeRoy Craig

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman, Bill Babcock, Donna Brizee and Dr. Thad Scholes

College Administration: Gerald Meyerhoeffer, President John M. Mason, Secretary/Treasurer

Robert Alexander, College Attorney

Dr. Jerry Beck, Vice President of Instruction

Dr. Joan Edwards, Vice President of Planning and Development

Dr. John Martin, Registrar

Dr. Ken Campbell, Dean of Technology

Ron Shopbell, Director of Dual Credit

Randy Dill, Physical Plant Director

Jeff Duggan, Assistant to the President

Doug Maughan, Herrett Center/Public Information
Director

CSI Staff: Barbara Knudson, Louise Flowers, Rod Pooler, Henry Jones, Jane Brumbach and Ann Flannery

Visitors: None

Faculty Representative: Jan Simpkin and Maddy Hartwell

Times News: Jennifer Sandman

MINUTES OF THE REGULAR SESSION OF AUGUST 21, 2000 were approved as written on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's Report was approved on MOTION by Bill Babcock. Affirmative vote was unanimous.

CSI Trustees
September 18, 2000
Page 2

PRESIDENT'S REPORT:

- 1. The President discussed the new Fine Arts Addition with the Board. The Board approved the following items:
 - a. The stairway to the balcony should extend to the south with the landing large enough to be used for small performing groups.
 - b. The doors to the lobby may be grouped in the center. A canopy is probably not required but they would like to see a mock up of the flying wing canopy. A vestibule is probably not necessary.
 - c. The sandstone for the east side was approved.
 - d. The split face block for the east and south side was approved. The Board would like to see samples and the colors to be used.
- 2. Jane Brumbach reviewed the Adult Basic Education program with the Board. She noted that the program had been designated as a national model for their family literacy program. The ABE program served over 4,000 students last year. This year the program had its state appropriation doubled and has received a \$143,000 family literacy grant from the State Department of Education and a \$403,000 grant from Health and Welfare to expand services. Two grants of \$10,000 each have been received from U.S. Bank.
- Ms. Brumbach received a vote of confidence from the Board and was thanked for her outstanding work.
- 3. Barbara Knudson presented several minor changes to the Board concerning the Drug and Alcohol Policy. The Board approved the changes and gave the President and Ms. Knudson authority to make editorial and minor changes as necessary on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
- 4. Barbara Knudson also presented changes in the personnel manual dealing with employment periods and leave. The Board approved the changes on MOTION by Bill Babcock. Affirmative vote was unanimous.
- 5. Ann Flannery made a presentation concerning services available on campus for disabled students. She noted that we had seventy-three students that we were providing services to this fall. Ms. Flannery was very complimentary to faculty concerning their work with disabled students.

CSI Trustees
September 18, 2000
Page 3

5. (continued) It was noted that access around campus for disabled students was difficult in some areas. The major difficulty is due to a lack of sidewalks to the Center for New Directions, the Student Health Center and the main campus entrances.

The President advised the Board that we were looking at sidewalk issues throughout the campus.

- 6. The President discussed the college's role in the regional economic development plan. He stated that two individuals would be hired and put on the college payroll. The college will contribute part of these individuals salary with the remainder coming from other parties. The individuals will be housed in the Keebler Building in Jerome.
- 7. The President advised the Board that the Joint Finance Appropriations Committee would be on campus on Monday, October 23, 2000 for meetings and a dinner.
- 8. The President noted that Mac Neibaur, Jean King and Bob Reed had passed away over the last few weeks. All were strong supporters of the college.

ADJOURNMENT was declared at 6:41 p.m.

ohn M. Mason, Secretary-Treasurer

APPROVED

October 16, 200

Chairman

DATE:

September 13, 2000

TO:

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President Meyerhoeffer and the Board of Trustees

FROM:

Barbara Knudson, Human Resources

RE:

Policies and Procedures update

Included below are several recommended changes for approval at the September Board Meeting.

Updating the manual is an ongoing process managed by Human Resources, with changes made about once every other year. However, with the Handbook on the Web, we now have the option of updating in a more timely manner. The following changes reflect legal and clarification modifications. A copy of the current policy for each section is attached for your comparison.

3.09 EMPLOYMENT PERIODS (Rev. 9/2000)

Rationale: The policy seems to be confusing to new employees, so this section has been separated: faculty and non-faculty, with clarification around holiday, sick leave and vacation leave.

Recommended to read as:

The following employment periods apply to employees of the College. Other employment periods may exist as agreed between the employee and supervisor and as approved by the President.

Faculty:

- Twelve-month 260 days contracts are for the period starting July 1 and ending the following June 30 and include holidays and sick and vacation leave.
- Eleven-month 209 days instructional contracts are scheduled as approved by the program and/or supervisor and do not include holidays or vacation leave.
- Ten-month 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 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.

Non-faculty:

- Twelve-month 260 days are for the period starting July l and ending the following June 30 and include holidays and sick and vacation leave.
- Other work periods exist as agreed between the employee and supervisor and as approved by the President and will include holiday and sick leave, but will not

include vacation leave. The actual year days worked will be clearly identified for each employee not working the full 260 days per year.

The 40-hour workweek is 2080 hours per year.

The 37.5-hour workweek is 1950 hours per year.

Appropriate sick leave and vacation leave is prorated based on the number of hours worked per pay period.

3.15.10 EMPLOYEE ASSISTANCE PROGRAM (Rev. 9/2000) (4.13 CSI Faculty Handbook)

Where this section reads:

This program addresses material, child or other family problems, persistent anxiety, abuse of alcohol or other drugs, stress problems, depression, grief, financial, legal, or other distractive concerns.

ELIMINATE: Financial and Legal since they are NOT covered with current EAP. **CHANGE** telephone number to 1-877-427-2327.

3.16.01 ANNUAL (VACATION) LEAVE (Rev. 9/2000)

Following the sentence:

Accumulated vacation days are posted on your check or direct deposit stub.

ADD:

If an employee changes from an instructional contract to a non-instructional contract, or if an employee moves from part time to full time, thus earning vacation, the following formula will be used. Months contracted times years of service divided by twelve will equal years of service to be used in vacation accrual. Example: Before moving to a twelve-month contract, the employee has had a nine-month contract and has worked for 10 years for a total of 90 months divided by twelve months equals 7.5 years used for accrual calculation.

Rationale: Questions regarding vacation accrual were raised by employees moving from working nine months to twelve months. Addition of paragraph will clarify how accrual calculation will be made.

3.16.03 FAMILY & MEDICAL LEAVE (FMLA) (Rev. 9/2000) (4.15.07 CSI Faculty Handbook)

The term rolling is added in the following paragraph:

CSI follows the provision of the Family and Medical Leave Act of 1993 (FMLA) which requires that employers provide up to twelve weeks of unpaid, work-protected leave in

any rolling twelve-month period if requested by an employee for one or more of these reasons: (paragraph continues as is)

Rationale: HR was advised that unless policy includes the term *rolling*, an employee could use twelve weeks up to December 31 and then request another twelve weeks starting January 1. This restatement allows only twelve weeks within any twelve months.

CHANGE

Eligible employees must have worked for at least 1,250 hours over the previous twelve months.

To read

Employees who have been employed for at least one (1) year and for at least 1,250 during the preceding twelve-month period are eligible for FML

Rationale: Change based on employee misunderstanding.

ADD

FMI.A leave for a serious health condition may be taken intermittently or on a reduced time basis (e.g., by working fewer days in a week or by working fewer hours in a day), but only if such a schedule is needed for medical reasons and if such schedule continues to meet the work needs as defined by the supervisor.

Rationale: Addition allows inclusion of supervisor's work needs in the discussions.

CHANGE

An employee may elect, or the employer may require, that the employee substitute any paid leave as part or all of the twelve week period, if such leave would otherwise be available.

To read:

An employee approved for leave under FMLA shall use accrued sick leave and then vacation leave in conjunction with the period of family and medical leave.

Rationale: Change reflects actual practice at CSI.

ADD:

To continue health coverage, the employee must continue to make contributions to their plan while on FMLA leave.

Rationale: Addition reflects actual practice at CSI.

6.07 THE COLLEGE OF SOUTHERN IDAHO DRUG AND ALCOHOL FREE CAMPUS POLICY AND DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES (Rev. 9/2000)

CHANGE:

STATEMENT OF POLICY (last sentence in paragraph)

At any time when an employee of the College is away from campus with students any use of a controlled substance or alcohol by such employee is strictly prohibited.

To read:

At any time when an employee of the College accompanies students away from campus, or is in a position to supervise students away from campus, the use of a controlled substance or alcohol by such employee is strictly prohibited.

ADD to second paragraph, following last sentence.

All employees, prospective employees, and contract employees are subject to the terms and conditions of these revised policies and procedures. If the College of Southern Idaho functions as the fiscal agent and grantee for a specific program, that program may have greater, but not lesser, requirements.

Rationale:

Some programs such as Head Start and Trans VI have more strict guidelines based upon their grants.

APPEALS PROCESS

Any appealing employee will be provided a full hearing on his or her appeal within thirty (30) days of the written notice of appeal and will be provided with a written decision by the Appeals Committee within ten (10) days following the hearing. If the Appeals Committee finds for the employee, the written decision will include a recommendation to the President for action to be taken regarding the employee's employment status.

Recommend add last sentence to cover action regarding appealing employee.

Other changes in italics within the drug and alcohol policy are to be approved by the Board as well. The policies would take effect immediately following Board approval.

Please let me know if you have any questions. Thanks, Barbara

Employment--CSI Policies & Procedures Manual

3.07 HOURS OF WORK (Rev. 2/2000)

Administrative offices are open from 8 a.m. to 4:30 or 5 p.m. as assigned, Monday through Friday.

All twelve-month employees are expected to work the regular workweek except on holidays declared by the President of the College. Any deviation from this policy must be requested on a regular leave slip prior to leave time.

3.08 EMPLOYEE BREAKS

It is the intent of the College that all employees take or are offered the opportunity to take one fifteen minute break within each four-hour work shift. For most employees this would be one fifteen-minute break in the morning and one fifteen-minute break in the afternoon.

Breaks are meant to be an opportunity to take care of personal business, relax, and to get away from the employee's work station. Breaks are not intended to be lumped together and taken at one time, used instead of a lunch hour, or forfeited in lieu of reduced work hours. Breaks are to be arranged with your supervisor.

3.09 EMPLOYMENT PERIODS (Rev. 2/2000)

The following employment periods apply to all employees of the College. Other contract periods exist as agreed between the employee and supervisor and as approved by the President.

• Twelve-month--260 days--contracts are for the period starting July 1 and ending the following June 30 and include holidays and sick and vacation leaves.

• Eleven-month--209 days--instructional contracts are scheduled as approved by the program and/or supervisor.

Ten-month--189 days--instructional contracts are scheduled as approved by the program and/or supervisor.

 Nine and one-half month--179 days--instructional contracts are scheduled as approved by the program and/or supervisor.

Nine-month--170 days--instructional contracts are scheduled as approved by the program and/or supervisor.

The 40-hour workweek is 2080 hours per year.

The 37.5-hour workweek is 1950 hours per year.

3.15.10 EMPLOYEE ASSISTANCE PROGRAM (4.13 CSI Faculty Handbook)

The Employee Assistance Program (EAP) is a short-term counseling and referral service provided free of charge to all employees who are currently receiving benefits. This program addresses marital, child or other family problems, persistent anxiety, abuse of alcohol or other drugs, stress problems, depression, grief, financial, legal, or other distractive concerns.

We encourage any employee currently receiving benefits, or their family member, to take it upon themselves to seek assistance by calling the EAP directly at 1-877-427-2327, 24 hours a day, seven days a week. All communications and information received by the counselors of the program will be kept strictly confidential. More information about this service is available by calling the Human Resource Office.

within twelve months of the birth, adoptions, or placement, and the employer can require that the leave be taken all at one time. FMLA leave for a serious health condition may be taken intermittently or on a reduced time basis (e.g., by working fewer days in a week or by working fewer hours in a day), but only if such a schedule is needed for medical reasons.

FMLA must be pre-authorized. When medical certification is required, employees are responsible for returning a CSI Family and Medical Leave (FML) Confirmation to the Human Resources Office within 15 calendar days following notification of the requirement. Failure to provide required medical certification will result in denial of FMLA leave. A fitness for duty medical certification may be required for return to work.

An employee may elect, or the employer may require, that the employee substitute any paid leave as part or all of the twelve-week period, if such leave would otherwise be available.

See also CSI Family and Medical Leave (FML) Confirmation form.

3.16.04 DISABILITY LEAVE (Rev. 2/2000)

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

3.16.05 MATERNITY LEAVE (4.15.08 CSI Faculty Handbook)

Following the birth of a child, maternity leave is available for up to ninety calendar days. The use of accumulated sick leave is mandatory prior to applying for short-term disability benefits. Use of annual leave is possible once sick leave is exhausted, but is not mandatory. Employees on maternity leave must return to work after the ninety-day leave unless a doctor has determined that the employee cannot return to work. Failure to return to work will be considered a resignation.

3.16.06 PATERNITY LEAVE (4.15.08 CSI Faculty Handbook) Male employees may use up to five days accumulated sick time for paternity reasons, including adoption.

3.16.07 MEDICAL APPOINTMENTS (Rev. 2/2000) Sick leave or compensatory time may be used for medical appointments.

3.16.08 FUNERAL LEAVE (Rev. 2/2000) (4.15.09 CSI Faculty Handbook) Your sick leave, compensatory time or vacation leave benefit are available for use when requesting funeral leave. See your supervisor to make arrangements.

3.16.09 PROFESSIONAL LEAVE/TRAVEL

CSI recognizes that professional development is necessary for employees to continue to perform well within their positions on campus. Leave with pay may be allowed faculty members or others attending conferences and professional meetings, provided arrangements are approved in advance. Travel expenses and per diem allowances may or may not be provided. All allowances for travel and per diem must be approved in advance by your supervisor.

3.16.10 SABBATICAL LEAVE Sabbatical leave is available to faculty and staff with six (6) consecutive years of service at CSI, and may be approved for study, research, travel, experience, or other creative activity. The objective of a sabbatical leave is to enhance the service of the applicant to the College and to increase the distinction of the College. This complete policy and procedures is a merging of 2.07 and 6.07 of the handbook, plus suggestions by MVRMC. Italics illustrate additions to text in order to clarify procedures, as discussed with faculty and with the Board. These changes are on the web for two weeks, through September 15, 2000. They will then be reviewed by the Board and the final revision implemented immediately.

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6.07 THE COLLEGE OF SOUTHERN IDAHO DRUG AND
ALCOHOL FREE CAMPUS POLICY AND
DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES
Revised 8/2000

PURPOSE:

The College of Southern Idaho recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol and is committed to providing a drug-free and alcohol-free educational environment which supports the mission of the College.

STATEMENT OF POLICY:

It is the policy of the College of Southern Idaho that the unlawful manufacture, distribution, dispensation, possession, use of a controlled substance, or the use of alcohol by students and employees is prohibited in the workplace, on College time, or on College property. This prohibition covers any individual's actions that are part of any College activities, including those occurring while on College property or in the conduct of College business away from campus. At any time when an employee of the College is away from campus with students any use of a controlled substance or alcohol by such employee is strictly prohibited.

It is a condition of employment with the College that employees abide by this policy. All employees must sign a Drug and Alcohol Free Workplace Agreement. Employees who have previously signed the Drug Free Workplace Agreement are subject to this policy. New employees will be required to sign the Agreement. A copy of this policy and these procedures are available on the CSI web site. Employees may request a hard copy from the Human Resource Department. All employees, prospective employees, and contract employees are subject to the terms and conditions of these revised policies and procedures.

TESTING POLICY:

The State of Idaho has codified the procedure under which a political subdivision of the State of Idaho may test its employees for drugs and/or alcohol at Title 72, Chapter 17 of the Idaho Code. The Board of Trustees of the College of Southern Idaho has determined that it is in the best interest of the College, its administration, faculty and staff to have a drug and alcohol testing policy. The College may require any employee or prospective employee to submit to appropriate testing for the presence of drugs or alcohol under circumstances which may include, but not be limited to the following: post-accident, reasonable suspicion and return to duty/follow-up.

b) A signed agreement from the employee stipulating to his/her commitment to the outlined plan/recommendations.

c) A plan for follow-up drug/alcohol testing to be completed for a period of time to be determined by the substance abuse professional.

TESTING PROCEDURES:

1) Any testing for drugs or alcohol on current employees will be considered work time for compensation purposes. Prospective employees shall not be paid for any time spent for drug/alcohol testing. The college shall pay all initial costs of drug or alcohol testing pursuant to this policy.

2) An employee does have the right to refuse to be tested. However, refusal to submit to the test may be grounds for disciplinary action up to and including termination.

3) Sample collection, testing and analysis for drugs or alcohol shall be performed with the Magic Valley Regional Medical Center (MVRMC) as third party administrator and within the guidelines as set forth within a Substance Abuse and Mental Health Services Administration (SAMHSA) approved lab and Department of Health and Human Services (DHHS). MVRMC will assure validity, confidentiality and security of samples and test results. Sample selection and testing will conform to the above guidelines, including scientifically accepted analytical methods and procedures.

4) MVRMC will designate a Medical Review Officer (MRO), or his designee, to interpret, evaluate and monitor the drug testing program and results. The MRO will be a licensed physician with knowledge of drugs, testing methods and drug abuse disorders.

5) The College of Southern Idaho and/or physician shall determine the drug testing technique (e.g., urine sample, breath sample, blood sample, physical examination, sobriety examination) to be administered.

6) All individuals who are required to be tested under the conditions of this policy will report to MVRMC/College of Southern Idaho's designated collection site and at the requested time.

7) If the test or retest is negative, the chain of custody form is reviewed for completeness and accuracy and the results are reported to the College of Southern Idaho.

8) If any test is positive for drugs or alcohol, the College of Southern Idaho shall receive a confirmatory test.

9) If an employee or prospective employee tests positive for drugs or alcohol:

a) The employee shall be contacted by the MRO, prior to notification of the College of Southern Idaho, so that the MRO may determine whether a legally prescribed medication resulted in the positive drug test. It is the employee's obligation to be available to the physician so the situation can be discussed.

b) Any employee or prospective employee who tests positive for drugs or alcohol must be given written notice of that test result, including the type of substance involved.

10) Any employee who tests positive for drugs or alcohol may not return to the work force until such employee tests negative.

11) Any employee or prospective employee who has a positive test result may request that the same sample be re-tested by a mutually agreed upon laboratory. A request for retest must be made in writing to the Director of Human Resources within seven

(b) The "Appeals Committee" shall be composed of 5 members who have attended the supervisory training for substance abuse. The committee will include one member each from faculty, classified staff, administration, professional, and executive council. Members from faculty and classified staff will be selected by the faculty senate and by the staff organization. Administration, professional and executive council members will be appointed by the President.

(c) Any appealing employee will be provided a full hearing on his or her appeal within thirty (30) days of the written notice of appeal and will be provided with a written decision by the Appeals Committee within

ten (10) days of the following the hearing.

(d) Failure to file any such appeal, in writing, within the (10) days following notice of the action by the College will constitute a waiver of the employee's right to appeal.

The College of Southern Idaho recognizes drug and alcohol dependency as a serious problem and as a health, safety and security threat to the business of education. Employees who need help in overcoming such dependency should contact their supervisor, the Employee Assistance Program or the Director of Human Resources. A voluntary, conscious effort to seek such assistance is encouraged.

Employees are encouraged to learn more about the dangers of drug and alcohol abuse and may obtain more detailed information about available treatment and counseling options. For additional information contact the Director of Human Resources or the Employee Assistance Program.

CITATIONS AND VIOLATIONS AND CONVICTIONS OF CRIMINAL DRUG AND ALCOHOL STATUTES:

The College serves as a public trust and it is in the public interest that all employees report any citations for violations of this policy to their supervisor or to the President. Employees must notify the President's Office of any criminal drug or alcohol statute conviction not later than five (5) calendar days after the employee is convicted.

ENFORCEMENT:

Persons convicted of certain criminal drug and alcohol offenses could face fines and imprisonment under Idaho law.

Convictions or violations of CSI's Drug-free and Alcohol-free policy will result in disciplinary action up to and including dismissal.

This policy complies with the requirements of PL 100-690, Title V, Section 5153.

Student Disability Services

Counseling Center ◆ Taylor Building ◆ College of Southern Idaho

SDS connects with...

- Students who request services and present documentation.
- Faculty, staff & administration about access & adjustment issues.
- Our campus community to ensure a welcoming, inclusive, rich college experience is available for all students.

CSI Students Served 1999-2000

- 25 students carried from '98-'99
- 132+ queries about services
- 113 students requesting services
- 50/113 opened new files

Why do we do what we do?

- "It's the Law!"
- "It's the right thing to do!"
- CSI Mission Statement, Culture & Climate
- The Numbers and the Need

Serving CSI Students 2000-2001

- 22 students 6/00-9/00; 9 opened new files.
- 73 students being served currently (9/18/00).

Serving Students with...

- Learning Disabilities
- Multiple Disabilities
- Psychological Disabilities
- Attention Deficit Disorders
- Cognitive Disabilities

- · Chronic Illnesses
- Physical Mobility
- Deaf/Hard of Hearing
- Blind/Low Vision

Students most often use:

- Testing Accommodations
 - extended time
 - separate environment
 - reader
- Course Adjustments
 - make-ups,
 - extended time
 - seating

- Notetakers
- Readers/Interpreters/Classroom Assist
- Equipment / Materials

Idaho Statistics Snapshot

44.8% of Idaho's estimated 581,245 households report at least one person with a disability. 294,263 Idahoans with a disability (living in residential households) This number represents 18.74% of Idaho's total population.

INDEPENDENT LIVING FOR IDAHOANS WITH DISABILITIES

As Assessment of Existing Needs Scudder & Willmorth ©1995 Survey Research Center, Boise State University

Students Disclosing A Disability

1978

2.6% first-time, full-time freshman

1991-present

9+% first-time, full-time freshman

The American Freshman: National Norms

HEATH Resource Center

Students with Disabilities Access to Post-secondary Education

	with disability	without disability
8 th graders aspiring to enter college	86%	92%
Likely to qualify for 4 year college	<	>
Likely to pursue associate degree	>	<
Two years later: still enrolled	63%	72%
Five years later: still enrolled or degree holding	53%	64%
Percentage employed after graduation	similar	
Rates of pay on the job	similar	
Graduates likely to enter graduate school	similar	

National Center for Education Statistics (NCES)

Students with Disabilities in Postsecondary Education: A Profile of Preparation, Participation, and Outcomes (1999), by Laura Horn and Jennifer Berktold