



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

June 19, 2017

## EXECUTIVE SESSION

3:00 P.M.

Jerome, ID – Best Western Sawtooth Inn – Small Meeting Room

## BOARD OF TRUSTEES MEETING

4:00 P.M.

Jerome, ID – Best Western Sawtooth Inn – Large Meeting Room

# AGENDA

## CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – MAY 9, 2017: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – MAY 9, 2017: (A) *Jeff Harmon*

MINUTES – EXECUTIVE SESSION – MAY 15, 2017: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – MAY 15, 2017: (A) *Jeff Harmon*

TREASURER'S REPORT: (A) *Jeff Harmon*

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

## OPEN FORUM

## UNFINISHED BUSINESS

CSI BOARD OF TRUSTEES POLICIES MANUAL UPDATE: (A) *Karl Kleinkopf*

CSI BOARD OF TRUSTEES SELF EVALUATION: (A) *Karl Kleinkopf*

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AGENDA  
CSI BOARD OF TRUSTEES  
JUNE 19, 2017

NEW BUSINESS

INFORMATION TECHNOLOGY DEPARTMENT UPDATE: (I) *Kevin Mark*

CSI STRATEGIC PLANNING REVIEW: (I) *Chris Bragg*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
JUNE REGULAR BOARD OF TRUSTEES MEETING  
BEST WESTERN SAWTOOTH ROOM JEROME IDAHO

June 19, 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: Dr. Jeff Fox, President  
Dr. Todd Schwarz, Executive Vice President, Chief Academic Officer  
Jeff Harmon, Vice President of Finance and Administration  
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.

May 9, 2017	Executive Session
May 9, 2017	Special Session
May 15, 2017	Executive Session
May 15, 2017	Regular Meeting

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

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

OPEN FORUM:

NONE

UNFINISHED BUSINESS:

NONE


NEW BUSINESS:

1. The Board approved the CSI Board of Trustee Policy document with minor changes, on MOTION by Jan Mittleider. Affirmative vote was unanimous.
2. The Board approved CSI Board of Trustee Self Evaluation on MOTION by Laird Stone. Affirmative vote was unanimous.
3. Kevin Mark, the college's Chief Information Officer updated the Board on information technology related initiatives.
4. Chris Brag, the college's Associate Dean of Institutional Effectiveness updated the Board on our strategic plan.

REMARKS FOR THE GOOD OF THE ORDER

President's Report

ADJOURNMENT declared at 5:27 p.m.

  
\_\_\_\_\_  
Jeffrey M. Harmon, Secretary Treasurer

Approved: July 17, 2017

  
\_\_\_\_\_  
Karl Kleinkopf, Chairman

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
June 19, 2017

Monthly Board Meeting List of Attendees

Employees

Eric Nielson, Director of Human Resources  
Kevin Mark, Chief Technology Officer  
Chris Bragg, Associate Dean of Institutional Effectiveness  
Allen Scherbinske, Director of Physical Plant  
Doug Maughan, Director of Public Information  
Jim Munn, Interim Director of Public Safety  
Kathy Deahl, Executive Administrative Assistant to the President  
Larisa Alexander, AAWCC  
Ed Ditlefson, Director of Applications & Data

Media & Visitors:

Julie Wootton, Times News  
Cathy Roemer, Jerome County Commissioner

**General Fund YTD Board**

YEAR: 1617

**Statement of Revenue and Expenses**

Acct Month: 11

Tuesday, June 13, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$11,557,478.63)	(\$11,001,959.47)	(\$11,713,000.00)	(\$711,040.53)	6.07%
County Tuition	(\$1,607,309.53)	(\$1,967,977.16)	(\$1,632,000.00)	\$335,977.16	-20.59%
State Funds	(\$18,874,473.08)	(\$20,556,294.17)	(\$20,648,000.00)	(\$91,705.83)	0.44%
County Property Tax	(\$4,461,990.13)	(\$4,623,073.62)	(\$6,870,400.00)	(\$2,247,326.38)	32.71%
Grant Management Fees	(\$494,958.48)	(\$447,237.69)	(\$560,000.00)	(\$112,762.31)	20.14%
Other	(\$431,512.22)	(\$555,739.69)	(\$443,600.00)	\$112,139.69	-25.28%
Unallocated Tuition	(\$1,325,112.28)	(\$1,048,325.44)	\$0.00	\$1,048,325.44	0.00%
Departmental Revenues	(\$924,350.43)	(\$865,292.28)	(\$808,000.00)	\$57,292.28	-7.09%

**Total Revenue** (\$39,677,184.78) (\$41,065,899.52) (\$42,675,000.00) (\$1,609,100.48) 3.77%

**Expenditures**

**Personnel**

Salaries	\$18,508,702.68	\$19,471,719.97	\$22,069,200.00	\$2,597,480.03	11.77%
Variable Fringe	\$3,792,541.78	\$3,988,114.87	\$4,513,400.00	\$525,285.13	11.64%
Health Insurance	\$3,361,388.90	\$4,025,642.87	\$4,799,800.00	\$774,157.13	16.13%
<b>Total Personnel</b>	<b>\$25,662,633.36</b>	<b>\$27,485,477.71</b>	<b>\$31,382,400.00</b>	<b>\$3,896,922.29</b>	<b>12.42%</b>

**Expense Categories**

Services	\$2,347,246.98	\$3,236,209.80	\$2,955,450.00	(\$280,759.80)	-9.50%
Supplies	\$825,971.08	\$1,212,924.23	\$1,259,750.00	\$46,825.77	3.72%
Other	\$877,307.07	\$567,138.82	\$571,000.00	\$3,861.18	0.68%
Capital	\$703,115.41	\$723,121.10	\$1,523,000.00	\$799,878.90	52.52%
Institutional Support	\$4,404,275.43	\$4,444,293.67	\$4,983,400.00	\$539,106.33	10.82%
Transfers	\$32,226.68	(\$89,400.15)	\$0.00	\$89,400.15	0.00%
<b>Total Expense Categories</b>	<b>\$9,190,142.65</b>	<b>\$10,094,287.47</b>	<b>\$11,292,600.00</b>	<b>\$1,198,312.53</b>	<b>10.61%</b>

**Total Expenditures** \$34,852,776.01 \$37,579,765.18 \$42,675,000.00 \$5,095,234.82 11.94%

**Rev/Expense Total** (\$4,824,408.77) (\$3,486,134.34) \$0.00 \$3,486,134.34 0.00%

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

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
<b>Total</b>	<b>576</b>

**Program Options**

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

**Head Start Attendance**

May Head Start Overall Attendance	87%
May Head Start Self Transport Attendance	88%
May EHS Toddler Combo Attendance	85%

**Meals and Snacks**

Total meals served for May	5,862
Total snacks served for May	5,862

**Program Notes**

**PIR**

The program has completed a draft of the HS PIR which is due in August. The final version will be presented to the board upon submission.

**COLA**

The College of Southern Idaho Head Start/Early Head Start was awarded \$47,620 and \$11,779 respectively in COLA funds for staff salary increases. These amounts equate to a 1% increase. Currently we are researching the possibility of matching those COLA funds with existing grant funds to match with another 1% from the existing HS/EHS grants for a merit based step increase as well. If it is found to be sustainable I would like to be able to give this increase to staff who qualify as well. It has been 3 years since the last step increase in pay was given to any staff.

**DURATION**

Region X Head Start has given its approval with no further action required to move duration services (6 hour Classroom) to Orchard Valley (Wendell) for the upcoming school year. This move is as a result of the approved closure of the Hailey facility set to become effective July 1, 2017.

**Update on Disabilities Numbers**

As of June 10, 2017 the program has a final total of 68 children enrolled with an IEP. As noted at the February board meeting, programs must maintain 10% of their available slots with children that have an IEP or IFSP. CSI HS/EHS ends the program year at 12%.

**Documents for Board Review and Approval: Financial Reports**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,339,920.00	\$ 211,575.92	\$ 889,664.38	\$ 1,450,255.62	62.0%
BENEFITS	\$ 1,586,210.00	\$ 126,357.81	\$ 517,796.66	\$ 1,068,413.34	67.4%
OUT OF AREA TRAVEL	\$ -	\$ 1,754.90	\$ 4,898.67	\$ (4,898.67)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 3,214.75	\$ 30,796.30	\$ 24,661.70	44.5%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 426,580.00	\$ 35,130.23	\$ 199,705.40	\$ 226,874.60	53.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,408,168.00</b>	<b>\$ 378,033.61</b>	<b>\$ 1,642,861.41</b>	<b>\$ 2,765,306.59</b>	<b>62.7%</b>
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ 32,576.07	\$ 129,686.01	\$ 224,113.99	63.3%
<b>GRAND TOTAL</b>	<b>\$ 4,761,968.00</b>	<b>\$ 410,609.68</b>	<b>\$ 1,772,547.42</b>	<b>\$ 2,989,420.58</b>	<b>62.8%</b>

IN KIND NEEDED	\$ 1,190,492.00
IN KIND GENERATED	\$ 575,157.29
IN KIND (SHORT)/LONG	\$ (615,334.71)

PROCUREMENT CARD EXPENSE \$ 14,627.14 4% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	15,783.07	1,551.21	577.88	17,912.16	78,930.29

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ (504.78)	\$ 17,366.67	\$ 9,973.33	36.5%
SUPPLIES	\$ 3,434.00	\$ 30.50	\$ 185.00	\$ 3,249.00	94.6%
OTHER	\$ 20,776.00	\$ 1,407.90	\$ 19,593.64	\$ 1,182.36	5.7%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 933.62</b>	<b>\$ 37,145.31</b>	<b>\$ 14,404.69</b>	<b>27.9%</b>

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 10,098.00
IN KIND (SHORT)/LONG	\$ (2,790.00)



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 553,707.00	\$ 48,756.37	\$ 230,047.08	\$ 323,659.92	58.5%
BENEFITS	\$ 357,120.00	\$ 28,924.89	\$ 134,808.62	\$ 222,311.38	62.3%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 827.52	\$ 6,619.10	\$ 26,440.90	80.0%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,125.00	\$ 8,360.79	\$ 47,517.14	\$ 103,607.86	68.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,095,012.00</b>	<b>\$ 86,869.57</b>	<b>\$ 418,991.94</b>	<b>\$ 676,020.06</b>	<b>61.7%</b>
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ 7,881.80	\$ 32,837.01	\$ 50,047.99	60.4%
<b>GRAND TOTAL</b>	<b>\$ 1,177,897.00</b>	<b>\$ 94,751.37</b>	<b>\$ 451,828.95</b>	<b>\$ 726,068.05</b>	<b>61.6%</b>
IN KIND NEEDED	\$ 294,474.00				
IN KIND GENERATED	\$ 201,707.48				
IN KIND (SHORT)/LONG	\$ (92,766.52)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total for All Centers	\$ 627.54	\$ 80.68	\$ (10.81)	\$ 697.41	\$ 2,915.10

**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	\$ 466.39	\$ 6,444.69	\$ 6,205.31	49.1%
SUPPLIES	\$ 1,480.00	\$ -	\$ 180.87	\$ 1,299.13	87.8%
OTHER	\$ 14,797.00	\$ (530.00)	\$ 3,717.61	\$ 11,079.39	74.9%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ (63.61)</b>	<b>\$ 10,343.17</b>	<b>\$ 18,583.83</b>	<b>64.2%</b>

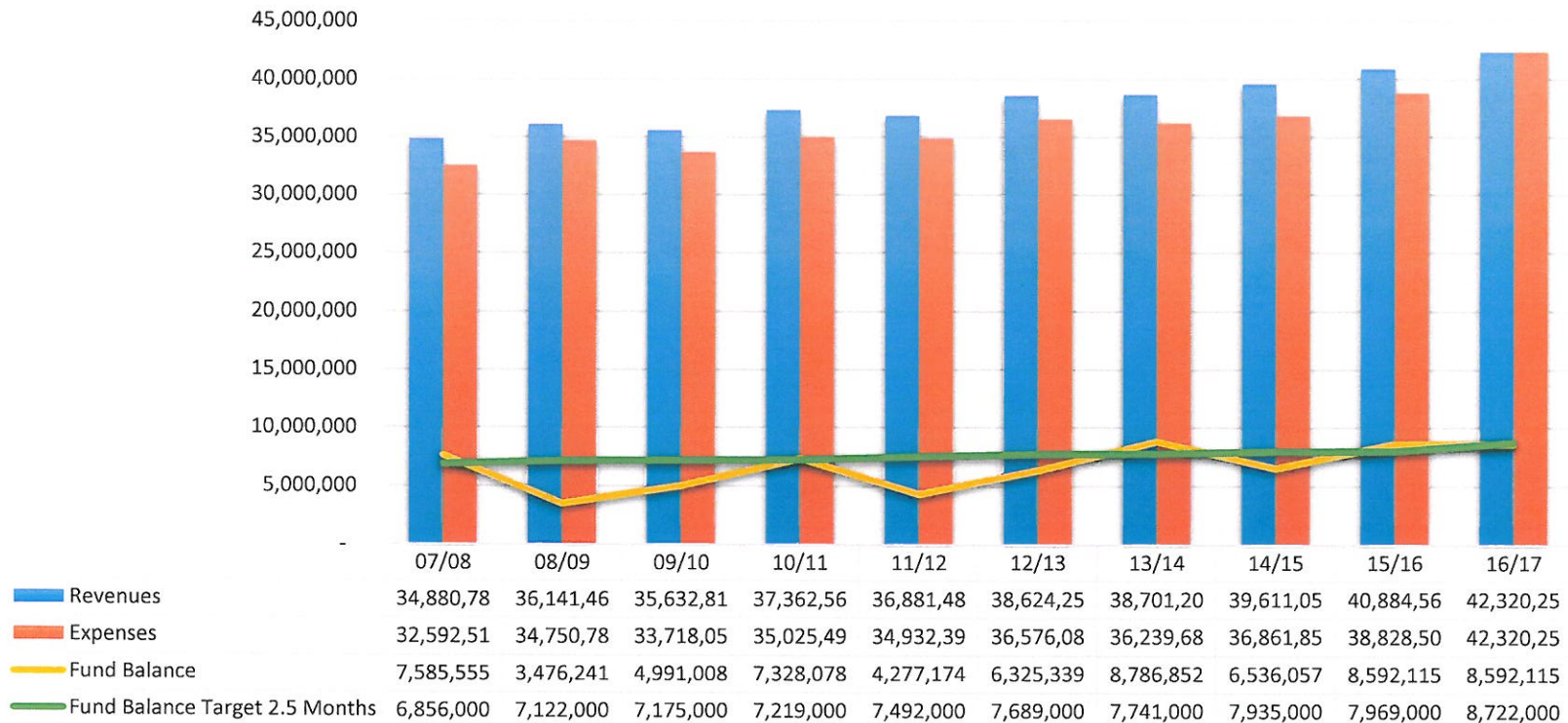
IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 11,732.00
IN KIND (SHORT)/LONG	\$ 4,500.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ -	\$ -	\$ 293,300.00	100.0%
SUPPLIES	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	100.0%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 3,484.80	\$ 3,484.80	\$ 40,100.20	92.0%
FACILITIES	\$ 48,291.00	\$ -	\$ -	\$ 48,291.00	100.0%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 3,484.80</u>	<u>\$ 3,484.80</u>	<u>\$ 397,691.20</u>	<u>99.1%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 3,484.80</u>	<u>\$ 3,484.80</u>	<u>\$ 397,691.20</u>	<u>99.1%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (100,294.00)</u>				

## CSI - Revenue Expenditures and Fund Balance

	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17
Revenues	34,880,788	36,141,469	35,632,817	37,362,563	36,881,486	38,624,252	38,701,202	39,611,059	40,884,561	42,320,256
Expenses	32,592,514	34,750,783	33,718,050	35,025,492	34,932,390	36,576,087	36,239,689	36,861,854	38,828,503	42,320,256
Fund Balance	7,585,555	3,476,241	4,991,008	7,328,078	4,277,174	6,325,339	8,786,852	6,536,057	8,592,115	8,592,115
Fund Balance Target 2.5 Months	6,856,000	7,122,000	7,175,000	7,219,000	7,492,000	7,689,000	7,741,000	7,935,000	7,969,000	8,722,000
Over (Under)	729,555	(3,645,759)	(2,183,992)	109,078	(3,214,826)	(1,363,661)	1,045,852	(1,398,943)	623,115	(129,885)
Budget	32,907,700	34,183,400	34,440,300	34,650,200	35,963,300	36,906,900	37,156,500	38,086,600	38,253,000	41,867,000

### Rev/Exp & Fund Balance

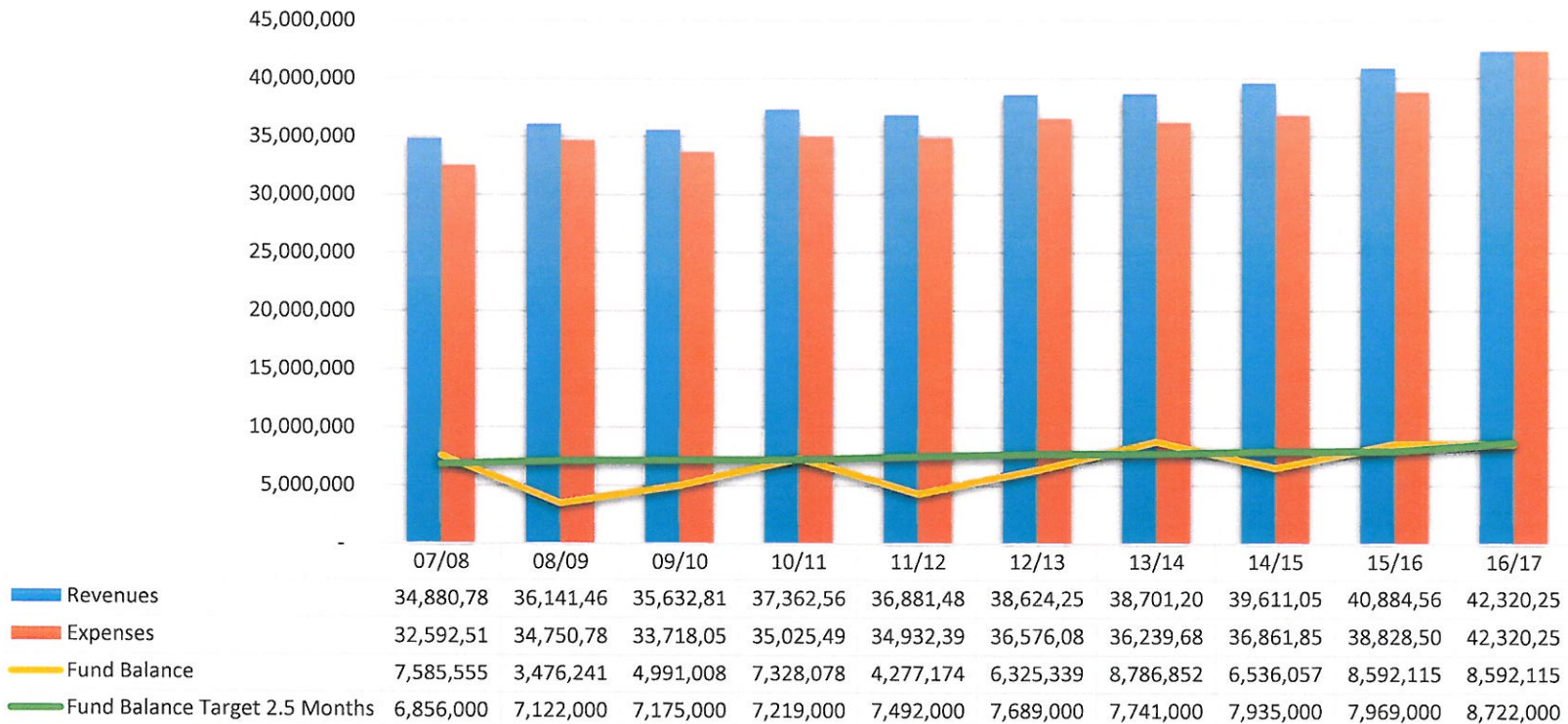


- 12/11/2007 \$ 750,000 Transferred to establish Gear Up I
- 9/29/2009 \$ 5,500,000 Transferred to Plant Facilities - HSHS Building, Cheney, Eagle View
- 6/21/2011 \$ 400,000 Transferred to establish Gear Up II
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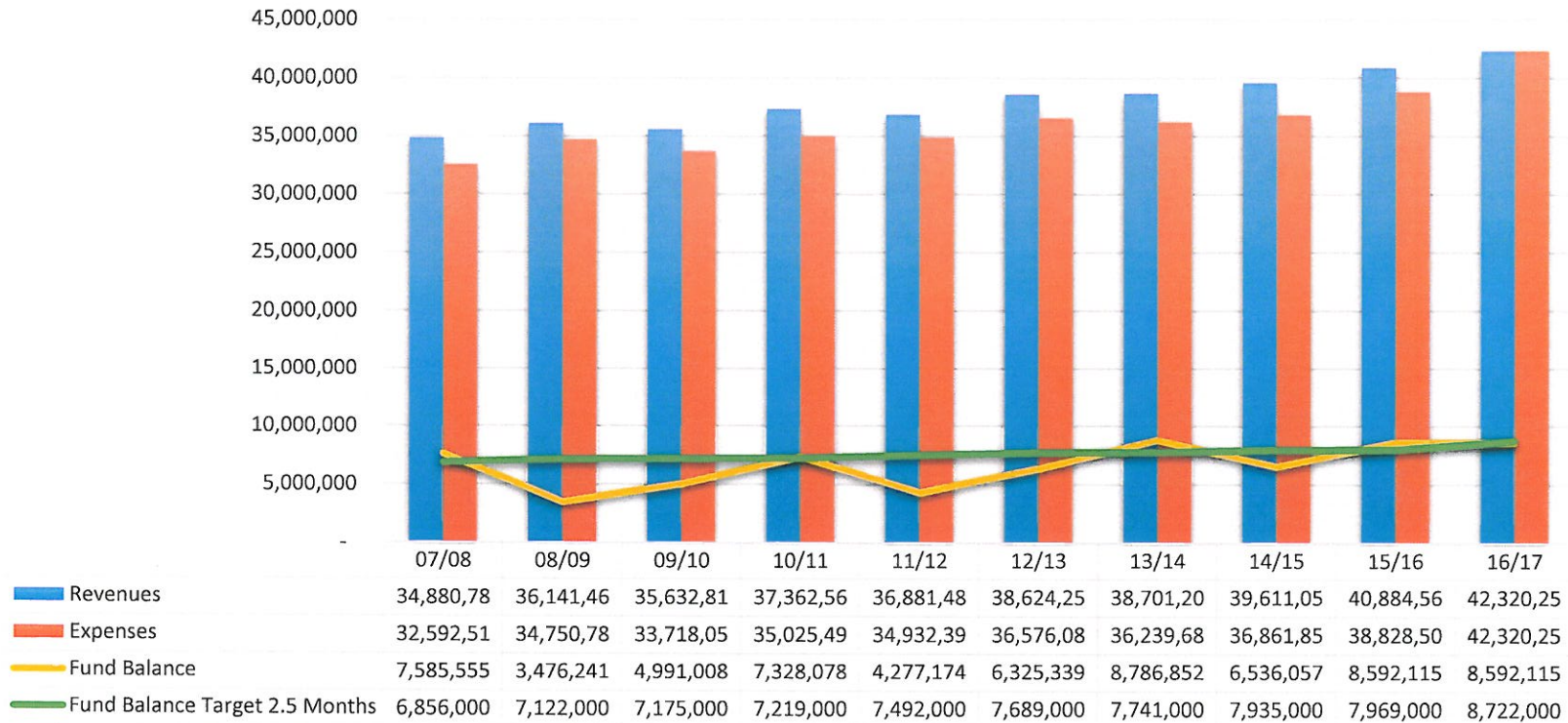


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### Rev/Exp & Fund Balance

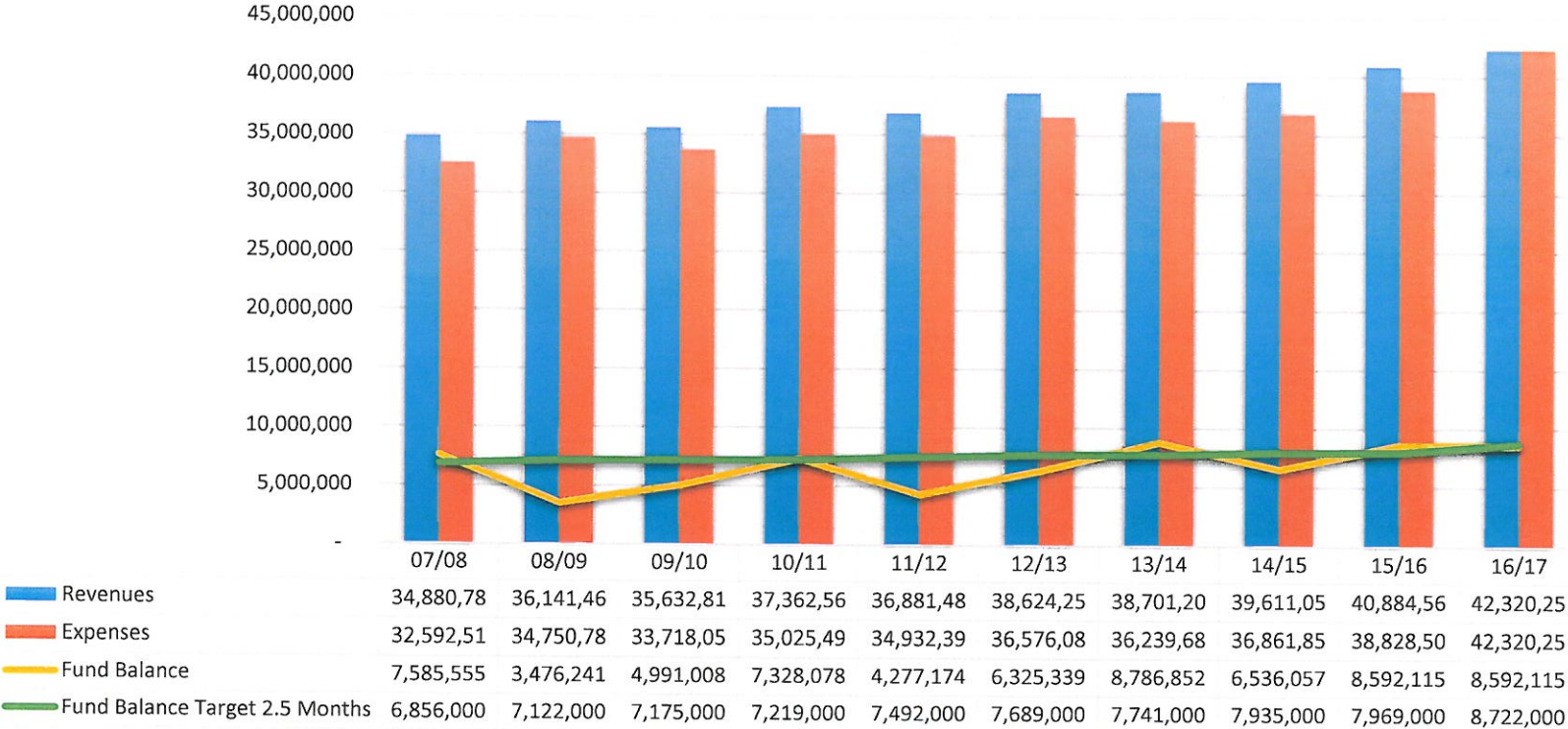


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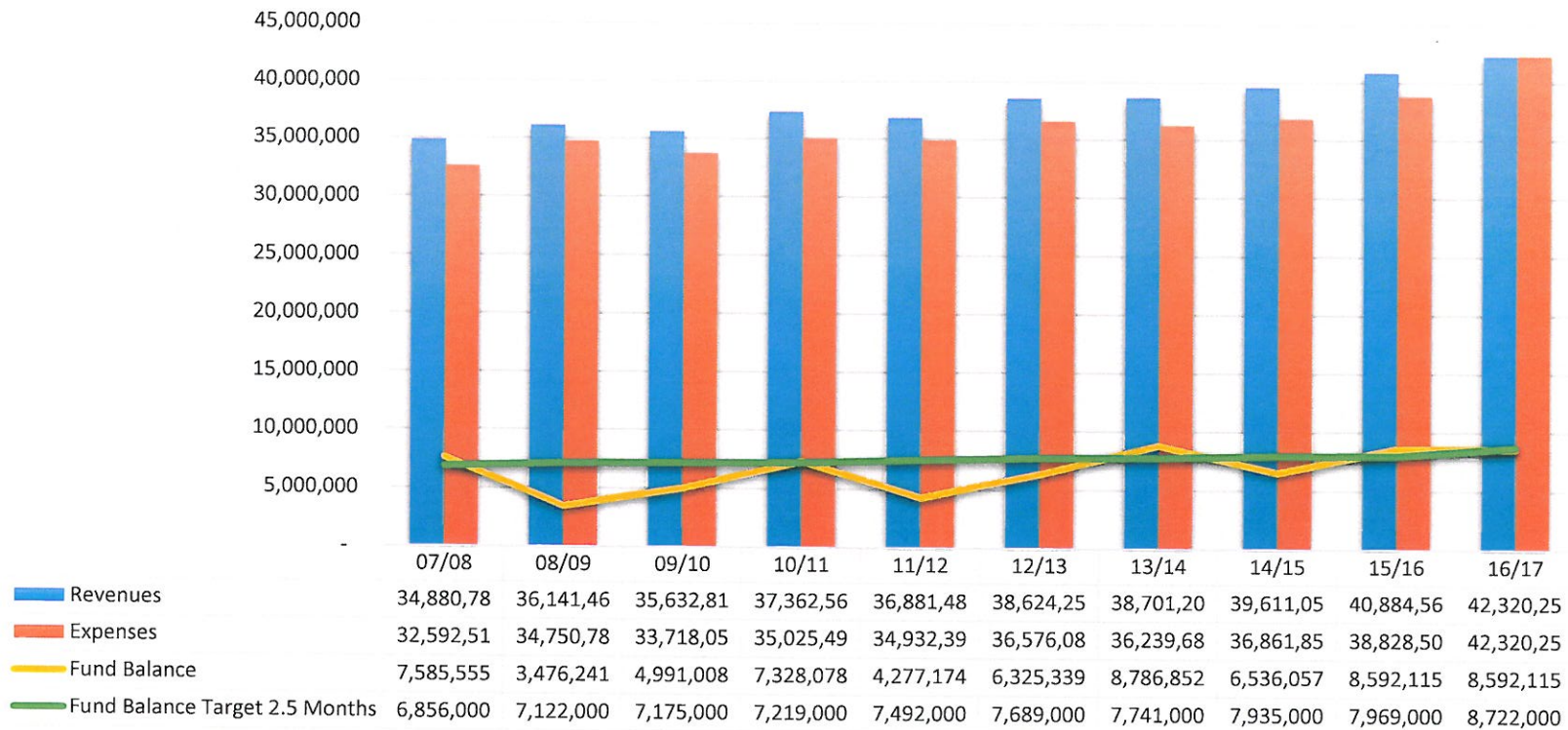


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Fund Balance	7,585,555	3,476,241	4,991,008	7,328,078	4,277,174	6,325,339	8,786,852	6,536,057	8,592,115	8,592,115
Fund Balance Target 2.5 Months	6,856,000	7,122,000	7,175,000	7,219,000	7,492,000	7,689,000	7,741,000	7,935,000	7,969,000	8,722,000
Over (Under)	729,555	(3,645,759)	(2,183,992)	109,078	(3,214,826)	(1,363,661)	1,045,852	(1,398,943)	623,115	(129,885)
Budget	32,907,700	34,183,400	34,440,300	34,650,200	35,963,300	36,906,900	37,156,500	38,086,600	38,253,000	41,867,000

### Rev/Exp & Fund Balance



- 12/11/2007 \$ 750,000 Transferred to establish Gear Up I
- 9/29/2009 \$ 5,500,000 Transferred to Plant Facilities - HSHS Building, Cheney, Eagle View
- 6/21/2011 \$ 400,000 Transferred to establish Gear Up II
- 6/24/2013 \$ 5,000,000 Transferred to Plant Facilities - ATIC Building
- 5/31/2016 \$ 5,000,000 Transferred to Plant Facilities - Center for Economic Development, Welcome Center, Canyon Remodel

**College of Southern Idaho**  
**Board of Trustees Policies**



**Board of Trustees Policies**

**Revised May 10, 2017**

ADOPTED May 16, 2011  
REVISED February 27, 2012  
REVISED February 24, 2014  
REVISED January 20, 2015  
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**College of Southern Idaho**  
**Board of Trustees Policies**

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ADOPTED May 16, 2011  
REVISED February 27, 2012  
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# College of Southern Idaho

## Board of Trustees Policies

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BP.03	Board Authority
BP.04	Board of Trustees Election
BP.05	Board Officers` <ul style="list-style-type: none"><li>.01 Board Officers</li><li>.02 Board Chairperson</li><li>.03 Board Vice Chairperson</li><li>.04 Board Clerk</li><li>.05 Board Secretary/Treasurer</li></ul>
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BP.16	Schedule of Board of Trustee Meetings

# College of Southern Idaho

## Board of Trustees Policies

### BP.02 Mission Statements

#### .01 CSI Mission Statement

To Provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

#### .02 CSI Board Mission Statement

The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

# College of Southern Idaho

## Board of Trustees Policies

### BP.03 Board Authority

#### Authority

- The Board of Trustees derives its authority from statutes enacted by the legislature of the State of Idaho. The Board is subject to the provision of the Constitution of the State of Idaho, the rules and regulations of the State Board of Education as they apply to community colleges, the Board's own policies and procedures, and compliance with Idaho's Open Meeting Law.

ADOPTED May 16, 2011  
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# College of Southern Idaho

## Board of Trustees Policies

### BP.04 Board of Trustees Election

#### Board of Trustees Election

- Trustee elections are held every two years, in even-numbered years, on a uniform day of a month to correspond with the general election in accordance with Idaho Code 33-2106.
- The College of Southern Idaho Board of Trustees consists of five members elected at large for terms of four years from the community college district. To be eligible to run for election to the Board, candidates must be 18 years or older and residents of Twin Falls or Jerome County, Idaho. Eligible persons must be candidates for a specific Zone (1-5) in the Community College District and have legal residence in that Zone in which they wish to file a petition to run for the Board of Trustees. Contact the CSI Business Office for the official Zones and maps of the Community College District.
- Employees of the College cannot serve as a member of the Board.
- Terms expire at the first regular meeting of the Trustees following the election of successors.

# College of Southern Idaho

## Board of Trustees Policies

### BP.05 Board of Trustees Officers

#### .01 Board Officers

- Board meetings are held consistent with the requirements of Idaho Code.
- At its annual November meeting, the Board of Trustees elects one of its members as Chair and a second as Vice Chair. The Board of Trustees also elects a Secretary/Treasurer (which may be a College official) and a Clerk. The Board may, at this or a subsequent meeting, appoint any member to serve in Liaison positions. They are, but not limited to: the Foundation Board of Directors Liaison, Athletic Department Liaison, Building and Grounds Liaison, Dormitory Housing Committee Liaison, ASCSI Liaison, Jerome County Liaison and/or others which may be assigned by the Board during any regular meeting.

#### .02 Board Chairperson

- The duties of the Board Chairperson shall be to:
  - Chair all Board of Trustees meetings.
  - Assist other Trustees and the College President in preparing agendas for monthly Board of Trustees meetings.
  - Call special meetings as necessary.
  - Approve “out of the normal” Presidential expenses and other approved Board expenses such as monthly attorney fees or meeting expenses.
  - Communicate on behalf of the Board as the official voice of the Trustees when conditions warrant.
  - Delegate duties, as needed, to other Board members.
  - The Board Chairman may discuss and will vote in all matters before the Board.

#### .03 Board Vice Chairperson

- The duties of the Board Vice Chairperson shall be to:
  - Assume the responsibilities of the Chair in the absence of the Chair.
  - Carryout special assignments as requested by the Chair.

#### .04 Board Clerk

- The duties of the Board Clerk shall be to:
  - Assume the responsibilities of the Chair in the absence of the Chair and Vice-Chair.

# College of Southern Idaho

## Board of Trustees Policies

### BP.05 Board of Trustees Offices (cont.)

#### .05 Board Secretary/Treasurer

- The duties of the Board Secretary/Treasurer shall be to:
  - Work with the President to ensure that appropriate financial records are made available to the Board in a timely manner.
  - Receive the annual audit on behalf of the Board of Trustees and answer Board members' questions about the audit.
  - Monitor the Trustees' budget as needed.
  - Take minutes of the proceedings at all Board of Trustees meetings.
  - Verify for accuracy, by signature, all Board minutes based upon approval of the minutes by the Board.
  - Assist the President in correspondence on behalf of the Board of Trustees with party's external to the College as necessary.
  - Prepare resolutions and maintain all historical records as necessary.
  - Advertise, receive petitions for Board of Trustee Elections.

### BP.06 Terms of Office

#### Terms of Office

- Terms of offices shall be one year, each to serve until the next organizational meeting of the Board, to be held on the next succeeding November and until the successors respectively are duly elected. No member of the Board of Trustees shall be elected for more than four (4) consecutive terms of one year each for the same office.

# College of Southern Idaho

## Board of Trustees Policies

ADOPTED May 16, 2011  
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# College of Southern Idaho

## Board of Trustees Policies

### BP.07 Filling of Vacancies

#### Filling of Vacancies

- In the event of vacancies on the Board, replacements will be appointed in compliance with Idaho Code 33-2106. Applicants must be a qualified elector in Twin Falls or Jerome County and must reside within the Zone that has the vacancy. Applicants for appointment may be required to declare their candidacy by:
  - Writing a letter to the Board that addresses reasons and qualifications for serving on the Board.
  - At their option, Board members may also choose to interview candidates during the selection process.
  - Appointment of candidates may be made at the time the Board deems appropriate.

# College of Southern Idaho

## Board of Trustees Policies

### BP.08 Responsibilities of the Board of Trustees

#### .01 Responsibilities of the Board of Trustees

- The responsibilities of the Board are as follows:
  - To determine the broad general practices that will govern the operation of the college district.
  - To select and evaluate the President of the College who shall be responsible for the general administration and the implementation of Board policies in the on-going operations of the College and to establish a compensation package for the president.
  - To elect the Chair, Vice Chair, Clerk, and Secretary/Treasurer as officers for the College Board, and, at its option, select liaison positions.
  - To approve annual budgets, which includes setting tuition and fees and establishing the property mileage levy rate.
  - To review and approve all building contracts and review general salary recommendations provided by the President.
  - To acquire, hold, and dispose of real and personal property.
  - To engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs.
  - To act on recommendations of the College President concerning capital outlay, repairs, and maintenance for buildings, grounds, and equipment.
  - To require and consider reports from the President concerning the programs and condition of the College.
  - To consider and act on the curricular offerings of the College on the recommendation of the College President.
  - To consider and act on the regulations and other information in the College Catalog.
  - To consider and act on the recommendations of the President in all matters of policy pertaining to the governance and welfare of the College and the welfare of students.

# College of Southern Idaho

## Board of Trustees Policies

### BP.08 Responsibilities of the Board of Trustees (cont.)

#### .01 Responsibilities of the Board of Trustees (cont.)

- To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of district funds, and those of student organizations, and other funds under the supervision of the district.
- To provide for and review the annual audit of all funds of the district, student organizations, and other funds handled over the supervision of the district.
- To issue general obligation of revenue bonds in the manner prescribed by law.
- To periodically review the College's investment policy.
- To select legal counsel and other professional and non-professional persons, to evaluate them periodically, and to prescribe their qualifications.
- To accept grants or gift of materials on such terms as may be mutually agreed upon by the College and the grantor.
- To consider communications and requests from citizens or organizations on matters of policy.

# College of Southern Idaho

## Board of Trustees Policies

### BP.08 Responsibilities of the Board of Trustees (cont.)

#### .02 Formulation of Written Policies

- The Board will exercise its leadership in the governance of the College through the formulation of written policies.
- The written policies adopted by the Board shall serve as guides for their implementation by those to whom the Board delegates authority. The policies adopted by the Board shall be recorded in the minutes of the Board and only those so adopted and recorded shall be official policies of the Board. Unless circumstances require immediate action, a policy shall not be adopted until the second meeting after presented. Recognizing its own functions as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by a policy should be represented in the formation of that policy.
- It will be the practice of the Board of Trustees to utilize the advice of all interested individuals and groups in the solution of its educational and financial concerns, although the Board alone will be the final agent.
- The President is College of Southern Idaho's official voice and the general agent through whom members of the college community, faculty, staff, and students normally address communication to the Board of Trustees. These presidential functions are established in custom, and in Board Policy. It is therefore, regular operating procedure for official communications to the Board of Trustees that originate within the College to be routed through administrative channels to the President, unless either the President or the Board has otherwise directed.
- It is the policy of the Board that the faculty and staff use their respective governance structure, in bringing matters of interest before the Board. As such, they should report their concerns, suggestions, etc. to their immediate supervisor or committee representative and request that they be carried forth through the appropriate communication channels to the Board by the President, or President's designee if necessary.
- The Board of Trustees recognizes the right of the public to receive information concerning all of its actions, policies and details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all persons and organizations upon request.

# College of Southern Idaho

## Board of Trustees Policies

### BP.08 Responsibilities of the Board of Trustees (cont.)

#### .03 Policies

- Any policy adopted by the Board of Trustees may be suspended by a majority vote of the entire Board of Trustees. The vote to suspend any policy will be taken by roll call and the results will be entered in the minutes of the meeting.
- The policies governing the College may be amended within the legal bounds of the Idaho Code by a majority vote of the entire Board of Trustees at any meeting. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy. The Board shall review its policies annually.
- The entire Board of Trustees Policies will be maintained on the Internet. After adoption by the Board and prior to the succeeding Board meeting, the Executive Secretary to the Board of Trustees will enter policies on the CSI Web site and ensure that changes are made and that written copies of changes are distributed to the appropriate individuals. The official written copy for the College will be kept in the President's Office.

#### .04 Notice of Meetings

- The Secretary/Treasurer of the Board shall give written notice of all annual, regular, special or Executive Sessions of the Board. The written notice shall state the time and place of the meeting and the agenda, or summary thereof, setting forth the subject matter to be considered at the meeting. In the case of annual or regular meetings, the notice should be distributed not more than seven (7) days or less than twenty-four (24) hours prior to the time of the meeting. Notice of Executive Sessions may be included in a notice of an annual, regular or special meeting, or if the meeting is to be solely an Executive Session notice shall be distributed not less than 24 hours prior to the time of the meeting.
- Notice of an Executive Session shall not set forth the specific subject matter to be considered, but may describe in general terms the subject matter. Notice of an Executive Session shall set forth the statutory authority for the Executive Session.
- Notice of meetings shall be distributed to the major newspapers published within the district known to the Secretary/Treasurer of the Board, radio and television stations located within the district, and to interested organizations or persons who have requested notice of meetings of the Board. The Secretary/Treasurer of the Board may make such additional distribution as deemed necessary or desirable to insure maximum notice to the public of meetings of the Board.

# College of Southern Idaho

## Board of Trustees Policies

### BP.09 Meetings

#### .01 Types of Meetings

- **.01.01** *Regular meetings* of the board of trustees will be held on the 3<sup>rd</sup> Monday of each month. If that date is a holiday, then the following Monday will be the meeting day. An annual calendar of Board of Trustees meetings will be approved each year by the Board and made public in advance of each academic year. The date of a regular meeting may be changed by action of the Board of Trustees at any previous meeting or by the President with an approval by the Board Chair provided that every Board member is notified in advance of the meeting. In case the date of any regular meeting is changed, the President's staff will take appropriate steps to inform the public of the change in advance of the meeting in compliance with Idaho Open Meeting Law.
- **.01.02** *Special meetings* of the Board of Trustees may be called by the Board Chair or by any two members of the Board or by the President when approved by the Board Chair. Notice will be provided per the requirements of the Idaho Code.
- **.01.03** *Executive sessions* of the Board may be held for the discussion of any appropriate issues pursuant to Idaho Code. No final actions shall be taken in Executive Session.

It is the policy of the Board to welcome and encourage the attendance of all interested persons at its meetings. The President or a duly authorized representative shall be present at all meetings of the Board, except when his/her employment or salary is under consideration.

#### .02 Quorum

- Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all Board members present will be required for the passage of a motion except where otherwise provided by law.
- Attendance by conference call is allowed at open meetings of the Board of Trustees. A Board member attending by conference call may not be used to determine quorum. The courts have held that conferencing is not a *per se* violation of the Open Meetings Act. However, the Board member must be on speaker phone or other electronic device audible to the audience at the live meeting. Conferencing must be specifically approved by Board vote each time a member desires to attend by conference call. Attendance by conference call is not permitted during closed sessions of the Board of Trustees.

# College of Southern Idaho

## Board of Trustees Policies

### BP.09 Meetings (cont.)

#### .03 Order of Business

- The order of business at a regular meeting of the Board of Trustees will be as agreed to by the Board and may follow the following general outline:
  - Convene Meeting
  - Approval of Agenda Meeting
  - Approval of Minutes
  - Financial Report
  - Head Start Report
  - Open Forum
  - Unfinished business
  - New Business
  - Trustee Remarks for the Good of the Order
  - President's Report
  - Adjournment
  - Executive Session may be scheduled at any point in the regular meeting.
- The Board of Trustees reserves the right to alter or amend the order of the agenda.
- The agenda of any regular meeting of the Board of Trustees may include an opportunity for public citizens to address the Board on any item on the agenda. Each public citizen wishing to address the Board on the agenda shall provide his or her name, and the agenda subject on which they wish to comment. Public comment shall be limited as determined by the Board Chair. The Board of Trustees may listen to such public comments but is not obligated to provide responses. If the matter presented requires additional dialogue or action, the Board of Trustees may direct that the matter be placed in the Board's future agenda for further discussion and review.
- Remarks for the good of the order relates to comments by members of the Board as recognized by the Board Chair regarding items of note or interest to the Board or the College. This part of the agenda is not to seek Board action.

# College of Southern Idaho

## Board of Trustees Policies

### BP.09 Meetings (cont.)

#### .03 Order of Business (cont.)

- **.01.01 GUIDELINES FOR ADDRESSING THE BOARD DURING OPEN FORUM**

The purpose of this Guideline is to assist the Board Chairperson in the implementation of Board Policy BP.09.03 Order of Business which gives the Board discretion to allow public input on items on the agenda or on any matter relevant to College business.

***The Board of Trustees of the College of Southern Idaho procedures for conducting an Open Forum allowing members of the public to address the Board are as follows:***

Anyone wishing to address the Board must fill out an Open Forum Request to Speak Form and submit it to the Board Secretary prior to the Board meeting. ([Open Forum Request to Speak Form](#))

As noted on the request form, each speaker is limited to three (3) minutes. If there are a large number of speakers addressing the same issue or topic, the Chairperson of the Board may limit the time allocated to each speaker, ask representatives of the group to summarize their colleagues' statements, or limit the number of speakers. Total time allotted for the Open Forum will not exceed thirty (30) minutes. If necessary, the Chairperson may allot additional time at the end of the meeting.

If topic has been addressed in a recent Board meeting, the Board Chairperson may not recognize speakers wishing to comment on the topic. However, the Board Secretary will accept written comments for future distribution to the Board. Speakers may not air personnel matters, personal complaints, grievances or partisan political issues.

The following priority will be given to speakers during the Open Forum:

- i. Presentations from individuals or groups on matters scheduled for Board action or discussion on the meeting agenda;
- ii. Presentations on any matter relevant to College business from individuals or groups who have not spoken on that subject within the previous 60 days.

The Board Chairperson will call upon speakers one at a time. When a speaker called, the speaker should come forward to the podium, and for the record state his or her name and the organization, if any, being represented. Because of the diversity of issues, members of the Board do not respond to the speaker during the Open Forum. Instead, the speaker's concerns are noted and referred to the proper resource for follow-up. The Board is informed of the outcomes of these efforts by the college resource responding to the speaker's concern.

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# College of Southern Idaho

## Board of Trustees Policies

### BP.09 Meetings (cont.)

#### .03 Order of Business (cont.)

- **GUIDELINES FOR ADDRESSING THE BOARD DURING OPEN FORUM (cont.)**

Written comments or other material for the Board should be submitted to the Board Secretary. The material should include the submitter's name and contact information. A copy of submitted materials will be forwarded to all Board members for their review. **DO NOT DISTRIBUTE ANY MATERIALS DIRECTLY TO BOARD MEMBERS.** To mail comments directly to the Board, please address them to the Board Secretary at College of Southern Idaho, P. O. Box 1238, Twin Falls, ID 83303-1238.

The Board Chairperson reserves the right to set the agenda with or without the Open Forum.

#### .04 Rules of Order

- All meetings of the Board of Trustees will be conducted in the manner prescribed by the Idaho Code. However, should an issue concerning parliamentary procedure arise that is not addressed by Idaho Code, *Robert's Rules of Order – Procedures in Small Boards*, will be used as a guideline.
- It is expected that all attendees at the meetings will observe the commonly accepted rules of civility to provide orderly and respectful interaction in public settings.
- The Chairperson has the duty to preserve order and decorum in the meeting. This includes the removal of any individual or individuals disrupting the order and decorum.

#### .05 Voting

- All members of the Board legally present may vote on the motion being considered.

# College of Southern Idaho

## Board of Trustees Policies

### BP.10 Code of Ethics

#### Code of Ethics

- The Board of Trustees maintains a high level of ethical conduct by adhering to the following performance standards:
- Recognize the primary function of the Board is to establish effective governing policies in the best interests of the college by insuring equality of opportunity for all students regardless of race, creed, gender, sexual orientation, religion, age, physical ability or national origin and encouraging active involvement by students, employees and the public in the process.
- Understand that authority rests only with the Board as a legal entity whose power resides only in the majority vote, not with individual members.
- Attend and be prepared for all meetings, whenever possible, and base decisions on the best available information, unbiased by private interest or partisan political pressure. Communicate interest and respect student/employee accomplishments by attending student ceremonies and events when possible.
- Conduct all Board deliberations by adhering to the open meeting laws and regulations. Hold closed sessions only for those purposes permitted by law. Maintain confidentiality of all privileged information communicated in closed session.
- Avoid any situation to use the position as a community college trustee to benefit for personal gain. Inform the Board chairperson and/or the entire Board when a matter under consideration might involve or appear to involve a conflict of interest. Each Trustee shall sign and abide by the CSI "Conflict of Interest Policy and Ethical Conduct and Disclosure Statement".

(Reference Employee Handbook 2.17 for conflict of interest policy)

- Utilize opportunities to enhance his/her role as a Board member through participation in educational conferences, workshops, and training sessions offered by local, state or national organizations when possible.
- Promote a healthy working relationship with the President and Board colleagues through supportive, open, honest communication and regular President and Board evaluation for continual improvement.
- The Board of Trustees believes:
  1. That it derives its authority from, and is accountable to, the community and that it must always act as an advocate on behalf of the entire community, honestly debate issues that affect it, and speaks with one voice once a decision or policy is made.
  2. That its behavior, and that of its members, exemplifies the principles of ethical trusteeship.

# College of Southern Idaho

## Board of Trustees Policies

### BP.11 President's Evaluation

#### President's Evaluation

- The Board of Trustees shall annually review the President's performance in order to strengthen his or her performance, to enable the President and the Board of Trustees to set mutually agreed-upon goals, and to establish compensation and other terms of employment.
- The President's evaluation will include a written management review statement by the President and a written summary of progress on goals established for the previous 12 months. The review will also include suggested goals for the subsequent 12 months. Board members may submit questions to be addressed by the President concerning the condition of the College, progress on strategic goals and projects or identified concerns.
- The whole Board of Trustees will conduct the annual performance evaluation, of the President, in the spring of the year.

# College of Southern Idaho

## Board of Trustees Policies

### BP.12 Board of Trustees Self-Assessment

#### Board of Trustees Self-Assessment

- The College of Southern Idaho Board of Trustees acknowledges the importance of meeting its responsibilities as a body of elected officials for the effective institutional governance.
- To this end, the Board of Trustees shall conduct a Self-Assessment of its stewardship annually. The intent of this Board review should be to strengthen its performance, identify and reach consensus on its goals, ensure Board members have a clear grasp of their responsibilities and clarify expectations among Board members and the President. The Chairman of the Board of Trustees is responsible to organize and convene a special meeting for the Self-Assessment review.

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# College of Southern Idaho

## Board of Trustees Policies

### BP.13 Public Records & Procedures for Obtaining

#### .01 Public Records

- Public records, as defined by the Idaho Code, will be administered by the Vice President of Administration.

#### .02 Procedures for Obtaining Public Records

- Procedures for obtaining public records shall be as outlined by Idaho Code.

# College of Southern Idaho

## Board of Trustees Policies

### BP.14 Executive Secretary

#### Executive Secretary

- The Executive Secretary to the Board of Trustees shall be the Administrative Assistant to the President of the College. The Executive Secretary to the Board of Trustees will ensure that the agenda and other materials for Board meetings and committee meetings are prepared and will assist the Board Chairperson and Secretary/Treasurer in the performance of their duties. In addition, they will perform the necessary clerical duties for the Board of Trustees, to include but not limited to providing help with correspondence, file and maintain the Board Policy Manual, contact Board members concerning meetings, mail announcements of meetings, and assist with Board travel arrangements. The Executive Secretary, or an appointed representative, is expected to make arrangements for and attend all meetings of the Board of Trustees.

# College of Southern Idaho

## Board of Trustees Policies

### BP.15 Board Attorney

#### College Board Attorney

- At the annual organizational meeting of the Board of Trustees, an attorney licensed to practice in Idaho may be employed. The attorney shall render legal opinions on questions raised by the Board or the President, shall prepare legal documents requested by the Board or the President, shall attend Board meetings or committee meetings when requested by the Board or President, shall represent the Board in court proceedings, and shall call attention to Board action when, in the attorney's opinion, the Board administration is acting contrary to existing law. The Board shall negotiate or cause to be negotiated the fee for services by the Board attorney.
- The Board may employ or cause to be employed other attorneys, law firms, or consultants who specialize in specific aspects of law. These attorneys, law firms, or consultants will be contracted on an as-needed basis and fees negotiated at the time of their appointment.

# College of Southern Idaho

## Board of Trustees Policies

### BP.16 Schedule of Board of Trustee Meetings

#### Schedule of Board of Trustee Meetings

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event that the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday or rescheduled at an appropriate time.

The 2016-2017 regular meeting schedule is as follows:

July 17, 2017	January 22, 2018
August 22, 2017	February 26, 2018
September 18, 2017	March 19, 2018
October 16, 2017	April 16, 2018
November 20, 2017	May 21, 2018
December 18, 2017	June 18, 2018

The fiscal year 2018 budget hearing date is set for August 22, 2018

Information concerning specific meeting times and places may be obtained by contacting Jeff Harmon at (208)732-6210 or [jharmon@csi.edu](mailto:jharmon@csi.edu).

Jeff Harmon

Vice President of Administration

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REVISED February 27, 2012  
REVISED February 24, 2014  
REVISED January 20, 2015  
REVISED September 21, 2015  
REVISED February 27, 2017





**2017-2021  
STRATEGIC PLAN**

**MISSION STATEMENT**

To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

**VISION STATEMENT**

To improve the quality of life of those impacted by our services.

**GOAL 1: COMMUNITY SUCCESS**

As a community college, we are committed to responding to the diverse needs of the communities we serve and to taking a leadership role in improving the quality of life of the members of those communities.

**Objective A:** Strengthen the social fabric in the communities we serve

**Performance Measures:** This objective is under development

**Benchmark:** TBD (To be established in 2017)

**Objective B:** Cultivate economic partnerships across the communities we serve

**Performance Measures:** This objective is under development

**Benchmark:** TBD (To be established in 2017)

**Objective C:** Meet the workforce needs of the communities we serve

**Performance Measures:**

**I. Total Duplicated Headcount of Workforce Training Completers (Source: State Workforce Training Report)**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
3,368	3,137	4,319	9,768	Meet the workforce training needs of our area as determined by industry

**Benchmark:** Meet the workforce training needs of our area as determined by industry <sub>1</sub> (by 2018)

**II. Headcount of Career Technical Education Completers (Source: Voluntary Framework of Accountability)**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
584	489	493	470	Meet the workforce training needs of our area as determined by industry

**Benchmark:** Meet the workforce training needs of our area as determined by industry <sub>1</sub> (by 2018)

**III. Placement of Career Technical Education Completers (Source: Idaho CTE Follow-Up Report)**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
86.1%	93.4%	97.2%	92.6%	Maintain placement at or above the average for the previous four years (92.3%)

**Benchmark:** Maintain placement at or above the average for the previous four years (92.3%) <sub>2</sub> (by 2018)

**GOAL 2: STUDENT SUCCESS**

As an institution of higher education, we exist to meet the diverse educational needs of the communities we serve. Above all institutional priorities is the desire for every student to experience success in the pursuit of a quality education.

**Objective A:** Foster participation in post-secondary education

**Performance Measures:****I. Annual Institutional Unduplicated Headcount (Source: PSR 1 Annual Enrollment Report)**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
12,042	11,747	10,686	10,912	2% increase

Benchmark: 2% increase<sub>3</sub> (by 2018)

**II. Annual Institutional FTE Enrollment (Source: PSR 1 Annual Enrollment Report)**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
4,934.83	4,468.17	4,153.70	3,956.55	Reverse trend of post-recession declining enrollment

Benchmark: Reverse trend of post-recession declining enrollment<sub>4</sub> (by 2018)

**III. Dual Credit Enrollment by Credit and Headcount (Source: State Board of Education Dual Credit Report)  
Statewide Performance Measure**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
14,218 credits 2,774 headcount	12,171 credits 2,486 headcount	16,331 credits 3,178 headcount	18,155 credits 3,942 headcount	Manage expected enrollment increases by increasing institutional dual credit infrastructure

Benchmark: Manage expected enrollment increases by increasing institutional dual credit infrastructure<sub>5</sub> (by 2018)

**IV. Tuition and Fees (Source: College of Southern Idaho)**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
\$110	\$110	\$115	\$120	Maintain tuition at or below other Idaho Community Colleges

Benchmark: Maintain tuition at or below other Idaho Community Colleges<sub>6</sub> (by 2018)

**Objective B:** Reinforce a commitment to instructional excellence

**Performance Measures:****I. Student Satisfaction Rate with Educational Experience (Source: Community College Survey of Student Engagement)**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
91%	90%	87%	90%	90%

Benchmark: 90%<sub>7</sub> (by 2018)

**Objective C:** Support student progress toward achievement of educational goals

**Performance Measures:**

- I. Percentage of first-time, full-time, degree seeking students retained or graduated the following year (excluding death or permanent disability, military, foreign aid service, and mission) (Source: IPEDS) *Statewide Performance Measure*

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
57% (574/1,005) Fall 2011 Cohort	56% (574/1,020) Fall 2012 Cohort	56% (441/783) Fall 2013 Cohort	57% (382/672) Fall 2014 Cohort	60%

Benchmark: 60%<sup>8</sup> (by 2018)

- II. Percentage of first-time, degree seeking students retained from fall to spring (Source: Voluntary Framework of Accountability)

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
NA	75.6% (1,167/1,543) Fall 2011 Cohort	72.5% (1,006/1,388) Fall 2012 Cohort	74.2% (864/1,164) Fall 2013 Cohort	76%

Benchmark: 76%<sup>9</sup> (by 2018)

- III. Unduplicated headcount of graduates over rolling 3-year average of degree seeking FTE (Source: IPEDS Completions and PSR 1 Annual Degree Seeking FTE) *Statewide Performance Measure*

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
28.3% (1,100/3,983)	22.9% (963/4,211)	25.1% (970/3,860)	30.0% (1,035/3,454)	31%

Benchmark: 31%<sup>10</sup> (by 2018)

- IV. Remediation Success—Math: Percentage of students who were referred to developmental math and successfully completed any college level course work in math (Source: Voluntary Framework of Accountability)

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
N/A	41.5% 334/805 (Fall 2007 Cohort)	42.1% 319/757 (Fall 2008 Cohort)	52.0% 519/998 (Fall 2009 Cohort)	55%

Benchmark: 55%<sup>11</sup> (by 2018)

- V. Remediation Success—English: Percentage of students who were referred to developmental English and successfully completed any college level course work in English (Source: Voluntary Framework of Accountability)

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
N/A	38.1% 145/381 (Fall 2007 Cohort)	44.5% 171/384 (Fall 2008 Cohort)	55.3% 208/376 (Fall 2009 Cohort)	58%

Benchmark: 58%<sup>11</sup> (by 2018)

- VI. **Percentage of students who successfully reached semester credit hours of 24 credits for part-time and 42 credits for full-time by the end of the second academic year (Source: Voluntary Framework of Accountability)**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
N/A	46.3% 646/1394 (Fall 2011 Cohort)	33.5% 324/968 (Fall 2012 Cohort)	58.3% 813/1395 (Fall 2013 Cohort)	47.5%

Benchmark: 47.5%<sup>12</sup> (by 2018)

- VII. **Percentage of first-time, full-time degree/certificate seeking students who graduate within 150% of time (Source: IPEDS) Required Statewide Performance Measure**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
19% (200/1,062) Fall 2009 Cohort	18% (186/1,011) Fall 2010 Cohort	19% (180/966) Fall 2011 Cohort	20% (191/976) Fall 2012 Cohort	21%

Benchmark: 21%<sup>13</sup> (by 2018)

- VIII. **Percent of students who have completed a certificate or degree, transferred without completing a certificate or degree, or are still enrolled (Source: Voluntary Framework of Accountability)**

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
NA	60% 638/1,060 Fall 2007 Cohort	57.9% 525/906 Fall 2008 Cohort	60.4% 842/1,395 Fall 2009 Cohort	62%

Benchmark: 62%<sup>14</sup> (by 2018)

**Objective D:** Provide evidence of achievement of student learning outcomes

**Performance Measures:** This objective is under development

**Benchmark:** TBD (To be established in 2017)

**Objective E:** Offer opportunities for student engagement that go beyond the classroom

**Performance Measures:** This objective is under development

**Benchmark:** TBD (To be established in 2017)

**GOAL 3: INSTITUTIONAL STABILITY**

Sustainable community and student success can only come from a solid institutional foundation. The stability of our institution is dependent upon ensuring that we have adequate capacity and resources to ensure the effectiveness of our operations.

**Objective A:** Provide employees with a work environment that values employee success and satisfaction

**Performance Measures:** This objective is under development  
**Benchmark:** TBD (To be established in 2017)

**Objective B:** Ensure that the college maintains the financial resources necessary to meet its mission

**Performance Measures:**

- I. Undergraduate Cost Per Credit: IPEDS instruction, academic support, student services, institutional support, and other expenses and deductions, divided by annual weighted credit hours (Sources: Cost: IPEDS Finance Survey, Part C; Credits: Weighted PSR 1.5 [including non-resident] plus CTE credits weighted at 1.0) *Statewide Performance Measure*

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
NA	\$ 277.30 (\$50,266,494/ 181,270)	\$262.36 (\$44,004,146/ 167,724)	\$306.37 (\$48,285,971/ 157,609)	Less than \$300

Benchmark: \$300<sup>15</sup> (by 2018)

- II. Unduplicated headcount of all undergraduate degrees and certificates divided by IPEDS instruction, academic support, student services, institutional support, and other expenses and deductions. (Source: IPEDS Completions of any degree or certificate; IPEDS Finance Survey, Part C) *Statewide Performance Measure*

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
NA	1.916 (963/\$502.66)	2.204 (970/\$440.04)	2.143 (1,035/\$482.86)	2.3

Benchmark: 2.3<sup>16</sup> (by 2018)

- III. Total Yearly Dollar Amounts Generated Through External Grants (Source: College of Southern Idaho)

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
\$3,832,100	\$3,608,174	\$4,446,965	\$3,566,397	\$4 million

Benchmark: \$4 million<sup>17</sup> (by 2018)

**Objective C:** Maintain a strong relationship with the CSI Foundation

**Performance Measures:**

- I. Total Dollar Amount Awarded to Students by the CSI Foundation

FY13 (2012-2013)	FY14 (2013-2014)	FY15 (2014-2015)	FY16 (2015-2016)	Benchmark
\$1.3 million	\$1.71 million	\$1.78 million	\$1.76 million	\$1.9 million

Benchmark: \$1.9 million<sup>19</sup> (by 2018)

5/17/17

**Objective D:** Enhance infrastructure resources to ensure the college is safe, sustainable, and inviting to all of the members of our communities

**Performance Measures:** This objective is under development

**Benchmark:** TBD (To be established in 2017)

**Objective E:** Engage in ongoing, purposeful, systematic, integrated, and comprehensive planning and assessment

**Performance Measures:** This objective is under development

**Benchmark:** TBD (To be established in 2017)

**Objective F:** Improve institutional effectiveness by focusing on both internal and external communication strategies and processes

**Performance Measures:** This objective is under development

**Benchmark:** TBD (To be established in 2017)

**KEY EXTERNAL FACTORS:**

There are numerous external factors that could impact the execution of the College of Southern Idaho's Strategic Plan. These include, but are not limited to:

- Changes in the unemployment rate which has been show to significantly impact enrollment;
- Changes in local, state, and/or federal funding levels;
- Changes to regional accreditation requirements;
- Circumstances of and strategies employed by our partners (e.g. K-12, higher education institutions, local industry);
- Legal and regulatory changes.

**EVALUATION PROCESS:**

The College of Southern Idaho Strategic Plan is evaluated annually by its locally elected Board of Trustees. Benchmarks are established and evaluated throughout the year by the College's Strategic Planning Steering Committee and by College administration. The College reports on achievement of benchmarks annually to the College of Southern Idaho Board of Trustees and to the Idaho State Board of Education.

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<sup>1</sup>CSI is working with industry to determine an appropriate measure of the training needs in the region. This need will fluctuate from year to year along with the economy of the area.

<sup>2</sup>This benchmark has been established based upon an average of the past four years of placement. While the benchmark is below the current placement level, external forces (e.g. unemployment rate) can significantly impact achievement of this benchmark.

<sup>3</sup>Matching the FY 2016 2% increase would put enrollment on a positive trend after several years of declines.

<sup>4</sup>As has been the case with college enrollment across the nation, CSI enrollment has been declining. Rather than setting a benchmark for growth, the College's current goal is to reverse this trend of declining enrollment. Once that goal has been achieved, a growth benchmark will be established.

<sup>5</sup>The CSI Office of Dual Credit is working to acknowledge growth opportunities in this area while not outpacing institutional infrastructure.

<sup>6</sup>This benchmark has been established to ensure that tuition aligns with peer institutions in the state.

<sup>7</sup>Ninety percent is a reasonable target considering that comparison schools have averaged 83%-84% during this same time period. Students are asked, "How would you evaluate your entire educational experience at this college?" (Percentage reflects those marking "Good" or "Excellent")  
Source Note: The *Community College Survey of Student Engagement* (CCSSE) is an annual survey administered to community college students across the nation by the Center for Community College Student Engagement. CSI participates in the survey during the spring semester each year. In this metric, "comparison schools" consists of all other schools participating in the CCSSE during that term. Traditionally, approximately 700 schools participate in a given term.

5/17/17

<sup>8</sup> The 60% benchmark for first-time, full-time students has been set as a stretch benchmark in light of several college initiatives focused on retaining students, and in recognition of Goal 1, Objective C of the Idaho State Board of Education Strategic Plan.

<sup>9</sup> The 76% benchmark for first-time in college students has been set as a stretch benchmark in light of several college initiatives focused on retaining students, and in recognition of Goal 1, Objective C of the Idaho State Board of Education Strategic Plan. To add additional context to this measure, the College of Western Idaho earned a 57.5% on this metric while North Idaho College earned a 77.5% during FY 2016. 2012-2013 data is not available as it predates the College's participation in the Voluntary Framework of Accountability.

<sup>10</sup> The 31% benchmark has been established as a stretch benchmark in light of several initiatives the college has undertaken to increase graduation rates and in alignment with Goal 1, Objective C of the Idaho State Board of Education Strategic Plan.

<sup>11</sup> The benchmark has been established as a stretch benchmark in light of several initiatives the college continues to refine in order to decrease the amount of time students spend in remediation and to increase their success in college-level courses. 2012-2013 data is not available as it predates the College's participation in the Voluntary Framework of Accountability.

<sup>12</sup> This is a new metric and the first three years of data show significant fluctuations in student progress. The current benchmark is an average of the first three years. After one more year of data, a stretch benchmark will be set in light of several college initiatives targeted at decreasing time to completion and in alignment with Goal 1, Objective C of the Idaho State Board of Education Strategic Plan.

<sup>13</sup> The 21% benchmark has been established in light of the recent positive trend in this area, several initiatives the college has undertaken to increase graduation rates, and in alignment with Goal 1, Objective C of the Idaho State Board of Education Strategic Plan.

<sup>14</sup> The current target is a stretch benchmark. It should be noted that this measure is based on a six-year cohort. Therefore, progress on college initiatives targeted at completion may take longer to appear in this metric. 2012-2013 data is not available as it predates the College's participation in the Voluntary Framework of Accountability.

<sup>15</sup> This benchmark is aligned with Goal 4, Objective C in the Idaho State Board of Education Strategic Plan and is currently well below the target of \$320 per undergraduate weighted student credit hour. Note: This metric has undergone several revisions over the past few years. Additionally, CSI has altered its reporting methodology for IPEDS financials. These factors have eliminated the ability to provide comparative data for 2012-2013 and have led to revised figures for other years compared to previous reports.

<sup>16</sup> This benchmark is aligned with Goal 4, Objective C in the Idaho State Board of Education Strategic Plan and is currently well above the State Board target of 1.7 graduates per \$100,000. Note: This metric has undergone several revisions over the past few years. Additionally, CSI has altered its reporting methodology for IPEDS financials. These factors have eliminated the ability to provide comparative data for 2012-2013 and have led to revised figures for other years compared to previous reports.

<sup>17</sup> The \$4 million benchmark has been established as an annual target, recognizing that grant opportunities fluctuate annually.

<sup>18</sup> This benchmark recognizes a target appropriation set annually by the College of Southern Idaho Foundation.



	State Board of Education Goals			
	Goal 1: A WELL EDUCATED CITIZENRY	Goal 2: INNOVATION AND ECONOMIC DEVELOPMENT	Goal 3: DATA-INFORMED DECISION MAKING	Goal 4: EFFECTIVE AND EFFICIENT EDUCATIONAL SYSTEM
<b>College of Southern Idaho Goals and Objectives</b>				
<b>GOAL 1: Community Success</b>				
Objective A: Strengthen the social fabric in the communities we serve	✓	✓		
Objective B: Cultivate economic partnerships across the communities we serve		✓		
Objective C: Meet the workforce needs of the communities we serve	✓	✓		
<b>GOAL 2: Student Success</b>				
Objective A: Foster participation in post-secondary education	✓			
Objective B: Reinforce a commitment to instructional excellence				✓
Objective C: Support student progress toward achievement of educational goals	✓			✓
Objective D: Provide evidence of achievement of student learning outcomes	✓	✓	✓	
Objective E: Offer opportunities for student engagement that go beyond the classroom	✓			
<b>GOAL 3: Institutional Stability</b>				
Objective A: Provide employees with a work environment that values employee success and satisfaction				✓
Objective B: Ensure that the college maintains the financial resources necessary to meet its mission				✓
Objective C: Maintain a strong relationship with the CSI Foundation	✓			
Objective D: Enhance infrastructure resources to ensure the college is safe, sustainable, and inviting to all of the members of our communities				✓
Objective E: Engage in ongoing, purposeful, systematic, integrated, and comprehensive planning and assessment			✓	
Objective F: Improve institutional effectiveness by focusing on both internal and external communication strategies and processes				✓