



***CSI BOARD OF TRUSTEES***  
**POLICIES AND PROCEDURES MANUAL**

*Revised June 19, 2017*

# College of Southern Idaho

## Board of Trustees Policies and Procedures Manual

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# College of Southern Idaho

## Board of Trustees Policies and Procedures Manual

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# College of Southern Idaho

## Board of Trustees Policies and Procedures Manual

### 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 and Procedures Manual

### 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.

# College of Southern Idaho

## Board of Trustees Policies and Procedures Manual

### 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 and Procedures Manual

### 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 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 and Procedures Manual

### BP.05 Board of Trustees Officers (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.



# College of Southern Idaho

## Board of Trustees Policies and Procedures Manual

### 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 and Procedures Manual

### 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 and Procedures Manual

### 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 and Procedures Manual

### 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 and Procedures Manual

### 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 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 and Procedures Manual

### 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 and Procedures Manual

### 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 and Procedures Manual

### 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 and Procedures Manual

### 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.

# College of Southern Idaho

## Board of Trustees Policies and Procedures Manual

### 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 and Procedures Manual

### 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 and Procedures Manual

### 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 and Procedures Manual

### 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.

# College of Southern Idaho

## Board of Trustees Policies and Procedures Manual

### 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 and Procedures Manual

### 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 and Procedures Manual

### 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 and Procedures Manual

### 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 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, 2017

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