

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES MEETING

MONDAY, DECEMBER 20, 1993

PRESIDENT'S BOARD ROOM

5:30 p.m.

AGENDA

MINUTES

TREASURER'S REPORT:

Bid: Center for New Directions Fire
Sprinkler System
New Computer Purchase Explanation
Computer Donation to Kimberly School
District

OLD AND NEW BUSINESS

Recycling: Student Environmental Club
(Dr. Snider & Graydon Stanley)
Personnel: Rosemary Barta & Mike Glenn
ASEP National President: Dave White
(General Motors: Automotive Service
Educational Program)

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 20, 1993

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

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

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Michael Glenn, Executive Vice President
Dr. Joan Edwards, Vice President of Planning,
Research and Development
Dr. Orval Bradley, Vocational Dean
Graydon Stanley, Director of Student Information
Ron Shopbell, Director of Continuing Education
Dick Sterling, Physical Plant Director
Annette Jenkins, Public Information Director

Visitors: CSI Staff: Dave White, Jeff Duggan,
Rosemary Barta, Judy Thom, Mark Sugden

Times News: Kirk Mitchell

Visitors: Jonathon Walker, CSI Student Body
President and Liz Lee and Annette McFarland of the
CSI Environmental Club

MINUTES OF NOVEMBER 18, 1993 were approved as written on
MOTION by Bill Babcock. Affirmative vote was unanimous.

MINUTES OF THE EXECUTIVE SESSION ON DECEMBER 8, 1993 were
approved as written on MOTION by Bill Babcock. Affirmative
vote was unanimous.

TREASURERS REPORT: Acceptance of the Treasurer's report was
approved on MOTION by Dr. Thad Scholes. Affirmative vote
was unanimous.

BIDS:

1. The Board accepted the low bid for a fire sprinkler
system for the Center for New Directions in the amount of
\$25,291.87 from Shilo Automatic Sprinkler, Inc. of Nampa,
Idaho on MOTION by Dr. Chuck Lehrman. Affirmative vote was
unanimous.

The source of funding for the purchase is the Plant
Facility Fund.

PRESIDENT'S REPORT:

1. The Board was advised by Mike Mason that the computer purchase being made from funds by the Mini-Cassia Outreach Center was for computers in the Blaine County Outreach Center. Computers from the Blaine County Outreach Center will be transferred to the Mini-Cassia Outreach Center to meet their needs. This shifting of computer assets was determined to be the best overall use of College equipment by Dr. Jerry Beck, Ron Shopbell and Dr. Ken Campbell.
2. The Board approved the donation of thirteen CSI 8088 surplus computers to the Kimberly School District on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
3. Graydon Stanley outlined community projects our students had been actively involved in over the last six months. These projects include Paint Magic, Adopt a Highway, CSI Halloween Party, Christmas Trees for the Needy and the collection of canned goods and toys for the needy.
4. Jonathon Walker, ASCSI Student Body President, and Annette McFarland and Liz Lee of the CSI Environmental Club made a presentation to the Board concerning campus recycling and environmental issues. Suggestions were made concerning the purchase of a chipper/shredder by the College and more emphasis on recycling paper. The students also requested that an Environmental Coordinator be assigned and that a consultant be hired to assist with an comprehensive plan for campus recycling.
5. Rosemary Barta and Judy Thom presented a Title III activity report concerning the past activities and future plans of the Human Resource Department. The Affirmative Action Plan, Employee Assistance Program and Connections program were discussed.
6. Dave White was recognized concerning his election as the International President of the General Motors Automotive Service Education Program (ASEP). The ASEP program involves fifty three schools in the United States and fifteen schools in Canada.
Dave White also reviewed industry involvement in the diesel, welding, cabinet making, heating/refrigeration, electronics, drafting and law enforcement programs.

CSI Trustees
December 20, 1993
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7. The President handed out and briefly reviewed the Idaho Student Summit Statement of Goals.

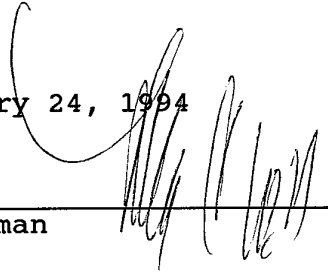
8. The President noted that he would be in Boise on January 13th for lunch with the Joint Finance Appropriations Committee. Our budget presentation to JFAC is on January 21, 1994 at 8:00 a.m.

ADJOURNMENT was declared at 6:50 p.m.



John M. Mason, Secretary-Treasurer

APPROVED January 24, 1994



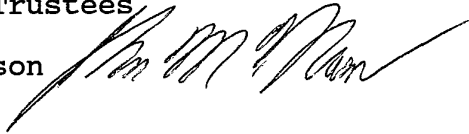
Chairman



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

December 16, 1993

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

From: Mike Mason 

Re: Bid for Center for New Directions Fire Sprinkler System

We received only two bids for the specified equipment.
The bids are as follows:

Shilo Automatic Sprinkler, Inc.	\$25,291.87
Viking Automatic Sprinkler Company	\$26,544.00

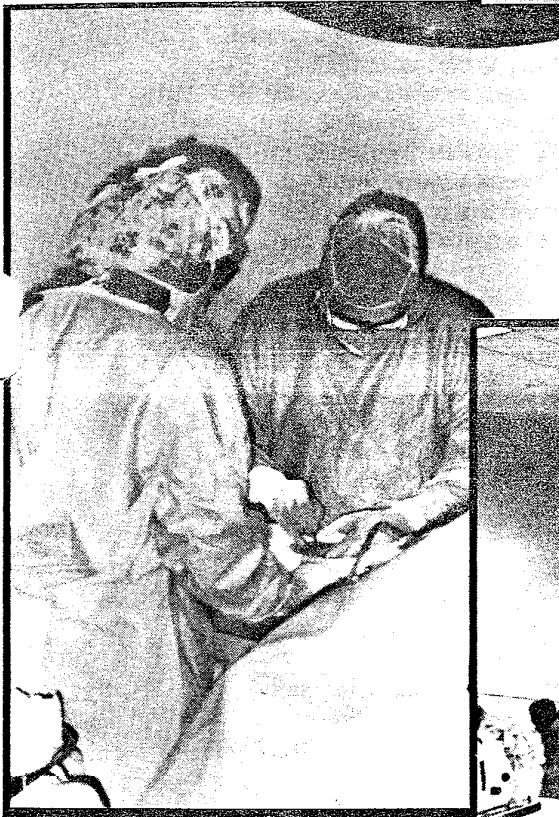
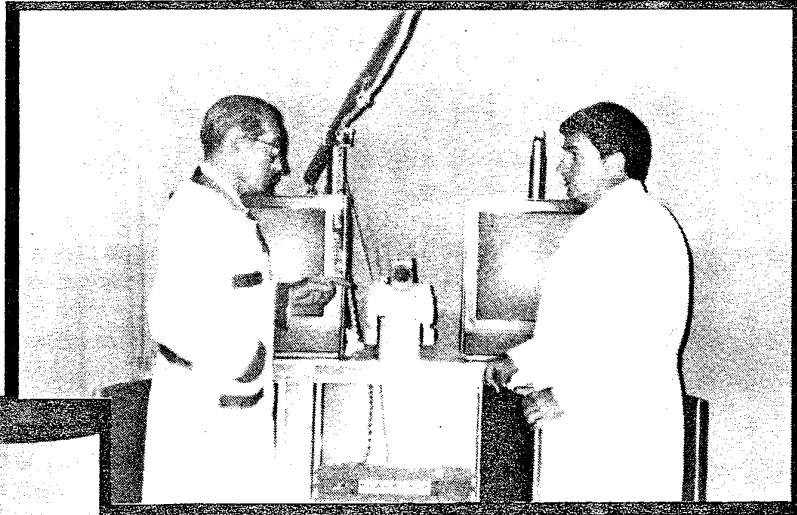
Based upon a review of the bids by Dick Sterling and Don Buettner, I recommend that we accept the low bid of Shilo Automatic Sprinkler, Inc. of Nampa, Idaho in the amount of \$25,291.87.

Funding for the purchase is from the Plant Facilities Fund.

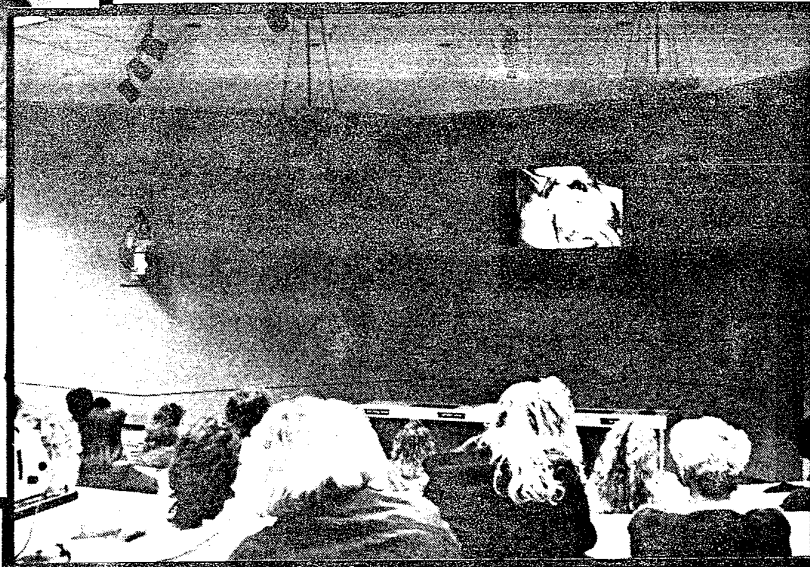
◆ College of Southern Idaho ◆ Telecommunications ◆

This demonstration project extends an existing telecommunication system to include medical facilities and high schools to provide medical links and distance learning with the College of Southern Idaho as the hub and applicant.

Right: Bon Mauldin, technician, and Dr. David McClusky, surgeon, with the portable surgical cart used to telecommunicate the surgery depicted below.



Left and below: Live, 2-way audio and video interactive surgery taking place at Twin Falls Clinic and Hospital being received by nursing students at the College of Southern Idaho during a March 16, 1993, pilot of medical distance education.



U.S. Department of Agriculture Rural Electrification Administration
Distance Learning and Medical Link Grant Proposal presented by
College of Southern Idaho
Twin Falls, Idaho
April 1993

stations to allow students to view the instructor's writings and visual aids on a large monitor at the front of the room.

Telecommunicated classes can originate at Twin Falls, Burley, Gooding, or Hailey. All audio and video is controlled by a single operator at the Twin Falls campus. The operator positions the remotely controlled cameras, adjusts audio levels, and sends the appropriate video to the monitors at each site.

The telecommunication system is available for use 90 hours a week, from 7 a.m. to 10 p.m., Monday through Saturday. The system is also used for administrative, faculty, and public-service meetings.

The College of Southern Idaho administers the total telecommunication system which offers a number of advantages:

1. More courses may be offered at off-campus centers.
2. Classes with small enrollment at one site need not be canceled if collective course enrollment is at least ten students.
3. Productivity of faculty and staff is increased by reducing travel time.
4. Money is saved by transmitting audio and video along with additional phone, FAX, and data lines via the telecommunication microwave system.
5. By linking the system with state universities, the College is able to offer courses not otherwise available to local residents.

In FY 93, the college has provided the following telecommunication activities:

- Fifty-one (51) 2-way interactive College of Southern Idaho academic courses with enrollments totaling 602
- Academic Development courses to 6 Mini-Cassia Criminal Justice Center inmates to assist them in working toward their General Education Degrees
- Six (6) Idaho State University upper division courses transmitted from Pocatello to serve 49 students
- Seven (7) telecourses providing education to 300 students
- Two (2) Adult Basic Education courses transmitted from the College to the community via the local public television station
- Two (2) live surgeries taking place at a local hospital which were interactive via loaned cable channels with 70 nursing students as a pilot for this application

Communities and businesses have further benefited from College of Southern Idaho telecommunication systems through the following events:

- Eighty-two (82) employee training and educational satellite downlinks and teleconferences
- Twelve (12) interactive meetings, counseling sessions, and employee training sessions utilizing the College's microwave
- An interactive "Living with Diabetes" health education program originating at Twin Falls, received at the three rural sites by 52 citizens and conducted by a Diabetic Nurse Educator and dietitians
- An interactive "Community Health Forum" program providing information and receiving feedback from the community via telephone about future medical needs of the community
- A Sports Medicine inservice to 40 coaches and trainers at three rural sites via microwave.

**COLLEGE OF SOUTHERN IDAHO
INTERACTIVE MICROWAVE COURSE ENROLLMENT**

Table B

**TOTAL ENROLLMENT PER SEMESTER YEAR OF INTERACTIVE
MICROWAVE USE**



1990-91	1991-92	1992-93*
204	370	557

*summer school figures not yet available

Student counts above represent enrollment in the following courses:

- | | |
|--|--|
| Advanced Curriculum in Early Childhood Education | Individual/Family/Community Health |
| Anatomy and Physiology | Intermediate Nursing Intervention |
| Basic English | Introduction to Statistics |
| Beginning Algebra | Law Enforcement Communications and Dispatching |
| Biology | Law Enforcement Officer Training |
| Bookkeeping | Legal Environment of Business |
| Certified Nursing Assistant Training | Modern Math for Elementary Teachers |
| Child Health and Safety | Normal Nutrition |
| College Reading | Personal Finance I |
| College Study Skills | Principles of Accounting |
| Concepts of Biology | Principles of Economics |
| Elementary Spanish | Sign Language Studies |
| English Composition | Social Problems |
| Environment for Learning | Survey of Calculus |
| Fundamentals of Speech | The Holistic Child |
| Fundamentals of Investments | U S History |
| Human Anatomy and Physiology | Western Civilization |
| Human Growth and Development | World Regional Geography |

Table C
SITE ENROLLMENT PER ACADEMIC YEAR



*summer school figures not yet available

Table D

SITE ENROLLMENT PER SEMESTER

	FALL 1990	SPRING 1991	FALL 1991	SPRING 1992	SUMMER 1992	FALL 1992	SPRING 1993
TWIN FALLS	169	237	289	415	96	334	387
BURLEY	85	119	116	112	32	149	194
GOODING			48	49	13	61	35
HAILEY						53	65
Total Enrolled	254	356	453	576	141	597	681

NONE DURING SUMMER 1991

UNIVERSITY COURSES OFFERED VIA STATE/CSI MICROWAVE

FALL 1990
 CESE 591 Teaching Handicapped Preschoolers
 EDUC 333 Content Area Reading
 NURS 405 Socialization into Professional Nursing

SPRING 1991
 Pharmacy Workshop for Optometrists
 NURS 330 Nursing Research
 EDUC 333 Content Area Reading

FALL 1991
 EDUC 419/519 Developmental Reading (also received at Burley)
 SWOK 308 Social Work Research
 NURS 405 Socialization into Professional Nursing
 PCOL 317 Drug Therapy

SPRING 1992
 EDUC 333 Content Area Reading
 EDUC 609 The Principalship
 POLS 409/509 Community/Regional Planning

SUMMER 1992
 HPE 640 Research and Writing

FALL 1992
 PSCI 529 Clinical Pharmacokinetics (originated at Twin Falls and received at Pocatello)
 POLS 454/554 Public Personnel Administration
 PHAR 316 Essentials of Pharmacy

SPRING 1993
 PHAR 317 Drug Therapy
 GEOL 456/556 Geology of Southeastern Idaho
 POLS 452/552 Financial Administration and Budgeting
 HE 632 Community Health Education

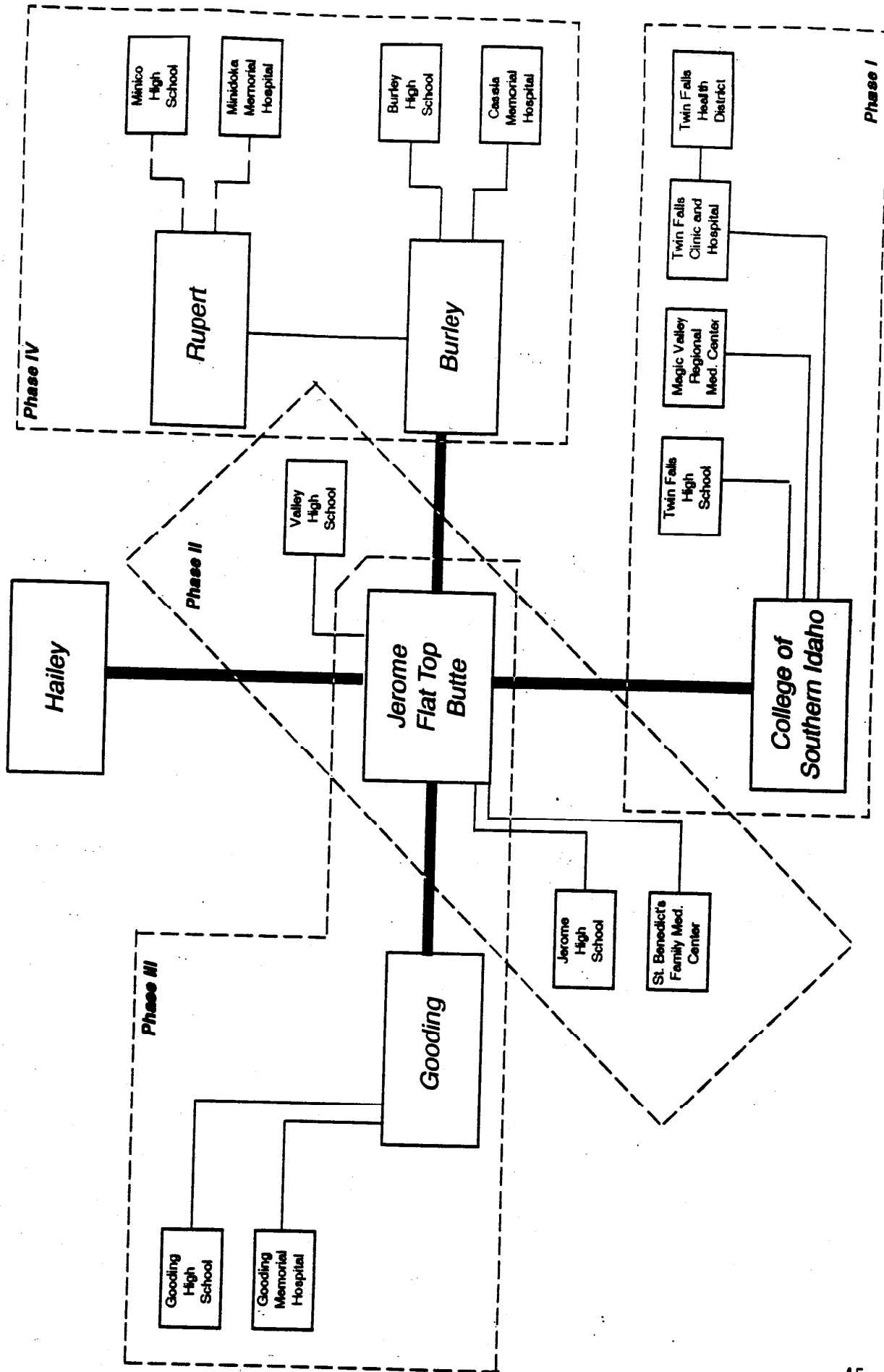


Table K
Programming

□ PRESERVICE ACTIVITIES	TO BE RECEIVED (R) OR TRANSMITTED (T) BY...			
	Medical Centers	High Schools	College of Southern Idaho	Communities
• Any of the core curriculum now offered by CSI or the 4 state universities for patients and degree seeking medical center personnel, or high school students	R		T	R
• High school career classes to the high schools	T	R	T	
• Surgery and medical procedures demonstrations for CSI nursing classes	T		R	R
• Doctors and other health professionals presenting lectures on selected topics from their hospitals to high schools	T	R		
• Medical transcription classes taught from hospitals to convenient sites within the College's service area for people entering a health career	T		R	R
• Physical exams to medical assistant students	T		R	
• Inservices to other students, i.e., Smoking Cessation classes, Anatomy and Physiology classes	T	R	T R	R
• High School Health Career class, established at Twin Falls High School, Fall 1993, utilizing health professionals for classes. Will expand include Minico High School, and Valley High School in Fall 1994	T	R	T	R
• Joint post-conferences with College of Southern Idaho nursing students from various rural clinical sites	T R			
• College classes to high school students, i.e. Tech-Prep and other courses for college and career preparation	T	T R	T R	R
• Developmental Disabilities Aide courses			T	R
• All satellite available teleconference activities for total quality management (TQM)	R T		T R	R
Telemetry Technician Course	T	R	R	R

INSERVICE ACTIVITIES	TO BE RECEIVED (R) OR TRANSMITTED (T) BY...			
	Medical Centers	High Schools	College of Southern Idaho	Communities
<ul style="list-style-type: none"> • Courses in: ICD-9 Coding • CPT-4 Coding • Trauma in the emergency room • Use of new equipment, such as CAT scan mobile unit 	R T			
<ul style="list-style-type: none"> • CSI generated upgrading from nursing department, such as "Validation Therapy for the Elderly" 	R		T	
<ul style="list-style-type: none"> • AIDS update for health professionals from the Communicable Disease Center (CDC) in Atlanta, GA 	T R	T	T R	R
<ul style="list-style-type: none"> • Nutrition education for food service personnel 	T R	R	T R	
<ul style="list-style-type: none"> • South Central Health Care Network Meetings 	T R		T R	
<ul style="list-style-type: none"> • Physician Continuing Medical Education (CME) training 	T R			
<ul style="list-style-type: none"> • Staff continuing education training to various departments, such as: Nursing, Dietary, Physical Therapy, Occupational Therapy, and Speech Therapy Training 	R	R	T	R
<ul style="list-style-type: none"> • Area Nurse Administrator Network meetings 	T R		T R	
<ul style="list-style-type: none"> • Staff training update, finish degrees 	R	R	T	
<ul style="list-style-type: none"> • Public Health Department staff meetings to rural sites in Cassia, Minidoka, Jerome, Gooding & Blaine counties 	R T			
<ul style="list-style-type: none"> • Risk Management Seminar 	T R		T R	
Basic EKG Interpretation for Nurses	R T		R T	
Grand Rounds	R T		R T	

CONSULTING ACTIVITIES	TO BE RECEIVED (R) OR TRANSMITTED (T) BY...			
	Medical Centers	High Schools	College of Southern Idaho	Communities
• Nurse-to-nurse, physician-to-physician, and physician to patient regarding procedures, diagnoses and consultations	T R			R
• Professional meetings of health occupation groups	T R		T	
• Child care providers' seminars to Head Start Agencies and Private Care Providers		R	T	R
• Physician or nurse consultation to school nurses	T	R	T	R
• Bilingual instructor for WIC and other programs (currently one person travels three days per week to rural areas for this purpose)	T	R	T R	R

COMMUNITY SERVICE ACTIVITIES	TO BE RECEIVED (R) OR TRANSMITTED (T) BY...			
	Medical Centers	High Schools	College of Southern Idaho	Communities
• Nutrition seminars to coaches and athletes	T	R	T	R
• Community forums regarding Healthcare (pilot tested, May 1992)	R		T	T
• Applicable courses, workshops, seminars found in the College's vast array of educational offerings or available through a medical center or high school including health and general education courses, business and industry training and forums for input on current community needs	T R	T R	T R	T R
• Community seminars on topics such as AIDS, sex education, nutrition, harmful habits such as smoking with the ability to show actual harm done to effected beings, Education training-- food service environmental services, car seat programs, breast self-exam classes	T	R	T R	R
Forums to the community such as: --Food preparation for and management of diabetes (already pilot tested) Pre and Post Operative Patient Teaching for persons having surgery Multi-County Disaster Drills--planning, actual drills, & evaluation Wellness Topics: Cancer Prevention, Physical Fitness, Stress Reduction, Child Safety, Childhood Immunizations, Prevention of Heart Disease Sports Medicine Seminar (pilot tested in August 1992, to be held again in August 1993) Organ Tissue Donation Workshops	T R T R T R T R T R R T	R R R T R T R R	T T R T R T R R T	R R T R T F T R R



COLLEGE OF
SOUTHERN
IDAHO

December 17, 1993

Dear President Meyerhoeffer and members of the Board of Trustees:

The following report is a record of the work of the Human Resources Development (HRD) department since its inception two years ago. We have outlined several achievements realized through our HRD Plan piloted under Title III sponsorship. We are proud of these activities, many of which are now established, on-going activities.

Presently, we want to discuss the future of HRD at CSI. After our initial efforts we have found several niches of human resources administration which we believe we can best serve. There are three:

1. Employment
 - Policy development
 - Procedures and practices
 - Communication (i.e., Affirmative Action, etc.)
2. Staff Training & Development
 - Policy development (i.e., safety)
 - Orientation
 - Brown Bags
 - Supervisory training
 - Customer service
3. Employee Relations
 - Sexual harassment
 - Conflict resolution, etc.

Other areas within the human resources field for which we could serve as a resource include:

- Wage & salary studies
- Job evaluation (i.e., job descriptions, titles, etc.)
- Performance appraisals
- Diversity

We want to thank you for your continuing support of our work. We are happy to be CSI "regular staff". Our goal is to contribute to a quality working experience for all faculty and staff, and to assist potential employees in their efforts to gain employment at CSI. Please offer your additions or comments regarding these thoughts.

Sincerely yours,

Rosemary Barta *Judy Thom* *Mike Glenn*
Rosemary Barta Judy Thom Mike Glenn

HUMAN RESOURCES DEVELOPMENT TWO-YEAR PLAN

- Spring '94 Review job descriptions
Supervisory training on hiring practices & Affirmative Action (AA)
Update salary study with 1993 figures
Begin safety committee
- Summer '94 Staff training
Complete safety manual
Concentrate on assisting with hiring for vacancies
Accreditation (finalization of committee work)
- Fall '94 Orientation of new and current staff
Update AA plan
Develop staff training initiative
Supervisory training
Accreditation completion
- Spring '95 Update job descriptions
Update salary study with 1994 figures
* Assist in the development of a student orientation class in the areas
of diversity, sexual harassment and personal development
- Summer '95 Staff training
Concentrate on assisting with summer hiring for vacancies
- Fall '95 Supervisory training
Orientation of new/current staff
Update AA plan, safety manual, etc.
* New Title III involvement

* Projections of foreseen activities

Note: In the event that our location is changed over this period of time, we will need to re-evaluate our office procedures, service to our customers (staff, administration, faculty and public), hours, etc., in order to improve the human resources system.

Idaho Student Summit

Statement of Goals

We the assembled representatives of Idaho's state funded institutions of higher education, devote ourselves to the following common goals and principles. It is our hope that the Idaho State Board of Education, the Idaho State Legislature and the Governor of Idaho recognize and endorse these principles for improving higher education.

Article One: Promoting Excellence

A. Colleges and universities require adequate infrastructure, facilities, and support services for students to excel in their studies. Campuses should be free of overcrowding and wasteful delays.

B. Students must have a wide range of study from which to choose. The curriculum should reflect the employment needs of students in the 21st Century and beyond.

C. Idaho's higher education system must offer the maximum number of Masters and Doctorate degrees possible. Students should be able to complete their entire education in Idaho.

Article Two: Promoting Diversity

A. The government of the State of Idaho should be devoted to providing an advanced education for all Idahoans-regardless of gender, race, religion, national origin, sexual preference, physical challenge or veteran status.

B. Higher education in Idaho should stress the understanding of diversity issues and encourage students to educate themselves to the many cultures that make Idaho great.

Article Three: Promoting Student Rights

A. Students should be free to express their views in the open forum of education, without harming an individual or the process. No standards or sanctions should be imposed that violate a students natural right to free expression or speech.

B. Student journalist and writers should have the ability to express themselves on any issue without threat to the freedom of the press.

C. Adult students should be able to enjoy all the rights and privileges of any citizen in a free society. This includes the responsible use of alcohol.

Article Four: Promoting Student Involvement

A. Students should have open access to the halls of government. Their opinion should be solicited by the respective colleges and universities, the State Board of Education, the Idaho Legislature and the Governor of Idaho.

B. To further facilitate the flow of information from students to the state government, a student should be placed on the State Board of Education.

As a voting or non-voting member of the Board, this student will act as a liaison between students and government.

C. Council of Student Body President's to meet before the State Board of Education Meetings and voted member to serve on the State Board of Education.

ASBSU

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ASUI

ASLCSC

ASCSI

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ASSOCIATED STUDENTS OF
IDAHO STATE UNIVERSITY
STUDENT SENATE
SESSION XXVI, TERM I

IN THE SENATE
A RESOLUTION #308

Introduced by Senator Chris Christensen, College of Education and
Senator Francoise Cleveland, College of Arts and Sciences.

**WE THE ASSOCIATED STUDENTS OF IDAHO STATE UNIVERSITY DO NOT SUPPORT
THE IDAHO STUDENT SUMMIT STATEMENT OF GOALS, ARTICLE IV, SECTION B
AND C.**

WHEREAS: A student being placed on the State Board of Education
would undermine the influence that students already have.

WHEREAS: All of the schools for higher education would not be
fully represented with a single member on the Board. One
student on the Board of Education could not project all
student interest in Idaho.

WHEREAS: We were not convinced that this proposition would give us
more power as students, rather, it would weaken our
direct communication with the Board. The communication
between the State Board and the students is adequate and
equally represented.

THEREFORE BE IT RESOLVED that the Associated Students of Idaho
State University desire to continue in the effective avenues
that we are presently pursuing with the State Board of
Education.