

**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**

**APRIL 17, 2000**

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

**AGENDA**

**MINUTES: (A) *Mike Mason***

**TREASURER'S REPORT: (A) *Mike Mason***

**BID: HVAC SYSTEM FOR ASPEN: (A) *Mike Mason***

**TUITION AND FEE INCREASE**

**MILEAGE RATE INCREASE: (A) *Mike Mason***

**HEALTH SCIENCES & HUMAN SERVICES PROGRAM REPORT: (I)  
*Dr. Claudeen Buettner, Director***

**2000-2001 SALARY RECOMMENDATIONS: *President Meyerhoeffer***

**FY2002 BUDGET RECOMMENDATIONS: *President Meyerhoeffer***

**OLD BUSINESS**

**NEW BUSINESS**

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
APRIL 17, 2000

CALL TO ORDER: 5:34 p.m. PRESIDING: LeRoy Craig

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

College Administration: Gerald Meyerhoeffler, President  
John M. Mason, Secretary/Treasurer  
Robert Alexander, College Attorney  
Dr. Jerry Beck, Vice President of Instruction  
Dr. Joan Edwards, Vice President of Planning and Development  
Dr. DeVere Burton, Dean of Instruction  
Dr. Ken Campbell, Dean of Technology  
Graydon Stanley, Director of Student Information  
Ron Shopbell, Director of Dual Credit  
Randy Dill, Physical Plant Director  
Jeff Duggan, Assistant to the President  
Karen Baumert, Public/Sports Information Director  
Doug Maughan, Herrett Center/Public Information Officer

CSI Staff: Claudeen Buettner, Marilyn Blackburn,  
Louise Flowers, Henry Jones and Barbara Knudson

Visitors: None

Faculty Representative: Nancy Jonsson

Times News: Jennifer Sandmann

MINUTES OF THE REGULAR AND EXECUTIVE SESSION OF MARCH 27, 2000 were approved as written on MOTION by Bill Babcock. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's Report was approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

CSI Trustees

April 17, 2000

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Bids:

1. The Board approved the low bid of Magic Valley Refrigeration of Twin Falls, Idaho in the amount of \$379,251.00 for the Aspen Building HVAC project on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for this purchase is from the Plant Facility Fund and the Economic Development Grant.

2. The Board approved the bid of Quality Tile of Boise, Idaho in the amount of \$100,013.00 for the Aspen Building roofing project on MOTION by Bill Babcock. Affirmative vote was unanimous.

Funding for this purchase is from the Plant Facility Fund and the Economic Development Grant.

3. The Board approved the bid of Acoustic Specialties of Pocatello, Idaho in the amount of \$186,500.00 for the Aspen Building project gypsum board system on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is from the Plant Facility Fund and the Economic Development Grant.

PRESIDENT'S REPORT:

1. The Board approved the increasing of the employeec mileage reimbursement rate from 26 cents per mile to 30 cents per mile on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

2. Graydon Stanley reviewed his discussion with the Student Senate concerning fees. The Senate approved the a \$10 tuition increase, a \$5 increase for athletics and a \$10 increase in student association fees. Graduation fees of \$2 and existing Outdoor Club fees of \$5 will be moved the Student Association budget. Included in the overall Student Association fee will be funding for the Outdoor Club, Cheerleaders, Dance Team, graduation and the student newspaper.

The Board approved the tuition and fee increase on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

CSI Trustees

April 17, 2000

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3. Dr. Claudeen Buettner and Marilyn Blackburn gave a presentation to the Board on the Health and Human Services department. They reviewed the increase on programs and student numbers over the last six years.

The Board thanked Dr. Buettner and Marilyn Blackburn for their hard work and the development of new programs.

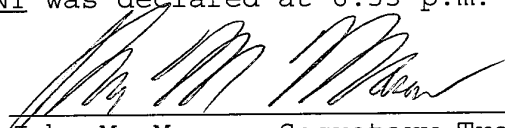
4. The President advised the Board that the legislature had approved a 3.5% baseline pay adjustment for faculty and staff. We also received funding to increase our part time faculty pay rates from \$475 per credit to \$600 per credit. Increases were also given to address rank and salary compression issues.

The Board approved the salary increases on MOTION by Bill Babcock. Affirmative vote was unanimous.

5. The President reviewed the fiscal year 2002 budget request with the Board. The request includes funds for salary equity, replacement telecommunications equipment, classroom equipment and a special request for the upgrade of our campus network hardware.

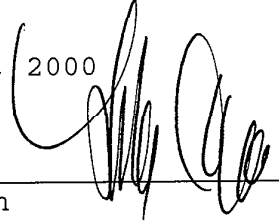
6. The President advised the Board of a request for the use of campus property for a bicycle racetrack. The Board had questions concerning how closely the track is tied to our educational mission.

ADJOURNMENT was declared at 6:33 p.m.

  
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John M. Mason, Secretary-Treasurer

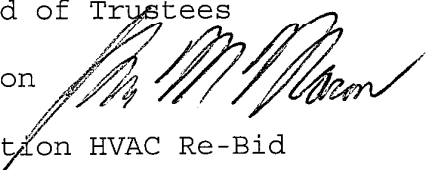
APPROVED

May 15, 2000

  
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Chairman

April 10, 2000

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

From: Mike Mason 

Re: Aspen Addition HVAC Re-Bid

Some minor specification changes and bid clarifications were made in an attempt to reduce the price on the Aspen HVAC system. We rebid the project and received four bids for the HVAC system on the Aspen Addition.

Based upon the recommendation of Bob Beer of Starr Corporation, I recommend we accept the low bid of Magic Valley Refrigeration of Twin Falls, Idaho in the amount of \$379,251.00. This is reduction of approximately \$28,000.00 from our previous low bid.

Funding for this purchase is from the Economic Development Grant and the Plant Facility Fund.

Lee Siskin  
4/14/00

CSI ASPEN BUILDING ADDITION REBID  
Tuesday, April 4, 2000

Bidder	Base Bid	Addendums					P.W. License	Comments
		#1	#2	#3	#1R	#2R		
BID PACKAGE NO. 7 - ROOFING								
1 Upson Co.	108,584 <sup>00</sup>				✓	✓		#1 < 39,217 > estimate
2 Tom Robinson Pfg.	400,000 <sup>00</sup>	✓	✓		✓	✓		#1 < 339,333 > estimate
3 Tolley Hughes	104,500 <sup>00</sup>	✓	✓		✓	✓		#2 < 31,500 > estimate
4 Modern Roofing	143,286 <sup>00</sup>	✓	✓		✓	✓		#1 < 96,901 > estimate
5 Wilson Roofing	75,081 <sup>00</sup>	✓	✓		✓	✓		No estimate? Price irregular??
6 Quality Ice Pfg.	100,013 <sup>00</sup>	✓	✓		✓	✓		#1 < 27,960 > estimate
7								
8								
BID PACKAGE NO. 16 - MECHANICAL								
1 De Bree Pfg.	346,952 <sup>00</sup> →	✓	✓	✓	✓	✓		add 59,587 <sup>00</sup> estimate
2		Pfg - De Bree			HVAC - Sawtooth S/m			
3 Reiv Pfg	349,538 <sup>00</sup> →	✓	✓	✓	✓	✓		add 57,739 <sup>00</sup> estimate
4		Pfg - Reiv			NVAC - Sawtooth S/m			
5 Sawtooth S/m	349,281 <sup>00</sup> →	✓	✓	✓	✓	✓		add 56,782 <sup>00</sup> estimate
6		Pfg - Reiv			HVAC Sawtooth S/m			
7 MV Refrigeration	321,664 <sup>00</sup> →	✓	✓	✓	✓	✓		add 57,587 <sup>00</sup> estimate
8		Pfg - De Bree			NVAC MV Refrigeration			

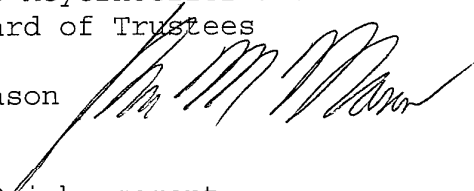


COLLEGE OF  
SOUTHERN  
IDAHO

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April 5, 2000

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

From: Mike Mason 

Re: Mileage Reimbursement

The current college reimbursement rate for employees who utilize their personal vehicle for college business is 26 cents per mile. This reimbursement rate has been the same for approximately five years.

Recent fuel and vehicle operating cost increases have prompted us to review our reimbursement rate. The State of Idaho raised their reimbursement rate from 31 cents to 32.5 cents per mile on February 13<sup>th</sup> of this year. The State rate is comparable to IRS mileage rates. The Times-News reimburses their employees 30 cents per mile.

Based upon increased costs and industry practices, it is my recommendation that we increase our vehicle reimbursement rate from 26 cents per mile to 30 cents per mile effective May 1, 2000. I have spoken to the departments that have the most employee travel and they feel they can absorb this cost increase within existing budgets.





COLLEGE OF  
SOUTHERN  
IDAHO

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April 17, 2000

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

From: Mike Mason

Re: Aspen Gypsum Board Systems Bid

The low bidder on the gypsum board systems was REK  
Quality Drywall of Twin Falls, Idaho in the amount of  
\$127,786.00 REK Quality Drywall has withdrawn their bid.

Based upon a review of the bids by Bob Beer of Starr  
Corporation and CTA Architects, I recommend we accept the  
second lowest bid of Acoustic Specialties of Pocatello,  
Idaho in the amount of \$186,500.00.

Funding for this purchase is from the Economic  
Development Grant and the Plant Facility Fund.







COLLEGE OF  
SOUTHERN  
IDAHO

April 17, 2000

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

From: Mike Mason

Re: Aspen Roofing System Re-Bid

Some minor specification changes and bid clarifications were made in an attempt to reduce the price on the Aspen building roofing system. We rebid the project and received six bids.

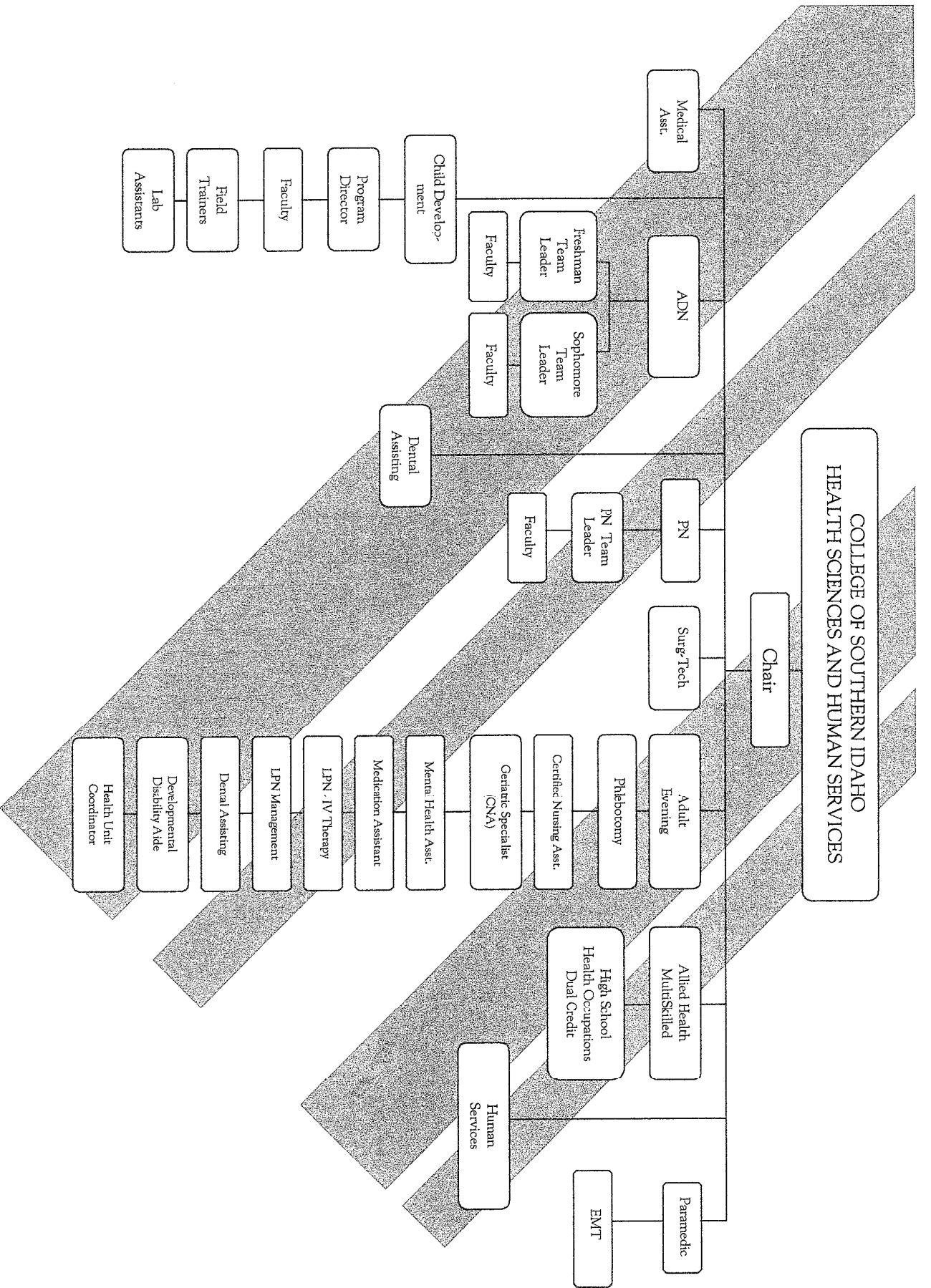
The low bidder, Wilson Roofing of Pocatello, Idaho, with drew his bid of \$75,081.00.

Based upon a review of the bids by Bob Beer of Starr Corporation, I recommend we accept the next lowest bid of Quality Tile of Boise, Idaho in the amount of \$100,013.00. This is reduction of approximately \$8,000.00 from our previous lowest responsive bid.

Funding for this purchase is from the Economic Development Grant and the Plant Facility Fund.



COLLEGE OF SOUTHERN IDAHO  
HEALTH SCIENCES AND HUMAN SERVICES



**Report to the Board of Trustees**  
**April 17, 2000**

**Associate Degree Nursing program (RN)**

Will graduate its 28<sup>th</sup> class, bringing the total of RN graduates to 881. Most graduates remain in the Magic Valley. This is the largest class in the history of the program with 44 graduates. Incoming class will be 55 students. The class was selected from 131 applications. 81 of the 131 were qualified, leaving 47 on the alternate list for admission to the Fall 2001 class. There will be 55 second year students. There is a possibility that we will have four more students applying for entry to the fourth semester, bring the student population to close to 59 eligible for graduation.

National League for Nursing Accreditation visit was March 7-9. Visitor's preliminary report indicates 7 areas of commendation, 0 recommendations, and one piece of advice.

SBON approval visit is scheduled for June 6-7. All faculty are MSN prepared. New rules and regulations for the SBON allowing BSN (but enrolled in MSN program) to be hired.

Claudeen is seeking reappointment to the Board of Nursing

**Practical Nursing program (LPN)**

Full time day and part time evening options. Presently there are 25 students in the program. 17 will graduate in July, this is the 35<sup>th</sup> class from CSI, and makes the total of LPN graduates 715. The class for Fall 2000, had a large number of applicants, 35 qualified for 20 seats. The department is working on an arrangement with Minico High School to offer a section of the practical nursing program in the Mini-Cassia area beginning January 2001.

Mary DeTienne left at Christmas time, leaving two very new instructors. We have combined the coordination of the two nursing programs under one person, Pam Holloway. Pam is a graduate of CSI, ISU and is currently seeking a doctorate from UofI. Pam has taught in both the PN and the ADNP. She begins her appointment in July.

SBON approval visit will be in conjunction with the ADNP in June.

Marilyn is retiring.

### **Allied Health**

The Multi-skilled Allied Health program has 264 students in a dual credit track. Nineteen high schools across the state are teamed with CSI. We are planning to add a second section of microwaved Health Occupations Year 1 to the system. This will include Castleford, Buhl and Filer. Already on line are TFHS, Jerome, and Gooding. Wendell is a stand alone program, Minico HS and Burley high school are offering a complete Technical program at their individual sites.

### **Child Development**

This program has increased enrollment drastically in the last two years. Current enrollment is 24 FT and 14 PT students. We have added a learning lab section for pre-school age, and are in a partnership with Adult and Child Development Center on Harrison street. Even with opening a third section, there is a waiting list for the lab school participation. The lab will have an accreditation visit in Fall 2000. Some new developments will be the Summer Conference for Head Start personnel on CSI campus August 1-4, we are offering credit classes.

Court ordered Parenting Classes in the Minidoka area may come to us through the Adult Evening program. Parent as First Teacher concepts are being introduced into the program. A state wide curriculum committee is meeting to address the transfer of courses and credits from CSI to the universities. We are introducing an Apprentice program beginning in the Fall to a limited number of students, as part of a statewide project.

### **Dental Assisting**

Third class of 16 students was admitted to Fall 2000 class. First male student. Last year's class was 100% employed and all students passed the State and National certification. Reports from the area dental offices, supports the program without exception. Applications for coming year were due April 1, and number over 40. The new addition will have a dental assisting lab, with patient education areas.

### **Emergency Medical Technician (and Paramedic)**

We are in our fourth semester of the EMT program. There have been 21 students complete the courses to become certified as EMT-Intermediate level. Fewer have completed the core courses to achieve the Technical certificate. Continuing education classes, First Responder classes and Extrication certification have been offered by the department. Over 135 people have received First Aid and CPR certification.

The Paramedic program received approval from the SBOE in March. We are in the process of meeting with the WRV EMS council, and have advertised for an instructor. We are pledged to work with BSU to offer a quality program across the state.

### **Human Services**

The newest fully operationalized program in the department. Jim Palmer moved from counseling to the educational program. Human Services offers opportunities for students and graduates to use themselves as therapeutic tools in a helping relationship. Graduates will be employed in numerous settings, such as Rehabilitation, Developmental Disability areas, Refugee Centers, OOA, Juvenile Detention centers, and Criminal justice situations. To date the program manager has 20 practicum sites available to students in the program. We are in the process of developing a course in Human Relations in Leadership. All employers in forums, questionnaires, and conversations desire leadership qualities in their employees. We will be requesting General Education core status for the course. Students will be attending the regional conference for HUMS programs in Cd'A next month.

Other expansions of the program will include a Healthy Aging component (Jan M, and not geriatrics), and perhaps the Alcohol and Chemical Addiction Counseling classes. (Already offering HIV/Aids counseling for certification)

### **Medical Assisting**

Accepted 16 students into the full time day program. Seven are bilingual. Last years graduating class scored in the 92 percentile on the national certification exam. The program received National Accreditation 3 years ago, with 8 areas of commendation and 0 recommendations. An evening Adult class in Medical coding was offered for the first time, with 26 students registered. There are opportunities for bilingual students to have positions as clinical interpreters. Medical transcription classes are being expanded to include students outside the Medical Assisting program.

### **NURA (Adult Evening courses)**

During the current academic year, over 1200 students have been trained in the Adult Evening courses that are listed in the over view of the department. The newest offering is the Health Unit Coordinator, in a partnership with MVRMC.

## **Surgical Technology**

16 students were admitted to the Fall semester. The certification requirements now include that the student must graduate from an accredited program. The CSI program hosted an accreditation team in November. Results will be final after the commission meeting on April 26. The preliminary findings by the accreditors included 4 areas of commendation and strengths, with 1 area of concern. This was dealing with the consistency between the program brochure and the college catalog. The inconsistencies have been cleaned up, and have been submitted to the Accrediting Board.

Continuing education programs such as Auto-transfuser, and Wound closure will be offered this summer for graduates and those working in the field. Last year's graduates, who applied for certification, have all passed the examination.

Some of our successes:

- Accreditation body approval
- Community support
- Graduates in all programs 100% employed, with high pass rates on the national exams
- Financial support of the program, scholarships and equipment, and the expansion of the Aspen building
- A very positive reputation in the community and state

Our greatest challenges:

- Rapid growth
- Qualified instructors
- Energy
  - Maintain the quality
  - Meet expectations of community
  - Follow through with the high school groups to have college offerings when they arrive on the campus with expectations to move right into a program.

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**“Talk the talk, Walk the walk to Quality, Commitment, and Caring”**

- **Base decisions on reality**
- **Communicate clearly**
- **Include all possible players**
- **Produce a quality graduate who is in great demand**