



COLLEGE OF
SOUTHERN
IDAHO

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES MEETING

SEPTEMBER 18, 1995

PRESIDENT'S BOARD ROOM

5:30 p.m.

AGENDA

MINUTES

TREASURER'S REPORT:

Bid: Computer Bids

OLD AND NEW BUSINESS:

Scholarships: *Geianne Blick*

Outcomes Assessment, English Department: *Mary Beth Crane and Joel Bate*

Student Characteristics: *Dr. Ken Campbell*

Purchase of Foundation Water Shares: *Dr. Joan Edwards*

South Central District Health: *Cheryl Juntunen; Dr. Chuck Parker*

Review: Athletic Student Code of Conduct

Review: Legislative Interim Committee

Review: Entry into Nursing

Review: Bid Purchase Laws

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
SEPTEMBER 18, 1995

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

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

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Vice President of Instruction
Dr. Joan Edwards, Vice President of Planning,
Research and Development
Dr. Mike Glenn, Vocational Dean
Dr. John Martin, Registrar
Dr. Ken Campbell, Director of Institutional
Research
Graydon Stanley, Director of Student Information
Ron Shopbell, Director of Continuing Education
Dick Sterling, Physical Plant Director
Jeff Duggan, Administrative Assistant to the
President
Annette Jenkins, Public Information Director

Visitors: CSI Staff: Geianne Blick, Mary Beth Crane,
Joel Bate, Dave Tupper, Kelly Cope, Brent Keim

Faculty Representatives: DeOnne Smith, Jim Gentry

Times News: Karen Tolkkinen and Brad Bowlin

Visitors: Cheryl Juntunen

MINUTES OF AUGUST 21, 1995 were approved as written on
MOTION by Donna Brizee. Affirmative vote was unanimous.

TREASURERS REPORT: Acceptance of the Treasurer's report was
approved on MOTION by Bill Babcock. Affirmative vote was
unanimous.

BIDS:

1. The Board approved the low bid of Computer Depot of Twin
Falls in the amount of \$24,245 for sixteen computers on
MOTION by Bill Babcock. Affirmative vote was unanimous.

Funding for this equipment is from departmental
budgets.

PRESIDENT'S REPORT:

1. Cheryl Juntunen presented the Board with the preliminary plans for the South Central Health District office to be located on campus. She stated that the 23,200 square foot building was expected to cost approximately one million nine hundred dollars and would require about three and one half acres. Ground could be broken on the project next spring if the federal block grant is approved.

Attorneys Mark Stubbs and Robert Alexander are working on a lease agreement for the College property.

2. Geianne Blick presented a proposal to increase Presidential Scholarships from \$57,500 per year to \$73,600 per year. The scholarships would be expanded to some sophomores.

The Board approved the increase for the current year dependent upon budgeted funds available. Geianne Blick later advised me that she had intended the request for the funding increase for next year.

Unless we receive other direction from the Board, we will budget \$73,600 for Presidential Scholarships for fiscal year 1997 and keep the fiscal year 1996 budget at \$57,500.

The Board also commended the College of Southern Idaho Foundation for increasing scholarships from approximately \$150,000 five years ago to over \$250,000 last year.

3. Mary Beth Crane and Joel Bate gave a presentation to the Board on student outcomes assessment being done in the English Department. The Board and President commended them for both the process and their efforts in bringing the project together.

4. The Board approved the purchase of 61.1 shares of Twin Falls Canal Company water from the College of Southern of Idaho Foundation at market price on MOTION by Bill Babcock. The MOTION was dependent upon funding.

Market price was determined to be \$23,000 which equates to \$376.43 per share. The shares will be purchased from unobligated funds in the Plant Facility Fund.

5. Dr. Ken Campbell presented the Board with statistics showing our student characteristics. He noted that our student headcount had increased 36% over the last four years. He also noted that more women were taking classes and carrying a heavier credit load.

6. The Board approved the College of Southern Idaho Athletic Code of Conduct on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

6. (continued) Graydon Stanley is working on a general student code of conduct which outlines student rights, responsibilities, rules and regulations. The single codified document is expected to be completed later this year.

7. Dick Sterling and Rosemary Barta are working on a hazardous material safety policy. A draft of the policy will be discussed at the October Board meeting.

8. Dr. Thad Scholes presented the Board with a proposal for adopting five hundred yards of the fitness trail for maintenance. The maintenance is to take place three times per year.

Donna Brizee recommended that the Board adopt a section. The Board agreed with the condition that Bill Babcock pick the section to be maintained.

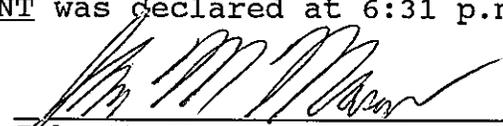
9. The President reported that the Legislative Interim Committee was looking at ways to remove obstacles from government agencies. One proposal involved removing the Division of Public Works from involvement in small projects and funding these projects directly through the agencies.

10. The President reported that the nursing board withdrew their recommendation for changes in entry into practice. They are now requesting a statewide study on the issue.

11. The President advised the Board that Senator Laird Noh and Representative Ron Black would let us know what our options are concerning bid preference laws or procedures.

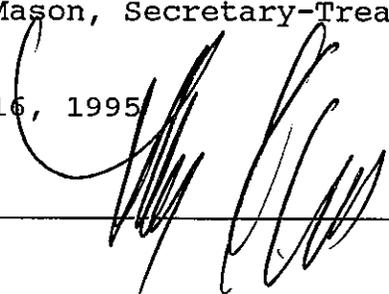
12. LeRoy Craig stated that North Idaho College Board members had been on campus last week and that they were very impressed. The Board commended College of Southern Idaho employees for making the institution what it is.

ADJOURNMENT was declared at 6:31 p.m.



John M. Mason, Secretary-Treasurer

APPROVED October 16, 1995



Chairman



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

September 15, 1995

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

From: Mike Mason

Re: Computer Bids

We received seven bids for the specified computers.
The bids are listed on the attached page.

Based upon a review of the bids by Dr. Ken Campbell, I
recommend that we accept the low bid of Computer Depot of
Twin Falls in the amount of \$24,245 for sixteen computers.

The funding for this purchase is from departmental
budgets.

September 1995 Computer Bid Summary by Vendor

Configuration		Computer Depot	L & K Micro	A-1 Laser	Pacific Computer	Micron	Computerland	Amdex
<u>PRICE PER SYSTEM</u>								
486-DX 66 8mb RAM	1	\$1,185.00	\$1,199.00	\$1,399.00	\$1,399.00	\$1,569.06	\$1,597.95	\$2,305.00
486-DX 66 16mb RAM	1	\$1,450.00	\$1,469.00	\$1,735.95	\$1,735.00	\$1,879.46	\$1,928.50	\$3,704.00
486-DX 66 8mb NIC	1	\$1,220.00	\$1,236.00	\$1,432.80	\$1,448.00	\$1,684.49	\$1,705.07	\$2,344.00
486-DX 100 16mb NIC	1	\$1,550.00	\$1,561.00	\$1,814.75	\$1,774.00	\$2,043.39	\$2,085.62	\$3,743.00
486-DX 100 16mb NIC 15"	1	\$1,648.00	\$1,651.00	\$1,948.75	\$1,894.00	\$2,140.39	\$2,385.61	\$4,542.00
Pentium-75 16mb 850 HDD 4X CD-ROM, sound card 2 MB video	1	\$2,095.00	\$2,069.00	\$2,290.95	\$2,215.00	\$2,121.96	\$2,530.71	\$5,004.00
<u>PRICE FOR ALL SYSTEMS</u>								
486-DX 66 8mb RAM	2	\$2,370.00	\$2,398.00	\$2,798.00	\$2,798.00	\$3,138.12	\$3,195.90	\$4,610.00
486-DX 66 16mb RAM	2	\$2,900.00	\$2,938.00	\$3,471.90	\$3,470.00	\$3,758.92	\$3,857.00	\$7,408.00
486-DX 66 8mb NIC	2	\$2,440.00	\$2,472.00	\$2,865.60	\$2,896.00	\$3,368.98	\$3,410.14	\$4,688.00
486-DX 100 16mb NIC	4	\$6,200.00	\$6,244.00	\$7,259.00	\$7,096.00	\$8,173.56	\$8,342.48	\$14,972.00
486-DX 100 16mb NIC 15"	5	\$8,240.00	\$8,255.00	\$9,743.75	\$9,470.00	\$10,701.95	\$11,928.05	\$22,710.00
Pentium-75 16mb 850 HDD 4X CD-ROM, sound card 2 MB video	1	\$2,095.00	\$2,069.00	\$2,290.95	\$2,215.00	\$2,121.96	\$2,530.71	\$5,004.00
TOTAL	16	\$24,245.00	\$24,376.00	\$28,429.20	\$27,945.00	\$31,263.49	\$33,264.28	\$59,392.00

September 1995 Computer Purchase -- Computer Depot

		FY95						
		Qty.	\$ Per Machine	Total	D	T	Q	C
1	486-DX 66mz 8mb RAM	2	\$1,185	\$2,370	0	0	0	0
2	486-DX 66mz 16mb RAM	2	\$1,450	\$2,900	0	0	0	0
3	486-DX 66mz 8mb RAM Network Card	2	\$1,220	\$2,440	0	0	0	0
4	486-DX 100mz 16mb RAM Network Card 14"Monitor	4	\$1,550	\$6,200	0	0	0	0
5	486-DX 100mz 16mb RAM Network Card 15"Monitor	5	\$1,648	\$8,240	0	0	0	0
6	Pentium 75mz 16mb RAM 850 HDD 4xCD-ROM Sound Card 2MB-32Bit Video	1	\$2,095	\$2,095	0	0	0	0
TOTAL		16		\$24,245	0	0	0	0

- 1 Chris Bragg 01-1410-5420
Joel Bate 01-1300-5420 (½) 01-1650-5420 (½)
- 2 Claudeen Buettner 01-1600-5420
Bookstore 95-9500-5420
- 3 Physical Science 01-1810-5420
- 4 Library (3) 61-6100-5527
Loaner 01-1010-5420
- 5 Library 61-6100-5527
- 6 Ben Bartlett 01-5700-5420

Scholarship Report for the 1995-96 School Year

Total scholarships awarded:.....\$294,442

Breakdown of the total figure:

Foundation Scholarships.....\$236,942

Presidential Scholarships.....\$ 57,500

Total number of recipients.....383

Total number of scholarships awarded.....589
(some recipients received more than one award)

Number of applicants.....677

The above awards do not include any athletic scholarships, and figure only to date monies expended. More foundation awards will be made in January for nursing, the honors program, and the Center for New Directions.

PROPOSAL

To: The CSI Board of Trustees & President Meyerhoeffer

From: Geianne Blick, Scholarship Coordinator

Date; September 18, 1995

Re: Previous Proposal on Increasing Presidential Scholarships

The following is a breakdown of cost for proposed additions in the Presidential Scholarship Award:

25 Awards at \$460/each for Students with Sophomore Standing.....\$11,500

10 Awards at \$460/each for First-Year Students.....\$ 4,600

By adding the above to the Presidentials that we already award, it will enhance our scholarship program immensely. The Presidential Scholarship, when awarded to prospective students is a powerful recruiting tool. For sophomores, it becomes a positive influence for retention.

The Presidential Scholarship requires that a student have at least a 3.0 grade point average and be from an area high school. The recipients, once here at CSI, must be active in at least one extra curricular activity, and maintain their status of at least a "B" average.

Students which received the Presidential Scholarship, as a first-year student, can reapply for the sophomore scholarships if they successfully meet the award criteria during the previous award year.

Thank you for your consideration of this proposal!

English 020 and English 101
A Policy Statement on Outcomes Assessment

English 020 and English 101 are file or portfolio courses. As students you are required to keep all your pre-draft materials, early drafts and revisions for each paper you write. When you are finally finished with a paper, it and all pre-writing and revising work should be stapled or paper clipped together and put in your Outcomes Assessment File. At the end of the semester, you will be required to hand in that file; if you do not hand it in, you cannot pass the class since this is an integral part of your outcomes assessment evaluation process.

The Exit Essay:

Your work throughout the semester will be read and commented on by your instructor. This work should prepare you for the final exit essay through which you will demonstrate your acquired writing skills. This essay will be given during the first class of week fifteen (15). By this time all other course assignments must be completed. This will allow you ample time to fully work through the writing process. Your essay, submitted anonymously, will be read and evaluated by two members of the English faculty other than your instructor. The essay will be assessed as being proficient (P) or not proficient (NP).

Your Teacher's Recommendation:

If you have demonstrated through your work that you have mastered the principles of the writing process by working and handing in revised proficient work, then your teacher will recommend that you pass (P) the course. If you have worked and handed in papers that do not meet the standards of proficiency, your instructor will recommend that you do not pass (NP) the course. In both situations, you will be able to take the exit essay to demonstrate your writing proficiency. ****A student may be given an F by the instructor and is ineligible to take the exit essay. The student may have been absent too much or may not have done all the work required to meet the course guidelines.

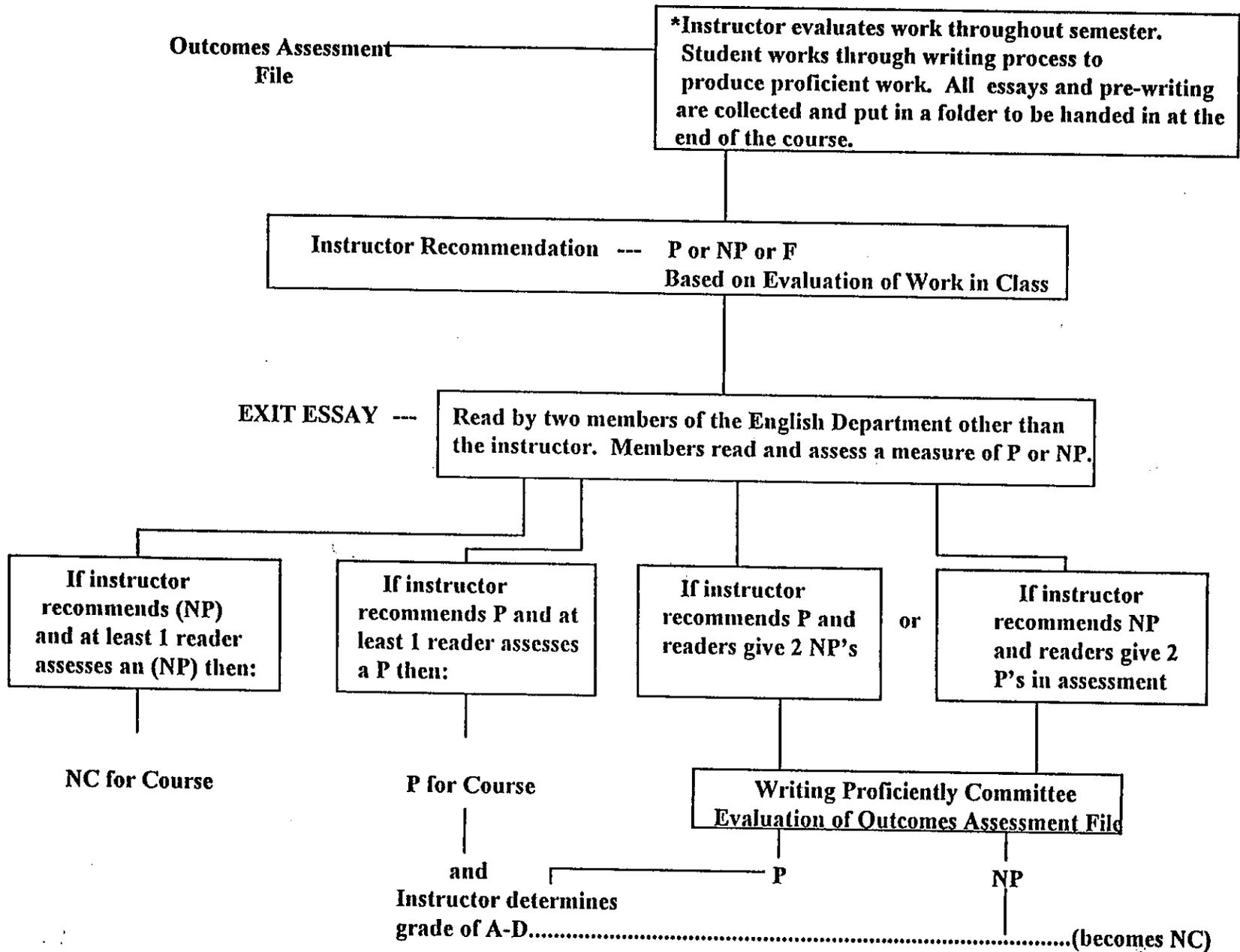
The Decision of the Writing Committee:

For the purpose of outcomes assessment, a committee of English Faculty will review student writing that comes in disagreement with the instructor's recommendations. The committee in this case will review your entire Outcomes Assessment File and then decide if the work you produced is proficient or non-proficient. The decision of the writing committee is final.

****This process recognizes that every instructor makes a sincere effort to evaluate your work thoroughly and fairly. However, the outcomes assessment exit-essay readers and the Writing Proficiency Committee make sure not only that you are treated justly, but also that you do actually demonstrate proficiency. In this way the writing standards of the College of Southern Idaho are maintained.

****Below is a chart which illustrates this process.

OUTCOMES ASSESSMENT PROCESS



MEMORANDUM

To: *CSI Board of Trustees*

From: *Joan E. Edwards, Foundation Executive Director*

Date: *September 18, 1995*

Re: *Offer of Sale of 61.1 Water Shares in the Twin Falls Canal Company*

John and Miriam Breckenridge, during the transactions of gifts of land, gifted shares in the Twin Falls Canal Company to the CSI Foundation. Some of those shares were sold at the time that portions of the gifted land were sold.

There remains under ownership of the Foundation 64.91 shares. The Foundation Finance Committee, learning of the College's future need for water, moved to sell a major portion of the shares to the College. The Breckenridge Ag Endowment land is in need of 3.81 more shares to cover their 39.81 acres with 1 share per acre. After that transfer is made, the balance available for sale to the College is 61.1 shares.

The Finance Committee is offering the 61.1 shares at market price. In determining market price, the Canal Company was called for a quote. They cited the figures of \$300/share if they are buying shares from stock holders, and \$350/share if they are selling them. Russ Kvanvig indicated that farmers are selling the shares to each other for \$400/share because of lack of availability through the Canal Company. Therefore, the market price appears to be from \$21,385 to \$24,440, depending upon availability.

Consider this simply an offer to sell.

CSI Credit Enrollment: Fall 1991 - Fall 1995

HEADCOUNT	Fall 1991		Fall 1992		Fall 1993		Fall 1994		Fall 1995	
	Count	% of F'91 Total	Count	% of F'92 Total	Count	% of F'93 Total	Count	% of F'94 Total	Count	% of F'95 Total
Total	3194	100.0%	3515	100.0%	3839	100.0%	4092	100.0%	4338	100.0%
Full-Time	1567	49.1%	1881	53.5%	2019	52.6%	2218	54.2%	2169	50.0%
Part-Time	1627	50.9%	1634	46.5%	1820	47.4%	1874	45.8%	2169	50.0%
Gender										
Males	1242	38.9%	1247	35.5%	1417	37.1%	1486	36.3%	1617	37.3%
Females	1952	61.1%	2268	64.5%	2398	62.9%	2606	63.7%	2721	62.7%
Age Groups										
Less than 18	50	1.6%	86	2.5%	57	1.5%	120	3.0%	93	2.1%
18-19	775	24.5%	870	25.0%	833	22.0%	1056	26.2%	903	20.8%
20-21	391	12.3%	426	12.3%	543	14.4%	471	11.7%	635	14.6%
22-24	289	9.1%	354	10.2%	416	11.0%	387	9.6%	446	10.3%
25-29	347	11.0%	364	10.5%	395	10.4%	368	9.1%	418	9.6%
30-34	369	11.6%	352	10.1%	395	10.4%	347	8.6%	339	7.8%
35-39	327	10.3%	357	10.3%	378	10.0%	378	9.4%	387	8.9%
40-49	422	13.3%	460	13.2%	471	12.5%	508	12.6%	607	14.0%
50-64	154	4.9%	148	4.3%	194	5.1%	244	6.0%	301	6.9%
65 or Older	44	1.4%	57	1.6%	100	2.6%	157	3.9%	152	3.5%
Unknown	26		41		57		56		57	
FULL-TIME EQUIVALENT										
Total	2129	100.0%	2456	100.0%	2592	100.0%	2737	100.0%	2722	100.0%
Full-Time	*		*		*		2229	81.4%	2150	79.0%
Part-Time	*		*		*		508	18.6%	573	21.1%
Gender										
Males	979	46.0%	1000	40.7%	1054	40.7%	1142	41.7%	1131	41.6%
Females	1150	54.0%	1456	59.3%	1534	59.3%	1595	58.3%	1592	58.5%
Age Groups										
Less than 18	27	1.3%	46	1.9%	27	1.0%	66	2.4%	33	1.2%
18-19	749	35.3%	833	34.2%	785	30.6%	1031	38.1%	826	30.3%
20-21	323	15.2%	347	14.3%	469	18.2%	397	14.7%	534	19.6%
22-24	217	10.2%	270	11.1%	318	12.4%	301	11.1%	338	12.4%
25-29	213	10.0%	246	10.1%	263	10.2%	227	8.4%	270	9.9%
30-34	196	9.3%	217	8.9%	220	8.5%	202	7.5%	192	7.1%
35-39	164	7.7%	204	8.4%	197	7.7%	193	7.1%	186	6.8%
40-49	174	8.2%	206	8.5%	218	8.5%	206	7.6%	235	8.6%
50-64	47	2.2%	56	2.3%	61	2.4%	63	2.3%	70	2.6%
65 or Older	10	0.5%	10	0.4%	12	0.5%	18	0.7%	16	0.6%
Unknown	9		20		24		32		24	

Percent Change	
1994-95	1991-95
6.0%	35.8%
-2.2%	38.4%
15.7%	33.3%
8.8%	30.2%
4.4%	39.4%
-22.5%	86.0%
-14.5%	16.5%
34.8%	62.4%
15.2%	54.3%
13.6%	20.5%
-2.3%	-8.1%
2.4%	18.3%
19.5%	43.8%
23.4%	95.5%
-3.2%	245.5%
-0.5%	27.8%
-3.5%	
12.8%	
-1.0%	15.5%
-0.2%	38.4%
-50.0%	20.7%
-19.9%	10.2%
34.5%	65.4%
12.3%	55.8%
18.9%	27.0%
-5.0%	-2.1%
-3.6%	13.5%
14.1%	35.1%
11.1%	50.4%
-11.1%	55.9%

* FTE proportions not calculated prior to Fall 1994.

CSI Academic Credit Student Characteristics: Fall 1993 - Fall 1995

		ACADEMIC DIVISION STUDENTS					
		Fall 1993		Fall 1994		Fall 1995	
		Count	Col %	Count	Col %	Count	Col %
TOTAL STUDENTS		3043	100.0%	3381	100.0%	3556	100.0%
FULL-TIME STATUS							
	Full-Time	1560	51.3%	1726	51.0%	1729	48.6%
	Part-Time	1483	48.7%	1655	49.0%	1827	51.4%
STUDENT GENDER							
	Female	1984	65.2%	2201	65.1%	2276	64.0%
	Male	1035	34.0%	1180	34.9%	1280	36.0%
	Missing Data	24	0.8%				
STUDENT AGE GROUPS							
	Less than 18	50	1.6%	111	3.3%	82	2.3%
	18 - 19	703	23.1%	891	26.4%	782	22.0%
	20 - 21	440	14.5%	397	11.7%	550	15.5%
	22 - 24	316	10.4%	317	9.4%	353	9.9%
	25 - 29	288	9.5%	284	8.4%	320	9.0%
	30 - 34	294	9.7%	268	7.9%	245	6.9%
	35 - 39	291	9.6%	296	8.8%	297	8.4%
	40 - 49	360	11.8%	410	12.1%	478	13.4%
	50 - 64	153	5.0%	209	6.2%	252	7.1%
	65 or Older	96	3.2%	153	4.5%	145	4.1%
	Missing Data	52	1.7%	45	1.3%	52	1.5%
STUDENT ETHNICITY							
	Alaskan/Native American	49	1.6%	54	1.6%	45	1.3%
	Asian or Pacific Islander	38	1.2%	43	1.3%	51	1.4%
	Black (Non-Hispanic)	19	0.6%	19	0.6%	18	0.5%
	White (Non-Hispanic)	2621	86.1%	3007	88.9%	3119	87.7%
	Hispanic	162	5.3%	147	4.3%	191	5.4%
	Non-Respondent	123	4.0%	107	3.2%	122	3.4%
	Missing Data	31	1.0%	4	0.1%	10	0.3%
STUDENT'S EDUCATIONAL LEVEL AT TERM OUTSET							
	Completing High School	142	4.7%	146	4.3%	217	6.1%
	Not a High School Graduate	142	4.7%	57	1.7%	66	1.9%
	Completing GED/Equivalency	31	1.0%	42	1.2%	49	1.4%
	High School Graduate	757	24.9%	885	26.2%	800	22.5%
	GED Grad or Equivalent	109	3.6%	89	2.6%	117	3.3%
	Some College, No Degree	1400	46.0%	1622	48.0%	1571	44.2%
	Associate Degree	170	5.6%	189	5.6%	226	6.4%
	Bachelor's Degree or higher	175	5.8%	267	7.9%	360	10.1%
	Missing Data	117	3.8%	84	2.5%	150	4.2%
MARITAL STATUS							
	Single, Never Married	798	26.2%	1612	47.7%	1704	47.9%
	Married	555	18.2%	1287	38.1%	1374	38.6%
	Divorced/Separated	143	4.7%	335	9.9%	349	9.8%
	Widow/Widower	15	0.5%	72	2.1%	129	3.6%
	Missing Data	1532	50.3%	75	2.2%	76	2.1%

CSI Academic Credit Student Characteristics: Fall 1993 - Fall 1995

	ACADEMIC DIVISION STUDENTS					
	Fall 1993		Fall 1994		Fall 1995	
	Count	Col %	Count	Col %	Count	Col %
STUDENT EMPLOYMENT STATUS						
Employed less than 35 hrs/wk	971	31.9%	1066	31.5%	1163	32.7%
Employed more than 34 hrs/wk	850	27.9%	1009	29.8%	1063	29.9%
Employed as homemaker	125	4.1%	176	5.2%	141	4.0%
Not employed, seeking work	424	13.9%	458	13.5%	448	12.6%
Not employed, not seeking work	447	14.7%	547	16.2%	545	15.3%
Missing Data	226	7.4%	125	3.7%	196	5.5%
HOUSEHOLD STATUS						
Single Parent With Dependents	187	6.1%	345	10.2%	360	10.1%
Couple With Dependents	503	16.5%	919	27.2%	992	27.9%
Without Dependents	838	27.5%	1658	49.0%	1709	48.1%
Other	187	6.1%	406	12.0%	410	11.5%
Missing Data	1328	43.6%	53	1.6%	85	2.4%
NUMBER OF CHILDREN						
No Dependents	514	16.9%	1318	39.0%	1546	43.5%
1 Dependent	188	6.2%	409	12.1%	427	12.0%
2 Dependents	232	7.6%	451	13.3%	483	13.6%
3 Dependents	124	4.1%	228	6.7%	236	6.6%
4 or more Dependents	85	2.8%	204	6.0%	226	6.4%
Missing Data	1900	62.4%	771	22.8%	638	18.0%
STUDENT ED OBJECTIVE FOR TERM						
Personal Enrichment	222	7.3%	455	13.5%	551	15.5%
Get A Job	87	2.9%	126	3.7%	132	3.7%
Improve Skills For Current Job	205	6.7%	307	9.1%	348	9.8%
Get A Different Job	79	2.6%	103	3.0%	116	3.3%
Earn 1 Year Certificate	16	0.5%	36	1.1%	26	0.7%
Earn 2 Year Degree (No Transfer)	145	4.8%	326	9.6%	343	9.6%
Transfer To 4 Year Without CSI Degree	227	7.5%	319	9.4%	341	9.6%
Transfer To 4 Year With CSI Degree	626	20.6%	1439	42.6%	1403	39.5%
Other/Unsure	124	4.1%	230	6.8%	228	6.4%
Missing Data	1312	43.1%	40	1.2%	68	1.9%
ESTIMATED TIME TO COMPLETE ED OBJECTIVE						
One Semester Or Less	159	5.2%	218	6.4%	265	7.5%
One Year	294	9.7%	557	16.5%	536	15.1%
Three Semesters	71	2.3%	188	5.6%	190	5.3%
Two Years	402	13.2%	668	19.8%	604	17.0%
Three Years	281	9.2%	663	19.6%	622	17.5%
More Than Three Years	522	17.2%	1034	30.6%	1236	34.8%
Missing Data	1314	43.2%	53	1.6%	103	2.9%

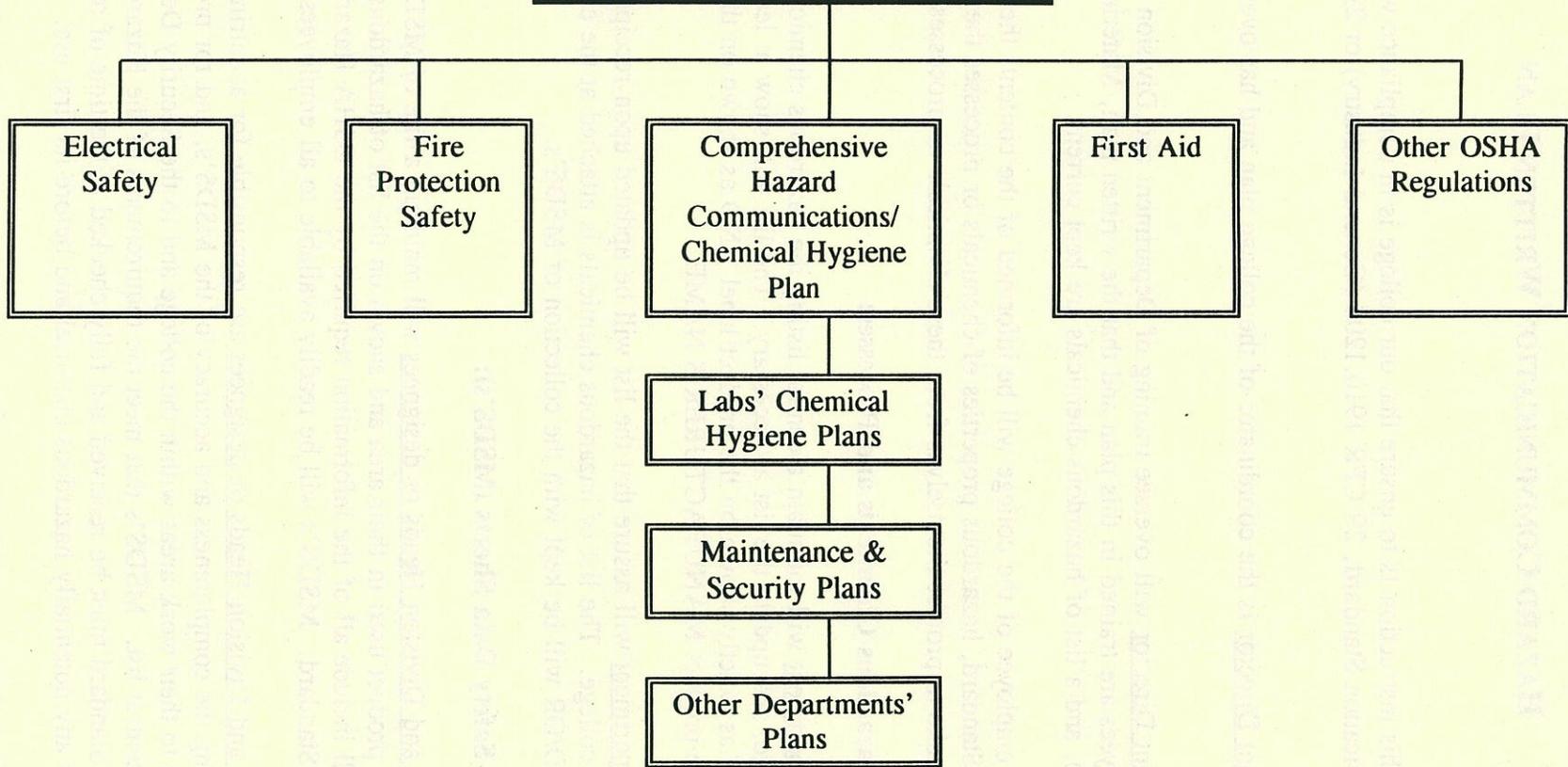
CSI Vocational Student Characteristics: Fall 1993 - Fall 1995

		VOCATIONAL DIVISION STUDENTS					
		Fall 1993		Fall 1994		Fall 1995	
		Count	Col %	Count	Col %	Count	Col %
TOTAL STUDENTS		796	100.0%	711	100.0%	749	100.0%
FULL-TIME STATUS							
	Full-Time	459	57.7%	492	69.2%	438	58.5%
	Part-Time	337	42.3%	219	30.8%	311	41.5%
STUDENT GENDER							
	Female	414	52.0%	405	57.0%	427	57.0%
	Male	382	48.0%	306	43.0%	322	43.0%
STUDENT AGE GROUPS							
	Less than 18	7	0.9%	9	1.3%	11	1.5%
	18 - 19	130	16.3%	165	23.2%	121	16.2%
	20 - 21	103	12.9%	74	10.4%	85	11.3%
	22 - 24	100	12.6%	70	9.8%	91	12.1%
	25 - 29	107	13.4%	84	11.8%	92	12.3%
	30 - 34	101	12.7%	79	11.1%	89	11.9%
	35 - 39	87	10.9%	82	11.5%	83	11.1%
	40 - 49	111	13.9%	98	13.8%	118	15.8%
	50 - 64	41	5.2%	35	4.9%	47	6.3%
	65 or Older	4	0.5%	4	0.6%	7	0.9%
	Missing Data	5	0.6%	11	1.5%	5	0.7%
STUDENT ETHNICITY							
	Alaskan/Native American	15	1.9%	13	1.8%	13	1.7%
	Asian or Pacific Islander	6	0.8%	7	1.0%	5	0.7%
	Black (Non-Hispanic)	3	0.4%	3	0.4%	3	0.4%
	White (Non-Hispanic)	700	87.9%	628	88.3%	655	87.4%
	Hispanic	49	6.2%	37	5.2%	48	6.4%
	Non-Respondent	22	2.8%	23	3.2%	23	3.1%
	Missing Data	1	0.1%			2	0.3%
STUDENT'S EDUCATIONAL LEVEL AT TERM OUTSET							
	Completing High School	31	3.9%	19	2.7%	41	5.5%
	Not a High School Graduate	45	5.7%	20	2.8%	17	2.3%
	Completing GED/Equivalency	15	1.9%	15	2.1%	10	1.3%
	High School Graduate	211	26.5%	174	24.5%	186	24.8%
	GED Grad or Equivalent	66	8.3%	49	6.9%	49	6.5%
	Some College, No Degree	343	43.1%	327	46.0%	353	47.1%
	Associate Degree	48	6.0%	34	4.8%	42	5.6%
	Bachelor's Degree or higher	20	2.5%	25	3.5%	26	3.5%
	Missing Data	17	2.1%	48	6.8%	25	3.3%
MARITAL STATUS							
	Single, Never Married	188	23.6%	288	40.5%	284	37.9%
	Married	180	22.6%	294	41.4%	327	43.7%
	Divorced/Separated	80	10.1%	113	15.9%	119	15.9%
	Widow/Widower	2	0.3%	8	1.1%	19	2.6%
	Missing Data	346	43.5%	8	1.1%		

CSI Vocational Student Characteristics: Fall 1993 - Fall 1995

	VOCATIONAL DIVISION STUDENTS					
	Fall 1993		Fall 1994		Fall 1995	
	Count	Col %	Count	Col %	Count	Col %
STUDENT EMPLOYMENT STATUS						
Employed less than 35 hrs/wk	225	28.3%	238	33.5%	226	30.2%
Employed more than 34 hrs/wk	267	33.5%	175	24.6%	203	27.1%
Employed as homemaker	20	2.5%	43	6.0%	36	4.8%
Not employed, seeking work	129	16.2%	130	18.3%	138	18.4%
Not employed, not seeking work	111	13.9%	92	12.9%	115	15.4%
Missing Data	44	5.5%	33	4.6%	31	4.1%
HOUSEHOLD STATUS						
Single Parent With Dependents	82	10.3%	123	17.3%	130	17.4%
Couple With Dependents	161	20.2%	254	35.7%	261	34.8%
Without Dependents	174	21.9%	262	36.8%	256	34.2%
Other	47	5.9%	67	9.4%	85	11.3%
Missing Data	332	41.7%	5	0.7%	17	2.2%
NUMBER OF CHILDREN						
No Dependents	72	9.0%	227	31.9%	288	38.5%
1 Dependent	80	10.1%	108	15.2%	130	17.4%
2 Dependents	76	9.5%	136	19.1%	129	17.2%
3 Dependents	51	6.4%	69	9.7%	78	10.4%
4 or more Dependents	26	3.3%	58	8.2%	56	7.5%
Missing Data	491	61.7%	113	15.9%	68	9.1%
STUDENT ED OBJECTIVE FOR TERM						
Personal Enrichment	51	6.4%	32	4.5%	56	7.5%
Get A Job	67	8.4%	84	11.8%	93	12.4%
Improve Skills For Current Job	125	15.7%	127	17.9%	131	17.5%
Get A Different Job	41	5.2%	52	7.3%	43	5.7%
Earn 1 Year Certificate	43	5.4%	86	12.1%	77	10.3%
Earn 2 Year Degree (No Transfer)	92	11.6%	233	32.8%	224	29.9%
Transfer To 4 Year Without CSI Degree	8	1.0%	7	1.0%	9	1.2%
Transfer To 4 Year With CSI Degree	38	4.8%	61	8.6%	50	6.7%
Other/Unsure	13	1.6%	24	3.4%	46	6.1%
Missing Data	318	39.9%	5	0.7%	20	2.7%
ESTIMATED TIME TO COMPLETE ED OBJECTIVE						
One Semester Or Less	27	3.4%	28	3.9%	26	3.5%
One Year	66	8.3%	141	19.8%	167	22.3%
Three Semesters	57	7.2%	105	14.8%	106	14.2%
Two Years	106	13.3%	152	21.4%	151	20.2%
Three Years	87	10.9%	103	14.5%	84	11.2%
More Than Three Years	133	16.7%	171	24.1%	195	26.0%
Missing Data	320	40.2%	11	1.5%	20	2.7%

CSI GENERAL SAFETY POLICY



HAZARD COMMUNICATION WRITTEN PLAN

I. General:

The purpose of this instruction is to ensure that our college is in compliance with the OSHA Hazard Communication Standard, 29 CFR 1910.1200 (General Industry) or 29 CFR 1926.59 (Construction).

The Physical Plant Director is the coordinator of the college plan and has overall responsibility.

The Physical Plant Director will oversee training of Department and Division Heads who will ensure all employees are trained in this plan and that the written plan, Material Safety Data Sheets (MSDS's), and a list of hazardous chemicals are kept current.

In general, each employee of the college will be informed of the contents the Hazard Communication Standard, hazardous properties of chemicals or processes they work with, and measures to take to protect themselves from these chemicals or processes.

II. List of Hazardous Chemicals and Processes:

The Security Department will maintain a central listing the hazardous chemicals or processes used at the college, and update the list as necessary. The list will show at least 1) the product's NAME as exactly shown on the product label AND as shown on the product's MSDS and 2) the product MANUFACTURER'S NAME.

The Security Department will assure that the list will be updated upon receipt of hazardous chemicals at the college. The list of hazardous chemicals is attached at the end of this written plan AND/OR will be kept with the collection of MSDS's.

III. Material Safety Data Sheets (MSDS's):

The Department and Division Heads or designees will maintain a file of MSDS's covering every hazardous product used in their area and shown on the list of hazardous chemicals. The MSDS's will include all of the information required by the OSHA Hazard Communication Standard. MSDS's will be readily available to all employees.

The Department and Division Heads or designees are responsible for acquiring and updating MSDS's, checking the completeness and accuracy of the MSDS's, and for providing the necessary copies to their work areas within the college and to the Security Department to be included in the central list. MSDS's that meet the requirements of the Hazard Communication Standard must be received and fully checked at the time of receipt of the first shipment of any potentially hazardous chemical and before its first use. The collection

of MSDS's will be organized in an easy-to-access arrangement so that each sheet can be quickly found in case of a chemical exposure emergency.

IV. Labels and Other Forms of Warning:

The receiving Department and Division Heads or Designee is charged to ensure that all hazardous chemicals at the college are properly labeled. Labels will list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. Although most products will already be pre-labeled by the product manufacturer, the receiving party will assure that data on the corresponding MSDS matches required label information. To meet the labeling requirements for our own in-house containers (e.g., small in-house bottles filled from a large can or drum), the same information on the label supplied by the manufacturer will be used OR will state at least the name of the product and the major hazard warning(s) applicable. Labels shall be checked on a regular basis and any that are illegible or missing shall be replaced.

V. Training and Information:

Each employee who works with or is potentially exposed to hazardous materials or processes will receive initial training on the Hazard Communication Standard and the safe use of those materials. Additional training will be provided for employees whenever a NEW hazardous chemical or process is introduced into their work areas.

Hazard training is conducted by the Departments in their particular work areas and by the Human Resources Department through an annual New Employee Orientation. The method used to train the employees may include videos, lectures, handouts, and/or booklets. The training and information provided shall include at least the following:

1. Summary of the OSHA Hazard Communication Standard, the purpose and location of the college written plan, and the location of the chemical product or process list identifying each hazardous material or process present at the worksite.
2. Instruction that MSDS's for each of the materials on the worksite chemical list have been collected, where they are located, and an explanation of their content (that is, how to read an MSDS).
3. Physical and health hazards of materials or work processes that employees are exposed to at their worksite, including visual appearance, odor, or other methods that can be used to detect the presence or release of hazardous chemicals (for example, air sampling, odor, visual appearance, eye/mucous membrane irritation, etc.).
4. Procedures employees can use to protect themselves against potential material hazards (for example, use of personal protective equipment, proper work practices, and emergency procedures).
5. Instruction that LABELS are required on each hazardous chemical product used and how to read the hazard information on labels.

A record of each training session, the material covered, the names of employees attending, and the trainer(s) (SEE ATTACHED TRAINING RECORD FORM) will be maintained at the Departments and in the Human Resources Department.

VI. Other Job Site Employers:

The Physical Plant Director will advise other employers or contractors at the college of any hazards which may be encountered while on the worksite(s), the availability of MSDS's, the labeling system used, and any precautionary measures that should be taken.

In addition, the Physical Plant Director will ascertain what chemical hazards created by other employers or contractors may be encountered by our employees and will obtain knowledge of the location of this contractor's MSDS's, the labeling system used, and any precautionary measures that should be taken.

VII. Hazardous Non-Routine Tasks:

Periodically, employees may be required to perform hazardous non-routine tasks. If applicable, each affected employee will be given information by the Supervisor about hazards to which they may be exposed during such an activity.

This information will include:

1. The specific hazards related to the non-routine task(s).
2. Protective/safety measures which are required or recommended.
3. Measures the company will take to lessen the hazard potential of the task(s) including ventilation, respirators, protective clothing, other employees to watch for safe entry, emergency procedures, etc..

VIII. Hazardous Substances in Unlabeled Pipes:

If any employees work on unlabeled pipes containing hazardous substances (e.g., oxygen, natural gas, or process chemicals, etc.), the Supervisor will assure that each affected employee is given information about hazards to which they may be exposed during such any activity. This information will include the hazardous substance in the pipe, the potential hazards, and the exposure controls.

IX. Additional Information:

Further information on this written plan, the Hazard Communication Standard, applicable MSDS's, or any other item of this plan is available from the Physical Plant Director and the Human Resources Department.