

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES MEETING

**APRIL 21, 1997
PRESIDENT'S BOARD ROOM
5:30 p.m.**

AGENDA

MINUTES

TREASURER'S REPORT

BIDS:

VOICE MAIL

FINE ARTS LIGHTING SYSTEM

TAYLOR HVAC CONTROLS

TAYLOR HVAC SHEET METAL WORK

OUT-OF-STATE/FOREIGN TUITION

STUDENT PROMISSORY NOTE

CAMPUS IRRIGATION SYSTEM

ADMISSIONS POLICY

DPW PROJECT UPDATE:

PAVING PROJECT

EXPO PROJECT

TAYLOR REMODEL PROJECT

GEOHERMAL WATER MORATORIUM: *John Rosholt*

PRESIDENT, DEPARTMENT CHAIRS: *LaVar Steel, Dr. Marvin Strobe*

OLD AND NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 21, 1997

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 and
Development
Dr. Michael Glenn, Vocational Dean
Dr. John Martin, Registrar
Dick Sterling, Physical Plant Director
Ron Shoppbell, Director of Continuing Education
Annette Jenkins, Public Information Director
Jeff Duggan, Assistant to the President

CSI Staff: LaVar Steel, Dr. Marvin Strobe, Terry
Patterson

Visitors: Daniel Hurlbutt

Faculty Representative: Joel Bate

Times News: Liz Wright

MINUTES OF THE EXECUTIVE SESSION OF FEBRUARY 24, 1997 AND OF
THE REGULAR MEETING OF FEBRUARY 24, 1997 were approved as
written on MOTION by Dr. Thad Scholes. Affirmative vote was
unanimous.

TREASURERS REPORT: The Treasurer's Report for December was
approved on MOTION by Dr. Charles Lehrman. Affirmative vote
was unanimous.

BIDS:

1. The Board approved the sole bid of Management Advisory
Group of Portland, Oregon in the amount of \$70,385.00 for a
campus integrated voice mail system on MOTION by Bill
Babcock. Affirmative vote was unanimous.

Funding for this purchase is from the Plant Facility
Fund.

2. The Board approved the sole bid of Oasis Stage Werks of Salt Lake City, Utah in the amount of \$64,332.00 for a replacement lighting system for the Fine Arts Auditorium on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for this purchase is from the Plant Facility Fund.

3. The Board approved the sole bid of Utah Controls of Salt Lake City, Utah in the amount of \$16,980.00 for HVAC controls for the Taylor Building on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is from the Division of Public Works as a part of the Taylor Library Remodel project.

4. The Board approved the low bid of Magic Valley Refrigeration of Twin Falls, Idaho in the amount of \$7,622.00 for sheet metal work for the Taylor Building on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is from the Division of Public Works as a part of the Taylor Library Remodel project.

PRESIDENT'S REPORT:

1. The Board approved the raising of out of state and foreign tuition from \$800 per semester to \$1,000 per semester on MOTION by Bill Babcock. Affirmative vote was unanimous.

2. The Board approved the College of Southern Idaho Promissory Note conditional upon grammatical corrections on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

College attorney Robert Alexander pointed out that any student under eighteen years of age would have to have a parent or legal guardian co-sign the note with them.

3. Daniel Hurlbutt, President of the Boys and Girls Club of Magic Valley, made an exploratory request to the Board concerning the possible use of land on the campus for a building site. Mr. Hurlbutt explained the function and mission of the club and its impact on kids.

The Board requested a footprint and any planning documents available for the proposed building. They also expressed support for the Boys and Girls Clubs and the work that they are doing.

3. (continued)

The Board agreed to meet with the executive directors of the Boys and Girls Club of Magic Valley in a joint meeting on May 19, 1997 to consider the proposal.

4. The President reviewed the results of a meeting with Dr. Charles Brockway concerning converting approximately one third of the campus irrigation system to canal water. This conversion is expected to cost approximately \$100,000 and should be completed by next fall. Dr. Brockway is putting together data and specifications to bid the project.

5. The Board approved the College of Southern Idaho Admissions Policy on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

6. Dick Sterling reviewed the campus Division of Public Works projects scheduled or in progress. These included the following:

Campus Paving - The bid opening is scheduled for May 13th with a completion date on or before August 16th.

Expo Entryway - The bid opening is scheduled for May 20th with a completion date of September 1st.

Taylor Remodel - The project is approximately one week behind schedule but the contractor is trying to complete the project by the scheduled completion date of June 26th.

Taylor Reroofing - The project has not been bid yet but has been approved and will be completed by late July.

7. The President stated that our top capital request to the Idaho State Board of Education this year would be an addition to the Fine Arts Building. The second priority will most likely be an expansion to the Aspen Building.

The President also stated that he hoped that the College would be moving up the priority list generated by the Idaho State Board of Education.

8. John Roshalt is awaiting further information before making a presentation to the Board concerning the status of requesting the extension of our geothermal water moratorium.

9. LaVar Steel, President of the Department Chairs, Professor of Arts and Department Chair of the Art Department, was recognized for his thirty one years of outstanding service to the College. He will be retiring from the College at the end of this academic year.

Mr. Steel thanked Dr. Beck for his support and expressed his appreciation to the Board for the many good years he has worked at the College.

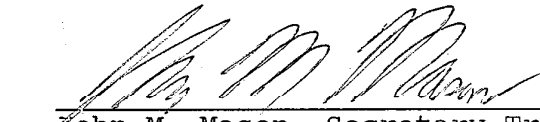
CSI Trustees
April 21, 1997
Page 4

The President and Board formally thanked LaVar Steel for his dedicated years of quality service to the College.

Dr. Marvin Strobe, Professor and Chairman of the Earth Sciences Department, was introduced as the new President of the Department Chairs. Dr. Strobe noted that there would be many retirements in the next few years and hiring quality faculty would be a large part of his job. He also reviewed the job description he had worked out with Dr. Beck.

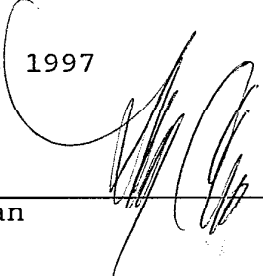
The President and Board welcomed Dr. Strobe to his new position.

ADJOURNMENT was declared at 6:32 p.m.



John M. Mason, Secretary-Treasurer

APPROVED May 19, 1997

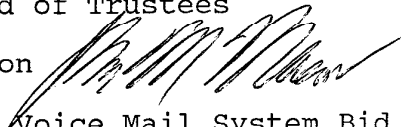


Chairman



March 24, 1997

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

From: Mike Mason 

Re: Integrated Voice Mail System Bid

We received only one bid for the specified system. The bid contained numerous options and upgrades. Ken Campbell, John Martin and I reviewed the bid with the following options:

Option 1

Hardware and software base package	\$37,205
Installation and training - estimate does not include actual travel costs	3,500
Estimated travel and per diem	1,000
Internal unattended backup software	600
Local remote administration software	1,500
Local remote computer	1,200

Voice Mail Package	\$45,005
Annual Maintenance	\$3,400

Option 2

Upgrade base system from 12 to 24 ports	19,980
Touch tone grade inquiry interface	1,800
Touch tone financial aid status inquiry interface	3,600

Upgrade Price	\$25,380
Plus Voice Mail Price	45,005

Total Touch Tone and Voice Mail Price	\$70,385
Annual Maintenance	\$5,200

Based upon our review of the system with the above options, we recommend that the bid of Management Advisory Group of Portland, Oregon in the amount of \$70,385 for the integrated touch tone and voice mail system be accepted.

As part of this project we are also moving our phone switch from the Taylor building to Chiller 1. The move will have to be done by AT&T personnel. The cost for this move

will be approximately \$8,500. If approved, this move would take place over the weekend on April 19th and 20th.

With the addition of the phone switch move, the total voice mail/touch tone project cost is estimated at \$80,000.

Funds for this purchase are from the Plant Facility Fund.

Numerous other options such as phone registration, phone payment by credit card and the integration of fax and e-mail with the voice mail are available. We will evaluate the need for these additional systems in the future.

The system we are purchasing will replace our obsolete inbound call director which is over eight years old. The old call director can only handle five lines at a time while the new one will be able to handle from twelve to twenty four, depending on how we sector the ports. The system will allow us to set up over two hundred and fifty individual voice mail boxes for faculty and staff.

We plan on the voice mail system being operational by late June. To fully utilize the system, we will have to conduct a significant amount of staff training between June and next fall.

..

..

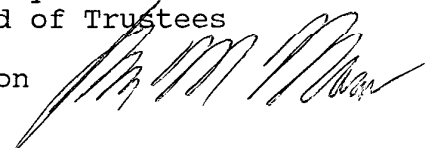


COLLEGE OF
SOUTHERN
IDAHO

BUSINESS OFFICE

April 16, 1997

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

From: Mike Mason 

Re: Fine Arts Lighting System

We received only one bid for the specified replacement lighting system for the fine arts auditorium. Based upon a review of the bid by Mike Winterholler and Dan Maclerran, I recommend that we accept the bid of Oasis Stage Werks of Salt Lake City, Utah in the amount of \$64,332.00.

The system is built by the same manufacturer as the lighting system in room 119. In addition to the computerized lighting and dimmer system, the bid includes replacement lights and supplies. The bid price also includes installation costs of approximately \$20,000.

If approved, we will schedule installation of the system in early August.

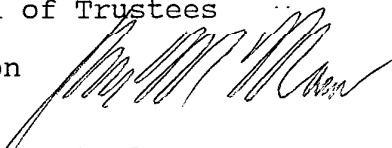
Funding for this purchase is from the Plant Facility Fund.



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

April 16, 1997

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

From: Mike Mason 

Re: Taylor HVAC Controls

We received only one bid for the specified HVAC controls for the Taylor Building. Based upon a review of the bid by Don Buettner, I recommend that we accept the bid of Utah Controls of Salt Lake City, Utah in the amount of \$16,980.00. The controls will be installed by our maintenance staff.

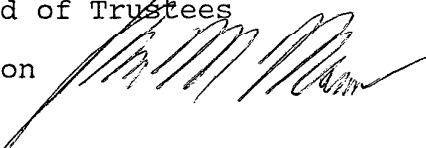
We will request reimbursement for this expenditure from the Division of Public Works as a part to the Taylor remodel project.



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

April 16, 1997

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

From: Mike Mason 

Re: Taylor HVAC Sheet Metal Work

We received three bids for the specified materials and
labor. The bids were as follows:

Magic Valley Refrigeration	\$ 7,622.00
Terry's Heating	13,191.00
Fixture Source	12,821.25

Based upon a review of the bids by Don Buettner, I
recommend that we accept the bid of Magic Valley
Refrigeration in the amount of \$7,622.00. This work is not
included in the Taylor Library Remodel contract.

We will request reimbursement for this expenditure from
the Division of Public Works as a part to the Taylor remodel
project.

PROMISSORY NOTE

COLLEGE OF SOUTHERN IDAHO

I _____, promise to pay the College of Southern Idaho, \$ _____, for tuition or fees for the (Fall Spring Summer) term 199____. Payment will be made in full by _____ 4:00 pm _____ 19____.

- Personally responsible - I understand that I owe the full amount and am personally responsible for payment.
- Financial Aid - In the event I receive Financial Aid or other financial assistance my tuition or fees must be paid by any available aid. If I "**do not**" receive Financial Aid I understand that I will need to make arrangements to pay tuition personally.
- Promissory Note Fee - I understand that a \$15 Promissory Note fee must be paid in advance before any extension of time may be granted.
- Late Payment Fee - I understand that if tuition and fees are not paid in full prior to the 2nd day of each semester I will be charged a Late payment fee of \$2.50 per credit with a maximum of \$25 and a minimum of \$10.
- Finance Charge - I understand that I will be charged a finance charge of 1 percent per month (annual percentage rate of 12 percent) for any unpaid balance as of the last working day of each month. A minimum monthly finance charge of \$1 will be assessed.
- Failure to Pay - I understand that if I fail to make the arranged payment, the College can require immediate payment of the entire balance. The College may refer the account to an outside collection agency and report the status of the account to a credit reporting service. If the account is placed in the hands of a collection agency, any cost will be added to your account.
- Financial Holds - I understand that the College will not issue transcripts and reserves the right to withhold grades diplomas, subsequent registration, housing assignments, etc., for any student whose account has an outstanding balance. Please keep in mind that if at any time you anticipate a problem in meeting your financial obligation to the College, call us at the Business Office as early as possible. The more time we have to make other arrangements with you, the better we will be able to assist you.
- Payments - I understand that payments must be received in sufficient time for posting to your account on or before the College's last business day of the month, to avoid finance charge.
- Dropped for non payment - I understand that my failure to have a current promissory note filed in the Business office will cause me to be dropped for non payment and that I will not be notified prior to this action being taken and I will be responsible to pay the amount that is due in full.

	Amount
Tuition and fees	
Late Fee	
Other Charge	
Total Owed	

I agree to the above terms and conditions: Signature _____
 (Please Print)

Name _____

Address _____

SSN: _____

Date: _____

Phone (_____) _____

CSI Approval _____

Date: _____

JOB DESCRIPTION FOR POSITION OF PRESIDENT OF ACADEMIC DEPARTMENT HEADS

- Promotion of teaching excellence through positive reinforcement.
- Advocate for teaching diversity.
- Coordinates selection of new faculty.
- Reviews faculty evaluations with department heads.
- Uses unit plans for improvement to recommend future budgets.
- Promotes outcomes assessments as reflected in syllabi.
- Handles grade appeals, course waivers, and substitutions.
- Conducts academic department meetings.
- May fill in for Vice-President of Instruction when he is not on campus.
- Reports to Vice-President of Instruction.