

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES

MAY 11, 1998

**MEET 5:00 p.m.
PRESIDENT'S BOARD ROOM
DEMONSTRATION OF ELECTRONICS LAB**

**PINE ROOM, #258
2ND FLOOR TAYLOR BUILDING
5:30 p.m.**

AGENDA

MINUTES

TREASURER'S REPORT

BOARD MEETING SCHEDULE

**HEAD START PROPOSAL
FOR DISCUSSION PURPOSES ONLY**

CAMPUS SAFETY

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
May 11, 1998

CALL TO ORDER: 5:42 p.m. PRESIDING: LeRoy Craig

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

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. Michael Glenn, Vocational Dean
Dr. Ken Campbell, Dean of Information Technology
Dr. John Martin, Registrar
Ron Shopbell, Director of Continuing Education
Dick Sterling, Physical Plant Director
Annette Jenkins, Public Information Director

CSI Staff: Henry Jones and Darryl Cameron

Visitors: None

Faculty Representatives: Marge Fluegel

Times News: Jennifer Sandmann

MINUTES OF April 20, 1998 and the April 22, 1998 Special
Meeting of the College of Southern Idaho Board of Trustees
were approved as written on MOTION by Bill Babcock.
Affirmative vote was unanimous.

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

CSI Trustees

May 11, 1998

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PRESIDENT'S REPORT:

1. The Board approved the Board Meeting Schedule for fiscal year 1999 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

2. Robert Alexander reviewed the cellular tower lease with the Board. The Board approved the contract and authorized the President to sign the lease agreement on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

3. Robert Alexander and the Board discussed the proposal by the City of Twin Falls Police Department to provide security services for the College. The President stated that we wanted to enhance traffic control and curb the loss of equipment through theft.

After reviewing the proposals and costs from both the city and the county, LeRoy Craig proposed a work session with the Board to more clearly define exactly what the College wanted and what they could afford. The Board agreed to hold a work session to further discuss the issue.

4. The Board discussed the proposal to become the fiscal agent for the Headstart program. The Board approved the continuing of discussions with Headstart on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

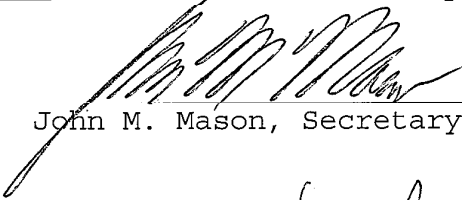
5. The President advised the Board that the three graduation ceremonies held at the College last week went very well. Nurses, GED students and the regular academic and technical graduation ceremonies were held. The President noted that 527 GED students graduated from our program this year.

6. The President advised the Board that he would be presenting our fiscal year 2000 decision unit requests to the Idaho State Board of Education on May 13, 1998. The general categories are as follows:

1. Faculty salary competitiveness
2. Overload pay
3. Telecommunications equipment replacement
4. Unprepared/Underprepared education
5. Enrollment workload adjustment

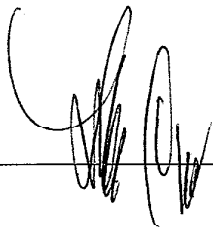
CSI Trustees
May 11, 1998
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ADJOURNMENT was declared at 6:22 p.m.



John M. Mason, Secretary-Treasurer

APPROVED June 15, 1998



Chairman



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

May 7, 1998

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

From: Mike Mason

Re: Board Meeting Schedule

In order to comply with Idaho Code Section 67-2343 concerning the "Notice of Meeting" notification requirements, we need to publishing our annual meeting schedule in the newspaper each July. The proposed newspaper ad is listed below.

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event that the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday. The 1998-99 regular meeting schedule is as follows:

July 20, 1998	January 25, 1999
August 17, 1998	February 22, 1999
September 21, 1998	March 22, 1999
October 19, 1998	April 19, 1999
November 16, 1998	May 17, 1999
December 21, 1998	June 21, 1999

Information concerning specific meeting times and places may be obtained by contacting Mike Mason at 208-733-9554 ext. 2203.

The only conflicts are Martin Luther King day on January 18, 1999, Presidents day on February 15, 1999 and spring break which is currently scheduled to run from March 15 through March 19, 1999. All other Board meeting dates are on the third Monday of each month.



TWIN FALLS POLICE DEPARTMENT

P.O. Box 3027 / Twin Falls, Idaho 83303-3027

Phone (208) 736-2210 / Fax (208) 733-0876

MEMORANDUM

TO: Chief Leland R. DeVore **DIVISION:** Administration
FROM: Captain Jim Munn *JM* **DIVISION:** Uniform
SUBJECT: CSI Law Enforcement Services Proposal **DATE:** April 1, 1998

1. **Overview.** The Twin Falls Police Department was approached several months ago by College of Southern Idaho President Gerald Meyerhoffer regarding the feasibility of the police department providing law enforcement services for the college. Whereas no particular agreement was reached, it was clear that both the city and the college were interested in exploring all possible options. It was also clear that the city and the college have a mutual interest in providing the most effective and efficient police services to the college. With that purpose in mind, the following proposal is submitted for your review and consideration.

2. **Basic Services.** It is proposed that the City of Twin Falls and the Twin Falls Police Department will provide supplemental law enforcement services at the campus of the College of Southern Idaho, and will perform the customary and usual duties of a law enforcement agency at said campus, including, but not limited to, the investigation and, where possible, prevention of crimes against persons and property, identification and arrest of violators of state laws, filing investigative and other required report or documents, patrolling and maintaining building security, traffic control and enforcement, accident investigation and assistance to other law enforcement agencies as appropriate.

Furthermore, the College of Southern Idaho will benefit from the entire infrastructure of the police department and the City of Twin Falls and it's services including: supervision and oversight by the on-duty supervisor of the officers assigned to the CSI campus; records keeping; criminal investigations; and, support services, which include: training, hiring and recruitment, and other necessary services.

The campus of the College of Southern Idaho is particularly described by the College of Southern Idaho map, attached hereto as Exhibit "A."

3. **Officer Discretion.** It is proposed that the City of Twin Falls Police Department have the discretion to determine how the officers performing the duties under a proposed agreement will be deployed, and the manner in which the services contemplated by a proposed agreement or contract would be provided. It is understood that the College of Southern Idaho desires that both the interior and exterior areas of the College of Southern Idaho campus will be patrolled by foot, bicycle, or by car in a mix suitable to the conditions and circumstances which may exist from time to time at the College of Southern Idaho campus.

4. **Controlling Procedures.** The procedures of the Twin Falls Police Department will be governed by the Twin Falls Police Department Operations Manual, and the City of Twin Falls Employee Resolution. In the event that the College of Southern Idaho procedures conflict with the procedures set forth in the Twin Falls Police Department Manual or Employee Resolution, the provisions of the Twin Falls Police Department Manual or Employee Resolution shall prevail.

The Twin Falls Police Department will encourage an open dialogue with CSI and the exchange of certain information in areas regarding scheduling needs, public safety concerns and matters of mutual interest.

It is recommended that the College of Southern Idaho assign a specific employee to act as their chief liaison with the Twin Falls Police Department for purposes of such communication.

5. **POST Training and Personnel.** The Twin Falls Police Department will use P.O.S.T. trained officers in meeting its obligation under any accepted agreement. Three (3) officers will be assigned to the College of Southern Idaho. Scheduling of personnel shall be by agreement of the Twin Falls Police Department and the College of Southern Idaho, and is subject to change due to circumstances. The officers assigned to the College of Southern Idaho shall be supervised by a qualified supervisor or the Twin Falls Police Department.

6. **Uniforms and Assignments.** Those persons providing law enforcement services under the terms of this proposal will wear the uniform of the Twin Falls Police Department at all times when performing their duties, unless otherwise directed by the Chief of Police or his designate. The decision as to which officers to assign to the College

of Southern Idaho will be a decision of the Twin Falls Police Department administrative staff.

7. **Law Enforcement Services Hours.** It is proposed that the Twin Falls Police Department will provide the services of three (3) sworn police officers on patrol shifts which will meet the needs of the College of Southern Idaho and the Twin Falls Police Department. Attached hereto, and marked "Exhibit B" are several proposed shift configurations. It is recommended that an appointed representative from the College of Southern Idaho and the administrative staff of the Twin Falls Police Department cooperatively develop and implement a shift schedule which will meet the needs of both entities.

8. **CSI Policies.** It is understood that the College of Southern Idaho may from time to time adopt policies affecting the conduct of persons present on the College of Southern Idaho campus. To the extent that violation of those policies constitutes a violation of law, including a breach of the peace, or a threat to public health or safety it is proposed that those policies will be enforced by the Twin Falls Police Department. To the extent that violation of those policies does not constitute a violation of law, it is proposed that the Twin Falls Police Department is not required to take law enforcement action and may leave the enforcement of those policies to the college.

9. **Price.** For the purpose of this proposal, I have provided two wage proposals attached hereto and marked Exhibit "C" and Exhibit "D." With the deployment of three officers at CSI, the yearly cost would be as follows:

A. Exhibit "C", 2.00% inflation factor; wages & benefits; 3 officers = \$148,307.08

B. Exhibit "D", 4.00% inflation factor; wages & benefits; 3 officers = \$150,813.32

It will also be necessary to fully equip the three officers and purchase one fully equipped police vehicle* for use on the CSI campus. Attached hereto and marked Exhibit "E" is a cost estimate breakdown for a police vehicle and equipment needs of the police officers:

A. Equipment for three (3) officers: \$ 7,706.00

B. Police vehicle: \$ 30,259.00

Currently (Fiscal 1997/1998) the City of Twin Falls budgeted approximately \$3,156.00 per year per uniform officer for projected overtime costs. This calculates to \$9,468.75 per year for three (3) police officers.

C. Total Overtime \$ 9,468.00

TOTAL INITIAL COST ESTIMATE (4.00% inflation factor on wages): \$198,247.07

* It is estimated that the police vehicle will be replaced every three years, or as necessary.

It is proposed that the College of Southern Idaho will pay the City of Twin Falls the total sum of the described yearly costs (less the vehicle) in a manner which is agreed upon through an accepted contract.

10. Equipment. It is proposed that the College of Southern Idaho will provide office space, furniture and equipment, including, telephones, pagers, and a computer which will meet the needs of the Twin Falls Police Department as determined by the City of Twin Falls Information Services Manager. The College of Southern Idaho will also provide a radio communication system which will provide efficient radio communication between the College of Southern Idaho and the Twin Falls Police Department.

It is proposed that the City of Twin Falls will provide maintenance of police equipment as determined in an accepted contract of services, and will supply all motor fuels and lubricants.

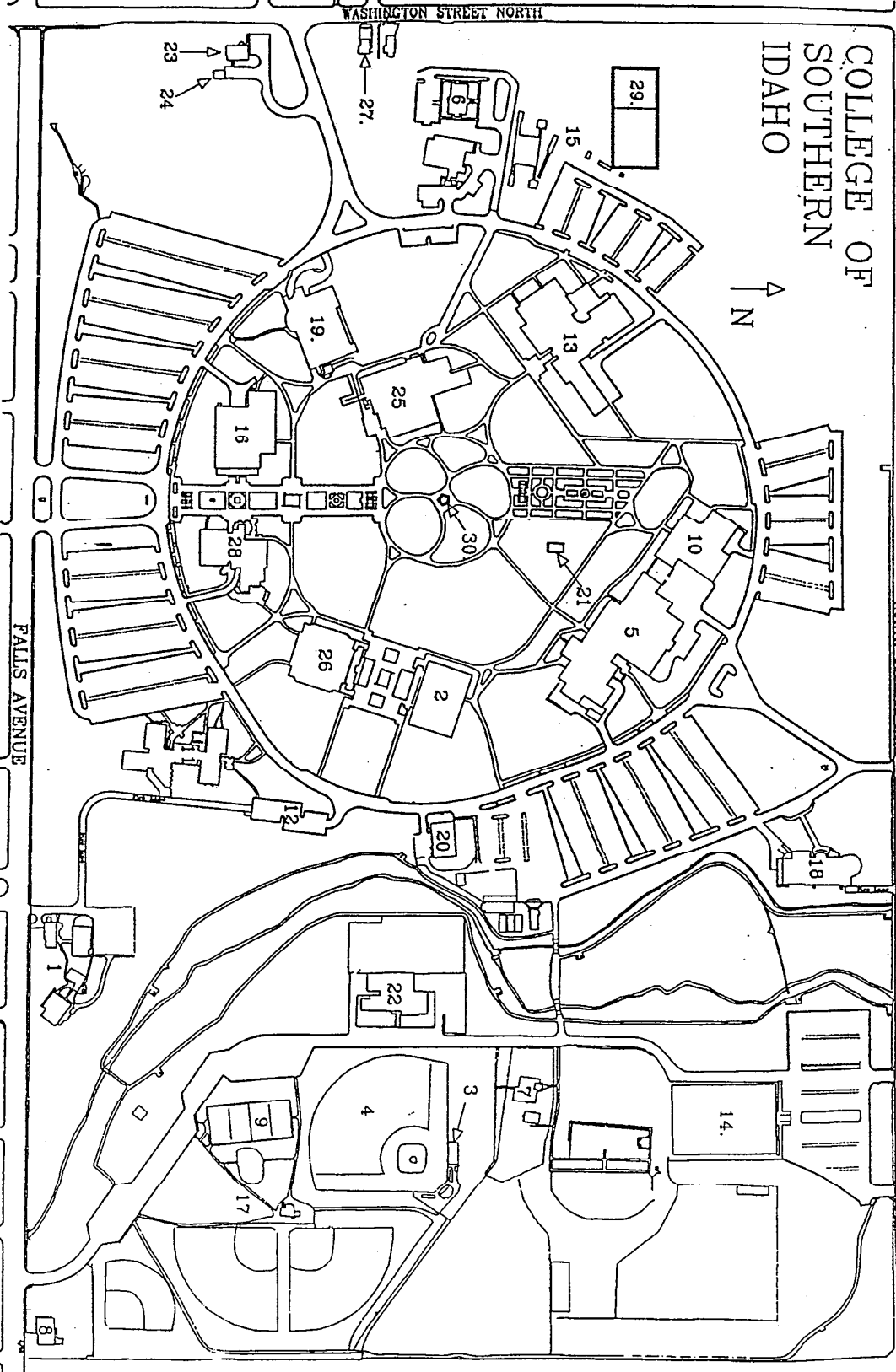
11. Employment. It is proposed that any and all police department employees assigned to the College of Southern Idaho for law enforcement services shall remain employees of the City of Twin Falls.

12. Contract Issues. It is proposed that a written contract be developed before implementation of any accepted agreement. The contract should address all areas heretofore mentioned, and should address additional issues and terms such as hold harmless agreements and cancellation procedures.

A B C D E F G H I J K L M

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

COLLEGE OF
SOUTHERN
IDAHO



1. ART COMPLEX M-12
2. ASPEN BUILDING G-9
3. BASEBALL CLUBHOUSE G-14
4. BASEBALL DIAMOND H-14
5. CANYON BUILDING E-8
6. CENTER FOR NEW DIRECTIONS G-1
7. CHILD CARE CENTER F-14
8. CITY FIRE STATION M-16
9. CITY TENNIS COURTS J-14
10. DESERT BUILDING D-7

11. EAGLE HALL PARKING J-10
12. EVERGREEN BUILDING F-4
13. EXPO CENTER C-14
14. FIELD EVENT AREA F-2
15. FINE ARTS BUILDING K-5
16. FRONTIER FIELD K-15
17. HERRITT CENTER
18. GERALD R. MEYER OFFER BUILDING J-4
19. MAINTENANCE/SECURITY G-11
20. MCVANAMAN ROSE GARDEN F-7

21. NATIONAL GUARD ARMORY H-13
22. OFFICE ON AGING K-1
23. OFFICE ON AGING ANNEX K-1
24. PHYSICAL EDUCATION BUILDING H-5
25. SHIELDS BUILDING I-8
26. STUDENT HEALTH CENTER I-1
27. TAYLOR ADMINISTRATION BUILDING
28. TENNIS COURTS D-1
29. POWER C-6

EXHIBIT A

INCLUDE NORTHVIEW APTS.

**EXAMPLE: THREE OFFICER
EIGHT HOUR SHIFT CONFIGURATION**

**Day shift = 0800 to 1600 hours
Swing Shift= 1600 to 0000 hours**

*W/HT ABOUT
0000 - 0800*

Day of Week	Sunday	Monday	Tuesday	Wednes.	Thursday	Friday	Saturday
Officer 1 /Day	On	On	On	On	On	Off	Off
Officer 2 /Swing	Off	Off	On	On	On	On	On
Officer 3 /Relief	Swing	Swing	Swing	Off	Off	Day	Day

With this configuration, days off can be adjusted to accommodate the work load. Additionally, officers will work a 168 hours pay period comparable to the pay period of Uniform Division officers. Given this, one extra eight hour shift per 28 day pay period will be worked per officer. In the event that vacation is taken, the relief officer will fill the open shift.

**EXAMPLE: THREE OFFICER
TEN HOUR SHIFT CONFIGURATION**

**Day shift = 0800 to 1800 hours
Swing Shift= 1400 to 0000 hours
Relief= 1000 to 2000 hours (can be varied)**

Day of Week	Sunday	Monday	Tuesday	Wednes.	Thursday	Friday	Saturday
Officer 1 /Day	Off	Off	On	On	On	On	Off
Officer 2 /Swing	Off	Off	On	On	On	On	Off
Officer 3 /Relief	1000-2000	1000-2000	Off	Off	Off	1000-2000	1000-2000

With this configuration, days off can be adjusted to accommodate the work load. Additionally, officers will work a 168 hours pay period comparable to the pay period currently worked by the uniform division officers. Given this, one extra eight hour shift per 28 day pay period will be worked per officer.

With a ten hour shift schedule, two police officers will be on-duty between the hours of 1400 and 1800 hours on certain days. In the event that vacation is taken, the relief officer will fill the open shift.

In summary, many different shift schedules are feasible and can be constructed to meet the needs of the College of Southern Idaho and Twin Falls Police Department.

HRLYRATE

Position Title:	Sr. Patrol Officer			
Grade & Step:	Grade PO; Step 7			
Monthly Wage:	\$2,830.00			<i>> 33,960</i>
Inflation factor:	2.00%			
PERSI Rate:	11.85%			
Health Ins. Premium:	\$393.88			
Workers' Comp Rate:	3.50%			
Sr. Patrol Officer Grade PO; Step 7				
		Inflation/COLA		3
	Monthly	Adjustment	Annually	Officers
Wages:				
Base Salary	\$2,830.00	\$2,886.60	\$34,639.20	\$103,917.60
Longevity	\$16.00	\$16.00	\$192.00	\$576.00
Certification	\$75.00	\$75.00	\$900.00	\$2,700.00
Total Gross Wages	\$2,921.00	\$2,977.60	\$35,731.20	\$107,193.60
Benefits:				
FICA/Medicare	\$223.46	\$227.79	\$2,733.44	\$8,200.31
PERS	\$346.14	\$352.85	\$4,234.15	\$12,702.44
Workers' Comp	\$102.24	\$104.22	\$1,250.59	\$3,751.78
Health Ins.	\$393.88	\$433.27	\$5,199.22	\$15,597.65
Dental Ins.	\$17.10	\$18.81	\$225.72	\$677.16
Life Ins.	\$4.65	\$5.12	\$61.38	\$184.14
Total Benefits:	\$1,087.46	\$1,142.04	\$13,704.49	\$41,113.48
Total Wages/Benefits:	\$4,008.46	\$4,119.64	\$49,435.69	\$148,307.08
Benefits as a percentage to wages:	37.23%	38.35%	38.35%	38.35%

HRLYRATE

Position Title:	Sr. Patrol Officer			
Grade & Step:	Grade PO; Step 7			
Monthly Wage:	\$2,830.00			
Inflation factor:	4.00%			
PERSI Rate:	11.85%			
Health Ins. Premium:	\$393.88			
Workers' Comp Rate:	3.50%			
Sr. Patrol Officer				
Grade PO; Step 7				
		Inflation/COLA		3
	Monthly	Adjustment	Annually	Officers
Wages:				
Base Salary	\$2,830.00	\$2,943.20	\$35,318.40	\$105,955.20
Longevity	\$16.00	\$16.00	\$192.00	\$576.00
Certification	\$75.00	\$75.00	\$900.00	\$2,700.00
Total Gross Wages	\$2,921.00	\$3,034.20	\$36,410.40	\$109,231.20
Benefits:				
FICA/Medicare	\$223.46	\$232.12	\$2,785.40	\$8,356.19
PERS	\$346.14	\$359.55	\$4,314.63	\$12,943.90
Workers' Comp	\$102.24	\$106.20	\$1,274.36	\$3,823.09
Health Ins.	\$393.88	\$433.27	\$5,199.22	\$15,597.65
Dental Ins.	\$17.10	\$18.81	\$225.72	\$677.16
Life Ins.	\$4.65	\$5.12	\$61.38	\$184.14
Total Benefits:	\$1,087.46	\$1,155.06	\$13,860.71	\$41,582.12
Total Wages/Benefits:	\$4,008.46	\$4,189.26	\$50,271.11	\$150,813.32
Benefits as a percentage to wages:	37.23%	38.07%	38.07%	38.07%

Equipment for Police Officers at CSI.					
Vehicle	1998 Ford Police Package		\$20,571.00		
Equipment for Vehicle					
Radio for vehicle			\$ 2,500.00		
Top Lights Police Vehicle			\$ 700.00		
Light and Siren Controller			\$ 440.00		
Speaker and Brkt			\$ 150.00		
Headlight Flasher			\$ 47.00		
Taillight Flasher			\$ 47.00		
Push Bumper			\$ 169.00		
Center console			\$ 210.00		
Screen			\$ 299.00		
Shotgun rack			\$ 195.00		
Camera			\$ 4,795.00		
Flash Light			\$ 136.00		
		Total	\$30,259.00		\$30,259.00
Equipment for Officers					
Hand Held Radio			\$ 883.00		
Vest			\$ 325.00		
Gun			\$ 400.00		
Badge			\$ 65.00		
Hat Badge			\$ 50.00		
Pants 2 pair			\$ 89.00		
Shirts 4			\$ 148.00		
Coat			\$ 165.00		
Rain coat			\$ 35.00		
Duty Belt			\$ 39.00		
Cuff Cases 2			\$ 60.00		
Holster			\$ 120.00		
Clip Holders			\$ 25.00		
OC Spray holder			\$ 20.00		
Belt Keeps			\$ 12.00		
Hand Cuffs 2 sets			\$ 65.00		
Tie			\$ 7.50		
ASP Baton			\$ 60.00		
		Total	\$ 2,568.50	X 3 =	\$ 7,706.00
Total costs equipment					\$37,965.00

College of Southern Idaho
Headstart Grantee Agreement
June 11, 1998

The College of Southern Idaho agrees to serve as the grantee for the Twin Falls Headstart program for the three year period of July 1, 1998 through June 30, 2001. The College of Southern Idaho will be compensated 5% of total dollars expended through all grants and projects run by Headstart. The 5% will not be charged on in-kind matching funds.

Headstart agrees to the following:

1. To maintain two staff members to provide fiscal assistance to the College of Southern Idaho. One of these staff members will specialize in the area of general ledger and payables and the other in payroll.
2. Be subject to College of Southern Idaho purchasing, travel, leave, benefit, hiring and general policies.
3. Recognize and be subject to the Board of Trustees, the President or his designee, as final authority on policy and administrative decisions.
4. Utilize the College of Southern Idaho's insurance company for all insurance needs.
5. Reimburse the College of Southern Idaho on a cost basis for vehicle, liability, personal property insurance and errors and omissions insurance.
6. To have title to any property subject to long term debt agreements held by an entity other than the College of Southern Idaho. The College cannot incur any long term liability or be a guarantor on any long term debt held by any grantee.

The College of Southern Idaho agrees to the following:

1. Provide all aspects of financial accounting and payroll. This includes timely financial reports, W-2's and 1099's.
2. Provide benefit administration and reporting through our payroll office. This includes vacation and sick leave with accruals at standard College rates. Comptime must also be accrued and tracked through the central system.
3. Provide the basic annual audit as part of the 5% charge. The College will not pay for special audits or investigations outside of the basic annual audit.
4. Provide purchasing assistance and allow participation in group contracts for goods and services.
5. Provide the standard College of Southern Idaho package of benefits to employees who work over 20 hours per week with the exception of the employee waiver. The employee waiver for Headstart will be limited to employees only who work in excess of 20 hours per week and are eligible for retirement and health insurance benefits.
6. In order to minimize unemployment costs, nine month Headstart employees will be paid over 12 months.

This agreement may be terminated by either party with 60 days notice.

As evidenced by the signatures below, the above terms and conditions are agreed upon by both parties.

Donna Suhr
Director, Headstart

Date

Gerald R. Meyerhoeffler
President,
College of Southern Idaho

Date

csi/headstartagmt1.doc