

COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

December 19, 2005

5:30 p.m.
TAYLOR BUILDING
ROOM 258

AGENDA

MINUTES: (A) *Mike Mason*

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

RECREATION CENTER EQUIPMENT BID: (A) *Mike Mason*

CAMPUS SOFTWARE PURCHASE: (A) *Mike Mason*

RESIDENTIAL CONSTRUCTION TECHNOLOGY PROGRAM: (A) *Mike Mason*

STOCK DONATION TO CSI: (A) *Mike Mason*

HERRETT CENTER ACQUISITIONS REPORT: (A) *Mike Mason*

NIC/CSI APPROPRIATION SPLIT AGREEMENT: (A) *Mike Mason*

DATE CHANGE – JANUARY BOARD OF TRUSTEES MEETING (1/30/06): (A) *Mike Mason*

STRATEGIC PLANNING REPORT: (I) *Curtis Eaton*

PRESIDENT'S REPORT: (I) *President Beck*

OLD BUSINESS

NEW BUSINESS

5:00 – Tour of the Student Rec Center

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
DECEMBER BOARD OF TRUSTEES MEETING
DECEMBER 19, 2005

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

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

College Administration: Gerald L. Beck, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Clauddeen Buettner, Executive Vice President and
Chief Academic Officer
Curtis Eaton, Vice President of Planning and
Development and Student Services
Dr. John Miller, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Graydon Stanley, Dean of Students
Gail Schull, Registrar
Ron Shopbell, Director of Dual Credit
Monty Arrossa, Director of Human Resources
Scott Scholes, Director of Advising Center
Randy Dill, Physical Plant Director
Jeff Duggan, Assistant to the President and Athletic
Director
Doug Maughan, Public Information Director
Karen Baumert, Sports Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Jeff Harmon and Henry Jones

Visitors: David Chambers

Faculty Representatives: Paul Morgan and Brett Reid

PACE Representative: Ann Keane

Times News: None

MINUTES OF THE REGULAR SESSION OF NOVEMBER 21, 2005, were
approved as written on MOTION by Dr. Charles Lehrman.
Affirmative vote was unanimous.

CSI Trustees

December 19, 2005

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TREASURER'S REPORT: The Treasurer's report was approved on MOTION by Bill Babcock. Affirmative vote was unanimous.

BIDS:

1. The Board approved the low bid of Gym Outfitters of Boise, Idaho in the amount of \$29,100 for twenty spinning bikes and two treadmills on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is from the equipment budget in the Recreation Center Construction Fund.

PRESIDENT'S REPORT:

1. The Board approved the purchase of portal software from our existing enterprise software provider on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

The portal software is called JICS which stands for Jenzabar Internet Campus System. It will enhance our internet presence and put us in a more competitive position with our peer institutions.

The budget for the software purchase, installation, training and updating of equipment was set at \$300,000.

Funding from this purchase is from the General Fund.

2. The College of Southern Idaho is partnering with the Blaine County School District in a Residential Construction Technology educational program. The Board approved the purchase of a residential lot and the funding of a residential construction project as a part of this program on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

In the presentation of the project to the Board, Mike Mason indicated that the College of Southern Idaho Foundation supported the house construction. In review, the Foundation had not been brought into the discussion and had no knowledge of the house construction proposal.

Funding for the purchase of the lot and the construction materials is from the Plant Facility Fund.

3. The Board approved the transfer of stock donated directly to the College of Southern Idaho to the College of Southern Idaho Foundation on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

4. The Board approved the acceptance of donations to the Herrett Center as recommended by the Herrett Center Acquisitions Committee on MOTION by Bill Babcock. Affirmative vote was unanimous.

5. The Board approved the new formula for splitting the State of Idaho annual appropriation to community colleges on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

The new process allocates new funding, starting with fiscal year 2006, to the institution based upon their above maintenance of operations request. The remaining funds, approximately \$19,750,000, will be allocated based upon each institutions academic full time equivalent students. The College of Southern Idaho currently has 54.36% of these students with North Idaho College having the remaining 45.64%.

A limit of a one and one half percent in student percentage shifts per year until the allocation was balanced was also agreed upon. Funds given up in the years until we reach the allocation will be eligible for use in future years.

A final approval document will be brought to the Board for signature upon approval of the formula by the Idaho State Board of Education.

President Beck thanked Dr. Buettner and Mike Mason for their work in developing this formula.

6. The Board approved the moving of the regularly scheduled January 23, 2006 Board meeting to January 30, 2006 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

7. Curtis Eaton reported to the Board concerning strategic planning. He noted that a November retreat was held, another retreat will be held in February and that we are in the fifth year of the existing plan. He stated that the process this year is focusing on enrollment management and technology changes.

Dr. Beck stated that he appreciated Mr. Eaton's efforts and that he was pleased with the participation and the plan being developed.

8. President Beck reported the following:

a. The bus turnaround project is scheduled to begin next spring.

b. Academic goals of student athletes have been reviewed and athletes progressing towards graduation.

8. (continued)

c. Dr. Buettner was credited for the creation of a hybrid math class.

d. Contacts have been made with the local dairy industry concerning workforce training.

e. The College is working on a grant with the Department of Commerce and Labor concerning workforce training.

f. Personnel retirements, hires and other changes were reviewed with the Board.

g. We will be working with the legislature on several bills concerning community colleges. Local governance is a key issue.


9. Chairman Craig stated the Board appreciated the people at the College. He noted that over the past year, we had completed a successful accreditation, juggled people in positions, had a major change in administration, had athletic teams finish first, second and third in the nation and developed a plan to receive more State funds.

ADJOURNMENT was declared at 6:18 p.m.



John M. Mason, Secretary-Treasurer

Approved: January 30, 2006



Chairman



December 14, 2005

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

From: Jeffrey M. Harmon

A handwritten signature in dark ink, appearing to read 'Jeffrey M. Harmon', is written over the printed name.

Re: Spinning Bike and Treadmill Bid

We received three bids for the twenty specified spinning bikes and the two specified replacement treadmills. The bids are as follows:

Company	Price
Sourceling	Not to Spec
Gym Outfitters	\$29,100
Upper Limit	\$30,565

As part of the bid, we requested trade in amounts for two of our treadmills. Gym Outfitters deducted \$1,000 from their bid for the two treadmills. Upper Limit did not deduct anything from their bid for the treadmills.

Gym Outfitters price also included a one year on site labor service agreement for the spinning bikes at a cost of \$200 and a one year on site labor service agreement for the treadmills for \$60. The Upper Limit bid did not include an on site labor service agreement.

The treadmills we are trading in are the only 220 volt ones we have. The new Recreation Center is designed for 120 volt treadmills.

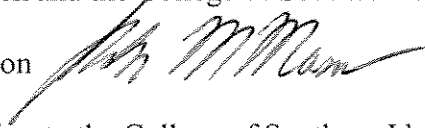
Based upon a review of the bids by John Hughes, I recommend that we accept the low bid of Gym Outfitters Inc., of Boise, Idaho in the amount of \$29,100.

Funding for this purchase is from the equipment budget in the Recreation Center Construction Fund.

December 2, 2005

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

From: Mike Mason



Re: Stock Donation to the College of Southern Idaho

The College has received a donation of stock worth approximately \$100,000. We have set up an account with Edward D. Jones of Twin Falls, Idaho to hold the stock. The account is in the College's name with the Colleges tax identification number. Jeff Harmon and I have access to the account but I am the only person authorized to make transfers from the account.

I respectfully request Board approval to transfer the donated stock to the College of Southern Idaho Foundation. The donor does not oppose transferring the stock and management of the donation to the Foundation.

December 13, 2005

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

From: Mike Mason

Re: Residential Construction Technology

We have received a three year Residential Construction Technology grant in the amount of approximately \$84,000. The final details are still being worked out but the intent of the grant is to fund some instructional costs and equipment in starting this program.

The program is going to involve the actual construction of a residence by the students. The drafting program will draw up the plans, we will hire the concrete foundation work out, the construction will be done by the class and the landscaping will be done by students in our Horticulture program. Licensed contractors will have to supervise the plumbing and wiring or actually do the work depending upon the availability of our apprenticeship programs.

The building has not been designed yet but it appears a duplex would provide the best educational platform for training. Construction will start in June of 2006 and be completed by May of 2007 so that trained students can enter the workforce in the summer of 2007. Local contractors will assist us in estimating the costs for materials and in developing the overall project.

We have a developer who is willing to sell us a lot not far from campus for a reasonable price. It is my recommendation that we purchase the lot and all of the building materials for the project from the Plant Facility Fund. When the project is completed, the building will belong to the College and it can be sold or retained as determined by the Board.

We respectfully request Board permission to purchase the lot and all related construction materials from the Plant Facility Fund over the next two years with the understanding that the completed building will belong to the College.

December 14, 2005

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

From: Mike Mason



Re: Campus Integrated Software System

Over the last twelve years we have been through two major software installations. A history of those changes is as follows:

1993 – Purchased CEI Records, Financial Aid and Cashiering system for \$125,000. Total cost including data conversion and training was \$205,000. Support was approximately \$18,000 per year.

1999 – Purchased CMDS system to address year 2000 issue for \$230,000. Total cost including equipment, conversion and training was \$500,000. Support was approximately \$30,000 per year. CMDS was later purchased by Jenzabar. Support has risen to \$85,000 per year plus approximately \$17,000 per year for financial aid software support.

We received a good value from our previous and existing software systems. I do not believe any institution in the state has spent less in this area than we have.

Last year, Ken Campbell, John Martin and I met with a Datatel software systems salesman. Datatel has complete software systems in over 200 community colleges. If we elected to purchase new software, the selection and implementation would take about two years and cost approximately \$1,500,000 for the software, data conversion and training. We could continue to utilize most our existing equipment.

Jenzabar, our current system, recently released an upgrade to our software which has some improvements. Even with the new release, we are seriously lacking in an efficient, friendly, web access program for our students to link to our system. This issue has to be addressed if we are to take student service to the next level.

Jenzabar also offers a Web Portal software called Jenzabar Internet Campus Solution (JICS). This program, which utilizes our existing system, sits over our existing system which our staff will continue to use. JICS will provide our students with a user friendly, designable window into our system. On line admissions, registration, charge generation and payment will be available along with numerous other features.

A committee made up of President Beck, Curtis Eaton, Dr. Claudeen Buettner, Dr. Ken Campbell, Gail Schull, Colin Randolph, Dr. Edit Szanto, Jeff Harmon and Mike Mason sat through an extended demonstration of the software. The software is up and running at numerous institutions throughout the country. It appears that this software will meet our needs in bringing an easy to use, web access program to our students and faculty.

The fiscal impact of the purchase and implementation of the five modules of the JICS package and the Web based Learning Management System is \$251,800. The Learning Management System can replace our current Blackboard software. The maintenance for the entire package will be \$40,200 per year. We will also need to add at least one server at a cost of \$8,000 and may have to expand our Internet capacity. As part of the package, Jenzabar is also limiting increases to all of our maintenance accounts to 5% per year for the next five years. Maintenance for our regular system was \$85,600 for the current year. Maintenance prices have been increasing at a rate of approximately 12 to 15% per year.

The prices quoted above are good until December 31, 2005. They will increase after the first of the year. The system could be implemented as soon as the summer of 2006.

If we elect not to use the JICS Web based Learning Management System, we can continue to utilize our existing BlackBoard software in the same capacity as we currently do. Licensing fees for BlackBoard are approximately \$12,000 per year.

In adding another system that will provide more access to our records, it is critical that we go through our existing data and make sure it is correct. We have numerous issues in this area and it will take a significant effort by the admissions and registration departments to go through this analysis and correction process. Jenzabar is also addressing several of the issues that are causing us problems with producing accurate transcripts.

Purchasing this software will force us to evaluate and change the way we operate in several areas. There will be significant changes in the areas of recruiting, admissions advising, registration and business office functions. These changes will involve how we collect and process data and the teaching of students to utilize our services through the internet. We will need campus commitment and cooperation to implement and make this system work.

I do not believe we cannot afford to wait any longer for the implementation of a Web based system. The efficiencies and the potential gains we could realize in service to our students need to be realized as soon as possible.

It is my recommendation that we move forward with this software purchase and make a campus wide commitment to implement it. Funding for the estimated \$300,000 purchase will be from the General Fund Balance in this fiscal year. In the event that existing departmental budgets do not come in under budget enough to cover this amount this year, we will budget to restore fund balance next year.

BOARD OF TRUSTEES
list of
RECENT HERRETT CENTER ACQUISITIONS

DATE ACCEPTED BY HERRETT CENTER COLLECTIONS COMMITTEE: November 14, 2005

DATE REPORT SENT TO BOARD:

DONORS AND DONATIONS:

DONATED BY: Michael Green acrylic painting entitled Initial Settings, 1996

DONATED BY: Max and Katherine Pavesic 1) Fort Hall Baby Cradle (early 1900s)
2) mineral – sulphur (this example measures 3 5/8" x 8 5/8" x 8 1/2")
#) 2 small pottery bowls, possibly from Guatemala or
Southern Arizona

DONATED BY: Jack R. Austin Made by Walt Evans, a southern Idaho amateur flintknapper.
These projectile points will be part of your contemporary Flintknappers Collection.
(We wish to collect these so we can exhibit work by amateur and professional archaeologists)

DONATED BY: John Killmaster - 10 paintings by Mr. Killmaster to go with the collection
of his work already in the museum. They are acrylic and oil paintings.

DONATED BY: Heike Streibeck - Contemporary woven pieces from Bolivia. (1 large bag, 4 small
bags, 2 vests, 2 belts). These will enhance our collection of contemporary textiles
from South and Central America.

DONATED BY: Robert McNealy - Pendant found by Mr. McNealy at Daves Creek Canyon, south
of Murphy Hot Springs when he was a boy. (3" x 1" x 1/4")

DONATED BY: LaVerne Horting 2 enamel pieces by John Killmaster. Enamel paintings
are extremely difficult to do and Mr. Killmaster is considered the top artist
in this field.

Date approved by the Board of Trustees: DECEMBER 19, 2005

Authorized Board of Trustees signature: 

(Please return this signed form to Phyllis Oppenheim at the Herrett Center, thank you.)