

COLLEGE OF SOUTHERN IDAHO JUNIOR COLLEGE DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
FRIDAY, NOVEMBER 17, 1967

CALL TO ORDER, PURPOSE, AND ATTENDANCE:

The Board of Trustees of the College of Southern Idaho Junior College District met in special session, at the call of the Chairman, at a luncheon at 12 noon in the Holiday Inn on Friday, November 17, 1967, for the purpose of hearing a proposal by Haley Walcott for supervision of the planning, financing, construction, and furnishing of a coeducational dormitory complex for the College. Mr. Walcott hosted the luncheon.

Attending were: Trustees Evans; Garrabrandt; Shields; and Coleman; President James L. Taylor; Mr. Mike Gray, member of the Dormitory Commission; H. W. Van Slyke, Secretary of the Board; and Mr. Walcott. Trustee Blastock was absent.

RANDOM NOTES:

Notes taken during the proposal, discussions, and questions included: Mr. Walcott involved in the construction of a \$450,000 dormitory at Rangely College in Colorado, the cost now would be 3% to 5% higher than in 1964, it was built to house 152 boys plus the Proctor's apartment and cost about \$14.28 per square foot including the equipment and furnishings, the furniture was built-in and laminated on both sides, the cost of about \$3,000 per occupant could be amortized at a \$25.00 monthly fee from each occupant. Walcott's fee is 1% of the total cost, the architect's is 6%. Revenue bonds to finance -- would they be tax exempt?

Student Union at Mt. College in Colorado, 13 to 14 square feet per diner in the dining room.

Furniture and fixtures should not be figured in the architect's plans, thus saving 6% of the cost of these; Walcott, however, would get 1%.

What size dormitory is the most economical? Around 200 students, or between 150 and 200 is the most economical. CSI will be able, at the outset, to use a 150 student capacity if it is coeducational.

Revenue bonds for this type of venture would not have to be voted on by the taxpayers; they would be self-liquidating.

Architect's fees are payable whether construction proceeds or not; this presents no problem for CSI because sooner or later a dormitory will have to be built.

Special Meeting of the Board of Trustees
Friday, November 17, 1967

VACANCY IN DORMITORY COMMISSION: JACK RUSSELL OF JEROME NAMED:

Resignation of Mr. Tom Prescott, Jerome County member of the Dormitory Commission was announced, and it was recommended that Mr. Jack Russell of Jerome be named to fill the post.

MOTION was made by Mr. Coleman, seconded by Mr. Shields, that the Board of Trustees of the College of Southern Idaho Junior College District appoint, or recommend for appointment (whichever it may legally do) of Mr. Jack Russell of Jerome to fill the vacancy in the Dormitory Commission.

Upon being put to a vote, the motion carried unanimously.

ADJOURNMENT:

No further business appearing, the meeting was declared adjourned at 1:25 p. m.

Secretary *A. W. Jan Slyke*

APPROVAL:

Chairman *Edgar V. Evans*

COLLEGE OF SOUTHERN IDAHO JUNIOR COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, NOVEMBER 21, 1967

CALL TO ORDER:

By action of the Board of Trustees of the College of Southern Idaho Junior College District at its last regular meeting, postponing by one day the date of the November meeting, the regular meeting of the Board was convened at 8:10 p.m. on Tuesday, November 21, 1967, to conduct such business as might lawfully come before said Board.

Attending were Trustees Eldon Evans, James H. Shields, John R. Coleman, John N. Garrabrandt, and Robert Blastock, Jr.; President James L. Taylor, Attorney Robert Alexander and Secretary-Treasurer Herb Van Slyke.

VISITORS:

Visitors were Mrs. Lillian Holmes and Mrs. Kate Patterson of Rupert, Mr. Urie of Twin Falls, and Vincent Williams of Jerome; these came to support requests for transfer of students to other colleges for the second semester of the 1967-68 school year.

STUDENT TRANSFERS APPROVED:

Chairman Evans explained to those present the particulars relative to the transfer of students, and assured those who had appeared in behalf of the transfers that the requests would be carefully considered and undoubtedly would receive favorable action in each instance. Thereupon, even though invited to stay, the visitors departed.

Upon MOTION by Mr. Coleman, seconded by Mr. Garrabrandt, the Board of Trustees unanimously approved the transfer of the following students for the second semester, 1967-68 school year:

NAME and ADDRESS	REQUEST FOR TRANSFER TO:
ELMORE COUNTY	
Joan Dee Montague, Glenss Ferry	Boise College
Janet Walker, Glenss Ferry	Boise College
Lorraine Carnahan, King Hill	Boise College
GOODING COUNTY	
Lynna Rosecrantz	Boise College
JEROME COUNTY	
Terry Ann Jones, Jerome	Boise College
Beverly Saunders, Hazelton	Boise College
Vincent Williams, Jerome	Boise College

Regular Meeting of the Board of Trustees
Tuesday, November 21, 1967

MINIDOKA COUNTY

Margaret Rosecrans, Rupert	Boise College
Michael Manning, Rupert	Boise College
Terri Manning, Rupert	Boise College
Arlo Decker, Paul	Boise College
William Haynes, Paul	Boise College
Martin E. Holmes, Rupert	North Idaho Junior College

TWIN FALLS COUNTY

Charles M. Krepcik, Filer	Boise College
Sherry Urie, Twin Falls	Boise College
Mona Freeman, Buhl	Boise College
Jim Geer, Twin Falls	Boise College

EXPANDING VOCATIONAL SCHOOL PROGRAMS REQUIRING MORE SPACE

Dr. Taylor told the Board that the two new Farm Technician programs being planned for the Vocational School present a space problem because there is not room in the present facilities.

Three or four buildings have been investigated: The Wanzenreid property contains about 8,000 square feet, has a partial concrete floor, two office rooms 15 X 18 feet with electric heat, would cost \$6,000 to \$8,000 to put into shape for our use. Three others included Ed's Trailer Sales, Bestway and the Turf Club.

The matter was taken under consideration and further study.

STATEMENT OF POLICY RE: PURCHASING: RESOLUTION COVERING SAME:

The Board of Trustees formally adopted a Resolution recognizing the requirements of Section 33-601 Idaho Code as amended. A copy of the STATEMENT OF POLICY reflected in said resolution, is attached to and becomes a part of these Minutes. (See page 4a.)

RESOLUTION AUTHORIZING AND ESTABLISHING AN ADMINISTRATIVE IMPREST ACCOUNT:

Dr. Taylor pointed out that the College has grown at such a pace, and the multiplicity of business transactions calling for disbursement of funds in nominal amounts on short notice have increased to the extent that, as a matter of sound business practice, as well as considerable convenience, provision should be made to pay these items upon presentation of the proper claim or need. This situation was concurred by the Treasurer - Business Manager. Recommendations was made that a \$500.00 imprest authorization be established which would provide for a \$50.00 petty cash fund in the Administrative Office and a bank account to take care of the larger items which should be paid by check.

STATEMENT OF POLICY

BE IT RESOLVED that it has heretofore been and will continue to be the policy of the Board of Trustees of the College of Southern Idaho Junior College District to comply in every respect with the requirements of Section 33-601, Idaho Code as amended.

It is the understanding of this Board of Trustees that whenever the College contracts for the acquisition, purchase, construction or repair of any school building, other property, or equipment necessary to the operation of the College and where such contract involves the expenditure of Two Thousand Five Hundred Dollars (\$2,500.00) or more, that the same shall only be entered with the best and lowest bidder following at least two weeks publication requesting bids.

The Secretary of the Board of Trustees shall cause this Statement of Policy to be spread upon the minutes of the Board of Trustees along with the minutes of the next regular meeting.

DATED this 21st day of November, 1967.

Edmund W. Brown
Chairman

Philip R. Coleman
Board Member

Robert S. Blawieck
Board Member

John N. Garabrant
Board Member

J. H. Shields
Board Member

H. W. Van Slyke
Secretary-Treasurer

Regular Meeting of the Board of Trustees
Tuesday, November 21, 1967

A MOTION was made by Mr. Garrabrandt, seconded by Mr. Coleman, that the Board of Trustees of the College of Southern Idaho Junior College District authorize the establishing of an Administrative Imprest Account in the amount of \$500.00 in the Twin Falls Bank & Trust Co., Twin Falls, and that the single signature required be that of H. W. Van Slyke, Business Manager for the College; and, that a resolution be drawn to implement this action of the Board.

Being put to a vote, the Motion carried without dissent.

RESOLUTION

WHEREAS, the growth of the College of Southern Idaho has necessitated continual changing and updating of its business procedures to keep pace with its ever increasing activities; and,

WHEREAS, the business transactions of the College, calling for disbursement of funds in nominal amounts on short notice, have materially increased in number and frequency; having provision for making payment of these at the time the claim is presented or the need arises, would improve efficiency in operation, give added convenience and save time, and tend toward better business relations with those with whom the College does business;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the College of Southern Idaho Junior College District, that an Administrative Imprest Account in the amount of \$500.00 be set up in the Twin Falls Bank & Trust Co., Twin Falls, for the purpose hereinbefore mentioned, and that the required single signature be that of H. W. Van Slyke, Business Manager for the College.

CAMPUS CONSTRUCTION - ON SITE INSPECTION:

The Board has been aware for sometime that Mr. Ed Peterson will not be able to provide the full time inspection required as the construction progresses, and that the services of a qualified person will have to be secured to work under Mr. Peterson.

A letter of October 31, 1967 from Mr. Dee Moore to Dr. Taylor, relative to the matter, was discussed with the Board.

It was decided to take the matter under study until the next regular meeting of the Board.

Regular Meeting of the Board of Trustees
Tuesday, November 21, 1967

DORMITORY COMMISSION:

Attorney Alexander will check on the question as to whether the Board appoints or recommends for appointment to fill the vacancy on the Commission, and will take care of whatever needs doing to carry out the Board's action of November 17th.

BOARD'S ROLE IN ACCREDITATION:

Copies of an excerpt from the Manual on Accreditation were made available to each member of the Board for study until the next regular meeting.

Dr. Taylor reviewed the text of the excerpt, and considerable discussion was had on the various points contained therein; it was particularly noted that this Board of Trustees is answerable to the State Board of Education.

FINE ARTS - CIVIC AUDITORIUM ASSOCIATION AGREEMENT:

The last page of the Agreement between the Civic Auditorium Association and the College of Southern Idaho, covering paragraphs VI, VII, and VIII was reviewed and the necessity of the appointment of a Cultural Advisory Committee noted.

Dr. Taylor expressed concern that we need to come up soon with a set of policies regarding the use of the Fine Arts facility, that this building and its use can serve as a positive public relations source if properly scheduled and used.

Chairman Evans asked President Taylor to suggest the names of five persons for the Cultural Advisory Committee, and to draft a set of Board policies for this Committee to work under.

TREASURER'S REPORT FOR THE MONTH OF OCTOBER:

The October report of the Treasurer was submitted for review, and upon MOTION by Mr. Blastock, seconded by Mr. Coleman, approved as presented.

EXPENSE CLAIMS FOR OCTOBER, NOVEMBER PAYROLL:

The regular expense claims for the month of October, and the November payroll were submitted for approval and payment.

Upon MOTION by Mr. Blastock, seconded by Mr. Shields, the Board approved payment of the regular bills in the aggregate amount of

The Donor requests that the Donee appoint a Cultural Advisory Committee to advise and counsel with them or their designated agents concerning the use to which the Building shall be put. The above mentioned Cultural Advisory Committee shall initiate and maintain a master calendar of usage for the Building. The majority of the Cultural Advisory Committee shall consist of people not connected with the College of Southern Idaho through employment or public office.

VII.

It is specifically understood and agreed by and between the Donor and the Donee that the Donee will have complete control over the usage and maintenance of said Building.

VIII.

The Donor shall purchase an appropriate plaque to be placed at a prominent place in the Building, indicating that the Building was partially financed by the 1400 subscribers of the Civic Auditorium Association for the general use and benefit of the citizens of south central Idaho.

IN WITNESS WHEREOF, This Agreement has been executed the day and year first above written.

ATTEST:

CIVIC AUDITORIUM ASSOCIATION, INC.

A. Ted Roth
Secretary

BY Harry F. Mumbach, Jr. M.D.
President

"SEALS"

Regular Meeting of the Board of Trustees
Tuesday, November 21, 1967

\$31,696.16 and authorized issuance of General Fund checks to cover the same; also approved was the regular payroll for November totalling \$38,541.37 (gross), and the Work-Study (Title I) totalling \$4,529.70 (gross).

Regarding the water stock assessments from the Twin Falls Canal Co., it was noted that those amounts pertaining to the land leased by Mr. Perry should be charged to him for reimbursement to the College.

OLD BUSINESS:

A proxy vote card for the annual meeting of the Twin Falls Canal Co. was included with the stock assessment billings.

Upon MOTION by Mr. Coleman, seconded by Mr. Shields, the Board instructed that Tom Olmstead be named to vote the proxy for the College, and that Chairman Evans sign said proxy.

NEW BUSINESS:

Upon recommendation by Dr. Taylor, and upon MOTION by Mr. Coleman, seconded by Mr. Shields, the Board of Trustees approved the employment of the following named persons, and the terms and conditions of their employment:

Bill Matlock MDTA Welding	\$800.00 per mo. for 9 mos., plus 1 week at \$200.00
Priscilla Robinson	\$1.25 per hr., 20 hrs. per week
Keith Green Survey Program	\$5.00 per hr for 70 hours
Guy Kessler, Tool Room Clerk	\$200.00 per month
Lucille Hardcastle LPN Program	\$590.00 per month
Carolyn Hersinger	\$29.50 per day, substitute LPN Program

ATHLETIC CONFERENCE REPORT:

Dr. Taylor made a comprehensive report of the Athletic Conference he and Mr. Sutton attended in Salt Lake City on November 19 and 20. Of considerable interest is the handling of the athletic scholarships, and the high number suggested for each school in this conference - up to 80 to be granted each year; this would actually represent a budget item. He and Mr. Sutton, in discussing the matter, both think that CSI can be fully competitive for the whole athletic program, excepting football, with twenty scholarships.

Regular Meeting of the Board of Trustees
Tuesday, November 21, 1967

SAN FRANCISCO CONFERENCE WITH HUD OFFICIALS:

Earlier in the month, Dr. Taylor made a trip to San Francisco to confer with HUD officials relative to federal monies which may be available for the construction of a dormitory on CSI campus.

In his report of the conference he pointed out that it will be to our distinct advantage to have working drawings for the dormitory very early next year so that when fund allocations are made we will have something definite to show. The architect's fee for these would probably be in the neighborhood of \$62,000 to \$63,000, and already the interest earning on construction funds invested has come near this amount which means that we do have money to devote to new construction planning. (Approximately \$66,920 as of November 9, 1967 - HV)

DORMITORY - Working Drawings Authorized:

Upon MOTION by Mr. Coleman, seconded by Mr. Blastock, the Board of Trustees instructed Dr. Taylor to contact Ed Jones of Jones-Fehlberg Associates and give the authorization to proceed with preparation of the working drawings for the CSI Coeducational Dormitory; also to arrange a schedule of payment for these drawings, and to use the interest earnings from the construction funds for payment of the architect's fee.

The Motion, when put to a vote, carried without dissent.

MINIDOKA COUNTY TUITION PAYMENT PROBLEM:

The Board was informed that Minidoka County is withholding \$1,250. tuition for students who withdrew from school after the last date for withdrawal when any refund may be made. Attorney Alexander has been apprised of the situation and has written the Deputy County Prosecuting Attorney for Minidoka County who responded to the original correspondence from CSI Business Office on the matter. Attorney Alexander told the Board that it may be necessary to have a friendly law suit to settle the matter.

A MOTION was made by Mr. Garrabrandt, seconded by Mr. Shields, that the Board of Trustees approve the action taken thus far, and authorize the Attorney for the Junior College District to prosecute action as he sees fit.

ADJOURNMENT:

No further business appearing, the meeting was declared adjourned at 10:35 p.m. The next regular meeting will be on December 18, 1967.

Secretary N. W. Van Slyke

APPROVAL:

Chairman Eldon V. Luman