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**COLLEGE OF SOUTHERN IDAHO**  
**BOARD OF TRUSTEES MEETING**

**JULY AND AUGUST**

**AUGUST 19, 1996**

**PRESIDENT'S BOARD ROOM**

**5:30 p.m.**

**AGENDA**

**MINUTES**

**TREASURER'S REPORT**

**Bids: View Book**  
**Computers**  
**Integrated Mail Processing System**  
**Tables and Chairs**  
**Trustee Election**

**OLD AND NEW BUSINESS**

**Introduce Head Basketball Coach, Jim Thrash**  
**Opening of School and Technology Update: *Dr. Beck, Dr. Glenn, Dr. Campbell***  
**Summer Construction Update**  
**Tour Facilities**

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
AUGUST 19, 1996

CALL TO ORDER: 5:42 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  
Dr. Jerry Beck, Vice President of Instruction  
Dr. Joan Edwards, Vice President of Planning,  
Research and Development  
Dr. Michael Glenn, Vocational Dean  
Dr. Ken Campbell, Dean of Information Technolgy  
Dr. John Martin, Registrar  
Ron Shopbell, Director of Continuing Education  
Jeff Duggan, Assistant to the President  
Annette Jenkins, Public Information Director

CSI Staff: Jim Thrash

Visitors: None

Faculty Representatives: Rick Snider

Times News: None

MINUTES OF June 17, 1996 were approved as written on MOTION  
by Dr. Thad Scholes. Affirmative vote was unanimous.

TREASURERS REPORT: Acceptance of the Treasurer's report was  
approved on MOTION by Dr. Chuck Lehrman. Affirmative vote  
was unanimous.

BIDS:

1. The Board awarded the bid for the twenty five thousand  
viewbooks to the low bidder of Joslyn Morris of Boise, Idaho  
in the amount of \$16,773.00 on MOTION by Bill Babcock.  
Affirmative vote was unanimous.

Funding for this purchase is from budgeted  
institutional funds.

2. The Board awarded the bid for seventy eight computers to the low bidder of Marketing Touch of Salt Lake City, Utah in the amount of \$105,762.00 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is from budgeted student technology, vocational and instructional funds.

3. The Board awarded the lease for the integrated mail processing system to the sole bidder, Pitney Bowes, in the amount of \$598.05 for the first three months and \$843.05 for the remaining 51 months on MOTION by Donna Brizee. Affirmative vote was unanimous.

Funding for this purchase is from budgeted departmental funds and a departmental surcharge for mailing services.

4. The Board awarded the bid for tables and chairs for the Eagle's Nest and cafeteria to the low bidder of Intermountain Design of Boise, Idaho in the amount of \$32,947.00 on MOTION by Bill Babcock. Affirmative vote was unanimous.

Funding for this purchase is from Student Union funds.

PRESIDENT'S REPORT:

1. At 5:00 p.m. the Board toured the campus and reviewed campus building and remodel projects.

2. Trustee Dr. Thad Scholes seat will be up for election on November 5, 1996. The election will be held in conjunction with the regular general election with trustee candidate names printed on the ballots.

Petitions for candidates are due in the business office at the College of Southern Idaho by 2:00 p.m. on Tuesday, September 3, 1996.

3. The fiscal year 1997 budget hearing was set for Tuesday, September 3, 1996 at 5:30 p.m. in the President's Boardroom.

4. The President discussed the technology inservice organized by Penny Glenn. Ms. Glenn was recognized for her efforts and thanked by the President.

5. The President advised the Board that higher education institutions did not participate in funding the anti one percent campaign two years ago. All of the institutions of higher education in Idaho have been asked to raise funds for the anti one percent campaign that is to be conducted this fall. The President will request faculty, staff and students to assist in raising \$3,000 to be used by the coalition fighting the 1996 One Percent Initiative.

6. The President advised the Board that we had submitted two decision units for fiscal year 1998 state budget. The first decision unit requested the addition of a person to staff the technology center. This person would assist the teaching staff in implementing technology into the classroom. The second decision unit requested the addition of a coordinator to assist us in bringing telecommunication courses to area high schools and hospitals.

7. The President introduced Jim Thrash as the new men's head basketball coach. Coach Thrash reviewed his philosophy on students and athletics and the high standards he set for his teams.

8. Dr. Ken Campbell updated the Board on the projects undertaken by the Technology Department. Of the sixteen R.E.A. sites, four have been completed with two more scheduled for completion in the near future. Various campus wiring projects, computer labs and internet projects were also completed.

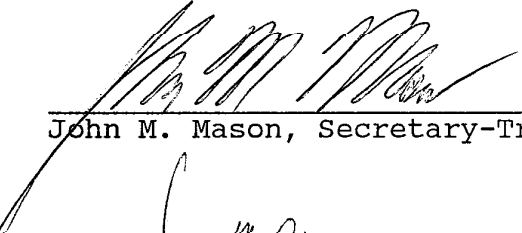
9. The President announced that Dr. Campbell had been promoted to a Dean. He also stated that Dr. Campbell would be representing the College on the Governor's Advisory Committee for the Virtual University.

10. Dr. Mike Glenn advised the Board that the vocational division had full programs and was fully staffed. He stated that we were maintaining our tech-prep agreements with area high schools. Dr. Glenn also announced that the sixteen credit core requirement for vocational students would be the same as academic students starting next fall. He said that the new programs including allied health, engineering and criminal justice were a joint effort of the vocational and academic departments.

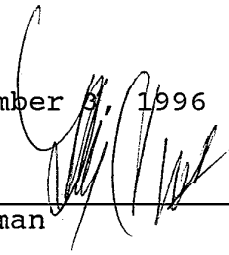
11. Dr. Jerry Beck reviewed fall enrollment data with the Board. He advised them that more academic classes would be added in the afternoon to open up the schedule for more students. Dr. Beck also told the Board that we had purchased seven telecourses to be broadcast over channel 19 this fall. The courses may be offered at mid-semester and at non-traditional times.

CSI Trustees  
August 19, 1996  
Page 4

ADJOURNMENT was declared at 6:45 p.m.

  
\_\_\_\_\_  
John M. Mason, Secretary-Treasurer

APPROVED September 8, 1996

  
\_\_\_\_\_  
Chairman



COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

July 8, 1996

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

From: Mike Mason

Re: View Book Bid

We received responses from six bidders for the specified viewbook printing. The bidding was separated into three sections. Based upon a review of the bids by Annette Jenkins and Graydon Stanley, I recommend that we award the printing of the 25,000 viewbooks, brochures and envelopes to the combined low bidder of Joslyn Morris of Boise, Idaho in the amount of \$16,773.00.

The attached spreadsheet contains a listing of all of the bids.

Funding for this purchase is from budgeted departmental funds.

		Project I		Project II		Project III	
		Per '000	Total	Per '000	Total	Per '000	Total
<b>Standard Printing</b>							
Two View	20,000.00	-	-				
	25,000.00	-	-				
<b>Two different Brochures</b>							
	20,000.00			194.85	3,897.00		
	25,000.00			181.00	4,525.00		
<b>Envelopes</b>							
	12,500.00					84.24	1,053.00
	20,000.00					78.70	1,574.00
	25,000.00					77.52	1,938.00
<b>Associated Business Forms</b>							
Two View	20,000.00	629.00	12,580.00				
	25,000.00	568.00	14,200.00				
<b>Two different Brochures</b>							
	20,000.00			296.50	5,930.00		
	25,000.00			256.00	6,400.00		
<b>Envelopes</b>							
	12,500.00					98.00	1,225.00
	20,000.00					91.70	1,834.00
	25,000.00					90.00	2,250.00
<b>Moore Business Forms</b>							
Two View	12,500.00	690.24	8,628.00				
	25,000.00	498.24	12,456.00				
<b>Two different Brochures</b>							
	20,000.00						
	25,000.00			226.37	5,659.30		
<b>Envelopes</b>							
	12,500.00					111.11	1,388.90
	20,000.00					-	-
	25,000.00					97.97	2,449.27
<b>J &amp; M</b>							
Two View	12,500.00						
	25,000.00	393.44	9,836.00				
<b>Two different Brochures</b>							
	20,000.00						
	25,000.00			191.08	4,777.00		
<b>Envelopes</b>							
	12,500.00					91.76	1,147.00
	20,000.00					87.75	1,755.00
	25,000.00					86.40	2,160.00
<b>Wildhorse Studio</b>							
Two View	12,500.00						
	25,000.00						
<b>Two different Brochures</b>							
	20,000.00						
	25,000.00			282.72	7,068.00		
<b>Envelopes</b>							
	12,500.00					132.48	1,656.00
	20,000.00					126.40	2,528.00
	25,000.00					123.41	3,085.20
<b>Northwest Printing</b>							
Two View	20,000.00	524.85	10,497.00				
	25,000.00	473.60	11,840.00				
<b>Two different Brochures</b>							
	20,000.00			263.25	5,265.00		
	25,000.00			233.04	5,826.00		
<b>Envelopes</b>							
	12,500.00					98.56	1,232.00
	20,000.00					91.15	1,823.00
	25,000.00					88.32	2,208.00

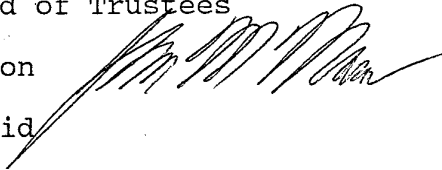


COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

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July 17, 1996

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

From: Mike Mason 

Re: Computer Bid

We received responses from nine bidders for the specified computers. The attached two spreadsheets list the bids and the departments purchasing the computers. Based upon a review of the bids by Gary Baum and Ken Campbell, I recommend that we award the bid to the low bidder of Marketing Touch of Salt Lake City, Utah for seventy eight computers in the amount of \$105,752.00.

Funding for this purchase is from budgeted departmental funds.





## Budget Data for July '96 Computer Purchase

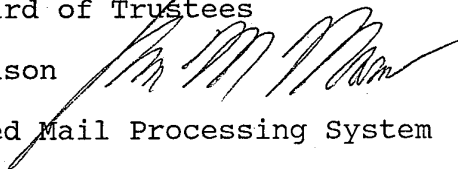
Site	Accounts	Units	Cost	Dollar Transfers
Math / Science Lab		24	\$ 33,408	
	1500-5420			\$ 16,704
	1800-5420			\$ 16,704
	Interdepartmental Transfer			
	97-9770 to 01-1500			\$ (8,520)
	(15 @ \$700 minus \$1,980 memory)			
	<b>Subtotal</b>			<b>\$ 24,888</b>
Engineering Lab		5	\$ 6,155	
	1500-5420			\$ 6,155
Computer Applications Lab		16	\$ 22,560	
	5170-5420			\$ 22,560
Agriculture Lab		15	\$ 21,345	
	5340-5420			\$ 21,345
	Interdepartmental Transfer			
	97-9770 to 01-5340			\$(11,200)
	(16 @ \$700)			
	<b>Subtotal</b>			<b>\$ 10,145</b>
Burley Lab		15	\$ 18,645	
	2410-5315			\$ 3,005
	(\$5,000 minus Novell license @ \$1,995)			
	97-9770-5420			\$ 15,640
Northside Center		3	\$ 3,639	
	97-9770-5420			\$ 3,639
	<b>TOTAL</b>		<b>\$ 105,752</b>	



COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

July 17, 1996

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

From: Mike Mason 

Re: Integrated Mail Processing System

We received only one bid for the specified machine. Based upon a review of the bid by Carolyn Hoschouer, I recommend that we award the bid to the sole bidder of Pitney Bowes. The price for the 54 month lease agreement is \$598.05 for the first three months and \$843.05 for the remaining 51 months.

The existing mail processing system rental costs are \$268 per month. The \$567 difference in cost is expected to be made up through savings in personnel costs and a surcharge to departments.

The machine incorporates an automated weighing system and cost accounting system. It will allow us to handle outgoing mail more efficiently and quickly.

Funding for this purchase is from budgeted departmental funds.

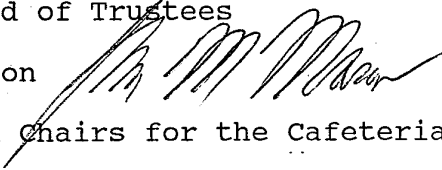


COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

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August 1, 1996

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

From: Mike Mason 

Re: Tables and Chairs for the Cafeteria and Eagles Nest

We received two bids for the specified 172 chairs and  
the 40 tables. The bids are as follows:

Harvey's Office Plus	\$39,280
Intermountain Design	\$32,947

Based upon a review of the bids by Graydon Stanley, I  
recommend that we award the bid to the low bidder of  
Intermountain Design of Boise, Idaho in the amount of  
\$32,947.

Funding for this purchase is from budgeted Student  
Union funds.

August 14, 1996

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

From: Mike Mason

Re: Election of Trustees

The Trustee position held by Dr. Thad Scholes is up for election this year. The following items contain general information concerning the election:

1. Due to the election consolidation law, our election will be held on the first Tuesday after the first Monday in November (November 5th) in conjunction with the general election.
2. Petitions for candidates must be turned in to me by 2:00 p.m. on Tuesday September 3, 1996.
3. In accordance with Idaho Code 34-1405, advertising the notice of the deadline for filing a declaration of candidacy must be published in the local newspaper not more than 14 nor less than 7 days prior to the filing deadline.
4. The notice of election must be published the first time not less than 12 days prior to the election and the last publication must be not less than 5 days prior to the election.
5. The deadline for the declaration of write in candidates is 11 days prior to the election.

Bob Fort and Cheryl Watts (Twin Falls and Jerome County Clerks) have agreed to run our election for us. They have been very cooperative and are working to keep our costs as low as possible.

Based upon the above information, the schedule of events concerning the election is as follows:

August 14th and August 21th Advertise Notice of Trustee Election and Deadline for filing Trustee Nominating Petitions - Post in County Courthouses

September 3 Nominating Petitions due by 2:00 p.m.

October 25 5:00 P.M. Deadline for filing Declaration of Intent for write in candidates

November 5 Election

If you have any questions or would like me to change anything, please let me know as soon as possible.

NOMINATING PETITION

BOARD OF TRUSTEE SEAT HELD BY DR. THAD SCHOLES

WE, THE UNDERSIGNED, qualified electors of the College of Southern Idaho, Community College District, do hereby place in nomination the name of:

-----  
(Name should be typed or printed as desired on ballot)

Residing at: \_\_\_\_\_

City: \_\_\_\_\_ Phone No.: \_\_\_\_\_

as a candidate for the Board of Trustees of said Community College District for a term of six (6) years for the position currently held by Donna Brizee, subject to election on the 8th of November, 1994.

<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Submitted: \_\_\_\_\_  
(Signature)

I, John M. Mason, Secretary of the Board of Trustees of the College of Southern Idaho, Community College District, do hereby certify that I received the above Nominating Petition on the

\_\_\_\_\_ day of \_\_\_\_\_, 1996.

Secretary: \_\_\_\_\_

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT

NOTICE OF TRUSTEE ELECTION AND  
DEADLINE FOR THE FILING OF NOMINATING PETITIONS

Notice is hereby given that an election of trustees will be held in the College of Southern Idaho Community College District, Twin Falls and Jerome Counties, Idaho, on Tuesday, November 5, 1996, for the purpose of electing one trustee for a six (6) year term to succeed Thad Scholes whose term expires. Nominating petitions may be picked up at the College of Southern Idaho Business Office in the Taylor Administration Building. A candidate shall be a qualified elector of the district, shall be a candidate for a specific position of the Board and must declare which position he/she seeks on the Board of Trustees. Said positions must be signed by at least five (5) qualified electors of said district and filed with the Clerk of the election at the College Business office on or before 2:00 p.m., Tuesday, September 3, 1996. If you have questions or need further information, contact Mike Mason at 733-9554 Ext. 2203.

John M. Mason, Clerk of the Election  
College of Southern Idaho  
Community College District

Publication and Posting Dates:

Times News	August 14, & 21
Buhl Herald	August 14, & 21
Northside News	August 14, & 21



COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

COLLEGE OF SOUTHERN IDAHO  
NOTICE OF ANNUAL BUDGET HEARING  
SEPTEMBER 3, 1996

The College of Southern Idaho will hold a budget hearing for the Fiscal Year 1997 budget on Tuesday, September 3, 1996 at 5:30 p.m. in the Boardroom of the Taylor Administration Building on the campus of the College of Southern Idaho. The campus is located at 315 Falls Avenue in Twin Falls.

The budget hearing will be held in conjunction with the regularly scheduled Board of Trustees meeting for the month of September. The regular meeting has been rescheduled from September 16th to September 3rd.

Questions concerning the budget, the hearing or the regular meeting should be directed to Mike Mason at 208-733-9554 ext 2203.

A handwritten signature in black ink, appearing to read 'John M. Mason', is written over a diagonal line that extends from the bottom left towards the top right of the signature area.

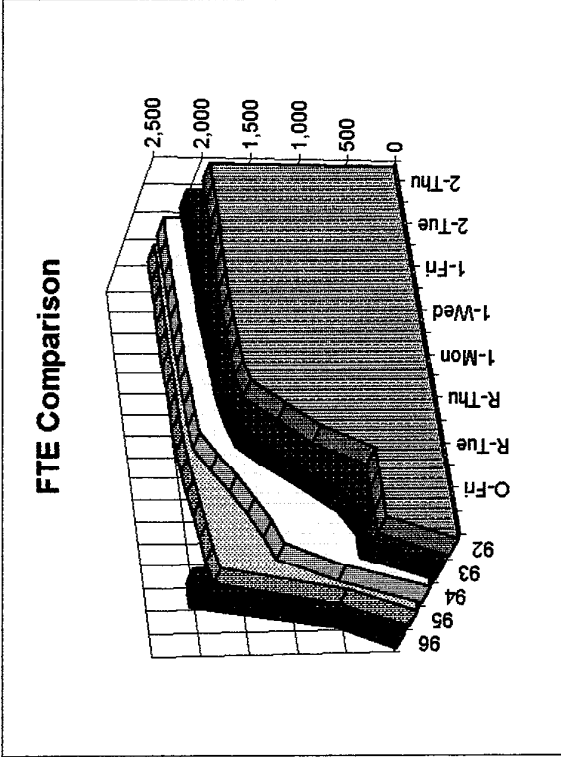
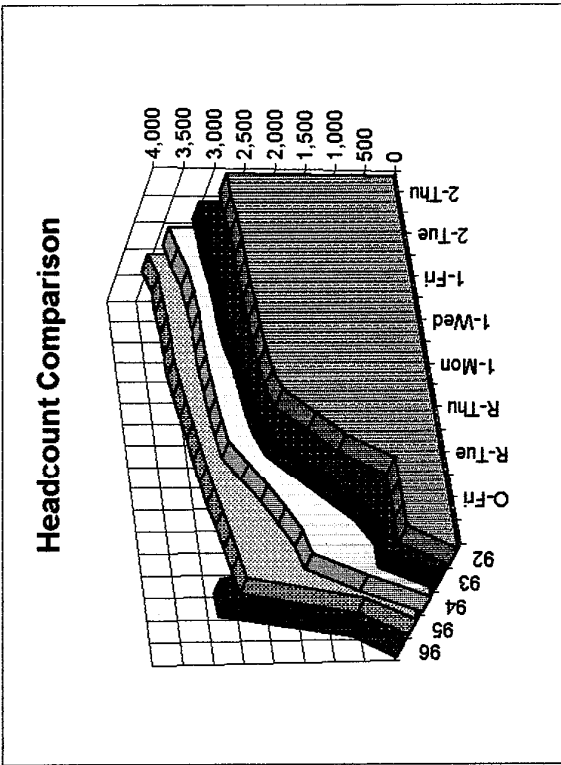
John M. Mason  
Secretary/Treasurer  
College of Southern Idaho  
Board of Trustees

Publish: Times News - August 21st and August 28th  
Buhl Hearld - August 21st and August 28th  
Northside News - August 21st and August 28th

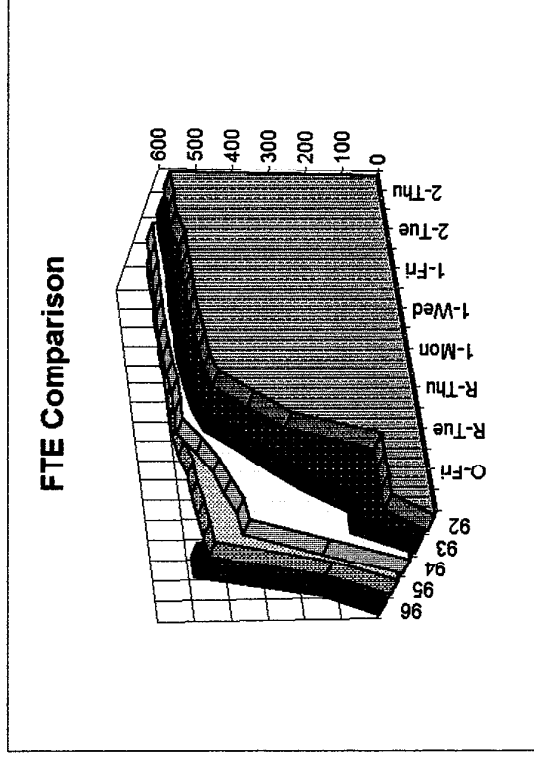
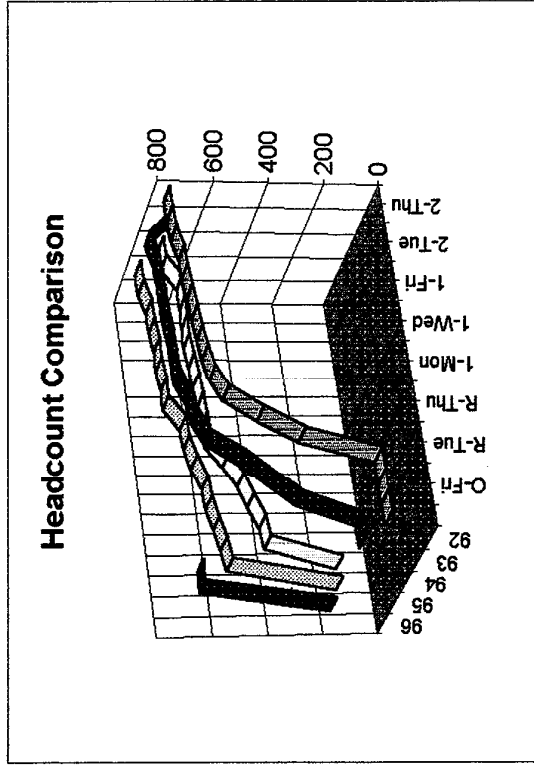


# FALL SEMESTER REGISTRATION COMPARISONS

## Academic



## Vocational



# CSI Technology Projects: Summer 1996

## Student Computing

### New computers (86) and upgrades to existing lab workstations:

#### **TF Campus**

- Create Math / Science lab with Pentium 120 (24)
- Create Engineering lab with Pentium 133 (5)
- Upgrade Canyon open lab to minimum 486 with 16 meg RAM (total of 53 PCs)
- Upgrade Ag lab to Pentium 120 (15)
- Upgrade Computer Applications lab to Pentium 120 (16)
- Wire and connect faculty, staff and classrooms in Fine Arts, Art Complex & Desert to campus network
- Rewire Shields building to expand and maximize network capability (faculty, staff, students & classrooms)
- Wire old Study Skills area for offices and lab remodel
- Rewire Evergreen A23 lab
- Add additional student newspaper workstations (2)

#### **Burley**

- Upgrade Burley Center lab with Pentium 100 (15)
- Wire Burley Center for networking
- Configure network server for Burley Center
- Establish network internet connection in Burley Center

#### **Hailey**

- Upgrade Hailey Center lab with Pentium 100 (10)
- Link Hailey Center to Blaine Co. School District network server
- Establish network internet connectivity at Hailey Center via school district connection

#### **Gooding**

- Equip Gooding Center with Pentium 100 workstations (3)
- Establish modem internet connectivity at Gooding Center

#### **Jerome**

- Create Pentium 100 lab (20) (joint project with Jerome School District)

## Telecommunications

- Build interactive classroom at Valley HS
- Build interactive classroom at Burley HS
- Continue work on TF courtroom and MVRMC connections
- Engineering and license application for 2nd Burley link and Filer, Buhl links
- Add studio facilities for KBSW radio
- Install and setup infrastructure to resume broadcasting KEZJ-AM radio station (KCSI-AM?)

#### **Voice**

- Initial research for voice mail system

## Technical Division Report

to  
CSI Board of Trustees  
August 19, 1996

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We are ready for a good year! Headcount up 10.9% (631) and FTE is up 3.1% (490). "Most programs are in good shape with just a few soft spots."

### NURSING & HUMAN SERVICES

Medical Assisting

- At capacity
- Starting national accreditation

Child Development

- At capacity
- New lab under construction

Practical Nursing

- 4-Year Accreditation received by State Board of Nursing
- 20 students accepted
- 12 on waiting list
- 35-40 part-time students

Allied Health

- Contracting with Cheryl Turoczy to assist us with needs assessment

CNA

- Trained over 300 CNA's last year. Expect to train that many more this year.

### PARAPROFESSIONAL-TECHNICAL

- New pentium computer and Windows 95 in Evergreen A23, Canyon 101, and open lab in Canyon
- Farm Business Management will use compressed video and ShareVision for some lectures this fall.
- Feedback monitor systems will be used for teaching in Evergreen A23 and in the new Canyon (124) computer room.
- Wetland area of Breckenridge Ag Endowment Farm is ready for use. (Biology students will also use it as well as ag students.)

### TRADE AND INDUSTRIAL

- Overall enrollment is up over last year
- Jere Mason is our new REACH faculty
- Special focus will be on maintenance of Tech Prep agreements
- We are increasing program enrollment capacity where possible.

Challenge for this year:

- Developing and integrating academic general education core: Math, English, Science, Human Relations, Leadership, Speech, Computer literacy
- Continuing improvement of our education processes.
- Providing for distance learning (our strategies)
- Improving and expanding technical education: prep and recruiting
- Keeping curriculum and faculty current
- Improve our internal records system.

*We are looking forward to a good year. Good students--good faculty--good facilities!*