
COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES MEETING

OCTOBER 27, 1997
PRESIDENT'S BOARD ROOM
5:30 p.m.

AGENDA

MINUTES

TREASURER'S REPORT

BID: ASPEN BUILDING HVAC CONTROLS

FY 97 AUDIT

**CAMPUS SAFETY ISSUES: *Sheriff Wayne Tounsley and
Darryl Cameron***

TECHNOLOGY AND PERSONNEL: *Ken Campbell*

HERRETT CENTER ACCREDITATION ISSUES: *Jim Woods*



COLLEGE OF
SOUTHERN
IDAHO

NOTICE OF CHANGE OF MEETING DATE
FOR THE
COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

THE REGULARLY SCHEDULED OCTOBER BOARD MEETING HAS BEEN
RESCHEDULED FROM MONDAY, OCTOBER 20, 1997 TO MONDAY, OCTOBER
27, 1997. THE MEETING WILL BE HELD IN THE BOARDROOM IN THE
TAYLOR BUILDING AT THE COLLEGE OF SOUTHERN IDAHO AT 5:30
P.M.

IF YOU HAVE ANY QUESTIONS CONCERNING THE BOARD MEETING,
CONTACT MIKE MASON AT 733-9554 EXT 2203.

A handwritten signature in black ink, appearing to read 'John M. Mason', is written over the typed name and title.

John M. Mason,
Secretary/Treasurer

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 27, 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
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
Graydon Stanley, Director of Student Information
Ron Shopbell, Director of Continuing Education
Dick Sterling, Physical Plant Director
Jeff Duggan, Assistant to the President
Annette Jenkins, Public Information Director

CSI Staff: Jim Woods, Darryl Cameron, Henry Jones

Visitors: Sheriff Wayne Tousley, Glenn Judd and Helen
Mishler

Faculty Representatives: Terry Patterson and Rick
Snider

Times News: None

MINUTES OF September 15, 1997 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. Charles Lehrman. Affirmative vote
was unanimous.

BIDS:

1. The Board accepted the bid of Utah Controls of Sandy,
Utah in the amount of \$19,918 for controls for the Aspen
Building on MOTION by Bill Babcock. Affirmative vote was
unanimous.

CSI Trustees
October 27, 1997
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PRESIDENT'S REPORT:

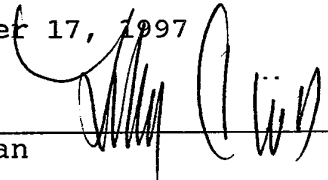
1. The Board accepted the Fy 97 audit on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.
2. Jim Woods reported that the Herrett Center was under going its third accreditation visit by the American Association of Museums. He also stated that the museum staff was working on a rain forest research station for young students. Dr. Al Frost contributed the funds for the project. The project is expected to be completed in late spring of 1998.
3. The Board approved the Herrett Center Mission Statement on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.
4. The Board approved the Herrett Center Charter Purpose on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
5. Campus Security Officer Darryl Cameron and Sheriff Wayne Tousley discussed campus security with the Board. Training, duties, cooperative agreements and other issues concerning the interaction of the sheriff's office and our campus security force were explored.
It was agreed that a specific Memorandum of Understanding would be developed prior to any formal cooperative actions taking place.
6. Dr. Ken Campbell briefed the Board on telecommunications projects currently in progress and the computer support staff. The Board approved the hiring a replacement technician in the telecommunications division and an additional support technician in the computer support division.

ADJOURNMENT was declared at 6:38 p.m.



John M. Mason, Secretary-Treasurer

APPROVED November 17, 1997



Chairman



COLLEGE OF
SOUTHERN
IDAHO

October 9, 1997

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

From: Mike Mason

A handwritten signature in black ink, appearing to read 'Mike Mason', is written over the 'From:' line and extends slightly into the 'Re:' line.

Re: Bid for Aspen Building HVAC Controls

Utah Controls, Inc. submitted the sole bid for the specified controls. Based upon a review of the bid by Don Buettner and Jim Braga, I recommend that we accept the sole bid of Utah Controls of Sandy, Utah in the amount of \$19,918.00 for the Aspen HVAC controls.

Funding for this project is from the Plant Facility Fund.

Information Technology -- Primary Project List

10/22/97

NETWORKING AND CENTRAL COMPUTING

Enhance speed, security and capacity of LAN

- centralize campus servers
- purchase RAID disk drive
- create fast Ethernet segment
- implement network management tools
- develop greater security including firewalls, packet wrapping, etc.

Enhance teaching and communication capabilities of LAN

- increase number of classrooms with network access
- Enhance web presence and further develop intranet

Increase reliability and performance of administrative platform

- Evaluate administrative software options
- Evaluate and replace or upgrade current hardware platform
- Improve reliability of off-campus administrative software connections

Upgrade administrative workstations

- Establish minimum standards throughout administrative LAN
- Establish plan and process for network and operating system upgrades

Automate creation of student network accounts for all students

- create routine for download from mainframe to initialize student account
- determine workload for personnel and hardware to distribute logins
- establish core software access for all students
- centralize servers and upgrade

Provide kiosk stations for student access to records/financial aid info

- purchase computers, printers and furnishings

INTERACTIVE TELECOMMUNICATIONS

Complete REA project sites

- Complete Gooding HS link and site
- Build Minico HS link and site
- Build Jerome St. Benedict's Hospital link and site
- Build Gooding Hospital link and site
- Build Cassia County Hospital link and site
- Build Minidoka Memorial Hospital link and site

Design and construct additional CSI to Burley link

- Relocate Burley tower and head end
- Purchase and install equipment for digitally ready CSI/Burley link
- Construct Burley control station and link four Mini-Cassia sites
- Relocate Burley HS telecommunication room in new high school

Other funded projects

- Build Health and Welfare site
- Build Job Service site
- Design, construct and connect Filer HS
- Design, construct and connect Buhl HS
- Design, construct and connect Castleford HS

Other projects awaiting funding

- Increase capacity for hosting compressed links
- Design and construct additional Hailey link (FY99 if funded)
- Construct 3 additional on-campus telecommunication classrooms (FY99 if funded)

October 5, 1997

Gerald R. Meyerhoeffer, President
College of Southern Idaho
P.O. Box 1238
Twin Falls ID 83303-1238

Dear President Meyerhoeffer:

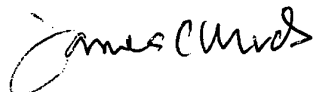
In 1983 the Herrett Museum was awarded accreditation by the American Association of Museums (AAM). The AAM requires all accredited museums to participate in a re-accreditation process every 10 years. Therefore, the Herrett Center was scheduled for a reevaluation four years ago, but due to major construction on our facility we applied for and received an extension.

In late July, 1997, we submitted our "Accreditation Self-Study" to the AAM. This document consists of 18 sections each with multiple questions. It is accompanied by over 100 pages of addendums and photographs describing all aspects of the Herrett Center. This document is currently under review by the AAM. Once they have had sufficient time (3 - 4 months) to review our self-study, they will select a two-person review committee who will make an on-site visit of the Herrett facility. The on-site visit is anticipated sometime in early 1998.

In completing the Accreditation Self-study, we encountered several issues that need some elaboration or explanation prior to the on-site visit. We anticipate either the AAM accreditation staff or the visiting accreditation team will request clarification or elaboration of these issues. Most are rather simple to resolve, and members of the Herrett Staff are working issues related to their particular area of responsibility. I have attached a list of specific items we are in the process of expounding upon, along with the names of the Herrett staff member responsible for a resolution.

On this list are two specific items that need action by the CSI Board of Trustees. First, we need Board approval of the Herrett Center Mission Statement. Second, we need to have Board approval for an official Charter Purpose. I have attached draft copies of both of these documents for your review. If possible, could these two items be presented to the Board for approval at your convenience?

Sincerely,



James C. Woods
Director

Enclosures



The Herrett Center for Arts and Science
College of Southern Idaho

315 Falls Avenue PO Box 1238 Twin Falls ID 83303-1238 (208)733-9554, x2655

Accredited by the American Association of Museums



HERRETT CENTER MISSION STATEMENT

The Herrett Center for Arts and Science is a non-profit support service of the College of Southern Idaho. Its purpose is primarily educational, with emphasis on programs for elementary and secondary school students, CSI students, and the adult community of south-central Idaho. The major fields of interest for the Center include anthropology, natural science, and visual art.

The Center will function as a museum by collecting, preserving, and interpreting artifacts and natural history specimens with an emphasis on the prehistoric American continent. Collections will be preserved using contemporary archival standards. These collections will be presented to the public in the form of permanent or temporary exhibitions, lectures, symposiums, and publications. The Center will also support the Faulkner Planetarium which will provide multi-media presentations emphasizing space sciences. The state-of-the-art theater will also be used for public lectures, drama and musical performances, special events, and symposia. The Center will support the Jean King Gallery of Art which, in cooperation with the CSI Fine Art Department and the Associated Students of CSI, will offer exhibitions and other programs concerning contemporary art and art issues. The gallery will bring to the area exhibitions and supporting programs that expand community awareness of the visual arts. The gallery will also locate, recognize, and promote visual artists residing in Idaho.

The Herrett Center for Arts and Science will participate with other College of Southern Idaho academic and vocational departments in fulfilling the role and mission of the College of Southern Idaho*.

**CSI Mission Statement:*

"The College of Southern Idaho, a comprehensive community college, educates the diverse residents primarily of South Central Idaho and encourages them to lead full, effective lives in a changing world."

HERRETT CENTER CHARTER PURPOSE

The Herrett Center for Arts and Science supports the College of Southern Idaho by providing public educational programs for elementary and secondary school students, CSI students, and adults. The Center collects, preserves, interprets, and exhibits artifacts and natural history specimens with an emphasis on the American continent. The Center maintains and supports an art gallery which brings exhibitions and supporting programs to expand community awareness of the visual arts. The Center also supports and maintains a planetarium to provide educational programs in astronomy and other sciences.

ACCREDITATION ISSUES AND STAFF ASSIGNMENTS

James Woods Board approval of official Charter Purpose
Board approval of official Mission Statement
Funding and staffing for school programs
Family programming
Publications program

Rick Greenawald Setting and evaluating attendance goals

Mary Anne Blick Establishing a volunteer program
Establishing a membership program

Chris Anderson Evaluating system for exhibits and programs

Nick Peterson Emergency evacuation plan

Phyllis Oppenheim Computerizing collections records

Bill Studebaker Evaluating Public Relations program