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**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**

**March 18, 2002**

**5:30 p.m.  
TAYLOR BUILDING  
ROOM 258**

**AGENDA**

**MINUTES: (A) *Mike Mason***

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

**DORMITORY ROOM & BOARD CHARGES: (I) *Mike Mason***

**ATHLETIC ACADEMICS REPORT: (I) *Jim Dawson***

**ADOPTION OF AS CSI SUBSTANCE ABUSE POLICY: (A)  
*Graydon Stanle, Wendy Lane, & Jodie Vargus***

**CAMPUS ENERGY CONSERVATION REPORT: (I) *Randy Dill***

**CSI TRAFFIC PATTERN & ISSUES REPORT: (I) *Randy Dill***

**ATHLETIC ACADEMICS REPORT: (I) *Jim Dawson***

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

**OLD BUSINESS**

**NEW BUSINESS**

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
MARCH 18, 2002

CALL TO ORDER: 5:30 p.m. PRESIDING: LeRoy Craig  
ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman,  
Donna Brizee, Bill Babcock and Dr. Thad Scholes

College Administration: Gerald Meyerhoeffer, President  
John M. Mason, Secretary/Treasurer  
Robert Alexander, College Attorney  
Dr. Jerry Beck, Vice President of Instruction  
Dr. Curtis Eaton, Vice President of Planning and  
Development  
Dr. DeVere Burton, Dean of Instruction  
Dr. Ken Campbell, Dean of Technology  
Dr. Barbara Knudson, Dean of Human Resources  
Dr. John Martin, Registrar  
Graydon Stanley, Director of Student Information  
Ron Shopbell, Director of Dual Credit  
Randy Dill, Physical Plant Director  
Jeff Duggan, Assistant to the President  
Karen Baumert, Public Information Director  
Doug Maughan, Herrett Center/Public Information  
Director

CSI Employees: Kathy Deahl, Jodie Vargas and Jim  
Dawson

Visitors: Wendy Lane, Jerry Kemp and Gayle Kemp

Faculty Representatives: Rosemary Fornshell

Times News: Robert Mayer

MINUTES OF THE REGULAR SESSION OF FEBRUARY 25, 2002, were  
approved as written on MOTION by Bill Babcock. Affirmative  
vote was unanimous.

TREASURER'S REPORT: The Treasurer's Report was approved on  
MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

PRESIDENT'S REPORT:

1. Mike Mason advised the Board of price increases in the  
dormitories for next year ranging from two to four percent  
depending on the meal and room plans. Graydon Stanley  
reviewed dormitory operations and the positive

CSI Trustees

March 18, 2002

Page 2

1. (continued) impact of converting the upper half of one wing from a men's to women's floor.

2. Jim Dawson reported to the Board on the team grade point averages of our student athletes. The grade point averages were as follows: Baseball - 2.97, Men's Basketball - 2.42, Women's Basketball - 2.93, Volleyball - 2.54 and Rodeo (Men and Women combined) - 2.79.

Mr. Dawson recognized the faculty, coaches, Ann Flannery and Cindy Howa for their work in assisting the athletes with tutors and study halls.

3. Graydon Stanley introduced Wendy Lane of the South Central Health District and Jodie Vargas of our Center for New Directions. He recognized them for their outstanding work on the substance abuse policy. The two questions raised at the January Board meeting concerning disclosure and notification were addressed.

The Board approved the policy as written on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

The Board also approved administrative modification of the policy as needed to protect a person or property.

Donna Brizee asked if the policy addressed the issue of College of Southern Idaho Foundation functions where students were present and alcohol was served. The President also noted that some College of Southern Idaho Athletic Booster Club fundraising activities could have students present when alcohol was served.

The Board agreed that these issues would be dealt with separately.

4. Randy Dill reviewed the recommendations of the building energy committees on campus. He noted that despite the colder winter, usage had declined over the previous years monthly readings for the last three months. At the Burley Outreach Center, natural gas usage had declined by nearly one third through the use of motion detectors in the classrooms.

Electricity for parking lot lighting costs approximately \$6,000 per year. It was estimated that, through the shutting off of some lights, this could be reduced by up to 20%. The Board was concerned about liability issues that could be raised if parking lots were not properly lighted.

Adding another set of doors to the west side of the gym and raising set points for summer air conditioning were also

CSI Trustees

March 18, 2002

Page 3

4. (continued) discussed. President Meyerhoeffer suggested limiting turning off parking lot lights and raising summer cooling set points.

The Board commended Randy Dill for his work on the energy saving project.

5. Randy Dill reviewed campus traffic issues and a recommendation from Rod Mathis of the City of Twin Falls. The recommendation would be to make the double entries from Falls Avenue one way and block off the short street sections between the double entry and between the east and west parking lots.

It was felt that if we took these actions, the City might be more receptive to modifications on Falls Avenue. Chairman LeRoy Craig suggested we test this during the summer when we have construction projects underway.

Randy Dill also discussed the roundabout concept for traffic control with the Board.

6. The President advised the Board that the college and university presidents had met with Governor Kempthorne this past month. If April tax receipts do not come in as projected, the governor may call a special session of the legislature to look at further funding cuts. The President said that it was the first time that he felt that funding for our Fine Arts Addition was in jeopardy.

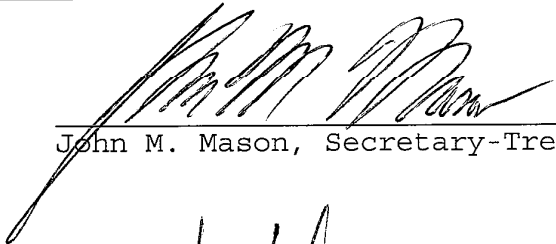
President Meyerhoeffer also noted that if we received further cutbacks, we would have to reduce programs. With our faculty carrying full loads, we cannot reduce staff without reducing programs. He said that we normally issue contracts in April but may want to delay until we see if we are going to suffer further cuts.

President Meyerhoeffer advised the Board that he would be talking to the Faculty Senate this week about contracts and fiscal issues.

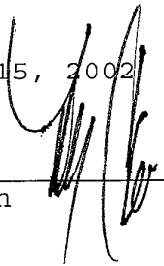
7. The President advised the Board that he spoke with Dr. Terrell Donicht of the Twin Falls School District concerning the recent technical center bond failure. He noted that the school district wanted to continue to work with the college in coordinating educational efforts for professional technical education.

CSI Trustees  
March 18, 2002  
Page 4

ADJOURNMENT was declared at 6:42 p.m.

  
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John M. Mason, Secretary-Treasurer

APPROVED      April 15, 2002

  
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Chairman

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## **Substance Abuse Policy for the College of Southern Idaho**

**Purpose.** The College of Southern Idaho recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol and is committed to providing a drug-free and alcohol-free educational environment, which supports the mission of the college.

**Legal Provisions.** Under Idaho law, it is illegal for any person under 21 years of age to purchase or attempt to purchase or otherwise procure, possess, or consume beer, wine, or other alcoholic or intoxicating liquor. It is also illegal to sell, serve, give or furnish beer, wine, or other alcoholic or intoxicating liquor to a person under age specified above. It is also illegal for any underage person to falsify a driver's license or other identification document or for any person to permit his/her driver's license or any other identification document by and underage person to purchase alcoholic beverages. Because CSI campus is within Twin Falls City limits, city beverage ordinances, which conform closely to state law, also apply on the campus and are enforced by the city police.

State and federal laws also prohibit the use and/or possession of illegal drugs and drug paraphernalia. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana, and other controlled substances on College premise, at College activities, or while representing the College off college premises is absolutely prohibited.

**Policy.** Alcoholic beverages may not be possessed or consumed under any circumstances on CSI premises and at any CSI sponsored events held off campus. Possession and consumption of alcohol in the dorms is prohibited. Students who become intoxicated off campus and are involved in CSI sponsored events will be accountable to local law enforcement and fall under CSI's drug and alcohol policy. The use of illegal drugs is strictly prohibited for use anywhere on campus or off campus at CSI sponsored events

**College's Role.** CSI does not condone or remain indifferent to any act or conduct that impairs the pursuit or dissemination of knowledge or that may be judged to have a deleterious effect on the academic community. CSI's primary role in dealing with matters involving the use or potential use of drugs or alcohol by its students is that of prevention, counseling and education. Family members may be notified in the event the situation is warranted by the office of student information. The investigatory, prosecuting, and disciplinary roles relating to illegal drug and alcohol use are the responsibility of the college and law-enforcement authorities.

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In addition, the College has adopted and implemented an alcohol and other drug prevention program. As part of the federal regulations, the College is required to annually provide policy and prevention information to all students both new and prospective.

**For information regarding this policy, as well as the process that is involved when the drug and alcohol policy is violated you may contact the Student Information Office.**

**Policy Changes.** This policy is subject to change at any time, as the College's administration may deem necessary for the protection of person or property.

## Process for Violating the Drug and Alcohol Policy at The College of Southern Idaho

The following guidelines represent typical responses that will most likely occur when violations of CSI's substance abuse policy are made. Although each incident is considered on its own merit, prior judicial background or other behavioral incidents will be taken into consideration when decisions are rendered. In some situations, a first offense may result in a more serious response, given the nature of the incident. Students may take the two-hour drug education seminar even if they have not violated the drug and alcohol policy.

### **Level 1**

A level 1 offense is when a student violates the substance abuse policy. Student will be required to attend a two-hour drug education seminar. An example of this violation may include, but is not limited to: possession of alcohol under age or sustained presence in a room where other alcohol policy violations are taking place.

### **Level 2**

A level two offense is when a student violates the substance abuse policy for a second time or when a student's use of substances causes personal or academic consequences. Depending on the situation the student will attend the two-hour education seminar. Students will also be referred to counseling services, a 12-step program and a letter sent to their parents (if under the age of 21). Examples of this violation include, but are not limited to: possession of marijuana, drug paraphernalia, large quantities of alcohol, kegs or beer balls, or use in public or common areas, participation in drinking games, or a repeat of a level one offense.

### **Level 3**

A level three offense involves behavior that suggests the excessive consumption of alcohol or other drugs, or leads to an alcohol or other drug-related arrest. At this level, the student's family will be notified; the student will either be placed on temporary behavioral probation depending on the individual circumstances. This level of severity may require that the student receive a professional alcohol assessment. Examples of violations at this level might include, but are not limited to: third violation of policy, alcohol and other drug related hospitalization, arrest for false identification, DWAI/DUI while on campus or at any CSI sponsored event. NOTE: Students who are responsible for hosting or sponsoring drinking games, who procure kegs, or otherwise engage in sponsoring behavior, which is unsafe, by its nature are considered to be responsible for a level three offense.



#### **Level 4**

A level four offense is when substance use results in behavior that leads to potential or actual harm to self or others. The student will likely be suspended or separated from CSI and could face referral to the local law enforcement agency. Some examples might include, but are not limited to: growing, manufacturing, selling, or distributing illegal substances, selling or distributing prescribed medications, possessing cocaine, opioid's, or hallucinogens, fighting, sexual harassment/assault, verbal threats, while under the influence of alcohol or illegal drugs or more than three violations of the policy.

**Appeals Process.** CSI has established a committee composed of students, faculty, and staff to deliberate student appeals. The entire appeal process is focused on fairness and "due process" for students. The specific procedures are available in the Student Information Office.

**NOTE:** All discipline appeals must be formally submitted to the Director of Student Information no later than 10 working days after the discipline has been imposed.

#### **Failure to Comply:**

If students choose to not participate in the required activities relative to their violation of the drug and alcohol policy the student may be suspended from CSI.

## Letter and Policy

Students under the age of 21 are subject to the parent/guardian notification policy. The College of Southern Idaho reserves the right to apply this policy to students over 21 where circumstances are such that it is in the best interest of the student and college.

### Conditions under which parent/guardian will be notified:

1. As a rule, upon the finding of responsibility for the first alcohol or drug related offense. The student will be required to attend a 2-hour educational seminar.
2. Students, who violate level two, three or four of the substance abuse policy, are subject to parental notification in either written or verbal form, if they are under the age of 21.
3. Student affairs administrators reserve the right to exercise professional judgment and discretion in the application of this policy.
4. Draft of the Letter to be sent to Parent/Guardian:

#### Dear:

**As a result of our concern for your child's health, well-being, and success at College of Southern Idaho, I am writing to inform you that {insert name} was recently found responsible for a {number} violation of the College of Southern Idaho's policies related to the use, possession, or distribution of {Insert alcohol or drugs}. {Insert name} has been sanctioned appropriately in accordance with the college's Code of Conduct.**

**I encourage you to have a discussion with your child about this incident. We, at The College of Southern Idaho, are committed to developing a partnership with our students and their family members so that we can all work together to insure that in the future, inappropriate behavior will not take place.**

**If, after speaking with your child, you want additional information about this policy, you may contact me at (208) 733-{Insert appropriate phone ext.}. Information about our policies can be found in The College of Southern Idaho's student handbook, or at [www.csi.edu](http://www.csi.edu).**

Sincerely,

{Name}

{Dean of Students Department or Director of University Housing}

## Energy Conservation

The CSI Energy Committee has been formed as a source of suggestions and to provide guidance in a new energy conservation effort. A considerable amount of energy will always be required for us to operate the college. At the present, the yearly utility budget for CSI is approximately:

Electricity	\$511,000
Gas	\$ 72,000
Water	\$ 93,000

The objective of our conservation effort is to avoid wasting energy and water. The key word is waste!

The thought to keep in mind: If it is not needed, turn it off. Devices that are OFF use no energy.

Rule of thumb: The amount of heat a device emits is a good indicator of its energy consumption. The sensitivity of your hand is a good measuring tool.

Suggested Targets: I'll use a portable electric space heater as a reference since we are all familiar with them.

- Lighting:
  - Twelve typical two tube fluorescent fixtures equal the energy and heat of 1 typical space heater.
  - Twelve 100-watt incandescent light bulbs equal 1 space heater
  - Three Expo arena lights equal 2 space heaters
  - Three gym floor lights equal 2 space heaters
  - Are lobby and hallways over-lighted or turned on when not needed?
- Computer:
  - Seven typical computer CPU and monitors equal 1 space heater
    - \* Some have a reduced power "sleep" mode
    - \* Please review the attached memo about powering off computers.
- Copiers:
  - Two small copiers equal 1 space heater
    - \* Some have a reduced power "sleep" mode
- Flat, under desk heater:
  - Eight of them equal 1 space heater
    - \* These heaters can be beneficial but need to be anchored to prevent fires and they need to be turned off when not needed.
- Coffee pots
- Refrigerators
- Printers
- Space heaters
  - Space heaters shouldn't be needed. In fact, a space heater can actually force the heating system into a cooling mode by causing a false temperature at the thermostat. Please contact Don Buettner if there is a problem area in your building.

## Energy Conservation – Cont.

- All heat producing and hot water using kitchen equipment.
  - Is it only “on” when being used or it is left “on” as a convenience?
- Exhaust systems
  - Exhausted air needs to be replaced by air heated or cooled.
- Hot water use and temperature
  - A temperature of 105 degrees is comfortable for showers and hand washing for most people.
  - Is there a need for your building to have water warmer than 105 degrees?

Please note that during warm weather, the heat produced by all the above equipment, which we have paid for, must be paid for again to supply the energy used in cooling systems. We pay twice for any waste.

Can we increase the efficiency of the use of our facilities, including Burley and other outreach centers? Is it feasible to restrict use and/or try to group into fewer buildings or fewer areas within buildings during evenings, weekends, and holiday periods? Most of our buildings have many rooms heated and cooled by a central system. Even if only one room is scheduled, all rooms covered by that central system are conditioned including a percentage of outside air.

In some cases, one room scheduled on a Sunday or other normally off day could start a huge cooling compressor, which is sized to cool four large buildings.

The above are suggested as food for thought for you. We hope you provide ideas to expand them into action as well as to suggest other possibilities.

## What can be saved?

A similar conservation effort between 1975 and 1980 produced a steadily decreasing energy use during that period. The energy used in 1980 was 42% less than was used in 1974. We have been more energy conscious than previous to 1975 so I wouldn't expect the same opportunity for savings. I do expect that 10% and maybe even 20% is realistic if we are all willing to put forth the effort and attention.



**Randy Dill - Re: Fwd: cars drawing**

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**From:** "Rod Mathis" <Rmathis@tfid.org>  
**To:** <RDill@csi.edu>  
**Date:** 3/18/02 10:43 AM  
**Subject:** Re: Fwd: cars drawing  
**CC:** "Gary Young " <GYOUNG@tfid.org>, "Rod Mathis" <Rmathis@tfid.org>

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Randy;

The traffic counts (volumes) were as expected. In reviewing the counts I would make the following suggestions:

1. There needs to be a reduction in the conflict points between motorist. The first step to reduce the conflict points would be to eliminate the short street section between the two approaches maintaining the two other streets as two-way. Once this modification is completed there should be some follow up to determine how the traffic patterns have changed and improved.

2. Consider making the entrances one way. Make the east entrance northbound/entrance and the west entrance southbound/exit, both having two lanes or traffic with appropriate traffic markings. This change would be the most drastic and have the greatest influence on traffic patterns. One way traffic flow would reduce the motorist conflict points as well as provide an more orderly traffic flow in and out of the campus in these area. The short street section would also be eliminated under this proposal.

Several other proposals have been presented to CSI, my comments are based on the traffic counts and addressing the problems at the main entrance.

Dale has presented some design proposals for Falls Avenue and our office has provide him with our comments. Please check with him regarding his proposals.

Rod

>>> "Randy Dill" <RDill@csi.edu> 03/15/02 11:57AM >>>  
Rod - thanks for looking at it. Randy

