

COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

**December/January Board Meeting
January 27, 2002**

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

AGENDA

MINUTES: (A) *Mike Mason*

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

CERTIFICATE OF ELECTION: (A) *Mike Mason*

SWEARING IN OF TRUSTEE: (A) *Mike Mason*

BOARD REORGANIZATION: (A) *Mike Mason*

IOOA CHECKING ACCOUNT INCREASE: (A) *Mike Mason*

HEADSTART AGREEMENT RENEWAL: (A) *Mike Mason*

BID FOR RADIOGRAPHIC EQUIPMENT: (A) *Mike Mason*

VENDER CHANGE ON HERRETT TELESCOPE: (A) *Mike Mason*

STUDENT UNION BUILDING UPDATE: (I) *Mike Mason*

CURRENT ENROLLMENT UPDATE & ANALYSIS OF CLASSES: (I) *John Martin & Jerry Beck*

REPORT ON GOVERNOR'S RECOMMENDATION TO US: (I) *President Meyerhoeffer*

REPORT ON JFAC PRESENTATION: (I) *President Meyerhoeffer*

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

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 27, 2003

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

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

College Administration: Gerald Meyerhoeffler, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Executive Vice President - Chief
Academic Officer
Dr. Curtis Eaton, Vice President of Planning and
Development
Dr. DeVere Burton, Dean of Instruction
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
Karen Baumert, Public Information Director
Doug Maughan, Herrett Center/Public Information
Officer

CSI Employees: Kathy Deahl

Visitors: None

Faculty Representative: Jim Dawson

Times News: Robert Mayer

MINUTES OF THE REGULAR AND EXECUTIVE SESSIONS OF NOVEMBER 18,
2002, were approved as written on MOTION by Dr. Charles
Lehrman. Affirmative vote was unanimous.

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

BIDS:

1. The Board approved the bid for radiographic machinery in
the amount of \$86,776.63 from Turn-Key Medical, Incorporated
of Meridian, Idaho on MOTION by Dr. Charles Lehrman.
Affirmative vote was unanimous.

PRESIDENT'S REPORT:

1. The Board certified the November 5, 2002 trustee election results on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

As a result of the election, Dr. Thad Scholes was elected for another term on the Board.

2. Dr. Thad Scholes was sworn in as trustee for a six-year term.

3. The Board elected to maintain their current positions on the Board on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

The positions are as follows: LeRoy Craig, Chairman, Dr. Charles Lehrman, Vice Chairman, Donna Brizee, Clerk, Dr. Thad Scholes, Trustee, Bill Babcock, Trustee and John M. Mason, Secretary/Treasurer.

4. The Board approved increasing the reimbursable balance of the Idaho Area Office On Aging checking account from \$10,000 to \$20,000 on MOTION by Donna Brizee. Affirmative vote was unanimous

5. The Board approved the renewal of the Head Start Grantee Agreement on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

6. The Board approved changing the award for the Herrett Center telescope from Optical Mechanics Incorporated to DFM Engineering Incorporated on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

While the bids are very comparable in price and the actual product, Optical Mechanics could not provide us with a bid bond. We could not send progressive payments to the company without the bond.

7. Curtis Eaton advised the Board that the College of Southern Idaho Foundation was in the process of signing a memorandum of understanding with the City of Twin Falls concerning the proposed bike path through the Breckenridge Agricultural Endowment. The Board was supportive of the bike path project.

8. Dr. John Martin reviewed enrollment figures for the spring of 2003 with the Board. He noted that headcount would increase slightly but full time equivalents were up approximately 5%.

9. Dr. Jerry Beck and Dr. DeVere Burton reviewed academic and technical program enrollment figures and class loading by course. Most programs were fully loaded and showed increases in students as well as the number of sections offered.

10. The van usage policy was reviewed. Changes to the existing policy include a \$50 per use charge, a 65-mile per hour speed limit maximum and the definition of the local area. The existing van policy will be revised to reflect these changes.

The Board also discussed the hauling of athletic teams in vans. It was decided to continue with the existing policy but to periodically review it.

11. The President reviewed the governor's fiscal year 2004 budget recommendation for the College of Southern Idaho. He noted that the budget recognized our growth through the funding of enrollment workload adjustment.

The President also discussed the bonding of buildings by the Idaho State Building Authority.

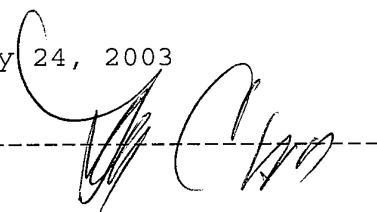
12. The President reviewed the Joint Finance Appropriations Committee presentation with the Board. He noted that we received several positive comments from legislators.

ADJOURNMENT was declared at 6:38p.m.



John M. Mason, Secretary-Treasurer

APPROVED February 24, 2003



Chairman



COLLEGE OF
SOUTHERN
IDAHO

December 10, 2002

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

From: Mike Mason

Re: 2002 Trustee Election

Twin Falls County Clerk Bob Fort and Jerome County
Clerk Cheryl Watts forwarded the following trustee election
results to us:

Dr. Thad Scholes

Twin Falls 14,982

Jerome 3,733

Total 18,715

Dr. Scholes ran unopposed on the ballot.

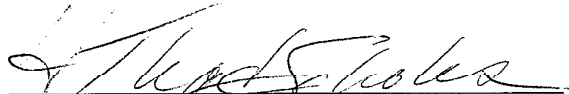
Upon certification of the above election results by
the College of Southern Idaho Board of Trustees, Dr.
Scholes is elected to a six-year term commencing January 1,
2003.



COLLEGE OF
SOUTHERN
IDAHO

COLLEGE OF SOUTHERN IDAHO
TRUSTEE'S OATH OF OFFICE

I do solemnly swear that I will support the Constitution of the United States and the Constitution and the laws of the State of Idaho; that I will faithfully discharge all the duties for the office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.


Trustee Signature

SUBSCRIBED AND SWORN to before me this 27th day of January, 2003.


Secretary/Treasurer



COLLEGE OF
SOUTHERN
IDAHO

January 21, 2003

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

From: Mike Mason

Re: Board Re-Organization

After each election we are required to re-organize the
Board. The current positions are as follows:

- LeRoy Craig, Chairman
- Dr. Charles Lehrman, Vice Chairman
- Donna Brizee, Clerk
- Dr. Thad Scholes, Trustee
- Bill Babcock, Trustee
- John M. Mason, Secretary/Treasurer



COLLEGE OF
SOUTHERN
IDAHO

January 14, 2003

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

From: Mike Mason

Re: Idaho Area Office On Aging

The Board has authorized a reimbursable balance of \$10,000 in the IOOA checking account. Due to growth in the program, the \$10,000 limit will not longer cover the monthly payments to participants in the Foster Grandparent and Senior Companion programs.

The checking account is reimbursed monthly buy the business office. Prior to reimbursement, documentation is provided to the business office. The bank reconciliation is also completed by the business office.

A letter from Maggi Seipel is attached for a more detailed explanation.

I respectfully request that the IOOA checking account maximum allowable balance be increased from \$10,000 to \$20,000.



**COLLEGE OF
SOUTHERN
IDAHO**

315 Falls Avenue
P.O. Box 1238
Twin Falls, Idaho 83303-1238
Phone (208) 736-2122 or (800) 574-8656
Fax 736-2126

OFFICE ON AGING

FOSTER GRANDPARENT AND SENIOR COMPANION PROGRAMS

MEMORANDUM

DATE: DECEMBER 17, 2002

TO: MR. MIKE MASON
DEAN OF FINANCE

RICHARD F. BOYD *RFB*
DIRECTOR, OFFICE ON AGING

FROM: MAGGI SEIPEL, PROGRAM DIRECTOR
FOSTER GRANDPARENT AND *Maggi Seipel*
SENIOR COMPANION PROGRAM

RE: MONTHLY PAYROLL EXPENSE

Foster Grandparents and Senior Companions are funded through the Corporation for National and Community Service. These participants are considered volunteers and work as Foster Grandparents with children or as Senior Companions with the elderly. They receive a federally protected, non-taxable "stipend" in lieu of a wage.

Historically, both Programs had a cap of 1,044 hours of service per grant cycle (12 months), with a cap of 20 hours per week on a yearly average. Beginning November 1, 2002, the cap of 20 hours per week was replaced by 40 hours per week. Many of our volunteers have taken advantage of the ability to extend their work schedule. This has increased our monthly payroll run dramatically. I believe our monthly payroll runs will continue to require between \$18,000 and \$20,000 during several months per grant cycle. The Foster Grandparent will always be much larger than the Senior Companion.

If I can provide you with any other information, I will certainly be glad to do so.

Thank you.



College of Southern Idaho
Head Start Grantee Agreement
January 26, 2003

The College of Southern Idaho agrees to serve as the grantee for the Twin Falls Headstart program for the three year period of July 1, 2001 through June 30, 2006. The College of Southern Idaho will be compensated 5% of total dollars expended through all grants and projects run by Head Start. The 5% will not be charged on in-kind matching funds or child care operations.

Head Start agrees to the following:


1. To maintain two staff members to provide fiscal assistance to the College of Southern Idaho. One of these staff members will specialize in the area of general ledger and payables and the other in payroll.
2. Be subject to College of Southern Idaho purchasing, travel, leave, benefit, hiring and general policies.
3. Recognize and be subject to the Board of Trustees, the President or his designee, as final authority on policy and administrative decisions.
4. Utilize the College of Southern Idaho's insurance company for all insurance needs.
5. Reimburse the College of Southern Idaho on a cost basis for vehicle, liability, personal property insurance and errors and omissions insurance.
6. Recognize that the College cannot incur any long term liability or be a guarantor on any long term debt held by any grantee. The College can approve the purchase and financing of property with federal funds that has a reversionary interest to the federal government.

The College of Southern Idaho agrees to the following:

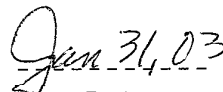
1. Provide all aspects of financial accounting and payroll. This includes timely financial reports, W-2's and 1099's.
2. Provide benefit administration and reporting through our payroll office. This includes vacation and sick leave with accruals at standard College rates. Comptime must also be accrued and tracked through the central system.
3. Provide the basic annual audit as part of the 5% charge. The College will not pay for special audits or investigations outside of the basic annual audit.
4. Provide purchasing assistance and allow participation in group contracts for goods and services.
5. Provide the standard College of Southern Idaho package of benefits to employees who work over 20 hours per week with the exception of the employee waiver. The employee waiver for Head Start will be limited to employees only who work in excess of 20 hours per week and are eligible for retirement and health insurance benefits.
6. In order to minimize unemployment costs, nine month Head Start employees will be paid over 12 months.

This agreement may be terminated by either party with 60 days notice.

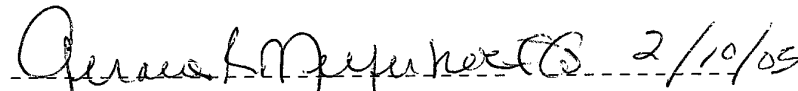
As evidenced by the signatures below, the above terms and conditions are agreed upon by both parties.



Donna Suhr
Director, Head Start



Date



Gerald R. Meyerhoeffer
President,
College of Southern Idaho

Date



January 22, 2003

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

From: Jeff Harmon *Jeff M Harmon*

Re: Radiographic Machinery

We received only one bid for the specified radiographic machinery. Based upon a review of the bid by Gr. Gary Lauer, I recommend we accept the sole bid of Turn-Key Medical, Inc. of Meridian, Idaho in the amount of \$86,776.63 for the radiographic machinery.

Funding for this purchase is from funds from Business plus II and Title III.



COLLEGE OF
SOUTHERN
IDAHO

January 21, 2003

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

From: Mike Mason

Re: Herrett Center Telescope

Last September the Board approved the purchase of a telescope from Optical Mechanics Incorporated in the amount of \$302,440. The terms of the bid involved sending fifty percent of the bid price to the company at the start of the contract and the remaining payments at designated project completion points.

We requested the company send us a bond in the amount of the project prior to making our first payment. I personally have worked with the company since October 22nd in an attempt to secure this bond.

From late December to early January, the Herrett Center staff continued to investigate telescopes made by a competing company called DFM Engineering Incorporated. DFM was familiar with bonding, had an acceptable telescope and the their telescope mount simplified the construction process.

On or about January 15th, OMI advised us they had a private investor who would back the project. With final construction design decisions to be made and the continuing uncertainty of OMI's ability to secure a bond, I elected to end our relationship with OMI. I felt we gave them every opportunity to secure a bond and they were unable to do so. OMI has informed me that they incurred significant costs on the project and expect to be compensated. I advised them that our relationship was over. We do not plan on paying them anything.

We have processed a purchase order in the amount of \$298,537.00 to DFM Engineering Incorporated for a similar telescope. The purchase order includes the price of a bond.

OMI was the only bidder for the initial advertised bid. With them unable to meet the bonding requirement and the construction project at a critical design stage, we proceeded to secure another vendor with a comparable product at a comparable price.

I believe we have handled this purchase both legally and in a manner that is in the best interest of the college.

Mike Mason - List of Donated Computers

From: Gary Baum
To: Mike Mason
Date: 12/10/2002 9:11 AM
Subject: List of Donated Computers

Mike,

Here is the list, on all of these, we also donated the monitor, keyboard, mice, power cords. To Head Start and South Central Community Action, we also donated sets of speakers. If you need any additional information, please let me know. Thanks

On 11-18-2002, Donated 10 - Pentium 200 or 233 systems to Teresa Carter at Head Start
On 11-20-2002, Donated 5 - Pentium 200 or 233 systems to Jim Fields at South Central Community Action
On 11-20-2002, Donated 10 ? - Pentium 200 or 233 systems to Gene Wisniewski at the Liberty Christian Academy in Jerome. Some of these systems 1-2 were to be used for parts.
On 11-21-2002, Donated 4 - Pentium 200 or 233 systems to Clint Carter at the LDS Training Center on Falls Ave

I have 4 systems set a side for the Boy Scouts, have called them several times, still waiting

Gary C. Baum
Helpdesk / Lab Coordinator
College of Southern Idaho
Canyon 103B
732-6314

Computer Components Donated to "Charity Anywhere" on 12-18-2002

132 – Monitors

122 – CPU's – a lot were for parts

13 – Hard Drives 3.0GB or Higher

31 – Hard Drives 1.0GB to < 3.0GB

10 – Hard Drives 200MB to < 1.0GB

7 – Hard Drives – Unknown Size

44 – Keyboards

2 – HP Portable Plus Laptops

2 – HP ScanJet scanners

2 Scanmaker II scanners

6 – IBM PPSII 2390 printers

2 – IBM ProPrinter II & II Printers

2 – HP QuietJet printers

2 – HP LaserJet II printers

1 – Epson FX850 Printer

1 – IBM Pro Graphic Printer

1 – Epson LQ-1050 Printer

1 – Epson Stylus 440 Printer

1 – Star NX1000 Printer

1 – Generic Printer