

COLLEGE OF SOUTHERN IDAHO  
JUNIOR COLLEGE DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 18, 1967

CALL TO ORDER

The Board of Trustees of the College of Southern Idaho Junior College District met in regular session on Monday, December 18, 1967 in the Conference Room of the Administrative Office.

Call to order was at 8:00 p. m. ; presiding was Chairman Eldon Evans; attending were Trustees Evans, Garrabrandt, Blastock, Shields and Coleman; President James L. Taylor, Attorney Robert Alexander, and Secretary-Treasurer Van Slyke.

MINUTES APPROVED:

Upon MOTION by Mr. Garrabrandt, seconded by Mr. Shields, the Board approved, as written, the Minutes of the Board Meetings of October 16, November 17, and November 21, 1967.

STUDENT TRANSFERS APPROVED

The requests of sixteen students for transfer to Boise College were considered by the Board and upon MOTION by Mr. Garrabrandt, seconded by Mr. Blastock, the Board of Trustees approved the sixteen transfers requested.

Mr. and Mrs. Frank J. Holesinsky drove over from Boise to appear in behalf of their request.

A list of the transfers requested is attached hereto.

GENERAL FUND PURCHASE OF TREASURY BILLS FROM CONSTRUCTION ACCOUNT APPROVED BY THE BOARD

Chairman Evans reported that to serve the dual purpose of providing cash to pay the current obligations of the Construction Account, and to invest temporarily surplus money in the General Fund, the General Fund had purchased \$100,000.00 in U. S. Treasury Bills due February 8, 1968, from the Construction Account for a net figure of \$99,221.67.

Upon MOTION by Mr. Coleman, seconded by Mr. Garrabrandt, the Board of Trustees formally approved the purchase of \$100,000.00 U. S. Treasury Bills by the General Fund from the Construction Account.

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## TRANSFER STUDENTS, SECOND SEMESTER 1967-68 SCHOOL YEAR

COUNTY	TRANSFER TO:
BLAINE COUNTY	
LaRell Patterson, Carey	Boise College
CASSIA COUNTY	
Carol Jean Hutchison, Burley	Boise College
ELMORE COUNTY	
Gail Larsen, Glens Ferry	Boise College
Carl Trail, King Hill	Boise College
GOODING COUNTY	
Barbara Adams, Hagerman	Boise College
Brad Fuqua, Gooding	Boise College
Dianna Richardson, Gooding	Boise College
JEROME COUNTY	
Robert C. Davis, Jerome	Boise College
LINCOLN COUNTY	
Janice Jauregui, Dietrich	Boise College
Randy McCowan, Dietrich	Boise College
Carol Jauregui Roberts, Dietrich	Boise College
MINIDOKA COUNTY	
Kenneth Kofoed, Rupert	Boise College
Charles F. Degler, Rupert	Boise College
TWIN FALLS COUNTY	
Frank J. Holesinsky, Buhl	Boise College
William R. Baxter, Buhl	Boise College
Faye Lancaster, Filer	Boise College

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#### TREASURER'S REPORT:

The November report of the Treasurer of the College of Southern Idaho Junior College District had been submitted by mail in printed form to the Trustees.

After briefly reviewing said report, a MOTION was made by Mr. Coleman, seconded by Mr. Blastock, that the November report of the Treasurer be approved and accepted.

Being put to a vote, the motion carried.

#### EXPENSE CLAIMS FOR NOVEMBER AND DECEMBER PAYROLL APPROVED FOR PAYMENT:

Upon MOTION by Mr. Garrabrandt, seconded by Mr. Shields, the Board of Trustees approved for payment: November bills totalling \$36,927.88, transfer of funds between bank accounts - \$1,222.70, December payroll - \$36,464.23 (net) or \$45,658.26 (gross).

#### PROPOSED REGISTERED NURSE PROGRAM

Dr. Taylor outlined the details for a Registered Nurse Program which can be included in the educational activities of the College. Hopefully this Program could be ready to start September 1, 1968. The first year cost has been estimated from \$34,500 to \$46,000; the local hospital will budget \$10,000 for its cost of such a program.

The difficulty in the matter is that the College will be going into its own campus facilities at the same time; the cost of the move will increase the M & O costs considerably, and would be compounded by the addition of the RN Program.

Board members were asked to do some individual inquiry among their respective constituents, regarding the Nursing Program.

Dr. Taylor will gather together more facts and figures, and perhaps a recommendation for the January meeting of the Board.

#### ACCREDITATION:

At the November 21, meeting of the Board of Trustees, a quite extensive review and discussion was had on excerpts from the Manual on Accreditation. A brief continuation ensued in this current meeting.

A MOTION was made by Mr. Garrabrandt, seconded by Mr. Blastock, that the Board of Trustees of the College of Southern Idaho Junior College District adopt the policies outlined in the self-study document including those outlined in the excerpt from the Manual on Accreditation which has been before the

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Board for study.

The Motion was put to a vote, and carried unanimously.

A copy of the "excerpt" is attached to these minutes.

#### NEW PERSONNEL APPROVED

Dr. Taylor presented, for Board approval, the following names for instructional or college-related employment:

David Van Houten, Basic Soil Science, 60 hours @ \$6.00 per hr.

Joseph Kuzara, Helena, Montana, to be employed by Jones-Fehlberg on a reimburseable basis at \$750.00 per month effective January 1, 1968, to serve as full time on-site inspector for the College of Southern Idaho Campus Development and Construction Project.

Upon MOTION by Mr. Blastock, seconded by Mr. Garrabrandt, the Board of Trustees approved the employment of David Van Houten and Joseph Kuzara, as recommended by Dr. Taylor.

(Note: Office of Education, District Engineer C. Dee Moore, has given written approval to the arrangement for Mr. Kuzara's employment, and his gross wages will be part of the approved eligible development costs for the project.)

#### CORRESPONDENCE

Dr. Taylor read a number of items of correspondence which would be of direct interest to the Board; included were:

1. Dee Moore's letter of December 1, 1967, regarding Joseph Kuzara.
2. F. C. Sheneberger, Secretary-Treasurer of the Frontier Riding Club letter of December 4, 1967, relative to improvements performed by the Club on Frontier Field.
3. U.S. Treasury Department, December 15, 1967, establishing tax exempt status of the College of Southern Idaho Junior College Scholarship Fund.
4. Jerome County Clerk, December 14, 1967, stating that the 1967 assessed valuation for College of Southern Idaho Junior College District in Jerome County is \$18,511,099.00, the tax charge to rolls is \$144,047.85.
5. Public Employee Retirement System report as of December 1, 1967, stating that for the second quarter 1967, the State of Idaho contributed \$5,874.00 to the College of Southern Idaho employee retirement, and will contribute \$46,171.00 over the next biennium.

## OVER VIEW

In order to be more effective in their respective roles The Board of Trustees and the President of the College of Southern Idaho have adopted the following guidelines that serve as a basic philosophy for the proper administration of the Junior College District.

## PROPER FUNCTIONS OF THE BOARD OF TRUSTEES

- A. These important principles should govern broadly the assumption of functions by the Board of Trustees.
1. The board is a legislative body, not an executive agency. It may delegate some of its legislative powers to the faculty or to other agencies. It should always delegate the application of its policies and should never try to perform executive acts.
  2. The board should recognize clearly the areas in which its members are personally competent and should always delegate authority over matters in which its members have no competence. This would imply, for example, that the board should delegate to the faculty the authority over the organization of the curriculum.
  3. The authority of the board resides only in the board as a whole. An individual member of the board, as such, has no authority whatever except as authority may have been specifically delegated to him.

B. External Functions

1. To represent the constituency and interpret social trends in terms of institutional policy.
2. To obtain funds for the operation and extension of the institution.
3. To bear the legal responsibility and authority for all aspects of the operation of the institution.

C. Internal Functions

1. To be responsible for final determination of institutional policies, or in some instances for the delegation of that authority to the faculty or other agencies.
2. To select the chief administrative officer or officers and in some cases to select board members. The selection of a president is the most important single act of a board of trustees.
3. To consider and either confirm or reject recommendations of its administrative officers and faculty. No initiative should lie with the board in these matters.
  - a. Establishes requirements for admission of a student and for the general organization of the work of the institution, subject to the recommendation of faculty and administrative officers.
  - b. Grant degrees to those recommended by the faculty.
  - c. Establishes scales of tuition and fees.
  - d. Approves and confirms appointments, conditions of service, ranks, remuneration, retirements, promotions, etc. For staff, legal contracts must be approved by the board.

- e. Approves plans for physical development of institutional plant.
- f. Adopts budget and revises it from time to time.
- g. Receives and examines reports of officers.

D. Functions of the President

1. To act as executive officer of the board of trustees, charged with putting into effect its policies and regulations.
2. To preside over meetings of the faculty.
3. To act as executive officer of the faculty charged with seeing that its policies and regulations are put into effect.
4. To bear responsibility to the board of trustees for the satisfactory government and administration of the college.
5. To be active in selecting a competent and harmonious teaching and administrative staff, and to recommend their employment to the trustees.
6. To make recommendations to the board of trustees on all matters pertaining to the promotion, demotion, and dismissal of members of the teaching and administrative staff.
7. To represent the institution to its constituency, to the general public, and in educational groups.
8. To prepare and carry out the annual budget for the operation of the college.
9. To make reports to the trustees, to the standardizing agencies, and to the constituency of the college.
10. To maintain amity and unity of purpose among all members of the teaching and instructional staff, the board of trustees and the college constituency.



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6. Blaine Curtis of Burley, November 11, 1967, complimenting College of Southern Idaho for its achievements, for Mr. Herschel Boydston's help at his cattle auction, and enclosing \$50.00 as a gift for the College.
7. December 13, letter from Sydney Duncombe, Associate Director Bureau of Public Affairs Research, University of Idaho, expressing appreciation for Mr. Charles Alban's work in organizing a recently held Institute for Mayors and Councilmen in Twin Falls.
8. News item telling of Mr. Bradley receiving a \$1,151.00 grant from the Twin Falls Association of Insurance Agents for a film library for the College of Southern Idaho Area Vocational School; also a \$200.00 contribution from the Twin Falls Rotary Club for the same purpose.

ARCHITECT ED JONES - FOGGED IN AT SALT LAKE CITY

Dr. Taylor reported that Mr. Ed Jones of Jones-Fehlberg Associates had planned to be present for this Board meeting, to make a report from his firm, but was unable to get to Twin Falls because of unfavorable flying conditions.

ATTORNEY ALEXANDER REPORTS REGARDING MINIDOKA COUNTY TUITION PROBLEM, AND SALES TAX ON STUDENT FEES

Mr. Alexander reviewed his finding to date on Minidoka County's reluctance to pay tuition for five students who had withdrawn from CSI too late for any refund. He indicated that we would need to get all the details of the relations between the students and CSI, before proceeding further toward a friendly suit if this is what it will take to get a determination.

Regarding the sales tax on student fees which are for student associations activities, this is an involved situation which will take more research to settle and may not be worth the effort. However, the matter is still under study, and Mr. Alexander will confer with the State Tax Commission.

BOARD ACTION RE: DATES FOR PAYMENT OF STUDENT TUITION AND FEES

As a result of Minidoka County tuition case, the Board felt it necessary to establish a more clear policy regarding payment of tuition and fees by students; the following action was taken:

Upon MOTION made by Mr. Garrabrandt, seconded by Mr. Blastock, the Board of Trustees of the College of Southern Idaho Junior College District ordered that students who desire to attend the College of Southern Idaho shall each pay \$5.00 (which is non-refundable) at the time of registration; and shall have paid the entire balance of their respective tuition and fees by the first day of classes each semester, or shall have made appropriate arrangements for payment with the Business Office of the College by said time; and if not paid or arrangements made by the fifth day of classes shall be dropped from class rolls.

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#### NEW BUSINESS

Accounting Machine: The matter of the purchase of an accounting machine for instructional and business office use was introduced. The cost of the equipment will be between \$4,400.00 and \$5,000.00 which includes the type-writer keyboard; request for bids has been given legal publication as required by law.

Because of the last day for submitting bids falls on December 20, after this meeting of the Board, the Board held decision pending bids and further investigation of the proposal.

#### VOCATIONAL REHABILITATION REFUNDS APPROVED

Mr. Gerald Meyerhoeffer, Counselor at the Vocational School, under date of December 18, 1967, approved the refund of unused Vocational Rehabilitation money belonging to the following: George Brisbin, \$43.00; Norman Phol, \$43.06; and Melvin Peterson, \$26.87. The College has received this money from Vocational Rehabilitation and refund has been approved by the Vocational Rehabilitation Agency.

Upon MOTION by Mr. Blastock, seconded by Mr. Shields, the Board approved the aforementioned refunds.

#### ALTERNATE SIGNATURE FOR CERTAIN BANK ACCOUNTS

The Treasurer drew attention to the fact that the College has three bank accounts with only one signature authorized for each of them, and that this is a rather questionable situation because of the frequency of use and the possibility of the one person not being available. The accounts are: Book Store Account, Student Associations Fund, and the Administrative Imprest Account; all are in the Twin Falls Bank and Trust Company. It was recommended that the alternate signatures be authorized by the Board.

Upon MOTION by Mr. Garrabrandt, seconded by Mr. Coleman, the following resolution was adopted by the Board of Trustees:

#### RESOLUTION

WHEREAS the College of Southern Idaho has by previous resolution of the Board of Trustees, established three bank accounts with single authorized signature in the Twin Falls Bank and Trust Co., Twin Falls, Idaho, these accounts being: Book Store Account, Student Associations Fund, and Administrative Imprest Account, and:

WHEREAS, it appears to the Board of Trustees after further consideration, that it is unwise for said accounts to be without alternate authorized signature;

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NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the College of Southern Idaho Junior College District does hereby authorize the signature of either Dr. James L. Taylor or Dr. Don L. Keith, as alternate signatures for each and all of the following bank accounts:

College of Southern Idaho  
Book Store Account

College of Southern Idaho  
Student Associations Fund

College of Southern Idaho  
Administrative Imprest Account

and that said Twin Falls Bank & Trust Co., Twin Falls, Idaho, be instructed to recognize the signatures of Dr. James L. Taylor, or Dr. Don L. Keith as authorized signatures on said accounts.

POSTAL SERVICE TO CAMPUS, XEROX - NEW MODEL

Trustee Coleman reported his discussion with the Twin Falls Postmaster regarding postal service to the College of Southern Idaho campus when the majority of student and college activities are concentrated on campus.

Mr. Coleman also told the Board about the comparative virtues of the new Xerox Model 720 as opposed to the old 914 which CSI has and which Parry, Robertson and Daly had until recently. He is favorable impressed with the 720.

ADJOURNMENT:

No further business appearing, the meeting was declared adjourned at 10:10 p.m.

Secretary H. W. Jan Slyke

Approval: January 15, 1968

Chairman Edwin V. Evans