

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES MEETING

FEBRUARY 27, 1995

PRESIDENT'S BOARD ROOM

5:30 p.m.

AGENDA

MINUTES

TREASURER'S REPORT:

Bids: Multi Media

Fiber Optic

Biology Lab Remodel Equip.

OLD AND NEW BUSINESS:

Alternative School: Joyce Houston

Legislative Update

Faculty Handbook: Jeff Fox

Update DPW Projects and other

**construction: Mike Mason & Dick
Sterling**

Appointment of Academic

Chairperson President: Jerry Beck

1995 Spring Semester Characteristics:

Ken Campbell

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
FEBRUARY 27, 1995

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

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman,
Donna Brizee, Dr. Thad Scholes and Bill Babcock

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Vice President of Instruction
Dr. Orval Bradley, Vocational Dean
Dr. Ken Campbell, Director of Institutional
Research
Graydon Stanley, Director of Student Information
Ron Shopbell, Director of Continuing Education
Dick Sterling, Physical Plant Director
Annette Jenkins, Public Information Director

Visitors: CSI Staff: Penny Glenn and Jeff Fox

Times News: Karen Tolkkinen

Visitors: Jim Davis, TOWER reporter, Joyce
Houston and Jane Reese

MINUTES OF THE EXECUTIVE SESSION OF FEBRUARY 11, 1995 AND
THE REGULAR SESSION OF JANUARY 17, 1995 were approved as
written on MOTION by Bill Babcock. Affirmative vote was
unanimous.

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

BIDS:

1. The Board approved the purchase of six multi-media
computers from Computer Depot in the amount of \$18,684 on
MOTION by Bill Babcock. Affirmative vote was unanimous.

Funding for this purchase is from the Fy 95 State of
Idaho Technology Grant.

2. The Board approved the purchase of fiber optic cable and
supplies from Anixter in the amount of \$34,197 on MOTION by
Dr. Thad Scholes. Affirmative vote was unanimous.

The purchase is funded by \$3,365 of REA grant money and
\$30,832 of the Computer Center general fund budgeted monies.

3. The Board approved the purchase of biology lab equipment from VWR Scientific in the amount of \$25,257.17 on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for the equipment will be from the Plant Facilities fund.

PRESIDENT'S REPORT:

1. Joyce Houston of the Twin Falls Alternative High School spoke to the Board concerning coordinated programs with the College. Ms. Houston advised the Board that they were looking for funding and a site for a new alternative school. Dr. Bradley reported that the College was working with the alternative school utilizing some Job Training Partnership Act funds and that this may be expanded in the future.

2. The President stated that our last accreditation report recommended that we continue work on our policies and procedures. Jeff Fox reported that he was working on a comprehensive faculty manual that drew information from all of our existing policies. Completion of the manual is scheduled for May of 1995. It is hoped the manual will be a dynamic instrument with faculty assuming the responsibility of keeping it updated.

3. Dr. Ken Campbell reported on student demographics for the spring semester. Among other items, he noted that:

- there was growth in part time students
- there was more rapid growth in younger students
- there was an increase in students from outside our eight county region

4. Mike Mason reviewed the status of current and proposed campus and Division of Public building projects. The Board directed Dick Sterling to investigate the cost of refurbishing versus building new tennis courts.

5. The President reviewed the job description of LaVar Steel, incoming President of the Department Heads.

6. The Magic Valley Youth Soccer Association submitted a hold harmless agreement for liability in order to use College grounds for soccer. The Board directed Mike Mason to contact our insurance carrier concerning our liability exposure in allowing this activity to continue.

7. The President advised the Board that our legislative appropriations for our academic and vocational programs will be coming up in the next few days. We are hopeful that we will be able to get the Governor's recommendation.

The President reported that the Burley Simplot project may not be funded this year.

The preventative maintenance request for the remodel of the Taylor library (\$325,000), Fine Arts Building roof (\$176,200), welding exhaust system (\$107,000) and parking lot repairs (\$97,100) is expected to be decided in the near future. We are hopeful of getting at least the Taylor building remodel and the Fine Arts Building roof.

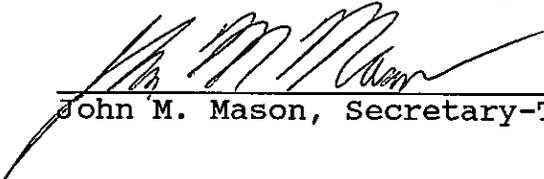
8. The President passed out a favorable article by Bill Hall of the Lewiston Tribune concerning the job Mike Glenn had done as interim president of Lewis-Clark State College.

9. The President advised the Board that the College was instrumental in getting Moore Business Forms to keep their Jerome plant open. Moore had identified nine issues that needed to be addressed for them to stay and the College was involved in seven of the issues.

10. Students from our marketing management group participated in statewide competition. Twenty-two of our students received awards.

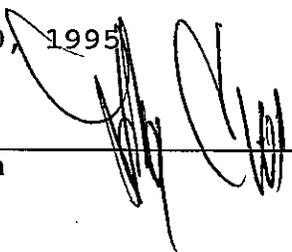
11. Dr. Fran Tanner was commended for the presentation of the play "The Glass Menagerie". Steve Irons and Joel Bate were also commended for their outstanding basketball seasons.

ADJOURNMENT was declared at 6:53 p.m.



John M. Mason, Secretary-Treasurer

APPROVED March 20, 1995



Chairman



COLLEGE OF
SOUTHERN
IDAHO

BUSINESS OFFICE

February 27, 1995

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 printed name.

Re: Six Multi-Media Computers

The attached page indicates the five bids we received for the specified multi-media computers. Based upon a review of the bids by Dr. Ken Campbell and the Multi-Media Committee, I recommend that we accept the low bid of Computer Depot in the amount of \$18,684.

Funding for this purchase is from the Fy 95 State of Idaho Technology Grant.

SUMMARY OF COMPUTER BIDS

Multi-Media

February 27, 1995

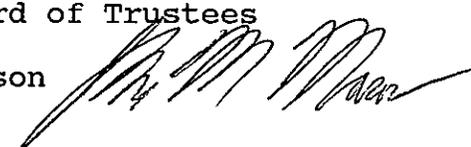
	Computer Depot	Computer Connection	Mist Technology	Gateway	Greenlight Consulting
Base System Price	\$1,975.00	\$1,997.00	\$2,465.00	\$2,660.00	\$2,673.00
includes: 16 MB RAM, 1 GB HDD, 14" color monitor, mouse, keyboard, etc.					
Upgrades:					
Pentium processor	\$588.00	\$769.00	\$675.00	\$575.00	\$645.00
Multi-Media					
Sound Blaster Card	\$170.00	\$212.00	\$260.00	\$99.00	\$202.80
CD-ROM -- quad	\$320.00	\$369.00	\$375.00	\$100.00	\$478.80
Network Card					
32-Bit	\$61.00	\$149.00	no info	\$146.00	\$299.00
Total per machine	\$3,114	\$3,496	\$3,775	\$3,580	\$4,299
Total 6 MultiMedia PCs	\$18,684.00	\$20,976.00	\$22,650.00	\$21,480.00	\$25,791.60



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

February 27, 1995

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

From: Mike Mason 

Re: Fiber Optic Cable Project

The fiber optic cable project involves the laying of fiber optic cable to the Taylor, Shields, Aspen, Canyon, Desert, Evergreen, Gym, Art Complex, Center for New Directions, Dormitory and New Library. A cable will also be laid to the southwest corner of the campus. The cable will be installed by our maintenance staff.

Over the next year we will be linking file servers in each building via the fiber optic cable. The end result will be a networked campus with faculty able to run our student degree audit program from their office computers.

We received two bids for the specified fiber optic cable and related supplies. The bids are as follows:

Graybar Electric	\$36,329
Anixter	\$34,197

Based upon a review of the bids by Dr. Ken Campbell, I recommend that we accept the low bid of Anixter in the amount of \$34,197.

\$3,365 of the purchase is funded from the REA grant and the remaining \$30,832 is from the Computer Center general fund budget.



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

February 27, 1995

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

From: Mike Mason

Re: Biology Lab Remodel Equipment

We received only one bid for the specified laboratory cabinets and exhaust system for the biology lab. Based upon a review of the bid by Dick Sterling, I recommend we accept the bid of VWR Scientific of Denver, Colorado in the amount of \$25,257.17.

The Biology Lab Remodel project was originally funded by \$36,300 of Critical Maintenance funds from the Division of Public Works. We shifted the \$36,300 allotted for this project to the Gym Remodel Project and elected to complete the Biology Lab Remodel project with our maintenance staff.

Funding for the Biology Lab Remodel project will now be from the Plant Facilities Fund.

MVYSA



MAGIC VALLEY YOUTH SOCCER ASSOCIATION

P.O. Box 2554
Twin Falls, ID 83303

Gerald R. Meyerhoeffer, President
College of Southern Idaho
315 Falls
Twin Falls ID 83301

Re: **HOLD HARMLESS AND INDEMNITY AGREEMENT**

Dear Mr. Meyerhoeffer:

This letter shall serve as notice from **Magic Valley Youth Soccer Association** that they shall hold the **College of Southern Idaho**, harmless, as well as indemnify said College, from any and all liability, loss, or damage, that the College might suffer as a result of claims, demands, costs, including attorney's fees, or judgments, or other actions against the College as the result of the **Magic Valley Youth Soccer Association** utilizing the soccer field located on the College's campus.

This indemnity is given as consideration for the College allowing the **Magic Valley Youth Soccer Association** to utilize the soccer field located on the campus, for both practice and play. All players within the Idaho Youth Soccer Association are covered by a medical insurance.

This Hold Harmless and Indemnity Agreement shall commence at the beginning of each season of play, and shall continue in full force and effect until the end of each season of play. It is specifically designed to be in effect, during authorized practice and play.

It is understood that if the College should receive any claim against it, it will notify, in writing, within thirty (30) days the **Magic Valley Youth Soccer Association** of the claim.

Very truly yours,

MARCUS G. GARCIA, President

MGG: c

**College of Southern Idaho
Position Description**

Job Title: President of Department Chairpersons
Incumbent:
Department: Instructional
Reports to: Vice President of Instruction

Curriculum Committee

Conduct a study and make recommendations in concert with the Vocational Dean and Director of Continuing Education for a campuswide curriculum committee that maintains an ongoing process of curriculum improvement, revision and development with optimum faculty, staff and student involvement.

Departmental and Personal Plans for Improvement

Provide direction for the formulation of short- and long-term departmental goals and objectives (Unit Plans for Improvement) as well as individual personal plans for improvement.

Budget

Make budgetary requests as they are reflected in departmental Plans for Improvement and personal Plans for Improvement.

Faculty Evaluations

Conduct faculty evaluations in accordance with CSI, State Board of Education and Northwest Commission on Colleges guidelines. Make recommendations to the Vice President of Instruction.

Other Assignments at the pleasure of the Vice President of Instruction

- Conduct academic departmental chairpersons meetings
- Meet weekly with Vice President of Instruction, Director of Continuing Education and Vocational Dean

FEBRUARY 24, 1995
BUILDING AND RENOVATION PROJECTS

1. LIBRARY - GROUND WORK STARTING AGAIN - SOME FILL AND COMPACTION ISSUES THAT SHOULD BE RESOLVED TODAY - COMPLETION DATE STILL DECEMBER 26, 1995 - *COLOR BOARD TOMORROW*

2. PLANETARIUM - TEMPORARY SETBACK IN RE-SETTING DUCTING, NO CHANGE IN SCHEDULE - ABOUT TWO WEEKS BEHIND BUT FEEL WE CAN MAKE UP BY END OF SCHEDULE - EXHIBIT AREA 3 WEEKS AHEAD OF SCHEDULE - SHEET ROCK THIS WEEK - GREEN ROOF ON PLANETARIUM THREE WEEKS

3. EXPO FRONT ENTRYWAY RENOVATION - DICK HAS SEVERAL CONCEPTUAL DESIGNS - MEETING WITH ARCHITECT DAVID SHURTLEFF OF DPW TO GO OVER CONCEPTS THIS WEEK

4. GYM ADDITION AND RENOVATION - DICK HAS CONCEPTS FOR RENOVATION - DAVE TURNER OF CTA GAVE US ESTIMATE ON ADDITION - ADDITION TO INCLUDE:

FOUR 20 x 40 RACQUETBALL COURTS

ONE 30 x 50 AEROBICS ROOM

ONE 50 x 50 MULTIPURPOSE ROOM

SEVERAL OFFICES AND A POSSIBLE CLASSROOM

- MEETING WITH ARCHITECT DAVID SHURTLEFF OF DPW TO GO OVER CONCEPTS THIS WEEK - WILL HAVE TO GO THROUGH DPW SELECTION PROCESS ON ARCHITECT

5. RE-ROOFING FINE ARTS BUILDING - ARCHITECTS DRAWINGS DUE TO DPW BY APRIL 15TH - SHOULD BE COMPLETED THIS SUMMER

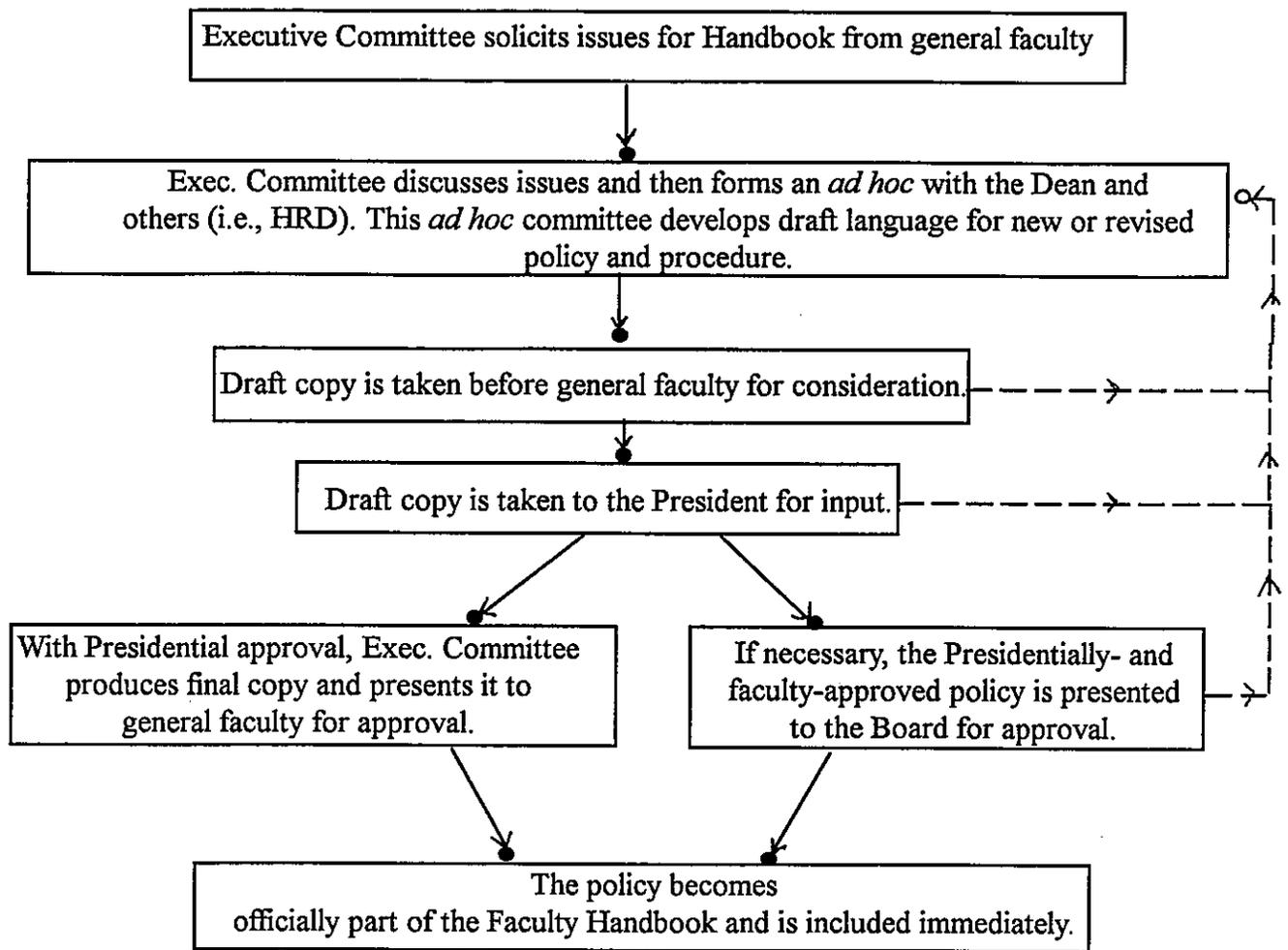
6. BIOLOGY LAB REMODEL IN SHIELDS - TO BE COMPLETED BY MAINTENANCE DEPARTMENT - EQUIPMENT AND PARTS ON ORDER - SUMMER COMPLETION

7. DRIVEWAY ASPHALT REPAIR - HAVE A CAMPUS OUTLINE SHOWING AREAS NEEDING ATTENTION - MANY LARGE AREAS NEED SEALCOATING - SOME DRAINAGE PROBLEMS NEED TO BE CORRECTED AND SEVERAL AREAS TOTALLY REPLACED - WE ARE MEETING DAVE SHURTLEFF OF DPW TO GO OVER THE PROCESS THIS WEEK

8. PAINT MIX ROOM ADDITION TO CANYON - DPW

9. ADA ELEVATORS IN SHIELDS AND TAYLOR - DPW PROJECT TO BE COMPLETED THIS SUMMER

10. ADA CSI MAINTENANCE DEPARTMENT PROJECTS FUNDED BY DPW - IN PROCESS



The Faculty Handbook will be a central source of reference for policies and procedures. While it may duplicate other documents, it will be in compliance with all other references and sources (i.e., Operations Manual, Employee Handbook, etc.). The Faculty Handbook will be maintained by the Faculty Senate Executive Committee, and every revision and adoption will be dated. The Executive Committee will establish a liaison with Human Resources Department and the library to make sure that the Handbook is current and that those offices are kept informed of any changes. The Faculty Senate Executive Committee accepts the charge to expedite this procedure, never allowing the Handbook to become an unused, out-of-date and thereby useless document.

Mike Glenn has warmed more than a chair at LCSC

As Lewis-Clark State College moves on toward its next president, don't neglect to notice that the guy who tended the store between presidents has shown a kindly understanding and a professional dexterity that will give the next administration a solid foundation to start from.

Lee Vickers saved and built that school, facing down many powerful threats during some dangerous and lean years. He deserves credit and thanks. But time wears on some of these relationships. And by the time Vickers left as president last spring, after so many years in office, some real and imagined troubles had developed between elements of the

administration and the faculty. There were hard feelings on campus. And it was not an administration known at its close for including faculty very much in the running of the place.

At that point, the Idaho Board of Education brought in Mike Glenn, part of the administration at the College of Southern Idaho in Twin Falls, to tend LCSC for a year while a search committee found a new president for the school — James Hottois, hired within the week.

Hottois looks like a good fit. He comes from a similar school in a similar community — Eastern Oregon State University at La

Grande, where he has been the provost and dean of academic affairs. And by every estimate, he is inclined to be more inclusive toward faculty and staff when it comes to running a school.

But nobody could be more open to one and all — faculty, staff and community — than Mike Glenn has been these past few months. He arrived on campus instantly recognizing that some healing was in order. He announced the he would be doing nothing grandiose because the campus needed a rest. And it did.

Since that time, Glenn has been more the Dutch uncle than the interim president. He

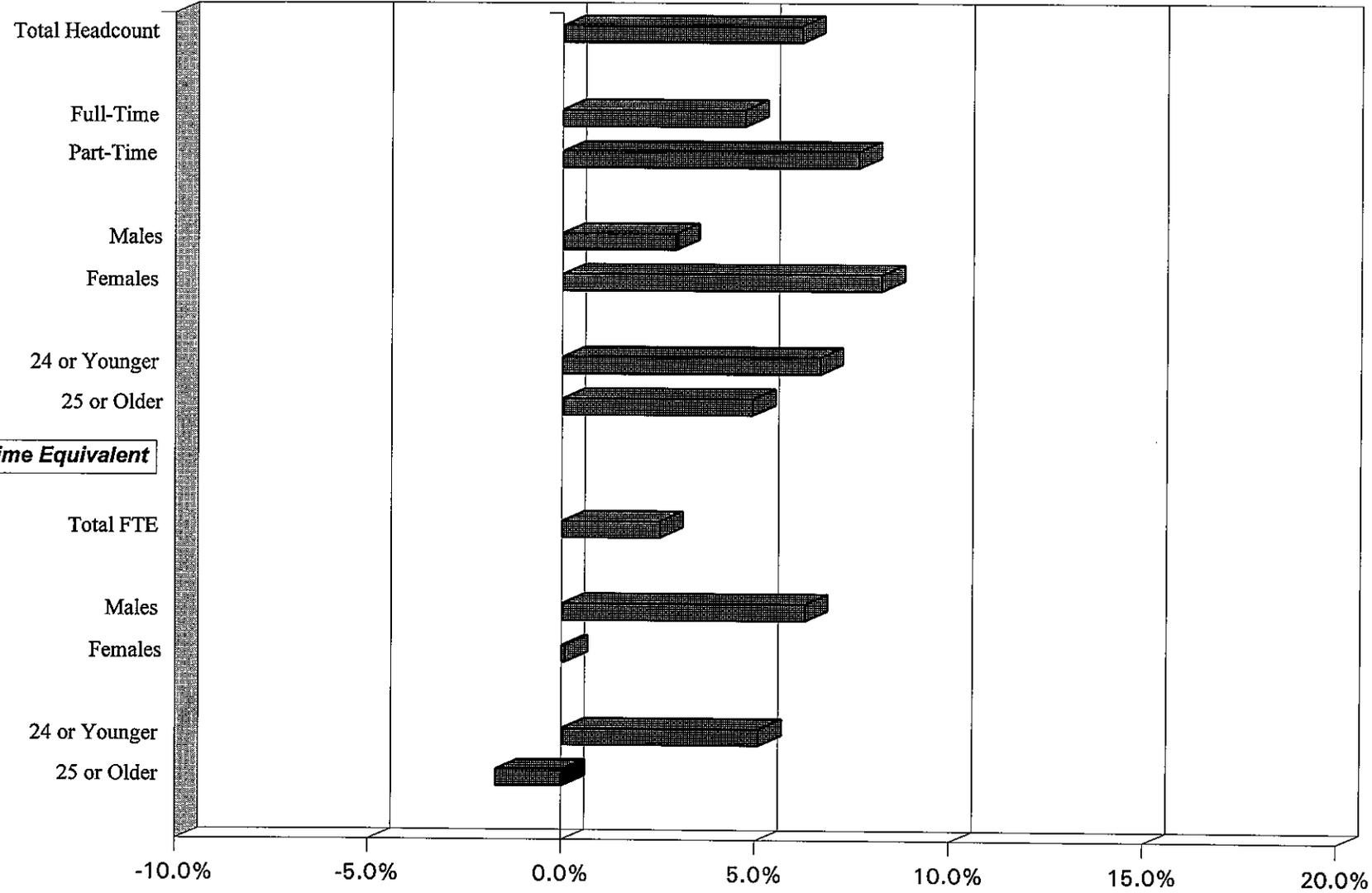
has been hand over hand on that campus for months now, encouraging people, swapping quips, telling fish stories, slapping backs, stroking egos — making everyone at LCSC feel useful and appreciated.

Mike Glenn is a sensitive and thoughtful man, a quick study in the art of the humane. In his brief time, he has gently put away the past and pointed the school toward its next adventure. The faculty, the staff and especially the new president — for whom he has warmed the campus as well as the chair — all owe Mike Glenn a debt of gratitude. What a good friend he has been to everyone in his brief time here. — B.H.

Credit Student Enrollment by Student Characteristics

Percent Change Spring '94 - Spring '95

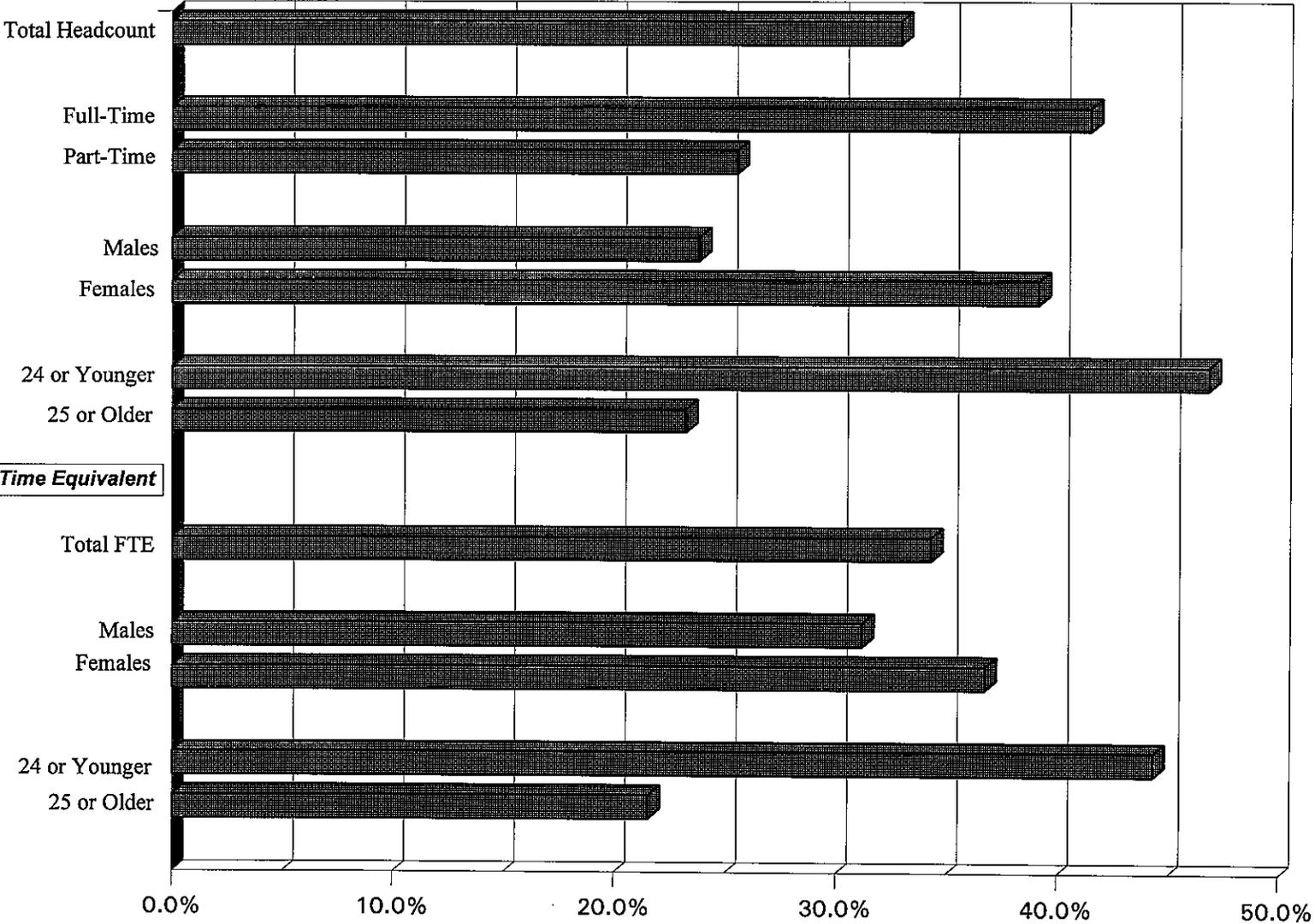
Headcount



Credit Student Enrollment by Student Characteristics

Headcount

Percent Change: Spring 1991 - Spring 1995



CSI Credit Student Headcount by Place of Residence: Spring 1991 - Spring 1995

	Spring 1991		Spring 1992		Spring 1993		Spring 1994		Spring 1995		Percent of Total Headcount S '91 - S '95	Percent Change	
	Head Count	% of S'91 Total	Head Count	% of S'92 Total	Head Count	% of S'93 Total	Head Count	% of S'94 Total	Head Count	% of S'95 Total		1994-95	1991-95
Twin Falls Co.	1485	46.3%	1697	48.3%	1743	47.8%	1863	46.4%	1805	42.4%	46.1%	-3.1%	21.5%
Jerome Co.	290	9.0%	365	10.4%	390	10.7%	402	10.0%	435	10.2%	10.1%	8.2%	50.0%
Cassia Co.	296	9.2%	296	8.4%	335	9.2%	368	9.2%	410	9.6%	9.2%	11.4%	38.5%
Minidoka Co.	267	8.3%	287	8.2%	292	8.0%	376	9.4%	422	9.9%	8.8%	12.2%	58.1%
Gooding Co.	245	7.6%	250	7.1%	250	6.9%	262	6.5%	262	6.2%	6.8%	0.0%	6.9%
Blaine Co.	128	4.0%	135	3.8%	127	3.5%	147	3.7%	174	4.1%	3.8%	18.4%	35.9%
Lincoln Co.	51	1.6%	59	1.7%	69	1.9%	70	1.7%	78	1.8%	1.8%	11.4%	52.9%
Camas Co.	5	0.2%	6	0.2%	6	0.2%	20	0.5%	31	0.7%	0.4%	55.0%	520.0%
Other Idaho	252	7.9%	224	6.4%	229	6.3%	257	6.4%	354	8.3%	7.1%	37.7%	40.5%
Other States	154	4.8%	150	4.3%	146	4.0%	188	4.7%	226	5.3%	4.6%	20.2%	46.8%
Foreign Countries	32	1.0%	41	1.2%	57	1.6%	59	1.5%	62	1.5%	1.3%	5.1%	93.8%
Total	3205	100.0%	3510	100.0%	3644	100.0%	4012	100.0%	4259	100.0%	100.0%	6.2%	32.9%

CSI Credit Student Characteristics -- Spring 1994 and Spring 1995

	TERM OF RECORD				TOTAL	
	SPRING '94		SPRING '95		Count	Col %
	Count	Col %	Count	Col %		
TOTAL NUMBER OF STUDENTS	4012	100.0%	4259	100.0%	8271	100.0%
INSTRUCTIONAL DIVISION						
Academic	3141	78.3%	3437	80.7%	6578	79.5%
Vocational	871	21.7%	822	19.3%	1693	20.5%
STUDENT ETHNICITY						
Alaskan/Native American	58	1.4%	62	1.5%	120	1.5%
Asian or Pacific Islander	52	1.3%	49	1.2%	101	1.2%
Black (Non-Hispanic)	20	.5%	25	.6%	45	.5%
White (Non-Hispanic)	3558	88.7%	3785	88.9%	7343	88.8%
Hispanic	208	5.2%	186	4.4%	394	4.8%
Non-Respondent/Missing Data	116	2.9%	152	3.6%	268	3.2%
STUDENT'S EDUCATIONAL LEVEL AT TERM OUTSET						
Completing High School	127	3.2%	132	3.1%	259	3.1%
Not a High School Graduate	117	2.9%	104	2.4%	221	2.7%
Completing GED/Equivalency	51	1.3%	44	1.0%	95	1.1%
High School Graduate	610	15.2%	619	14.5%	1229	14.9%
GED Grad or Equivalent	153	3.8%	137	3.2%	290	3.5%
Some College, No Degree	2286	57.0%	2415	56.7%	4701	56.8%
Associate Degree	239	6.0%	264	6.2%	503	6.1%
Bachelor's Degree or higher	291	7.3%	390	9.2%	681	8.2%
Missing Data	138	3.4%	154	3.6%	292	3.5%
MARITAL STATUS						
Single, Never Married	1607	40.1%	1793	42.1%	3400	41.1%
Married	1667	41.6%	1865	43.8%	3532	42.7%
Divorced/Separated	455	11.3%	475	11.2%	930	11.2%
Widow/Widower	76	1.9%	73	1.7%	149	1.8%
Missing Data	207	5.2%	53	1.2%	260	3.1%
STUDENT EMPLOYMENT STATUS						
Employed less than 35 hrs/wk	1283	32.0%	1340	31.5%	2623	31.7%
Employed more than 34 hrs/wk	1201	29.9%	1316	30.9%	2517	30.4%
Employed as homemaker	198	4.9%	186	4.4%	384	4.6%
Not employed, seeking work	488	12.2%	472	11.1%	960	11.6%
Not employed, not seeking work	644	16.1%	739	17.4%	1383	16.7%
Missing Data	198	4.9%	206	4.8%	404	4.9%
HOUSEHOLD STATUS						
Single Parent With Dependents	458	11.4%	471	11.1%	929	11.2%
Couple With Dependents	1271	31.7%	1332	31.3%	2603	31.5%
Without Dependents	1750	43.6%	1899	44.6%	3649	44.1%
Other	437	10.9%	498	11.7%	935	11.3%
Missing Data	96	2.4%	59	1.4%	155	1.9%

CSI Credit Student Characteristics -- Spring 1994 and Spring 1995

	TERM OF RECORD				TOTAL	
	SPRING '94		SPRING '95		Count	Col %
	Count	Col %	Count	Col %		
TOTAL NUMBER OF STUDENTS	4012	100.0%	4259	100.0%	8271	100.0%
NUMBER OF CHILDREN						
No Dependents	971	24.2%	1770	41.6%	2741	33.1%
1 Dependent	520	13.0%	558	13.1%	1078	13.0%
2 Dependents	605	15.1%	612	14.4%	1217	14.7%
3 Dependents	327	8.2%	354	8.3%	681	8.2%
4 or more Dependents	286	7.1%	314	7.4%	600	7.3%
Missing Data	1303	32.5%	651	15.3%	1954	23.6%
STUDENT ED OBJECTIVE FOR TERM						
Personal Enrichment	519	12.9%	592	13.9%	1111	13.4%
Get A Job	250	6.2%	205	4.8%	455	5.5%
Improve Skills For Current Job	468	11.7%	523	12.3%	991	12.0%
Get A Different Job	166	4.1%	161	3.8%	327	4.0%
Earn 1 Year Certificate	118	2.9%	121	2.8%	239	2.9%
Earn 2 Year Degree (No Transfer)	521	13.0%	536	12.6%	1057	12.8%
Transfer To 4 Year Without CSI Degree	347	8.6%	348	8.2%	695	8.4%
Transfer To 4 Year With CSI Degree	1297	32.3%	1432	33.6%	2729	33.0%
Other/Unsure	242	6.0%	296	6.9%	538	6.5%
Missing Data	84	2.1%	45	1.1%	129	1.6%
ESTIMATED TIME TO COMPLETE ED OBJECTIVE						
One Semester Or Less	280	7.0%	373	8.8%	653	7.9%
One Year	774	19.3%	821	19.3%	1595	19.3%
Three Semesters	350	8.7%	334	7.8%	684	8.3%
Two Years	604	15.1%	600	14.1%	1204	14.6%
Three Years	804	20.0%	805	18.9%	1609	19.5%
More Than Three Years	1092	27.2%	1260	29.6%	2352	28.4%
Missing Data	108	2.7%	66	1.5%	174	2.1%