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**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**

**OCTOBER 22, 2001**

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

**AGENDA**

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

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

**COMPUTER BID: (A) *Mike Mason***

**FY 2001 AUDIT: (I) *Mike Mason***

**INCREASE OF INVENTORY THRESHOLD: (I) *Mike Mason***

**TRANSFER OF \$1,009,000 FOR FINE ARTS ADDITION: (A) *Mike Mason***

**REVIEW CSI COMMITMENT TO NEW BUSINESS: (I) *President Meyerhoeffer and Jerry Beck***

**DISCUSSION OF POSSIBLE AREA REGIONAL TECHNICAL EDUCATION CENTER: (I)  
*DeVere Burton, Jerry Beck, and Terry Donicht***

**REVISION OF MILITARY & GUARD LEAVE: (A) *Barbara Knudson***

**MAJOR EMERGENCY GUIDELINES: (I) *Barbara Knudson***

**MAIL HANDLING PROCEDURES: (I) *Barbara Knudson***

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

**OLD BUSINESS**

**NEW BUSINESS**



COLLEGE OF  
SOUTHERN  
IDAHO

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES

EXECUTIVE SESSION

SATURDAY

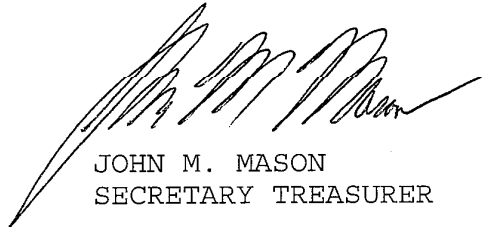
NOVEMBER 10, 2001

7:30 A.M.

TAYLOR BUILDING  
PRESIDENT'S BOARDROOM  
315 FALLS AVENUE  
TWIN FALLS, IDAHO 83301

THERE WILL BE AN EXECUTIVE SESSION HELD IN ACCORDANCE WITH IDAHO CODE 67-2345 (B) TO CONDUCT DELIBERATIONS CONCERNING PERSONNEL AND (C) TO CONDUCT DELIBERATIONS INVOLVING REAL PROPERTY. THE MEETING WILL BE HELD IN THE TAYLOR BUILDING BOARDROOM ON SATURDAY, NOVEMBER 10TH AT 7:30 A.M.

FOR FURTHER INFORMATION CONTACT MIKE MASON AT 208-733-9554 EXT 2203.



JOHN M. MASON  
SECRETARY TREASURER

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
OCTOBER 22, 2001

CALL TO ORDER: 5:30 p.m. PRESIDING: Dr. Charles Lehrman

ATTENDING: Trustees: Dr. Charles Lehrman, 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  
Jeff Duggan, Assistant to the President  
Randy Dill, Physical Plant Director

CSI Employees: Kathy Deahl and Henry Jones

Visitors: Wiley Dobbs, Terry Donicht, Vera Redman,  
and Del Traveller

Faculty Representative: Tim Miller

Times News: Julie Pence

MINUTES OF SEPTEMBER 17, 2001, were approved as written on  
MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's Report was approved on  
MOTION by Bill Babcock. Affirmative vote was unanimous.

BIDS:

1. The Board approved the low bid of Greener Valley  
Computer Store of Burley, Idaho in the amount of \$41,901.00  
for fifty-two computers in seventeen configurations on  
MOTION by Bill Babcock. Affirmative vote was unanimous.

The Board also approved the purchase of up to ten  
additional computers from the bid.

Funding for this purchase is from various departmental  
and grantee budgets.

PRESIDENT'S REPORT:

1. The Board approved the fiscal year 2001 audit on MOTION by Bill Babcock. Affirmative vote was unanimous.

2. The Board approved increasing the inventory-tracking threshold up to \$2,000 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

It was noted that the option to tag and track items costing less than \$2,000 was still an option the college could exercise.

3. The Board approved the transferring of \$1,009,000 from the General Fund balance to the Plant Facility Fund for the purpose of completing the Fine Arts Addition on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

4. The President reviewed the exchange contract with the Twin Falls School District for the 60-acre tract of land north of the college. He noted the contract stated that the college would provide land for a future technical education center for the Twin Falls School District.

Dr. Terry Donicht made a presentation concerning support by the community for a bond to fund the construction of a technical education center costing approximately \$6,500,000 on the college campus. He said that the building would be built to campus standards and at a location selected by the Board.

Dr. Lehrman noted that the location needed to be selected prior to the Twin Falls School District bond election. The President expressed concern about the speed of cars traveling on North College Road.

Randy Dill was asked to provide Dr. Donicht with a campus master plan.

The Board agreed to look at locations and to take the school district's request under advisement.

5. The President and Dr. Jerry Beck reviewed the college's role in bringing Dell Corporation to Twin Falls. Dr. Beck outlined the college's commitments along with the timetable and hiring process Dell is utilizing.

The Board thanked the President, Dr. Beck and the faculty for their role in this process.

6. Dr. Barbara Knudson presented the Board with revised military leave and leave for court required service policies. The Board approved the revised policies on MOTION by Bill Babcock. Affirmative vote was unanimous.

7. Dr. Knudson advised the Board that we are updating and revising our major emergency guidelines for the administration.

8. The President advised the Board of the following:

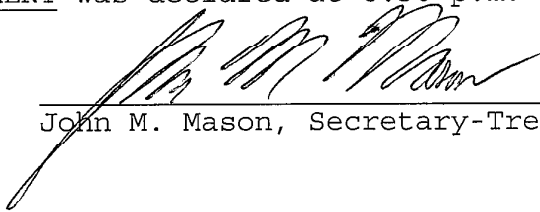
The Idaho State Board of Education meeting held on campus on October 18<sup>th</sup> was very positive for the college.

We were advised by the state that fiscal year 2003 was going to be a very tough year for us financially.


The current 2% holdback was permanent and that we needed to prepare for an additional 2 to 4% holdback later in the year if the economy continued to decline.

Our main objectives in difficult financial times will be employment security and maintaining quality in our educational services to students.

ADJOURNMENT was declared at 6:30 p.m.

  
\_\_\_\_\_  
John M. Mason, Secretary-Treasurer

APPROVED November 19, 2001

  
\_\_\_\_\_  
Chairman

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
PRESIDENT'S BOARDROOM  
EXECUTIVE SESSION  
NOVEMBER 10, 2001

CALL TO ORDER: 7:30 a.m.    PRESIDING: LeRoy Craig

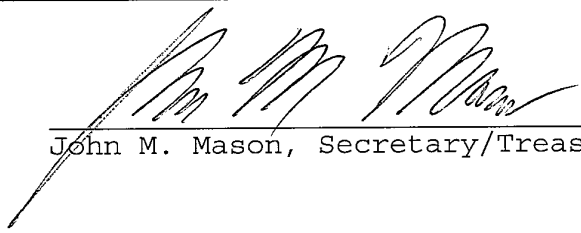
ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman, Dr.  
Thad Scholes, Donna Brizee and Bill Babcock

College Administration: Gerald Meyerhoeffer, President  
John M. Mason, Secretary/Treasurer  
Dr. Jerry Beck, Executive Vice  
President  
Curtis Eaton, Vice President of  
Planning and Development  
DeVere Burton, Dean of Instruction

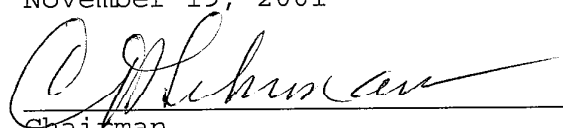
Visitors: None

The Board of Trustees entered into Executive Session in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel and (c) to conduct deliberations concerning real property on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

BOARD OF TRUSTEE ADJOURNMENT was declared at 10:04 a.m.

  
\_\_\_\_\_  
John M. Mason, Secretary/Treasurer

APPROVED November 19, 2001

  
\_\_\_\_\_  
Chairman



COLLEGE OF  
SOUTHERN  
IDAHO

October 18, 2001

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

From: Mike Mason

Re: Computer Bid

As the attached tabulation sheet indicates, we received five bids for the specified computers.

Based upon a review of the bids by Dr. Ken Campbell and Gary Baum, I recommend we accept the low bid of Greener Valley Computer Store of Burley, Idaho in the amount of \$41,901.00 for fifty-two computers in seventeen configurations.

We also request the Board approve additional purchases from this bid for up to ten more computers.

Twenty-four computers are going to the Refugee program, seven to the Counseling, five to the Academic Development Center, four to the Diesel program and three to the Business Office. The remaining nine computers are going to various programs throughout the campus. The second attached list indicates to whom the computers are being assigned.

Funding for the computer purchases are from budgeted departmental funds and grants.

## October 10, 2001 Computer Bid

Vendors	Greener Valley Computer Store	Connor Creek Computers	GHA Technologies	P C Open, Inc.	MicronPC.Com
<b>Base System Price</b>	\$700.00	\$719.00	\$755.00	\$759.00	\$900.00
<b>Base System (CPU , Kyb, Mse)</b>	\$600.00	\$595.00	\$646.00	\$619.00	\$783.81
<b>Base System (CPU Only)</b>	\$580.00	\$580.00	\$635.00	\$585.00	\$769.12
<b>Upgrades:</b>					
<b>Microprocessor</b>					
Pentium III - 933EB MHz	In Base	\$29.00	In Base	\$27.00	In Base
Pentium III - 1000EB GHz	\$40.00	\$59.00	\$54.00	\$60.00	\$892.00
<b>Additional Memory</b>					
128 MB SDRAM PC-133	\$20.00	\$23.00	\$15.00	\$13.50	\$17.00
256 MB SDRAM PC-133	\$40.00	\$35.00	\$26.00	\$24.00	\$33.00
<b>Hard Disk Storage</b>					
20GB 7200 RPM	W/D - In Base	W/D - In Base	W/D - \$12.00	IBM - \$13.00	* - \$17.00
30GB 5400 RPM	N/A	W/D - \$10.00	W/D - \$10.00	Samsung - \$7.00	N/A
30GB 7200 RPM	W/D - \$20.00	W/D - \$22.00	W/D - \$24.00	Maxtor - \$17.00	N/A
40GB 5400 RPM	N/A	W/D - \$19.00	W/D - \$21.00	Samsung - \$12.00	N/A
40GB 7200 RPM	W/D - \$35.00	W/D - \$40.00	W/D - \$38.00	IBM - \$25.00	* - \$46.00
60GB 5400 RPM	N/A	W/D - \$50.00	N/A	Samsung - \$30.00	N/A
60GB 7200 RPM	W/D - \$90.00	W/D - \$95.00	W/D - \$85.00	IBM - \$70.00	* - \$84.00
<b>Monitors</b>					
17" SVGA Color	Proview - \$35.00	Optiquist - \$40.00	Premio - \$137.00	* Aopen - In Base	Micron - \$39.00
19" SVGA Color	Proview - \$105.00	Optiquist - \$115.00	AOC - \$204.00	Aopen - \$139.00	Micron - \$113.00
<b>Graphics Adapters</b>					
AGP 128 Bit with 16MB	In Base	same as 32MB	Nvidia - \$8.00	Aopen - In Base	In Base
AGP 128 Bit with 32MB	Nvidia - \$19.00	ATI - \$20.00	Nvidia - \$13.00	Aopen - \$23.00	* Nvidia - \$36.00
<b>Keyboard</b>					
Microsoft Natural Elite	\$25.00	\$20.00	\$14.00	\$7.00	\$8.00
<b>Chassis</b>					
Full-Size Tower	\$155.00	\$55.00	\$30.00	\$55.00	\$29.00
Desktop Case 3 - 5 1/4" Ext	\$175.00	\$35.00	\$30.00	In Base	* - \$9.00
<b>Network Card</b>					
10/100 32 Bit NIC - D-Link	\$14.00	\$22.00	N/A	\$14.00	Intel - \$5.00
10/100 32 Bit NIC - 3COM	\$50.00	\$40.00	\$34.00	\$41.00	In Base
<b>Multi-Media</b>					
Sound Card - 32 Bit	CLSB - \$30.00	ESS - \$23.00	CLSB - \$22.00	Aopen - \$18.00	N/A
Sound Card - 64 Bit	CLSB - \$30.00	SB128 - \$35.00	CL - \$17.00	SBL - \$35.00	In Base
CD-ROM - 56X	Cyber - \$40.00	Acer - \$43.00	Acer - \$31.00	Aopen - \$32.00	* 52X - \$29.00
CD-RW 40x/16x/10x	Mitsumi - \$140.00	Acer - \$105.00	Sony - \$89.00	*Aopen - \$109.00	* - \$97.00
DVD-16xDVD/40x cdrom	LG - \$99.00	Pioneer - \$85.00	Pioneer - \$53.00	Aopen - \$86.00	* - \$67.00
Dual Speaker System	Kingwin - \$10.00	MM - \$9.00	Logitech - \$6.00	MS710 - \$16.00	ATL - \$11.00
3 Piece Speaker System	Kingwin - \$35.00	ATL - \$40.00	Yamaha - \$40.00	Aopen - \$27.00	ATL - \$29.00
Headphones	Labtec - \$22.00	LabTec - \$15.00	Sony - \$12.00	* Panas - \$20.00	Labtec - \$2.00
<b>Removable Storage</b>					
100 MB Internal Drive	Iomega - \$59.00	Panas - \$44.00	N/A	Panas - \$40.00	N/A
250 MB Internal Drive	Iomega - \$100.00	iomega - \$79.00	Iomega - \$84.00	Iomega - \$85.00	Iomega - \$74.00
<b>Modems</b>					
Internal 56K	3COM - \$65.00	3COM - \$53.00	USR - \$46.00	Aopen - \$27.00	Aztech - \$15.00
* = Refer to bid for additional information					



**Total System Costs for October 10, 2001 Computer Bid**

<b>Total Systems</b>	<b>Qty</b>	<b>Total Cost</b>
Systems 1-6	30	\$21,340.00
Systems 7-12	14	\$12,584.00
Systems 13-17	8	\$7,977.00
Total	52	\$41,901.00

**May 30, 2001 Computer Bid - Phase 1**

Vendors	Greener Valley	Qty	System 1	System 2	System 3	System 4	System 5	System 6
Base System Price (ATX)	\$700.00			\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
Base System (CPU Kyb, Mse)	\$600.00							
Base System (CPU Only)	\$580.00		\$580.00					
<b>Upgrades:</b>								
<b>Microprocessor</b>								
Pentium III - 1GHz EB Proc	\$40.00							
<b>Additional Memory</b>								
128MB SDRAM PC-133	\$20.00		\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
256MB SDRAM PC-133	\$40.00							\$40.00
<b>Hard Disk Storage</b>								
30.0 GB IDE Hard Disk Drive	\$20.00			\$20.00				
40.0 GB IDE Hard Disk Drive	\$35.00							
60.0 GB IDE Hard Disk Drive	\$90.00							
<b>Monitor</b>								
17" SVGA Color Monitor Z70	\$35.00			\$35.00				
19" SVGA Color Monitor Z90	\$105.00							
<b>Graphics Adapter</b>								
AGP 128-Bit w/32MB RAM	\$19.00						\$19.00	\$19.00
<b>Keyboard</b>								
MS Natural Elite Keyboard	\$25.00							
<b>Network Card</b>								
32-Bit D-Link 10/100 NIC	\$14.00		\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
32-Bit 3COM 10/100 NIC	\$50.00							
<b>Multi-Media</b>								
On-Board Sound	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sound Card - 128Bit	\$30.00		\$30.00					
56X CD-ROM Drive	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00		\$40.00
CD-RW - 40/16/10	\$140.00							
DVD 16x DVD / 40 X CD-ROM	\$99.00						\$99.00	
Basic Dual Speaker System	\$10.00			\$10.00				
3-Piece MM Speaker System	\$35.00							
Headphone w/Volume Control	\$22.00							
<b>Removable Drives</b>								
100MB Removable Drive	\$59.00					\$59.00		
250MB Removable Drive	\$100.00							
Modem	\$65.00							
Case: D = Desktop, T = Tower			T					
<b>TOTAL PER SYSTEM</b>			\$684.00	\$839.00	\$774.00	\$833.00	\$852.00	\$813.00
1. Ron Black 72-7200-5315	\$16,416.00	24	X					
2. Teresa Carter 73-7330-5315	\$839.00	1		X				
3. Jeff Fox 01-3350-5420	\$774.00	1			X			
4. Jeff Fox 01-3350-5420	\$833.00	1				X		
5. Jeff Fox 01-3870-5420	\$852.00	1					X	
6. Jeff Fox 01-3870-5420	\$1,626.00	2						X
<b>Total</b>	<b>\$21,340.00</b>	<b>30</b>						

**May 30, 2001 Computer Bid - Phase 1**

Vendors	Greener Valley	Qty	System 7	System 8	System 9	System 10	System 11	System 12
Base System Price (ATX)	\$700.00			\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
BaseSystem (CPU Kyb, Mse)	\$600.00							
BaseSystem (CPU Only)	\$580.00		\$580.00					
<b>Upgrades:</b>								
<b>Microprocessor</b>								
Pentium III - 1GHz EB Proc	\$40.00							\$40.00
<b>Additional Memory</b>								
128MB SDRAM PC-133	\$20.00		\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
256MB SDRAM PC-133	\$40.00							\$40.00
<b>Hard Disk Storage</b>								
30.0 GB IDE Hard Disk Drive	\$20.00					\$20.00	\$20.00	\$20.00
40.0 GB IDE Hard Disk Drive	\$35.00							
60.0 GB IDE Hard Disk Drive	\$90.00							
<b>Monitor</b>								
17" SVGA Color Monitor Z70	\$35.00			\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
19" SVGA Color Monitor Z90	\$105.00							
<b>Graphics Adapter</b>								
AGP 128-Bit w/32MB RAM	\$19.00		\$19.00					
<b>Keyboard</b>								
MS Natural Elite Keyboard	\$25.00			\$25.00				
<b>Network Card</b>								
32-Bit D-Link 10/100 NIC	\$14.00							
32-Bit 3COM 10/100 NIC	\$50.00		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<b>Multi-Media</b>								
On-Board Sound	\$0.00					\$0.00	\$0.00	\$0.00
Sound Card - 128Bit	\$30.00		\$30.00	\$30.00	\$30.00			
56X CD-ROM Drive	\$40.00			\$40.00		\$40.00	\$40.00	\$40.00
CD-RW - 40/16/10	\$140.00				\$140.00			
DVD 16x DVD / 40 X CD-ROM	\$99.00		\$99.00					
Basic Dual Speaker System	\$10.00			\$10.00	\$10.00			
3-Piece MM Speaker System	\$35.00							
Headphone w/Volume Control	\$22.00							
<b>Removable Drives</b>								
100MB Removable Drive	\$59.00						\$59.00	
250MB Removable Drive	\$100.00		\$100.00					
Modem	\$65.00							\$65.00
Case: D = Desktop, T = Tower								
<b>TOTAL PER SYSTEM</b>			\$898.00	\$910.00	\$985.00	\$865.00	\$924.00	\$990.00
7. Rick Snider 01-1800-5420	\$1,796.00	2	X					
8. Kim Prestwich 01-2029-5420	\$910.00	1		X				
9. Kim Prestwich 01-2029-5420	\$985.00	1			X			
10. Counseling 01-2020-5420	\$6,055.00	7				X		
11. Business Office 01-0010-5420	\$1,848.00	2					X	
12. Business Office 01-0010-5420	\$990.00	1						X
<b>Total</b>	<b>\$12,584.00</b>	<b>14</b>						

May 30, 2001 Computer Bid - Phase 1

Vendors	Greener Valley	Qty	System 13	System 14	System 15	System 16	System 17	System 18
Base System Price (ATX)	\$700.00		\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	
Base System (CPU Kyb, Mse)	\$600.00							
Base System (CPU Only)	\$580.00							
<b>Upgrades:</b>								
<b>Microprocessor</b>								
Pentium III - 1GHz EB Proc	\$40.00							
<b>Additional Memory</b>								
128MB SDRAM PC-133	\$20.00		\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
256MB SDRAM PC-133	\$40.00							
<b>Hard Disk Storage</b>								
30.0 GB IDE Hard Disk Drive	\$20.00			\$20.00		\$20.00	\$20.00	
40.0 GB IDE Hard Disk Drive	\$35.00		\$35.00		\$35.00			
60.0 GB IDE Hard Disk Drive	\$90.00							
<b>Monitor</b>								
17" SVGA Color Monitor Z70	\$35.00			\$35.00	\$35.00	\$35.00	\$35.00	
19" SVGA Color Monitor Z90	\$105.00		\$105.00					
<b>Graphics Adapter</b>								
AGP 128-Bit w/32MB RAM	\$19.00		\$19.00	\$19.00				
<b>Keyboard</b>								
MS Natural Elite Keyboard	\$25.00		\$25.00	\$25.00				
<b>Network Card</b>								
32-Bit D-Link 10/100 NIC	\$14.00			\$14.00		\$14.00		
32-Bit 3COM 10/100 NIC	\$50.00		\$50.00		\$50.00			
<b>Multi-Media</b>								
On-Board Sound	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	
Sound Card - 128Bit	\$30.00		\$30.00					
56X CD-ROM Drive	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	
CD-RW - 40/16/10	\$140.00		\$140.00		\$140.00			
DVD 16x DVD / 40 X CD-ROM	\$99.00			\$99.00				
Basic Dual Speaker System	\$10.00		\$10.00		\$10.00		\$10.00	
3-Piece MM Speaker System	\$35.00							
Headphone w/Volume Control	\$22.00							
<b>Removable Drives</b>								
100MB Removable Drive	\$59.00			\$59.00		\$59.00		
250MB Removable Drive	\$100.00		\$100.00		\$100.00		\$100.00	
Modem	\$65.00						\$65.00	
Case: D = Desktop, T = Tower								
<b>TOTAL PER SYSTEM</b>			\$1,274.00	\$1,031.00	\$1,130.00	\$888.00	\$990.00	
13. David Rodriguez 01-5150-5420	\$1,274.00	1	X					
14. Arvel McBride 01-5100-5420	\$1,031.00	1		X				
15. Rose Wood 01-5086-5420	\$1,130.00	1			X			
16. Jim Schlund 01-5300-5420	\$3,552.00	4				X		
17. Expo Center 91-9140-5420	\$990.00	1					X	
<b>Total</b>	<b>\$7,977.00</b>	<b>8</b>						

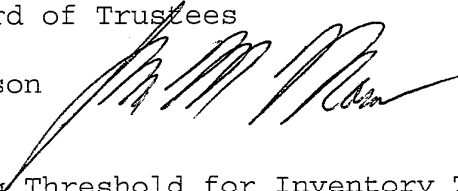


COLLEGE OF  
SOUTHERN  
IDAHO

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October 15, 2001

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

From: Mike Mason 

Re: Increasing Threshold for Inventory Tracking

The attached memo from the Department of Administration indicates that the State of Idaho increased their threshold for inventory tracking from \$300 to \$2,000 effective July 1, 2001. Our current CSI inventory thresholds are \$500 for general college purchases and \$300 for items purchased with technical funds.

We would like to adopt the State of Idaho inventory threshold of \$2,000. This would not preclude us from tracking selected items under \$2,000 but it would allow us to focus our inventory system on higher value items and reduce the number of items we are responsible for tracking.

If you have any questions, do not hesitate in contacting me.



# State of Idaho

## Department of Administration

650 West State Street (83702)  
P.O. Box 83720  
BOISE, ID 83720-0003  
Telephone (208) 332-1824 or FAX (208) 334-2307  
<http://www.state.id.us/adm>

**DIRK KEMPTHORNE**  
Governor  
**PAMELA I. AHRENS**  
Director

Mike  
Mason

from Jerry  
M.

July 13, 2001

**TO:** Department Directors, Agency Heads, Elected Officials, and  
College and University Presidents

**FROM:** Pamela I. Ahrens, Director  
Department of Administration

A handwritten signature in cursive script, appearing to read "Pam Ahrens", written over the printed name in the "FROM:" field.

**SUBJECT: Chattel Property Inventory Requirements**

Idaho Code section 67-5746 requires the Directors of all agencies to "develop and maintain an inventory system, meeting minimum requirements as set forth by the Department of Administration, for all personal property, which the agency owns or is responsible for." Further, the statute stipulates each agency director is responsible for conducting an inventory of personal property by March 1 of each fiscal year.

During FY 2001, the Department of Administration received a request from the Fiscal Policy Advisory Committee (FPAC) to increase the threshold for CPIS inventory tracking from \$300 to \$2,000. We have reviewed the request and believe that an increase in the threshold is warranted given inflation and the period of time the \$300 level has been in place.

Therefore, effective July 1, 2001, the inventory tracking threshold for future inventory reporting will be raised to \$2,000. This is to be considered the *minimum* requirement for inventory. Each agency is free to add additional functions or requirements that meet the agency's needs.

Should you have any questions, or require additional information, please feel free to contact Rick Thompson, Administrator of our Division of Internal Management Systems, at 332-1810, or at [rthomps@adm.state.id.us](mailto:rthomps@adm.state.id.us).

**Cc:** Dave Tolman, FPAC  
Steve Allison, FPAC

Policy and Procedure changes recommended 10/01 by Human Resources

Attached drafts for Military Leave and Leave for Court Required Services replaces the current policy as stated below, and incorporates policy as outlined by the State Board of Education.

#### 3.14.05 GUARD & JURY DUTY PAY

Those employees called to jury duty or who have a guard duty commitment have three options concerning payroll:

1. If they have accrued vacation time, they may use their vacation time.
2. They may turn over to the College pay they received for jury duty or guard duty and continue to receive their regular College pay.
3. They may keep the jury duty and guard duty pay and forfeit College pay for the period of absence.

10/17/01

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## **Military Leave**

Leave for the purpose of military service shall be in accordance with applicable state and federal law.

### Military Leave With Pay.

Employees who are members of the national guard or reservists in the armed forces of the United States who are directed by proper military authority to participate in ordered and authorized field training under the National Defense Act shall receive military leave with pay for a maximum fifteen (15) working days in any one (1) calendar year. Such leave is exclusive of vacation and sick leave and compensatory time off for overtime

An employee taking military leave with pay must send a copy of his/her orders to the Human Resource Office.

### Military Leave Without Pay.

Currently Federal law provides that employees who are drafted or enlist in the Armed Forces of the United States or who are called to active duty from the Reserves for extended periods (more than six months) be granted a leave without pay for a period of up to four years.

- Health plan coverage at the employee's request and expense for a limited period of time as described by insurance regulations;
- Retirement benefits and service credit in accord with the provisions of the applicable retirement system; and
- Other length-of-service credits related to employment that would have been granted had the employee not been absent, provided that the employee returns to College service at the conclusion of the leave in accordance with applicable Federal and State laws.

An employee whose employment is reasonably expected to continue indefinitely and who leaves his or her position either voluntarily or involuntarily in order to perform active military duty, has reemployment rights as defined in Idaho Subsection 135.05. The law also requires that employees who wish to return to the College after active duty be guaranteed the same or equivalent position with similar grade and benefits.

In order to be eligible for reinstatement an employee must:

- 1) Present a certificate of satisfactory completion of service;
- 2) Apply for reinstatement within 90 days of an honorable or general under honorable condition discharge from active duty, or within one year if hospitalized after discharge;



- 3) Have been employed in a position expected to continue indefinitely, and would not have been laid off if employment had not been interrupted by military service.

An employee shall be granted active military leave, provided that the employee gives advance verbal or written notice of the leave except when such notice is precluded by military necessity, impossibility, or unreasonableness. In the granting of such leave, the College may require verification of an employee's military orders.

10/17/01

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**Leave for Court Required Service**

An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency will be granted leave with pay and any jury or witness fees may be retained by the employee.

An employee must request annual leave or leave without compensation for appearing as a party in a non-job-related proceeding involving the employee or appearing as a plaintiff or complainant in a proceeding in which the College is a defendant or respondent.

An employee summoned for court and jury service shall notify his or her supervisor as soon as possible to obtain authorization for leave of absence.

## PROFESSIONAL/TECHNICAL CENTER

**B**ased upon the recommendations of the Long-Range Facility Study Committee, the district is exploring construction of a professional-technical center located on the campus of the College of Southern Idaho. This facility would help meet the needs of students who are not college bound by helping them obtain professional and technical certifications in a variety of areas. The potential partnership between the high school and

CSI would act as a regional draw for students in other school district to enter the program, while extending services to better meet the needs of both high school and CSI students. Professional collaboration between district and CSI staff, as well as the potential sharing of specialized equipment, would provide for a more seamless integration of services, allowing students to more easily advance throughout the training stages.

### PROGRAM ENROLLMENT

At full capacity, a professional/technical center could accommodate between 300-400 students for a portion of the day. Locating the center on the CSI campus would ease the student load at the high school, creating an opportunity to expand academic programs or move 9th graders to the high school (depending on enrollment trends). Although the facility would be primarily for the students in the Twin Falls District, students in neighboring districts or those enrolled in ARTEC programs would have access to the center, as well.

### PROPOSED SPECIFICATIONS

- Size: 50,000 - 60,000 sq. ft.
- Enrollment: 300-400 students, ½ day
- Location: CSI Campus
- Courses: Auto-diesel technology, drafting, electronics, computer networking and support, etc.
- Cost: \$6-7 million, based on construction estimates

### Tax Implications

By restructuring the district's current debt, passage of a new general obligation bond would not increase annual individual tax rates.



### PROPOSED TIMELINES

- November 2001: Finalize project  
Present plans to board /community  
Implement awareness campaign
- Feb-March 2002: Community Vote
- April 2002: Assuming passage, architectural plans drafted
- June 2002: Construction phase begins
- August 2003: Professional/Technical Center opens

Contact Information:  
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**A STUDY AMONG TWIN FALLS SCHOOL  
DISTRICT PATRONS LIKELY TO VOTE IN AN  
UPCOMING SCHOOL BOND ELECTION**

**THEIR ATTITUDES AND PERCEPTIONS REGARDING....**

- Support of a vocational/technical center
- Reasons for support/opposition
- General perceptions pertaining to the Twin Falls School District

**October 8, 2001**

**Greg Smith & Associates**

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## **EXECUTIVE SUMMARY**

**Attitudes and perceptions among Twin Falls School District patrons were surprisingly homogeneous:**

- That is, these attitudes/perceptions did not differ as much as we have seen in other studies with regards to such demographic variables as voting likelihood, satisfaction/dissatisfaction with the District, grade level of children in school, and gender.
- Among patrons likely to vote in a bond election, a vast majority say they would be very likely to vote.
- Generally, patrons are quite satisfied with the overall performance of the Twin Falls School District.
- Of those few respondents voicing dissatisfaction, a variety of reasons are given for that sentiment. By comparison, those satisfied mention either a good job performance overall or District teachers.
- Certainly the most positive finding of the study indicates that a vast majority of likely voters support the vocational and technical center concept.

## **BACKGROUND, PROJECT OBJECTIVES, METHODOLOGY**

The Twin Falls School District is well known and highly regarded for addressing the needs of its patrons and students. To this end, the District is exploring the feasibility of constructing a vocational/technical facility that would address the needs of students who perhaps might not pursue other higher educational options.

As a result, Greg Smith & Associates was asked to provide public opinion research for the District. The study was conducted September 19-20, 2001, with the following project objectives:

### **PROJECT OBJECTIVES:**

- 1) To assess the level of support among Twin Falls School District patrons for a vocational/technical center,
- 2) To determine the primary reasons for support/opposition,
- 3) To examine general perceptions pertaining to the Twin Falls School District.

Just over 400 randomly selected and statistically representative interviews among School District patrons were conducted, with the maximum statistical margin of error at a 95% confidence level at  $\pm 4.9\%$ .

## STUDY FINDINGS

**Among patrons likely to vote in a bond election, a vast majority say they would be very likely to vote.**

When likely Twin Falls School District patrons were asked, "If a bond election to improve school facilities in Twin Falls was held this week, would you be very likely, somewhat likely, or not very likely to vote in that election?", an impressive 81% said they would be *very likely* to vote, with only 19% saying that they would be *somewhat likely* to vote.

**Generally, patrons are quite satisfied with the overall performance of the Twin Falls School District.**

When patrons were asked, "Using a scale of 1 to 5, how satisfied are you overall with the job that the Twin Falls School District is doing? A one (1) means that you are very satisfied, while a five (5) means that you are very unsatisfied", a clear majority voiced satisfaction with the District. More specifically, 23% gave a "1" response (meaning very satisfied), with another 28% giving a "2" response – **meaning that roughly 50% of Twin Falls School District patrons are either very or somewhat satisfied with "the job that the Twin Falls School District is doing"**. Another 27% gave a neutral "3" response, with only 8% and 4% giving "4" and "5" responses, respectively. The remaining 11% of patrons either voiced miscellaneous responses or didn't know/refused to answer. (Percentages may not add exactly to 100% due to rounding.)

Even more encouraging, **those most likely to vote are slightly more supportive of the District**. Fifty three percent (53%) of *very likely* voters gave either "1" or "2" responses, compared to 46% of *somewhat likely* voters — a small and non-statistically significant difference, but indicative of the job the District is doing nonetheless.

**Of those few respondents voicing dissatisfaction, a variety of reasons are given for that sentiment. By comparison, those satisfied mentioned either a good job performance overall or District teachers.**

For example, almost 30% of the 52 respondents giving either a "4" or "5" response to satisfaction with the District gave miscellaneous answers, none of which are numerous enough to be pointed out individually. Responses relating to (1) teachers and (2) administrators were each mentioned by twelve percent of respondents.

On the other hand, 42% of those voicing satisfaction with the District voiced comments relating to the overall job that the District is doing, with another 25% specifically making comments about teachers. Twelve percent brought up curriculum/classes, with no other specific answer getting more than a few percentage points mentioned.

**Certainly the most positive finding of the study, a vast majority of likely voters support the vocational and technical center concept.**

Patrons who were *very likely* or *somewhat likely* to vote were read the following: "The Twin Falls School District is considering building a vocational and technical center on the College of Southern Idaho campus. The center could provide students with the opportunity to take courses such as electronics, Internet technology, and auto technology. The center would not increase current tax rates for individual taxpayers. Given this description, if an election was held today to fund this center, would you vote for or against the measure?"

In response, 85% of respondents stated they would vote in favor of funding the center, while only 6% said they would oppose funding for the center. Just over 8% gave responses in the categories of either not sure/not knowing or refusing to answer.

Of those who expressed *satisfaction* with the district, 92% said they would vote for a measure to fund the center. Only 3% say they would not, with the remaining 5% either not sure/not knowing or refusing to answer. Further, 63% of those voicing *dissatisfaction* with the Twin Falls School District said they would vote for funding of the center, while 85% of those who voiced a *neutral* response regarding district satisfaction stated that they would vote in support of the center.

Of those very few patrons not in support of the center, a variety of reasons were cited when asked the main reason for lack of support. These reasons included not having enough information, a school of its type already exists, and not knowing where the money would come from.

On the other hand, 45% of those in support voiced comments relating to the fact that the center would meet the needs of students not going to college, with another 28% saying or implying that the center would meet a need for the kinds of jobs for which the center would provide training.