
COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

January 28, 2002

5:30 p.m.
TAYLOR BUILDING
ROOM 258

AGENDA

MINUTES: (A) *Mike Mason*

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

ARTEC COMPUTER NUMERIC MANUFACTURING EQUIPMENT, SOFTWARE & TRAINING
PROPOSAL: (A) *Mike Mason*

ARTEC EDUCATIONAL CONSULTING SERVICES PROPOSAL: (A) *Mike Mason*

ENROLLMENT FIGURES: (I) *John Martin*

DELL COMPUTER UPDATE: (I) *Jerry Beck*

REVIEW OF CSI TRAFFIC & POSSIBLE OPTIONS: (I) *President Meyerhoeffer & Dale Riedesel*

REVIEW OF FINE ARTS AND STUDENT UNION BUILDINGS:
(I) *Mike Mason & President Meyerhoeffer*

HOLDBACKS & FY02-03 PROSPECTIVE BUDGET: (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 28, 2002

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

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman,
Donna Brizee 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
Randy Dill, Physical Plant Director
Ron Shopbell, Director of Dual Credit
Jeff Duggan, Assistant to the President
Karen Baumert, Public Information Director
Doug Maughan, Herrett Center/Public Information
Director

CSI Employees: Kathy Deahl and Henry Jones

Visitors: Dale Riedesel, Glenn Arrington and Tim
Hanifen

Faculty Representatives: Rosemary Fornshell, Jim Dawson
and Dr. Russ Tremayne

Times News: Robert Mayer

MINUTES OF THE REGULAR SESSION OF DECEMBER 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 Donna Brizee. Affirmative vote was unanimous.

Bids:

1. The Board approved the low bid of Idaho Instruments Incorporated of Twin Falls, Idaho in the amount of \$24,622.00 for the specified computer numeric control manufacturing equipment, software and training on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for this purchase is from the Albertson's ARTEC grant. The equipment will be located in Filer High School.

2. The Board approved the sole bid of the Career Academy Support Network of the University of California, Berkley, California for educational consulting in the amount of \$41,400.00 for fiscal year 2002 and \$82,400.00 for fiscal year 2003 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is form the Albertson's ARTEC grant.

PRESIDENT'S REPORT:

1. Dr. John Martin advised the Board that we were still experiencing double-digit increases in student headcount for the spring semester. A census count will not be complete until after the tenth day of classes.

Dr. Martin also reported that we had served over ten thousand students by the end of the fall term of 2001.

2. Dr. Jerry Beck updated the Board on the progress of Dell Computer's startup operation in Twin Falls. He stated that they were on schedule in both the hiring process and the building renovation.

LeRoy Craig asked Dr. Beck if Dell would have to come to Twin Falls without the involvement of the college. Dr. Beck advised the Board that the extensive involvement of a college was an expectation of Dell at their future expansion sites. Dell was very impressed with the College of Southern Idaho.

4. The President reviewed proposals to extend the fitness trail to Falls Avenue at two intersections. Children attending the Boys and Girls Club as well as the general public will use the extended trails.

Dale Riedesel reviewed options with the Board to improve safety at the main campus entrance on Falls Avenue.

4. (continued) - Randy Dill is working with Dale Riedesel to provide traffic counts so we have some data to base a proposal upon.

5. The President reviewed the fiscal year 2002 and fiscal year 2003 holdback data with the Board. He also briefed the Board on our presentation to the Joint Finance Appropriations Committee. He advised the Board that we would not make up the state holdback with an increase in our property tax levy.

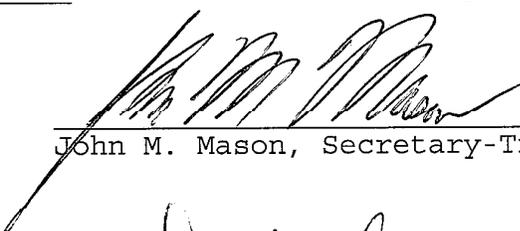
The President told the Board that we were considering raising our summer school tuition by seventy dollars. This increase would also be for the fall and spring terms next year.

The President also advised the Board that we were looking at changing the amount and the way we award Presidential scholarships so we can coordinate them with the Promise Scholarships.

6. Mike Mason and Glenn Arrington reviewed the design development plans for the new student union building. The President told the Board we were lacking in space for students and that this was the right thing to do. Glenn Arrington told the Board that our building would be the "crown jewel of student unions in the state".

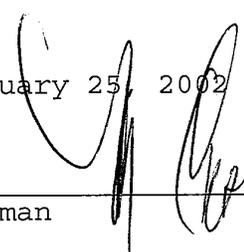
7. Mike Mason advised the Board that the Fine Arts Addition was still on hold. If state revenues come in as budgeted for the month of January, the state could release the building funds.

ADJOURNMENT was declared at 6:24 p.m.



John M. Mason, Secretary-Treasurer

APPROVED February 25, 2002



Chairman



COLLEGE OF
SOUTHERN
IDAHO

January 22, 2002

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

From: Mike Mason

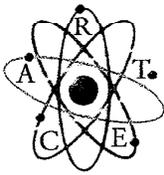
Re: ARTEC Computer Numeric Control Manufacturing Equipment

We properly advertised for the specified system and received two qualified proposals. The proposals are as follows:

Technical Training Systems	\$27,251.00
Idaho Instruments, Incorporated	\$24,622.00

The proposals were reviewed and evaluated ARTEC. Based the attached request from ARTEC Board of Directors, I recommend that we accept the low bid of Idaho Instrument, Incorporated of Twin Falls, Idaho in the amount of \$24,622.00 for the specified computer numeric control manufacturing equipment, software and training.

Funding for this purchase is from the ARTEC Albertson's grant. The equipment will be located in Filer High School.



REZ 1-16-02
[Signature]

ARTEC

ADVANCED REGIONAL TECHNICAL EDUCATION COALITION

Board of Directors
Eric Stiegers, President
Dennis Maughn, Secretary
Armand Eckert
Ken Edmunds
R. John Garner
Dr. Mike Glenn
Dr. Nick Hallett
Mike McBride
Ed White

20 School Districts College of Southern Idaho Business and Industry Partners

Blaine County Bliss Buhl Cassia County Castleford Dietrich Filer Glens Ferry Gooding Hagerman
Hansen Jerome Kimberly Minidoka County Murtaugh Richfield Shoshone Twin Falls Valley Wendell

January 9, 2002

College of Southern Idaho
Mike Mason
P.O. Box 2138
Twin Falls, ID 83303-1238

Dear Mr. Mason

ARTEC requested bid for Computer Numeric Control Manufacturing Equipment, Software and Training. Two bids were received, one from Technical Training Systems (\$27,251) and one from Idaho Instrument (\$24,622). After scoring the bids Idaho Instrument was chosen. The ARTEC board approved the bid for \$24,622. ARTEC is requesting the purchase of this equipment on January 9, 2002

Sincerely

Dave Sass



COLLEGE OF
SOUTHERN
IDAHO

January 22, 2002

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

From: Mike Mason

Re: ARTEC Educational Consulting Services

We properly advertised for specific educational consulting services that will allow school districts to effectively plan and implement professional technical academies and better prepare students for success in regional professional technical academies. We received only one response to the proposal.

The proposals were reviewed and evaluated ARTEC. Based the attached request from ARTEC Board of Directors, I recommend that we accept the sole bid of the Career Academy Support Network of the University of California, Berkley, California in the amount of \$41,400 for fiscal year 2002 and \$82,800 for fiscal year 2003.

Funding for this purchase is from the ARTEC Albertson's grant.



ADVANCED REGIONAL TECHNICAL EDUCATION COALITION

18 School Districts College of Southern Idaho Business and Industry

Blaine County Bliss Buhl Cassia County Castleford Filer Glens Ferry Gooding Hagerman Hansen
Jerome Kimberly Minidoka County Murtaugh Richfield Twin Falls Valley Wendell

OFFICERS: Eric Steigers, President Dennis Maughan, Secretary-Treasurer

DIRECTORS: Armand Eckert Ken Edmunds John Garner Mike Glenn Nick Hallett Mike McBride Ed White

January 23, 2002

Mike Mason
Vice President of Finance
College of Southern Idaho
315 Falls Avenue
Twin Falls, Idaho 83303-1238

Mike,

On January 9th, 2002, the ARTEC Board of Directors approved two proposals for funding:

1. Idaho Instruments, Inc. will provide CNC (Computer Numeric Controlled) manufacturing equipment and training to the West End Agriculture Technology Program at Filer High School in the amount of \$24,622. Students will learn how to design and manufacture various objects using state of the art CAD (Computer Assisted Drawing) and both a computer controlled mill and lathe.
2. The Career Academy Support Network (CASN) will provide coaching and technical assistance to ARTEC member school districts as they create student cohorts in high schools who take technical and academic classes together. The contract covers both the remainder of FY 2002 for the amount of \$41,400, and FY 2003 for the amount of \$82,800. An addendum to the contract provides for a review of services and costs to be conducted at the end of FY 2002, with ARTEC reserving the right to cancel FY 2003 at that time. Services will be billed monthly based on up to ten consultant days and up to two round trips to Idaho by specified consultants.

Based on ABOD's review and approval of these proposals, ARTEC requests approval for these purchases.

Respectfully,

David G. Sass
ARTEC Director

D R A F T

**REDUCTION IN FORCE (RIF) POLICY
EXEMPT AND NONEXEMPT EMPLOYEES (Added 12/01)**

The College of Southern Idaho highly values the contributions of employees and attempts to provide regular employment. However, in the event it becomes necessary for the College to reduce the work force because of economic conditions, reorganization, changes in needs or technologies, programmatic considerations, or other circumstances, this policy establishes procedures to ensure fair and equitable treatment. The decision to retain or separate an employee due to a reduction in force will follow from a fair and systematic consideration of the current and future needs of the College relative to the employee's skills, knowledge, performance and productivity. Length of service will be considered but may receive less weight in the determination, depending on the needs of the College. Consistent with the at-will employment practices and policy, nothing in this policy negates the College's right to terminate any employee for any reason or for no reason.

PURPOSE

This reduction in force procedure for employees provides equitable treatment for the layoff of employees when reduction in force becomes necessary. A reduction in force decision should be reached only after measures such as attrition or a hiring freeze on vacant positions, limits on purchasing and travel, and job sharing and work schedule alternatives have been considered.

A reduction in force (layoff) may take the form of elimination of jobs, reduction in percent effort, and/or reduction in salary. This policy is not to be used in the case where the employee is subject to termination for unacceptable conduct or performance problems and is currently on a performance improvement plan. It is important for units to manage unsatisfactory performance issues separately from the reduction in force process, although overall performance is a reduction in force consideration.

This policy applies to regular exempt and nonexempt employees working at least 20 hours a week. In addition, employees classified as instructional personnel, as defined in the Faculty Handbook, shall be subject to those pertinent sections within the faculty handbook. Administrative employees classified as Director or above are not covered under this policy and are subject to employment decisions made by the President and/or the Board of Trustees. Positions funded by sponsored funding, such as grants, are considered a type of term employment, conditioned upon specific funding and may have a defined end date and are not subject to this RIF policy.

Termination due to a reduction in force will be considered a final separation from that position at CSI. An employee who loses his/her position during a reduction in force will have no recall rights to the same or similar position. Human Resources will provide

assistance to place the affected employee elsewhere within the College, if a similar available position is vacant and if the employee is qualified for the position. Consistent with normal recruiting and staffing practices, affected employees will be considered for any openings, should they apply.

The College will ensure that there is full compliance with EEO commitments, laws, and College policy when implementing a reduction in force. Race, color, gender, age, religion, creed, national origin, marital status, Vietnam Era veteran status, disabled veteran status, or disability are never a consideration in identifying an employee for reduction in force.

REDUCTION IN FORCE COMMITTEE

The President and his Administrative Council will serve as the Reduction in Force (RIF) Committee. The committee will determine the work and positions that are affected. This committee will counsel departments on exploring alternatives to an imposed reduction in force, explain proper procedures for applying the reduction in force policy and recommend exceptions to this policy.

PROCEDURES

Determining Priorities for Reductions.

When a campus-wide reduction in force is ordered, the Reduction in Force Committee will designate in which departments or functions the reductions will occur. The President may elect to combine small offices, or include the entire campus in some classifications to allow more equity in the process. A reduction in force decision requires a thorough evaluation of the need for particular positions and the relative value of specific employees so that the College can continue to provide the highest level of service possible with a reduced work force.

When conditions necessitate a reduction in force, it will first be determined if the work functions or activities can be eliminated. If so, the job of the individual(s) performing the work functions or activities will be terminated and the individual may be separated from service at the College.

If work functions or activities cannot be eliminated, employees may be subject to reduction in force by job classification on the basis of current and future needs of the College and on the employee's skills, knowledge, performance and productivity, length of service (up to 10 years), and extenuating circumstances. However, when a reduction in force creates or elevates an operational need, an employee's unique qualifications or skills for the position(s) remaining after reduction will be considered.

The individual(s) making the determination shall prepare a written report that outlines the reasons supporting a reduction and the function(s) to be altered/eliminated. Before announcing or implementing an elimination of work or reduction in force that results in the termination of an employee, the affected area or department will review its written report, including position and classifications, names of employees to be terminated, reason for reduction in force and assessment of the reduction in force's impact on EEO

profile, including adverse impact analysis, with Human Resources. Written documentation relating to the identification of an employee for reduction in force must be retained for three years.

The President has final approval of all RIF plans.

RIF Notification

An administrator or supervisor, along with the Dean of Human Resources, will notify the employee as far in advance as possible, but an employee must be notified a minimum of two weeks prior to the termination date.

An employee who has received notice of a reduction in force may elect to leave the College prior to that date. For purposes of salary and record keeping, the date of departure will then become the termination date.

Affected employees who continue to work during the two-week notice period may be given time off for job counseling and job interviews. HR will assist in providing job search information and assistance to the affected employee.

Each employee terminated by a reduction in force will also receive written reduction in force notification. The notice must include separation dates, direction for obtaining benefit information, eligibility for unemployment insurance benefits and appeal rights.

Appeal

If an individual who has been notified of layoffs has reason to believe the action was not in accordance with this policy, he/she has ten (10) working days from the date of layoff notification to appeal the decision to Human Resources using the Grievance Process as outlined in the Employee Handbook.

BENEFITS

In accordance with College policy, an employee terminated because of a reduction in force will receive payment for accrued vacation. In addition, non-exempt employees will be eligible for paid compensation time.

No payment will be made for sick leave. Sick leave balance at the time of layoff will be restored if the employee is rehired by the College to a regular full time position within twelve (12) months.

All College benefits will be continued through the remainder of the calendar month in which the layoff occurs.

Health insurance coverage will be handled in accordance with College policies and all applicable laws. Medical, dental, and vision insurance plans may be continued in accordance with COBRA, which in general allows for coverage continuation for 18 months beyond the termination date at the expense of the employee.

Retirement plan benefits will be provided according to the terms of the retirement plans.

Employees terminated as a result of reduction in work force may be eligible for unemployment insurance benefits. Eligibility is determined by the applicable state agency, not the College.

A CSI employee who is receiving tuition benefits for the employee and/or spouse prior to the day of separation will continue to receive the benefit through the end of the semester in which the separation occurs. The College will honor an approved tuition benefit request for the staff member's dependents during the remainder of the academic year for which the student is currently enrolled.

Employees who leave the College in good standing will be eligible for rehire. Past performance will be considered when a former employee applies for rehire.

DRAFT