



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

July 20, 2015

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Taylor 277

AGENDA

CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – JUNE 15TH, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – JUNE 15TH, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

HEAD START/EARLY HEAD START REPORT: (A) *Mike Mason*

OPEN FORUM

UNFINISHED BUSINESS

CSI BOARD OF TRUSTEES SELF-EVALUATION REPORT: (I) *Chairman Kleinkopf*

~~LIBRARY CYM SEATING BID: (A) Mike Mason~~

NEW BUSINESS

GEOHERMAL LINE REPLACEMENT PROJECT BID: (A) *Mike Mason*

CSI BOARD OF TRUSTEES MEETING
[REDACTED]

[REDACTED]

(A) *Mike Mason*

5.

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

General Fund YTD Board

YEAR: 1415

Statement of Revenue and Expenses

Acct Month: 12

Tuesday, July 14, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

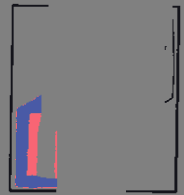
Revenue

& Fees

Expenditures

Rev/Expense Total	(\$2,461,513.54)	(\$1,521,570.11)	\$0.00	\$1,521,570.11	0.00%
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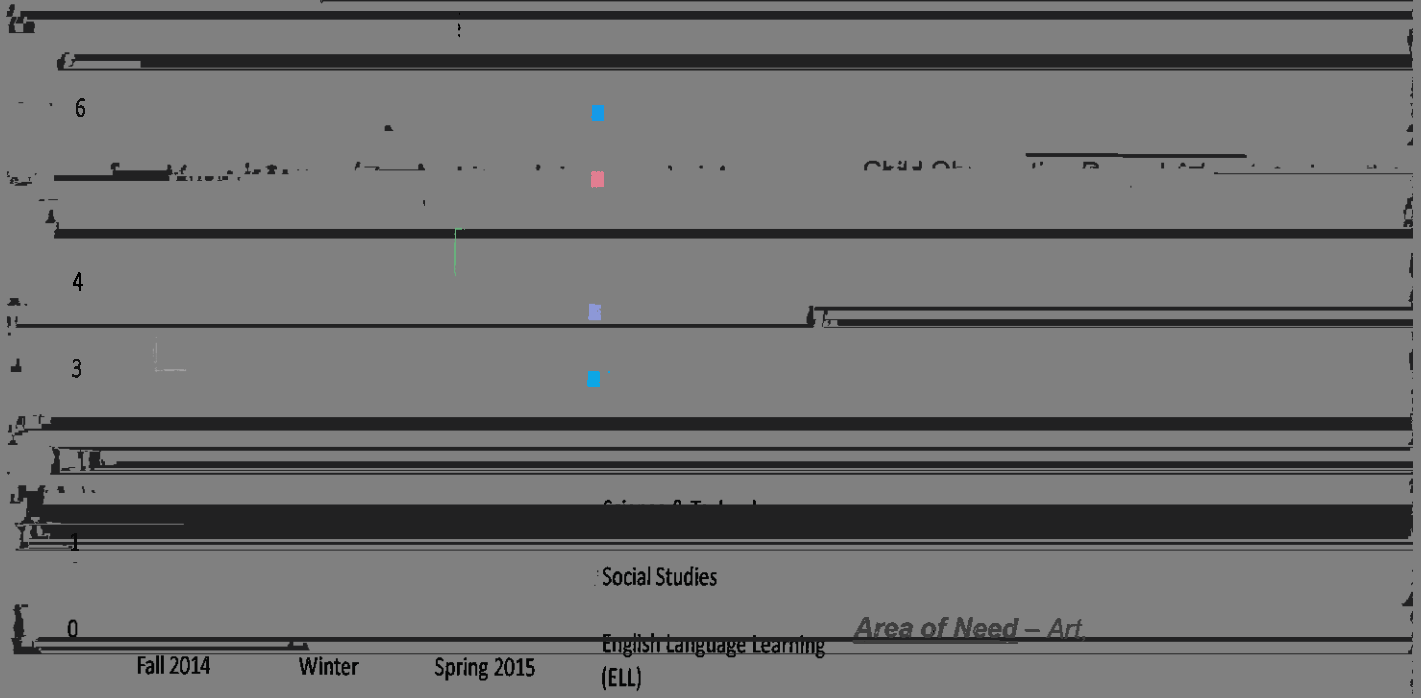
COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Program Baseline Summary

End of Year COR Advantage Outcomes

Report 2014-2015



Fall 2014

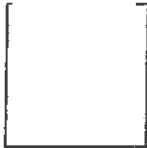
Winter

Spring 2015

Social Studies

English Language Learning (ELL)

Area of Need - Art



College of Southern Idaho Head Start/ Early Head Start



Enrollment

Early Head Start

82

Total

82 *

* Early Head Start services are provided year round including the summer months

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Program Options

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Program Participation for June

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Meals and Snacks

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Activities

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Head Start services are suspended for the summer months and will resume again in September. **will**

Program Options

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Financial Reports

AND START T/TA

January 1, 2015 - December 31, 2015

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO HEAD START

MONTH: JUNE 2015

PLAY	BALANCE	PROJECTED	ACTUAL
		%	%
97.69	\$ 24,436.31	50.0%	26.7%
43.09	\$ 3,574.91	50.0%	13.2%
92.32	\$ 6,734.68	50.0%	59.3%
33.10	\$ 34,745.90	50.0%	35.6%
33.10	\$ 34,745.90	50.0%	35.6%

MONTHLY FINANCIAL REPORT
 COLLEGE OF SOUTHERN IDAHO EARLY HEAD START

Y 1, 2015 - December 31, 2015

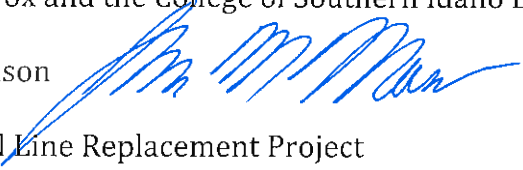
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
A TRAVEL	\$ 13,585.00	\$ 1,320.72	\$ 3,969.87	\$ 9,615.13	50.0%	29.2%
PLIES						
Supplies	\$ 1,424.00	\$ -	\$ -	\$ 1,424.00	50.0%	0.0%
ER						
ing	\$ 4,000.00	\$ -				
T COSTS	\$ 7,489.00	\$ 1,451.19	\$ 3,181.74	\$ 4,307.26	50.0%	42.5%
	\$ 26,498.00	\$ 2,771.91	\$ 7,151.61	\$ 19,346.39	50.0%	27.0%
AL	\$ 26,498.00	\$ 2,771.91	\$ 7,151.61	\$ 19,346.39	50.0%	27.0%
DED	\$ 6,625.00					
ERATED	\$ 1,150.00					
ORT)/LONG	\$ (5,475.00)					

[REDACTED]

July 9, 2015

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

From: Mike Mason



Re: Geothermal Line Replacement Project

We are experiencing deterioration in this section of our geothermal water

[REDACTED]

[REDACTED]

[REDACTED]



July 9, 2015

[REDACTED]

Re: High Fidelity Adult Patient Simulator

We received only one bid for the specified simulator system. The system was required to be compatible with our existing Laerdal simulators.

Laerdal Medical Corporation	\$45,545.62
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Based upon a review of the bids by Melissa Emerick, Patient Simulation Lab Coordinator, I recommend that we accept the sole bid of Laerdal Medical Corporation of Wanningers Falls, New York in the amount of \$45,545.62.

State



July 8, 2015

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason'.

Re: Rodeo Program Horse Barn

The College of Southern Idaho Rodeo program is requesting permission to construct a

[REDACTED]



111



112



113

114



115

116



117



118

119



120



July 9, 2015

To: [Redacted]
[Redacted]
[Redacted]

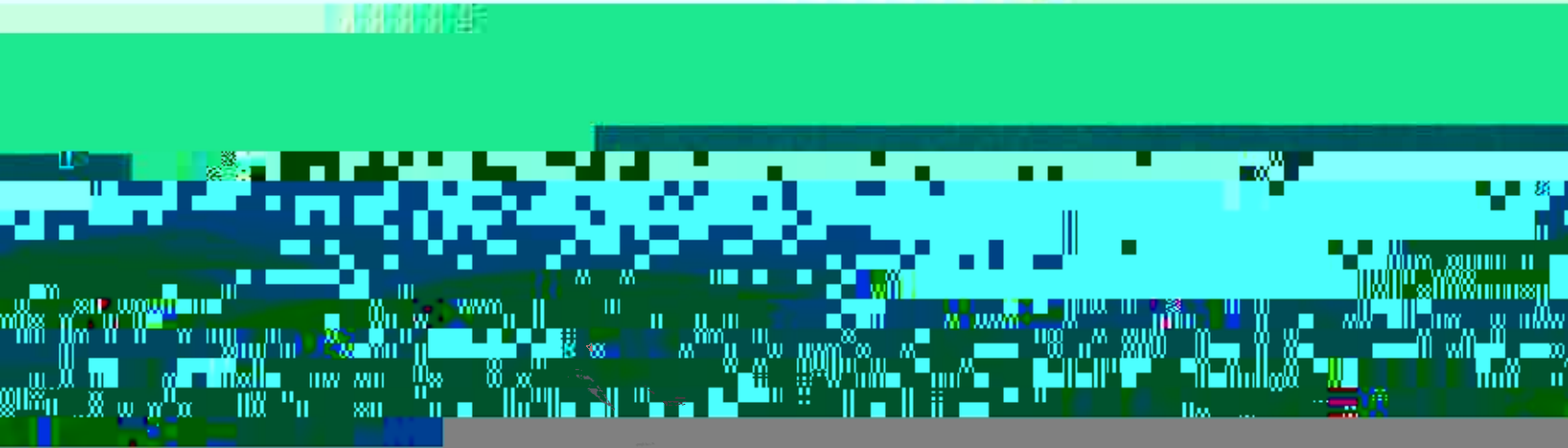
Re:

[Redacted] a

[Redacted]
[Redacted]
[Redacted]

From: Mike Mason

Architectural and Engineering Services Request for Proposals



**HERRETT CENTER FOR ARTS AND SCIENCE
INSTITUTIONAL PLAN**

2015-2020



Introduction

The "2015-2020 Herrett Center for Arts and Science Institutional Plan" was developed within the framework of the CSI Institutional Strategic Plan, and outlines the Herrett Center's overall direction and key priorities.

The Herrett Center's Institutional Plan will serve as a roadmap for the Herrett Center over the next few years. The plan will have to be revisited periodically to ensure that it continues to meet the needs of the Herrett Center and the College.

Through the adoption of this plan, Herrett staff members reaffirm their commitment to providing innovative, efficient and effective educational services to the elementary and secondary

Magic Valley

The name "Magic Valley" is a reference to the construction of Milner and Minidoka Dams and a series of irrigation canal systems (such as the Gooding Milner canal) on the Snake River during the first

Twin Falls

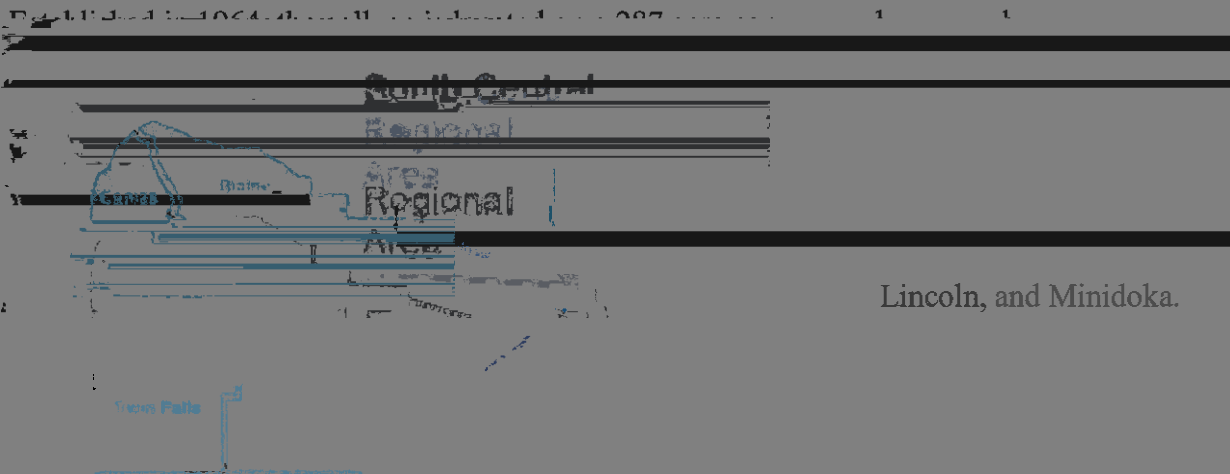
work.

2014	2015	2016	2017	2018	2019	2020
1.7%						

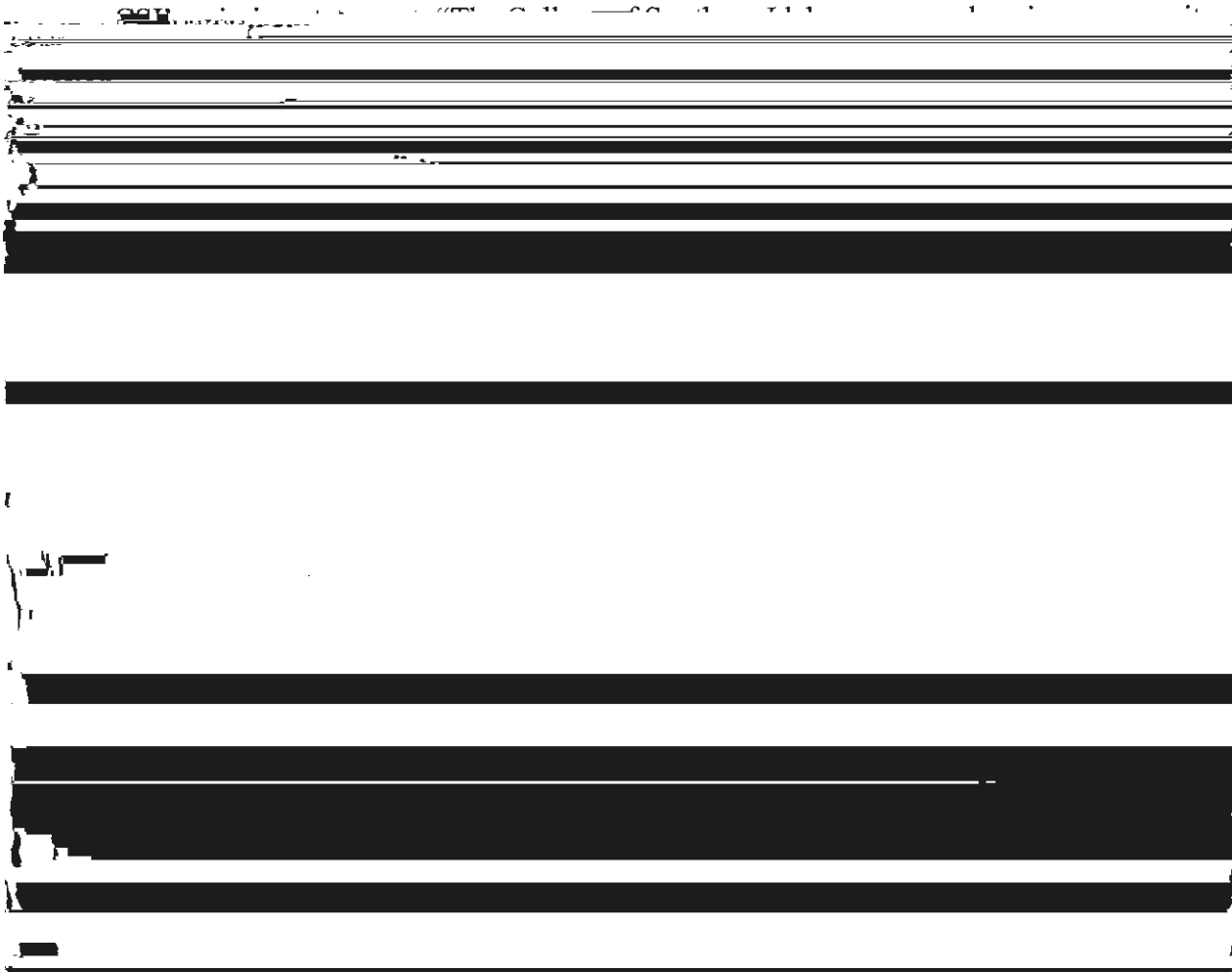
College of Southern Idaho (CSI)



The College of Southern Idaho (CSI) is a comprehensive community college.



Note. From “South Central Labor Market Information” by the Idaho Department Labor.



<http://planning.csi.edu/planning/strategicPlan/index.asp>)

Herrett Center for Arts and Science



The Herrett Center for Arts and Science is located on the northeast corner of the CSI campus loop. The Herrett Center features:

- A collection of over 25,000 artifacts and specimens. The anthropological artifacts

students, and the adult community of south-central Idaho.

- The Center collects, preserves, interprets, and exhibits artifacts and natural history specimens with an emphasis on the prehistoric American continent

[REDACTED]

Vision

To share knowledge and encourage lifelong learning as we foster a curiosity for the world, both culturally and physically.

Values

- Accuracy & Authoritative
- Creativity & Innovation
- Integrity & Accountability
- Accessibility & Inclusiveness
- Cooperation & Communication

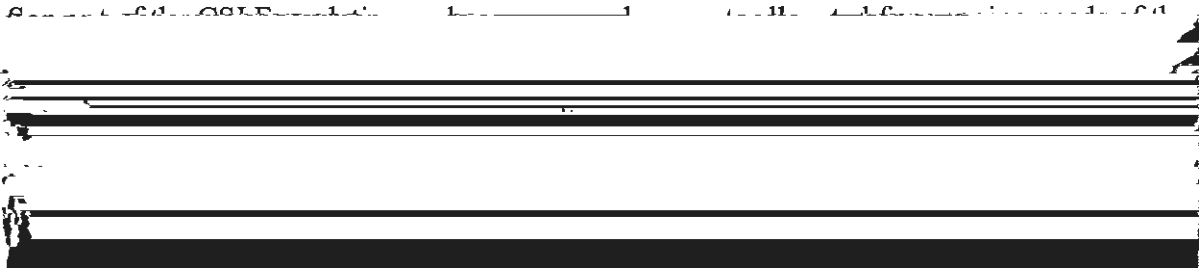
CSI Herrett Center - SWOT Analysis – 2015 Snapshot

Strengths

- [REDACTED]
- Large collection of artifacts to build exhibits and programs around.
- Numerous galleries for the display of artifacts from the collections
- [REDACTED]
- [REDACTED]

- An appropriately themed gift shop.
- Unique abilities amongst staff members to create and present diverse public programs.
- A growing art collection featuring regional artists.

Recognized by the College of Southern Idaho as an important entity of the college.



Weaknesses

- Marketing efforts are largely limited to free media, PSA's, etc. due to limited funding for



- catalog



Large artifact collection with unresolved issues and need for complete digitization of

- Lack of space to exhibit art year-round, to grow and store incoming collections, to dedicate to traveling exhibitions, and no classroom or similar dedicated space for educational programs.
- Inability to solicit large donations directly.
- Little direct involvement/outreach to cooperate with local k-12 schools on events, exhibits, and educational planning.

No active advisory committees for museum functions (excluding Herrett Forum

- Committee)
- Inability to solicit large donations directly.

Physical barriers to future facility expansion including irrigation canals, city water lines, city streets, and campus roads.

- Tourism partnerships. Right now our presence and cooperation with other tourism promotion

Herrett Center for Arts and Science Goals and Action Areas

- a. Develop a user-centered culture by focusing on the educational needs of elementary and secondary school students, CSI students, and the adult community of south-central Idaho.
- b. Consistently provide excellent service

- c. Create an enhanced exploratory experience for students and community members visiting the museum.
- d. Educate youth and families in ways that encourage and enrich their own appreciation of anthropological knowledge and information.
- e. Help students become independent learners

II. Showcase high quality exhibitions and related educational programming

- a. Optimize collections used in exhibits to maximize educational potential of current in-house resources and programs such as planetarium shows, gallery programs, and lectures.
- b. Identify opportunities to develop exhibits reflecting educational standards relevant to K-12

[REDACTED]

Focus exhibit development on areas of the collection that are strongest and most

III.

[REDACTED]

comprehensive/representative.

IV. Pursue funding and revenue sources

[REDACTED]

- b. Work closely with the CSI Foundation in order to raise funds/donations for the benefit of the Herrett Center
- c. Write and submit successful grant applications; effectively manage grants awarded to the Herrett Center
- d. Identify and pursue possible revenue sources

V. Attract, develop and retain a high quality diverse staff

- a. Recruit and retain highly qualified and diverse employees
- b. Provide appropriate continuing education opportunities (e.g. credit and non-credit courses,

VII. Develop a culture of assessment



			to gage the effectiveness of our programs.
I.d.	Educate youth and families in ways that encourage and enrich their own appreciation of anthropological knowledge and information.	<ul style="list-style-type: none">• Herrett Center Director• Herrett Center Staff• Faculty	<ul style="list-style-type: none">• Brainstorm new ideas for events and exhibits. Assign varied activities through the year to different staff members (playing to their strengths.)• Gather evidence through participation in our various programs, i.e. summer afternoon adventures, primitive skills workshops, Thanksgiving holiday workshops, etc.
I.e.	Help students become independent learners	<ul style="list-style-type: none">• Herrett Center Director• Herrett Center Staff	<ul style="list-style-type: none">• Gather evidence through visual observation of self-guided tours, student exploration of the galleries, and the use of the various hands-on activities available and then respond to evidence collected to improve and change exhibits, programs, or activities.
Goal II. Showcase High Quality Exhibitions and Related Educational Programming			
II.a	Optimize collections used in exhibits to maximize educational potential of current in-house resources and programs such as planetarium shows, gallery programs, and	<ul style="list-style-type: none">• Herrett Center Director• Herrett Center Staff• Faculty	<ul style="list-style-type: none">• Continue to commit resources toward exhibit development• Add additional exhibit staff in the form of an exhibit assistant whose primary responsibilities

			<p>development in those areas.</p> <ul style="list-style-type: none"> • Identify areas of the collection that could be strengthened and prioritize collection acquisitions accordingly. • Review new acquisitions regularly to identify new opportunities for exhibit development. • Develop and adopt a new long-rang interpretive plan and exhibit policy. • Develop short-term exhibit plans for small spaces within the Herrett Center
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Goal III. Maximize Effectiveness and Efficiency of Operations

III.a	Maximize use of Herrett Center resources and services	<ul style="list-style-type: none"> • Herrett Center Staff 	<ul style="list-style-type: none"> • Increase public program participation • Continue to enter digital photographs, dimensions, and descriptions of each item of the permanent collection into PastPerfect. • Continue to plan for building maintenance and system replacements with guidance and support of the CSI Physical Plant Director. • Utilize the annual Unit Development Plan effectively
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			<ul style="list-style-type: none"> participation Professional Development opportunities
V.e.	Recognize outstanding performance	<ul style="list-style-type: none"> CSI Herrett Center Director. 	<ul style="list-style-type: none"> CSI Employee of the Year awards. Positive Performance Evaluations.
Goal VI. Develop and Maintain Close Communication, Collaboration and Partnerships with Internal and External Entities			
VI. a	Develop and maintain close relationships with class	<ul style="list-style-type: none"> Herrett Center 	<ul style="list-style-type: none"> Foster a good working



			<p>the Herrett Center.</p> <ul style="list-style-type: none">• Respect and honor the cultural achievements of Native American peoples
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			

**HERRETT CENTER FOR ARTS AND SCIENCE
COLLEGE OF SOUTHERN IDAHO**

**COLLECTIONS MANAGEMENT POLICY
Revised 2015**

INTRODUCTION

I. INTRODUCTION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

II. MISSION STATEMENT

[REDACTED]

Center will be consistent with the current Collections Management policy and Code of Ethics. The Center supports the Jean King Gallery of Contemporary Art which, in cooperation with the CSI Fine Arts Department and the Associated Students of CSI, offers exhibitions and other programs concerning contemporary art and art issues. The Center supports the Faulkner Planetarium which provides multi-media presentations of the solar system and the universe.

[REDACTED]

III. ACQUISITIONS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

e. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

participates with other college departments in fulfilling the role and mission of the College of Southern Idaho.

d. The Center may acquire valid/legal title to the objects. If any restrictions or conditions are required, they must be acceptable to the donor and the Center.

5.

IV. OBJECTS FOR CENTER DEVELOPMENT

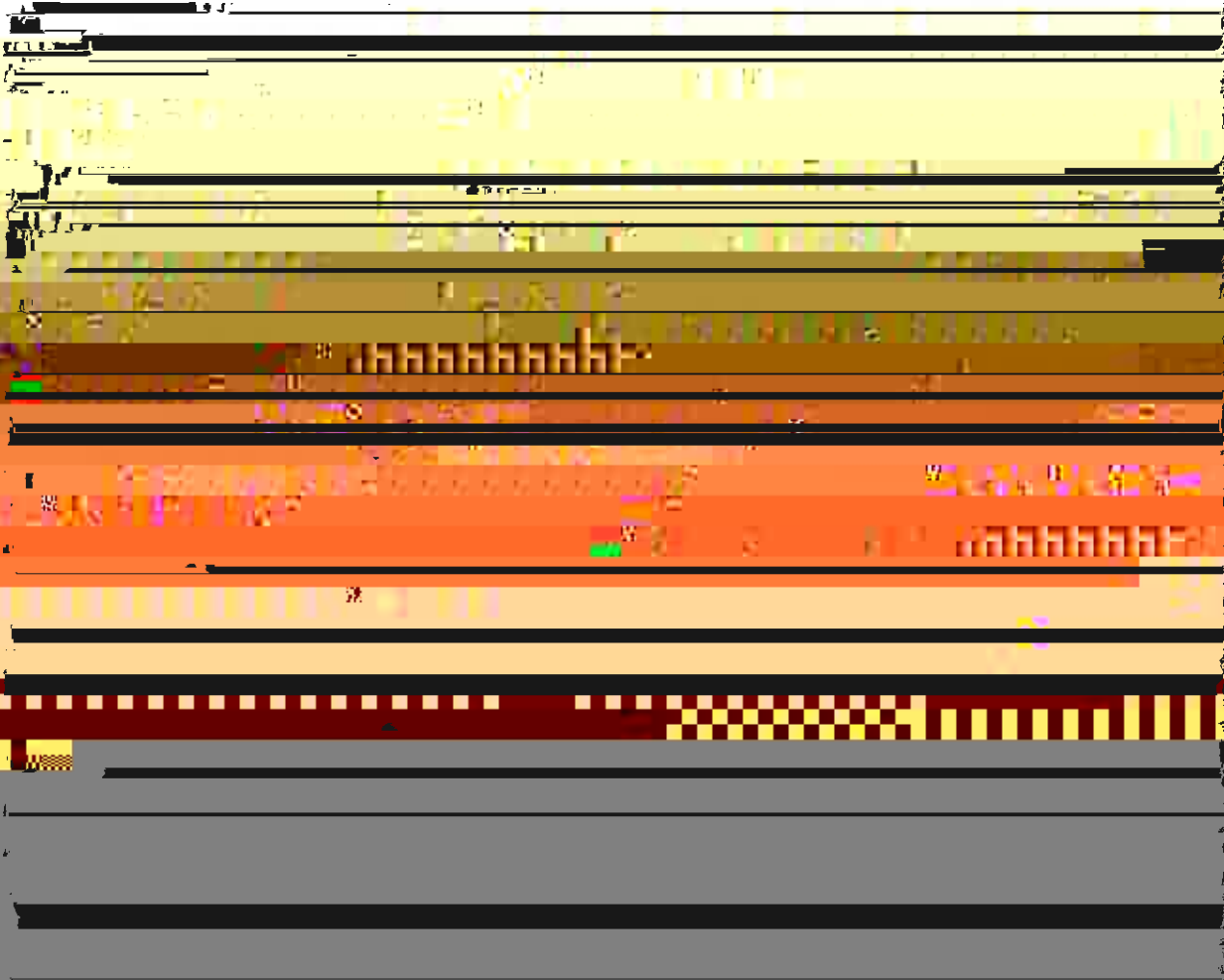
4. Conditions for accepting these objects are consistent with the conditions presented in III.A.4.
5. Requirements for disposition:
 - a. Objects accepted for developmental purposes may be disposed of in any manner that benefits the operations and/or programs of the Center.
 - b. A record of final disposition must be kept permanently on file by the Exhibits/Exhibits/Collections Manager.
 - c. All applicable IRS regulations will be adhered to in the disposition of these objects.
 - i. The donor will be advised to speak with his/her tax consultant.

V. LOANS

A. INCOMING LOANS

1. The decision to accept a loan for the center galleries is up to the Director and the Exhibits/Collections Manager.

2. All loans require a written



3. An adapted form for the Center of the RC-AAM Standard Facilities Report is used to determine if an institution is qualified.
4. All outgoing loans will be lent for a specific period of time. If the loan is longer than a year then the loan will be subject to annual review. Loans may be renewed in

VI. COLLECTIONS RESEARCH

VII. PHOTOGRAPHING THE COLLECTIONS

1. If any of the above conditions exist the Exhibits/Collections Manager may bring the situation to the attention of the Director. If it is agreed that deaccession should

[REDACTED]

X. CONSERVATION CARE

be considered a meeting of the Collections Committee will be called.

2. The committee shall carefully consider whether or not to retain or deaccession each object.

a. The committee shall review whether or not the object has any further use for

[REDACTED]

e.

b. The committee shall review ways in which the object may serve other center collections, such as the education collection

- f. Storage adequacy.
- 4. Recording hygrothermographs are located in each gallery.
- 5. A recording hygrothermographs is located in the main storage room adjacent to the storage room HVAC controls.
- 6. Hygrometers are located in smaller storage areas.
- 7. All storage and conservation room doors are sealed with weather stripping, keeping dust and insect intrusion to a minimum. The shelves, storage containers etc. are cleaned once a month.
- 8. The conservation work area and the artifact storage rooms are dust mopped twice a week.

A. STORAGE METHODS

- 1. All objects are treated individually as to their need for certain types of storage furniture. Examples:
 - a. Fragile pottery is stored in archival bins. Each archival bin has a layer of archival foam that is 2 to 4 inches thick. Each piece of pottery has a storage location cut within the foam specifically for that object. This will prevent it from moving when the drawer is opened and to help protect it in case of an earthquake.

b. ~~The textile collection is stored flat in a Steel-Dipton Cabinet~~

XI. NORTH AMERICAN GRAVES PROTECTION AND REPATRIATION ACT