

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

CALL TO ORDER

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

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

Upon MOTION by Mr. Garrabrandt seconded by Mr. Shields, the  
October 16, November 17, and November 21, 1967.

STUDENT TRANSFERS APPROVED

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

Mr. Frank J. Helasinski drove over from Boise to appear in

A list of the transfers requested is attached hereto.

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

It is recommended that to serve the dual purpose of providing cash

Upon MOTION by Mr. Garrabrandt seconded by Mr. Garrabrandt, the Board

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CALL TO ORDER:

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

Meeting started at 8:00 a.m. presiding was Chairman Elder Evans  
attending were Trustees Evans, Garrabrandt, Blastock, Shields and  
Coleman; President James L. Taylor, Attorney Robert Alexander, and  
Secretary-Treasurer Van Slyke.

MINUTES APPROVED:

Upon the MOTION by Mr. Garrabrandt, seconded by Mr. Shields, the  
Board approved as written the Minutes of the Board Meetings of

STUDENT TRANSFERS APPROVED:

The requests of sixteen students for transfer to Boise College were con-  
sidered and approved as requested.

Mr. and Mrs. Frank J. Holesinsky drove over from Boise to appear in

A list of the transfers requested is attached hereto.

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

Chairman Evans reported that to serve the dual purpose of providing cash  
for the obligations of the Construction Account and to invest

U. S. Treasury Bills due February 8, 1968, from the Construction Account  
for a net figure of \$99,221.67.

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

TRANSFER STUDENTS, SECOND SEMESTER 1967-68 SCHOOL YEAR

COUNTY

TRANSFER TO:

BLAINE COUNTY

LaRell Patterson, Carey

Boise College

CASSIA COUNTY

Carol Jean Hutchison, Burley

Boise College

Carl Trail, King Hill

Boise College

GOODING COUNTY

Barbara Adams, Hagerman

Boise College

Brad Fuqua, Gooding

Boise College

~~Dianna Richardson, Gooding~~

~~Boise College~~

JEROME COUNTY

Robert C. Davis, Jerome

Boise College

LINCOLN COUNTY

Randy McCowan, Dietrich

Boise College

Carol Jauregui Roberts, Dietrich

Boise College

MINIDOKA COUNTY

~~Kenneth Keefe, Rupert~~

~~Boise College~~

TWIN FALLS COUNTY

Frank J. Holesinsky, Buhl

Boise College

William R. Baxter, Buhl

Boise College

Faye Lancaster, Filer

Boise College

TREASURER'S REPORT:

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

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

Being put to a vote, the motion carried.

EXPENSE CLAIMS FOR NOVEMBER AND DECEMBER PAYROLL APPROVED FOR PAYMENT:

Upon MOTION by Mr. Garrabrandt, seconded by Mr. Shields, the Board of Trustees approved for payment: November bills totalling \$36,927.88,

~~PROPOSED REGISTERED NURSE PROGRAM~~

has been included in the educational activities of the College. Hopefully this

has been estimated from \$5,000 to \$10,000, and the cost of such a program.

The difficulty in the matter is that the College will be going into its own campus facilities at the same time; the cost of the move will increase the ~~cost of the program~~ which is expected by the addition of the RN Program

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

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

ACCREDITATION:

At the November 21 meeting of the Board of Trustees, a quite extensive

A brief continuation ensued in this current meeting.

A MOTION was made by Mr. Garrabrandt, seconded by Mr. Blastock, that

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Board for study.

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

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

#### NEW PERSONNEL APPROVED

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

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

~~Joseph Kuzara, Helena, Montana, to be employed by James Ehlberg~~

Idaho Campus Development and Construction Project.

~~Upon MOTION by Mr. Blotzack, seconded by Mr. Carrabrandt, the Board of Trustees approved the employment of David Van Houten and~~

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

#### CORRESPONDENCE

direct interest to the Board; included were:

1. Dee Moore's letter of December 1, 1967, regarding Joseph Kuzara.
2. F. C. Sheneberger, Secretary-Treasurer of the Frontier Riding Club letter of December 4, 1967, relative to improvements performed by the Club on Frontier Field.
3. U.S. Treasury Department, December 15, 1967, establishing tax exempt status of the College of Southern Idaho Junior College Scholarship Fund.
4. Jerome County Clerk, December 14, 1967, stating that the 1967

rolls is \$144,047.85.

5. Public Employee Retirement System report as of December 1, 1967, stating that for the second quarter 1967, the State of Idaho

~~contributed \$5,874.00 to the College of Southern Idaho employee~~

## OVER VIEW

The Board of Trustees and the President of the College of Southern Idaho have adopted the following guidelines that serve as a basic philosophy for the proper administration of the Junior College District.

the application of its policies and should never try to perform executive acts.

2. The board should recognize clearly the areas in which its members are personally competent and should always delegate authority over matters in which its members have no competence.

This would imply, for example, that the board should delegate to the faculty the authority over the organization of the curriculum.

3. The authority of the board resides only in the board as a

authority whatever except as authority may have been specifically delegated to him.

## B. External Functions

1. To represent the constituency and interpret social trends in terms of institutional policy.

3. To bear the legal responsibility and authority for all aspects of the operation of the institution.

## C. Internal Functions

1. To be responsible for final determination of institutional

authority to the faculty or other agencies.

2. To select the chief administrative officer or officers and in some cases to select board members. The selection of a

president is the most important single act of a board of

its administrative officers and faculty. No executive should lie with the board in these matters.

- a. Establishes requirements for admission of a student and

subject to the recommendation of faculty and administrative officers.

- b. Grant degrees to those recommended by the faculty.

- c. Establishes scales of tuition and fees.

ranks, remuneration, retirements, promotions, etc. For

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

D. Functions of the President

1. To act as executive officer of the board of trustees.

2. To preside over meetings of the faculty.

3. To act as executive officer of the faculty.

4. To have responsibility to the board of trustees for the entire institution.

6. To make recommendations to the board of trustees on all matters pertaining to the promotion, demotion, and dismissal of members of the teaching and administrative staff.

7. To represent the institution to its constituency, to the general public, and to other institutions.

8. To prepare and carry out the annual budget for the operation of the college.

teaching and instructional staff, the board of trustees and the college constituency.



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6. Blaine Curtis of Burley, November 11, 1967, complimenting College of Southern Idaho for its achievements, for Mr. Herschel [redacted] and [redacted] \$50.00
7. December 13, letter from Sydney Duncombe, Associate Director [redacted] of Public Affairs Research, University of Idaho, expressing [redacted] held Institute for Mayors and Councilmen in Twin Falls.
8. News item telling of Mr. Bradley receiving a \$1,151.00 grant from the Twin Falls Association of Insurance Agents for a film library for [redacted]

ARCHITECT ED JONES - FOGGED IN AT SALT LAKE CITY

Dr. Taylor reported that Mr. Ed Jones of Jones-Fehlberg Associates had [redacted] for this Board meeting, to make a report from his [redacted] conditions.

ATTORNEY ALEXANDER REPORTS REGARDING MINIDOKA COUNTY TUITION

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

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

As a result of Minidoka County tuition case, the Board felt it necessary to the following action was taken:

Upon MOTION made by Mr. Garrabrandt, seconded by Mr. Blastock, the Board of Trustees of the College of Southern Idaho Junior College District ordered that students who desire to attend the College of Southern Idaho [redacted] and shall have paid the entire balance of their respective tuition and fees by the first day of classes each semester, or shall have made appropriate [redacted]

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NEW BUSINESS

Accounting Machine: The matter of the purchase of an accounting machine

writer keyboard; request for bids has been given legal publication as required by law.

VOCATIONAL REHABILITATION REFUNDS APPROVED

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

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

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

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

RESOLUTION

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

consideration, that it is unwise for said accounts to be without alternate authorized signature;

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

College of Southern Idaho  
Book Store Account

College of Southern Idaho  
Administrative Imprest Account

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

POSTAL SERVICE TO CAMPUS, XEROX - NEW MODEL

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

with the 120.

ADJOURNMENT:

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

Secretary H. W. Van Slyke

Approval: January 15, 1968

Chairman Edwin V. Evans