

COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES MEETING

MONDAY, DECEMBER 17, 1984

5:30 p.m.

CSI BOARD ROOM

AGENDA

MINUTES..... 5 Min.
TREASURER'S REPORT..... 5 Min.
NEW BUSINESS..... 5 Min.
PRESIDENT'S REPORT.....10 Min.

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT

CALL TO ORDER: 5:30 p.m.

PRESIDING: LeRoy Craig

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman, Robert Blastock, and

Visitors: Times-News: Dean Miller
KMVT: cameraman

MINUTES OF NOVEMBER 19, 1984, were approved as written on MOTION by Dr. Lehrman.
Affirmative vote unanimous.

TREASURER'S REPORT for November was accepted upon MOTION by Dr. Scholes. Affirmative
vote unanimous.

DISBURSEMENTS included vouchers #1 through #363 and #501 through #623 and #701
through #707 totaling \$251,467.11.

November payrolls were:	Regular	\$536,113.44
	Work Study	16,378.64

A MOTION by Mr. Blastock approved the disbursements and transfer of
funds and acknowledged the November payroll. Affirmative vote

TRAVEL: Amounts on reimbursement of employee travel were changed effective
January 1, 1985 according to the attached policy on MOTION by Mr.
Blastock.

CREDIT CARDS: The issuance of credit cards to each department for the purchase
of supplies of less than \$100 per purchase was approved on MOTION
by Mr. Blastock.

TELEPHONE CABLE: The purchase of the existing telephone cable from Mountain Bell
was approved. The amount is to be taken from the Telephone Fund
Reserve Fund. The MOTION was made by Dr. Lehrman. Affirmative vote
unanimous..

Board of Trustees Meeting
December 17, 1984
Page 2

PRESIDENT'S REPORT: President Meyerhoeffer reported the following:

letter was also received recently from Glenns Ferry High School students thanking the college for sending the computer man to their school.

2. A commendation was extended to Orval Bradley and Roy Strawser the outstanding vocational auto mechanics program in the United States.

3. Registration is progressing about the same as a year ago. We have one more week of registration before Christmas and one week after Christmas.

physical plant office and concrete and heating systems, etc. in each of the campus buildings.

Estimated cost for the mechanical work is now holding fairly steady. Bob McManaman estimated that it would cost about \$10,000

6. The architect on the Taylor Administration Building addition came to the college and showed the drawings for the new addition. The drawings were also shown to the trustees.

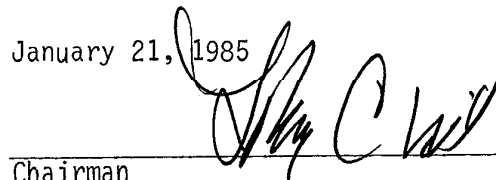
7. We met with the State Board of Education recently and with two specific committees concerning the letter from the governor's fiscal office on community college funding. The committees were very receptive to the idea of setting some kind of a formula for community college funding. Another meeting has been scheduled at the office of education and with the president of North Idaho College on January 2 to continue the discussion.

8. President Meyerhoeffer complimented Mr. Blastock on twenty years of service on the board, and Chairman LeRoy Craig and Dr. Charles Lehrman for ten years each on the board.

ADJOURNMENT was declared at 6:27 p.m.


Karl L. Black

APPROVAL: January 21, 1985


Chairman

COLLEGE OF SOUTHERN IDAHO
 JUNIOR COLLEGE DISTRICT

GENERAL FUND Idaho Educ. Methods Dept.

Beginning Balance, November 1, 1984 \$ (51,850)

Funds Provided By:

Receivables	\$ 77,247
Investments	500,000
State Appropriations	221,977
State FICA Reimbursement	36,063
Taxes	21,574
Interest	21,313
Tuition and Fees	24,974
Rental	1,225
Sales & Fees of Instructional Departments	6,118
State Grants	67,009
Federal Grants	12,519
Private Grants	12,023

\$1,010,850

Payables	\$ 7,860
Payroll	536,113
Disbursements	253,943
Miscellaneous Expense	6,836
Funds Applied	\$ 804,752

Total in Account, November 30, 1984

\$ 115,440

PUBLIC FUND REPORT
 NOVEMBER 30, 1984
 Page 2

IMPREST FUND - Twin Falls Bank & Trust

Beginning Balance		\$ 853.58
Deposits	+\$ 3,283.05	
Checks Issued	- 2,653.60	
Bank Balance at November 30, 1984		\$ 1,483.03

BOND & INTEREST SINKING FUND - First Security Bank

Beginning Balance		\$ 4,514.43
Deposits	+\$ 3,116.72	
Checks Issued	- -0-	
Balance, exclusive of Invested Funds at November 30, 1984		\$ 7,631.15

PLANT FACILITIES RESERVE FUND - First Security Bank

Beginning Balance		\$ 80,975.59
Deposits	+\$ 460.75	
Checks Issued	- 12,500.00	
Balance, exclusive of Invested Funds at November 30, 1984		\$ 68,936.34

AREA IV-100A - Idaho First National Bank

Beginning Balance		\$101,083.09
Deposits	+\$ 54,743.00	
Checks Issued	- 100,000.00	
Bank Balance at November 30, 1984		\$ 55,826.09

EDITHS FUND - TWIN FALLS BANK & TRUST

Beginning Balance		\$ 22,165.42
Deposits: U. S. Treasury	+\$ 40,000.00	
NDSL	+ 7,897.03	
NSL	+ 234.94	
Institutional Contribution	+ 3,466.84	
Pell Grant Repayment	+ 209.57	
SEOG Repayment	+ 400.00	
SSIG	+ 554.07	
SSIG Check Voided	+ 300.00	
Checks Issued: Pell Grants	- 9,802.00	
NDSL	- 1,000.00	
SEOG	- 675.00	
CWSP	- 17,950.92	
Fund Balance at November 30, 1984		\$ 45,799.95

INVESTED FUNDS

<u>FUND</u>	<u>KIND</u>	<u>MATURITY</u>	<u>COST</u>
General Fund	TCD	12-18-84	\$ 300,000
General Fund	TCD	12-18-84	200,000
General Fund	TCD	12-18-84	100,000
General Fund	TCD	12-18-84	200,000
General Fund	TCD	01-17-85	200,000
General Fund	TCD	01-22-85	200,000
General Fund	TCD	01-23-85	100,000
DHC	TCD	12-10-84	100,000
DHC	TCD	12-10-84	100,000
Plant Facilities Reserve Fund	TCD	01-13-85	300,000
Plant Facilities Reserve Fund	TCD	01-17-85	150,000
Bond & Interest Sinking Fund	TCD	01-18-85	118,000
Bond & Interest Sinking Fund	TCD	01-25-85	100,000
Bond & Interest Sinking Fund	TCD	03-28-85	120,000
<u>TOTAL INVESTED FUNDS AT NOVEMBER 30, 1984</u>			<u>\$2,288,000</u>

COLLEGE OF SOUTHERN IDAHO
 JUNIOR COLLEGE DISTRICT
 NON-PUBLIC FUNDS REPORT FOR NOVEMBER 1984

CSI BOOKSTORE - Twin Falls Bank & Trust

Beginning Balance		\$41,600.44
Receipts from Sales	+\$19,431.15	
Checks Issued	- 20,946.85	
Bank Balance at November 30, 1984		\$40,084.74
Cash on Hand (Used Book A.C., Reg., & Annex)		475.00
Total in Account at November 30, 1984		\$40,559.74

STUDENT ASSOCIATION FUND - Twin Falls Bank & Trust

<u>Regular Account</u>		
Beginning Balance		\$31,485.56
Deposits	+\$21,546.03	
Checks Issued	- 13,283.48	
Account Balance at November 30, 1984		\$39,748.11
<u>Special Events-Honors Program</u>		
Beginning Balance		\$ 6,419.20
Deposits	+\$ 296.41	
Checks Issued	- -0-	
Account Balance at November 30, 1984		\$ 6,715.61
Bank Balance (Student Assn.) at November 30, 1984		\$46,463.72

VARSIITY ATHLETICS - Idaho First National Bank

Beginning Balance		\$15,356.20
Checks Issued	- 29,109.34	
Bank Balance at November 30, 1984		\$ 9,961.08
Cash on Hand (Bus. Off.)		500.00
Total in Account at November 30, 1984		\$10,461.08

DORMITORY HOUSING COMMISSION - First Interstate Bank

Beginning Balance		\$41,898.86
Deposits	+\$83,621.53	
Checks Issued	- 56,531.65	
Cash on Hand		900.00
Total in Account at November 30, 1984		\$69,888.74

CSI AGGIES - Idaho Bank & Trust

Beginning Balance		\$ 7,121.56
Deposits	+\$12,022.57	
Checks Issued	- 9,142.34	
Bank Balance at November 30, 1984		\$10,602.79
Cash on Hand		100.00
Total in Account at November 30, 1984		\$10,702.79

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT

DATE December 1984

REGULAR PAYROLL SUMMARY

GROSS	\$ <u>536,113.44</u>
FEDERAL W/H	<u>56,754.61</u>
STATE W/H	<u>20,189.23</u>
FICA	<u>34,578.07</u>
FIXED DEDUCTIONS	<u>65,543.28</u>
NET PAYROLL	<u>359,048.25</u>

WORKSTUDY PAYROLL SUMMARY

GROSS	\$ <u>16,378.64</u>
FEDERAL W/H	<u>57.97</u>
STATE W/H	<u>12.19</u>
FIXED DEDUCTIONS	<u>-0-</u>
NET PAYROLL	<u>16,308.48</u>

TO: BOARD OF TRUSTEES
 FROM: KARL L. BLACK
 DATE: DECEMBER 17, 1984
 SUBJECT: TRAVEL

A W-2 must be filed on all travel reimbursement regulation all other institutions of higher education that the College of Southern Idaho change its and to State agencies. The recommended policy is as

- TRANSPORTATION:
1. Air fare - Employee will be reimbursed for air fare at actual cost.
 2. Private auto - Employee will be reimbursed 20.5¢ per mile for in-state travel.
 3. Out of state travel - If private automobile is used reimbursement will be at air fare per mile, whichever is less.

LODGING: Actual cost of hotel or motel will be reimbursed.

MEALS: A per diem of \$15.00 per day if the destination is in Idaho or \$20.00 per day out of state allowed for overnight travel on the following schedule: (meals received as part of a fee or provided at no cost to the employee must be deducted from the schedule).

			In-State	Out-of-State			
Departure	Prior to	6:00 a.m.	\$15.00	0	Breakfast	Lunch	Dinner
Departure	Prior to	11:00 a.m.	12.00	0		Lunch	Dinner
Departure	Prior to	4:00 p.m.	7.00	0			Dinner
Return After		8:00 a.m.	3.00	0	Breakfast		
Return After		1:00 p.m.	8.00	0	Breakfast	Lunch	
Return After		6:00 p.m.	15.00	0	Breakfast	Lunch	Dinner

OTHER: Other costs incidental to travel are reimbursed.

All claims other than meals and mileage must be supported by receipts other than credit card receipts. Any exceptions to the above policies must be explained and approved by the employee's supervisor.

KLB/alc

mileage if the allowance exceeds 20.5¢ a mile and State agencies have set the allowance at travel policy to conform to other institution follows:

for air fare at actual cost.
 20.5¢ per mile for in-state travel.
 mobile is used reimbursement will be at air fare

ation is in Idaho or \$20.00 per day out of state must be deducted from the schedule).

	In-State	Out-of-State					
0	\$20.00	0	Breakfast	Lunch	Dinner		
0	16.00	0		Lunch	Dinner		
0	10.00	0			Dinner		
0	4.00	0	Breakfast				
0	10.00	0	Breakfast	Lunch			
0	20.00	0	Breakfast	Lunch	Dinner		

receipts other than credit card receipts. Any exceptions to the above policies must be explained and approved by the employee's supervisor.

M E M O

TO: BOARD OF TRUSTEES
FROM: KARL L. BLACK
SUBJECT: CREDIT CARD PURCHASES
DATE: DECEMBER 17, 1984

We sent to you a couple of weeks ago an excerpt from the AACJC Journal explaining the credit card system at Lane Community College. Approximately 62% of our purchases are under \$100.00 each and involves less

chases from the purchase order process. The abstract would list only one check but would list the disbursement for the month for each department separately similar to the voucher for the CSI Bookstore.

It is recommended to the Board that a plan similar to Lane Community College be approved at CSI. This would allow purchases of supplies of less than \$100.00 each to be purchased on a credit card. If you have any questions prior to the Board meeting please give me a call.

KLB/emc

M E M O

TO: BOARD OF TRUSTEES
FROM: KARL L. BLACK
DATE: DECEMBER 17, 1984
SUBJECT: TELEPHONE CABLES

The College has received a quotation for the purchase of the telephone cables presently being rented from Mountain Bell. We are currently paying \$580.90 per month; the quotation for purchase is \$16,262.00. That would mean a payback of less than three years.

It is our recommendation that the cables be purchased from our Plant Facilities Fund.

KLB/emc