

COLLEGE OF SOUTHERN IDAHO

JUNIOR COLLEGE DISTRICT

BOARD OF TRUSTEES MEETING

MONDAY, SEPTEMBER 21, 1992

WALTER D. BRIERE, HATCHERY

A G E N D A

MINUTES

TREASURER'S REPORT:

~~Bid, Eagles Nest Furniture~~

Records Software System

OLD AND NEW BUSINESS:

Budget Presentation to State Board

Opening 1992 Fall Semester

Review of Ag Program

COLLEGE OF SOUTHERN IDAHO
UNION COLLEGE DISTRICT

CALL TO ORDER: 5:45 p.m. PRESIDING: LeRoy Craig

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

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Dr. Michael Glenn, Executive Vice President
Dr. Jerry Beck, Vice President of Instructional
Dr. Joan Edwards, Vice President of Planning,
Research and Development
Dr. Neil Cross, Associate Vocational Dean
Dr. John Martin, Registrar
Dick Sterling, Physical Plant Director
Graydon Stanley, Director of Student Services
Annette Jenkins, Public Information Officer

Visitors: CSI Staff: Dr. Ken Campbell, Dr. Rick Parker,
Terry Patterson, Dora Jones, Louise
Flowers
Times News: Kirk Mitchell
Visitors: John and Miriam Breckenridge

The Board meeting was held at the College of Southern Idaho fish hatchery and was preceded with an informational tour of the

MINUTES OF August 17, 1992, were approved as written on MOTION by Bill Babcock. Affirmative vote was unanimous.

TREASURERS REPORT: Acceptance of the Treasurer's report was approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

BIDS:

1. The bid of \$28,805.50 from Business Interiors of Idaho of Babcock. Affirmative vote was unanimous.
The source of funding for the purchase is from the Student fees.

CSI Trustees

September 21, 1992

2. The base bid of CEI+ in the amount of \$114,700 for a records software system and an additional \$17,300 for a Decision Support System module was accepted on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

conversion, training and installation for the new records system would be approximately \$205,000. The Board approved taking \$100,000 from fund balance and an additional \$25,000 from Title III funds for the purchase.

PRESIDENT'S REPORT: President Jerry Meyerhoeffer reported the following:

1. Institutional Researcher Ken Campbell reported on the increased number of students attending CSI. He noted that our students had increased by 25% over the last two years. He also noted major areas of growth in:

- a. The number of full time students.
- b. The number of women students.
- c. The number of students under 24 years of age.

Parker discuss plans for the land.

2. Dr. Rick Parker reported on plans in the Agriculture Department concerning the Breckenridge Ag Endowment. He

He also noted that the staff and students were extremely pleased with the new Evergreen Building.

3. The President advised the Board that the CSI library was fifth on the Idaho Board of Education's capital projects priority

He also informed the Board of the Idaho Board of Education's recommendation for a 5% lump sum increase in our State

4. The President told the Board that we should know the status

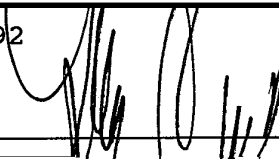
CSI Trustees
September 21, 1992
Page 3

ADJOURNMENT was declared at 6:34 p.m.



John M. Mason Secretary-Treasurer

APPROVED October 19, 1992



Chairman

CS BUSINESS OFFICE

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

From: Mike Mason 

Re: Bids for Student Union Furniture

We received four bids for the student union furniture. A listing of the furniture is on the attached page. The bids were as follows:

- | | |
|--------------------------------|-------------|
| 1. Business Interiors of Idaho | \$28,805.50 |
| 2. Intermountain Design | \$25,940.00 |
| 3. Harvey's | \$15,457.00 |
| 4. My Grandfather's Attic | \$14,052.00 |

The only firm meeting specifications set forth in the bid was Business Interiors of Idaho. The remaining bids had no items reviewed but determined to be unacceptable.

As a member of the Board of Trustees, I recommend we accept the bid of Business Interiors of Idaho in the amount of \$28,805.50.

The source of funding for this purchase is from the Student Union Fund. Income for this fund is generated through student

COLLEGE OF SOUTHERN IDAHO
BID SHEET FOR BLDG. WEST 1B11
OFFICIAL BID SHEET

BID #1

7(seven) or more lounge chairs as outlined

3(three) or more love seats as outlined in
"Bid Specifications for Love Seats."

\$2,940.00

5(five) or more sofas as outlined in "Bid
Specifications for Sofas."

\$5,990.00

60(sixty) or more armless upholstered stack
chairs as outlined in "Bid Specifications
for Stack Chairs."

\$6,870.00

1(one) or more chair dolly as outlined in
"Bid Specifications for Dolly."

\$105.50

12(twelve) or more solar tables as outlined
in "Bid Specifications for Solar Tables."

\$2,630.00

3(three) or more solar tables as outlined in
"Bid Specifications for Solar Tables."

2(two) or more magazine tables as outlined
in "Bid Specifications for Magazine Tables."

\$544.00

4(four) or more corner tables as outlined
in "Bid Specifications for Corner Tables."

\$1,016.00

All specifications must meet or exceed the specifications
outlined in the bid specification sheets.

\$ 28,805.50

BUSINESS INTERIORS OF IDAHO

Bidding Company Name

Mark E. Heath
Signature of Authorized
Company Official

(208) 384-5050

Phone Number

Sept. 14, 1992

Date

A 9/17/92
2:08 A.M.



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

INVITATION TO BID
INTEGRATED STUDENT RECORDS SOFTWARE

Sealed bids will be received until 2 p.m. on Thursday, September 17, 1992, in the office of the Dean of Finance in the Taylor Administration Building, 315 Falls Avenue, Twin Falls, Idaho and then publicly opened for the specified software. The software must be compatible with an HP 3000 Series 932 platform and must contain the following major components:

1. Student Admissions
2. Student Registration
3. Student Financial Aid
4. Cashiering and Cash Receipting System with Posting to Student Records
5. Accounts Receivable System

7. Maintenance Contract

Minimum Bid Specifications and Bid Form
Mike Mason, P.O. Box 1238, Twin Falls, Idaho 83302-1238 or

The College reserves the right to reject any or all bids, to waive any formalities and to accept the bid deemed to be in the best interest of the College.

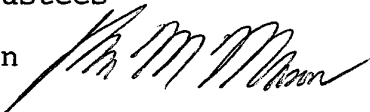
John M. Mason,
Dean of Finance

Publication Dates:

Times-News	September 3 and September 10, 1992
Buhl Hearld	September 9, 1992
Northside News	September 9, 1992

September 21, 1992

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

From: Mike Mason 

Re: Bid for Integrated Student Records Software System

We received two bids for the specified software. The bids are from Software Research Northwest (SRN) based out of Vashon Island, Washington and CEI+ based out of Redmond, Washington.

The SRN proposal contains two modules accounts payable and

We also would like to purchase the Decision Support System Module from CEI+ for \$17,300. This module provides the report writer software and is critical for institutional research and specialized management reports.

The CEI+ system also has four major strengths over the SRN package. These are as follows:

1. CEI+ specializes in community colleges and has installed this software package in approximately 40 community colleges nationwide. All community colleges in the state of Washington ~~use this software. SRN has their software installed in numerous~~ educational facilities but only 4 community colleges.
2. CEI+ provides written user documentation for each function. SRN relies solely on the training sessions and technical documentation.
3. The CEI+ degree audit program produces an easily read, understandable product that can be accessed both by screen and in printed form.
4. Based upon the 90 support staff at CEI+ and the commitment of the state of Washington to the software for all of their community colleges, we feel that the support system is more stable.

The total cost of purchasing the system, installing it, converting existing data, training our staff and the first year

We can utilize \$25,000 of Title III federal funds to help purchase the Degree Audit program and Degree Audit System

expenditures to charge against the General Fund Balance at the end of FY 93.

We expect to end FY 92 with a contribution of approximately \$300,000 to fund balance in the General Fund. The net effect of this purchase over a two year period would still be a positive \$120,000 contribution to fund balance.

Based upon my recommendation and the recommendations of Dr. John Martin and Dr. Ken Campbell, approval is requested to proceed with the purchase of CEI+ records information system. This purchase will be funded from \$180,000 of General Fund balance and \$25,000 of Title III funds.

InterOffice Memo

To: Jerry Meyerhoeffer
From: Ken Campbell
Date: September 20, 1992
Subject: Fall 1992 Enrollment Report

Even though I was aware of our rapid growth, I was struck by the following as I put this report together: in terms of credit students, the college has grown over 25% in both headcount and FTE since the fall 1990 semester.

The general observations from this report for the recent trends are as follows:

- There has been a large increase in the number of full-time students as compared to last fall. This is especially evident given a decline in the numbers of part-time vocational students.
- There has been a significant increase in the number of women students across the

Overall, it is the increase in women students behind the observed growth at CSI.

- The growth rate in the number of academic students age 24 and younger is five times that of older students. However, the FTE growth rates for these two groups are nearly equal. In other words, fewer numbers of older academic program students are attending, which leaves credit loads and greater numbers of younger academic

outweighs the number of vocational students, the most headcount growth was in the

- Students are coming from all areas. The highest growth rates are observed from students coming from outside Idaho, although this is a relatively small number of students. From within the eight county service area, the highest growth rates are observed for Gooding, Lincoln and Jerome counties; the rate for Lincoln County is based on a small number

CC: Jerry Beck, Joan Edwards

Fall 1992 Enrollment Study

This report examines the characteristics of the fall 1992 CSI credit students in relation to

and the growth has exceeded 20%. Given the growth, the focus of this report is upon identifying trends that reveal the segments of the student population where growth was most pronounced.

The attached figures and tables present this data with comparisons of student traits over a one-year period (fall 1991 to fall 1992) and a five-year period (fall 1988 to fall 1992).

tables and graphs present breakdowns for all CSI credit students, for CSI academic program students and for CSI vocational program students. Note that the academic and vocational program data reflect an unduplicated count of students based upon their

generated through academic or vocational classes. This latter figure is often used in reporting instructional activity; however, given our particular focus upon student characteristics, it is more appropriate to use students rather than classes as our unit of analysis. This approach makes no difference when examining the total CSI student

opposite program.

The following sections discuss the findings in more detail. Refer to the attached figures and tables. Note that each figure has a corresponding table; the tables present fall by fall

Credit Student Enrollment by Student Characteristics

The following observations can be made from Figure 1:

- The number of full-time students has increased significantly from last fall (20%) whereas the number of part-time students increased only slightly (0.4%).
- The number of women students increased 16.2% from last fall whereas men increased
- The number of students aged 24 and younger increased 10.7% from last fall while students aged 25 and older increased only 4.5%. However, both age groups showed significant increases in credit loads over the past year: 13.6% and 17.0% respectively.

Note that the number of students in the younger age group increased at a higher rate than the FTE which indicates greater numbers of younger students with slightly lighter credit loads. On the other hand, the observed FTE growth in the older age group is especially noteworthy given the fact of the modest headcount increase for that age group; students age 25 and over are attempting much heavier credit loads than they did last fall.

- Over the past five years all student sub-groups show significant increases, especially the younger 24 and under age group of students.

Academic Program Credit Students

The following observations can be made from Figure 2:

- Academic student headcount increased 11.8% over the past year and 26.8% over the

past five years.

- The number of full-time academic students has increased significantly from last fall (20.1%) whereas the number of part-time students increased only slightly (4.5%).
- The number of women students increased 17.2% from last fall whereas men increased only 2.9%. In addition, women are taking heavier credit loads than they did last fall as

significant increases in credit loads over the past year: 16.0% and 14.4% respectively. This latter increase is especially noteworthy given the fact of the modest headcount increase for that age group; academic students age 25 and over are attempting much heavier credit loads than they did last fall.

Vocational Program Credit Students

The following observations can be made from Figure 3:

- Vocational student headcount increased 4.0% over the past year and 27.1% over the past five years.
 - FTE of academic students increased 13.2% over the past year and 30.8% over the past five years.
 - The number of full-time vocational students has increased significantly from last fall
-
- The number of women vocational students increased 12.4% from last fall and the FTE growth of women students was even more substantial at 26.3%. On the other hand, the number of men in the vocational program declined -6.9%. Nevertheless, the FTE for men increased 1.3%; even though there are fewer men this fall, they are attempting somewhat heavier credit loads.

- The number of students aged 24 and younger increased only 0.6% from last fall but still managed an ETE growth of 5.9%. The number of Vocational students aged 25

younger males. All student sub-groups show real growth over the five-year period.

Credit Student Headcount by Place of Residence

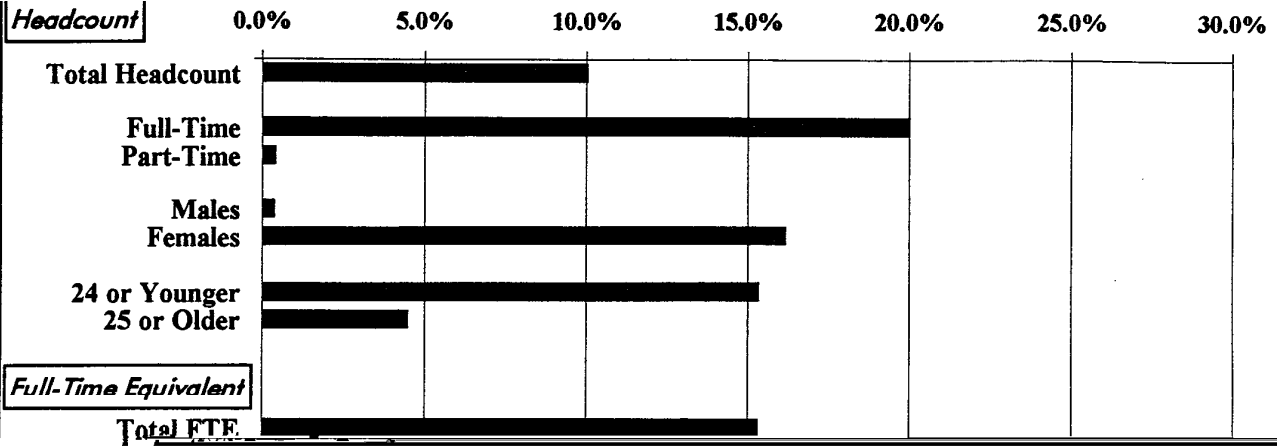
The following observations can be made from Figure 4:

- CSI growth is originating from all geographic areas.
- While the number of students from out-of-state and out-of-country have increased substantially, the observed rates result from relatively few cases and are somewhat

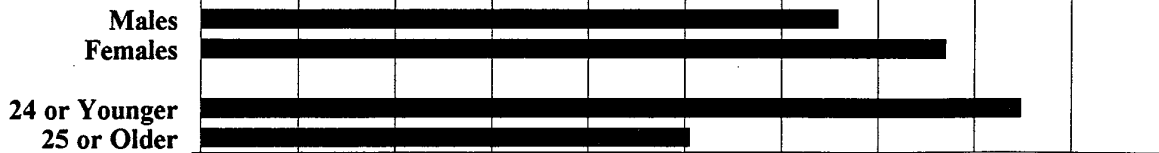
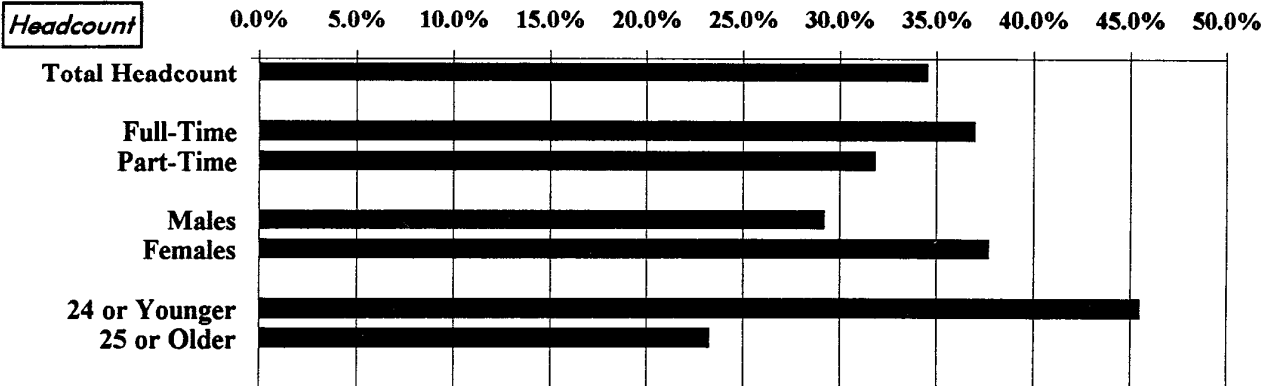
their growth during this period

CREDIT STUDENT ENROLLMENT BY STUDENT CHARACTERISTICS

Percent Change: Fall 1991 - Fall 1992



Percent Change: Fall 1992 - Fall 1993



Academic Credit Student Enrollment by Student Characteristics

Percent Change: Fall 1991 - Fall 1992

Headcount 0.0% 5.0% 10.0% 15.0% 20.0% 25.0% 30.0%

Full-Time
Part-Time

Males
Females

24 or Younger
25 or Older

Full-Time Equivalent

Total FTE

Males
Females

24 or Younger
25 or Older

Percent Change: Fall 1988 - Fall 1992

Headcount 0.0% 5.0% 10.0% 15.0% 20.0% 25.0% 30.0% 35.0% 40.0% 45.0% 50.0%

Full-Time

Females

24 or Younger
25 or Older

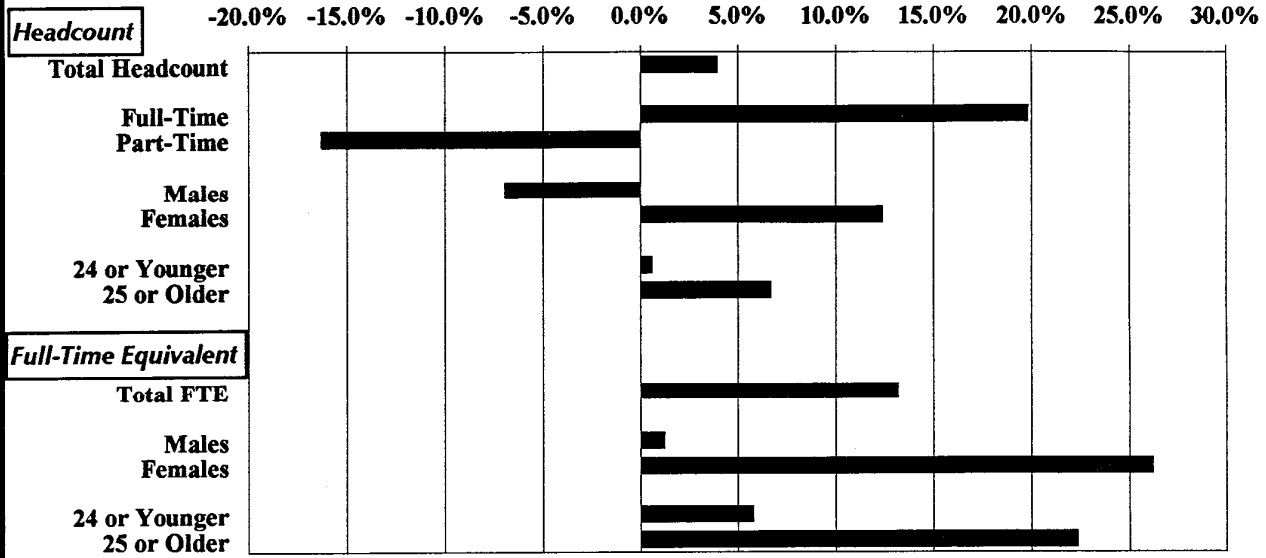
Full-Time Equivalent

Females

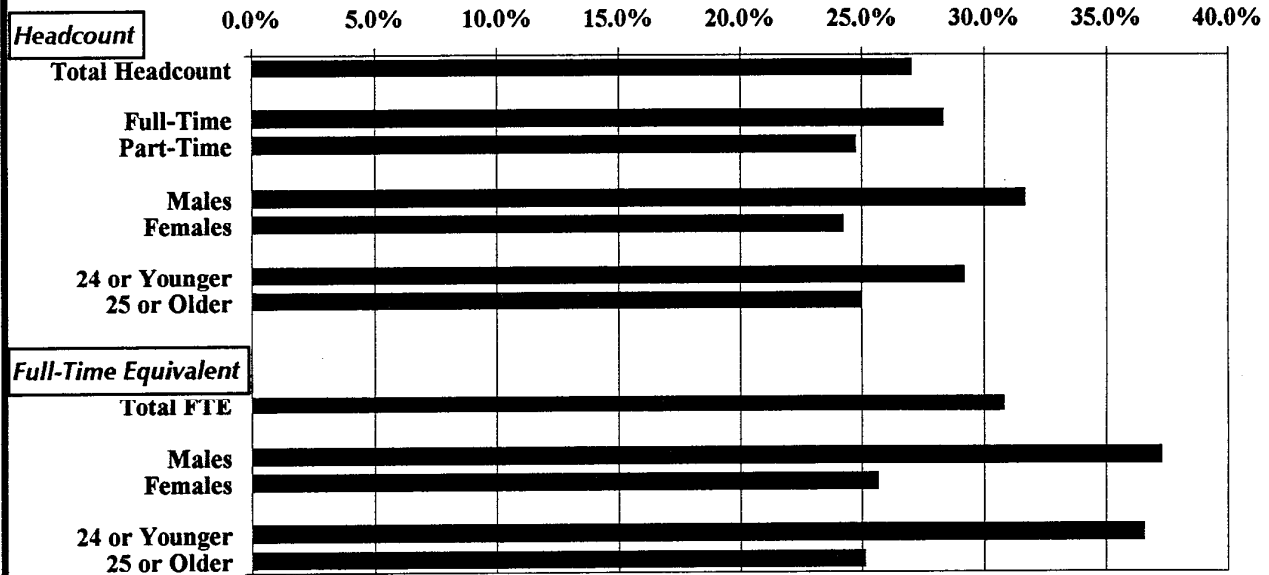
24 or Younger
25 or Older

VOCATIONAL CREDIT STUDENT ENROLLMENT BY STUDENT CHARACTERISTICS

Percent Change: Fall 1991 - 1992



Percent Change: Fall 1988 - 1992



CSI
 Fall 1988
 Fall 1989
 Fall 1990
 Fall 1991

HEAD COUNT	Fall 1988	Fall 1989	Fall 1990	Fall 1991
total	1612	1500	1420	1350
Full	373	350	320	300
Part	239	220	200	180
Under	965	930	900	870
Ag Group	647	620	600	580
Less th	79	75	70	65
65 or	637	600	570	540
Un	271	250	230	210
AE EQ	206	190	180	170
total	328	300	280	260
Under	350	320	300	280
Ag Group	283	260	240	220
Less th	296	270	250	230
65 or	123	110	100	90
Un	30	28	26	24
AE EQ	9	8	7	6
total	1887.2	1750	1650	1550
Under	752	700	650	600
Ag Group	1062.9	1000	950	900
Less th	30.1	28	26	24
65 or	21.1	19	18	17
Un	50.5	45	42	40
AE EQ	48.3	45	42	40
total	209	190	180	170
Under	169	150	140	130
Ag Group	143	130	120	110
Less th	51.3	48	45	42
65 or	45.6	42	40	38
Un	45.1	42	40	38
AE EQ	7.1	6.5	6.0	5.5
total	2455.93	2250	2100	2000
Under	999.87	900	850	800
Ag Group	1456.06	1350	1250	1150
Less th	45.9	42	40	38
65 or	832.7	750	700	650
Un	347.1	320	300	280
AE EQ	270.1	250	230	210
total	246.3	230	210	200
Under	216.7	200	180	170
Ag Group	204.5	190	180	170
Less th	206.5	190	180	170
65 or	55.9	50	45	40
Un	9.9	9	8	7
AE EQ	20.5	19	18	17

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ment:

COUNT	Fall 1991	
	Count	%
Total	2017	100.0%
Female	992	49.2%
Male	1025	50.8%
Age Groups		
Less than 18	741	36.8%
18-19	1276	63.2%
20-24	69	1.8%
25-29	515	25.5%
30-34	206	10.2%
35-39	153	7.6%
40-44	233	11.6%
45-49	268	13.3%
50-54	217	10.8%
55-59	226	11.2%
60-64	95	4.7%
65 or older	27	1.3%
Unknown	8	0.4%

TIME EQUIVALENT	Fall 1990	
	Count	% of F'90 Total
Total	14	100.0%
Female	6	43.0%
Male	8	57.0%
Age Groups		
Less than 18	9	64.3%
18-19	3	21.4%
20-24	2	14.3%
25-29	7	50.0%
30-34	1	7.1%
35-39	1	7.1%
40-44	1	7.1%
45-49	1	7.1%
50-54	1	7.1%
55-59	1	7.1%
60-64	1	7.1%
65 or older	1	7.1%
Unknown	1	7.1%

COUNT	Fall 1991	
	Count	% of F'91 Total
Total	38	100.0%
Female	18	47.4%
Male	20	52.6%
Age Groups		
Less than 18	11	28.9%
18-19	12	31.6%
20-24	7	18.4%
25-29	11	28.9%
30-34	2	5.3%
35-39	2	5.3%
40-44	2	5.3%
45-49	2	5.3%
50-54	2	5.3%
55-59	2	5.3%
60-64	2	5.3%
65 or older	2	5.3%
Unknown	2	5.3%

LJ2.XL

Annual Program

Enrollment

1991-1992

Count	% of Total	Fall 1989	Fall 1990
623	100%	565	623
363	58%	313	363
260	41%	252	260
284	45%	227	284
339	54%	338	339
3	0%	4	3
152	24%	138	152
51	8%	70	51
60	9%	55	60
84	13%	65	84
79	12%	69	79
71	11%	51	71
80	12%	72	80
39	6%	32	39
4	0%	5	4
0	0%	4	0
463.2	100%	446.7	463.2
230.6	49%	195.2	230.6
232.6	50%	251.5	232.6
1.1	0%	2.3	1.1
151.3	32%	147.7	151.3
49.5	10%	62.9	49.5
44.1	9%	42.3	44.1
60.7	13%	46.4	60.7
42.9	9%	38.6	42.9
42.9	9%	29.9	42.9
44.7	9%	47.9	44.7
24.3	5%	22.4	24.3
1.7	0%	1.5	1.7
0.0	0%	4.7	0.0

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39	4.6%	32	39
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24.3	3.1%	22.4	24.3
1.7	1.0%	1.5	1.7
0.0	0.0%	4.7	0.0

HEAD

FULL

FA 92.X

M

