

**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES MEETING
MONDAY, FEBRUARY 22, 1993**

PRESIDENT'S BOARD ROOM

5:30 p.m.

AGENDA

MINUTES

TREASURER'S REPORT:

Bad Check Policy

OLD AND NEW BUSINESS:

Library Architects

CSI Foundation Executive Committee

Legislative Update

Summer Construction

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

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

Babcock, Dr. Thad Scholes and Donna Brizee

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Dr. Michael Glenn, Executive Vice President
Dr. Jerry Rock, Vice President of Instruction

Dr. Joan Edwards, Vice President of Planning,
Research and Development
Ron Shopbell, Director of Continuing Education
Dick Sterling, Physical Plant Director
Annette Jenkins, Public Information Officer

VISITORS: Leonard Ellis, Bill James, Gordon Ruehl, Dave
Shurtleff, Dave Cooper
CSI Staff: Dave White, Bill Beale, Fran
Tanner, Marilyn Mecham

MINUTES OF JANUARY 25, 1993, were approved as written on MOTION

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

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

1. The proposed insufficient check fund policy was discussed. The Board did not object to the proposed policy.
2. Dick Sterling reported on the new Center for New Directions building to be constructed on campus this summer by the maintenance department. He presented the a conceptual plan of the 4,000 square foot building.
3. Leonard Ellis, Gordon Ruehl and Bill James presented three conceptual options for the new 52,000 square foot library. The Board decided upon a two story concept with the library being on the lower floor and the new academic learning center located on the upper floor.

CSI Trustees

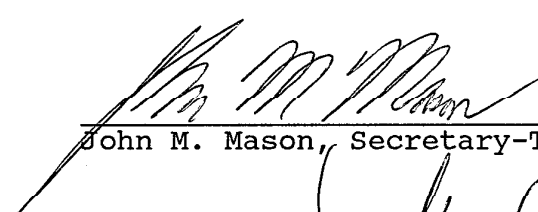
4. Dave Cooper, President of the College of Southern Idaho

coordination. A date for the annual meeting for fiscal year 1994 will be set in the near future.

President Meyerhoeffer praised Dave Cooper for his work with the Foundation and expressed appreciation for the professional advice and time volunteered.

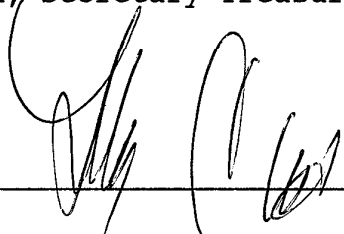
5. The President reported that the legislature was going to be

ADJOURNMENT was declared at 7:05 p.m.



John M. Mason, Secretary-Treasurer

APPROVED March 22, 1993



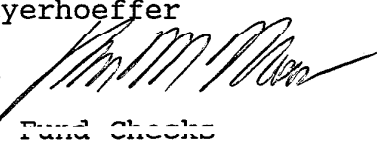
Chairman



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

February 2, 1993

To: President Meyerhoeffer

From: Mike Mason 

Re: ~~Insufficient Fund Checks~~

already was handling a large number of these checks and was willing to take on the additional ones, we now have her handling all returned checks campus wide.

Judy has advised me that we have over \$10,000 of insufficient checks on hand that have been written since September 1, 1992. We probably have a shoe box full of bad checks that have been written in years past.

Our current procedure is to call the bank and see if the check will clear if we re-deposit it. If the check will not

Although we collect on some bad checks, we miss many of them. If the check is for an athletic clinic, fine arts performance or from a non-student, we have very little leverage if they ignore our letters.

Based upon the volume of bad checks we are experiencing, I asked Judy to call the other bookstores in the State to see what they were doing. The following is a summary of their policies:

BSU Bookstore - Utilized Check Write check collectors.
Uncollectible checks are turned over to a collection agency.

~~BSU Bookstore - Automatically re-deposit once, send the letter advising the person they have 15 days to clear the check and then~~

U of I Bookstore - Automatically re-deposit once, send letter advising the person to pay in 15 days, at 6 months the checks are

LCSC Bookstore - Store is leased and is not operated by the college.

~~Check protection companies generally charge the person \$15~~

Students and their parents have been very upset about having to come in and pay off the bad checks. At that point we require cash or a money order and the \$15 fee. The hold also stops the person from registering or receiving financial aid.

Based upon the experience of the last year, I recommend we consider the following policy:

1. All bad checks will be given to the Bookstore who will then turn them over to a check protection firm for collection. Sufficient notice needs to be given to the students and the firm will have to train us concerning the required data that we have to put on checks. I suggest an April 1, 1993 implementation date.

~~At this point a hold would be put on the students record and they would be unable~~
would be turned over to a collection agency. At this point a hold would be put on the students record and they would be unable to register or receive financial aid until the entire debt was cleared. If a partial payment was received through the collection agency, the hold would be reduced by the amount received.

I think we need to be careful in setting up procedures that do not punish the 99% of our students who do not write bad checks. ~~The procedures outlined above should not create~~
inconvenience people who are not writing bad checks.

B: BADCHECK.POL