

COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES MEETING

TUESDAY, MAY 28, 1996

HERPETT CENTER FOR THE ARTS AND SCIENCE
FROST CLASSROOM

5:30 p.m.

AGENDA

MINUTES

TREASURER'S REPORT

Bid: 25 Microscopes

Bid: Kitchen Equipment

Bid: Vehicle Lease/Purchase Bid

Bid: Music Instruments

OLD AND NEW BUSINESS

Continuing Education and Summer School: *Ron Shopbell*

Report of Expedition to Guatemala: *Jim Woods*

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT

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

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

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Vice President of Instruction
Dr. Joan Edwards, Vice President of Planning,
Research and Development
Dr. Michael Glenn, Vocational Dean
Dr. John Martin, Registrar
Ron Shopbell, Director of Continuing Education
Dick Sterling, Physical Plant Director
Jeff Duggan, Assistant to the President
Annette Jenkins, Public Information Director

CSI Staff: Marilyn Blackburn, Louise Flowers, Jim
Woods, JoAnn Shopbell, Kathy Clark

Visitors: Lois Lehrman, Pauline Meyerhoeffer, Judy
Scholes, Dick Brizee, Barbra Beck, Gary Jenkins, Pat
~~Charles, Guy Flowers, Tom, Falkner, Jack, Alford, Betty~~

Times News: Liz Wright

Radio: ~~Stevens of KMER~~

by Dr. Thad Scholes Affirmative vote was unanimous.

APPROPRIATE REPORT: Acceptance of the Treasurer's report was
approved on motion by Dr. Charles Lehrman. Affirmative vote
was unanimous.

BIDS:

Instructional funds.

CSI Trustees

May 28, 1996

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2. The Board approved the bid of Vexco of Twin Falls, Idaho

of a xerox 1090 copy machine on MOTION by DR. Thad Scholes. Affirmative vote was unanimous.

This purchase will be paid for from inter-departmental charges for copying.

3. The Board approved the low bid of B S & R of Twin Falls, Idaho in the amount of \$2,997.00 for an electric freezer,

of \$7,200.20 for a forty eight inch gas range grill, a refrigerated base equipment stand, a gas broiler and two gas french fryers on MOTION by Donna Prizes. Affirmative vote was unanimous.

Funding for this purchase is from the Student Union Fund.

Lehrman. Affirmative vote was unanimous.

Funding for this purchase is from budgeted Maintenance department funds.

5. The music instruments bid will be submitted next month

PRESIDENT'S REPORT:

1. Ron Shopbell reported on the Continuing Education Department's activities. He stated that four out of five arts on tour activities were sold out. Mr. Shopbell also said that we were hoping to reach our one thousand student

2. The President reported that the impact of the One Percent Initiative was being analyzed by the Idaho Board of Education. They are waiting for a fiscal analysis of the

3. Mike Mason and Jim Woods reported to the Board concerning the condensation problem in the planetarium. A vapor barrier was inadvertently not installed in the

CSI Trustees
May 28, 1996
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original construction. The planetarium will be closed from September 1st - 15th in order to correct the problem. Costs associated with correcting the problem will be paid for by

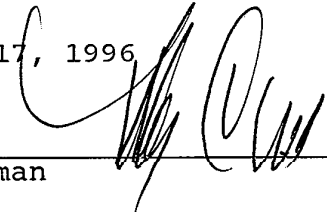
4. The President recognized and thanked the community for their donation to the Herrett Center. Earl Faulkner, Dr. Alan and Fran Frost and Jack and Betty Allred

ADJOURNMENT was declared at 6:47 p.m.



Earl M. Mager, Secretary/Treasurer

APPROVED June 17, 1996



Chairman



COLLEGE OF
SOUTHERN
IDAHO

BUSINESS OFFICE

May 10, 1996

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

From: Mike Mason

Re: ~~Twenty Five~~ Microscopes

We received only one bid for the specified microscopes.
Based upon a review of the bid by Sarah Harris and the Life
Sciences and Allied Health Department, I recommend that we
accept the bid of Microscope Service and Sales of Boise,

\$15,725.00.

Funding for this purchase is from budgeted
instructional departmental funds.

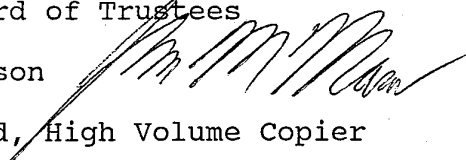


COLLEGE OF
SOUTHERN
IDAHO

BUSINESS OFFICE

May 10, 1996

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

From: Mike Mason 

Re: High Speed, High Volume Copier

We received only one bid for the specified copy machine. Based upon a review of the bid by Jeff Harmon, I recommend that we accept the bid of Xerox in the amount of \$1,453.43 per month for sixty months for the lease/purchase of a Xerox 1090 copy machine.

The base monthly payment is \$753.43 with a per copy charge of .0066 and a top stop of \$1,453.43. The top stop ~~is reached at 106,000 copies per month. Based upon past~~ performance, we will exceed the 106,000 every month.

This machine will replace the two Xerox 1075 copy machines that we are currently lease/purchasing in the amount of \$2,300 per month. The two 1075's are to be traded in on the new 1090.

Funding for this purchase is from inter-departmental charges for copying services.

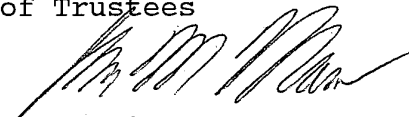


COLLEGE OF
SOUTHERN
IDAHO

BUSINESS OFFICE

May 1, 1996

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

From: Mike Mason 

Re: Kitchen Equipment Bids

~~As the attached spreadsheet indicates, we received two
bids for the specified equipment.~~

Based upon a review of the bids by Debbie Woodland and
Dick Sterling, I recommend that we accept the low bid of B S
& R of Twin Falls for items five through eight as indicated
on the attached sheet in the amount of \$2,997.00. I also
recommend we accept the bid of Four Star Restaurant Supply
Company of Boise for items one through four as indicated on
the attached spreadsheet in the amount of \$7,200.20. The
total expenditure for the eight specified items is
\$10,197.20.

Funding for this purchase is from the Student Union
Fund.

KIT EQUIP BID SHEET

MAY 1, 1996			
ITEM #	EQUIPMENT NAME	B S & R BID	4 STAR BID
1	48" GAS RANGE GRILL	1,828.00	1,225.48

6	TWO 11 QUART DROP IN SOUP WARMERS	382.00	439.04
7	TWO 5 " LOWERATOR FOR SOUP BOWLS	315.00	326.12
8	TWO 6.5 " LOWERATOR FOR SALAD PLATES	350.00	360.18

ITEMS AWARDED TO B S & R			
5	ELECTRIC FREEZER	1,950.00	
6	TWO 11 QUART DROP IN SOUP WARMERS	382.00	
7	TWO 5 " LOWERATOR FOR SOUP BOWLS	315.00	

TOTAL		2,997.00	
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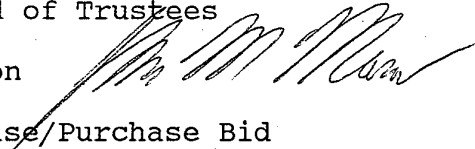
NOTE 1: THE LOW BID OF B S & R FOR THE REFRIGERATED BASE EQUIPMENT

ITEMS AWARDED TO 4 STAR			
1	48" GAS RANGE GRILL	1,225.48	
2	REFRIGERATED BASE EQUIPMENT STAND	3,464.00	
3	GAS BROILER	649.52	
4	TWO GAS FRENCH FRYERS	1,861.20	
TOTAL		7,200.20	
TOTAL COST OF EQUIPMENT		10,197.20	

COLLEGE OF
1
SI BUSINESS OFFICE

April 25, 1996

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

From: Mike Mason 

Re: Vehicle Lease/Purchase Bid

As the attached spread sheet indicates, we received

Based upon the monthly lease payments the estimated
vehicles, I recommend that we accept the low bid of Theisen
Motors of Twin Falls in amount of \$269.34 per vehicle for
eight vehicles.

On April 25, 1996, the Board was polled via telephone
by Board Chairman Leroy Craig and approved the entering into

telephone poll was required due to the vendor having to
enter into the contract prior to the end of the month of
April.

Funding for the vehicles lease payments if from the
regular operating budget of the maintenance department.

Sheet1

	RANDY		ROY	DAVE
	HANSEN	THEISEN	RAYMOND	MUNROE
1996 - CAR MAKE	CHEVROLET	HONDA	FORD	CHEVROLET

24 MONTH LEASE PAYMENT	\$281.44	\$269.34	\$317.18	\$432.84
MILEAGE PENALTY OVER 18,000 MILES PER YEAR	\$0.10	\$0.10	\$0.11	\$0.08
24 MONTH BUYOUT	\$11,161.75	\$12,513.80	\$10,241.70	\$9,400.00
12 MONTH EXTENSION I FASE PAYMENT	\$349.67	\$309.64	\$317.18	\$432.84

OVER 18,000 MILES PER YEAR	\$0.10	\$0.15	\$0.11	\$0.08
36 MONTH BUYOUT	\$9,083.58	\$10,336.65	\$8,652.60	\$7,700.00
NOTE 1: BID FROM DAVE MUNROE ENACTED THE MILEAGE PENALTY AT 15,000 MILES VERSUS THE 18,000 MILES AS SPECIFIED				
NOTE 2: GARY'S WESTLAND BID A PONTIAC GRAND AM BUT DID NOT PROVIDE A COMPLETE BID. THE GRAND AM DOES NOT MEET SPECIFICATIONS				

College of Southern Idaho

Mini-Cassia	Academic	1171
	Computer	226
	Vocational	177
	Microwave	219
	Non-Credit	579
Hailey	Academic	132
	Computer	125
	Vocational	37
	Microwave	62
	Non-Credit	168
Gooding	Academic	124
	Computer	192
	Non-Credit	119
	Microwave	48
Twin Falls Campus	Computer (Academic)	387
	Real Estate	151
	Arts on Tour	4,200 + (public school 1,800)
	Speaker	870
	Tax Symposium	121
	Non-Credit	558

Summer School
Retirement

June 3 - July 26 (as of 5-28-96)
Ruby Petersen

Update: 5/24/96

FALL 1996

Microwave Schedule to Area High Schools

~~*~~ PSYCH 201 Child Psychology M-W-F 3:00-4:00 p.m.
T.F. Campus 0748
T.F. High School 0749
Gooding Center 0750
Jerome High School 0751
T.F. Clinic & Hospital

AH 101 Medical Terminology T-Th 3:00-4:00 p.m.
T.F. Campus 0744
T.F. High School 0745
Jerome High School 0746
Gooding Center 0747

T.F. High School
Jerome High School
Gooding Center
T.F. Clinic & Hospital

AG 102 Plant Science MWF 7:00-8:00 a.m.
T.F. Campus 2256
T.F. High School 2257

T.F. Clinic & Hospital

AG 109 Principles of Animal Science T-Th 7:00-8:00 a.m.
T.F. Campus 2252
T.F. High School 2253
Jerome High School 2255
Gooding Center 2254
T.F. Clinic & Hospital

BIO 201 MWF 12:00n-1:00 p.m.
T.F. Campus 0755

Gooding Center 0755
T.F. Clinic & Hospital

May 16, 1996

Minutes of 8:30 a.m. May 16, 1996 Meeting at Herrett Center

Present: Bryan Freeman, Jim Woods, Lynn Beck, Rick
Greenwald, Dick Sterling, Nick Peterson, Bob Ireland, Mike
Mason and John Perez

It was agreed upon to take the following action concerning the vapor barrier problem in the planetarium:

1. The main beams will be fire taped with an adhesive fire taping product during the repair process. The areas where the sheet rock overlaps will not be fire taped.

2. The entire ceiling will have new vapor barrier installed on the inside between the sheet rock and the noise

scaffold above the dome from part to the structural roof steel. This is still being investigated.

4. There are approximately nine speakers that will be in the way of the scaffolding. They weigh several hundred pounds and must be placed in precise locations. The speakers will have to be taken down and re-installed by Skyscan at an estimated cost of approximately \$7,000.

7. We can shut down for two weeks for maintenance between September 1 and September 15th. If we have to allocate three days on each end to install the speakers, this will only leave us eight days to:

- a. remove projectors and miscellaneous equipment
- b. seal the dome with one layer of visqueen and one layer of canvas or suitable heavy material
- c. set up the scaffolding
- d. remove the sound insulation
- e. install the vapor barrier
- f. put the sound insulation back up
- g. paint the sound insulation.
- h. remove the scaffolding
- i. remove the canvas and visqueen

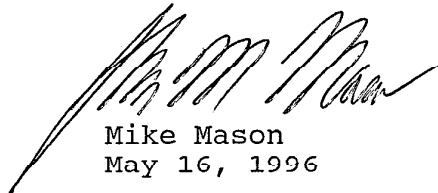
- j. clean the planetarium
- k. re-install projectors and miscellaneous equipment

8. Bryan Freeman will provide the necessary number of people to complete the job in a safe and timely manner. CBT

Ormond will provide Bob Ireland to assist in the project.

9. During the project the entire dome will be sealed along with the ladder to the catwalk. Entry and exit will be through the roof door.

10. On Monday, May 20, 1996 at 8:30 a.m. Nick Peterson will meet with John Perez to further examine the planetarium area and scaffolding ideas. Brian Freeman is considering sending a scaffolding manufacturing representative to the planetarium to see if he can assist.



Mike Mason
May 16, 1996

cc: President Meyerhoeffer
Lynn Beck

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May 28, 1996

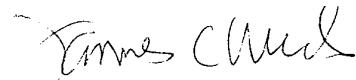
Gerald R. Meyerhoeffer, President
College of Southern Idaho

P.O. Box 1238

Dear President Meyerhoeffer,

It is a pleasure to submit the enclosed summary of activities at the Herrett Center. The report is for the six-month period, November 16, 1995 through May 16, 1996. The report includes general visitor statistics and special events that have been hosted at the Center, as well as a summary of our activities at the planetarium, observatory and art gallery exhibits.

forward to a busy summer with an influx of tourists attracted to our campus by the Herrett Center. We are also anticipating the fall schedule of new and exciting planetarium



James C. Woods, Director

attachment

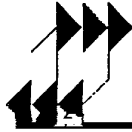


The Herrett Center for Arts and Science
College of Southern Idaho

315 Falls Avenue PO Box 1238 Twin Falls ID 83303-1238 (208)733-9554, x2655

Accredited by the American Association of Museums





Herrett Center for Arts and Science
SIX-MONTH SUMMARY OF ACTIVITIES
November 16 1995 through May 16 1996

The first six months of operations for the new Herrett Center have been very enlightening for the Herrett staff. We are learning how the many features of the new facility and complex equipment can be used as an educational tool to impact student and adult visitors. We would like to acknowledge the design efforts of ZGA Architects for providing us with a facility that has received numerous positive complements from visitors.

This report summarizes a few of the more important statistics that have been compiled during the first six months of operation. You will note a heavy geographic mix of visitor groups who participated in Herrett programs. Even though an actual "school show" was not offered this summer, we will indeed receive visitors from public and private schools in the region

the southern Idaho region. Signs have been installed on the freeway, and we have advertisements in a wide variety of publications including the AAA Tour Book, Twin Falls Chamber of Commerce Guide to Twin Falls, and the Official Idaho Travel Guide, among others. Many more tourist-oriented adds will appear this summer around the state.

The report includes information on the summer and fall schedule and a list of upcoming shows with a brief description of each forthcoming production. Please note that in response to a heavy demand for holiday shows, we have adjusted our upcoming holiday schedule to include more showings and a special holiday presentation *Season of Light*. New museum exhibits will be coming this next year, dates and titles are provided. The final section of this report summarizes a few minor problems that we have either taken care of or are in the process of resolving.

We are very pleased with the results of the first six months of operation and look forward to an active tourist summer and very busy fall and holiday season. Most importantly, the entire staff of the Herrett Center wishes to thank the CSI Board of Trustees, CSI Foundation, and CSI Administration for three years of support and dedication to soliciting funds to allow construction of the new Herrett Center for Arts and Science.

Albia, Blaine, Burley, Caldwell, Coeur d'Alene, Dore, Dietrich, Elko (NV), Emmett, Fairford, Flon, Grangeville, Gooding, Idaho Falls, Jerome, Ketchikan, Lewiston, Malheur, Marsing, McCall, Meridian, Minidoka, Moscow, Nampa, Pocatello, Power, Shoshone, Teton, Teton Valley, Twin Falls, Victor, Weiser, Wood River

Three Creek, Valley, Wendell, Wood River

SCHOOLS VISITING THE PERRELL CENTER

Acequia Elementary, grade 2
Acorn Learning Center
Adolescent Day Treatment Center
Agape Christian School, grades K-6
Albion Elementary, grade 3
American Heritage Academy
Benjamin Franklin Academy, grades 5-7
Bickel Elementary, grade K
Bickel Elementary, grade 5
Big Valley Elementary, Rupert, grades 4-6
Bliss Elementary, grades 4-6
BoPeep Kindergarten, Twin Falls

Idaho Youth Ranch
Immanuel Lutheran, grades k-6
Jackpot Elementary, grades 1-2, 5-6
Jackpot Jr. High
Jarbidge Elementary, grades 3-6
Jeffersone Elementary, Jerome, grade 3
Jerome Home Educators, grades k-3, 3-6
Jerome Middle School, grades 7-8
Jesse Clark Christian Academy
Kimberly Elementary, grades 2 and 5
Kimberly Middle School, grade 6
Kimberly Junior High, grade 8

Burley Junior High, grades 7-12

Marie Valley Home School Association, grades K-4

Canyonside Elementary, Jerome
Castleford Elementary, grades 1-5
Central Elementary, Jerome, grades 4-6
Community School, Sun Valley, grades 2-3
Declo Elementary, grades 2-5
Dietrich Elementary, grades 4-6
Dietrich High School, grades 9-12

Morningside Elementary, grade 2 and 50
Mountain Home Junior High
Mountain View Elementary, Burley, grade 2
Mountain Home AFB School, grade 5
Murtaugh Elementary, grades 3-5
Oakley Elementary, grades 2-3 and 5-6
Oakley HS, grades 9-12

Filer Elementary, grade 5
Filer Middle School, grades 6-8
Filer High School, grades 9-12
Filer High School Honor Society
Foothills Elementary, grade 6
Gibbons Elementary (Gooding), Grade 3
Glenns Ferry High School
Gooding Junior High, grade 8
Gooding High School, grades 9-12
Grace Lutheran School, Pocatello, grades 4-6

Perrine Elementary, grade 6
Popplewell Elementary, Buhl, grades 1-2 and 4-5
Popplewell Elementary, Buhl, TAG
Raft River Elementary, grade 5
Raft River Junior High, grades 7-8
Richfield Elementary, grades 1-2 and 5
Robert Stuart Junior High, grades 7-9
St. Edwards Catholic School, grades k-4
St. Nicholas Catholic School, Rupert, grade 3
Sawtooth Elementary, grades 3-6

Harrison Elementary, grade 6
Hailey Elementary, grade 5
Hansen Elementary, grades 1 and 5

Twin Falls Academy, grade 9
Twin Falls Christian Academy, grades 6 and 9
Twin Falls High School, grades 9-12

Harrison Elementary, grade 3
Hawthorne Junior High, Pocatello, grade 9
Heyburn Elementary, grade 3
Hollister Elementary, grades 1-6
Home Educators, grades 1-3

Wendell Elementary, grades 1 and 3-5
Wendell Middle School, grade 6 and 8
Wendell High School, grade 9-12
Wendell TAG
West End Head Start, grade K

Nov 14-19	Grand Opening Festivities	April 12	Jerome Rec. Assoc. Family Night
Dec 8	ZGA and Associates "Thank You" Show	Apr 13	M.V. Arts Council Annual Meeting & Reception
Dec 11-16	CSI Woodstock Show and Sale	Apr 16	ISU Art History Classes
Dec 21	"The Santa Clause" Movie for CSI Staff	Apr 20	Magic Valley Amateur Astronomers Star Party
Jan 19-20	University of Idaho Alumni	May 1	CSI High School Counselor Conference
Jan 31	CSI Foundation Reception	May 3	Governor's Conference on Tourism
Feb 3	Lions Club Mid-Winter Conference	May 13	CSI Foundation, National Council for Resource Development
Feb 20	Experience Buhl Class	May 24-25	Wood Carvers Convention
Feb 24	BSU Anthropology Club		
Mar 18	Idaho Falls Regional School Superintendents		

VISITOR STATISTICS

School Show Attendance (1/17/96 - 5/14/96)	
Students	10,851
Chaperons, teachers	1,333
Total school group attendance	12,184

Public Show Attendance (11/16/95 - 5/11/96)	
Free passes for grand opening	713
Gift Certificates	82
Administrative Passes	61
Total public show attendance	10,119

Total Planetarium Attendance **22,303**

(Does not include groups using facility for meetings, or other visitors who did not attend planetarium shows)

SUMMER SHOW SCHEDULE (Memorial Day - Labor Day)

11am	Tue-Fri	"Innerspace"
2pm	Tue-Sat	"Through the Eyes of Hubble"
3:30pm	Tue-Sat	"Innerspace"
7pm	Tue, Fri, Sat	"Innerspace"

HOLIDAY SEASON PLANETARIUM SHOW SCHEDULE (Thanksgiving - New Years)

Fri. Nov. 29	1pm, 2pm, 3pm, 4pm, 7pm, 8pm
Sat. Nov 30	2 pm, 3 pm, 4pm, 7pm, 8pm
<hr/>	
Fri. Dec 6	7pm, 8pm
Sat. Dec 7	2pm, 3pm, 4pm, 7pm, 8pm
Tue. Dec 10	7pm, 8pm
Fri. Dec 13	7pm, 8pm
Sat. Dec 14	2pm, 3pm, 4pm, 7pm, 8pm
Tue. Dec 17	7pm, 8pm

Fri. Dec 20 7pm, 8pm
 Sat. Dec 21 2 pm, 3pm, 4pm, 7pm, 8pm
 Tue. Dec 24 1pm, 2pm, 3pm
 Thurs. Dec 26 1pm, 2pm, 3pm, 4pm
 Fri. Dec 27 1pm, 2pm, 3pm, 4pm, 7pm, 8pm
 Sat. Dec 28 2pm, 3pm, 4pm, 7pm, 8pm
 Tue. Dec 31 1pm, 2pm, 3pm

PREVIEW OF UPCOMING PLANETARIUM SHOWS

Planet Patrol (Begins September 17, 1996)

Meet Sam, Sam Snork, PI, that's "Planetary Investigator". He carries a telescope and works for...The *Planet Patrol*. You and your class can join Sam and his sidekick, Elmo, as they search for the source of a disturbing transmission. It seems to be coming from a small nondescript solar system just a few light years from the planet Nork. As Sam and Elmo investigate this solar system, they learn quite a bit about this system consisting of nine planets, asteroids, comets, and dust. Will they find the source of the transmission? Just what solar system is this? A rollicking good

...for elementary school students

(Begins September 17, 1996)

...the big dinner? Well, don't you fret. The *Cowboy Astronomer* will help you

...you find your way 'round the night sky. So if 'yer aiming to learn a few stars and

(narrated by Daniel Lichten)

exchange gifts and participate in a host of other interesting traditions? *Season of Light* examines the most festive and holy time of the year, which is celebrated around the time of the winter solstice, when the sun barely climbs into the sky. If you've ever wondered about where all of our traditions have come from, *Season of Light* will

...program for children of all ages.

UPCOMING ART GALLERY SHOWS

Return of Max Peter October 15 - November 14

June 1996 (Regional Invitational Contemporary Landscape Photography)
January 21 - February 20
CSI Student Show, March 5 - 20

FORTHCOMING MUSEUM SHOWS AND ACTIVITIES

Amerikanuak! Basques in the High Desert, (Browning and Keveren Galleries)
November 29 - August, 1997
Festivention Exhibition, CSI Drama Department (Frost Classroom)
March 18 - 22, 1997
The Don E. Crabtree Lecture in Anthropology, (Faulkner Planetarium)
Date undetermined
Spain on Screen: Recent Research on Nalke, Guatemala (Raymond Gallery)

A SUMMARY OF ISSUES IN NEED OF EVENTUAL RESOLVE

~~The exhibition program listed above the dome in the planetarium. A electric vapor barrier was~~

We have heard comments from visitors that planetarium shows should change more frequently. To help increase the turn-around time on planetarium shows, we were given a full-time Planetarium Production Specialist, Chris Anderson. Addition of this position has already had a significant impact on our production schedule. By the next holiday season, we will be featuring four shows running concurrently through the week.

We have heard comments from visitors who think the planetarium should feature more traditional "star shows" and not shows like *Innerspace* and *Through the Eyes of Hubble*.

We have had numerous requests for "special group rates" for planetarium tickets sold to church groups, scout groups, etc. We are not recommending this because of the logistics of another pricing category (currently have adult (\$4) , senior citizen (\$3), and student (\$2) plus special pricing for school groups (\$1.50).