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**COLLEGE OF SOUTHERN IDAHO**  
**BOARD OF TRUSTEES MEETING**

**OCTOBER 27, 1997**  
**PRESIDENT'S BOARD ROOM**  
**5:30 p.m.**

**AGENDA**

**MINUTES**

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**TREASURER'S REPORT**

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**FY 97 AUDIT**

**CAMPUS SAFETY ISSUES: *Sheriff Wayne Tounsley and  
Darryl Cameron***

**TECHNOLOGY AND PERSONNEL: *Ken Campbell***

**HERRETT CENTER ACCREDITATION ISSUES: *Jim Woods***



COLLEGE OF  
SOUTHERN  
IDAHO

NOTICE OF CHANGE OF MEETING DATE  
FOR THE  
COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

THE REGULARLY SCHEDULED OCTOBER BOARD MEETING HAS BEEN  
RESCHEDULED FROM MONDAY, OCTOBER 20, 1997 TO MONDAY, OCTOBER

P.M.

IF YOU HAVE ANY QUESTIONS CONCERNING THE BOARD MEETING  
CONTACT MIKE MASON AT 733-9554 EXT 4205.

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
OCTOBER 27, 1997

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

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

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

CSI Staff: Jim Woods, Darryl Cameron, Henry Jones

Visitors: Sheriff Wayne Tousley, Glenn Judd and Helen  
Mishler

Times News: None

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

BIDS:

1. The Board accepted the bid of Utah Controls of Sandy,  
Utah in the amount of \$19,918 for controls for the Aspen  
Building on Motion of Dr. Charles Lehrman. Affirmative vote  
unanimous.

CSI Trustees  
October 27, 1997  
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PRESIDENT'S REPORT:

1. Charles Lehrman. Affirmative vote was unanimous.

2. Jim Woods reported that the Herrett Center was under going its third accreditation visit by the American Association of Museums. He also stated that the museum staff was working on a rain forest research station for young students. Dr. M. Ross conceptualized the plans for the project. The project is expected to be completed in late spring of 1998.

3. The Board approved the Herrett Center Mission Statement

4. The Board approved the Herrett Center Charter Purpose on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

5. Campus Security Officer Darryl Cameron and Sheriff Wayne Tousley discussed campus security with the Board. Training, duties, cooperative agreements and other issues concerning the interaction of the sheriff's office and our campus security force were explored.

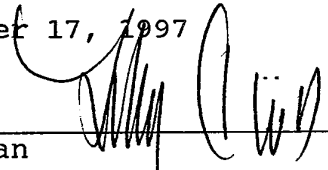
It was agreed that a specific Memorandum of Understanding would be developed prior to any formal cooperative actions taking place.

6. Dr. Ken Campbell briefed the Board on telecommunications projects currently in progress and the computer support staff. The Board approved the hiring a replacement technician in the telecommunications division and an additional support technician in the computer support division.

ADJOURNMENT was declared at 6:38 p.m.

  
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John M. Mason, Secretary-Treasurer

APPROVED November 17, 1997

  
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Chairman



COLLEGE OF  
SOUTHERN  
IDAHO

October 9, 1997

To: President. Meverhoeffer and the College of Southern  
Idaho Board of Trustees

From: Mike Mason

Re: Bid for Aspen Building HVAC Controls

Utah Controls, Inc. submitted the sole bid for the specified controls. Based upon a review of the bid by Don Buettner and Jim Braga, I recommend that we accept the sole bid of Utah Controls of Sandy, Utah in the amount of \$19,918.00 for the Aspen HVAC controls.

**NETWORKING AND CENTRAL COMPUTING**

**Enhance speed, security and capacity of LAN**

- purchase RAID disk drive
- create fast Ethernet segment
- implement network management tools
- develop greater security including firewalls, packet wrapping, etc.

**Enhance teaching and communication capabilities of LAN**

- increase number of classrooms with network access
- Enhance web presence and further develop intranet

**Increase reliability and performance of administrative platform**

- Evaluate administrative software options

Establish plan and process for network and operating system upgrades

**Automate creation of student network accounts for all students**

- create routine for download from mainframe to initialize student account
- determine workload for personnel and hardware to distribute logins
- establish core software access for all students
- centralize servers and upgrade

**Provide kiosk stations for student access to records/financial aid info**

- purchase computers, printers and furnishings

**INTERACTIVE TELECOMMUNICATIONS**

**Complete REA project sites**

- Complete Gooding HS link and site
- Build Minico HS link and site
- Build Jerome St. Benedict's Hospital link and site
- Build Gooding Hospital link and site
- Build Cassia County Hospital link and site
- Build Minidoka Memorial Hospital link and site

**Design and construct additional CSI to Burley link**

- Relocate Burley tower and head end
- Purchase and install equipment for digitally ready CSI/Burley link
- Construct Burley control station and link four Mini-Cassia sites
- Relocate Burley HS telecommunication room in new high school

**Other funded projects**

- Build Health and Welfare site
- Build Job Service site
- Design, construct and connect Filer HS
- Design, construct and connect Buhl HS
- Design, construct and connect Castleford HS

**Other projects awaiting funding**

- Increase capacity for hosting compressed links
- Design and construct additional Hailey link (FY99 if funded)
- Construct 3 additional on-campus telecommunication classrooms (FY99 if funded)

October 5, 1997

Gerald R. Meyerhoeffer, President  
College of Southern Idaho  
P.O. Box 1238  
Twin Falls ID 83303-1238

Dear President Meyerhoeffer:

In 1983 the Herrett Museum was awarded accreditation by the American Association of Museums (AAM). The AAM requires all accredited museums to participate in a re-accreditation process every 10 years. Therefore, the Herrett Center was scheduled for a reevaluation four years ago, but due to major construction on our facility we applied for and received an extension.

In February 1997 we submitted our "Accreditation Self-Study" to the AAM. This document, addendums and photographs describing all aspects of the Herrett Center. This document is currently under review by the AAM. Once they have had sufficient time (3 - 4 months) to review

the Herrett facility. The on-site visit is anticipated sometime in early 1998.

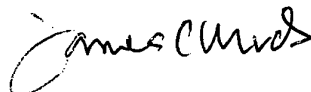
In completing the Accreditation Self-study we encountered several issues that need some elaboration or explanation prior to the on-site visit. We anticipate either the AAM accreditation

their particular area of responsibility. I have attached a list of specific items we are in the process of expounding upon, along with the names of the Herrett staff member responsible for a resolution.

On this list are two specific items that need action by the CSI Board of Trustees. First we need Board approval of the Herrett Center Mission Statement. Second, we need to have Board

convenience?

Sincerely,



James C. Woods  
Director

Enclosures



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 MISSION STATEMENT

The Herrett Center for Arts and Science is a non-profit support service of the College of Southern Idaho. Its purpose is primarily educational, with emphasis on programs for elementary and secondary school students, CSI students, and the adult community of south-central Idaho. The major fields of interest for the Center include anthropology, natural science, and visual art.

The Center will function as a museum by collecting, preserving, and interpreting artifacts and natural history specimens with an emphasis on the prehistoric American continent. Collections will be preserved using contemporary archival standards. These collections will be presented to the public in the form of permanent or temporary exhibitions, lectures, symposiums and publications. The Center will also support the Faulkner Planetarium which

will also be used for public lectures, drama and musical performances, special events, and symposia. The Center will support the Jean King Gallery of Art which, in cooperation with the CSI Fine Art Department and the Associated Students of CSI, will offer exhibitions and other programs concerning contemporary art and art issues. The gallery will bring to the area

The Herrett Center for Arts and Science will participate with other Colleges of Southern Idaho and educational departments in fulfilling the role and mission of the College of Southern Idaho.

| *\*CSI Mission Statement\** |

*diverse residents primarily of South Central Idaho and encourages them to lead full, effective lives in a changing world."*



**HERRETT CENTER CHARTER PURPOSE**

The Herrett Center for Arts and Science supports the College of Southern Idaho by providing public educational programs for elementary and secondary school students. CSI

natural history specimens with an emphasis on the American continent. The Center maintains and accepts on-site collections which houses exhibitions and supporting programs to expand

to provide educational programs in astronomy and other sciences.

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## ACCREDITATION ISSUES AND STAFF ASSIGNMENTS

James Woods      Board approval of official Charter Purpose  
Board approval of official Mission Statement  
Funding and staffing for school programs  
Family programming  
Publications program

Rick Greenawald      Setting and evaluating attendance goals

Marv Anne Blick      Establishing a volunteer program  
Establishing a membership program

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Chris Anderson      Evaluating system for exhibits and programs

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Nick Peterson      Emergency evacuation plan

Phyllis Oppenheim      Computerizing collections records

Bill Studebaker      Evaluating Public Relations program