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**COLLEGE OF SOUTHERN IDAHO**

**BOARD OF TRUSTEES**

**NOVEMBER 16, 1998  
PINE ROOM, #258  
2<sup>ND</sup> FLOOR TAYLOR BUILDING  
5:30 p.m.**

**AGENDA**

**MINUTES**

**TREASURER'S REPORT**

**CERTIFY ELECTION**

**FY 98 AUDIT**

**SALE OF TELECOMMUNICATIONS EQUIPMENT**

**HEAD START CAR BID**

**FIREWALL SYSTEM BID**

**CITY BIKE TRAIL: *LaMar Orton and Dennis Boyer***

**CENTER FOR NEW DIRECTIONS: *Debi Klimes***

**STUDENT TRAVEL IN VANS: *Graydon Stanley***

**STUDENT FOREIGN TRIPS**

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**CSI RECRUITING TAPE: *Jamie Arroza***



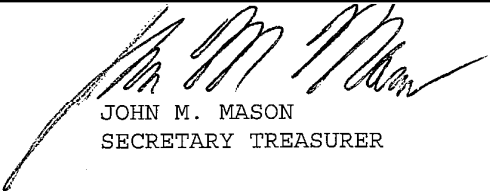
COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

COLLEGE OF SOUTHERN IDAHO

EXECUTIVE SESSION & WORK SESSION  
MONDAY  
NOVEMBER 16, 1998  
4:00 P.M.

TAYLOR BUILDING  
PRESIDENT'S BOARDROOM  
315 FALLS AVENUE  
TWIN FALLS, IDAHO 83301

THERE WILL BE AN EXECUTIVE SESSION HELD IN ACCORDANCE WITH IDAHO CODE  
67-2345 (C) TO CONDUCT DELIBERATIONS INVOLVING REAL PROPERTY. THE  
MEETING WILL BE HELD IN THE TAYLOR BOARDROOM ON MONDAY NOVEMBER 16TH AT

  
JOHN M. MASON  
SECRETARY TREASURER

Posted in the Taylor Building west entrance and the Shields Building  
south entrance.

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
NOVEMBER 16, 1998

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

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman, Dr. Thad Scholes 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. Michael Glenn, Vocational Dean  
Dr. John Martin, Registrar  
Dr. Ken Campbell, Dean of Technology  
Graydon Stanley, Director of Student Information  
Ron Shopbell, Director of Dual Credit  
Randy Dill, Physical Plant Director  
Jeff Duggan, Assistant to the President  
Karen Baumert, Public Information Director

Faculty Representatives: Mary Beth Crane

Times News: Jennifer Sandmann

MINUTES OF October 19, 1998 were approved as written on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

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

BIDS:

1. The Board approved the sole bid of Project Mutual Telephone of Rupert, Idaho in the amount of \$14,000 for the Mini-Cassia Center video

Affirmative vote was unanimous.

These funds will be deposited into the Plant Facility Fund and utilized to help pay for the new telecommunications room at the old Burley High School.

CSI Trustees

November 16, 1998

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3. The board approved the low bid of \$12,700 for the Raptor 6.0 firewall system from Micron Internet Services of Boise, Idaho on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

bike path through campus that would run to the canyon. On behalf of the City of Twin Falls, Mr. Boyer requested that the Board write a letter to the Idaho Department of Transportation supporting a bike path tunnel under Polc Line Road. It was estimated that the work on the tunnel would start in two to three years.

The Board approved the writing of the letter and the concept of the bike path through campus on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

2. The Board certified the 1998 election of Dr. Charles Lehrman and Leroy Craig on MOTION by Donna Brizee. Affirmative vote was unanimous.

3. The Board approved the fiscal year 1998 audit on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

4. Mary Beth Crane spoke to the Board concerning student trips to

insurance was in effect for law suites involving foreign trips as long as they were brought in the United States

working on a report concerning student travel to foreign countries. She is looking at health insurance, liability issues and how other colleges handle foreign travel. Her report is expected in January of 1999.

The Board tabled the decision on student foreign travel pending Ms. Hollifield's report.

5. Debra Klimes made a presentation to the Board concerning the activities of the Center for New Directions. She outlined the services provided, how they were funded and the number of students served. She noted that 50 to 60% of the students served eventually enrolled in a College of Southern Idaho course.

6. Graydon Stanley presented the student and advisors input to the van travel policy. He made the following recommendations:

- a. Drivers must be college employees
- b. The college must provide training to employees
- c. On long trips the drivers are limited to four hours behind the wheel with a maximum of eight hours of driving per day.
- d. Student drivers may be used for local trips only and only to follow another qualified driver when two vans are required.
- e. Students may drive at a destination site.

CSI Trustees

November 16, 1998

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6. (continued)

- f. All vans must be equipped with a first aid kit, fire extinguisher and a cell phone.
- g. Vans must be checked out from a single source and have an itinerary.
- h. If drivers are fatigued, the trip will have to be extended for an extra day to allow for driver rest time.

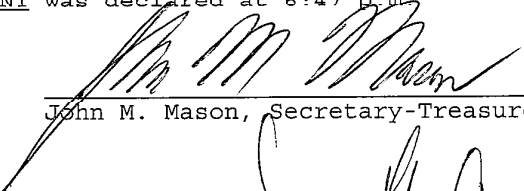
Dr. Lehrman stated that he wanted the following from a van policy:

- b. No overcrowding in the vans
- c. No excessive hours for van drivers
- d. Affordable transportation

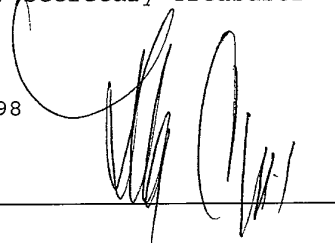
The President asked that Graydon Stanley's recommendations and Dr. Lehrman's concerns be combined into a single policy. Graydon Stanley agreed to bring a van travel policy back to the Board.

7. Jamie Arrossa gave the high school recruiting presentation to the Board. She noted that she spent six weeks traveling in the fall of each year giving up to six presentations per day. Her time out of the campus is spent on callbacks, campus tours and assisting students.

ADJOURNMENT was declared at 6:47 p.m.

  
\_\_\_\_\_  
John M. Mason, Secretary-Treasurer

APPROVED December 21, 1998

  
\_\_\_\_\_  
Chairman

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

NOVEMBER 16, 1998

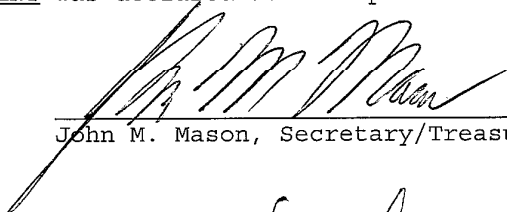
CALL TO ORDER: 4:00 p.m.      PRESIDING: LeRoy Craig

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

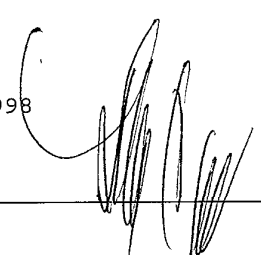
College Administration: Gerald Meyerhoeffer, President  
John M. Mason, Secretary/Treasurer  
Robert Alexander, College Attorney

with Idaho Code 67-2345 (c) to conduct deliberations involving real  
property on MOTION by Dr. Charles Lehrman. Affirmative vote was  
unanimous.

ADJOURNMENT was declared at 4:16 p.m.

  
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John M. Mason, Secretary/Treasurer

APPROVED December 21, 1998

  
\_\_\_\_\_  
Chairman



COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

November 12, 1998

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

From: [Redacted]

Re: Trustee Election

Re: Falls County Clerk Bob Fort and Jerome County

to us:

	LeRoy Craig	Dr. Charles Lehrman
Twin Falls	13,465	13,557
Jerome	4,015	3,702
Totals	17,480	17,259

Both candidates ran unopposed on the ballot. LeRoy  
Craig and Dr. Charles Lehrman have been elected to six-year  
terms commencing January 1, 1999.

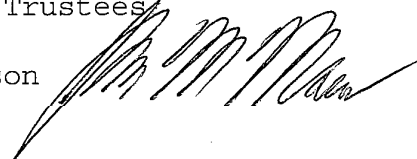


COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

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November 12, 1998

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

From: Mike Mason 

Re: Sale of Telecommunications Equipment

We received only one bid for the Mini-Cassia Center  
video room equipment and furniture. Based upon a review of  
the bid by Dr. Ken Campbell, I recommend that we accept the  
~~bid of \$14,000.~~  
amount of \$14,000.

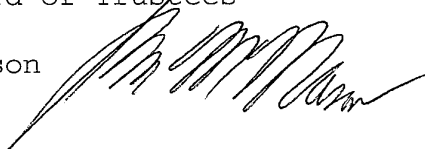
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These funds will be deposited into the Plant  
Facilities Fund and used to partially pay for a new  
telecommunications room in Burley.



November 16, 1998

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

From: Mike Mason 

Re: Headstart Vehicles

We received bids from five automobile dealers for the  
specified used vehicles. Latham Motors, Jules Harrison  
Ford, ~~Randy Hansen~~, ~~Bob Howland Motors~~ and ~~Coada Motor~~  
submitted bids for the used vehicles. Based upon a review

MOTORS OF WENDELL, IDAHO:

1997 Chevrolet Cavalier	\$8,988
1997 Chevrolet Cavalier	8,933
1997 Pontiac Sunfire	9,443
Total	\$27,364

Funding for this purchase is from budgeted Headstart  
funds.



COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

November 16, 1998

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

From: Mike Mason

A handwritten signature in black ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Network Security Firewall System

We received bids from four companies for the specified

following page.

Based upon a review of the bids by Dr. Ken Campbell, I recommend we accept the low bid of Micron Internet Services, Inc. of Boise, Idaho in the amount of \$12,700 for the Raptor 6.0 network firewall security system.

Funding for this purchase is from the administrative computer software acquisition budget.

# Network Security Firewall System Bid Response Summary

	Micron	Lightspeed Internet	Thurber Works	Sento
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Annual Cost / Maintenance	\$2,400	\$1,500	\$1,500	\$2,000	\$3,700
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College of Southern Idaho  
**Center for New Directions Programs**  
1997-1998

**Executive Summary**

**DIRECTIONS IS THE  
CAREER AND LIFE**

The College of Southern Idaho Center for New  
Directions provides several programs. Below is

**FOR SOUTH CENTRAL  
IDAHO.**

Total number Community member and participants  
served: 1,831\*

Total counseling/class participants served (more than 1 hour): 1,014\*◆

Total Blaine County, NorthSide, Mini-Cassia Centers: 289\*

*\*There is some duplication of count between categories*

*\*◆There is no duplication of count within this category*

Females served: 74%

Males served: 26%

Ages: 17 – 21 = 15%

22 – 54 = 66%

55 and over = 19%

Marital Status: 35% married, spouse employed or retired with income  
31% never married  
21% divorced  
13% all others

Assistance needed as stated at intake:

- Job Counseling
- Job Training and Placement
- Educational Services
- Gaining Marketable Job Skills
- Physical or mental health
- Financial Management

Educational Levels: 27% some college (academic)  
24% high school graduate  
15% some vocational training  
33% all others

## **SPECIAL PROGRAMMING:**

**Single Parent/Displaced Homemaker/Single Pregnant Women:** Career counseling,

Total: 453

~~(187 were displaced homemakers)~~

14 were single pregnant women

**Follow-up Results:** 802 follow-ups mailed; 337 completed; 353 positive goal attainment of employment, entering or completing training, or gaining marketable job skills

**Vocational Equity:** Career exploration, school retention for women in non-traditional vocational-technical training programs.

Total Participants Served: 80  
Number entering training: 26  
Number entering non-traditional training: 21  
Number completing training: 12 (some in 2-year programs)  
Number entering non-traditional employment: 12

Programs in which women participated:

Drafting	Electronics
Culinary Arts	Automotive Technology (Governor's Scholarship Recipient)
Law Enforcement	
Auto Body Technology	

**Fruitful Access to Services-Retention (Technical Education):** Orientations to CSI,

Total Students Served: 194

Programs visited and from which students participated.

Air Conditioning/Refrigeration	Diesel Technology
Law Enforcement	Welding
Drafting	Cabinetmaking
Electronics	Medical Assistant
BSEP	Computerized Bookkeeping
ASEP	Hostess (Hotel/Motel/Restaurant Mgt.)