COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES

NOVEMBER 15, 1999

5:30 p.m.
PINE ROOM, #258

AGENDA

MINUTES: (A) *Mike Mason*

TREASURER'S REPORT: (A) *Mike Mason*

AUDIT: (A) *Mike Mason*

INSTRUCTIONAL DEAN: (I) *President Meyerhoeffer*

REVIEW OF FINE ARTS ADDITION: (I) *Mike Mason*

REVIEW OF BOARD POLICIES: (I/A) *President Meyerhoeffer*

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO

EXECUTIVE SESSION
DECEMBER 9, 1999

4:45 P.M.

PRESIDENT'S BOARD ROOM

The Board will meet in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel.

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
PRESIDENT'S OFFICE
EXECUTIVE SESSION
DECEMBER 9, 1999

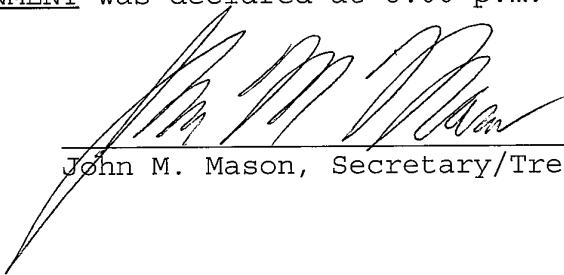CALL TO ORDER: 5:00 p.m.   PRESIDING: LeRoy Craig

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

College Administration: Gerald Meyerhoeffer, President
                         John M. Mason, Secretary/Treasurer
                         Jeff Duqqan, Assistant to the
                           President

Visitors: None

    The Board of Trustees entered into Executive Session in
accordance with Idaho Code 67-2345 (b) to conduct
deliberations concerning personnel on MOTION by Donna
Brizee. Affirmative vote was unanimous.

ADJOURNMENT was declared at 6:00 p.m.

_____
John M. Mason, Secretary/Treasurer

_____
Chairman

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 15, 1999

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~~

                Dr. Jerry Beck, Vice President of Instruction
                Dr. Joan Edwards, Vice President of Planning and
                    Development
                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
                Doug Maughan, Herrett Center/Public Information
                    Officer

        CSI Staff: Mary Strope, Judy Thom, Louise Flowers,
            Barbara Knudson and Henry Jones

        Visitors: Shawn Barigar and Pauline Meyerhoeffer

        Faculty Representative: Kathy Pullmann

        Times News: Jennifer Sandmann

MINUTES OF OCTOBER 18, 1999 were approved as written on
MOTION by Dr. Charles Lehrman. Affirmative vote was
unanimous.

MINUTES OF THE EXECUTIVE SESSION OF OCTOBER 18, 1999 were
approved as written on MOTION by Dr. Charles Lehrman.
Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's Report was approved on
MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

BIDS:

hundred and one computers on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

twenty computers at the same price after discussions with program managers.

PRESIDENT'S REPORT:

1. The Board accepted the annual financial audit on MOTION by Dr. Thad Scholes.

charge of institutional research. The President and the

3. Robert Alexander reviewed the following polices with the Board: Hiring Policy, Elected Officials Policy, Alcohol Policy, Nepotism Policy, Employee Probation Period, Employee
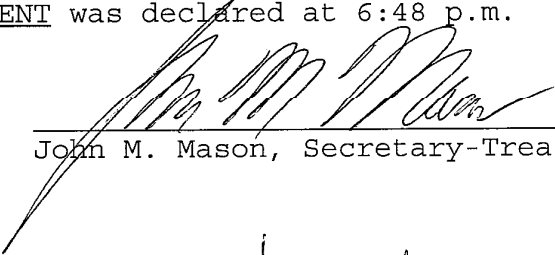
Proposed changes to update these policies along with enactment of several new policies were discussed. No formal action was taken.

4. The President advised the Board that although our Fine Arts addition was rated third by the Idaho State Board of Education, it was rated twelfth by the Idaho Permanent Building Fund Council. This rating could get us up to one

5. The President reviewed the architects' proposals for a bus and vehicle drop off area at the main campus entrance. The Board advised the administration to continue to pursue the concepts presented.

CSI Trustees
November 15, 1999
Page 3

ADJOURNMENT was declared at 6:48 p.m.

_____
John M. Mason, Secretary-Treasurer

APPROVED   December 15, 1999

_____
Chairman

November 9, 1999

To the Board of Directors
College of Southern Idaho

In planning and performing our audit of the financial
statements of the College of Southern Idaho, for the year ended

order to determine our auditing procedures for the purpose of
expressing an opinion on the financial statements and not to
provide assurance on internal control.

However, during our audit we became aware of several

efficiency and reducing expenses. The

We will review the status of these comments during our
next audit engagement. We have already discussed many of these
comments and suggestions with various College administrative

at your convenience, to perform any additional study of these

Sincerely,

Raymond Ware

Raymond T. Ware

CERTIFIED

ACCOUNTANTS

matters which came to our attention, that are presented below for

This letter does not affect our report dated September 24,

Findings and comments

POLICIES AND PROCEDURES MANUAL OVER

Although there are some policies and controls in place, awareness of and compliance with written policies seems to be lacking. If these policies and procedures are not maintained, in the following areas:

- Lack of consistent information across the organization.

- No formal instrument to help ensure that established policies are implemented and being followed by employees.

- Limited effectiveness in monitoring activities.

- Limited effectiveness in being able to respond

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- Over time, many employees forget policies that are still in place, but may not be mentioned or encountered often.

- Updated policies and procedures, if not in writing and communicated effectively, may not be properly understood by employees.

Recommendation:

We recommend that new or updated policy and procedures manual be written to include the new computer system. This manual should also include a flow chart of the internal controls and flow of accounting information throughout the College.

GENERAL ACCOUNT BANK RECONCILIATION

Our audit procedures noted the bank reconciliations were not completed for several of the months during the year. In addition, there was no evidence that they had been reviewed and

Recommendations:

We know that most of this was caused by the computer conversion and anticipate that reconciliations will soon to brought up to date. To maintain an effective internal control

consistent basis. This review should be properly documented.

PROPERTY CONTROLS

In reviewing the physical asset inventory we noted that there were a number of items which had not been located during the observation.

Recommendation:

We recommend that the College complete its physical asset inventory and determine whether write off of all assets that cannot be located is necessary. The College should also review their procedures to ensure that employees are properly reporting all relocations and disposals of equipment through monitoring of the process.

DISTRIBUTION OF ACCOUNTING AND BUDGETING INFORMATION TO DEPARTMENT HEADS

Our audit procedures noted that department heads lacked adequate reports to manage

Recommendation:

We know that most of this was caused by the computer conversion and anticipate improvements

STUDENT GROUPS BANK RECONCILIATION

Our audit procedures noted the bank reconciliations were not completed for several of the months during the year. In addition, there was no evidence that they had been reviewed and approved by someone other than the preparer. As a result, revisions and corrections were required to the reconciliations.

Recommendations:

To ensure an effective internal control structure, we recommend that proper monitoring and review procedures of bank reconciliations be performed and documented on a consistent basis.

STUDENT EMERGENCY FUND

Our audit procedures revealed that an emergency fund was being maintained with funds for the various student groups. The fund was being used to make loans, etc. to students in need.

Recommendations:

We recommend that this fund be eliminated. Any financial requirements of this type

Sincerely,

WARE & ASSOCIATES

Raymond T. Ware

November 10, 1999

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

From: Mike Mason

Re: Computer Bid

      We received six bids for the specified computers.   The
bid details are attached on the following eight pages.   It
is a very complex issue analyzing components, configurations
and prices.

      Based upon a review of the bids by Dr. Ken Campbell and
Gary Baum, I recommend we accept the low bid of Conner Creek
Computers of Burley, Idaho in the amount of $106,535.00 for
one hundred and one computers in thirty-one different
configurations.

      Funding for this purchase is from various departmental
budgets.   Approximately 38 of these computers are for the

Vendors	Connor Creek Computers	Greener Valley Computers	Ocean Interface	Trio Industries, Inc.	Dell Marketing	Data Storage Solutions
Base System Price	$770.00	$795.00	$958.00	$1,078.66	$1,131.00	$1,207.00
Base System (CPU Only)						
Upgrades:						
Microprocessor						
Pentium III - 500 MHz	$70.00	$100.00	$60.00	$1,171.00	In Base	—$80.21
64 MB SDRAM PC-100	$110.00	$150.00	$105.00	$125.00	$94.00	$71.38
192 MB SDRAM PC-100	$299.00	$390.00	$205.00	$245.00	$264.00	$230.52
Hard Disk Storage						
8.0 GB	Fujitsu - $19.00	Fujitsu - $40.00	In Base	N/A	N/A	N/A
10.0 GB	W/D - $29.00	Fujitsu - $65.00	Max - $27.00	N/A	Max - $85.00	Com - $252.63
13.0 GB	W/D - $35.00	Fujitsu - $95.00	Max - $41.00	W/D - $60.00	* Max - $56.00	$292.63
Monitors						
17" SVGA Color	KDS - $85.00	KDS - $105.00	KDS - $230.00	Mit - $160.00	Sony - $185.00	Com - $146.31
AGP 128 Bit with 8 MB	Aopen - $15.00	ATI - $40.00	In Base	In Base	ATI - $28.00	In Base
AGP 128 Bit with 16 MB	CL - 41.00	ATI - $70.00	DS III - $28.00	ATI - $40.00	STB - $123.00	N/A
Keyboard						
Microsoft Natural Elite	$22.00	$30.00	$20.00	$35.00	$28.00	N/A
Full-Size Tower	$80.00	$95.00	$45.00	$60.00	N/A	N/A
Desktop Case 3 - 5 1/4" Ext	$0.00	$45.00	In Base	$0.00	In Base	N/A
Sound Card - 64 Bit	CL - $29.00	CL - $55.00	Yama - $17.00	N/A	N/A	Ens - $45.21
CD-ROM - 40X	* - Afr - $42.00	Sam 48 - $50.0	LO - $38.00	Tos - $65.00	In Base	Com - $78.02
CD-ROM - 50X	Acer - 59.00	Acer - $65.00	CL - 52 - $49.0	N/A	LG - $19.00	Com - $121.05
Dual Speaker System	Juster - $9.00	MM - $11.00	Juster - $15.00	Cam - $35.00	Har - $37.00	N/A
3 Piece Speaker System	Cam - $40.00	Cam - $55.00	Micro - $35.00	Cam - $199.00	Altec - $85.00	Com - $44.21
Removable Storage						
100 MB Internal Drive	Nec - $75.00	IO - $80.00	IO - $75.00	IO - $87.00	IO - $85.00	IO - $114.73
250 MB Internal Drive	IO - $165.00	IO - $175.00	IO - $147.00	IO - $169.00	IO - $170.00	IO - $121.00
Applications (Pre-Loaded)						
MS Office 97 - License	N/A	$95.00	$61.00 / 5 +	N/A	N/A	N/A
MS Office 2000 - Full	$300.00	$285.00	$160.00	* - $75.00	* - $102.48	$162.00
MS Office 2000 - License	N/A	$85.00	$61.00 / 5 +	N/A	* - $75.58	$59.95
Modems						
Internal 56K	3CM - $59.00	3CM - $88.00	3CM - $78.00	3CM - $65.00	Aztch - $75.00	3CM - $109.00
* = Refer to bid for additional information						

Total System Costs for October 27, 1999 Computer Bid

Total Systems	Qty	Hardware Costs	Software Costs	Total Costs
Systems 1-6	31	$28,914.00	$1,925.00	$30,839.00
Systems 7-12	7	$7,748.00	$560.00	$8,308.00
Systems 13-18	42	$40,661.00	$2,730.00	$43,391.00
Systems 19-24	14	$15,414.00	$655.00	$16,069.00
Systems 25-26	2	$1,954.00	$165.00	$2,119.00
Systems 27-31	5	$5,484.00	$325.00	$5,809.00
Total	101	$100,175.00	$6,360.00	$106,535.00

COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES
(Regularly Scheduled Board Meeting)

DECEMBER 15, 1999

6:00 p.m.
HERRETT CENTER
LIBRARY