

COLLEGE OF SOUTHERN IDAHO

**BOARD OF TRUSTEES**

**MARCH 27, 2000**

**5:30 p.m.  
TAYLOR BUILDING  
PINE ROOM #258**

**AGENDA**

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

**BID: UPGRADE SPECTROMETER (A) *Mike Mason***

**BID: PUMPING STATION (A) *Mike Mason***

**BID: COMPUTERS (A) *Mike Mason***

**BID: ARTEC COMPUTERS (A) *Mike Mason***

**DORM RATE INCREASE: (A) *Mike Mason***

**POLICIES AND PROCEDURES UPDATE: (A) *Barbara Knudson***

**FINE ARTS UPDATE: (I) *ZGA Architects***

**BRECKENRIDGE AG ENDOWMENT UPDATE: (I) *Dr. Parker and Bob Lowder***

**LEGISLATIVE UPDATE: (I) *President Meyerhoeffer***

**OLD BUSINESS**

**NEW BUSINESS**

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
MARCH 27, 2000

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

College Administration: Gerald Meyerhoeffer, President  
Jeff Harmon, Acting Secretary/Treasurer  
Robert Alexander, College Attorney  
Dr. Jerry Beck, Vice President of Instruction  
Dr. Joan Edwards, Vice President of Planning and Development  
Dr. DeVere Burton, Dean of Instruction  
Dr. John Martin, Registrar  
Graydon Stanley, Director of Student Information  
Randy Dill, Physical Plant Director  
Jeff Duggan, Assistant to the President  
Karen Baumert, Public/Sports Information Director  
Office

CSI Staff: Bob Lowder, Henry Jones, Barbara Knudson

Visitors: Martin Powell

Faculty Representative: Nancy Jonsson

MINUTES OF FEBRUARY 28, 2000 were approved as written on MOTION by Donna Brizee. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's Report was approved on

CSI Trustees  
March 27, 2000

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Bids:

1. The Board approved the bid of Anasazi Instruments of Indianapolis, Indiana in the amount of \$49,925.00 for the specified upgrade of the nuclear magnetic resonance spectrometer on MOTION by Bill Babcock. Affirmative vote was unanimous.

Funding for this purchase is from three sources: \$25,000 from the Camille and Henry Dreyfus Foundation, \$6,250 from the College of Southern Idaho Foundation \$18,675 is from the instructional budget.

2. The Board approved the bid of Silver Creek Supply of Hailey, Idaho in the amount of \$27,522.59 for the specified surface water pumping station on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

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3. The Board approved the low bid of Conner Creek Computers in the amount of \$60,024.00 for fifty computers in various configurations on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

The Board also approved the purchase of up to twenty additional computers under this contracted price.

Funding for this purchase is from various departmental budgets.

4. The Board approved the low bid of Greener Valley Computers in the amount of \$13,290.00 for the twelve computers specified by ARTEC on MOTION by Donna Brizee.

~~Affirmative vote was unanimous.~~

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Funding for this purchase is from the ARTEC Albertson's grant.

PRESIDENT'S REPORT:

1. The Board was advised that the Dormitory Housing Commission approved the pricing proposal of Fine Host Corporation for contracted food service. Room and board rates approved by the Dormitory Housing Commission for the 2000-2001 school year were also discussed.

CSI Trustees  
March 27, 2000  
Page 3

proposed tree farm and the sugar beet contract with the University of Idaho.

3. Human Resource Director Barbara Knudson discussed the proposed College of Southern Idaho Drug and Alcohol testing policy with the Board. The policy addressed testing for reasonable cause and after an accident. Dr. Charles Lehrman discussed testing ten percent of employees each year.

The policy passes as written on MOTION by Bill Babcock. Affirmative vote was unanimous.

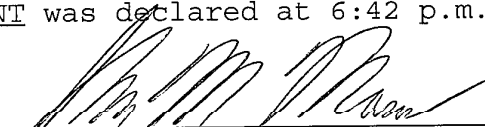
4. Martin Powell from ZGA Architects updated the Board on the plans for the Fine Arts Addition. The new theater, including the balcony area, is designed to have 390 seats.

5. The President updated the Board on legislative and

guidelines for salary increases and the state appropriation for academic and technical education.

6. The President advised the Board that Sam Haws, a newly

ADJOURNMENT was declared at 6:42 p.m.

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

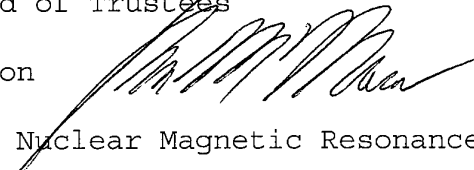
APPROVED April 17, 2000 



COLLEGE OF  
SOUTHERN  
IDAHO

March 10, 2000

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

From: Mike Mason 

Re: Upgrade of Nuclear Magnetic Resonance Spectrometer

We received only one bid for the specified upgrade.  
Based upon a review of the bid by Dr. Marvin Strobe and Rex  
Widener, I recommend that we accept the sole bid of Anasazi  
Instruments of Indianapolis, Indiana in the amount of  
\$49,925.00 for the specified upgrade.

Funding for this purchase is from three sources:  
\$25,000 is from the Camille and Henry Dreyfus Foundation,



March 10, 2000

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', written over the printed name.

We received only one bid for the specified pumping station. Based upon a review of the bid by Don Buettner and Randy Dill, it is my recommendation that we accept the sole bid for the pumping station for the amount of \$27,522.59 for the pumping station.

The pumping station will be utilized to irrigate approximately 15 acres of grass and 15 acres of farmland on the north west corner of campus. The 15 acres of grass is currently being irrigated with City water.

This purchase is being funded by the Plant Facilities Fund.



COLLEGE OF  
SOUTHERN  
IDAHO

March 14, 2000

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 six pages.

It is a very complex issue analyzing components,  
configurations and prices. Greener Valley Computers  
submitted the lowest base bid but when the components and  
desired options were added in, Corner Creek Computers had  
the lowest price.

~~Based upon a review of the bids by Dr. Ken Campbell and~~

fifty computers in eighteen different configurations.

We also request permission to add up to twenty  
additional computers to this bid upon further discussion  
with program managers.

Funding for this purchase is from various departmental  
budgets. Approximately 15 of these computers are for the  
student computer lab in the library and 15 are for the  
Academic Development Center. The remaining twenty, most of  
~~are for various departments throughout~~

### March 1, 2000 Computer Bid

Vendor	Greener Valley Computers	Connor Creek Computers	Micronna.com	P.C. Open	Kingdom Computers	Western Scientific
Base System Price	\$860.00	\$870.00	\$967.00	\$1,060.00	\$1,134.00	\$3,675.00
Base System (CPU Only)	* \$ 710.00	\$630.00	\$900.00	\$898.00	\$916.00	\$3,450.00
Base System (CPU, Kyb, Mse)		\$645.00				
Upgrades:						
Microprocessor						

Pentium III - 700 MHZ	\$570.00	\$299.00	\$525.00	\$295.00	\$450.00	\$415.00
Additional Memory						
64 MB SDRAM PC-100	\$70.00	\$69.00	\$95.00	\$63.25	\$120.00	\$63.00
192 MB SDRAM PC-100	\$185.00	\$199.00	\$355.00	\$113.85	\$360.00	\$188.00

20.0 GB	Fuj - \$90.00	Fuj - \$70.00	* - \$107.00	Max - \$61.00	Max - \$70.00	Max - \$55.00
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19" SVGA Color	KDS - \$235.00	KDS - \$220.00	Mic - \$264.00	KDS - \$255.00	AOC - \$310.00	KDS - \$199.00
Graphics Adapters						
AGP 128 Bit with 8 MB	Picaso - \$20.00	SIS - \$15.00	* Bse = 16MB	Aopen - \$2.30	In Base	Dia - \$5.00
AGP 128 Bit with 16 MB	#9 Sav - \$49.00	V550 - \$59.00	In Base	Aopen - \$32.78	CE - \$30.00	Dia - \$95.00

Chassis						
Full-Size Tower	\$95.00	\$25.00	N / A	\$51.75	In Base	\$0.00
Desktop Case 3 - 5 1/4" Ext	\$45.00	\$35.00	N / A	\$0.00	* Same as Mid	\$20.00
Network Card						
10/100 32 Bit NIC	AT25 - \$35.00	AT25 - \$25.00	SMC - \$15.00	AT25 - \$137.00	N / A	AT25 - \$20.50
10/100 32 Bit NIC	3C905 - \$70.00	3C905 - \$50.00	3C905 - \$34.00	3C905 - \$51.75	3C905 - \$59.00	3C905 - \$77.00

Multi-Media						
Sound Card - 32 Bit	CL - \$30.00	ESS - \$19.00	In Base	CL - \$23.00	SB - \$59.00	CL - \$20.00

CD-ROM - 50X	Acer - \$65.00	Acer - \$55.00	No Bid	52Ao - \$55.20	N / A	Acer - \$70.00
Dual Speaker System	MM - \$11.00	Juster - \$9.00	Advnt - \$19.00	Aopen - \$22.00	* - \$19.00	Gen - \$10.00
3 Piece Speaker System	Ozaki - \$50.00	AT-340 - \$45.0	Canb - \$240.00	AT - \$52.00	CL - \$39.00	AT - \$110.00
Headphones	Labtec - \$15.00	LabTec - \$19.0	No Bid	Koss - \$5.00	New Q - \$19.00	LabTec - \$9.50
Removable Storage						

20.0 MB Hard Disk Drive	\$175.00	\$125.00	\$175.00	\$150.00	\$125.00	\$100.00
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**March 1, 2000 Computer Bid - Phase 1**

Vendors	Conner Creek Computers	Qty	System 1	System 2	System 3	System 4	System 5	System 6
Base System Price (ATX)	\$870.00		\$870.00	\$870.00	\$870.00		\$870.00	\$870.00
Base System (CPU Only) (ATX)	\$630.00							
Base System (No Monitor) (ATX)	\$645.00					\$645.00		
<b>Upgrades:</b>								
<b>Microprocessor</b>								
Pentium III - 600 MHz Processor	\$65.00							
Pentium III - 650 MHz Processor	\$165.00							
Pentium III - 700 MHz Processor	\$299.00							
<b>Additional Memory</b>								

13.0 GB IDE Hard Disk Drive	\$35.00		\$35.00		\$35.00			
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19" SVGA COLOR MONITOR	\$220.00							
<b>Graphics Adapter</b>								
AGP 128-Bit w/8MB RAM	\$15.00							

<b>Keyboards</b>								
MS Natural Elite Keyboard	\$25.00							
<b>Chassis</b>								
Full-Size Tower	\$25.00							
Desktop Case w/3 - 5 1/4" F. Bays	\$35.00							
<b>Network Card</b>								
32-Bit AT2500TX NIC	\$25.00		\$25.00	\$25.00		\$25.00	\$25.00	\$25.00

3-Piece MM Speaker System	\$45.00				\$45.00			
Headphone w/Volume Control	\$19.00							

250MB Removable Drive	\$125.00		\$125.00					\$125.00
<b>Applications (Pre-Loaded)</b>								
MS NT 4.0 Wkstn- Full	\$45.00							
MS Windows 2000 Pro - Full	\$45.00							
MS Office 2000 - Installed	Yes/No		Yes	Yes	Yes	Yes	Yes	Yes
Modem	\$59.00							
Case: D = Desktop, T = Tower			T	T	T	T	T	T
<b>TOTAL PER SYSTEM</b>								
			\$1,198	\$1,128	\$1,293	\$912	\$1,157	\$1,282

3. Penny Glenn 01-3509-5490	\$1,293.00	1			X			
4. Shonna, Kathy, Cindy 2 - 01-1010-5420	\$2,736.00	3				X		
5. L Rodriguez 01-5080-5420	\$1,157.00	1					X	

**March 1, 2000 Computer Bid - Phase 1**

Vendors	Conner Creek Computers	Qty	System 7	System 8	System 9	System 10	System 11	System 12
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Pentium III - 600 MHz Processor	\$65.00							\$65.00
Pentium III - 650 MHz Processor	\$165.00							

64MB SDRAM PC-100	\$69.00		\$69.00	\$69.00	\$69.00	\$69.00	\$69.00	\$69.00
192MB SDRAM PC-100	\$199.00							

13.0 GB IDE Hard Disk Drive	\$35.00			\$35.00			\$35.00	
20.0 GB IDE Hard Disk Drive	\$70.00							\$70.00

Monitor

19" SVGA Color Monitor	\$220.00					\$220.00		
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Graphics Adapter

Keyboard

MS Natural Elite Keyboard	\$25.00							
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Chassis

Full-Size Tower	\$25.00							
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Desktop Case w/2 - 5.14" B Drive

Sound Card - 32 Bit	\$19.00		\$19.00	\$19.00	\$19.00		\$19.00	
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Sound Card - 64 Bit	\$29.00							\$29.00
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50X CD-ROM Drive	\$55.00		\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
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Basic Dual Speaker System	\$9.00		\$9.00	\$9.00	\$9.00		\$9.00	
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250MB Removable Drive	\$125.00							\$125.00
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Yes No Yes No Yes No Yes No Yes No

<b>TOTAL PER SYSTEM</b>			\$1,157	\$1,182	\$1,047	\$1,123	\$1,147	\$1,497
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7. LaMont Turner 01-3110-5420	\$8,099.00	7	X					
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8. LaMont Turner 01-1870-5420	\$2,364.00	2		X				
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9. LaMont Turner 01-3872-5420	\$6,282.00	6			X			
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10. LaMont Turner 01-3000-5420	\$1,123.00	1				X		
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<b>Total</b>	<b>\$26,247.00</b>	<b>23</b>						
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**March 1, 2000 Computer Bid - Phase 1**

Vendors	Conner Creek Computers	Qty	System 13	System 14	System 15	System 16	System 17	System 18
Base System Price (ATX)	\$870.00							

Pentium III - 600 MHz Processor	\$65.00							
Pentium III - 650 MHz Processor	\$165.00		\$165.00	\$165.00				
Pentium III - 700 MHz Processor	\$299.00							

64MB SDRAM PC-100	\$69.00				\$69.00			
192MB SDRAM PC-100	\$199.00		\$199.00	\$199.00				
Hard Disk	k Storage							

13.0 GB IDE Hard Disk Drive	\$35.00		\$35.00	\$35.00				
20.0 GB IDE Hard Disk Drive	\$70.00				\$70.00			
Monitor								
17" SVGA Color Monitor	\$85.00							
19" SVGA Color Monitor	\$220.00							

Keyboard								
MS Natural Elite Keyboard	\$25.00							

Network Card								
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Sound Card - 32 Bit	\$19.00		\$19.00	\$19.00	\$19.00			
Sound Card - 64 Bit	\$29.00							
50X CD-ROM Drive	\$55.00		\$55.00	\$55.00	\$55.00			
Basic Dual Speaker System	\$9.00		\$9.00	\$9.00	\$9.00			
3-Piece MM Speaker System	\$45.00							
Headphone w/Volume Control	\$19.00							
Removable Drives								

250MB Removable Drive	\$125.00			\$125.00				
Applications (Pre-Loaded)								
MS NT 4.0 Wkstn- Full	\$45.00							
MS Windows 2000 Pro - Full	\$45.00							
MS Office 2000 - Installed	Yes/No		Yes	Yes	Yes			
Modem	\$59.00			\$95.00				

<b>TOTAL PER SYSTEM</b>			\$1,167	\$1,387	\$907	\$0	\$0	\$0
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15. Heather Adams 95-9500-5420	\$907.00	1			X			
	\$0.00					X		
	\$0.00						X	
								X
<b>Total</b>	<b>\$3,461.00</b>	<b>3</b>						



**Total System Costs for March 1, 2000 Computer Bid**

<b>Total Systems</b>	<b>Qty</b>	<b>Hardware Costs</b>	<b>Software Costs</b>	<b>Total Costs</b>
Systems 1-6	24	\$27,066.00	\$1,560.00	\$28,626.00
Systems 7-12	25	\$20,241.00	\$1,495.00	\$21,736.00
Systems 13-18	3	\$3,461.00	\$195.00	\$3,656.00
<b>Totals</b>	<b>52</b>	<b>\$50,768.00</b>	<b>\$3,250.00</b>	<b>\$54,018.00</b>



COLLEGE OF  
SOUTHERN  
IDAHO

March 14, 2000

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

From: Mike Mason

Re: ARTEC Computer Bid

~~We received two bids for the twelve specified~~  
computers. Conner Creek Computers bid \$17,568.00 and  
Greener Valley Computers bid \$13,920.00.

Based upon the recommendation of David Sass, ARTEC  
Executive Director, and a review of the bids by Dr. Ken  
Campbell and ~~Gary Baum, I recommend we accept the low bid of~~  
Greener Valley Computers of Burley, Idaho in the amount of  
\$13,920.00 for twelve computers.

Funding for this purchase is from the ARTEC Albertson's  
grant. These computers are for the Hagerman School  
District.

# FINE HOST/COLLEGE of SOUTHERN IDAHO

## 2000 RATE SCHEDULE

Fine Host Corporation proposes two options for consideration

**#1** 13% increase in Summer Conference Rates reflected in the schedule below:

#participants	1999 Rate	2000 Rate	Breakfast	Lunch	Dinner
1 - 100	\$13.27	\$15.00	\$3.30	\$5.10	\$6.60
101 - 200	#####	\$14.00	\$3.08	\$4.76	\$6.16
201-300	#####	\$13.00	\$2.86	\$4.42	\$5.72
Dorm Residents	\$6.25	\$7.07			

Summer Hours of Operation will be limited to Mon-Thur. Unless conference business warrants differ

**OR**

**#2** 1.7% increase in daily rates for board population

Meal Plan	1999 Rate	2000 Rate
100	\$4.72	\$4.80
150	\$5.90	\$6.00
200	\$6.75	\$6.87
250	\$7.65	\$7.78

Contract rates are based on a minimum of 217 board days per academic year  
Board Meals and Script dollars must be used in the semester when purchased,  
and may not be carried forward into subsequent semester

FY01DORM

COLLEGE OF SOUTHERN IDAHO  
PROPOSED 2000 - 2001

DOUBLE ROOM 930  
100 MEAL PLAN 523.81  
SALES TAX 26.19  
TOTAL MEALS 550  
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TOTAL ROOM AND MEALS 1,480  
\$0 SCRIPT MONEY

SINGLE ROOM 1,050  
100 MEAL PLAN 523.81  
SALES TAX 26.19  
550  
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TOTAL ROOM AND MEALS 1,600

DOUBLE ROOM 930  
150 MEAL PLAN 685.71  
SALES TAX 34.29  
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TOTAL ROOM AND MEALS 1,650  
\$50 SCRIPT MONEY

SINGLE ROOM 1,050  
150 MEAL PLAN 685.71  
SALES TAX 34.29  
720  
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TOTAL ROOM AND MEALS 1,770

DOUBLE ROOM 930  
200 MEAL PLAN 785.71  
SALES TAX 39.29  
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TOTAL ROOM AND MEALS 1,750  
\$75 SCRIPT MONEY

SINGLE ROOM 1,050  
200 MEAL PLAN 785.71  
SALES TAX 39.29  
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TOTAL ROOM AND MEALS 1,865

DOUBLE ROOM 930  
250 MEAL PLAN 890.48  
SALES TAX 44.52  
TOTAL MEALS 935  
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TOTAL ROOM AND MEALS 1,865  
\$100 SCRIPT MONEY

SINGLE ROOM 1,050  
250 MEAL PLAN 890.48  
SALES TAX 44.52  
TOTAL MEALS 935  
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TOTAL ROOM AND MEALS 1,985



FY01DORM

	1999-2000	2000-2001	DOLLAR INCREASE	PERCENT INCREASE
DOUBLE ROOM 100 MEAL PLAN	1,410	1,480	70	4.96%
DOUBLE ROOM 150 MEAL PLAN	1,635	1,650	15	0.92%
DOUBLE ROOM 200 MEAL PLAN	1,740	1,755	15	0.86%
DOUBLE ROOM 250 MEAL PLAN	1,850	1,865	15	0.81%
SINGLE ROOM 100 MEAL PLAN	1,520	1,600	80	5.26%
SINGLE ROOM 150 MEAL PLAN	1,745	1,770	25	1.43%
<hr/>				
SINGLE ROOM 250 MEAL PLAN	1,960	1,985	25	1.28%

NOTE 1: \$ 6,171 IN ADDITIONAL FUNDS WILL BE RAISED IN DORM RENT REVENUE

## Report to Trustees March 2000

### Overview

The Breckenridge Ag Endowment Farm continues to be a positive influence for students in the CSI Agriculture Program and for the program. Developments during the past year

- Five-year lease for rhizomania research
- Grass pasture development and plans
- Wetland activities and research
- Student Farm Managers

### Five-year lease for Rhizomania Research

Twenty acres of the farm will be leased to the Snake River Sugar Beet Growers Research Committee. This organization is leasing on behalf of the University of Idaho for rhizomania research. The principle investigator will be Dr. John Gallian, Extension Sugarbeet Specialist Twin Falls. The annual payment will be \$10,000 (\$500/per acre)

To conduct this research the 20 acres will be divided into test plots that are attractive and

Each year, two CSI student interns can work with the University of Idaho to gain applied scientific experience by conducting projects in experimental activities.

### Grass Pasture Planned Activities

Jim Wilson plans to use the grass pasture area (next to North College Road) to raise rangeland plants, specialized flowers and forages, and harvest the seeds. He will be working with our agriculture student managers.

### Wetland Activities

Ross Spackman plans to use the wetland to conduct research on water quality as part of his doctoral research project. The work will consist of studying how water quality

This year the Ag Department cosponsored Agri-Action 2000. As part of our responsibilities we allowed dealerships to conduct tractor demonstrations in the pasture area. The purpose was to increase community awareness of agriculture.

The wetland area continues to be popular for people and classes to visit and to use.

Ri-low and agriculture classes use it as an outdoor laboratory.

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

**THE COLLEGE OF SOUTHERN IDAHO  
DRUG AND ALCOHOL TESTING POLICY**

The State of Idaho has codified the procedure under which a political subdivision of the State of Idaho may test its employees for drugs or alcohol at Title 72, Chapter 17 of the Idaho Code. The Board of Trustees of the College of Southern Idaho has determined that it is in the best interests of the college, its administration, faculty and staff to **have** a drug and alcohol testing policy.

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**POLICY**

The policy of the College of Southern Idaho, which may be amended at any time, is as follows:

The college may require any employee or prospective employee to submit to appropriate testing for the presence of drugs or alcohol in that employee's system under circumstances which may include

- a. post-accident
  - b. return to duty
  - c. follow-up
- 

Post-accident:

Any employee whose performance either contributed to any accident or injury or cannot be completely discounted as a contributing factor to an accident will be tested based upon the following conditions:

- (a). If the accident caused injuries resulting in medical treatment being provided by a physician or his/her designee (other than first-aid).
- 

Return to duty/follow-up:

An employee who tests positive for drugs or alcohol may not return to work until such employee tests negative. The College of Southern Idaho has the option of disciplinary action up to and including termination for a confirmed positive test. When disciplinary action has been chosen as an option, the employee may return to duty when the following conditions, which may be at the employee's expense, are met:

- (a) The employee must have a negative return-to-duty test for drugs and/or alcohol as specified in this policy. The sample collection and analysis of the specimen must be conducted at the company's designated site. The sample must have been collected no more than 24 hours prior to the employee's return to work.
  - (b) The employee must submit to an evaluation (a copy of which is sent to the employer)
-

- ii) A plan for follow-up drug/alcohol testing to be completed for a period of time not more than 60 months.
- iii) A signed agreement from the employee stipulating to his/her commitment to the outlined plan/recommendations.

Reasonable suspicion:

When trained supervisory personnel determine there is reasonable suspicion to believe an employee is under the influence, or in possession, of any substance prohibited by these standards or is otherwise in violation of this policy, the company may:

- (a) Require the employee to submit to a drug and/or alcohol test when at least one designated/trained supervisor has reasonable suspicion to believe that an employee is under the influence of drugs and/or alcohol. These beliefs will be based upon specific
- (b) Any illegal substance found on the premises will be turned over to appropriate law enforcement agencies and may result in criminal prosecution.

All employees and prospective employees are subject to the terms and conditions of this policy.

**PROCEDURES**

- 1. Any testing for drugs or alcohol on current employees will be considered work time for compensation purposes. Prospective employees shall not be paid for any time spent for drug/alcohol testing. The college shall pay all initial costs of drug or alcohol testing.
- 2. An employee does have the right to refuse to be tested. However, refusal to submit to the test may be grounds for disciplinary action up to and including termination.
- 3. Sample collection, testing and analysis for drugs or alcohol shall be performed **with the Magic Valley Regional Medical Center as third party administrator and**
- 4. Any employee or prospective employee who tests positive for drugs or alcohol must be given written notice of that test result, including the type of substance involved. Any employee who tests positive for drugs or alcohol may not return to the work force until such employee tests negative. The employee must be given an opportunity to discuss and explain the positive test result with a medical review officer or other qualified person. If any test is positive for drugs and/or alcohol, CSI shall receive a confirmatory test before using the test result as a basis for any disciplinary action or termination.
- 5. Any employee or prospective employee who has a positive test result may request that the same sample be retested by a mutually agreed upon laboratory. A request for retest must be made within seven (7) working days from the date of the first

6. Upon receipt of a confirmed positive drug or alcohol test result or other proof which indicates a violation of this policy, or upon the refusal of an employee to provide a test sample or upon an employee's alteration or attempt to alter a test sample, the college may use that test result or the employee's conduct as the basis for disciplinary or refusal-to-hire action that will result in claimant's ineligibility to receive benefits under the provisions of section 72-1336(4), (5), (6) or (7), Idaho Code. The college may require that the current employee utilize the return-to-work procedure as a condition of continued employment or reinstatement. Actions by the college may

program, which may include additional drug or alcohol testing, as a condition of continued employment;

- b. suspension of the employee with or without pay for a period of time;
- c. termination of the employee;
- d. other disciplinary measures as deemed appropriate by the college.

otherwise, received through this substance abuse testing policy shall be considered confidential and kept in the medical files maintained by the Director of Human Resources.

8. This policy shall conform in all respects with the provisions of Title 72, Chapter 17, Idaho Code.

considered disabled by virtue of the test results alone.

11. All prospective and current employees will be fully informed of the Drug-Free Workplace Policy and procedures prior to any testing being administered. All employees will be provided with a copy of this policy. No current or prospective employee will be tested until this information is provided to him/her.

The College of Southern Idaho recognizes drug and alcohol dependency as a serious

the Director of Human Resources

**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**

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**EXECUTIVE SESSION  
APRIL 17, 2000**

**5 P.M.**

**PRESIDENT'S BOARD ROOM**

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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  
April 17, 2000

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

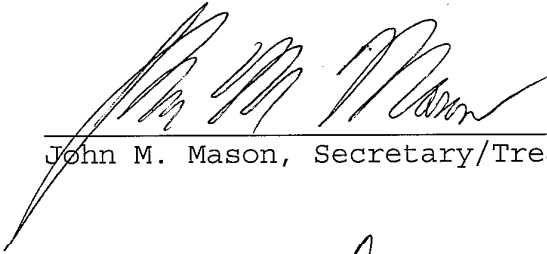
ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehman, Dr.

College Administration: Gerald Meyerhoeffer, President  
John M. Mason, Secretary/Treasurer  
Robert Alexander, College Attorney  
Graydon Stanley, Director of  
Student Information  
Deborah K. ...

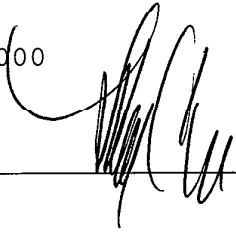
Visitors: None

The Board of Trustees entered into Executive Session in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel on MOTION by Bill

ADJOURNMENT was declared at 5:25 p.m.

  
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John M. Mason, Secretary/Treasurer

APPROVED May 15, 2000

  
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Chairman