



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

APRIL 16, 2001

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

AGENDA

MINUTES: (A) *Mike Mason*

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

BID: GAS/PLASMA SHAPE CUTTING SYSTEM: (A) *Mike Mason*

CONTRACTS: (A) *President Meyerhoeffer*

PROMISE SCHOLARSHIPS: (A) *President Meyerhoeffer*

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO

APRIL 18, 2001

CALL TO ORDER: 5:30 p.m. PRESIDING: Dr. Charles Lehrman

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

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Vice President of Instruction
Ron Shopbell, Director of Dual Credit
Randy Dill, Physical Plant Director
Doug Maughan, Herrett Center, Public Information
Officer

BY: Staff: Barbara Kuebler, Deb Wilson, Cindy Perry
and Jim Woods

Visitors: None

Faculty Representative: Nancy Jonsson-Byler

Times News: Jennifer Sandmann

Tower: None

MOTION
by Bill Babcock. Affirmative vote was unanimous.

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

BIDS:

1. The Board approved the purchase of a gas/plasma shape
by Bill Babcock. Affirmative vote was unanimous.
The line for this purchase is from budgeted departmental

CSI Trustees

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1. Jim Woods reviewed the Herrett Center ten-year accreditation process. The Board reviewed and approved the institutional plan, code of ethics, collections management policy and strategic long-range plan of the Herrett Center

Mr. Woods also reviewed the upcoming events at the Herrett Center and their involvement concerning the Twin Falls centennial.

2. The President and Cindy Barry reviewed the Promise Scholarship Program. The scholarship provides all Idaho high school graduates with a 3.0 GPA or higher a minimum of \$500 per year to go to the college of their choice in Idaho. The College of Southern Idaho is matching this amount with Presidential and foundation scholarships. The program is in effect for incoming freshman the fall of 2001.

3. The President requested the Board approve four percent salary increases for staff and five percent salary increases for faculty for the 2002 fiscal year. He explained the intent of the governor in providing a faculty two percent

in responsibility. The Board approved the increases on MOTION by Donna Brizee. Affirmative vote was unanimous.

The President also discussed the preference of the college to give equal raises to all employees and the impact of a projected \$200,000 increase in utility bills next year.

4. The President briefed the Board on our Division of Public Works funding for Fy 2002. He noted that the Fine Arts Addition was fully funded along with the following preventative maintenance projects: Frontier Road Repaving, Mini-Cassia Center Gym Roof Replacement, Chiller Replacement and West Campus Fire Lane Replacement.

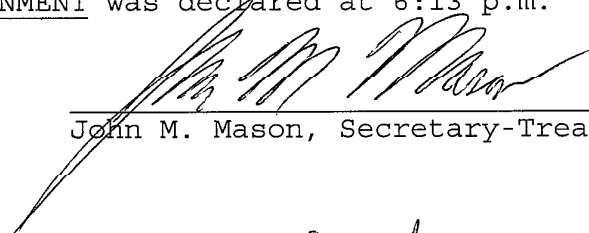
The preventative maintenance projects total over \$400,000 and the total funding for the Fine Arts Addition was \$6,291,000.

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4. The President advised the Board that Tammy Harney is hosting a delegation of approximately thirty Chinese businessmen in Twin Falls on June 8, 2001. The college will be supportive in providing both an economic development and educational perspective.

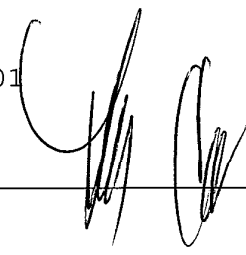
The President also advised the Board that the Olympic torch would be coming through campus on January 26, 2002 on its way to Salt Lake City, Utah.

ADJOURNMENT was declared at 6:13 p.m.



John M. Mason, Secretary-Treasurer

APPROVED May 21, 2001



Chairman



April 6, 2001

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

From: Mike Mason

Re: Bid for Gas/Plasma Shape Cutting System

We received following two bids for the specified equipment:

	Norco	Praxair
Shape Cutting Machine	\$15,284.80	\$16,537.00
Freight	1,200.00	1,450.00
Existing Machines Trade In Value	(8,000.00)	(7,520.00)
Total Net Cost	\$ 8,484.80	\$10,467.00

Based upon a review of the bids by Ed Martin I recommend we accept the low bid of NORCO of TWIN FALLS, Idaho in the amount of \$8,484.80 net of trade ins for the specified equipment.

Funding for this purchase is from budgeted technical division funds.

April 10, 2001

Mr. Leroy Craig, Chairman
College of Southern Idaho Board of Trustees
PO Box 1238
Twin Falls ID 83303-1238

Dear Mr. Craig,

MUSEUMS (AAM). The AAM requires museums to be re-accredited every ten years, and we were due for a review in 1996. However, at that time we were under construction for our new museum. The AAM granted an extension. In July 1997 we submitted our "Accreditation Self-

Visiting Committee, the AAM wrote to us in March 2000 and asked for three revisions to our self-study including:

- 1) A revised comprehensive Institutional Plan with Board approval

Policy, with Board approval on both documents

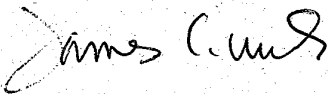
Our Mission Statement (item #2 above) was presented to the CSI Board of Trustees last year and approved. Now, however, we are requesting Trustee approval of our Institutional Plan, Code of Ethics, and Collections Management policy. These three documents were previously submitted in our Accreditation Self-Study (1997), but have been modified and updated to accommodate AAM concerns. In all three plans, we closely followed AAM recommendations and guidelines,

summarized in the attached pages. A full draft of these documents will be available on the night of the Board meeting in the event there may be specific questions from trustees. The three

Self-Study report.

These revisions, with your approval, are due to the AAM office no later than May 4, 2001, and

Sincerely,



James C. Woods, Director



The Herrett Center for Arts and Science
College of Southern Idaho

1) Institutional Plan

The original plan submitted with our accreditation self-study was based on our Unit Plan for

Center currently uses the UPI as our official planning procedure. AAM felt this process

the museum field .

Our updated plan as outlined below has therefore been re-written to integrate into the new campus plan currently being prepared by the CSI Planning and Development Office. Once completed, the new CSI Strategic Plan will integrate all CSI individual department goals and plans into an "strategic and operational planning process". The new plan will use a recently-

design a long-range departmental plan which can eventually be integrated into the institutional

- Summary of current institutional (CSI) strategic initiatives.
- Summary of the Herrett Center Long Range Plan structure and how it can be integrated into the current CSI master plan initiatives: quality, student success, and faculty and staff development.

b) Strategic Initiatives for the Herrett Center

- Provision of detailed guidelines for the Herrett Center to fulfill the three CSI Strategic Initiatives defined by the CSI Strategic Committee.

staff to deliver effective services.

2-Student success -- to include offering of programs that appeal to our international student body by cooperating with the CSI Diversity Council in planning receptions and special events at the Center which utilize the Center's unique resources.

3-Staff development -- to include increased professional development opportunity for staff and the addition staff to fulfill program needs.

- Provision of six additional planning initiatives unique to the Herrett Center.
- 4-Re-analysis of the Herrett Center staffing structure.

College of Southern Idaho Foundation.

6-Conceptualization of future facility needs and enhancements.

7-Creation of an attendance development plan to include annual attendance goals.

incorporation of the college art collection into the Herrett program.

c) Implementation

- Initiative ranking. The six planning initiatives presented above will be prioritized by Herrett staff and the Herrett Advisory Council and a progress schedule proposed.
- Budget development. The Herrett Center will propose an annual budget scheme which factors in rising equipment maintenance costs, inflation, and program growth. An annual budget proposal will be submitted to the college administration.
- Staff training. Personal Plans for Improvement will be reviewed to determine training needs of existing staff.
- Tracking progress. The Herrett Advisory Committee will meet twice a year and be presented with an update of program progress relative to the long range plan.
- Outcomes assessment. Monthly staff meetings will include work sessions thematically related to specific issues in the Long Range Plan.
- Annual report. An annual report summarizing progress related to the Long Range Plan will be submitted to the College of Southern Idaho Board of Trustees.
- Closing the loop. The Herrett Center will appoint one staff member to serve on Strategic Planning Committee to insure that Herrett Center planning initiatives are integrated into QBuilder and incorporated into the CSI Strategic Plan.

2) Herrett Center Mission Statement

The Herrett Center Mission Statement was already approved by the CSI Board of Trustees, only a signature page is required.

3) Code of Ethics and Collections Management Policies

a) Code of Ethics

Our Code of Ethics was written using the guidebook *Museum Ethics* published by the AAM as a guide. Our Code of Ethics contained one clause which concerned the AAM Visiting Team — "Employees must not acquire objects from the collections owned by the Herrett Center unless such transactions have been formally disclosed". The intent was to allow staff members to purchase deaccessioned objects only if placed on public auction¹. However, in order to clarify confusion over this matter, the clause has been edited as follows -- "Employees must not acquire objects deaccessioned from the

VI. Collections Research

- Provides conditions in which outside scholars and individuals can access Herrett Collections for research purposes.
- Requires appropriate citation with Herrett Center objects are featured in commercial or scholarly publications.

VII. Photographing the Collections

- Lists conditions for visitors to photograph the Center collections and distinguishes personal use from professional use of photos.

VIII. Other Records

- Provides a list of the type of documentation kept by the Collections Manager including inventories, location files, conservation reports, HVAC records, and in-house exhibition inventories.

IX. Deaccession of Objects

- Describes process and methods for deaccessioning objects determined to be of no future value to the Center, including the requirement for Board of Trustee approval.

X. Conservation Care

• Lists specific conservation procedures used at the Herrett Center to

- Describes storage and exhibit methods used to insure safekeeping of the collections.

XI. ~~North American Graves Protection and Repatriation Act (NAGPRA)~~

- Describes procedures used to remain in compliance with NAGPRA, including inventory reports and written correspondence with Native American Tribes and Federal Government.

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES

EXECUTIVE SESSION

SATURDAY

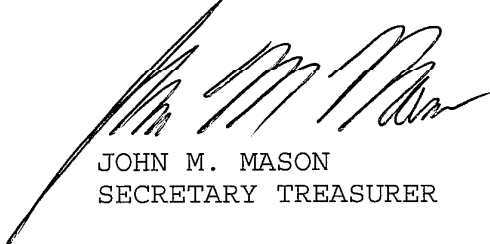
May 5, 2001

8:00 A.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 (B) TO CONDUCT DELIBERATIONS CONCERNING PERSONNEL AND (C) TO CONDUCT DELIBERATIONS INVOLVING REAL PROPERTY. THE MEETING WILL BE HELD IN THE TAYLOR BUILDING BOARDROOM ON SATURDAY, MAY 5TH AT 8:00 A.M.

FOR FURTHER INFORMATION CONTACT MIKE MASON AT 208-733-9554 EXT 2203.



JOHN M. MASON
SECRETARY TREASURER

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
PRESIDENT'S BOARDROOM
EXECUTIVE SESSION
MAY 5, 2001

CALL TO ORDER: 8:00 a.m. PRESIDING: LeRoy Craig

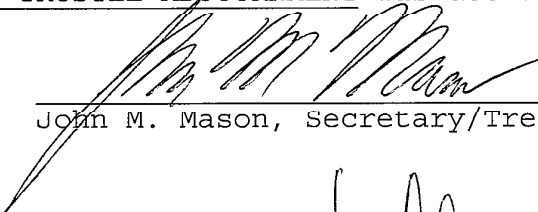
ATTENDING: Trustees: LeRoy Craig, Dr. Thad Scholes, Donna
Bridges and Dr. Charles Lehman

College Administration: Gerald Meyerhoeffer, President

Visitors: None


The Board of Trustees entered into Executive Session in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel and (c) to conduct deliberations concerning real property on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

BOARD OF TRUSTEE ADJOURNMENT was declared at 10:40 a.m.



John M. Mason, Secretary/Treasurer

APPROVED May 21, 2001



Chairman