

**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

May 19, 2003

5:30 p.m.

TAYLOR BUILDING - ROOM 256

(Please note change in meeting room.)

AGENDA

MINUTES: (A) *Mike Mason*

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

CAMPUS BUILDING PROJECTS UPDATE: (I) *Mike Mason*

FAMILY AND MEDICAL LEAVE POLICY CHANGE: (A) *Barbara Knudson*

CAMPUS BUILDING PROJECTS UPDATE: (I) *Mike Mason*

BUILDING AUTHORITY – FACILITIES BONDING : (I) *Mike Mason*

APPROPRIATIONS REPORT: (I) *President Meyerhoeffer*

PRESIDENT'S REPORT: (I) *President Meyerhoeffer*

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
May 19, 2003

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

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

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Executive Vice President and Chief
Academic Officer

~~Dr. DeYore, Director, Dept. of Instruction~~

Graydon Stanley, Director of Student Information
Randy Dill, Physical Plant Director
Jeff Duggan, Assistant to the President
Karen Baumert, Public Information Director
Doug Maughan, Herrett Center/Public Information
Officer

Visitors: Seth Collins

Faculty Representative: Jim Dawson

Times News: Robert Mayer

MINUTES OF THE REGULAR SESSION OF April 20, 2003, were
approved as written on 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 low bid of Garrett Heating of Twin
Falls, Idaho in the amount of \$2,000.00 for the Canyon sheet

PRESIDENT'S REPORT:

1. Joyce Moore and Kat Powell of the College of Southern Idaho Professional and Classified Employees (PACE) association were introduced by President Meyerhoeffer. They introduced a proposal to honor two outstanding PACE employees each year in similar manner to the outstanding faculty honored each year. The college of southern Idaho foundation has agreed to fund two awards at \$1,000 each.

The Board approved the proposal on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Dr. Barbara Kordian presented the policy on the Family Medical Leave Act with the Board. The Board approved the policy of the Family Medical Leave Act being initiated at the [redacted] noted that this was a benefit to the employee.

The policy change was approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

completion in early November. The one stop shop remodel (old Eagles Nest) is behind schedule and is not expected to be

trigger several administrative moves.

The Herrett Center Addition has started. We still have a

this point. The addition should be complete in late October with the telescope arriving in early January.

The Fine Arts Addition will be funded through bonds with the Idaho State Building Authority. A meeting will be held with all involved parties on May 27, 2003 where details of the process will be explained.

board. He noted that we received a 2.1% increase in our academic appropriation for Fy 2004. Technical Education received an increase of 2.48% due to the capacity building formula.

The President told the Board that last year, the Idaho State Board of Education and governor's office asked educational institutions to reserve 4.5% for possible reversion to the State general account.

CSI Trustees

May 19, 2003

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4. (continued) The passage of the 1% of additional sales tax was thought to be enough to cover any shortages this year. The President stated that not only was this year short of funds but that next year did not look much better. The College has been advised to hold funds in reserve for next year also.

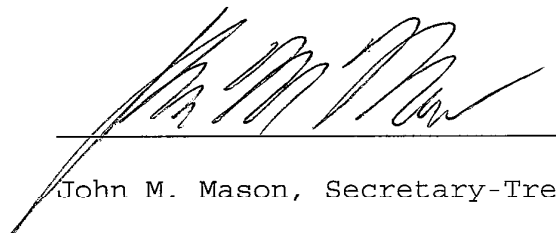
The Idaho State Board of Education advised the College of Southern Idaho to revert 3% of academic appropriated funds (\$282,300) and 3% of professional-technical appropriated funds (\$148,800) by June 30, 2003. The Board approved the reversion on MOTION by Bill Babcock. Affirmative votes were Bill Babcock, Donna Brizee and Dr. Thad Scholes. The negative vote

was Dr. Charles Lehrman.

5. Graydon Stanley introduced incoming Associated Student Body President Seth Collins to the Board.

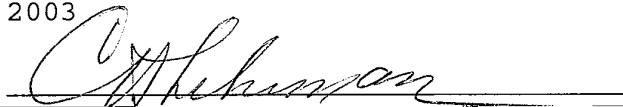
retiring University of Idaho President Dr. Robert Hoover would be missed.

ADJOURNMENT was declared at 6:13 p.m.



John M. Mason, Secretary-Treasurer

Approved: June 16, 2003





COLLEGE OF
SOUTHERN
IDAHO

May 13, 2003

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

From: Mike Mason

Re: Canyon HVAC Sheetmetal Bid

bids were as follows:

Based upon a review of the bid by Don Buettner and
Randy Dill, I recommend that we accept the low bid of
Garrett Heating of Twin Falls, Idaho in the amount of
\$8,986.00

At the bid opening on April 23, 2003, I opened only the
bid of Sawtooth Sheet Metal. Garrett Heating had properly
submitted their bid and it was on my desk. I mistakenly

on April 22, 2003 but was moved back to April 29, 2003. I
had received several bids for the Herrett Center Addition on
April 22nd and had sent them to Starr Corporation for return
to the bidders.

This irregularity is strictly due to my error. I feel
it is in the best interest of the College to accept the low
bid of Garrett Heating.

3.16.03 FAMILY & MEDICAL LEAVE (FMLA) (Rev: 9/2000)

CSI follows the provisions of the Family and Medical Leave Act of 1993 (FMLA) which requires that employers provide up to twelve weeks of unpaid, work-protected leave in

- The birth of the employee's child or to care for such child;
- A child's placement with the employee for adoption or foster care;
- To care for a spouse, child, or parent (but not parent-in-law) who has a serious health condition;
- The employee's own serious health condition.

Employees who have been employed for at least one (1) year and for at least 1,250 hours

FMLA leave for a newborn child or for adoption or foster care placement of a child must be completed within twelve months of the birth, adoptions, or placement, and the

health condition may be taken intermittently or on a reduced time basis (e.g. by working

FMLA must be pre-authorized. When medical certification is required, employees are responsible for returning a CSI Family and Medical Leave (FML) Confirmation to the Human Resources Office within 15 calendar days following notification of the requirement. Failure to provide required medical certification will result in denial of

vacation leave in conjunction with the period of family and medical leave.

See also Your Rights Under the Family and Medical Leave Act of 1993 by the ITC

Distinguished Professional and Classified Employee of the Year Award Nomination Committee Review Form

Criteria for nominations include, but are not limited to:

- High job performance in the position held.
- Moral and ethical character/role model.
- ~~• Personal impact within the immediate job surroundings.~~
- Personal impact on the College Of Southern Idaho.
- Positive professional relationship with other members, students, or the public.
- Self-improvement.
- Involvement with community activities promoting cultural, economic, or social qualities of life.
- Activities and accomplishments that brought distinction to the employee and to the College of Southern Idaho.

Committee review process:

1. The review committee will consist of volunteers from the PACE Committee.
2. All nominations will come first to the Chair of the PACE Staff Support Committee. Nominations will be copied for each volunteer reviewer with the name of the nominee blocked out. No nominator or nominee will be eligible to sit on the volunteer review committee.
3. Review committee members will review numbered nominations utilizing a ranked table for each criteria.
4. Committee members will return evaluated nominations to Staff Support Committee Chair. Committee will compile and average results.

~~5. Only classified and non-professional staff will be chosen and taken to the~~

Exceptions:

1. If only one nomination is received in either category, it will be up to the ~~discretion of the President as to whether an award is given in that category.~~

Ranking Table:

1. Descriptions are given for each category/criteria. Nominee reviewer will rank nominee on level of meeting criteria.
2. Ranking is done on a scale of 0 to 10:
 - a. 0 = Strongly disagree that the nomination reports that the nominee

~~clearly reported in the nomination~~
that the nominee meets the criteria being evaluated

- c. 10 = Strongly agree that all aspects of criteria being evaluated has been ~~clearly reported in the nomination~~

Distinguished Professional and Classified Employee of the Year Award

The President and P.A.C.E. are pleased to provide an opportunity to

of Southern Idaho.

The annual Distinguished Professional and Classified Employee of the Year Award recognizes the outstanding achievements of College Of Southern Idaho professional and

colleagues, and friends. The nomination process provides a systematic method of identifying these outstanding individuals and ensuring they receive appropriate recognition for their efforts on behalf of the College of Southern Idaho.

This award is designed to focus on professional and classified employees only, recognizing and highlighting their exceptional achievements, service and performance

Who can be nominated? Any CSI full-time professional or classified employee is eligible for nomination. An employee can only receive this award one time.

Who can nominate? Supervisors, employees, students, or members of the College of Southern Idaho community may nominate an individual for the award.

How to nominate? During the nomination period a nominator requests a nomination packet and completes the nomination form with as much detail as possible, writes a letter of recommendation, obtains supporting documentation (if accessible), and submits as a

- Personal impact within the immediate job surroundings.
- Personal impact on the College of Southern Idaho.
- Positive professional relationship with other members, students, or the public.
- Self-improvement
- Involvement with community activities promoting cultural, economic, or social qualities of life.
- Activities and accomplishments that brought distinction to the employee and to the College of Southern Idaho.

5. Describe how the nominee creates or develops a positive professional relationship with _____

8. Describe and/or list activities and accomplishments that brought distinction to the employee and to the College of Southern Idaho.

Mail completed nominations by June 20, 2003:

P.A.C.E./Employee of the Year Award Committee

% Joyce Moore/Financial Aid Office

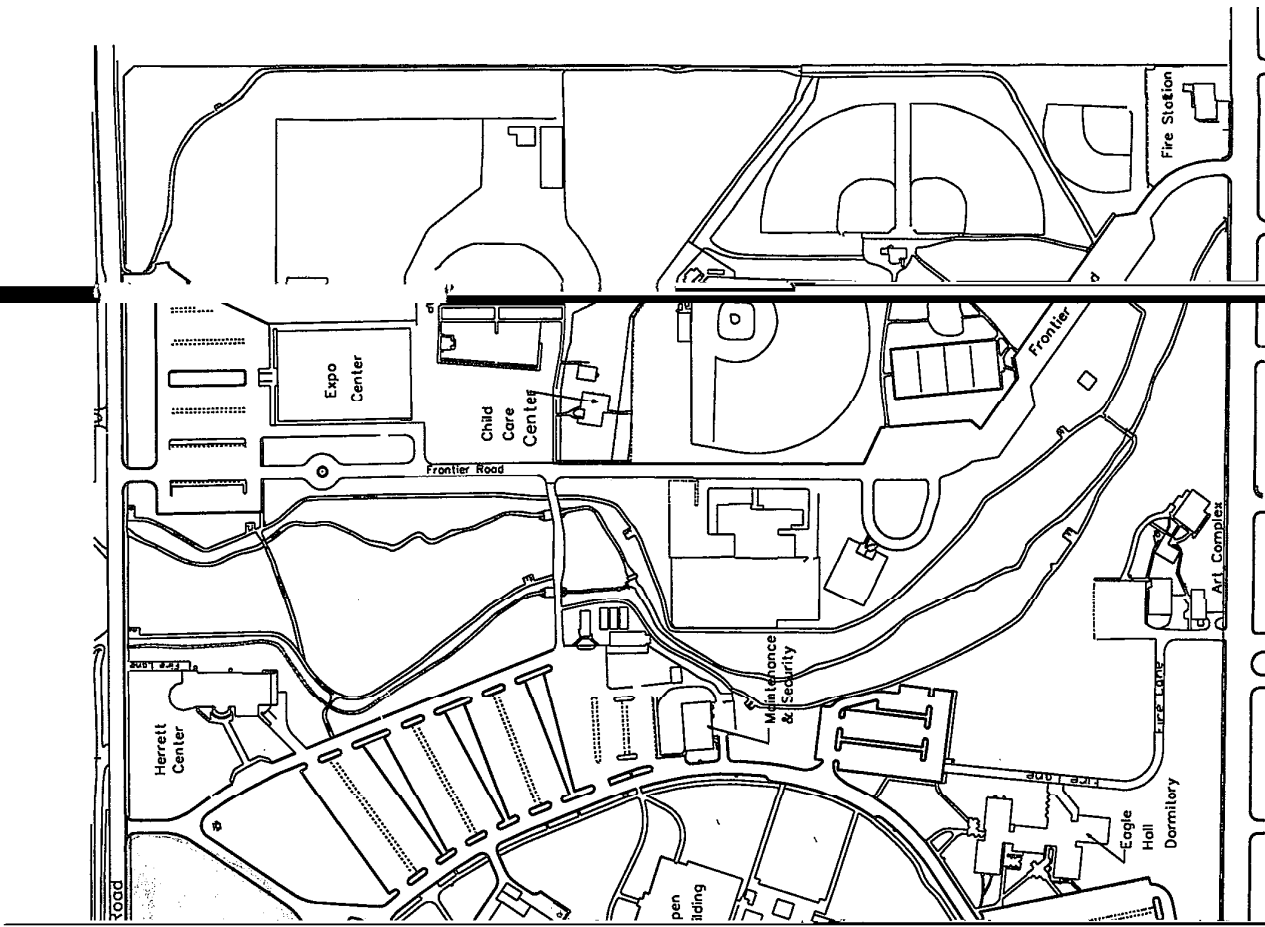
P.O. Box 1238

Twin Falls, ID 83303-1238

(208-732-6276

Email to jmoore@csi.edu

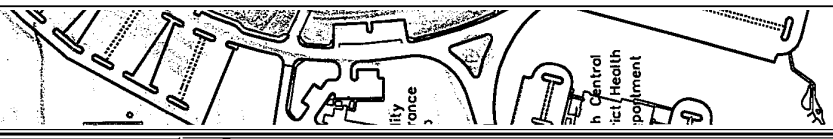
Fax to (208)736-3014



updated: September 2002

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Library Remodel Proposal

March 2003

