
COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

June 16, 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*

VEHICLE BID: (A) *Mike Mason*

CODEC BID: (A) *Mike Mason*

~~INTERNET SERVICES BID (A) Mike Mason~~

FINE ARTS BONDING ISSUES: (A) *Mike Mason*

NEW DIRECTOR OF IOOA: (I) *Mike Mason*

STRATEGIC PLAN ADOPTION: (A) *Curtis Eaton & Char Sutton*

SUMMER SCHOOL ENROLLMENT FIGURES: (I) *Ron Shopbell*

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

OLD BUSINESS

NEW BUSINESS

****FOLLOWING THE MEETING THERE WILL BE A SHORT TOUR
OF THE STUDENT UNION ADDITION****

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
June 16, 2003

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

~~Trustees: Dr. Charles Lehrman, Donna Brizee~~

~~College Administration: Gerald Moushkeff, President~~

ROBERT ALEXANDER, College Attorney
Dr. Jerry Beck, Executive Vice President and Chief
Academic Officer
Curtis Eaton, Vice President of Planning and
Development
Graydon Stanley, Director of Student Information
Randy Dill, Physical Plant Director
Karen Baumert, Public Information Director
Doug Maughan, Herrett Center/Public Information
Officer

CSI Employees: Kathy Deahl

Visitors: Seth Collins, Niki MaGill and Erik Winther

Faculty Representative: Jim Dawson and Paula Hollifield

Times News: Robert Mayer

MINUTES OF THE REGULAR SESSION AND EXECUTIVE SESSIONS OF MAY 19, 2003, were approved as written on MOTION by Donna Brizee. 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 Middlekauff Honda of Twin Falls, Idaho in the amount of \$209.23 per month per vehicle for eight 2003 Honda LX sedans on MOTION by Donna Brizee. Affirmative vote was unanimous.

2. The Board approved the low bid of GBH Distributing of Boise, Idaho in the amount of \$48,000 for eight codecs on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for six of the codecs is from a federal grant to be used to upgrade our telecommunications system. Funding for the remaining two codecs is from the Albertson's ARTEC grant

3. The Board approved the low bid of Project Mutual Telephone of Pocatello, Idaho in the amount of \$200 per month per T-1 on MOTION by Donna Brizee. Affirmative vote was unanimous.

We are still determining the exact number of T-1s we will need to meet our bandwidth needs.

PRESIDENT'S REPORT:

1. The Board approved the continuing budget resolution allowing the college to operate based upon the fiscal year 2003 budget for the months of July and August of fiscal year 2004 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

2. Mike Mason reviewed the Ground Lease, Development Agreement, Facility Lease, Operating Agreement and Attorney's

State Building Authority and the Idaho State Department of Administration. College Attorney Robert Alexander advised the Board that he had reviewed the drafts. He noted the agreements were one sided but that there was little negotiating room if we wanted to participate in the July 2003 bond issue.

the new director of the Idaho Area Office on Aging. He is replacing Dick Boyd who is retiring.

4. Curtis Eaton presented the College of Southern Idaho Strategic Plan to the Board. Since the Board had received the plan earlier, he only reviewed some minor changes in the plan.

5. Dr. Jerry Beck reviewed summer school enrollment. He noted that we were flat in headcount academically and but up about 10% in academic full time equivalent students. This means students are taking more credits. Professional technical students were down about 9% in headcount and about 3.4% in full time equivalents.

Overall, headcount was down about 2% and full time equivalent students were up about 9%.

6. The President resigned the Board of the following:

raises were given based upon faculty rank, additional degrees, equity and additional duties. These selective raises added approximately one percent to our salary budget.

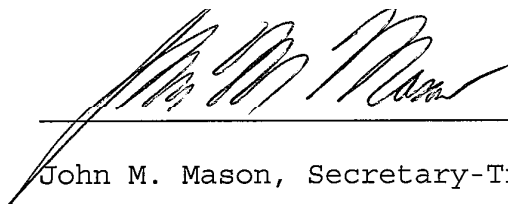
b. On July 8th the Permanent Building Fund Council will

campus as part of the Southern Idaho Legislative Tour. With thirty-five new legislators, it will be important for us to focus on several key issues.

7. The Board adjourned to take a tour of the new student union building.


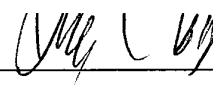
CSI Trustees
June 16, 2003
Page 4

ADJOURNMENT was declared at 6:00 p.m.



John M. Mason, Secretary-Treasurer

Approved: July 28, 2003

Chairman



COLLEGE OF
SOUTHERN
IDAHO

May 30, 2003

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

From: Mike Mason

Re: Bid for Eight Vehicles

We received bids from three car dealers for the specified vehicles. Details of the bids are on the attached page.

I have reviewed the bids and recommend that we trade in the seven specified vehicles and accept the low bid of Middlekauff Honda of Twin Falls, Idaho in the amount of a monthly lease payment of \$209.23 per month with the first month payment of \$404.26 for a 36 month lease.

Funding for the lease payments will be from maintenance department operating funds.

COLLEGE OF SOUTHERN IDAHO
 BID FOR EIGHT VEHICLES
 MAY 30, 2003

MIDDLEKAUFF MIDDLEKAUFF GARF
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VEHICLE BID HONDA LX TAURUS SES HONDA LX

OPTION 1

PURCHASE PRICE - PER CAR 18,732.68 19,498.00 19,462.00
 TOTAL FOR 3 VEHICLES 140,861.44 157,140.60 159,632.00

OPTION 2

PURCHASE WITH TRADE IN 123,361.44 132,640.60 123,332.00

OPTION 3

24 MONTH LEASE 415.83 847.39 523.00
 BUYOUT AT END OF LEASE 11,286.00 1.00 11,276.00
 1ST PAYMENT 622.05 -
 TOTAL PAID 24 MONTHS 10,186.14 20,337.36 12,029.00

OPTION 4

24 MONTH LEASE WITH TRADE IN 226.22 717.01 311.00
 BUYOUT AT END OF LEASE 11,286.00 1.00 11,276.00
 1ST PAYMENT 421.22 -
 TOTAL PAID 24 MONTHS 5,624.28 17,208.24 7,153.00

TOTAL PAID 36 MONTHS 11,814.00 20,898.36 13,580.00

OPTION 5

36 MONTH LEASE WITH TRADE IN 209.23 492.16 248.00
 BUYOUT AT END OF LEASE 9,753.00 1.00 9,753.00
 1ST PAYMENT 404.26
 TOTAL PAID 36 MONTHS 7,727.31 17,717.76 8,680.00

TRADE IN ALLOWANCE FOR
 5 98 HONDAS, 1 94 HONDA AND
 ONE 1990 OLDSMOBILE

26,500.00 24,500.00 36,300.00



COLLEGE OF
SOUTHERN
IDAHO

June 11, 2003

President Meyerhoeffer and the College of Southern
Idaho Board of Trustees

GBH Distributing, Incorporated	\$48,000
Wire One	\$52,442
1 PC Network	\$55,992
Forgent Networks	\$74,680

Based upon a review of the bid by Dr. Ken Campbell, I recommend that we accept the low bid of GBH Distributing, Incorporated of Boise, Idaho in the amount of \$48,000.

Codecs convert analog signals to digital on one end and digital input to analog out put on the other end. They are

Funding for six of the codecs is from a federal grant we received to upgrade our telecommunications system. Funding for two codecs is from the Albertson's ARTEC grant.



COLLEGE OF
SOUTHERN
IDAHO

June 11, 2003

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

From: ~~Walter Mason~~

Re: ~~Internet Services Bid~~

We received three bids for the specified internet access and services. The bid contained a complex set of variables for different bandwidths and length of contracts.

Based upon a review of the bid by Dr. Ken Campbell, I recommend that we accept the low bid of Project Mutual Telephone of Rupert, Idaho in the amount of \$300 per T-1 per month. A T-1 is 1.5 megabits per second of bandwidth.

Project Mutual Telephone was able to offer a significantly lower price since they were able to utilize existing connectivity established for our Micron video link.

Funding for this service is from the Information Technology operating budget.



COLLEGE OF
SOUTHERN
IDAHO

June 11, 2003

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

From: Mike Mason

We are in the process of working with the Idaho State Building Authority in putting together the information and agreements for bonding the cost of constructing the Fine Arts Addition. Everyone is working to get this process completed as quickly as possible.

For CSI, there are four basic agreements and our attorney's opinion letter that have to be approved by the Board. We will have to have these done as soon as they are in their final form so it will probably mean a special Board meeting in late June.

The process necessary for the bonding is different than anything we have done in the past. The bonds will be issued in the name of the State of Idaho, in full faith and credit of the State of Idaho. The bonds get the State's AA- bond rating.

Prior to the issuance of bonds to build the buildings, the ISBA has to have an agreement with the Idaho Department of Administration that they will lease the buildings for an amount equal to the bond payments, subject to an annual appropriation by the legislature. The Department of Administration will make the bond payments through funds appropriated to the Permanent Building Fund.

The 20 year bond issue is structured to protect and provide collateral and security for the bondholders. The bonds will be issued in the name of the State of Idaho, in full faith and credit of the State of Idaho.

A short explanation of the four agreements and attorney letter is as follows:

Ground Lease – CSI has to agree to lease the existing Fine Arts Building and the ground for the Fine Arts Addition to the Idaho State Building Authority for a period of 35 years. At the end of the 20 year period or when the bonds are paid off, the addition and ground revert back to CSI. While not a contractual provision, in the event of non-appropriation of funds for the bond payments, the ISBA would lease to CSI for the amount of the bond payments.

We have completed the survey and are in the process of having the title company

Development Agreement – This is an agreement between the ISBA, the Department of Administration and CSI concerning the actual building of the projects. It outlines the authority and responsibility of each of the parties during the construction process. This includes budgeting, hiring of architects, design issues, expenditure approval process, insurance requirements and the building ownership.

Facility Lease – This is an annual agreement between the ISBA, the Department of

Administration and CSI to lease the building from the Board. This agreement primarily agreement, it is primarily between the ISBA and Department of Administration. It calls for the Department of Administration to “cause” many things to be done. Many of these are shifted to CSI in the Operating Agreement.

Operating Agreement – This is a long term agreement between the Department of Administration and CSI. It shifts many of the responsibilities of the Facilities Lease

Attorney’s Opinion – We will be getting a boiler plate letter for the opinion. This letter essentially says that our attorney has reviewed all of the documents and that the Board of

We are continuing to work through all of the agreements with the ISBA. At the June 26, 2003, Idaho State Board of Education meeting we will be on the agenda to answer questions about the project. The ISBA would like all four agreements and the attorney letter approved and to them by Friday, June 27, 2003.

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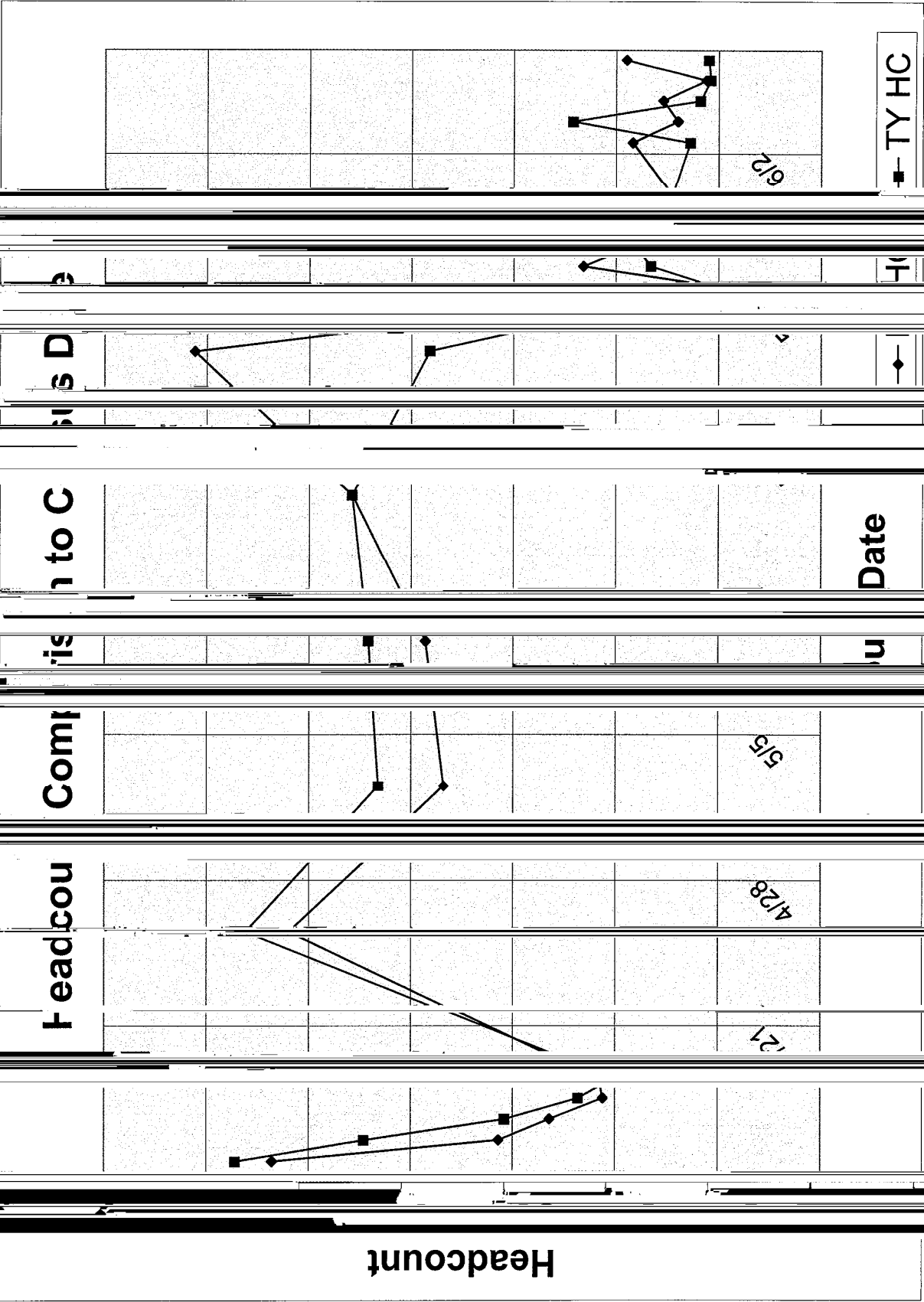
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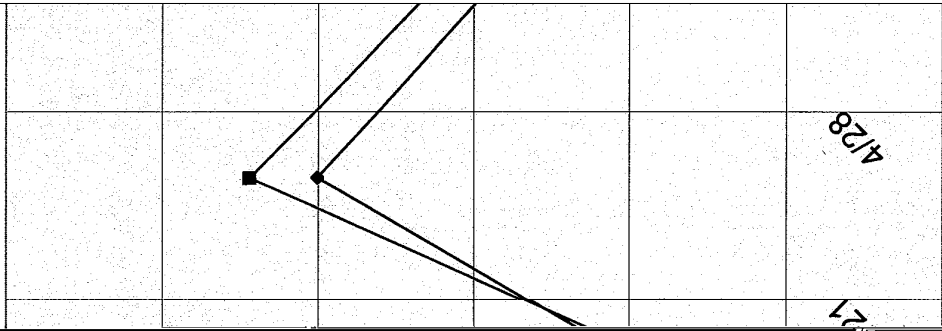
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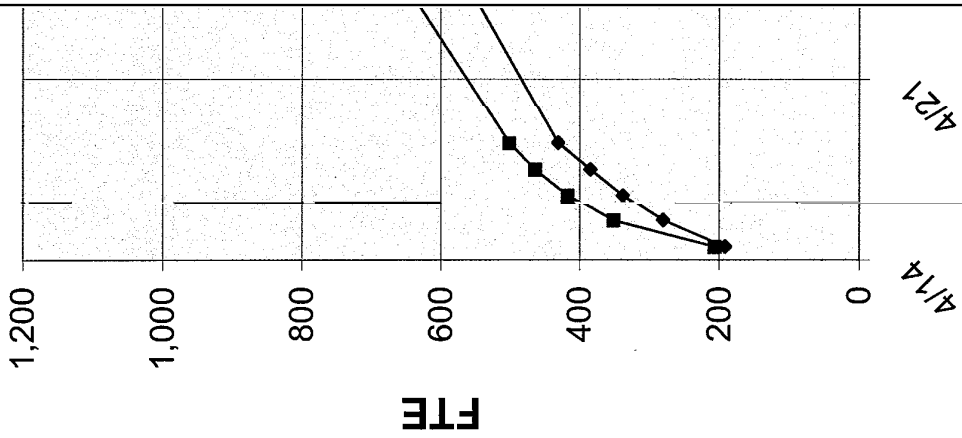
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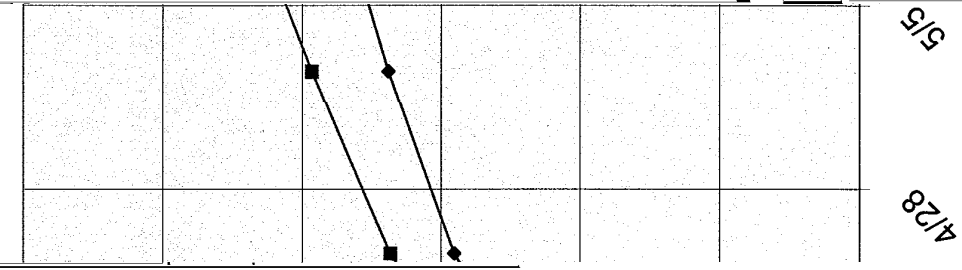
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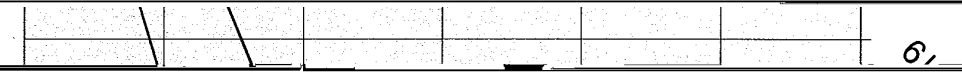
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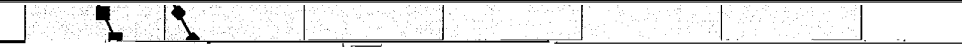
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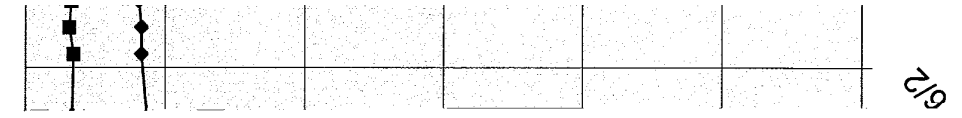
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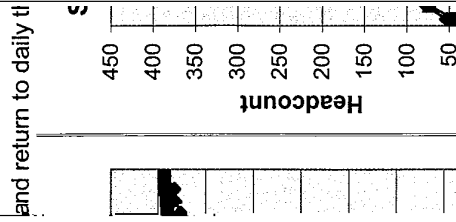
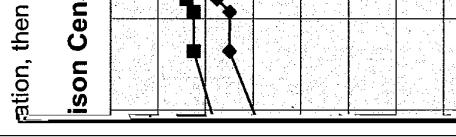
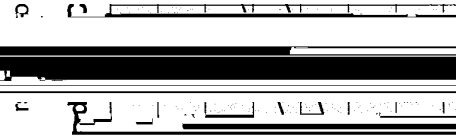
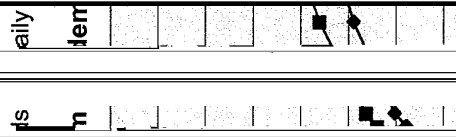
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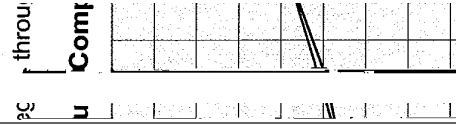
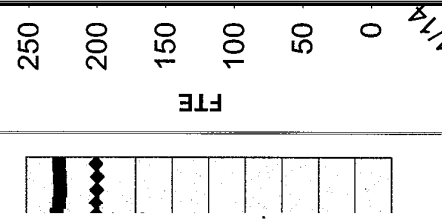
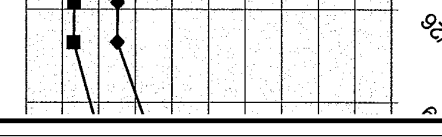
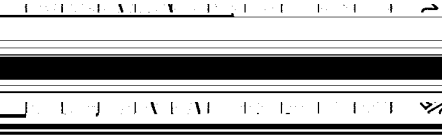
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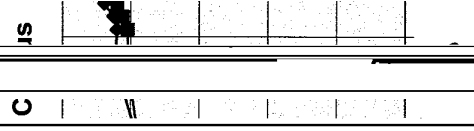
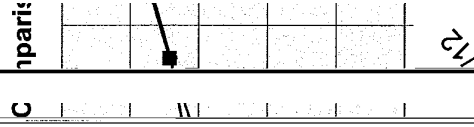
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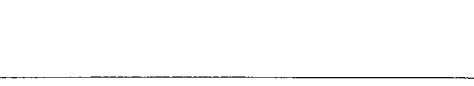
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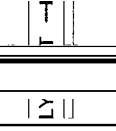
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COLLEGE OF SOUTHERN IDAHO STRATEGIC PLAN

GOAL I: SERVICE

STRATEGY:

Promote habitual characteristics of respectful and courteous interactions with the internal community as well as the community at large, enable access to educational and training opportunities; and, demand the highest possible quality of performance.

ACTION AREA A: Student Service

Action Item 1) Assure a student's continuing access to educational and training opportunities by eliminating student/CSI contact barriers, increasing collaboration among student service departments, communicating interactively with the College community,

placement of students.

Action Item 4) Institutionalize a minimum standard of "computer literacy" for degree-seeking students and expectations of compliance.

Action Item 5) Offer classes at nontraditional times.

Action Item 6) Develop opportunities for students with young families.

ACTION AREA B: Diversity of Student Body

Action Item 1) Adopt a College definition of diversity that includes multicultural, highly able, and international students.

Action Item 2) Expand recruitment of multicultural, highly able, and international

and externally.

ACTION AREA C: Communication

Action Item 1) Establish a user-friendly College-wide electronic communication

Action Item 2) Communicate system-wide announcements and news items of general interest to the internal community.

Action Item 3) Establish a systematic survey process to obtain input about the quality of service exhibited by the College internally with former students and with

Action Item 4) Establish a representative committee to invite to the college campus-wide speakers of general interest (not classroom guests)

extended to communications that are not face-to-face.

ACTION AREA D: Quality

Action Item 1) Develop process for releasing student assets with...

Action Item 3) Assure quality of instruction in all programs in cooperation with faculty, department heads, division directors, and deans.

GOAL II: INNOVATION

STRATEGY:

Discharge duties inventively and creatively. This entrepreneurial environment is fostered by administrators and all other employees who undertake thoughtful, insightful, and forward-looking decisions and reasonable risk may be a part of the College enterprise. The goal of "Innovation" is both to establish and to maintain the inventive spirit of the College.

Action Item 1) Continuously scan pertinent educational and business environments to ensure that programs meet forward-looking student, academic, and business needs

Action Item 2) Ensure that objective standards, processes, and procedures are in place to determine effectiveness of program mission and function; student preparation

Action Item 3) Assure that the needs of special populations and persons with disabilities of the College are anticipated.

Action Item 4) Routinely assess the competitive marketplace for higher education.

ACTION AREA B: Technology

Action Item 1) Continuously enhance student access, improved learning, and internal and external services with up-to-date proven technology.

Action Item 2) Provide faculty, staff, and administration experience with emerging technologies.

Action Item 3) Continuously analyze, regularly report upon and make recommendations related to improvement opportunities in distance learning, internet and the evolving data, video and voice technologies.

Action Item 4) Cooperate in community-wide communication network...

ACTION AREA C: New Funding

Action Item 1) Maintain and establish cordial working relationships with supervisory agencies and elected officials.

Action Item 2) Foster acceptance of the expectation that employees participate in seeking funding to supplement State general fund monies.

Action Item 3) Promote grant development and foundation activities.

GOAL III: PARTNERSHIPS

STRATEGY:

In the development and delivery of programs and services internally, cooperate and collaborate effectively and efficiently across administrative boundaries and with other

ACTION AREA A: Internal Partnerships

Action Item 2) Establish standards and expectations for sharing of resources and

Action Item 3) Establish program-development assistance for faculty to further the grant request process.

Action Item 4) Establish administration, faculty and staff cooperative process

ACTION AREA B: Partner Area School Districts

counterparts at school districts including both public and private schools.

Action Item 2) Develop pathways for 2+2+2 programs dual credit and tech prep opportunities.

ACTION AREA C: Higher Education Partnerships

Action Item 1) Develop four-year degree and advanced degree offerings in the service area by surveying, educating, and developing delivery

Action Item 2) Cooperatively construct a higher education center for the easy access of service area students to four-year and advanced degree offerings

degree programs.

ACTION AREA D: Community Partnerships

Action Item 1) Maintain and clarify the process for representation to the

discharge of Local Emergency Planning Committee duties.

Action Item 3) Create just-in-time training opportunities.

Action Item 4) Provide organizational leadership in regional economic development.

Action Item 5) Maintain and invigorate partnerships with community organizations

GOAL IV: FULLY DEVELOP RESOURCES

STRATEGY:

Enhance potential successes and high-level achievement through the development and

ACTION AREA A: Human Resources

Action Item 2) Create a database tracking system for professional development.

Action Item 3) Cooperatively review personnel classification system; job descriptions; and evaluation process.

Action Item 4) Reaffirm salary competitiveness goals.

Action Item 5) Develop a recruitment strategy that

reflect a more diverse student body.

ACTION AREA B: Facilities and Grounds as a Resource

Action Item 1) Ensure that buildings and landscaping are student and environmentally friendly including landscaping with lowered water demand.

Action Item 2) Ensure that buildings and grounds are maintained in a

high level of appearance and function.

Action Item 5) Provide buildings and facilities for community use in a way that is consonant with increasing energy, maintenance, and opportunity costs and fees-for-use.

Action Item 6) Fully develop the Wood River Valley facility as indicated by program

ACTION AREA C: Financial Resources

Action Item 1) Manage and invest money resources prudently on behalf of the public in the service area.

**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

SPECIAL MEETING:

FINE ARTS BONDING RESOLUTION

**THURSDAY
JUNE 26, 2003**

5:00 P.M.

**TAYLOR BUILDING
PRESIDENT'S OFFICE
BOARDROOM**

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING
June 26, 2003

~~CALL TO ORDER 5:00 p.m. Presiding: Dr. Charles Lehrman~~

Attending: Trustees: Dr. Charles Lehrman, Donna Brizee
and Dr. Thad Scholes

College Administration:
John M. Mason, Secretary/Treasurer
Dr. ~~DeVere~~ Burton, Instructional Dean

CSI Employees: Kathy Deahl

Visitors: None

Faculty Representative: None

Times News: None

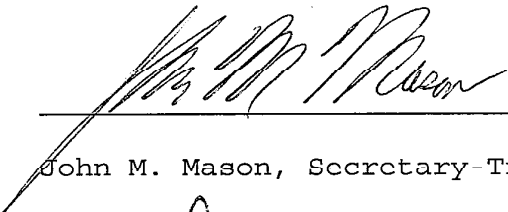
PRESIDENT'S REPORT:

1. The Board was advised by Mike Mason that the special board meeting was properly advertised and the media informed of the meeting.

2. ~~Mike Mason reviewed the bonding agreements and proposed~~

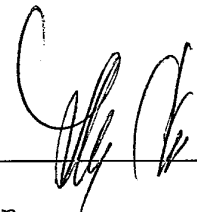
including the Chairman, was unanimous.

ADJOURNMENT was declared at 5:07 p.m.



John M. Mason, Secretary-Treasurer

Approved: July 28, 2003



Chairman

RESOLUTION NO. 2003-01

A RESOLUTION AUTHORIZING THE EXECUTION OF A FACILITIES LEASE, A SITE LEASE, DEVELOPMENT AGREEMENT AND AN OPERATING AGREEMENT RELATING TO THE CONSTRUCTION OF COLLEGE FACILITIES FOR COLLEGE OF SOUTHERN IDAHO, A COMMUNITY COLLEGE DISTRICT, AND RELATED AGREEMENTS AND OTHER DOCUMENTS; MAKING FINDINGS IN CONNECTION THEREWITH; AUTHORIZING THE EXECUTION OF AND APPROVING RELATED DOCUMENTS, AGREEMENTS AND ACTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, College of Southern Idaho, a community college district (the "District") has

determined that it is necessary to finance the design, construction and development of certain

WHEREAS, in order to provide for the design, construction and development of the Facilities, the District intends to authorize a Facilities Lease (the "Facilities Lease") dated as of July 17, 2003, among the District and the State of Idaho (the "State") acting through the Idaho Department of Administration ("IDOA") as Lessee and the Idaho State Building Authority as

Development Agreement (the "Development Agreement") among the

IDOA, the District and the Authority, a Site Lease (the "Site Lease")

between the District and the IDOA (the "Operating Agreement"), and any related agreements,

document or certificate; and

or all related documents (collectively the "Transaction Documents") exist, have happened and

have been performed in due time, form and manner as required by the laws of the State of Idaho;

and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE

DISTRICT, as follows:

1. Pursuant to applicable law, the District is authorized to enter into the Transaction Documents.

The proposed forms of the Transaction Documents are hereby approved in

and on behalf of the District, to execute and deliver the Transaction Documents in substantially said form, with such additions thereto or changes therein as such officers may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof, and the Secretary of the District is hereby authorized to attest to such signatures.

3. All actions heretofore taken by the President, officers and agents of the District with respect to execution and delivery of the Transaction Documents are hereby

take any and all actions and execute and deliver any and all certificates, agreements and other documents (including but not limited to those described in the Transaction Documents), which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Transaction Documents in accordance with this Resolution.

4. The invalidity or unenforceability of any provision of this Resolution shall not affect the remaining provisions.

5. All bylaws, orders and resolutions inconsistent herewith are hereby repealed to the extent of such inconsistency.

6. This Resolution shall be in full force and effect from and after its passage and approval, as provided by law.

PASSED by the Board of Trustees of the District, this 26th day of June, 2003.

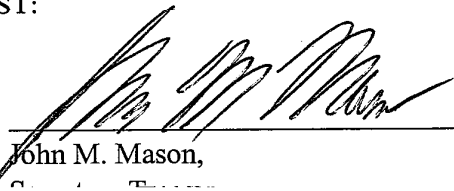


Dr. Charles Lehrman,
Chairman

ATTEST:

(SEAL)

By:



John M. Mason,