

MINUTES OF THE REGULAR MEETING OF THE BOARD OF
TRUSTEES OF THE COLLEGE OF SOUTHERN IDAHO, JUNIOR COLLEGE
DISTRICT

The regular meeting of the Board of Trustees of the College of Southern Idaho, Junior College District, was held March 15, 1965, at 8:00 o'clock P.M. at the office of the District. Present were: Robert Blastock, Jr., J. H. Shields, W. D. Wiseman, Eldon Evans, and John R. Coleman, being all of the members of the Board of Trustees. Also present at the meeting were Dr. James L. Taylor, Bruce Fox, and Miss Coontz of the Times-News.

The matter of conducting the survey as authorized by the State Vocational Education Department was discussed, and the Chairman reported to the Board that the State Vocational Education Department had authorized the District to incur expenses to the extent of \$1,500.00, which would be reimbursable by the State Board of Vocational Education for the conducting of the survey.

Motion was made by Mr. Evans, seconded by Mr. Wiseman, and unanimously carried that Dr. Taylor conduct a survey in this area on the needs for vocational education and that the results of such survey be conveyed to the State Department of Vocational Education.

The matter of transportation for the Administrator for conducting the business of the District was discussed, and it was determined that it would be to the best interests of the District if the District were to purchase an automobile.

Motion was made by Mr. Wiseman, seconded by Mr. Shields and unanimously adopted that the District purchase an automobile; that the specifications and legal notice for the purchase of an automobile be prepared by Mr. Evans; that notice be given as required by law, and that Mr. Evans mail specifications to all new car dealers in Twin Falls County, Idaho.

Dr. Taylor was asked what things he thinks are necessary to determine in order to proceed immediately with the plans for having the college in operation in September of this year. Dr. Taylor listed the following items:

- (1) Determine salary scales for instructors
- (2) Determine basic courses to be offered
- (3) Attempt to contract with four or five people for the following positions:

- (a) Mathematics Instructor
- (b) Individual to serve as Academic Dean, Registrar, and Guidance Counsellor
- (c) Biological Science Instructor
- (d) Physical Science Instructor
- (e) Humanities and Education Instructor
- (f) English Instructor.

The matter of a secretary for the Administrator's office was then discussed and after discussion, motion was made by Mr. Wiseman, seconded by Mr. Evans, and unanimously carried that authorization be given to Dr. Taylor to interview the applicants for the secretarial position and to attempt to hire a secretary at a salary of between \$275.00 and \$325.00 per month.

The next matter discussed was the need to purchase basic office equipment to place the office in operation. Dr. Taylor reported that he had worked with Mr. Snyder from Snyder Office Equipment Company and had prepared a specific list of some basic items of office furniture, including: 1 Secretarial Desk, 1 Secretarial Chair, 1 Executive Conference Desk, 1 Executive Chair, 1 Folding Conference Table, 8 Arm Chairs, 1 Electric Typewriter, 1 Printing Calculator, 1 Electric Mimeograph Duplicator, 1 Cabinet for Duplicator, 1 Electric Scanner to make Plastic Stencils for Duplicating Machine, 1 Cabinet for Scanner, 1 Four-Drawer Fire File.

After discussing the need for such equipment, it was determined that the District should at this time purchase the secretarial desk, secretarial chair, electric typewriter and file cabinet. Thereafter, bids received from Smazal's Office Equipment, Itex-Idaho Typewriter Exchange, and Spencer's Office Equipment were opened, read and considered by the Board.

Upon motion made by Mr. Coleman, seconded by Mr. Wiseman, and unanimously carried, it was determined that the District would buy a Royal Electric Typewriter from Snyder's Office Equipment Company.

Upon motion made by Mr. Evans, seconded by Mr. Shields, and unanimously carried, it was determined that the Board would buy a secretarial desk and chair from Itex.

Upon motion made by Mr. Shields, seconded by Mr. Evans, and unanimously carried, it was determined that the Board would purchase a four-drawer fire file from Snyder's Office Equipment Company.

Motion was made by Mr. Shields, seconded by Mr. Evans, and unanimously carried, that Dr. Taylor be authorized to obtain bids for the purchase of an electric spirit-type duplicating machine.

Motion was made by Mr. Evans, seconded by Mr. Shields, and unanimously carried, that the District establish for the use of Dr. Taylor in connection with the business of the District an imprest expense fund of \$200.00.

The following bills were presented to the Board for payment:

Times-News, \$26.45⁰⁰, for letterheads, envelopes, and advertisement for secretary

Mountain States Telephone & Telegraph Company, \$56.79, telephone service

Clos Book Store, \$3.85, file folders

Dr. James L. Taylor, \$100.00, balance of interview expenses

Dr. James L. Taylor, \$200.00, expense account


United States Post Office, \$10.00, postage

Motion was made by Mr. Evans, seconded by Mr. Shields, and unanimously carried, that the above bills be paid.

There being no further business to come before the meeting, the same was adjourned at 11:45 P.M.


Secretary

APPROVED:


Chairman

MINUTES OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE COLLEGE OF SOUTHERN IDAHO, JUNIOR COLLEGE
DISTRICT

A special meeting of the Board of Trustees of the College of Southern Idaho, Junior College District, was held on March 22, 1965, at the hour of 5:00 P.M. at the office of the District.

Present at the meeting were: Robert Blastock, Jr., J. H. Shields, Eldon Evans, and John R. Coleman. W. D. Wiseman was not present. Also present at the meeting were Dr. James L. Taylor, Administrator, and Robert Alexander, Attorney.

The Chairman announced that the first matter to be discussed was an explanation to be given by Mr. Alexander of House Bill 313 as amended, which constitutes the amendments to the junior college statutes adopted by the 1965 Legislature.

Mr. Coleman reported that he had received a call from a John Riddlemoser, Superintendent of schools in Meridian, Idaho, inquiring concerning a position as Academic Dean and Registrar, and that Mr. Riddlemoser desired to meet with Dr. Taylor and members of the Board. It was determined that Mr. Riddlemoser would be interviewed at some date in the future by Dr. Taylor and some or all of the members of the Board.

Mr. Evans reported concerning the meeting which he and Mr. Coleman had with members of the Board of Trustees of School District No. 411 regarding the possible use of the Twin Falls High School facilities for the junior college. He stated that it was determined at the meeting that if agreeable with both boards, the junior college would use the high school facilities and would pay for the use of such facilities the sum of \$1,000.00 per month; at the end of the first year of such use the increased cost in the operation of the high school facilities would be determined and such increased cost would be paid by the junior college district. To arrive at such figure, the following items of expense in connection with the operation of the high school would be taken into consideration:

1. Janitorial services
2. Electrical service
3. Heat
4. Depreciation on equipment used by the Junior College District
5. Depreciation of physical plant
6. Supplies used in connection with the facilities.

Motion was made by Mr. Shields, seconded by Mr. Coleman and unanimously carried that this Board approve the method of compensation above set forth for the use of Twin Falls High School facilities, and that Mr. Alexander draft a letter of intent to the school board setting out the agreement concerning the use of the facilities.

The next matter of business discussed was the considering of applications by teachers under contract and employed by the school districts in the area. After discussion of this matter, the Board adopted the policy that no applications for full-time instructors would be considered from individuals under contract with any school district in the Magic Valley or Wood River Valley areas. The Board also adopted a policy that all of the instructional staff should have Master's Degrees in the field in which they teach.

Upon motion duly made and seconded, it was determined that the following bills should be paid:

- (1) Post Office Box Rent - \$1.70
- (2) Schwartz Office Machines Company, printing vocational needs survey - \$4.00.

There being no further business to come before the meeting, the same was adjourned.


Secretary

APPROVED:


Chairman

MINUTES OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE COLLEGE OF SOUTHERN IDAHO, JUNIOR COLLEGE DISTRICT

A special meeting of the Board of Trustees of the College of Southern Idaho, Junior College District, was held on March 24, 1965, at the hour of 8:00 P.M., at the office of the District.

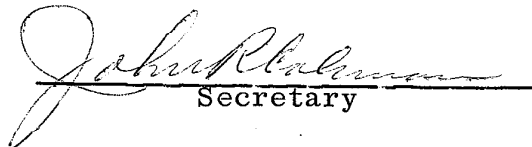
Present at the meeting were: Robert Blastock Jr., J. H. Shields, Eldon Evans, W. D. Wiseman, and John R. Coleman, being all of the members of the Board of Trustees. Also present at the meeting were Dr. James L. Taylor, Administrator, and Robert Alexander, Attorney.

The Chairman announced that the first matter to be discussed was the proposed salary schedule for academic staff for the year 1965-66.

Dr. Taylor presented a proposed salary schedule for the academic staff for the year and explained the draft to the District, this draft being designated as follows (30 +JC4-3-23-65). A copy of the proposed schedule is attached hereto marked Exhibit "A" and made a part of these minutes by this reference.

Motion was made by Mr. Wiseman, seconded by Mr. Evans that Dr. Taylor be authorized to use the proposed salary schedule for academic staff, Exhibit "A" hereto, as a basis for the interviewing of prospective instructors for the college and that prospective instructors who meet with the qualifications set up by Dr. Taylor be, with the approval of the Board, offered contracts of employment in line with the proposals and schedules set out in Exhibit "A" hereto. Motion passed unanimously.

The Chairman announced that the next order of business was to discuss proposed budgets which had been prepared by Dr. Taylor for the coming year based on different sizes of student enrollment. After discussion of these matters, and upon motion duly made and seconded, the meeting adjourned.


Secretary

APPROVED:


Chairman

MINUTES OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE COLLEGE OF SOUTHERN IDAHO, JUNIOR COLLEGE DISTRICT

A special meeting of the Board of Trustees of the College of Southern Idaho, Junior College District, was held on March 29, 1965, at the office of the District at the hour of 8:00 P.M.

Present were all of the trustees.

The Chairman announced that the purpose of this meeting was to consider the bids received by the Junior College District for the purchase of an automobile. After reviewing all the bids it was determined by the board that only two bids met with the requirements of the law, those being the bid of Milrany Buick Oldsmobile Agency and Wills Motor.

After reviewing the two qualifying bids, it was moved by Mr. Wiseman and seconded by Mr. Evans, that the bid of Milrany Buick Oldsmobile Inc. be accepted if delivery can be made on March 30, 1965, and that if delivery cannot be made on such date, that it be determined which of said agencies can deliver the automobile specified on the bid at the earliest date and that after such determination is made that the bid of such agency able to make the first delivery be accepted. Upon call for the vote, the motion passed unanimously.

The next matter discussed was the problem involving the Vocational Education Program.

Dr. Taylor next read the qualifications of Donald Lee Keith and recommended that he be hired as Academic Dean at a figure of \$10,000.00 per year. Upon motion made by Mr. Wiseman, seconded by Mr. Shields, it was unanimously decided that Dr. Taylor be authorized to offer Dr. Donald Lee Keith the position of Academic Dean at a figure of \$10,000.00 per year.

Motion was made by Evans, seconded by Mr. Shields that Dr. Taylor be authorized to contract with the carrier of his choice to have his furniture and personal effects moved to Twin Falls, Idaho. On call for the vote this motion passed unanimously.

The next matter discussed was the question of the time that payment to Dr. Taylor of his housing allowance should commence. After discussion it was moved by Mr. Wiseman, seconded by Mr. Shields, and unanimously carried that the housing allowance for Dr. Taylor commence as of March 15, 1965.

The following bills were presented for payment:

Times-News, ^{9.45} \$19.45, for publication of
notice for bids for the purchase of
an automobile.

Dr. James L. Taylor, March salary less
withholding, \$947.97.

Dr. Taylor, March housing allowance,
\$100.00.

Dr. Taylor, March expense account,
\$134.50.

Robert Blastock Jr. \$78.70, expenses
incurred in traveling to Reno, Nevada
for the purpose of interviewing Dr.
Gerald Reed.

Upon motion made by Mr. Evans, seconded by
Mr. Coleman, and unanimously carried, it was determined
that the above bills should be paid.

There being no further business to come before
the meeting, the same was adjourned.


Secretary

APPROVED:


Chairman