

COLLEGE OF SOUTHERN IDAHO JUNIOR COLLEGE DISTRICT
MEETING OF THE BOARD OF TRUSTEES
JUNE 17, 1968

CALL TO ORDER AND ATTENDANCE: The Board of Trustees of the College of Southern Idaho Junior College District held its regular meeting for June, 1968 in the Executive Office of the College in Twin Falls, Idaho on June 17, 1968.

The meeting was called to order at 8:00 p.m. by Vice-Chairman John Garrabrandt in the absence of Chairman Eldon Evans, with Trustees Blastock and Coleman, President Taylor, and Secretary-Treasurer Van Slyke in attendance. Trustee Shields and Attorney Alexander were also absent.

MINUTES READ AND APPROVED: The Minutes of the previous regular meeting were approved upon MOTION by Mr. Coleman, seconded by Mr. Blastock.

REPORT OF THE TREASURER: The May report of the Treasurer was submitted for review and, upon MOTION by Mr. Blastock, seconded by Mr. Coleman, accepted as presented. (A copy of this report is attached to and becomes a part of these Minutes.)

BILLS AND PAYROLL APPROVED FOR PAYMENT: The regular bills for the month of May, and the current payroll, were reviewed. Upon MOTION by Mr. Coleman, seconded by Mr. Blastock, the Board of Trustees approved for payment the regular bills in the aggregate amount of \$40,427.36, and the current payroll in the gross amount of \$63,229.10.

REVIEW OF BIDS, ACCEPTANCE OF BIDS, PURCHASE AUTHORIZATION: Bids having been invited pursuant to statute, were opened publicly on May 20, June 14, and June 17, 1968; abstracts of these were reviewed by the Board of Trustees and the following action taken:

Bids opened May 20, 1968 - Upon MOTION by Mr. Blastock, seconded by Mr. Coleman, the Board of Trustees declared that these listed below appeared to be the best bids and confirmed authorization to purchase:

Central Scientific Co. (Cenco)	\$1,436.10
Wasatch Chemical Co.	\$1,340.84
Standard Scientific - Intermtn. Division	\$ 578.40
Chemistry Items - Total	\$3,355.34
Welch Scientific Co. (Physics Items)	\$9,890.32
Standard Scientific - Intermtn. Division (Biology)	\$2,100.00

Bids opened June 14, 1968 - (The Jones-Fehlberg bid opening) Upon MOTION by Mr. Blastock, seconded by Mr. Coleman, the Board of Trustees accepted the recommendations of Jones-Fehlberg and declared that the initial list submitted by them, aggregating \$62,641.25 in bids, appeared to be the best bids in the interest of the College of Southern Idaho and authorized the awarding of contracts to purchase to each respective bidder on said list.

Pianos - bid opening June 14, 1968 (Jones-Fehlberg) - Because of the makes of pianos bid, as opposed to the base bid items, the Board chose to consider these bids as separate items from the main initial list.

Upon MOTION by Mr. Coleman, seconded by Mr. Blastock, the Board of Trustees voted without dissent to accept the low bids for the four pianos, namely: Claude Brown Music - Baldwin concert grand \$5,500.00, two Baldwin uprights for practice use \$1,390.00; Warner Music - Yamaha studio grand \$3,595.00.

Bids rejected (June 14th group) Upon MOTION by Mr. Coleman, seconded by Mr. Blastock, the Board of Trustees rejected the bids submitted for the fume hood and the two floor scrubbers.

Bids opened June 17, 1968 SPECIAL MEETING OF THE BOARD: The Board was informed that bids were opened Monday afternoon on June 17th for numerous items for the Departments of Music, Business Administration and Chemistry, but that the abstracts had not been completed and consequently no recommendations were prepared.

The Board therefore called a special meeting for Monday, June 24, 1968, 12:00 noon, Holiday Inn, for the purpose of reviewing bids and such other business as might lawfully come before the Board.

PERSONNEL EMPLOYED: Upon recommendation by President Taylor, a MOTION was made by Mr. Coleman, seconded by Mr. Blastock, and carried when put to a vote, that the following persons be employed by the College of Southern Idaho:

Robert Harris - Associate Professor of English	\$8,600.00 acad. yr.
William J. Rambo - General Maintenance - carpenter	\$5,600.00 yearly
Lloyd J. LeClair - Business Office - Administrative Assistant; 4-6 mos. probationary @	\$ 450.00 monthly
Richard Robinson - General Maintenance - plumber	\$4,800.00 annually

McATEE LEASE (Administrative Office): Under consideration since the previous meeting, have been two different leases with Dr. Frank McAtee for space for the CSI Administrative Office. Both are designed to recognize the additional improvements to the building; the \$350.00 for those which have been accomplished, the \$385.00 for the past and proposed early future; said improvements have been those desired by the College. Both leases are retroactive to April 1, 1968 and will run to August 1, 1968.

Upon MOTION by Mr. Blastock, seconded by Mr. Coleman, the Board of Trustees instructed that a lease be entered into with Dr. Frank McAtee for 149 Third Avenue East, Twin Falls, for the Period of April 1, 1968 to August 1, 1968 at \$350.00 per month.

NEW BUSINESS ITEMS:

1. Dr. Taylor recommended that a special commendation and expression of appreciation should go to Mr. Blastock for his efforts in the consumation of the purchase of the Floyd Lyons property on Falls Avenue. The Board was in unanimous agreement on this.
2. The Board was informed that continued investigation is being done to determine the availability, and advisability, of the former Bestway Builders business property on Addison Avenue West.
3. Dr. Taylor reported that he has received a letter from School District #411 in which that District advises that CSI is being charged with \$1,688.42 for damages in the loss and breakage of items in the labs at the High School. Upon MOTION by Mr. Blastock, seconded by Mr. Coleman, the Board of Trustees instructed Dr. Taylor to work out a settlement with School District #411 for this alleged damage claim.
4. There are, because of construction on the Campus, several hundred feet of open irrigation lateral which was rebuilt with almost a clear vertical slope in the cut; this presents a very real hazard to the public, particularly to small children. Dr. Taylor, with the cooperation of the architect and the prime contractor, has worked out a verbal agreement with the Twin Falls Canal Co. under which they will tile this section with 24 inch concrete pipe at a total cost of approximately \$9,980.00 which is considerably less than the job could be done by normal contract procedures. A form of written agreement with the Canal Company was submitted for review. It was noted that to do this work will require a change-order in the prime contract, and approval from the federal government agency; the government approval has already been assured, verbally.

Upon MOTION by Mr. Blastock, seconded by Mr. Coleman, the Board of Trustees authorized a change-order in the prime contract to permit the tiling of the open irrigation lateral as outlined hereinabove at an estimated additional cost in said contract as also above mentioned.

5. Dr. Taylor informed the Board that both State and local fire codes for public buildings such as the CSI Fine Arts Auditorium require, where a stage curtain is to be used, that said curtain be of fire-resistant (asbestos) material, the cost for which in this instance will be about \$5,390.00; a change-order will be needed here also. Upon MOTION by Mr. Blastock, seconded by Mr. Coleman, the Board of Trustees approved a change-order in the prime contract to provide for the installation of the fire-resistant (asbestos) stage curtain at an estimated cost of \$5,390.00

6. An Administrative Office Building on Campus in the Faculty Office Complex? Dr. Taylor drew attention to the cost of the leased facilities for Administrative Office space and proposed that consideration be given to the construction of another building in the Faculty Office Complex on Falls Avenue, this one to be east of the others and include the basement now occupied by Verl King, and to be the Administrative Office of the College; by the use of force account procedures (College personnel in both planning and construction) the cost could be held to \$6.00 to \$7.00 per square foot and would pay for itself in six or seven years at the rate now paid for rent; the floor space in mind would be 4,600 square feet including the existing basement.

The question was raised as to whether the College could legally undertake such a project in the manner suggested, ignoring the normal bidding and contract procedures for public institutions; the Board expressed doubt, as well as advisability.

Believing that there are many good and valid reasons for building an administrative office building on Campus, the Board, upon MOTION by Mr. Coleman, seconded by Mr. Blastock, authorized Dr. Taylor to have preliminary plans and cost estimates made for such a structure.

7. Scholarship for Jill Renee Smith: The Scholarship Committee of the College of Southern Idaho by David Perkins, its Chairman, has recommended by letter that Jill Renee Smith be granted the first scholarship from the Creed Memorial Scholarship Fund for studies in the medical and healing arts field.

Upon MOTION by Mr. Blastock, seconded by Mr. Coleman, the Board of Trustees accepted the recommendation of the CSI Scholarship Committee and granted a \$200.00 scholarship from the Creed Memorial Scholarship Fund to Jill Renee Smith.

APPRECIATION TO DR. TAYLOR: The Board noted that in handing out expressions of appreciation, Dr. Taylor should be included for his vision and foresight as well as his tenacity and detail in program planning which has brought the College into the growth momentum which has been achieved.

ADJOURNMENT: No further business appearing, the meeting was declared adjourned at 10:05 p. m.

Secretary H. W. Van Slyke

APPROVAL: July 15, 1968

Chairman John R. Coleman

COLLEGE OF SOUTHERN IDAHO JUNIOR COLLEGE DISTRICT
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 HOLIDAY INN, MONDAY, JUNE 24, 1968

CALL TO ORDER, PURPOSE, ATTENDANCE: Pursuant to call at the previous regular meeting of the Board of Trustees, the Board convened at 12:00 noon in the Holiday Inn on Monday, June 24, 1968 for the purpose of further review of the bids received recently for furnishing certain items of furniture, equipment, and supplies to the College, and to conduct such other business as might lawfully come before the Board.

Chairman Eldon Evans presided; others in attendance were Trustees John Coleman, Robert Blastock, and John Garrabrandt, Dr. James L. Taylor, Secretary Herb Van Slyke, and Attorney Bob Alexander. Trustees Shields was absent.

PRIME CONTRACTOR'S 10% HOLDBACK OF FUNDS: It has recently been called to attention that if the contractor on a project such as the CSI Campus development is making satisfactory progress and is at least 50% toward completion, the owner may elect to discontinue holding back the 10% of the monthly advances due the contractor for work completed during the previous month. Since Neilsen & Miller are well beyond the 50% completion mark, and are making satisfactory progress, it has been recommended that the withheld funds in excess of 50% be paid to the contractor and that subsequent payments be in full.

This procedure is undoubtedly covered in the contract and approved by the federal agency; the Board instructed that whatever the contract detail provides in this respect be done.

CHANGE IN FEE SCHEDULE FOR FINE ARTS AUDITORIUM: At a June 19, 1968 meeting of the Fine Arts Advisory Committee, fee schedules were reconsidered and it agreed to recommend to the Board of Trustees that under Category No. 1, the fees and detail be changed in line one from \$250.00 per evening performance to "\$150.00 per performance", and line two from \$50.00 per evening rehearsal to "\$50.00 per afternoon or evening rehearsal", other sections and categories to remain as previously set.

Upon MOTION by Mr. Blastock, seconded by Mr. Garrabrandt, the Board of Trustees approved the changes in rate and schedule as recommended by the Fine Arts Advisory Committee.

PERSONNEL EMPLOYED: Upon the recommendation of Dr. Taylor, a MOTION was made by Mr. Coleman, seconded by Mr. Blastock, that the following named person be employed:

Robert Becker - Distributive Education

\$6,700.00 acad. yr.

SCHEMATICS - HEALTH & P. E. BUILDING: Dr. Taylor reviewed briefly the schematics of the proposed Health and P. E. Building and recommended that the architects proceed with the plans and specifications.

Upon MOTION by Mr. Garrabrandt, seconded by Mr. Coleman, the Board of Trustees authorized Dr. James Taylor to instruct Jones-Fehlberg Associates to proceed with the plans and specifications for the new Health and P. E. Facility.

PROPOSED ADMINISTRATIVE OFFICE BUILDING ON CAMPUS - NOT ADVISABLE TO PROCEED AS SUGGESTED PREVIOUSLY: In the previous regular meeting of the Board of Trustees consideration was given to the construction of an Administrative Office Building in the Faculty Office Complex on Campus, on a force account basis. Attorney Alexander told the Board that he believed the College cannot engage in a construction program for such a facility except under the bid and contract method; and if some way could be found to circumvent it, the wisdom of it is questioned.

RECONSIDERATION OF ITEMS M-19 AND M-20 of JUNE 14 BID OPENING: Bids had been received on June 14, 1968 for a duplicator and a mimeograph, and a bid not the lowest acceptable had been inadvertently included in the initial list when first submitted for Board approval. The Board noted that Snyder's Office Equipment Co. was the low bidder on machines which are acceptable to the College.

Upon MOTION by Mr. Garrabrandt, seconded by Mr. Blastock, the Board of Trustees instructed that the low bids on Items M-19 and M-20 (Jones-Fehlberg bid list) be accepted, and that Snyder's Office Equipment Co. be awarded the contract for purchase.

BID OPENING JUNE 17, 1968: Summaries of the bids opened on June 17, 1968 for furnishing the College certain items of equipment and supplies for the Departments of Music, Business Administration, and Chemistry, were reviewed and the action taken:

CHEMISTRY - Upon MOTION by Mr. Coleman, seconded by Mr. Garrabrandt, the Board of Trustees accepted the low line-item bids and authorized the purchasing from the low bidders.

MUSIC - Upon MOTION by Mr. Garrabrandt, seconded by Mr. Coleman, the Board of Trustees authorized that the contracts for purchase of items bid for the Music Department be awarded to the lowest local bidder.

BUSINESS ADMINISTRATION - Upon MOTION by Mr. Coleman, seconded by Mr. Garrabrandt, the Board of Trustees authorized the contracts for purchase of machines and equipment for the Business Administration Department be awarded to the low bidder except the electric typewriters and the selective listening station equipment and that these two be held out for further study.

FACULTY RECRUITING TRIP: Dr. Taylor explained that the element of time necessitates that he leave in the very early future for an extended trip to interview and recruit faculty personnel to fill existing and anticipated vacancies and the new positions resulting from the expected increase in enrollment this fall semester. The Board concurred.

ADDITIONAL INFORMATION REQUESTED ON BID ITEMS: The Chairman of the Board instructed that information be secured regarding the warranties and service agreements on both the electric as well as the manual typewriters, and determine if all the necessary accessories are included in the low bid for the selective listening station equipment. When this is available, the Board will then be polled by phone and the proper decision made.

ADJOURNMENT: No further business appearing, the meeting was declared adjourned at 1:30 p.m.

Secretary N.W. Van Slyke

APPROVAL: July 15, 1968

Chairman John P. Coleman

COLLEGE OF SOUTHERN IDAHO - SPECIAL ACTION OF THE
BOARD OF TRUSTEES REGARDING ELECTRIC TYPEWRITERS
AND SELECTIVE LISTENING EQUIPMENT

JUNE 27, 1968 - BOARD POLLED, ACTION TAKEN: Under date of June 26, 1968 a recommendation was made to the Board by President Taylor and Business Manager Van Slyke, and the information furnished relative to warranties and service agreements, to the Board for consideration in the selection of electric typewriters and selective listening station equipment. The following action was taken by the unanimous consent of the four Trustees available:

- (a) That authorization for the purchase of the 34 Adler manual typewriters be reconfirmed;
- (b) That authorization be given to purchase fifty-nine (59) Adler electric typewriters, as bid, from Snyder's Office Equipment Co.; and, the Stenorette selective listening station equipment, as bid, from Spencer's Inc.

Chairman Evans relayed the message of the Board's action, both by phone and by written word.

Secretary N.W. Van Slyke

APPROVAL: July 15, 1968

Chairman John P. Coleman