

COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES MEETING

MONDAY, DECEMBER 17, 1984

5:30 p.m.

CSI BOARD ROOM

AGENDA

MINUTES.....	5 Min.
TREASURER'S REPORT.....	5 Min.
NEW BUSINESS.....	5 Min.
OLD BUSINESS.....	5 Min.
PRESIDENT'S REPORT.....	10 Min.

COLLEGE OF SOUTHERN IDAHO  
JUNIOR COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
December 17, 1984

CALL TO ORDER: 5:30 p.m.

PRESIDING: LeRoy Craig

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman, Robert Blastock, and  
Dr. Thad Scholes. Absent: Bill Babcock.

College Administration: Gerald R. Meyerhoeffer, President  
Karl L. Black, Secretary-Treasurer  
Robert Alexander, College Attorney  
Annette Jenkins, Public Information Officer  
Dr. Orval Bradley, Vocational Dean  
Dr. Roy Strawser, Academic Dean  
Dr. Joan Edwards, Resource Development Director

Visitors: Times-News: Dean Miller  
KMVT: cameraman

MINUTES OF NOVEMBER 19, 1984, were approved as written on MOTION by Dr. Lehrman.  
Affirmative vote unanimous.

TREASURER'S REPORT for November was accepted upon MOTION by Dr. Scholes. Affirmative  
vote unanimous.

DISBURSEMENTS included vouchers #1 through #363 and #501 through #623 and #701  
through #707 totaling \$251,467.11.

November payrolls were:	Regular	\$536,113.44
	Work Study	16,378.64

A MOTION by Mr. Blastock approved the disbursements and transfer of  
funds and acknowledged the November payrolls. Affirmative vote  
unanimous.

TRAVEL: Amounts on reimbursement of employee travel were changed effective  
January 1, 1985 according to the attached policy on MOTION by Mr.  
Blastock.

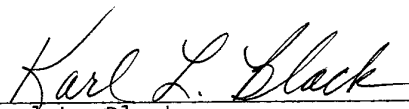
CREDIT CARDS: The issuance of credit cards to each department for the purchase  
of supplies of less than \$100 per purchase was approved on MOTION  
by Mr. Blastock.

TELEPHONE CABLE: The purchase of the existing telephone cable from Mountain Bell  
was approved. The amount is to be taken from the Plant Facilities  
Reserve Fund. The MOTION was made by Dr. Lehrman. Affirmative vote  
unanimous..

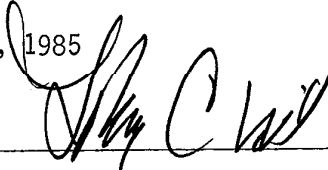
PRESIDENT'S REPORT: President Meyerhoeffer reported the following:

1. A letter was received from District 411 thanking the College of Southern Idaho for cooperation with the local school district. A letter was also received recently from Glens Ferry High School students thanking the college for sending the computer man to their school.
2. A commendation was extended to Orval Bradley and Roy Strawser for the new ASEP program that has been in affect at the college for a little over a year. The program was recently awarded a trophy as the outstanding vocational auto mechanics program in the United States. The award was received from the American Vocational Association.
3. Registration is progressing about the same as a year ago. We have one more week of registration before Christmas and one week after Christmas.
4. The college attorney has written a letter to Western Energy Control in Orem, Utah, requesting completion of the computer system in the physical plant office that controls the heating system, fans, etc. in each of the campus buildings.
5. The water pressure in the geothermal wells is now holding fairly steady. Bob McManaman estimated that it would cost about \$10,000 a year to pump the hot water if it has to be pumped.
6. The architect on the Taylor Administration Building addition came to the college and showed the drawings for the new addition. The drawings were also shown to the trustees.
7. We met with the State Board of Education recently and with two specific committees concerning the letter from the governor's fiscal office on community college funding. The committees were very receptive to the idea of setting some kind of a formula for community college funding. Another meeting has been scheduled at the office of education and with the president of North Idaho College on January 2 to continue the discussion.
8. President Meyerhoeffer complimented Mr. Blastock on twenty years of service on the board, and Chairman LeRoy Craig and Dr. Charles Lehrman for ten years each on the board.

ADJOURNMENT was declared at 6:27 p.m.

  
\_\_\_\_\_  
Karl L. Black

APPROVAL: January 21, 1985

  
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Chairman

COLLEGE OF SOUTHERN IDAHO  
 JUNIOR COLLEGE DISTRICT  
 PUBLIC FUNDS REPORT FOR NOVEMBER 1984

GENERAL FUND - Idaho First National Bank

Beginning Balance, November 1, 1984 \$ (91,850)

Funds Provided By:

Receivables	\$ 77,247	
Investments	500,000	
State Appropriations	221,977	
State FICA Reimbursement	36,063	
Taxes	31,574	
Interest	21,313	
Tuition and Fees	24,974	
Rental	1,225	
Sales & Fees of Instructional Departments	6,118	
State Grants	67,009	
Federal Grants	12,519	
Private Grants	<u>12,023</u>	
Funds Provided		\$1,012,042

Funds Applied To:

Payables	\$ 7,860	
Payroll	536,113	
Disbursements	253,943	
Miscellaneous Expense	<u>6,836</u>	
Funds Applied		\$ 804,752

Total in Account, November 30, 1984 \$ 115,440

PUBLIC FUND REPORT  
 NOVEMBER 30, 1984  
 Page 2

IMPREST FUND - Twin Falls Bank & Trust

Beginning Balance		\$ 853.58
Deposits	+\$ 3,283.05	
Checks Issued	- 2,653.60	
Bank Balance at November 30, 1984		<u>\$ 1,483.03</u>

BOND & INTEREST SINKING FUND - First Security Bank

Beginning Balance		\$ 4,514.43
Deposits	+\$ 3,116.72	
Checks Issued	- -0-	
Balance, exclusive of Invested Funds at November 30, 1984		<u>\$ 7,631.15</u>

PLANT FACILITIES RESERVE FUND - First Security Bank

Beginning Balance		\$ 80,975.59
Deposits	+\$ 460.75	
Checks Issued	- 12,500.00	
Balance, exclusive of Invested Funds at November 30, 1984		<u>\$ 68,936.34</u>

AREA IV-100A - Idaho First National Bank

Beginning Balance		\$101,083.09
Deposits	+\$ 54,743.00	
Checks Issued	- 100,838.20	
Bank Balance at November 30, 1984		<u>\$ 54,987.89</u>

EDPMTS FUND - Twin Falls Bank & Trust

Beginning Balance		\$ 22,165.42
Deposits: U. S. Treasury	+\$ 40,000.00	
NDSL	+ 7,897.03	
NSL	+ 234.94	
Institutional Contribution	+ 3,466.84	
Pell Grant Repayment	+ 209.57	
SEOG Repayment	+ 400.00	
SSIG	+ 554.07	
SSIG Check Voided	+ 300.00	
Checks Issued: Pell Grants	- 9,802.00	
NDSL	- 1,000.00	
SEOG	- 675.00	
CWSP	- 17,950.92	
Fund Balance at November 30, 1984		<u>\$ 45,799.95</u>

INVESTED FUNDS

<u>FUND</u>	<u>KIND</u>	<u>MATURITY</u>	<u>COST</u>
General Fund	TCD	12-18-84	\$ 300,000
General Fund	TCD	12-18-84	200,000
General Fund	TCD	12-18-84	100,000
General Fund	TCD	12-18-84	200,000
General Fund	TCD	01-17-85	200,000
General Fund	TCD	01-22-85	200,000
General Fund	TCD	01-23-85	100,000
DHC	TCD	12-10-84	100,000
DHC	TCD	12-10-84	100,000
Plant Facilities Reserve Fund	TCD	01-13-85	300,000
Plant Facilities Reserve Fund	TCD	01-17-85	150,000
Bond & Interest Sinking Fund	TCD	01-18-85	118,000
Bond & Interest Sinking Fund	TCD	01-25-85	100,000
Bond & Interest Sinking Fund	TCD	03-28-85	120,000
<u>TOTAL INVESTED FUNDS AT NOVEMBER 30, 1984</u>			<u>\$2,288,000</u>

COLLEGE OF SOUTHERN IDAHO  
 JUNIOR COLLEGE DISTRICT  
 NON-PUBLIC FUNDS REPORT FOR NOVEMBER 1984

CSI BOOKSTORE - Twin Falls Bank & Trust

Beginning Balance		\$41,600.44
Receipts from Sales	+\$19,431.15	
Checks Issued	- 20,946.85	
Bank Balance at November 30, 1984		\$40,084.74
Cash on Hand (Used Book A.C., Reg., & Annex)		475.00
Total in Account at November 30, 1984		\$40,559.74

STUDENT ASSOCIATION FUND - Twin Falls Bank & Trust

<u>Regular Account</u>		
Beginning Balance		\$31,485.56
Deposits	+\$21,546.03	
Checks Issued	- 13,283.48	
Account Balance at November 30, 1984		\$39,748.11

Special Events-Honors Program

Beginning Balance		\$ 6,419.20
Deposits	+\$ 296.41	
Checks Issued	- -0-	
Account Balance at November 30, 1984		\$ 6,715.61
Bank Balance (Student Assn.) at November 30, 1984		\$46,463.72

VARSIY ATHLETICS - Idaho First National Bank

Beginning Balance		\$15,356.20
Deposits	+\$24,374.22	
Checks Issued	- 29,769.34	
Bank Balance at November 30, 1984		\$ 9,961.08
Cash on Hand (Bus. Off.)		500.00
Total in Account at November 30, 1984		\$10,461.08

DORMITORY HOUSING COMMISSION - First Interstate Bank

Beginning Balance		\$41,898.86
Deposits	+\$83,621.53	
Checks Issued	- 56,531.65	
Bank Balance at November 30, 1984		\$68,988.74
Cash on Hand		900.00
Total in Account at November 30, 1984		\$69,888.74

CSI AGGIES - Idaho Bank & Trust

Beginning Balance		\$ 7,121.56
Deposits	+\$12,923.57	
Checks Issued	- 9,442.34	
Bank Balance at November 30, 1984		\$10,602.79
Cash on Hand		100.00
Total in Account at November 30, 1984		\$10,702.79

COLLEGE OF SOUTHERN IDAHO  
JUNIOR COLLEGE DISTRICT

DATE December 1984

REGULAR PAYROLL SUMMARY

GROSS	\$ <u>536,113.44</u>
FEDERAL W/H	<u>56,754.61</u>
STATE W/H	<u>20,189.23</u>
FICA	<u>34,578.07</u>
FIXED DEDUCTIONS	<u>65,543.28</u>
NET PAYROLL	<u>359,048.25</u>

WORKSTUDY PAYROLL SUMMARY

GROSS	\$ <u>16,378.64</u>
FEDERAL W/H	<u>57.97</u>
STATE W/H	<u>12.19</u>
FIXED DEDUCTIONS	<u>-0-</u>
NET PAYROLL	<u>16,308.48</u>



M \_ E \_ M \_ O

TO: BOARD OF TRUSTEES  
FROM: KARL L. BLACK  
DATE: DECEMBER 17, 1984  
SUBJECT: TRAVEL

A W-2 must be filed on all travel reimbursement mileage if the allowance exceeds 20.5¢ a mile. Because of this regulation all other institutions of higher education and State agencies have set the allowance at 20.5¢. It is recommended that the College of Southern Idaho change its travel policy to conform to other institutions of higher education and to State agencies. The recommended policy is as follows:

- TRANSPORTATION;
1. Air fare - Employee will be reimbursed for air fare at actual cost.
  2. Private auto - Employee will be reimbursed 20.5¢ per mile for in-state travel.
  3. Out of state travel - If private automobile is used reimbursement will be at air fare or 20.5¢ per mile, whichever is less.

LODGING: Actual cost of hotel or motel will be reimbursed.

MEALS: A per diem of \$15.00 per day if the destination is in Idaho or \$20.00 per day out of state will be allowed for overnight travel on the following schedule: (meals received as part of a registration fee or provided at no cost to the employee must be deducted from the schedule).

	<u>In-State</u>	<u>Out-of-State</u>		
Departure Prior to 6:00 a.m.	\$15.00	\$20.00	Breakfast	Lunch
Departure Prior to 11:00 a.m.	12.00	16.00		Dinner
Departure Prior to 4:00 p.m.	7.00	10.00		Dinner
Return After 8:00 a.m.	3.00	4.00	Breakfast	
Return After 1:00 p.m.	8.00	10.00	Breakfast	Lunch
Return After 6:00 p.m.	15.00	20.00	Breakfast	Dinner

OTHER: Other costs incidental to travel are reimbursed.

All claims other than meals and mileage must be supported by receipts other than credit card receipts. If the receipt is not on letterhead it must be signed by the provider of services.  
Any exceptions to the above policies must be explained and approved by the employee's supervisor.

KLBJ/emc

M E M O

TO: BOARD OF TRUSTEES  
FROM: KARL L. BLACK  
SUBJECT: CREDIT CARD PURCHASES  
DATE: DECEMBER 17, 1984

We sent to you a couple of weeks ago an excerpt from the AACJC Journal explaining the credit card system at Lane Community College. Approximately 62% of our purchases are under \$100.00 each and involves less than 5% of the total dollar volume.

The purchase order process is cumbersome and expensive. We feel that the credit card system would eliminate alot of the red tape. We anticipate that it might eliminate as many as one-third of these smaller purchases from the purchase order process. The abstract would list only one check but would list the disbursement for the month for each department separately similar to the voucher for the CSI Bookstore.

It is recommended to the Board that a plan similar to Lane Community College be approved at CSI. This would allow purchases of supplies of less than \$100.00 each to be purchased on a credit card. If you have any questions prior to the Board meeting please give me a call.

KLB/emc

M E M O

TO: BOARD OF TRUSTEES  
FROM: KARL L. BLACK  
DATE: DECEMBER 17, 1984  
SUBJECT: TELEPHONE CABLES

The College has received a quotation for the purchase of the telephone cables presently being rented from Mountain Bell. We are currently paying \$580.90 per month; the quotation for purchase is \$16,262.00. That would mean a payback of less than three years.

It is our recommendation that the cables be purchased from our Plant Facilities Fund.

KLB/emc