

**COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT**

**BOARD OF TRUSTEES MEETING
MONDAY, DECEMBER 17, 1990**

**CSI PRESIDENT'S BOARD ROOM
5:30 p.m.**

A G E N D A

MINUTES

TREASURER'S REPORT:

Bid: Microwave Equipment
Public Records Law

OLD AND NEW BUSINESS

Student Housing
CSI/School District Cooperation
CSI Planning: 1991 Institutional Goals

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 17, 1990

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

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman,
Dr. Thad Scholes, and Donna Brizee

College Administration: Gerald R. Meyerhoeffer, President
Karl L. Black, Secretary/Treasurer
J. Robert Alexander, College Attorney
Dr. Mike Glenn, Assistant to the President
Dr. Roy Strawser, Academic Dean
Dr. Orval Bradley, Vocational Dean
Dr. Jerry Beck, Dean of Continuing
Education/Summer School
Dr. Joan Edwards, Dean of Research, Planning
and Development
Annette Jenkins, Public Information Officer

Visitors: Times-News: Kirk Mitchell

MINUTES OF NOVEMBER 20, 1990, were approved as written on
MOTION by Dr. Lehrman. Affirmative vote unanimous.

TREASURER'S REPORT: Financial data was mailed to the board and
was accepted on MOTION by Mrs. Brizee. Affirmative
vote unanimous.

BID: Bids were requested for equipment to set up a two-way
interactive telecommunications link between the college and
the outreach center in Gooding. The low bids were
approved except for the RIA Corporation bid ten lenses
that did not meet specifications. The schedule of those
bids accepted are attached to the minutes. The bids were
approved on MOTION by Dr. Scholes. Affirmative vote
unanimous.

PUBLIC RECORDS' POLICY: A policy naming the custodian of public
records of the college and a policy regarding their access
by the public was approved on MOTION by Dr. Lehrman.
Affirmative vote unanimous.

BANK ACCOUNT RESOLUTION: A resolution setting up a new bank
account called Refugee Resettlement Program was approved
on MOTION by Dr. Scholes. Affirmative vote unanimous.

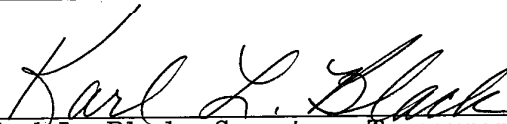
CSI Trustees
December 17, 1990
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TRUSTEE ELECTION: Karl Black gave a report on the progress of the election to be held on December 18, 1990, for one trustee position.

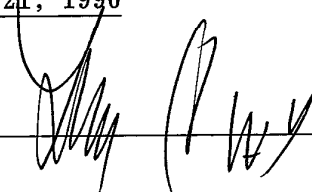
PRESIDENT'S REPORT: President Meyerhoeffer reported the following.

1. A student housing survey was handed out to the board and discussed.
2. The College of Southern Idaho and the school district have been discussing ways that they could cooperate on vocational programs. An article on the 2+2 program was handed out to the board and discussed.
3. A report was given on the last planning meeting held at the college and the setting of institutional goals and critical success factors for the 1990-91 fiscal year.

ADJOURNMENT WAS DECLARED AT 6:01


Karl L. Black, Secretary-Treasurer

APPROVED: JANUARY 21, 1990


Chairman

M E M O

TO: BOARD OF TRUSTEES
DATE: DECEMBER 17, 1990
FROM: KARL L. BLACK
SUBJECT: EQUIPMENT FOR MICROWAVE

Bids were requested for equipment to set up the two-way interactive telecommunications link between the college and the outreach center in Gooding. The funding for this project is from the Federal Title III grant. Bids were received from three different companies all from Salt Lake City. It is recommended that we award the bids to the low bidders as follows:

| | | |
|---------------------|---------------|------------------|
| VIDEOMEDIA | 10 Lenses | \$ 6,550 |
| R.I.A. | JVC Switcher | 4,559 |
| INTERMOUNTAIN VIDEO | Balance of | 40,624 |
| | equipment bid | |
| TOTAL | | <u>\$ 51,733</u> |

NOTE: R.I.A. Corporation bid the 10 lenses at \$ 4,080, but they were a smaller lens and did not meet specifications.

College of Southern Idaho
Governing Policies and Procedures
Section VI: College of Southern Idaho
Subsection B: Public Records

A. PUBLIC RECORDS:

1. Custodian of Records:

The Dean of Finance is the designated custodian of records for the purposes of the Open Records Law Sections 9-337-348 Idaho Code. In the event the Dean of Finance is absent from the office for more than three regular work days, The Assistant to the Dean of Finance will be temporary custodian of records.

2. General Subject Matter of Records:

The College of Southern Idaho receives and maintains various documents and information from each of the departments and campus operations under the jurisdiction of the College, including but not limited to budget, proposals for academic and vocational programs, agendas for Board of Trustees meetings, financial aid reports. The College receives student applications for scholarships and student loan programs. The Custodian also maintains records pertaining to all employees of the College.

3. Location of Records.

The records of the College are located in the files and computers of the College of Southern Idaho in Twin Falls or are accessible from the business office at that location.

4. General Public Records Policy.

The College of Southern Idaho will comply with the requirements set forth in the Idaho Code in every respect regarding public records.

B. PERSONNEL FILES:

1. Employee Files.

The College of Southern Idaho maintains for each employee a personnel file which is open for examination by the employee during the regular business hours of the office in which the file is kept.

- a. No documents that are anonymous or based on hearsay may be placed in the personnel file.
- b. The employee may, pursuant to Section 9-342 Idaho Code, request in writing an amendment of any record pertaining to that employee. Within ten days of the receipt of the request, the custodian of the files will make any correction of any portion of the file which the individual establishes is not accurate, relevant, or complete; or inform the individual in writing of the refusal to amend in accordance with the request and reasons for the refusal and the time period for doing so, as set forth in Sections 9-343 and 9-344 Idaho code.
- c. Within three days of a written request and payment of the cost of photocopying, the employee may obtain copies of any materials in his or her personnel file.
- d. Material cannot be copied without the employer's prior approval, except that, if the employee is a faculty member of a University or college, the immediate supervisor of the employee may make copies for the purposes of annual evaluations and for tenure and performance committee reviews. A faculty member can add to or update his or her file at any time prior to his or her review. Should a faculty member choose not to do so, the review body shall proceed on the basis of the information available.

2. Personnel Records Exempt From Disclosure.

Each institution, agency, school, department, and office will other than to the employee as provided in Subsection 1 above and to supervisors and others involved in tenure reviews and performance evaluations, refuse to disclose to third parties, all personnel records of a current or former employee other than public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing entity.

All other personnel information relating to the employee or an applicant for employment, including but not limited to, information regarding sex, race, marital status, birthdate, name, address and telephone number, applications, testing and scoring materials, grievances, correspondence and performance evaluations, will not be disclosed to the public without the employee's or applicant's written consent.

3. File Maintenance and Retention.

- a. Each institution, agency, school, department and office must maintain personnel files under such conditions as are necessary to insure the integrity and safekeeping of the files, and may establish additional policies and procedures for the maintenance of personnel files consistent with Sections 9-337 through 9-347 Idaho Code.
- b. Personnel files must be retained in accordance with the following minimum guidelines for record retention:
 - (1) All applications for a vacant position must be retained for a minimum of one year following the appointment of a person to the position.
 - (2) Any personnel files related to and involving legal action must be retained indefinitely.
 - (3) Personnel files must be retained for a minimum of three years following severance of an employment relationship with an institution, agency, school, department or office. A summary record of employment relationships must be kept indefinitely.

COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES

RESOLUTION ON REFUGEE RESETTLEMENT PROGRAM BANK ACCOUNT

WHEREAS, the college is the grantee for the ACNS (American Council for Nationalities Service) refugee program, and

WHEREAS, Shari Toolson is the Director of that program, and

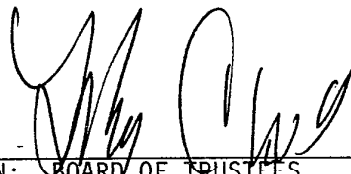
WHEREAS, the Director is called on regularly for emergency disbursement of funds for food, shelter and clothing at hours when the Business Office is not open, and

WHEREAS, a bank account already exists for this purpose which no longer meets the requirements of ACNS.

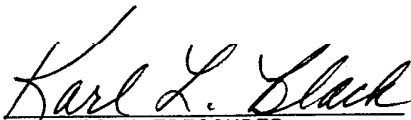
THEREFORE, BE IT RESOLVED that a bank account be opened at Blue Lakes branch, West One Bank, titled College of Southern Idaho Refugee Resettlement Program and that the account require only the signature of Shari Toolson, and

BE IT FURTHER RESOLVED that monies coming from ACNS be deposited directly in the College General Fund and that disbursement to the Refugee Resettlement Program account be done on a reimbursement basis upon receipt of documentation for the previous months expenditures.

ADOPTED this 17th day of December 1990.



CHAIRMAN: BOARD OF TRUSTEES
COLLEGE OF SOUTHERN IDAHO

ATTEST: 

SECRETARY-TREASURER
BOARD OF TRUSTEES



Cecil D. Andrus, Governor

STATE BOARD OF EDUCATION

650 W. State Street • Boise, ID • 83720-3650 • 208/334-2270

January 16, 1991

J. Robert Alexander
Benoit, Alexander, Sinclair, Doerr,
Harwood & High
P. O. Box 366
Twin Falls, ID 83303-0366

Re: Guidelines/Idaho Code § 9-347

Dear Bob:

Thank you for sending a copy of C.S.I.'s guidelines regarding open records. The guidelines appear to meet the requirements of Idaho Code § 9-347. For your information, in the final version of the Board's policy pertaining to "employee files," (C.S.I. Policies & Procedures, VI, B., 1, a.), we have changed the word "hearsay" to "rumor." Kelley Wiltbank suggested that the term "hearsay" might have an overly narrow meaning since it has specific application in the rules of evidence. Hence, a more general term such as "rumor" was thought preferable.

Again, thanks for furnishing this information and for your good efforts on behalf of C.S.I.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Bradley H. Hall".

Bradley H. Hall
Chief Legal Officer

BHH/jdv

c: Gerald R. Meyerhoeffer

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