

**COLLEGE OF SOUTHERN IDAHO  
JUNIOR COLLEGE DISTRICT**

**BOARD OF TRUSTEES MEETING  
MONDAY, APRIL 20, 1992**

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

**A G E N D A**

**MINUTES**

**TREASURER'S REPORT:**

Bid: Ag/Science Bldg. Furniture  
Compugraphic  
Leave Policy  
IOOA Accounting Policy

**OLD AND NEW BUSINESS:**

NLN Accreditation Visit  
Review Geothermal Problem  
Review Legislative Changes to  
open meeting law  
Review Fiscal Legislative Appropriation  
Graduation -- CSI  
Summer Work Schedule  
Ag/Science Lease Agreements

COLLEGE OF SOUTHERN IDAHO  
JUNIOR COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
April 20, 1992

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

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

College Administration: Gerald Meyerhoeffer, President  
John M. Mason, Secretary/Treasurer  
Robert Alexander, College Attorney  
Dr. Michael Glenn, Assistant to the President  
Dr. Roy Strawser, Academic Dean  
Dr. Orval Bradley, Vocational Dean  
Dr. Joan Edwards, Dean of Research and Planning  
Dr. Jerry Beck, Dean of Continuing Education  
Dick Sterling, Physical Plant Director  
Annette Jenkins, Public Information Officer

Visitors: Faculty Presenters:  
Karine Siplon, LeAnn Collins, Todd Schwarz  
Dee Hartman, Rick Parker, Jim Wilson, Mike  
McClymonds, Ken Triplett, Ben Madron, Dave White  
Arvel McBride  
Times News: Kirk Mitchell

MINUTES OF MARCH 23, 1992, were approved as written on MOTION  
by Bill Babcock. Affirmative vote was unanimous.

TREASURERS REPORT: Acceptance of the Treasurer's report was  
approved on MOTION by Dr. Charles Lehrman. Affirmative vote  
was unanimous.

BIDS:

1. The Board accepted bids for furniture for the new Ag Science  
building in the amount of \$40,487.49 on MOTION by Dr. Thad  
Scholes. Affirmative vote was unanimous.

A schedule of bids awarded for specific furniture to specific  
vendors is listed on the attached page.

2. The Board accepted the bid of La Prensa Printers of Midvale,  
Utah in the amount of \$11,500 plus \$300 for delivery for the  
purchase of an updated printing press for the Printing and  
Graphics Center on MOTION by Dr. Thad Scholes. Affirmative vote  
was unanimous.

PRESIDENT'S REPORT: President Jerry Meyerhoeffer reported the following:

1. The Board agreed to allow the business office to accrue leave on a monthly basis rather than every six months and to add the maintenance department on to the automated leave system. The Board also agreed to setting a maximum leave accrual amount for all employees, except the President, at thirty days as of December 31, 1992. Leave amounts over thirty days as of December 31, 1992 will be lost. A memo will be sent to all employees advising of this change in leave accrual methods.

2. The Board considered adding Dick Boyd, Director of the Idaho Office on Aging, to the signature authority list for the I.O.O.A. checking account. This checking account will contain a maximum balance of \$10,500 and will be reimbursed only upon presentation of valid receipts. The purpose of this change is to allow Dick Boyd to quickly and efficiently get reimbursement checks to senior program workers.

The Board approved this change on MOTION by Donna Brizee. Affirmative vote was unanimous.

3. The Board approved the raising of foreign and out of state tuition from \$500 to \$600 effective August 1, 1992 on MOTION by Bill Babcock. Affirmative vote was unanimous.

4. The Board heard faculty presentations concerning CSI student's participation in both state and national events. President Meyerhoeffer recognized the staff for their efforts and success.

5. Karine Siplon reported on the National League of Nursing accreditation report. The College was commended on the quality of the program by the accreditation team. It was noted that the number of nursing students was at its maximum due to clinical training sites available in the area.

6. Dick Sterling reported on the status of the geothermal wells. He advised the Board that the College has three buildings with no back up heat for the geothermal system and that two pumps would have to be installed to increase the flow to ensure the availability of geothermal heating next winter.

The cost of the pumps is estimated to be \$172,600. An Idaho Power Company grant titled "Partners In Industrial Efficiency" has awarded CSI one half of the installation cost of the pumps. Dick Sterling is working with the Idaho Department of Water Resources to obtain additional funding for the project.

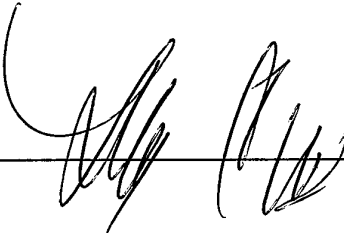
Authority to move ahead on the project was approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

7. The new "Open Meeting Law" passed by the Legislature was discussed by Annette Jenkins and Robert Alexander. The Board directed the agenda be posted in the Taylor building and that a schedule of the meeting dates be published for the year each July.
8. The Fy 93 appropriation was discussed by the President. He noted that our General Fund appropriation increased by approximately 3.92% but the Vocational appropriation decreased by 4%  
The \$300,000 in library planning funds that were approved were also discussed. Dr. Mike Glenn stated that the process was moving quickly and that the Board needed to finalize a site as soon as possible. Dr. Glenn said that it was possible to have the plans ready in time for the next legislative session.
9. Graduation will be held on May 8, 1992 with Dr. Roy Strawser as the graduation speaker.
10. The faculty and President recommended that the new Ag Science building be named the Evergreen Building. The Board approved.
11. The President discussed salaries for staff for the Fy 93. He stated that a 1% increase was given along with rank increases, outstanding teacher awards and some adjustments. The Board approved the contract salary increases on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
12. The proposed Ag Science lease with the University of Idaho was reviewed by the Board. College Attorney Bob Alexander noted problems in the liability section of the lease. The lease will be reconsidered at a later date.
13. The President noted that summer school registration and pre-registration for next fall were both up by nearly one third when compared to last year.

ADJOURNMENT was declared at 6:56 p.m.


  
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John M. Mason, Secretary-Treasurer

APPROVED May 18, 1992

  
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Chairman

April 20, 1992

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

From: Mike Mason 

Re: Purchase of Furniture and Equipment for the Ag-Science  
Center

We received six bids for specified furniture and equipment that we need to furnish the Ag-Science Center. A schedule of these bids is attached for your review.

Based upon a review of the specifications and the equipment bid, Dick Sterling and I recommend the acceptance of the following low bids:

1. 150 Classroom Chairs - Harvey's for \$7,198.50
2. 21 Executive Chairs - Gwen Gano Interior for \$5,460.00
3. 56 Executive Guest Chairs - Gwen Gano Interior for \$9,184.00
4. 40 Upholstered Computer Room Chairs - Harvey's for \$3,560.00
5. 40 Non-upholstered Computer Room Chairs - Alternate
6. 90 Classroom Lab Stools - Caxton's for \$5,931.90
7. 12 Instructor Lat Stools - Caxton's for \$1,285.92
8. 30 Computer Workstation Tables - Caxton's for \$3,864.30
9. 25 File Cabinets - Pacific Engineers for \$3,324.75
10. 12 Projection Screens - Caxton's for \$678.12
11. 9 Chemical Carts - No Bids Submitted

The total amount of the bids is \$40,487.49. Funding for this purchase is provided from the Division of Public Works on a reimbursement basis.

COLLEGE OF SOUTHERN IDAHO  
 AG SCIENCE FURNITURE BID  
 APRIL 17, 1992

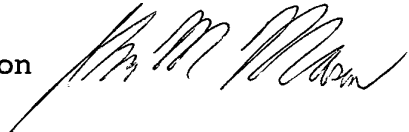
COMPANIES SUBMITTING BIDS

ITEM #	CAXTON	FIXTURES/ FURNITURE	HARVEYS	PACIFIC ENGINEERING	G AND R	GWEN GANO INTERIOR	LOW BID MEETING SPEC'S	COMPANY NAME
1	0.00	5,697.00	7,198.50	0.00	0.00	17,040.00	7,198.50	HARVEYS
2	4,581.36	0.00	5,775.00	0.00	7,647.78	5,460.00	5,460.00	GWEN GANO
3	4,959.36	0.00	10,864.00	0.00	11,365.76	9,184.00	9,184.00	GWEN GANO
4	3,974.46	0.00	3,560.00	0.00	0.00	10,452.00	3,560.00	HARVEYS
5	0.00	0.00	2,760.00	0.00	0.00	0.00	0.00	ALTERNATE
6	5,931.90	0.00	8,010.00	4,314.60	0.00	0.00	5,931.90	CAXTON
7	1,285.92	0.00	1,620.00	1,054.68	0.00	3,474.00	1,285.92	CAXTON
8	3,864.30	0.00	4,170.00	0.00	4,575.90	7,245.00	3,864.30	CAXTON
9	4,055.50	0.00	3,650.00	3,324.75	4,467.00	0.00	3,324.75	PACIFIC
10	678.12	0.00	1,284.00	0.00	0.00	0.00	678.12	CAXTON
11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NO BID
29,330.92		5,697.00	48,891.50	8,694.03	28,056.44	52,855.00	40,487.49	

April 20, 1992

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

From: Mike Mason

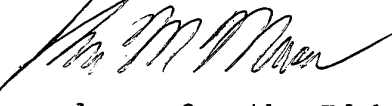
A handwritten signature in cursive script, appearing to read "Mike Mason", written in dark ink.

Re: Purchase of Compugraphic Equipment

We received only one bid to supply us with an updated printing press for our Printing and Graphics center. Based upon the recommendation of Dr. Mike Glenn and his staff, I recommend that we accept the bid of La Prensa Printers from Midvale Utah in the amount of \$11,500 plus \$300 for delivery.

April 16, 1992

To: President Meyerhoeffer and College of Southern Idaho  
Trustees

From: Mike Mason 

Re: Accounting Procedures for the Idaho Office On Ageing

The current method of accounting for IOOA is causing the business office additional work without the benefit of improved internal controls. We would like to modify this system to put more of the burden on the IOOA and still maintain adequate internal controls for CSI.

Currently, Dick Boyd sends his secretary to the business office every two weeks to get the IOOA checkbook. She then types out the checks and brings them back to the business office to be run through the check signer. Documentation for these checks is provided to CSI at the end of the month. In our monthly close out procedure, each of these checks is entered into the computer system.

The checks are not run through our automated accounts payable system due to many of them being travel reimbursements to senior citizens who need the checks immediately. These people cannot wait until the 10th of the month when we do our first check run. The checks that are not travel reimbursements could wait until the 10th of the month for processing but are currently being done along with the travel reimbursements.

We are proposing that we move all IOOA funds to our central checking account with the exception of \$10,000. We will run all checks through our automated system with the exception of the travel reimbursements. We will give Dick Boyd the checkbook and give him signature authority over the \$10,000 checking account only.

The checking account will only be reimbursed when adequate documentation verified by Dick Boyd is sent to the business office. At that time we will write him one check during our regular monthly check runs on the 10th or 25th and reimburse the IOOA checking account. All cancelled checks and bank statements will be sent to the business office. The business office will also complete the monthly bank reconciliation.

This system is similar to the one we run for the Refugee Program and has worked out very well. Dick Boyd supports this change and I am confident that this system will work well under both his and my direction.

I would like to request that the Board grant Dick Boyd check signature authority on the IOOA account with a balance not to exceed \$10,500 and to implement the proposed system.