

**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES MEETING  
MONDAY, FEBRUARY 22, 1993**

**PRESIDENT'S BOARD ROOM**

**5:30 p.m.**

**AGENDA**

MINUTES

TREASURER'S REPORT:

Bad Check Policy

OLD AND NEW BUSINESS:

Library Architects

CSI Foundation Executive Committee

Legislative Update

Summer Construction

COLLEGE OF SOUTHERN IDAHO  
JUNIOR COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
February 22, 1993

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 Meyerhoeffler, President  
John M. Mason, Secretary/Treasurer  
Dr. Michael Glenn, Executive Vice President  
Dr. Jerry Beck, Vice President of Instruction  
Dr. Orval Bradley, Vocational Dean  
Dr. Joan Edwards, Vice President of Planning,  
Research and Development  
Ron Shopbell, Director of Continuing Education  
Dick Sterling, Physical Plant Director  
Annette Jenkins, Public Information Officer

Visitors: Leonard Ellis, Bill James, Gordon Ruehl, Dave Shurtleff, Dave Cooper  
CSI Staff: Dave White, Bill Beale, Fran Tanner, Marilyn Mecham

MINUTES OF JANUARY 25, 1993, 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. Thad Scholes. Affirmative vote was unanimous.

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

1. The proposed insufficient check fund policy was discussed. The Board did not object to the proposed policy.
2. Dick Sterling reported on the new Center for New Directions building to be constructed on campus this summer by the maintenance department. He presented the a conceptual plan of the 4,000 square foot building.
3. Leonard Ellis, Gordon Ruehl and Bill James presented three conceptual options for the new 52,000 square foot library. The Board decided upon a two story concept with the library being on the lower floor and the new academic learning center located on the upper floor.

CSI Trustees

February 22, 1993

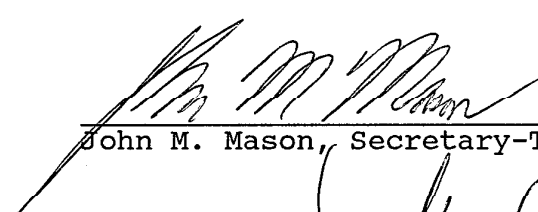
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4. Dave Cooper, President of the College of Southern Idaho Foundation, advised the Board that the Foundation Board operated solely at the discretion of the Board of Trustees. He noted the outstanding cooperation of the past and recommended that the two boards meet formally at least once per year to ensure coordination. A date for the annual meeting for fiscal year 1994 will be set in the near future.

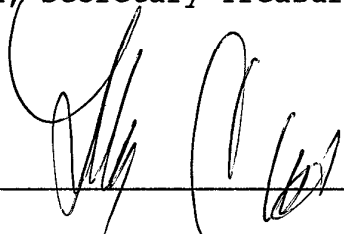
President Meyerhoeffer praised Dave Cooper for his work with the Foundation and expressed appreciation for the professional advice and time volunteered.

5. The President reported that the legislature was going to be extremely conservative with funding this year. He said that the quarterly tax payment for state income taxes that are to fund the new library may have problems in the Senate Finance Committee.

ADJOURNMENT was declared at 7:05 p.m.

  
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John M. Mason, Secretary-Treasurer

APPROVED March 22, 1993

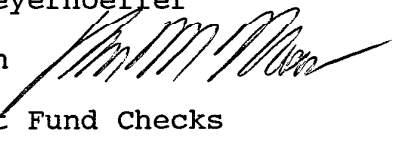
  
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Chairman



COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

February 2, 1993

To: President Meyerhoeffer

From: Mike Mason 

Re: Insufficient Fund Checks

Last fall we decided to consolidate the responsibility for collection of returned checks in one area. Since Judy Montgomery already was handling a large number of these checks and was willing to take on the additional ones, we now have her handling all returned checks campus wide.

Judy has advised me that we have over \$10,000 of insufficient checks on hand that have been written since September 1, 1992. We probably have a shoe box full of bad checks that have been written in years past.

Our current procedure is to call the bank and see if the check will clear if we re-deposit it. If the check will not go through, we put a hold on the persons record and send the person two letters. We also add \$15 to the check amount for collection.

Although we collect on some bad checks, we miss many of them. If the check is for an athletic clinic, fine arts performance or from a non-student, we have very little leverage if they ignore our letters.

Based upon the volume of bad checks we are experiencing, I asked Judy to call the other bookstores in the State to see what they were doing. The following is a summary of their policies:

BSU Bookstore - Utilized Check Write check collectors.  
Uncollectible checks are turned over to a collection agency.

NIC Bookstore - Send the student a letter and then turn over to a collection agency.

ISU Bookstore - Automatically redeposit once, send the letter advising the person they have 15 days to clear the check and then send the check to a collection agency.

U of I Bookstore - Automatically redeposit once, send letter advising the person to pay in 15 days, at 6 months the checks are turned over to the Prosecuting Attorney.

LCSC Bookstore - Store is leased and is not operated by the college.

Check protection companies generally charge the person \$15 to clear the check and the vendor gets full reimbursement for the check. Collection agencies usually charge around 50% of the amount collected for a fee.

The putting of a hold on a students record has been causing us as much inconvenience as it causes the student. While we can take steps to smooth up the procedure, holds end up tying up lines in both the records office and business office. This makes the regular students wait while we deal with the holds.

Students and their parents have been very upset about having to come in and pay off the bad checks. At that point we require cash or a money order and the \$15 fee. The hold also stops the person from registering or receiving financial aid.

Based upon the experience of the last year, I recommend we consider the following policy:

1. All bad checks will be given to the Bookstore who will then turn them over to a check protection firm for collection. Sufficient notice needs to be given to the students and the firm will have to train us concerning the required data that we have to put on checks. I suggest an April 1, 1993 implementation date.
2. Checks that cannot be collected through the contracted firm would be turned over to a collection agency. At this point a hold would be put on the students record and they would be unable to register or receive financial aid until the entire debt was cleared. If a partial payment was received through the collection agency, the hold would be reduced by the amount received.

I think we need to be careful in setting up procedures that do not punish the 99% of our students who do not write bad checks. The procedures outlined above should not overly inconvenience people who are not writing bad checks.

B: BADCHECK.POL