COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES MEETING

MARCH 21, 1994
PRESIDENT'S BOARD ROOM

5:30 p.m.

AGENDA

MINUTES
TREASURER'S REPORT:
  Bid: Furniture for New Dormitory
  Bid: Fire Sprinkler System for Vocational Shops

OLD AND NEW BUSINESS
  Review Nursing Student Applications
  Review Current Legislation Impacting CSI
  Review of Proposed Salary Increases
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 Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Dr. Michael Glenn, Executive Vice President
Dr. Jerry Beck, Vice President of Instruction
Dr. Joan Edwards, Vice President of Planning, Research and Development
Dr. Orval Bradley, Vocational Dean
Dr. John Martin, Registrar
Dr. Ken Campbell, Institutional Researcher
Ron Shopbell, Director of Continuing Education
Dick Sterling, Physical Plant Director
Annette Jenkins, Public Information Director

Visitors: CSI Staff: Dr. Fran Tanner, Ken Bingham and Jeff Duggan

Times News: Mick Normington

Visitors: None

MINUTES OF FEBRUARY 28, 1994 were approved as written on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

TREASURERS REPORT: Acceptance of the Treasurer's report was approved on MOTION by Donna Brizee. Affirmative vote was unanimous.

BIDS:

1. The Board accepted the low bid for furniture for the new dormitory in the amount of $204,516 from Norse Furniture Company on MOTION by Dr. Chuck Lehrman. Affirmative vote was unanimous.
   The source of funding for the purchase is the Dormitory Housing Commission Construction Fund.
2. The Board accepted the bid of 3-D Fire Protection Incorporated of Idaho Falls, Idaho in the amount of $20,638 for a fire sprinkler system for the vocational spray booths on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

The source of funding for the purchase is the Division of Public Works.

PRESIDENT'S REPORT:

1. Mike Mason explained the Bookstore incident concerning the fraudulent claiming of a refund by a professional con artist. The Bookstore lost $188.03 as a result of this incident. Procedures have been put in place to prevent this from happening again.

2. The President discussed the Professor Emeritus program with the Board.

3. The President reviewed facts and figures concerning Vocational Education that were passed out at an Idaho State Board of Education meeting. It was noted the College's placement rate for vocational programs was over 95% which was the best in the State.

The State Board also discussed out of state tuition and is considering raising it by over 30%. This increase would make Idaho out of state tuition closer to that of surrounding states.

4. Legislation raising the cap on community college tuition has been sent to the Governor. The President presented a survey showing the Idaho community college tuition and fees were the second lowest in the region.

Pending approval of the legislation, the Board approved increasing tuition and fees at the College from $450 to $500 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

5. The nursing student application process was explained to the Board. The problem with reserving slots for existing students and the impact on future classes was discussed. Dr. Beck also recommended the extending of science prerequisites for the nursing courses as a screening method. It was also noted that there were very few out of state students in the applicant pool for next year.

The Board agreed to further review the process at a later date.
6. The President reviewed our State appropriation which gave us an increase of $424,300 or 9.5%. He also discussed the technology bill which would link us with two interactive channels from Boise State University and provide us with equipment for a telecommunications/multi-media room.

The President discussed pending legislation which would give us a percentage of Public Works funds each year instead of the current process. This would facilitate planning and remove part of the politics from the process.

7. The President discussed salary increases with the Board. He stated that the State was providing us with funds for a 4.3% increase including benefits. Based upon the comparison of our salaries in the Mountain States Survey, the President requested approval for a 5% base increase plus adjustments and merit increases.

The Board approved the proposed increases on MOTION by Donna Brizee. Affirmative vote was unanimous.

8. The President discussed the predicament the North Idaho College found itself in for recognizing a Gay and Lesbian student organization. From a legal standpoint, the NIC Board had no choice but to recognize the club. This upset the local community and a recall is being considered.

Since there are no provisions in Idaho code for recalling community college trustees, legislation has been introduced. The President reviewed this legislation and its possible impact upon the College of Southern Idaho.

ADJOURNMENT was declared at 6:35 p.m.

John M. Mason, Secretary-Treasurer

APPROVED April 18, 1994

Chairman
March 21, 1994

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

From: Mike Mason

Re: Furniture Bids for New Dormitory

We received the following bids for the specified dormitory furniture:

- Norse Furniture Company $204,516
- Custom Manufacturing $239,169
- Idaho Correctional Industries $264,122
- This End Up (Did Not Meet Specifications) $102,794

Based upon the review of the bids by CTA Architects and Graydon Stanley, I recommend we proceed with the purchase of the dormitory furniture from Norse Furniture Company of Olympia, Washington in the amount of $204,516.

Funding for this purchase is from the Dormitory Housing Commission Construction Fund.
March 21, 1994

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

From: Mike Mason

Re: Bid Fire Sprinkler System for Vocational Shops

The only bid we received was from 3-D Fire Protection Incorporated.

Based upon a review of the bid by Dick Sterling and Don Buettner, I recommend that we accept the bid of 3-D Fire Protection, Inc. of Idaho Falls, Idaho in the amount of $20,638.

Funding for the purchase is provided by the Division of Public Works.
MEMORANDUM

TO: President Meyerhoeffer
FROM: Karine Siplon
DATE: March 15, 1994
RE: Status of Nursing Programs

This memo will summarize the information that Marilyn and I gave you verbally yesterday.

STATUS OF THE RN PROGRAM:

The maximum number of students that our resources can accommodate is 50. Over 300 files were reviewed. From these files, 94 students met the eligibility criteria; of these 94, those with the top 20 points were automatically admitted. The point cut was 84 points. The point range was 110 to 84 points (56 points are necessary for admission).

There were 17 students who were alternatives left from last year. Thirteen students from the 74 remaining were chosen by computer lottery to complete the class. The remaining 51 students will be alternates. If a place does not become available this year, they will be guaranteed a place in the 1995 classes.

STATUS OF PN CLASS:

For the day program, there are 20 open places. Over 90 files were reviewed; 33 students were found to be eligible. Of these 33, some will likely choose the evening/weekend option which begins in January 1995. As we discussed yesterday, we will admit the 10 students with the highest points and do a computer lottery for the remaining places. Based on history, I do believe we will be able to absorb all these 33 students. However, I think that there are many qualified PN candidates who have not completed the application process and may not be able to have a place in the PN program until 1995.

In the 15 years that I have been at CSI, we have never filled a PN class before June.

Enclosure: PN & ADN point sheets
cc: Dr. Beck
ADN ADMISSION RATING FORM

ELIGIBILITY CRITERIA

High School or GED 5 Points

High School classes and grades (per semester)

CLASS
Biology C-2 Points B-4 Points A-6 Points
Chemistry
Physics
Advanced Biology
Anatomy & Physiology
Algebra II or
Advanced Math 84 Points Maximum

COLLEGE COURSES
English 101 C-2 Points B-4 Points A-6 Points
English 102
Zoology 227
Zoology 228
Microbiology 250
Sociology 101
Psychology 101
College Math 140 or 231 60 Points Maximum
Humanities
Speech

LPN/LVN 10 Points

Or Current Credential Allied Health (1 year) 5 Points

ACT score (composite)

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15 Points Maximum

References (2) 2 points each for positive recommendation 4 Points Maximum

Work references that show positive work habits 5 Points Maximum

Letter of Intent 5 Points Maximum

Maximum Points 188

Statement
56 points required for eligibility must be completed by February 15.

revised 3/91

jen/packrate.jb
CRITERIA FOR ELIGIBILITY

High School or GED

High School or College Courses and grades (per semester) 10 Points ______

COURSES  C-2 points  B-4 points  A-6 points
General Science
Biology
Chemistry
Health
Psychology, Sociology
Food or Nutrition
CPR and First Aid  42 points Max_____

PART TIME PN COURSES

C-3 points  B-5 points  A-7 points
English 020
Study Skills Math (010)
Nutrition
Community Health
Medical Terminology
Human Growth and Development
PN A & P
Professional Concepts
Pharmacology  56 Points Max_____

Health Related Work - 1 year or more
CNA, EMT or hospital volunteer  5 Points Max_____

ASSET TESTING

Writing Skills  23-34  35-38  39-41  42-46  47-54
0  2  4  6  8
Reading  23-35  36-39  40-42  43-47  48-53
0  2  4  6  8
Math  23-38  39-41  42-55
0  4  8
Spelling  23-37  38-40  41-43  44-46  47-55
0  2  4  6  8
Vocabulary  23-36  37-40  41-43  44-46  47-54
0  2  4  6  8  40 Points Max_____

References
Work  5 Points ______
Personal  2  2 Points ______

Criteria for Letter of Intent (taken at Study Skills)
1. Ability to answer questions  6 Points
2. Penmanship, Grammar, Spelling  3 Points
3. Ability to express yourself clearly  3 Points  12 Points Max_____

174 Total Maximum Points ______

Students need a minimum of 75 points for admission.

Revised 4/91
AN ACT
RELATING TO TRUSTEES OF JUNIOR COLLEGES; AMENDING SECTION 33-2106, IDAHO CODE, TO PROVIDE THAT JUNIOR COLLEGE BOARDS OF TRUSTEES SHALL BE SUBJECT TO RECALL AND TO MAKE A TECHNICAL CORRECTION; AND DECLARING AN EMERGENCY.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 33-2106, Idaho Code, be, and the same is hereby amended to read as follows:

33-2106. TRUSTEES OF JUNIOR COLLEGE DISTRICTS. The board of trustees of each junior college district shall consist of five (5) school electors residing in the district who shall be appointed or elected as herein provided. Immediately following the establishment of a junior college district, the state board of education shall appoint the members of the first board, who shall serve until the election and qualification of their successors. At the first election of trustees after the creation of a district, five (5) trustees shall be elected; two (2) for terms of two (2) years each, two (2) for terms of four (4) years each, and one (1) for a term of six (6) years. Thereafter the successors of persons so elected shall be elected for terms of six (6) years. The expiration of any term shall be at the regular meeting of the trustees next following the election for the successor terms. Elections of trustees of junior college districts shall be biennially in even-numbered years, and shall be held on such uniform day of such uniform month as the board of trustees shall determine. Vacancies on the board of trustees shall be filled by appointment by the remaining members, but if by reason of vacancies there remain on the board less than a majority of the required number of members, appointment to fill such vacancies shall be made by the state board of education. Any person so appointed shall serve until the next trustee election, at which time his successor shall be elected for the unexpired term. The trustees shall take and subscribe the oath of office required in the case of state officers and said oath shall be filed with the secretary of state.

Notice of the election, the conduct thereof, the qualification of electors and the canvass of returns shall be as prescribed for the election of school district trustees, and the board of trustees shall have and perform the duties therein prescribed for the board of trustees of school districts. As a condition of voting, an elector shall execute an oath before a judge or clerk of election to the effect that such elector is a school district elector and a resident of the junior college district.

The person or persons, equal in number to the number of trustees to be elected for regular or unexpired terms, receiving the largest number of votes shall be declared elected. An individual shall be a candidate for a specific position of the board and each candidate must declare which position he seeks on the board of trustees. If it be necessary to resolve a tie between two (2) or more persons, the board of trustees shall determine by lot which thereof shall be declared elected. The clerk of the board shall promptly notify any
person by mail of his election, including a form of oath to be subscribed by
him as herein provided.

When elections held pursuant to this section coincide with other elections
held by the state of Idaho or any subdivision thereof, or any municipality or
school district, the board of trustees may make agreement with the body hold-
ing such election for joint boards of election and the payment of fees and
expenses of such boards of election on such proportionate basis as may be
agreed upon.

At its first meeting following the appointment of the first board of
trustees, and at the first regular meeting following any junior college
trustee election, the board shall organize, and shall elect one (1) of its
members chairman, one (1) a vice-chairman; and shall elect a secretary and a
treasurer, who may be members of the board; or one (1) person to serve as sec-
retary and treasurer, who may be a member of the board.

The board shall set a given day of a given week in each month as its regu-
lar meeting time. Three (3) members of the board shall constitute a quorum for
the transaction of official business.

The authority of trustees of junior college districts shall be limited in
the manner prescribed in section 33-507, Idaho Code.

Notwithstanding the limitations of chapter 17, title 34, Idaho Code, each
junior college district trustee shall be subject to recall, following proce-
dures as closely as possible to the procedures described for the recall of
county officers pursuant to chapter 17, title 34, Idaho Code. The number of
each junior college district area electors required to sign the petition seek-
ing a recall election must be twenty percent (20%) of the number of votes cast
in the last trustee election held in the junior college district. To recall
any junior college trustee, a majority of the votes cast at the recall elec-
tion must be in favor of such recall, and additionally, the number of votes
cast in the recall election must equal or exceed the number of votes cast in
the last trustee election held in the junior college district.

SECTION 2. An emergency existing thereof, which emergency is hereby
declared to exist, this act shall be in full force and effect on and after its
passage and approval.
PROFESSOR EMERITUS

AT THE COLLEGE OF SOUTHERN IDAHO

INFORMATION & FORMS

The Emeritus program at the College of Southern Idaho is a method of showing recognition to those faculty members who have made a long-term contribution to the college upon the point of their retirement. It also provides those who wish an opportunity to contribute and continue to participate in college activities and also further their own professional and personal lives.

The following pages provide information on the requirements, benefits and contributions of emeritus status, as well as the forms to be submitted by those individuals who wish to apply.
ELIGIBILITY FOR EMERITUS STATUS

It will be limited to full-time faculty upon their retirement.

They must have served at C.S.I. for a minimum of fifteen years.

They must have achieved a rank of associated or full professor.

THE PROCESS OF AWARDING EMERITUS STATUS

The individual must submit an application to be approved by the executive committee of the C.S.I. faculty senate.

Approval of the application must also be given by the dean of instruction and the college president.

The awarding of such status will occur at a time of other, related award ceremonies.

There may also be media coverage of the award if it is desired.

The individual will continue to be listed in the college catalog, with a signification of emeritus status.

BENEFITS TO BE PROVIDED EMERITUS STATUS

There will be a framed document presented to the individual signifying their achievement.

The person will retain complete faculty privileges at the COS. library.

The person will be provided a waiver of tuition costs for courses in which they may which to enroll.

The person will continue to be allowed entry to all college functions, including discounts available to regular full-time college staff.

An emeritus status will continue to provide access to campus parking, and with the possession of a staff parking sticker.

The individual may continue to receive mail at the college address and will have faculty mailing privileges if they are connected to a specific professional endeavor, and if money is available beyond normal college needs.

The emeritus faculty member will continue to receive all college publications, such as department notes, Eagle's Eye and etc.

A person of emeritus status may receive help with travel to professional conferences, but only if such funds are available, and do not affect such possibilities for regular full-time faculty.
BENEFITS TO BE PROVIDED EMERITUS STATUS (Continued)

Individual's of emeritus status may have access to office space for professional endeavors, but only if such space is readily available and does not infringe upon the space for regular full-time faculty members.

Clerical help may be provided to an emeritus faculty in pursuit of professional tasks, but only if time of such personnel is available, and no infringement is made upon the needs of regular full-time faculty and staff.

POSSIBLE CONTRIBUTIONS OF EMERITUS FACULTY

The person may, at their own desire and request, continue to provide experience and representation on various college committees, such as self-study, articulation agreements, planning, accreditation, and et.

The emeritus individual will continue to be allowed to participate at their discretion in alumni and commencement activities, as well as those of the C.S.I Foundation.

The individual may be of benefit as a liaison with other portions of the community and the region.

The emeritus faculty member may, at their own request, continue to teach courses when deemed necessary, and shall receive part-time faculty pay for such a contribution.

A person of emeritus status may continue to attend and participate in meetings of the general faculty and faculty senate, but they will not have a vote in such proceedings.
C.S.I. PROFESSOR EMERITUS
FORM FOR APPLICATION

NAME OF APPLICANT__________________________________________________________

HOME ADDRESS________________________________________________________________

OFFICE PHONE EXTENSION__________ HOME PHONE (OPTIONAL)_____________________

DEPARTMENT OF EMPLOYMENT____________________________________________________

SPECIFIC AREA OF INSTRUCTION______________________________________________

OFFICE LOCATION________________________________________________________________

DATE OF INITIAL C.S.I. EMPLOYMENT_____________________________________________

TOTAL NUMBER OF YEARS OF C.S.I. EMPLOYMENT___________________________________

DATE OF PROPOSED RETIREMENT___________________________________________________

CURRENT RANK___________________________________________________________________

YEAR AT WHICH CURRENT RANK WAS ACHIEVED_____________________________________

IF EMERITUS RANK IS GRANTED, PLEASE PROVIDE YOUR PRIMARY PLANS AND NEEDS WITH REGARD TO THE FOLLOWING:

PLANS:

_____ ENROLLMENT IN C.S.I. CLASSES

_____ RESEARCH IN YOUR AREA OF COMPETENCE

_____ PUBLISHING OR OTHER PRODUCTION OF WORKS

_____ PARTICIPATION IN COLLEGE EVENTS

_____ PARTICIPATION IN FACULTY CONCERNS

_____ PARTICIPATION IN COLLEGE ORGANIZATIONS
  (CSI FOUNDATION, ACCREDITATION, PLANNING, ETC.)

_____ PART-TIME TEACHING IF THE NEED EXISTS
NEEDS:

____ COMPLETE ACCESS AND PRIVILEGES TO CSI LIBRARY

____ TUITION WAIVERS FOR CLASSES

____ MAILBOX AND PROFESSION-RELATED MAILING PRIVILEGES

____ OFFICE/DESK SPACE FOR RESEARCH/PUBLICATION—IF AVAILABLE

____ SECRETARIAL HELP FOR RESEARCH/PUBLICATION—-IF AVAILABLE

____ TRAVEL FUNDS FOR RESEARCH/PUBLICATION—-IF AVAILABLE

The above form should be submitted to any member of the executive committee of the C.S.I. Faculty Senate. Following their review and approval, the application will be forwarded to the dean of instruction and the president of the college for their approval.

Submission should be made at least three months prior to the date of proposed retirement to allow time for review, approval and notification.

SIGNATURE OF APPLICANT _______________________________ DATE ______________________

SIGNATURE OF PRES. OF EXEC. COMM. _________________________ DATE ____________________

SIGNATURE OF DEAN OF INSTRUCTION _________________________ DATE ____________________

SIGNATURE OF COLLEGE PRESIDENT __________________________ DATE ____________________