

**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

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
MARCH 21, 1994

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 pre-requisites 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.

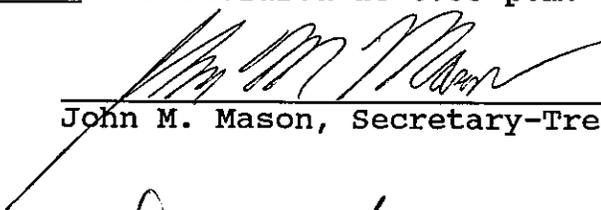
7. The President discussed salary increases with the Board. He stated that the State was providing us with funds for a 4.3% increase including benefits. Based upon the comparison of our salaries in the Mountain States Survey, the President requested approval for a 5% base increase plus adjustments and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

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

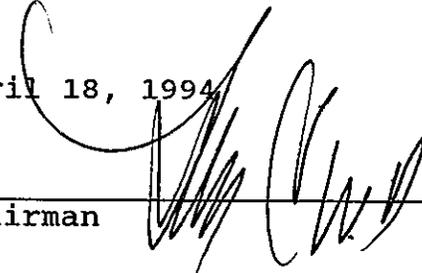
8. The President discussed the predicament the North Idaho College found itself in for recognizing a Gay and Lesbian student organization. From a legal standpoint, the NIC Board had no choice but to recognize the club. This upset the local community and a recall is being considered.

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



COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

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.



COLLEGE OF  
SOUTHERN  
IDAHO  
BUSINESS OFFICE

March 21, 1994

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

From: Mike Mason

A handwritten signature in black ink, appearing to read 'Mike Mason', is written over the printed name.

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.



Division of Nursing and Human Services

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)

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

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

LPN/LVN 10 Points \_\_\_\_\_

Or Current Credential Allied Health (1 year) 5 Points \_\_\_\_\_

<u>ACT score (composite)</u>						
14	15-17	18-20	21-23	24-26	26	
----->						
0	3	6	9	12	15	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.

CRITERIA FOR ELIGIBILITY

High School or GED 10 Points \_\_\_\_\_  
 High School or College Courses and grades (per semester)

<u>COURSES</u>	<u>C-2 points</u>	<u>B-4 points</u>	<u>A-6 points</u>
General Science			
Biology			
Chemistry			
Health			
Psychology, Sociology			
Food or Nutrition			
CPR and First Aid			
			42 points Max _____

PART TIME PN COURSES

	<u>C-3 points</u>	<u>B-5 points</u>	<u>A-7 points</u>
English 020			
Study Skills Math (010)			
Nutrition			
Community Health			
Medical Terminology			
Human Growth and Development			
PN A & P			
Professional Concepts			
<u>or</u>			
Pharmacology			
			56 Points Max _____
Health Related Work - 1 year or more			
CNA, EMT or hospital volunteer			
			5 Points Max _____

ASSET TESTING

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

References	
Work	5 Points _____
Personal 1	2 Points _____
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.

IN THE \_\_\_\_\_

\_\_\_\_\_ BILL NO. \_\_\_\_\_

BY \_\_\_\_\_

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 resid-  
ing 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 mem-  
bers, appointment to fill such vacancies shall be made by the state board of  
education. Any person so appointed shall serve until the next trustee elec-  
tion, 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 condi-  
tion 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

1 person by mail of his election, inclosing a form of oath to be subscribed by  
2 him as herein provided.

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

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

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

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

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

31 SECTION 2. An emergency existing therefor, which emergency is hereby  
32 declared to exist, this act shall be in full force and effect on and after its  
33 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 wish 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 PRIVELEGES TO CSI LIBRARY
- \_\_\_\_\_ TUITION WAIVERS FOR CLASSES
- \_\_\_\_\_ MAILBOX AND PROFESSION-RELATED MAILING PRIVELEGES
- \_\_\_\_\_ 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 \_\_\_\_\_