

# **COLLEGE OF SOUTHERN IDAHO**

## **BOARD OF TRUSTEES MEETING**

**JUNE 20, 1994**

**PRESIDENT'S BOARD ROOM**

**5:30 p.m.**

### **AGENDA**

#### **MINUTES**

#### **TREASURER'S REPORT:**

Continuing Budget Resolution for July and August  
Budget Hearing Date Established at Regular Board  
Meeting on August 15, 1994

#### **Bids: Audit Proposals**

Shields' Air Handler

Asbestos Abatement

Automatic Teller Machine

Viewbooks

Dorm Activity Center Furniture

Sole Source Purchase of Skyskan

Food Service Contract

Fire Sprinkler System--Museum Basement

Computers

Sole Source Instructional Software

Sale of Two CND Houses

#### **OLD AND NEW BUSINESS**

Proposed Journalism Class and

CSI Student Newspaper--Carissa Miller  
and Ken Bingham

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
JUNE 20, 1994

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

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

College Administration: Gerald Meyerhoeffer, President  
John M. Mason, Secretary/Treasurer  
Dr. Michael Glenn, Executive Vice President  
Dr. Jerry Beck, Vice President of Instruction  
Dr. Ken Campbell, Institutional Researcher  
Dick Sterling, Physical Plant Director  
Annette Jenkins, Public Information Director

Visitors: CSI Staff: Ken Bingham, Carissa Miller

Times News: Brad Bowlin

Visitors: None

MINUTES OF MAY 16, 1994 were approved as written on MOTION  
by Bill Babcock. Affirmative vote was unanimous.

MINUTES OF THE MAY 20, 1994 Executive Session were approved  
as written on MOTION by Dr. Charles Lehrman. Affirmative  
vote was unanimous.

TREASURER'S REPORT: Acceptance of the Treasurer's report  
was approved on MOTION by Dr. Thad Scholes. Affirmative  
vote was unanimous.

**BIDS:**

1. The Board was advised that the audit firm of Ware  
Nielson & Associates had submitted the low bid of \$19,950  
per year for auditing for the fiscal years of 1994, 1995 and  
1996. The Board authorized Mike Mason to enter into a three  
year agreement with them.

2. The Board approved the purchase of a replacement air  
handler for the Shields Building from Petersons and  
Associates of Boise, Idaho in the amount of \$15,656 and the  
installation of the air handler by Magic Valley  
Refrigeration of Twin Falls, Idaho in the amount of \$9,400

on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

The Board was advised that the total project cost would be approximately \$34,500 with controls, engineering fees and miscellaneous parts.

Funding for the project is from the Plant Facility Fund.

3. The Board approved the low bid of Northwest Technologies for the removal of asbestos from the old Center for New Directions and the old dormitory in the amount of \$6,990 on MOTION by Bill Babcock. Affirmative vote was unanimous.

Funding for the project is from the Dormitory Construction Fund and the General Fund.

4. The Board approved the low bid of Northwest Printing of Boise, Idaho for 25,000 view books in the amount of \$25,000 on MOTION by Bill Babcock. Affirmative vote was unanimous.

Funding for this project is from the General Fund.

5. The Board accepted the low bids of Intermountain Design of Boise, Idaho and Norse Furniture Company of Seattle, Washington in the total amount of \$29,348 for the new dormitory activity room furniture on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

The funding for the project is from the Dormitory Construction Fund.

6. The Board approved entering into a contract for the sole source purchase of the Sky-Skan special effects equipment for the planetarium in the amount of \$372,306.75 on MOTION by Dr. Thad Scholes.

The funding for this purchase is from the Plant Facility Fund which will be reimbursed by the College of Southern Idaho Foundation.

7. The Board discussed the proposed wet fire sprinkler system for the basement of the Herrett Museum. They expressed concern over the possible water damage to valuable collection pieces and the possible need for a fire proof vault.

The Board requested that a dry fire suppressant system and the construction of a vault be explored. Based upon this request, Jim Woods will be asked to write the Board members a letter recommending the best solution in order to meet fire code and protect the museum collection.

The Board conditionally approved the low bid of 3-D Fire Protection, Inc. of Idaho Falls, Idaho in the amount of \$16,924 for a wet fire sprinkler system in the basement of

the Herrett Museum on MOTION by Bill Babcock. Affirmative vote was unanimous.

The conditional approval is based upon the Board's acceptance of Jim Woods recommendations.

8. The Board accepted the low bid of Computer Mart of Twin Falls, Idaho in the amount of \$132,398 for 102 computers on MOTION by Donna Brizee. Affirmative vote was unanimous.

This combined bid has funding sources from the General Fund in both Fy 94 and Fy 95 in the Vocational Division, the Academic Division, and various other departments.

9. The Board approved the sole source purchase of educational software from Integrated Learning Systems in the amount of \$21,000 on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for this purchase is split between six federal grants and the General Fund.

10. The Board discussed the food service bids at length. The Board accepted the low bid of Northwest Foods of Boise, Idaho for a three year contract to provide campus food service on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

11. The Board reviewed the data provided concerning Automatic Teller Machines. D.L. Evans, First Security and West One all submitted proposals.

The proposals were difficult to evaluate because at different activity levels a different bank was the best financial choice for the college. The decision is also complicated by the fact that all of three of the banks are very strong supporters of the College.

The rental funds generated from the machine will be deposited into the Student Association account.

The Board requested that more information be provided concerning the Automatic Teller Machines and decided not to make a decision at this time.

**PRESIDENT'S REPORT:**

1. The Board approved a continuing budget resolution for the months of July and August 1994 on MOTION by Dr. Chuck Lehrman. Affirmative vote was unanimous.

2. The Board established the Fy 95 budget hearing at the regularly scheduled Board meeting on August 15, 1994 at 5:30 p.m. in the President's Boardroom in the Taylor

CSI Trustees  
June 20, 1994  
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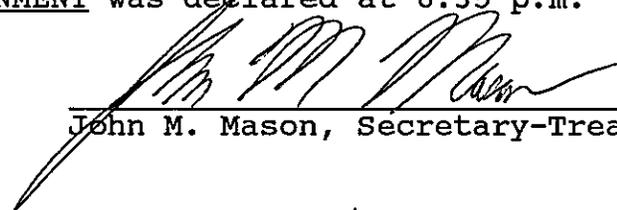
Administration Building on MOTION by Dr. Thad Scholes.  
Affirmative vote was unanimous.

3. Carissa Miller and Ken Bingham presented the new journalism program to the Board. The program will produce an eight page student newspaper twice a month. It is estimated that the paper will have a distribution of between 1,000 and 1,300 copies.

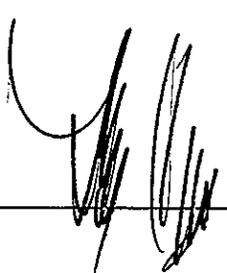
The major purposes of the paper are to provide an educational experience for students involved in the writing and production of the paper and to serve as a communication tool for students.

The paper will be edited by students but the process will be supervised by both Carissa Miller and Ken Bingham.

ADJOURNMENT was declared at 6:35 p.m.

  
\_\_\_\_\_  
John M. Mason, Secretary-Treasurer

APPROVED July 18, 1994

  
\_\_\_\_\_  
Chairman



May 25, 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 'From:' line.

Re: Audit Proposals

We received two proposals for auditing the College for the next three years. Both were from reputable local firms that would do a professional job.

The pricing is as follows:

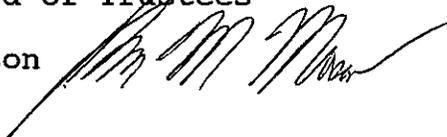
Ware Nielson & Associates	Fy 94	\$19,950
	Fy 95	\$19,950
	Fy 96	\$19,950
		-----
Three year total		\$58,850
Homestead and Hyatt	Fy 94	\$19,400
	Fy 95	\$20,400
	Fy 96	\$21,400
		-----
Three year total		\$61,200

Based upon pricing and past service to the College, I recommend that we enter into an agreement with Ware Nielson & Associates for the Fy 94, Fy 95 and Fy 96 audits.



June 20, 1994

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

From: Mike Mason 

Re: Shields Air Handler Replacement

We requested bids for the removal, replacement and installation of one of the four air handlers in the Shields Building. One of the air handlers was replaced a few years ago.

The specifications on the bid indicated that our maintenance department would be doing a substantial amount of the work.

We received only one bid and it did not include the air handler. This bid was for \$9,400 from Magic Valley Refrigeration. Based upon the lack of a bid for the air handler and the urgency to order the equipment so that it can be install it this summer, we ordered an air handler from Petersons and Associates of Boise, Idaho in the amount of \$15,656.00.

We also expect to spend approximately \$4,500 in engineering fees, \$4,000 for controls and \$900 in miscellaneous supplies. The total cost for the project is estimated to be \$34,456.

Based upon a review of the bids and costs by Dick Sterling and Don Buettner, I recommend the bid from Magic Valley Refrigeration be approved and the project authorized to proceed.

Funding for this project is from the Plant Facility Fund.

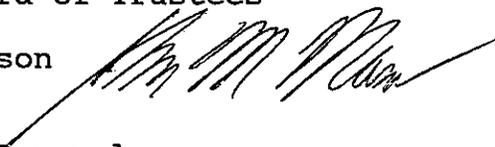


COLLEGE OF  
SOUTHERN  
IDAHO

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June 20, 1994

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

From: Mike Mason 

Re: Asbestos Removal

We requested bids for the removal of asbestos in the old dorm where the directors apartment is being remodeled and in the old Center for New Directions.

We received the following two bids:

Northwest Technologies	\$6,990
Waters Asbestos and Supply	\$9,466

Based upon a review of the bids by Dick Sterling, I recommend we award the bid to Northwest Technologies, Inc. in the amount of \$6,990.

The asbestos removal will be paid for with \$6,495 of Dormitory Construction Project funds and \$495 from the General Fund.



COLLEGE OF  
SOUTHERN  
IDAHO

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June 13, 1994

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

From: Mike Mason

Re: View Books 

The attached page lists the prices we received from the  
three bidders who responded to our bid.

Based upon a review of the bids and costs by Annette  
Jenkins, Bill West and Graydon Stanley, I recommend the bid  
from Northwest Printing out of Boise, Idaho be approved for  
25,000 view books in the amount of \$25,000.

Funding for this project is from the General Fund.

COLLEGE OF SOUTHERN IDAHO  
VIEW BOOK BIDS  
JUNE 8, 1994

COMPANY	NUMBER OF VIEW BOOKS			
	15,000	20,000	25,000	30,000
NORTHWEST	14,894	19,113	25,000	27,079
COST PER BOOK	0.99	0.96	1.00	0.90
JOSLIN & MORRIS	23,777	29,521	34,423	38,589
COST PER BOOK	1.59	1.48	1.38	1.29
JFM, INC.	47,300	55,200	61,700	69,300
COST PER BOOK	3.15	2.76	2.47	2.31

NOTE 1: NORTHWEST PRINTING BID FOR \$25,000 INCLUDES ADDED  
OPTIONS OVER THEIR OTHER QUANTITY BIDS



June 16, 1994

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

From: Mike Mason 

Re: New Dormitory Activity Center Furniture

Graydon Stanley and Dave Schimdt of CTA Architects developed a comprehensive bid package for furniture for the new dorm. Several local and out of state vendors responded to the package with numerous alternates and substitutions. An extensive analysis was also required on the fabric types and colors.

A summary of the low bids compiled by Dave Schimdt is attached.

Based upon the analysis of both Graydon Stanley and Dave Schimdt, I recommend we accept the low bid of Intermountain Design of Boise, Idaho in the amount of \$24,868 for the specified furniture. I also recommend that we accept low bid of Norse Furniture of Seattle, Washington.

Funding for this purchase is from the Dormitory Housing Commission Construction Project Fund.

FURNISHINGS PACKAGE #2  
QUOTATION FORM SUMMARY

Note that in the following form, "Price/Unit" is the delivered and installed price.

If you are a representative for more than one of the approved manufacturers of a particular item, you are encouraged to submit quotes on both manufacturers.  
If you are proposing a substitute for an individual item, please note this by delineating the proposed substitution with the category description.

Symbol	Category	Units	Price/Unit	Category Total Price
C-3A	Loveseat <i>Chromcraft Secura</i>	1 GR3	633 <sup>00</sup>	633 <sup>00</sup>
C-3B	Loveseat "	4 "	633 <sup>00</sup>	2532 <sup>00</sup>
C-8A	Sofa "	2 "	757 <sup>00</sup>	1514 <sup>00</sup>
C-8B	Sofa "	2 "	757 <sup>00</sup>	1514 <sup>00</sup>
C-1	Chair <i>Frueger Vesta</i>	56 GR2	117 <sup>00</sup>	6552 <sup>00</sup>
C-2B	Lounge Chair <i>Chromcraft Secura</i>	6 GR3	482 <sup>00</sup>	2892 <sup>00</sup>
C-2C	Lounge Chair "	8 "	482 <sup>00</sup>	3856 <sup>00</sup>
C-4A	Chair, Modular <i>Noise</i>	8 GR2	442 <sup>00</sup>	3536 <sup>00</sup>
C-4B	Chair, Modular	2 "	472 <sup>00</sup>	944 <sup>00</sup>
<del>C-5</del>	<del>Bar Steel</del>	<del>10</del>		
<del>C-6</del>	<del>Task Chair</del>	<del>5</del>		
C-7	Ottoman <i>Noise</i>	2 GR2	311 <sup>00</sup>	622 <sup>00</sup>
C-8	Task Chair <i>Chromcraft Amsea</i>	2 "	259 <sup>00</sup>	518 <sup>00</sup>
T-1	Dining Table <i>Frueger Barkish</i>	5	305 <sup>00</sup>	1525 <sup>00</sup>
T-2	Dining Table "	6	305 <sup>00</sup>	1830 <sup>00</sup>
T-11	Dining Table "	2	440 <sup>00</sup>	880 <sup>00</sup>
<del>P-1</del>	<del>Floor Planter</del>	<del>3</del>		
<del>P-2</del>	<del>Suspended Planter</del>	<del>4</del>		
<i>total</i>				<i>\$29,348<sup>00</sup></i>

*Intermountain Design*  
"  
"  
"  
"  
"  
"  
*Noise*  
"  
  
*Noise*  
*Intermountain Design*  
"  
"  
"  
  
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<del>Substitute #1</del>	<del>Wood Frame Chair (C-1)</del>	<del>56</del>		
<del>Substitute #2</del>	<del>Dining Tables (T-1) (T-2) (T-11)</del>	<del>5</del>	<del>T-1</del>	
		<del>6</del>	<del>T-2</del>	
		<del>2</del>	<del>T-11</del>	

*Low Bid Summary prepared by Dave S.*

Company \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Business Address \_\_\_\_\_



COLLEGE OF  
SOUTHERN  
IDAHO

June 16, 1994

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

From: Mike Mason

Re: Sole Source Purchase of Sky-Skan System

In order to continue with the construction of the planetarium, we are going to have to make a firm commitment to Sky-Skan for equipment and software. This is due to Sky-Skan being unwilling to incur significant engineering and design costs prior to signing a contract. Our electrical engineers need the information from Sky-Skan to complete the plans for the planetarium.

As the attached letter from Jim Woods indicates, we were committed to Sky-Skan when we purchased the Digistar system.

Based upon Jim Woods review of the technology and operating systems available, his research of and relationship with Sky-Skan and the uniqueness of this equipment, I recommend that we select Sky-Skan as the sole source vendor for the specified planetarium equipment in the amount of \$372,306.75.

We request authority from the Board to enter into a contract with Sky-Skan and make payments based upon the attached payment schedule.

Funding for this purchase is through the Plant Facility Fund which will be reimbursed by the College of Southern Idaho Foundation as part of the planetarium project.



## MEMO

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TO: Mike Mason, Dean of Finance  
FROM: Jim Woods *Jim Woods*  
DATE: June 15, 1994  
SUBJECT: Sky-Skan contract

This memo is to document that Sky-Skan, Inc., is the only vendor who can provide the specific special effects equipment needed for the Faulkner Planetarium. Justification is also provided concerning *why* their equipment (as detailed in a contract dated May 27, 1994) is essential to the successful operation of the planetarium.

Sky-Skan, Inc., is the only manufacturer of planetarium special effects which makes an "emulator" for the Digistar system we purchased from Evans and Sutherland. This emulator allows the planetarium operator to control the Digistar projector and coordinate its output with all other planetarium effects including video and slide images, lights, and sound. This capability is due to Sky-Skan's SPICE automation, specifically a SS-276-108D NUTMEG Digistar Emulator. This emulator allows all special effects and the Digistar's VAX computer to be controlled by a single operator directly through a PC located at the planetarium control panel. Other vendors do provide planetarium effects, but only Sky-Skan has worked with Evans and Sutherland to tie their systems together via dedicated hardware and software. The fact that no other vendor has provided this emulation has been confirmed by Evans and Sutherland, the manufacturer of the Digistar projector.

Our primary rationale for requesting this emulator is that we want to get as close to a turn-key operation as possible. The Faulkner Planetarium will begin operations in October 1995 with a staff consisting solely of the Planetarium Manager (with some support of existing museum staff). Thus, we are anticipating the need to provide equipment that can be operated by the manager without reliance on technical staff support common in other planetariums. The Sky-Skan package that is included in the contract proposal does allow operation by one person. Sky-Skan also provides a service agreement for its equipment eliminating our need to hire a technician to maintain the equipment. If we attempt to put together our own system made from components provided by different vendors, we will lose the ability to tie all pieces together into a single working system. After talking to many other planetarium directors, I am positive this later approach would only be possible if we had a technical staff capable of making the assorted components work in unison.

# Terms and Conditions

PRICE .....\$372,306.75

**PAYMENT SCHEDULE:**

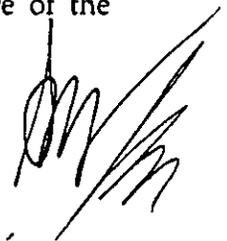
At time of order .....	\$75,000.00
August 1, 1994 .....	\$25,000.00
September 1, 1994 .....	\$25,000.00
October 1, 1994 .....	\$25,000.00
November 1, 1994 .....	\$25,000.00
December 1, 1994 .....	\$25,000.00
January 1, 1995 .....	\$25,000.00
February 1, 1995 .....	\$25,000.00
March 1, 1995 .....	\$25,000.00
April 1, 1995 .....	\$25,000.00
Upon shipment of System .....	\$50,000.00
Upon Completion of Installation .....	\$22,306.75 + shipping

**PAYMENT TERMS:**

F.O.B. Nashua New Hampshire. All freight costs will be prepaid and added to the final invoice.

**GENERAL TERMS:**

- 1) If any additional personnel are required by the Customer during installation or training due to local, federal or contractual work rules and work regulations, the provision and payment of these personnel is the sole responsibility of the Customer.
- 2) Sky-Skan is not be responsible for delays caused by Customer's contractor delays, act of war, act of God, or civil unrest.
- 3) The Customer is responsible for providing a prepared site prior to arrival of Sky-Skan personnel for the installation. Details are provided in the Site Prep Guide which will be furnished to the customer upon execution of this contract. The Customer is responsible for the cost of installation technicians who are on site according to schedule but are unable to perform their work because of failure of the



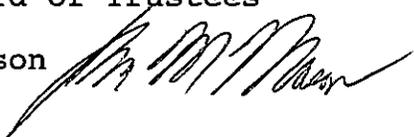


COLLEGE OF  
SOUTHERN  
IDAHO

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June 15, 1994

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

From: Mike Mason 

Re: Herrett Museum Fire Sprinkler System

We received the following bids for the design and  
installation of a fire sprinkler system for the basement of  
the Herrett Museum:

3-D Fire Protection, Inc.                    \$16,924

Shilo Automatic Sprinkler, Inc.        \$19,400

Based upon a review of the bids and costs by Don  
Buettner, I recommend we accept the low bid from 3-D Fire  
Protection, Inc. of Idaho Falls in the amount of \$16,924.

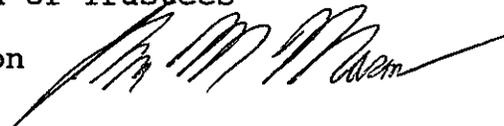
Funding for this project is from the Plant Facility  
Fund to be reimbursed by the College of Southern Idaho  
Foundation.



COLLEGE OF  
SOUTHERN  
IDAHO

June 17, 1994

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

From: Mike Mason 

Re: Computer Bid

Dr. Ken Campbell and Cheryl Graves developed a comprehensive bid package for computers. The package includes computers that will be purchased from both Fy 94 and Fy 95 funds. We will wait until July 1, 1994 to issue purchase orders for those computers that will be purchased with Fy 95 funds.

Nine companies submitted bids for the computers. A listing of those base bids and the options offered is attached.

An extensive analysis of the bids and options offered was completed and the lowest bidder selected. The low bidder for the 102 computers was Computer Mart of Twin Falls.

Based upon an analysis of the bids by Ken Campbell and Cheryl Graves, I recommend that we purchase 102 computers as outlined on the attached sheet. We are proposing that twenty three machines costing \$32,063 be purchased from Fy 94 funds and seventy nine machines costing \$100,335 be purchased from Fy 95 funds.

The Fy 94 purchases are funded from budgeted Vocational Division, Student Services, Planning, Research and Development and Administration accounts in the General Fund. Two computers for the General Motors program are also being purchased with Fy 94 funds.

The Fy 95 purchases are funded from budgeted funds in the Vocational and Academic Divisions and the Library. \$50,000 of these funds were provided by the legislature for faculty computers as a part of our Fy 95 budget request.

## June 1994 Computer Bid

	FY94			FY95			GRAND TOTAL
	Qty.	\$ Per Machine	Total	Qty.	\$ Per Machine	Total	
<b>Academic Order</b>							
486-DX 33mz 4mb RAM Monitor				11	\$1,202	\$13,222	
486-SX 33mz 8mb RAM Monitor				27	\$1,192	\$32,184	
486-DX 33mz 16mb RAM Monitor				4	\$1,694	\$6,776	
							\$52,182
<b>Vocational Order</b>							
486-SX 33mz 8mb RAM Network Card Monitor	11	\$1,271	\$13,981	24	\$1,271	\$30,504	
486-DX 33mz 8mb RAM Network Card Monitor	3	\$1,445	\$4,335	6	\$1,445	\$8,670	
486-SX 33mz 8mb RAM Network Card Dual Floppy Monitor				5	\$1,319	\$6,595	
							\$64,085
<b>Records/Business Office</b>							
486-SX 33mz 8mb RAM Network Card Monitor	5	\$1,271	\$6,355				
486-SX 33mz 8mb RAM Monitor	2	\$1,192	\$2,384				\$8,739
<b>ReEntry</b>							
486-SX 33mz 8mb RAM Monitor	1	\$1,192	\$1,192				\$1,192
<b>Library</b>							
486-SX 33mz 8mb RAM Monitor				2	\$1,192	\$2,384	\$2,384
<b>Taylor Server</b>							
486-DX 66mz 16mb RAM Network Server	1	\$3,816	\$3,816				\$3,816
<b>TOTAL</b>	<b>23</b>		<b>\$32,063</b>	<b>79</b>		<b>\$100,335</b>	<b>\$132,398</b>

SUMMARY OF COMPUTER BIDS -- 486 SX @ 25 MHZ

June 15, 1994

	Computer Mart	Micron	Computer Depot	Info. Mgmt. Systems	Scherer Computer	Pro Sales	Aspen Data Systems	MicroByte	Energy System Products
<b>Base System Price</b> (without volume discount)	\$948.00	\$1,029.55	\$1,065.00 \$1,120.00	\$1,136.00	\$1,138.25	\$1,148.00	\$1,252.00	\$1,350.00	\$1,605.00
<b>Upgrades:</b>									
Warranty (total years)	\$142.20 3	\$139.00 4	\$115.00 3	\$49.00 3	\$150.00 3	\$156.00 3	\$45.00 3	\$40.00 3 (incl. with base)	\$0.00
Chassis (Tower)	\$35.00	\$100.00	\$15.00	N/A	\$45.00	\$35.00	N/A	\$30.00	N/A
Hard Drive (Base System in MB) (Upgrade in MB)	\$40.00 210 340	no info 210 no info	\$25.00 170 210	\$66.00 210 340	no info 214 no info	no info 200 no info	\$255.00 170 270	\$250.00 213 260	no info 240 no info
Additional Memory (per 4MB)	\$164.00	\$140.00	\$185.00	\$175.00	\$155.00	\$160.00	\$169.00	\$165.00	\$236.00
486SX @ 33 MHz	\$35.00	\$100.00	\$30.00	\$35.00	N/A	\$40.00	\$45.00	\$30.00	\$110.00
486DX @ 33 MHz	\$209.00	\$300.00	\$220.00	\$175.00 (DX @ 50MHz)	\$265.00	\$195.00	\$197.00	\$350.00	\$325.00
14" SVGA .28 Monitor (Non-Interlaced)	\$45.00	\$0.00 (incl. with base)	\$45.00	\$71.00	\$239.00	\$60.00	\$275.00	\$50.00	\$110.00
1.2 MB Floppy Drive	\$48	\$59	\$55	\$53	\$48	\$44	\$54	\$50	\$80
Bus Mouse	\$60	\$49	\$75	\$85	N/A	\$35	\$74	\$10	\$50
Network Card	\$79	\$150	\$105 (\$75 card avail.)	\$109	\$55	\$115	\$125	\$50	\$135

**SUMMARY OF COMPUTER BIDS -- 486 DX2 @ 66MHz  
June 15, 1994**

	Computer Mart	Micron	Computer Depot	Info. Mgmt. Systems	Scherer Computer	Pro Sales	Aspen Data Systems	MicroByte	Energy System Products
<b>Base System Price</b>	\$2,929.00	\$2,791.78	\$2,850.00	\$3,041.00	\$3,163.50	\$2,847.00	\$3,171.00	\$2,730.00	\$8,595.00
<b>Upgrades:</b>									
Warranty (total years)	\$439.35 3	\$199.95 4	\$285.00 3	\$69.00 3	\$150.00 3	\$576.00 3	\$45.00 3	\$65.00 3 (incl. with base)	\$0.00
Hard Drive (2 drives) (Base System in MB) (Upgrade in GB)	\$808.00 525 1	\$600.00 no info 1	\$786.00 525 1.06	no info 540 no info	\$452.00 528 780 MB	\$675.00 525 1	\$1,840.00 500 2.40	\$1,680.00 1.06	\$600.00 535 1.07
486DX4 @ 100 MHz Pentium @ 66 MHz	not available \$439.00	\$250.00 not available	\$530.00 \$775.00	\$469.00 not available	N/A N/A	\$291.00 \$644.00	\$760.00 \$850.00	no info \$800.00	not available \$3,625.00
14" SVGA .28 Monitor (Non-Interlaced)	\$45.00	\$0.00 (incl. with base)	\$45.00	\$71.00	\$225.00	\$60.00	\$275.00	\$50.00	\$110.00
Network Card	\$79.00	\$150.00	\$105.00 (\$75 card avail.)	\$109.00	\$55.00	\$115.00	\$125.00	\$50.00	\$250.00



June 16, 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: Sole Source Instructional Software

The Academic Development Center is requesting a new software package for use in the Study Skills Program, Adult Basic Education Program and the Basic Skills Volunteer Program.

Dr. Jerry Beck and Academic Development Center Director Lynn Irons are requesting the purchase of this software be considered as a sole source purchase. The attached sheet documents the request.

As important as the uniqueness of the software is its proven success and compatibility with the programs at Boise State University, Hewlett Packard and Micron.

Based upon the analysis of the software by both Dr. Beck and Lynn Irons, I recommend that the purchase of Integrated Learning Software in the amount of \$21,000 from McGraw/Hill of Westerville, Ohio be approved as a sole source purchase.

Funding for this purchase will be split between six federal grants and the General Fund.

# Memorandum

DATE: June 15, 1994 ✓  
TO: Jerry Beck and Mike Mason  
FROM: Lynn Irons  
RE: Integrated Learning System

Attached is the information you requested concerning the purchase of the Integrated Learning System (ILS). The ILS system is a unique computerized developmental education and basic skills learning system that allows each student to proceed at his or her own pace. This capability is critical in the Academic Development Center where students are certain to represent varying degrees of deficiency. The networked developmental computer classroom can offer more than one discipline to students (reading, writing, and math) at various adult levels (third grade through college) at the same time. This would greatly enhance our individualized mode of instruction as well as our classroom instructional mode of delivery.

The following items collectively make this the single item on the market identified to serve the three programs in the Academic Development Center, which include the Study Skills Program, Adult Basic Education Program, and the Basic Skills Volunteer Program.

- The single program that exclusively interfaces with the official Test for Adult Basic Education (TABE) used uniformly throughout the state.
- The program levels completely encompass grades 3 through college level for adults.
- The program has the capability to identify an Individual Education Plan based on an internal Diagnostic test.
- The program is fully networkable.
- The system entirely delivers measurable results for reporting procedures required by federal and state programs.

The Integrated Learning System is used at Boise State University, Hewlett-Packard, and Micron Semiconductors. Several Utah Universities, Community Colleges, and private industries are also using this unique Integrated Learning System.

The amount requested for this system is \$21,000 which covers the license for a 13 workstation developmental computer classroom, two-day on-site network installation and intensive on-site faculty/staff training by the vendor. Additional learning stations can be licensed for \$1000 each.

The Academic Development Center is funded through 15 different budgets. I have identified funds allocated for computer assisted instruction or instructional supplies out of 7 different budgets to fund this project.



# GLENCOE

Macmillan/McGraw-Hill

June 8, 1994

Lynn Irons  
College of Southern Idaho  
Academic Development Center  
315 Falls Avenue  
Twin Falls, ID 83301

Dear Lynn,

This is to confirm the following concerning the Glencoe/McGraw-Hill Integrated Learning System:

1. This is the only computer Integrated Learning System that has an objective by objective correlation to the Test of Adult Basic Education (TABE) as an integral part of the management system.

The interface between the TABE and the Integrated Learning System exists both in an automated, computerized form and as a option that is accessible, by the instructor, at the time of student enrollment.

The TABE is a unique product that is wholly owned by McGraw-Hill.

2. Within the state of Idaho, the system has been purchased and installed in several Learning Labs at Boise State University, and also at the corporate facilities of Hewlett-Packard Inc. in Boise and at Micron Semiconductors Inc. in Boise.

If additional information is needed, please call me on (415) 726-4336.

Sincerely,



John Dicker  
Western Region Manager.

GLENCOE

McGraw-Hill

Dear Educator,

If you serve students needing instruction in basic skills, we at Glencoe/McGraw-Hill can help. *The Glencoe Integrated Learning System* offers computer-based instruction that provides rapid, solid results for students who:

need assistance in developing their reading, writing, and math skills.

are preparing for state proficiency exams.

are preparing for the GED.

are taking developmental education courses prior to their college work.

want to enhance their basic skills prior to seeking a job or entering job training.

Our system has already improved the skills of thousands of students nationwide, in high schools, vo-tech schools, two-year college programs, adult education, and JTPA programs. It is highly effective, competitively priced, and easy to administer.

Won't you please take a moment to review the enclosed information and find out how *The Glencoe Integrated Learning System* can help your students succeed? For more information, or to order, please fill out and return the enclosed card. Or call me at (800) 848-1567, ext. 4229.

Sincerely,



Jill Speicher Arnett  
Marketing Manager



June 15, 1994

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

From: Mike Mason

A handwritten signature in dark ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Food Service Bids

The attached page lists the prices we received from the four bidders who responded to our request for bids. The bids are a result of comprehensive specifications developed by the College to further refine our expectations in food service operations.

The bids are from four quality companies with proven track records that are capable of managing our food service operations.

Graydon Stanley and I have been through the bids and recommend that we sign a three year contract with the low bidder, Northwest Foods of Boise, Idaho. Our recommendation is based upon the following:

1. Northwest Foods proven track record at eleven other four year and community colleges.
2. Outstanding menu selections, food presentation, quality and innovation.
3. Extended hours of operation on weekends and evenings.
4. Competitive pricing.
5. Up to \$15,000 in matching funds for facility improvements.
6. \$125 of coupons per semester to students on the meal plans to utilize in the Eagle's Nest and Desert Cafeteria
7. \$500 credit for 1994-95 school year for Student Life Enhancement.

The source of funding for this contract is the Dormitory Housing Food Service Account. This account receives its revenue from the students living in the dormitory.

COLLEGE OF SOUTHERN IDAHO  
 FOOD SERVICE BIDS  
 JUNE 20, 1994

DAILY MEAL RATES

COMPANY	19 MEALS	15 MEALS	10 MEALS	STUDENT CREDITS	CASH SALE %
NORTHWEST FOODS \$15,000 MATCHING FUNDS FOR CAFETERIA IMPROVEMENTS	6.44	5.67	4.97	\$125	10% EXPO/GYM 25%
SORAN'S DISCOUNTS FOR STUDENT USE OF TURF CLUB CASH SALE % FOR CSI EVENTS AT TURF CLUB	6.94	6.11	5.36	0	15% GYM 25% \$100 MONTH FOR BAKERY RENT
A.R.A.	7.16	6.19	5.46	\$150	12%
THOMAS	7.02	6.98	5.54		

MEMORANDUM

To President Meyerhoeffer  
Board of Trustees

From Jeff Harmon 

Date: June 16, 1994

Re: Automatic Teller Machines "ATM"

We requested proposals from six local banks for the installation of an ATM on campus and have received proposals from three of them I have summarized the information from their proposals.

**D.L. Evans will pay monthly lease payments as follows:**

<i>Activity level in transactions</i>		<i>Lease Amount</i>
0	4,999	\$200
5,000	5,999	\$250
6,000	6,999	\$300
7,000	7,999	\$350

For each additional 1,000 transactions D.L. Evans will pay CSI \$50.

D.L. Evans does not charge any customer a surcharge for use of their ATM.

**West One Bank will pay monthly lease payments as follows:**

<i>Activity level in transactions</i>		<i>Base Lease payment</i>	<i>Cents per transaction above base</i>
0	1,000	\$ 150	\$0.00
1,001	2,000	\$ 150	\$0.18
2,001	3,000	\$ 330	\$0.23
3,001	4,000	\$ 560	\$0.31
4,001	5,000	\$ 960	\$0.40

West One Bank charges a \$1.00 per transaction surcharge to all customers. This is for West One customers as well as non West One Customers.

**First Security Bank will pay monthly lease payments as follows:**

<i>Activity level in transactions</i>		<i>Base Lease payment</i>	<i>Cents per transaction above base</i>
0	1,000	\$ 100	\$0.00
1,001	2,000	\$ 100	\$0.25
2,001	3,000	\$ 350	\$0.25
3,001	4,000	\$ 600	\$0.25
4,001	5,000	\$ 850	\$0.25

First Security Bank does not charge a surcharge to card holders of First Security bank for use in their ATM machine. All non First Security Bank customers will be charged a \$1.00 per transaction fee.