# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

**MARCH 23, 1998** 

PINE ROOM, #258 2<sup>ND</sup> FLOOR TAYLOR BUILDING 5:30 p.m.

#### **AGENDA**

#### **MINUTES**

TREASURER'S REPORT

**BID: KITCHEN HOOD REPLACEMENT** 

**BID: SHIELDS BUILDING AIR HANDLER** 

**BID: 15-PASSENGER VAN** 

**BID: CUSTODIAL SERVICES--DORM AND LIBRARY** 

**BID: SOFTWARE SYSTEM** 

WATER SHARES: John Rosholt

**TOWER** 

CSI CAMPUS MASTER PLAN: Dave Turner, CTA Architects

**OLD BUSINESS** 

**NEW BUSINESS** 

## COLLEGE OF SOUTHERN IDAHO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES MEETING March 23, 1998

<u>CALL TO ORDER:</u> 5:30 p.m. <u>PRESIDING:</u> LeRoy Craig

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

College Administration: Gerald Meyerhoeffer, President John M. Mason, Secretary/Treasurer Robert Alexander, College Attorney Dr. Michael Glenn, Vocational Dean Dr. Ken Campbell, Dean of Information Technology Dr. John Martin, Registrar Ron Shopbell, Director of Continuing Education Dick Sterling, Physical Plant Director Jeff Duggan, Assistant to the President Annette Jenkins, Public Information Director

CSI Staff: Henry Jones

Visitors: Dale Riedesel, Dave Turner, Stacey Robinson, Kim Mcycrs, Lamar Orton, Fritz Wunderlich, John Rosholt, Ron Null, Ted Huffar, Rich Richael, David Mead and Byrd Golay

Faculty Representatives: Jim Tarter

Times News: None

MINUTES OF February 23, 1998 and the March 5, 1998 Minutes of the Joint Meeting of the Dormitory Housing Commission and College of Southern Idaho Board of Trustees 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 Bill Babcock. Affirmative vote was unanimous.

<u>CSI Trustees</u> <u>March 23, 1998</u> <u>Page 2</u>

#### Bids:

1. The Board approved the low bid of Sawtooth Sheet Metal of Twin Falls, Idaho in the amount of \$35,611 for the replacement of the existing kitchen hood on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for this project is from the Student Union Fund.

2. The Board approved the low bid of Magic Valley Refrigeration of Twin Falls, Idaho in the amount of \$32,450 for the replacement of the Shields building air handler on MOTION by Bill Babcock. Affirmative vote was unanimous.

Funding for this project is from the Plant Facility Fund.

3. The Board approved the low bid of Latham Motors of Twin Falls, Idaho in the amount of \$22,906 for a 15-passenger van on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding from this project is from the Plant Facility Fund.

4. The Board approved the low bid of Tasks Unlimited of Twin Falls, Idaho in the various amounts on the attached recommendation for custodial service for the dormitory and the library/academic development center on MOTION by Donna Brizee. Affirmative vote was unanimous.

Funding for this contract is from dormitory operational funds and the maintenance department operating budget.

5. The Board approved the purchase of a comprehensive administrative software system from CMDS of Harrisburg, Virginia in the amount of \$242,110 for software and training on MOTION by Donna Brizee. Affirmative vote was unanimous.

Funding for this purchase is from the General Fund.

#### PRESIDENT'S REPORT:

1. Lamar Orton made a presentation concerning the siting and leasing of space on the campus for a communications tower. The tower is a joint venture between United States Cellular and CommNet. The proposed area for the 140 foot

<u>CSI Trustees</u> <u>March 23, 1998</u> <u>Page 3</u>

1. (continued) tower and two 12 foot by 20 foot equipment sheds is just southeast of our existing baseball diamond.

The Board heard testimony from Byrd Golay and David Mead in opposition to the tower.

The Board discussed the tower, its uses and possible benefit to the College. The Board decided to look at the site of the tower and have Robert Alexander review the contract prior to making a decision.

The Board set a special meeting date of Tuesday, March 24, 1998 at 11:30 a.m. at the site of the proposed tower to review the tower issue.

2. John Rosholt discussed the options available to the College for assigning our water shares to land that will provide beneficial use. He advised the Board that a long term lease (a stipulation of agreement) of water to another party's dry land could be as short as two years. He also said the College could purchase dry land and assign the water shares to it.

The Board took the matter under consideration.

- 3. The President discussed a letter from Vince Alberti of the Twin Falls Canal Company concerning storm water runoff from the south parking lot.
- 4. The Board approved the changing of the May board meeting from Monday, May 18, 1998 to Monday, May 11, 1998 on MOTION by Bill Babcock. Affirmative vote was unanimous.
- 5. Jim Woods, Herrett Center Director, spoke to the Board via a satellite telephone from the jungles of Guatemala. Jim Woods is a member of team conducting an archeological dig in Guatemala.
- 6. Dave Turner, Stacey Robinson and Kim Meyers of CTA Architects made a presentation concerning a proposed master plan for the College. They discussed the concepts and procedures utilized in developing a campus master plan.

The Board approved proceeding with the long range campus planning project up to the point where \$30,000 had been expended on MOTION by Bill Babcock. Affirmative vote was unanimous.

### <u>CSI Trustees</u> <u>March 23, 1998</u> <u>Page 4</u>

- 6. (continued) At the point where \$30,000 had been expended, it is the intent of the Board to review the work completed.
- 7. The President advised the Board that the legislature had been very supportive of the College during this last legislative session.

ADJOURNMENT was declared at 7:05 p.m.

John M. Mason, Secretary-Treasurer

APPROVED

April 20, 1/99

Chairman



February 26, 1998

To: President Meyerhoeffer and the College of Southern

Idaho Board of Trustees

From: Mike Mason

Re: Kitchen Hood Replacement

We received three bids for the Taylor Kitchen Hood replacement. The bids are as follows:

Magic Valley Refrigeration \$48,096 Bargreen/Ellingson \$40,000 Sawtooth Sheet Metal \$35,611

Based upon a review of the bid by Don Buettner, I recommend that we accept the low bid of Sawtooth Sheet Metal of Twin Falls, Idaho in the amount of \$35,611.

Funding for this project is from the Student Union Fund.



March 10, 1998

To: President Meyerhoeffer and the College of Southern

Idaho Board of Truștees

From: Mike Mason

Re: Shields Building Air Handler Replacement

We received the following three bids for the specified project:

Contractor	Bid
Sawtooth Sheet Metal, Inc.	\$34,416
Advanced Welding Technology	32,789
Magic Valley Refrigeration	32,450

Based upon a review of the bids by Don Buettner, I recommend we accept the low bid of Magic Valley Refrigeration of Twin Falls, Idaho in the amount of \$32,450 for the replacement of the Shields air handler.

Funding for this project is from the Plant Facilities Fund.



March 12, 1998

To: President Meyerhoeffer and the College of Southern

Idaho Board of Truştees

From: Mike Mason

Re: 15 Passenger Van Bids

We received three bids for the specified van. The bids are as follows:

Latham Motors \$22,906.00

Jules Harrison Ford 24,226.25

Gary's Westland 25,527.46

Based upon a review of the bids by Dick Sterling, I recommend that we accept the low bid of Latham Motors of Twin Falls, Idaho for the 15 passenger van in the amount of \$22,906.00.

Funding for this project is from the Plant Facility Fund.



March 18, 1998

To: President Meyerhoeffer and the College of Southern

Idaho Board of Trustees

From: Mike Mason

Re: Contract Custodial Bid

We received two bids for the custodial work for the dormitory and library/academic development center. The bids are as follows:

#### Dormitory

	Tasks	Mom's
	Unlimited	Touch
Daily Rate	\$ 130.08	\$ 670.00
Sunday Trash Haul	32.52	60.00
Weekly Bathroom Scrub	162.60	560.00
Room Cleaning per Room as Needed	15.00	35.00
August Carpet, Upholstery Cleaning	4,750.00	5,325.00
August & December Laundry Rooms	700.00	1,300.80
Summer Camp Dorm Room Cleaning	15.00	26.00
Summer Camp Daily Cleaning		
Men's Wing	78.04	390.00
Women's Wing	52.04	260.00

#### Library/Academic Development Center

Daily Rate		\$	130.08	400.00
Annual Carpet	& Upholstery Cleaning	J	4,825.00	Included

Additional Requested Work-Hourly Rate \$10.84

Based upon a review of the bids, I recommend that we accept the low bid of Tasks Unlimited of Twin Falls, Idaho for the custodial contract for the dormitory and academic development center/library.

Estimated annual costs for custodial services for the dormitory are \$42,000. Estimated annual costs for custodial services for the library/academic development center are \$37,345.

Both of the above estimates may be adjusted up or down depending on the operations of the College. The dormitory bid estimates 8 weeks of summer camps with both wings being fully utilized. The library/academic development center bid estimates full cleaning services for 250 workdays per year. This may be adjusted down depending on operational needs between semesters.

Funding for the dormitory custodial service is from operational funds of the dormitory. Funding for the library/academic development center custodial services is from budgeted maintenance department funds.



March 19, 1998

To: President Meyerhoeffer and the College of Southern

Idaho Board of Trystees

From: Mike Mason

Re: Comprehensive Computer System Bid

Our current student administrative software system was purchased five years ago for approximately \$125,000. We spent another \$60,000 on data conversion, \$10,000 on program enhancements and \$10,000 on equipment. The total cost came to approximately \$205,000. The fiscal software was installed over 10 years ago.

Both systems run on the HP-3000. We purchased the HP-3000 in August of 1991 on a five-year lease purchase agreement. We completed paying for it in July of 1996.

Our entire software system utilizes old technology. The HP-3000 is nearly seven years old and is due for replacement. While some assurances of year 2000 compliance have been made, neither the fiscal nor the student system is year 2000 compliant. The company that provides maintenance for our student system will no longer support the system after December 31st of this year.

While our systems work adequately, we are at a point where we are experiencing hardware breakdowns and the software is very outdated. We believe it is time to make a change. New comprehensive integrated systems offer a better, wider range of services to students. Any new system we purchase will also change the way our administrative offices integrate with each other and with students.

Systems are difficult to compare both in price and quality. Compromises have to be made on the functionality of each component of the software. With all of this in mind, we targeted our research on four vendors who we felt had good, comprehensive systems. Of these four, three vendors responded to our "Request for Proposals". Three companies came to campus to make presentations to our administrative staffs.

An analysis of the companies' proposals is as follows:

1. DataTel - DataTel is an established software vendor and an industry leader in educational software. They have installations at numerous community colleges throughout the nation. Lewis and Clark State College selected them as their software vendor approximately three years ago.

DataTel would be the safest choice. They responded positively to every item in the RFP. We did not select them for following reasons:

- a. Price It would cost us nearly \$800,000 just for the software and training. Data conversion costs would be extra.
- b. Support We spoke to at least one customer who was extremely unhappy with their support.
- 2. ABT ABT is a small company (approximately 40 employees) that is on their second version of client server software. They have outstanding records, admission and web software. They were the front runner until we had them demonstrate their fiscal and financial aid systems on campus.

ABT's software is the lowest priced of the proposals submitted. It would cost us approximately \$270,000 for the software and training.

We did not select ABT for the following reasons:

- a. Software We were very disappointed in the fiscal and financial aid packages. They did not have a cashiering system designed for walk up traffic. The payroll and electronic check clearing required add-on software. The integration of the financial aid system into the fiscal system was not demonstrated.
- b. Company Size ABT has approximately 75 colleges on their system. All of the colleges are significantly smaller than we are. Their customers tend to be the small private colleges. We did not feel they understood our operation, nor the volume of students we deal serve.

In their financial statements, ABT showed a small loss last year. The software business is very competitive and we want to make sure we are with a company that will remain viable.

3. CMDS - CMDS is a medium sized company with approximately 140 employees and over 300 software installations at colleges. The colleges are closer to our size but have an older version of the software installed. Many of these clients are not changing to the newer software because they are basically satisfied with their current software.

We evaluated CMDS's latest client server software. The new software has been re-written from the bottom up for windows/client server applications. The older software is the basis for the new version.

The CMDS software price is \$210,300 and training is \$65,060. Overall, the software has the features and functionality to serve as a comprehensive campus software system.

The total estimated costs for the software project are as follows:

CMDS Software	\$210,300	
CMDS Training	65,060	
Ad Astra Scheduling Program	15,000	
New File Servers	45,000	
New Administrative Computers	20,000	
Contracted Database Installation	5,000	
New Router	3,000	
New Firewall for Security	10,000	
6 New Administrative Printers	9,000	
Data Conversion	60,000	
Software Modifications	10,000	
Specialized Database Training	5,000	
Estimated Cost	\$457,360	
5% Contingency	22,800	
Total Estimated Project Cost	\$480,160	

Support costs will be approximately \$50,000 per year.

New faculty computers are not included in the above estimate. The system requires a Pentium 100mhz as a base machine but works best on Pentium 166mhz or higher. We would need to purchase approximately 100 faculty computers to meet this standard.

The academic and vocational budgets will replace some of these computers over the next year. We will have to reananlyze this need when the new system is installed based upon demand.

Based upon a review of the CMDS system by Ken Campbell, John Martin, Colin Randolph and me, I recommend we accept the bid of CMDS of Harrisonburg, Virgina in the amount of \$210,300 for the administrative software and \$65,060 for training.

Funding for this project is from the General Fund.



P. O. Box 1907 • 321 Second Avenue East • Twin Falls, Idaho 83303-1907 • Fax: (208) 736-2296

#### OFFICE OF PLANNING & ZONING

208-736-2267

#### March 19, 1998

To:

Gerald Meyerhoeffer and CSI Board of Directors

From:

LaMar N. Orton, Planning & Zoning Director, City of Twin Falls

Subject:

Lease Agreement with Cellular Inc., Network Corporation and USCOC of

Idaho RSA #5 Inc.

Attached is a proposed lease agreement with two cellular telephone companies for a parcel of land at Frontier Field just south of the CSI ballfield and just north of the most northerly City ballfield. This lease was initially prepared by the City Attorney with modifications being made upon review by City staff and the cellular companies. The lease is for a term of 20 years with fees paid to CSI of \$300 per company per month for the first year with an annual inflation factor built in for years thereafter. The lease will allow a 140' monopole and two 12' x 20' buildings.

#### Background information:

In late 1996, United States Cellular Wireless Communications, Inc., approached the City and asked to lease land at Frontier Field for a 150' cellular tower. As towers were not provided for in the City Open Space zoning district, they were told that land at Frontier Field could not be leased to them.

On April 16, 1997, the company applied for a special use permit to place a 150' tower on property just west of Best Western Canyon Springs Park Hotel at 1357 Blue Lakes Boulevard North. At a public hearing on May 13, 1997, the special use permit was denied by the Twin Falls City Planning and Zoning Commission because of opposition from businessmen in the area.

On June 24, 1997, the company resubmitted a special use permit application for the same site, but with an 80' height tower. This request was again opposed by businessmen in the area and

MEMO - Gerald Meyerhoeffer and CSI Board of Directors March 19, 1998 Page 2

denied by the Planning and Zoning Commission and by the City Council upon appeal. Subsequent to the denial US Cellular filed a lawsuit against the City in Federal Court.

Because of the company's expressed need for a tower in the northern part of the City to adequately provide service in the area, the City initiated a code change to allow cellular towers by special use permit in the Open Spaces zones where other tall structures currently exist. All the City parks are zoned open space. The Commission and City Council both felt that the towers could possibility fit in to a setting where there were all ready existing tall light poles lighting ballfields. On November 14, 1997, the City Council approved the code change.

On December 16, 1997, a joint application was submitted by the two companies shown on the lease agreement. The City had insisted on this as we wanted the companies to collocate rather than each applying for a separate tower at different locations.

On January 13, 1998, the Twin Falls City Planning and Zoning Commission issued a special use permit for the tower. Attached is a copy of the special use permit.

On March 16, 1998, the Council approved the lease subject to CSI approval.

LaMar N. Orton

Planning & Zoning Director

Lo Was M. Otom

LNO/jh attachments



Scene

P. O. Box 1907 • 321 Second Avenue East • Twin Fails, Idaho 83303-1907 • Fax: (208) 736-2296

#### SPECIAL USE PERMIT

Permit No. 0523

Granted by the Twin Falls City Planning and Zoning Commission on January 13, 1998, to Cellular, Inc., Network Corporation whose address is 8350 East Crescent Parkway, Suite 400, Englewood, CO 80111, and United States Cellular, Inc., 7600 N.E. 41st Street, Suite 325, Vancouver, WA 98662, for the purpose of constructing and installing a 140' tall tower and two 12' x 20' unmanned cellular communications equipment buildings on real property located in the 600 block of Falls Avenue (Frontier Field) and legally described as NW¼, SW¼, SE¼, Section 4, Township 10 South, Range 17 East, Twin Falls Quad, Twin Falls County, Idaho.

The Commission has attached the following conditions which must be fully implemented to avoid permit revocation (City Code Section 10-13-2.3):

- 1) Permit is subject to a City Council approved lease agreement.
- Permit is subject to the Parks & Recreation Department approval of the exact location of the tower and buildings to assure placement with minimal impact on access roadway and water sprinkler lines. If water lines have to be relocated, it is to be done at the applicants expense.
- 3) Only the monopole is allowed and is not to exceed 140' in height.
- 4) Provision is to be made for collocation of other users, including public agencies on the monopole.
- 5) Landscaping to be maintained by the City.

Chairman

This permit is for zoning purposes only. plumbing permits, etc. may be required. Code Regulations.

Other permits such as sign, building, electrical or All facilities must comply with all Building and Fire

Please contact the Building Department at 736-2238 for further information.

This permit corresponds to Application No.1199



#### February 16, 1998

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

From: Mike Mason

Re: Water Shares

I met with John Roshalt and Crystal Vincent of John Roshalt's office and Doris Finney of the Twin Falls Canal Company concerning our water shares. John Roshalt made two primary points:

- 1. We cannot assign the 61.3 water shares we purchased from the CSI Foundation to our existing campus property. We need to get those shares assigned to property where they can provide beneficial use or sell them.
- 2. We need to determine the acreage we have on the main campus that is irrigatable and assign 1.5 shares per acre to these acres. Any excess water shares need to be moved to property where they can provide beneficial use or be sold.

Using the water study done for us by Chuck Brockway, the total campus under irrigation is the 114.59 acres plus 15.14 acres of farmland for a total of 129.73 acres. Of this, approximately 34.0 acres is in the Frontier addition where we cannot assign water shares. Our total campus acreage is 233.12 acres. (See attached drawing by Karl Black.) Since the City of Twin Falls has water assigned to the Frontier addition (approximately 65.88 acres), we have approximately 167.12 acres to assign to water shares. Of this 167.12 acres, we have (129.73-34.0=95.73) 95.73 irrigated (non-building or parking lot) acres to which to assign water.

We have 167.12 water shares assigned to these 95.73 acres. At 1.5 shares per acre, our maximum assignable water shares are 143.6. This means we need to move or sell 23.52 of our existing shares plus the 61.3 shares we purchased from the CSI Foundation. This totals 84.82 shares.

John Roshalt offered the following alternatives for these 84.82 water shares:

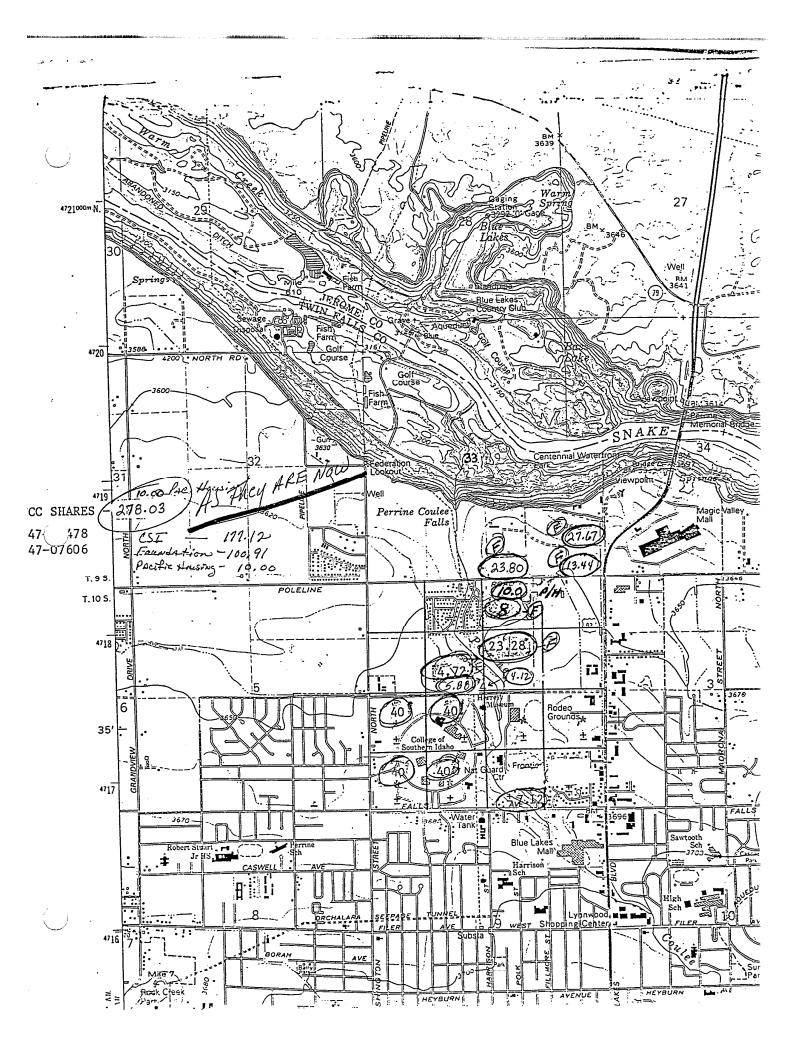
- 1. Sell them. Walt Coiner, the Idaho State Land Board and several other organizations and/or individuals are looking for water. We could get at least \$500 per share, which would total \$47,840.
- 2. Check with the City of Twin Falls and see if we could assign the shares to some of their dry land around the Twin Falls airport. We would have to write a formal agreement so we could have the shares assigned but could still rent them out. The City may already be doing this with some of their water shares so it may not be possible.
- 3. Write up a stipulation agreement (John provided us with an example) with someone who has dry land that we can assign the water to and enter into a long-term lease for the water. The landowner would rather purchase the water but may enter into an agreement with us if they really need the water. At the end of 10 years or whatever the lease is for we could retain the right to sell the water.
- 4. Buy some dry land and assign the water to it. The water could be used on the land, the campus or rented out. John Roshalt said he feels water shares are very cheap and the price will only go up in the future. Land without water goes for \$800-\$1,000 per acre but can go for \$2,500 or more per acre with good water rights. The land would have to be accessible to the low line canal.

Of the four options, I prefer option 4. If we could find a dry farm of 80 to 100 acres, we could develop it and retain our water rights for future campus use.

If you need more information, let me know.

csi/watershares1.doc

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MEMO - Gerald Meyerhoeffer and CSI Board of Directors March 19, 1998 Page 2

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On January 13, 1998, the Twin Falls City Planning and Zoning Commission issued a special use permit for the tower. Attached is a copy of the special use permit.

On March 16, 1998, the Council approved the lease subject to CSI approval.

LaMar N. Orton

Planning & Zoning Director

La Was M. Oton

LNO/jh attachments



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P. O. Box 1907 • 321 Second Avenue East • Twin Falls, Idaho 83303-1907 • Fax: (208) 736-2296

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The Commission has attached the following conditions which must be fully implemented to avoid permit revocation (City Code Section 10-13-2.3):

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- Permit is subject to the Parks & Recreation Department approval of the exact location of the tower and buildings to assure placement with minimal impact on access roadway and water sprinkler lines. If water lines have to be relocated, it is to be done at the applicants expense.
- 3) Only the monopole is allowed and is not to exceed 140' in height.
- 4) Provision is to be made for collocation of other users, including public agencies on the monopole.
- 5) Landscaping to be maintained by the City.

Chairman

This permit is for zoning purposes only. plumbing permits, etc. may be required. Code Regulations.

Other permits such as sign, building, electrical or All facilities must comply with all Building and Fire

Please contact the Building Department at 736-2238 for further information.

This permit corresponds to Application No.1199

## COLLEGE OF SOUTHERN IDAHO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES MEETING March 24, 1998

<u>CALL TO ORDER:</u> 11:40 a.m. <u>PRESIDING:</u> LeRoy Craig

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

College Administration: Gerald Meyerhoeffer, President John M. Mason, Secretary/Treasurer Robert Alexander, College Attorney

#### PRESIDENT'S REPORT:

1. The Board met at the site of the proposed tower (southeast of the baseball field) to discuss the construction of the tower and approval of the lease contract.

The Board refused the offer to participate in the tower project on MOTION by Bill Babcock. Bill Babcock, Dr. Thad Scholes and Donna Brizee voted in favor of the MOTION. Dr. Charles Lehrman voted against the MOTION.

The MOTION was carried on a three to one vote.

ADJOURNMENT was declared at 11:49 a.m.

John M. Mason, Secretary-Treasurer

<u>APPROVED</u>

April 20, 199

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