



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

APRIL 16, 2001

**5:30 p.m.
TAYLOR BUILDING
PINE ROOM #258**

AGENDA

MINUTES: (A) *Mike Mason*

TREASURER'S REPORT: (A) *Mike Mason*

BID: GAS/PLASMA SHAPE CUTTING SYSTEM: (A) *Mike Mason*

HERRETT CENTER FOR THE ARTS AND SCIENCE: (A) *Jim Woods, Director*

CONTRACTS: (A) *President Meyerhoeffer*

PROMISE SCHOLARSHIPS: (A) *President Meyerhoeffer*

REVIEW OF GOVERNOR'S RECOMMENDATION: (I) *President Meyerhoeffer*

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 16, 2001

CALL TO ORDER: 5:30 p.m. PRESIDING: Dr. Charles Lehrman

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

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Vice President of Instruction
Ron Shopbell, Director of Dual Credit
Randy Dill, Physical Plant Director
Doug Maughan, Herrett Center, Public Information
Officer

CSI Staff: Barbara Knudson, Deb Wilson, Cindy Barry
and Jim Woods

Visitors: None

Faculty Representative: Nancy Jonsson-Byler

Times News: Jennifer Sandmann

Tower: None

MINUTES OF MARCH 26, 2001 were approved as written on MOTION
by Bill Babcock. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's Report was approved on
MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

BIDS:

1. The Board approved the purchase of a gas/plasma shape
cutting system from Norco of Twin Falls, Idaho in the amount
of \$8,484.00 net of trade in on MOTION by Bill Babcock.
Affirmative vote was unanimous.

Funding for this purchase is from budgeted departmental
funds.

PRESIDENT'S REPORT:

1. Jim Woods reviewed the Herrett Center ten-year accreditation process. The Board reviewed and approved the institutional plan, code of ethics, collections management policy and strategic long-range plan of the Herrett Center on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Mr. Woods also reviewed the upcoming events at the Herrett Center and their involvement concerning the Twin Falls centennial.

2. The President and Cindy Barry reviewed the Promise Scholarship Program. The scholarship provides all Idaho high school graduates with a 3.0 GPA or higher a minimum of \$500 per year to go to the college of their choice in Idaho. The College of Southern Idaho is matching this amount with Presidential and foundation scholarships. The program is in effect for incoming freshman the fall of 2001.

3. The President requested the Board approve four percent salary increases for staff and five percent salary increases for faculty for the 2002 fiscal year. He explained the intent of the governor in providing a faculty two percent salary competitiveness funding package for higher education. Additional raises will be given for rank, merit and changes in responsibility. The Board approved the increases on MOTION by Donna Brizee. Affirmative vote was unanimous.

The President also discussed the preference of the college to give equal raises to all employees and the impact of a projected \$200,000 increase in utility bills next year.

4. The President briefed the Board on our Division of Public Works funding for Fy 2002. He noted that the Fine Arts Addition was fully funded along with the following preventative maintenance projects: Frontier Road Repaving, Mini-Cassia Center Gym Roof Replacement, Chiller Replacement and West Campus Fire Lane Replacement.

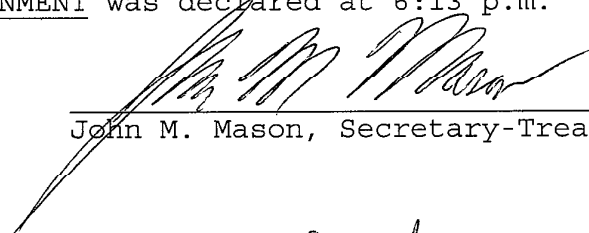
The preventative maintenance projects total over \$400,000 and the total funding for the Fine Arts Addition was \$6,291,000.

CSI Trustees
April 16, 2001
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4. The President advised the Board that Tammy Harney is hosting a delegation of approximately thirty Chinese businessmen in Twin Falls on June 8, 2001. The college will be supportive in providing both an economic development and educational perspective.

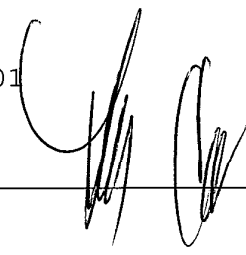
The President also advised the Board that the Olympic torch would be coming through campus on January 26, 2002 on its way to Salt Lake City, Utah.

ADJOURNMENT was declared at 6:13 p.m.



John M. Mason, Secretary-Treasurer

APPROVED May 21, 2001



Chairman



April 6, 2001

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

From: Mike Mason

Re: Bid for Gas/Plasma Shape Cutting System

We received following two bids for the specified equipment:

	Norco	Praxair
Shape Cutting Machine	\$15,284.80	\$16,537.00
Freight	1,200.00	1,450.00
Existing Machines Trade In Value	(8,000.00)	(7,520.00)
Total Net Cost	\$ 8,484.80	\$10,467.00

Based upon a review of the bids by Ed Martin, I recommend we accept the low bid of Norco of Twin Falls, Idaho in the amount of \$8,484.80 net of trade ins for the specified equipment.

Funding for this purchase is from budgeted technical division funds.

April 12, 2001

Mr. Leroy Craig, Chairman
College of Southern Idaho Board of Trustees
PO Box 1238
Twin Falls ID 83303-1238

Dear Mr. Craig,

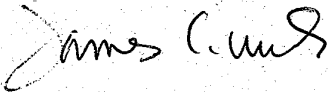
In 1986 the Herrett Center was accredited for the first time by the American Association of Museums (AAM). The AAM requires museums to be re-accredited every ten years, thus we were due for a review in 1996. However, at that time we were under construction for our addition, so the AAM granted an extension. In July 1997 we submitted our "Accreditation Self-Study" to AAM. Subsequently, the AAM reviewed this application, then sent a two-person Visiting Committee for an on-site program review in September 1999. In November 1999 the Visiting Committee submitted its review to AAM. Based on the recommendations of the Visiting Committee, the AAM wrote to us in March 2000 and asked for three revisions to our self-study including:

- 1) A revised comprehensive Institutional Plan with Board approval
- 2) Board approval of Herrett Center Mission Statement
- 3) Clarification of discrepancies in our Code of Ethics and Collections Management Policy, with Board approval on both documents

Our Mission Statement (item #2 above) was presented to the CSI Board of Trustees last year and approved. Now, however, we are requesting Trustee approval of our Institutional Plan, Code of Ethics, and Collections Management policy. These three documents were previously submitted in our Accreditation Self-Study (1997), but have been modified and updated to accommodate AAM concerns. In all three plans, we closely followed AAM recommendations and guidelines, making adjustments as needed for our specific program at CSI. The three documents are summarized in the attached pages. A full draft of these documents will be available on the night of the Board meeting in the event there may be specific questions from trustees. The three revised documents total around 50 pages and will be appended to our 400 page Accreditation Self-Study report.

These revisions, with your approval, are due to the AAM office no later than May 4, 2001, and will be reviewed by the AAM Accreditation Commission. We anticipate a response from AAM shortly thereafter.

Sincerely,



James C. Woods, Director



The Herrett Center for Arts and Science
College of Southern Idaho

315 Falls Avenue P.O. Box 1238 Twin Falls, ID 83303-1238 (208) 733-9554, x2655
Accredited by the American Association of Museums

1) Institutional Plan

The original plan submitted with our accreditation self-study was based on our Unit Plan for Improvement (UPI), a process institutionalized at CSI in 1993 following the recommendation of the CSI Accreditation Steering Committee. This process encourages professional growth for individual employees as well as the development of program goals and objectives. The Herrett Center currently uses the UPI as our official planning procedure. AAM felt this process adequately addressed “practical issues but it did not address philosophical or long-range projection that can be used to guide the Center into the future” (Accreditation Visiting Committee 1999). AAM therefore requested “an updated approved institutional plan that is tied to or integrated with the University’s planning process and goals and that reflects the standards of the museum field”.

Our updated plan as outlined below has therefore been re-written to integrate into the new campus plan currently being prepared by the CSI Planning and Development Office. Once completed, the new CSI Strategic Plan will integrate all CSI individual department goals and plans into an “strategic and operational planning process”. The new plan will use a recently-acquired software called QBuilder and is being adapted for our institution by Char Sutton. At this time, the QBuilder interface is being customized to accommodate the diverse structure of CSI programs. However, the process has progressed enough to allow the Herrett Center to design a long range departmental plan which can eventually be integrated into the institutional plan and at the same time satisfy AAM’s immediate concerns. The new Herrett Center Long Range Plan is presented in outline form below. The full document is fourteen pages in length.

a) Introduction

- Summary of current institutional (CSI) strategic initiatives.
- Summary of the Herrett Center Long Range Plan structure and how it can be integrated into the current CSI master plan initiatives: quality, student success, and faculty and staff development.

b) Strategic Initiatives for the Herrett Center

- Provision of detailed guidelines for the Herrett Center to fulfill the three CSI Strategic Initiatives defined by the CSI Strategic Committee.
 - 1-Quality -- to include continued enhancements to the museum on-line presence, provision of new programs to meet community needs, and provision of qualified staff to deliver effective services.
 - 2-Student success -- to include offering of programs that appeal to our international student body by cooperating with the CSI Diversity Council in planning receptions and special events at the Center which utilize the Center’s unique resources.
 - 3-Staff development -- to include increased professional development opportunity for staff and the addition staff to fulfill program needs.
- Provision of six additional planning initiatives unique to the Herrett Center.
 - 4-Re-analysis of the Herrett Center staffing structure.
 - 5-Development of a pro-active fiscal planning process to include clarification of available avenues of outside funding, as well as closer integration with the

College of Southern Idaho Foundation.

6-Conceptualization of future facility needs and enhancements.

7-Creation of an attendance development plan to include annual attendance goals.

8-Determination of needed public programs and clarification of the relationship between educational and entertainment programs in the planetarium.

9-Creation of a collections enhancement plan to include the potential incorporation of the college art collection into the Herrett program.

10-Establishment of dynamic program evaluation procedures using input from the college administration, Board of Trustees, staff, and visitors.

c) Implementation

- Initiative ranking. The six planning initiatives presented above will be prioritized by Herrett staff and the Herrett Advisory Council and a progress schedule proposed.
- Budget development. The Herrett Center will propose an annual budget scheme which factors in rising equipment maintenance costs, inflation, and program growth. An annual budget proposal will be submitted to the college administration.
- Staff training. Personal Plans for Improvement will be reviewed to determine training needs of existing staff.
- Tracking progress. The Herrett Advisory Committee will meet twice a year and be presented with an update of program progress relative to the long range plan.
- Outcomes assessment. Monthly staff meetings will include work sessions thematically related to specific issues in the Long Range Plan.
- Annual report. An annual report summarizing progress related to the Long Range Plan will be presented in writing to the College of Southern Idaho Board of Trustees.
- Closing the loop. The Herrett Center will appoint one staff member to serve on Strategic Planning Committee to insure that Herrett Center planning initiatives are integrated into QBuilder and incorporated into the CSI Strategic Plan.

2) Herrett Center Mission Statement

The Herrett Center Mission Statement was already approved by the CSI Board of Trustees, only a signature page is required.

3) Code of Ethics and Collections Management Policies

a) Code of Ethics

Our Code of Ethics was written using the guidebook *Museum Ethics* published by the AAM as a guide. Our Code of Ethics contained one clause which concerned the AAM Visiting Team — "Employees must not acquire objects from the collections owned by the Herrett Center unless such transactions have been formally disclosed". The intent was to allow staff members to purchase deaccessioned objects only if placed on public auction¹. However, in order to clarify confusion over this matter, the clause has been edited as follows -- "Employees must not acquire objects deaccessioned from the

Herrett Center collections”.

[¹ The Herrett Center has a Deaccession Policy in which objects that are deemed unusable by the Herrett Center can be disposed of using one of several disposal methods, including public auction. To date, no object has been deaccessioned from the Herrett Center collection.]

b) Collections Management Policy

The Collections Management Policy has been extensively edited in response to recommendations from the AAM. The visiting team report described inadequacies concerning collections care in the following areas:

- 1-lack of adequate staff to manage collections
- 2-failure to consider collections development and care in planning
- 3-de-emphasis of collections in new exhibits
- 4-lack of storage space
- 5-lack of Board approval on collections policies

Items 2 and 5 are resolved in the revised Collections Management Policy currently being submitted for approval (in outline form). Items 1, 3, and 4 are addressed in our Herrett Center Long Range Plan currently being submitted for approval (in outline form). The revised Collections Management Policy is arranged into eleven sections as outlined below. The policy addresses most of the specific issues raised by the AAM Visiting Team. Issues not resolved in this policy have been relegated to the Herrett Center Long Range Plan.

- I. Introduction
 - Summarizes policy and recommends review every five years
- II. Mission Statement (as approved by CSI Board of Trustees)
- III. Acquisitions
 - Lists conditions under which objects can be accepted into the collections.
 - Describes functions of Accession Committee.
 - Describes collections catalog system and collections insurance policy.
 - Distinguishes regular museum collections from educational collections. The latter being accepted for classroom use as opposed to intended use in exhibits.
- IV. Objects for Center Development
 - Describes conditions when objects are accepted by the Center with the ultimate intent of exchanging or selling with proceeds to benefit Center activities.
- V. Loans
 - Describes the process for managing incoming loans to the Center.
 - Describes the process for loaning Herrett Center collections to other institutions.

- VI. Collections Research
- Provides conditions in which outside scholars and individuals can access Herrett Collections for research purposes.
 - Requires appropriate citation with Herrett Center objects are featured in commercial or scholarly publications.
- VII. Photographing the Collections
- Lists conditions for visitors to photograph the Center collections and distinguishes personal use from professional use of photos.
- VIII. Other Records
- Provides a list of the type of documentation kept by the Collections Manager including inventories, location files, conservation reports, HVAC records, and in-house exhibition inventories.
- IX. Deaccession of Objects
- Describes process and methods for deaccessioning objects determined to be of no future value to the Center, including the requirement for Board of Trustee approval.
- X. Conservation Care
- Lists specific conservation procedures used at the Herrett Center to care for the museum collections including storage areas, inventory, storage cleaning, and humidity/temperature monitoring.
 - Describes storage and exhibit methods used to insure safekeeping of the collections.
- XI. North American Graves Protection and Repatriation Act (NAGPRA)
- Describes procedures used to remain in compliance with NAGPRA, including inventory reports and written correspondence with Native American Tribes and Eskimo Cultures.

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES

EXECUTIVE SESSION

SATURDAY

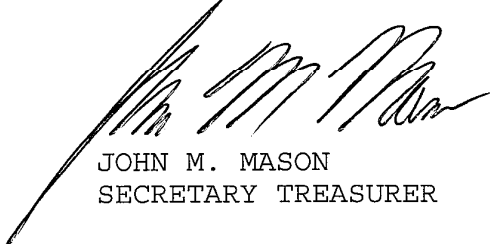
May 5, 2001

8:00 A.M.

TAYLOR BUILDING
PRESIDENT'S BOARDROOM
315 FALLS AVENUE
TWIN FALLS, IDAHO 83301

THERE WILL BE AN EXECUTIVE SESSION HELD IN ACCORDANCE WITH IDAHO CODE 67-2345 (B) TO CONDUCT DELIBERATIONS CONCERNING PERSONNEL AND (C) TO CONDUCT DELIBERATIONS INVOLVING REAL PROPERTY. THE MEETING WILL BE HELD IN THE TAYLOR BUILDING BOARDROOM ON SATURDAY, MAY 5TH AT 8:00 A.M.

FOR FURTHER INFORMATION CONTACT MIKE MASON AT 208-733-9554
EXT 2203.



JOHN M. MASON
SECRETARY TREASURER

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
PRESIDENT'S BOARDROOM
EXECUTIVE SESSION
MAY 5, 2001

CALL TO ORDER: 8:00 a.m. PRESIDING: LeRoy Craig

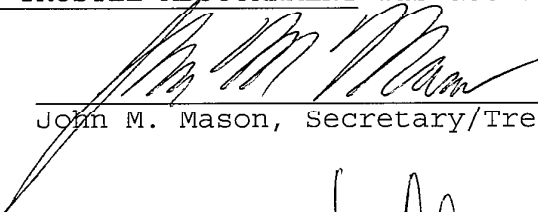
ATTENDING: Trustees: LeRoy Craig, Dr. Thad Scholes, Donna
Brizee and Dr. Charles Lehrman

College Administration: Gerald Meyerhoeffer, President
Barbara Knudson, Human Resource
Dean

Visitors: None


The Board of Trustees entered into Executive Session in
accordance with Idaho Code 67-2345 (b) to conduct
deliberations concerning personnel and (c) to conduct
deliberations concerning real property on MOTION by Dr. Thad
Scholes. Affirmative vote was unanimous.

BOARD OF TRUSTEE ADJOURNMENT was declared at 10:40 a.m.



John M. Mason, Secretary/Treasurer

APPROVED May 21, 2001



Chairman