
**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

April 15, 2002

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

AGENDA

MINUTES: (A) *Mike Mason*

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

NORTHVIEW ROOFING BID: (A) *Mike Mason*

DEPLOYED STUDENT POLICY: (A) *Curtis Eaton*

STRATEGIC PLAN DRAFT: (I) *Curtis Eaton*

STUDENT DRUG & ALCOHOL POLICY REVIEW: (A) *President Meyerhoeffer*

PRESIDENT'S REPORT: (I) *President Meyerhoeffer*

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 15, 2002

CALL TO ORDER: 5:30 p.m. PRESIDING: LeRoy Craig
ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman,
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
Dr. Curtis Eaton, Vice President of Planning and
Development
Dr. DeVere Burton, Dean of Instruction
Dr. Ken Campbell, Dean of Technology
Dr. Barbara Knudson, Dean of Human Resources
Dr. John Martin, Registrar
Graydon Stanley, Director of Student Information
Ron Shopbell, Director of Dual Credit
Randy Dill, Physical Plant Director
Jeff Duggan, Assistant to the President
Doug Maughan, Herrett Center/Public Information
Director

CSI Employees: Kathy Deahl, Char Sutton, Deb Wilson,
Henry Jones and Shawn Davis

Visitors: Eldon Evans, Georgia Blastock, Greg and
Valerie Blastock, Angie and Daniel Carter, Lisa and
Gary Monroe, Lucy Monroe, Mauri Monroe, Bob and
Cindy Blastock, Amanda Blastock, Russ Evans, Nancy
Williams, Kathy and Brice Hixon, Maureen and Rick
Groves, Bob and Betty Harney, Jeanna Davis,
Representative Sharon Block, Debbie Mittelstadt,
Bryan Catherman, Lois Lehrman and Pauline
Meyerhoeffer

Faculty Representatives: Rosemary Fornshell

Times News: Robert Mayer

MINUTES OF THE REGULAR SESSION OF MARCH 18, 2002, were
approved as written on MOTION by Dr. Charles Lehrman.
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 low bid of Roman Roof of Boise, Idaho in the amount of \$26,857.00 for the re-roofing of Building A of the Northview Apartments on MOTION by Donna Brizee. Affirmative vote was unanimous.

Funding for this project is from the Student Union Fund.

PRESIDENT'S REPORT:

1. Curtis Eaton presented the Deployed Student Policy to the Board. The policy deals with college procedures in the event a student is called to serve in the armed forces. The Board approved the policy on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

2. Curtis Eaton requested authorization from the Board to amend the previously passed Drug and Alcohol policies for students and staff to include wording that would allow the President or his designee to specifically exempt an event from the policy and to clarify that the policy does not apply to the College of Southern Idaho Foundation.

The Board authorized this amendment and clarification on MOTION by Donna Brizee. Affirmative vote was unanimous.

3. The Board approved the following name changes for buildings on MOTION by Dr. Thad Scholes:

The Expo Center was named the Eldon Evans Expo Center.

The arena in the Expo was named the Shawn Davis Arena.

The agriculture wing of the Evergreen Building was named the Bob Blastock Agriculture Wing.

Affirmative vote was unanimous.

4. Curtis Eaton presented a draft strategic plan to the Board. He asked that the Board review the document and bring questions to the next Board meeting. Dr. Eaton went over the four major goals and answered questions from Dr. Lehrman concerning diversity and LeRoy Craig concerning accreditation.

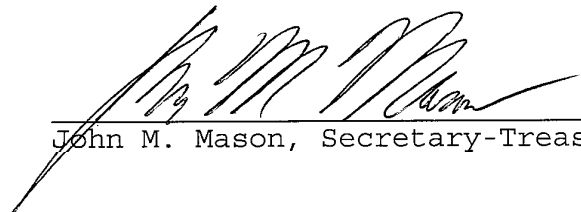
President Meyerhoeffer praised the document and staff members Curtis Eaton, Deb Wilson, Char Sutton and Donanna Mckinstry for their work on the plan.

CSI Trustees
April 15, 2002
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5. The President advised the Board that employee contracts would be mailed on Tuesday, April 16, 2002. He noted that salaries for fiscal year 2003 would remain the same with the exception of rank adjustments, changes in duties and some equity issues. President Meyerhoeffer commended the staff for their support and understanding concerning the fiscal issues facing the college. He noted that it would be very difficult if we face another round of holdbacks in fiscal year 2003 or reductions in fiscal year 2004.

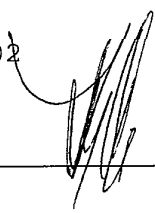
The funding for the Fine Arts Addition remains dependent upon April tax revenues coming in as projected. President Meyerhoeffer noted that nearly fifty million dollars of building projects would be eliminated before the Fine Arts Addition funds were reduced.

ADJOURNMENT was declared at 6:25 p.m.



John M. Mason, Secretary-Treasurer

APPROVED May 20, 2002



Chairman

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
PRESIDENT'S BOARDROOM
EXECUTIVE SESSION
MAY 10, 2002

CALL TO ORDER: 11:35 a.m. PRESIDING: LeRoy Craig

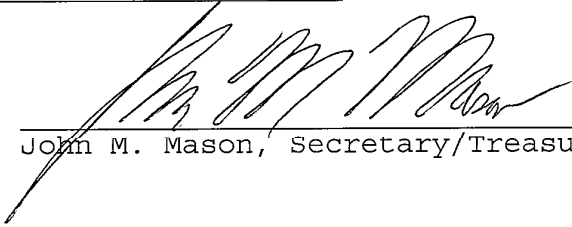
ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman, Dr.
Thad Scholes, Donna Brizee and Bill Babcock

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Dr. Jerry Beck, Executive Vice
President
Curtis Eaton, Vice President of
Planning and Development
DeVere Burton, Dean of Instruction
Dr. Ken Campbell, Dean of
Technology
Dr. Barbara Knudson, Dean of Human
Resources

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 Bill Babcock. Affirmative vote was unanimous.

BOARD OF TRUSTEE ADJOURNMENT was declared at 1:00 p.m.



John M. Mason, Secretary/Treasurer

APPROVED May 20, 2002



Chairman



COLLEGE OF
SOUTHERN
IDAHO

April 10, 2002

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

From: Mike Mason

Re: Northview Building A Roofing Project

We received seven bids from the following vendors for
the specified roofing project:

Thomas Robinson Roofing	\$39,861
Briggs Roofing Company	32,246
Pro-Tech Roofing	30,693
Quality Tile Roofing	29,999
Upton Company	28,336
Modern Roofing	27,493
Roman Roof	26,857

Based upon a review of the bids by Don Buettner, I
recommend that we accept the low bid of Roman Roof of Boise,
Idaho in the amount of \$26,857.00.

Funding for this project is from the Student Union
Fund.

CSI POLICY FOR ENROLLED STUDENTS CALLED TO ACTIVE MILITARY SERVICE

The College of Southern Idaho strongly supports the men and women serving in the United States Army, Navy, Air Force, Marines, and Coast Guard and the National Guard and establishes this policy as protection for the activated student's educational plans.

This policy includes three (3) options that apply to students who are members of a reserve component of the US Armed Forces prior to enrollment and are involuntarily called to service during the course of the semester. The College of Southern Idaho is willing to address each situation on a case-by-case basis; however, these options should be sufficient. CSI will also address the situation on a case-by-case basis should the student decide to serve voluntarily. For example: leaving for Basic Training, Advanced Individual Training, or Annual Training, or volunteering for duty that requires leaving the area.

Students who wish to exercise any of the following options as a result of being called to active duty, must provide a signed letter, expressing which option is being requested, and a copy of their orders to the College of Southern Idaho records office. The request must be made within one week of the receipt of orders for activation and may be made by either the student or other responsible party who has the student's military information and authorization to represent their scholastic interests.

Option 1

The activated student may elect to completely withdraw, receiving a "W" on his or her transcript. The standard withdraw deadlines will not be applied. One hundred percent (100%) of the paid tuition fees will be refunded, as well as a pro-rated refund for paid dorm-fees, meal-plans, or any other additional fees. A full refund will be given for purchased textbooks with a receipt from the activated student, provided the books are still in good condition. Adjustments in the refund price may be made for damage.

Option 2

The activated student may elect to have the instructor(s) of their course(s) continue to work with them on an individualized basis. Arrangements must be made with

the instructors of each class to continue study via telephone, mail, e-mail, the Internet, or any other technology that may be available. The length of time to complete these courses and receive grades will be extended to one year after the action for which the student was activated is complete.

Option 3

If 50% or more of the course(s) has elapsed by the time the student is called for active military duty, the student may meet with each instructor to determine their current grade in the course and request to receive, as a final grade, the grade they currently have in the class. If less than 50% of the course(s) has elapsed by the time the student is called for active military duty, the student will be withdrawn from the course(s). Since the assignment of grades is the responsibility of the instructor, he or she may assign whatever grade is appropriate. If the student does not agree with the instructor's decision, he or she may choose to have that grade changed to an Incomplete ("I"). If the student is not passing a course(s) at the time they are activated, they will be withdrawn from the course(s) and a "W" will appear in the grade column. The length of time to complete these courses and receive grades will be extended to one year after the action for which the student was activated is complete.

DRAFT

DRAFT STRATEGIC PLAN

GOAL I: SERVICE

STRATEGY:

Promote habitual characteristics of respectful and courteous interactions with the widening diversity of the internal community as well as the community at large; enable access to educational and training opportunities; and, demand the highest possible quality of performance.

ACTION AREA A: Student Service

Action Item 1) Assure a student's continuing access to educational and training opportunities by: eliminating student/CSI contact barriers; insuring collaboration among student service departments; communicating interactively with the College community, other institutions of higher education, and community at large.

Action Item 2) Establish a convenient, user-oriented matriculation process sometimes referred to as "one stop service".

Action Item 3) Reinvigorate programs to increase recruitment, retention, and placement of students.

Action Item 4) Institutionalize a minimum standard of "computer literacy" for degree-seeking students and expectations of compliance.

Action Item 5) Offer classes at nontraditional times.

Action Item 6) Develop opportunities for students with young families.

ACTION AREA B: Diversity of Student Body

Action Item 1) Adopt a College definition of diversity that includes multicultural, highly able, and international students.

Action Item 2) Expand recruitment of multicultural, highly able, and international students.

Action Item 3) Recharge programs that promote understanding of diversity internally and externally.

ACTION AREA C: Communication

Action Item 1) Establish a user-friendly College-wide electronic communication system that interactively communicates institutional and departmental voice, data, and video messages.

Action Item 2) Communicate system-wide announcements and news items of general interest to the internal community.

Action Item 3) Establish a systematic survey process to obtain input about the quality of service exhibited by the College, internally, with former students, and with the community at large.

Action Item 4) Establish a representative committee to invite to the college campus-wide speakers of general interest (not classroom guests).

Action Item 5) Assure that the "open door" policy on campus continues and is extended to communications that are not face-to-face.

ACTION AREA D: Quality

Action Item 1) Develop process for balancing student growth with quality instruction.

Action Item 2) Set expectations for quality programs and services by assuring that standards of performance and measurements of compliance are in place.

Action Item 3) Assure quality of instruction in all programs in cooperation with faculty, department heads, division directors, and deans.

GOAL II: INNOVATION

STRATEGY:

Discharge duties inventively and creatively. This entrepreneurial environment is fostered by administrators and all other employees who undertake thoughtful, insightful, and forward-looking decisions and reasonable risk may be a part of the College enterprise. The goal of "Innovation" is both to establish and to maintain the inventive spirit of the College.

ACTION AREA A: Programs and Program Review

Action Item 1) Continuously scan pertinent educational and business environments to ensure that programs meet forward-looking student, academic, and business needs and respond appropriately.

Action Item 2) Ensure that objective standards, processes, and procedures are in place to determine effectiveness of program mission and function; student preparation and instructional methods; student performance and outcomes. Take corrective action where indicated.

Action Item 3) Assure that the needs of special populations of the College are anticipated.

Action Item 4) Routinely assess the competitive marketplace for higher education.

ACTION AREA B: Technology

Action Item 1) Continuously enhance student access, improved learning, and internal and external services with up-to-date proven technology.

Action Item 2) Provide faculty, staff, and administration experience with emerging technologies.

Action Item 3) Continuously analyze, regularly report upon and make recommendations related to improvement opportunities in distance learning, internet, and the evolving data, video and voice technologies.

Action Item 4) Cooperate in community-wide communication networks in discharge of the College's responsibility in the context of homeland security.

ACTION AREA C: New Funding

Action Item 1) Maintain and establish cordial working relationships with supervisory agencies and elected officials.

Action Item 2) Foster acceptance of the expectation that employees participate in seeking funding to supplement State general fund monies.

Action Item 3) Promote grant development and foundation activities.

GOAL III: PARTNERSHIPS

STRATEGY:

In the development and delivery of programs and services internally, cooperate and collaborate effectively and efficiently across administrative boundaries and, externally with the other educational institutions, businesses, and community organizations.

ACTION AREA A: Internal Partnerships

Action Item 1) Develop outreach centers with services at all campus sites.

Action Item 2) Establish standards and expectations for sharing of resources and cooperation between and among departments and between technical and academic disciplines.

Action Item 3) Establish program-development assistance for faculty to further the grant request process.

ACTION AREA B: Service Area School Districts

Action Item 1) Establish regular administrative and faculty interaction with counterparts at school districts.

Action Item 2) Develop pathways for 2+2+2 programs.

ACTION AREA C: Higher Education Partnerships

Action Item 1) Broker four-year degree and advanced degree offerings in the service area by surveying, advocating and developing delivery or expansion of programs with appropriate institutions of higher education.

Action Item 2) Cooperatively construct a higher education center for the easy access of service area students to four-year and advanced degree offerings.

Action Item 3) Develop pathways that lead from high school to four-year degree programs.

ACTION AREA D: Community Partnerships

Action Item 1) Maintain and clarify the process for responsiveness to training requests from business.

Action Item 2) Continuously review comprehensive policies and procedures for discharge of Local Emergency Planning Committee duties.

Action Item 3) Create just-in-time training opportunities.

Action Item 4) Provide organizational leadership in regional economic development.

Action Item 5) Maintain and invigorate partnerships with community organizations to further cultural and artistic programs and events.

GOAL IV: FULLY DEVELOP RESOURCES

STRATEGY:

Enhance potential successes and high-level achievement through the development and management of human, physical, and financial resources.

ACTION AREA A: Human Resources

Action Item 1) Institute and refine system-wide professional development and renewal.

Action Item 2) Create a database tracking system for professional development.

Action Item 3) Cooperatively review personnel classification system; job descriptions; and evaluation process.

Action Item 4) Reaffirm salary competitiveness goals.

Action Item 5) Develop a process leading toward greater employee diversity to reflect a more diverse student body.

ACTION AREA B: Facilities and Grounds as a Resource

Action Item 1) Ensure that buildings and landscaping are student and environmentally friendly including landscaping with lowered water demand.

Action Item 2) Develop grounds and facilities that are safe.

Action Item 3) Expand use of classroom buildings in non-traditional times.

Action Item 4) Maintain open spaces and buildings consistently at the traditional high level of appearance and function.

Action Item 5) Provide buildings and facilities for community use in a way that is consonant with increasing energy, maintenance, and opportunity costs and fees-for-use.

Action Item 6) Fully develop the Wood River Valley facility as indicated by program offerings.

ACTION AREA C: Financial resources

Action Item 1) Manage and invest money resources prudently on behalf of the public in the service area.

Action Item 2) Develop budgets annually and provide budgetary responsibility and accountability.



COLLEGE OF
SOUTHERN
IDAHO

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES

EXECUTIVE SESSION

FRIDAY

MAY 10, 2002

11:30 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 FRIDAY, MAY 10TH AT 11:30 A.M.

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

A handwritten signature in black ink, appearing to read 'John M. Mason', is written over the typed name and title.

JOHN M. MASON
SECRETARY TREASURER