

COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

September 20, 2004

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

AGENDA

MINUTES REGULAR MEETING: (A) *Mike Mason*

MINUTES EXECUTIVE MEETING: (A) *Mike Mason*

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

GYMNASIUM SCOREBOARD BID: (A) *Mike Mason*

APPROVAL OF FACILITY USE CHARGES: (A) *Mike Mason*

FALL 2004 ENROLLMENT : (I) *John Martin*

ACCREDITATION STANDARDS VIII & XI : (I) *Chris Bragg & John Hughes*

CSI WELLNESS PROGRAM REPORT: (I) *Judy Thom*

STUDENT RECRUITMENT REPORT: (I) *Eric Studebaker & Kody Ketterling*

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

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
SEPTEMBER 20, 2004

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

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

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasure
Dr. Ken Campbell, Dean of Technology
Graydon Stanley, Dean of Students
Dr. John Martin, Registrar
Ron Shopbell, Director of Dual Credit
Monty Arrossa, Director of Human Resources
Randy Dill, Physical Plant Director
Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Henry Jones, Judy Thom, Eric Studebaker, Kody
Ketterling, Chris Bragg and John Hughes

Visitors: Bethany Studebaker

Faculty Representatives: Julie Heithecker and Paul Morgan

PACE Representative: Magan Ruffing and Jayme Gudenau

Times News: Karin Kowlaski

Tower: Laura Mullberry

MINUTES OF THE EXECUTIVE SESSION OF SEPTEMBER 10, 2004 AND THE
REGULAR SESSION OF AUGUST 16, 2004, were approved as written
on MOTION by Dr. Thad Scholes. Affirmative vote was
unanimous.

TREASURER'S REPORT: The Treasurer's report was approved on
MOTION by Dr. Charles Lehrman. Affirmative vote was
unanimous.

BID:

1. The Board approved the sole bid of Lytle Signs of Twin Falls, Idaho in the amount of \$32,685.44 for replacement scoreboards in the gymnasium on MOTION by Donna Brizee. Affirmative vote was unanimous.

Funding for this purchase is from the Plant Facility Fund

PRESIDENT'S REPORT:

1. Facility use charges had not been increased since June of 1999. During that time period, the College has experienced significant cost increases including the establishing of a half time position to schedule and bill for room use. A recommendation supported by the administration for increasing facility use charges by approximately twenty five percent was presented to the Board.

The Board approved the recommended increases in facility use charges on MOTION by Donna Brizee. Affirmative vote was unanimous.

2. Dr. John Martin reported that we had seven thousand one hundred and twenty two students enrolled as of the tenth day of classes this fall. This equals four thousand one hundred full time equivalent students. Headcount increased by 1.4% and full time equivalents increased by 2.4%.

Dr. Martin noted that we had approximately one hundred and seventy dual credit students who were entered in the day following the ten day cutoff.

3. Chris Bragg reviewed accreditation Standard Eight: Physical Resources and Standard Nine: Institutional Integrity. He noted that Standard Eight should go very smoothly due to the work of our Physical Plant department and the support campus wide support they receive.

Standard Nine includes data from the campus survey that indicated that approximately ninety seven percent of our employees were proud to work at the College of Southern Idaho. This survey also indicated that employees believed the College operated ethically.

Dr. Lehrman commended Chris Bragg and John Hughes for their work and said that he found the documents informative and easy to read.

4. Judy Thom gave a presentation on the College of Southern Idaho Wellness Program. She handed out a wellness booklet that allows employee, spouses and families to participate and track wellness activities. Ms. Thom also reviewed past and future events that are held nearly every month.

President Meyerhoeffer thanked Judy Thom for her work on the program and encouraged everyone to participate.

5. Kody Ketterling and Eric Studebaker brought the board up to date on how their department - now called New Student Services - has raised their goals and activities aimed at getting students on campus and, ultimately, enrolled at CSI. By way of extensive materials and Power Point, they illustrated how in just the past year CSI has seen a 36-percent increase in prospective student contacts, a 129-percent increase in campus tours, and a 95-percent increase in special events for special groups of prospective students. These activities are supplemented with birthday cards, thank you cards, T-shirts, postcards with the students' pictures on them, and other enhancements geared to helping them choose to be CSI students. Board Chairman LeRoy Craig suggested that Ketterling and Studebaker should regale the accreditation committee to the same presentation next April.

6. President Meyerhoeffer was part of the ESGR (Employee Support of Guard and Reserve) trip to Fort Bliss, Texas last week. He expressed his great support of the men and women who are currently undergoing training that will put them in Iraq later this year. The President committed to identifying as many CSI students as possible who are part of that effort so that we can honor and remember them as they serve. Plans are under way to come up with CSI-sponsored functions for the troops and their families.

7. The President reported the following:

a. The College is exploring the concept of a four day work week for the summer.

b. The President will be presenting a request to the Permanent Building Fund Council for the higher education center on Wednesday, October 6, 2004.

c. The College will be a participant in the community wide grant application process for a 40 million dollar recreation center to be constructed in Twin Falls. The

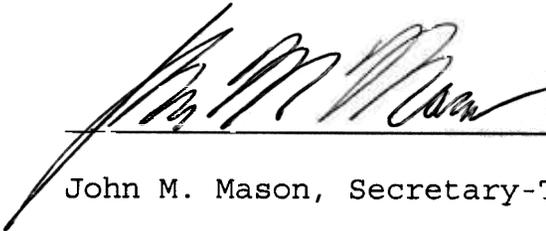
c. (continued) funding for the center is from the Ray and Joan Croc Foundation. Discussions concerning the grant application process will be held in Boise later this week.

d. The President noted that Debra Wilson was honored for her tenure as president of the Region X Council for Resource Development.

e. The U.S. News and World Report issue containing the write up about the College of Southern Idaho has been published.

f. The Governor has asked public entities to provide childcare and host events to assist our troops during their visits in Idaho before deploying to Iraq. The President said the college would coordinate the use of our day care center along with some special events on campus.

ADJOURNMENT was declared at 6:36 p.m.



John M. Mason, Secretary-Treasurer

Approved: October 16, 2004



Chairman



August 27, 2004

President Meyerhoeffer and the College of Southern
Idaho Board of Trustees

Mike Mason

Replacement Scoreboard Bid

We received only one bid for the specified gymnasium
scoreboard. The bid was from Lytle Signs in the amount of
\$32,685.44.

Based upon a review of the bid by Jeff Duggan, I
recommend that we accept the sole bid of Lytle Signs of Twin
Falls, Idaho in the amount of \$32,685.44. This price
includes operator training and a warranty of five years on
all parts and electronics.

Funding for this purchase is from the Plant Facility
Fund



June 8, 2004

To: President Meyerhoeffer

From: Mike Mason

Re: Facilities Use Charges

As part of our strategic plan, I am assigned to review facilities use charges. Usage of CSI facilities by the community falls within our community service mission as well as providing a basis for promoting the campus and recruiting students. Rental charges are not based solely upon the costs associated with providing the facility.

It has been five years since we raised our facility use charges (July 19, 1999). During the past five years, we have seen significant increases in utilities, supplies, personnel costs and capital outlay. We have also spent DPW and Plant Facility Funds upgrading HVAC systems and refurbishing buildings. Wear and tear on our facilities requires replacement of furniture. Current users often also require the use of our projectors and screens as well as other special room set ups.

It is my recommendation that we increase prices by 25%. This is an average of a 5% per year increase. I also recommend increasing some areas by more than 25% based upon the time our staff has to spend with these areas. The attached schedules shows our current rates and proposed rates for Fy 2005.

Market rates for similar facilities have not been checked. The increased rates reflect an attempt at cost recovery rather than maintaining a rate structure competitive with private enterprise. With the expense of scheduling, room set up, cleaning and wear and tear on the facilities; this request is an attempt to further reduce losses in this area.

Most of our rooms are utilized at no charge by our own affiliated organizations or by non-profit groups that we waive fees for as a community service. In Fy 2004, we estimate total room rental income to be about \$16,000. In Fy 03, it was \$17,568.

Please let me know how you would like me to proceed with this issue.

cc: Jerry Beck
Curtis Eaton

College of Southern Idaho

Proposed Facilities Use Charges Increases For Fy 05

Proposal Date: June 7, 2004

The following fee schedule was approved by the College of Southern Idaho Board of Trustees at their regular meeting on July 19, 1999. This policy is effective for all bookings made after July 19, 1999. For arrangements made prior to July 1999, the old pricing will be effective for the period of July 1, 1999 through December 31, 1999.

Room Description	Minimum Charge	Maximum Charge + set up fees if applicable	FY 05 Charges Minimum Charge	FY 05 Maximum Ch + Set Up Fees
Taylor #256	\$75		\$100	\$175 over 4 hours
Taylor #258	\$75		\$100	
Taylor #276	\$100		\$125	
Taylor #277			\$125	
Taylor #276/277 combined	\$175		\$225	
Taylor Cafeteria	\$100		\$125	
Telecommunication Rooms	\$100		\$125	
Desert 113	\$100	\$150 over 4 h	\$125	
Evergreen Atrium			\$250	
	\$200		\$250	
Rose Garden	\$50		\$100	
Miscellaneous Grounds (Picnics, Weddings, etc.)	\$50		\$100	
All small classrooms/Shields	\$50	\$80 over 4 hours	\$75	\$125 over 4 hours
Shields Rooms 104/105 or Rooms 106/107 combined	\$75	\$100 over 4 hours	\$100	\$150 over 4 hours
All small classrooms/Evergreen	\$50	\$80 over 4 hours	\$75	\$125 over 4 hours
All small classrooms/Aspen	\$50	\$80 over 4 hours	\$75	\$125 over 4 hours
Large Classrooms: Shields 115,116,117, or 118	\$100	\$150 over 4 hours	\$125	\$200 over 4 hours
Large Classrooms Combined Shields (combined) 117/118	\$175	\$200 over 4 hours	\$225	\$300 over 4 hours
Large Classrooms: Evergreen A05	\$100	\$150 over 4 hours	\$125	\$200 over 4 hours
Large Classrooms: Aspen 108	\$100	\$150 over 4 hours	\$125	\$200 over 4 hours

**Outdoor or Special Setups - \$50 minimum plus \$1.00 per chair, \$5.00 per table and \$50 for a public address system. If we have to do set-ups on a holiday or weekend, the minimum price is increased by 50% to \$75.*

College of Southern Idaho
Proposed Facilities Use Charges Increases For Fy 05

FACILITY	CHARGE	Fy 05 CHARGE
FINE ARTS AUDITORIUM (seating 949)		
Per performance (if admission charged)	\$300	375
Per performance (no admission charged)	\$200	250
Per hour charged/setup/down/rehersal	\$35/hr	45/hr
GYMNASIUM (seating 3,300)		
Per performance (if admission charged)	\$700	\$875
Per performance (no admission charged)	\$400	\$500
Per hour charged/setup/down/rehersal	\$35/hr	\$45
EXPOSITION CENTER (May-September) (seating 2,100)		
FIRST DAY	\$2,000	\$2,500
Each additional day	\$1,000	\$1,250
OUTDOOR ARENA (seating 50)		
Per day (if admission charged)	\$150	\$200
Per day (no admission charged)	\$100	\$125

ROSE GARDEN	\$50.00	\$65.00
TABLES	\$5.00 ea.	\$6.50
CHAIRS	\$1.00 ea.	\$1.50
SET UP	\$50.00	\$75.00
Custodial Fee (if needed)	\$100.00	\$200.00

All chairs and tables need to be on the sidewalk areas only. No chairs and tables are allowed on the grass.

Please keep the rose garden as clean as you find it. If excessive garbage is left behind there will be a fee of \$100.00 charged for custodial services. (If you will be bringing in excess garbage, please contact maintenance at 208 -732-6600 to request extra garbage cans)

No Alcohol is allowed on the CSI Campus at anytime.

If you have any additional requests or questions please contact Christi Jerky at 208-732-6282 or cflowers@csi.edu