



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**



June 15, 2009

**BOARD OF TRUSTEES MEETING
6:00 p.m.
Taylor Building – SUB 248**

AGENDA

APPROVAL OF MEETING AGENDA: (A) *LeRoy Craig*

MINUTES – EXECUTIVE SESSION OF MAY 18, 2009: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF MAY 18, 2009: (A) *Mike Mason*

MINUTES – WORK SESSION OF JUNE 8, 2009: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM: (A) *Mike Mason*

REFUGEE CENTER PRESENTATION: (A) *Ron Black*

MANUFACTURING LAB EQUIPMENT BID: (A) *Mike Mason*

CAMPUS MEMORIAL POLICY: (A) *Mike Mason*

HEAD START REPORT: (I) *Mike Mason*

SUMMER SCHOOL ENROLLMENT: (I) *John Miller*

DESIGN-BUILD SELECTION: (A) *Mike Mason*

PRESIDENT’S REPORT: (I) *President Beck*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JUNE BOARD OF TRUSTEES MEETING
JUNE 15, 2009

CALL TO ORDER: 6:02 p.m. Presiding: LeRoy Craig

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

College Administration: Gerald L. Beck President
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Edit Szanto, Vice President of Student Services
and Planning and Development
Dr. Ken Campbell, Dean of Technology
Dr. John Miller, Instructional Dean
Dr. Cindy Bond, Instructional Dean
Dr. Mark Sugden, Instructional Dean
Jeffrey M. Harmon, Dean of Finance
Graydon Stanley, Dean of Students
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: Allen Scherbinske and Ron Black

Visitors: Lacey Haggan, Bill Koch, Byrd Golay, Ryan Eaton
Gary Hastriter, Scott Allen, Jack Q. Miller, Michael
Arrington and Bob Beer

Faculty Representative: John Boling and Tonja Bowcut

PACE Representative: Victoria Ward

Times News: Ben Botkin

MINUTES OF THE EXECUTIVE AND REGULAR SESSIONS OF May 18, 2009
AND THE WORK SESSION OF JUNE 8, 2009 were approved on MOTION
by Dr. Thad Scholes. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was approved on
MOTION by Donna Brizee. Affirmative vote was unanimous.

OPEN FORUM:

1. Byrd Golay expressed his concerns over the selection committee and process for hiring a design builder on the wind energy/industrial technology building.
2. Bob Beer and Michael Arrington of Starr Corporation reviewed their relationship with the college and the qualifications of their firm concerning design build projects.

BIDS:

1. The Board approved the sole bid of King Machinery Company of Meridian, Idaho in the amount of \$26,828 for the specified computer numeric control vertical machining center, the low qualifying bid of X-Cal Corporation of Houston, Texas in the amount of \$182,604 for the CIM cell, the low bid of Technical Training Systems of Meridian, Idaho in the amount of \$39,980 for the rapid prototype machine and the low qualifying bid of X-Cal Corporation in the amount of \$59,130 for the ten AC/DC electrical trainers on MOTION by Dr. Thad Scholes.

Affirmative vote was unanimous.

Funding for this purchase is from the WIRED grant and the Division of Professional Education.

PRESIDENT'S REPORT:

1. The Board met at 4:30 pm and toured the new Health Science and Human Services building project.
2. Mike Mason introduced Refugee Center Director Ron Black who has held this position for sixteen years. Mr. Mason noted that the Refugee Center has been recognized as a model program in the nation. Ron Black gave a presentation concerning the operations of the center and noted that we may bring in an all time high of over 350 refugees to Twin Falls this year.

The Board thanked Mr. Black and commended him for his work.

3. The Board approved the proposed Campus Memorial Policy on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

The Board asked that the possibility of a memorial grove somewhere on campus be investigated.

4. President Beck presented board member Donna Brizee with a framed photo of the memorial sundial that she and her family donated to the college. The working sundial, which is located in front of the Herrett Center for the Arts and Sciences, was recently fitted with a plaque that memorializes the donation.

5. The Board approved the Head Start proposal for submitting a grant for a new 6,000 square foot center in Jerome and a new 12,000 square foot center in Twin Falls on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Grants are also being written to expand services by sixty eight children and add an Early Head Start program to serve seventy two children.

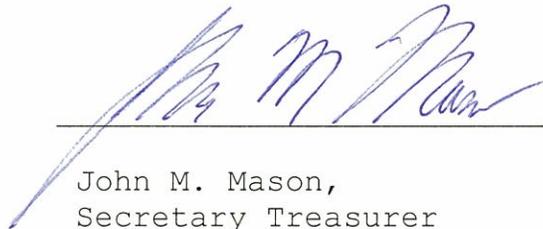
6. Dr. John Miller reported on summer school. Dr. Miller stated that head count was up 2.7% to 1,721 and full time equivalent students increased 7.7% to 1,166. He also reviewed increases by course type and noted that internet classes were up significantly.

7. President Beck and Mike Mason reviewed the design build selection process with the Board. The Board approved the recommendation by Mike Mason to award a design build contract to Starr Corporation for the wind energy/industrial technology building, addition to the Desert building and associated projects on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

8. Graydon Stanley and President Beck introduced Lacey Haggan as the College of Southern Idaho 2009-2010 student body president.

9. President Beck reported the following:
- a. The new dental hygiene program is on track for a fall start.
 - b. Dr. Jim Gentry was recognized for forty years of service to the college at the annual college employee picnic.
 - c. Employee contracts have been mailed.
 - d. President Beck and Dr. John Miller met with the ARTEC Charter School in Burley. Dr. John Miller and Dr. Todd Schwarz are on the school's board.
 - e. President Beck attended a meeting in Burley concerning the new poultry business.
 - f. The administration attended a two day workshop held by ICRMP on various liability and risk management issues facing community colleges.
 - g. The College of Southern Idaho major gifts campaign is continuing. Idaho First Lady Lori Otter attended a luncheon at the Herrett Center where 2+2 programs were discussed with the Idaho universities.

ADJOURNMENT was declared at 7:30 p.m.



John M. Mason,
Secretary Treasurer

Approved: July 20, 2009



Chairman

College of Southern Idaho
Campus Memorial Policy
June 3, 2009

The College receives requests from various organizations and individuals concerning establishing a memorial for a deceased individual or special organization. These individuals are encouraged to establish a scholarship endowment with the College of Southern Idaho Foundation.

For groups or individuals who wish to establish a physical memorial on campus, the following guidelines apply:

1. The only approved memorial will be a single tree.
2. The tree will be purchased by the College and planted by the College maintenance department.
3. The applicant shall request a variety of tree but the ultimate selection of the variety of tree will be by the College. The tree will have to be consistent with the overall landscaping plan of the College.
4. The applicant may request a location but the ultimate location on the campus will be decided by the College maintenance department. The site will take existing trees, the campus master plan and the overall landscaping plan into effect.
5. If the tree does not survive or is destroyed by wind, insects or other occurrences, the tree may be replaced at the applicant's expense.
6. The College reserves the right to move the tree and plaque to a new location if deemed necessary by the maintenance department.
7. A brass plaque not to exceed 9 inches by four inches with minimal wording will be ordered by the College. The brass plaque will be mounted in a flat, ground level concrete slab cast and located by the College maintenance department.
8. All costs associated with the purchasing of the tree, the planting, pouring of the concrete slab and brass plaque will be paid for by the applicant.
9. Prior to the start of the project, the applicant will pay a deposit of \$300. Upon completion of the project, a final billing for total costs in excess of the \$300 will be sent to the applicant. Any excess funds deposited will be refunded to the applicant.
10. In the event that the applicant wishes to establish a tree as a memorial without a plaque, the applicant will pay a deposit of \$100. Upon completion of the project, a final billing for total costs in excess of the \$100 will be sent to the applicant. Any excess funds deposited will be refunded to the applicant.
11. Applicants may contact the College of Southern Idaho Physical Plant Director concerning tree varieties, possible locations and the ordering of brass plaques.

Applicants requesting variances concerning this policy may apply to the College of Southern Idaho Administrative Council in writing with their specific request.

Questions concerning this policy should be directed to the Vice President of Administration.



June 5, 2009

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

From: Mike Mason

Re: Design Build Recommendation

The College properly advertised for the services of a design builder to design, write specifications and complete construction of a 30,000 square foot professional technical building, the remodeling/addition to the existing Desert Building and associated projects. Services required included design, construction document preparation, cost estimation, project bidding, administration of construction contracts, scheduling, construction quality control, construction surveying and the production of record drawings.

I received twenty one inquires concerning the published request for proposals for the design builder. We received ten proposals on the due date, May 6, 2009. The selection team of Randy Dill, Allen Scherbinske, Darrell Buffaloe and Mike Mason independently reviewed each of the ten proposals. The proposals were scored based upon a pre-determined point system provided on the rating form. Upon completing the evaluation of all ten proposals, the selection team member turned his sheets into me.

I tallied up the total scores for each proposal for each evaluator and then added the score from the four evaluators to get a total score for each proposal. I then went through three more separate calculations. I eliminated the low score for each firm, then the high score for each firm and then the high and low score for each firm. This was done to try and eliminate evaluator bias towards any one firm.

In each of the four evaluations, Starr Corporation came out as the top selection. Based upon this, the selection team felt comfortable in recommending Starr Corporation without going through further interviews.

The selection team was surprised at the quality and extensive experience of many of the firms. The top five firms are as follows:

1. Starr Corporation
2. McAlvain
3. Beniton Construction
4. Hoffman Construction
5. Benchmark Construction

Based upon the unanimous recommendation of the selection team, I recommend that Starr Corporation be approved as the design builder for the professional technical building, the remodeling/addition of the Desert Building and associated projects.



June 15, 2009

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

From: Mike Mason

Re: Manufacturing Lab Equipment

We received one bid for the specified computer numeric control lathe. Based upon a review of the bid by Todd Schwarz and Ben Hamlett, it is my recommendation that we accept the sole bid of King Machinery of Meridian, Idaho in the amount of \$56,619 for the specified equipment.

The CNC lathe will be located at the Cassia Regional Technical Center in Burley, Idaho.

We received one bid for the specified computer numeric control vertical machining center. Based upon a review of the bid by Todd Schwarz and Ben Hamlett, it is my recommendation that we accept the sole bid of King Machinery of Meridian, Idaho in the amount of \$26,828 for the specified equipment.

The CNC vertical machining center will be located in Canyon Ridge High School in Twin Falls, Idaho.

We received three bids for the programmable CIM cell. The bids are as follows:

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|------------------------------|--------------|
| Northwest Technical Products | \$199,361.71 |
| X-Cal Corporation | \$182,604.00 |
| Technical Training Systems | \$162,255.00 |

Based upon a review of the bids by Todd Schwarz and Ben Hamlett, it is my recommendation that we accept the low qualifying bid of X-Cal Corporation of Houston, Texas in the amount of \$182,604 for the specified equipment. The Technical Training systems bid did not have all of the required components in their base bid. When the required components were added in, the bid exceeded the X-Cal Corporation bid.

We received two bids for the specified rapid prototype machine. The bids were as follows:

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|------------------------------|----------|
| Northwest Technical Products | \$43,985 |
| Technical Training Systems | \$39,980 |

Based upon a review of the bids by Todd Schwarz and Ben Hamlett, it is my recommendation that we accept the low bid of Technical Training Systems of Meridian, Idaho in the amount of \$39,980 for the specified equipment.

The rapid prototype machine, also known as a 3-D printer, will be located on campus in the canyon building.

We received three bids for ten AC/DC electrical trainers. The bids are as follows:

| | |
|-----------------------------------|-----------|
| Technical Training Systems Bid #1 | \$39,775 |
| Technical Training Systems Bid #2 | \$123,650 |
| X-Cal Corporation | \$59,130 |

Based upon a review of the bids by Todd Schwarz and Ben Hamlett, it is my recommendation that we accept the low qualifying bid of X-Cal Corporation of Houston, Texas in the amount of \$59,130 for the specified equipment. The low bid of Technical Training Systems did not meet specifications primarily due to the lack of required components.

The AC/DC electrical trainers will be located on campus in the canyon building.

The total of proposed bids is \$365,161. Funding for this purchase is from Professional Technical and WIRED grant funds.