
COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES

**JANUARY 19, 1999
PINE ROOM, #258
2ND FLOOR TAYLOR BUILDING
5:30 p.m.**

AGENDA

MINUTES

TREASURER'S REPORT

REORGANIZE BOARD

ACADEMIC ATHLETIC REPORT: *Jim Dawson*

ALBERTSON GRANT: *Dr. Joan Edwards, Char Hagemann*

FOREIGN TRAVEL: *Mary Beth Crane*

GOVERNOR'S RECOMMENDATION

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 19, 1999

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

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

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Vice President of Instruction
Dr. Joan Edwards, Vice President of Planning and
Development
Ron Shopbell, Director of Dual Credit
Randy Dill, Physical Plant Director
Jeff Duggan, Assistant to the President
Karen Baumert, Public Information Director
Doug Maughan, Public/Herrett Center Information
Officer

CSI Staff: Mary Beth Crane, Char Hagemann and Henry
Jones

Visitors: None

Faculty Representatives: George Halsell

Times News: Jennifer Sandmann

MINUTES OF DECEMBER 21, 1998 were approved as written on
MOTION by Bill Babcock. Affirmative vote was unanimous.

TREASURER'S REPORT: Acceptance of the Treasurer's report
was approved on MOTION by Dr. Thad Scholes. Affirmative
vote was unanimous.

PRESIDENT'S REPORT:

1. The Board was reorganized as follows:

LeRoy Craig	Chairman
Dr. Charles Lehrman	Vice Chairman
Donna Brizee	Clerk
Dr. Thad Scholes	Trustee
William Babcock	Trustee
John M. Mason	Secretary/Treasurer

The above organization was approved on MOTION by Donna Brizee. Affirmative vote was unanimous.

2. Mary Beth Crane made a presentation concerning health insurance for students traveling on college sponsored foreign trips. She stated that colleges she contacted required students to have health insurance and to be made aware of repatriation insurance.

College attorney Robert Alexander recommended that the college require all students traveling on foreign trips to obtain personal health insurance.

Ms. Crane also noted that most schools require a waiver of liability form that has to be signed by the student. The Board directed Robert Alexander to develop a suitable waiver of liability form to be signed by students prior to departing on student trips.

The administration is to develop a formal application process for trips that will insure that the proper precautions have been taken. The Board directed that no foreign trip be taken to an area that was not recommended by the United States State Department.

Mike Mason was directed to look into the cost of providing workman's compensation insurance for faculty taking students on trips. Repatriation insurance is also to be investigated.

3. Dr. Joan Edwards and Char Hagemann explained the college's Albertson's Foundation grant. The grant is for implementing a program for both four-year teaching majors and two-year certificate students. The grant is for up to \$300,000 per year for three years.

CSI Trustees

January 19, 1999

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4. The President reviewed the Governors fiscal year 2000 budget recommendation to the legislature. He noted that the college was recommended for a 5.5% increase while other institutions were recommended for 3% to 4% increases.

The President also noted that, due to enrollment increases, 15% of the students in their first two years of college in the state go to the College of Southern Idaho.

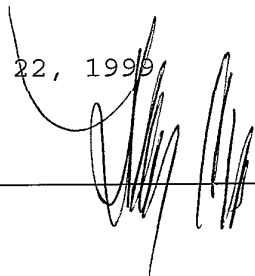
5. The President announced that Arlen Crouch donated 128 acres south of the Interstate 84 exchange to the college. The Board expressed their appreciation for the donation.

ADJOURNMENT was declared at 6:20 p.m.



John M. Mason, Secretary-Treasurer

APPROVED February 22, 1999



Chairman

TO: Members of the Board of Trustees, Jerry Meyerhoeffer, Jerry Beck
FROM: Mary Beth Crane
DATE: 1/19/99
RE: Survey of Health Insurance Requirements

As you requested, I surveyed some colleges and universities in the Northwest to find out how they handled health issues for students going abroad on study trips supported by their schools. Faculty and/or directors of international programs from 20 schools responded: the list of individual colleges follows at the end of this memo.

Results: All the colleges surveyed either had in place or were developing a protocol that provided uniformity of health care for all study abroad trips and that covered emergency procedures. All had or were in the process of setting up a central office for coordination of study abroad trips.

Of the colleges that host student study abroad either formally or informally, every college requires proof of student health insurance before the student leaves the country. If the college offers a student health insurance program, students must purchase it or certify that they are covered on their parents' health plan.

Additionally, a few colleges require that students participate in an "evacuation/repatriation" group insurance, which covers expenses in case a student must return home for medical treatment or in case a body must be returned from abroad. Most, however, simply alert students that this kind of insurance exists, and a few recommend students purchase it. All schools require students to "check off" that they have been given the information.

Resources: Some gracious directors sent me copies of promotional materials of the companies they use; Jerry Meyerhoeffer has that information. I have listed these and attached some sketchy information about them to give you an idea of prices.

CMI Insurance Specialists
Lutherville, MD 21093
410 583-2595

\$50 deductible, \$5000 limit
\$5000-24,999 paid at 80%

students under 25 would pay
\$28 for one month of insurance

Hinchliff International 11 Ascot Place
Ithaca, NY 14850
607 257-0100

\$100 deductible, \$5000 limit
\$5000-45,000 paid at 80%
medical evacuation, \$10,000

students under 24 would pay \$38
for one month's insurance

Evacuation/Repatriation Group Insurance
Seabury & Smith
1255 23rd St., N.W.
Washington, D.C. 20037
800 331-3047

Evacuation/Repatriation Insurance
Global Reach
Also administered by Seabury & Smith

Here is another list of insurance companies recommended by the colleges. If you like, I can follow up with specific information about prices.

Travel Guard
1145 Clark St.
Stevens Point, WI 54481-9970
800 826-1300

CISI (Cultural Insurance Services)
Greenwich, CT
(Contact: Margo Joyce,
800 322-4678)

Health Care Global
Virginia
800 237-6615

Scholastic Overseas Services (SOS)
(Contact: Janice Fahy,
800 767-1403)

Council Travel offers insurance for
students traveling abroad for \$30-40
for one month.
800 226-8624

Community Colleges, Colleges, and Universities Contacted

Idaho **North Idaho College**
Ricks
BSU
ISU
U of I
LCSC

Oregon **Lane CC**
Mt. Hood CC
Blue Mountain CC
Portland CC, Rock Creek, Sylvania, and Cascade campuses
Clackamas CC
Chemeketa CC

Washington **Clark College**
Bellevue CC
Shoreline CC
Seattle CC's, North, Central, and South campuses

MEMO

TO: Dr. Jerry Beck

FROM: Paula Edmonds Hollifield

Re: CSI Students Foreign Travel Guidelines

DATE: January 16, 1999

As you know, CSI faculty advisors for overseas trips are already doing many of the actions recommended below. However, some of the recommendations include actions not being done that should be considered for future CSI trips.

The following recommendations for guidelines for CSI travel are taken or adapted from the National Association for Foreign Student Affairs "*Guidelines for Responsible Study Abroad: Health and Safety*". In this memo I concentrated on offering recommendations for health and safety since I felt those were your areas of concern.

RECOMMENDATIONS:

1. That CSI create an "*assumption of risk and release statement*" such as the one used by Ricks College (copy attached).
2. That both faculty and students be required to have appropriate health and travel accident (emergency evacuation, repatriation) insurance.
3. That faculty advisors conduct appropriate inquiry regarding the potential health and safety risks of the places to be visited.
4. That faculty advisors conduct appropriate inquiry regarding available medical services in the countries to be visited.
5. That faculty advisors provide clear information to students so they and their parents/guardians/families will have adequate information concerning preparation for, participation in and behavior while on the trip.
6. That faculty advisors provide orientation (either a course or required meetings) to trip participants, prior to leaving and while on-site. Information might include expenses for the trip, customs and courtesies, exchange rates for currency, safety, health, legal, political and environmental issues, basic helpful phrases in the language of the countries to be visited, etc.
7. That faculty advisors inform participants what constitutes appropriate behavior while on the trip, the consequences for non-compliance, and take appropriate action when aware that participants are in violation of appropriate behavior standards.
8. That faculty advisors conduct a participant screening process which would include the health of potential participants, their disciplinary history, and other factors that could impact on the trip.
9. That faculty advisors provide information for trip participants and their parents/guardians/families regarding when and where CSI's responsibility ends, and the range of participants' out-of-country experiences that are beyond CSI's (the program sponsor) control. In particular, program sponsors generally:
 - a. Cannot guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
 - b. Cannot monitor or control all of the daily personal decisions, choices and activities of individual participants.
 - c. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.

- d. Cannot assure that US standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
 - e. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program or that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
10. That all trip participants be made aware of their responsibilities and that they (participants) can have a major impact on their own health and safety abroad through the decisions they make before and during the program and by their day-to-day choices and behaviors.
 11. That the responsibilities of trip participants be defined. (Note: The National Association of Foreign Student Affairs provides a list of responsibilities for program (trip) participants.)
 12. That faculty advisors provide the CSI Administration with an itinerary, names of trip participants and their local points of contact.
 13. That CSI consider publishing a set of guidelines that would apply to all CSI sponsored out-of-country trips.

ASSUMPTION OF RISK AND RELEASE AGREEMENT

I know and recognize that participation in the (Tour Name) conducted by Ricks College is done on a voluntary basis without compulsion or coercion and is not a mandatory class requirement. I know there may be dangers and hazards associated with the tour and assume the risks associated with participation in the tour, including but not limited to: (Select hazard based on the specific activities and locations visited on tour form the list below. Add any hazard that may not be included below.) I acknowledge that these hazards could cause physical or emotional harm or even death.

Knowing the risks, and in consideration for being permitted to participate, and as inducement to Ricks College to permit me to participate in this tour, I hereby, for myself, my heirs, executors, administrators, or anyone else who might claim on my behalf, covenant not to sue and waive, release, and discharge Ricks College, its agents, officers, and employees from any and all claims or liability for death, personal injury or property damage of any kind or nature, and any other claims whatsoever arising out of or in any way connected with my participation in this tour, even though liability may arise out of carelessness on the part of Ricks College, including its officers and employees.

This release extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown.

MY SIGNATURE BELOW AFFIRMS THAT I HAVE CAREFULLY READ THIS ASSUMPTION OF RISK AND RELEASE AGREEMENT AND THE OTHER TERMS; I UNDERSTAND ITS CONTENT AND PURPOSES, AND I VOLUNTARILY AGREE TO ALL THE TERMS SET FORTH ABOVE.

Participant signature _____ Date _____

Witness signature _____ Date _____

Parent/guardian signature _____ Date _____
(required if under participant is 18 or dependant on parent/guardian)

Edit hazards to your particular activities:

(the hazards associated with travel, whether by land, sea, or air including airplane, auto, or bus crashes; hazards of hiking, biking, snorkeling, and swimming, such as falls, crashes, being struck by a vehicle, drowning, or suffering physical exertion; hazards of storms; hazards of unstable governments and related potential violence; hate crimes; illness caused by food, water, heat, cold, altitude, or contagious disease; assault, theft, or robbery; trip cancellation or change in itinerary and travel plans; acts of God; any activity I decide to participate in during free time.)

Developing a Means to Foster Systemic Change

*(Request for funding from the J.A. & Kathryn Albertson Foundation
under the Re-Creating Idaho Colleges and Schools of Education Initiative)*

5 Major Initiatives around which the grant was developed:

1. *Raising the Stature/Perception of Teachers*

- **Recruitment and retention of talented students** (CSI Foundation scholarships)
- **Community of Learners Center** (a technology lab with multimedia capabilities designed for education majors, hands-on advising, technology in-service training, student chapter of the Idaho Education Association)
- Community initiative to heighten awareness (Faculty Senate, a media plan)
- **CSI's commitment of institutional resources** (Aspen Building addition, CSI Foundation scholarship dollars, continuation of the program after grant funding ends)

2. *Strong Partnerships with Boise State University and Idaho State University*

- Shared curriculum (internship experience, portfolio development)
- Create Professional Development Schools in the Magic Valley (CSI faculty mentor student teachers in the Magic Valley)
- Adjunct faculty
- National Board Certification for in-service teachers

3. *Developing Quality Teacher Education Curriculum*

- Portfolio development and internship experience
- CSI Foundation honoraria to CSI model faculty and public school model teachers
- **New faculty member**
- Exemplary public school teachers to model exceptional teaching and provide "real-life" exposure to CSI teacher education students
- Computer literacy, early childhood and family development, multiculturalism and diverse learning styles, and requirements of special needs students interwoven throughout the curriculum
- Ensure that courses model best practices in core area instruction as well as pedagogy
- **Develop an education technician AAS degree program**
- Curriculum will reflect national standards

4. *Working with All Stakeholders to Bring about Systemic Change*

- Dynamic inclusion planning process (20-member Advisory Board consisting of public school, early childhood development educators, CSI stakeholders, representation from the bilingual/multicultural community)
- Sister four-year institutions
- Electronic communication links with local public schools (in-service training opportunities, the Community of Learners Center)

- Avenue to communicate the importance of multicultural/bilingual education in the development of professional teachers

5. *Accountability*

- CSI students will demonstrate the appropriate credentials for transfer to four-year institutions or for teaching employment (education technicians)
- Research design to determine success of teacher education transfer students as well as employability of education technicians
- Total Quality Improvement process of the teacher education program to meet the needs of students and the community

Funding Requested from the J.A. & Kathryn Albertson Foundation:

Year One:	\$254,214
Year Two:	\$147,875
Year Three:	<u>\$126,467</u>
Total:	\$526,826

CSI Match:

Year One:	\$ 46,084
Year Two:	\$331,660 (\$45,000 is CSI Foundation portion)
Year Three:	<u>\$173,609</u> (\$45,000 is CSI Foundation portion)
	\$551,353

Re-Creating Idaho Colleges & Schools of Education Grant--Summary Budget

College of Southern Idaho

Object Class	% of Time	First Year		Second Year		Third Year		Funds				
		Funds Requested	CSI Funded	Funds Requested	CSI Funded	Funds Requested	CSI Funded	Grant Funds	CSI Funds	Total Project Funds		
*a. Personnel (Position Title)												
**Project Coordinator	100%	35,000		33,075	3,675	30,870	7,718	98,945	11,393	110,338		
**Secretary	50%	7,600		7,182	798	6,703	1,676	21,485	2,474	23,959		
Tech Center Director (new position)	100%		35,000		36,750		38,588		110,338	110,338		
**Recruiter/Advising Coordinator	100%	28,000		26,460	2,940	24,696	6,174	79,156	9,114	88,270		
***Teacher Education Faculty (new position)	100%	40,000		28,140	13,860	14,994	29,106	83,134	42,966	126,100		
SUB-TOTAL		110,600	35,000	94,857	58,023	77,263	83,262	282,720	176,285	459,005		
b. Fringe Benefits												
22% + health benefits		36,668	10,784	31,262	17,792	25,448	25,287	93,378	53,863	147,241		
c. Travel		4,660	300	4,660	345	4,660	345	13,980	990	14,970		
d. Equipment		98,190		10,000	210,500	12,000	19,715	120,190	230,215	350,405		
e. Supplies		2,366		2,366		2,366		7,098		7,098		
f. Other		1,730		4,730	45,000	4,730	45,000	9,460	90,000	99,460		
g. TOTAL DIRECT CHARGES		254,214	46,084	147,875	331,660	126,467	173,609	525,826	551,353	1,078,179		
Grant Funds/CSI Matching		85%	15%	31%	69%	42%	58%	49%	51%			

*5% RAISE/YEAR CALCULATED IN EACH

**The College begins to pay 10% of these salaries in year 2 and an additional 10% in year three.

***The College begins to pay 33% of this salary in year 2 and an additional 33% in year three.

GIFT QUITCLAIM DEED

KNOWN ALL MEN BY THESE PRESENTS THAT

ARLEN B. CROUCH TRUST, Arlen B. Crouch, Trustee, as to an undivided 95% interest
AND
DERREL R. CROUCH TRUST, Derrel R. Crouch, Trustee, as to an undivided 5% interest

Hereinafter called the grantor, hereby GIFT, CONVEY, RELEASE AND FOREVER QUITCLAIM UNTO:

COLLEGE OF SOUTHERN IDAHO
Whose address is: 315 Falls Avenue Twin Falls, Idaho 83301

Hereinafter called the grantee, the following described premises, in JEROME County, Idaho to-wit:

TOWNSHIP 9 SOUTH, RANGE 17 EAST OF THE BOISE MERIDIAN,
JEROME COUNTY, IDAHO

SECTION 22: E1/2 E1/2 NE1/4; E1/2 W1/2 E1/2 NE1/4; E1/2 W1/2 W1/2 SE1/4 NE1/4;
E1/2 SE1/4; E1/2 E1/2 SW1/4 SE1/4

EXCEPTING THEREFROM any portion of the above described property that lies within Interstate I-84N or U.S Highway No. 93.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto said Grantee, and the grantee's heirs and assigns forever.

Dated: DECEMBER 30, 1998

Arlen B. Crouch

ARLEN B. CROUCH, TRUSTEE OF
the ARLEN B. CROUCH TRUST

Derrel R. Crouch

DERREL R. CROUCH, TRUSTEE OF
the DERREL R. CROUCH TRUST

STATE OF Virginia)

COUNTY OF Jarvis) ss.

RECORDED AT THE REQUEST
Land Title & Escrow, Inc.
Dec 31 3 34 PM '98
JEROME COUNTY, IDAHO
FEES 3.00 DEPT. Att

987841

On this 30TH day of DECEMBER, 1998, before me, the undersigned, a Notary Public in and for said State, personally appeared **ARLEN B. CROUCH AND DERREL R. CROUCH** as Trustees of their respective Trusts the **ARLEN B. CROUCH TRUST** and the **DERREL R. CROUCH TRUST**, known or identified to me to be the persons whose names ARE subscribed to the within instrument, and acknowledged to me that THEY executed the same, ON BEHALF OF THEIR RESPECTIVE TRUSTS.



Johnnie G. Kuhn
Notary Public
Residing at: 5649 *Bush Center Parkway*
My Commission expires: *My Commission Expires September 30, 2001*