

**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

NOVEMBER 15, 1999

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

AGENDA

MINUTES: (A) *Mike Mason*

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

COMPUTER BID: (A) *Mike Mason*

AUDIT: (A) *Mike Mason*

INSTRUCTIONAL DEAN: (I) *President Meyerhoeffer*

REVIEW OF FINE ARTS ADDITION: (I) *Mike Mason*

REVIEW OF BOARD POLICIES: (I/A) *President Meyerhoeffer*

OLD BUSINESS

NEW BUSINESS

**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

**EXECUTIVE SESSION
DECEMBER 9, 1999**

4:45 P.M.

PRESIDENT'S BOARD ROOM

The Board will meet in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel.

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
PRESIDENT'S OFFICE
EXECUTIVE SESSION
DECEMBER 9, 1999

CALL TO ORDER: 5:00 p.m. PRESIDING: LeRoy Craig

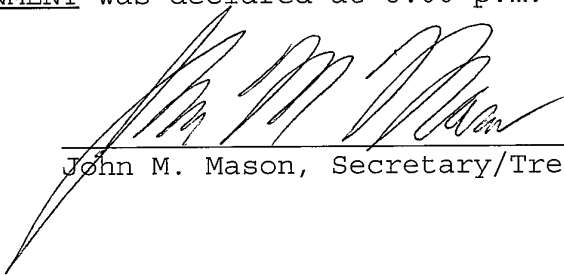
ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman, Dr.
Thad Scholes, Bill Babcock and Donna Brizee

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Jeff Duqqan, Assistant to the
President

Visitors: None

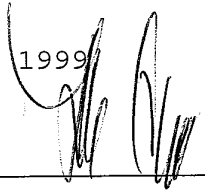
The Board of Trustees entered into Executive Session in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel on MOTION by Donna Brizee. Affirmative vote was unanimous.

ADJOURNMENT was declared at 6:00 p.m.



John M. Mason, Secretary/Treasurer

APPROVED December 15, 1999



Chairman

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 15, 1999

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

ATTENDING: Trustees: LeRoy Craig, Dr. Thad Scholes, Dr.
Charles Lehrman 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
Dr. John Martin, Registrar
Dr. Ken Campbell, Dean of Technology
Graydon Stanley, Director of Student Information
Ron Shopbell, Director of Dual Credit
Randy Dill, Physical Plant Director
Doug Maughan, Herrett Center/Public Information
Officer

CSI Staff: Marv Strobe, Judy Thom, Louise Flowers,
Barbara Knudson and Henry Jones

Visitors: Shawn Barigar and Pauline Meyerhoeffer

Faculty Representative: Kathy Pullmann

Times News: Jennifer Sandmann

MINUTES OF OCTOBER 18, 1999 were approved as written on
MOTION by Dr. Charles Lehrman. Affirmative vote was
unanimous.

MINUTES OF THE EXECUTIVE SESSION OF OCTOBER 18, 1999 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.

CSI Trustees

November 15, 1999

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BIDS:

1. The Board approved the low bid of Conner Creek Computers of Burley, Idaho in the amount of \$106,535.00 for one hundred and one computers on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

The Board also authorized the purchase of an additional twenty computers at the same price after discussions with program managers.

PRESIDENT'S REPORT:

1. The Board accepted the annual financial audit on MOTION by Dr. Thad Scholes.

2. Dr. Jerry Beck introduced Dr. DeVere Burton as the new Instructional Dean. Dr. Burton was formerly employed by the Idaho State Division of Vocational Education where he was in charge of institutional research. The President and the Board welcomed Dr. Burton.

3. Robert Alexander reviewed the following policies with the Board: Hiring Policy, Elected Officials Policy, Alcohol Policy, Nepotism Policy, Employee Probation Period, Employee Contract Policy, Leave Policy, Vehicle and Van Policy and Drug and Alcohol Testing Policy.

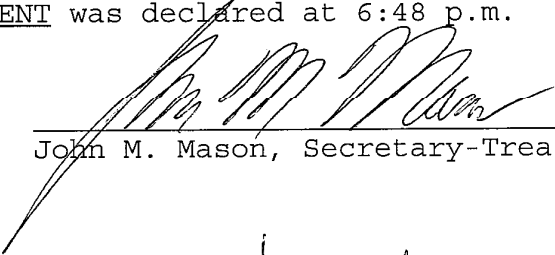
Proposed changes to update these policies along with enactment of several new policies were discussed. No formal action was taken.

4. The President advised the Board that although our Fine Arts addition was rated third by the Idaho State Board of Education, it was rated twelfth by the Idaho Permanent Building Fund Council. This rating could get us up to one million dollars towards the project if funds are available.

5. The President reviewed the architects' proposals for a bus and vehicle drop off area at the main campus entrance. The Board advised the administration to continue to pursue the concepts presented.

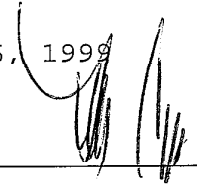
CSI Trustees
November 15, 1999
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ADJOURNMENT was declared at 6:48 p.m.



John M. Mason, Secretary-Treasurer

APPROVED December 15, 1999



Chairman

CERTIFIED
PUBLIC
ACCOUNTANTS

WARE
ASSOCIATES

November 9, 1999

To the Board of Directors
College of Southern Idaho

In planning and performing our audit of the financial statements of the College of Southern Idaho for the year ended June 30, 1999, we considered the College's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls, improving operating efficiency and reducing expenses. The memorandum that follows summarizes our comments and recommendations regarding those matters.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various College administrative personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely,

WARE & ASSOCIATES



Raymond T. Ware

Post Office Box 124

149 Third Avenue East

Twin Falls, ID 83303.0124

208.733.8314

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warecpa@magiclink.com

**CERTIFIED
PUBLIC
ACCOUNTANTS**

WARE
ASSOCIATES

November 9, 1999

To the Board of Directors
College of Southern Idaho

We have recently completed our audit of the financial statements of the College of Southern Idaho for the year ending June 30, 1999. During the course of our audit, we noted certain matters which came to our attention, that are presented below for your consideration, along with our recommendations.

This letter does not affect our report dated September 24, 1999, on the financial statements of the College of Southern Idaho. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure, or result in other operating efficiencies. Our comments are summarized as follows:

Findings and comments

**POLICIES AND PROCEDURES MANUAL OVER
INTERNAL CONTROL**

Although there are some policies and controls in place, awareness of and compliance with written policies seems to be lacking. If these policies and procedures are not formalized, it could lead to the following weaknesses:

- Lack of consistent information across the organization.
- No formal instrument to help ensure that established policies are implemented and being followed by employees.
- Limited effectiveness in monitoring activities.
- Limited effectiveness in being able to respond effectively when there has been a breach in policy and procedure.

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- Over time, many employees forget policies that are still in place, but may not be mentioned or encountered often.
- Updated policies and procedures, if not in writing and communicated effectively, may not be properly understood by employees.

Recommendation:

We recommend that new or updated policy and procedures manual be written to include the new computer system. This manual should also include a flow chart of the internal controls and flow of accounting information throughout the College.

GENERAL ACCOUNT BANK RECONCILIATION

Our audit procedures noted the bank reconciliations were not completed for several of the months during the year. In addition, there was no evidence that they had been reviewed and approved by someone other than the preparer. As a result, revisions and corrections were required to the reconciliations.

Recommendations:

We know that most of this was caused by the computer conversion and anticipate that reconciliations will soon be brought up to date. To maintain an effective internal control structure, we recommend that bank reconciliations be completed in a timely manner. Procedures should be in place to insure that bank reconciliations are properly monitored and reviewed on a consistent basis. This review should be properly documented.

PROPERTY CONTROLS

In reviewing the physical asset inventory we noted that there were a number of items which had not been located during the observation.

Recommendation:

We recommend that the College complete its physical asset inventory and determine whether write off of all assets that cannot be located is necessary. The College should also review their procedures to ensure that employees are properly reporting all relocations and disposals of equipment through monitoring of the process.

DISTRIBUTION OF ACCOUNTING AND BUDGETING INFORMATION TO DEPARTMENT HEADS

Our audit procedures noted that department heads lacked adequate reports to manage expenditures, as no budgets and other pertinent information was readily available to them.

Recommendation:

We know that most of this was caused by the computer conversion and anticipate improvements over time. We recommend that personnel be adequately trained on the new system so that department heads can receive timely information.

STUDENT GROUPS BANK RECONCILIATION

Our audit procedures noted the bank reconciliations were not completed for several of the months during the year. In addition, there was no evidence that they had been reviewed and approved by someone other than the preparer. As a result, revisions and corrections were required to the reconciliations.

Recommendations:

To maintain an effective internal control structure, we recommend that proper monitoring and review procedures of bank reconciliations be performed and documented on a consistent basis.

STUDENT EMERGENCY FUND

Our audit procedures revealed that an emergency fund was being maintained with funds for the various student groups. The fund was being used to make loans, etc. to students in need.

Recommendations:

It is our recommendation that this fund be eliminated. Any financial requirements of this type should be handled through regular funding sources, not through student group funds.

Sincerely,

WARE & ASSOCIATES



Raymond T. Ware



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

November 10, 1999

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

From: Mike Mason

Re: Computer Bid

We received six bids for the specified computers. The bid details are attached on the following eight pages. It is a very complex issue analyzing components, configurations and prices.

Based upon a review of the bids by Dr. Ken Campbell and Gary Baum, I recommend we accept the low bid of Conner Creek Computers of Burley, Idaho in the amount of \$106,535.00 for one hundred and one computers in thirty-one different configurations.

We also request permission to add up to twenty additional computers to this bid upon further discussion with program managers.

Funding for this purchase is from various departmental budgets. Approximately 38 of these computers are for the Canyon building student computer lab and 24 are for Evergreen computer lab.

October 27, 1999 Computer Bid

Suppliers	Connor Creek Computers	Greener Valley Computers	Ocean Interface	Trio Industries, Inc.	Dell Marketing	Data Storage Solutions
Base System Price	\$770.00	\$795.00	\$958.00	\$1,078.66	\$1,131.00	\$1,207.00
Base System (CPU Only)	\$630.00	\$639.00	\$809.00	\$972.00	\$964.00	\$852.00
Upgrades:						
Microprocessor						
Pentium III - 500 MHz	\$70.00	\$100.00	\$60.00	\$1,171.00	In Base	\$80.21
Pentium III - 550 MHz	\$215.00	\$260.00	\$175.00	\$1,356.00	\$190.00	\$310.45
Pentium III - 600 MHz	\$460.00	\$500.00	\$285.00	\$1,494.00	\$380.00	\$482.20
Additional Memory						
64 MB SDRAM PC-100	\$110.00	\$150.00	\$105.00	\$125.00	\$94.00	\$71.58
192 MB SDRAM PC-100	\$299.00	\$390.00	\$205.00	\$245.00	\$264.00	\$230.52
Hard Disk Storage						
8.0 GB	Fujitsu - \$19.00	Fujitsu - \$40.00	In Base	N/A	N/A	N/A
10.0 GB	W/D - \$29.00	Fujitsu - \$65.00	Max - \$27.00	N/A	Max - \$85.00	Com - \$252.63
13.0 GB	W/D - \$35.00	Fujitsu - \$95.00	Max - \$41.00	W/D - \$60.00	* Max - \$56.00	\$292.63
Monitors						
17" SVGA Color	KDS - \$85.00	KDS - \$105.00	KDS - \$230.00	Mit - \$160.00	Sony - \$185.00	Com - \$146.31
19" SVGA Color	KDS - \$220.00	KDS - \$275.00	KDS - \$335.00	LG - \$235.00	Phil - \$280.00	Com - \$386.31
Graphics Adapters						
AGP 128 Bit with 8 MB	Aopen - \$15.00	ATI - \$40.00	In Base	In Base	ATI - \$28.00	In Base
AGP 128 Bit with 16 MB	CL - 41.00	ATI - \$70.00	DS III - \$28.00	ATI - \$40.00	STB - \$123.00	N/A
Keyboard						
Microsoft Natural Elite	\$22.00	\$30.00	\$20.00	\$35.00	\$28.00	N/A
Chassis						
Mid-Size Tower	\$0.00	In Base	In Base	\$0.00	In Base	N/A
Full-Size Tower	\$80.00	\$95.00	\$45.00	\$60.00	N/A	N/A
Desktop Case 3 - 5 1/4" Ext	\$0.00	\$45.00	In Base	\$0.00	In Base	N/A
Network Card						
10/100 32 Bit NIC	AT - \$24.00	AT - \$35.00	AT - \$29.00	N/A	N/A	Com - \$70.52
10/100 32 Bit NIC	3C905 - \$50.00	3C905 - \$70.00	Intel - \$44.00	3COM - \$60.00	In Base	3COM - \$81.56
Multi-Media						
Sound Card - 32 Bit	ESS - \$15.00	CL - \$55.00	Yama - \$17.00	CL - \$35.00	Tur - \$47.00	Com - \$32.62
Sound Card - 64 Bit	CL - \$29.00	CL - \$55.00	Yama - \$17.00	N/A	N/A	Ens - \$45.21
CD-ROM - 40X	* - Afr - \$42.00	Sam 48 - \$50.0	LO - \$38.00	Tos - \$65.00	In Base	Com - \$78.02
CD-ROM - 50X	Acer - 59.00	Acer - \$65.00	CL - 52 - \$49.0	N/A	LG - \$19.00	Com - \$121.05
Dual Speaker System	Juster - \$9.00	MM - \$11.00	Juster - \$15.00	Cam - \$35.00	Har - \$37.00	N/A
3 Piece Speaker System	Cam - \$49.00	Cam - \$55.00	Micro - \$35.00	Cam - \$199.00	Altec - \$85.00	Com - \$44.21
Headphones	Labtec - \$19.00	Labtec - \$15.00	Labtec - ???	Labtec - \$30.00	Labtec - \$8.60	? - \$15.21
Removable Storage						
100 MB Internal Drive	Nec - \$75.00	IO - \$80.00	IO - \$75.00	IO - \$87.00	IO - \$85.00	IO - \$114.73
250 MB Internal Drive	IO - \$165.00	IO - \$175.00	IO - \$147.00	IO - \$169.00	IO - \$170.00	IO - \$121.00
Applications (Pre-Loaded)						
MS NT 4.0 Workstation	\$30.00	\$93.00	(\$36.00)	\$85.00	\$71.00	76.84
MS NT 4.0 Server	370.00 / 5	* 585.00 / 5	173.00 / 5	N/A	N/A	689.00 / 5
MS Office 97 - Full	\$285.00	\$175.00	\$160.00	N/A	N/A	N/A
MS Office 97 - License	N/A	\$95.00	\$61.00 / 5 +	N/A	N/A	N/A
MS Office 2000 - Full	\$300.00	\$285.00	\$160.00	* - \$75.00	* - \$102.48	\$162.00
MS Office 2000 - License	N/A	\$85.00	\$61.00 / 5 +	N/A	* - \$75.58	\$59.95
Modems						
Internal 56K	3CM - \$59.00	3CM - \$88.00	3CM - \$78.00	3CM - \$65.00	Aztech - \$75.00	3CM - \$109.00
= Refer to bid for additional information						

Total System Costs for October 27, 1999 Computer Bid

Total Systems	Qty	Hardware Costs	Software Costs	Total Costs
Systems 1-6	31	\$28,914.00	\$1,925.00	\$30,839.00
Systems 7-12	7	\$7,748.00	\$560.00	\$8,308.00
Systems 13-18	42	\$40,661.00	\$2,730.00	\$43,391.00
Systems 19-24	14	\$15,414.00	\$655.00	\$16,069.00
Systems 25-26	2	\$1,954.00	\$165.00	\$2,119.00
Systems 27-31	5	\$5,484.00	\$325.00	\$5,809.00
Totals	101	\$100,175.00	\$6,360.00	\$106,535.00

**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES
(Regularly Scheduled Board Meeting)**

DECEMBER 15, 1999

**6:00 p.m.
HERRETT CENTER
LIBRARY**