

# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

May & June 2006

5:30 p.m.  
TAYLOR BUILDING  
ROOM 258

## AGENDA

MINUTES FROM APRIL 17 EXECUTIVE MEETING: (A) *Mike Mason*

MINUTES FROM APRIL MEETING: (A) *Mike Mason*

MINUTES FROM MAY 12 EXECUTIVE MEETING: (A) *Mike Mason*

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

CONTINUING BUDGET RESOLUTION: (A) *Mike Mason*

MILEAGE RATE INCREASE TO \$.37: (A) *Mike Mason*

INTERNET SERVICES BID: (A) *Mike Mason*

TELEPHONE SERVICES BID: (A) *Mike Mason*

AUDITING SERVICES BID: (A) *Mike Mason*

GARBAGE BID: (A) *Mike Mason*

STEINWAY PIANO BID: (A) *Mike Mason*

ELECTION SCHEDULE INFORMATION: (I) *Mike Mason*

CAMPUS MAIN SIGN: (I) *Mike Mason & President Beck*

POLICY AND PROCEDURE APPROVAL PROCESSES UPDATE: (A) *Monty Arrossa*

ARTS ON TOUR SCHOOL PROGRAM: (I) *Camille Barigar*

CSI STRATEGIC PLANNING UPDATE: (I) *President Beck*

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

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
MAY/JUNE BOARD OF TRUSTEES MEETING  
JUNE 19, 2006

CALL TO ORDER: 5:50 p.m. Presiding: LeRoy Craig

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

College Administration: Gerald L. Beck, President  
John M. Mason, Secretary/Treasurer  
Robert Alexander, College Attorney  
Dr. Claudeen Buettner, Executive Vice President and  
Chief Academic Officer  
Dr. John S. Miller, Instructional Dean  
Dr. Jim Palmer, Interim Dean of Health Sciences and  
Human Services  
Dr. Ken Campbell, Dean of Technology  
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: Jeff Harmon, Camille Barigar,

Visitors: Barbara Beck and Angela Essma

Faculty Representatives: Janet Sandy

PACE Representative: Carlos Bittencourt

Times News: None

MINUTES OF THE REGULAR SESSION OF APRIL 17, 2006 AND THE  
EXECUTIVE SESSIONS OF APRIL 17 AND MAY 12, 2006 were approved  
as written on MOTION by Donna Brizee. 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 sole bid of Project Mutual Telephone of Rupert, Idaho in the amount of \$950 per month for a 10 megabyte per second service on a 3 year contract on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is from the Technology Department budget.

2. The Board approved the low bid of Project Mutual Telephone of Rupert, Idaho in the amount of \$687.50 per line per month for T-1 service lines on MOTION by Donna Brizee. Affirmative vote was unanimous.

Funding for this service is from the campus institutional telephone account.

3. The Board awarded the three year contract with an optional two year extension for auditing services to Ware & Associates of Twin Falls, Idaho on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

The total cost of the three year contract is \$107,250 with the two year extension available at a price of \$36,750 per year.

Funding for this purchase is from the campus institutional legal and audit account.

4. The Board awarded the bid for garbage services to Western Waste Management of Twin Falls, Idaho in the amount of \$25,644.00 per year on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for this service is from the maintenance department account.

5. The Board approved the purchase of two Steinway Model B Ebony pianos in the amount of \$92,000 from Dunkley Music of Boise, Idaho on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Funding for this purchase is being provided for by the College of Southern Idaho Foundation.

PRESIDENT'S REPORT:

1. The Board approved the Continuing Budget Resolution for the months of July and August 2006 on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.
2. The Board approved the increase of the employee mileage reimbursement rate from 34 cents per mile to 37 cents per mile effective July 1, 2006 on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.
3. The Board was provided with a schedule of events concerning the November 7, 2006 trustee election. Board members Donna Brizee and Dr. Allan Frost are up for election this year.
4. Camille Barigar reported to the Board concerning the operation and impact of the local Arts on Tour program. She noted that performances were integrated into local schools curriculums and the positive impact of the arts on student achievement and behavior.
5. Monty Arrossa presented a revised Policy and Approval process to the Board. The policy requires a review of College policies by the Board every July. The policy passed on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.
6. The Board reviewed the plans for a new campus sign between the Taylor and Fine Arts building in front of the new bus drop off area. Board members requested a profile mock up of the sign so we could see how the size of the sign impacted the general area. Randy Dill advised the Board that a profile mock up would be created.  
The College of Southern Idaho Foundation is paying \$40,000 towards the construction costs of the sign. The balance of the costs, expected to be between \$2,000 and \$5,000 will be paid for by the College.
7. President Beck advised the Board of a change in the State of Idaho strategic planning process. The Idaho State Board of Education is requiring bench mark data, goals and specific information and actions to be taken concerning how the goals will be met.

8. President Beck reported the following:

a. John Miller is assuming more of the economic development roles in working with companies concerning employee training.

b. Curtis Eaton is in Washington D.C. working with the University of Idaho and our congressional delegation on a world class dairy research facility.

c. Community members from Star, Kuna and Eagle have approached us concerning how to form and operate a community college.

d. President Beck and his wife Barbara attended the inauguration of Governor James Risch. The possibility of a special session of the legislature in late August remains.

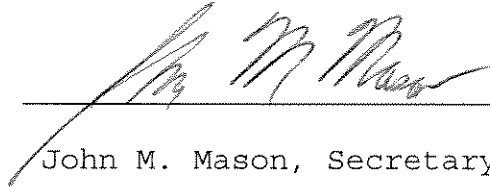
e. The Joint Finance Appropriations Committee visited the campus, toured the new Fine Arts Addition and went to a planetarium show. They also visited our Mini-Cassia Center. Both visitations were very well received by the Committee.

f. President Beck and Mike Mason visited with Idaho State Board of Education members Blake Hall, Milford Terrell and Rod Lewis concerning our state appropriation split with North Idaho College.


g. The Idaho State Board of Education held their June meeting on our campus. President Beck thanked Board of Trustee members who met with the State Board. The State Board approved our proposed state appropriation split with North Idaho College for fiscal year 2007.

h. President Beck will be attending all of the Legislative Interim Committee meetings concerning the formation of a community college bill for Idaho.

ADJOURNMENT was declared at 6:33 p.m.

  
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John M. Mason, Secretary-Treasurer

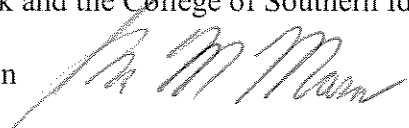
Approved: July 17, 2006

  
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Chairman

June 14, 2006

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

From: Mike Mason



Re: Mileage Rate Reimbursement

On October 1, 2005, the College mileage reimbursement rate was increased from 32 cents per mile to 34 cents per mile. The increase was primarily attributed to high fuel prices. The State of Idaho and federal government reimbursement rates at that time were 48.5 cents per mile.

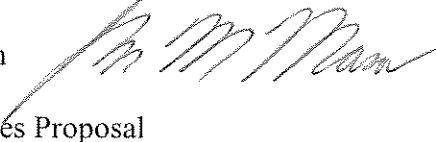
Based upon the probability that current fuel prices will not lower significantly in the near future, we are requesting an increase in our mileage reimbursement rate from 34 cents per mile to 37 cents per mile. This compares with reimbursement rates of 44.5 cents per mile for the State of Idaho and the federal government.

It is my recommendation that the increased reimbursement rate of 37 cents per mile be effective for travel after July 1, 2006.

June 14, 2006

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

From: Mike Mason



Re: Internet Services Proposal

Project Mutual Telephone provided the only bid for the specified internet services for the college campus. The bid is tiered based upon the needed bandwidth. Based upon an evaluation of the bid by Dr. Ken Campbell, I recommend that we purchase a 10 megabyte per second service at a cost of \$950 per month from Project Mutual Telephone with a 36 month contract. Installation fees will be waived with the 36 month contract.

We are currently paying \$628 per month for a 4.5 – 6.0 megabyte per second service. With the implementation of JICS, our new software portal, we expect to need the increased bandwidth provided by the new contract.

Funding for this purchase is from the Technology Department budget.





June 14, 2006

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

From: Mike Mason

Re: Telephone Services

We received the following bids for the monthly charges for the specified telephone services:

Project Mutual Telephone	\$687.50
Qwest	\$795.00

The services provided include two T1 lines. Based upon an evaluation of the bids by Dr. Ken Campbell, I recommend we enter into a three year contract with Project Mutual Telephone of Rupert, Idaho in the amount of \$687.50 per month. Project Mutual Telephone will waive installation fees with the three year contract.

Funding for this service is from the campus institutional telephone account.



June 13, 2006

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

From: Mike Mason

A handwritten signature in black ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Auditing Services Proposals

We received two proposals for providing auditing services for the College of Southern Idaho's financial records. The pricing for the two proposals is as follows:

	HCM Holmstead	Ware & Associates
Annual Audit for Fiscal Year 2006	\$33,400	\$34,750
Annual Audit for Fiscal Year 2007	\$34,400	\$35,750
Annual Audit for Fiscal Year 2008	\$35,500	\$36,750
Total Three Year Price	\$ 103,200	\$ 107,250
Additional Two Year Contract		
Annual Audit for Fiscal Year 2009	\$36,565	\$36,750
Annual Audit for Fiscal Year 2010	\$37,662	\$36,750
Total Five Year Price	\$177,427	\$180,750

Both firms are well established in Twin Falls with solid credentials and extensive government auditing experience. I am confident that either firm could provide the services we need to meet all state and federal regulations.

While HCM Holmstead's price is slightly lower, it is difficult for me to recommend a change in auditors based upon price alone. Ware and Associates has done an outstanding job in providing the College with auditing services over the last fifteen years. They have worked with us through software problems, changes in governmental regulations and numerous fiscal operational accounting issues. There is no reason to change auditing firms based upon service or qualifications.

Based upon the long term continuous service record of Ware and Associates and the lack of any issues to warrant a change in auditors, it is my recommendation that the College of Southern Idaho Board of Trustees select Ware and Associates as auditors for a three year contract with an option for two additional years at the rates listed above from their proposal.



COLLEGE OF  
SOUTHERN  
IDAHO

June 13, 2006

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

From: Mike Mason

Re: Garbage Bid

We received the following three bids for annual charges  
for the specified garbage hauling services:

AAA Rental and Service	\$29,052.00
PSI Environmental	\$26,755.20
Western Waste Services	\$25,644.00

Based upon a review of the bids by Randy Dill and Jeff  
Harmon, I recommend that we accept the low bid of Western  
Waste Services of Twin Falls, Idaho in the amount of  
\$25,644. The pricing in this proposal is not subject to  
change for a minimum of twelve months.

Funding for this purchase is from the Maintenance  
Department operating budget.

June 13, 2006

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

From: Mike Mason



Re: Steinway Pianos

We properly advertised for two Steinway Model B Ebony pianos for instructional and community use in our music department. We received no bids for the specified pianos.

Based upon the lack of bids, I recommend we proceed with the purchase the two pianos through Dunkley Music of Boise, Idaho in the amount of \$92,000. The exact pianos will be selected by College of Southern Idaho faculty at the Steinway factory in New York City on July 11, 2006. The purchase price includes delivery to the College of Southern Idaho, tuning, voicing and regulating at the College after the pianos have been delivered.

Funding for this purchase is from the College of Southern Idaho Foundation.

June 5, 2006

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

From: Mike Mason



Re: Trustee Election

The Trustee positions held by Donna Brizee and Dr. Alan Frost are up for election this year. The following is general information concerning the election:

1. Our election will be held on the first Tuesday after the first Monday in November (November 7th) in conjunction with the general election.
2. Petitions for candidates must be turned in to me by 5:00 p.m. on Wednesday, August 30, 2006.
3. In accordance with Idaho Code 34-1405, advertising the notice of the deadline for filing a declaration of candidacy must be published in the local newspaper not more than 14 nor less than 7 days prior to the filing deadline.
4. The notice of election must be published the first time not less than 12 days prior to the election and the last publication must be not less than 5 days prior to the election.
5. The deadline for the declaration of write in candidates is October 13, 2006.

We will ask Kristina Glascock and Cheryl Watts (Twin Falls and Jerome County Clerks) to run our election for us again this year. They have been very cooperative and are working to keep our costs as low as possible.

Based upon the preceeding information, the schedule of events concerning the election is as follows:

August 9th, 16th and 23rd - Advertise Notice of Trustee Election and Deadline for filing Trustee Nominating Petitions - Post in County Courthouses

August 30th - Nominating Petitions due by 5:00 p.m.

October 13th - 5:00 P.M. Deadline for filing Declaration of Intent for write in candidates

November 7th - Election

If you have any questions or concerns, please contact me at 208-732-6203.



COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT

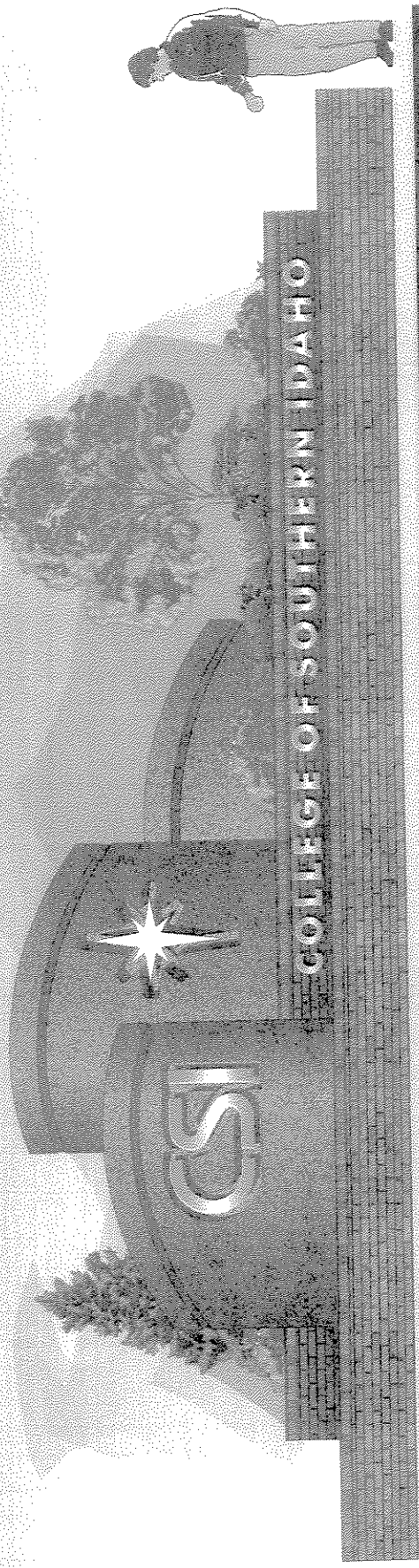
NOTICE OF TRUSTEE ELECTION AND  
DEADLINE FOR THE FILING OF NOMINATING PETITIONS

Notice is hereby given that a trustee election will be held in the College of Southern Idaho Community College District, Twin Falls and Jerome Counties, Idaho, on Tuesday, November 7, 2006, for the purpose of election of two trustees for a six (6) year term to succeed Donna Brizee and Dr. Alan Frost whose terms expire on December 31, 2006. Nominating petitions may be picked up at the College of Southern Idaho Business Office in the Taylor Administration Building. A candidate shall be a qualified elector of the district, shall be a candidate for a specific position of the Board and must declare which position he/she seeks on the Board of Trustees. Said positions must be signed by at least five (5) qualified electors of said district and filed with the Clerk of the election at the College Business Office on or before 5:00 p.m., Wednesday, August 30, 2006. If you have questions or need further information, contact Mike Mason at 208-732-6203.

John M. Mason, Clerk of the Election  
College of Southern Idaho  
Community College District

Publication and Posting Dates:

Twin Falls County Courthouse	August 9-August 30, 2006
Jerome County Courthouse	August 9-August 30, 2006
Times News	August 9 & 16 & 23, 2006
Buhl Herald	August 9 & 16 & 23, 2006
Northside News	August 9 & 16 & 23, 2006



**AN ENTRY MONUMENT FOR THE PROPOSED BUS DROP OFF AREA**

PLANTER BASE---BRICK TO MATCH TYPICAL  
 COLUMNS---CAST CONCRETE WITH EXPOSED AGGREGATE FINISH AND RECESSES FOR LOGO ELEMENTS  
 LOGO---CSI IS BRUSHED GOLD REVERSE PAN WITH AMBER LED OR GOLD NEON ILLUMINATION  
 STAR IS BRUSHED SILVER REVERSE PAN WITH WHITE LED OR WHITE NEON ILLUMINATION  
 COLLEGE OF SOUTHERN IDAHO---2" DEEP BRUSHED GOLD REVERSE PAN WITH AMBER LED OR GOLD NEON

CLIENT: CSI ADDRESS: TWIN FALLS, IDAHO	REVISION:	ORIGINAL DATE: 04.20.06 SCALE: 3/8"=1'	DRAWN BY: E. CREER PATH: CS/ENTRY MONUMENT	SALES AS
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COLORS SHOWN HERE MAY NOT REPRESENT ACTUAL FINISHES. REFER TO COLOR CHARTS FOR APPROVED COLOR SPECIFICATIONS.  
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# DRAFT

## 1.05 POLICY AND PROCEDURE APPROVAL PROCESSES

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The Human Resources Department (HR) is responsible for policy and procedure development, communication, interpretation and compliance for all new and revised policy. The President of the College has final authority for policy interpretation and compliance.

### **Policy Approval Process**

HR advises the President and Administration regarding changes in policy statements. Policy changes are initiated as needed in responding to recommendations and changes relevant to the College. Any employee or group of employees may also make recommendations for new or revised policies.

New and revised policies are communicated through e-mail to the employees for their comments. Following input from employees of the College, the President and his Executive Committee review the policy recommendation for Board of Trustees approval. The President may make changes, as he deems appropriate for the College.

Following approval by the Board of Trustees, the approved policy is added or changed in the CSI electronic version of the CSI Employee Policies and Procedures Manual. All policy additions or changes are communicated to the employees by e-mail.

### **Procedure Approval Process**

Procedural and general information changes or additions within the Manual, such as payroll procedures, hiring procedures, federal or state regulation, or benefit information, do not require employee input.

Each Department or operating group is responsible for recommending their procedural changes to HR. Any employee or group of employees may also make suggestions for new or revised procedures. Procedural changes are approved by the President. Human Resources is responsible for updating procedural changes required by State or Federal mandate and for other changes specific to Human Resources, such as employment, records retention or other administrative issues.

Procedure changes, beyond minor non-content changes, are communicated to the employees by e-mail.

### **Annual Review of Policy and Procedures**

Each year the Human Resource Department, in conjunction with campus departments, will review and revise policies and procedures as necessary. All revisions will be reviewed by the President and the Executive Committee. Once the President and the

Executive Committee have reviewed the changes they will be presented to the Board of Trustees for final approval. This process will allow the Board of Trustees to regularly review and revise as necessary policy and procedures of the College of Southern Idaho. Upon approval of the Board of Trustees the appropriate revisions will be made to the CSI electronic version and printed copy.

Questions regarding these processes should be referred to the Human Resources Department.