
**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

May 19, 2003

5:30 p.m.

TAYLOR BUILDING - ROOM 256

(Please note change in meeting room.)

AGENDA

MINUTES: (A) *Mike Mason*

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

CANYON HVAC SHEETMETAL BID: (A) *Mike Mason*

FAMILY AND MEDICAL LEAVE POLICY CHANGE: (A) *Barbara Knudson*

CAMPUS BUILDING PROJECTS UPDATE: (I) *Mike Mason*

BUILDING AUTHORITY – FACILITIES BONDING : (I) *Mike Mason*

PACE ORGANIZATION EMPLOYEE OF THE YEAR PROGRAM: (I) *Joyce Moore & Kat Powell*

APPROPRIATIONS REPORT: (I) *President Meyerhoeffer*

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

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
May 19, 2003

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

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

College Administration: Gerald Meyerhoeffler, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Executive Vice President and Chief
Academic Officer
Dr. DeVere Burton, Dean of Instruction
Dr. Ken Campbell, Dean of Technology
Dr. Barbara Knudson, Dean of Human Resources
Graydon Stanley, Director of Student Information
Randy Dill, Physical Plant Director
Jeff Duggan, Assistant to the President
Karen Baumert, Public Information Director
Doug Maughan, Herrett Center/Public Information
Officer

CSI Employees: Kathy Deahl, Joyce Moore and Kat Powell

Visitors: Seth Collins

Faculty Representative: Jim Dawson

Times News: Robert Mayer

MINUTES OF THE REGULAR SESSION OF April 20, 2003, were
approved as written on MOTION by Bill Babcock.
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 low bid of Garrett Heating of Twin
Falls, Idaho in the amount of \$8,986.00 for the Canyon sheet
metal project on MOTION by Dr. Charles Lehrman. Affirmative
vote was unanimous.

Funding for this project is from the Plant Facility Fund.

PRESIDENT'S REPORT:

1. Joyce Moore and Kat Powell of the College of Southern Idaho Professional and Classified Employees (PACE) association were introduced by President Meyerhoeffer. They introduced a proposal to honor two outstanding PACE employees each year in similar manner to the outstanding faculty honored each year. The College of Southern Idaho Foundation has agreed to fund two awards at \$1,000 each.

The Board approved the proposal on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

2. Dr. Barbara Knudson reviewed the policy on the Family Medical Leave Act with the Board. The Board approved the policy of the Family Medical Leave Act being initiated at the request of the employee rather than the employer. Dr. Scholes noted that this was a benefit to the employee.

The policy change was approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

3. Mike Mason reviewed the status of three building projects on campus. The Student Union Building is on schedule for completion in early November. The one stop shop remodel (old Eagles Nest) is behind schedule and is not expected to be completed until mid-July. The completion of this area will trigger several administrative moves.

The Herrett Center Addition has started. We still have a few bids to negotiate but feel are major costs are known at this point. The addition should be complete in late October with the telescope arriving in early January.

The Fine Arts Addition will be funded through bonds with the Idaho State Building Authority. A meeting will be held with all involved parties on May 27, 2003 where details of the process will be explained.

4. The President reviewed the legislative session with the Board. He noted that we received a 2.1% increase in our academic appropriation for Fy 2004. Technical Education received an increase of 2.48% due to the capacity building formula.

The President told the Board that last year, the Idaho State Board of Education and governor's office asked educational institutions to reserve 4.5% for possible reversion to the State general account.

CSI Trustees

May 19, 2003

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4. (continued) The passage of the 1% of additional sales tax was thought to be enough to cover any shortages this year. The President stated that not only was this year short of funds but that next year did not look much better. The College has been advised to hold funds in reserve for next year also.

The Idaho State Board of Education advised the College of Southern Idaho to revert 3% of academic appropriated funds (\$282,300) and 3% of professional technical appropriated funds (\$148,800) by June 30, 2003. The Board approved the reversion on MOTION by Bill Babcock. Affirmative votes were Bill Babcock, Donna Brizee and Dr. Thad Scholes. The negative vote was Dr. Charles Lehrman.

5. Graydon Stanley introduced incoming Associated Student Body President Seth Collins to the Board.

6. The President also advised the Board:


- a. The College Cancer Relay Team raised nearly \$5,000 for the event.
- b. Deb Wilson was elected President of the Region 10 CRD (Find out what this stands for)
- c. The President told the Board that the leadership of retiring University of Idaho President Dr. Robert Hoover would be missed.

ADJOURNMENT was declared at 6:13 p.m.



John M. Mason, Secretary-Treasurer

Approved: June 16, 2003



Chairman



COLLEGE OF
SOUTHERN
IDAHO

May 13, 2003

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

From: Mike Mason

Re: Canyon HVAC Sheetmetal Bid

We received two bids for the specified project. The bids were as follows:

Sawtooth Sheet Metal \$14,499.00

Garrett Heating \$ 8,986.00

Based upon a review of the bid by Don Buettner and Randy Dill, I recommend that we accept the low bid of Garrett Heating of Twin Falls, Idaho in the amount of \$8,986.00.

Funding for this project is from the Plant Facility Fund.

At the bid opening on April 23, 2003, I opened only the bid of Sawtooth Sheet Metal. Garrett Heating had properly submitted their bid and it was on my desk. I mistakenly assumed the Garrett Heating bid was for the Herrett Center Addition. The original Herrett Center Addition bid date was on April 22, 2003 but was moved back to April 29, 2003. I had received several bids for the Herrett Center Addition on April 22nd and had sent them to Starr Corporation for return to the bidders.

This irregularity is strictly due to my error. I feel it is in the best interest of the College to accept the low bid of Garrett Heating.

3.16.03 FAMILY & MEDICAL LEAVE (FMLA) (Rev: 9/2000)

CSI follows the provisions of the Family and Medical Leave Act of 1993 (FMLA) which requires that employers provide up to twelve weeks of unpaid, work-protected leave in any rolling twelve-month period if requested by an employee for one or more of these reasons:

- The birth of the employee's child or to care for such child;
- A child's placement with the employee for adoption or foster care;
- To care for a spouse, child, or parent (but not parent-in-law) who has a serious health condition;
- The employee's own serious health condition.

Employees who have been employed for at least one (1) year and for at least 1,250 hours during the preceding twelve-month period are eligible for FML. To continue health coverage, the employee must continue to make contributions to their plan while on FMLA leave.

FMLA leave for a newborn child or for adoption or foster care placement of a child must be completed within twelve months of the birth, adoptions, or placement, and the employer can require that the leave be taken all at one time. FMLA leave for a serious health condition may be taken intermittently or on a reduced time basis (e.g., by working fewer days in a week or by working fewer hours in a day), but only if such a schedule is needed for medical reasons.

FMLA must be pre-authorized. When medical certification is required, employees are responsible for returning a CSI Family and Medical Leave (FML) Confirmation to the Human Resources Office within 15 calendar days following notification of the requirement. Failure to provide required medical certification will result in denial of FMLA leave. A fitness for duty medical certification may be required for return to work. An employee approved for leave under FMLA ~~may shall~~ use accrued sick leave then vacation leave in conjunction with the period of family and medical leave.

See also Your Rights Under the Family and Medical Leave Act of 1993 by the US Department of Labor, Employee Pre-Authorization Request Form, and the CSI Family and Medical Leave (FML) Confirmation form.

Distinguished Professional and Classified Employee of the Year Award Nomination Committee Review Form

Criteria for nominations include, but are not limited to:

- High job performance in the position held.
- Moral and ethical character/role model.
- Personal impact within the immediate job surroundings.
- Personal impact on the College Of Southern Idaho.
- Positive professional relationship with other members, students, or the public.
- Self-improvement.
- Involvement with community activities promoting cultural, economic, or social qualities of life.
- Activities and accomplishments that brought distinction to the employee and to the College of Southern Idaho.

Committee review process:

1. The review committee will consist of volunteers from the PACE Committee.
2. All nominations will come first to the Chair of the PACE Staff Support Committee. Nominations will be copied for each volunteer reviewer with the name of the nominee blocked out. No nominator or nominee will be eligible to sit on the volunteer review committee.
3. Review committee members will review numbered nominations utilizing a ranked table for each criteria.
4. Committee members will return evaluated nominations to Staff Support Committee Chair. Committee will compile and average results.
5. One classified and one professional staff will be chosen and taken to the President for final approval.

Exceptions:

1. If only one nomination is received in either category, it will be up to the discretion of the President, as to whether an award is given in that category.

Ranking Table:

1. Descriptions are given for each category/criteria. Nominee reviewer will rank nominee on level of meeting criteria.
2. Ranking is done on a scale of 0 to 10:
 - a. 0 = Strongly disagree that the nomination reports that the nominee meets the criteria being evaluated
 - b. 5 = Neither disagree nor agree that the nomination has demonstrated that the nominee meets the criteria being evaluated
 - c. 10 = Strongly agree that all aspects of criteria being evaluated has been clearly reported in the nomination

Distinguished Professional and Classified Employee of the Year Award

The President and P.A.C.E. are proud to provide an opportunity each year to recognize and appreciate an outstanding professional and classified staff member from the College of Southern Idaho.

The annual Distinguished Professional and Classified Employee of the Year Award recognizes the outstanding achievements of College Of Southern Idaho professional and classified employees. Two winners, one classified and one professional staff, will be identified and publicly acknowledged by the President, P.A.C.E. organization, colleagues, and friends. The nomination process provides a systematic method of identifying these outstanding individuals and ensuring they receive appropriate recognition for their efforts on behalf of the College of Southern Idaho.

This award is designed to focus on professional and classified employees only, recognizing and highlighting their exceptional achievements, service and performance and informing the public about their outstanding contributions to the College of Southern Idaho

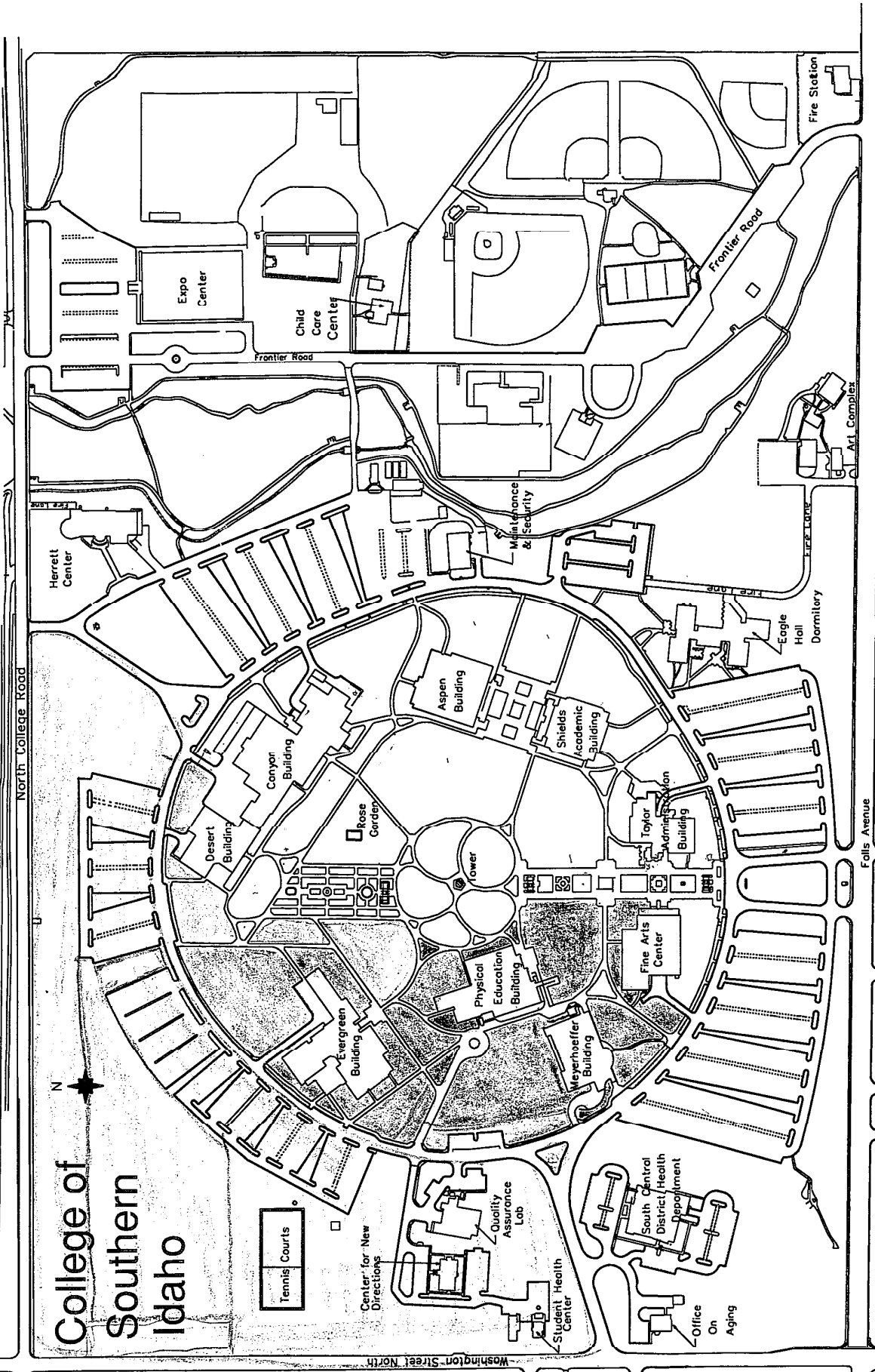
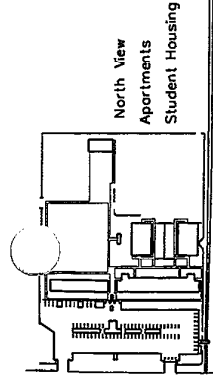
Who can be nominated? Any CSI full-time professional or classified employee is eligible for nomination. An employee can only receive this award one time.

Who can nominate? Supervisors, employees, students, or members of the College of Southern Idaho community may nominate an individual for the award.

How to nominate? During the nomination period a nominator requests a nomination packet and completes the nomination form with as much detail as possible, writes a letter of recommendation, obtains supporting documentation (if accessible), and submits as a package to the Employee of the Year Award Committee. Criteria for nominations should include, but are not limited to:

- High job performance in the position held.
- Moral and ethical character/role model.
- Personal impact within the immediate job surroundings.
- Personal impact on the College of Southern Idaho.
- Positive professional relationship with other members, students, or the public.
- Self-improvement
- Involvement with community activities promoting cultural, economic, or social qualities of life.
- Activities and accomplishments that brought distinction to the employee and to the College of Southern Idaho.

College of Southern Idaho
Campus Map



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Library Remodel Proposal

March 2003

