



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**



May 19, 2008

EXECUTIVE SESSION

5:00 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

5:30 p.m.

Taylor Building – SUB 248

AGENDA

MINUTES – EXECUTIVE SESSION OF APRIL 21, 2008 (A) *Jeff Harmon*

MINUTES – REGULAR MEETING OF APRIL 21, 2008: (A) *Jeff Harmon*

MINUTES – EXECUTIVE SESSION OF May 5, 2008 (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

JULY & AUGUST 2008 CONTINUING BUDGET RESOLUTION: (A) *Jeff Harmon*

NORTHWEST ENTRANCE ROAD PROJECT BID: (A) *Jeff Harmon*

HANDHELD COMPUTER RECEIVERS GPS SYSTEMS BID: (A) *Jeff Harmon*

HEAD START EMPLOYEE BENEFITS: (A) *Jeff Harmon*

HEAD START REPORT: (I) *Jeff Harmon*

PERFORMANCE MEASURES AND BENCHMARKS FOR STRATEGIC PLAN (A) *Edit Szanto*

SUMMER MAINTENANCE PROJECTS (I) *Randy Dill*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
MAY BOARD OF TRUSTEES MEETING
MAY 19, 2008

CALL TO ORDER: 5:35 p.m. Presiding: Donna Brizee

Attending: Trustees: Dr. Allan Frost, Donna Brizee and
Dr. Thad Scholes

College Administration: Gerald L. Beck President
Dr. Jerry Gee, Executive Vice President and Chief
Academic Officer
Dr. Edit Szanto, Vice President of Student Services
and Planning and Development
Dr. Ken Campbell, Dean of Technology
Jeffrey M. Harmon, Dean of Finance
Dr. Cindy Bond, Instructional Dean
Dr. John Miller, Instructional Dean
Dr. Mark Sugden, Dean of Health and Human Services
Graydon Stanley, Dean of Students
Scott Scholes, Dean of Student Services
Randy Dill, Physical Plant Director
Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: None

Visitors: Rod Mathis

Faculty Representative: John Boling and Jody Hawkins

PACE Representative: Cindy Flowers and Kim Taylor

Times News: Andrea Gates

MINUTES OF THE EXECUTIVE SESSIONS OF APRIL 21 AND MAY 5, 2008
AND THE REGULAR SESSION OF APRIL 21, 2008 were approved on
MOTION by Dr. Allan Frost. 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 bid from Gordon Paving Company of Twin Falls, Idaho in the amount of \$107,182.50 for the construction of the Northwest Entrance Road Project on MOTION by Dr. Allan Frost. Affirmation vote was unanimous

Funding for this project is from the Plant Facilities Fund.

2. The Board approved the bid from Electronic Data Solutions of Jerome, Idaho in the amount of \$24,090.00 for the purchase of Sub-Boot accurate Handheld Computer Receivers GPS Systems on MOTION by Dr. Thad Scholes. Affirmation vote was unanimous

Funding for this project is from the Professional Technical Education Funds.

PRESIDENT'S REPORT:

1. The Board approved a continuing budget resolution for July and August of 2008 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

2. The Board approved extending the benefit of employee tuition waivers to the children and spouses of full time benefited Head Start employees on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

3. Dr. Edit Szanto provided draft copies of the performance measures and benchmarks for the College of Southern Idaho's strategic plan. The Board will review the document and see if there are any questions or revisions that need to be discussed. Dr. Szanto will provide our strategic plan to the State Board of Education by the May 22, 2008 deadline, with the understanding that it is in draft form pending approval.

4. Randy Dill provided the Board a summary of maintenance projects that will be completed over the summer. As per Donna Brizee's request, the administration will provide a report at the end of summer detailing the projects completed.

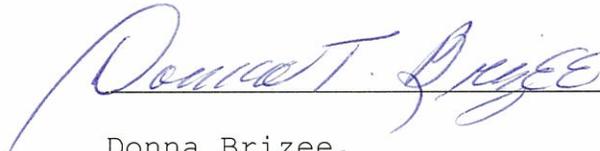
5. The Board reviewed the monthly Head Start report.
6. President Beck reported the following:
 - a. President Beck spent a day in Boise with the governor to review employee compensation and look at State of Idaho long term goals.
 - b. President Beck met with the College of Southern Idaho Marketing Committee and a consultant from Boise who introduced us to new forms of marketing. The approach focused on the Web 2.0 realm.
 - c. At the annual retirement ceremony, thirteen College of Southern Idaho retirees were honored. They were thanked for a combined total of two hundred and seventy four years of service.
 - d. President Beck and Curtis Eaton met with members of the business community from the Mini Cassia area to introduce the College of Southern Idaho Foundation major gift campaign.
 - e. President Beck met with the Idaho Department of Labor on workforce training and a newly funded position in this area to help coordinate training funding.
 - f. The College of Southern Idaho hosted the WIRED Grant kickoff.
 - g. President Beck, Dr. Jerry Gee and Dr. John Miller met with the mayor of Mountain Home regarding possible community college services in that area. The College of Southern Idaho is coordinating its efforts with the College of Western Idaho with regard to the Mountain Home area.
 - h. The official groundbreaking of the new Health Science and Human Services building was held on May 16, 2008.

ADJOURNMENT was declared at 6:12 p.m.



Jeffrey M. Harmon,
Acting Secretary Treasurer

Approved: June 16, 2008



Donna Brizee,
Acting Chairperson



May 19th, 2008

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

From: John M. Mason

Re: Northwest Entrance Road Project

We received five responses for the construction of the Northwest Entrance Road Project from the following contractors:

Gordon Paving Co.	\$107,182.50
C & A	\$119,746.00
Stutzman Inc.	\$ 121,730.34
Idaho Sand & Gravel Co.	\$ 124,076.18
Walton	\$ 162,789.96

Based on the review of the bids by Riedesel Engineering, Inc, I recommend that we accept the low bid from Gordon Paving Co. in the amount of \$107,182.50

Funding for this purchase will come from the Plant Facilities Fund.



May 19th, 2008

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

From: Jeffrey M. Harmon 

Re: Sub-Foot accurate Handheld Computer Receivers GPS Systems

We received three responses for the purchase of six Sub-Foot accurate Handheld Computer Receivers GPS Systems from the following vendors:

Electronic Data Solutions Jerome, ID	\$24,090
Monsen Engineering Inc. Salt Lake City, UT	\$25,590
ESRI Redlands, CA	No-Bid

These GeoHX Trimble Handheld GPS units have an accuracy of 30 centimeters and will enhance the existing Ag program in areas of instruction.

Based on the review of the bids by Jim Wilson, I recommend that we accept the low bid from Electronic Data Solutions from Jerome, ID in the amount of \$24,090.

Funding for this purchase will come from Professional Technical Education.



May 15, 2008

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

From: Mike Mason

Re: Head Start Employee Benefits

The College of Southern Idaho has been the fiscal agent for Head Start since July 1, 1998. In our initial and continuing fiscal agent contracts, we have limited the employee waiver for tuition to the employee only. Family members of Head Start employees have not been eligible for this benefit.

The Office on Aging, the Refugee Center and Trans IV along with employees of the various grants we run on campus all receive the full employee tuition waiver benefit for their families. Head Start is the only entity that does not.

Head Start has been an outstanding partner and supporter of the College of Southern Idaho. The college is large enough that the fiscal impact of offering this benefit to Head Start employees will be minimal.

In a year of reduced hours, pay freezes and higher insurance costs, the extension of the employee waiver benefit to Head Start family members would be significant and greatly appreciated. Based upon the outstanding work that Head Start does in our community and their long term commitment as a partner to CSI, I respectfully recommend that full CSI employee waiver benefits be extended to Head Start employees effective June 1, 2008.

PROUD TO BE PART OF THE CSI FAMILY



SOUTH CENTRAL HEAD START



Recruitment

- South Central Head Start serves 571 children and their families
- Head Start centers are located in the following communities:
Twin Falls, Rupert, Burley, American Falls, Hansen, Wendell, Buhl,
Shoshone, Jerome and Hailey. A Head Start classroom is also located in
Hagerman Elementary School.
- Enrollment priority is given to:
Families whose income is below the income guidelines
Children who are 4 by September 1, 2008
Children with special needs or who are at high risk
Head Start can also accept up to 10% over income children with a diagnosis
of a disability
- Income Guidelines for 2007:

Size of family unit	
2	\$14,000
3	\$17,600
4	\$21,250
5	\$24,800

For each additional family member add \$3,600
- Recruitment for the 2008-2009 program year is currently taking place, with
final acceptance being completed prior to classes starting on August 25th
- Options provided are:
Part Day/ Part Year -2 days of class a week for 4 hours
Double Session -4 days of class per week for 3 1/2 hours
Pre-Kindergarten Collaboration -4 days of class per week for 3 1/2 hours
School District Collaboration-number of days of class determined
by IEP

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REVENUES	COMMITMENTS	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,450,931.00	\$ 192,262.49	\$ 790,551.12	\$ 1,660,379.88			\$ 1,660,379.88	32.0%	32.3%
BENEFITS	\$ 1,207,628.00	\$ 94,008.02	\$ 384,700.21	\$ 822,927.79			\$ 822,927.79	32.0%	31.9%
OUT OF AREA TRAVEL	\$ 7,289.00	\$ (17.31)	\$ 187.52	\$ 7,101.48			\$ 7,101.48	30.2%	2.6%
EQUIPMENT									
SUPPLIES									
OFFICE CONSUMABLES	\$ 13,692.00	\$ 1,086.36	\$ 3,177.53	\$ 10,514.47		\$ 329.85	\$ 10,184.62	34.1%	25.6%
CENTER SUPPLIES	\$ 45,875.00	\$ 3,768.45	\$ 17,636.54	\$ 28,238.46		\$ 3,306.51	\$ 24,931.95	34.2%	45.7%
TRAINING SUPPLIES	\$ 9,742.00	\$ 1,245.22	\$ 1,968.65	\$ 7,773.35		\$ 60.50	\$ 7,712.85	24.8%	20.8%
FOOD	\$ 28,190.00	\$ 1,463.77	\$ 7,510.26	\$ 20,679.74	\$ (20,506.50)	\$ 10,190.59	\$ 30,995.65	18.4%	-10.0%
CONTRACTUAL									
OTHER									
CONTRACTS	\$ 43,960.00	\$ 5,772.84	\$ 15,598.91	\$ 28,361.09		\$ 510.00	\$ 27,851.09	37.6%	36.6%
MEDICAL	\$ 14,795.00	\$ 354.00	\$ 1,714.08	\$ 13,080.92		\$ 440.90	\$ 12,640.02	17.8%	14.6%
DENTAL	\$ 53,548.00	\$ 3,126.80	\$ 10,700.20	\$ 42,847.80		\$ 10,775.00	\$ 32,072.80	30.3%	40.1%
CHILD TRAVEL	\$ 70,650.00	\$ 2,853.51	\$ 25,566.67	\$ 45,083.33		\$ 2,850.05	\$ 42,233.28	28.4%	40.2%
EMPLOYEE TRAVEL	\$ 33,164.00	\$ 1,878.12	\$ 8,837.80	\$ 24,326.20		\$ 617.69	\$ 23,708.51	30.9%	28.5%
CAREER DEVELOP	\$ 4,985.00	\$ 673.90	\$ 1,503.90	\$ 3,481.10		\$ 897.00	\$ 2,584.10	50.3%	48.2%
PARENT TRAINING	\$ 6,250.00	\$ 335.00	\$ 1,454.53	\$ 4,795.47		\$ 975.00	\$ 3,820.47	55.1%	38.9%
SPACE	\$ 53,196.00	\$ (68.92)	\$ 9,446.84	\$ 43,749.16		\$ 2,265.97	\$ 41,483.19	32.1%	22.0%
UTILITIES	\$ 66,340.00	\$ 7,816.96	\$ 21,596.02	\$ 44,743.98		\$ 1,714.31	\$ 43,029.67	35.9%	35.1%
TELEPHONE	\$ 36,810.00	\$ 3,214.06	\$ 11,989.87	\$ 24,820.13		\$ 187.66	\$ 24,632.47	32.0%	33.1%
OTHER	\$ 43,827.00	\$ 136.42	\$ 15,283.47	\$ 28,543.53			\$ 28,543.53	35.9%	34.9%
TOTAL DIRECT COSTS	\$ 4,190,872.00	\$ 319,909.69	\$ 1,329,424.12	\$ 2,861,447.88	\$ (20,506.50)	\$35,121.03	\$ 2,846,833.35	32.0%	32.1%
ADMIN COSTS	\$ 267,382.00	\$ 22,300.00	\$ 89,750.00	\$ 177,632.00			\$ 177,632.00	33.2%	33.6%
GRAND TOTAL	\$ 4,458,254.00	\$ 342,209.69	\$ 1,419,174.12	\$ 3,039,079.88	(\$20,506.50)	\$35,121.03	\$ 3,024,465.35	32.1%	32.2%
	(3)				(2)				
IN KIND NEEDED	\$ 363,573.79								
IN KIND GENERATED	\$ 238,035.55								
IN KIND (SHORT)/LONG	\$ (125,538.24)	(1)							
(1) Inkind will be booked as it comes in from centers after entry into HSFIS system. All received inkind has been booked.									
(2) Reflected revenue(s) include April USDA.									
(3) \$18,090 was transferred from the space category (savings on paying off buildings) into food category to cover increased costs.									