

COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

September 21 , 2009

**Board of Trustees Executive Session
5:00 p.m.
TAYLOR BUILDING – PRESIDENT’S BOARD ROOM**

**Board of Trustees Meeting
5:45 p.m.
TAYLOR BUILDING SUB – ROOM 248**

AGENDA

APPROVAL OF MEETING AGENDA: (A) *LeRoy Craig*
MINUTES - EXECUTIVE SESSION OF AUGUST 17, 2009: (A) *Mike Mason*
MINUTES - REGULAR MEETING OF AUGUST 17, 2009: (A) *Mike Mason*
MINUTES - EXECUTIVE SESSION OF SEPTEMBER 16, 2009: (A) *Mike Mason*
MINUTES - WORK SESSION OF SEPTEMBER 16, 2009: (A) *Mike Mason*
TREASURER’S REPORT: (A) *Mike Mason*
OPEN FORUM
HEAD START REPORT: (I) *Mike Mason*
NORTH VIEW APARTMENTS WASHINGTON STREET RIGHT OF WAY: (A) *Mike Mason*
TAYLOR/EVERGREEN CARPET BID: (A) *Mike Mason*
IDAHO SCHOOL FOR THE DEAF & BLIND FISCAL AGENT CONTRACT: (A) *Mike Mason*
MISSING STUDENT POLICY APPROVAL: (A) *Dr. Edit Szanto*
REGION IV SUPERINTENDENTS - CHANGE IN SPRING BREAK DATES: (I) *Dr. John Miller*
HERRETT CENTER FOR ARTS AND SCIENCES ACCREDITATION: (I) *Chairman LeRoy Craig*
PRESIDENT’S REPORT: (I) *President Beck*
OLD BUSINESS
NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
SEPTEMBER BOARD OF TRUSTEES MEETING
SEPTEMBER 21, 2009

CALL TO ORDER: 6:15 p.m. Presiding: LeRoy Craig

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

College Administration: Gerald L. Beck President
John M. Mason, Vice President of Administration
Dr. Jeff Fox, 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
Dr. Mark Sugden, Instructional Dean
Dr. Cindy Bond, Instructional Dean
Dr. John Miller, Instructional Dean
Scott Scholes, Dean of Student Services
Jeffrey M. Harmon, Dean of Finance
Graydon Stanley, Dean of Students
Monty Arrossa, Human Resources Director
Randy Dill, Physical Plant Director
Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the President

CSI Employees: Jim Woods

Visitors: Student Body Senator Tyler Barton and Lamin Camara

Faculty Representative: Dave Kiesig

PACE Representative: Bob Beauregard

Times News: None

The meeting agenda was revised to include Transfer of General Funds to Plant Facilities Fund on MOTION by Donna Brizee. Affirmative vote was unanimous.

MINUTES OF THE EXECUTIVE AND REGULAR SESSION OF AUGUST 17, 2009 AND THE EXECUTIVE AND WORK SESSION OF SEPTEMBER 16, 2009 were approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was approved on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

There were no speakers for the Open Forum.

BIDS:

1. The Board approved the low bid of Idaho Carpet of Twin Falls, Idaho in the amount of \$42,540.50 for the carpet for the upstairs of the Taylor building and the University of Idaho wing of the Evergreen building on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Funding for this project is from State of Idaho Division of Public Works preventative maintenance funds.

PRESIDENT'S REPORT:

1. Mike Mason reviewed the operational and fiscal report from Head Start with the Board. The Board also approved the Head Start Community Assessment on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

It was noted that the community assessment indicated the major community concern from all five community groups was substance abuse.

2. The Board approved the agreement for the sale of the Washington Street right of way property as recommended by the Dormitory Housing Commission for the total price of \$70,246.26 on MOTION by Donna Brizee. Affirmative vote was unanimous.

The agreement includes an obligation by the City of Twin Falls to provide an approach off of North College Road north of the existing college entrance and the elimination of the south approach off of Washington Street to the North View Apartments.

3. The Board approved allowing the administration to enter into negotiations concerning an agreement to become the fiscal agent for the Idaho School for the Deaf and the Blind on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

3. (continued) The final agreement will be brought back to the Board for approval.

4. Graydon Stanley introduced Student Body Senator Tyler Barton and student Lamin Camara to the Board.

5. Dr. Edit Szanto presented the Missing Student Policy to the Board. The Board approved the policy as presented on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

6. Dr. John Miller presented a proposal to move spring break for the College of Southern Idaho from the third week in March to the fourth week in March in order to align with Magic Valley school districts. The change would effective in the spring of 2011 and future years.

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

7. Jim Woods reviewed the Herrett Center for the Arts and Sciences accreditation process with the Board. The process takes place every ten years and involves an extensive self study and documentation of operations.

Dr. Allan Frost was appointed Board Liaison for the accreditation by Chairman LeRoy Craig.

8. The Board authorized the transfer of \$5.5 million from the General Fund to the Plant Facilities fund for the purpose of road, building, maintenance, real estate and equipment projects on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

9. President Beck reported the following:

a. An engineering firm will be hired to evaluate the impact of proposed improvements to the Fine Arts Auditorium.

b. The President attended the new employee orientation which involved approximately twenty five new employees.

c. President Beck met with the Region IV superintendents. The superintendents were appreciative of the College and Dr. John Miller's work in the dual credit area.

d. Dr. John Miller was commended for his work in getting 1,850 dual credit enrollments this fall. The previous high mark was 1,690.

e. The President attended the Idaho State Board of Education meeting in Pocatello.

f. President Beck is attending at least one executive awareness meeting per week to help raise funds for the College of Southern Idaho Foundation. He is nearly completed with these meetings.

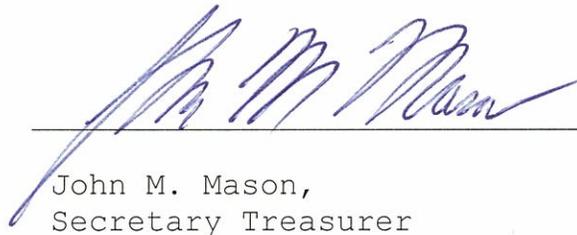
g. The college is continuing to work with Dell concerning recent employee layoffs.

h. President Beck met with Senator Jim Risch and Senator Mike Crapo concerning potential funding for professional technical programs.

i. The college has been working with Idaho State University concerning a United States Army Reserve Officer Training Corps program.

j. The President and several administrators attended the ground breaking of the Rock Creek bridge project with Governor Otter.

ADJOURNMENT was declared at 7:02 p.m.



John M. Mason,
Secretary Treasurer

Approved: October 19, 2009



Chairman



September 10, 2009

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

From: Mike Mason

Re: North View Apartments Washington Street Right of Way

The City of Twin Falls offered the following for compensation for Dormitory Housing Commission property bordering Washington on the west side of the North View apartments:

11,067.32 square feet of deeded property	\$55,336.60
1,978.27 square feet for a temporary construction easement	989.13
Loss of sprinkler system	4,758.00
Paving Loss	2,189.45
Fence Loss	714.08
Loss of 2 trees	1,000.00
Lawn Loss	4,758.00
Repair of sprinklers	500.00

Total Offer	\$70,245.26

The Dormitory Housing Commission met on September 9, 2009 and passed the following motion concerning the sale of the right of way for the Washington Street expansion in front of the North View apartments:

Steve Kohntopp MOVED that the offer of \$70,245.26 be accepted for the right of way for the Washington Street expansion and that the Commission approve the removal of the south entryway of the North View apartment from the Washington Street project. The Motion was seconded by Weldon Weigle. Affirmative vote was unanimous.

Separate from the federal Washington Street expansion project, the City of Twin Falls offered to assist in the development and construction of North College ingress across from the existing entryway on the south side of North College Road. Approval of the City of Twin Falls offer was approved on MOTION by Steve Kohntopp and second by Eldon Evans. Affirmative vote was unanimous.

Based upon the actions of the Dormitory Housing Commission, I respectfully request that the Board approve the sale of the right of way to the City of Twin Falls.



September 14, 2009

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

From: Mike Mason

Re: Taylor and Evergreen Carpet Bid

We received the following three bids for installing
new carpet in the upstairs Taylor Building and University
of Idaho wing of the Evergreen Building:

Idaho Carpet	\$42,540.50
Banner Furniture	\$49,421.40
Beams Carpet	\$52,200.00

Based upon a review of the bids by Randy Dill, I
recommend that we accept the low bid of Idaho Carpet of
Twin Falls, Idaho in the amount of \$42,540.50.

The carpet is replacing the original carpet that was
installed in the upstairs Taylor meeting rooms, halls and
offices when the area was remodeled in 1996. The new
Evergreen carpet is replacing all of the original carpet
installed in the building in 1991.

Funding for this purchase is through delegated project
funds from the State of Idaho Division of Public Works.

PROUD TO BE PART OF THE CSI FAMILY



SOUTH CENTRAL HEAD START



2010 Annual Operating Grant

Head Start Performance Standard 1304.51 (d) (4)

Total Budget

Operating Budget (Acct 22)	\$ 4,515,435
Policy Council Budget	\$ 7,500
Training Budget (Acct 20)	\$ 53,056

Services to Children and Families

Education

High Scope curriculum with child goals
Screenings - ESI, speech & language
Assessments - COR, (DECA (social/ emotional)
Disabilities - Interagency agreements with 22 school districts, transitions, IEP's

Health/ Nutrition

Health Exams - physical, dental, height/ weight, blood pressure
Screenings - vision, hearing, nutrition, BMI, tuberculosis, lead
Health/ Dental IEP
Menu - low fat, low sugar, and low sodium meals/ snacks served
Medical agreements with local healthcare providers
Health Fairs conducted at each site or in conjunction with community

Mental Health

Classroom observations/ Individual child observations
Counseling and Psycho Social Rehabilitation services available to child and family
Child abuse prevention training for staff and parents

Family & Community Partnerships

Home Visits with Family Partnership Agreements
Resources and referrals for families
Parent trainings/ activities with specific male involvement activities
Parents serve on Committees, Advisory Boards, and Policy Council

Transportation

Approximately 17,500 square miles in 9 counties
44 Bus routes each week, 4 days a week
All buses equipped with Head Start specific child restraints

Facilities

All centers have current childcare licenses
Twin Falls, Jerome, Cassia and Hailey are NAEYC accredited

South Central Head Start Monthly Program Summary For October 2009

Enrollment

ACYF Federal Funded	549
TANF	27
Total	576

Program Options

Part-day/ Part-year, Double Sessions, School District, Pre- K

Attendance

October Attendance	85%
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Education

Classroom staff are working on completing screeners for Head Start children. These include height/weight, blood pressure, Hematocrit, physical, dental, and lead screening. These screeners must be completed within 90 calendar days of enrollment. Parent/Teacher conferences are being conducted this month as well. Parents have the opportunity to visit the center and go over information about their child and the program with the classroom teacher and home visitor. A phone conference is available for parents unable to attend in person.

Meals and Snacks

Total meals served for October	7,043
Total snacks served for October	2,294

Parent Involvement

Policy Council Retreat was held October 23rd and 24th at Campus Grove in Albion, Idaho. Policy Council members were trained on their roles and responsibilities and participated in various interactive literacy activities. Elections for Policy Council positions will be held at the November meeting.

Documents for Board Review/ Approval in November:

Planning Matrix

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY		REVENUES	BALANCE	PROJ	ACTUAL
	APPROVED	MONTH	TO DATE	BALANCE		OF BUDGET		
SALARIES	\$ 2,492,332.00	\$ 195,256.50	\$ 1,571,192.69	\$ 921,139.31	\$ 16,518.31	\$ 904,621.00	65.3%	63.7%
BENEFITS	\$ 1,480,514.00	\$ 106,209.36	\$ 824,715.71	\$ 655,798.29	\$ 6,887.32	\$ 648,910.97	65.3%	56.2%
OUT OF AREA TRAVEL	\$ 7,380.00	\$ 71.10	\$ 2,568.97	\$ 4,811.03	\$ 2,031.68	\$ 2,779.35	80.0%	62.3%
EQUIPMENT	\$ 29,445.00	\$ 29,134.00	\$ 29,134.00	\$ 311.00		\$ 311.00		98.9%
SUPPLIES								
OFFICE CONSUMABLES	\$ 13,700.00	\$ 1,648.35	\$ 8,103.23	\$ 5,596.77		\$ 5,596.77	65.6%	59.1%
CENTER SUPPLIES	\$ 71,348.00	\$ 2,231.56	\$ 58,876.18	\$ 12,471.82		\$ 12,471.82	62.6%	82.5%
TRAINING SUPPLIES	\$ 10,425.00	\$ 1,704.80	\$ 9,639.97	\$ 785.03	\$ 2,076.30	\$ (1,291.27)	49.8%	112.4%
FOOD	\$ 14,200.00	\$ 486.40	\$ 325.77	\$ 13,874.23		\$ 13,874.23	74.1%	2.3%
CONTRACTUAL								
OTHER								
CONTRACTS	\$ 30,000.00	\$ -	\$ 23,853.24	\$ 6,146.76		\$ 6,146.76	63.1%	79.5%
MEDICAL	\$ 19,653.00	\$ 9.98	\$ 7,286.83	\$ 12,366.17	\$ 738.19	\$ 11,627.98	60.9%	40.8%
DENTAL	\$ 19,000.00	\$ 605.01	\$ 4,538.02	\$ 14,461.98		\$ 14,461.98	62.1%	23.9%
CHILD TRAVEL	\$ 91,185.00	\$ 4,496.83	\$ 76,728.81	\$ 14,456.19		\$ 14,456.19	71.4%	84.1%
EMPLOYEE TRAVEL	\$ 51,505.00	\$ 2,401.28	\$ 23,119.04	\$ 28,385.96		\$ 28,385.96	62.4%	44.9%
CAREER DEVELOP	\$ 21,526.00	\$ -	\$ 6,045.12	\$ 15,480.88		\$ 15,480.88	50.3%	28.1%
PARENT TRAINING	\$ 10,291.00	\$ (18.00)	\$ 3,142.99	\$ 7,148.01		\$ 7,148.01	61.0%	30.5%
SPACE	\$ 117,251.00	\$ 2,619.66	\$ 107,269.19	\$ 9,981.81	\$ 2.30	\$ 9,979.51	73.7%	91.5%
UTILITIES	\$ 72,030.00	\$ 3,098.38	\$ 34,380.57	\$ 37,649.43		\$ 37,649.43	55.3%	47.7%
TELEPHONE	\$ 41,415.00	\$ 2,261.81	\$ 20,163.56	\$ 21,251.44		\$ 21,251.44	61.2%	48.7%
OTHER	\$ 59,272.00	\$ (69.94)	\$ 46,063.61	\$ 13,208.39	\$ 6,440.25	\$ 6,768.14	64.1%	88.6%
TOTAL DIRECT COSTS	\$ 4,652,472.00	\$ 352,147.08	\$ 2,857,147.50	\$ 1,795,324.50	\$ 34,694.35	\$ 1,760,630.15	65.1%	62.2%
ADMIN COSTS	\$ 296,966.00	\$ 21,475.96	\$ 149,428.29	\$ 147,537.71	\$ 3,317.11	\$ 144,220.60	66.6%	51.4%
GRAND TOTAL	\$ 4,949,438.00	\$ 373,623.04	\$ 3,006,575.79	\$ 1,942,862.21	\$38,011.46	\$ 1,904,850.75	65.2%	61.5%
					(2)			
IN KIND NEEDED	\$ 734,077.02							
IN KIND GENERATED	\$ 379,550.85							
IN KIND (SHORT)/LONG	\$ (354,526.17)							
	(1)							
(1) An additional \$69,584.29 In-Kind has been booked.								
(2) Reflected revenues include July TANF reimbursement.								

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY		COMMITMENTS	BALANCE	PROJECTED	ACTUAL
	APPROVED	MONTH	TO DATE	BALANCE		OF BUDGET	%	%
6c. OUT OF AREA TRAVEL	\$ 25,420.00	\$ 1,635.01	\$ 17,370.63	\$ 8,049.37		\$ 8,049.37	85.0%	68.3%
6e. SUPPLIES								
Training Supplies	\$ 4,054.00	\$ 44.30	\$ 964.91	\$ 3,089.09		\$ 3,089.09	73.0%	23.8%
6g. OTHER								
Contracts	\$ 3,000.00	\$ -		\$ 3,000.00		\$ 3,000.00	0.0%	0.0%
Career Development	\$ 11,871.00	\$ 2,248.80	\$ 9,938.31	\$ 1,932.69		\$ 1,932.69	60.0%	83.7%
TOTAL DIRECT COSTS	\$ 44,345.00	\$ 3,928.11	\$ 28,273.85	\$ 16,071.15	\$ -	\$ 16,071.15	58.0%	63.8%
ADMIN COSTS	\$ 2,830.00	\$ -	\$ 1,409.11	\$ 1,420.89		\$ 24,092.93	72.0%	49.8%
GRAND TOTAL	\$ 47,175.00	\$ 3,928.11	\$ 29,682.96	\$ 17,492.04	\$ -	\$ 40,164.08	58.0%	62.9%
IN KIND NEEDED	\$ 5,089.54							
IN KIND GENERATED	\$ 11,794.00							
IN KIND (SHORT)/LONG	\$ 6,704.46							