

# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

**December 21, 2009**

## **EXECUTIVE SESSION**

**4:30 p.m.**

**Taylor Building – President’s Board Room**

## **BOARD OF TRUSTEES MEETING**

**6:00 p.m.**

**Taylor Building – SUB 248**

## **AGENDA**

**APPROVAL OF MEETING AGENDA: (A) *LeRoy Craig***

**MINUTES – EXECUTIVE SESSION OF NOVEMBER 16, 2009 : (A) *Mike Mason***

**MINUTES – REGULAR MEETING OF NOVEMBER 16, 2009: (A) *Mike Mason***

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

**OPEN FORUM**

**DELIVERY BUCKING CHUTES BID: (A) *Mike Mason***

**COMPUTER NUMERICAL CONTROL CENTERS & VERTICAL MACHINING CENTERS BID: (A)**

***Mike Mason***

**INDUSTRIAL TRAINING EQUIPMENT/SOFTWARE/MATERIALS BID: (A) *Mike Mason***

**HERRETT CENTER PROPOSED ACQUISITIONS: (A) *Mike Mason***

**HEAD START REPORT: (I) *Mike Mason***

**DISCUSSION ON FY10-11 FEES & TUITION: (I) *President Beck***

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

**OLD BUSINESS**

**NEW BUSINESS**

***Dinner guests, We anticipate Dinner to begin between 6:45pm & 7:00pm***

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

CALL TO ORDER: 6:34 p.m. Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr. Charles Lehrman,  
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. Mark Sugden, Instructional Dean  
Dr. Cindy Bond, Instructional Dean  
Dr. Todd Schwarz, Instructional Dean  
Dr. John Miller, Instructional Dean  
Jeffrey M. Harmon, Dean of Finance  
Graydon Stanley, Dean of Students  
Scott Scholes, Dean of Student Services  
Monty Arrossa, Human Resources Director  
Gail Schull, Registrar  
Randy Dill, Physical Plant Director  
Curtis Eaton, Advisor to the President and Executive  
Director of the College of Southern Idaho  
Foundation  
Doug Maughan, Public Information Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: None

Visitors: Student Body President Lacey Haggan, Barbra Beck,  
Fran Frost, Lois Lehrman, Joyce Craig and Judy Scholes

Faculty Representative: John Boling, Ryan Jund and Clark  
Draney

PACE Representative: Kim Taylor and Rae Jean Larsen

Times News: Ben Botkin

The meeting agenda was approved as written on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

MINUTES OF THE EXECUTIVE AND REGULAR SESSION OF NOVEMBER 16, 2009 were approved on MOTION by Dr. Thad Scoles. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

There were no speakers for the Open Forum.

BIDS:

1. The Board approved the purchase of two computer numerical control centers and two vertical machining centers from King Machine of Meridian, Idaho in the amount of \$214,982.00 on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Funding for this equipment is from the 2010 Pro-Tech federal grant.

2. The Board approved the purchase of the specified technology training equipment and related software and materials from X-Cal of Houston, Texas in the amount of \$252,905 on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for this purchase is from the federal WIRED grant.

PRESIDENT'S REPORT:

1. Mike Mason advised the Board that the surplus Expo Center bucking chutes had been properly advertised and sold to the sole bidder, Brian Tubbs, in the amount of \$7,500.

2. The Board approved the recommended acquisitions from the Herrett Center for Arts and Sciences Collection Committee on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

3. Mike Mason reviewed the monthly Head Start operational and fiscal reports with the Board. Mike Mason noted that Head Start's fiscal year ends December 31<sup>st</sup> and that they were on track to complete the year within budget.

4. The President and the Board began discussions on tuition and fee increases for fiscal year 2011. Student Body President Lacey Haggan stated that students were sensitive to fee increases but also wanted to preserve the current climate of cooperation that we all enjoy. She also indicated the student's willingness to look at the fee structure and the possibility of shifting fees from other areas to tuition.

Other areas discussed included lowering the tuition cap from over 18 credits to over 16 credits and the possibility of a five dollar per credit increase in tuition.

6. President Beck reported the following:

a. The President and local business people hosted two more site visits concerning the Dell building.

b. The President attended the National Junior College Athletic Association volleyball tournament with our team where we won our ninth national championship.

c. President Beck thanked the Faculty Senate for its help with the latest Faculty Handbook revisions.

d. The President met with Idaho National Laboratories on the state math and science project.

e. The President continues to attend executive awareness meetings for our major fundraising campaign.

f. He met with the four year institution's President's Council concerning increases in tuition and fees for fiscal year 2011.

g. President Beck met with Region IV Development staff who remain optimistic concerning our proposal for a new wind energy/industrial technology building.

h. The President thanked Dr. Edit Szanto and Graydon Stanley for their work at the most recent strategic planning meeting.

i. The President met with College of Southern Idaho Adult Basic Education meeting with Dr. Marion Steel to discuss her annual report.

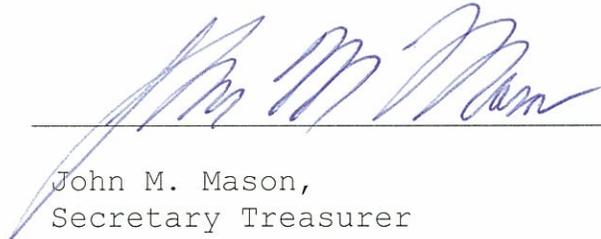
j. He attended the Idaho State Board of Education meeting that was held at Canyon Ridge High School.

k. President Beck took part in the community needs assessment for St. Luke's Magic Valley Regional Medical Center.

l. The President participated in our new employee orientation program where twelve new employees were welcomed to the college.

5. Chairman Craig and the Board thanked outgoing Faculty Senate President John Boling for his two years of service and welcomed incoming president Ryan Jund.

ADJOURNMENT was declared at 7:07 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: February 22, 2010



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Chairman



December 21, 2009

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

From: Jeffrey M. Harmon *Jeffrey M Harmon*

Re: Set of three left and three right hand delivery bucking chutes

We received one bid to sell the specified set of three left and three right hand delivery bucking chutes. The bid was as Follows:

Brian Tubbs \$ 7,500

Based upon a review of the bid by Steve Birnie, it is my recommendation that we accept the single bid from Brian Tubbs.

These bucking chutes are surplus equipment for Rodeo. The proceeds from the sale of these chutes will be used to purchase a \$7,500 bucking machine.



December 16, 2009

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

From: Mike Mason

Re: Two Computer Numerical Control Centers and Two Vertical Machining Centers

We received one bid for the specified training equipment. Based upon a review of the bid by Dr. John Miller, it is my recommendation that we accept the sole bid of King Machine of Meridian, Idaho in the amount of \$214,982.00 for the specified equipment.

The equipment will be located at Canyon Ridge High School and Cassia Tech Center as a part of the manufacturing technology program.

Funding for this purchase is from the 2010 Pro-Tech federal grant.



December 17, 2009

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

From: Mike Mason

Re: Industrial Training Equipment/Software/Materials Bid

We received one bid for the specified industrial technology training equipment and related software and materials. Based upon a review of the bid by Dr. Todd Schwarz and Mark Goodman, I recommend we accept the sole bid of X-Cal of Houston, Texas in the amount of \$252,905.

A listing of the specific equipment and pricing is on the attached page.

The equipment will be located at the Scott's property in our wind energy/industrial technology facility.

Funding for this purchase is from the federal WIRED grant.

College of Southern Idaho  
 Industrial Training Equipment/Software/Materials Bid  
 December 17, 2009

Quantity	Description	Equipment	Materials	Total
1	Mechanical drives system trainer 95-ME2	\$ 6,343	\$ 2,728	\$ 9,071
1	Mechanical drives system trainer 95-ME3	6,518	3,441	9,959
2	Vibration analysis trainer	11,500	1,891	26,782
2	Rigging systems trainer	15,994	2,273	36,534
2	Electrical machines trainer	11,882	3,266	30,296
2	Programmable logic controllers trainer	9,048	10,695	39,486
2	Laser alignment systems trainer	15,525	207	31,464
4	Electric motor control trainer	9,688	8,644	18,332
1	AC Electronic drives trainer	28,842	6,913	35,755
1	Centrifugal pump trainer	11,817	1,459	13,276
Total Equipment Bid				250,955
Installation and orientation				1,950
Grand total		\$ 127,157	\$ 41,517	\$ 252,905

**Herrett Center for Arts and Science  
Collections Committee Proposed Acquisitions  
for consideration of approval by  
The College of Southern Idaho Board of Trustees**

DATE ACCEPTED BY HERRETT CENTER COLLECTIONS COMMITTEE: December 16, 2009

DATE REPORT REVIEWED BY THE BOARD OF TRUSTEES: December 21, 2009

**DONORS AND DONATIONS:**

**DONATED BY:**

**Gordon and Joan Griffes**

**Object(s) donated:**

2 silk screen prints by Lavar Steel

*Birth of the Phoenix* – print # 3/41

No title – print # 23/24

These 2 prints were created by Lavar Steel in the 1960s when he was a professor at Boise State College. Making them the earliest pieces we have by him.

**TRANSFERRED From:**

**Idaho State Tax Commission**

**Object(s) transferred :**

A small Pre-Columbian head that is unclaimed property acquired by The Idaho State Tax Commission:

Some unclaimed properties are given to the State Historical Society to determine if they have sufficient historical value to preserve them at the State Historical Museum.

Since this artifact is Pre- Columbian they ask if we would be interested in preserving it at The Herrett. It has been accepted by our Collections Committee with the understanding that according to the state law if at some time the owner shall make claim for its return it will be returned to them. (see attached: Title 14 – Estate of Decedents: Chapter 5 – Unclaimed Property Law)

Date approved by the Board of Trustees: \_\_\_\_\_

21 DEC 09  


Authorized Board of Trustees signature: \_\_\_\_\_

(If there are any questions please contact Phyllis Oppenheim, Collections Manager, ext. 6660)

(Please return this signed form to Phyllis Oppenheim, Herrett Center, thank you.)

# PROUD TO BE PART OF THE CSI FAMILY



## SOUTH CENTRAL HEAD START



### Governing, Policy, and Advisory Boards

#### Governing Board

The Governing Board has the responsibility for stewardship and monitors the overall organization and operation of South Central Head Start. The Governing Board has legal and fiscal responsibility for administering and overseeing the program, including the safeguarding of Federal funds.

#### Policy Council

Policy Council is comprised of parent representatives and a community representative elected from each of the eleven Head Start centers. Policy Council members provide valuable feedback on recruitment, personnel policies, hiring, budget, and all services provided to children and families. Policy Council is responsible for the direction and goals of the Head Start program.

#### Parent Committee

Each center has a Parent Committee with elected officers. These officers conduct monthly parent meetings. At these meetings, training is provided on various child development and self-sufficiency topics. Parents also plan parent/child activities held at the center.

#### Advisory Boards

**Health**— Health Advisory helps plan and evaluate the health services provided by the program. The committee is comprised of Head Start parents and staff from each center as well as local health professionals.

**Education** — Education Advisory provides guidance on the educational needs and policies within the program. This committee includes representatives from early childhood institutions, public schools, and Head Start parents.

**Family Services**— Family Services Advisory is actively involved in planning and reviewing services to families. Head Start parents and various professionals from the community serve on this committee.

#### Personnel Development Work Group (PDWG)

Staff representatives from each of the Head Start centers serve on PDWG. PDWG representatives will assist in developing policies and procedures on personnel issues including the review and revision of all job descriptions.

# South Central Head Start Monthly Program Summary For November 2009

## Enrollment

ACYF Federal Funded	549
TANF	27
<b>Total</b>	<b>576</b>

## Program Options

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

## Attendance

October Attendance	87%
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## Education

Lead Teachers (FE III) and Assistant Teachers (FE II) received training last month. Training was provided by the Lee Pesky Institute on literacy which included, alphabet awareness, alliteration, and phonemics. "I'm Moving, I'm Learning" training was provided by the Children Services Specialist. The topic covered body movement and is designed in helping provide 60 minutes of structured and 60 minutes of unstructured play to each child everyday.

During the summer, all Head Start staff were trained in the "Stewards of Children" program . This training teaches seven basic steps that adults can use to help protect children from child sexual abuse. In November, seven staff attended additional training and became authorized facilitators in order to provide this program to the other adults in the community.

## Meals and Snacks

Total meals served for November	5,582
Total snacks served for November	1,933

## Parent Involvement

Policy Council Officers were elected at the November Policy Council meeting. Representatives were also elected for Idaho Head Start Association and will be attending a conference in January. During the IHSA conference, Head Start parents will have the opportunity to meet with State legislators and voice their concerns.

**Documents for Board Review/ Approval in December:**  
Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REVENUES	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,346,987.00	\$ 214,915.22	\$ 2,192,035.99	\$ 154,951.01		\$ 154,951.01	92.0%	93.4%
BENEFITS **	\$ 1,249,922.00	\$ 106,668.34	\$ 1,137,308.94	\$ 112,613.06		\$ 112,613.06	92.0%	91.0%
OUT OF AREA TRAVEL	\$ 8,254.00	\$ 613.40	\$ 3,717.39	\$ 4,536.61		\$ 4,536.61	100.0%	45.0%
EQUIPMENT	\$ 27,750.00	\$ -	\$ 27,750.14	\$ (0.14)		\$ (0.14)	100.0%	100.0%
SUPPLIES								
OFFICE CONSUMABLES	\$ 13,700.00	\$ 453.67	\$ 12,574.66	\$ 1,125.34		\$ 1,125.34	92.0%	91.8%
CENTER SUPPLIES	\$ 90,128.00	\$ 4,086.53	\$ 76,653.39	\$ 13,474.61		\$ 13,474.61	95.0%	85.0%
TRAINING SUPPLIES	\$ 14,319.00	\$ 360.46	\$ 13,952.03	\$ 366.97		\$ 366.97	95.0%	97.4%
FOOD	\$ 10,200.00	\$ 270.55	\$ 7,777.05	\$ 2,422.95		\$ 2,422.95	95.0%	76.2%
CONTRACTUAL								
OTHER								
CONTRACTS	\$ 30,000.00	\$ -	\$ 26,814.48	\$ 3,185.52		\$ 3,185.52	92.0%	89.4%
MEDICAL	\$ 19,653.00	\$ 611.63	\$ 15,643.83	\$ 4,009.17		\$ 4,009.17	92.0%	79.6%
DENTAL	\$ 26,900.00	\$ 3,253.72	\$ 24,096.82	\$ 2,803.18		\$ 2,803.18	92.0%	89.6%
CHILD TRAVEL	\$ 133,785.00	\$ 10,461.41	\$ 115,870.18	\$ 17,914.82		\$ 17,914.82	92.0%	86.6%
EMPLOYEE TRAVEL	\$ 43,605.00	\$ 2,625.36	\$ 35,729.64	\$ 7,875.36		\$ 7,875.36	92.0%	81.9%
CAREER DEVELOP	\$ 21,526.00	\$ -	\$ 11,568.42	\$ 9,957.58		\$ 9,957.58	92.0%	53.7%
PARENT TRAINING	\$ 8,773.00	\$ 218.81	\$ 5,209.05	\$ 3,563.95		\$ 3,563.95	92.0%	59.4%
SPACE	\$ 167,251.00	\$ 11,837.82	\$ 131,271.93	\$ 35,979.07		\$ 35,979.07	95.0%	78.5%
UTILITIES	\$ 70,220.00	\$ 3,763.71	\$ 51,410.22	\$ 18,809.78		\$ 18,809.78	92.0%	73.2%
TELEPHONE	\$ 41,415.00	\$ 2,563.96	\$ 28,685.41	\$ 12,729.59		\$ 12,729.59	92.0%	69.3%
OTHER	\$ 50,338.00	\$ 987.05	\$ 50,090.03	\$ 247.97		\$ 247.97	92.0%	99.5%
TOTAL DIRECT COSTS	\$ 4,374,726.00	\$ 363,691.64	\$ 3,968,159.60	\$ 406,566.40	\$ -	\$ 406,566.40	93.5%	90.7%
ADMIN COSTS	\$ 279,182.00	\$ 22,107.56	\$ 212,534.10	\$ 66,647.90		\$ 66,647.90	83.0%	76.1%
GRAND TOTAL	\$ 4,653,908.00	\$ 385,799.20	\$ 4,180,693.70	\$ 473,214.30	\$ 0.00	\$ 473,214.30	88.2%	89.8%
			(1)					
IN KIND NEEDED	\$ 1,070,398.84							
IN KIND GENERATED	\$ 544,174.04							
	(2)							
IN KIND (SHORT)/LONG	\$ (526,224.80)							
(1) Includes \$82,917.69 estimated ARRA expense that will be reimbursed through ARRA Grant								
(2) In-Kind sufficient to meet requirement will be booked in December								
** \$150,000 Surplus in benefits allocated to center supplies, child travel & space categories as approved by Region X.								

HEAD START - ACCOUNT # 20  
January 1, 2009-December 31, 2009

MONTHLY FINANCIAL REPORT  
SOUTH CENTRAL HEAD START

MONTH NOVEMBER 2009

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	COMMITMENTS	BALANCE OF BUDGET	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 22,620.00	\$ 2,909.47	\$ 22,531.22	\$ 88.78		\$ 88.78	92.0%	99.6%
6e. SUPPLIES								
Training Supplies	\$ 4,754.00	\$ -	\$ 4,307.78	\$ 446.22		\$ 446.22	92.0%	90.6%
6g. OTHER								
Contracts	\$ 800.00	\$ -	\$ 712.50	\$ 87.50		\$ 87.50	100.0%	89.1%
Career Development	\$ 16,171.00	\$ 1,809.75	\$ 16,101.49	\$ 69.51		\$ 69.51	100.0%	99.6%
<b>TOTAL DIRECT COSTS</b>	\$ 44,345.00	\$ 4,719.22	\$ 43,652.99	\$ 692.01	\$ -	\$ 692.01	82.9%	98.4%
<b>ADMIN COSTS</b>	\$ 2,830.00	\$ -	\$ 2,150.51	\$ 679.49		\$ 1,295.24	83.0%	76.0%
<b>GRAND TOTAL</b>	\$ 47,175.00	\$ 4,719.22	\$ 45,803.50	\$ 1,371.50	\$ -	\$ 1,987.25	91.7%	97.1%
<b>IN KIND NEEDED</b>	\$ 5,089.54							
<b>IN KIND GENERATED</b>	\$ 11,794.00							
<b>IN KIND (SHORT)/LONG</b>	\$ 6,704.46							