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
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 31st 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.

1. 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.

[Signature]

John M. Mason,  
Secretary Treasurer

Approved: February 22, 2010

[Signature]

Chairman
December 21, 2009

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

From: 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**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Equipment</th>
<th>Materials</th>
<th>Total</th>
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<tr>
<td>1</td>
<td>Mechanical drives system trainer 95-ME2</td>
<td>$6,343</td>
<td>$2,728</td>
<td>$9,071</td>
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<tr>
<td>1</td>
<td>Mechanical drives system trainer 95-ME3</td>
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<td>3,441</td>
<td>9,959</td>
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<td>2</td>
<td>Vibration analysis trainer</td>
<td>11,500</td>
<td>1,891</td>
<td>26,782</td>
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<td>2</td>
<td>Rigging systems trainer</td>
<td>15,994</td>
<td>2,273</td>
<td>36,534</td>
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<td>2</td>
<td>Electrical machines trainer</td>
<td>11,882</td>
<td>3,266</td>
<td>30,296</td>
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<tr>
<td>2</td>
<td>Programmable logic controllers trainer</td>
<td>9,048</td>
<td>10,695</td>
<td>39,486</td>
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<td>2</td>
<td>Laser alignment systems trainer</td>
<td>15,525</td>
<td>207</td>
<td>31,464</td>
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<td>4</td>
<td>Electric motor control trainer</td>
<td>9,688</td>
<td>8,644</td>
<td>18,332</td>
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<tr>
<td>1</td>
<td>AC Electronic drives trainer</td>
<td>28,842</td>
<td>6,913</td>
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<tr>
<td>1</td>
<td>Centrifugal pump trainer</td>
<td>11,817</td>
<td>1,459</td>
<td>13,276</td>
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</table>

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.)
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
Total 576

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

Attendance
October Attendance 87%

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
### HEADSTART ACCOUNT #22

**MONTHLY FINANCIAL REPORT**

**SOUTH CENTRAL HEADSTART**

**MONTH NOVEMBER 2009**

January 1, 2009 - December 31, 2009

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<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE REVENUES</th>
<th>CASH OUTLAY BALANCE</th>
<th>REVENUES OF BUDGET</th>
<th>PROJ %</th>
<th>ACTUAL %</th>
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<tr>
<td><strong>SALARIES</strong></td>
<td>$2,346,987.00</td>
<td>$214,915.22</td>
<td>$2,192,035.99</td>
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<td>93.4%</td>
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<td><strong>BENEFITS</strong></td>
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<td>OUT OF AREA TRAVEL</td>
<td>$8,254.00</td>
<td>$613.40</td>
<td>$3,717.39</td>
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<td>EQUIPMENT</td>
<td>$27,750.00</td>
<td>$-</td>
<td>$27,750.14</td>
<td>$-</td>
<td>$-</td>
<td>100.0%</td>
<td>100.0%</td>
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<td><strong>SUPPLIES</strong></td>
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<td>OFFICE CONSUMABLES</td>
<td>$13,700.00</td>
<td>$453.67</td>
<td>$12,574.66</td>
<td>$1,125.34</td>
<td>$1,125.34</td>
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<td>CENTER SUPPLIES</td>
<td>$90,128.00</td>
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<td>$13,474.61</td>
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<td>85.0%</td>
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<td>TRAINING SUPPLIES</td>
<td>$14,319.00</td>
<td>$360.46</td>
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<td>FOOD</td>
<td>$10,200.00</td>
<td>$270.55</td>
<td>$7,777.05</td>
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<td>$2,422.95</td>
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<td><strong>CONTRACTUAL</strong></td>
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<td>CONTRACTS</td>
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<td>$26,814.48</td>
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<td>MEDICAL</td>
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<td>$611.63</td>
<td>$15,643.83</td>
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<td>79.6%</td>
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<td>DENTAL</td>
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<td>$3,253.72</td>
<td>$24,096.82</td>
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<td>CHILD TRAVEL</td>
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<td>$115,870.18</td>
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<td>86.6%</td>
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<td>$35,431.42</td>
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<td>81.9%</td>
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<td>PARENT TRAINING</td>
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<td>SPACE</td>
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<td>UTILITIES</td>
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<td>TELEPHONE</td>
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<td>OTHER</td>
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<td><strong>TOTAL DIRECT COSTS</strong></td>
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<td>ADMIN COSTS</td>
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<td>$212,354.00</td>
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<td>$66,647.90</td>
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<td><strong>GRAND TOTAL</strong></td>
<td>$4,653,908.00</td>
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<td>$4,180,693.70</td>
<td>$473,214.30</td>
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<td>88.2%</td>
<td>89.8%</td>
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**IN KIND NEEDED** $1,070,398.84

**IN KIND GENERATED** $544,174.04

In-Kind sufficient to meet requirement will be booked in December.

(1) Includes $82,917.69 estimated ARRA expense that will be reimbursed through ARRA Grant.

(2) $150,000 Surplus in benefits allocated to center supplies, child travel & space categories as approved by Region X.
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>CASH OUTLAY BALANCE</th>
<th>BALANCE COMMITMENTS OF BUDGET</th>
<th>PROJECTED</th>
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<td>6c. OUT OF AREA TRAVEL</td>
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<td>6e. SUPPLIES</td>
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<td>Training Supplies</td>
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<td>$ 4,307.78</td>
<td>$ 446.22</td>
<td>$ 446.22</td>
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<td>6g. OTHER</td>
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<td>Contracts</td>
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<td>$ 2,150.51</td>
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<td>IN KIND NEEDED</td>
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<td>IN KIND GENERATED</td>
<td>$ 11,794.00</td>
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<td>IN KIND (SHORT)/LONG</td>
<td>$ 6,704.46</td>
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