

COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

March 22, 2010

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 FEBRUARY 22, 2010: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF FEBRUARY 22, 2010: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION MARCH 12, 2010: (A) *Mike Mason*

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

OPEN FORUM

HEAD START TYPE C CONVENTIONAL BUS BID: (A) *Mike Mason*

BOARD MEETING SCHEDULE FOR FY11: (A) *Mike Mason*

JENZABAR TIER UPGRADE: (A) *Mike Mason*

ELECTION SCHEDULE INFORMATION: (I) *Mike Mason*

TUITION & FEES DISCUSSION: (I) *President Beck*

HEAD START REPORT: (I) *Mike Mason*

CSI STRATEGIC PLAN 2011-2015: (I) *Dr. Edit Szanto*

CSI 2009 ANNUAL REPORT: (I) *Dr. Edit Szanto*

MISSING STUDENT NOTIFICATION POLICY UPDATE: (I) *Dr. Edit Szanto*

STUDENT CODE OF CONDUCT POLICY UPDATE: (I) *Dr. Edit Szanto*

RECOGNITION OF SCHOLARSHIP RECIPIENTS: (I) *Graydon Stanley & Tiffany Seeley-Case*

PRESIDENT'S REPORT / LEGISLATIVE REPORT: (I) *President Beck*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
MARCH BOARD OF TRUSTEES MEETING
MARCH 22, 2010

CALL TO ORDER: 6:05 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
Robert Alexander, College Attorney
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. Todd Schwarz, Instructional Dean
Dr. Mark Sugden, Instructional Dean
Dr. John Miller, Instructional Dean
Jeffrey M. Harmon, Dean of Finance
Graydon Stanley, Dean of Students
Monty Arrossa, Director of Human Resources
Randy Dill, Physical Plant Director
Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Tiffany Seeley-Case and Russ Treymayne

Visitors: Student Body President Lacey Haggan, Student Body
Vice President Blake Lawson, Katie Price, Rez Cotton, Ray
Cotton, Lori Lawson, Lary Lawson

Faculty Representative: Ryan Jund and Jody Hawkins

PACE Representative: Nina Ramsey

Times News: Andrea Jackson

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 FEBRUARY 22,
2010 and the EXECUTIVE SESSION OF MARCH 12, 2010 were approved
on MOTION by Dr. Thad Scholes. 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 low bid of Western Mountain Bus and Parts Sales of Boise, Idaho in the amount of \$56,300 for the specified bus on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for this purchase is from a grant awarded by the Department of Health and Human Services of American Recovery and Reinvestment Act funds.

PRESIDENT'S REPORT:

1. Mike Mason reviewed the Head Start operational and fiscal reports with the Board.

2. The Board approved the proposed fiscal year 2011 meeting schedule based upon changing the March meeting date from March 21, 2011 to March 28, 2011 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

3. Mike Mason advised the Board that, due to increased College of Southern Idaho enrollment and the utilizing of the Jenzabar system for the College of Western Idaho, we were operating outside of our existing Jenzabar software contract. Mr. Mason requested authority to negotiate a new contract with Jenzabar, not to exceed \$100,000 that would increase our license from four thousand full time full time students to ten thousand full time students.

The Board gave authority to Mr. Mason to negotiate the proposed contract with Jenzabar, not to exceed \$100,000, on MOTION by Dr. Alan Frost. Affirmative vote was unanimous.

4. Mike Mason reviewed the timelines and procedures for the trustee election of November 1, 2010. Trustees LeRoy Craig and Dr. Charles Lehrman terms expire on December 31, 2010.

5. The Board discussed tuition and fees for fiscal year 2011. A fiscal package and a recommendation from the student senate concerning any increases will be presented at either a special meeting in April or the regular Board meeting on April 19, 2010.

6. Mike Mason reviewed the monthly Head Start report with the Board. He advised the Board that the new Hansen Head Start Center should be completed in about two months and that we were working through some issues involving our ability to meet the matching requirements of the primary federal Head Start grant.

7. Dr. Edit Szanto presented the updated 2011-2015 College of Southern Idaho Strategic Plan to the Board. The Board approved the plan on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

8. Dr. Edit Szanto presented the College of Southern Idaho 2009 Annual Report. This is the first time this report has been done and highlights accomplishments over the last year. Chika Daggett and Doug Maughan were recognized for their contributions to the project. Dr. Szanto was thanked by President Beck and the Board for her work on the report.

9. Dr. Edit Szanto presented the updated Missing Student Policy to the Board. The policy was approved by the Board on MOTION by Donna Brizee. Affirmative vote was unanimous.

10. Dr. Edit Szanto presented the updated Student Code of Conduct Policy to the Board. The Board approved the policy on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

11. Graydon Stanley announced that Sheree Haggan would be our Student Body President next year. He noted that a record 1,175 student votes were cast this year in the elections. Mr. Stanley introduced New Century Scholar Katie Price and her parents, Rez and Ray Cotton. He also introduced Blake Lawson as the PTK Gus White Scholarship winner along with his parents, Lori and Lary Lawson. Both students spoke of their experiences at the College of Southern Idaho and their future plans.

12. President Beck reported the following:

a. A site visit was conducted by a business interested in locating in the Burley/Rupert area.

b. President Beck attended the Idaho Workforce Development Council in Boise.

c. The President attended the local Workforce Alliance meeting which assists in providing direction for workforce training.

d. The President went to Seattle to meet with Economic Development official concerning our proposed wind energy building.

e. President Beck advised the Board that we will be hosting a team to conduct our five year accreditation visit in April.

f. President Beck, Dr. Todd Schwarz, Ross Spackman and Terry Patterson held an information exchange with Walla Walla Community College to discuss wind, energy, water and other programs of interest.

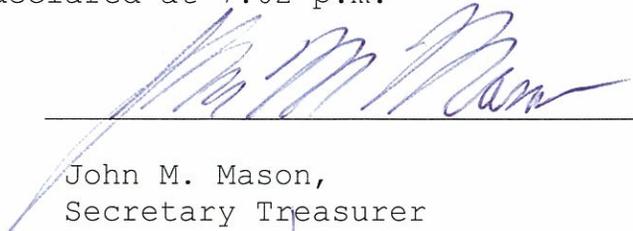
g. The President attended the open house at the new greenhouse.

h. The President reported that the Safety Fest conducted by Dr. Todd Schwarz and Cyndie Woods was a great success. Through Ms. Woods efforts, the three day event provided training to four hundred participants.

i. The April Board meeting will be held at the Herrett Center so that the Board can view their new exhibit.

j. Chairman Craig was wished a happy birthday in advance of his March 23rd birthday.

ADJOURNMENT was declared at 7:02 p.m.



John M. Mason,
Secretary Treasurer

Approved: April 19, 2010



Chairman



March 15th 2010

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

From: Jeffrey M. Harmon *JMH*

Re: Head Start Type C Conventional Bus

We received two bids for a Type C - Conventional Bus from the following vendors:

Lake City Bus	\$65,200
Western Mountain Bus	\$56,300

Based on the review of the bids by Jay Thurber from Head Start, I recommend we accept the low bid that meets the required specifications in the amount of \$56,300 from Western Mountain Bus & Parts Sales of Boise, Idaho.

The bus is a 2005 Thomas Freightliner Conventional (47) forty seven passenger school bus retro-fitted with (24) twenty four integrated child safety restraint system seats. This bus has 25,000 miles on it.

Funding for this purchase is from a Department of Health and Human Services grant awarded through the American Recovery and Reinvestment Act of 2009. This grant is for Head Start expansion and will operate in the Kimberly Hansen area.

College of Southern Idaho
Board of Trustees
Notice of Regular Meetings

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event that the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday. The 2010-2011 regular meeting schedule is as follows:

July 19, 2010	January 24, 2011
August 16, 2010	February 28, 2011
September 20, 2010	March 21, 2011
October 18, 2010	April 18, 2011
November 15, 2010	May 16, 2011
December 20, 2010	June 20, 2011

The Fy 2011 budget hearing date is set for August 16, 2010.

Information concerning specific meeting times and places may be obtained by contacting Mike Mason at 208-732-6203.



Mike Mason
Vice President of Administration

Please publish the above ad in the legal section on the following dates:

Times News: July 7th and 14th
Buhl Herald: July 7th and 14th

March 16, 2010

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

From: Mike Mason 

Re: Trustee Election

The Trustee positions held by Dr. Charles Lehrman and LeRoy Craig are up for election this year. The following is general information concerning the election:

1. Our election will be held on the first Tuesday after the first Monday in November (November 2nd) in conjunction with the general election.
2. Petitions for candidates must be turned in to me by 5:00 p.m. on Monday, August 30, 2010.
3. In accordance with Idaho Code 34-1405, advertising the notice of the deadline for filing a declaration of candidacy must be published in the local newspaper not more than 14 nor less than 7 days prior to the filing deadline.
4. The notice of election must be published the first time not less than 12 days prior to the election and the last publication must be not less than 5 days prior to the election.
5. The deadline for the declaration of write in candidates is Friday, October 8, 2010.

We will ask Kristina Glascock and Michelle Emerson (Twin Falls and Jerome County Clerks) to run our election for us again this year. They have been very cooperative and are working to keep our costs as low as possible.

Based upon the preceding information, the schedule of events concerning the election is as follows:

August 11th, 18th and 25th - Advertise Notice of Trustee Election and Deadline for filing Trustee Nominating Petitions - Post in County Courthouses

August 30th - Nominating Petitions due by 5:00 p.m.

October 8th - 5:00 P.M. Deadline for filing Declaration of Intent for write in candidates

November 2nd - Election

If you have any questions or concerns, please contact me at 208-732-6203.

COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES NOMINATING PETITION INSTRUCTIONS
FOR THE NOVEMBER 2, 2010 ELECTION

NOMINATING PETITIONS MUST BE SIGNED BY AT LEAST FIVE (5) QUALIFIED COLLEGE DISTRICT ELECTORS. PETITIONS MUST BE FILED WITH THE SECRETARY OF THE BOARD OF TRUSTEES IN THE COLLEGE BUSINESS OFFICE NO LATER THAN 5:00 P.M. MONDAY, AUGUST 30, 2010.

QUESTIONS CONCERNING THE ELECTION SHOULD BE DIRECTED TO MIKE MASON, SECRETARY FOR THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES, AT THE TAYLOR ADMINISTRATION BUILDING - PHONE 732-6203.

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT

NOTICE OF TRUSTEE ELECTION AND
DEADLINE FOR THE FILING OF NOMINATING PETITIONS

Notice is hereby given that a trustee election will be held in the College of Southern Idaho Community College District, Twin Falls and Jerome Counties, Idaho, on Tuesday, November 2, 2010, for the purpose of electing two trustees for a four (4) year term to succeed Dr. Charles Lehrman and LeRoy Craig whose terms expire on December 31, 2010. Nominating petitions may be picked up at the College of Southern Idaho Business Office in the Taylor Administration Building. A candidate shall be a qualified elector of the district, shall be a candidate for a specific position of the Board and must declare which position he/she seeks on the Board of Trustees. Said positions must be signed by at least five (5) qualified electors of said district and filed with the Clerk of the election at the College Business Office on or before 5:00 p.m., Monday, August 30, 2010. If you have questions or need further information, contact Mike Mason at 208-732-6203.

John M. Mason,
Secretary Treasurer
College of Southern Idaho
Community College District

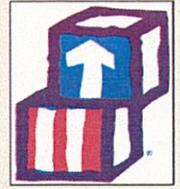
Publication and Posting Dates:

Twin Falls County Courthouse	August 12-September 1, 2008
Jerome County Courthouse	August 12-September 1, 2008
Times News	August 11 & 18 & 25, 2010
Buhl Herald	August 11, 2010

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START



Head Start Transportation

South Central Head Start/ Early Head Start is committed to providing safe transportation services to enrolled families and children that reflect best practices in the areas of transportation, education, and training. Safety includes driver and pedestrian education, qualified and trained bus drivers and bus monitors, high quality equipment, and regular vehicle maintenance. Our program's motto is SAFETY, FIRST, LAST AND ALWAYS!

- South Central Head Start/ Early Head Start operates 16 buses and is in the process of purchasing of an additional bus.
- Program service area covers 17,790 square miles.
- A total of 14 bus routes are completed each day.
- The first route begins at approximately 6:40 am
- The last route returns to the center at approximately 6:30 pm
- The average number of Head Start children riding on each bus is 15.
- All buses are fitted with 3 and 5 point safety restraints specifically designed for young children.
- The average length of a bus route is 60 minutes
- Three of 17 buses are Handicap accessible.
- The average cost per passenger/ per route/ per boarding was \$6.88 in 2008.
- The program has a cooperative agreement with Blaine County School District to provide transportation services at our Hailey site. We are in our 3rd year of this agreement which is negotiated on an annual basis. This agreement has proven to be both beneficial and cost effective for Head Start.
- South Central Head Start/ Early Head Start employs 12 full time and 2 part time Bus Drivers.
- Each Bus Driver is trained and certified in CPR/First Aid.
- All Bus Drivers have a current Idaho CDL with an "S" and "P" endorsement.
- All Bus Drivers are in the St Luke's Occupational Health random drug screening pool.

College of Southern Idaho Head Start/ Early Head Start Monthly Program Summary For February 2010

Enrollment

ACYF Federal Funded	566
TANF	27
Total	593

Program Options

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

Attendance

February Attendance	86%
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Education

An Education Advisory Board meeting is scheduled on March 22. Board members will discuss the results of the mid-year COR along with the curriculums for Head Start and Early Head Start. Education Advisory Board meets at least twice a year to review policies/ procedures and curriculum for Head Start and Early Head Start. The board is comprised of parents, staff, community members, and early childhood education professionals.

Meals and Snacks

Total meals served for February	4,003
Total snacks served for February	2,718

Parent Involvement

Parents are directly involved in completing the program's self-audit. This may include checking facilities, conducting interviews, reviewing documents, and conducting observations. In April, parents will have the opportunity to participate in Parent Teacher Conferences. Parent Teacher Conferences are held twice per year. This gives parents a chance to meet with classroom teachers and discuss their child's progress and goals. Teachers also provide information for children transitioning into kindergarten.

Documents for Board Review/ Approval in February:

- Financial Reports
- Policy Council By-Laws
- Policy Council Policies and Procedures

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,359,989.00	\$ 207,701.50	\$ 399,179.00	\$ 1,960,810.00	\$ 1,960,810.00	17.0%	16.9%
BENEFITS **	\$ 1,361,353.00	\$ 105,810.16	\$ 208,075.66	\$ 1,153,277.34	\$ 1,153,277.34	17.0%	15.3%
OUT OF AREA TRAVEL	\$ 5,000.00	\$ 80.75	\$ (538.41)	\$ 5,538.41	\$ 5,538.41	16.0%	-10.8%
EQUIPMENT	\$ 1,000.00	\$ 830.30	\$ 830.30	\$ 169.70	\$ 169.70	80.0%	83.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 13,000.00	\$ 850.59	\$ 1,496.24	\$ 11,503.76	\$ 11,503.76	12.0%	11.5%
CENTER SUPPLIES	\$ 16,640.00	\$ 2,810.22	\$ 3,465.09	\$ 13,174.91	\$ 13,174.91	12.0%	20.8%
CLASSROOM SUPPLIES	\$ 10,000.00	\$ 955.42	\$ 955.42	\$ 9,044.58	\$ 9,044.58	10.0%	9.6%
TRAINING SUPPLIES	\$ 20,200.00	\$ 44.17	\$ 116.69	\$ 20,083.31	\$ 20,083.31	10.0%	0.6%
FOOD	\$ 11,200.00	\$ 3,350.46	\$ 3,469.96	\$ 7,730.04	\$ 7,730.04	17.0%	31.0%
CONTRACTUAL				\$ -	\$ -		
OTHER							
CONTRACTS	\$ 8,390.00	\$ 4,270.25	\$ 4,359.65	\$ 4,030.35	\$ 4,030.35	7.1%	52.0%
MEDICAL	\$ 15,675.00	\$ 467.86	\$ 467.86	\$ 15,207.14	\$ 15,207.14	7.1%	3.0%
DENTAL	\$ 39,450.00	\$ 1,253.00	\$ 1,253.00	\$ 38,197.00	\$ 38,197.00	9.5%	3.2%
CHILD TRAVEL	\$ 86,816.00	\$ 10,170.38	\$ 15,066.75	\$ 71,749.25	\$ 71,749.25	7.9%	17.4%
EMPLOYEE TRAVEL	\$ 46,306.00	2,909.58	\$ 3,440.16	\$ 42,865.84	\$ 42,865.84	8.2%	7.4%
CAREER DEVELOP	\$ 5,000.00	\$ 1,044.05	\$ 115.19	\$ 4,884.81	\$ 4,884.81	24.3%	2.3%
PARENT TRAINING	\$ 12,500.00	\$ 234.31	\$ 576.31	\$ 11,923.69	\$ 11,923.69	19.1%	4.6%
SPACE	\$ 58,800.00	960.31	\$ 7,394.55	\$ 51,405.45	\$ 51,405.45	17.0%	12.6%
UTILITIES	\$ 58,900.00	\$ 6,491.53	\$ 8,024.69	\$ 50,875.31	\$ 50,875.31	17.0%	13.6%
TELEPHONE	\$ 39,837.00	\$ 2,817.39	\$ 5,482.65	\$ 34,354.35	\$ 34,354.35	17.0%	13.8%
OTHER	\$ 51,670.00	\$ 2,972.59	\$ 20,296.93	\$ 31,373.07	\$ 31,373.07	14.8%	39.3%
TOTAL DIRECT COSTS	\$ 4,221,726.00	\$ 356,024.82	\$ 683,527.69	\$ 3,538,198.31	\$ 3,538,198.31	17.9%	16.2%
ADMIN COSTS	\$ 293,709.00	\$ 18,667.42	\$ 18,667.42	\$ 275,041.58	\$ 275,041.58	8.3%	6.4%
GRAND TOTAL	\$ 4,515,435.00	\$ 374,692.24	\$ 702,195.11	\$ 3,813,239.89	\$ 3,813,239.89	15.1%	15.6%
IN KIND NEEDED	\$ 1,142,123.00						
IN KIND GENERATED	\$ -						
IN KIND (SHORT)/LONG	\$ (1,142,123.00)						

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 27,930.00	\$ 2,229.53	\$ 4,601.68	\$ 25,700.47	10.0%	8.0%
6e. SUPPLIES						
Training Supplies	\$ 6,030.00	\$ 1,060.49	\$ 368.26	\$ 4,969.51	5.0%	6.1%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 15,914.00	\$ -	\$ 12.82	\$ 15,914.00	10.0%	0.1%
TOTAL DIRECT COSTS	\$ 49,874.00	\$ 3,290.02	\$ 4,982.76	\$ 44,891.24	8.3%	10.0%
ADMIN COSTS	\$ 3,182.00	\$ 63.45	\$ 63.45	\$ 3,118.55	8.0%	2.0%
GRAND TOTAL	\$ 53,056.00	\$ 3,353.47	\$ 5,046.21	\$ 48,009.79	8.3%	9.5%
IN KIND NEEDED	\$ 13,264.00					
IN KIND GENERATED	\$ -					
IN KIND (SHORT)/LONG	\$ (13,264.00)					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 27,930.00	\$ 2,229.53	\$ 4,601.68	\$ 25,700.47	10.0%	8.0%
6e. SUPPLIES						
Training Supplies	\$ 6,030.00	\$ 1,060.49	\$ 368.26	\$ 4,969.51	5.0%	6.1%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 15,914.00	\$ -	\$ 12.82	\$ 15,914.00	10.0%	0.1%
TOTAL DIRECT COSTS	\$ 49,874.00	\$ 3,290.02	\$ 4,982.76	\$ 44,891.24	8.3%	10.0%
ADMIN COSTS	\$ 3,182.00	\$ 63.45	\$ 63.45	\$ 3,118.55	8.0%	2.0%
GRAND TOTAL	\$ 53,056.00	\$ 3,353.47	\$ 5,046.21	\$ 48,009.79	8.3%	9.5%
IN KIND NEEDED	\$ 13,264.00					
IN KIND GENERATED	\$ -					
IN KIND (SHORT)/LONG	\$ (13,264.00)					