



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

January 31, 2011

EXECUTIVE SESSION

5:00p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

6:00p.m.

Taylor Building – SUB 248

AGENDA

APPROVAL OF MEETING AGENDA: (A) *Dr. Thad Scholes*

MINUTES – EXECUTIVE SESSION OF DECEMBER 20, 2010 : (A) *Mike Mason*

MINUTES – REGULAR MEETING OF DECEMBER 20, 2010: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

HEAD START REPORT: (A) *Mike Mason*

HEAD START SHARED GOVERNANCE POLICY: (A) *Mike Mason*

HEAD START CERTIFICATION OF ASSURANCES: (A) *Mike Mason*

JEROME HEAD START BUILDING REQUEST: (A) *Mike Mason*

TRANSFER OF IRA FUNDS FROM DONOR TO CSI FOUNDATION: (A) *Mike Mason*

SPRING ENROLLMENT REPORT: (I) *Dr. Jeff Fox*

COLLEGE OF WESTERN IDAHO AGREEMENT: (A) *President Beck*

APPROVAL OF CORE THEMES FOR ACCREDITATION: (A) *Dr. Jeff Fox*

EMT/EMS PROGRAM REVIEW: (I) *Dr. Sugden & Gordy Kokx*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JANUARY BOARD OF TRUSTEES MEETING
JANUARY 31, 2011

CALL TO ORDER: 6:03 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Dr. Allan Frost,
Donna Brizee, Bob Keegan and Karl Kleinkopf

College Administration: Gerald L. Beck, President
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Jeff Fox, Executive Vice President and Chief
Academic Officer
Dr. Mark Sugden, Instructional Dean
Dr. Cindy Bond, Instructional Dean
Dr. Todd Schwarz, Instructional Dean
Dr. John Miller, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Graydon Stanley, Dean of Students
Scott Scholes, Dean of Student Services
Jeff Harmon, Dean of Finance
Randy Dill, Physical Plant Director
Monty Arrossa, Director of Human Resources
Curtis Eaton, Advisor to the President
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Allen Scherbinske and Gordy Kokx

Visitors: Barbra Beck, Mary Coakley, Jacob Cook, Jonathan
Gonzales, Byrd Golay, Diane Anderson, Don Anderson and
Darren Hall

Faculty Representative: Kim Madsen and Alex Doetsch

PACE Representative: Rae Jean Larsen and Victoria Thurber

Times News: Amy Huddleston

The agenda was approved on MOTION by Dr. Allan Frost.
Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan
voted in favor of the MOTION. Chairman Scholes does not vote
unless there is a tie vote.

MINUTES OF THE REGULAR SESSION AND EXECUTIVE SESSIONS OF DECEMBER 20, 2010 were approved on MOTION by Donna Brizee. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

The Open Forum portion of the Board meeting involved two speakers. Diana Anderson spoke on behalf of Don Anderson Construction concerning the availability of campus construction projects to local builders. Byrd Golay made comments concerning Trans IV, Head Start, the CSI Refugee Center, the CSI mission statement, the selection process for campus architects and builders and a local limited liability corporation.

The Board took note of the comments.

Board Agenda Items:

1. The Board accepted the monthly Head Start/Early Head Start operational and fiscal reports on MOTION by Bob Keegan. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.
2. The Board approved the Head Start/Early Head Start Shared Governance Policy on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.
3. The Board approved the Head Start/Early Head Start Certificate of Assurances on MOTION by Bob Keegan. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

4. The Board approved the spending of \$1,000,000 to construct a facility in Jerome to lease to Head Start/Early Head Start on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

The building will be owned by the College of Southern Idaho who will lease the facility to Head Start/Early Head Start for approximately \$6,600 per month. The next step will be to finalize a land purchase which will be brought back to the Board for approval. The Board will decide the construction method at a later date.

5. The Board approved the transfer of \$17,521.82 deposited with the College of Southern Idaho to the College of Southern Idaho Foundation on MOTION by Karl Kleinkopf. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

Due to Internal Revenue Service regulations concerning Individual Retirement Account donations to certain organizations, the donors had to write the donation checks to College of Southern Idaho. These funds will be transferred to the College of Southern Idaho Foundation where they will be deposited into established scholarship endowments.

6. Dr. Jeff Fox updated the Board on enrollment as of the tenth calendar day of classes. He noted that we were slightly lower in full time equivalent students and student head count than last spring. Part of the discrepancy is due to dual credit registrations that are not yet in. We had a headcount of 8,462 students which equated to 4,747 full time equivalent students for the spring of 2011 ten day count.

7. The Board approved the Memorandum of Understanding between the College of Southern Idaho and the College of Western Idaho on MOTION by Karl Kleinkopf. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

Both boards of trustees have new chairmen and new trustees and the agreement needed to be reaffirmed.

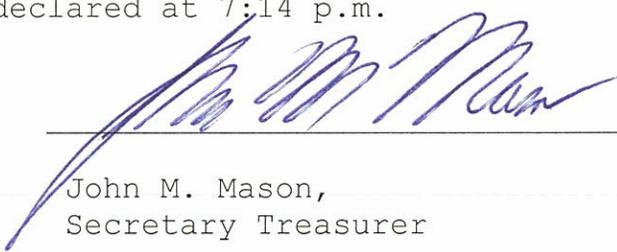
8. Dr. Jeff Fox presented the core themes for accreditation to the Board. The core themes are Transfer Education, Basic Skills Education, Professional Technical Programs and Community Connections. The Board approved the core themes as presented on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

9. Dr. Mark Sugden introduced Gordy Kokx who presented a program review to the Board on the Emergency Medical Services program. The review covered the curriculum, student characteristics, placement, clinical sites and staff among other issues. The Board thanked Gordy Kokx for the outstanding job that he and his staff have done with the program.

10. Graydon Stanley introduced students Jonathan Gonzales, Jacob Cook and Mary Coakley to the Board.

11. President Beck reported his activities to the Board since the last Board meeting. He also updated them on various operational, community and state wide issues.

ADJOURNMENT was declared at 7:14 p.m.



John M. Mason,
Secretary Treasurer

Approved: February 28, 2011



Chairman

**College of Southern Idaho Board of Trustees
College of Southern Idaho Head Start/ Early Head Start
Shared Governance Policy**

Performance Standard: **45CFR 1304.50**
Revision Date: **January 20, 2011**
Timeline for review: **Annually by Director, Policy Council, and Board of Trustees**

Policy: College of Southern Idaho and the staff of Head Start/ Early Head Start will establish a formal structure of shared governance of Head Start/ Early Head Start through which parents can participate in policy making or in other decisions about the program. This structure includes a Policy Council, Parent Committees, grantee Governing Board, and staff. Specific procedures and timelines for carrying out required responsibilities delineated in the Head Start/ Early Head Start Performance Standards are outlined within this Policy, in the Procedures for Shared Governance, and in the Policy Council Bylaws.

Definitions:

Policy Council (PC): This group has policy making authority and therefore, is governed by locally determined Bylaws that ensure clarity and consistency in function and purpose. The Bylaws outline representation by parent and community representatives, Policy Council functions, how and when representatives are elected, officers, terms of service, etc.

Center Parent Committee: This committee is made up of parents and immediate families of all enrolled children. The parent committee provides opportunities for parents to assist in the development of activities that address their interests and needs and that support the education and healthy development of their children. Representatives to Policy Council are elected from the Center Parent Committees. The Center Parent Committees meet once each month for a business meeting and activity or program planned by the parents.

Grantee Governing Board: The College of Southern Idaho Board of Trustees, which has the legal and fiscal responsibility for College of Southern Idaho Head Start/ Early Head Start.

Staff: College of Southern Idaho Head Start/ Early Head Start staff, which has the day-to-day operational responsibility for the program.

Policy Council and the College of Southern Idaho Board of Trustees facilitate shared governance through:

- An annual report will be presented by the Head Start/ Early Head Start Director to board members at the College of Southern Idaho Board of Trustees meeting.
- Informational materials and training opportunities will be shared with new board members and new Policy Council members as they begin their term.
- In order to ensure communication, consultation and prompt action on Head Start/ Early Head Start issues and needs throughout the year, the College of Southern Idaho Board of Trustees will appoint a Liaison, a connection between the Board of Trustees, the College of Southern Idaho Head Start/ Early Head Start Policy Council, and the staff.
- The Liaison will receive all Policy Council materials such as agendas, minutes, reports, and notices, will be consulted on issues that arise between Board of Trustee meetings and will have the authority to act on behalf of the full Board of Trustees on these issues. The Liaison will attend or participate in Policy Council meetings. Updates will be given to the Board of Trustees at each meeting, recommendations shared and discussion facilitated by the Liaison at Board of Trustee meetings so that all Board members will be kept up to date and will have the opportunity to offer input and suggestions regarding the Head Start/ Early Head Start program.
- Written reports and information will be sent to the Liaison before each Board meeting to share with members as appropriate.
- College of Southern Idaho Head Start/ Early Head Start Newsletters will be sent to each Board member.
- A summary of Board of Trustees meeting minutes and/or actions related to Head Start/ Early Head Start will be available to Policy Council members after the meetings on the College of Southern Idaho website.
- Letters or announcements from the regional office or Head Start Bureau, monthly enrollment tracking report, monthly financial report and information on program activities, community news and updates on committees, planning/evaluation activities and progress on program goals will be shared with Policy Council and the Board of Trustees' Liaison.



College of Southern Idaho
Board of Trustees Approval Date: JAN 31, 2011

College of Southern Idaho Head Start/ Early Head Start
Policy Council Approval Date: _____

Certification of Assurances

THIS IS TO CERTIFY THAT COLLEGE OF SOUTHERN IDAHO WILL COMPLY WITH ALL THE ASSURANCES LISTED BELOW, AS PART OF THE HEAD START FACILITY PROPOSAL APPLICATION SUBMITTED FOR THE PROPERTY ACQUIRED, CONSTRUCTED, OR RENOVATED AT 124 8TH STREET, RUPERT, ID 83350.

1. We assure that the facility which will be purchased, constructed, or renovated will comply with local licensing and code requirements, ADA, Section 504, and Flood Disaster Protection Act. [45 CFR §1309.10(f)]

As evidence of our agency's compliance with the local licensing and code requirements, we will submit a copy of the Certificate of Occupancy and a Daycare License for the facility.

2. If the lender requires a Subordination Agreement, then we assure that the Subordination Agreement with the lender or the landlord, in the case of leased property, must be evidenced by a written agreement with the responsible HHS official and not waive the application of 45 CFR §§1309.21(d) and 1309.22.

We will submit a draft of the Subordination Agreement to the Regional Office for OGC clearance. [45 CFR §1309.21(f)]

3. We assure that we will submit a copy of a draft mortgage agreement that contains the requirements of 45 CFR §§1309.22(a), (b), (c), if we expect to take loan on the proposed facility. [45 CFR §§1309.22(a), (b), (c)]

4. We assure that we will comply with requirements of Uniform Relocation Assistance and Real Property Acquisition Policies Act. [45 CFR §1309.10(o)]

5. We assure that we (the grantee) will be responsible to ensure that all laborers and mechanics employed by contractors or subcontractors shall be paid wages at not less than those prevailing on similar construction in the locality, in accordance with the Davis-Bacon Act. [Head Start Act §644(G)(3)]

6. We assure that we will have the ability to meet all the operational costs for the facility within our existing funding level. [45 CFR §1309.11(d)(2)]

7. We assure that we will get a prior written approval from an HHS official for unsolicited modifications of the contracts or when materially altering the costs of the project. [45 CFR §74.44(e)(5)]

8. We assure that we will obtain insurance coverage for the facility which includes student liability insurance, title insurance, physical destruction insurance, etc.

We will submit copies of such insurance policies to ACF within five days of acquiring the facility. [45 CFR §1309.23]

9. We assure that we shall maintain the facility acquired, renovated, or constructed with grant funds in a manner consistent with the purposes for which funds were provided and in compliance with State and local government property standards and building codes. [45 CFR §1309.23(c)]
10. We assure that we will comply with all the terms and conditions placed on the grant award regarding the project (that includes but is not limited to the inspection reports, use of the facility, default on mortgage, insurance, maintenance of facilities, copies of official documents, retention of records, audits, prior approval for use of grant funds, program income, procurement procedures, Federal Interest, etc.).
11. We assure that we will record the Notice of Federal Interest in the appropriate office of land records for the county where the facility is located at the time of commencement of construction or renovation or immediately after the purchase of the facility in accordance with 45 CFR §1309.21.

We will submit a copy of the Notice of Federal Interest that includes all the requirements contained in 45 CFR §1309.21(f) to the Regional Office within 10 business days after the Notice has been recorded and stamped by the land records office. [45 CFR §1309.21]

I HAVE READ AND UNDERSTOOD THAT THE ABOVE INDICATED ASSURANCES ARE REQUIRED TO BE COMPLIED WITH BY THE (INSERT THE OFFICIAL NAME AND ADDRESS OF THE GRANTEE).

Signature



Chairperson, Board of Directors

grantee name: COLLEGE OF SOUTHERN IDAHO

date signed: JAN 31, 2011

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Ongoing Child Assessment

- The Child Observation Record (COR) is Head Start's ongoing assessment developed from the High/Scope Curriculum.
- This assessment is conducted three times per year along with a child's work folder.
- The assessment is made up of 32 items in 6 different categories. (Initiative, social relationships, creative representation, music/ movement, language/ literacy, and math/ science)
- A family report is provided to parents twice during the school year to show the progress of their child.
- Child goals are developed at the beginning of the year and are supported both at home and at school.

Devereux Early Childhood Assessment

- DECA is the program's social/emotional screener that is completed within the first 45 days of enrollment.
- The DECA assessment tool is used to focus on three protective factors: attachment, self-control, and initiative.
- The teacher and a parent/ guardian complete a DECA Record Form to review the child's use of skills and behaviors related to resilience.
- DECA results are summarized in individual and classroom profiles that are used to set goal and plan activities to encourage a child's social and emotional strength.
- The assessment is done twice during the program year with the initial assessment completed four weeks after the child has been in class.

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

Enrollment

Head Start ACYF Federal Funded	566
Head Start TANF	27
Early Head Start	80
Total	673

Program Options

Part-day/ Part-year, Double Sessions, School District, Pre- K, Early Head Start -Home Based.

Head Start Attendance

December Attendance	87%
---------------------	-----

Meals and Snacks

Total meals served for December	4,299
Total snacks served for December	2,139

Education

Children Services Specialist attended a Train the Trainers on "I'm Moving I'm Learning." This is a proactive approach for addressing childhood obesity in Head Start Children. Staff have been trained on this topic and will receive more training in the upcoming months. Currently 20% of Head Start children are overweight, above the 95% percentile on their BMI. "I'm Moving I'm Learning" incorporates learning/literacy along with having fun as children develop healthy practices with nutrition and exercise.

Parent Involvement

The annual Community Assessment is in full swing with parent surveys going out this month. The assessment team is working hard to discover what parent's concerns are. Parents and staff had an exciting time at the Idaho Head Start Association (IHSA) conference. Parents participated in identifying areas of focus for Head Start/Early Head Start and had the opportunity to converge on the State House and speak to legislators to share their individual success stories.

Early Head Start

Last month, Early Head Start Lead Coordinator and Early Head Start Coordinator did caseload reviews at all sites, meeting with Nurse Home Visitors and Family Educators. Concerns for children and parents were discussed, as well as follow up plans to address those concerns. Early Head Start Socializations in Jerome on Tuesday nights are highly attended. Training for staff was held December 6th, training topics covered health, recognizing signs of domestic violence, and in-kind documentation.

Documents for Board Review/ Approval:

Financial Reports
Shared Governance Policy

CATEGORY	ACCT 22	ARRA COLA/QI	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,400,293.00	\$ 145,218.00	\$ 201,834.32	\$ 2,448,298.07	\$ 97,212.93	100.0%	96.2%
BENEFITS	\$ 1,251,353.00	\$ 10,208.00	\$ 108,443.46	\$ 1,277,188.36	\$ (15,627.36)	100.0%	101.2%
OUT OF AREA TRAVEL	\$ 500.00			\$ 198.06	\$ 301.94	100.0%	39.6%
EQUIPMENT	\$ 16,000.00	\$ 17,771.00		\$ 73,908.67	\$ (40,137.67)	100.0%	218.9%
SUPPLIES							
OFFICE CONSUMABLES	\$ 13,000.00		\$ 996.55	\$ 16,046.08	\$ (3,046.08)	100.0%	123.4%
CENTER SUPPLIES	\$ 60,590.00	\$ 22,914.00	\$ 3,415.70	\$ 43,908.16	\$ 39,595.84	100.0%	52.6%
CLASSROOM SUPPLIES	\$ 10,000.00		\$ 514.69	\$ 13,600.05	\$ (3,600.05)	100.0%	136.0%
TRAINING SUPPLIES	\$ 10,200.00		\$ 33.20	\$ 15,070.04	\$ (4,870.04)	100.0%	147.7%
FOOD	\$ 11,200.00		\$ 290.69	\$ 5,496.82	\$ 5,703.18	100.0%	49.1%
CONTRACTS	\$ 26,173.00		\$ 1,415.65	\$ 34,459.49	\$ (8,286.49)	100.0%	131.7%
MEDICAL	\$ 15,675.00		\$ 1,043.81	\$ 8,242.58	\$ 7,432.42	100.0%	52.6%
DENTAL	\$ 30,000.00		\$ 134.00	\$ 17,184.03	\$ 12,815.97	100.0%	57.3%
CHILD TRAVEL	\$ 116,816.00		\$ 12,433.89	\$ 126,017.98	\$ (9,201.98)	100.0%	107.9%
EMPLOYEE TRAVEL	\$ 31,306.00		\$ 3,565.06	\$ 38,471.75	\$ (7,165.75)	100.0%	122.9%
CAREER DEVELOP	\$ 9,000.00	\$ 2,000.00	\$ -	\$ 14,985.11	\$ (3,985.11)	100.0%	136.2%
PARENT TRAINING	\$ 8,500.00		\$ 266.44	\$ 4,989.85	\$ 3,510.15	100.0%	58.7%
SPACE	\$ 108,800.00		\$ 3,241.81	\$ 109,994.98	\$ (1,194.98)	100.0%	101.1%
UTILITIES	\$ 53,900.00		\$ 5,970.06	\$ 51,453.33	\$ 2,446.67	100.0%	95.5%
TELEPHONE	\$ 39,837.00		\$ 3,136.15	\$ 43,767.84	\$ (3,930.84)	100.0%	109.9%
OTHER	\$ 71,670.00	\$ -	\$ 3,027.39	\$ 88,824.85	\$ (17,154.85)	100.0%	123.9%
TOTAL DIRECT COSTS	\$ 4,284,813.00	\$ 198,111.00	\$ 349,762.87	\$ 4,432,106.10	\$ 50,817.90	105.3%	98.9%
ADMIN COSTS	\$ 270,926.00	\$ 17,785.00	\$ 20,581.38	\$ 239,443.07	\$ 49,267.93	100.0%	82.9%
GRAND TOTAL	\$ 4,555,739.00	\$ 215,896.00	\$ 370,344.25	\$ 4,671,549.17	\$ 100,085.83	95.3%	97.9%
IN KIND NEEDED	\$ 1,226,300.00						
IN KIND GENERATED	\$ 1,261,334.25						
			** ARRA COLA/QI Grant completed and closed out				
IN KIND (SHORT)/LONG	\$ 35,034.25						
PROCUREMENT CARD							
EXPENSE	\$ 11,766.14	3% of expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 27,930.00	\$ 1,398.08	\$ 23,765.29	\$ 4,164.71	100.0%	85.1%
6e. SUPPLIES						
Training Supplies	\$ 6,030.00	\$ 104.50	\$ 11,501.12	\$ (5,471.12)	100.0%	190.7%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 15,914.00	\$ -	\$ 11,538.45	\$ 4,375.55	100.0%	72.5%
TOTAL DIRECT COSTS	\$ 49,874.00	\$ 1,502.58	\$ 46,804.86	\$ 3,069.14	100.0%	93.8%
ADMIN COSTS	\$ 3,182.00	\$ 117.78	\$ 2,730.02	\$ 451.98	100.0%	85.8%
GRAND TOTAL	\$ 53,056.00	\$ 1,620.36	\$ 49,534.88	\$ 3,521.12	100.0%	93.4%
IN KIND NEEDED	\$ 13,264.00					
IN KIND GENERATED	\$ 13,264.00					
IN KIND (SHORT)/LONG	\$ -					

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO EARLY HEADSTART

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 525,665.00	\$ 44,399.18	\$ 126,173.34	\$ 399,491.66	\$ 399,491.66	25.0%	24.0%
BENEFITS	\$ 250,739.00	\$ 21,464.64	\$ 61,019.85	\$ 189,719.15	\$ 189,719.15	25.0%	24.3%
OUT OF AREA TRAVEL	\$ 23,760.00	\$ 1,945.04	\$ 14,929.22	\$ 8,830.78	\$ 8,830.78	55.0%	62.8%
EQUIPMENT	\$ 19,000.00		\$ -	\$ 19,000.00	\$ 19,000.00	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 3,500.00	\$ 232.09	\$ 1,063.44	\$ 2,436.56	\$ 2,436.56	25.0%	30.4%
CENTER SUPPLIES	\$ 13,332.00	\$ 369.28	\$ 2,653.28	\$ 10,678.72	\$ 10,678.72	25.0%	19.9%
CLASSROOM SUPPLIES	\$ 9,500.00	\$ 4,649.30	\$ 7,901.13	\$ 1,598.87	\$ 1,598.87	25.0%	83.2%
TRAINING SUPPLIES	\$ 10,000.00	\$ -	\$ 132.73	\$ 9,867.27	\$ 9,867.27	15.0%	1.3%
FOOD	\$ 2,987.00	\$ -	\$ 150.85	\$ 2,836.15	\$ 2,836.15	8.0%	5.1%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 62,000.00	\$ 5,364.02	\$ 5,695.20	\$ 56,304.80	\$ 56,304.80	10.0%	9.2%
MEDICAL	\$ 27,000.00	\$ 279.51	\$ 586.37	\$ 26,413.63	\$ 26,413.63	10.0%	2.2%
DENTAL	\$ 20,000.00	\$ 44.00	\$ 44.00	\$ 19,956.00	\$ 19,956.00	10.0%	0.2%
CHILD TRAVEL	\$ -						
EMPLOYEE TRAVEL	\$ 2,500.00	\$ 407.79	\$ 1,269.93	\$ 1,230.07	\$ 1,230.07	25.0%	50.8%
CAREER DEVELOP	\$ 18,181.00	\$ 50.00	\$ 833.00	\$ 17,348.00	\$ 17,348.00	20.0%	4.6%
PARENT TRAINING	\$ 2,500.00	\$ -	\$ 1,357.40	\$ 1,142.60	\$ 1,142.60	25.0%	54.3%
FACILITIES/CONST.	\$ 22,686.00	\$ 1,640.20	\$ 5,607.49	\$ 17,078.51	\$ 17,078.51	25.0%	24.7%
UTILITIES	\$ 2,700.00	\$ 357.59	\$ 636.76	\$ 2,063.24	\$ 2,063.24	17.0%	23.6%
TELEPHONE	\$ 10,719.00	\$ 235.74	\$ 991.44	\$ 9,727.56	\$ 9,727.56	17.0%	9.2%
OTHER	\$ 1,668.00	\$ -	\$ 252.00	\$ 1,416.00	\$ 1,416.00	15.0%	15.1%
TOTAL DIRECT COSTS	\$ 1,028,437.00	\$ 81,438.38	\$ 231,297.43	\$ 797,139.57	\$ 797,139.57	19.8%	22.5%
ADMIN COSTS	\$ 62,330.00	\$ 4,740.90	\$ 9,262.86	\$ 53,067.14	\$ 53,067.14	17.0%	14.9%
GRAND TOTAL	\$ 1,090,767.00	\$ 86,179.28	\$ 240,560.29	\$ 850,206.71	\$ 850,206.71	21.9%	22.5%
IN KIND NEEDED	\$ 272,692.00						
IN KIND GENERATED	\$ 34,732.71						
IN KIND (SHORT)/LONG	\$ (237,959.29)						

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 155,507.00	\$ 34,112.96	\$ 217,986.07	\$ (62,479.07)	\$ (62,479.07)	100.0%	140.2%
BENEFITS	\$ 96,387.00	\$ 10,554.18	\$ 96,917.90	\$ (530.90)	\$ (530.90)	100.0%	100.6%
OUT OF AREA TRAVEL	\$ 21,500.00	\$ 489.19	\$ 20,711.75	\$ 788.25	\$ 788.25	100.0%	96.3%
EQUIPMENT	\$ 109,000.00	\$ 17,896.00	\$ 123,049.00	\$ (14,049.00)	\$ (14,049.00)	100.0%	112.9%
SUPPLIES							
OFFICE CONSUMABLES	\$ 3,000.00	\$ 79.35	\$ 3,994.91	\$ (994.91)	\$ (994.91)	100.0%	133.2%
CENTER SUPPLIES	\$ 42,870.00	\$ 1,900.10	\$ 51,483.27	\$ (8,613.27)	\$ (8,613.27)	100.0%	120.1%
CLASSROOM SUPPLIES	\$ 32,800.00	\$ 2,213.05	\$ 28,224.61	\$ 4,575.39	\$ 4,575.39	100.0%	86.1%
TRAINING SUPPLIES	\$ 9,900.00	\$ 152.23	\$ 2,225.80	\$ 7,674.20	\$ 7,674.20	100.0%	22.5%
FOOD	\$ 100.00	\$ 80.55	\$ 80.55	\$ 19.45	\$ 19.45	100.0%	80.6%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 70,851.00	\$ 4,113.13	\$ 45,380.50	\$ 25,470.50	\$ 25,470.50	100.0%	64.1%
MEDICAL	\$ 500.00	\$ 159.00	\$ 459.85	\$ 40.15	\$ 40.15	100.0%	92.0%
DENTAL							
CHILD TRAVEL							
EMPLOYEE TRAVEL	\$ 2,915.00	1,371.56	\$ 4,339.08	\$ (1,424.08)	\$ (1,424.08)	100.0%	148.9%
CAREER DEVELOP	\$ 38,527.00		\$ 16,288.67	\$ 22,238.33	\$ 22,238.33	100.0%	42.3%
PARENT TRAINING	\$ 1,200.00		\$ -	\$ 1,200.00	\$ 1,200.00	100.0%	0.0%
FACILITIES/CONST. (3)	\$ 405,000.00	\$ 9,972.84	\$ 24,920.55	\$ 380,079.45	\$ 380,079.45	100.0%	6.2%
UTILITIES	\$ 250.00		\$ 249.63	\$ 0.37	\$ 0.37	100.0%	99.9%
TELEPHONE	\$ 2,083.00	\$ 257.54	\$ 2,590.35	\$ (507.35)	\$ (507.35)	100.0%	124.4%
OTHER	\$ 8,845.00	\$ 970.00	\$ 4,001.22	\$ 4,843.78	\$ 4,843.78	100.0%	45.2%
TOTAL DIRECT COSTS	\$ 1,001,235.00	\$ 84,321.68	\$ 642,903.71	\$ 358,331.29	\$ 358,331.29	94.7%	64.2%
ADMIN COSTS	\$ 47,296.00	\$ 5,286.82	\$ 39,722.22	\$ 7,573.78	\$ 7,573.78	92.0%	84.0%
TOTAL	\$ 1,048,531.00	\$ 89,608.50	\$ 682,625.93	\$ 365,905.07	\$ 365,905.07	105.1%	64.2%
USDA			\$ 9,107.37				
GRAND TOTAL			\$ 691,733.30				
IN KIND NEEDED	\$ -	(1)					
IN KIND GENERATED	\$ -						
IN KIND (SHORT)/LONG	\$ -						
(1) Early Head Start has been granted a waiver for In-Kind by the Region X OHS for the first year start-up period							
(3) A request has been filed to carryover balance to next grant year							

January 5, 2011

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

From: Mike Mason



Re: Jerome Head Start Building

We are in desperate need for a building to serve regular Head Start and Early Head Start in Jerome. We currently are using a remodeled church and the bordering remodeled house for regular Head Start in Jerome. We leased a portion of a commercial building across the street with plans to remodel it into a facility that would meet the needs of Early Head Start. Unfortunately, we discovered asbestos in the sub floor which would be disturbed in the remodel. The expense of abatement was too high for us to invest in a leased facility and too high for the owner to absorb.

We applied for a block grant through the City of Jerome but discovered that the block grant funds could not build a facility that was owned by a school or college. The \$350,000 grant would have only paid for a portion of the building. Financing the remainder of the building became complicated with Head Start making the payments from federal funds which resulted in a federal reversionary interest in the building. The federal reversionary interest along with a non-appropriation funding out clause make financing the building a problem. Additionally, CSI cannot borrow the funds since we are not allowed to incur debt for educational facilities.

We also looked at Region IV borrowing the funds, owning the building and leasing it back to Head Start. While this may be an option, the financing becomes challenging with the non-appropriation clause and the interest rates making the building lease payments higher.

We also considered working with a third party independent developer to build the facility and lease it back to us on a lease purchase agreement. Again, the non-appropriation clause and rate of return required by the builder made the lease payments too high.

Head Start has been a very important part of CSI for over 11 years. They currently employ approximately 130 staff and serve over 670 students and low income families. Jerome is a critical area with a demonstrated need and no available facilities.

I respectfully request that the College of Southern Idaho utilize \$1,000,000 of existing Plant Facilities funds to purchase land and construct a Head Start center in Jerome to serve regular Head Start and Early Head Start children and families. We will work with the Jerome School District in selecting a site for the facility. With CSI owning the facility, we could lease it

to Head Start for approximately \$6,600 per month. Amortized over 20 years, this would give us a 5% return on the Plant Facility money.

There is some limited risk to the College in this proposal. The five percent interest rate is very good right now compared to the $\frac{1}{4}$ to $\frac{1}{2}$ % we are currently receiving. Over the next 20 years, interest rates will likely go up considerably which will make this a less attractive investment. The non-appropriation clause of the lease with Head Start could be an issue if Head Start funds were drastically reduced. In the event Head Start could not utilize the building, the Jerome School District could very likely utilize the building but certainly could not afford to pay the lease of \$6,600 per month.

If you have questions or would like further information, please do not hesitate in contacting me.

January 10, 2011

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

From: Mike Mason

Re: Transfer of Funds to the College of Southern Idaho Foundation

We are very careful concerning the maintenance of the separation between the College and the College of Southern Idaho Foundation. With the exception of a few checks written to the College in error, we do not write, transfer or endorse checks made out to the College without the permission of the Board of Trustees.

The College of Southern Idaho received two donations totaling \$17,521.82 from two anonymous donors with the intent that the funds be deposited into specified endowments in the College of Southern Idaho Foundation. These funds were received and receipted into the College accounting system on January 3, 2011 and January 10, 2011. Due to the source of the funds and specific tax regulations, these donations could not be made to or deposited directly into the Foundation.

I respectfully request that the Board authorize me to write a check in the amount of \$17,521.82 to the College of Southern Idaho Foundation for the purpose of transferring these funds.