



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

March 28, 2011

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) *Chairman Scholes*

MINUTES – REGULAR MEETING OF FEBRUARY 28, 2011: (A) *Mike Mason*

MINUTES – SPECIAL SESSION MARCH 15, 2011: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

SPRINTER VAN BID: (A) *Mike Mason*

MOBILE WELDING TRAINING TRAILER BID: (A) *Mike Mason*

ENVIRONMENTAL TECHNOLOGY TRAINING TRAILER BID: (A) *Mike Mason*

ENVIRONMENTAL TECHNOLOGY TRAINING TRAILER RETROFIT BID: (A) *Mike Mason*

HEAD START REPORT: (I) *Mike Mason*

BOARD MEETING SCHEDULE FOR FY12: (A) *Mike Mason*

ARCHITECT SELECTION PROCESS FOR JEROME HEAD START: (A) *Mike Mason*

OVER 60 WAIVERS FOR NON-DEGREE SEEKING ONLY: (A) *Mike Mason*

FY12 EMPLOYEE CONTRACTS: (I) *President Beck*

FULL/PART-TIME EMPLOYMENT PRACTICES: (I) *Monty Arrossa*

SUSTAINABILITY COUNCIL REPORT: (I) *Dr. Jan Simpkin & Dr. Randy Smith*

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 28, 2011

CALL TO ORDER: 6:07 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. 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
Jeff Harmon, Dean of Finance
Randy Dill, Physical Plant Director
Monty Arrossa, Director of Human Resources
Curtis Eaton, Advisor to the President
Gail Schull, Registrar
Doug Maughan, Public Relations Director
Teri Fattig, Director of the Library and Herrett
Center
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: None

Visitors: Mary Coakley, Ben Ramirez and Richard Creason

Faculty Representative: Kim Madsen and David Rodriguez

PACE Representative: Revis Turner

Times News: Amy Huddleston

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

MINUTES OF THE REGULAR MEETING OF FEBRUARY 28, 2011 WERE APPROVED AS WRITTEN AND MINUTES OF THE SPECIAL SESSION OF MARCH 15, 2011 were approved as amended on MOTION by Donna Brizee. Dr. Allan Frost, Donna Brizee, Bob Keegan and Karl Kleinkopf 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 Donna Brizee. Dr. Allan Frost, Donna Brizee, Bob Keegan and Karl Kleinkopf voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

There were no speakers for Open Forum.

The Board toured the College of Southern Idaho Refugee Center prior to the Board meeting. The Board did not enter into Executive Session.

Board Agenda Items:

1. The Board approved the low qualifying bid of McCoy Freightliner of Portland, Oregon in the amount of \$103,300 for the two specified Sprinter vans on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Bob Keegan and Karl Kleinkopf voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

Funding for the purchase is from budgeted maintenance department capital outlay funds.

2. The Board approved the sole bid of Charmac Trailers of Twin Falls, Idaho in the amount of \$14,005 for the specified mobile welding training trailer on MOTION by Karl Kleinkopf. Dr. Allan Frost, Donna Brizee, Bob Keegan and Karl Kleinkopf voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

Funding for this purchase is from the Idaho Department of Labor Green Jobs grant. This purchase is subject to approval of budget modifications by the granting agency.

3. The Board approved the sole bid of Charmac Trailers of Twin Falls, Idaho in the amount of \$20,540 for the specified environmental technology training trailer on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Bob Keegan and Karl Kleinkopf voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

Funding for this purchase is from the Idaho Department of Labor Green Jobs grant. This purchase is subject to approval of budget modifications by the granting agency.

4. The Board approved the low bid of Site Based Energy of Hailey, Idaho in the amount of \$66,900 for the specified environmental technology training trailer retrofit on MOTION by Donna Brizee. Dr. Allan Frost, Donna Brizee, Bob Keegan and Karl Kleinkopf voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

Funding for this purchase is from the Idaho Department of Labor Green Jobs grant. This purchase is subject to approval of budget modifications by the granting agency.

5. Mike Mason reviewed the monthly Head Start/Early Head Start operational, outcomes and fiscal reports with the Board.

6. The Board approved the proposed fiscal year 2012 Board Meeting Schedule on MOTION by Bob Keegan. Dr. Allan Frost, Donna Brizee, Bob Keegan and Karl Kleinkopf voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

7. The Board approved the amended proposal for the architect selection for the Jerome Head Start project on MOTION by Bob Keegan. Dr. Allan Frost, Donna Brizee, Bob Keegan and Karl Kleinkopf voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

The amended proposal allowed for the committee to select additional members for committee rather than the proposed five members.

8. The Board approved changing the Over 60 Tuition and Fee Waiver to apply only to non-degree seeking students on MOTION by Karl Kleinkopf. Dr. Allan Frost, Donna Brizee, Bob Keegan

8. (continued) and Karl Kleinkopf voted in favor of the MOTION. Chairman Scholes does not vote unless there is a tie vote.

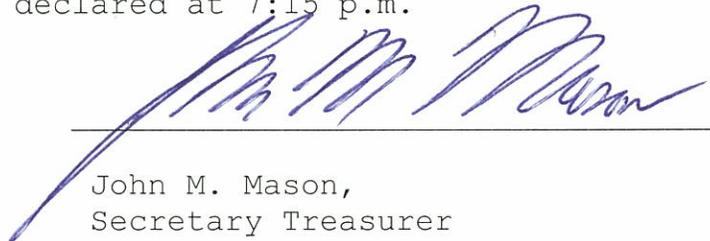
9. President Beck reviewed fiscal year 2012 employment contract issues with the Board.

10. Human Resource Director Monty Arrossa reviewed the current College of Southern Idaho policy concerning full and part time employment with the Board. He addressed issues concerning employment after retirement and length of full time employment allowed without benefits.

11. The Sustainability Council Report will be rescheduled to the April 18, 2011 Board meeting.

12. President Beck reported his activities for the month to the Board.

ADJOURNMENT was declared at 7:15 p.m.



John M. Mason,
Secretary Treasurer

Approved: April 18, 2011



Chairman



March 23, 2011

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

From: Mike Mason

Re: Two Sprinter Vans

We properly advertised for two Sprinter vans and received two bids for the specified vans. The bids are as follows:

McCoy Freightliner	\$103,300.00
Warner Truck Center	\$ 99,218.00

The vans from Warner Truck Center do not have the factory installed air conditioning or interior lighting systems specified. Warner Truck Center has an aftermarket air conditioner and lighting system included in their price of \$99,218.00.

The bid from McCoy Freightliner fully meets the specification without modification and matches our two existing Sprinter vans. I recommend that we accept bid of McCoy Freightliner of Portland, Oregon in the amount of \$103,000 for the two specified Sprinter Vans.

Funding for this purchase is from budgeted maintenance department capital outlay funds.

March 28, 2011

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

From: Jeffrey M. Harmon



Re: Mobile Welding Training Trailer

We properly advertised for a mobile welding training trailer and received one bid for the specified trailer from the following vendor:

Charmac Trailers

\$ 14,005

Based on the review of the bid by Dr. Todd Schwarz, I recommend we accept the bid in the amount of \$ 14,005 from Charmac Trailers of Twin Falls, Idaho, subject to budget modifications of the granting agency.

Funding for this purchase is from the Department of Education Congressionally Directed Grant entitled RIMS2, Manufacturing and Fabrication Training for Recovery.

This mobile welding trailer will allow for expanding welding education to remote sites.

March 28, 2011

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

From: Jeffrey M. Harmon 

Re: Environmental Technology Training Trailer

We properly advertised for an environmental technology training trailer and received one bid from the following vendor:

Charmac Trailers \$ 20,540

Based on the review of the bid by Dr. Todd Schwarz, I recommend we accept the bid in the amount of \$ 20,540 from Charmac Trailers of Twin Falls, Idaho, subject to budget modifications approval from the granting agency.

Funding for this purchase is from the Idaho Department of Labor, Idaho Green Jobs Grant.

This environmental technology training trailer will allow for expanding education and access for environmental technology training.



March 28, 2011

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

From: Jeffrey M. Harmon 

Re: Environmental Technology Training Trailer Retrofit

We properly advertised for an environmental technology training trailer retrofit and received two bids from the following vendors:

GM Technologies	\$ 139,700
Site Based Energy	\$ 66,900

Based on the review of the bids by Dr. Todd Schwarz, I recommend we accept the low bid in the amount of \$ 66,900 from Site Based Energy of Hailey, Idaho, subject to budget modifications approval from the granting agency and coordination with a provider to purchase a 26 foot gooseneck environmental technology training trailer and delivery.

Funding for this purchase is from the Idaho Department of Labor, Idaho Green Jobs Grant.

This environmental technology training will allow for expanding education and access for environmental technology training.

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For February 2011**

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

February Attendance	85%
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Meals and Snacks

Total meals served for February	6,408
Total snacks served for February	2,924

Education

An Education Advisory Board meeting is scheduled for March 14. Board members will discuss the results of the mid-year COR (Child Observation Record) along with reviewing curriculums for Head Start and Early Head Start. The Education Advisory Board is also reviewing the Outdoor Policy for children and the Children Services Workplan for the 2011-2012 program year. 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.

Parent Involvement

Parents and staff are actively participating in the self-audit process at each of our centers. The self-audit team looks at every aspect of the program to find ways for continuous quality improvement. The program has also started conducting the annual Comprehensive Community Assessment. Surveys will be completed by parents, staff, public agencies, businesses, schools, faith based organizations, and public officials. Participants are asked to rate what they see as the top five strengths and top five concerns in their community. Head Start/ Early Head Start centers have been involved in various health fairs across communities. Families are looking forward to spring and many centers will be participating in Earth Day celebrations by giving back to their communities.

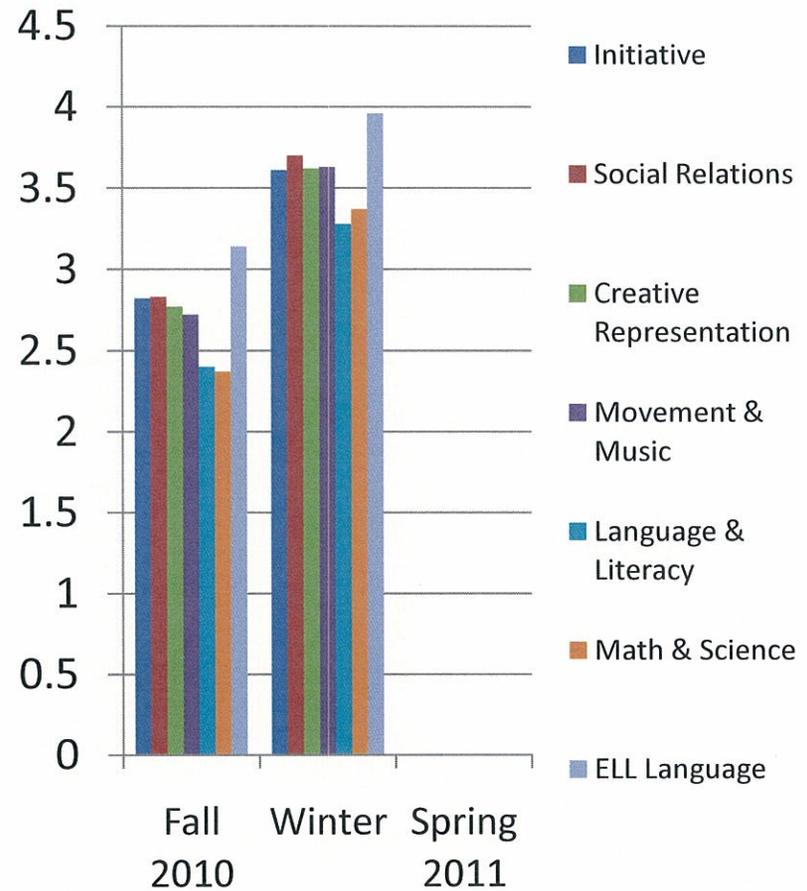
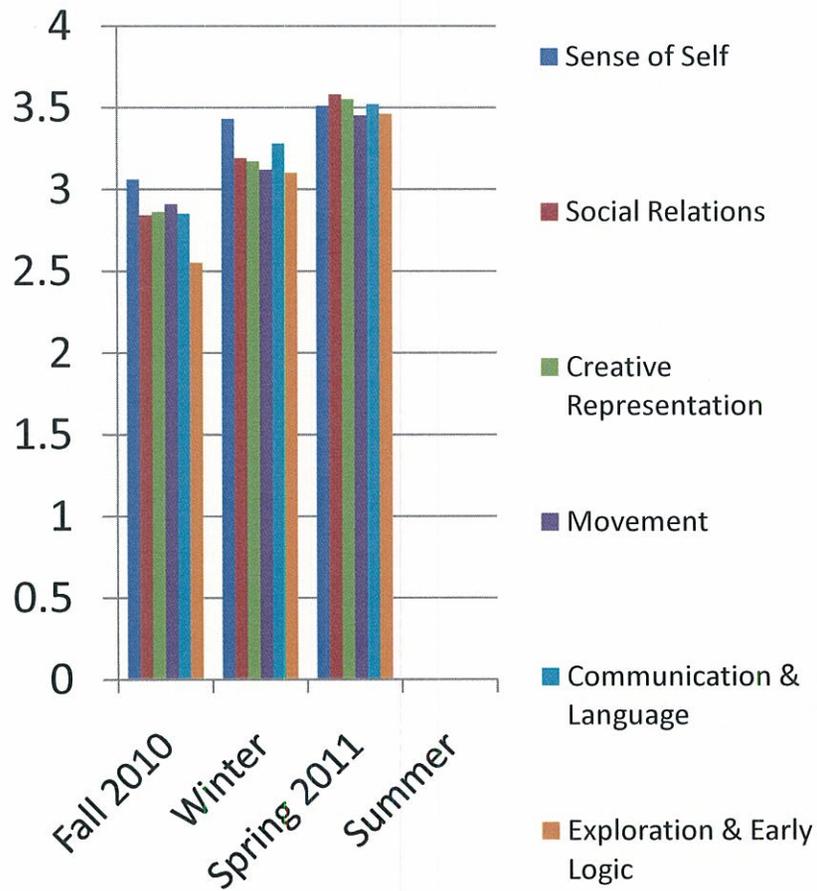
Early Head Start

The Early Head Start program has had five Early Head Start children transition into Head Start. There are an additional 14 three year olds waiting to transition from Early Head Start into Head Start. There are currently 14 children in the Early Head Start program with a diagnosed disability and/ or on an IFSP (Individualized Family Service Plan). Staff continually work on recruiting families for Early Head Start. In April, Home Visitors will receive training from the Early Head Start start-up planner, Mary Foltz. Mary will provide training on coaching parents during home visits and socializations. Socialization attendance continues to increase at all three sites. Parents and children really enjoy the age appropriate materials, fun activities, and healthy delicious meals.

Documents for Board Review/ Approval:

Financial Reports

Head Start/Early Head Start Mid-Year Outcomes Report 2010-2011



Mid Year COR Outcomes Report 2010-2011

Child Observation Record is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. The anecdotes are scored from a level 0 to a level 5, with 0 being a lower skill level and increasing to more advanced skill levels.

Preschool Item Level Report

There are 32 items on the Preschool Child Observation Record divided into 7 categories (Initiative, Social Relations, Creative Representation, Movement and Music, Language and Literacy, Mathematics and Science, and Dual Language Learners).

The largest gains were in Making choices and plans (Item A), Making and building models (Item I), Moving in various ways (Item L), Feeling and expressing steady beat (Item N), Moving to music (Item O), Using letter names and sounds (Item V), Identifying patterns (Item Z), Comparing properties (Item AA), Identifying position and direction (Item CC), Identifying sequence, change, and causality (Item DD), Identifying materials and properties (Item EE).

There was 1 item in Initiative, 1 item in Creative Representation, 3 items in Movement and Music, 1 item in Language and Literacy and 5 items in Mathematics and Science that all showed at least 1 full level of improvement.

Head Start Outcomes 2011 Alignment

There are 11 domains in the Head Start Outcomes (Physical Development and Health, Social & Emotional Development, Approaches to Learning, Logic & Reasoning, Language Development, Literacy Knowledge & Skills, Mathematics Knowledge & Skills, Science Knowledge & Skills, Creative Arts Expression, Social Studies Knowledge & Skills, and English Language Development).

The largest gains were in Logic & Reasoning, Mathematics Knowledge & Skills, and Science Knowledge & Skills. All three of these categories had about a one level increase from the baseline Time 1 period.

Idaho Early Learning Guidelines Alignment

There are 5 domains in the State of Idaho's Early Learning Guidelines (1.Approaches to Learning and Cognitive Development, 2.Physical Well-Being, Health, and Motor Development, 3.Social and Emotional Development, 4.General Knowledge, 5.Communication, Language, and Literacy).

There are multiple items that make up each domain. All item levels and domains show increases in the Idaho Early learning Guidelines Alignment with the COR. The information is consistent between all three reports. The biggest gains in the program have been in the area of mathematics and science.

Early Head Start Item Level Report

There are 28 items on the Infant/Toddler Child Observation Record divided into 6 categories (Sense of Self, Social Relations, Creative Representation, Movement, Communication & Language, and Exploration & Early Logic).

The largest gains were in Distinguishing self from others (Item B), Relating to another child (Item G), Playing with others (Item J), Communicating interest nonverbally (Item S), Exploring categories (Item Y), Developing number understanding (Item Z), and Exploring space (Item AA).

Period 1 to Period 2

There was 1 item in Sense of Self, 1 item in Social Relations, 1 item in Communicating interest nonverbally, and 2 items in Exploration & Early Logic. All of these items showed at least 1 full level of improvement.

Period 2 to Period 3

There was 1 item in Social Relations, 1 item in Creative Representation, 1 item in Communication & Language, and 1 item in Exploration & Early Logic. All of these items showed at least a ½ level of increase from Period 2 to Period 3.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,459,057.00	\$ 208,663.36	\$ 404,480.33	\$ 2,054,576.67	\$ 2,054,576.67	17.0%	16.4%
BENEFITS	\$ 1,372,489.00	\$ 111,079.13	\$ 217,028.61	\$ 1,155,460.39	\$ 1,155,460.39	17.0%	15.8%
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 13,200.00	\$ 3,041.66	\$ 3,472.18	\$ 9,727.82	\$ 9,727.82	23.0%	26.3%
CLASSROOM SUPPLIES	\$ 5,700.00	\$ 472.70	\$ 775.58	\$ 4,924.42	\$ 4,924.42	17.0%	13.6%
CENTER SUPPLIES	\$ 32,560.00	\$ 3,424.49	\$ 4,333.94	\$ 28,226.06	\$ 28,226.06	17.0%	13.3%
TRAINING SUPPLIES	\$ 20,200.00	\$ -	\$ 82.13	\$ 20,117.87	\$ 20,117.87	10.0%	0.4%
FOOD	\$ 9,700.00	\$ 274.51	\$ 274.51	\$ 9,425.49	\$ 9,425.49	5.0%	2.8%
CONTRACTUAL				\$ -	\$ -		
OTHER							
CONTRACTS	\$ 14,390.00	\$ 1,895.25	\$ 2,712.52	\$ 11,677.48	\$ 11,677.48	17.0%	18.9%
MEDICAL	\$ 10,200.00	\$ 1,311.02	\$ 1,311.02	\$ 8,888.98	\$ 8,888.98	12.0%	12.9%
DENTAL	\$ 13,760.00	\$ -	\$ 66.50	\$ 13,693.50	\$ 13,693.50	12.0%	0.5%
CHILD TRAVEL	\$ 89,500.00	\$ 10,836.51	\$ 17,485.35	\$ 72,014.65	\$ 72,014.65	17.0%	19.5%
EMPLOYEE TRAVEL	\$ 30,000.00	\$ 3,045.03	\$ 4,157.63	\$ 25,842.37	\$ 25,842.37	17.0%	13.9%
CAREER DEVELOP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
PARENT TRAINING	\$ 21,990.00	\$ 356.79	\$ 9,075.55	\$ 12,914.45	\$ 12,914.45	40.0%	41.3%
SPACE	\$ 101,860.00	\$ 3,230.90	\$ 9,447.07	\$ 92,412.93	\$ 92,412.93	17.0%	9.3%
UTILITIES	\$ 53,700.00	\$ 4,165.50	\$ 5,896.89	\$ 47,803.11	\$ 47,803.11	17.0%	11.0%
TELEPHONE	\$ 30,973.00	\$ 2,426.20	\$ 5,466.64	\$ 25,506.36	\$ 25,506.36	17.0%	17.6%
OTHER	\$ 41,000.00	\$ 2,970.39	\$ 16,131.22	\$ 24,868.78	\$ 24,868.78	35.0%	39.3%
TOTAL DIRECT COSTS	\$ 4,320,279.00	\$ 357,193.44	\$ 702,197.67	\$ 3,618,081.33	\$ 3,618,081.33	16.2%	16.3%
ADMIN COSTS	\$ 275,763.00	\$ 19,643.88	\$ 19,643.88	\$ 256,119.12	\$ 256,119.12	8.0%	7.1%
GRAND TOTAL	\$ 4,596,042.00	\$ 376,837.32	\$ 721,841.55	\$ 3,874,200.45	\$ 3,874,200.45	12.1%	15.7%
IN KIND NEEDED	\$ 1,149,011.00						
IN KIND GENERATED	\$ 88,847.56						
IN KIND (SHORT)/LONG	\$ (1,060,163.44)						
PROCUREMENT CARD EXPENSE	\$ 13,815.79	4% of Total Expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 13,332.00	\$ 4,607.17	\$ 6,372.27	\$ 6,959.73	45.0%	47.8%
6e. SUPPLIES						
Training Supplies	\$ 8,840.00	\$ 1,000.37	\$ 1,301.02	\$ 7,538.98	17.0%	14.7%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 20,220.00	\$ -	\$ -	\$ 20,220.00	15.0%	0.0%
TOTAL DIRECT COSTS	\$ 42,392.00	\$ 5,607.54	\$ 7,673.29	\$ 34,718.71	25.7%	18.1%
ADMIN COSTS	\$ 2,706.00	\$ 117.75	\$ 117.75	\$ 2,588.25	8.0%	4.4%
GRAND TOTAL	\$ 45,098.00	\$ 5,725.29	\$ 7,791.04	\$ 37,306.96	21.3%	17.3%
IN KIND NEEDED	\$ 11,275.00					
IN KIND GENERATED	\$ -					
IN KIND (SHORT)/LONG	\$ (11,275.00)					

September 30, 2010 - September 29, 2011

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 525,665.00	\$ 41,393.32	\$ 213,042.58	\$ 312,622.42	\$ 312,622.42	42.0%	40.5%
BENEFITS	\$ 250,739.00	\$ 20,391.89	\$ 103,711.07	\$ 147,027.93	\$ 147,027.93	42.0%	41.4%
OUT OF AREA TRAVEL	\$ 23,760.00	\$ 2,734.55	\$ 17,759.77	\$ 6,000.23	\$ 6,000.23	70.0%	74.7%
EQUIPMENT	\$ 19,000.00		\$ -	\$ 19,000.00	\$ 19,000.00	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 3,500.00	\$ 57.48	\$ 1,120.92	\$ 2,379.08	\$ 2,379.08	42.0%	32.0%
CENTER SUPPLIES	\$ 13,332.00	\$ 1,595.46	\$ 5,180.70	\$ 8,151.30	\$ 8,151.30	42.0%	38.9%
CLASSROOM SUPPLIES	\$ 13,000.00	\$ 2,664.17	\$ 11,088.39	\$ 1,911.61	\$ 1,911.61	42.0%	85.3%
TRAINING SUPPLIES	\$ 6,500.00	\$ -	\$ 264.18	\$ 6,235.82	\$ 6,235.82	42.0%	4.1%
FOOD	\$ 2,987.00	\$ 55.04	\$ 205.89	\$ 2,781.11	\$ 2,781.11	10.0%	6.9%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 62,000.00	\$ 5,157.48	\$ 11,157.20	\$ 50,842.80	\$ 50,842.80	25.0%	18.0%
MEDICAL	\$ 27,000.00	\$ 109.00	\$ 1,669.53	\$ 25,330.47	\$ 25,330.47	10.0%	6.2%
DENTAL	\$ 20,000.00	\$ -	\$ 44.00	\$ 19,956.00	\$ 19,956.00	10.0%	0.2%
CHILD TRAVEL	\$ -	\$ -					
EMPLOYEE TRAVEL	\$ 2,500.00	224.48	1,797.60	702.40	\$ 702.40	42.0%	71.9%
CAREER DEVELOP	\$ 15,681.00	\$ 1,980.00	\$ 2,813.00	\$ 12,868.00	\$ 12,868.00	33.0%	17.9%
PARENT TRAINING	\$ 2,500.00	\$ -	\$ 1,357.40	\$ 1,142.60	\$ 1,142.60	42.0%	54.3%
FACILITIES/CONST.	\$ 22,686.00	\$ 375.14	\$ 10,842.66	\$ 11,843.34	\$ 11,843.34	42.0%	47.8%
UTILITIES	\$ 2,700.00	\$ 527.05	\$ 1,810.96	\$ 889.04	\$ 889.04	42.0%	67.1%
TELEPHONE	\$ 10,719.00	\$ 285.76	\$ 1,638.75	\$ 9,080.25	\$ 9,080.25	42.0%	15.3%
OTHER	\$ 4,168.00	\$ -	\$ 2,667.83	\$ 1,500.17	\$ 1,500.17	42.0%	64.0%
TOTAL DIRECT COSTS	\$ 1,028,437.00	\$ 77,550.82	\$ 388,172.43	\$ 640,264.57	\$ 640,264.57	34.8%	37.7%
ADMIN COSTS	\$ 62,330.00	\$ 5,069.71	\$ 19,053.33	\$ 43,276.67	\$ 43,276.67	33.0%	30.6%
GRAND TOTAL	\$ 1,090,767.00	\$ 82,620.53	\$ 407,225.76	\$ 683,541.24	\$ 683,541.24	38.6%	37.7%
IN KIND NEEDED	\$ 272,692.00						
IN KIND GENERATED	\$ 67,856.00						
IN KIND (SHORT)/LONG	\$ (204,836.00)						



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 2011-2012 regular meeting schedule is as follows:

July 18, 2011	January 23, 2012
August 15, 2011	February 27, 2012
September 19, 2011	March 26, 2012
October 17, 2011	April 16, 2012
November 21, 2011	May 21, 2012
December 19, 2011	June 18, 2012

The Fy 2012 budget hearing date is set for August 15, 2011.

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 6th and 13th
Buhl Herald: July 6th and 13th

March 17, 2011

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

From: Mike Mason

Re: Architect Selection Process

Based upon input from the last Board meeting, it appears that the Board would like to change the selection method utilized by the college for selecting architects and other building professionals. Since the process is laid out in Idaho code, the critical part that the Board has control over is the selection team. If we utilize the same selection team members as we have in the past, there is no reason to believe the outcome will be any different than past selections.

Past teams have been made up of college staff members who have a vested interest in the outcome of the project. There is also a bias toward firms that have successfully completed projects for the college in the past.

In order to meet what I believe the Board's goals are for the selection process, I suggest that a team be formed that does not include me, Randy Dill or Allen Scherbinske.

I would suggest that the team for the selection of the architect for the Jerome Head Start project be made up of the following people:

1. Mary Marshall – Mary is the current director of Head Start and has significant experience with facilities. If she chooses not to participate, I would suggest allowing her to appoint a Head Start employee who is familiar with construction and facilities. We have always had one program type person on each team based upon what program will occupy the spaces being constructed.
2. Darrell Buffaloe – Darrell is retired from both CSI and ISU. He has been on several selection committees for CSI. Mr. Buffaloe was the facilities director for Idaho State University for over 26 years. He has been responsible for hundreds of millions of dollars of construction projects and sat on dozens upon dozens of selection committees for ISU and the Division of Public Works. His credentials are impeccable and he brings extensive professional experience to the team.
3. Jeff McCurdy – Jeff is a project director for Region IV Development. He has served on one CSI selection committee. This was for an architect for Head Start projects in Jerome, Twin Falls and Rupert. He has been in charge of numerous mid range projects for Region IV including the Hansen Head Start building. He

has proven himself to be a knowledgeable team member and is very good to work with. He is also the project manager for our EDA project.

4. CSI Board Member – This will insure the entire process is conducted in accordance with the desires of the Board. I believe the only way to complete a process that fully meets the expectations of the Board is to have a sitting Board member on the selection team.
5. A Member Chosen by the Four Members of the Selection Team – I believe the team members can agree on a local contractor, developer or businessman who would bring perspective and expertise to the process. I am not in favor of bringing some architect or other out of area person in to this process. If the four members request an out of area person be brought in, then they can advise me of the person they want and I can contact them.

I can provide the selection team with past advertisements, past Request for Proposals specifications and past evaluation criteria sheets with point ratings. With input from the team, I can modify these documents to meet their specifications. I can also provide support for the team in scheduling meetings, meeting rooms and answering questions from firms responding to the RFP.

It is my understanding that the Jerome Head Start Center and the EDA building project will both utilize the general contractor method of construction. While I am not convinced that this is the most cost effective method of construction delivery or that it provides the most work for our local workforce, I assure you that, regardless of the construction method, Randy Dill, Allen Scherbinske and I will do everything within our power to make sure we get a quality building, within budget and completed on time.

It is critical that we start this process as soon as possible. The selection process will take at least 5 to 6 weeks to complete depending upon the schedules of the selection committee.

I respectfully request that a decision be made concerning the selection process at the March 28, 2011 regular Board meeting if at all possible. If you have questions or would like further information, please contact me at 732-6203 or email me at mmason@csi.edu.