



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

May 16, 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 – SPECIAL MEETING OF APRIL 15, 2011: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION OF APRIL 15, 2011: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF APRIL 18, 2011: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

### OPEN FORUM

JULY & AUGUST 2011 CONTINUING BUDGET RESOLUTION: (A) *Mike Mason*

HEAD START REPORT: (A) *Mike Mason*

GYM WATER LINE REPLACEMENT BID: (A) *Mike Mason*

RENEWABLE ENERGY EQUIPMENT BID: (A) *Mike Mason*

JEROME HEAD START ARCHITECT RECOMMENDATION: (A) *Mike Mason and Bob Keegan*

CAMPUS ZONING: (A) *Mike Mason*

FESTIVAL OF TREES REQUEST TO SERVE ALCOHOL ON CAMPUS: (A) *President Beck*

APPROVAL OF CSI BOARD OF TRUSTEES POLICIES: (A) *Dr. Thad Scholes*

FIRST YEAR ADVISOR BOOKLET (A) *Cesar Perez*

LEGISLATIVE IDEAS: (I) *President Beck*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
MAY BOARD OF TRUSTEES MEETING  
MAY 16, 2011

CALL TO ORDER: 6:15 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. Edit Szanto, Vice President of Student Services,  
Planning and Development  
Dr. Mark Sugden, Instructional Dean  
Dr. Todd Schwarz, Instructional Dean  
Dr. Cindy Bond, Instructional Dean  
Jeff Harmon, Dean of Finance  
Randy Dill, Physical Plant Director  
Monty Arrossa, Director of Human Resources  
Teri Fattig, Library and Museum Director  
Gail Schull, Registrar  
Curtis Eaton, Advisor to the President  
Teri Fattig, Director of the Library and Herrett  
Center  
Doug Maughan, Public Relations Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Deb Wilson and Cesar Perez

Visitors: None

Faculty Representative: Cindy Harmon and David Rodriguez

PACE Representative: Rae Jean Larsen and Brandi Turnipseed

Times News: Amy Huddleston

The agenda was amended to remove the Jerome Head Start Architect Recommendation item. The amended agenda was approved on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

MINUTES OF THE SPECIAL SESSION AND EXECUTIVE SESSION OF APRIL 15, 2011 AND THE REGULAR MEETING OF APRIL 18, 2011 WERE APPROVED AS WRITTEN on MOTION by Donna Brizee. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Bob Keegan. Affirmative vote was unanimous.

There were no speakers for Open Forum.

Board Agenda Items:

1. The Board approved a continuing budget resolution for the months of July and August 2011 on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

The college's fiscal year 2012 budget will be set on August 15, 2011.

2. Mike Mason reviewed the monthly Head Start/Early Head Start operational and fiscal reports with the Board. He also reviewed College of Southern Idaho's response to the site monitoring review of the Head Start/Early Head Start programs in October of 2010. The single discrepancy item involving purchasing policies has been corrected. The Board approved the Head Start report on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

3. The Board approved the low bid of DeBest Plumbing of Boise, Idaho in the amount of \$107,297.00 for the specified gym water line replacement project on MOTION by Donna Brizee. Affirmative vote was unanimous.

Funding for this project is from the Idaho State Division of Public Works and the College of Southern Idaho Plant Facility Fund.

4. The Board approved the sole bid of X-Cal Corporation of Houston, Texas in the amount of \$27,695.00 for the specified industrial mechanics/renewable energy training equipment on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Funding for this project is from Carl D. Perkins grant funds.

5. The Board approved the zoning of the College of Southern Idaho main campus as the CSI PUD Zone as approved by the Twin Falls City Council on MOTION by Bob Keegan. Affirmative vote was unanimous.

6. The MOTION of Bob Keegan to allow the use of alcohol on campus for the Festival of Trees event was withdrawn by Mr. Keegan after Board discussion. The Board directed the administration to research the following areas for the Board concerning alcohol on campus:

- a. Legal and insurance implications including liability
- b. Administrative issues
- c. Organizations that may utilize alcohol on campus
- d. Locations for the serving of alcohol on campus
- e. Idaho State Board of Education rules on alcohol
- f. Other institutions alcohol policies
- g. Any reporting requirements with any outside entity

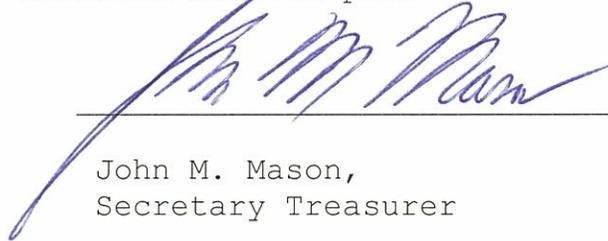
7. The Board approved the College of Southern Idaho Board of Trustees Policies as amended on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

8. Cesar Perez presented the First Year Advisor booklet to the Board. The booklet contains extensive information concerning advising, academic progress requirements and significant changes in registration and payment policies that will take effect in the Fall of 2011. The Board approved the First Year Advisor booklet and associated policy changes on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

9. President Beck advised the Board that legislative proposals concerning community colleges would be presented at the June Idaho State Board of Education meeting. North Idaho College is requesting legislation to increase county tuition. President Beck handed out some data concerning the legislation and asked the Board to send comments to him concerning the proposed legislation.

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

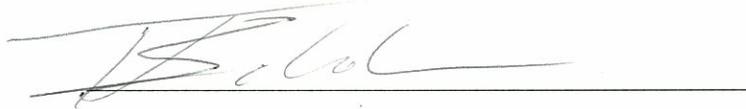
ADJOURNMENT was declared at 7:01 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: June 20, 2011



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Chairman



# PROUD TO BE PART OF THE CSI FAMILY



## College of Southern Idaho Head Start/ Early Head Start 2010-2011 Self-Audit Findings METHODOLGY

### Self-Audit Review Information

- February 17 - April 15, 2011
- 23 staff members, 12 parents on Policy Council, 2 Ameri-Corps Health Advocates, and 1 social work intern participated in the Self-Audit process

### Self-Audit On-Site Activities: Information collection, Verification of Facts, Documents Reviewed, Interviews & Observations

- 11 centers plus Central Office were visited
- 11 centers were observed for Male Involvement, Parent Area, and Parent Involvement Activities, Newsletters, and Minutes
- 63 Head Start and 7 Early Head Start Child Files were reviewed
- 3 files of children with a disability were reviewed
- 70 Child Files were reviewed for Income Eligibility Process and Data
- 62 Attendance records were reviewed
- 11 Center Supervisors were interviewed
- 16 Head Start and 3 Early Head Start parents were interviewed
- 11 Classroom Staff were interviewed
- 17 Head Start and 7 Early Head Start Home Visitors were interviewed
- 11 Head Start and 4 Early Head Start Home Visits were observed
- 18 Classrooms Observed utilizing the High Scope Assessment
- 21 Meal Observations were completed
- 14 CACFP Attendance/Meal Count Assessments were completed
- 13 Bus Routes have been observed
- 11 centers and Central Office were inspected for Health and Safety
- 18 Sanitation Checklists were completed
- 9 Medication Administration Checklists were completed
- 27 First Aid Kits were checked in centers and Central Office
- 24 Community Partners were interviewed
- 24 Personnel Files were reviewed
- 21 Interagency Agreements were reviewed
- 23 Contracts were reviewed
- **The following interviews were completed:**
  - 3-17-11 Policy Council was interviewed
  - 4-12-11 Mike Mason, Vice President of Administration, College of Southern Idaho
  - 4-12-11 Mary Marshall, Director
  - 4-14-11 Charyl Jester and Judy Crist, Regional Operations Specialists
  - 4-14-11 Denise Tedder, Facilities Compliance Officer
  - 4-12-11 Abby Greenfield, Fiscal Coordinator
  - 4/12/11 Beth Cothorn, Parent Engagement Family Involvement Specialist, and Amber McHugh, Program Coordinator
  - 4-14-11 Brad Eslinger, Children's Services Specialist
  - 4/14/11 Amber Larson, Children's Services Coordinator
  - 4-12-11 Delia Villanueva, Health Coordinator
  - 4-14-11 Susan Lehman, Mental Health Professional
  - 4-14-11 Caroline Dolezal, Nutrition Consultant
  - 4-15-11 Lisa Stewart, Human Resource Coordinator
  - 4-12-11 Rosanna Campbell, Early Head Start Lead Coordinator
  - 4-14-11 Deborah Fuller, Early Head Start Coordinator
  - Three members from each Advisory Board were interviewed (Health, Education, and Family)

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

**Enrollment**

Head Start ACYF Federal Funded	566
Head Start TANF	27
Early Head Start	80
<b>Total</b>	<b>673</b>

**Program Options**

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

**Program Participation for April**

HS Attendance	88%
EHS Home Visit Completion Rate	98%

**Meals and Snacks**

Total meals served for April	6,780
Total snacks served for April	3,255

**Education**

May 24th will be last day for the Head Start program year. Currently, teachers and home visitors are finishing up the third and final collection of data for the Child Observation Record, an ongoing assessment of each child's learning development . In April five staff members attended a week long training on High/Scope, the curriculum used in the program. A follow-up training will be presented to all classroom staff at pre-service in August just before the new program year begins.

**Parent Involvement**

Parents recently completed part two of the parent survey for the Community Assessment. Currently, the data is being recorded with results to follow in a final report. As the school year winds down, collection for the Program Information Report (PIR) has begun. This is a report that is compiled annually and includes information about family composition, health services and primary languages. The completed report will be available in the fall.

**Early Head Start**

Early Head Start sites have developed wait lists for children and pregnant women at the Twin Falls and North Side centers. The Minidoka center is re-building an EHS wait-list. EHS parents gave their feedback in this year's Comprehensive Community Assessment. Parents indicate that they received resource and referrals for services including, but not limited to, energy assistance, food boxes, WIC, GED acquisition, Coats for Kids, housing assistance and counseling. EHS is a year-round program and will continue providing Home Visits and Socializations through the summer. Socialization attendance continues to increase each cycle.

**Documents for Board Review/ Approval:**

Financial Reports



**College of Southern Idaho**  
**HEAD START/EARLY HEAD START**  
PO Box 1238  
Twin Falls, Idaho 83303-1238  
Phone: (208) 736-0741  
Fax: (208) 734-3832

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May 6, 2011

Dr. Thad Scholes  
CSI Board of Trustees Chair

Dear Dr. Scholes and the Board of Trustees:

In response to the fiscal finding resulting from the on-site ARRA monitoring review of the College of Southern Idaho Early Head Start program in October, 2010, the program has edited and added the following to the formal work plan we use for procurement procedures:

The procurement guidelines set forth in HHS regulation 45 CFR Part 74.44 are followed by CSI HS/EHS:

#### 74.44 - Procurement procedures

(a) All recipients shall establish written procurement procedures. These procedures shall provide for, at a minimum, that: (1) Recipients avoid purchasing unnecessary items; (2) Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the recipient and the Federal Government; and (3) Solicitations for goods and services provide for all of the following: (i) A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.

(ii) Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.

(iii) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.

(iv) The specific features of brand name or equal descriptions that bidders are required to meet when such items are included in the solicitation.

(v) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement. Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

Content Area	Objective	Action Items	Person Responsible	Progress Date(s)	Complete Date
Administration Financial Management	Revise the policy to ensure procurement procedures include all required elements of the HHS regulation 74.44.	<ul style="list-style-type: none"> <li>State objective in Accounting Procedures Work plan.</li> <li>Notify all employees involved of procurement policy revision.</li> </ul>	HS Director Financial Services Coordinator Center Supervisors Food Service Managers	5/2011 Revised Accounting Procedures Work plan	May 2011

Please evaluate this process. A Desk Follow-up Review will be conducted with Office of Head Start, Region X, later this month to verify correction of the noted areas of noncompliance. At that time, the requested documents and information will be submitted to the Regional office for review. All evidence, including interviews will then be submitted to OHS for final determination.

Respectfully Submitted,

Abby Greenfield  
Financial Services Coordinator  
CSI Head Start/Early Head Start

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 2,459,057.00	\$ 221,188.65	\$ 829,570.40	\$ 1,629,486.60	\$ 1,629,486.60	33.0%	33.7%
<b>BENEFITS</b>	\$ 1,372,489.00	\$ 114,922.40	\$ 441,365.45	\$ 931,123.55	\$ 931,123.55	33.0%	32.2%
<b>OUT OF AREA TRAVEL</b>	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
<b>EQUIPMENT</b>	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
<b>SUPPLIES</b>							
<b>OFFICE CONSUMABLES</b>	\$ 13,200.00	\$ 1,151.86	\$ 6,116.71	\$ 7,083.29	\$ 7,083.29	33.0%	46.3%
<b>CLASSROOM SUPPLIES</b>	\$ 5,700.00	\$ 3,674.90	\$ 7,549.32	\$ (1,849.32)	\$ (1,849.32)	50.0%	132.4%
<b>CENTER SUPPLIES</b>	\$ 32,560.00	\$ 505.41	\$ 5,738.33	\$ 26,821.67	\$ 26,821.67	33.0%	17.6%
<b>TRAINING SUPPLIES</b>	\$ 15,200.00	\$ 42.26	\$ 392.84	\$ 14,807.16	\$ 14,807.16	33.0%	2.6%
<b>FOOD</b>	\$ 9,700.00	\$ 239.98	\$ 718.78	\$ 8,981.22	\$ 8,981.22	15.0%	7.4%
<b>CONTRACTUAL</b>				\$ -	\$ -		
<b>OTHER</b>							
<b>CONTRACTS</b>	\$ 14,390.00	\$ 1,905.00	\$ 7,089.90	\$ 7,300.10	\$ 7,300.10	50.0%	49.3%
<b>MEDICAL</b>	\$ 10,200.00	\$ 688.00	\$ 2,135.01	\$ 8,064.99	\$ 8,064.99	33.0%	20.9%
<b>DENTAL</b>	\$ 13,760.00	\$ 1,214.90	\$ 1,488.30	\$ 12,271.70	\$ 12,271.70	33.0%	10.8%
<b>CHILD TRAVEL</b>	\$ 89,500.00	\$ 12,087.82	\$ 42,581.01	\$ 46,918.99	\$ 46,918.99	40.0%	47.6%
<b>EMPLOYEE TRAVEL</b>	\$ 30,000.00	\$ 4,592.57	\$ 11,311.63	\$ 18,688.37	\$ 18,688.37	35.0%	37.7%
<b>CAREER DEVELOP</b>	\$ 5,000.00	\$ 800.00	\$ 1,619.45	\$ 3,380.55	\$ 3,380.55	35.0%	32.4%
<b>PARENT TRAINING</b>	\$ 21,990.00	\$ 285.40	\$ 10,585.54	\$ 11,404.46	\$ 11,404.46	45.0%	48.1%
<b>SPACE</b>	\$ 101,860.00	\$ 8,238.08	\$ 18,660.44	\$ 83,199.56	\$ 83,199.56	38.0%	18.3%
<b>UTILITIES</b>	\$ 53,700.00	\$ 8,961.93	\$ 21,656.33	\$ 32,043.67	\$ 32,043.67	40.0%	40.3%
<b>TELEPHONE</b>	\$ 30,973.00	\$ 4,025.06	\$ 12,509.97	\$ 18,463.03	\$ 18,463.03	40.0%	40.4%
<b>OTHER</b>	\$ 41,000.00	\$ 6,961.73	\$ 26,437.79	\$ 14,562.21	\$ 14,562.21	40.0%	64.5%
<b>TOTAL DIRECT COSTS</b>	\$ 4,320,279.00	\$ 391,485.95	\$ 1,447,527.20	\$ 2,872,751.80	\$ 2,872,751.80	34.7%	33.5%
<b>ADMIN COSTS</b>	\$ 275,763.00	\$ 23,698.03	\$ 84,465.52	\$ 191,297.48	\$ 191,297.48	33.0%	30.6%
<b>GRAND TOTAL</b>	\$ 4,596,042.00	\$ 415,183.98	\$ 1,531,992.72	\$ 3,064,049.28	\$ 3,064,049.28	33.8%	33.3%
<b>IN KIND NEEDED</b>	\$ 1,149,011.00						
<b>IN KIND GENERATED</b>	\$ 295,003.33	26% of Total Needed					
<b>IN KIND (SHORT)/LONG</b>	\$ (854,007.67)						
<b>PROCUREMENT CARD EXPENSE</b>	\$ 12,864.08	3% of Total Expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 525,665.00	\$ 40,801.91	\$ 295,237.81	\$ 230,427.19	\$ 230,427.19	58.0%	56.2%
<b>BENEFITS</b>	\$ 250,739.00	\$ 20,037.84	\$ 144,153.66	\$ 106,585.34	\$ 106,585.34	58.0%	57.5%
<b>OUT OF AREA TRAVEL</b>	\$ 23,760.00	\$ 10,044.85	\$ 27,914.62	\$ (4,154.62)	\$ (4,154.62)	75.0%	117.5%
<b>EQUIPMENT</b>	\$ 19,000.00		\$ -	\$ 19,000.00	\$ 19,000.00	0.0%	0.0%
<b>SUPPLIES</b>							
<b>OFFICE CONSUMABLES</b>	\$ 3,500.00	\$ -	\$ 1,120.92	\$ 2,379.08	\$ 2,379.08	58.0%	32.0%
<b>CENTER SUPPLIES</b>	\$ 10,332.00	\$ 697.41	\$ 6,192.76	\$ 4,139.24	\$ 4,139.24	58.0%	59.9%
<b>CLASSROOM SUPPLIES</b>	\$ 20,500.00	\$ 504.35	\$ 20,376.27	\$ 123.73	\$ 123.73	58.0%	99.4%
<b>TRAINING SUPPLIES</b>	\$ 2,000.00	\$ 35.45	\$ 299.63	\$ 1,700.37	\$ 1,700.37	50.0%	15.0%
<b>FOOD</b>	\$ 2,987.00	\$ 33.28	\$ 280.13	\$ 2,706.87	\$ 2,706.87	20.0%	9.4%
<b>CONTRACTUAL</b>							
<b>OTHER</b>							
<b>CONTRACTS</b>	\$ 62,000.00	\$ 6,769.15	\$ 17,926.35	\$ 44,073.65	\$ 44,073.65	40.0%	28.9%
<b>MEDICAL</b>	\$ 27,000.00	\$ 456.00	\$ 2,549.21	\$ 24,450.79	\$ 24,450.79	40.0%	9.4%
<b>DENTAL</b>	\$ 20,000.00	\$ -	\$ 228.00	\$ 19,772.00	\$ 19,772.00	40.0%	1.1%
<b>CHILD TRAVEL</b>	\$ -						
<b>EMPLOYEE TRAVEL</b>	\$ 2,500.00	1,076.82	3,320.23	\$ (820.23)	\$ (820.23)	58.0%	132.8%
<b>CAREER DEVELOP</b>	\$ 15,681.00	\$ 539.85	\$ 4,643.85	\$ 11,037.15	\$ 11,037.15	50.0%	29.6%
<b>PARENT TRAINING</b>	\$ 2,500.00	\$ 95.40	\$ 1,979.10	\$ 520.90	\$ 520.90	65.0%	79.2%
<b>FACILITIES/CONST. *</b>	\$ 376,590.00	\$ 1,773.92	\$ 12,696.12	\$ 363,893.88	\$ 363,893.88	30.0%	3.4%
<b>UTILITIES</b>	\$ 6,200.00	\$ 650.83	\$ 2,912.55	\$ 3,287.45	\$ 3,287.45	50.0%	47.0%
<b>TELEPHONE</b>	\$ 7,219.00	\$ 363.39	\$ 2,494.34	\$ 4,724.66	\$ 4,724.66	50.0%	34.6%
<b>OTHER</b>	\$ 4,168.00	\$ 582.00	\$ 3,249.83	\$ 918.17	\$ 918.17	58.0%	78.0%
<b>TOTAL DIRECT COSTS</b>	\$ 1,382,341.00	\$ 84,462.45	\$ 547,575.38	\$ 834,765.62	\$ 834,765.62	48.2%	39.6%
<b>ADMIN COSTS</b>	\$ 62,330.00	\$ 5,098.05	\$ 34,178.32	\$ 28,151.68	\$ 28,151.68	50.0%	54.8%
<b>GRAND TOTAL</b>	\$ 1,444,671.00	\$ 89,560.50	\$ 581,753.70	\$ 862,917.30	\$ 862,917.30	53.7%	39.6%
<b>IN KIND NEEDED</b>	\$ 272,692.00						
<b>IN KIND GENERATED</b>	\$ 137,068.23	50%	* Includes carryover of \$353,904 for Facilities Construction in Minidoka				
<b>IN KIND (SHORT)/LONG</b>	\$ (135,623.77)						

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 18,332.00	\$ 6,724.89	\$ 15,285.35	\$ 3,046.65	50.0%	83.4%
6e. SUPPLIES						
Training Supplies	\$ 8,840.00	\$ 3,518.80	\$ 4,819.82	\$ 4,020.18	45.0%	54.5%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 15,220.00	\$ 1,394.15	\$ 4,054.15	\$ 11,165.85	33.0%	26.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 42,392.00</b>	<b>\$ 11,637.84</b>	<b>\$ 24,159.32</b>	<b>\$ 18,232.68</b>	<b>42.7%</b>	<b>57.0%</b>
<b>ADMIN COSTS</b>	<b>\$ 2,706.00</b>	<b>\$ 317.54</b>	<b>\$ 879.38</b>	<b>\$ 1,826.62</b>	<b>33.0%</b>	<b>32.5%</b>
<b>GRAND TOTAL</b>	<b>\$ 45,098.00</b>	<b>\$ 11,955.38</b>	<b>\$ 25,038.70</b>	<b>\$ 20,059.30</b>	<b>40.3%</b>	<b>55.5%</b>
<b>IN KIND NEEDED</b>	<b>\$ 11,275.00</b>					
<b>IN KIND GENERATED</b>	<b>\$ -</b>					
<b>IN KIND (SHORT)/LONG</b>	<b>\$ (11,275.00)</b>					



May 11, 2011

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

From: Mike Mason

Re: Gym Water Line Replacement

We properly advertised for the gym water line replacement project and received two bids for the specified work and materials. The bids including the two alternates are as follows:

DeBest Plumbing	\$107,297.00
Cascade Enterprises, Inc.	\$132,150.00

Based upon a review of the bids by Randy Dill and Allen Scherbinske, I recommend that we accept the low based bid plus the two alternates in the total amount of \$107,297.00 from DeBest Plumbing of Boise, Idaho.

The College of Southern Idaho received \$100,000 from the Idaho State Division of Public Works for this project as a portion of our fiscal year 2008 preventative maintenance request. The project was delegated to us to administer. We bid the project in fiscal year 2009 but did not get any bidders.

We have incurred engineering fees of \$9,000 in the design and the two bidding processes for the project. The total project expenditures are estimated to be \$116,297.00 of which \$100,000 is from the Idaho State Division of Public Word and \$16,297.00 will be from the College of Southern Idaho Plant Facility Fund.

This project is scheduled be completed by August 31, 2011 at the latest. I respectfully request approval to proceed with this project.



May 12, 2011

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

From: Jeffrey M. Harmon *Jeffrey M Harmon*

Re: Industrial Mechanics/Renewable Energy Training Equipment

We properly advertised and received one bid for the specified industrial training systems from the following vendor:

XCAL Corporation \$ 27,695

Based on the review of the bid by Dr. Todd Schwarz, I recommend we accept the bid in the amount of \$ 27,695 from X-CAL Corporation of Houston, Texas, subject to delivery prior to year-end closeout.

Funding for this purchase is from a surplus identified for FY2011 in the Program Expansion Project of the Carl D. Perkins Career and Technical Education Act (Perkins).

These two training pieces add to existing lab equipment that supports the Wind Energy Technician, Environmental Technology, and Industrial Maintenance Apprenticeship programs in order to minimize instructional bottlenecks for students. The two items specifically teach industrial motor controls and industrial wiring.



May 11, 2011

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

From: Mike Mason

Re: Jerome Head Start Architect Recommendation

The College properly advertised for the services of an architect that include but are not limited to preliminary planning, design, construction document preparation, cost estimation, project bidding, and administration of construction contracts, scheduling, construction quality control, construction surveying and the production of record drawings.

We received twenty inquires concerning the published request for proposals for architectural services. We received thirteen proposals on the due date, April 27, 2011. The selection team of Bob Keegan, Allen Scherbinske, Ken Gardner, Jeff McCurdy and Darrell Buffaloe reviewed each of the thirteen proposals. The proposals were scored based upon a pre-determined point system provided on the rating form. The results of the selection team are on the attached page.

The selection committee conducted interviews with three Boise firms on Tuesday, March 10, 2011. As a result of that interview, the committee recommended the selection of LKV Architects for the Jerome Head Start project.

The Board will need to approve this selection so we can proceed in negotiating a contract with LKV Architects.

Funding for the architects and the estimated \$1,000,000 building project is from the Plant Facility Fund.

Summary Evaluation Rating Sheet  
**DESIGN PROFESSIONAL SERVICES**

\* Points in categories must be the same as on the RFP

Name of Respondent	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	TOTAL	Comments
Balteus Design Group	0	83	67	100	93	73	416	
Cole Architects, PLLC	0	80	81	68	83	39	351	
Erstad Architects	117	126	126	99	124	75	667	Interviewed on 5/10/2011 Scored: 2nd Highest (#2)
Hutchison Smith Architects	87	97	100	75	87	58	504	
Insight Architects, P.A.	65	98	100	75	86	43	467	
Laughlin & Assoc., Architect, CHTD.	75	43	61	60	52	50	341	
LKV Architects	120	128	114	130	125	71	688	Interviewed on 5/10/2011 Scored: Highest (#1)
McKibben + Cooper Architects	108	117	119	120	114	84	662	Interviewed on 5/10/2011 Scored: 3rd Highest (#3)
Myers Anderson Architects, PLLC	0	94	98	65	85	58	400	
Rudeen Architects	0	55	45	95	80	54	329	
Russ Lively Architect, Chartered	72	41	45	65	78	61	362	
TRW Architect CHTD	0	41	35	50	57	61	244	
Ward + Blake Architects	0	87	90	90	98	88	453	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

May 11, 2011

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

From: Mike Mason



Re: Campus Zoning

On April 25, 2011 the Twin Falls City Council approved the College of Southern Idaho request to create a CSI PUD Zone for the main and north campus. The City Council did not approve the inclusion of our 6.4 acres on the east side of campus in CSI PUD Zone. This parcel will continue with its existing R-4 zoning classification.

The City and the College have been working together for over a year to get the campus properly classified for zoning purposes. The campus is currently zoned R-2 and we are not in compliance with City zoning codes. In putting together the CSI PUD Zone, we have included all existing uses and foreseeable uses that the campus may need in its future development. These allowed uses range from apartments to commercial activities to housing animals for our rodeo and vet tech programs to windmills. The attached three pages list allowed uses for the CSI PUD Zone.

The Twin Falls City Council recommended two changes to our proposed uses. The only changes were to have a three to one setback from our property line for windmills and a 35 foot height restriction on campus billings. In the event that we want to construct a building higher than 35 feet, we would have to go to the City Council with a request. The request would not require a public hearing but would be an item of consideration on the City Council agenda. If they approved the building height in excess of 35 feet, we could proceed with the project. This would not impact windmills as long as the peak of the blade height is less than 120 feet.

I respectfully request Board approval of the CSI PUD Zone with the changes approved by the Twin Falls City Council.

(\*\*The following Text is presented as per City Code with changes as proposed by the applicant/developer and the submitted DRAFT PUD Agreement. The changes are added in bold blue lettering or **bold red lettering with strike-through**)

## EXHIBIT "C"

### 10-4-16.2: USE REGULATIONS:

(A) Permitted Uses: Buildings, structures or premises shall be used and buildings and structures shall hereafter be erected, altered or enlarged only for the following uses:

#### 1. Agriculture:

- a. Agricultural use.
- b. Animals for agricultural education, veterinary technology and rodeo use.
  1. Rodeo program – 50 large animals continuously, 200 large animals during events.
  2. Veterinary technology – 25 small animals and 18 large animals
- c. Garden plots leased to others.

#### ~~1~~ 2. Communications And Utilities:

- a. Geothermal resources for educational support equipment but would also generate power.
- b. Photo voltaic (solar panels) systems on buildings or freestanding to be used as educational support equipment but would also generate power.
- ~~a~~-c. Underground and aboveground transmission lines.
- ~~b~~-d. Utility-owned buildings and structures less than twenty five (25) square feet in area and less than three feet (3') aboveground.
- e. Windmills not exceeding a maximum blade height of 120 feet (120') to be used as educational support equipment but would also generate power.

#### ~~2~~ 3. Cultural Facilities:

- a. Botanical gardens and arboretums.
- b. Historic sites and monuments.
- c. Libraries, museums and art galleries.
- d. Planetariums and aquariums.

#### ~~3~~ 4. Governmental Facilities:

- a. Fire stations and police stations.
- b. Water treatment plants.

#### 4-5. Medical Facilities:

- a. Doctors' offices.
- b. Drug and alcohol treatment centers.
- c. Hospitals and clinics.
- d. Rehabilitation services.

#### ~~5~~ 6. Miscellaneous:

- a. Any facility with drive-through service.

#### ~~2~~ 7. Parks:

- a. Open space.
- b. Private parks and playgrounds without crowd attracting facilities.
- c. Public parks and playgrounds without crowd attracting facilities.
- d. Park concessions.

#### ~~7~~ 8. Public Assembly:

- a. Auditoriums.
- b. Exposition Center – Commercial events.
- ~~b~~-c. Religious facilities.
- ~~e~~-d. Schools - private, vocational and/or academic.

~~d~~e. Schools - public.

3 9. Residential:

- a. Accessory buildings (~~less than 1,000 square feet~~), personal swimming pools and other accessory uses.
- b. Bed and breakfast facilities.
- ~~b~~-c. Dwellings - attached single household dwellings on lots fronting on an arterial or collector street.
- ~~e~~-d. Dwellings - detached single household.
- ~~d~~-e. Dwellings - duplex.
- e-f. Dwellings - multiple household (5 units or more).
- f-g. Dwellings - triplex and four-plex.
- ~~g~~-h. Household units in upper floors of commercial or professional buildings. (Ord. 2526, 5-20-1996)
- ~~d~~ i. Nursing homes and rest homes.
- ~~e~~-j. Residence halls, residence hotels, rooming houses.

10. Retail:

- a. Eating places – commercial and college operations.
- b. Farmers’ Markets
- c. Private and commercial lease of facilities.

9 11. Services:

- a. Daycare services.
- b. Finance and investment offices.
- c. In-home daycare services.
- d. Insurance and related business.
- e. Private and commercial lease of facilities.
- ~~e~~-f. Professional services.
- g. Quality Assurance Lab
- ~~f~~-h. Real estate and related business.

10 12. Sports Facilities:

- a. Athletic areas, indoor and outdoor.
- b. Golf courses and country clubs.
- c. Golf driving ranges.
- d. Miniature golf courses.
- e. Outdoor, public and commercial ice and roller-skating facilities.
- f. Outdoor, public and commercial swimming pools.
- g. Outdoor, public and commercial tennis courts. (Ord. 2620, 8-2-1999)
- h. Student fundraising activities.

(B) Special Uses: A special use permit may be granted for a permanent use that is not in conflict with the Comprehensive Plan and that is not permitted outright because it may conflict with other uses in the District unless special provisions are taken. Special use permits may be granted for the following uses:

1. Communications And Utilities:

- a. Utility-owned buildings and structures more than twenty five (25) square feet in area or more than three feet (3') aboveground.

2. Cultural Facilities:

- ~~a. Botanical gardens and arboretums.~~
- ~~b. Historic sites and monuments.~~
- ~~c. Libraries, museums and art galleries.~~
- ~~d. Planetariums and aquariums.~~
- e-a. Zoos.

~~3. Governmental Facilities:~~

- ~~a. Fire stations and police stations.~~
- ~~b. Water treatment plants.~~

~~4. Medical Facilities:~~

- ~~a. Doctors' offices.~~

~~b. Drug and alcohol treatment centers.~~

~~c. Hospitals and clinics.~~

~~d. Rehabilitation services.~~

~~5. Miscellaneous:~~

~~a. Any facility with drive-through service.~~

~~6 3. Parks:~~

~~a. Park concessions.~~

~~b a. Public parks and playgrounds with crowd attracting facilities.~~

~~7. Public Assembly:~~

~~a. Auditoriums.~~

~~b. Religious facilities.~~

~~c. Schools—private, vocational and/or academic.~~

~~d. Schools—public.~~

~~8 4. Residential:~~

~~a. Accessory buildings (more than 1,000 square feet) i.e., garages and other accessory buildings except those physically attached garages that are built at the time the home is built.~~

~~b a. Bed and breakfast facilities.~~

~~c b. Home occupations.~~

~~d. Nursing homes and rest homes.~~

~~e. Residence halls, residence hotels, rooming houses.~~

~~9. Services:~~

~~a. Daycare services.~~

~~b. Finance and investment offices.~~

~~c. In-home daycare services.~~

~~d. Insurance and related business.~~

~~e. Professional services.~~

~~f. Real estate and related business.~~

~~10. Sports Facilities:~~

~~a. Athletic areas.~~

~~b. Golf courses and country clubs.~~

~~c. Golf driving ranges.~~

~~d. Miniature golf courses.~~

~~e. Outdoor, public and commercial ice and rollerskating facilities.~~

~~f. Outdoor, public and commercial swimming pools.~~

~~g. Outdoor, public and commercial tennis courts. (Ord. 2620, 8-2-1999)~~

(C) Prohibited Uses: Uses not specified above are prohibited unless administrative determination in accordance with subsection 10-17-1(F) of this title is made that the use is similar enough to a use listed above that distinction between them is of little consequence. (Ord. 2526, 5-20-1996)



April 25, 2011

President Gerald Beck and the CSI Board of Trustees  
College of Southern Idaho  
315 Falls Avenue, Taylor Building 112  
P.O. Box 1238  
Twin Falls, ID 83303-1238

RE: Festival of Trees 2011

Dear President Beck and the CSI Board of Trustees:

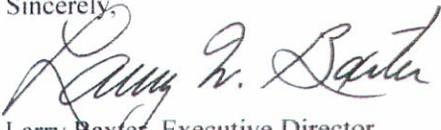
Currently, the Festival of Trees Planning Committee has reserved the C.S.I. Herrett Center for Arts and Science for the Festival's General Tree Exhibition from November 30 through December 3, 2011. We are very interested in hosting all of our Festival fundraising events on the College of Southern Idaho's campus, including our Opening Night Celebration on the evening of November 30 and Ladies' Night Out on Friday night, December 2.

The Festival Committee would like to set up several large, heated event tents in the parking lot to the west of the Herrett Center to host these evening events. Traffic will naturally be a concern that can be remedied with some forethought; Road Work Ahead can provide crossing guards, digital signage and traffic cones to assure guest safety.

The Festival Committee respectfully asks the C.S.I. Board of Trustees to consider allowing alcoholic beverages at the Festival's evening events on November 30 and on December 2, 2011. You will find a list of the media and marketing perks associated with being the Festival's sole site sponsor. C.S.I. will receive a significant amount of publicity as the host of the Festival in its entirety.

Please let us know if you require more information, or if you would like for us to speak directly to the Board. We are available to meet at your convenience. Thank you in advance for your consideration of our request.

Sincerely,

  
Larry Baxter, Executive Director  
St. Luke's Magic Valley Health Foundation  
208-737-2482 or [larryb@slhs.org](mailto:larryb@slhs.org)

  
Rebecca Southwick, Events Coordinator  
St. Luke's Magic Valley Health Foundation  
208-737-2481 or [rebeccaso@slhs.org](mailto:rebeccaso@slhs.org)

cc: Dr. H. Thad Scholes, Chairman of the CSI Board of Trustees  
Dr. Allan R. Frost, Vice Chairman of the CSI Board of Trustees

St. Luke's Magic Valley Health Foundation, Inc.  
775 Pole Line • P.O. Box AK • Twin Falls, Idaho 83303 • 208-814-0070