



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**



October 17, 2011

**Board of Trustees Executive Session
5:00 p.m.
TAYLOR BUILDING – PRESIDENT’S BOARD ROOM**

**Board of Trustees Meeting
6:00 p.m.
TAYLOR BUILDING SUB – ROOM 248**

AGENDA

APPROVAL OF MEETING AGENDA: (A) *Dr. Thad Scholes*
MINUTES - EXECUTIVE SESSION OF SEPTEMBER 19, 2011: (A) *Mike Mason*
MINUTES - REGULAR MEETING OF SEPTEMBER 19, 2011: (A) *Mike Mason*
TREASURER’S REPORT: (A) *Mike Mason*
OPEN FORUM
HEAD START REPORT: (A) *Mike Mason*
TRANS IV UPDATE: (I) *Jeff Harmon*
FALL 2011 DUAL CREDIT ENROLLMENT REPORT: (I) *Dr. John Miller*
2010-11 REGION IV TECH PREP ANNUAL REPORT: (I) *Eric Studebaker*
IDAHO STAR MOTORCYCLE SAFETY PROGRAM UPDATE: (I)
Stacey “Ax” Axmaker and Marc Santoro
PRESIDENT’S REPORT: (I) *President Beck*
OLD BUSINESS
NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
OCTOBER BOARD OF TRUSTEES MEETING
OCTOBER 17, 2011

CALL TO ORDER: 6:16 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
Scott Scholes, Dean of Student Services
Graydon Stanley, Dean of Students
Jeff Harmon, Dean of Finance
Monty Arrossa, Director of Human Resources
Randy Dill, Physical Plant Director
Teri Fattig, Library and Museum Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Deb Wilson, Eric Studebaker, Stacey "Ax"
Axmaker and Marc Santoro

Visitors: Ryan Roberts, Josue Tapia, Shanica Turner and Edgar
Aguilera

Faculty Representative: Dave Kiesig and Kim Madsen

PACE Representative: Brandi Turnipseed

Times News: Julie Wootton

The agenda was approved on MOTION by Dr. Allan Frost.
Affirmative vote was unanimous.

MINUTES OF THE EXECUTIVE SESSION AND THE REGULAR MEETING OF
SEPTEMBER 19, 2011 WERE APPROVED AS WRITTEN on MOTION by Bob
Keegan. Affirmative vote was unanimous.

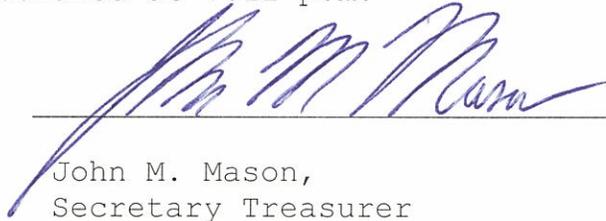
TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Donna Brizee. Affirmative vote was unanimous.

There were no speakers for Open Forum.

Board Agenda Items:

1. The Board approved the monthly Head Start/Early Head Start report on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.
2. Jeff Harmon reported on the current operations and activities of Trans IV.
3. Dr. John Miller reported that we had enrolled approximately one thousand five hundred and fifty dual credit students this semester. These students account for approximately four hundred full time equivalent students. The President and Board thanked Dr. Miller for his work.
4. Graydon Stanley introduced Student Body President Ryan Roberts and Student Senators Edgar Aguilera, Josue Tapia and Shanica Turner to the Board.
5. Eric Studebaker presented the annual Region IV Tech Prep report to the Board. In fiscal year 2011, there were two hundred and seventy one tech prep students attending the College of Southern Idaho. The President and the Board thanked Mr. Studebaker for his work.
6. Stacey "Ax" Axmaker, STAR program director, gave a PowerPoint presentation on the mission and operation of the program. He also gave a history of the organization and reviewed operations and activities over the past year.
7. President Beck reported his activities for the month to the Board.

ADJOURNMENT was declared at 7:11 p.m.



John M. Mason,
Secretary Treasurer

Approved: November 21, 2011



Chairman

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



ORAL HEALTH INITIATIVE

Smiles Count, The College of Southern Idaho Head Start/Early Head Start curriculum for oral health was featured as a part of the Idaho Head Start Association's display at the First National Birth to Five Leadership Institute in Washington, D.C. from October 2-5. The curriculum is also in the process of state-wide adoption and should be instituted in all Idaho Head Start programs. Additionally, the program has partnered with South Central Public Health District to develop an Early Head Start Smiles Count curriculum to be completed by May 2012.

Background: The College of Southern Idaho Head Start received an Oral Health Initiative Grant funded through Health and Human Services in December 2005. This initiative included enhancements to existing services as well as creating new and innovative oral health strategies for service delivery. The program's greatest challenges in the area of oral health care are the lack of Medicaid dental providers in the region, accessibility of providers, and awareness of oral health care. Most dentists do not accept clients covered by Medicaid, and only a few of the dentists and their staff speak Spanish, which is a barrier for many of the Spanish-speaking families served by Head Start. Because public transportation is limited, access to most health and social services in the rural areas is difficult. Many of the families do not have a tradition of practicing preventive oral care, especially with preschool age children. Many parents are unaware of the long-term benefits of providing fluoride treatments to children.

Smiles Count Oral Health Curriculum: Created by the programs' Health Specialist and is used on home visits with parents. It is simple, clear and easy for parents to understand. It includes a risk assessment, a dental plan based on answers from the risk assessment, two dental lessons, a list of dentists that have formal agreements with College of Southern Idaho Head Start/ Early Head Start, a list of other dentists in the area, a list of funding resources, and a Nutrition lesson for healthy teeth with information from mypyramid.gov and myplate.gov. The Smiles Count Curricula is available in both English and Spanish.

Community Partners: CSI Head Start established formal contracts with the following:

- ◆ Family Health Services, which provides the **Mobile Dental Unit** that travels to the most isolated centers where there is a lack of dental providers who accept Medicaid and families who limited resources to travel for care. FHS provides dental exams and simple fillings to the children enrolled in Head Start at reduced cost to the children and their families;
- ◆ **Twenty contracts** with local dentists, that provide dental exams and treatment to Head Start children and **two pediatric dentists** that provides dental services to Head Start children that are in need of extensive treatment;
- ◆ Fluoride varnish – South Eastern Public Health Department provides topical fluoride varnish application to Head Start Children at Power Center in American Falls, Idaho.

Contact Information

College of Southern Idaho Head Start/ Early Head Start
P.O. Box 1238
Twin Falls, Idaho 83303

Delia Villanueva, Health Specialist delia.villanueva@headstart.csi.edu

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

September Attendance	90%
EHS Home Visit Completion Rate	95%

Meals and Snacks

Total meals served for September	6,558
Total snacks served for September	3,537

Education

Classroom staff are completing anecdotal information for the first nine weeks of the program year on the COR (Child Observation Record). This establishes a baseline of the children's learning when they enter the program. The information is compiled four times for Early Head Start and three times for Head Start over the course of the program year. Children in Early Head Start are evaluated on 28 items that cover six categories: sense of self, social relations, creative representation, movement, communication and language, and exploration and early logic. Children in Head Start are evaluated in 32 items that cover six categories: initiative; social relations; creative representation; music and movement; language and literacy; and mathematics and science.

Parent Involvement

October is National Head Start month. Each center will be holding an open house and inviting community members to attend. Each center has conducted elections for Parent Committee and Policy Council Representatives. Policy Council Retreat will be held October 21st and 22nd in Albion, Idaho. At Retreat, Policy Council Members will be trained on their roles and responsibilities and participate in fun hands-on learning activities.

Early Head Start

The construction on the Minidoka EHS building is moving along quickly. Windows were installed and exterior brick work has begun. Staff and parents are excited to be able to move into the new Socialization space. According to EHS Program Information Report, the program served a total of 111 children and 9 pregnant women over the past year. Only 80 slots are filled at any given time. At the beginning of the year 53 out of 80 children served had access to continual dental care. By the end of the program year, 76 children of the children served had access to continuous dental care. Of the number of pregnant women served, 5 received a dental exam or treatment during the year.

Documents for Board Review/ Approval:
Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 525,665.00	\$ 41,755.17	\$ 499,419.08	\$ 26,245.92	\$ 26,245.92	92.0%	95.0%
BENEFITS	\$ 250,739.00	\$ 19,707.97	\$ 247,626.38	\$ 3,112.62	\$ 3,112.62	92.0%	98.8%
OUT OF AREA TRAVEL	\$ 39,560.00	\$ (790.73)	\$ 40,372.31	\$ (812.31)	\$ (812.31)	90.0%	102.1%
EQUIPMENT	\$ 18,945.00	\$ -	\$ 18,944.89	\$ 0.11	\$ 0.11	100.0%	100.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 2,700.00	\$ 276.74	\$ 2,378.71	\$ 321.29	\$ 321.29	90.0%	88.1%
CENTER SUPPLIES	\$ 10,387.00	\$ -	\$ 11,622.17	\$ (1,235.17)	\$ (1,235.17)	90.0%	111.9%
CLASSROOM SUPPLIES	\$ 24,500.00	\$ 29.99	\$ 21,911.69	\$ 2,588.31	\$ 2,588.31	90.0%	89.4%
TRAINING SUPPLIES	\$ 2,000.00	\$ 1,601.79	\$ 2,958.17	\$ (958.17)	\$ (958.17)	83.0%	147.9%
FOOD	\$ 2,487.00	\$ -	\$ 392.51	\$ 2,094.49	\$ 2,094.49	80.0%	15.8%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 51,500.00	\$ 2,109.42	\$ 38,838.38	\$ 12,661.62	\$ 12,661.62	90.0%	75.4%
MEDICAL	\$ 10,300.00	\$ 1,217.86	\$ 9,201.04	\$ 1,098.96	\$ 1,098.96	90.0%	89.3%
DENTAL	\$ 16,000.00	\$ -	\$ 379.25	\$ 15,620.75	\$ 15,620.75	90.0%	2.4%
CHILD TRAVEL	\$ -	\$ -					
EMPLOYEE TRAVEL	\$ 6,600.00	\$ 626.55	\$ 5,939.51	\$ 660.49	\$ 660.49	83.0%	90.0%
CAREER DEVELOP	\$ 7,681.00	\$ 2,784.18	\$ 10,807.99	\$ (3,126.99)	\$ (3,126.99)	90.0%	140.7%
PARENT TRAINING	\$ 2,500.00	\$ -	\$ 1,979.15	\$ 520.85	\$ 520.85	90.0%	79.2%
FACILITIES/CONST. *	\$ 390,290.00	\$ 54,286.46	\$ 95,841.29	\$ 294,448.71	\$ 294,448.71	25.0%	24.6%
UTILITIES	\$ 6,200.00	\$ 425.07	\$ 4,334.98	\$ 1,865.02	\$ 1,865.02	83.0%	69.9%
TELEPHONE	\$ 5,619.00	\$ 353.48	\$ 4,415.72	\$ 1,203.28	\$ 1,203.28	83.0%	78.6%
OTHER	\$ 8,668.00	\$ 1,016.26	\$ 4,573.09	\$ 4,094.91	\$ 4,094.91	90.0%	52.8%
TOTAL DIRECT COSTS	\$ 1,382,341.00	\$ 125,400.21	\$ 1,021,936.31	\$ 360,404.69	\$ 360,404.69	85.3%	73.9%
ADMIN COSTS	\$ 62,330.00	\$ 5,898.10	\$ 60,629.35	\$ 1,700.65	\$ 1,700.65	90.0%	97.3%
GRAND TOTAL	\$ 1,444,671.00	\$ 131,298.31	\$ 1,082,565.66	\$ 362,105.34	\$ 362,105.34	90.1%	99.2%
IN KIND NEEDED	\$ 272,692.00						
IN KIND GENERATED	\$ 272,692.00	100%	* Includes carryover of \$353,904 for Facilities Construction in Minidoka				
			** Actual percentage does not include the earmarked amount for const.				
IN KIND (SHORT)/LONG	\$ -		***Facilities/Const. is obligated expense and has to be spent by 12/30/11				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,459,057.00	\$ 193,861.59	\$ 1,808,215.12	\$ 650,841.88	\$ 650,841.88	75.0%	73.5%
BENEFITS	\$ 1,339,489.00	\$ 108,688.46	\$ 987,935.75	\$ 351,553.25	\$ 351,553.25	75.0%	73.8%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 15,700.00	\$ 869.13	\$ 14,907.94	\$ 792.06	\$ 792.06	80.0%	95.0%
CLASSROOM SUPPLIES	\$ 18,700.00	\$ 6,652.86	\$ 23,148.93	\$ (4,448.93)	\$ (4,448.93)	80.0%	123.8%
CENTER SUPPLIES	\$ 17,060.00	\$ 1,576.75	\$ 10,422.40	\$ 6,637.60	\$ 6,637.60	78.0%	61.1%
TRAINING SUPPLIES	\$ 15,200.00	\$ 466.65	\$ 9,665.56	\$ 5,534.44	\$ 5,534.44	78.0%	63.6%
FOOD	\$ 19,700.00	\$ 530.37	\$ 14,145.82	\$ 5,554.18	\$ 5,554.18	75.0%	71.8%
CONTRACTUAL				\$ -	\$ -		
OTHER							
CONTRACTS	\$ 14,390.00	\$ 1,502.40	\$ 11,957.01	\$ 2,432.99	\$ 2,432.99	75.0%	83.1%
MEDICAL	\$ 9,000.00	\$ 1,414.13	\$ 7,509.74	\$ 1,490.26	\$ 1,490.26	72.0%	83.4%
DENTAL	\$ 7,760.00	\$ 90.00	\$ 2,846.27	\$ 4,913.73	\$ 4,913.73	72.0%	36.7%
CHILD TRAVEL	\$ 117,500.00	\$ 11,204.22	\$ 93,756.98	\$ 23,743.02	\$ 23,743.02	75.0%	79.8%
EMPLOYEE TRAVEL	\$ 30,000.00	\$ 6,197.66	\$ 30,546.72	\$ (546.72)	\$ (546.72)	75.0%	101.8%
CAREER DEVELOP	\$ 5,000.00	\$ 52.80	\$ 2,614.92	\$ 2,385.08	\$ 2,385.08	75.0%	52.3%
PARENT TRAINING	\$ 21,990.00	\$ -	\$ 14,469.44	\$ 7,520.56	\$ 7,520.56	75.0%	65.8%
SPACE	\$ 94,060.00	\$ 9,606.29	\$ 56,136.68	\$ 37,923.32	\$ 37,923.32	75.0%	59.7%
UTILITIES	\$ 53,700.00	\$ 4,739.36	\$ 40,731.08	\$ 12,968.92	\$ 12,968.92	75.0%	75.8%
TELEPHONE	\$ 30,973.00	\$ 3,405.82	\$ 28,335.05	\$ 2,637.95	\$ 2,637.95	75.0%	91.5%
OTHER	\$ 51,000.00	\$ 4,030.72	\$ 45,785.06	\$ 5,214.94	\$ 5,214.94	75.0%	89.8%
TOTAL DIRECT COSTS	\$ 4,320,279.00	\$ 354,889.21	\$ 3,203,130.47	\$ 1,117,148.53	\$ 1,117,148.53	75.6%	74.1%
ADMIN COSTS	\$ 275,763.00	\$ 19,906.13	\$ 194,617.79	\$ 81,145.21	\$ 81,145.21	70.0%	70.6%
GRAND TOTAL	\$ 4,596,042.00	\$ 374,795.34	\$ 3,397,748.26	\$ 1,198,293.74	\$ 1,198,293.74	72.8%	73.9%
IN KIND NEEDED	\$ 1,183,673.00						
IN KIND GENERATED	\$ 1,077,451.56	91% of Total Needed					
IN KIND (SHORT)/LONG	\$ (106,221.44)						
PROCUREMENT CARD EXPENSE	\$ 14,308.03	4% of Total Expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 31,290.00	\$ 82.56	\$ 22,957.69	\$ 8,332.31	78.0%	73.4%
6e. SUPPLIES						
Training Supplies	\$ 8,525.00	\$ (193.68)	\$ 6,625.58	\$ 1,899.42	78.0%	77.7%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 10,220.00	\$ 1,072.79	\$ 9,141.04	\$ 1,078.96	78.0%	89.4%
TOTAL DIRECT COSTS	\$ 50,035.00	\$ 961.67	\$ 38,724.31	\$ 11,310.69	78.0%	77.4%
ADMIN COSTS	\$ 3,021.00	\$ 207.77	\$ 2,362.70	\$ 658.30	70.0%	78.2%
GRAND TOTAL	\$ 53,056.00	\$ 1,169.44	\$ 41,087.01	\$ 11,968.99	76.0%	77.4%
IN KIND NEEDED	\$ 11,275.00					
IN KIND GENERATED	\$ 11,275.00					
IN KIND (SHORT)/LONG	\$ -					



To: Board of Trustees

From: Jeffrey M. Harmon

Date: October 17th 2011

Re: Trans IV Update

Ridership 2011

	Mar	Apr	May	Jun	Jul	Aug	Sep
Seniors Walking	664	648	601	578	626	601	635
Seniors Wheelchair	214	233	225	240	220	225	231
Handicapped Adults Walking	1,166	1,054	1,120	1,206	1,613	1,120	1,399
Handicapped Wheelchair	196	220	252	232	165	252	159
Children – (18 and under)	69	142	11	-	4	11	53
General Public	258	165	147	114	351	147	634
Total Rides	2,567	2,462	2,356	2,370	2,979	2,356	3,111

Total Miles driven 15,098 14,011 14,386 15,182 19,805 14,386 20,322

First time Riders 15 16 23 25 16 23 26

Trans IV has expanded its dial-a-ride service to Kimberly and Hansen. This expansion provides needed service to these underserved areas.

Our expanded Burley route has accounted for most of the increase in ridership and we continue to add new riders locally. The increase in General Public ridership is a positive trend.

Lynn Baird will be attending the Community Transportation Association of Idaho meeting on October 6th and 7th 2011 learning about new issues in Public Transportation.