



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

May 21, 2012

BOARD OF TRUSTEES MEETING  
5:00p.m.  
Taylor Building – SUB 248

## AGENDA

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

MINUTES – EXECUTIVE SESSION OF APRIL 16, 2012: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF APRIL 16, 2012: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION OF MAY 10, 2012: (A) *Mike Mason*

MINUTES – SPECIAL MEETING OF MAY 10, 2012: (A) *Mike Mason*

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

### OPEN FORUM

NETWORK ACCESS CONTROLLER BID: (A) *Mike Mason*

JULY & AUGUST 2012 CONTINUING BUDGET RESOLUTION: (A) *Mike Mason*

ATIC BUILDING BUDGET INCREASE: (A) *Mike Mason*

HEAD START/EARLY HEAD START REPORT: (A) *Mike Mason*

DORMITORY AND NORTH VIEW APARTMENT RATES: (A) *Mike Mason*

ATHLETICS FUND TRANSFER REQUEST: (A) *Mike Mason*

STUDENT ASSOCIATION AND STUDENT CLUBS FUND TRANSFER REQUEST:

(A) *Mike Mason*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
MAY BOARD OF TRUSTEES MEETING  
MAY 21, 2012

CALL TO ORDER: 5:03 p.m. Presiding: Dr. Thad Scholes

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

College Administration:

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. Ken Campbell, Dean of Technology  
Graydon Stanley, Dean of Student  
Monty Arrossa, Human Resources Director  
Randy Dill, Physical Plant Director  
Debra Wilson, Executive Director of the College of  
Southern Idaho Foundation  
Doug Maughan, Public Relations Director  
Teri Fattig, Library and Museum Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Erin Devlin and Terry Patterson

Visitors: Angela Ellis

Faculty Representatives: Evin Fox

PACE Representatives: None

Times News: Julie Wootton

KMVT: None

The agenda was approved on MOTION by Karl Kleinkopf.  
Affirmative vote was unanimous.

MINUTES OF THE REGULAR MEETING AND THE EXECUTIVE SESSION OF  
APRIL 16, 2012 AND THE SPECIAL MEETING AND EXECUTIVE SESSION  
OF MAY 10, 2012 WERE APPROVED AS WRITTEN on MOTION by Dr.  
Allan Frost. 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 the low bid of Right Systems, Inc. of Lacey, Washington in the amount of \$25,785.00 for the specified network access controller on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

The funding for this purchase is from budgeted Technology Department funds.

2. The Board approved a Continuing Budget Resolution for the months of July and August 2012 on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

3. Mike Mason reviewed the history and current status of the design of the Applied Technology and Innovation Center. Based upon the completion of the design development phase of the project, the total estimated project cost has risen to \$8,519,800. The Board approved proceeding with the project as currently designed and authorized the transfer of up to \$4,119,800 from the Plant Facility Fund to the Applied Technology and Innovation Center construction project fund on MOTION by Bob Keegan. Affirmative vote was unanimous.

4. The Board approved the Head Start/Early Head Start operational report, fiscal report, new mission statement and Dispute Resolution Policy on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

5. The Board approved the rental rate increases for the dormitory and North View Apartments and the increase in dormitory meal plans on MOTION by Bob Keegan. Affirmative vote was unanimous.

6. The Board approved the transfer of \$9,150 from the College of Southern Idaho Athletic Fundraising account to the College of Southern Idaho Foundation for the purpose establishing an

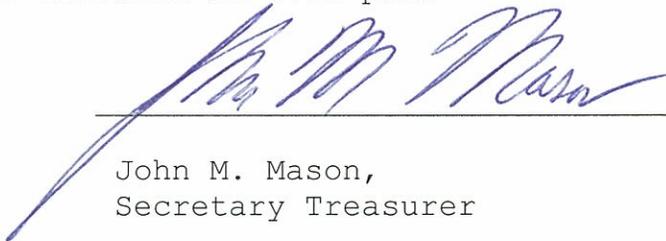
6. (continued) athletic endowment on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

7. The Board approved the transfer of \$1,551.83 from the Nurse Leaders of Idaho Club, \$1,600.00 from the Horticulture Club and \$10,000 from the Student Association account to the College of Southern Idaho Foundation on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

8. Dr. Jeff Fox introduced Terry Patterson as the new Professional Technical Dean.

9. Graydon Stanley introduced Student Body Vice President Angella Ellis to the Board.

ADJOURNMENT was declared at 5:25 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: June 18, 2012



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Chairman



May 16, 2012

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Network Access Controller Bid

We received two bids for the specified network access controller. The bids are as follows:

|                     |             |
|---------------------|-------------|
| Right Systems, Inc. | \$25,785.00 |
| Safe Connect        | \$28,862.79 |

Based upon a review of the bid by Dr. Ken Campbell and Jay Sneddon, I recommend we accept the low bid of Right Systems, Inc. of Lacey, Washington in the amount of \$25,785.00 for the specified network access controller.

Network Access Control (NAC) provides security compliance checks for connecting devices. As more wireless items connect to the CSI network, including smartphones, tablets and laptops, a system needs to be in place to check these devices for malware and other vulnerabilities. Additionally, a NAC solution will allow faculty, students and staff to authenticate to the network through the wireless, providing them more Internet bandwidth and access to network resources (such as printing) than a CSI guest would have. Thus, a NAC solution provides greater security and network privileges to our wireless users.

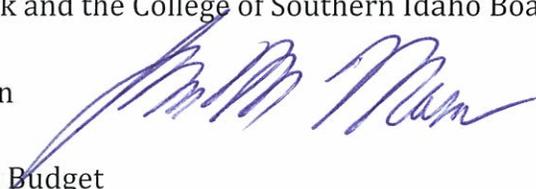
Funding for this purchase is from budgeted Technology departmental funds.

May 4, 2012

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

From: Mike Mason

Re: ATIC Building Budget

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From' and 'Re' lines of the email header.

Our original design for the EDA funded Applied Technology Innovation Center building consisted of a 29,770 square foot building that housed wind energy and collision repair. The project was estimated to cost approximately \$6,658,000 which equates to about \$223 per square foot including all architect, design and site work. Based upon this projection, we received an EDA grant of \$4,400,000 with a matching requirement of \$2,200,000. At the time of the grant award, I budgeted \$2,600,000 from the Plant Facilities Fund for match.

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As we were going through programming for the building, it became apparent that we had other technical programs that had space needs that were greater than collision repair. On October 20, 2011, we requested and were granted permission from EDA to replace collision repair with the manufacturing technology, HVAC technology and industrial maintenance technology apprenticeship programs.

As programming progressed further, we realized that environmental technology could share space in the building with HVAC technology. Due to the integration of drafting in numerous programs, we also decided to move drafting to the proposed new building. As the building footprint took shape, we elected to cover the center storage area for future use as a lab and add a spare classroom so we could add one more new program.

The result of the additions and changes is that a 29,770 square foot building has turned into a 41,630square foot building. The total cost estimate of the project has risen from \$6,650,000 (\$223 per square foot) to \$8,519,800 (\$212 per square foot). The latest construction budget includes site work involving a sidewalk to the HSHS building, a parking lot and the moving of utilities to allow for future expansion of the building to the east.

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The estimated construction cost of the building based upon design development drawings is \$7,524,800. The current cost estimate includes a 5% contingency (\$376,200)

and an 8% contractor profit and overhead allowance (\$602,000). The estimate includes the following three deductive alternates:

1. Remove East classroom - \$126,300
2. Remove Drafting Lab - \$221,000
3. Remove Climbing Tower - \$125,500

These three deductive alternates total \$472,800 which would eliminate approximately 3,765 square feet from the project (\$125 per square foot) and bring the construction estimate down to \$7,052,000. The decision concerning deductive alternates can be made after the bids are opened.

Nate Turner is reviewing the latest cost proposal and will sit down with me and discuss any areas where we may achieve some cost savings. Based upon the LEED requirements of the grant, our own CSI building standards and the size of the building, it is doubtful that significant cost savings will be found without reducing square footage.

In order to fund this project as it now is designed, the contribution from the Plant Facility Fund will have to increase from \$2,600,000 to \$4,119,800. I respectfully request direction from the Board concerning both continuing the project as it is designed and the authority to transfer up to \$4,119,800 of Plant Facility Funds for the project.



May 16, 2012

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

From: Mike Mason

Re: Head Start/Early Head Start Mission Statement

The College of Southern Idaho Head Start/Early Head Start Policy Council approved a new mission statement. The new mission statement is as follows:

The College of Southern Idaho Head Start/Early Head Start is committed to providing quality, comprehensive services in order to ensure school readiness and healthy development while strengthening families, within their communities, by becoming life-long learners.

I respectfully request Board approval for the new Head Start/Early Head Start mission statement.



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START  
998 Washington St. N.  
PO Box 1238  
Twin Falls, Idaho 83303-1238  
208-736-0741



**College of Southern Idaho  
Board of Trustees  
And  
College of Southern Idaho Head Start/Early Head Start  
Policy Council**

**Dispute Resolution Procedure**

**Background Information:** Head Start Performance Standard 1304.50, appendix A, describes Governance and Management Responsibilities and outlines several areas that require both governing body and Policy Council approval. These include:

- I. Planning
  - a) Procedures for program planning
  - b) The program's philosophy and long and short term goals and objectives
  - c) Funding applications
- II. General Procedures
  - a) Policy Council composition
  - b) Procedures for implementing shared decision making
  - c) Procedures for resolving internal disputes
- III. Human Resource Management
  - a) Program personnel policies, including standards of conduct for program staff, consultants and volunteers

Additionally, while the Board or Board Designee has responsibility for approving the decision to hire or terminate Head Start staff, Policy Council approval is required to hire or terminate any person who works primarily for Head Start.

The governing body (the group with legal and fiscal responsibility for administering the Head Start Program) 1304.50 (a)(5), and Policy Council has the responsibility for writing and following their own procedures for resolving internal disputes.

**Purpose:** This procedure is designed to protect the interest of the children and families being served by the Head Start program in the case of disputes involving

the College of Southern Idaho Head Start/Early Head Start Policy Council and College of Southern Idaho Board of Trustees. Despite any differences of the parties involved, it is our intention to exhibit unconditional positive regard for each other and to exemplify the partnership principle in Head Start.

**Goal:** It is the goal of the College of Southern Idaho Head Start/Early Head Start Policy Council and the College of Southern Idaho Board of Trustees to resolve any differences fairly and expeditiously. Whenever possible, disagreements will be resolved informally, through discussion, compromise, and consensus. If the parties agree, a professional mediation process could be employed.

**Executive Leadership:** The College of Southern Idaho Board of Trustees or their designee; the Head Start Policy Council Chairperson or designee; the Vice President of Administration or designee; and the Head Start Director.

**Notification of disagreement:** It shall be the responsibility of the Governing Board and the South Central Head Start Policy Council as authorized by their respective groups to give adequate notice, in writing, or e-mail, to each member of the Executive Leadership that a disagreement exists.

**Resolution Procedure:** Following notification to the Board of Trustees or designee and to the representative from the Head Start Policy Council, that a disagreement exists a representative selected from each of the disagreeing parties shall meet to discuss the concerns or dispute. This should be an informal attempt to achieve conciliation, compromise and settlement. The Vice President of Administration and the Head Start Director may also attend the meeting. The meeting day and time should be convenient for all individuals. If agreement is reached, each representative will return to his or her policy groups with the proposed solution. Failure to reach agreement may result in a decision by the representatives to mutually select an outside mediator to assist in facilitating a compromise or resolution. The mediation process should take place and solution reached within 30 days and a final decision, in writing, be distributed to the Executive Leadership. Both parties agree to abide by the final decision.

**Statement of Commitment:** Every good faith effort will be made to amicably resolve any differences that may occur.

Stephanie Nevarez  
Policy Council Chairperson

5.17.2012  
Date

[Signature]  
Board of Trustees or Designee

5-21-2012  
Date

G/Policy Council/Policies and By-Laws/Dispute 12-13



# PROUD TO BE PART OF THE CSI FAMILY



## College of Southern Idaho Head Start/ Early Head Start 2011-2012 Self-Assessment Findings METHODOLGY

### Self-Assessment Review Information

- February 16- April 27, 2012
- 21 staff members, 15 parents on Policy Council and 1 Ameri-Corps Health Advocates participated in the Self-Assessment process

### Self-Assessment 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
  - 45 Head Start and 8 Early Head Start Child Files were reviewed
  - 15 files of children with a disability were reviewed
  - 53 Child Files were reviewed for Income Eligibility Process and Data
  - 58 Attendance records were reviewed
  - 11 Center Supervisors were interviewed
  - 20 Head Start and 6 Early Head Start parents were interviewed
  - 14 Classroom Staff were interviewed
  - 18 Head Start and 8 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
  - 3 Early Head Start Socializations observed utilizing High Scope Assessment
  - 21 Meal Observations were completed
  - 23 CACFP Meal Assessments were completed
  - 10 Bus Routes have been observed
  - 11 centers and Central Office were inspected for Health and Safety
  - 29 Sanitation Checklists were completed
  - 4 Medication Administration Checklists were completed
  - 31 First Aid Kits were checked in centers and Central Office
  - 31 Community Partners were interviewed
  - 19 Personnel Files were reviewed
  - Interagency Agreements were reviewed. Agreements include 21 dentists, 8 medical providers, 3 Registered Dietitians, 3 Nutrition, 2 First Aid/CPR instructors, 22 School Districts, and 1 agreement with the Infant Toddler Program.
- The following interviews were completed:**
- 4-27-12 Policy Council was interviewed
  - 4-11-12 Mike Mason, Vice President of Administration, College of Southern Idaho
  - 4-10-12 Mancole Fedder, Director
  - 4-12-12 Charyl Jester and Judy Crist, Regional Operations Specialists
  - 4-12-12 Denise Tedder, Facilities Compliance Officer
  - 4-12-12 Abby Greenfield, Fiscal Coordinator
  - 4-10-12 Beth Cothorn, Parent Engagement Family Involvement Specialist
  - 4-10-12 Brad Eslinger, Children's Services Specialist
  - 4-10-12 Delia Villanueva, Health Coordinator
  - 4-12-12 Susan Vance, Mental Health Professional
  - 4-13-12 Lisa Stewart, Human Resource Coordinator
  - 4-13-12 Rosanna Campbell, Early Head Start Lead Coordinator
  - 4-13-12 Deborah Drain, Early Head Start Coordinator
  - Members from each Advisory Board were interviewed (3 from Health, 1 from Education and 3 from Family).

**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For April 2012**

**Enrollment**

|                                |            |
|--------------------------------|------------|
| Head Start ACYF Federal Funded | 554        |
| Head Start TANF                | 27         |
| Early Head Start               | 80         |
| <b>Total</b>                   | <b>661</b> |

\*The program does not fill open slots during the last 45 days of Head Start Services.

**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  | 5,826 |
| Total snacks served for April | 2,573 |

**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 . Lead teachers completed a second home visit with families along with parent teacher conferences. The main topic for this home visit and conference was around transitions to kindergarten. Four staff will be attending the Birth to Three conference in June.

**Parent Involvement**

Part II of the parent survey has been completed and the community surveys will conclude mid-March as part of Head Start/Early Head Start's Communitywide Assessment. Program wide, parents identified education, medical and health care as their top community strengths. Employment, housing and affordable health care were highlighted as critical community challenges. The top action plans that parents felt addressed these challenges included; after school programs, job training/shadowing and prevention. Parents felt that their children met their goals in the following areas; improved medical care, improved dental care and improved social skills. They also recognized their children's improvement with behaviors and language skills.

**Early Head Start**

A new oral health curriculum is in the final stages of development for Early Head Start. The curriculum took nearly a year to develop and addresses the oral health of expectant mothers, infants, and toddlers. There are a total of 18 short lessons, dental risk assessments, and resources to access oral health care. The curriculum was approved by Health Service Advisory Committee on 5-7-2012. The curriculum will go before Policy Council 6-21-2012.

**Documents for Board Review/ Approval:**

Financial Reports

| CATEGORY             | TOTAL           | TOTAL THIS                                                                    | CASH OUTLAY     | BALANCE         | BALANCE         | PROJ           | ACTUAL          |
|----------------------|-----------------|-------------------------------------------------------------------------------|-----------------|-----------------|-----------------|----------------|-----------------|
|                      | APPROVED        | MONTH                                                                         | TO DATE         | BALANCE         | OF BUDGET       | %              | %               |
| SALARIES             | \$ 2,464,703.00 | \$ 197,897.70                                                                 | \$ 802,175.79   | \$ 1,662,527.21 | \$ 1,662,527.21 | 33.0%          | 32.5%           |
| BENEFITS             | \$ 1,386,175.00 | \$ 108,415.12                                                                 | \$ 444,940.12   | \$ 941,234.88   | \$ 941,234.88   | 33.0%          | 32.1%           |
| OUT OF AREA TRAVEL   | \$ -            | \$ 1,957.63                                                                   | \$ 1,957.63     | \$ (1,957.63)   | \$ (1,957.63)   | 0.0%           | 0.0%            |
| EQUIPMENT            | \$ -            |                                                                               | \$ -            | \$ -            | \$ -            | 0.0%           | 0.0%            |
| SUPPLIES             |                 |                                                                               |                 |                 |                 |                |                 |
| OFFICE CONSUMABLES   | \$ 21,700.00    | \$ 1,648.01                                                                   | \$ 4,907.48     | \$ 16,792.52    | \$ 16,792.52    | 33.0%          | 22.6%           |
| CLASSROOM SUPPLIES   | \$ 23,800.00    | \$ 830.76                                                                     | \$ 9,184.72     | \$ 14,615.28    | \$ 14,615.28    | 33.0%          | 38.6%           |
| CENTER SUPPLIES      | \$ 21,600.00    | \$ 2,009.19                                                                   | \$ 3,996.72     | \$ 17,603.28    | \$ 17,603.28    | 33.0%          | 18.5%           |
| TRAINING SUPPLIES    | \$ 7,000.00     | \$ -                                                                          | \$ 485.07       | \$ 6,514.93     | \$ 6,514.93     | 33.0%          | 6.9%            |
| FOOD                 | \$ 7,400.00     | \$ 2,924.19                                                                   | \$ 3,628.26     | \$ 3,771.74     | \$ 3,771.74     | 33.0%          | 49.0%           |
| CONTRACTUAL          |                 |                                                                               |                 | \$ -            |                 |                |                 |
| OTHER                |                 |                                                                               |                 |                 |                 |                |                 |
| CONTRACTS            | \$ 13,590.00    | \$ -                                                                          | \$ 1,242.37     | \$ 12,347.63    | \$ 12,347.63    | 33.0%          | 9.1%            |
| MEDICAL              | \$ 10,200.00    | \$ 120.00                                                                     | \$ 1,726.39     | \$ 8,473.61     | \$ 8,473.61     | 33.0%          | 16.9%           |
| DENTAL               | \$ 13,600.00    | \$ -                                                                          | \$ 226.00       | \$ 13,374.00    | \$ 13,374.00    | 33.0%          | 1.7%            |
| CHILD TRAVEL         | \$ 116,300.00   | \$ 10,289.83                                                                  | \$ 41,395.65    | \$ 74,904.35    | \$ 74,904.35    | 33.0%          | 35.6%           |
| EMPLOYEE TRAVEL      | \$ 37,000.00    | \$ 4,347.92                                                                   | \$ 10,844.03    | \$ 26,155.97    | \$ 26,155.97    | 33.0%          | 29.3%           |
| CAREER DEVELOP       | \$ 2,000.00     | \$ 98.41                                                                      | \$ 312.01       | \$ 1,687.99     | \$ 1,687.99     | 33.0%          | 15.6%           |
| PARENT TRAINING      | \$ 20,490.00    | \$ 402.59                                                                     | \$ 2,074.85     | \$ 18,415.15    | \$ 18,415.15    | 33.0%          | 10.1%           |
| SPACE                | \$ 77,224.00    | \$ 10,983.09                                                                  | \$ 30,074.09    | \$ 47,149.91    | \$ 47,149.91    | 33.0%          | 38.9%           |
| UTILITIES            | \$ 54,600.00    | \$ 4,682.80                                                                   | \$ 18,846.73    | \$ 35,753.27    | \$ 35,753.27    | 33.0%          | 34.5%           |
| TELEPHONE            | \$ 31,450.00    | \$ 3,034.86                                                                   | \$ 12,802.19    | \$ 18,647.81    | \$ 18,647.81    | 33.0%          | 40.7%           |
| OTHER                | \$ 50,887.00    | \$ 3,059.26                                                                   | \$ 33,450.44    | \$ 17,436.56    | \$ 17,436.56    | 33.0%          | 65.7%           |
| TOTAL DIRECT COSTS   | \$ 4,359,719.00 | \$ 352,701.36                                                                 | \$ 1,424,270.54 | \$ 2,935,448.46 | \$ 2,935,448.46 | 33.0%          | 24.9%           |
| ADMIN COSTS          | \$ 278,280.00   | \$ 21,639.63                                                                  | \$ 65,041.11    | \$ 213,238.89   | \$ 213,238.89   | 25.0%          | 23.4%           |
| GRAND TOTAL          | \$ 4,637,999.00 | \$ 374,340.99                                                                 | \$ 1,489,311.65 | \$ 3,148,687.35 | \$ 3,148,687.35 | 33.0%          | 32.1%           |
| IN KIND NEEDED       | \$ 1,159,500.00 |                                                                               |                 |                 |                 |                |                 |
| IN KIND GENERATED    | \$ 459,160.38   | 40% of Total Needed                                                           |                 |                 |                 |                |                 |
| IN KIND (SHORT)/LONG | \$ (700,339.62) |                                                                               |                 |                 |                 |                |                 |
| PROCUREMENT CARD     |                 |                                                                               |                 |                 |                 |                |                 |
| EXPENSE              | \$ 10,004.64    | 3% of Total Expense. Detailed report of PCARD charges available upon request. |                 |                 |                 |                |                 |
| USDA                 | Food            | Non-Food                                                                      | Repair/Maint    | Total for Month | Year-To-Date    | USDA Revenue   | Expense Balance |
| Totals               | \$ 8,767.10     | \$ 1,360.65                                                                   | \$ 176.64       | \$ 10,304.39    | \$ 47,464.76    | \$ (46,988.86) | \$ 475.90       |

| CATEGORY                  | TOTAL APPROVED         | TOTAL THIS MONTH    | CASH OUTLAY TO DATE  | BALANCE              | BALANCE OF BUDGET    | PROJ %       | ACTUAL %     |
|---------------------------|------------------------|---------------------|----------------------|----------------------|----------------------|--------------|--------------|
| SALARIES                  | \$ 514,291.00          | \$ 32,533.59        | \$ 149,875.57        | \$ 364,415.43        | \$ 364,415.43        | 33.0%        | 29.1%        |
| BENEFITS                  | \$ 229,464.00          | \$ 15,894.73        | \$ 76,385.61         | \$ 153,078.39        | \$ 153,078.39        | 33.0%        | 33.3%        |
| OUT OF AREA TRAVEL        |                        |                     |                      |                      |                      |              |              |
| EQUIPMENT                 | \$ 36,592.00           | \$ -                | \$ -                 | \$ 36,592.00         | \$ 36,592.00         | 33.0%        | 0.0%         |
| SUPPLIES                  |                        |                     |                      |                      |                      |              |              |
| OFFICE CONSUMABLES        | \$ 4,200.00            | \$ 113.67           | \$ 512.50            | \$ 3,687.50          | \$ 3,687.50          | 33.0%        | 12.2%        |
| CENTER SUPPLIES           | \$ 8,830.00            | \$ 305.01           | \$ 1,771.72          | \$ 7,058.28          | \$ 7,058.28          | 33.0%        | 20.1%        |
| CLASSROOM SUPPLIES        | \$ 23,500.00           | \$ 5.91             | \$ 1,097.72          | \$ 22,402.28         | \$ 22,402.28         | 33.0%        | 4.7%         |
| TRAINING SUPPLIES         | \$ 9,825.00            | \$ 473.48           | \$ 473.48            | \$ 9,351.52          | \$ 9,351.52          | 33.0%        | 4.8%         |
| FOOD                      | \$ 4,400.00            | \$ (5.51)           | \$ 132.29            | \$ 4,267.71          | \$ 4,267.71          | 33.0%        | 3.0%         |
| CONTRACTUAL               |                        |                     |                      |                      |                      |              |              |
| OTHER                     |                        |                     |                      |                      |                      |              |              |
| CONTRACTS                 | \$ 66,240.00           | \$ 5,017.71         | \$ 13,808.56         | \$ 52,431.44         | \$ 52,431.44         | 33.0%        | 20.8%        |
| MEDICAL                   | \$ 16,200.00           | \$ 1,275.00         | \$ 2,140.74          | \$ 14,059.26         | \$ 14,059.26         | 33.0%        | 13.2%        |
| DENTAL                    | \$ 12,000.00           | \$ -                | \$ -                 | \$ 12,000.00         | \$ 12,000.00         | 33.0%        | 0.0%         |
| CHILD TRAVEL              | \$ -                   |                     |                      |                      |                      |              |              |
| EMPLOYEE TRAVEL           | \$ 23,000.00           | \$ 180.24           | \$ 1,359.30          | \$ 21,640.70         | \$ 21,640.70         | 33.0%        | 5.9%         |
| CAREER DEVELOP            | \$ 500.00              | \$ (0.48)           | \$ 11.52             | \$ 488.48            | \$ 488.48            | 33.0%        | 2.3%         |
| PARENT TRAINING           | \$ 2,924.00            | \$ 37.74            | \$ 37.74             | \$ 2,886.26          | \$ 2,886.26          | 33.0%        | 1.3%         |
| FACILITIES/CONST.         | \$ 31,528.00           | \$ 249.33           | \$ 9,225.44          | \$ 22,302.56         | \$ 22,302.56         | 33.0%        | 29.3%        |
| UTILITIES                 | \$ 8,400.00            | \$ 450.60           | \$ 2,333.00          | \$ 6,067.00          | \$ 6,067.00          | 33.0%        | 27.8%        |
| TELEPHONE                 | \$ 4,400.00            | \$ 507.04           | \$ 1,481.25          | \$ 2,918.75          | \$ 2,918.75          | 33.0%        | 33.7%        |
| OTHER                     | \$ 12,000.00           | \$ 1,339.02         | \$ 2,775.71          | \$ 9,224.29          | \$ 9,224.29          | 33.0%        | 23.1%        |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,008,294.00</b> | <b>\$ 58,377.08</b> | <b>\$ 263,422.15</b> | <b>\$ 744,871.85</b> | <b>\$ 744,871.85</b> | <b>33.0%</b> | <b>26.1%</b> |
| ADMIN COSTS               | \$ 85,711.00           | \$ 3,810.99         | \$ 17,076.38         | \$ 68,634.62         | \$ 68,634.62         | 25.0%        | 19.9%        |
| <b>GRAND TOTAL</b>        | <b>\$ 1,094,005.00</b> | <b>\$ 62,188.07</b> | <b>\$ 280,498.53</b> | <b>\$ 813,506.47</b> | <b>\$ 776,914.47</b> | <b>32.6%</b> | <b>25.6%</b> |
| IN KIND NEEDED            | \$ 273,501.25          |                     |                      |                      |                      |              |              |
| IN KIND GENERATED         | \$ 85,689.33           |                     |                      |                      |                      |              |              |
| IN KIND (SHORT)/LONG      | \$ (187,811.92)        |                     |                      |                      |                      |              |              |

TRAINING AND TECHNICAL ASSISTANCE

| CATEGORY                    | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE     | PROJECTED % | ACTUAL % |
|-----------------------------|----------------|------------------|---------------------|-------------|-------------|----------|
| 6c. OUT OF AREA TRAVEL      | \$ 9,967.00    | \$ 7,128.00      | \$ 8,006.53         | \$ 1,960.47 | 33.0%       | 80.3%    |
| 6e. SUPPLIES                |                |                  |                     |             |             |          |
| Training Supplies           | \$ 500.00      | \$ 190.36        | \$ 224.49           | \$ 275.51   | 33.0%       | 44.9%    |
| 6g. OTHER                   |                |                  |                     |             |             |          |
| Contracts                   | \$ -           |                  |                     |             |             |          |
| Career Development          | \$ 5,775.00    | \$ 780.92        | \$ 5,738.01         | \$ 36.99    | 33.0%       | 99.4%    |
| <b>TOTAL DIRECT COSTS</b>   | \$ 16,242.00   | \$ 8,099.28      | \$ 13,969.03        | \$ 2,272.97 | 33.0%       | 86.0%    |
| ADMIN COSTS                 | - \$ 1,279.00  | \$ 177.59        | \$ 369.45           | \$ 909.55   | 25.0%       | 28.9%    |
| <b>GRAND TOTAL</b>          | \$ 17,521.00   | \$ 8,276.87      | \$ 14,338.48        | \$ 3,182.52 | 31.0%       | 81.8%    |
|                             |                |                  |                     |             |             |          |
|                             |                |                  |                     |             |             |          |
| <b>IN KIND NEEDED</b>       | \$ 3,246.00    |                  |                     |             |             |          |
| <b>IN KIND GENERATED</b>    | \$ 1,760.00    |                  |                     |             |             |          |
|                             |                |                  |                     |             |             |          |
| <b>IN KIND (SHORT)/LONG</b> | \$ (1,486.00)  |                  |                     |             |             |          |



May 15, 2012

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Dormitory and North View Apartment Rates

The College of Southern Idaho Dormitory Housing Commission approved increases in dormitory rental rates, dormitory meal rates and the rental rates for the North View Apartments at their meeting on April 26, 2012. The attached pages contain the pricing schedules for both properties and details concerning the cost of meal plans.

The dorm room charges were increased by \$25 per semester per room. This is our first increase in dorm room rates since the fall of 2008. Overall, the dormitory is in good condition and we are covering expenses. We are looking at a major expenditure in replacing the dormitory carpet in the hallways and common areas in the next year. This is estimated to cost for the carpet is \$68,000.

The rental rates for the North View Apartments have not been increased since 2005. The rates for 2012 will increase by approximately 5%. We have nearly completed the refurbishing of all of the one bedroom apartments and installed a new fence around the apartments. The apartment pricing remains competitive with comparable properties near the college.

Food service prices for dormitory meal plans have been increased by 4%. The major issue that our food service provider is faced with is that we allow the sharing of meal cards by our students. This means that nearly every meal card is fully utilized and that there is no missed meal factor. The College of Southern Idaho is the only client that Aramark has that allows the sharing of meal cards.

While the policy of sharing meal cards may drive our prices up slightly, we feel that operationally it provides a significant benefit to students. It is also very easy for us to manage. The detail concerning meal pricing is on the third attached page.

Our combined dorm and meal prices remain the lowest among state institutions.

I respectfully request approval of the dormitory rental rates, dormitory meal rates and North View Apartment rates as shown on the attached pages.

**COLLEGE OF SOUTHERN IDAHO**  
**2012-2013 DORMITORY ROOM AND BOARD CHARGES**

APRIL 12, 2012

|                    | MEALS    | DOUBLE   | SINGLE   |
|--------------------|----------|----------|----------|
| ROOM CHARGE        |          | 1,200.00 | 1,400.00 |
| 100 MEAL PLAN      | 801.89   |          |          |
| SALES TAX          | 48.11    |          |          |
| MEAL TOTAL         | 850.00   |          |          |
| ROOM & BOARD       |          | 2,050.00 | 2,250.00 |
| \$ 0 SCRIPT MONEY  |          |          |          |
| ROOM CHARGE        |          | 1,200.00 | 1,400.00 |
| 125 MEAL PLAN      | 896.24   |          |          |
| SALES TAX          | 53.76    |          |          |
| MEAL TOTAL         | 950.00   |          |          |
| ROOM & BOARD       |          | 2,150.00 | 2,350.00 |
| \$25 SCRIPT MONEY  |          |          |          |
| ROOM CHARGE        |          | 1,200.00 | 1,400.00 |
| 150 MEAL PLAN      | 1,028.30 |          |          |
| SALES TAX          | 61.70    |          |          |
| MEAL TOTAL         | 1,090.00 |          |          |
| ROOM & BOARD       |          | 2,290.00 | 2,490.00 |
| \$50 SCRIPT MONEY  |          |          |          |
| ROOM CHARGE        |          | 1,200.00 | 1,400.00 |
| 200 MEAL PLAN      | 1,179.24 |          |          |
| SALES TAX          | 70.76    |          |          |
| MEAL TOTAL         | 1,250.00 |          |          |
| ROOM & BOARD       |          | 2,450.00 | 2,650.00 |
| \$75 SCRIPT MONEY  |          |          |          |
| ROOM CHARGE        |          | 1,200.00 | 1,400.00 |
| 250 MEAL PLAN      | 1,334.90 |          |          |
| SALES TAX          | 80.10    |          |          |
| MEAL TOTAL         | 1,415.00 |          |          |
| ROOM & BOARD       |          | 2,615.00 | 2,815.00 |
| \$100 SCRIPT MONEY |          |          |          |

| ROOM & BOARD PLANS    | PREVIOUS<br>2011-2012 | CURRENT<br>2012-2013 | DOLLAR<br>INCREASE | PERCENT<br>INCREASE |
|-----------------------|-----------------------|----------------------|--------------------|---------------------|
| DOUBLE ROOM 100 MEALS | 1,995.00              | 2,050.00             | 55.00              | 2.76%               |
| DOUBLE ROOM 125 MEALS | 2,092.00              | 2,150.00             | 58.00              | 2.77%               |
| DOUBLE ROOM 150 MEALS | 2,222.00              | 2,290.00             | 68.00              | 3.06%               |
| DOUBLE ROOM 200 MEALS | 2,373.00              | 2,450.00             | 77.00              | 3.24%               |
| DOUBLE ROOM 250 MEALS | 2,535.00              | 2,615.00             | 80.00              | 3.16%               |
| SINGLE ROOM 100 MEALS | 2,195.00              | 2,250.00             | 55.00              | 2.51%               |
| SINGLE ROOM 125 MEALS | 2,292.00              | 2,350.00             | 58.00              | 2.53%               |
| SINGLE ROOM 150 MEALS | 2,422.00              | 2,490.00             | 68.00              | 2.81%               |
| SINGLE ROOM 200 MEALS | 2,573.00              | 2,650.00             | 77.00              | 2.99%               |
| SINGLE ROOM 250 MEALS | 2,735.00              | 2,815.00             | 80.00              | 2.93%               |

NOTE 1: AT 80% OCCUPANCY, APPROXIMATELY \$9,800 WILL BE RAISED FROM THE INCREASE

NOTE 2: DOUBLE ROOM RATES WERE INCREASED BY \$25 OR 2% PER SEMESTER

SINGLE ROOM RATES WERE INCREASED BY \$25 OR 1.8% PER SEMESTER

NOTE 3: ABOVE INCREASES REPRESENT AN 4.0% INCREASE IN FOOD COSTS AND ABOUT 1% IN COLLEGE MEAL PLAN MARK UPS

College of Southern Idaho  
 Dormitory Housing Commission  
 North View Apartment Rental Rates  
 April 13, 2012

|               | FY 12<br>Current<br>Monthly Rent | FY 13<br>Proposed<br>Monthly Rent | Percentage<br>Increase     | Revenue<br>Increase |
|---------------|----------------------------------|-----------------------------------|----------------------------|---------------------|
| One Bedroom   | \$ 380                           | \$ 400                            | 5.26%                      | 500                 |
| Two Bedroom   | \$ 480                           | \$ 500                            | 4.17%                      | 250                 |
| Three Bedroom | \$ 540                           | \$ 570                            | 5.56%                      | 210                 |
|               |                                  |                                   | Monthly Increase           | 960                 |
|               |                                  |                                   | Occupancy                  | 80%                 |
|               |                                  |                                   | Estimated Monthly Increase | 768                 |
|               |                                  |                                   | Estimated Annual Increase  | \$ 9,216            |

Note 1: The Northview Apartment department has shown losses the last two years due to the single apartment renovations and the fencing project. Next year we will have to absorb increases in employee salaries and health insurance along with utility increases.

Note 2: We have not raised rent on the apartments since 2005 and have incurred significant operating expense increases over the last seven years.

COLLEGE OF SOUTHERN IDAHO  
 FY 2013 DORM MEAL INCREASES  
 APRIL 12 , 2012

|                                              |               |               |                 |                 |                 |                          |
|----------------------------------------------|---------------|---------------|-----------------|-----------------|-----------------|--------------------------|
| MEAL PLAN - 4.0% INCREASE                    | 100           | 125           | 150             | 200             | 250             |                          |
| ANNUAL DAYS                                  | 224           | 224           | 224             | 224             | 224             |                          |
| <b>SEMESTER CHARGE</b>                       | <b>796.46</b> | <b>886.83</b> | <b>1,017.49</b> | <b>1,165.29</b> | <b>1,320.87</b> | <b>ARAMARK<br/>PYMTS</b> |
| TAX @ 6.0%                                   | 47.79         | 53.21         | 61.05           | 69.92           | 79.25           |                          |
| MINIMUM CHARGE WITH TAX                      | 844.25        | 940.04        | 1,078.54        | 1,235.21        | 1,400.13        |                          |
| <b>STUDENT MEAL CHARGE</b>                   | <b>801.89</b> | <b>896.24</b> | <b>1,028.30</b> | <b>1,179.24</b> | <b>1,334.90</b> |                          |
| TAX @ 6.0%                                   | 48.10         | 53.76         | 61.70           | 70.75           | 80.09           |                          |
| <b>ACTUAL STUDENT CHARGE</b>                 | <b>850.00</b> | <b>950.00</b> | <b>1,090.00</b> | <b>1,250.00</b> | <b>1,415.00</b> |                          |
| COLLEGE MARK UP PER PLAN<br>BAD DEBT RESERVE | 5.43          | 9.41          | 10.81           | 13.95           | 14.03           |                          |
| <b>COLLEGE MARK UP %</b>                     | <b>0.68%</b>  | <b>1.06%</b>  | <b>1.06%</b>    | <b>1.20%</b>    | <b>1.06%</b>    |                          |
| <b>PER MEAL COST TO STUDENT</b>              | <b>8.50</b>   | <b>7.60</b>   | <b>7.27</b>     | <b>6.25</b>     | <b>5.66</b>     |                          |
| MEAL PLANS                                   | 100           | 125           | 150             | 200             | 250             |                          |
| SCRIPT MONEY                                 | 0             | 25            | 50              | 75              | 100             |                          |

NOTE 1: FY 06 (YEAR OF BID) ARAMARK FROZE PRICES AT THE FY 05 AMOUNT  
 IN FY 07 PRICES INCREASED BY 7%  
 IN FY 08 PRICE INCREASED BY 3.5%  
 IN FY 09 PRICE INCREASED BY 4.5%  
 IN FY 10 PRICE INCREASED BY 5.0%  
 IN FY 11 (YEAR OF BID)11 PRICE INCREASED BY 3.0%  
 IN FY 12 PRICE INCREASED BY 8%  
 IN FY 13 PRICE INCREASE REQUEST IS 4%

NOTE 2: CSI WENT TO SHARED STUDENT MEAL CARDS IN FY 11.  
 THIS RESULTS IN 100% USEAGE OF MEALS AVAILABLE



May 15, 2012

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Athletics Fund Transfer Request

Fall Fest 2011 was a major fundraising event held by the College of Southern Idaho athletics department. Approximately \$44,000 was raised while incurring a little over \$10,000 in expenses which left the net proceeds of the event at \$34,000. All of the revenues were deposited in college accounts and all of the expenses were paid for out of college accounts.

As a part of the event, patrons were given the opportunity to donate to an endowment fund that is to be established in the College of Southern Idaho Foundation for athletics. According to documentation provided by the athletics department, \$9,150 was donated towards the establishment of this endowment.

The College of Southern Idaho athletic department has requested that \$9,150 be transferred to the College of Southern Idaho Foundation for the purpose of establishing a College of Southern Idaho Athletics Endowment.

I respectfully request permission for the Board of Trustees to transfer \$9,150 from the athletic department Fall Fest 2011 fundraising expense account to the College of Southern Idaho Foundation.



May 17, 2012

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

From: Mike Mason

Re: Student Association and Student Clubs Fund Transfer Request

Attached are three resolutions from the College of Southern Idaho Student Senate requesting fund transfers to the College of Southern Idaho Foundation. The requests are as follows:

1. ASCSI Senate Resolution # 7 requests \$1,511.83 be donated from the Nurse Leaders of Idaho Club to the CSI Foundation.
2. ASCSI Senate Resolution # 8 requests \$10,000 be donated from Student Association funds to the CSI Foundation.
3. ASCSI Senate Resolution # 9 requests \$1,600 be donated from the Horticulture Club to the CSI Foundation.

I respectfully request permission from the Board of Trustees to transfer \$1,511.83 from the Nurse Leaders of Idaho Club, \$10,000 from the Student Association and \$1,600 from the Horticulture Club to the College of Southern Idaho Foundation. The total transfer requested is \$13,111.83.

IN THE SENATE

**RESOLUTION #7**

BY THE ASCSI SENATE

2012

**TO THE ADMINISTRATION AND BOARD OF TRUSTEES OF THE COLLEGE OF SOUTHERN IDAHO REGARDING DONATIONS OF \$1511.83 TO THE CSI FOUNDATION**

**WHEREAS**, the ASCSI Senate has the responsibility for managing and allocating fees designated to the Student Association, and

**WHEREAS**, the ASCSI Senate is responsible for administration and operation of ASCSI clubs and organizations, and

**WHEREAS**, the Nurse Leaders of Idaho Club (NLI) is a recognized student club at CSI, and

**WHEREAS**, the Nurse Leaders of Idaho Club raised \$1,511.83 from their efforts this year and has requested to donate those funds to the Sarah Brannen Scholarship Fund,

**NOW, THEREFORE BE IT RESOLVED BY THE ASCSI SENATE, ACTING AS REPRESENTATIVES OF CURRENT STUDENTS OF THE COLLEGE OF SOUTHERN IDAHO, THAT WE RECOMMEND TO THE ADMINISTRATION AND THE BOARD OF TRUSTEES TO APPROVE THIS \$1,511.83 DONATION TO THE CSI FOUNDATION.**

IN THE SENATE

**RESOLUTION # 8**

BY THE ASCSI SENATE

2012

**TO THE ADMINISTRATION AND BOARD OF TRUSTEES OF THE COLLEGE OF SOUTHERN IDAHO REGARDING A DONATION OF \$10,000 TO THE CSI FOUNDATION**

**WHEREAS**, the ASCSI Senate has the responsibility for managing and allocating fees designated to the Student Association, and

**WHEREAS**, the ASCSI Senate supports the efforts of the CSI Foundation to raise funds for awarding scholarships to CSI students, and

**WHEREAS**, the ASCSI Senate desires to recognize and support student achievement through the establishment and enhancement of a student leadership scholarship fund, and

**WHEREAS**, the ASCSI Senate has additional funds in the 2011 -2012 budget, and

**NOW, THEREFORE BE IT RESOLVED BY THE ASCSI SENATE, ACTING AS REPRESENTATIVES OF CURRENT STUDENTS OF THE COLLEGE OF SOUTHERN IDAHO, THAT WE RECOMMEND TO THE ADMINISTRATION AND THE BOARD OF TRUSTEES TO APPROVE THIS \$10,000 DONATION TO THE CSI FOUNDATION.**

IN THE SENATE

**RESOLUTION #9**

BY THE ASCSI SENATE

2012

**TO THE ADMINISTRATION AND BOARD OF TRUSTEES OF THE COLLEGE OF SOUTHERN IDAHO REGARDING A DONATION OF \$1,600 TO THE CSI FOUNDATION**

**WHEREAS**, the ASCSI Senate has the responsibility for managing and allocating fees designated to the Student Association, and

**WHEREAS**, the ASCSI Senate is responsible for administration and operation of ASCSI clubs and organizations, and

**WHEREAS**, the Horticulture Club is a recognized student club at CSI, and

**WHEREAS**, the Horticulture Club annually raises funds to support a Horticulture Scholarship fund managed by the CSI Foundation, and

**WHEREAS**, the Horticulture Club raised \$1600 from their efforts this year and has requested to donate those funds to the Horticulture Scholarship account, and

**NOW, THEREFORE BE IT RESOLVED BY THE ASCSI SENATE, ACTING AS REPRESENTATIVES OF CURRENT STUDENTS OF THE COLLEGE OF SOUTHERN IDAHO, THAT WE RECOMMEND TO THE ADMINISTRATION AND THE BOARD OF TRUSTEES TO APPROVE THIS \$1,600 DONATION TO THE CSI FOUNDATION.**