



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

June 18, 2012

## EXECUTIVE SESSION

5:00 p.m.

Taylor Building – President's Board Room

## BOARD OF TRUSTEES MEETING

6:00 p.m.

Taylor Building – SUB 248/TAB 277

## AGENDA

APPROVAL OF MEETING AGENDA: (A) *Chairman Scholes*

MINUTES – REGULAR MEETING OF MAY 21, 2012: (A) *Mike Mason*

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

OPEN FORUM: (A) *Chairman Scholes*

SALE OF RADIO FREQUENCY: (A) *Mike Mason*

C3T CONSULTANT BIDS (2): (A) *Mike Mason*

CSI FOUNDATION IRA TRANSFER: (A) *Mike Mason*

CSI STUDENT NURSING CLUB FOUNDATION TRANSFER: (A) *Mike Mason*

FY 14 LEGISLATIVE BUDGET REQUESTS: (A) *Mike Mason*

REFUGEE CENTER REQUIRED POLICY: (A) *Mike Mason*

HEAD START REPORT: (A) *Mike Mason*

HEAD START ACCOUNTING POLICY: (A) *Mike Mason*

TRUSTEE ELECTION INFORMATION (I) *Mike Mason*

SUMMER SEMESTER ENROLLMENT RECAP: (I) *John Miller*

SUMMER MAINTENANCE PROJECTS: (I) *Randy Dill*

NEW CENTURY SCHOLAR: (I) *Graydon Stanley*

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

HEADSTART/EARLY HEAD START BOARD TRAINING PRESENTATION:

(I) *Mancole Fedder (Taylor 277)*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
JUNE BOARD OF TRUSTEES MEETING  
JUNE 18, 2012

CALL TO ORDER: 6:00 p.m. Presiding: Dr. Allan Frost

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

College Administration: Gerald L. Beck, President  
John M. Mason, Vice President of Administration  
Robert Alexander, College Attorney  
Dr. Jeff Fox, Executive Vice President and Chief Academic Officer  
Dr. Mark Sugden, Instructional Dean  
Terry Patterson, Instructional Dean  
Dr. Cindy Bond, Instructional Dean  
Dr. John Miller, Instructional Dean  
Jeff Harmon, Dean of Finance  
Dr. Ken Campbell, Dean of Technology  
Graydon Stanley, Dean of Students  
Scott Scholes, Dean of Student Services  
Monty Arrossa, Human Resources Director  
Randy Dill, Physical Plant Director  
Debra Wilson, Executive Director of the College of Southern Idaho Foundation  
Teri Fattig, Library and Museum Director  
Kathy Deahl, Administrative Assistant to the President

CSI Employees: Mancole Fedder

Visitors: Jeremy Bridges, Angela Ellis, David Teuscher, Dan Teuscher, Debbie Teuscher, Mirelle Hammond

Faculty Representatives: Beth Hewes and Ron Cresswell

PACE Representatives: Kat Powell

Times News: Julie Wootton

KMVT: None

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

MINUTES OF THE REGULAR SESSION OF MAY 21, 2012 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 sale of the KEZJ 1450 radio frequency to Salt & Light Radio, Inc. of Boise, Idaho in the amount of \$26,000 on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

Proceeds from the sale will be deposited into the Plant Facility Fund.

2. The Board accepted the bid of Wasdyke Associates, LLC of St. Michaels, Maryland in the amount of \$95,000 for the specified grant evaluation services on MOTION by Bob Keegan. Affirmative vote was unanimous.

The funding for the grant evaluation services is from the Trade Adjustment Assistance for Community College Curriculum Training Grant.

3. The Board accepted the bid of Partners for Prosperity of Blackfoot, Idaho in the amount of \$24,815 for the specified Outreach and Recruiting Specialist services on MOTION by Bob Keegan. Affirmative vote was unanimous.

The funding for the grant evaluation services is from the Trade Adjustment Assistance for Community College Curriculum Training Grant.

4. The Board approved the transfer of \$5,000.00 deposited in College of Southern Idaho bank account from a donor whose intent was to donate the funds in to the College of Southern Idaho Foundation as a part of the Building Our Futures Together fund raising campaign on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

5. The Board approved the transfer of \$250.80 from the Nurse Leaders of Idaho Club from the College of Southern Idaho Student Association account to the College of Southern Idaho Foundation on MOTION by Bob Keegan. Affirmative vote was unanimous.

6. The Board approved the fiscal year 2014 legislative line item requests of Occupancy Costs for the Applied Technology and Innovation Center (\$232,800), Past Years Unfunded Enrollment (\$1,607,700), Science, Technology, Engineering and Math Initiative (\$178,100) and Graduation Rate Improvement (\$107,200) on Motion by Donna Brizee. Affirmative vote was unanimous.

7. The Board approved the College of Southern Idaho Refugee Center Policy Concerning Conduct of Staff and Volunteers on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

8. The Board approved the Head Start/Early Head Start operational report, fiscal report, lead teacher waiver, proposed enrollment changes and accounting procedures policy on MOTION by Bob Keegan. Affirmative vote was unanimous.

9. Mike Mason reviewed the timeframe and procedures for the College of Southern Idaho Board of Trustee election to be held on November 6, 2012.

10. Dr. John Miller reported that summer school headcount was down approximately 13.2% and full time equivalent students were down approximately 13.8%. Dr. Miller noted that the report was based upon the main summer school session and that we had several sessions that have not started yet. Federal financial aid policies changes also may have impacted summer school.

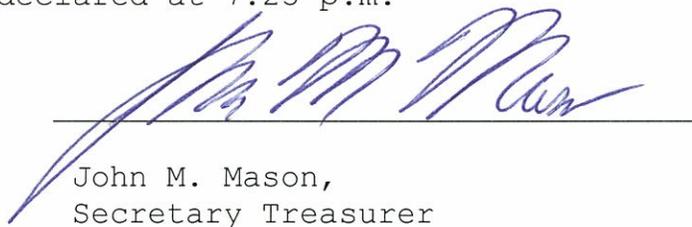
11. Randy Dill reviewed summer maintenance and building projects with the Board.

12. Graydon Stanley introduced Student Body President Jeremy Bridges and Vice President Angela Ellis to the Board. Mr. Stanley also explained the New Century Scholar program to the Board and introduced the State of Idaho New Century Scholar who is College of Southern Idaho student David Teuscher.

13. The President reported upon his activities for the month.

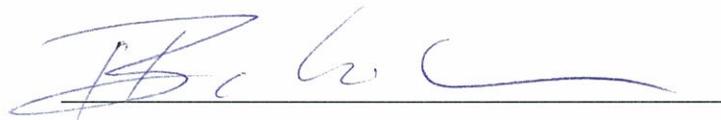
14. Mancole Fedder gave a presentation to the Board concerning Head Start/Early Head Start Board responsibilities during dinner.

ADJOURNMENT was declared at 7:25 p.m.



John M. Mason,  
Secretary Treasurer

Approved: July 16, 2012



Chairman



June 12, 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 and extends slightly into the "Re:" line.

Re: Sale of Radio Frequency

We received the following three bids for the sale of our 1450 KEZJ radio frequency:

Buhl Adventist Church	\$10,000
Efrain Ortega	\$15,000
Salt & Light Radio, Inc	\$26,000

Based upon my review of the bids and a meeting with Salt & Light Radio, Inc., I recommend that we accept the high bid of Salt & Light Radio, Inc. of Boise, Idaho in the amount of \$26,000. The bid is contingent upon obtaining a tower lease utilizing our current tower. The bid also requires all legal fees with a licensed Federal Communications Commission lawyer for the sale and transfer of ownership be paid for by the purchaser.

Proceeds from the sale will be deposited into the Plant Facility Fund.

June 18, 2012

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

From: Jeffrey M. Harmon 

Re: Trade Adjustment Assistance for Community College Curriculum Training (TAACCCT) Grant Evaluator

We received one bid for the Grant Evaluator from the following entity:

Wasdyke Associates LLC \$95,000

Based on the review of the bid by Dr. Cindy Bond and Alan Heck, Grant Project Manager, I recommend we accept the only bid for the specified service from Wasdyke Associates LLC of St. Michaels, Maryland.

This service will provide third-party evaluation services for the TAACCCT grant from the U.S. Department of Labor Employment and Training Administration. This grant will target Energy, Advanced Manufacturing, Healthcare, Business and Information Technology sectors.

Funding for this purchase is from the TAACCCT grant.



June 18, 2012

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

From: Jeffrey M. Harmon *Jeffrey M. Harmon*

Re: Trade Adjustment Assistance for Community College Curriculum Training (TAACCCT) Outreach and Recruitment Specialist

We received one bid for the Outreach and Recruitment Specialist from the following entity:

Partners for Prosperity	\$24,815
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Based on the review of the bid by Dr. Cindy Bond and Alan Heck, Grant Project Manager, I recommend we accept the only bid for the specified service from Partners for Prosperity of Blackfoot, Idaho.

This entity will provide the services of Rural Outreach and Recruitment Coordination for Idaho State University as a component of the TAACCCT grant from the U.S. Department of Labor Employment and Training Administration. This grant will target Energy, Advanced Manufacturing, Healthcare, Business and Information Technology sectors.

Funding for this purchase is from the TAACCCT grant.



June 12, 2012

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

From: Mike Mason

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

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

The College of Southern Idaho received a donation of \$5,000.00 from a donor with the intent that the funds be deposited in the College of Southern Idaho Foundation as a part of the Building Our Futures Together fund raising campaign. Due to the source of the funds and specific tax regulations, these donations could not be made to or deposited directly into the Foundation.

I respectfully request authorization from the Board to write a check in the amount of \$5,000.00 to the College of Southern Idaho Foundation for deposit into the proper Foundation accounts.

IN THE SENATE

**RESOLUTION #10**

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 \$250.80 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 \$250.80 DONATION TO THE CSI FOUNDATION.**

June 13, 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 printed name.

Re: Fy 2014 Legislative Budget Requests

We are requesting additional funding in our Fy 2014 legislative budget for the following four items:

1. Occupancy Costs – We are estimating that the new Applied Technology and Innovation Center will be completed by September of 2013. Based upon a formula approved by the Joint Finance Appropriations Committee and the Idaho State Board of Education, we are requesting \$232,800 for ten months of occupancy in Fy 2014. We will request the remaining two months occupancy cost, \$46,600, in Fy 2015.
2. Past Years Unfunded Enrollment Workload Adjustment – Since 1992 we have been able to make requests for additional funding based upon increases in enrollment. The Idaho State Board of Education formula for the calculation of the dollars to be requested is based upon number of increased credits, the state appropriation and a rolling three year average. Enrollment Workload Adjustment has been funded by the legislature during years when funds are available.  
Since 1992, we have requested a total of \$4,701,300 and received \$2,663,400 in Enrollment Workload Adjustment funds. This request is for the \$1,607,700 difference that has not been funded.
3. STEM Initiative – This request was submitted last year but not funded. The \$178,100 request is to provide funding for a Science, Technology, Engineering, Math (STEM) coordinator, a faculty person, administrative support and operating expenditures to develop, organize and offer ongoing initiatives that promote STEM education in Idaho. This program will provide training to teachers and coordination of STEM activities in our region.
4. Graduation Rate Improvement – This request was also submitted last year but not funded. This request is for \$107,200 to fund a full time Retention and Graduation Specialist and a full time Student Service Specialist. These staff members will work to develop, implement, document and provide training on systems, tools, resources,

processes and procedures to assist students in maintaining satisfactory academic progress and facilitating graduation.

These four requests total \$2,125,800 and equate to an 18.4% increase in our academic appropriation. The requests will be in addition to our regular maintenance of current operation request which include health insurance increases, current year enrollment workload adjustment and inflationary increases.

I respectfully request Board approval to proceed with these funding requests for the fiscal year 2014 legislative budget.

June 12, 2012

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

From: Mike Mason



Re: Refugee Center Required Policy

The Reception and Replacement Grant administered by the United States Department of State requires that all grantees enact the specific policy listed below:

**College of Southern Idaho Refugee Center Policy Concerning Conduct of Staff and Volunteers**

Humanitarian agencies have a duty of care to beneficiaries and a responsibility to ensure that beneficiaries are treated with dignity and respect and that certain minimum standards of behavior are observed.

- Sexual exploitation and abuse by humanitarian workers constitutes acts of gross misconduct and therefore grounds of termination of employment.
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief reading the age of a child is not a defense.
- Exchange of money, employment, goods, or services of sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based in inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
- Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
- Humanitarian workers are obligated to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

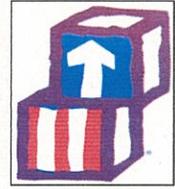
The College of Southern Idaho has policies concerning harassment but does not have an employee conduct policy that meets these specific requirements. As a general trend we are seeing more grant specific policy requirements in fiscal operations and employee conduct. We have incorporated several of these into our existing policies.

I respectfully request Board approval of the above policy for the College of Southern Idaho Refugee Center. At a future date, we may want to consider a code of conduct policy for all employees.

# PROUD TO BE PART OF THE CSI FAMILY



## COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



### 2012 National Head Start Association Award Nominees

CSI Head Start/Early Head Start Centers nominated parents, staff and community agencies for the 2012-2013 National Head Start scholarships and awards. Four nominees moved forward to compete locally, with the possibility of competing for state and regional awards/scholarships.

#### **Beating the Odds Parent Award: Emily Petersen, Twin Falls**

Emily's family consists of her husband and two daughters ages five and two. She has experienced many challenges over the past few years. Her husband has a rare condition causing polyps in the digestive tract that may become cancerous. Her oldest daughter, who was enrolled in Head Start last year, also shows signs of this disorder. Emily's youngest daughter is enrolled in Early Head Start and has spina bifida. Her daughter has already undergone several surgeries and receives multiple therapies each week. She received her first wheelchair when she turned two. Despite these challenges this family remains strong. Emily's husband has been able to continue as provider of his family while Emily has maintained a longstanding commitment to volunteer work. She teaches voice lessons for free to children of families who could otherwise not afford it. She is on the executive board of the Dilettante Group of the Magic Valley, volunteers at her church and is room mother for her oldest daughter's Kindergarten class. One of Emily's current projects is to raise money for the Jason Rodie Foundation. This organization is dedicated to helping individuals with special needs. The foundation is working to raise funds for the family to create a fully handicapped accessible home for Emily's youngest daughter.

#### **Teacher of the Year Award: Rosalie Bennett, Cassia Head Start**

Rosalie has been a teacher in the Head Start program for twelve years as a lead teacher. She started with the program in 1992 as an office assistant and has worked to gain in her education as well as moving up into the lead teacher position. Rosalie first worked to obtain her CDA and then receive her Associate of Arts in Early Childhood Education in 1999. As the mandates for lead teachers increased she continued to work and go to school full time. Her efforts have been relentless and she achieved her goal when she graduated this spring with a Bachelor of Arts in Early Childhood Education from Lewis and Clark State College. Rosalie believes that through working together with the families and community, the program can provide an environment that will enhance children's health, growth, and development. She takes pleasure in the growth and potential that has emerged from the children and parents that she has worked with.

#### **Sargent Shriver Excellence in Community Service Award: Kiwanis Club, Hailey, ID**

In Blaine County, the Kiwanis Club aims to "provide children with something they would not ordinarily have if they [Kiwanis] had not been there." Hailey Head Start became the local Kiwanis beneficiary in 2005. Since then, Kiwanis has provided benefits through donated time and goods. Members of the Kiwanis Club read to Hailey Head Start children, an estimated 40-45 hours annually. Additionally, the Key Club, a youth branch of the Kiwanis also volunteers for Head Start functions and reads to Head Start children monthly. The Kiwanis have also funded swimming lessons to Head Start children each year, through the proceeds from their annual Chili Cook-Off. Since 2005 nearly 250 Head Start Children have had the opportunity to learn to swim. Through their support of Hailey Head Start, the Kiwanis have given 300-400 hours annually toward social, emotional and health support for Head Start children locally.

#### **Support Staff of the Year Award: Kathy Thomas, Little Wood Center**

Kathy has worked for the Head Start program since 1989 and has taken on many roles throughout the years. She currently works as a bus driver and program assistant. However, she has also worked as a center supervisor, home visitor and cook for the program. Kathy has worked on special projects throughout the years including assisting with NAEYC accreditation at various centers, facilitating donations of playground equipment for the Little Wood Center, and helping families sign up their children for the CHIPS program in Lincoln County. She is a connection in the community with doctors, dentists, school districts, libraries, recreation districts and other businesses. She helps communicate with the Spanish Speaking parents. She always greets parents and children with a smile, calling them by name. Kathy has left a positive, lasting impression on the families in Head Start for all of the time and effort that she puts forth for them.

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

**Enrollment**

Head Start ACF Federal Funded	564
Head Start TANF	27
Early Head Start	80
<b>Total</b>	<b>671</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 May**

HS Attendance	80%
EHS Home Visit Completion Rate	95%

**Meals and Snacks**

Total meals served for May	4,772
Total snacks served for May	2,369

**Education**

June 11-15, four Early Head Start staff members will attend the Birth to 3 Institute in Washington D.C. Topics include helping families overcome barriers, feeding infants and children, individualizing home visits for parents with intellectual disabilities, and reflective practices for engaging families with infants/toddlers. The ongoing child assessment (COR) has been completed for the preschool children and the infant/toddler COR assessment period will end July 31. COR results for the 2011-2012 service year will be published in the annual program report.

**Parent Involvement**

This year the program is participating in the National Head Start Association scholarship and awards completion. Four individuals, selected by a nomination committee, will move forward with the possibility of competing for state/local awards, (listed on the page 1). The nominees are from Twin Falls, Cassia, Hailey, and Jerome. Over the summer months parents are encouraged to promote literacy and read to their children. The program's Summer Newsletter was recently issued and has ideas and resources for families to stay connected with throughout the summer months. The program is actively recruiting for the coming program year.

**Early Head Start**

Early Head Start successfully launched its new Oral Health Curriculum called *Baby Smiles: Dental Care for Women and Children*. The development of the curriculum was funded in part by South Central Public Health District. Migrant and Seasonal Head Start's new Early Head Start program also participated in the launch. The curriculum was also sent to the Idaho Head Start Association for distribution state wide during the summer. EHS remains in session year round. Home Visitors will provide families with information on safety with the curriculum No Sun For Baby, which is funded by a grant through SCPHD. New this year to the curriculum are the availability of infant sun hats and supplemental materials to remind parents about sun safety each month.

**Documents for Board Review/ Approval:**

Financial Reports



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START

998 Washington St. N.  
PO Box 1238  
Twin Falls, Idaho 83303-1238  
208-736-0741



June 8, 2012

Nancy Gigoux Hutchins, Ph.D.  
Regional Program Manager  
Administration for Children and Families  
Office of Head Start  
2201 Sixth Avenue, **MS-76**  
Seattle, WA 98121

Re: Waiver for Lead Teacher Corey Kniep

In July 2011, the lead teacher at the Little Wood center (combination center) in Shoshone, ID., transferred to an open position at the programs Northside center (combination center) in Jerome, ID. The position in the Little Wood center was opened and when it closed there were no applicants. Another lead teacher position was opened at the same time at another one of the programs centers. The applicants that were interviewed were also asked if they would be interested in employment at other centers. One applicant with an A.A. in Early Childhood was and she accepted the lead teacher position and started on Sept. 19, 2011; she worked briefly for us and then abruptly resigned on Oct. 18<sup>th</sup>.

The position at the Little Wood center was opened again on Oct. 19<sup>th</sup>. There were four applicants at this time. One applicant had an A.A. in ECE, one with a B.S. in Social Work with no ECE credits or classroom experience, one with no degree or experience, and one with a M.A. in Teaching and a B.S. in P.E. with no ECE credits or classroom experience. The applicant with the A.A. in ECE withdrew their application when interviews were being set up. The program interviewed the applicant with the M.A. in Teaching and did a second interview with the applicant that included bit teaching in a preschool classroom. The applicant, Corey Kniep, was hired on a probationary period and an education plan was in place for him to enroll and take early childhood classes through our grantee, College of Southern Idaho.

Corey started work on Dec. 5 and was in week long training before going into the classroom. The assistant teacher in the classroom he was placed has a CDA and fifteen plus years of experience working with the program. Corey took a three credit class in the spring of 2012 and passed. There were no classes offered this summer that he could take, however he is enrolled for classes again this fall to continue his education in ECE.

The College of Southern Idaho Board of Trustees approves the submission of this Lead Teacher waiver request.

Mike Mason  
Vice President of Administration  
College of Southern Idaho  
Head Start /Early Head Start



**College of Southern Idaho**  
**Head Start/Early Head Start**  
998 Washington St N  
PO Box 1238  
Twin Falls, Idaho 83303-1238  
208-736-0741



June 7, 2012

Teresa L. Trimble  
Grants Officer  
Administration for Children and Families  
Office of Grants Management  
2201 Sixth Avenue, MS-72  
Seattle, WA 98121

RE: Grant No. 10CH0164

To whom it may concern:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved the proposed enrollment changes program wide and program option changes at the Northside (Jerome) location.

We are excited about the direction our program is taking, and the increased opportunities it allows families in our service area. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

Mike Mason  
Vice President of Administration  
College of Southern Idaho  
Head Start /Early Head Start

**CSI Head Start/Early Head Start  
Enrollment/Services by Center  
Proposed Changes for  
2012-2013**

CENTER # of Head Start Units	Part Year - Part Day					Total Funded
	Regular combination 69 class days 4 hrs. 16 HV	Double Session 138 class days 31/2 hrs. 12 HV	Number of class days determined by school dist. 16 HV	Services determined by school district 12 HV	Early Head Start 47 HV 24 socializations	
	Combination Program	Center Based	School District Collaboration	Pre K Option	Home Base	
Cassia - 3	33 to 34	60	14 to 15			107 to 109
East End - 1.5	51 to 45					51 to 45
Hailey - 1	33 to 34					33 to 34
Little Wood - 1	33 to 34					33 to 34
Minidoka - 2	65 to 66				24	89 to 90
North Side - 2	67 to 34	0 to 30	14 to 15		24	106 to 103
Orchard Valley -1	32					32
Power - 1	33 to 34					33 to 34
Twin falls -3	34	60	10 to 12		32	136 to 138
West End - 1	34		4 to 3			38 to 37
Hagerman				16 to 17		16 to 17
<b>TOTAL</b>	<b>398 to 366</b>	<b>120 to 150</b>	<b>42 to 45</b>	<b>16 to 17</b>	<b>80</b>	<b>673</b>

646 - ACYF Federal Funded Slots  
27 - Tanf Slots

MONTHLY FINANCIAL REPORT  
COLLEGE OF SOUTHERN IDAHO HEAD START

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY		BALANCE	PROJ	ACTUAL	
	APPROVED	MONTH	TO DATE	BALANCE	OF BUDGET	%	%	
SALARIES	\$ 2,464,703.00	\$ 198,960.67	\$ 1,001,136.46	\$ 1,463,566.54	\$ 1,463,566.54	42.0%	40.6%	
BENEFITS	\$ 1,386,175.00	\$ 109,440.04	\$ 554,380.16	\$ 831,794.84	\$ 831,794.84	42.0%	40.0%	
OUT OF AREA TRAVEL	\$ -	\$ (1,957.63)	\$ -	\$ -	\$ -	0.0%	0.0%	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
SUPPLIES								
OFFICE CONSUMABLES	\$ 21,700.00	\$ 1,142.22	\$ 6,049.70	\$ 15,650.30	\$ 15,650.30	42.0%	27.9%	
CLASSROOM SUPPLIES	\$ 23,800.00	\$ 2,985.49	\$ 12,170.21	\$ 11,629.79	\$ 11,629.79	42.0%	51.1%	
CENTER SUPPLIES	\$ 21,600.00	\$ 496.29	\$ 4,493.01	\$ 17,106.99	\$ 17,106.99	42.0%	20.8%	
TRAINING SUPPLIES	\$ 7,000.00	\$ 7,227.25	\$ 7,712.32	\$ (712.32)	\$ (712.32)	42.0%	110.2%	
FOOD	\$ 7,400.00	\$ 434.19	\$ 4,062.45	\$ 3,337.55	\$ 3,337.55	42.0%	54.9%	
CONTRACTUAL				\$ -				
OTHER								
CONTRACTS	\$ 13,590.00	\$ 843.75	\$ 2,086.12	\$ 11,503.88	\$ 11,503.88	42.0%	15.4%	
MEDICAL	\$ 10,200.00	\$ 367.00	\$ 2,093.39	\$ 8,106.61	\$ 8,106.61	42.0%	20.5%	
DENTAL	\$ 13,600.00	\$ 373.00	\$ 599.00	\$ 13,001.00	\$ 13,001.00	42.0%	4.4%	
CHILD TRAVEL	\$ 116,300.00	\$ 12,617.49	\$ 54,013.14	\$ 62,286.86	\$ 62,286.86	42.0%	46.4%	
EMPLOYEE TRAVEL	\$ 37,000.00	\$ 2,838.64	\$ 13,682.67	\$ 23,317.33	\$ 23,317.33	42.0%	37.0%	
CAREER DEVELOP	\$ 2,000.00	\$ -	\$ 312.01	\$ 1,687.99	\$ 1,687.99	42.0%	15.6%	
PARENT TRAINING	\$ 20,490.00	\$ 421.69	\$ 2,496.54	\$ 17,993.46	\$ 17,993.46	42.0%	12.2%	
SPACE	\$ 77,224.00	\$ 13,859.77	\$ 43,933.86	\$ 33,290.14	\$ 33,290.14	42.0%	56.9%	
UTILITIES	\$ 54,600.00	\$ 4,566.60	\$ 23,413.33	\$ 31,186.67	\$ 31,186.67	42.0%	42.9%	
TELEPHONE	\$ 31,450.00	\$ 3,390.99	\$ 16,193.18	\$ 15,256.82	\$ 15,256.82	42.0%	51.5%	
OTHER	\$ 50,887.00	\$ 9,199.98	\$ 42,650.42	\$ 8,236.58	\$ 8,236.58	42.0%	83.8%	
TOTAL DIRECT COSTS	\$ 4,359,719.00	\$ 367,207.43	\$ 1,791,477.97	\$ 2,568,241.03	\$ 2,568,241.03	42.0%	36.6%	
ADMIN COSTS	\$ 278,280.00	\$ 29,568.75	\$ 94,609.86	\$ 183,670.14	\$ 183,670.14	33.0%	34.0%	
GRAND TOTAL	\$ 4,637,999.00	\$ 396,776.18	\$ 1,886,087.83	\$ 2,751,911.17	\$ 2,751,911.17	42.0%	40.7%	
IN KIND NEEDED	\$ 1,159,500.00							
IN KIND GENERATED	\$ 445,807.38	40% of Total Needed						
IN KIND (SHORT)/LONG	\$ (713,692.62)							
PROCUREMENT CARD								
EXPENSE	\$ 9,992.68	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	\$ 14,749.57	\$ 789.22	\$ 91.88	\$ 15,630.67	\$ 63,095.43	\$ (62,235.12)	\$ 860.31	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 31,290.00	\$ 2,224.99	\$ 5,251.48	\$ 26,038.52	42.0%	16.8%
6e. SUPPLIES						
Training Supplies	\$ 8,525.00	\$ 624.00	\$ 3,233.95	\$ 5,291.05	42.0%	37.9%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 10,220.00	\$ 820.80	\$ 6,946.72	\$ 3,273.28	42.0%	68.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 50,035.00</b>	<b>\$ 3,669.79</b>	<b>\$ 15,432.15</b>	<b>\$ 34,602.85</b>	<b>42.0%</b>	<b>30.8%</b>
ADMIN COSTS	\$ 3,021.00	\$ 153.48	\$ 455.26	\$ 2,565.74	33.0%	15.1%
<b>GRAND TOTAL</b>	<b>\$ 53,056.00</b>	<b>\$ 3,823.27</b>	<b>\$ 15,887.41</b>	<b>\$ 37,168.59</b>	<b>39.8%</b>	<b>29.9%</b>
<b>IN KIND NEEDED</b>	<b>\$ 11,275.00</b>					
<b>IN KIND GENERATED</b>	<b>\$ 11,275.00</b>					
<b>IN KIND (SHORT)/LONG</b>	<b>\$ -</b>					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 514,291.00	\$ 38,311.37	\$ 188,186.94	\$ 326,104.06	\$ 326,104.06	42.0%	36.6%
BENEFITS	\$ 229,464.00	\$ 18,776.04	\$ 95,161.65	\$ 134,302.35	\$ 134,302.35	42.0%	41.5%
OUT OF AREA TRAVEL							
EQUIPMENT	\$ 36,592.00	\$ -	\$ -	\$ 36,592.00	\$ 36,592.00	42.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 4,200.00	\$ 126.87	\$ 639.37	\$ 3,560.63	\$ 3,560.63	42.0%	15.2%
CENTER SUPPLIES	\$ 8,830.00	\$ 350.62	\$ 2,122.34	\$ 6,707.66	\$ 6,707.66	42.0%	24.0%
CLASSROOM SUPPLIES	\$ 23,500.00	\$ 37.38	\$ 1,135.10	\$ 22,364.90	\$ 22,364.90	42.0%	4.8%
TRAINING SUPPLIES	\$ 9,825.00	\$ 994.27	\$ 1,467.75	\$ 8,357.25	\$ 8,357.25	42.0%	14.9%
FOOD	\$ 4,400.00	\$ 78.85	\$ 211.14	\$ 4,188.86	\$ 4,188.86	42.0%	4.8%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 66,240.00	\$ 12,578.00	\$ 26,386.56	\$ 39,853.44	\$ 39,853.44	42.0%	39.8%
MEDICAL	\$ 16,200.00	\$ 120.00	\$ 2,260.74	\$ 13,939.26	\$ 13,939.26	42.0%	14.0%
DENTAL	\$ 12,000.00	\$ 84.40	\$ 84.40	\$ 11,915.60	\$ 11,915.60	42.0%	0.7%
CHILD TRAVEL	\$ -						
EMPLOYEE TRAVEL	\$ 23,000.00	\$ 976.00	2,335.30	\$ 20,664.70	\$ 20,664.70	42.0%	10.2%
CAREER DEVELOP	\$ 500.00	\$ 473.36	\$ 484.88	\$ 15.12	\$ 15.12	42.0%	97.0%
PARENT TRAINING	\$ 2,924.00	\$ 300.00	\$ 337.74	\$ 2,586.26	\$ 2,586.26	42.0%	11.6%
FACILITIES/CONST.	\$ 31,528.00	\$ 24,494.98	\$ 33,720.42	\$ (2,192.42)	\$ (2,192.42)	42.0%	107.0%
UTILITIES	\$ 8,400.00	\$ 721.64	\$ 3,054.64	\$ 5,345.36	\$ 5,345.36	42.0%	36.4%
TELEPHONE	\$ 4,400.00	\$ 551.16	\$ 2,032.41	\$ 2,367.59	\$ 2,367.59	42.0%	46.2%
OTHER	\$ 12,000.00	\$ 1,242.14	\$ 4,017.85	\$ 7,982.15	\$ 7,982.15	42.0%	33.5%
TOTAL DIRECT COSTS	\$ 1,008,294.00	\$ 100,217.08	\$ 363,639.23	\$ 644,654.77	\$ 644,654.77	42.0%	36.1%
ADMIN COSTS	\$ 85,711.00	\$ 4,912.16	\$ 21,988.54	\$ 63,722.46	\$ 63,722.46	33.0%	25.7%
GRAND TOTAL	\$ 1,094,005.00	\$ 105,129.24	\$ 385,627.77	\$ 708,377.23	\$ 671,785.23	41.5%	35.2%
IN KIND NEEDED	\$ 273,501.25						
IN KIND GENERATED	\$ 224,177.31						
IN KIND (SHORT)/LONG	\$ (49,323.94)						





June 12, 2012

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

From: Mike Mason

Re: Trustee Election

The Trustee positions held by Donna Brizee (Position #1), Dr. Thad Scholes (Position #2) and Dr. Allan Frost (Position #3) are up for election this year. The following is general information concerning the election:

1. Our election will be held on the first Tuesday after the first Monday in November (November 6th) in conjunction with the general election.
2. Petitions for candidates must be turned in to me by 5:00 p.m. on Friday, August 31, 2012.
3. In accordance with Idaho Code 34-1405, advertising the notice of the deadline for filing a declaration of candidacy must be published in the local newspaper not more than 14 nor less than 7 days prior to the filing deadline.
4. The notice of election must be published the first time not less than 12 days prior to the election and the last publication must be not less than 5 days prior to the election.
5. The deadline for the declaration of write in candidates is Tuesday, October 9, 2012.

We will ask Kristina Glascock and Michelle Emerson (Twin Falls and Jerome County Clerks) to run our election for us again this year. They have been very cooperative and are working to keep our costs as low as possible.

Based upon the preceding information, the schedule of events concerning the election is as follows:

August 15th, 22nd and 29th - Advertise Notice of Trustee Election and Deadline for filing Trustee Nominating Petitions - Post in County Courthouses

August 31st - Nominating Petitions due by 5:00 p.m.

October 9th - 5:00 P.M. Deadline for filing Declaration of Intent for write in candidates

November 6th - Election .

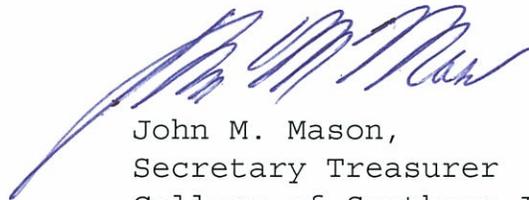
If you have any questions or concerns, please contact me at 208-732-6203.

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT

NOTICE OF TRUSTEE ELECTION AND  
DEADLINE FOR THE FILING OF NOMINATING PETITIONS

Notice is hereby given that a trustee election will be held in the College of Southern Idaho Community College District, Twin Falls and Jerome Counties, Idaho, on Tuesday, November 6, 2012, for the purpose of electing three trustees for four (4) year terms to succeed Donna Brizee (Position 1), Dr. Thad Scoles (Position 2) and Dr. Allan Frost (Position 3) whose terms expire on November 19, 2012. Nominating petitions may be picked up at the College of Southern Idaho Business Office in the Taylor Administration Building located at 315 Falls Avenue in Twin Falls, Idaho.

A candidate shall be a qualified elector of the district, shall be a candidate for a specific position of the Board and must declare which position he/she seeks on the Board of Trustees. Nominating petitions must be signed by at least five (5) qualified electors of the College of Southern Idaho Community College district and filed with the Clerk of the election at the College Business Office on or before 5:00 p.m., Friday, August 31, 2012. If you have questions or need further information, contact Mike Mason at 208-732-6203.



John M. Mason,  
Secretary Treasurer  
College of Southern Idaho  
Community College District

Publication and Posting Dates:

Twin Falls County Courthouse	August 15-August 31, 2012
Jerome County Courthouse	August 15-August 31, 2012
Times News	August 15 & 22 & 29, 2012
Buhl Herald	August 15, 2012

COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES NOMINATING PETITION INSTRUCTIONS  
FOR THE NOVEMBER 6, 2012 ELECTION

NOMINATING PETITIONS MUST BE SIGNED BY AT LEAST FIVE (5) QUALIFIED COLLEGE DISTRICT ELECTORS. PETITIONS MUST BE FILED WITH THE SECRETARY OF THE BOARD OF TRUSTEES IN THE COLLEGE OF SOUTHERN IDAHO BUSINESS OFFICE NO LATER THAN 5:00 P.M. FRIDAY, AUGUST 31, 2012.

QUESTIONS CONCERNING THE ELECTION SHOULD BE DIRECTED TO MIKE MASON, SECRETARY TREASURER FOR THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES, AT THE TAYLOR ADMINISTRATION BUILDING - PHONE 732-6203.