



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**



August 20, 2012

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) *Chairman Scholes*

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

MINUTES – BOARD MEETING – JULY 16, 2012: (A) *Mike Mason*

MINUTES – SPECIAL SESSION – AUGUST 6, 2012: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION – AUGUST 6, 2012: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

HEAD START REPORT: (A) *Mike Mason*

FY13 BUDGET HEARING: (A) *Mike Mason*

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

COMMUNITY COLLEGE BACCALAUREATE DEGREE PROGRAM: (I) *Dr. Mark Sugden*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
AUGUST BOARD OF TRUSTEES MEETING
AUGUST 20, 2012

CALL TO ORDER: 6:03 p.m. Presiding: Dr. Thad Scholes

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

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

CSI Employees: Curtis Eaton and Michele McFarlane

Visitors: Jeremy Bridges

Faculty Representatives: Ron Cresswell and Kim Madsen

PACE Representatives: Merry Olson

Times News: Julie Wootton

The agenda was amended to include the discussion of a penalty assessed by the Idaho State Department of Health and Welfare to Trans IV. The amended agenda was approved on MOTION by Donna Brizee. Affirmative vote was unanimous.

MINUTES OF THE REGULAR AND EXECUTIVE SESSION OF JULY 16, 2012 AND THE SPECIAL AND EXECUTIVE SESSION OF AUGUST 6, 2012 WERE APPROVED AS WRITTEN on MOTION by Karl Kleinkopf. 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 Head Start/Early Head Start operational report and fiscal report on MOTION by Bob Keegan. Affirmative vote was unanimous.

2. The Board approved the fiscal year 2013 budget as presented on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

3. The Board approved the payment of a penalty in the amount of \$68,863.59 that was assessed to Trans IV by the Idaho State Department of Health and Welfare for improper background check on bus drivers in 2010 on MOTION by Bob Keegan. Affirmative vote was unanimous.

The penalty will be paid from the Trans IV fund balance account.

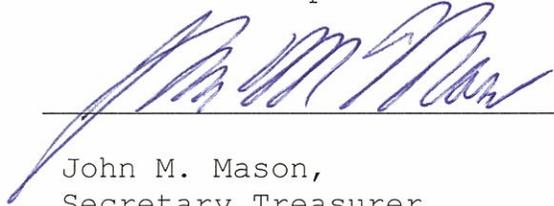
4. President Beck noted that Dr. John Miller was recognized for his state wide work in dual credit by the Idaho Association of School Administrators. The College of Southern Idaho is a leader in dual credit in Idaho due to Dr. Miller's efforts. The Board thanked Dr. Miller for his work.

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

6. The Board heard a presentation by Dr. Mark Sugden concerning community college baccalaureate degree programs during dinner. Dr. Sugden reviewed accreditation issues as well as the impact of on line classes in this area.

CSI Trustees
August 20, 2012
Page 3

ADJOURNMENT was declared at 7:25 p.m.



John M. Mason,
Secretary Treasurer

Approved: September 17, 2012



Chairman

General Fund YTD Board
Statement of Revenue and Expenses

YEAR: 1213

Acct Month: 1

Wednesday, August 15, 2012

| | Last Year | This Year | Budget | Remaining Budget | Rem Bud% |
|---------------------------------|--------------------------|-----------------------|--------------------|-------------------------|------------------|
| Revenue | | | | | |
| Tuition & Fees | \$157,156.35 | \$142,467.55 | \$0.00 | (\$142,467.55) | 0.00% |
| State Funds | (\$10,684,758.02) | (\$453,232.34) | \$0.00 | \$453,232.34 | 0.00% |
| County | \$137,772.13 | \$143,833.69 | \$0.00 | (\$143,833.69) | 0.00% |
| Grant Management Fees | (\$1,000.00) | (\$1,000.00) | \$0.00 | \$1,000.00 | 0.00% |
| Other | (\$47,431.01) | (\$92,529.59) | \$0.00 | \$92,529.59 | 0.00% |
| Departmental Revenues | (\$136,317.50) | (\$126,448.10) | \$0.00 | \$126,448.10 | 0.00% |
| Total Revenue | (\$10,574,578.05) | (\$386,908.79) | \$0.00 | \$386,908.79 | 0.00% |
| Expenditures | | | | | |
| Personnel | | | | | |
| Salaries | \$1,356,510.03 | \$1,420,496.37 | \$0.00 | (\$1,420,496.37) | 0.00% |
| Variable Fringe | \$282,903.82 | \$293,310.94 | \$0.00 | (\$293,310.94) | 0.00% |
| Health Insurance | \$265,622.35 | \$284,850.14 | \$0.00 | (\$284,850.14) | 0.00% |
| Total Personnel | \$1,905,036.20 | \$1,998,657.45 | \$0.00 | (\$1,998,657.45) | 0.00% |
| Expense Catagories | | | | | |
| Services | \$187,748.15 | \$172,763.04 | \$2,800.00 | (\$169,963.04) | -6070.11% |
| Supplies | \$62,191.88 | \$44,968.27 | \$10,376.22 | (\$34,592.05) | -333.38% |
| Other | \$53,690.03 | \$42,983.00 | \$0.00 | (\$42,983.00) | 0.00% |
| Capital | \$35,725.10 | \$44,415.89 | \$40,098.74 | (\$4,317.15) | -10.77% |
| Institutional Support | \$91,064.23 | \$96,220.27 | \$0.00 | (\$96,220.27) | 0.00% |
| Total Expense Catagories | \$430,419.39 | \$401,350.47 | \$53,274.96 | (\$348,075.51) | -653.36% |
| Total Expenditures | \$2,335,455.59 | \$2,400,007.92 | \$53,274.96 | (\$2,346,732.96) | -4404.95% |
| Rev/Expense Total | (\$8,239,122.46) | \$2,013,099.13 | \$53,274.96 | (\$1,959,824.17) | ##### |

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START

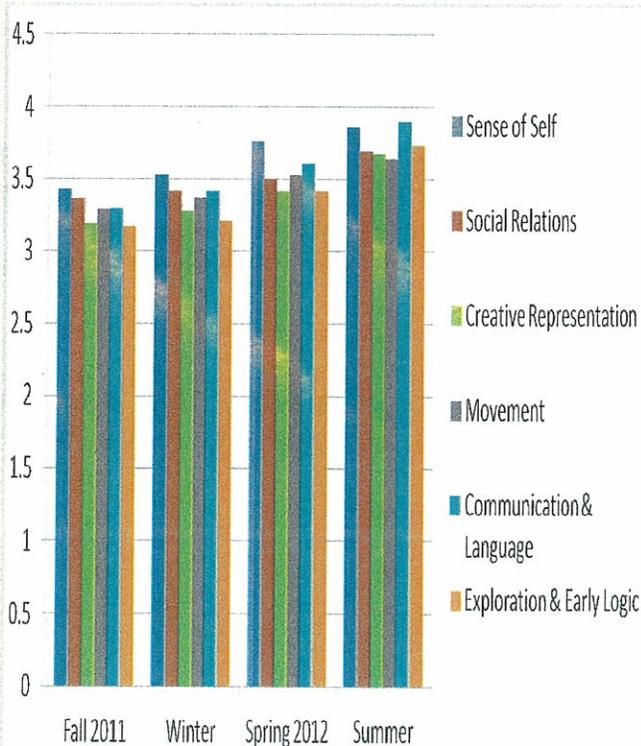


Ongoing Child Assessment

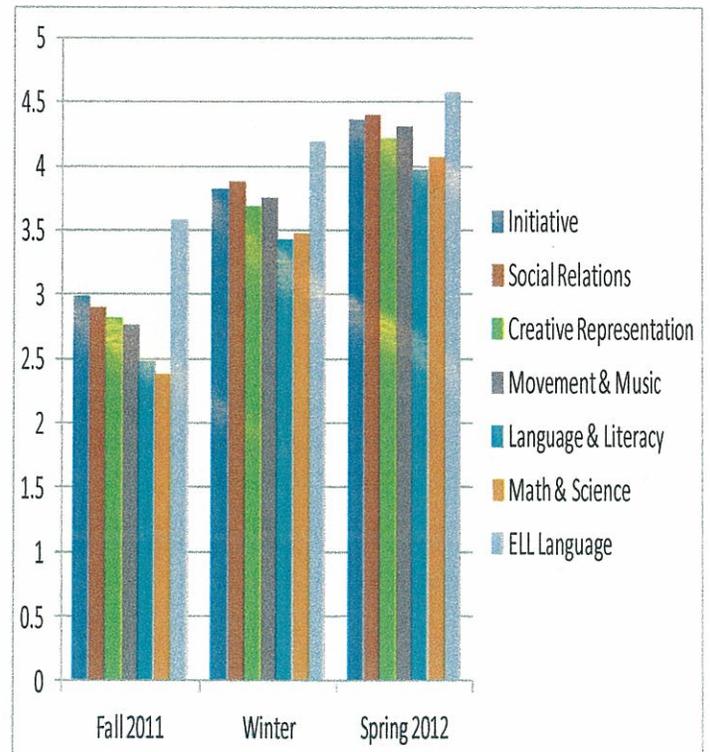
- The Child Observation Record (COR) is our program's ongoing assessment developed from the High/Scope Curriculum, completed three times per year for Head Start and four times a year for Early Head Start.
- Staff and parents take and score anecdotes on the children. The anecdotes are scored from a level 0 to a level 5, with 0 being a lower skill level and increasing to more advanced skill levels.
- For Head Start, the COR is made up of 32 items in 7 categories. For Early Head Start there are 28 items divided into 6 categories.
- Head Start outcomes are tracked three times a year and Early Head Start outcomes four times a year as it is a year-round program.
- Child goals are developed with parents at the beginning of enrollment and are supported both at home and in class or socializations. The progress of goals are tracked and refined using the COR.
- Overall Head Start's (below right) largest gains were in making choices and plans, initiating play, and resolving interpersonal conflict. Early Head Start's largest gains were in pretending, communicating interest nonverbally, and participating in give-and-take communication.

Comparison Summary for Head Start /Early Head Start Data

Early Head Start



Head Start



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

Enrollment

| | |
|------------------|-------------|
| Early Head Start | 80 |
| Total | 80 * |

* Early Head Start services are provided year round including the summer months. Head Start services are suspended for the summer months and will resume again in August.

Program Options

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

Program Participation for July

| | |
|--------------------------------|-----|
| EHS Home Visit Completion Rate | 96% |
|--------------------------------|-----|

Meals and Snacks

| | |
|------------------------------|-----|
| Total meals served for July | 128 |
| Total snacks served for July | 0 |

Education

The program is getting ready for services to start in the fall by having pre-service training for both Head Start and Early Head Start staff the week of August 13th. Training topics will include I am Moving I am Learning and adult and child nutrition. The first day of Head Start classes for all centers will be September 4th. Each center will also host “Dinner and a Screening” that week. This allows parents to come visit the center, meet center staff, and complete some of screeners that are required to be completed in the first 45 days of program service. Early Head Start will host an additional orientation for its Play and Learning Socialization, or PALS group, the week of August 20th and 27th.

Parent Involvement

Recruitment of children and families for the upcoming school year is in full swing. Home visits with families begin the week of August 20th. Parents can learn more about their child’s center and the program by participating in class room activities, riding as a bus monitor, participating in policy council and parent committees, as well as in-kind activities. Parents are an integral part of the program and are their child’s first teacher and shape the success of the program through early childhood education and parent development.

Early Head Start

As of July 31st, 23 EHS children transitioned into HS program wide. All of those slots were filled and EHS is currently fully enrolled. EHS is welcoming three new staff to start the program year.

Documents for Board Review/ Approval:

Financial Reports

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO HEAD START

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE | BALANCE OF BUDGET | PROJ % | ACTUAL % |
|----------------------|-----------------|---|---------------------|-----------------|-------------------|---------------|-----------------|
| SALARIES | \$ 2,493,476.00 | \$ 195,426.51 | \$ 1,408,851.02 | \$ 1,084,624.98 | \$ 1,084,624.98 | 58.0% | 56.5% |
| BENEFITS | \$ 1,406,973.00 | \$ 116,028.98 | \$ 789,667.00 | \$ 617,306.00 | \$ 617,306.00 | 58.0% | 56.1% |
| OUT OF AREA TRAVEL | \$ - | | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| EQUIPMENT | \$ - | | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| SUPPLIES | | | | | | | |
| OFFICE CONSUMABLES | \$ 21,925.00 | \$ 236.12 | \$ 7,851.00 | \$ 14,074.00 | \$ 14,074.00 | 58.0% | 35.8% |
| CLASSROOM SUPPLIES | \$ 24,188.00 | \$ 2,259.15 | \$ 16,747.73 | \$ 7,440.27 | \$ 7,440.27 | 58.0% | 69.2% |
| CENTER SUPPLIES | \$ 21,950.00 | \$ - | \$ 5,236.53 | \$ 16,713.47 | \$ 16,713.47 | 58.0% | 23.9% |
| TRAINING SUPPLIES | \$ 7,150.00 | \$ 1,063.42 | \$ 3,580.58 | \$ 3,569.42 | \$ 3,569.42 | 58.0% | 50.1% |
| FOOD | \$ 7,400.00 | \$ 158.37 | \$ 1,688.47 | \$ 5,711.53 | \$ 5,711.53 | 58.0% | 22.8% |
| CONTRACTUAL | | | | \$ - | | | |
| OTHER | | | | | | | |
| CONTRACTS | \$ 13,590.00 | \$ - | \$ 4,027.50 | \$ 9,562.50 | \$ 9,562.50 | 58.0% | 29.6% |
| MEDICAL | \$ 10,200.00 | \$ - | \$ 2,541.39 | \$ 7,658.61 | \$ 7,658.61 | 58.0% | 24.9% |
| DENTAL | \$ 13,600.00 | \$ - | \$ 599.00 | \$ 13,001.00 | \$ 13,001.00 | 58.0% | 4.4% |
| CHILD TRAVEL | \$ 116,300.00 | \$ 4,664.15 | \$ 61,664.95 | \$ 54,635.05 | \$ 54,635.05 | 58.0% | 53.0% |
| EMPLOYEE TRAVEL | \$ 37,000.00 | \$ 1,510.89 | \$ 18,936.45 | \$ 18,063.55 | \$ 18,063.55 | 58.0% | 51.2% |
| CAREER DEVELOP | \$ 2,000.00 | \$ 64.72 | \$ 376.73 | \$ 1,623.27 | \$ 1,623.27 | 58.0% | 18.8% |
| PARENT TRAINING | \$ 20,490.00 | \$ - | \$ 2,676.54 | \$ 17,813.46 | \$ 17,813.46 | 58.0% | 13.1% |
| SPACE | \$ 77,224.00 | \$ 6,033.85 | \$ 51,629.93 | \$ 25,594.07 | \$ 25,594.07 | 58.0% | 66.9% |
| UTILITIES | \$ 54,600.00 | \$ 2,727.15 | \$ 29,825.24 | \$ 24,774.76 | \$ 24,774.76 | 58.0% | 54.6% |
| TELEPHONE | \$ 31,450.00 | \$ 2,583.64 | \$ 21,874.87 | \$ 9,575.13 | \$ 9,575.13 | 58.0% | 69.6% |
| OTHER | \$ 50,887.00 | \$ 4,846.73 | \$ 50,683.82 | \$ 203.18 | \$ 203.18 | 58.0% | 99.6% |
| TOTAL DIRECT COSTS | \$ 4,410,403.00 | \$ 337,603.68 | \$ 2,478,458.75 | \$ 1,931,944.25 | \$ 1,931,944.25 | 58.0% | 40.0% |
| ADMIN COSTS | \$ 282,271.00 | \$ - | \$ 120,988.19 | \$ 161,282.81 | \$ 161,282.81 | 50.0% | 42.9% |
| GRAND TOTAL | \$ 4,692,674.00 | \$ 337,603.68 | \$ 2,599,446.94 | \$ 2,093,227.06 | \$ 2,093,227.06 | 58.0% | 55.4% |
| IN KIND NEEDED | \$ 1,114,705.00 | | | | | | |
| IN KIND GENERATED | \$ 661,972.41 | 59% of Total Needed | | | | | |
| IN KIND (SHORT)/LONG | \$ (452,732.59) | | | | | | |
| PROCUREMENT CARD | | | | | | | |
| EXPENSE | \$ 5,299.48 | 2% 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 | \$ - | \$ 44.00 | \$ - | \$ 44.00 | \$ 57,979.47 | \$ 175,078.70 | (117,099.23) |

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE | PROJECTED % | ACTUAL % |
|-----------------------------|---------------------|--------------------|---------------------|---------------------|--------------|--------------|
| 6c. OUT OF AREA TRAVEL | \$ 23,290.00 | \$ 3,967.55 | \$ 5,329.42 | \$ 17,960.58 | 58.0% | 22.9% |
| 6e. SUPPLIES | | | | | | |
| Training Supplies | \$ 16,801.00 | \$ 309.65 | \$ 15,340.25 | \$ 1,460.75 | 58.0% | 91.3% |
| 6g. OTHER | | | | | | |
| Contracts | \$ - | | | | | |
| Career Development | \$ 10,220.00 | \$ - | \$ 9,228.14 | \$ 991.86 | 58.0% | 90.3% |
| TOTAL DIRECT COSTS | \$ 50,311.00 | \$ 4,277.20 | \$ 29,897.81 | \$ 20,413.19 | 58.0% | 59.4% |
| ADMIN COSTS | \$ 3,021.00 | \$ - | \$ 753.73 | \$ 2,267.27 | 50.0% | 24.9% |
| GRAND TOTAL | \$ 53,332.00 | \$ 4,277.20 | \$ 30,651.54 | \$ 22,680.46 | 56.0% | 57.5% |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| IN KIND NEEDED | \$ 11,275.00 | | | | | |
| IN KIND GENERATED | \$ 11,275.00 | | | | | |
| | | | | | | |
| IN KIND (SHORT)/LONG | \$ - | | | | | |

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO EARLY HEAD START

| CATEGORY | TOTAL | TOTAL THIS | CASH OUTLAY | BALANCE | BALANCE | PROJ | ACTUAL |
|-----------------------------|-----------------|--------------|---------------|----------------|----------------|-------|--------|
| | APPROVED | MONTH | TO DATE | | OF BUDGET | % | % |
| SALARIES | \$ 514,291.00 | \$ 44,301.42 | \$ 273,597.34 | \$ 240,693.66 | \$ 240,693.66 | 58.0% | 53.2% |
| BENEFITS | \$ 229,464.00 | \$ 22,735.22 | \$ 137,892.49 | \$ 91,571.51 | \$ 91,571.51 | 58.0% | 60.1% |
| OUT OF AREA TRAVEL | | | \$ 86.72 | | | | |
| EQUIPMENT | \$ 36,592.00 | \$ - | \$ - | \$ 36,592.00 | \$ 36,592.00 | 58.0% | 0.0% |
| SUPPLIES | | | | | | | |
| OFFICE CONSUMABLES | \$ 4,200.00 | \$ 73.26 | \$ 793.30 | \$ 3,406.70 | \$ 3,406.70 | 58.0% | 18.9% |
| CENTER SUPPLIES | \$ 8,830.00 | \$ 568.50 | \$ 3,133.91 | \$ 5,696.09 | \$ 5,696.09 | 58.0% | 35.5% |
| CLASSROOM SUPPLIES | \$ 23,500.00 | \$ 453.10 | \$ 1,588.20 | \$ 21,911.80 | \$ 21,911.80 | 58.0% | 6.8% |
| TRAINING SUPPLIES | \$ 9,825.00 | \$ 202.56 | \$ 1,670.31 | \$ 8,154.69 | \$ 8,154.69 | 58.0% | 17.0% |
| FOOD | \$ 4,400.00 | \$ 38.12 | \$ 249.26 | \$ 4,150.74 | \$ 4,150.74 | 58.0% | 5.7% |
| CONTRACTUAL | | | | | | | |
| OTHER | | | | | | | |
| CONTRACTS | \$ 66,240.00 | \$ - | \$ 32,683.30 | \$ 33,556.70 | \$ 33,556.70 | 58.0% | 49.3% |
| MEDICAL | \$ 16,200.00 | \$ - | \$ 2,705.74 | \$ 13,494.26 | \$ 13,494.26 | 58.0% | 16.7% |
| DENTAL | \$ 12,000.00 | \$ - | \$ 84.40 | \$ 11,915.60 | \$ 11,915.60 | 58.0% | 0.7% |
| CHILD TRAVEL | \$ - | | | | | | |
| EMPLOYEE TRAVEL | \$ 23,000.00 | \$ 380.60 | \$ 3,587.72 | \$ 19,412.28 | \$ 19,412.28 | 58.0% | 15.6% |
| CAREER DEVELOP | \$ 500.00 | \$ - | \$ 569.88 | \$ (69.88) | \$ (69.88) | 58.0% | 114.0% |
| PARENT TRAINING | \$ 2,924.00 | \$ - | \$ 337.74 | \$ 2,586.26 | \$ 2,586.26 | 58.0% | 11.6% |
| FACILITIES/CONST. | \$ 31,528.00 | \$ 1,535.82 | \$ 76,997.71 | \$ (45,469.71) | \$ (45,469.71) | 58.0% | 244.2% |
| UTILITIES | \$ 8,400.00 | \$ 520.87 | \$ 4,030.87 | \$ 4,369.13 | \$ 4,369.13 | 58.0% | 48.0% |
| TELEPHONE | \$ 4,400.00 | \$ 317.53 | \$ 2,782.42 | \$ 1,617.58 | \$ 1,617.58 | 58.0% | 63.2% |
| OTHER | \$ 12,000.00 | \$ 224.40 | \$ 4,622.25 | \$ 7,377.75 | \$ 7,377.75 | 58.0% | 38.5% |
| TOTAL DIRECT COSTS | \$ 1,008,294.00 | \$ 71,351.40 | \$ 547,413.56 | \$ 460,967.16 | \$ 460,967.16 | 58.0% | 54.3% |
| ADMIN COSTS | \$ 85,711.00 | \$ - | \$ 26,685.70 | \$ 59,025.30 | \$ 59,025.30 | 50.0% | 31.1% |
| GRAND TOTAL | \$ 1,094,005.00 | \$ 71,351.40 | \$ 574,099.26 | \$ 519,905.74 | \$ 483,313.74 | 57.6% | 52.5% |
| IN KIND NEEDED | \$ 273,501.25 | | | | | | |
| IN KIND GENERATED | \$ 314,206.13 | | | | | | |
| IN KIND (SHORT)/LONG | \$ 40,704.88 | | | | | | |

