

#### COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES



October 21, 2013

BOARD OF TRUSTEES EXECUTIVE SESSION 3:00 p.m.

Best Western Plus Sawtooth Inn – Breakfast Room Jerome, ID

BOARD OF TRUSTEES MEETING

4:00 p.m.

Best Western Plus Sawtooth Inn – Breakfast Room Jerome, ID

#### **AGENDA**

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

MINUTES - EXECUTIVE SESSION OF SEPTEMBER 16, 2013: (A) Mike Mason

MINUTES - REGULAR MEETING OF SEPTEMBER 16, 2013: (A) Mike Mason

MINUTES - EXECUTIVE SESSION OF OCTOBER 3, 2013: (A) Mike Mason

TREASURER'S REPORT: (A) Mike Mason

**OPEN FORUM** 

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

CSI PEPBAND UPDATE: (I) Scott Farkas

STAR PROGRAM REVIEW: (I) Ax Axmaker & Shawn Beer

PRESIDENT'S REPORT: (I) Interim President Eaton

**OLD BUSINESS** 

**NEW BUSINESS** 

# THE COLLEGE OF SOUTHERN IDAHO COMMUNITY COLLEGE DISTRICT OCTOBER REGULAR BOARD OF TRUSTEES MEETING OCTOBER 21, 2013

CALL TO ORDER: 4:00 p.m. Presiding: Dr. Thad Scholes

> College Administration: Curtis Eaton, President John M. Mason, Vice President of Administration Robert Alexander, College Attorney

Dr. Jeff Fox, Executive Vice President and Chief Academic Officer

Dr. Ken Campbell, Dean of Technology

Jeff Harmon, Dean of Finance

Monty Arrossa, Director of Human Resources

Doug Maughan, Public Relations Director

Teri Fattig, Library Director and Museum Department Chair

Debra Wilson, Executive Director of the College of Southern Idaho Foundation

Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Emily Peterson, Shawn Beer, Stacy Ax Axmaker and Scott Farkas

Visitors: John Shine, Cathy Roemer, Dan Olmstead, Bob Wright and David Davis

Faculty Representatives: Jim Woods and Evin Fox

PACE Representative: None

Times News: None

The agenda was approved on MOTION by Bob Keegan. Affirmative vote was unanimous.

MINUTES OF THE REGULAR AND EXECUTIVE SESSION OF SEPTEMBER 16, 2013 AND THE EXECUTVE SESSION OF OCTOBER 3, 2013 WERE APPROVED AS WRITTEN on MOTION by Laird Stone. Affirmative vote was unanimous.

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

Open Forum: Debra Wilson introduced Dan Olmstead as the incoming President of the College of Southern Idaho Foundation.

#### Board Agenda Items:

- 1. The Board approved the Head Start/Early Head Start monthly operational and fiscal reports on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.
- 2. President Eaton introduced College of Southern Idaho Pep Band Director Scott Farkas who reported on the status of the new pep band. Mr. Farkas reported that the development of the pep band was ahead of schedule and developing into a quality program. President elect Dr. Jeff Fox and the Board thanked Mr. Farkas for his efforts.
- 4. Mike Mason introduced Stacy "Ax" Axmaker, the director of the Idaho STAR motorcycle training program. Mr. Axmaker gave a presentation to the Board about the training and the public safety promotions carried out by the program.
- 5. President Eaton introduced Dr. Ken Campbell who reported on the Idaho State Board of Education meeting held in Lewiston, Idaho. Dr. Campbell reviewed the cost per undergraduate credit data presented and some concerns the community colleges had with the content.
- 6. President Eaton introduced Dr. Jeff Fox as the new president of the College of Southern Idaho. Dr. Fox will take office on January 1, 2014.

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ADJOURNMENT was declared at 4:53 p.m.

John M. Mason,

Secretary Treasurer

Approved: November 18, 2013

Chairman

## PROUD TO BE PART OF THE CSI FAMILY



# COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



#### Vision Screenings at CSI Head Start/ Early Head Start

A child's brain develops at an amazing pace during the first years of life. It also adapts to the sensory images it receives through the eyes. If one or both eyes see blurry images, the brain will quickly learn to ignore them and focus more on whichever eye delivers the clearer image.

In order to detect vision problems and provide referrals to correct vision concerns CSI Head Start/ Early Head Start uses the Pedia-Vision Screener. The screener detects vision problems such as:

Near-sightedness (Myopia)

Far-sightedness (Hyperopia)

Unequal refractive power (anisometropia)

Blurred Vision, eye structure problems (astigmatism)

Pupil size deviations (anisocoria)

Eye misalignment (Strabismus)



The vision screening takes only a few seconds and requires no response from the child. This screening takes place within 45 days of enrollment into the program and then every year following the child's wellness exam schedule.

#### Hearing Screenings at CSI Head Start /Early Head Start





It is very important for a child to be able to connect with his/her surroundings. The recognition of sounds helps children to interact and understand everything that goes on around them. Hearing loss to any degree will interfere with a child's social development and in engaging in the world around him or her. A child with hearing loss who demonstrates a speech delay, may shy away from other children because he or she is unable to communicate.

In order to detect hearing loss in infants and children, and provide referrals to correct hearing loss, CSI Head Start/Early Head Start uses the Ero-Scan Otoacoustic Emission Screener (OAE). The OAE involves the detection of emission that is produced by a normal ear in response to incoming sounds. A small hand-held instrument with an ear tip is placed in the child's ear and sound is projected into the ear. The device then measures the response from the ear. The screening takes only a few minutes and requires no response from the child. This screening takes place within 45 days of enrollment into the program and then every year following the child's wellness exam schedule.

\* The program was scheduled to have an on-site follow-up review on October 22 and 23, 2013 related to our October 21-26 2012 triennial review. Due to the recent developments in Washington D.C. and the partial government shutdown, those dates and review are now in limbo and may not take place on time as scheduled. Information will be shared as it is received.

### College of Southern Idaho Head Start/ Early Head Start Monthly Program Summary For September 2013

#### **Enrollment**

Head Start ACF Federal Funded	486*
Head Start TANF	27
Early Head Start	80
Total	593

<sup>\*</sup> There are 30 School District slots not included as the Home Based/School District Enhanced option starts later in the program year.

#### **Program Options**

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

#### **Head Start Attendance**

HS Program Wide Attendance	88%
Double Session Attendance	88%
EHS Home Visit Completion Rate	75%

#### Meals and Snacks

Total meals served for September	5,705
Total snacks served for September	5,595

#### Education

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

#### Parent Involvement

October is National Head Start month. Each center will be holding an open house and inviting community members to attend. Each center has conducted elections for Parent Committee and Policy Council Representatives. Policy Council Retreat will be held October 25th and 26th in Albion, Idaho. At Retreat, Policy Council Members will be trained on their roles and responsibilities and participate in fun hands-on learning activities.

#### **Early Head Start**

Early Head Start has updated its approach to Caseload Review. EHS Center staff meet monthly to examine each caseload for children and pregnant women to ensure compliance with Federal Performance Standards, State immunization and Early Periodic Screening and Diagnostic Testing (EPSDT) requirements as well as address the needs of each EHS family. Last year, each caseload review was conducted in person by the EHS Coordinator. This year the EHS Coordinator will compile the relevant information and provide it to the Nurse Home Visitor to review with the EHS Family Educator II. The EHS Coordinator will gather the feedback and use it to create monthly assignments for each staff member. The EHS Coordinator will conduct three, more comprehensive, caseload reviews this year called Family Staffing in October/November, January and June.

#### Documents for Board Review/ Approval:

Financial Reports

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**IDAHO HEAD START** MONTHLY FINANCIAL REPORT COLLEGE OF SOUTH! Jecember 31, 2013 Head Start Operating Account

January 1, 201

								_			/	
	_	TOTAL	TOT	TAL THIS	CA	CASH OUTLAY			BAJ	BALANCE	PROJ	ACTUAL
CATEGORY		APPROVED		MONTH		TO DATE		BALANCE	OF B	OF BUDGET	%	%
CHARLE AND COLOR	-		4				-					
SALARIES	9	2,368,792.00	<b>∞</b>	202,049.07	69	1,780,687.13	<del>69</del>	588,104.87	€9	588,104.87	75.0%	75.2%
	S	1,341,752.00	8	106,607.08	↔	984,284.78	€9	357,467.22	<del>69</del>	357,467.22	75.0%	73.4%
OUT OF AREA TRAVEL	S	r			8		8	1	<del>50</del>		%0.0	0.0%
EQUIPMENT	↔	1			8	1	65		8	•	0.0%	%0 0
SUPPLIES												
OFFICE CONSUMABLES	8	12,351.00	8	686.82	8	9,830.20	65	2,520.80	5	2,520.80	75.0%	79.6%
CLASSROOM SUPPLIES	8	10,000.00	69	1,300.39	S	7,446.35	69	2,553.65	6	2,553.65	75.0%	74.5%
CENTER SUPPLIES	8	30,600.00	69	5,178.47	8	39,332.90	€	(8,732.90)	5	(8,732.90)	75.0%	128.5%
TRAINING SUPPLIES	8	14,500.00	8	754.15	69	15,423.91	69	(923.91)	69	(923.91)	75.0%	106.4%
FOOD	8	3,200.00	8		<del>69</del>	6,764.24	5	(3,564.24)	69	(3,564.24)	75.0%	211.4%
OTHER												
CONTRACTS	8	18,463.00	<del>69</del>	1	€	11,002.08	8	7,460.92	69	7,460.92	75.0%	59.6%
MEDICAL	8	4,030.00	8	375.00	8	4,271.88	8	(241.88)	5	(241.88)	75.0%	106.0%
DENTAL	↔	11,600.00	€9	1	↔	11,648.48	8	(48.48)	<del>69</del>	(48.48)	75.0%	100.4%
CHILD TRAVEL	€	90,977.00	<del>69</del>	7,866.01	<del>69</del>	66,905.59	8	24,071.41	€9	24,071.41	75.0%	73.5%
EMPLOYEE TRAVEL	S	28,680.00	69	2,544.55	8	25,345.58	8	3,334.42	8	3,334.42	75.0%	88.4%
CAREER DEVELOP	8	3,000.00	8	783.75	89	3,075.56	8	(75.56)	<del>69</del>	(75.56)	75.0%	102.5%
PARENT TRAINING	8	16,590.00	8	639.77	S	12,206.87	<del>69</del>	4,383.13	8	4,383.13	75.0%	73.6%
SPACE	8	48,084.00	€9	4,525.24	8	43,089.32	€>	4,994.68	65	4,994.68	75.0%	%9.68
DEPRECIATION	8	30,600.00	8	2,422.50	<del>⇔</del>	22,057.50	€	8,542.50	<del>69</del>	8,542.50	75.0%	72.1%
UTILITIES	8	45,216.00	8	5,487.81	8	44,029.76	€	1,186.24	5	1,186.24	75.0%	97.4%
TELEPHONE	8	32,352.00	89	3,188.20	8	28,149.65	€5	4,202.35	69	4,202.35	75.0%	87.0%
OTHER	8	48,146.00	8	2,939.83	8	49,204.67	69	(1,058.67)	<del>\$</del>	(1,058.67)	75.0%	102.2%
TOTAL DIRECT COSTS	8	4,158,933.00	8	347,348.64	8	3,164,756.45	8	994,176.55	\$	994,176.55	75.0%	76.1%
ADMIN COSTS	8	294,171.00	8	22,962.19	. 69	200,506.83	69	93,664.17	69	93.664.17	%0.79	68.2%
GRAND TOTAL	8	4,453,104.00	8	370,310.83	S	3,365,263.28	\$	1,087,840.72		1,087,840.72	74.6%	75.6%
IN KIND NEEDED	89	1,178,413.25										
IN KIND GENERATED	8	880,892.08			**	** Budget numbers reflect Sequester reductions of 5.27% overall	eflec	t Sequester redu	ctions o	f 5.27% ove	rall	
IN KIND (SHORT)/LONG	8	(297,521.17)										
PROCUREMENT CARD												
EXPENSE	₩.	12,607.00	3% of	of Total Expense.		Detailed report of PCARD charges available upon request.	PC	RD charges avai	able up	on request.		
USDA	1	Food		Non-Food	24	Repair/Maint	To	Total for Month	Revenu	Revenue Received	YTD	
Total All Centers	(0)	8,724.21		2,565.74		595.09		11,885.04		(74,340.12)	91,648.04	

MONTH: SEPTE

MONTHLY FICTION REPORT COLLEGE OF SOUTHERN IDAHO HEAD START

HEAD C RT TT/A January 2, 2013 - December 31, 2013 COLLEGE OF

CATEGORY		IOIAL	1016	TOTAL THIS	CAS	CASH OUTLAY			PROJECTED	ACTUAL
	APPR	APPROVED	MONTH	TH	TOD	TO DATE	BAL	BALANCE	%	%
6c. OUT OF AREA TRAVEL	8	36,728.00	8	6,659.31	8	19,315.60	69	17,412.40	75.0%	52.6%
6e. SUPPLIES										
Training Supplies	S	7,318.00	8	1,445.51	8	2,930.12	€9	4,387.88	75.0%	40.0%
6g. OTHER										
Contracts	S	ı								
Career Development	\$	10,115.00	8		69	5,986.34	65	4,128.66	75.0%	59.2%
TOTAL DIRECT COSTS	69	54,161.00	89	8,104.82	65	28,232.06	69	25,928.94	75.0%	52.1%
GRAND TOTAL	8	54,161.00	8	8,104.82	8	28,232.06	8	25,928.94	75.0%	52.1%
IN KIND NEEDED	<del>69</del>	13,540.25								
IN KIND GENERATED	8	19,472.50								
IN KIND (SHORT)/LONG	8	5,932.25								

# MONTHLY FINANCIAL REPORT COLLEGE OF SOUTHER! AHO EARLY HEAD START

Early Head Start Operating Account January 1, 20 December 31, 2013

		TOTAL	TÖ	TAL THIS	CAS	CASH OUTLAY				BALANCE	PROJ	ACTUAL
CATEGORY		APPROVED		MONTH		TO DATE		BALANCE		OF BUDGET	%	%
SALARIES	89	506,488.00	8	43,257.63	€	387,979.14	8	118,508.86	69	118,508.86	75.0%	76.6%
BENEFITS	89	272,042.00	8	21,191.09	<del>⇔</del>	194,801.46	8	77,240.54	8	77,240.54	75.0%	
OUT OF AREA TRAVEL	€9	1	8	1	8		8		69		0.0%	0.0%
EQUIPMENT	8	3	S	1	<del>⇔</del>	ı	€	,	69	1	0.0%	0.0%
SUPPLIES												
OFFICE CONSUMABLES	€9	3,420.00	8	309.80	8	2,500.68	8	919.32	8	919.32	75.0%	73.1%
CENTER SUPPLIES	€\$	14,006.00	8	1,076.41	<del>\$</del>	4,915.22	8	9,090.78	8	9,090.78	75.0%	35.1%
CLASSROOM SUPPLIES	↔	13,047.00	8	77.43	<del>\$</del>	791.65	8	12,255.35	8	12,255.35	75.0%	6.1%
TRAINING SUPPLIES	↔	2,225.00	↔	236.19	8	1,972.02	8	252.98	69	252.98	75.0%	88.6%
FOOD	8	2,400.00	↔	ı	8	7,295.23	8	(4,895.23)	89	(4,895.23)	75.0%	304.0%
CONTRACTUAL												
OTHER												
CONTRACTS	8	61,730.00	8	4,714.26	8	29,394.71	69	32,335.29	69	32,335.29	75.0%	47.6%
MEDICAL	\$	12,000.00	8	456.57	€	712.05	€>	11,287.95	69	11,287.95	75.0%	5.9%
DENTAL	8	6,000.00	8	ı	8	1,690.49	8	4,309.51	S	4,309.51	75.0%	28.2%
CHILD TRAVEL	€9	ı	69	1								
EMPLOYEE TRAVEL	8	5,404.00	8	394.70		4,250.51	8	1,153.49	69	1,153.49	75.0%	78.7%
CAREER DEVELOP	8	1	€9	100.00	8	100.00	8	(100.00)	8	(100.00)	%0.0	0.0%
PARENT TRAINING	€	2,825.00	<del>∽</del>	479.50	8	2,788.34	8	36.66	8	36.66	75.0%	98.7%
FACILITIES/CONST.	€>	5,500.00	8	936.28	8	4,159.59	<del>60</del>	1,340.41	8	1,340.41	75.0%	75.6%
DEPRECIATION	↔	20,400.00	8	1,700.00	↔	15,300.00	€	5,100.00	8	5,100.00	75.0%	75.0%
UTILITIES	€9	4,500.00	8	943.18	€	5,864.77	69	(1,364.77)	8	(1,364.77)	75.0%	130.3%
TELEPHONE	↔	4,600.00	8	648.34	8	3,729.69	8	870.31	8	870.31	75.0%	81.1%
OTHER	↔	2,661.00	89	1	8	1,678.15	69	982.85	8	982.85	75.0%	63.1%
TOTAL DIRECT COSTS	€9	939,248.00	8	76,521.38	8	669,923.70	€	269,324.30	69	269,324.30	75.0%	71.3%
ADMIN COSTS	\$	64,057.00	69	5,586.32	€>	37,152.39	65	26,904.61	€9	26,904.61	%0.79	58 0%
GRAND TOTAL	€\$	1,003,305.00	\$	82,107.70	8	707,076.09	8	296,228.91	8	296,228.91	74.6%	70.5%
IN KIND NEEDED	8	261,576.50			** Bu	Budget numbers reflect 5.27% Sequester reductions	refl	ect 5.27% Sequ	este	reductions		
IN KIND GENERATED	8	433,583.44										
IN KIND (SHORT)/LONG	8	172,006.94										

# EARLY D START TT/A January 1, 2013 - December 31, 2013

**COLLEGE OF SOUTHERN INAHO EARLY HEAD START** 

MONTHLY FIF CIAL REPORT

#### ACTUAL 101.1% 139.2% 101.1% 46.8% %9.9/ PROJECTED 75.0% 75.0% 75.0% 75.0% (283.66) 58.0% % (283.66)(4,217.57)576.44 3,357.47 BALANCE 69 8 €9 6 69 507.56 CASH OUTLAY 26,441.66 14,972.57 10,961.53 26,441.66 TO DATE 69 6 69 €9 69 205.97 5,585.78 5,585.78 5,379.81 TOTAL THIS MONTH 6 69 8 6 6,539.50 10,755.00 1,084.00 14,319.00 26,158.00 26,158.00 APPROVED TOTAL 8 6 69 8 8 8 69 IN KIND (SHORT)/LONG 6c. OUT OF AREA TRAVEL IN KIND GENERATED TOTAL DIRECT COSTS Career Development **Training Supplies** IN KIND NEEDED GRAND TOTAL Contracts 6e. SUPPLIES CATEGORY 6g. OTHER