



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

December 20, 2013

EXECUTIVE SESSION

10:00a.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

11:00a.m.

Taylor Building – SUB 248

AGENDA

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

MINUTES – EXECUTIVE SESSION – NOVEMBER 14TH, 2013: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION – NOVEMBER 18TH, 2013: (A) *Mike Mason*

MINUTES – BOARD MEETING – NOVEMBER 18TH, 2013: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION – NOVEMBER 25TH, 2013: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

TAC 2 GRANT EVALUATOR BID: (A) *Mike Mason*

SALE OF SURPLUS HEAD START PROPERTY: (A) *Mike Mason*

NATIONAL HEALTH AND NUTRITION SURVEY SITE PROPOSAL: (A)

Mike Mason and Dr. Mark Sugden

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

HEAD START 2013 ANNUAL REPORT: (A) *Mike Mason*

CSI EMPLOYEE POLICY AND PROCEDURE MANUAL UPDATES AND

STUDENT CODE OF CONDUCT UPDATE: (A) *Monty Arrossa*

SUSTAINABILITY RESOLUTION: (A) *Dr. Jeff Fox*

PRELIMINARY DISCUSSION ON STUDENT FEE ALLOCATION: (A) *Dr. Thad Scholes*

PRESIDENT’S REPORT: (I) *President Elect Fox*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
DECEMBER REGULAR BOARD OF TRUSTEES MEETING
DECEMBER 20, 2013

CALL TO ORDER: 11:00 a.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Karl Kleinkopf,
Bob Keegan, Jan Mittleder and Laird Stone

College Administration: Dr. Jeff Fox, President-
Elect

John M. Mason, Vice President of Administration

Robert Alexander, College Attorney

Jeff Harmon, Dean of Finance

Scott Scholes, Dean of Student

Dr. Mark Sugden, Instructional Dean

Terry Patterson, Instructional Dean

Monty Arrossa, Director of Human Resources

Randy Dill, Physical Plant Director

Doug Maughan, Public Relations Director

Teri Fattig, Library Director and Museum Department
Chair

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

Kathy Deahl, Administrative Assistant to the
President

CSI Employees: None

Visitors: None

Faculty Representatives: Jim Woods and Judy Hansen

PACE Representative: None

Times News: None

The agenda was amended to change board agenda item Preliminary Discussion on Student Fee Allocation from an Action item to an Information item. The amended agenda was approved on MOTION by Bob Keegan. Affirmative vote was unanimous.

MINUTES OF THE EXECUTIVE SESSION OF NOVEMBER 14, 2013 THE EXECUTVE SESSION AND REGULAR SESSION OF NOVEMBER 18, 2013 AND THE EXECUTIVE SESSION OF NOVEMBER 25, 2013 WERE TO STAND AS WRITTEN as per the Board discussion and the Board Chairman.

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

Open Forum: None

Board Agenda Items:

1. The Board approved the low bid of Wasdyke Associates, LLC in the amount of \$115,000 for the purpose of serving as an independent evaluator for the Trade Adjustment Assistance Community College and Career Training grant titled Growing Idaho's Food Processing Industry on MOTION by Jan Mittleider. Affirmative vote was unanimous.

Funding for this project is from the Trade Adjustment Assistance Community College and Career Training grant.

2. The Board approved the sale of two surplus Head Start buildings located at 145 1st Avenue East and 147 1st Avenue East in Jerome, Idaho for \$50,000 and \$45,000 respectively on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

3. Dr. Mark Sugden informed the Board of the site request of the National Center for Health Statistics Mobile Examination Center. The Board approved the siting of the temporary test center just north of the Health Sciences and Human Services building on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

There will be no cost incurred by the college for this project.

4. The Board approved the Head Start/Early Head Start monthly operational and fiscal reports and the Head Start/Early Head Start Annual Report on MOTION by Bob Keegan. Affirmative vote was unanimous.

5. The Board approved the amended changes and additions to the College of Southern Idaho Policy and Procedures Manual and the updates to the College of Southern Idaho Student Code of Conduct on MOTION by Jan Mittleider. Affirmative vote was unanimous.

The preliminary changes were reviewed by an attorney and the final approved policies will be sent out for legal review.

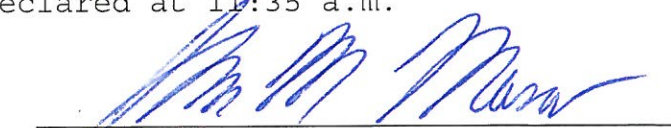
6. The Board approved the College of Southern Idaho Board of Trustees Sustainability Resolution on MOTION by Laird Stone. Affirmative vote was unanimous.

7. The Board discussed tuition and fees. The administration will put together a preliminary budget that reflects no tuition and fee increases for fiscal year 2015.

10. President elect Fox advised the Board that Jim Woods had completed his term as Faculty Senate President and would be replaced by Judy Hansen for the coming year. The Board and Dr. Fox thanked Jim Woods for his service.

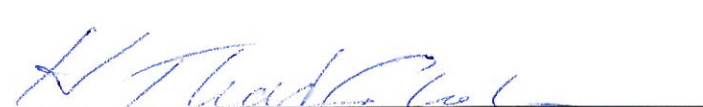
11. President elect Fox reported on his activities for the month.

ADJOURNMENT was declared at 11:35 a.m.



John M. Mason,
Secretary Treasurer

Approved: January 27, 2014



Chairman

General Fund YTD Board

YEAR: 1314

Statement of Revenue and Expenses

Acct Month: 5

Thursday, December 12, 2013

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$5,704,503.56)	(\$5,520,679.74)	(\$10,860,500.00)	(\$5,339,820.26)	49.17%
County Tuition	(\$458,305.00)	(\$235,850.00)	(\$1,580,400.00)	(\$1,344,550.00)	85.08%
State Funds	(\$14,086,148.34)	(\$14,275,247.26)	(\$17,738,000.00)	(\$3,462,752.74)	19.52%
County Property Tax	(\$363,264.41)	(\$422,233.18)	(\$6,102,600.00)	(\$5,680,366.82)	93.08%
Grant Management Fees	(\$156,534.37)	(\$169,827.22)	(\$450,000.00)	(\$280,172.78)	62.26%
Other	(\$300,637.60)	(\$338,466.17)	(\$425,000.00)	(\$86,533.83)	20.36%
Unallocated Tuition	(\$305,236.40)	(\$507,478.05)	\$0.00	\$507,478.05	0.00%
Departmental Revenues	(\$378,908.10)	(\$449,014.71)	(\$684,600.00)	(\$235,585.29)	34.41%

Total Revenue (\$21,753,537.78) (\$21,918,796.33) (\$37,841,100.00) (\$15,922,303.67) 42.08%

Expenditures

Personnel

Salaries	\$8,340,654.78	\$8,704,162.32	\$21,677,300.00	\$12,973,137.68	59.85%
Variable Fringe	\$1,626,924.74	\$1,775,936.87	\$4,664,400.00	\$2,888,463.13	61.93%
Health Insurance	\$1,522,435.97	\$1,480,689.26	\$3,689,700.00	\$2,209,010.74	59.87%
Total Personnel	\$11,490,015.49	\$11,960,788.45	\$30,031,400.00	\$18,070,611.55	60.17%

Expense Categories

Services	\$763,416.71	\$885,148.44	\$2,237,100.00	\$1,351,951.56	60.43%
Supplies	\$397,765.06	\$388,108.41	\$1,009,600.00	\$621,491.59	61.56%
Other	\$295,349.05	\$284,477.40	\$632,700.00	\$348,222.60	55.04%
Capital	\$137,530.70	\$217,386.00	\$487,900.00	\$270,514.00	55.44%
Institutional Support	\$2,781,036.53	\$2,335,865.77	\$3,442,400.00	\$1,106,534.23	32.14%
Transfers	\$8,267.51	\$16,827.76	\$0.00	(\$16,827.76)	0.00%
Total Expense Categories	\$4,383,365.56	\$4,127,813.78	\$7,809,700.00	\$3,681,886.22	47.15%

Total Expenditures \$15,873,381.05 \$16,088,602.23 \$37,841,100.00 \$21,752,497.77 57.48%

Rev/Expense Total (\$5,880,156.73) (\$5,830,194.10) \$0.00 \$5,830,194.10 0.00%



December 20, 2013

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

From: Jeffrey M. Harmon 

Re: Grant Evaluator for TAACCCT Grant

We properly advertised for a grant evaluator to perform the evaluation of the Trade Adjustment Assistance Community College and Career Training grant (TAACCCT). The grant, *Growing Idaho's Food Processing Industry*, will target food manufacturing and processing sectors. We received two timely bid proposals to evaluate the grant, and one proposal that was late and not accepted.

Wasdyke Associates LLC	St. Michaels, Maryland	\$115,000
Pacific Research & Evaluation LLC	Portland, Oregon	\$145,704

Based upon the review of the proposal by Alan Heck and Dr. Cindy Bond, I recommend that we accept the low bid of from Wasdyke Associates of St. Michaels, Maryland in the amount of \$115,000. The bid includes all travel and related expenses and will cover the evaluation process as required in the grant for a 46 month period from January 1, 2014 and ending September 30, 2017.

Funding for the project is from Department of Labor Employment and Training Administration TAACCCT grant.



December 16, 2013

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

From: Mike Mason

Re: Sale of Surplus Head Start Center

The former Jerome Head Start Center consisted of two buildings – a remodeled church and a remodeled house. Both of these properties were purchased with federal funds and have a federal reversionary interest.

With the completion of the new Jerome Head Start/Early Head Start Center in September of 2012, the old center was no longer needed. We received permission from the Office of Head Start for Region 10 to sell the property.

The remodeled house, located at 145 1st Avenue East, was appraised for \$75,000 on November 30, 2012. The remodeled church, located at 147 1st Avenue East, was appraised at \$85,000 on December 3, 2012. Both properties were appraised by McKinlay & Klundt Appraisal Company.

The properties were listed with Laura Fitzgerald of Idaho American Dream Realty. We have been trying to sell the properties for a year and currently have offers on each of the properties. We have been offered \$50,000 for the remodeled church and \$45,000 for the remodeled house. While both offers are below the appraised prices, the realtor, Mancole Fedder and I feel it is our best interest to accept these offers. All proceeds from the sale will be sent to Office of Head Start for Region 10.

Based upon our efforts to sell these properties over the last year, I respectfully request permission to accept the pending offers and sell the remodeled church for \$50,000 and the remodeled house for \$45,000.



December 15, 2013

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

From: Mike Mason

Re: National Center for Health Statistics Mobile Examination Center

The College has been asked to provide a site for the staging of five trailers and associated parking to be used for a study of the health of persons living in Twin Falls County. Twin Falls is the only county in the state selected for the survey and this is the first time the survey has been done in Idaho.

The site for the five trailers will have to provide water, sewer, electricity and a parking lot capable of holding the five trailers and at least 20 parking places for clients. We estimate the total parking lot area required will be approximately 30,000 square feet. The site will be active from March through May of 2014 and will have to be accessible 24 hours a day, 7 days per week. The National Center for Health Statistics will pay for all costs associated with site including utility set up costs and the development of parking lots.

In order to minimize the impact on staff and students, the area just north of the Health Sciences and Human Services building has been suggested. The area has utilities available and space for parking lot expansion. The proposal is to expand the existing 15,000 square foot gravel parking lot just north of the Health Sciences and Human Services building to a 30,000 square foot parking lot to accommodate the five trailers and parking. The additional parking space could be utilized by the college after the project is completed but may have to be moved when the next building is added to the northern circle.

Dr. Mark Sugden feels that this is an important event and that the college should support it. The organizers feel that locating the testing center on the campus will bring credibility to the survey and encourage participation.

I respectfully request permission to proceed with this project based upon no costs being incurred by the College.

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHE IDAHO HEAD START

Head Start Operating Account
January 1, 2013 - December 31, 2013

CATEGORY	TOTAL		TOTAL THIS MONTH		CASH OUTLAY		BALANCE		BALANCE		ACTUAL	
	APPROVED		MONTH		TO DATE		OF BUDGET		PROJ		%	%
SALARIES	\$ 2,368,792.00		\$ 200,368.73		\$ 2,181,548.36		\$ 187,243.64	\$ 187,243.64	92.0%		92.0%	92.1%
BENEFITS	\$ 1,341,752.00		\$ 110,947.45		\$ 1,205,084.03		\$ 136,667.97	\$ 136,667.97	92.0%		92.0%	89.8%
OUT OF AREA TRAVEL	\$ -				\$ -		\$ -	\$ -	0.0%		0.0%	0.0%
EQUIPMENT	\$ -				\$ -		\$ -	\$ -	0.0%		0.0%	0.0%
SUPPLIES												
OFFICE CONSUMABLES	\$ 12,351.00		\$ 5,122.30		\$ 16,663.87		\$ (4,312.87)	\$ (4,312.87)	92.0%		92.0%	134.9%
CLASSROOM SUPPLIES	\$ 10,000.00		\$ 1,278.76		\$ 10,419.53		\$ (419.53)	\$ (419.53)	92.0%		92.0%	104.2%
CENTER SUPPLIES	\$ 30,600.00		\$ (3,405.32)		\$ 41,052.23		\$ (10,452.23)	\$ (10,452.23)	92.0%		92.0%	134.2%
TRAINING SUPPLIES	\$ 14,500.00		\$ 2,580.59		\$ 18,332.72		\$ (3,832.72)	\$ (3,832.72)	92.0%		92.0%	126.4%
FOOD	\$ 3,200.00		\$ 536.77		\$ 7,718.03		\$ (4,518.03)	\$ (4,518.03)	92.0%		92.0%	241.2%
OTHER												
CONTRACTS	\$ 18,463.00		\$ 3,763.90		\$ 14,979.02		\$ 3,483.98	\$ 3,483.98	92.0%		92.0%	81.1%
MEDICAL	\$ 4,030.00		\$ 629.44		\$ 5,337.32		\$ (1,307.32)	\$ (1,307.32)	92.0%		92.0%	132.4%
DENTAL	\$ 11,600.00		\$ -		\$ 11,648.48		\$ (48.48)	\$ (48.48)	92.0%		92.0%	100.4%
CHILD TRAVEL	\$ 90,977.00		\$ 8,487.03		\$ 90,480.07		\$ 496.93	\$ 496.93	92.0%		92.0%	99.5%
EMPLOYEE TRAVEL	\$ 28,680.00		\$ 2,099.27		\$ 30,581.01		\$ (1,901.01)	\$ (1,901.01)	92.0%		92.0%	106.6%
CAREER DEVELOP	\$ 3,000.00		\$ 76.00		\$ 3,588.56		\$ (588.56)	\$ (588.56)	92.0%		92.0%	119.6%
PARENT TRAINING	\$ 16,590.00		\$ 556.80		\$ 12,972.56		\$ 3,617.44	\$ 3,617.44	92.0%		92.0%	78.2%
SPACE	\$ 48,084.00		\$ 2,553.93		\$ 47,018.46		\$ 1,065.54	\$ 1,065.54	92.0%		92.0%	97.8%
DEPRECIATION	\$ 30,600.00		\$ 2,422.50		\$ 26,902.50		\$ 3,697.50	\$ 3,697.50	92.0%		92.0%	87.9%
UTILITIES	\$ 45,216.00		\$ 4,794.79		\$ 54,846.77		\$ (9,630.77)	\$ (9,630.77)	92.0%		92.0%	121.3%
TELEPHONE	\$ 32,352.00		\$ 4,284.40		\$ 36,053.51		\$ (3,701.51)	\$ (3,701.51)	92.0%		92.0%	111.4%
OTHER	\$ 48,146.00		\$ 2,939.83		\$ 61,822.57		\$ (13,676.57)	\$ (13,676.57)	92.0%		92.0%	128.4%
TOTAL DIRECT COSTS	\$ 4,158,933.00		\$ 350,037.17		\$ 3,877,049.60		\$ 281,883.40	\$ 281,883.40	92.0%		92.0%	93.2%
ADMIN COSTS	\$ 294,171.00		\$ 48,996.99		\$ 249,503.82		\$ 44,667.18	\$ 44,667.18	83.0%		83.0%	84.8%
GRAND TOTAL	\$ 4,453,104.00		\$ 399,034.16		\$ 4,126,553.42		\$ 326,550.58	\$ 326,550.58	91.6%		91.6%	92.7%
IN KIND NEEDED	\$ 1,178,413.25											
IN KIND GENERATED	\$ 1,000,656.44											
IN KIND (SHORT)/LONG	\$ (177,756.81)											
PROCUREMENT CARD EXPENSE	\$ 9,853.17		2% of Total Expense.									
USDA												
Total All Centers	15,607.36		1,507.67		780.26		17,895.29	(115,413.56)	128,207.12			

** Budget numbers reflect Sequester reductions of 5.27% overall

Detailed report of PCARD charges available upon request.

CATEGORY	TOTAL		TOTAL THIS		CASH OUTLAY		PROJECTED		ACTUAL	
	APPROVED	MONTH	TO DATE	BALANCE	%	%	%	%		
6c. OUT OF AREA TRAVEL	\$ 36,728.00	\$ 2,762.77	\$ 29,765.20	\$ 6,962.80	92.0%	81.0%				
6e. SUPPLIES										
Training Supplies	\$ 7,318.00	\$ 2,099.50	\$ 7,135.67	\$ 182.33	92.0%	97.5%				
6g. OTHER										
Contracts	\$ -									
Career Development	\$ 10,115.00	\$ 133.00	\$ 8,069.48	\$ 2,045.52	92.0%	79.8%				
TOTAL DIRECT COSTS	\$ 54,161.00	\$ 4,995.27	\$ 44,970.35	\$ 9,190.65	92.0%	83.0%				
GRAND TOTAL	\$ 54,161.00	\$ 4,995.27	\$ 44,970.35	\$ 9,190.65	92.0%	83.0%				
IN KIND NEEDED	\$ 13,540.25									
IN KIND GENERATED	\$ 34,027.50									
IN KIND (SHORT)/LONG	\$ 20,487.25									

CATEGORY	TOTAL APPROVED		TOTAL THIS MONTH		CASH OUTLAY TO DATE		BALANCE	PROJECTED %	ACTUAL %
	\$		\$		\$		\$	%	%
6c. OUT OF AREA TRAVEL	\$	10,755.00	\$	-	\$	14,972.57	\$ (4,217.57)	92.0%	139.2%
6e. SUPPLIES									
Training Supplies	\$	1,084.00	\$	-	\$	507.56	\$ 576.44	92.0%	46.8%
6g. OTHER									
Contracts	\$	-							
Career Development	\$	14,319.00	\$	-	\$	11,061.53	\$ 3,257.47	92.0%	77.3%
TOTAL DIRECT COSTS	\$	26,158.00	\$	-	\$	26,541.66	\$ (383.66)	92.0%	101.5%
GRAND TOTAL	\$	26,158.00	\$	-	\$	26,541.66	\$ (383.66)	92.0%	101.5%
IN KIND NEEDED	\$	6,539.50							
IN KIND GENERATED	\$	10,719.50							
IN KIND (SHORT)/LONG	\$	4,180.00							

**College of Southern Idaho
Board of Trustees
Sustainability Resolution**

Whereas, The College of Southern Idaho has demonstrated its commitment to careful and environmentally sound use of resources;

And, Whereas, Over a period of years, the College has created a system of renewable energy for heating its buildings, conserved drinking water by transitioning to canal water for landscape use, begun xeriscaping projects, established a systematic recycling program, and in other ways has been environmentally aware;

And, Whereas, Trustees of the College wish to adopt a policy that furthers its resolve to be a model to the community in matters of resource conservation and environmental practices.

Now, Therefore, The Trustees of the College of Southern Idaho hereby **Resolve** that it is the intent of the College of Southern Idaho to continue to demonstrate leadership in conservation and environmental sustainability practices to the communities it serves by striving to continuously reduce the environmental impact of its activities.

Dated this 20TH day of December, 2013.

College of Southern Idaho Trustees



Dr. Thad Scholes, *Chairman*