



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

June 20, 2016

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – SUB 277

AGENDA

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – MAY 16, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – MAY 16, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

HEAD START/EARLY HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

CANYON BUILDING REMODEL BID: (A) *Jeff Harmon*

OFFICE ON AGING - HOME DELIVERED MEAL VENDER SELECTION: (A) *Jeff Harmon*

OFFICE ON AGING - NUTRITION CONTRACT VENDOR SELECTION: (A) *Jeff Harmon*

OFFICE ON AGING - TRANSPORTATION CONTRACT VENDOR SELECTION: (A) *Jeff Harmon*

PAGE 2
AGENDA
CSI BOARD OF TRUSTEES
JUNE 20, 2016

2016 CSI TRUSTEE ELECTION SCHEDULE: (I) *Jeff Harmon*

CHENEY ROAD CONSTRUCTION UPDATE: (I) *Jeff Harmon & Allen Scherbinske*

TAYLOR WELCOME CENTER REMODEL UPDATE: (I) *Jeff Harmon & Allen Scherbinske*

ON-CAMPUS AMPHITHEATER FEASIBILITY STUDY:
(I) *Todd Schwarz & Feasibility Study Committee*

APPROVED AMENDMENT TO AGENDA

FY18 LEGISLATIVE REQUESTS: (I) *Jeff Harmon*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JUNE REGULAR BOARD OF TRUSTEES MEETING
June 20, 2016

CALL TO ORDER: 4:00 p.m. Presiding: Karl Kleinkopf

ATTENDING:

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

College Administration:

Robert Alexander, Board Attorney

Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer

Jeff Harmon, Vice President of Finance and Administration

Dr. Michelle Schutt, Associate Vice President of Student Services

Curtis Eaton, Special Assistant to the President

Employees, visitors and media - Attached List

APPROVAL OF AGENDA: The agenda was approved as amended on MOTION by Laird Stone. Affirmative vote was unanimous.

BOARD MINUTES: The following Board minutes as written were accepted by the Board.

May 16, 2016 Executive Session

May 16, 2016 Regular Session

TREASURER'S REPORT: The Treasurer's report was accepted by the Board on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports for Head Start/Early Head Start as presented, on MOTION by Bob Keegan. Affirmative vote was unanimous.

OPEN FORUM:

None

UNFINISHED BUSINESS:

None

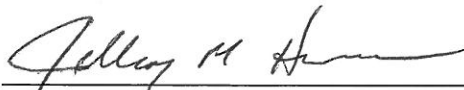
NEW BUSINESS:

1. The Board approved the bid for the Canyon Building construction/remodel project in the amount of \$1,009,202 from Don Anderson Construction on MOTION by Jan Mittleider. Affirmative vote was unanimous.
2. The Board approved the vendor selection contracts for the Office on Aging for Home Delivered Meal Contract, Nutrition Contract and Transportation Contract on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
3. Jeff Harmon reviewed the timelines and procedures for the upcoming trustee election with the Board. Should they choose to run, trustees Dr. Thad Scholes, Laird Stone and Jan Mittleider positions are up for election on November 8, 2016.
4. Dr. Todd Schwartz and Jeff Harmon reviewed the fiscal year 2018 legislative request with the Board.
5. Jeff Harmon provided an update to the Board on the Cheney Road construction and the Taylor Welcome Center remodel projects.
6. A presentation was made to the Board by the Amphitheater Feasibility Committee.

REMARKS FOR THE GOOD OF THE ORDER

The President was not in attendance.

ADJOURNMENT was declared at 5:00 p.m.



Jeffrey M. Harmon,
Secretary Treasurer

Approved: July 18, 2016



Chairman

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
June 20, 2016

Monthly Board Meeting List of Ateendees

Dr. Cindy Bond, Dean of Instruction
Jayson Lloyd, Dean of Instruction
Terry Patterson, Dean of Instruction
Kristy Carpenter, Chief Finance Officer
Chris Bragg, Associate Dean of Institutional Effectiveness
Dr. Heidi Campbell, Associate Dean of STEM
Eric Nielson, Human Resources Director
Dr. Teri Fattig, Library & Herrett Center Director
Allen Scherbinske, Physical Plant Interim Director
Cyndie Woods, Foundation Assistant Director
Doug Maughan, Public Information Director
Jim Munn, Public Safety Interim Director
Mancole Fedder, Head Start Director
Kathy Deahl, Executive Administrative Assistant to the President
Dr. Michele McFarlane, Registrar
Scott Farkas, Faculty Senate Chair
Laine Steel, Faculty
Serena Jenkins Clark, Faculty
Jaime Tigue, Faculty
Spencer Cutler, Physical Plant Assistant Director
Jennifer Zimmers, Financial Aid Director
Matt English, Grant Writer
Devon Jenks, Accountant
Suzanne McCampbell, Office on Aging Director
Julie Wootton, Times News

General Fund YTD Board

YEAR: 1516

Statement of Revenue and Expenses

Acct Month: 11

Thursday, June 09, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,378,471.32)	(\$11,557,478.63)	(\$10,543,400.00)	\$1,014,078.63	-9.62%
County Tuition	(\$1,500,796.00)	(\$1,607,309.53)	(\$1,356,000.00)	\$251,309.53	-18.53%
State Funds	(\$18,094,099.27)	(\$18,874,473.08)	(\$18,793,300.00)	\$81,173.08	-0.43%
County Property Tax	(\$4,260,864.31)	(\$4,461,990.13)	(\$6,602,700.00)	(\$2,140,709.87)	32.42%
Grant Management Fees	(\$533,396.13)	(\$494,958.48)	(\$550,000.00)	(\$55,041.52)	10.01%
Other	(\$564,997.01)	(\$431,512.22)	(\$407,600.00)	\$23,912.22	-5.87%
Unallocated Tuition	(\$1,177,256.02)	(\$1,325,112.28)	\$0.00	\$1,325,112.28	0.00%
Departmental Revenues	(\$943,808.30)	(\$925,888.93)	(\$713,100.00)	\$212,788.93	-29.84%

Total Revenue (\$37,453,688.36) (\$39,678,723.28) (\$38,966,100.00) \$712,623.28 -1.83%

Expenditures

Personnel

Salaries	\$18,213,167.02	\$18,508,702.68	\$20,799,200.00	\$2,290,497.32	11.01%
Variable Fringe	\$3,718,185.69	\$3,792,541.78	\$4,263,200.00	\$470,658.22	11.04%
Health Insurance	\$3,118,695.31	\$3,361,388.90	\$3,929,300.00	\$567,911.10	14.45%
Total Personnel	\$25,050,048.02	\$25,662,633.36	\$28,991,700.00	\$3,329,066.64	11.48%

Expense Categories

Services	\$1,908,731.35	\$2,359,955.10	\$2,689,300.00	\$329,344.90	12.25%
Supplies	\$842,176.69	\$861,929.13	\$1,061,200.00	\$199,270.87	18.78%
Other	\$602,262.46	\$879,128.31	\$561,400.00	(\$317,728.31)	-56.60%
Capital	\$339,287.41	\$712,969.58	\$749,300.00	\$36,330.42	4.85%
Institutional Support	\$4,347,705.25	\$4,404,275.43	\$4,913,200.00	\$508,924.57	10.36%
Transfers	\$16,967.50	\$32,226.68	\$0.00	(\$32,226.68)	0.00%
Total Expense Categories	\$8,057,130.66	\$9,250,484.23	\$9,974,400.00	\$723,915.77	7.26%

Total Expenditures \$33,107,178.68 \$34,913,117.59 \$38,966,100.00 \$4,052,982.41 10.40%

Rev/Expense Total (\$4,346,509.68) (\$4,765,605.69) \$0.00 \$4,765,605.69 0.00%

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For May 2016**

Enrollment

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
Total	669

Program Options

Part-day/ Part-year, Home Based/School District Enhanced, Pre- K, Early Head Start - Home Based, Early Head Start Toddler Combo.

Head Start Attendance

May Head Start Overall Attendance	87%
May Head Start Self Transport Attendance	89%
May EHS Toddler Combo Attendance	76%

Meals and Snacks

Total meals served for May	5087
Total snacks served for May	4971

Program Notes

We are happy to announce that the College of Southern Idaho has received verbal confirmation that we have successfully competed for our grant and will be issued a 5 year grant. Officially, the new grant will be funded as of July 1, 2016. Our fiscal year however will remain the same, January 1- December 31. An attached chart shows the changes in funded enrollment and program options offered at each of our 11 sites.

The program is now submitting its next grant in the form of a dosage and duration request to the OHS. The federal FY2016 budget contains appropriations in the amount of \$294 million dollars for Head Start programs to extend their length of services and overall amount of hours of service for children to reach 1020 hours during the program year. Our proposal calls for 8 of our classrooms to offer this length of time. Those classrooms are located in: Twin Falls, Cassia, Orchard Valley, West End, East End and Hailey centers respectively.

We anticipate later in the summer receiving a grant RFP from the OHS for Early Head Start expansion. It is our intention to also write for these funds to expand the program's services into communities in which we currently do not serve.

As is customary, we are entering our busiest time of the year for recruitment of children and staff; it is always much appreciated when positive word of mouth helps in these efforts, please lend a hand in our efforts when and where possible.

PIR

The program has completed a draft of the HS PIR which is due in August. The final version will be presented to the board upon submission.

Documents for Board review and Approval:

- Financial Reports
- Supplemental Funds to Extend Duration of Services in HS Grant Request

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,898,012.00	\$ 208,213.03	\$ 3,543,294.63	\$ 354,717.37	9.1%
BENEFITS	\$ 2,243,194.00	\$ 110,129.16	\$ 1,899,744.92	\$ 343,449.08	15.3%
OUT OF AREA TRAVEL	\$ -	\$ 700.09	\$ 700.09	\$ (700.09)	
EQUIPMENT	\$ 68,000.00	\$ -	\$ 36,365.63	\$ 31,634.37	46.5%
SUPPLIES	\$ 102,562.00	\$ 2,910.53	\$ 152,123.62	\$ (49,561.62)	-48.3%
CONTRACTUAL FACILITIES/CONST.				\$ -	
OTHER	\$ 628,737.00	\$ 37,866.20	\$ 688,996.73	\$ (60,259.73)	-9.6%
TOTAL DIRECT COSTS	\$ 6,940,505.00	\$ 359,819.01	\$ 6,321,225.62	\$ 619,279.38	8.9%
ADMIN COSTS (8.228%)	\$ 508,386.00	\$ 26,193.20	\$ 446,766.61	\$ 61,619.39	12.1%
GRAND TOTAL	\$ 7,448,891.00	\$ 386,012.21	\$ 6,767,992.23	\$ 680,898.77	9.1%

IN KIND NEEDED	\$ 1,862,223.00
IN KIND GENERATED	\$ 1,942,254.42
IN KIND (SHORT)/LONG	\$ 80,031.42

PROCUREMENT CARD EXPENSE \$ 7,923.28 2% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	14,535.10	82.12	809.44	15,426.66	235,874.47

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 52,779.00	\$ -	\$ 31,034.92	\$ 21,744.08	41.2%
SUPPLIES	\$ 6,424.00	\$ -	\$ 3,985.64	\$ 2,438.36	38.0%
OTHER	\$ 25,004.00	\$ -	\$ 49,054.87	\$ (24,050.87)	-96.2%
GRAND TOTAL	\$ 84,207.00	\$ -	\$ 84,075.43	\$ 131.57	0.2%

IN KIND NEEDED	\$ 21,052.00
IN KIND GENERATED	\$ 35,937.00
IN KIND (SHORT)/LONG	\$ 14,885.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 809,470.00	\$ 38,639.66	\$ 761,518.51	\$ 47,951.49	5.9%
BENEFITS	\$ 411,003.00	\$ 18,755.94	\$ 372,348.71	\$ 38,654.29	9.4%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ 50,000.00	\$ 24,990.00	\$ 40,150.48	\$ 9,849.52	19.7%
SUPPLIES	\$ 43,663.00	\$ 464.07	\$ 28,215.29	\$ 15,447.71	35.4%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 161,415.00	\$ 7,945.96	\$ 184,187.70	\$ (22,772.70)	-14.1%
TOTAL DIRECT COSTS	\$ 1,475,551.00	\$ 90,795.63	\$ 1,386,420.69	\$ 89,130.31	6.0%
ADMIN COSTS (8.228%)	\$ 103,712.00	\$ 4,722.51	\$ 93,594.00	\$ 10,118.00	9.8%
GRAND TOTAL	\$ 1,579,263.00	\$ 95,518.14	\$ 1,480,014.69	\$ 99,248.31	6.3%
IN KIND NEEDED	\$ 394,816.00				
IN KIND GENERATED	\$ 824,741.49				
IN KIND (SHORT)/LONG	\$ 429,925.49				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 201.99	\$ 18.07	\$ -	\$ 220.06	\$ 8,646.98

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 20,212.00	\$ 462.67	\$ 22,304.14	\$ (2,092.14)	-10.4%
SUPPLIES	\$ 2,149.00	\$ 70.94	\$ 88.89	\$ 2,060.11	95.9%
OTHER	\$ 17,121.00	\$ -	\$ 16,115.27	\$ 1,005.73	5.9%
GRAND TOTAL	\$ 39,482.00	\$ 533.61	\$ 38,508.30	\$ 973.70	2.5%
IN KIND NEEDED	\$ 9,871.00				
IN KIND GENERATED	\$ 1,150.00				
IN KIND (SHORT)/LONG	\$ (8,721.00)				

**CSI HEAD START/EARLY HEAD START
ENROLLMENT/SERVICES BY COUNTY/CENTER 2016-2017 PROPOSED**

Blue 2015-2016
Green 2016-2017 **Red Change Slots**

County	Center	Part Year					Full Year		TANF Slots	ACYF Federal Funded Slots	Total Funded Slots
		Center Based 128 class days 6 hrs. 5 HV	Center Based 128 class days 3 ½ hrs. 5 HV	Center Based 128 class days 3 ½ hrs. 5 HV 3 yr. old transition classroom	Home Based 32 HV and 16 Socialization	Regular Combination 69 class days 4 hrs. 16 HV	Early Head Start 48 HV 24 socializations	Early Head Start Toddler Option 18-36 months 24 HV 96 class days 3 ½ hrs.			
		Center Based	Center Based	Center Based	School District Collaboration	Center Based	Home Based	Combination Program			
Blaine	Hailey		36 20 (-16)							36	36
Cassia	Cassia (Burley)	0 20 (+20)	71 66 (-5)		10 0 (-10)	32 0 (-32)		13 14 (-1)		86 (-27)	126 100
Gooding	Hagerman		17 16 (-1)								49
	Orchard Valley (Wendell)		0 18 (+18)			32 0 (-32)					34 (-15)
Jerome	Northside (Jerome)		66 47 (-19)	0 16 (+16)			11 11	8 16 (+8)	14 13 (-1)	85 90 (+5)	99 103 (+4)
Lincoln	Little Wood (Shoshone)		20 20							20 20	20 20
Minidoka	Minidoka (Rupert)		20 36 (+16)	0 16 (+16)		36 0 (-36)	11 11	8 16 (+8)		75 79 (+4)	75 79 (+4)
Power	Power (American Falls)		36 36							36 36	36 36
Twin Falls	East End (Hansen)		32 32								
	Twin Falls	0 20 (+20)	80 60 (-20)	0 16 (-16)		36 0 (-36)	44 22	0 16 (+16)		228 184 (-44)	228 184 (-44)
	West End (Buhl)		0 18 (+18)			36 0 (-36)					
	TOTAL	0 40 (+40)	378 369 (-9)	0 48 (+48)	10 0 (-10)	172 0 (-172)	66 44 (-22)	16 48 (+32)	27 27	642 549 (-93)	669 576 (-93)

(560 HS) (82 EHS) 642 ACYF Federal Funded Slots + 27 TANF Slots = 669 Total Funded Slots
 (457 HS) (92 EHS) 549 ACYF Federal Funded Slots + 27 TANF Slots = 576 Total Funded Slots

June 20, 2016

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

From: Jeff Harmon 

Re: Canyon Building Remodel

We received 3 bids for the specified Canyon Building Remodel project. The bids are as follows:

Don Anderson Construction	\$1,009,202
Bideganeta Construction	\$1,130,000
C-2 Construction	\$1,192,400

The total budget for the project is \$1,300,000. This includes construction costs along with architect fees, 10% construction contingency, and \$50,000 for furnishings.

The bid range among bidders is fairly close indicating that they were interpreting the plans and project costs in the same manner. This gives us some confidence in the validity of the low bid.

I respectfully request that the Board, contingent upon verification of all licenses, insurance and bonding, approve the selection of the low bidder, Don Anderson Construction, as the general contractor for the Canyon Building Remodel project for the total contract amount of \$1,009,202.

Funding for this project is from the Plant Facility Fund.

June 20, 2016

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

From: Devon L. Jenks *DEVON JENKS*

Re: Home Delivered Meal Vendor Selection

We advertised for the services of a qualified vendor to provide home delivered meals to qualified clients who are not covered by existing contracts. The program is part of our College of Southern Idaho Office on Aging which administers funds provided by the Idaho Commission on Aging.

The proposed contract will help us provide meals to seniors who are not served by a local senior center. Only clients that are approved as eligible for service as determined by an eligibility assessment process that is conducted by the CSI Office on Aging will be served by the contract. The contract is for four years starting July 1, 2016. We received two bids:

Mom's Meals	Ankeny, Iowa	\$5.23/meal
Home Style Direct	Kimberly, Idaho	\$5.75/meal

Based on the review and analysis of the proposal by Suzanne McCampbell, CSI Office on Aging Director, I recommend we accept the proposal of Mom's Meals of Ankeny, Iowa in the amount of \$5.23 per meal. This amount includes all shipping and handling charges.

Funding for this contract is from grant funds for Senior Nutrition and Nutrition Health Education programs administered through the CSI Office on Aging.



June 20, 2016

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

From: Devon L. Jenks *DEVON JENKS*

Re: Nutrition Contract Vendor Selection

We advertised for the services of qualified vendors to provide congregate and home delivered meals to qualified clients. The program is part of our College of Southern Idaho Office on Aging which administers funds provided by the Idaho Commission on Aging.

The proposed contract will provide meals to seniors who fall within the service area of local senior centers. We received 16 notices of qualifications from various senior centers throughout the Magic Valley.

Ageless Senior Citizens, Inc.	Kimberly, Idaho
Blaine County Senior Connection	Hailey, Idaho
Camas County Senior Center	Fairfield, Idaho
Filer Senior Haven	Filer, Idaho
Golden Heritage Senior Center	Burley, Idaho
Golden Years Senior Center	Shoshone, Idaho
Gooding Senior Center	Gooding, Idaho
Hagerman Valley Senior Center	Hagerman, Idaho
Jerome Senior Citizen Center	Jerome, Idaho
Lorna Reeder Senior Center	Albion, Idaho
Minidoka County Senior Center	Rupert, Idaho
Oakley Valley Senior Center	Oakley, Idaho
Silver & Gold Senior Center	Eden, Idaho
Twin Falls Senior Citizen Federation	Twin Falls, Idaho
West End Senior Citizen's Center	Buhl, Idaho
Wendell Senior Center	Wendell, Idaho

Based on the review and analysis of the proposals by Suzanne McCampbell, CSI Office on Aging Director, all 16 senior centers were found to qualify and will be awarded 4 year contracts beginning on July 1, 2016.

Funding for these contracts is from grant funds for Senior Nutrition and Nutrition Health Education programs administered through the CSI Office on Aging.



June 20, 2016

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

From: Devon L. Jenks *DEVON JENKS*

Re: Transportation Contract Vendor Selection

We advertised for the services of qualified vendors to provide transportation services to eligible clients. The program is part of our College of Southern Idaho Office on Aging which administers funds provided by the Idaho Commission on Aging.

The proposed contract will provide transportation services to seniors. We received 7 notices of qualifications from various vendors throughout the Magic Valley.

Gooding Senior Center	Gooding, Idaho
Buhl Senior Center	Buhl, Idaho
Blaine County Senior Connection	Hailey, Idaho
Trans IV Buses	Twin Falls, Idaho
Living Independence Network Corporation (LINC)	Twin Falls, Idaho
Senior Corps Senior Companions Program	Twin Falls, Idaho
Interlink Volunteer Caregivers (IVC)	Twin Falls, Idaho

Based on the review and analysis of the proposals by Suzanne McCampbell, CSI Office on Aging Director, all 7 vendors were found to qualify and will be awarded 4 year contracts beginning on July 1, 2016.

Funding for these contracts is from grant funds for Senior Transportation programs administered through the CSI Office on Aging.

June 20, 2016

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

From: Jeff Harmon

Re: Trustee Election

The Trustee positions held by Thad Scholes, Jan Mittleider and Laird Stone 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 8th) in conjunction with the general election. (*Sec. 34-1101, Idaho Code*)
2. Petitions for candidates must be turned in to the College of Southern Idaho Business Office by 5:00 p.m. on Thursday, September 1, 2016. (*Sec. 34-47017, Idaho Code*)
3. The notice of deadline for filing a declaration of candidacy will be published by each county in the local newspaper not more than 14 nor less than 7 days prior to the filing deadline. (*Sec. 34-1405, Idaho Code*)
4. The notice of election will be published by each county not less than 12 days prior to the election and the last publication must be not less than 5 days prior to the election. (*Sec. 34-602 and 34-1406, Idaho Code*)
5. The deadline for the declaration of write in candidates is Friday, September 23, 2016. (*Sec. 34-1407, Idaho Code*)

Kristina Glascock and Michelle Emerson (Twin Falls and Jerome County Clerks) will run our election for us again this year.

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

September 1, 2016 - Nominating Petitions due by 5:00 pm

September 23, 2016 - 5:00 pm Deadline for filing Declaration of Intent for write in candidates

November 8, 2016 - Election

If you have questions, please contact me at 208-732-6210.

On-Campus Amphitheater

Feasibility Study

2015-2016
Amphitheater Feasibility Committee
Innovative Circle Grant



ON-CAMPUS AMPHITHEATER

FEASIBILITY STUDY

Amphitheater Feasibility Study Committee

Laine Steel, Professor, Communication/Theatre
Serena Jenkins Clark, Assistant Professor, Music
Andrew Cluff, Instructor, Engineering
Patrick Ferrell, Professor, Drafting
Nolan Goubeaux, Associate Dean of Student Affairs
Robert Mayer, Professor, English
Jaime Tigue, Professor, Physical Education

Committee established February 2016
Document written and published June 2016
Presented to Board of Trustees June 2016

INNOVATIVE CIRCLE GRANT 2015-2106

TABLE OF CONTENTS

Purpose Statement	1
Initial Findings	
Potential Uses	2-3
Prospective Locations	4-7
Design and Construction	8-14
Conclusion	15
Appendices	
Appendix A (Student Usage Survey)	16-17
Appendix B (Potential Roofing Designs)	17-19
Appendix C (Sample Amphitheater Renderings)	20-21

Purpose Statement

In February 2016, a committee was convened at the request of President Jeff Fox to propose the location, design, and possible uses for an amphitheater on the CSI campus. The committee consists of the following members: Laine Steel, Serena Jenkins Clark, Andrew Cluff, Patrick Ferrell, Nolan Goubeaux, Robert Mayer, and Jaime Tigue.

The group met regularly throughout the spring 2016 semester to look at various designs, tour and examine the campus for possible sites, and survey both faculty and students regarding interest in using the amphitheater. This report is a summary of the committee's recommendations.

Initial Findings

I. Potential Uses

Among the first tasks taken on by the committee was to determine what the amphitheater would be used for. After discussions among committee members as well as a review of how other institutions use such facility. The following ideas were brought forward --

- The theater department would use the amphitheater for outdoor performances, providing the public with additional entertainment and its students with valuable experiences other theater programs do not offer.
- Outdoor concerts for student performances and community performances would be one of the most prominent uses.
- Faculty could hold classes in the amphitheater. Many designs allow for a chalkboard or whiteboard. Communications courses could use the amphitheater in helping students understand the differences between indoor and outdoor speaking.
- The Visual, Performing and Liberal Arts department along with the English department would find this valuable in their teaching and utilize it for special performances, festivals, classes and a speaking ground for special events.
- Student Services and the Student Senate could easily use the amphitheater to help students in orientation. An attractive amphitheater will be a key stop in any tour, such as a site for presentations, thus assisting with recruitment.
- Many institutions report their amphitheaters are also impromptu sites for study and socializing. Students gather to study outside, eat lunch, or merely socialize and to bond, all valuable activities in terms of improvement retention.

After this session, the committee held two meetings to get input from the faculty and students, one with the department chairs, and the other with Student Senate.

Faculty Input

It was determined through comments from department chairs that a majority of faculty do not anticipate using the amphitheater space for specific class space at this time. However, the Visual, Performing and Liberal Arts department along with the English department would find this valuable in their teaching and utilize it for special performances, festivals, classes and a speaking ground for special events. One idea that did not come up during our initial discussions was offered by the Culinary Arts faculty. They said they would also love to utilize the space for fundraising and catering live events. As a whole, faculty did say that they are in support of the amphitheater and felt it would improve the student life on campus.

AMPHITHEATER FEASIBILITY STUDY

Student Input

The idea of an amphitheater was presented to the Student Senate. After the presentation, students were surveyed in terms of their interest and possible use of the site (See Appendix 1). All 34 senators said they would use the space, and believed other students would. Thirty of 34 senators also stated the facility would be good for campus life. Student comments about the amphitheater idea including the phrases “relaxing,” “diversifies campus,” “bring students unity,” “welcomes and brings others together, and “make campus hotter.”

- A. Students were then asked to state how they would use the site, and were invited to choose from eight different possible uses: barbeques, concerts, dances, outdoor classes, plays, speeches, sports, and studying/relaxing opportunities. They were allowed to select more than one option. Students were also asked if they would use the site on their own without the need for a specific event.

Five activities drew the most interest, with studying and relaxing appearing on 16 survey responses (47 percent), with plays coming in at 14 (41 percent), and barbeques, concerts, and sports each appearing on 11 response (32 percent each).

It should be noted that only one survey response stated that an event would be required for the participant to use the amphitheater. That suggests a significant interest in the studying, relaxing, and general socializing component of amphitheater use.

- B. Students were also asked as to which events they would like to see at the amphitheater. Among the seven options students were allowed to choose from, concerts were the overwhelming choice, with 19 of 34 choices focusing on concerts (56 percent). Movie nights and campfires came in a distant second, each garnering five votes (14.7 percent).

II. Prospective Locations

There are several locations which the committee considered for the placement of an amphitheater. Discussions with faculty as well as a review of the aforementioned Student Senate Survey suggested focusing near the center of the campus. For example, 29 of the 34 responses in the student survey (85 percent) were for sites within the main circle of the campus, while only five of the nine options offered, behind the student union building received the most mention (10 of 34 ballots for 29 percent).

From here, the committee narrowed its focus to six sites:



Fig. 1: First set of potential sites

AMPHITHEATER FEASIBILITY STUDY

After much discussion and study of various potential sites on campus, as well as feedback from faculty and student questionnaires, the committee felt the site between the Fine Arts Building and the Gym (Site No. 1 on Fig. 1) with an easy approach from the Student Union, Gym, Library, and Fine Arts buildings, as well as the main parking lot, was the most viable site for an amphitheater. The committee recommends this site as the best possible location for a facility like this. There are several factors which have been considered in making this recommendation, which include but are not limited to the following:

- The major factor in selecting this particular site is the committee's sincere belief that placing the facility in this area would ensure the most diverse and frequent usage of a campus amphitheater. It would be used here because it is near the existing center of the present campus and near the existing performing arts venues on campus. These existing venues contain dressing room areas, storage areas, a scene shop for construction, and technical facilities which could be shared with an amphitheater built adjacent to the fine arts building. There are also restrooms in the buildings adjacent to this area and concession facilities in the nearby gymnasium. This space is also near the present student services areas which could facilitate the use of an amphitheater in this area by student services activities such as career day and department fairs. The potential use of this type of facility will dominantly be by performing arts groups. Many of the summer camps would also use a facility placed in this area.



Fig. 2: Aerial view looking north from Gymnasium (top left) to the Fine Arts building.

AMPHITHEATER FEASIBILITY STUDY



Fig. 3: Aerial view looking north/northeast between Gymnasium (left) and Fine Arts Building

- This site also has easy access to the area for both performers and audiences because of the existing fire lanes which would provide easy access for loading equipment and materials into and out of the space. It is also ideal because of its ease of access to parking areas.
- The area is also an excellent choice because of its orientation to sunlight and its

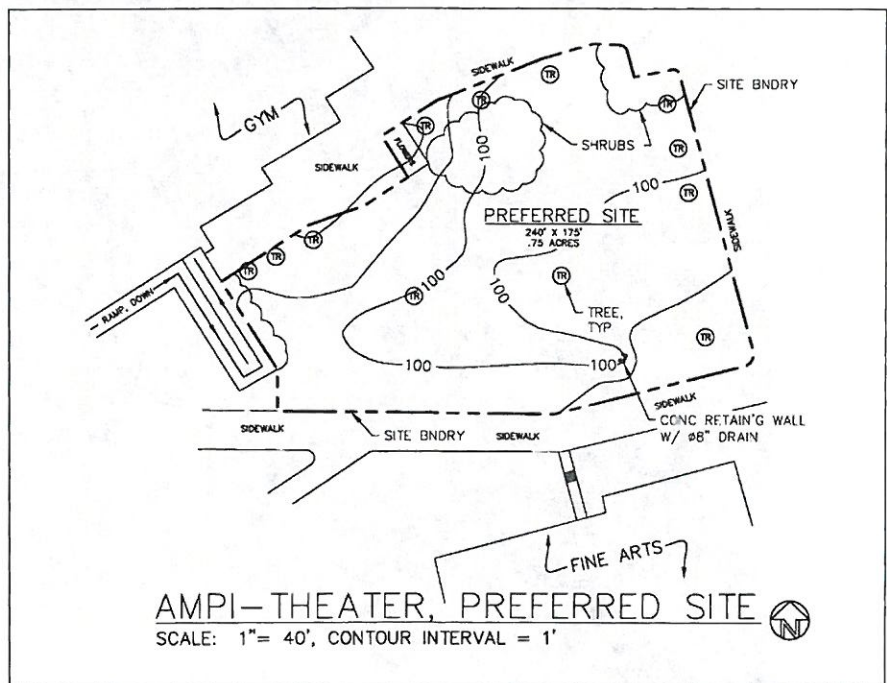


Fig. 4: Current Topography of Site no. 1

unique positive acoustical properties due to the existing structures that surround it. These existing structures which surround the area on three sides also provide control of access to the area in the case of a group wishing to control access.

- The existing topography of this site also enhances this site as an excellent choice for an outdoor performance/instructional/multi-use facility. (See Fig. 4)

III – Design and Construction



After a review of several designs from across the country, the committee recommends that any facility like this should be approached initially with a simple design and keeping the thought in mind that the facility could be expanded and enhanced dependent upon the use it receives after initial construction. Some examples of simple outdoor teaching spaces may serve as conceptual guides. The following are photographs of simple open amphitheater spaces (Figs. 5-17):



AMPHITHEATER FEASIBILITY STUDY

In addition, here are images of amphitheaters at two other Idaho public institutions of higher learning:



Fig. 18: Shattuck Amphitheater, University of Idaho



Fig. 19: Centennial Amphitheater, Boise State University

AMPHITHEATER FEASIBILITY STUDY

Based on these designs, the committee recommends that the facility initially be an Open Stage/Performance area combined with an Open Audience area with the consideration that both may be roofed in the future (see Appendix 2 for possible models of roofing). Below is one possible design:

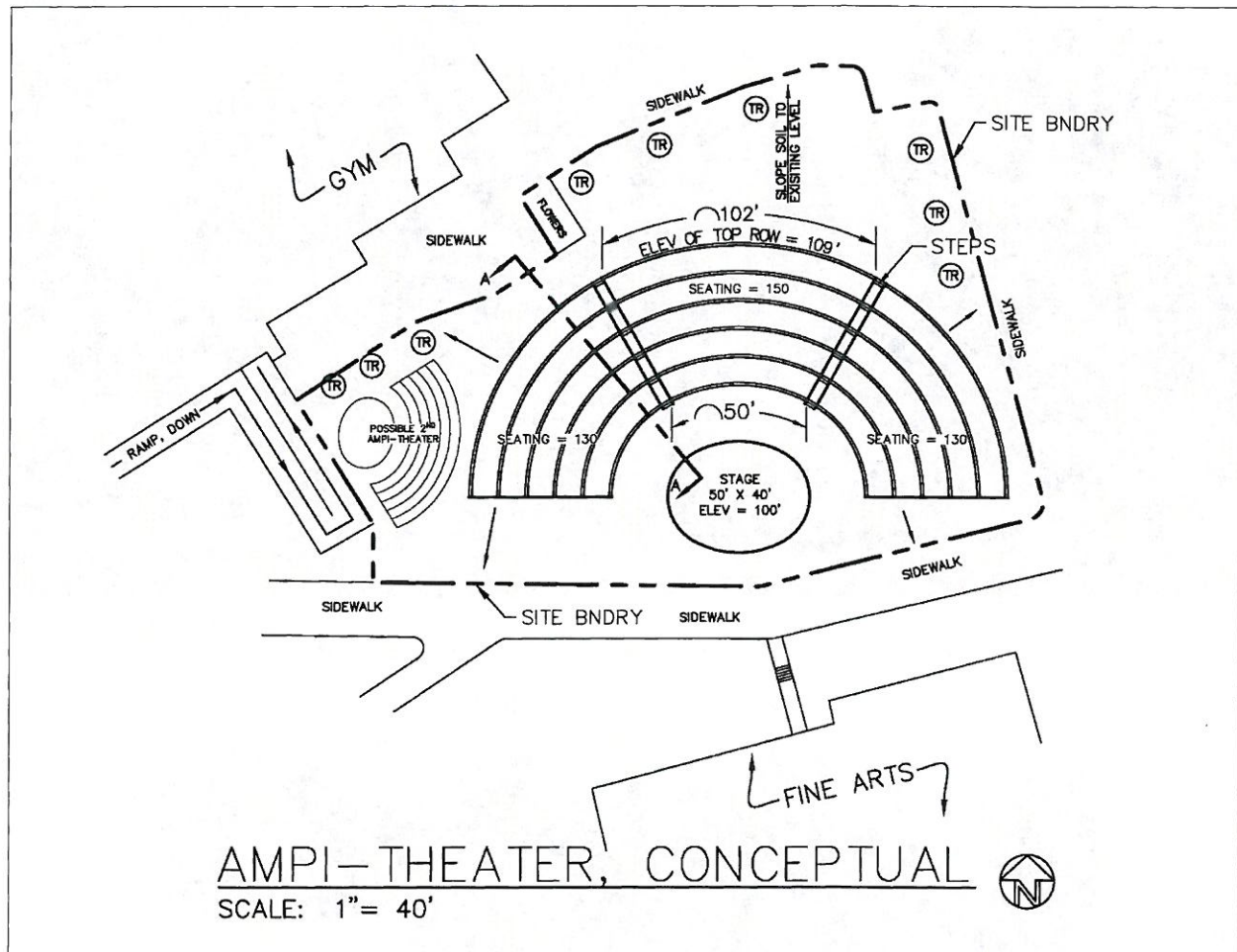


Fig. 20: Conceptual Design

While the above design provides for a traditional semicircular layout, the facility does not necessarily need to be a traditional semicircular amphitheater configuration. Although from an aerial view, there are elements of a traditional semicircular amphitheater configuration, the proposed design could be broken up into slopes and tiers that could encourage small groupings, while also accommodating larger audience/performer interchange.

Because of sunlight, existing drainage, and existing slopes, the best relationship of performance area to audience area would be to place the performance area toward the southeastern corner of the area with the audience space toward the northwest. A site orientation with the performance area toward the southeast and the audience on the northwest would provide the best orientation

AMPHITHEATER FEASIBILITY STUDY

to sunlight, preventing as much sun glare for the audience as possible, while also working with existing drainage and incorporating the natural existing slope into the audience area.

With this particular location and design, the audience area should be graded to facilitate sightlines. This could be accomplished through the addition of raised audience areas (tiering), a raised performance area, or a combination of both. Both should be accomplished guided by the principles of low impact green technology and design with minimal environmental disruption. In the proposed design, the overall elevation gain would be nine feet (See Fig. 21).

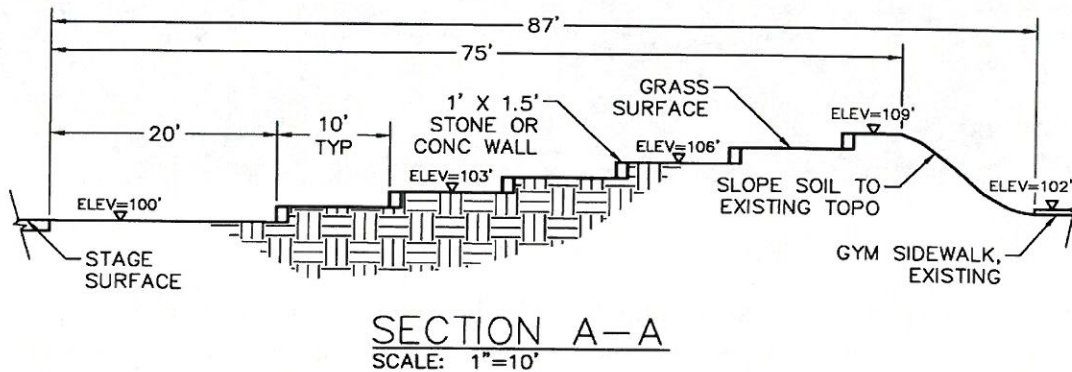


Fig. 21: Cutaway view of seating

In order to ensure this minimal environmental disruption, the committee recommends that the facility be an organic design incorporating the enhancement of the existing landscape and slope and using natural materials. (greenscape, natural rock, etc.).

The committee recommends that the “performance” area be a flat area between 1,500 to 2,000 square feet and should be graded to provide for drainage. Such a recommendation allows for an audience area that should accommodate up to 400 people with the possibility for overflow and minimal expansion to the surrounding area. The ideal surface for the performance area should be a well- drained concrete base covered with a “Safety Surface” material. (See Figs. 22-24)



Fig. 22: Sample of Safety Surface Material

AMPHITHEATER FEASIBILITY STUDY



Figs. 23 and 24: Examples of safety surface material

Another important factor to consider is lighting. Lighting for performances could be provided by removable towers (lighting trees, scaffolding, trusses. See Fig. 25 for one such example). Concrete bases could be provided where these towers would be located. At each base there should be access to 120 VAC Power and CAT5 Control Wiring. Today's modern technology allows for low wattage LED Lighting that can be controlled remotely with hardware as simple as a cell phone or tablet.



Fig. 25. Example of amphitheater lighting system

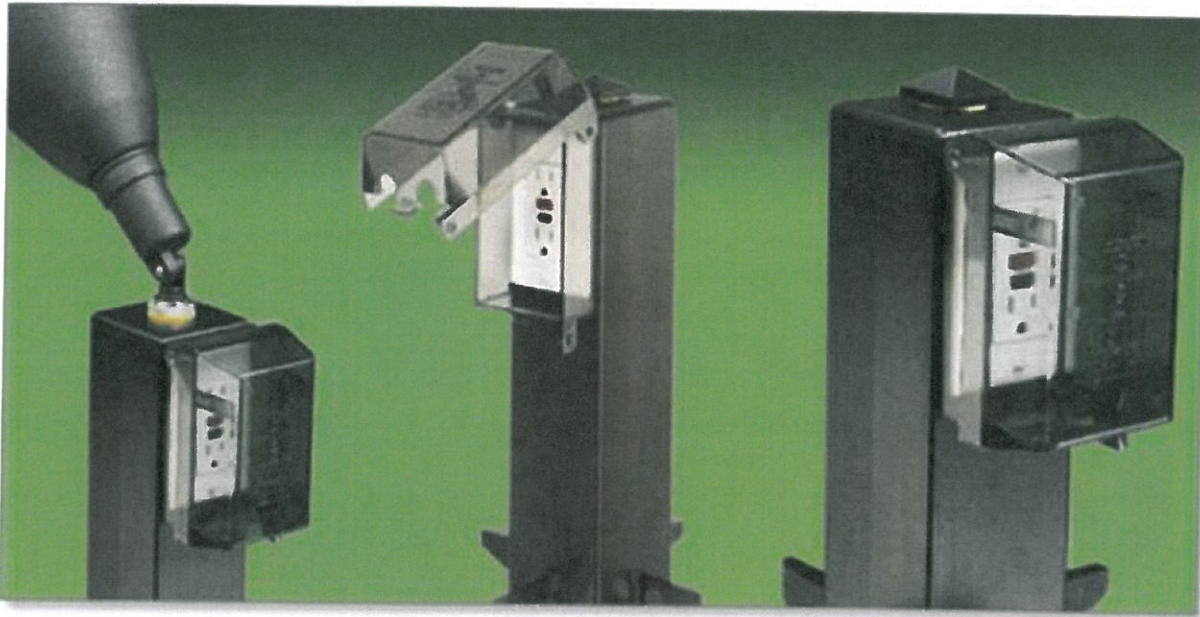


Fig. 26: 120 VAC Power and CAT5 Control Wiring

The committee recommends that 120 VAC Power and CAT5 Control Wiring should also be available at regular intervals surrounding the performance area for lighting and sound equipment (see Fig. 25); current utility configurations around the proposed site suggest this would be feasible (See Fig 26). Sound equipment can also be controlled remotely with the same kind of hardware available for Lighting Systems.

AMPHITHEATER FEASIBILITY STUDY

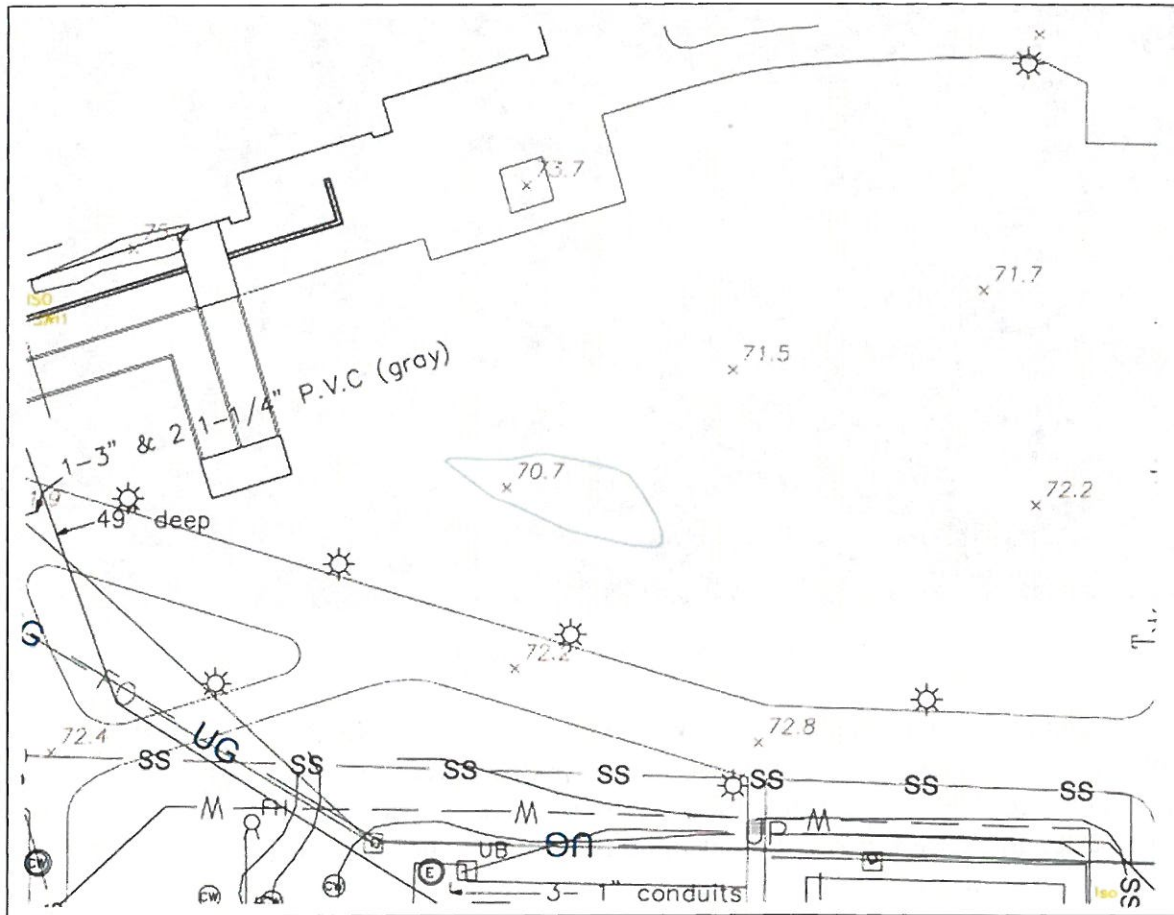


Fig. 25: Utility configuration

Additional Recommendations and Needs:

- The facility should be intended as a multi-use gathering space.
- The facility should be low maintenance.
- The facility must be ADA compliant.

Conclusion

Based on a review of the options available, the committee sees an amphitheater not only enhancing the college's ability to meet its academic, social, and community-oriented missions, but sees the amphitheater as a perfect aesthetic addition to the campus. An amphitheater will allow students in the fine arts to see another dimension of their education, allow students to socialize and feel a greater sense of connectedness to the community, and offer more opportunities for recreation and entertainment for the Magic Valley. As faculty and students become better acquainted with the structure, the more likely the innovative spirit that exists at CSI will lead to even greater benefits. This document will serve as a guide for future programming and funding as CSI seeks to go forward in developing this structure.

Appendices

Appendix A: Student Amphitheater Use Survey

Student Survey Sample Size: n=34

Would you and other students use the space? Yes: 34, No: 0

How can the space be used?

(*students could vote multiple times)

- Study/Relax: 16
- Plays: 14
- Concerts: 11
- BBQ: 11
- Sports: 11
- Dances: 2
- Outdoor Classes: 2
- Speeches: 2
- Wouldn't use space without event: 1

Types of events wanted?

- Concerts: 19
- Movie Nights: 5
- Camp Fires: 5
- BBQ: 1
- Games: 1
- Festivals: 1
- Fundraisers: 1

Where on Campus?

- Behind Student Union Building: 10
- Center of Campus: 5
- Clock Tower/Hepworth: 3
- Rose Garden: 3
- HSHS: 3
- Fine Arts: 2
- Eagle Hall: 2
- Fine Arts: 2
- Gymnasium: 2
- Expo Center: 1
- By Recreation Trail: 1

AMPHITHEATER FEASIBILITY STUDY

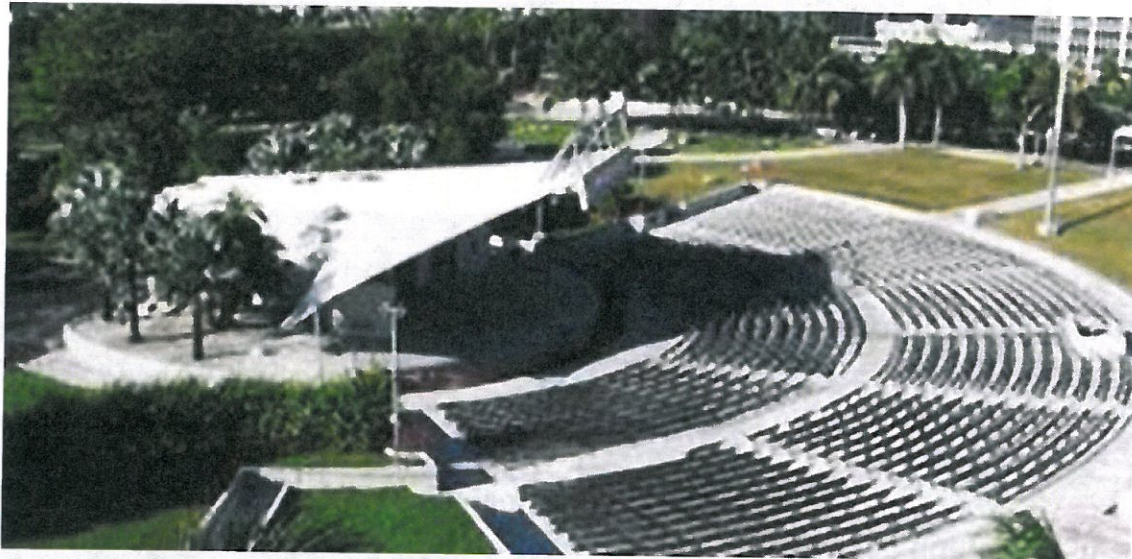
Good for Campus Life? Yes: 30, No 4

Qualitative Feedback:

- Relaxing
- Diversifies campus
- Bring students unity
- Make campus hotter
- [We should] Charge for events and lower tuition
- Welcomes and brings others together

Appendix B:

Sample of Designs for Roofed Amphitheater



AMPHITHEATER FEASIBILITY STUDY

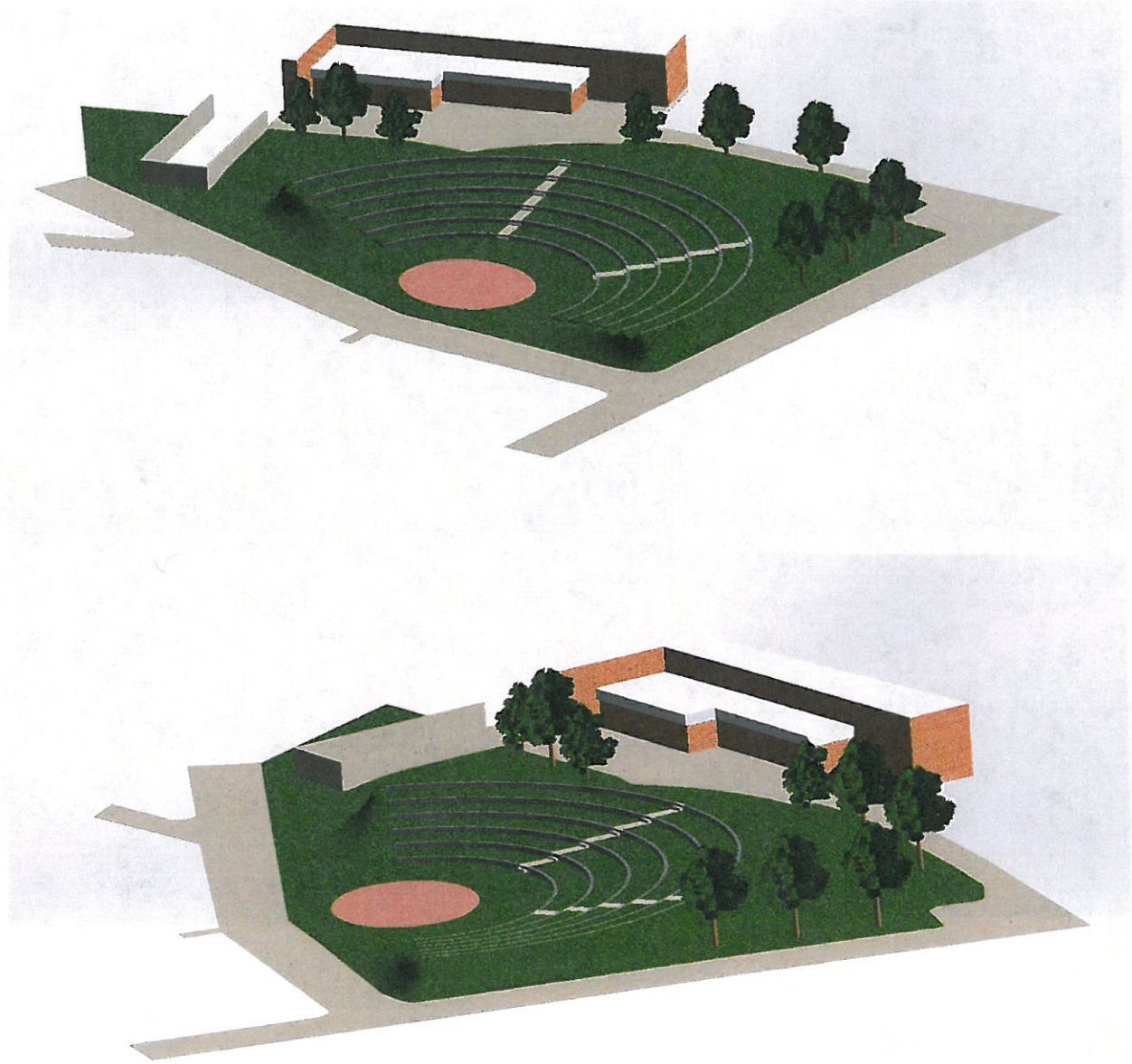


AMPHITHEATER FEASIBILITY STUDY

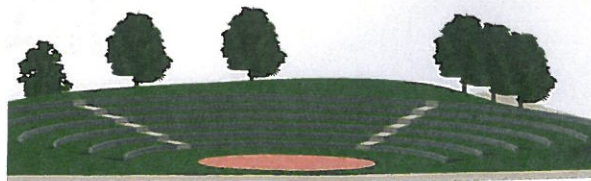
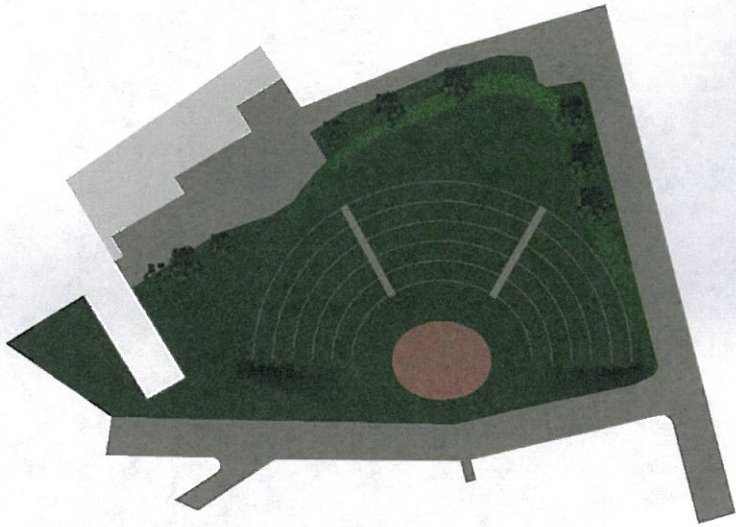


AMPHITHEATER FEASIBILITY STUDY

Appendix C. (Sample Amphitheatre Renderings)



AMPHITHEATER FEASIBILITY STUDY





2015-2016
Innovative Circle Grant
Amphitheater Feasibility Committee

June 20, 2016

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

From: Jeff Harmon

Re: Fiscal Year 2018 Legislative Requests

The Idaho state Board of Education has requested each Community College to submit their Legislative request for the fiscal year 2018 requesting no more than a five percent of prior year's appropriations.

The first request – Center for Education Innovation – This request is intended to support a pilot study for the program planning, infrastructure, staffing, and facility design for the proposed Center for Education Innovation, in cooperation with Idaho State University. This request is for \$270,000.

The second request – Summer Bridge – This request is to provide an intensive Bridge to Success Summer Bridge program that provided first time, degree-seeking students a head start in their transition to college. The program introduces students to academic expectations of college, specifically for degrees that require challenging first semester course work. This request is for \$132,600.

The third request – Eastern Idaho Faculty – This request would provide two instructional positions specifically in Mathematics and English. These faculty in addition to teaching a full load but also function as advisors, work with departments on the main campus, these faculty members would also be responsible to advise and mentor adjunct and dual credit instructors in Bannock and Bonneville Counties who teach for CSI. This request is for \$ 129,900.

The fourth request – Embedded Dual Credit Academy – This request is intended to continue the CSI strategy of providing direct instructional and support services within the secondary education system in Region IV. By placing CSI faculty in high school classrooms, there is absolute connection and integration of the dual credit/early college strategy between the College and the district. This request is for \$136,100.

These four request total \$\$668,600 which is five percent of our fiscal year 2017 appropriations.

AGENCY: College of Southern Idaho
FUNCTION: Community College
ACTIVITY: Center for Education
Innovation (CSI)

Agency No.: 501
 Function No.:
 Activity No.:

FY 2018 Request
 Page ___ of ___ Pages
 Original Submission X or
 Revision No. ___

A: Decision Unit No: 12.01		Title: CEI Initiative			Priority Ranking 1 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.0
PERSONNEL COSTS:					
1. Salaries	0				0
2. Benefits	0				0
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	0				0
OPERATING EXPENDITURES by summary object:					
1. Travel	8,000				8,000
2a. Contract services (project manager)	60,000				60,000
2b. Contract services (architect fees)	200,000				200,000
3. Supplies	2,000				2,000
TOTAL OPERATING EXPENDITURES:	270,000				270,000
CAPITAL OUTLAY by summary object:					
	0				0
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	270,000				270,000

Supports institution/agency and Board strategic plans:

CSI Core Theme 1: Community Success

As a community college, we are committed to responding to the diverse needs of the communities we serve and to taking a leadership role in improving the quality of life of the members of those communities.

- *Objective #1: Strengthen the social fabric in the communities we serve*
- *Objective #3: Meet the workforce needs of the communities we serve*

Core Theme 2: Student Success

As an institution of higher education, we exist to meet the diverse educational needs of the communities we serve. Above all institutional priorities is the desire for every student to experience success in the pursuit of a quality education.

- *Objective #1: Foster participation in post-secondary education*
- *Objective #2: Reinforce a commitment to instructional excellence*

Performance Measure:

Rather than a performance measure, this is a critical success activity to be completed. The outcome will be a programming and facilities plan for the Center for Education Innovation (attached whitepaper).

Description:

This request is intended to support the program planning, infrastructure, staffing, and facility design for the proposed Center for Education Innovation, in cooperation with Idaho State University. See the attached whitepaper describing the proposed center.

Questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

Planning and design funds, including project management. No ongoing staff is included in the CSI request.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

No personnel in this request.

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

Certainly many CSI staff will be somewhat impacted by participation in the design and planning work, but not to a significant degree. The requested funds include a project manager by contract for only FY2017-2018.

- c. List any additional operating funds and capital items needed.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This is a one-time, one-year request for planning and design work. See the attached whitepaper for more information.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

All residents of Idaho would be served by the intent of the Center for Education Innovation. The expectation will be significant improvement in the preparation of Idaho teachers. For more specific information see the attached whitepaper. If this request is not funded, CSI will forge ahead, but will be at a significant disadvantage in terms of timeliness and progress: the Center may never come to fruition without this planning and design support.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

AGENCY: College of Southern Idaho

Agency No.: 501

FY 2018 Request

FUNCTION: Community College

Function No.:

Page ___ of ___ Pages

ACTIVITY: Summer Bridge

Activity No.:

Original Submission X or
Revision No. ___

A: Decision Unit No: 12.02		Title: Bridge to Success Summer Bridge			Priority Ranking 2 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.0				1.0
PERSONNEL COSTS:					
1. Salaries	35,000				35,000
2. Benefits	19,350				19,350
3. Group Position Funding	24,000				24,000
TOTAL PERSONNEL COSTS:	78,350				78,350
OPERATING EXPENDITURES by summary object:					
1. Travel					
2. Software					
3. Operating Supplies	52,000				52,000
4. Faculty Professional Develop.	2,500				2,500
TOTAL OPERATING EXPENDITURES:	54,250				54,250
CAPITAL OUTLAY by summary object:					
1. New Computer Lab					
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	132,600				132,600

Supports institution/agency and Board strategic plans:

Goal 1, Objective B

Higher Level of Education Attainment – Increase the educational attainment of all Idahoans through participation in Idaho’s educational system

Performance Measure:

1. Increase Math 043, Math 143, and Math 153 course completion rates for the College of Southern Idaho by 20% by fiscal year 2020 (May 2020). Fall 2016 benchmark.
2. Increase Math 043, Math 143, and Math 153 credits successfully completed by 20% by fiscal year 2020 (May 2020). Fall 2016 benchmark.
3. Increase graduation rates for the College of Southern Idaho from 18% to 22% by fiscal year 2020 (May 2020) – IPEDS definition of graduation rate. Fall of 2016 benchmark.
4. Increase retention in degree and certificate programs at the College of Southern Idaho from 50% to 60% by fiscal year 2020 (May 2020) – IPEDS definition of Fall to Fall retention rate. Fall of 2016 benchmark.
5. Increase the number of students earning degree or certificates by 20% by fiscal year 2020 (May 2020). Fall 2016 benchmark.

Description:

This request is to provide an intensive Bridge to Success Summer Bridge program that provides first time, degree-seeking students a head start in their transition to college. The program introduces students to the academic expectations of college, specifically for degrees that require challenging first-semester course work in math, since math is a key indicator of student success and degree completion. Moreover, the program develops 21st century skills that are essential in the classroom and in the workplace; promotes community engaged learning; familiarizes students to valuable campus resources to increase student success; fosters social and academic relationships with peers, faculty, and staff; and provides academic coaching. This request allows CSI to develop bridge academies that have math as their core course. This request involves hiring a full-time bridge coordinator, adjunct faculty to teach summer bridge courses, and tutors to provide summer bridge instructional support.

Questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

One (1) FTE is being requested for a) coordination of Summer Bridge program development b) develop and maintain an ongoing excellence in teaching protocol for all full and part-time faculties, and c) provide continued support for bridge participants through degree/certificate attainment.

Part-time adjunct math and bridge instructors will be provided to teach summer bridge courses; part-time tutors will be provided to assist students. Academic coaches and student success personnel are already in place for this project.

One (1) FTE for Summer Bridge Program Coordinator: \$35,000

Part-time adjunct instructors: \$14,000

Tutors: \$10,000

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

One (1) FTE, Bridge Coordinator, \$35,000 each, Full Time, Full Benefits, Hire Date of August 1, 2018, 12 month contract.

Part-time instructors: \$14,000 (total), part-time, no benefits, May 1, 2019, summer contract

Part-time tutors: \$10,000 (total), part-time, no benefits, May 1, 2019, summer contract

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

We have an Associate Dean of Student Success in place. The Bridge Coordinator will report to Associate Dean of Student Success.

Part-time instructors will train with the college's instructional designer (in place) Math instructors will report to the Math Department Chair; bridge instructors will report to the Associate Dean of Student Success.

We currently have Academic Coaches in place. These coaches report to the Associate Dean of Student Success. We have limited tutors in place. Additional summer tutors will assist with the bridge program and will report to our Learning Assistance Program Coordinator (in place).

- c. List any additional operating funds and capital items needed.

Financial Support to support students participating in the program. We anticipate 120 students (5 cohorts of 24).

Operating Supplies:

1) \$29,000: Daily lunch w Student Success activities: 8 weeks, four days per week:

2) \$10,000: Community Engaged Learning to include leadership, teamwork, service learning, and 21st Century skill development.

3) \$8,000: Instructional support

4) \$3,000: Office Supplies—marketing, promotion, general supplies

5) \$2,000: travel

Faculty and staff Professional Development: \$2,500

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This request is for on-going funds to support new students entering the college.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The request is to enable first time, degree seeking students to have quicker progress into and successful completion of college math as well introducing students to the academic expectations of college. This program will develop 21st century skills that are essential in the classroom and in the workplace; promote community engaged learning; familiarize students to valuable campus resources to increase student success; foster social and academic relationships with peers, faculty, and staff; and provide academic coaching. We expect to see immediate results in retention and math completion rates. With continued support in subsequent semesters for bridge participants, CSI expects to see increased results in degree completion and graduation rates.

If this request is not funded, we will continue to run pilot programs serving small groups of students. This will refine the development of programs, but it will not have the desired major impact on increasing enrollments and completion rates.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

AGENCY: Office of the State Board of Education
FUNCTION: Community College
ACTIVITY: Easter Idaho Faculty

Agency No.: 501
 Function No.: 02
 Activity No.:

FY 2018 Request
 Page ___ of ___ Pages
 Original Submission X or
 Revision No. ___

CSI-Eastern Idaho Math & English					
A: Decision Unit No: 12.03	Title: Instructors			Priority Ranking 3 of 4	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.00				2.0
PERSONNEL COSTS:					
1. Salaries	88,000				88,000
2. Benefits	41,900				41,900
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	129,500				129,500
OPERATING EXPENDITURES by summary object:					
1. Travel					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	129,900				129,900

Supports institution/agency and Board strategic plans:

Goal 1 Objective B

Quality Instruction – Increase student access to general education gateway transfer courses in the Idaho Falls CSI Outreach Center by hiring full-time instructors (1.0 FTE English and 1.0 FTE mathematics).

Performance Measure:

- To provide instruction in gateway transfer general education courses in English and mathematics at the CSI Outreach Center in Idaho Falls.*

2. *Full-time faculty described above will improve access and mentoring for dual credit students and adjunct teachers at the CSI Outreach Center in Idaho Falls.*

Description:

The instructional positions would allow two full time dedicated faculty to be located at the CSI's Eastern Idaho outreach center in Idaho Falls. Enrollment in college-level General Education courses, especially in English and mathematics, has grown significantly since the center opened in 2012. As of AY 15-16 there were 229 enrollments in English and 163 enrollments in mathematics. A full-time faculty load is 15 credits. Additionally, full time faculty members not only teach a full load but also function as advisors, and working with departments on the main campus, these faculty members would also be responsible to advise and mentor adjunct and dual credit instructors in Bannock and Bonneville Counties who teach for CSI.

The CSI Outreach Center in Idaho Falls was funded to provide general education courses that Eastern Idaho Technical College is unable to offer due to its mission and funding as a CTE technical college. Last year the governor committed funds towards the creation of a community college in Eastern Idaho, and a citizen's committee has been at work for the past year to develop the proposal. When EITC becomes a community college, it is our intention that the CSI positions requested here would convert immediately over to the new Eastern Idaho Community College as full time English and mathematics faculty, and the funding for these positions would transfer over to the new community college. Until such time as the new community college is created, these positions will serve the growing number of students who are using the CSI Outreach Center in Idaho Falls to take lower division general education courses locally at an affordable price.

Questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

Two (2) FTE are being requested to a) provide full time access to students enrolled in math and English classes, b) develop and maintain an ongoing excellence in teaching protocol for all full and part-time faculties, and c) work with the growing number of adjunct and dual credit teachers and students in Bonneville and Bannock counties..

2. What resources are necessary to implement this request?
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

Two (2) FTE, Faculty, \$44,000 each, Full Time, Full Benefits, Hire Date of August 1, 2018, 10-month contract.

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

New instructors will report to the appropriate department chairs and instructional deans in the office of Instructional Affairs on the main CSI campus in Twin Falls and will work closely with the Director of the Eastern Idaho Outreach Center.

- c. List any additional operating funds and capital items needed.

No Additional funds are being requested

- 3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This is an ongoing request for salary and benefits. When Eastern Idaho Technical College converts to a community college and then is able to offer general education courses and transfer degrees, these positions (and the funding for them) would transfer immediately over to the new community college as the CSI Center in Idaho Falls would no longer be needed.

- 4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The students taking general education courses in English and mathematics through CSI at its Eastern Idaho Outreach Center would directly benefit from full-time instructors; moreover, adjunct and dual credit instructors and students in Bonneville and Bannock Counties will benefit from consistent, local mentoring, advising, and direction from full-time faculty in the key areas of English and mathematics.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

AGENCY: College of Southern Idaho
FUNCTION: Community College
ACTIVITY: Embedded Dual Credit Academy

Agency No.:
 Function No.:
 Activity No.:

FY 2018 Request
 Page ___ of ___ Pages
 Original Submission X or
 Revision No. ___

Embedded Dual Credit Academy					
A: Decision Unit No: 12.04		Title: Instructors		Priority Ranking 4 of 4	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.0				2.0
PERSONNEL COSTS:					
1. Salaries	84,000				84,000
2. Benefits	41,000				41,000
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	125,000				125,000
OPERATING EXPENDITURES by summary object:					
1. Travel	3,500				3,500
2. Instructional supplies	4,000				4,000
TOTAL OPERATING EXPENDITURES:	7,500				7,500
CAPITAL OUTLAY by summary object:					
1. Laptop computers	3,600				3,500
TOTAL CAPITAL OUTLAY:	3,600				3,600
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	136,100				136,100

Supports institution/agency and Board strategic plans:

CSI Core Theme 1: Community Success

As a community college, we are committed to responding to the diverse needs of the communities we serve and to taking a leadership role in improving the quality of life of the members of those communities.

- *Objective #3: Meet the workforce needs of the communities we serve*

Core Theme 2: Student Success

As an institution of higher education, we exist to meet the diverse educational needs of the communities we serve. Above all institutional priorities is the desire for every student to experience success in the pursuit of a quality education.

- *Objective #1: Foster participation in post-secondary education*
- *Objective #2: Reinforce a commitment to instructional excellence*
- *Objective #3: Support student progress toward achievement of educational goals*

Performance Measure:

Increase participation in dual credit pathways in Business and Computer Science.

Description:

This request is intended to continue the CSI strategy of providing direct instructional and support services within the secondary education system in Region IV. By placing CSI faculty in high school classrooms, there is absolute connection and integration of the dual credit/early college strategy between the College and the district. In this particular case, Business and Computer Science faculty will be hired and based on regional need and capacity, placed directly within those schools with an established pathway to Associate Degrees which are in turn articulated with Idaho State University and other Idaho public colleges and universities. These instructors will create dual credit "Academies," which are exemplars within the High Schools That Work research regarding excellence in secondary education.

Questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

Faculty and attendant instructional costs to implement a minimum of two dual credit academies.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

Two full time college faculty (9 month) on full benefits, hired effective for Fall term 2017.

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

No redirection, but additional supervisory responsibilities for the respective department chairs.

- c. List any additional operating funds and capital items needed.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

Dual credit revenue will be collected and applied to operational costs beyond those of the direct instruction. This is an ongoing request to CSI base funding.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

High schools, their students, their parents and our regional business and industry partners. If this request is not funded, the opportunity for greater instructional integration with regard to dual credit/middle college will be lost or significantly mitigated.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.