

COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

December 17, 2007

EXECUTIVE SESSION

5:00 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

5:30 p.m.

Taylor Building – SUB 248

AGENDA

MINUTES – EXECUTIVE SESSION OF NOVEMBER 19 : (A) *Mike Mason*

MINUTES – REGULAR MEETING OF NOVEMBER 19: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

LAWN MOWER BID: (A) *Mike Mason*

TRANSFER OF DONOR FUNDS TO CSI FOUNDATION: (A) *Mike Mason*

TRANSFER OF CLUB FUNDS TO CSI FOUNDATION: (A) *Mike Mason*

HEAD START FEDERAL REVIEW AND REPORT: (A) *Mike Mason*

HEALTH SCIENCES & HUMAN SERVICE BUILDING DESIGN-BUILD PRESENTATION:

(I) *Starr Corporation – Glenn Arrington & Dave Turner*

CLEMENTS GROUP FEASIBILITY STUDY REPORT: (A) *Curtis Eaton*

DISCUSS DATE CHANGE FOR JANUARY BOARD MEETING (1/22/08): (A) *President Beck*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
DECEMBER BOARD OF TRUSTEES MEETING
DECEMBER 17, 2007

CALL TO ORDER: 5:45 p.m. Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr. Charles Lehrman,
Dr. Allan Frost and Dr. Thad Scholes

College Administration: Gerald L. Beck, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Claudeen Buettner, Executive Vice President and
Chief Academic Officer
Dr. Edit Szanto, Vice President of Student Services
and Planning and Development
Dr. Ken Campbell, Dean of Technology
Dr. John Miller, Instructional Dean
Dr. Mark Sugden, Dean of Health and Human Services
Todd Schwarz, Instructional Dean
Scott Scholes, Dean of Student Services
Graydon Stanley, Dean of Students
Monty Arrossa, Director of Human Resources
Gail Schull, Registrar
Randy Dill, Physical Plant Director
Curtis Eaton, Advisor to the President
Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Jeff Harmon and Deb Wilson

Visitors: Lexi Scanlon, Ana Moreno, Don Buettner, Glenn
Arrington, Elaine Hill, Bryan Hallowell, Zach Lester,
Jason Butler, Dave Turner and Christine Duft-McConville

Faculty Representative: Janet Sandy and John Boling

PACE Representative: None

Times News: Andrea Gates

MINUTES OF THE REGULAR SESSION AND EXECUTIVE SESSION OF
NOVEMBER 17, 2007 were approved on MOTION by Dr. Thad Scholes.
Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was approved on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

BIDS:

1. The Board approved the bid of RMT Equipment of Salt Lake City, Utah in the amount of \$63,977 for a wide area lawnmower on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

PRESIDENT'S REPORT:

1. The Board approved the transfer of \$13,237.33 and \$5,000 from two anonymous donors to the College of Southern Idaho Foundation on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

2. The Board approved the transfer of \$5,000 from the College of Southern Idaho Horticulture Club to the College of Southern Idaho Foundation for the purpose of setting up a scholarship endowment on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

3. Mike Mason discussed the federal Head Start review report with the Board. The only non-compliance area in the report dealt with financial information provided to the Board. Mike Mason is working with Head Start to provide a monthly financial status report to the Board.

The Board approved the report on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

4. Glenn Arrington of Starr Corporation is the design builder for the 70,000 square foot, \$21,111,600 Health Sciences and Human Services building project. He indicated that the project was on schedule and will be constructed within the limits of the existing budget. Mr. Arrington also noted that CTA Architects had put in thousands of hours in design and development on this project.

Dave Turner and Zach Lester of CTA Architects showed a Power Point presentation which outlined the spaces and foot print of the building. Mr. Turner indicated that day lighting and energy studies were underway to determine an optimal, energy efficient design.

4. (continued) Jason Butler of CTA Architects explained the LEED (Leadership in Energy and Environmental Design) certification process to the Board. He noted that this building will be the second LEED certified building funded by the State.

Chairman Craig stated that we benefited from the support of Senator Dean Cameron, Representative Maxine Bell, Lieutenant Governor Risch and Governor Otter in order to get the project funded through the legislature.

President Beck thanked Dr. Buettner, Janet Sandy and our local industry partners for their work in getting the building funded.

5. President Beck introduced Curtis Eaton who advised the Board of the outcome of the Clements Group, L.C., major fundraising campaign feasibility study. The study was paid for by the College of Southern Idaho Foundation.

Mr. Eaton stated that seventy eight local people participated in surveys and that the Clements Group indicated it was the best study that they had completed in over five years. The recommendation to proceed with the major fund raising campaign was unanimously approved by the College of Southern Idaho Foundation Board.

The decision to proceed with the major capital campaign as recommended by the College of Southern Idaho Foundation Board over the next eighteen to twenty four months was approved on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Chairman Craig thanked Curtis Eaton and his staff for their work on this project.

6. The Board moved to change the regularly scheduled January board meeting date from Monday January 28, 2008 to Tuesday January 22, 2008 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

7. President Beck reported the following:

a. Meetings on the WIRED grant with the Department of Labor are continuing. This grant will provide funding for the expansion of our computer numerical control programs.

b. We had good attendance at our annual legislative dinner where our 2008 legislative agenda was outlined.

7. (continued)

c. The President and Curtis Eaton will travel to Washington D.C. in mid-February to discuss congressional earmarks.

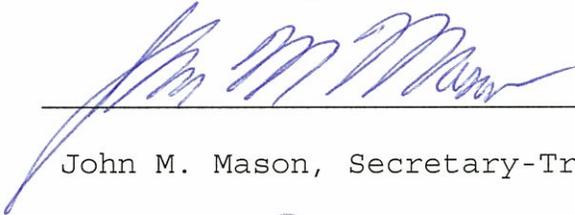
d. Dr. Mark Sugden introduced the director of the federally funded INBRE grant program to President Beck. The funds are utilized for math and science programs and equipment.

e. President Beck and Dr. Buettner attended the State Board of Education meeting in Pocatello.

f. President Beck has been appointed as the higher education representative to the Idaho Council on Technology and Learning.

g. A new company is conducting site visits to our area and working with local organizations.

ADJOURNMENT was declared at 6:30 p.m.



John M. Mason, Secretary-Treasurer

Approved: January 22, 2008



Chairman



December 4, 2007

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

From: Mike Mason

Re: Lawnmower Bid

We received only one bid for the specified lawnmower. The bid was from RMT Equipment of Salt Lake City, Utah in the amount of \$63,977.

Based upon a review of the bids by Randy Dill and Allen Scherbinske, I recommend that we accept the sole bid RMT Equipment in the amount of \$63,977.

The specified mower is to replace our existing 16 foot wide ninety horsepower Jacobsen lawnmower purchased in June of 2002. This is the primary large mower for the entire campus. The old mower will continue to be used and eventually utilized for spare parts.

Funding for this purchase is from the Plant Facility Fund.

December 11, 2007

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

From: Mike Mason

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

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

The College of Southern Idaho received a donation of \$13,237.33 from an anonymous donor with the intent that the funds be deposited into an endowment in the College of Southern Idaho Foundation. Prior to year end, we will also receive a donation of \$5,000 from a second anonymous donor. Due to the source of the funds and specific tax regulations, these donations could not be made to or deposited directly into the Foundation.

I respectfully request that the Board authorize me to write a check and transfer \$18,237.33 to the College of Southern Idaho Foundation for deposit into the proper Foundation accounts.

December 5, 2007

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

From: Mike Mason



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

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

The College of Southern Idaho has a request from our Horticulture Club to transfer \$5,000 of club funds to the College of Southern Idaho Foundation for the purpose of setting up a scholarship endowment for horticulture students. The source of the funds is from Horticulture Club fundraisers, primarily the corn maze. A portion of the funds are from net profits from prior years.

I respectfully request that the Board authorize the administration to write a check for \$5,000 from the Horticulture Club account to the College of Southern Idaho Foundation for the purpose of setting up a scholarship endowment for horticulture students.

December 11, 2007

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

From: Mike Mason

Re: Head Start Federal Review

On November 27, 2007 we received the results of our federal Head Start monitoring review (copy attached). The review consisted of approximately eight reviewers from around the country conducting a comprehensive five day evaluation of every aspect of Head Start operations. The reviewers had extensive experience and training in administration, finance and program management. They reviewed approximately 200 performance standards with 2,600 evaluation areas.

The review results indicate one area of non-compliance. Specifically, the report indicates that I have not shared financial information with the Board at the regular monthly meetings as required by Head Start regulations. The area is one that I am responsible for and in no way reflects negatively upon the operations of Head Start.

We are currently in the process of developing a meaningful financial statement for the Board to review each month along with the monthly operational report. These will be noted in the minutes for documentation. We are confident that this will meet the requirements as outlined by the review team.

The Head Start staff and administration worked extremely hard in preparation for this review. To undergo such an extensive evaluation and come out with one minor area of non-compliance is unheard of. Operationally, our Head Start program is outstanding.

The Head Start administration and staff are thrilled with the report. They asked me to express their appreciation to the College and the Board for their support. Head Start also wanted to specifically thank Chairman Craig and Dr. Frost for their support and for meeting with the review team.



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

November 27, 2007

Mr. Leroy Craig
Board Chairperson
College of Southern Idaho
998 Washington
Twin Falls, ID 83303

Dear Mr. Craig,

As you know, Head Start monitoring reviews are organized into ten sections of the Office of Head Start Monitoring Protocol. Based on the monitoring review conducted October 14-19, 2007, we wish to acknowledge that College of Southern Idaho had no areas of noncompliance in the following sections:

- Health Services
- Nutritional Services
- Safe Environments
- Mental Health Services
- Disabilities Services
- Family and Community Services
- Transportation
- Education and Early Childhood Development Services
- Fiscal Management

Your review report provides you with detailed information on the areas where your program's performance did not meet Head Start program performance standards and these must be corrected within the specified time period. However, we also want to recognize your accomplishment in meeting performance standards in the areas referenced above. Full compliance in all program areas is essential to ensuring quality services to children and families. We look forward to working with you to continuously improve Head Start services to children and families.

Sincerely,

Nancy L. Elmore
Acting Director, Division of Quality Assurance
Office of Head Start



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

To: Board Chairperson

Mr. Leroy Craig
Board Chairperson
College of Southern Idaho
P.O. Box 1238
998 Washington
Twin Falls, ID 83303

From: Responsible HHS Official

Ms. Patricia E. Brown
Acting Director, Office of Head Start


Patricia E. Brown 11/29/07
Date

Overview of Findings

From 10/14/2007 to 10/19/2007 the Administration for Children and Families (ACF) conducted an on-site monitoring review of the College of Southern Idaho Head Start program. We wish to thank the Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mr. Leroy Craig, Board Chairperson, as legal notice to your agency of the results of the on-site program review. Based on the information gathered during our review, your Head Start program was found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information on the areas where your program's performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. All areas of noncompliance identified in this letter should be corrected within 90 days following receipt of this report. The ACF Regional Office will contact you soon to address any questions you may have concerning this report.

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Ms. Nancy Hutchins, Regional Program Manager
Ms. Monica Cook, Policy Council Chairperson
Mr. John Mason, CEO/Executive Director
Ms. Mary Marshall, Head Start Director

Overview Information

Review Type: *Triennial*
Organization: *College of Southern Idaho*

Program Type: *HS*
 Team Leader: *Ms. Karen Claxton*

Area of Noncompliance Determination

College of Southern Idaho Head Start program has areas of noncompliance. These are found in:

Applicable Standards	Program Type	Status
<i>1304.51(d)(3)</i>	<i>HS</i>	<i>Noncompliant</i>

1304.51 Management Systems and Procedures.

(d) Communication with governing bodies and policy groups. Grantee and delegate agencies must ensure that the following information is provided regularly to their grantee and delegate governing bodies and to members of their policy groups:

(3) Program and financial reports; and

The grantee did not provide financial reports to the Board of Trustees on a regular basis. The grantee's Board liaison/Vice President for Administration and a member of the Board of Trustees stated financial status reports were not shared with the Board of Trustees on a periodic basis so members could review and discuss them during meetings. Both said the Board liaison/Vice President for Administration presented oral financial reports at each meeting.

Board of Trustees meeting minutes dated January 29, 2007 indicated the President's Report included a new policy stating the Board was to receive monthly operational reports from Head Start. The reports were to focus on program accomplishments and note current or pending financial issues affecting the program. Minutes subsequent to the January 29, 2007 meeting did not reflect sharing of financial information with the Board of Trustees--either orally or in writing. Lack of financial reporting to the Board of Trustees demonstrated noncompliance with the regulation.

Timeframe for Corrective Action

The areas of noncompliance that are cited in this report must be corrected within 90 days of the receipt of this report. Pursuant to 45 CFR 1304.61(b) and 45 CFR 1304.3(a)(6)(iii), a grantee that is unable or unwilling to correct the specified areas of noncompliance within the prescribed time period will be judged to have a deficiency that must be corrected, either immediately or pursuant to a QIP.

— END OF REPORT —

PROUD TO BE PART OF THE CSI FAMILY



SOUTH CENTRAL HEAD START



Transportation

- South Central Head Start operates 17 buses
- The total square miles of the Head Start service area is 17,790.
- A total of 14 bus routes are completed per day.
- The first route begins at 6:50am
- The last route returns to the center at 6:30pm
- The average number of Head Start children riding on each bus is 15.
- All buses are retrofitted with 3 point safety restraints specifically designed for young children.
- The average length of a bus route is 60 minutes
- Two of 17 buses are Handicap accessible.
- The average cost per passenger per route is \$5.90.
- South Central Head Start employs 12 Bus Drivers
- Each Bus Driver is trained and certified in CPR/First Aid
- All Bus Drivers have a current Idaho CDL with an "S" endorsement
- All Bus Drivers are in a Occupational Health random drug screening pool.

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY			BALANCE	PROJECTED	ACTUAL
	APPROVED	MONTH	TO DATE	BALANCE	COMMITMENTS	OF BUDGET	%	%
SALARIES	\$ 2,317,609.00	\$ 208,443.54	\$ 2,032,758.44	\$ 284,850.56	\$ (10,529.08)	\$ 295,379.64	83.0%	87.3%
BENEFITS	\$ 1,255,579.00	\$ 98,611.79	\$ 979,337.97	\$ 276,241.03	\$ (4,064.25)	\$ 280,305.28	83.0%	77.7%
OUT OF AREA TRAVEL	\$ 4,799.00	\$ (56.27)	\$ 3,204.84	\$ 1,594.16	\$ (56.31)	\$ 1,650.47	100.0%	65.6%
EQUIPMENT	\$ 85,083.00		\$ 85,053.00	\$ 30.00		\$ 30.00	100.0%	100.0%
SUPPLIES								
OFFICE CONSUMABLES	\$ 14,728.00	\$ 1,535.76	\$ 19,894.66	\$ (5,166.66)	\$ 2,432.42	\$ (7,599.08)	81.4%	151.6%
CENTER SUPPLIES	\$ 49,203.00	\$ 4,352.40	\$ 56,076.32	\$ (6,873.32)	\$ 3,735.74	\$ (10,609.06)	84.5%	121.6%
TRAINING SUPPLIES	\$ 14,960.00	\$ 1,243.09	\$ 8,435.80	\$ 6,524.20	\$ 2,491.40	\$ 4,032.80	85.0%	73.0%
FOOD	\$ 14,600.00	\$ (5,688.75)	\$ 16,644.66	\$ (2,044.66)	\$ 10,206.29	\$ (12,250.95)	90.2%	183.9%
CONTRACTUAL								
OTHER								
CONTRACTS	\$ 59,715.00	\$ 7,226.13	\$ 35,900.13	\$ 23,814.87	\$ (198.25)	\$ 24,013.12	80.3%	59.8%
MEDICAL	\$ 14,795.00	\$ 957.84	\$ 15,945.48	\$ (1,150.48)	\$ 1,533.00	\$ (2,683.48)	83.1%	118.1%
DENTAL	\$ 46,300.00	\$ 3,333.80	\$ 20,297.29	\$ 26,002.71	\$ 5,313.85	\$ 20,688.86	79.0%	55.3%
CHILD TRAVEL	\$ 70,650.00	\$ 13,636.69	\$ 78,221.12	\$ (7,571.12)	\$ 4,949.35	\$ (12,520.47)	85.5%	117.7%
EMPLOYEE TRAVEL	\$ 46,975.00	\$ 5,410.77	\$ 40,751.15	\$ 6,223.85	\$ 267.39	\$ 5,956.46	81.8%	87.3%
CAREER DEVELOP	\$ 4,985.00	\$ (35.00)	\$ 1,313.30	\$ 3,671.70	\$ 1,202.00	\$ 2,469.70	100.0%	50.5%
PARENT TRAINING	\$ 9,180.00	\$ 49.00	\$ 5,069.38	\$ 4,110.62	\$ 1,440.75	\$ 2,669.87	84.5%	70.9%
SPACE	\$ 112,474.00	\$ 99,866.91	\$ 192,442.30	\$ (79,968.30)	\$ 7,165.96	\$ (87,134.26)	60.0%	177.5%
UTILITIES	\$ 67,590.00	\$ 5,108.96	\$ 49,417.93	\$ 18,172.07	\$ 1,315.39	\$ 16,856.68	73.8%	75.1%
TELEPHONE	\$ 40,390.00	\$ 3,703.96	\$ 31,738.71	\$ 8,651.29	\$ 1,285.93	\$ 7,365.36	79.2%	81.8%
OTHER	\$ 44,451.00	\$ 1,921.42	\$ 62,641.66	\$ (18,190.66)	\$ (158.58)	\$ (18,032.08)	100.0%	140.6%
TOTAL DIRECT COSTS	\$ 4,274,066.00	\$ 449,622.04	\$ 3,735,144.14	\$ 538,921.86	\$28,333.00	\$ 510,588.86	82.7%	88.1%
ADMIN COSTS	\$ 272,813.00	\$ (950.00)	\$ 226,794.00	\$ 46,019.00	\$ 2,277.00	\$ 43,742.00	83.6%	84.0%
GRAND TOTAL	\$ 4,546,879.00	\$ 448,672.04	\$ 3,961,938.14	\$584,940.86	\$30,610.00	\$554,330.86	82.8%	87.8%
IN KIND NEEDED	\$ 998,137.04							
IN KIND GENERATED	\$ 460,896.05							
IN KIND (SHORT)/LONG	\$ (537,240.99)							