

COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

November 16, 2009

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

APPROVAL OF MEETING AGENDA: (A) *LeRoy Craig*

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

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

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

HOSPITAL BED AND TABLE BID: (A) *Mike Mason*

FISCAL YEAR 2009 AUDIT: (A) *Mike Mason*

HEAD START REPORT: (I) *Mike Mason*

POLICY AND PROCEDURE MANUAL UPDATES: (A) *Monty Arrossa*

CWI ACCREDITATION UPDATES: (I) *Dr. Jeff Fox*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
NOVEMBER BOARD OF TRUSTEES MEETING
NOVEMBER 16, 2009

CALL TO ORDER: 6:12 p.m. Presiding: LeRoy Craig

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

College Administration: Gerald L. Beck President
John M. Mason, Vice President of Administration
Dr. Jeff Fox, 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. Mark Sugden, Instructional Dean
Dr. Cindy Bond, Instructional Dean
Dr. Todd Schwarz, Instructional Dean
Jeffrey M. Harmon, Dean of Finance
Graydon Stanley, Dean of Students
Monty Arrossa, Human Resources Director
Randy Dill, Physical Plant Director
Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: None

Visitors: Student Body President Lacey Haggan

Faculty Representative: John Boling and Jody Hawkins

PACE Representative: Victoria Ward and Kim Taylor

Times News: None

The meeting agenda was amended to include Herrett Center
Collections on MOTION by Dr. Allan Frost. Affirmative vote
was unanimous.

MINUTES OF THE EXECUTIVE AND REGULAR SESSION OF OCTOBER 19,
2009 were approved on MOTION by Dr. Thad Scoles. Affirmative
vote was unanimous.

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

There were no speakers for the Open Forum.

BID:

1. The Board approved the bid of Hil-Rom Company of Batesville, Indiana in the amount of \$55,603.80 for the fourteen specified hospital beds and associate side tables on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Funding for this purchase is from the State of Idaho Division of Public Works project funds and the Plant Facility Fund.

PRESIDENT'S REPORT:

1. The fiscal year 2009 audit was accepted on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

2. The Head Start Planning Matrix was approved on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

3. Monty Arrossa presented updates to the College of Southern Idaho Policy and Procedures Manual to the Board. The Board approved the updates on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Both the Board and President thanked Monty Arrossa for his work in this area.

4. Dr. Jeff Fox updated the Board concerning the status of the College of Western Idaho accreditation process. He advised the Board that the Proposal for Candidacy had been submitted and that we were hopeful that they would receive full accreditation in the fall of 2013.

5. The Board accepted the recommended donations to the Herrett Center as recommended by the Herrett Center Collections Committee on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

6. President Beck reported the following:
- a. President Beck attended a meeting concerning economic development in the Twin Falls area.
 - b. The President and local business people hosted two site visits concerning the Dell building and two more site visits are scheduled.
 - c. The dental hygiene program is scheduled to start next fall. Meetings have been held with local dentists.
 - d. The annual Southern Idaho Economic Development Organization meeting was held at Canyon Crest in Twin Falls.
 - e. President Beck continues to attend executive awareness meetings in support of the College of Southern Idaho Foundation fund raising campaign.
 - f. President Beck was re-appointed to the Idaho Workforce Development Council. Prior to a three year absence, he had served on the council for twenty two years.
 - g. The College of Southern Idaho Forensics Team earned first place in a competition of twenty teams from two and four year colleges.

ADJOURNMENT was declared at 6:50 p.m.



John M. Mason,
Secretary Treasurer

Approved: December 21, 2009



Chairman



November 3, 2009

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

From: Mike Mason

Re: Hospital Bed and Table Bid

We properly advertised for fourteen hospital beds meeting or exceeding the specifications of the Hill-Rom 1000 hospital bed and the accompanying over bed tables. During the two week period the advertisement was running, I spoke to three vendors. I fully expected these vendors to submit bids.

On the bid opening date, I did not receive any bids or proposals. Based upon this, I contacted the Hill-Rom sales representative and was advised that she had submitted a quote to our nursing department last summer that she thought would suffice for a bid. That quote expired August 31, 2009.

At my request, Hil-Rom provided a quote for the hospital beds and tables at a price lower than their August 31, 2009 quote.

Based upon the lack of response from bidders and our immediate need for hospital beds for the new health sciences and human services building, it is my recommendation that we accept the bid for fourteen Hil-Rom 1000 hospital beds and accompanying tables from Hil-Rom Company of Batesville, Indiana in the amount of \$55,603.80.

Funding for this purchase is from project equipment funds and the Plant Facility Fund.

PROUD TO BE PART OF THE CSI FAMILY



SOUTH CENTRAL HEAD START



Early Head Start Grant

South Central Head Start received notification on November 1, 2009 of an **Early Head Start** grant award to serve **80** pregnant moms, infants, and toddlers.

Funding

Start Up Funds	\$ 715,012
Ongoing Funds	\$ 281,556
Training/ Technical Assistance	\$ 51,941

Start Up

- Six month planning period. November 2009 - May 2010
- For the first year EHS participants will receive home based/ center based services beginning in May 2010. Additional slots will transition into center based services at a later date.

Facilities

- Purchase module(s) for Twin Falls center based option.
- Renovation at Minidoka for center based option and purchase adjacent property for EHS playground.
- Acquire rental property in Jerome for center based option.

EHS Options:

- 2 Home based units in Jerome serving 24
- 2 Home based units in Rupert serving 24
- 2 Home based units in Twin Falls serving 24
- 1 Center Based unit in Twin Falls serving 8

EHS Staff:

- Specialist
- Health Services Coordinator
- 1- Family Educator III
- 7- Family Educator II (Home Visitors)
- 1- Classrooms Assistants (For center based & socializations)

Home Based Option

- Year round services.
- Weekly home visits lasting 1 1/2 hours each –focus will be on child development, health, resources, family, self sufficiency, and goals.
- Two socialization will be held at the center each month and will focus on parent trainings.

Center Based Option

- Year round services.
- Service will be provided to families employed or attending school/ training.
- Centers will be open 9 hours a day, 5 days a week.
- Monthly home visits lasting 1 1/2 hours each.
- Monthly socializations with parent training workshops.

South Central Head Start Monthly Program Summary For October 2009

Enrollment

ACYF Federal Funded	549
TANF	27
Total	576

Program Options

Part-day/ Part-year, Double Sessions, School District, Pre– K

Attendance

October Attendance	85%
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Education

Classroom staff are working on completing screeners for Head Start children. These include height/weight, blood pressure, Hematocrit, physical, dental, and lead screening. These screeners must be completed within 90 calendar days of enrollment. Parent/Teacher conferences are being conducted this month as well. Parents have the opportunity to visit the center and go over information about their child and the program with the classroom teacher and home visitor. A phone conference is available for parents unable to attend in person.

Meals and Snacks

Total meals served for October	7,043
Total snacks served for October	2,294

Parent Involvement

Policy Council Retreat was held October 23rd and 24th at Campus Grove in Albion, Idaho. Policy Council members were trained on their roles and responsibilities and participated in various interactive literacy activities. Elections for Policy Council positions will be held at the November meeting.

Documents for Board Review/ Approval in November:

Planning Matrix

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REVENUES	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,306,987.00	\$ 207,973.49	\$ 1,963,756.99	\$ 343,230.01	\$ 29,979.39	\$ 373,209.40	83.0%	83.8%
BENEFITS **	\$ 1,439,922.00	\$ 107,109.34	\$ 1,030,010.68	\$ 409,911.32	\$ 13,394.21	\$ 423,305.53	82.6%	70.6%
OUT OF AREA TRAVEL	\$ 8,254.00	\$ -	\$ 2,498.05	\$ 5,755.95	\$ 343.56	\$ 6,099.51	100.0%	26.1%
EQUIPMENT	\$ 8,530.00		\$ 8,023.14	\$ 506.86		\$ 506.86	100.0%	94.1%
SUPPLIES								
OFFICE CONSUMABLES	\$ 13,700.00	\$ 933.76	\$ 12,092.97	\$ 1,607.03		\$ 1,607.03	82.2%	88.3%
CENTER SUPPLIES	\$ 71,348.00	\$ 4,776.63	\$ 74,243.82	\$ (2,895.82)	\$ 628.55	\$ (2,267.27)	82.2%	103.2%
TRAINING SUPPLIES	\$ 8,319.00	\$ 233.33	\$ 11,882.34	\$ (3,563.34)		\$ (3,563.34)	88.0%	142.8%
FOOD	\$ 10,200.00	\$ 786.19	\$ 1,088.86	\$ 9,111.14	\$ 19,403.30	\$ 28,514.44	90.2%	200.9%
CONTRACTUAL								
OTHER								
CONTRACTS	\$ 30,000.00	\$ 2,961.24	\$ 23,853.24	\$ 6,146.76	\$ 35.00	\$ 6,181.76	80.9%	79.4%
MEDICAL	\$ 19,653.00	\$ 5,100.01	\$ 15,032.30	\$ 4,620.70		\$ 4,620.70	83.1%	76.5%
DENTAL	\$ 26,900.00	\$ 15,214.73	\$ 20,745.75	\$ 6,154.25		\$ 6,154.25	81.6%	77.1%
CHILD TRAVEL	\$ 83,785.00	\$ 15,911.04	\$ 103,148.02	\$ (19,363.02)		\$ (19,363.02)	85.5%	123.1%
EMPLOYEE TRAVEL	\$ 43,605.00	\$ 5,935.00	\$ 33,318.30	\$ 10,286.70		\$ 10,286.70	81.8%	76.4%
CAREER DEVELOP	\$ 21,526.00	\$ 108.30	\$ 11,307.17	\$ 10,218.83		\$ 10,218.83	85.0%	52.5%
PARENT TRAINING	\$ 8,773.00	\$ 657.40	\$ 4,867.27	\$ 3,905.73		\$ 3,905.73	84.6%	55.5%
SPACE	\$ 117,251.00	\$ 9,227.56	\$ 121,070.30	\$ (3,819.30)		\$ (3,819.30)	100.0%	103.3%
UTILITIES	\$ 70,220.00	\$ 5,360.84	\$ 43,159.83	\$ 27,060.17		\$ 27,060.17	73.8%	61.5%
TELEPHONE	\$ 41,415.00	\$ 3,493.92	\$ 26,107.88	\$ 15,307.12		\$ 15,307.12	79.2%	63.0%
OTHER	\$ 44,338.00	\$ 2,069.10	\$ 49,594.64	\$ (5,256.64)	\$ 6,993.39	\$ 1,736.75	82.1%	96.1%
TOTAL DIRECT COSTS	\$ 4,374,726.00	\$ 387,851.88	\$ 3,555,801.55	\$ 818,924.45	\$ 70,777.40	\$ 889,701.85	85.6%	82.9%
ADMIN COSTS	\$ 279,182.00	\$ 39,919.88	\$ 188,328.07	\$ 90,853.93		\$ 90,853.93	75.0%	67.5%
GRAND TOTAL	\$ 4,653,908.00	\$ 427,771.76	\$ 3,744,129.62	\$ 909,778.38	\$ 70,777.40	\$ 980,555.78	80.3%	82.0%
IN KIND NEEDED	\$ 844,413.75				(1)			
IN KIND GENERATED	\$ 449,135.14							
IN KIND (SHORT)/LONG	\$ (395,278.61)							

(1) Revenues include payments from Jerome S.D. for Positive Youth Development Program, Sept. USDA & July TANF

(2) In-Kind sufficient to meet requirement will be booked in November/December

** Surplus \$\$ in Benefits pending approval from Region X to allocate to center supplies, child travel & space categories.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	COMMITMENTS	BALANCE OF BUDGET	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 25,220.00	\$ 2,367.93	\$ 19,660.98	\$ 5,559.02		\$ 5,559.02	91.3%	78.0%
6e. SUPPLIES								
Training Supplies	\$ 4,254.00	\$ 65.39	\$ 4,307.78	\$ (53.78)		\$ (53.78)	100.0%	101.3%
6g. OTHER								
Contracts	\$ 1,800.00	\$ -	\$ 712.50	\$ 1,087.50		\$ 1,087.50	100.0%	39.6%
Career Development	\$ 13,071.00	\$ 1,372.75	\$ 14,291.74	\$ (1,220.74)		\$ (1,220.74)	87.0%	109.3%
TOTAL DIRECT COSTS	\$ 44,345.00	\$ 3,806.07	\$ 38,973.00	\$ 5,372.00	\$ -	\$ 5,372.00	82.9%	87.9%
ADMIN COSTS	\$ 2,830.00	\$ 717.27	\$ 2,150.51	\$ 679.49		\$ 5,184.98	83.0%	76.0%
GRAND TOTAL	\$ 47,175.00	\$ 4,523.34	\$ 41,123.51	\$ 6,051.49	\$ -	\$ 10,556.98	90.7%	87.2%
IN KIND NEEDED	\$ 5,089.54							
IN KIND GENERATED	\$ 11,794.00							
IN KIND (SHORT)/LONG	\$ 6,704.46							

College of Southern Idaho
 South Central Head Start
 Planning Matrix

TASK	January	February	March	April	May	Jun	July	August	September	October	November	December
**Parent/Teacher conference				■						■		
*Staff structure complete for new program year				■			■					
■Child recruitment for upcoming school year	-	-	■	■	■	■	■	■	-	-	-	-
*Review/update interview questions				■								
****PIR training -Gather and review PIR information -Submit PIR			■	■	■							
*Menu planning for upcoming year					■							
*Management staff participate in planning session					■							
*Staff review/update program goals					■							
*Advertise for employment opportunities, & hiring process					■	■	■					
*PC review/update HS program goals						■						
■Revise Community Resource Guide						■						
***Develop and update Staff/Parent calendars				■	■	■						
***Revision of program forms				■	■	■	■					

■ Children Services (Ed/HN/Dis.)
 ■ Family/PI/Comm. Services
 ■ Program Governance
 ■ Financial Services
 ■ Organizational Services (HR/TRANS/USDA)

College of Southern Idaho
South Central Head Start
Planning Matrix

TASK	January	February	March	April	May	Jun	July	August	September	October	November	December
Acceptance of children/families begin						█	█	█				
Family Services Advisory Meeting						█						█
Financial Reports	█	█	█	█	█	█	█	█	█	█	█	█
Budget development for annual grant						█	█	█				
Annual operating grant is submitted									█			
Update agreements/contracts (or as scheduled)			█	█	█	█	█	█	█			
Update Interagency agreements ((or as scheduled)				█	█	█	█	█	█	█		
Staff Pre-Service training								█				
Enrollment & orientation to HS is completed								█	█			
Dispute Resolution updated								█				
School District acceptance cont.									█			
Bus monitor training										█	█	
Begin home visits activities									█			
Policy Council retreat -PC introduced to Budget										█		

* Children Services (Ed/HN/Dis.)
 * Family/PI/Comm. Services
 * Program Governance
 * Financial Services
 * Organizational Services (HR/TRANS/USDA)

College of Southern Idaho
 South Central Head Start
 Planning Matrix

TASK	January	February	March	April	May	Jun	July	August	September	October	November	December
***PC Meetings	█	█	█	█	█	█	█	█	█	█	█	█
*Management Meetings	█		█	█	█	█	█	█	█	█	█	█
*Specialist Meetings		█		█		█		█		█		█
*Leadership Trainings -PC/Center Officers -Parliamentary Procedures - Intro to Legislative Issues	█											
*Center Staff Meetings(weekly)	█											
***Parent Meetings	█	█	█	█	█				█	█	█	█
**Health Fairs	█											
***T/A Meetings	█								█			
**Family Staffings		█									█	
**Health Advisory Meetings	█				█							
*OHS Enrollment Report	█	█	█	█	█	█	█	█	█	█	█	█
**TANF State Report	█											
*New Staff Orientation	█											
**PDWG Meetings	█		█		█				█			
***Begin child screenings(45 -90 days) -Complete screeners	(90)█								█		(45)█	
*IHSA meeting	█										█	

* Children Services (Ed/HN/Dis.)
 * Family/PI/Comm. Services
 * Program Governance
 * Financial Services
 * Organizational Services (HR/TRANS/USDA)

College of Southern Idaho
South Central Head Start
Planning Matrix

TASK	January	February	March	April	May	Jun	July	August	September	October	November	December
<p>*****PRISM Training -Schedule & time lines developed to ensure complete & thorough monitoring of HS program (6 weeks) -Gather and analyze PRISM results -wrap-up meeting, report PC, recommendation and findings</p>		█	█									
<p>*COR #1, 2 & 3 Reports</p>		█			█					█		
<p>***Comprehensive Community Assessment Training -Begin CCA process Community/Parents surveys -Gather and analyze CCA results - report PC, recommendation and findings</p>			█	█	█							
<p>*****Update work-plans, PC approval</p>				█	█	█						
<p>**Review / update job description & planning matrix</p>			█									
<p>Program-wide newsletter sent to parents</p>			█				█		█			█
<p>*Education Advisory meeting</p>			█									█
<p>**Plan and finalize next school year calendar</p>			█									

* Children Services (Ed/HN/Dis.)
 * Family/PI/Comm. Services
 * Program Governance
 * Financial Services
 * Organizational Services (HR/TRANS/USDA)

College of Southern Idaho
 South Central Head Start
 Planning Matrix

process forms -PC elections												
***USDA 30 day enrollment												
*Idaho State Immunization Report												
**Complete DECA												
*Host Male involvement activity@ center												

*Children Services (Ed/HN/Dis.) *Family/PI/Comm. Services *Program Governance *Financial Services *
 Organizational Services (HR/TRANS/USDA)

College of Southern Idaho
South Central Head Start
Planning Matrix

On-going activities

* Advertise employment opportunities-screening, hiring procedures-as necessary

* Staff participate on community boards & community activities

* HRC-tracks /monitors-staff wellness screening, DOT, CPR, DL etc.

* **Federal Review (scheduled every 3 years)**

* **Staff training**

-required training*

-screening**

-High scope*

-job specific*

-Health home*

* **Continue to seek funds via grants**

-Oral health***

-St. Luke's IMIL***

-ICTF***

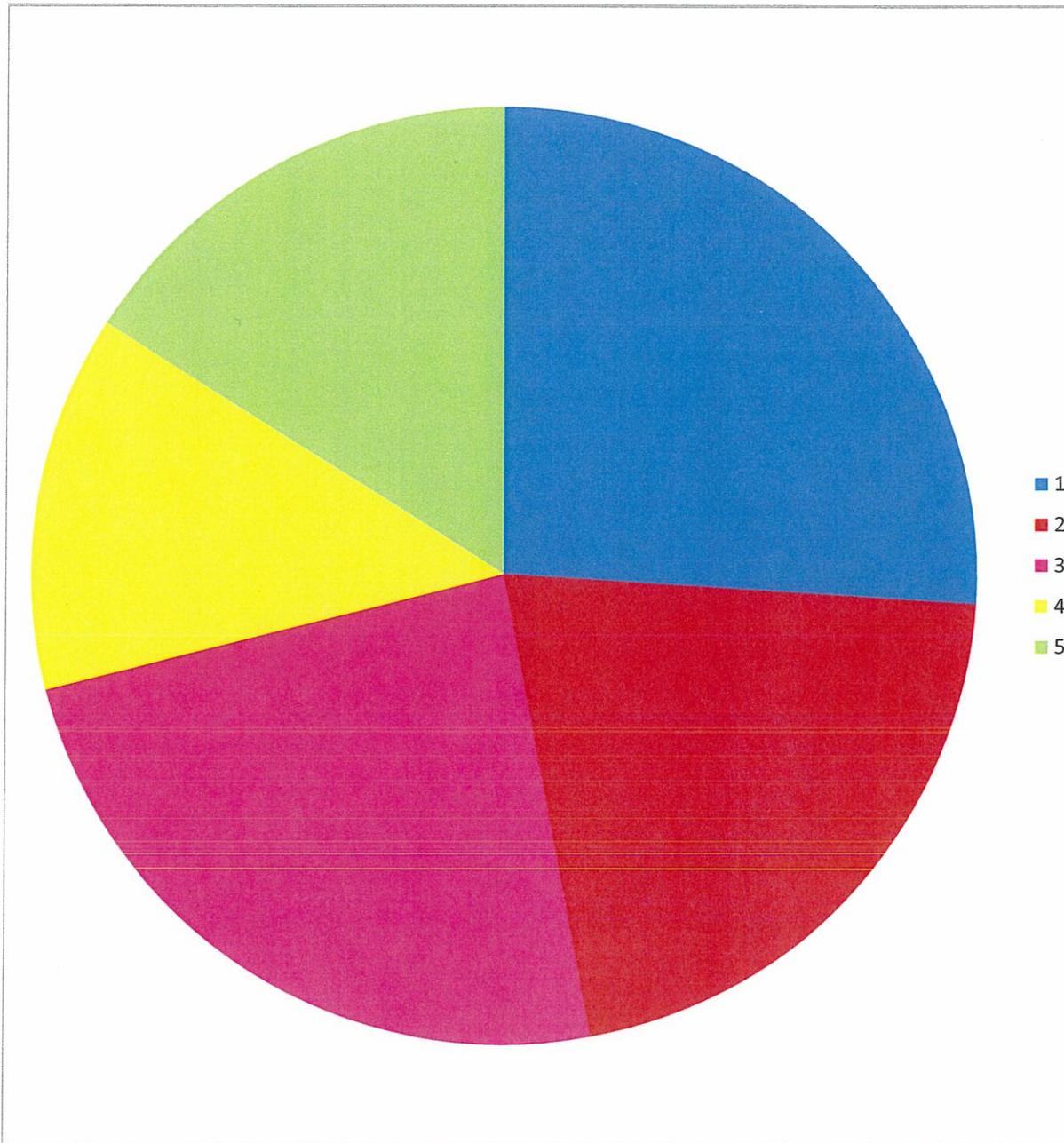
-SPARC***

-TF County Health Initiative***

* Children Services (Ed/HN/Dis.) * Family/PI/Comm. Services * Program Governance * Financial Services *
Organizational Services (HR/TRANS/USDA)

College of Southern Idaho
South Central Head Start
Planning Matrix

26 %	Family Services/Parent & Community Involvement
21 %	Organizational Services
24 %	Children Services
13 %	Program Governance
16 %	Financial Services



**Herrett Center for Arts and Science
Collections Committee Proposed Acquisitions
for consideration of approval by
The College of Southern Idaho Board of Trustees**

DATE ACCEPTED BY HERRETT CENTER COLLECTIONS COMMITTEE: October 27, 2009
DATE REPORT REVIEWED BY THE BOARD OF TRUSTEES. November 16, 2009

DONORS AND DONATIONS:

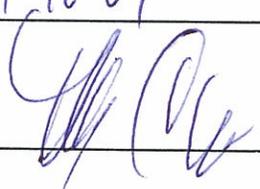
DONATED BY: The artist: John Taye, retired Boise State University Art Professor

Object(s) donated: Painting: *Wings Over Lake Lowell* Oil on Canvas

DONATED BY:
Object(s) donated:

DONATED BY:
Object(s) donated:

Date approved by the Board of Trustees: 11-16-09

Authorized Board of Trustees signature: 

(If there are any questions please contact Phyllis Oppenheim, Collections Manager, ext. 6660)

(Please return this signed form to Phyllis Oppenheim, Herrett Center, thank you.)