



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**



August 16, 2010

Board of Trustees Executive Session

5:00 p.m.

TAYLOR BUILDING – PRESIDENT’S BOARD ROOM

Board of Trustees Meeting

6:00 p.m.

TAYLOR BUILDING SUB - ROOM 248

AGENDA

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

MINUTES – EXECUTIVE SESSION – JULY 19, 2010: (A) *Mike Mason*

MINUTES – BOARD MEETING – JULY 19, 2010: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

INJECTION MOLDING SYSTEM BID: (A) *Mike Mason*

RENEWABLE ENERGY TRAINING EQUIPMENT AND CURRICULUM BID: (A) *Mike Mason*

WELDING EQUIPMENT AND RELATED ACCESSORIES BID: (A) *Mike Mason*

WIND TURBINE TROUBLESHOOTING LEARNING SYSTEM BID: (A) *Mike Mason*

HEAD START REPORT: (I) *Mike Mason*

DESIGN BUILD RECOMMENDATION FOR FINE ARTS ADDITION: (A) *Mike Mason*

DESIGN BUILD RECOMMENDATION FOR NORTH VIEW APARTMENTS: (A) *Mike Mason*

REAFFIRMATION OF CSI ACCREDITATION: (I) *Dr. Jeff Fox*

FY11 BUDGET HEARING: (A) *Mike Mason*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
AUGUST BOARD OF TRUSTEES MEETING
AUGUST 16, 2010

CALL TO ORDER: 6:16 p.m. Presiding: LeRoy Craig

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

College Administration: Gerald L. Beck President
Robert Alexander, College Attorney
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,
Planning and Development
Dr. Mark Sugden, Instructional Dean
Dr. Todd Schwarz, Instructional Dean
Dr. John Miller, Instructional Dean
Dr. Cindy Bond, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Graydon Stanley, Dean of Students
Monty Arrossa, Director of Human Resources
Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Teri Fattig

Visitors: Sheree Haggan, Tom Neiwirth and Scott Allen

Faculty Representative: Colin Randolph and David Rodriguez

PACE Representative: Brandi Turnipseed and Revis Turner

Times News: Ben Botkin

The meeting agenda was approved as written on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

MINUTES OF THE EXECUTIVE AND REGULAR SESSION OF JULY 19, 2010
were approved on MOTION by Donna Brizee. Dr. Allan Frost, Dr. Thad Scholes, Donna Brizee and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Dr. Thad Scholes. Donna Brizee, Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

There we no speakers for the open forum.

BIDS:

1. The Board approved the recommendation to accept the sole qualifying bid of RAF Automation of Solan, Ohio in the amount of \$37,950.00 for the specified injection molding equipment on MOTION by Dr. Allan Frost. Donna Brizee, Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

Funding for this purchase is from congressionally directed funds through the United States Department of Education.

2. The Board approved the recommendation to accept the sole bid for the renewable energy training equipment and curriculum from Lab Volt Systems of Farmingdale, New Jersey in the amount of \$81,202 on MOTION by Dr. Thad Scholes. Donna Brizee, Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

Funding for this purchase is from a congressionally directed renewable energy grant awarded by the United States Department of Labor. The award is awaiting final approval by the United States Department of Labor.

3. The Board approved the recommendation to accept the low bid of Air Gas of Burley, Idaho in the amount of \$53,053.00 for the specified welding equipment and accessories on MOTION by Donna Brizee. Donna Brizee, Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

Funding for this purchase is from congressionally directed funds through the United States Department of Education.

4. The Board approved the sole bid of X-Cal Corporation of Houston, Texas in the amount of \$281,545 for the specified wind turbine troubleshooting learning system on MOTION by Dr. Charles Lehrman. Donna Brizee, Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

Funding for this purchase is from the United States Department of Labor Green Jobs Grant.

PRESIDENT'S REPORT:

1. The Board reviewed the Head Start financial report. Mike Mason advised the Board that the budget was on track for the year and that several budget adjustments were being evaluated.

2. The Board approved the recommendation of the selection team concerning the hiring of Starr Corporation as the design builder for the Fine Arts Addition on MOTION by Dr. Thad Scholes. Donna Brizee, Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

3. The Board approved the recommendation the selection team concerning the hiring of Starr Corporation as the design builder for the North View Apartment project on MOTION by Dr. Thad Scholes. Donna Brizee, Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

The Board's approval is contingent upon approval by the Dormitory Housing Commission.

4. Dr. Jeff Fox reviewed the College of Southern Idaho Interim Accreditation Report with the Board. Dr. Fox noted that we had several impressive accommodations and one minor recommendation.

5. Mike Mason presented the fiscal year 2011 budget to the Board. The Board approved the budget on MOTION by Dr. Thad Scholes. Donna Brizee, Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

6. President Beck reported the following:

a. The President attended the open house for the new Hansen Head Start Center.

b. President Beck attended the Mountain States Community College Association president's meeting and met with nineteen other regional community college presidents.

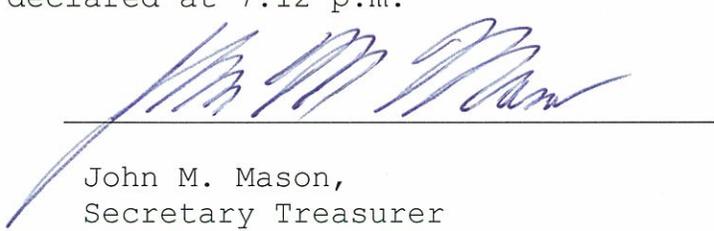
c. The President spoke to the Albertson's Foundation concerning community college issues.

d. The President participated in two executive awareness sessions in support of the College of Southern Idaho Foundation scholarship campaign.

e. The President attended an Idaho Dairyman Association meeting.

f. The President and Dr. Jeff Fox attended the Idaho State Board of Education meeting in Pocatello.

ADJOURNMENT was declared at 7:12 p.m.



John M. Mason,
Secretary Treasurer

Approved: September 20, 2010



Chairman



August 16, 2010

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

From: Jeffrey M. Harmon *Jeffrey M. Harmon*

Re: Injection Molding System

We received two bids for the injection molding equipment from the following vendors:

RAF Automation	\$ 37,950
North West Tech	Does not meet Specification

Based on the review of the bids by Todd Schwarz, I recommend we accept the bid that meets the required specifications in the amount of \$37,950 from RAF Automation of Solon, Ohio

This request for bids included additional equipment that is supplemental to the injection molding equipment. The bids for these additional components are being analyzed and may be purchased at a future date.

Funding for this purchase is from Congressionally Directed funds through the U.S. Department of Education.

August 16, 2010

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

From: Jeffrey M. Harmon



Re: Renewable Energy Training Equipment and Curriculum

We received one bid for four equipment components for the renewable energy training equipment and curriculum from the following vendor:

Lab-Volt Systems, Inc.

\$81,202

Based on the review of the bids by Todd Schwarz, I recommend we accept the bid in the amount of \$81,202 from Lab-Volt Systems, Inc. of Farmingdale, New Jersey.

Funding for this purchase is from a Congressionally Directed Renewable Energy Grant through the U.S. Department of Labor. Award is pending approval from the Federal Projects Officer at the U.S. Department of Labor. In the event that one or more items are not purchased or authorized by U.S. Department of Labor, the amount purchased would be less than the total bid approval. This equipment and curriculum will be used in the renewable energy program.



August 16, 2010

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

From: Jeffrey M. Harmon

Re: Welding Equipment and Related Accessories

We received four bids for welding equipment and related accessories from the following vendors:

Air Gas	\$ 53,053
Gem State	\$ 54,148
Praxair	\$ 55,610
Norco	\$ 56,417

Based on the review of the bids by Todd Schwarz, I recommend we accept the low bid in the amount of \$53,053 from Air Gas of Burley, Idaho.

Funding for this purchase is from Congressionally Directed funds through the U.S. Department of Education. This equipment will be used to expand capacity and create a mobile training unit for the welding program.



August 16, 2010

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

From: Jeffrey M. Harmon

Re: Wind Turbine Troubleshooting Learning System

We received one bid for the specified wind turbine learning system and curriculum from the following vendor:

X-Cal Corporation

\$ 281,545

Based on the review of the bid by Todd Schwarz, I recommend we accept the bid in the amount of \$ 281,545 from X-Cal Corporation Systems, Inc. of Houston, Texas.

Funding for this purchase is the Department of Labor Green Jobs Grant

The wind turbine troubleshooting learning system and curriculum will be used in the renewable energy program with the emphasis on wind energy.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,359,989.00	\$ 203,339.74	\$ 1,406,963.73	\$ 953,025.27	\$ 953,025.27	67.0%	59.6%
BENEFITS	\$ 1,361,353.00	\$ 100,766.17	\$ 718,035.89	\$ 643,317.11	\$ 643,317.11	67.0%	52.7%
OUT OF AREA TRAVEL	\$ 5,000.00	\$ -	\$ 198.06	\$ 4,801.94	\$ 4,801.94	67.0%	4.0%
EQUIPMENT	\$ 16,000.00	\$ (24,928.95)	\$ 46,335.87	\$ (30,335.87)	\$ (30,335.87)	100.0%	289.6%
SUPPLIES							
OFFICE CONSUMABLES	\$ 13,000.00	\$ 4,318.28	\$ 10,828.26	\$ 2,171.74	\$ 2,171.74	58.0%	83.3%
CENTER SUPPLIES	\$ 16,640.00	\$ -	\$ 18,312.55	\$ (1,672.55)	\$ (1,672.55)	58.0%	110.1%
CLASSROOM SUPPLIES	\$ 10,000.00	\$ -	\$ 9,155.30	\$ 844.70	\$ 844.70	58.0%	91.6%
TRAINING SUPPLIES	\$ 10,200.00	\$ 476.80	\$ 7,597.86	\$ 2,602.14	\$ 2,602.14	58.0%	74.5%
FOOD	\$ 11,200.00	\$ 689.03	\$ 5,280.01	\$ 5,919.99	\$ 5,919.99	67.0%	47.1%
CONTRACTUAL				\$ -	\$ -		
OTHER							
CONTRACTS	\$ 26,173.00	\$ 190.00	\$ 22,130.80	\$ 4,042.20	\$ 4,042.20	67.0%	84.6%
MEDICAL	\$ 15,675.00	\$ 398.35	\$ 2,754.44	\$ 12,920.56	\$ 12,920.56	60.0%	17.6%
DENTAL	\$ 39,450.00	\$ -	\$ 10,868.84	\$ 28,581.16	\$ 28,581.16	60.0%	27.6%
CHILD TRAVEL	\$ 86,816.00	\$ 4,689.37	\$ 72,839.87	\$ 13,976.13	\$ 13,976.13	63.0%	83.9%
EMPLOYEE TRAVEL	\$ 46,306.00	\$ 1,165.10	\$ 17,822.11	\$ 28,483.89	\$ 28,483.89	63.0%	38.5%
CAREER DEVELOP	\$ 9,000.00	\$ 63.65	\$ 8,534.36	\$ 465.64	\$ 465.64	67.0%	94.8%
PARENT TRAINING	\$ 8,500.00	\$ -	\$ 1,936.83	\$ 6,563.17	\$ 6,563.17	58.0%	22.8%
SPACE	\$ 58,800.00	\$ 437.00	\$ 61,866.73	\$ (3,066.73)	\$ (3,066.73)	58.0%	105.2%
UTILITIES	\$ 58,900.00	\$ 1,546.64	\$ 31,265.97	\$ 27,634.03	\$ 27,634.03	63.0%	53.1%
TELEPHONE	\$ 39,837.00	\$ 5,631.20	\$ 26,098.92	\$ 13,738.08	\$ 13,738.08	63.0%	65.5%
OTHER	\$ 51,670.00	\$ 3,713.97	\$ 57,818.07	\$ (6,148.07)	\$ (6,148.07)	67.0%	111.9%
TOTAL DIRECT COSTS	\$ 4,244,509.00	\$ 302,496.35	\$ 2,536,644.47	\$ 1,707,864.53	\$ 1,707,864.53	67.8%	59.8%
ADMIN COSTS	\$ 270,926.00	\$ -	\$ 132,870.82	\$ 138,055.18	\$ 138,055.18	50.0%	49.0%
GRAND TOTAL	\$ 4,515,435.00	\$ 302,496.35	\$ 2,669,515.29	\$ 1,845,919.71	\$ 1,845,919.71	60.3%	59.1%
IN KIND NEEDED	\$ 1,128,859.00						
IN KIND GENERATED	\$ 396,590.63						
IN KIND (SHORT)/LONG	\$ (732,268.37)						
PROCUREMENT CARD EXPENSE	\$ 8,987.83	3% of expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 155,507.00	\$ 40,622.93	\$ 151,365.04	\$ 4,141.96	\$ 4,141.96	83.0%	97.3%
BENEFITS	\$ 96,387.00	\$ 19,063.18	\$ 67,264.03	\$ 29,122.97	\$ 29,122.97	83.0%	69.8%
OUT OF AREA TRAVEL	\$ 21,500.00	\$ 1,435.00	\$ 21,150.46	\$ 349.54	\$ 349.54	100.0%	98.4%
EQUIPMENT	\$ 120,000.00	\$ -	\$ 139,725.00	\$ (19,725.00)	\$ (19,725.00)	100.0%	116.4%
SUPPLIES							
OFFICE CONSUMABLES	\$ 3,000.00	\$ 65.52	\$ 2,925.07	\$ 74.93	\$ 74.93	83.0%	97.5%
CENTER SUPPLIES	\$ 8,036.00	\$ 228.66	\$ 5,446.22	\$ 2,589.78	\$ 2,589.78	83.0%	67.8%
CLASSROOM SUPPLIES	\$ 34,000.00	\$ 191.00	\$ 12,967.93	\$ 21,032.07	\$ 21,032.07	83.0%	38.1%
TRAINING SUPPLIES	\$ 10,000.00	\$ -	\$ 9,191.82	\$ 808.18	\$ 808.18	83.0%	91.9%
FOOD							
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 106,185.00	\$ -	\$ 40,830.45	\$ 65,354.55	\$ 65,354.55	80.0%	38.5%
MEDICAL		\$ -	\$ 134.00				
DENTAL							
CHILD TRAVEL							
EMPLOYEE TRAVEL	\$ 2,500.00	\$ 98.96	\$ 2,466.89	\$ 33.11	\$ 33.11	83.0%	98.7%
CAREER DEVELOP	\$ 27,941.00	\$ 66.18	\$ 16,288.67	\$ 11,652.33	\$ 11,652.33	83.0%	58.3%
PARENT TRAINING			\$ 145.77				
FACILITIES/CONST. (2)	\$ 405,000.00	\$ 1,050.00	\$ 5,597.71	\$ 399,402.29	\$ 399,402.29	83.0%	1.4%
UTILITIES	\$ 600.00	\$ -	\$ -	\$ 600.00	\$ 600.00	75.0%	0.0%
TELEPHONE	\$ 1,000.00	\$ -	\$ 1,595.19	\$ (595.19)	\$ -	75.0%	100.0%
OTHER	\$ 9,578.00	\$ -	\$ 2,661.45	\$ 6,916.55	\$ 6,916.55	75.0%	27.8%
TOTAL DIRECT COSTS	\$ 1,001,234.00	\$ 62,821.43	\$ 479,755.70	\$ 521,758.07	\$ 522,353.26	65.9%	48.0%
ADMIN COSTS	\$ 47,296.00	\$ -	\$ 25,012.46	\$ 22,283.54	\$ 22,283.54	75.0%	52.9%
GRAND TOTAL	\$ 1,048,530.00	\$ 62,821.43	\$ 504,768.16	\$ 543,761.84	\$ 544,357.03	88.5%	70.3%
IN KIND NEEDED	\$ -	(1)					
IN KIND GENERATED	\$ -						
IN KIND (SHORT)/LONG	\$ -						

(1) Early Head Start has been granted a waiver for In-Kind by the Region X OHS for the first year start-up period

(2) A request has been filed to carry forward the Facilities/Construction budget of \$405,000 plus \$50,000 of Contracts Budget

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 27,930.00	\$ 2,696.86	\$ 10,426.12	\$ 17,503.88	75.0%	37.3%
6e. SUPPLIES						
Training Supplies	\$ 6,030.00	\$ -	\$ 795.30	\$ 5,234.70	75.0%	13.2%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 15,914.00	\$ 336.30	\$ 2,447.38	\$ 13,466.62	20.0%	15.4%
TOTAL DIRECT COSTS	\$ 49,874.00	\$ 3,033.16	\$ 13,668.80	\$ 36,205.20	56.7%	27.4%
ADMIN COSTS	\$ 3,182.00	\$ -	\$ 642.97	\$ 2,539.03	75.0%	20.2%
GRAND TOTAL	\$ 53,056.00	\$ 3,033.16	\$ 14,311.77	\$ 38,744.23	61.3%	27.0%
IN KIND NEEDED	\$ 13,264.00					
IN KIND GENERATED	\$ 7,800.00					
IN KIND (SHORT)/LONG	\$ (5,464.00)					

August 11, 2010

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

From: Mike Mason

Re: Design Build Recommendation For Fine Arts Addition

The College properly advertised for the services of a Public Works Licensed Contractor/Construction Manager to design, write specifications and complete an addition/remodel to the existing Fine Arts Building and other associated projects. Services required included design, construction document preparation, cost estimation, project bidding, administration of construction contracts, scheduling, construction quality control, construction surveying and the production of record drawings.

I received twelve inquires concerning the published request for proposals for the design builder. We received five proposals on the due date of July 28th, 2010. The selection team of Chris Bragg, Randy Dill, Allen Scherbinske, Darrell Buffaloe and Mike Mason independently reviewed each of the five proposals. The proposals were scored based upon a pre-determined point system provided on the rating form. Upon completing the evaluation of all five proposals, the selection team member turned his sheets into me.

I tallied up the total scores for each proposal for each evaluator and then added the score from the five evaluators to get a total score for each proposal. I then went through three more separate calculations. I eliminated the low score for each firm, then the high score for each firm and then the high and low score for each firm. This was done to try and eliminate evaluator bias towards any one firm.

In each of the four evaluations, Starr Corporation came out as the top selection. Additionally, Starr Corporation was each evaluator's top selection. Based upon this, the selection team felt comfortable in recommending Starr Corporation without going through further interviews.

The selection team was very pleased with the quality and extensive experience of all of the firms. The firms were rated as follows:

1. Starr Corporation
2. McAlvain
3. Beniton Construction
4. Kreizenbeck
5. Hogan Construction

Based upon the unanimous recommendation of the selection team, I recommend that Starr Corporation be approved as the design builder for the Fine Arts Addition and associated projects.

August 11, 2010

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

From: Mike Mason



Re: Design Build Recommendation for North View Apartments

The College properly advertised for the services of a Public Works Licensed Contractor/Construction Manager to design, write specifications and complete an addition/remodel to the existing North View Apartments and other associated projects. Services required included design, construction document preparation, cost estimation, project bidding, administration of construction contracts, scheduling, construction quality control, construction surveying and the production of record drawings.

I received twelve inquires concerning the published request for proposals for the design builder. We received six proposals on the due date of July 28th, 2010. The selection team of Graydon Stanley, Wanda Luna, Randy Dill, Allen Scherbinske, Darrell Buffaloe and Mike Mason independently reviewed each of the six proposals. The proposals were scored based upon a pre-determined point system provided on the rating form. Upon completing the evaluation of all six proposals, the selection team member turned his sheets into me.

I tallied up the total scores for each proposal for each evaluator and then added the score from the five evaluators to get a total score for each proposal. I then went through three more separate calculations. I eliminated the low score for each firm, then the high score for each firm and then the high and low score for each firm. This was done to try and eliminate evaluator bias towards any one firm.

In each of the four evaluations, Starr Corporation came out as the top selection. Additionally, Starr Corporation was each evaluator's top selection. Based upon this, the selection team felt comfortable in recommending Starr Corporation without going through further interviews.

The selection team was very pleased with the quality and extensive experience of all of the firms. The firms were rated as follows:

1. Starr Corporation
2. Beniton Construction
3. McAlvain
4. Hogan Construction
5. Kreizenbeck

6. R & O Construction

Based upon the unanimous recommendation of the selection team, I recommend that Starr Corporation be approved as the design builder for the North View Apartments and associated projects.