



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**



August 15, 2011

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) *Chairman Scholes*

MINUTES – EXECUTIVE SESSION – JULY 18, 2011: (A) *Mike Mason*

MINUTES – BOARD MEETING – JULY 18, 2011: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

HEAD START REPORT: (A) *Mike Mason*

HEAD START POLICY UPDATE: (A) *Mike Mason*

TRANS IV REPORT: (I) *Jeff Harmon*

FY12 BUDGET HEARING: (A) *Mike Mason*

I’M GOING TO COLLEGE 2011 ANNUAL REPORT: (I) *Graydon Stanley and Samra Culum*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
AUGUST BOARD OF TRUSTEES MEETING
AUGUST 15, 2011

CALL TO ORDER: 6:10 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Dr. Allan Frost,
Donna Brizee, Bob Keegan and Karl Kleinkopf

College Administration: Gerald L. Beck, President
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Jeff Fox, Executive Vice President and Chief
Academic Officer
Dr. Edit Szanto, Vice President of Student Services
and 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
Jeff Harmon, Dean of Finance
Monty Arrossa, Director of Human Resources
Doug Maughan, Public Relations Director
Teri Fattig, Library and Museum Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Deb Wilson and Samra Culum

Visitors: Megan Choate

Faculty Representative: Kim Madsen and Colin Randolph

PACE Representative: Svetlana Schuckert and Kat Powell

Times News: Ben Botkin

The agenda was amended to include the consideration of a contract with Gee Consulting. The amended agenda was approved on MOTION by Donna Brizee. Affirmative vote was unanimous.

MINUTES OF THE EXECUTIVE SESSION AND THE REGULAR MEETING OF JULY 18, 2011 WERE APPROVED AS WRITTEN ON MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

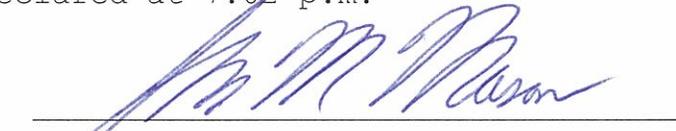
TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

There were no speakers for Open Forum.

Board Agenda Items:

1. Mike Mason reviewed the monthly Head Start/Early Head Start operational and fiscal reports with the Board. Mr. Mason also discussed the proposed Head Start/Early Head Start Dispute Resolution Policy and Head Start/Early Head Start Standards of Conduct Policy with the Board. The Board approved the operational reports and both of the proposed policies as written on MOTION by Bob Keegan. Affirmative vote was unanimous.
2. Mike Mason presented the Trans IV operational report to the Board.
3. The Board approved the fiscal year 2012 budget on MOTION by Donna Brizee. Affirmative vote was unanimous.
4. The Board approved the administration entering into a joint contract with North Idaho College and the College of Western Idaho through Gee Consulting of Coeur d' Alene, Idaho on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.
The purpose of the contract is for Gee Consulting to coordinate and work with the three community college boards' of trustees on various state wide and operational issues the three community colleges are facing.
5. Graydon Stanley introduced Samra Culum and Megan Choate. Ms. Culum gave a presentation to the Board concerning the I'm Going To College program. She noted that approximately 1,200 sixth graders participated in the event last spring.
6. President Beck reported his activities for the month to the Board.

ADJOURNMENT was declared at 7:02 p.m.



John M. Mason,
Secretary Treasurer

Approved: September 19, 2011



Chairman

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



2011-2012 Options and Enrollment

CSI Head Start/ Early Head Start serves 673 children and families at 11 centers in 8 counties. The program offers several options to meet the needs of families in our communities.

Combination Option: 69 class days, 4 hours a day, 2 days a week, 15 home visits. Offered at ten centers.

Double Session Option: 138 class days, 3 ½ hours a day, 4 days a week, 12 home visits. Offered at two centers.

School District Collaboration: Number of class days determined by school district 3-5 program with a minimum of 69 days and 15 home visits. Offered at four centers.

Pre-K Option (Hagerman Only): at least 169 class days, 3 ½ hours a day, 4 days a week, 12 home visits.

Early Head Start: 80 slots for expectant mothers and children from newborns to 3 years of age. Home based program with 47 home visits per year and 24 socializations.

CENTER	Part Year - Part Day					Full Year	Total funded slots
	Regular combination 69 class days 4 hrs. 15 HV	Double Session 138 class days 3 1/2 hrs. 12 HV	Number of class days determined by school dist. 15 HV	Services determined by school district 12 HV	Expansion ARRA 69 class days 4 hrs 15 HV	Early Head Start ARRA 47 HV 24 socializations	
	Combination Program	Center Based	School District Collaboration	Pre K Option	Combination Program	Home Base	
Cassia	33	60	14				107
East End	34				17		51
Hailey	33						33
Little Wood	33						33
Minidoka	65					24	89
North Side	67		14			24	105
Orchard Valley	32						32
Power	33						33
Twin Falls	34	60	10			32	136
West End	34		4				38
Hagerman				16			16
TOTAL	398	120	42	16	17	80	673

646- ACF Federal Funded Slots
27 TANF Slots

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For July 2011**

Enrollment

Early Head Start	80
Total	80 *

* Early Head Start services are provided year round including the summer months. Head Start services are suspended for the summer months and will resume again in August.

Program Options

Part-day/ Part-year, Double Sessions, School District, Pre- K, Early Head Start.

Program Participation for June

EHS Home Visit Completion Rate	99%
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Meals and Snacks

Total meals served for July	110
Total snacks served for July	0

Education

The program is getting ready for services to start in the fall by having pre-service training for both Head Start and Early Head Start staff the week of August 15th. Training topics will include Motivational Interviewing, High/Scope Curriculum, Child Abuse/Neglect, Compassion Fatigue, and USDA. The first day of Head Start classes for all centers will be August 30th. Each center will also host "Dinner and a Screening" that week. This allows parents to come visit the center, meet center staff, and complete some of screeners that are required to be completed in the first 45 days of program service. Early Head Start will host an additional orientation for its Play and Learning Socialization, or PALS group, the week of August 8th and 22nd.

Parent Involvement

Recruitment of children and families for the upcoming school year is in full swing. Home visits with families begin the week of August 15th. Parents can learn more about their child's center and the program by participating in class room activities, riding as a bus monitor, participating in policy council and parent committees as well as in-kind activities. Parents are an integral part of the program and are their child's first teacher and shape the success of the program through early childhood education and parent development.

Early Head Start

As of July 31st, 22 EHS children transitioned into HS program wide. All of those slots were filled and EHS is currently fully enrolled. Staff are preparing for the annual pre service training where EHS Family Educators will share parent child activity ideas, discuss changes to documentation and review program procedures. The program wide community resource book has been updated and will be available to staff in August.

Documents for Board Review/ Approval:

Financial Reports
Dispute Resolution, attached
Shared Governance. attached

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,459,057.00	\$ 186,731.82	\$ 1,424,434.32	\$ 1,034,622.68	\$ 1,034,622.68	58.0%	57.9%
BENEFITS	\$ 1,339,489.00	\$ 108,084.01	\$ 772,360.13	\$ 567,128.87	\$ 567,128.87	58.0%	57.7%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 13,700.00	\$ 1,208.13	\$ 10,804.03	\$ 2,895.97	\$ 2,895.97	65.0%	78.9%
CLASSROOM SUPPLIES	\$ 18,700.00	\$ 1,845.11	\$ 14,528.74	\$ 4,171.26	\$ 4,171.26	65.0%	77.7%
CENTER SUPPLIES	\$ 19,060.00	\$ 95.98	\$ 8,033.86	\$ 11,026.14	\$ 11,026.14	58.0%	42.2%
TRAINING SUPPLIES	\$ 15,200.00	\$ -	\$ 8,956.64	\$ 6,243.36	\$ 6,243.36	65.0%	58.9%
FOOD	\$ 19,700.00	\$ 18.87	\$ 13,615.45	\$ 6,084.55	\$ 6,084.55	58.0%	69.1%
CONTRACTUAL				\$ -	\$ -		
OTHER							
CONTRACTS	\$ 14,390.00	\$ 86.40	\$ 10,454.61	\$ 3,935.39	\$ 3,935.39	65.0%	72.7%
MEDICAL	\$ 9,000.00	\$ 179.25	\$ 3,909.42	\$ 5,090.58	\$ 5,090.58	58.0%	43.4%
DENTAL	\$ 7,760.00	\$ -	\$ 1,785.16	\$ 5,974.84	\$ 5,974.84	58.0%	23.0%
CHILD TRAVEL	\$ 117,500.00	\$ 4,034.69	\$ 76,225.60	\$ 41,274.40	\$ 41,274.40	58.0%	64.9%
EMPLOYEE TRAVEL	\$ 30,000.00	\$ 521.40	\$ 21,994.32	\$ 8,005.68	\$ 8,005.68	58.0%	73.3%
CAREER DEVELOP	\$ 5,000.00	\$ -	\$ 2,487.24	\$ 2,512.76	\$ 2,512.76	65.0%	49.7%
PARENT TRAINING	\$ 21,990.00	\$ 2,566.96	\$ 14,311.93	\$ 7,678.07	\$ 7,678.07	58.0%	65.1%
SPACE	\$ 94,060.00	\$ 18,528.97	\$ 43,605.35	\$ 50,454.65	\$ 50,454.65	58.0%	46.4%
UTILITIES	\$ 53,700.00	\$ 2,272.86	\$ 33,550.70	\$ 20,149.30	\$ 20,149.30	58.0%	62.5%
TELEPHONE	\$ 30,973.00	\$ 3,016.23	\$ 22,100.58	\$ 8,872.42	\$ 8,872.42	58.0%	71.4%
OTHER	\$ 51,000.00	\$ 4,211.26	\$ 38,695.08	\$ 12,304.92	\$ 12,304.92	65.0%	75.9%
TOTAL DIRECT COSTS	\$ 4,320,279.00	\$ 333,401.94	\$ 2,521,853.16	\$ 1,798,425.84	\$ 1,798,425.84	57.2%	58.4%
ADMIN COSTS	\$ 275,763.00	\$ -	\$ 155,507.70	\$ 120,255.30	\$ 120,255.30	58.0%	56.4%
GRAND TOTAL	\$ 4,596,042.00	\$ 333,401.94	\$ 2,677,360.86	\$ 1,918,681.14	\$ 1,918,681.14	57.6%	58.3%
IN KIND NEEDED	\$ 1,183,673.00						
IN KIND GENERATED	\$ 541,540.93	46% of Total Needed					
IN KIND (SHORT)/LONG	\$ (642,132.07)	* In-Kind sufficient to meet requirement will be booked in August					
PROCUREMENT CARD EXPENSE	\$ 8,709.80	3% of Total Expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 514,665.00	\$ 40,815.95	\$ 414,760.18	\$ 99,904.82	\$ 99,904.82	83.0%	80.6%
BENEFITS	\$ 250,739.00	\$ 21,095.42	\$ 204,505.96	\$ 46,233.04	\$ 46,233.04	83.0%	81.6%
OUT OF AREA TRAVEL	\$ 39,560.00	\$ 1,987.86	\$ 33,559.04	\$ 6,000.96	\$ 6,000.96	83.0%	84.8%
EQUIPMENT	\$ 18,945.00	\$ -	\$ 18,944.89	\$ 0.11	\$ 0.11	100.0%	100.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 2,700.00	\$ 39.80	\$ 1,663.09	\$ 1,036.91	\$ 1,036.91	83.0%	61.6%
CENTER SUPPLIES	\$ 10,387.00	\$ 713.47	\$ 8,804.58	\$ 1,582.42	\$ 1,582.42	83.0%	84.8%
CLASSROOM SUPPLIES	\$ 24,500.00	\$ -	\$ 21,082.00	\$ 3,418.00	\$ 3,418.00	83.0%	86.0%
TRAINING SUPPLIES	\$ 2,000.00	\$ -	\$ 1,345.94	\$ 654.06	\$ 654.06	83.0%	67.3%
FOOD	\$ 13,487.00	\$ 29.39	\$ 392.51	\$ 13,094.49	\$ 13,094.49	80.0%	2.9%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 51,500.00	\$ -	\$ 30,840.61	\$ 20,659.39	\$ 20,659.39	83.0%	59.9%
MEDICAL	\$ 10,300.00	\$ -	\$ 3,746.80	\$ 6,553.20	\$ 6,553.20	83.0%	36.4%
DENTAL	\$ 16,000.00	\$ -	\$ 228.00	\$ 15,772.00	\$ 15,772.00	83.0%	1.4%
CHILD TRAVEL	\$ -						
EMPLOYEE TRAVEL	\$ 6,600.00	\$ -	\$ 4,908.66	\$ 1,691.34	\$ 1,691.34	75.0%	74.4%
CAREER DEVELOP	\$ 7,681.00	\$ 1,840.00	\$ 7,053.85	\$ 627.15	\$ 627.15	83.0%	91.8%
PARENT TRAINING	\$ 2,500.00	\$ -	\$ 2,029.15	\$ 470.85	\$ 470.85	83.0%	81.2%
FACILITIES/CONST. *	\$ 390,290.00	\$ 5,335.43	\$ 34,917.14	\$ 355,372.86	\$ 355,372.86	15.0%	8.9%
UTILITIES	\$ 6,200.00	\$ 159.05	\$ 3,733.20	\$ 2,466.80	\$ 2,466.80	75.0%	60.2%
TELEPHONE	\$ 5,619.00	\$ 336.61	\$ 3,759.06	\$ 1,859.94	\$ 1,859.94	75.0%	66.9%
OTHER	\$ 8,668.00	\$ -	\$ 3,556.83	\$ 5,111.17	\$ 5,111.17	83.0%	41.0%
TOTAL DIRECT COSTS	\$ 1,382,341.00	\$ 72,352.98	\$ 799,831.49	\$ 582,509.51	\$ 582,509.51	78.9%	57.9%
ADMIN COSTS	\$ 62,330.00	\$ -	\$ 50,618.01	\$ 11,711.99	\$ 11,711.99	83.0%	81.2%
GRAND TOTAL	\$ 1,444,671.00	\$ 72,352.98	\$ 850,449.50	\$ 594,221.50	\$ 594,221.50	83.3%	78.0%
IN KIND NEEDED	\$ 272,692.00						
IN KIND GENERATED	\$ 196,824.61	72%	* Includes carryover of \$353,904 for Facilities Construction in Minidoka				
			** Actual percentage does not include the earmarked amount for facilities				
IN KIND (SHORT)/LONG	\$ (75,867.39)		***In-Kind sufficient to meet requirement will be booked in August				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 31,290.00	\$ 2,137.06	\$ 21,700.14	\$ 9,589.86	65.0%	69.4%
6e. SUPPLIES						
Training Supplies	\$ 8,525.00	\$ (49.12)	\$ 4,645.17	\$ 3,879.83	58.0%	54.5%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 10,220.00	\$ 1,430.40	\$ 8,012.75	\$ 2,207.25	60.0%	78.4%
TOTAL DIRECT COSTS	\$ 50,035.00	\$ 3,518.34	\$ 34,358.06	\$ 15,676.94	61.0%	68.7%
ADMIN COSTS	\$ 3,021.00	\$ -	\$ 1,952.27	\$ 1,068.73	50.0%	64.6%
GRAND TOTAL	\$ 53,056.00	\$ 3,518.34	\$ 36,310.33	\$ 16,745.67	58.3%	68.4%
IN KIND NEEDED	\$ 11,275.00					
IN KIND GENERATED	\$ 11,275.00					
IN KIND (SHORT)/LONG	\$ -					



**Trans IV Buses
August 2011 Board Report**

<u>Rides Given:</u>	<u>May</u>	<u>June</u>	<u>July</u>
Seniors Walking	648	601	578
Seniors Wheelchair	233	225	240
Handicapped Adults Walking	1054	1120	1206
Handicapped Adults Wheelchair	220	252	232
Children – (18 and under)	142	11	0
General Public	165	147	114
Total Rides	2462	2356	2370
Total Miles driven	14011	14386	15182
First time Riders	16	23	25

Trans IV has expanded its dial-a-ride service to the communities of Kimberly and Hansen.

On July 15th Trans IV began providing service to Burley by transporting clients to the Community Support Center in Twin Falls. On August 22nd, when CSI's semester starts we will coordinate the service with CSI Transit that currently provides transportation to the Twin Falls campus from Burley. The current service leaves Burley at 6:45 AM and departs Twin Falls at 4:30 PM. By coordinating these services we will be able to add an additional route to Burley leaving at 9 AM and return at 2 PM. This will provide additional departure and return times to allow flexibility for students with classes at the main campus and residence from the Mini Cassia service area.

Trans IV provided a tour of its facility to Board members and staff of the Idaho Department of transportation. The following individuals attended the tour.

ITD Board members: Jan Vassar, Darrell Manning, Jerry Whitehead, Jim Coleman, Gary Blick, Lee Gagner

ITD Staff: Brian Ness, Larry Allen, Paul Steinman, Mike Golden, Scott Stokes, Sue Higgins, Tom Cole, John DeThomas, Devin Rigby, Scott Malone, Nathan Jerke

Others: Gus Shanine, Federal Highway Administration, Rob Storm, Idaho State Police, and Rep. Donna Pence