



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

February 27, 2012

## EXECUTIVE SESSION

5:00p.m.

Taylor Building – President’s Board Room

## BOARD OF TRUSTEES MEETING

6:00p.m.

Taylor Building – SUB 248

## AGENDA

APPROVAL OF MEETING AGENDA: (A) *Dr. Thad Scholes*

MINUTES – REGULAR MEETING OF JANUARY 23, 2012: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

HEAD START/EARLY HEAD START MONTHLY REPORT: (A) *Mike Mason*

APPLIED TECHNOLOGY AND INNOVATION CENTER COMMISSION AGENT BID:

(A) *Mike Mason*

STUDENT UNION CARPET BID: (A) *Mike Mason*

HEAD START VISION SCREENING EQUIPMENT BID: (A) *Mike Mason*

APPROVAL OF ACCREDITATION REPORT: (A) *Dr. Jeff Fox*

ASCSI SENATE RESOLUTION TO TRANSFER FUNDS: (A) *Graydon Stanley*

RESOLUTION TO RENAME ASPEN BUILDING: (A) *Curtis Eaton*

SECOND READING BP.13 – BOARD OF TRUSTEES SELF-EVALUATION: (I) *Karl Kleinkopf*

SPRING 2012 ENROLLMENT: (I) *Dr. Jeff Fox*

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

OLD BUSINESS

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NEW BUSINESS

7:00PM - Dinner and ATIC Architect Presentation

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
FEBRUARY BOARD OF TRUSTEES MEETING  
FEBRUARY 27, 2012

CALL TO ORDER: 6:07 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. Ken Campbell, Dean of Technology  
Graydon Stanley, Dean of Students  
Scott Scholes, Dean of Student Services  
Jeff Harmon, Dean of Finance  
Monty Arrossa, Human Resources Director  
Randy Dill, Plant Facilities Director  
Debra Wilson, Executive Director of the College of  
Southern Idaho Foundation  
Curtis Eaton, Advisor to the President  
Teri Fattig, Library and Museum Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: None

Visitors: Angel Hernandez and Fuad Alakbarov

Faculty Representatives: Robyn Swainston

PACE Representatives: Kat Powell and Erin Devlin

Times News: Julie Wootton

KMVT: Jay Michaels

The agenda was amended to add a discussion of House Bill 562 as an action item. The amended agenda was approved on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

MINUTES OF THE REGULAR MEETING OF JANUARY 23, 2012 WERE  
APPROVED AS WRITTEN on MOTION by Bob Keegan. Affirmative vote  
was unanimous.

TREASURER'S REPORT: The Treasurer's report was accepted on  
MOTION by Donna Brizee. Affirmative vote was unanimous.

There were no speakers for Open Forum.

Board Agenda Items:

1. The Board approved the monthly Head Start/Early Head Start  
fiscal and operational reports on MOTION by Dr. Allan Frost.  
Affirmative vote was unanimous.

2. The Board approved the selection of CTA Architects of  
Boise, Idaho for the commissioning agent for the Applied  
Technology and Innovation Center in the amount of \$35,565 on  
MOTION by Bob Keegan. Affirmative vote was unanimous.

Funding for the construction project is from a \$4,400,000  
Economic Development Association grant and matching College of  
Southern Idaho institutional funds.

3. The Board approved the low bid of Idaho Carpet of Twin  
Falls, Idaho in the amount of \$32,187.55 for carpet for the  
Student Union Building on MOTION by Dr. Allan Frost.  
Affirmative vote was unanimous.

Funding for this purchase is from the Student Union Fund.

4. The Board approved the purchase of two sets of the  
specified vision screening equipment from the sole bidder,  
Pedia Vision of Lake Mary, Florida, in the amount of \$25,090  
on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Funding for this purchase is from a grant from the Twin  
Falls Initiative Trust.

5. The Board discussed House Bill 562 and made the  
following resolution: House Bill 562 does not provide more  
funding for community colleges but significantly reduces  
funding for urban renewal agencies. Based upon the impact  
this would have upon economic development and due to the  
involvement of community college in economic development,

5. (continued) the College of Southern Idaho Board of Trustees hereby resolves to stand in opposition of House Bill 562.

The resolution passed on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

6. Dr. Jeff Fox reviewed the interim accreditation report with the Board. The report was approved by the Board on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Donna Brizee complimented Dr. Fox on the report.

7. The Board reviewed the Associated Students of the College of Southern Idaho Senate Resolution number six for 2012. Based Upon this resolution, the Board approved the transfer of \$1,081.83 from the Nurse Leaders of Idaho club to the College of Southern Idaho Foundation's Sarah Brannen Scholarship Fund on MOTION by Bob Keegan. Affirmative vote was unanimous.

8. Curtis Eaton presented a proposal to the Board for the renaming of the Aspen Building. The Board approved the renaming of the Aspen Building to the John C. Hepworth Higher Education Center on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Karl Kleinkopf thanked Curtis Eaton for all of his work in putting this together.

9. The second reading of the proposed policy change to the Board of Trustees policies concerning self evaluations for the Board was presented by Karl Kleinkopf. There were no comments concerning the propose change.

The Board approved the change to the Board Policy Manual concerning self evaluations on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

10. Dr. Jeff Fox provided enrollment figures to the Board for the Spring 2012 semester. He advised the Board that the headcount was up approximately three percent to 9,105 and full time equivalent students were up approximately 2.8% to 4,788.

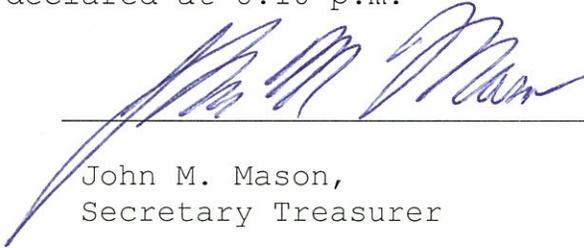
11. President Beck reported his activities for the month to the Board.

12. LCA Architects Nate Turner, Casey Huse and Alec Holser gave a presentation to the Board concerning the new Applied Technology and Innovation Center. After reviewing the spaces required and available funds, the Board approved additional funding for the covering of the storage space, the addition of the drafting lab, the extra classroom and the climbing tower for the wind energy program.

The additional funding to the base project was approved on MOTION by Bob Keegan. Affirmative vote was unanimous.

Funding for the additional space is from the Plant Facility Fund.

ADJOURNMENT was declared at 8:10 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: March 26, 2012



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Chairman

# PROUD TO BE PART OF THE CSI FAMILY



## COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



### 2011-2012 Selection Criteria

The program has a systematic process to review all applicants for Head Start/ Early Head Start services and to identify those children and families that are to be enrolled in the program. These criteria, particularly risk factors, are under review by the Policy Council this month.

**Age:** Head Start accepts children who are three and four years old on or before September 1st of the school year for which they are enrolling. Priority is given to four year olds. Three year olds can be accepted when the slot can not be filled with an income eligible four year old. Early Head Start accepts pregnant women and children from newborn to age three.

**Income:** Head Start/ Early Head Start serves families living in poverty whose income is equal to or below the currently Federal Poverty Guideline. Families are prioritized using a weighted wait list system based on the resources per person in the household. Those with the highest score of 30 are given first priority on the wait list.

SCORE OF 30 IS 50% OF POVERTY OR LESS

SCORE OF 20 IS 51% TO 75% OF POVERTY

SCORE OF 10 IS 76% TO 100% OF POVERTY

**Risk Factors:** If two families have the exact same resources per person and only one slot is available, additional risk factors are considered. These risk factors may include: chemical dependency, jailed parent, child abuse or neglect, single or teen parent, parents education level, both parents unemployed, and language barriers.

**Categorically Eligible:** Families are considered automatically eligible for services in Head Start/ Early Head Start if they qualify under one of the following categories: the child is in foster care, the family receives TANF or cash assistance, the family is homeless, or if any member of the family receives Social Security Disability income.

**Disabilities:** At least 10% of the children enrolled in Head Start/ Early Head Start must have a diagnosed disability and have an IEP (3-5 year olds) or an IFSP (0-3 year olds). Programs may enroll more than 10% children with a disability when a slot is available.

**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For January 2012**

**Enrollment**

Head Start ACYF Federal Funded	566
Head Start TANF	27
Early Head Start	80
<b>Total</b>	<b>673</b>

**Program Options**

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

**Head Start Attendance**

January Head Start Attendance	87%
January Early Head Start Participation	100%

**Meals and Snacks**

Total meals served for January	6,193
Total snacks served for January	2,865

**Education**

Parents and staff continue to work on child goals and progress toward getting children ready for kindergarten. The second period for the Child Observation Record, the programs ongoing assessment for children, is over on February 20th. Progress reports will be available in March on mid-year outcomes. Parents are their child's first and most important teacher. They continue to collaborate with staff to help children achieve goals in initiative, social relations, creative representation, movement/music, language/literacy, and mathematics/science.

**Parent Involvement**

Parent Surveys have begun for the Communitywide Strategic Planning and Needs Assessment. This is a two part process providing the program with important feedback on areas of strength and needs for families within the program. During the coming months surveys will be sent throughout the community to assess community needs and strengths. Home visitor training was just completed and the topics included: the taking applications, developmental concerns/resources for parents, how to document family problems, needs and concerns, and compassion fatigue. Self Assessment training will occur February 16, and will assist parents in the process of completing forms and signing up to visit enters to help in the assessment process. Male involvement training continues throughout April.

**Early Head Start**

Policy Council approved the following initiative January 19, 2012. The Center for Vaccine Awareness and Research has begun implementing the "Cocoon Strategy" vaccination program to protect newborn infants from the life- threatening infection pertussis more commonly known as whooping cough. This cocoon vaccination strategy aims to protect newborn infants from becoming infected with pertussis by administering Tdap (tetanus, diphtheria and acellular pertussis booster) vaccines to mothers and family members of newborn infants. In this way, mothers and family members are protected from getting pertussis and passing it on to their young infants. In order to help protect newborn infants, CSI Head Start /Early Head Start would like to recommend that **EHS staff and EHS mothers** be vaccinated against Pertussis (whooping cough). The **first phase** of the cocooning strategy is to educate Early Head Start staff and mothers of infants about the Pertussis and the Tdap vaccine. Then, as the awareness spreads, additional family members may want to be vaccinated. At this point the program does not have the funds to cover the costs for additional family members to complete their vaccinations.

**Documents for Board Review/ Approval:**

Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 2,464,703.00	\$ 193,480.35	\$ 193,480.35	\$ 2,271,222.65	\$ 2,271,222.65	8.0%	7.9%
<b>BENEFITS</b>	\$ 1,386,175.00	\$ 111,769.54	\$ 111,769.54	\$ 1,274,405.46	\$ 1,274,405.46	8.0%	8.1%
<b>OUT OF AREA TRAVEL</b>	\$ -			\$ -	\$ -	0.0%	0.0%
<b>EQUIPMENT</b>	\$ -			\$ -	\$ -	0.0%	0.0%
<b>SUPPLIES</b>							
<b>OFFICE CONSUMABLES</b>	\$ 21,700.00	\$ 341.69	\$ 341.69	\$ 21,358.31	\$ 21,358.31	8.0%	1.6%
<b>CLASSROOM SUPPLIES</b>	\$ 8,800.00	\$ 1,096.13	\$ 1,096.13	\$ 7,703.87	\$ 7,703.87	8.0%	12.5%
<b>CENTER SUPPLIES</b>	\$ 36,600.00	\$ 120.00	\$ 120.00	\$ 36,480.00	\$ 36,480.00	8.0%	0.3%
<b>TRAINING SUPPLIES</b>	\$ 11,200.00	\$ -	\$ -	\$ 11,200.00	\$ 11,200.00	0.0%	0.0%
<b>FOOD</b>	\$ 3,200.00	\$ -	\$ -	\$ 3,200.00	\$ 3,200.00	0.0%	0.0%
<b>CONTRACTUAL</b>				\$ -	\$ -		
<b>OTHER</b>							
<b>CONTRACTS</b>	\$ 15,590.00	\$ 230.40	\$ 230.40	\$ 15,359.60	\$ 15,359.60	8.0%	1.5%
<b>MEDICAL</b>	\$ 10,200.00	\$ -	\$ -	\$ 10,200.00	\$ 10,200.00	0.0%	0.0%
<b>DENTAL</b>	\$ 13,600.00	\$ -	\$ -	\$ 13,600.00	\$ 13,600.00	0.0%	0.0%
<b>CHILD TRAVEL</b>	\$ 116,300.00	\$ 4,023.10	\$ 4,023.10	\$ 112,276.90	\$ 112,276.90	8.0%	3.5%
<b>EMPLOYEE TRAVEL</b>	\$ 37,000.00	\$ 365.83	\$ 365.83	\$ 36,634.17	\$ 36,634.17	8.0%	1.0%
<b>CAREER DEVELOP</b>	\$ -			\$ -	\$ -	0.0%	0.0%
<b>PARENT TRAINING</b>	\$ 22,490.00	\$ 273.21	\$ 273.21	\$ 22,216.79	\$ 22,216.79	8.0%	1.2%
<b>SPACE</b>	\$ 77,224.00	\$ 7,672.65	\$ 7,672.65	\$ 69,551.35	\$ 69,551.35	8.0%	9.9%
<b>UTILITIES</b>	\$ 54,600.00	\$ 613.17	\$ 613.17	\$ 53,986.83	\$ 53,986.83	8.0%	1.1%
<b>TELEPHONE</b>	\$ 31,450.00	\$ 2,096.93	\$ 2,096.93	\$ 29,353.07	\$ 29,353.07	8.0%	6.7%
<b>OTHER</b>	\$ 48,887.00	\$ 19,080.19	\$ 19,080.19	\$ 29,806.81	\$ 29,806.81	35.0%	39.0%
<b>TOTAL DIRECT COSTS</b>	\$ 4,359,719.00	\$ 341,163.19	\$ 341,163.19	\$ 4,018,555.81	\$ 4,018,555.81	7.7%	4.7%
<b>ADMIN COSTS</b>	\$ 278,280.00	\$ -	\$ -	\$ 278,280.00	\$ 278,280.00	0.0%	0.0%
<b>GRAND TOTAL</b>	\$ 4,637,999.00	\$ 341,163.19	\$ 341,163.19	\$ 4,296,835.81	\$ 4,296,835.81	3.9%	2.4%
<b>IN KIND NEEDED</b>	\$ 1,159,500.00						
<b>IN KIND GENERATED</b>		100% of Total Needed					
<b>IN KIND (SHORT)/LONG</b>	\$ (1,159,500.00)						
<b>PROCUREMENT CARD EXPENSE</b>	\$ 18,738.21	5% of Total Expense					



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 264,156.00	\$ 40,881.07	\$ 163,592.86	\$ 100,563.14	\$ 100,563.14	67.0%	61.9%
<b>BENEFITS</b>	\$ 117,917.00	\$ 20,806.53	\$ 83,712.22	\$ 34,204.78	\$ 34,204.78	67.0%	71.0%
<b>OUT OF AREA TRAVEL</b>							
<b>EQUIPMENT</b>							
<b>SUPPLIES</b>							
<b>OFFICE CONSUMABLES</b>	\$ 2,000.00	\$ 130.23	\$ 1,069.31	\$ 930.69	\$ 930.69	67.0%	53.5%
<b>CENTER SUPPLIES</b>	\$ 2,019.00	\$ 56.57	\$ 1,246.30	\$ 772.70	\$ 772.70	67.0%	61.7%
<b>CLASSROOM SUPPLIES</b>	\$ 13,000.00		\$ 173.47	\$ 12,826.53	\$ 12,826.53	67.0%	1.3%
<b>TRAINING SUPPLIES</b>	\$ 2,050.00		\$ -	\$ 2,050.00	\$ 2,050.00	67.0%	0.0%
<b>FOOD</b>	\$ 2,000.00		\$ 46.24	\$ 1,953.76	\$ 1,953.76	45.0%	2.3%
<b>CONTRACTUAL</b>							
<b>OTHER</b>							
<b>CONTRACTS</b>	\$ 27,240.00	\$ 40.50	\$ 8,700.05	\$ 18,539.95	\$ 18,539.95	50.0%	31.9%
<b>MEDICAL</b>	\$ 10,200.00	\$ 542.00	\$ 693.50	\$ 9,506.50	\$ 9,506.50	50.0%	6.8%
<b>DENTAL</b>	\$ 6,000.00		\$ -	\$ 6,000.00	\$ 6,000.00	50.0%	0.0%
<b>CHILD TRAVEL</b>	\$ -		\$ -				
<b>EMPLOYEE TRAVEL</b>	\$ 6,000.00	\$ 46.64	1,950.65	\$ 4,049.35	\$ 4,049.35	50.0%	32.5%
<b>CAREER DEVELOP</b>		\$ 50.00	\$ 50.00				
<b>PARENT TRAINING</b>	\$ 2,225.00	\$ -	\$ -	\$ 2,225.00	\$ 2,225.00	67.0%	0.0%
<b>FACILITIES/CONST.</b>	\$ 15,041.00	\$ 1,769.95	\$ 2,094.95	\$ 12,946.05	\$ 12,946.05	67.0%	13.9%
<b>UTILITIES</b>	\$ 4,400.00	\$ 552.52	\$ 1,354.65	\$ 3,045.35	\$ 3,045.35	50.0%	30.8%
<b>TELEPHONE</b>	\$ 2,000.00	\$ 378.03	\$ 1,533.71	\$ 466.29	\$ 466.29	50.0%	76.7%
<b>OTHER</b>	\$ 12,000.00	\$ 1,021.69	\$ 1,673.16	\$ 10,326.84	\$ 10,326.84	67.0%	13.9%
<b>TOTAL DIRECT COSTS</b>	\$ 488,248.00	\$ 66,275.73	\$ 267,891.07	\$ 220,406.93	\$ 220,406.93	59.3%	28.6%
<b>ADMIN COSTS</b>	\$ 31,165.00	\$ 4,689.26	\$ 12,571.34	\$ 18,593.66	\$ 18,593.66	50.0%	40.3%
<b>GRAND TOTAL</b>	\$ 519,413.00	\$ 70,964.99	\$ 280,462.41	\$ 238,950.59	\$ 238,950.59	58.7%	29.3%
<b>IN KIND NEEDED</b>	\$ 133,100.00						
<b>IN KIND GENERATED</b>	\$ 138,487.98						
<b>IN KIND (SHORT)/LONG</b>	\$ 5,387.98						

EARLY HEAD START T/TA  
September 30, 2011 - March 30, 2012

COLLEGE OF SOUTHERN IDAHO  
EARLY HEAD START

MONTH: JANUARY 2012

TRAINING AND TECHNICAL ASSISTANCE

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 6,805.00	\$ -	\$ 1,359.23	\$ 5,445.77	50.0%	20.0%
6e. SUPPLIES						
Training Supplies	\$ 901.00	\$ -	\$ -	\$ 901.00	35.0%	0.0%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 4,500.00	\$ -	\$ 680.00	\$ 3,820.00	50.0%	15.1%
<b>TOTAL DIRECT COSTS</b>	\$ 12,206.00	\$ -	\$ 2,039.23	\$ 10,166.77	45.0%	16.7%
ADMIN COSTS	\$ 779.00	\$ 22.49	\$ 127.13	\$ 651.87	50.0%	16.3%
<b>GRAND TOTAL</b>	\$ 12,985.00	\$ 22.49	\$ 2,166.36	\$ 10,818.64	46.3%	16.7%
<b>IN KIND NEEDED</b>	\$ 3,246.00					
<b>IN KIND GENERATED</b>	\$ -					
<b>IN KIND (SHORT)/LONG</b>	\$ (3,246.00)					

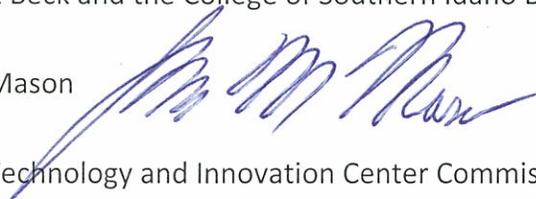
CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 2,459,057.00	\$ 203,541.84	\$ 2,411,396.25	\$ 47,660.75	\$ 47,660.75	100.0%	98.1%
<b>BENEFITS</b>	\$ 1,339,489.00	\$ 111,014.06	\$ 1,322,794.65	\$ 16,694.35	\$ 16,694.35	100.0%	98.8%
<b>OUT OF AREA TRAVEL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>EQUIPMENT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>SUPPLIES</b>							
<b>OFFICE CONSUMABLES</b>	\$ 18,700.00	\$ 13,083.77	\$ 40,441.58	\$ (21,741.58)	\$ (21,741.58)	100.0%	216.3%
<b>CLASSROOM SUPPLIES</b>	\$ 23,700.00	\$ 1,436.73	\$ 28,552.71	\$ (4,852.71)	\$ (4,852.71)	100.0%	120.5%
<b>CENTER SUPPLIES</b>	\$ 13,060.00	\$ 1,146.36	\$ 14,338.02	\$ (1,278.02)	\$ (1,278.02)	100.0%	109.8%
<b>TRAINING SUPPLIES</b>	\$ 11,200.00	\$ 394.90	\$ 10,060.46	\$ 1,139.54	\$ 1,139.54	100.0%	89.8%
<b>FOOD</b>	\$ 19,700.00	\$ 233.05	\$ 42,892.80	\$ (23,192.80)	\$ (23,192.80)	100.0%	217.7%
<b>OTHER</b>							
<b>CONTRACTS</b>	\$ 14,390.00	\$ 1,388.63	\$ 13,345.64	\$ 1,044.36	\$ 1,044.36	100.0%	92.7%
<b>MEDICAL</b>	\$ 12,000.00	\$ 1,730.36	\$ 15,863.87	\$ (3,863.87)	\$ (3,863.87)	100.0%	132.2%
<b>DENTAL</b>	\$ 7,760.00	\$ 861.00	\$ 8,571.84	\$ (811.84)	\$ (811.84)	100.0%	110.5%
<b>CHILD TRAVEL</b>	\$ 117,500.00	\$ 18,363.23	\$ 126,056.56	\$ (8,556.56)	\$ (8,556.56)	100.0%	107.3%
<b>EMPLOYEE TRAVEL</b>	\$ 30,000.00	\$ 4,296.54	\$ 39,886.62	\$ (9,886.62)	\$ (9,886.62)	100.0%	133.0%
<b>CAREER DEVELOP</b>	\$ 3,500.00	\$ 1,321.95	\$ 4,752.87	\$ (1,252.87)	\$ (1,252.87)	100.0%	135.8%
<b>PARENT TRAINING</b>	\$ 21,990.00	\$ 1,491.42	\$ 16,876.52	\$ 5,113.48	\$ 5,113.48	100.0%	76.7%
<b>SPACE</b>	\$ 91,060.00	\$ 3,950.25	\$ 63,515.64	\$ 27,544.36	\$ 27,544.36	100.0%	69.8%
<b>UTILITIES</b>	\$ 53,700.00	\$ 11,763.77	\$ 60,578.97	\$ (6,878.97)	\$ (6,878.97)	100.0%	112.8%
<b>TELEPHONE</b>	\$ 30,973.00	\$ 3,644.48	\$ 38,427.74	\$ (7,454.74)	\$ (7,454.74)	100.0%	124.1%
<b>OTHER</b>	\$ 52,500.00	\$ 3,059.26	\$ 60,215.28	\$ (7,715.28)	\$ (7,715.28)	100.0%	114.7%
<b>TOTAL DIRECT COSTS</b>	\$ 4,320,279.00	\$ 382,721.60	\$ 4,318,568.02	\$ 1,710.98	\$ 1,710.98	100.0%	100.0%
<b>ADMIN COSTS</b>	\$ 275,763.00	\$ 57,447.18	\$ 275,763.00	\$ -	\$ -	100.0%	100.0%
<b>GRAND TOTAL</b>	\$ 4,596,042.00	\$ 440,168.78	\$ 4,594,331.02	\$ 1,710.98	\$ 1,710.98	100.0%	100.0%
<b>IN KIND NEEDED</b>	\$ 1,183,673.00						
<b>IN KIND GENERATED</b>	\$ 1,204,544.33	100% of Total Needed					
<b>IN KIND (SHORT)/LONG</b>	\$ 20,871.33						
<b>PROCUREMENT CARD</b>							
<b>EXPENSE</b>	\$ -	0% of Total Expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 31,290.00	\$ 273.48	\$ 23,719.42	\$ 7,570.58	100.0%	75.8%
6e. SUPPLIES						
Training Supplies	\$ 8,525.00	\$ 338.97	\$ 9,152.53	\$ (627.53)	100.0%	107.4%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 10,220.00	\$ 860.00	\$ 12,495.92	\$ (2,275.92)	100.0%	122.3%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 50,035.00</b>	<b>\$ 1,472.45</b>	<b>\$ 45,367.87</b>	<b>\$ 4,667.13</b>	<b>100.0%</b>	<b>90.7%</b>
ADMIN COSTS	\$ 3,021.00	\$ 182.64	\$ 2,863.26	\$ 157.74	92.0%	94.8%
<b>GRAND TOTAL</b>	<b>\$ 53,056.00</b>	<b>\$ 1,655.09</b>	<b>\$ 48,231.13</b>	<b>\$ 4,824.87</b>	<b>98.0%</b>	<b>90.9%</b>
<b>IN KIND NEEDED</b>	<b>\$ 11,275.00</b>					
<b>IN KIND GENERATED</b>	<b>\$ 11,275.00</b>					
<b>IN KIND (SHORT)/LONG</b>	<b>\$ -</b>					

February 23, 2012

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

From: Mike Mason



Re: Applied Technology and Innovation Center Commissioning Agent

A set of evaluation criteria for the purpose of selecting a commission agent for the Applied Technology and Innovation Center was developed and incorporated into a Request for Proposal format. The criteria for the selection of the commissioning agent was based upon a combination of experience in the field of commissioning, qualifications of staff and pricing. We advertised for a commissioning agent and received seven proposals.

The selection team evaluating the proposals was made up of Bob Keegan, Randy Dill, Allen Scherbinske and Mike Mason. All seven proposals were well written, indicated qualified staff and extensive commissioning experience.

The selection team met and unanimously selected CTA Architects of Boise, Idaho for basic construction phase commissioning services. CTA provided documentation concerning extensive experience, qualified staff and the lowest price. The proposals ranged in price from \$35,565 to \$86,320 with combinations of services provided.

Based upon the recommendation of the selection committee, I respectfully request permission to negotiate a contract with CTA Architects in the amount of \$35,575 for basic construction phase commissioning services.

Funding for this contract is from the Applied Technology and Innovation Center construction project budget. This budget is made up of approximately \$4,400,000 from an Economic Development grant and \$2,200,000 of institutional matching funds.



February 15, 2012

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

From: Mike Mason

Re: Student Union Carpet Bid

We received the following three bids for installing new carpet tiles in the student union:

Idaho Carpet	\$32,187.55
Beams Carpet	\$35,155.50
OEC Flooring	\$36,972.00

Based upon a review of the bids by Randy Dill, I recommend that we accept the low bid of Idaho Carpet of Twin Falls, Idaho in the amount of \$32,187.55.

The carpet is replacing the original carpet that was installed in the student union when it was built in 2003. The carpet project will be completed May 1, 2012.

Funding for this purchase is from the Student Union Fund.



February 20, 2012

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

From: Jeffrey M. Harmon *JM*

Re: Head Start Vision Screening Equipment

We received one bid for two sets of Vision Screening Equipment from the following vendor:

Pedia Vision	\$25,090
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Based on the review of the bid by Brad Eslinger from Head Start, I recommend we accept the only bid for the specified equipment from Pedia Vision of Lake Mary, Florida.

Each of the two sets of vision screening equipment includes the vision screener, screening software, utility package, four years of extended warranty, and on-site training.

Funding for this purchase is from the Twin Falls Health Initiative Trust. This equipment will be used within the Head Start program and elementary schools in Twin Falls County.

IN THE SENATE

**RESOLUTION #6**

BY THE ASCSI SENATE

2012

**TO THE ADMINISTRATION AND BOARD OF TRUSTEES OF THE COLLEGE OF SOUTHERN IDAHO REGARDING A DONATION OF \$1,081.83 TO THE CSI FOUNDATION**

**WHEREAS**, the ASCSI Senate has the responsibility for managing and allocating fees designated to the Student Association, and

**WHEREAS**, the ASCSI Senate is responsible for administration and operation of ASCSI clubs and organizations, and

**WHEREAS**, the Nurse Leaders of Idaho Club (NLI) is a recognized student club at CSI, and

**WHEREAS**, the Nurse Leaders of Idaho Club raised \$1,081.83 from their efforts this year and has requested to donate those funds to the Sarah Brannen Scholarship Fund,

**NOW, THEREFORE BE IT RESOLVED BY THE ASCSI SENATE, ACTING AS REPRESENTATIVES OF CURRENT STUDENTS OF THE COLLEGE OF SOUTHERN IDAHO, THAT WE RECOMMEND TO THE ADMINISTRATION AND THE BOARD OF TRUSTEES TO APPROVE THIS \$1,081.83 DONATION TO THE CSI FOUNDATION.**

**College of Southern Idaho  
Board of Trustees  
John C. Hepworth Resolution**

Whereas John C. Hepworth exhibited his belief in higher education in the Magic Valley and beyond in many ways:

- Was selected as Trustee for the Southern Idaho College in 1962 and became its Vice President;
- Actively advocated for creation of the "College of Southern Idaho Junior College District" and was listed as a potential Board of Trustees member in 1964;
- Proposed a site selection team for the Junior College District that could be supported by Buhl residents;
- Following the passing of his friend, J. H. Shield, John was appointed as a Trustee of the College of Southern Idaho;
- He was elected Trustee and Chair of the Board of CSI;
- On July 1, 2002 John was elected a member of the CSI Foundation, the only person to have been elected Trustee of the College and following that term, be elected to the Foundation Board;

And whereas John has exhibited his pugnacious support of clients and causes as an attorney in many ways:

- Selected for membership in the American College of Trial Lawyers;
- Active member of the Idaho Trial Lawyers Association,
- Listed in the Publication, "The Best 100 Lawyers in America" several times
- An Idaho representative to the American Board of Trial Advocates
- Active in the local and state Bar Associations

And whereas John has shown his support for his extended community in many ways:

- Idaho Redistricting Committee, 2001
- Red Cross, Little Leagues, West End Youth Center, Southern Idaho Learning Center
- Idaho Statesman "Distinguished Citizen"

And whereas John and his family have provided substantial support to the students of the College of Southern Idaho;

Now, Therefore, be it RESOLVED that the building now known as the Aspen Building on the CSI campus in Twin Falls be rededicated and named the John C. Hepworth Higher Education Center.

Dated this 27<sup>TH</sup> day of February, 2012.

College of Southern Idaho Trustees

  
Dr. Thad Scholes, Chairman

BP.13 Board of Trustees Self-Evaluation

The College of Southern Idaho Board of Trustees acknowledges the importance of meeting its responsibilities as a body of elected officials for effective institutional governance.

To this end, the Board of Trustees shall conduct a Self-Evaluation of its stewardship annually. The intent of this board review should be to strengthen its performance, identify and reach consensus on its goals, ensure board members have a clear grasp of their responsibilities and clarify expectations among board members and the president. The Chairman of the Board of Trustees is responsible to organize and convene a special meeting for the Self-Evaluation review.

Suggestion: Make this BP.13 and-----

Move current

BP.13	to	BP.14
BP.13 .01	to	BP.14 .01
BP.14 .02	to	BP.14 .02

Move Current BP.14 to BP.15  
Move Current BP.15 to BP.16

Corrected 1/12/12

Revised 1/23/12