



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

September 15, 2014

EXECUTIVE SESSION

3:00 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 p.m.

Taylor Building – SUB 248

AGENDA

APPROVAL OF MEETING AGENDA: (A) *Chairman Scholes*

MINUTES – EXECUTIVE SESSION OF AUGUST 18, 2014: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF AUGUST 18, 2014: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

GYM BLEACHER BID: (A) *Mike Mason*

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

HEAD START/EARLY HEAD START MAIN OPERATING GRANT REPORT: (A) *Mancole Fedder*

SALARY COMPARISONS WITHIN REGION: (I) *Jan Mittleider*

PRESIDENT’S REPORT: (I) *Dr. Jeff Fox*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
SEPTEMBER REGULAR BOARD OF TRUSTEES MEETING
SEPTEMBER 15, 2014

CALL TO ORDER: 4:00 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Karl Kleinkopf,
Bob Keegan, Laird Stone and Jan Mittleider

College Administration: Dr. Jeff Fox, President
Dr. Todd Schwarz, Executive Vice President and Chief
Academic Officer
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Cindy Bond, Instructional Dean
Terry Patterson, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Scott Scholes, Dean of Students
Jeff Harmon, Dean of Finance
Eric Nielson, Director of Human Resources
Randy Dill, Physical Plant Director
Teri Fattig, Library Director and Museum Department
Chair
Doug Maughan, Public Relations Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Cyndie Woods, Evin Fox, Curtis Eaton, Jennifer
Zimmers, Polly Hulsey, Joel Bate and Mancole Fedder

Visitors: Dr. Edit Szanto, Sherry Olsen-Frank, Tony Mannen and
Leon Smith

Faculty Representatives: Judy Hansen and Jim Woods

PACE Representative: None

Times News: Julie Wootton

The agenda was approved on MOTION by Bob Keegan.
Affirmative vote was unanimous.

BOARD MINUTES: The Board minutes of the Executive Session and Regular Session of August 18, 2014 were accepted as written by the Board.

TREASURER'S REPORT: The Treasurer's report was accepted by the Board on MOTION by Jan Mittleider. Affirmative vote was unanimous.

Open Forum: None

Board Agenda Items:

1. The Board approved the sole bid of NORCON Industries of Guadalupe, Arizona in the amount of \$325,320 for the specified lower gym bleacher replacement project on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

Funding for this purchase is from the Plant Facility Fund.

2. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

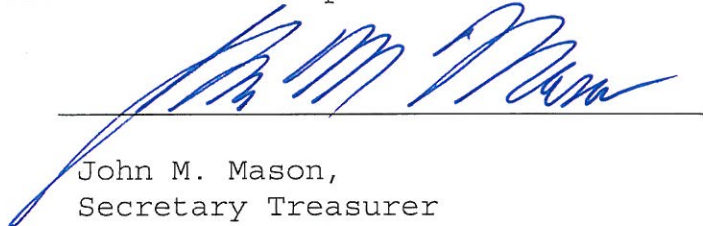
3. Mancole Fedder, College of Southern Idaho Head Start/Early Head Start Director, reviewed the Head Start Early/Head Start fiscal year 2015 federal grant application, the 2014 Self-Assessment Survey, the 2014 Communitywide Strategic Planning and Needs Assessment and the End of Year Child Observation Record report for 2013-2014 with the Board. The Board approved all reports on MOTION by Bob Keegan. Affirmative vote was unanimous.

4. Trustee Jan Mittleider advised the Board that there were concerns about the competitiveness of College of Southern Idaho salaries in the Blaine County Outreach Center. The Board will take the issue under advisement.

6. The President reported on his activities for the month.

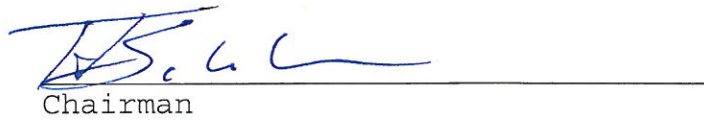
CSI Trustees
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ADJOURNMENT was declared at 4:34 p.m.



John M. Mason,
Secretary Treasurer

Approved: October 20, 2014



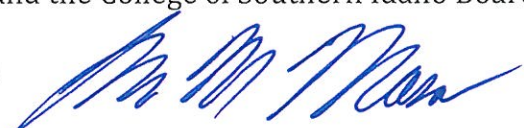
Chairman

September 10, 2014

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

From: Mike Mason

Re: Gym Bleacher Bid

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

We properly advertised for the specified bleachers and received only one bid. Several vendors inquired about the project but did not submit bids. In the Instructions to Bidders, item 8 specifically stated that "The preferred dates of installation are March 12 – March 30, 2015. If the project cannot be completed within these dates, give a date range within which the project can be completed. Due to pre-existing scheduling, preference will be given to the bidder who can complete the project between the March 12 – March 30, 2015 dates."

The bid specifications included a separate price for alterations to the upper mezzanine bleachers to make them handicapped accessible. Although the existing bleachers are grandfathered in by building code, once the alterations are started, they have to be brought fully up to code. The alteration project involves the cutting out of aisles to widen them, handrails on all aisles and new aisle steps.

The bid for the required alterations to make the upper mezzanine bleachers handicapped accessible came in at \$88,900. This would not address the narrow lower access aisle issue.

A new set of upper mezzanine bleachers for both sides is estimated to cost approximately \$238,000 for bench type seating. Bench seat backs, a wider lower access aisle and other options could be considered with new seating. Based upon the expense of the alterations, I recommend we not accept the \$88,900 bid for alterations and consider replacing the upper mezzanine bleachers at a future date.

I recommend that we accept the sole bid of NORCON, Industries, Inc. or Guadalupe, Arizona in the amount of \$325,320 for the lower gym bleacher replacement project. This price includes freight, demolition of the old bleachers, the new bleachers and installation of the new bleachers.

Funding for this purchase is from the Plant Facility Fund.

PROUD TO BE PART OF THE CSI FAMILY



**College of Southern Idaho
Head Start/ Early Head Start**



Vision Screenings at CSI Head Start/ Early Head Start

A child's brain develops at an amazing pace during the first years of life. It also adapts to the sensory images it receives through the eyes. If one or both eyes see blurry images, the brain will quickly learn to ignore them and focus more on whichever eye delivers the clearer image.

In order to detect vision problems and provide referrals to correct vision concerns CSI Head Start/ Early Head Start uses the Pedia-Vision Screener. The screener detects vision problems such as:

- Near-sightedness (Myopia)
- Far-sightedness (Hyperopia)
- Unequal refractive power (anisometropia)
- Blurred Vision, eye structure problems (astigmatism)
- Pupil size deviations (anisocoria)
- Eye misalignment (Strabismus)



The vision screening takes only a few seconds and requires no response from the child. This screening takes place within 45 days of enrollment into the program and then every year following the child's wellness exam schedule.

Hearing Screenings at CSI Head Start /Early Head Start



ERO-SCAN
OAE TEST SYSTEMS



It is very important for a child to be able to connect with his/her surroundings. The recognition of sounds helps children to interact and understand everything that goes on around them. Hearing loss to any degree will interfere with a child's social development and in engaging in the world around him or her. A child with hearing loss who demonstrates a speech delay, may shy away from other children because he or she is unable to communicate.

In order to detect hearing loss in infants and children, and provide referrals to correct hearing loss, CSI Head Start/Early Head Start uses the Ero-Scan Otoacoustic Emission Screener (OAE). The OAE involves the detection of emission that is produced by a normal ear in response to incoming sounds. A small hand-held instrument with an ear tip is placed in the child's ear and sound is projected into the ear. The device then measures the response from the ear. The screening takes only a few minutes and requires no response from the child. . This screening takes place within 45 days of enrollment into the program and then every year following the child's wellness exam schedule.

***CSI's Hailey Head Start Center was unable to fill all 36 of its slots before September 2. As a result, the first class day was held on September 8. This year, as a result of returned Sequestration funds, an additional 16 slots were added to service the Wood River Valley. In total 36 children will now be served at our Hailey site. Recruitment strategies will catch up with these additional opportunities.**

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For September 2014**

Enrollment

Head Start ACF Federal Funded	663*
Head Start TANF	27
Early Head Start	82
Total	

*The Hailey Center was under enrolled by six children. Consequently their start date was September 8, 2014.

Program Options

Part-day/ Part-year, Double Sessions, Center Based, Home Based School District Enhanced, Pre- K, Early Head Start -Home Based, Early Head Start Infant and Toddler Combination.

Program Participation for August

HS Program Wide Attendance	NA
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Meals and Snacks

Total meals served for August	4
Total snacks served for August	4

Education

Children began attending class September 2nd. Centers held "Dinner and a Screening" night to orient parents and children to the centers. Staff started completing required screenings for children. The children are screened for vision, hearing, speech/language, development, and social emotional health (DECA). These screeners must be completed with-in 45 days of enrollment for each Head Start child. Classroom staff began documenting anecdotal information for the COR (Child Observation Record) which is our ongoing assessment for each child.

Parent Involvement

Parent Meetings at the center level have begun for the 2014-2015 program year. Each center holds elections for parents to participate in committees, advisory boards and as Policy Council Representatives for the new program year. Center Supervisors engage parents and encourage them to participate in their centers through volunteering in the classroom, as a bus monitor, helping with food service, maintenance, and/or serving on parent committees or Policy Council or in other areas of interest.

Early Head Start

Early Head Start began the first round of socializations with families the week of Sept. 16th. The playgroups run in cycles of 5 week blocks of socializations on and 3 week breaks. Per federal performance standards, a minimum of 2 socializations must be offered each month. The infant/toddler COR Time 1 has been completed and a baseline of the children's skills has been established.

Documents for Board Review/ Approval:

- Financial Reports
- Head Start/Early Head Start Continuation Grant Application Letter

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY		BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
			TO DATE					
SALARIES	\$ 2,596,494.00	\$ 203,784.07	\$ 1,604,646.52	\$ 991,847.48	\$ 991,847.48	\$ 991,847.48	67.0%	61.8%
BENEFITS	\$ 1,397,497.00	\$ 108,982.97	\$ 861,444.38	\$ 536,052.62	\$ 536,052.62	\$ 536,052.62	67.0%	61.6%
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -		\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES	\$ 10,741.00	\$ 1,421.64	\$ 7,156.41	\$ 3,584.59	\$ 3,584.59	\$ 3,584.59	67.0%	66.6%
OFFICE CONSUMABLES	\$ 19,500.00	\$ -	\$ 11,387.14	\$ 8,112.86	\$ 8,112.86	\$ 8,112.86	67.0%	58.4%
CLASSROOM SUPPLIES	\$ 26,220.00	\$ 987.59	\$ 19,676.41	\$ 6,543.59	\$ 6,543.59	\$ 6,543.59	67.0%	75.0%
CENTER SUPPLIES	\$ 9,895.00	\$ 3,895.32	\$ 8,014.11	\$ 1,880.89	\$ 1,880.89	\$ 1,880.89	67.0%	81.0%
TRAINING SUPPLIES	\$ 3,000.00	\$ 176.00	\$ 2,035.62	\$ 964.38	\$ 964.38	\$ 964.38	67.0%	67.9%
FOOD	\$ 13,395.00	\$ 186.00	\$ 5,148.43	\$ 8,246.57	\$ 8,246.57	\$ 8,246.57	67.0%	38.4%
OTHER	\$ 6,300.00	\$ 133.00	\$ 3,014.39	\$ 3,285.61	\$ 3,285.61	\$ 3,285.61	67.0%	47.8%
CONTRACTS	\$ 9,500.00	\$ 278.55	\$ 8,272.89	\$ 1,227.11	\$ 1,227.11	\$ 1,227.11	67.0%	87.1%
MEDICAL	\$ 76,983.00	\$ 5,828.05	\$ 67,050.57	\$ 9,932.43	\$ 9,932.43	\$ 9,932.43	67.0%	87.1%
DENTAL	\$ 31,000.00	\$ 3,776.58	\$ 18,989.73	\$ 12,010.27	\$ 12,010.27	\$ 12,010.27	67.0%	61.3%
CHILD TRAVEL	\$ 3,000.00	\$ -	\$ 2,192.57	\$ 807.43	\$ 807.43	\$ 807.43	67.0%	73.1%
EMPLOYEE TRAVEL	\$ 18,480.00	\$ -	\$ 9,031.82	\$ 9,448.18	\$ 9,448.18	\$ 9,448.18	67.0%	48.9%
CAREER DEVELOP	\$ 56,790.00	\$ 7,585.10	\$ 31,412.97	\$ 25,377.03	\$ 25,377.03	\$ 25,377.03	67.0%	55.3%
PARENT TRAINING	\$ 30,600.00	\$ -	\$ 17,508.81	\$ 13,091.19	\$ 13,091.19	\$ 13,091.19	67.0%	57.2%
SPACE	\$ 61,460.00	\$ 4,646.08	\$ 39,962.46	\$ 21,497.54	\$ 21,497.54	\$ 21,497.54	67.0%	65.0%
DEPRECIATION	\$ 38,475.00	\$ 3,432.49	\$ 27,502.19	\$ 10,972.81	\$ 10,972.81	\$ 10,972.81	67.0%	71.5%
UTILITIES	\$ 43,681.00	\$ 625.00	\$ 32,008.22	\$ 11,672.78	\$ 11,672.78	\$ 11,672.78	67.0%	73.3%
TELEPHONE	\$ 4,453,011.00	\$ 345,738.44	\$ 2,776,455.64	\$ 1,676,555.36	\$ 1,676,555.36	\$ 1,676,555.36	67.0%	62.4%
OTHER	\$ 321,919.00	\$ 25,734.48	\$ 201,335.60	\$ 120,583.40	\$ 120,583.40	\$ 120,583.40	67.0%	62.5%
TOTAL DIRECT COSTS	\$ 4,774,930.00	\$ 371,472.92	\$ 2,977,791.24	\$ 1,797,138.76	\$ 1,797,138.76	\$ 1,797,138.76	67.0%	62.4%
ADMIN COSTS	\$ 1,193,733.00						4.6%	\$ 217,640
GRAND TOTAL	\$ 687,465.84		** Reflects 2014 COLA and Restored Sequestration Funding					
IN KIND NEEDED	\$ (506,267.16)							
IN KIND GENERATED								
IN KIND (SHORT)/LONG								
PROCUREMENT CARD								
EXPENSE	\$ 5,489.68	2% of Total Expense. Detailed report of PCARD charges available upon request.						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD		
Total All Centers	261.44	22.08	588.72	872.24	(78,980.56)	71,315.87		

135,017
75,964

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 547,230.00	\$ 43,620.70	\$ 344,031.21	\$ 203,198.79	\$ 203,198.79	67.0%	62.9%
BENEFITS	\$ 278,774.00	\$ 21,344.68	\$ 172,370.98	\$ 106,403.02	\$ 106,403.02	67.0%	61.8%
OUT OF AREA TRAVEL	\$ -	-	-	-	-	0.0%	0.0%
EQUIPMENT	\$ -	-	-	-	-	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 4,005.00	\$ 186.71	\$ 1,230.85	\$ 2,774.15	\$ 2,774.15	67.0%	30.7%
CENTER SUPPLIES	\$ 18,265.00	\$ 56.42	\$ 3,062.91	\$ 15,202.09	\$ 15,202.09	67.0%	16.8%
CLASSROOM SUPPLIES	\$ 14,047.00	-	\$ 1,833.68	\$ 12,213.32	\$ 12,213.32	67.0%	13.1%
TRAINING SUPPLIES	\$ 2,225.00	\$ 1,219.75	\$ 1,808.62	\$ 416.38	\$ 416.38	67.0%	81.3%
FOOD	\$ 2,400.00	\$ 24.00	\$ 184.47	\$ 2,215.53	\$ 2,215.53	67.0%	7.7%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 56,940.00	\$ 613.54	\$ 19,514.37	\$ 37,425.63	\$ 37,425.63	67.0%	34.3%
MEDICAL	\$ 7,500.00	\$ 60.00	\$ 479.43	\$ 7,020.57	\$ 7,020.57	67.0%	6.4%
DENTAL	\$ 5,000.00	-	\$ 805.69	\$ 4,194.31	\$ 4,194.31	67.0%	16.1%
CHILD TRAVEL	\$ -	-	-	-	-		
EMPLOYEE TRAVEL	\$ 4,000.00	\$ 779.25	\$ 2,624.25	\$ 1,375.75	\$ 1,375.75	67.0%	65.6%
CAREER DEVELOP	\$ 3,773.00	-	\$ 130.00	\$ 3,643.00	\$ 3,643.00	67.0%	3.4%
PARENT TRAINING	\$ 7,255.00	\$ 676.20	\$ 6,327.59	\$ 927.41	\$ 927.41	67.0%	87.2%
FACILITIES/CONST.	\$ 3,500.00	\$ 209.00	\$ 1,432.59	\$ 2,067.41	\$ 2,067.41	67.0%	40.9%
DEPRECIATION	\$ 20,400.00	-	\$ 11,900.00	\$ 8,500.00	\$ 8,500.00	67.0%	58.3%
UTILITIES	\$ 7,400.00	\$ 644.42	\$ 5,324.79	\$ 2,075.21	\$ 2,075.21	67.0%	72.0%
TELEPHONE	\$ 4,200.00	\$ 402.69	\$ 3,464.26	\$ 735.74	\$ 735.74	67.0%	82.5%
OTHER	\$ 4,620.00	\$ 78.25	\$ 3,598.18	\$ 1,021.82	\$ 1,021.82	67.0%	77.9%
TOTAL DIRECT COSTS	\$ 991,534.00	\$ 69,915.61	\$ 580,123.87	\$ 411,410.13	\$ 411,410.13	67.0%	58.5%
ADMIN COSTS	\$ 68,374.00	\$ 5,345.36	\$ 42,702.93	\$ 25,671.07	\$ 25,671.07	67.0%	62.5%
GRAND TOTAL	\$ 1,059,908.00	\$ 75,260.97	\$ 622,826.80	\$ 437,081.20	\$ 437,081.20	67.0%	58.8%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ 311,045.64						
IN KIND (SHORT)/LONG	\$ 46,068.64						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	22.73	2.92	72.28	97.93	(4,585.13)	4,570.58	

** Reflects 2014 COLA and Restored Sequestration Funding

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 9,355.00	\$ 517.60	\$ 10,463.12	\$ (1,108.12)	67.0%	111.8%
SUPPLIES						
Training Supplies	\$ 1,084.00	\$ 168.00	\$ 384.80	\$ 699.20	67.0%	35.5%
OTHER						
Contracts	\$ 4,000.00					
Career Development	\$ 11,719.00	\$ 36.00	\$ 3,510.10	\$ 8,208.90	67.0%	30.0%
TOTAL DIRECT COSTS	\$ 26,158.00	\$ 721.60	\$ 14,358.02	\$ 11,799.98	67.0%	54.9%
GRAND TOTAL	\$ 26,158.00	\$ 721.60	\$ 14,358.02	\$ 11,799.98	67.0%	54.9%
IN KIND NEEDED	\$ 6,539.50					
IN KIND GENERATED	\$ 6,252.00					
IN KIND (SHORT)/LONG	\$ (287.50)					