



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

April 20, 2015

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – SUB 247*

AGENDA

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – MARCH 23RD, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – MARCH 23RD, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

HEAD START OPERATIONAL REPORT: (A) *Mike Mason*

OPEN FORUM

UNFINISHED BUSINESS

DENTAL HYGIENE PROGRAM FEE: (A) *Mike Mason*

NEW BUSINESS

HEAD START DISPUTE RESOLUTION PROCEDURE: (A) *Mike Mason*

HEAD START SHARED GOVERNANCE POLICY: (A) *Mike Mason*

CAMPUS FOOD SERVICES RFP: (A) *Jeff Harmon*

DORMITORY, APARTMENT & MEAL PRICING: (A) *Jeff Harmon*

FY 16 EMPLOYEE BENEFITS - SELECT HEALTH INSURANCE: (A) *Mike Mason*

GYM BLEACHER REPLACEMENT UPDATE: (I) *Randy Dill*

CSI REFUGEE CENTER REPORT: (I) *Mike Mason and ZeZe Rwasama*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

***Please note the change in room for the April meeting only.**

General Fund YTD Board

YEAR: 1415

Statement of Revenue and Expenses

Acct Month: 9

Monday, April 13, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,515,662.46)	(\$10,010,670.35)	(\$10,813,300.00)	(\$802,629.65)	7.42%
County Tuition	(\$576,710.00)	(\$1,557,525.00)	(\$1,380,000.00)	\$177,525.00	-12.86%
State Funds	(\$16,359,619.26)	(\$17,073,055.27)	(\$18,612,500.00)	(\$1,539,444.73)	8.27%
County Property Tax	(\$3,807,516.77)	(\$3,967,478.84)	(\$6,348,200.00)	(\$2,380,721.16)	37.50%
Grant Management Fees	(\$337,287.28)	(\$404,167.62)	(\$500,000.00)	(\$95,832.38)	19.17%
Other	(\$644,478.23)	(\$516,902.18)	(\$432,600.00)	\$84,302.18	-19.49%
Unallocated Tuition	(\$747,606.94)	(\$1,067,639.60)	\$0.00	\$1,067,639.60	0.00%
Departmental Revenues	(\$689,833.54)	(\$861,683.36)	(\$728,400.00)	\$133,283.36	-18.30%

Total Revenue (\$33,678,714.48) (\$35,459,122.22) (\$38,815,000.00) (\$3,355,877.78) 8.65%

Expenditures

Personnel

Salaries	\$15,488,345.58	\$14,926,806.04	\$21,188,800.00	\$6,261,993.96	29.55%
Variable Fringe	\$3,162,555.79	\$3,050,609.92	\$4,345,900.00	\$1,295,290.08	29.80%
Health Insurance	\$2,665,651.30	\$2,552,344.41	\$3,579,600.00	\$1,027,255.59	28.70%

Total Personnel \$21,316,552.67 \$20,529,760.37 \$29,114,300.00 \$8,584,539.63 29.49%

Expense Categories

Services	\$1,670,475.15	\$1,555,916.11	\$2,443,200.00	\$887,283.89	36.32%
Supplies	\$657,501.94	\$698,951.72	\$1,002,100.00	\$303,148.28	30.25%
Other	\$433,748.95	\$489,666.39	\$561,400.00	\$71,733.61	12.78%
Capital	\$308,477.84	\$485,057.08	\$802,400.00	\$317,342.92	39.55%
Institutional Support	\$2,865,376.94	\$4,112,916.65	\$4,891,600.00	\$778,683.35	15.92%
Transfers	\$37,855.76	\$16,967.50	\$0.00	(\$16,967.50)	0.00%

Total Expense Categories \$5,973,436.58 \$7,359,475.45 \$9,700,700.00 \$2,341,224.55 24.13%

Total Expenditures \$27,289,989.25 \$27,889,235.82 \$38,815,000.00 \$10,925,764.18 28.15%

Rev/Expense Total (\$6,388,725.23) (\$7,569,886.40) \$0.00 \$7,569,886.40 0.00%

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Important Program Dates:

April

- 16 Policy Council
- 20 PIR Training
- 27 Health Services Advisory Board
Family Services Advisory Board

May

- 15 Last Class Day: Center Based
- 27 Last Class Day: Combination Model T/W
- 28 Last Class Day: Combination Model Th/F and Double Session

Program Notes

As the 2014-2015 program year winds down, several important projects are underway. The annual Self-Assessment process is just about complete, specialists at Central Office are now gathering all of the data collected in their respective areas and putting it into a final report to be delivered to Policy Council and the CSI Board of Trustees in May. Also, The Community Needs Assessment questionnaires to parents and community partners have been distributed and information collection is ongoing. Staff Surveys will be provided to all CSI HS/EHS staff via Survey Monkey in the near future, responses will be collected until the end of May. Staff will begin compiling data for the program's annual PIR report to the federal government with the final numbers set to be finalized and uploaded to HSES, the government reporting database.

Documents for Board review and Approval:

- Financial Reports
- Shared Governance
- Dispute Resolution

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For March 2015**

Enrollment

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
Total	669

Program Options

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

Head Start Attendance

March Head Start Overall Attendance	82%
March Head Start Self Transport Attendance	81%
March EHS Home Toddler Combo	86%

Meals and Snacks

Total meals served for March	4,790
Total snacks served for January	4,383

Early Head Start

The Early Head Start Toddler combination option started provided transportation starting the week of March 2nd. By looking at the data and attendance record for this option, the budget supported the use of transporting the children two days a week. There are 8 children each in this option at the North Side Center (Jerome) and Minidoka Center (Rupert). Parents and staff have been trained on bus monitoring and safety practices. ***UPDATE: The attendance at Minidoka EHS rose 23% and at Northside 21% sue to the institution of transportation options to families.**

Early Head Start has an active contract with South Central District Health Department to provide Nurse Home Visits to Early Head Start families. Nurse Home Visits focus on the medical needs of expectant mothers and Early Head Start children, address any concerns, provide referrals as identified, and encourage parents to follow EPSDT guidelines. Each Early Head Start participant has the opportunity to receive at least four nurse home visits per year. Early Head Start also has a contract with an independent registered nurse that provides Nurse Home Visits with families as well as lactation counseling services.

ERSEA

The program has filled the Systems Coordinator position left vacant by Julie Blick's departure. An internal hire of Ruby Hite took place the last week of March. She brings with her a Masters degree in Training and Development and 5 years of Head Start experience all as a Center Supervisor.

Health

The program is beyond happy to announce the return of Delia Villanueva our Health Specialist. She returns from an extended absence on a part time basis but will be easing into a more full time status just as soon as possible.

Disabilities

The program is sad to announce the retirement of Pati Sprague who held the position of Disabilities Coordinator for 20 plus years of dedicated service. Recruitment to fill the position will begin during the summer of 2015.

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	BALANCE	BALANCE	PROJ	ACTUAL	
	APPROVED	MONTH	TO DATE	OF BUDGET	%	%	%	
SALARIES	\$ 2,571,670.00	\$ 210,952.96	\$ 612,674.47	\$ 1,958,995.53	\$ 1,958,995.53	25.0%	23.8%	
BENEFITS	\$ 1,410,617.00	\$ 109,566.90	\$ 320,206.83	\$ 1,090,410.17	\$ 1,090,410.17	25.0%	22.7%	
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%	
EQUIPMENT	\$ -		\$ -	\$ -	\$ -			
SUPPLIES								
OFFICE CONSUMABLES	\$ 14,106.00	\$ 211.46	\$ 1,327.32	\$ 12,778.68	\$ 12,778.68	25.0%	9.4%	
CLASSROOM SUPPLIES	\$ 15,000.00	\$ 1,379.50	\$ 4,271.24	\$ 10,728.76	\$ 10,728.76	25.0%	28.5%	
CENTER SUPPLIES	\$ 33,216.00	\$ 3,029.44	\$ 8,408.72	\$ 24,807.28	\$ 24,807.28	25.0%	25.3%	
TRAINING SUPPLIES	\$ 3,000.00	\$ 391.48	\$ 929.00	\$ 2,071.00	\$ 2,071.00	25.0%	31.0%	
FOOD	\$ 3,000.00	\$ 167.08	\$ 509.54	\$ 2,490.46	\$ 2,490.46	25.0%	17.0%	
OTHER								
CONTRACTS	\$ 10,000.00	\$ 1,284.17	\$ 1,284.17	\$ 8,715.83	\$ 8,715.83	25.0%	12.8%	
MEDICAL	\$ 10,000.00	\$ 116.00	\$ 1,721.90	\$ 8,278.10	\$ 8,278.10	25.0%	17.2%	
DENTAL	\$ 13,465.00	\$ -	\$ 495.79	\$ 12,969.21	\$ 12,969.21	25.0%	3.7%	
CHILD TRAVEL	\$ 104,398.00	\$ 15,864.43	\$ 30,080.65	\$ 74,317.35	\$ 74,317.35	25.0%	28.8%	
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 1,703.56	\$ 4,694.01	\$ 23,305.99	\$ 23,305.99	25.0%	16.8%	
CAREER DEVELOP	\$ -	\$ (897.60)	\$ -	\$ -	\$ -	0.0%	0.0%	
PARENT TRAINING	\$ 15,400.00	\$ 1,318.46	\$ 10,050.82	\$ 5,349.18	\$ 5,349.18	25.0%	65.3%	
SPACE	\$ 57,779.00	\$ 8,209.90	\$ 15,852.86	\$ 41,926.14	\$ 41,926.14	25.0%	27.4%	
DEPRECIATION	\$ 30,600.00	\$ 2,448.00	\$ 7,344.00	\$ 23,256.00	\$ 23,256.00	25.0%	24.0%	
UTILITIES	\$ 58,300.00	\$ 5,291.77	\$ 8,315.42	\$ 49,984.58	\$ 49,984.58	25.0%	14.3%	
TELEPHONE	\$ 34,500.00	\$ (607.32)	\$ 8,227.27	\$ 26,272.73	\$ 26,272.73	25.0%	23.8%	
OTHER	\$ 34,216.00	\$ 4,422.17	\$ 17,480.20	\$ 16,735.80	\$ 16,735.80	25.0%	51.1%	
TOTAL DIRECT COSTS	\$ 4,447,267.00	\$ 364,852.36	\$ 1,053,874.21	\$ 3,393,392.79	\$ 3,393,392.79	25.0%	23.7%	
ADMIN COSTS	\$ 327,663.00	\$ 24,873.02	\$ 49,403.86	\$ 278,259.14	\$ 278,259.14	17.0%	15.1%	
GRAND TOTAL	\$ 4,774,930.00	\$ 389,725.38	\$ 1,103,278.07	\$ 3,671,651.93	\$ 3,671,651.93	25%	23.1%	
IN KIND NEEDED	\$ 1,193,733.00							
IN KIND GENERATED	\$ 167,902.98							
IN KIND (SHORT)/LONG	\$ (1,025,830.02)							
PROCUREMENT CARD								
EXPENSE	\$ 9,709.21	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	13,075.76	2,067.74	-	15,143.50	-	33,396.73		

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	PROJECTED	ACTUAL
	APPROVED	MONTH	TO DATE	BALANCE	%
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 2,100.43	\$ 4,111.64	\$ 29,222.36	12.3%
SUPPLIES					
Training Supplies	\$ 4,118.00	\$ -	\$ 543.09	\$ 3,574.91	13.2%
OTHER					
Contracts	\$ -				
Career Development	\$ 16,527.00	\$ 1,784.57	\$ 2,984.57	\$ 13,542.43	18.1%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 3,885.00	\$ 7,639.30	\$ 46,339.70	14.2%
GRAND TOTAL	\$ 53,979.00	\$ 3,885.00	\$ 7,639.30	\$ 46,339.70	14.2%
IN KIND NEEDED	\$ 13,495.00				
IN KIND GENERATED	\$ 6,757.00				
IN KIND (SHORT)/LONG	\$ (6,738.00)				

CATEGORY	TOTAL	TOTAL THIS		CASH OUTLAY		BALANCE		PROJ		ACTUAL
	APPROVED	MONTH	TO DATE	BALANCE	OF BUDGET	%	%			
SALARIES	\$ 542,886.00	\$ 42,127.40	\$ 124,716.93	\$ 418,169.07	\$ 418,169.07	25.0%	25.0%	23.0%		
BENEFITS	\$ 276,935.00	\$ 20,371.70	\$ 61,004.43	\$ 215,930.57	\$ 215,930.57	25.0%	25.0%	22.0%		
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	0.0%	0.0%	0.0%		
EQUIPMENT	\$ -			\$ -	\$ -	0.0%	0.0%	0.0%		
SUPPLIES										
OFFICE CONSUMABLES	\$ 3,505.00	\$ 93.48	\$ 123.38	\$ 3,381.62	\$ 3,381.62	25.0%	25.0%	3.5%		
CENTER SUPPLIES	\$ 13,265.00	\$ 159.60	\$ 563.00	\$ 12,702.00	\$ 12,702.00	25.0%	25.0%	4.2%		
CLASSROOM SUPPLIES	\$ 10,047.00	\$ 454.13	\$ 1,674.91	\$ 8,372.09	\$ 8,372.09	25.0%	25.0%	16.7%		
TRAINING SUPPLIES	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	25.0%	25.0%	0.0%		
FOOD	\$ 2,066.00	\$ 23.74	\$ 23.74	\$ 2,042.26	\$ 2,042.26	25.0%	25.0%	1.1%		
CONTRACTUAL										
OTHER										
CONTRACTS	\$ 56,940.00	\$ 5,020.10	\$ 6,523.76	\$ 50,416.24	\$ 50,416.24	25.0%	25.0%	11.5%		
MEDICAL	\$ 7,500.00	\$ -	\$ 245.01	\$ 7,254.99	\$ 7,254.99	25.0%	25.0%	3.3%		
DENTAL	\$ 5,000.00	\$ 82.50	\$ 304.74	\$ 4,695.26	\$ 4,695.26	25.0%	25.0%	6.1%		
CHILD TRAVEL	\$ 20,000.00	\$ 87.40	\$ 87.40	\$ 19,912.60	\$ 19,912.60	25.0%	25.0%	0.4%		
EMPLOYEE TRAVEL	\$ 4,453.00	\$ 244.12	\$ 908.48	\$ 3,544.52	\$ 3,544.52	25.0%	25.0%	20.4%		
CAREER DEVELOP	\$ -	\$ (220.00)	\$ -	\$ -	\$ -	0.0%	0.0%	0.0%		
PARENT TRAINING	\$ 2,300.00	\$ 2,107.82	\$ 4,227.82	\$ (1,927.82)	\$ (1,927.82)	25.0%	25.0%	183.8%		
FACILITIES/CONST.	\$ 3,400.00	\$ 578.80	\$ 740.50	\$ 2,659.50	\$ 2,659.50	25.0%	25.0%	21.8%		
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 5,100.00	\$ 15,300.00	\$ 15,300.00	25.0%	25.0%	25.0%		
UTILITIES	\$ 8,400.00	\$ 556.11	\$ 892.12	\$ 7,507.88	\$ 7,507.88	25.0%	25.0%	10.6%		
TELEPHONE	\$ 4,000.00	\$ 422.68	\$ 1,094.57	\$ 2,905.43	\$ 2,905.43	25.0%	25.0%	27.4%		
OTHER	\$ 6,211.00	\$ 628.15	\$ 3,212.38	\$ 2,998.62	\$ 2,998.62	25.0%	25.0%	51.7%		
TOTAL DIRECT COSTS	\$ 990,808.00	\$ 74,437.73	\$ 211,443.17	\$ 779,364.83	\$ 779,364.83	25.0%	25.0%	21.3%		
ADMIN COSTS	\$ 69,100.00	\$ 5,187.40	\$ 10,191.34	\$ 58,908.66	\$ 58,908.66	17.0%	17.0%	14.7%		
GRAND TOTAL	\$ 1,059,908.00	\$ 79,625.13	\$ 221,634.51	\$ 838,273.49	\$ 838,273.49	25%	25%	20.9%		
IN KIND NEEDED	\$ 264,977.00									
IN KIND GENERATED	\$ (126,232.48)									
IN KIND (SHORT)/LONG	\$ (391,209.48)									
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense				
Total All Centers	530.28	43.27	-	573.55	-	1,345.75				

CATEGORY	TOTAL		TOTAL THIS MONTH	CASH OUTLAY		BALANCE	PROJECTED		ACTUAL
	APPROVED			TO DATE			%	%	
OUT OF AREA TRAVEL	\$ 13,585.00		\$ 1,378.85	\$ 2,354.71	\$ 11,230.29		25.0%	17.3%	
SUPPLIES									
Training Supplies	\$ 1,424.00		\$ -	\$ -	\$ 1,424.00		25.0%	0.0%	
OTHER									
Contracts	\$ 4,000.00		\$ -						
Career Development	\$ 7,489.00		\$ 415.00	\$ 415.00	\$ 7,074.00		25.0%	5.5%	
TOTAL DIRECT COSTS	\$ 26,498.00		\$ 1,793.85	\$ 2,769.71	\$ 23,728.29		25.0%	10.5%	
GRAND TOTAL	\$ 26,498.00		\$ 1,793.85	\$ 2,769.71	\$ 23,728.29		25.0%	10.5%	
IN KIND NEEDED	\$ 6,625.00								
IN KIND GENERATED	\$ 1,150.00								
IN KIND (SHORT)/LONG	\$ (5,475.00)								



April 14, 2015

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

From: Mike Mason

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

Re: Dental Hygiene Program Fee

The dental hygiene program was started in August of 2011 in the new Health Sciences and Human Services building. The program was approved as Professional Technical program but was not funded. The program requires a student to dentist ratio of 5 to 1 for clinicals and the operation of a dental clinic. These are in addition to regular instructors and operating expenses.

Budget projections at that time the program was started indicated that support for the program would be approximately \$100,000 per year of institutional funds after grant income was expended. In order to offset at least part of the institutional costs, program fees of \$500 per semester per student were set. As the attached sheet indicates, taking tuition and program fees into account, we are receiving approximately \$99,495 in revenue and spending approximately \$292,579 which equates to \$193,084 of institutional support for the program.

Additionally, as the attached page indicates, our cost to students is by far the lowest in our region. Salt Lake Community College's two year program cost of \$20,000 is the closest to the College of Southern Idaho's current cost of \$16,785.

Program fees are somewhat new to us but, due to the current funding model, will become more prevalent for high cost programs. Based upon this, we are recommending that the program fee for the dental hygiene program fee be raised by \$1,500 per student per semester to \$2,000 per student per semester. Due to students in the middle of the two year program, first year students for the fall of 2016 would be the first class to experience this increase.

The propose increase would raise an additional \$15,000 in the 2016-17 school year and an additional \$30,000 in the 2017-18 school year. Even at these increased program fee rates, our students would be paying approximately \$22,785 for the two year dental hygiene program. This remains significantly below all other regional programs except Salt Lake Community College which is currently charging \$20,000.

I respectfully request Board approval for the increase of dental hygiene program fees from \$500 per student per semester to \$2,000 per student per semester starting in the fall of 2016.

Dental Hygiene 2014-15

Expenses:

Personnel (includes benefits)	
(2) Full-time faculty	\$185,398
(1) Full-time Clinic Manager	
(18 cr. hrs.) Part-time faculty	16,434
(3) Part-time Clinic Instructors	21,821
Supervising Dentists	22,384
Total	\$246,037

Operating Expenses

3861 (Perkins)	\$ 8,500
5595 (PTE)	3,500
9182 (Clinic Revenue)	14,542
9183 (Course Fees)	20,000
Total	\$ 46,542

Total Expenses **\$292,579**

Revenue:

Tuition	
10 Yr. 1 students x 32 cr. x 72.15 =	\$ 23,088
10 Yr. 2 students x 27 cr. x 72.15 =	\$ 19,481
Course Fees =	\$20,000
Clinic Revenue =	\$36,926
Total Revenue	\$ 99,495

Cost to Students:

	Tuition & Fees	Instruments	Books/Misc.	Course Fees	Site Fee	Total
CSI	\$6,785	\$4,000	\$4,000	\$2,000		\$16,785
LANE CC – OR						\$29,000
LANE CC - ID					\$23,000	\$52,000
ISU						\$25,000
Carrington						\$58,204
SLCC (instate)						\$20,000
SLCC (outstate)						\$35,000

**College of Southern Idaho
Board of Trustees
and
College of Southern Idaho Head Start/Early Head Start
Policy Council**

Dispute Resolution Procedure

Background Information: Head Start Performance Standard 1304.50, Appendix A, describes Governance and Management Responsibilities and outlines several areas that require both governing body and Policy Council approval.

These include:

- I. Planning
 - a) Procedures for program planning
 - b) The program's philosophy and long and short term goals and objectives
 - c) Funding applications
- II. General Procedures
 - a) Policy Council composition
 - b) Procedures for implementing shared decision making
 - c) Procedures for resolving internal disputes
- III. Human Resource Management
 - a) Program personnel policies, including standards of conduct for program staff, volunteers, Policy Council members, and consultants.

Additionally, while the Board or Board Designee has the responsibility for approving the decision to hire or terminate Head Start/Early Head Start staff,

Policy Council approval is required to hire or terminate any person who works primarily for Head Start.

The governing body (the group with legal and fiscal responsibility for administering the Head Start Program) 1304.50 (a)(5), and Policy Council has the responsibility for writing and following their own procedures for resolving internal disputes.

Purpose: This procedure is designed to protect the interest of the children and families being served by the Head Start program in the case of disputes involving the College of Southern Idaho Head Start/Early Head Start Policy Council and the College of Southern Idaho Board of Trustees. Despite any differences of the parties involved, it is our intention to exhibit unconditional positive regard for each other and to exemplify the partnership principle in Head Start.

Goal: It is the goal of the College of Southern Idaho Head Start/Early Head Start Policy Council and the College of Southern Idaho Board of Trustees to resolve any differences fairly and expeditiously. Whenever possible, disagreements will be resolved informally, through discussion, compromise and consensus. If the parties disagree, a professional mediation process could be employed.

Executive Leadership: The following are considered “Executive Leadership”: the College of Southern Idaho Board of Trustees or their designee; the Head Start Policy Council Chairperson or designee; the Vice President of Administration or designee; and the Head Start Director.

Notification of Disagreement: It shall be the responsibility of the governing board and the College of Southern Idaho Head Start/Early Head Start Policy Council as authorized by their respective groups to give adequate notice, in writing, or email, to each member of the Executive Leadership that a disagreement exists.

Resolution Procedure: Following notification to the Board of Trustees or designee and to the representative from the Head Start Policy Council, that if a disagreement exists, a representative selected from each of the disagreeing parties shall meet to discuss the concerns or dispute. This should be an informal attempt to achieve conciliation, compromise and settlement. The Vice President of Administration and the Head Start Director may also attend the meeting. The meeting day and time should be convenient for all individuals. If an agreement is reached, each representative will return to his or her policy groups with the proposed solution. Failure to reach an agreement may result in a decision by the representatives to mutually select an outside mediator to assist in facilitating a compromise or resolution. The mediation process should take place and a solution reached within thirty (30) days and a final decision, in writing, is to be distributed to the Executive Leadership. Both parties must agree to abide by the final decision.

Statement of Commitment: Every good faith effort will be made to amicably resolve any differences that may occur.

Policy Council Chairperson

Date

Board of Trustees or Designee

Date

College of Southern Idaho Board of Trustees
College of Southern Idaho Head Start/Early Head Start
Shared Governance Policy

Performance Standard: **45CFR 1304.50**
Revision Date: **March 17, 2015**
Timeline for Review: **Annually by Director, Policy Council and Board of Trustees**

Policy: The College of Southern Idaho Board of Trustees and the Head Start/Early Head Start staff will establish a formal structure of shared governance for the Head Start/Early Head Start program through which parents can participate in policy making and the decision making process as outlined by Program Performance Standards and the Head Start Act of 2007. This structure includes a Policy Council, Parent Committees, grantee Governing Board and staff. Specific procedures and timelines for carrying out required responsibilities delineated in the Head Start/Early Head Start Performance Standards are outlined within this Policy, in the Procedures for Shared Governance, and in the Policy Council By-Laws.

Definitions:

Policy Council (PC): This group has policy making authority and, therefore, is governed by locally determined By-Laws that ensure clarity and consistency in function and purpose. The By-Laws outline representation by parent and community representatives, Policy Council functions, how and when representatives are elected, officers, terms of service, etc.

Center Parent Committee: This committee is made up of parents with children who are **currently** enrolled in the CSI Head Start/Early Head Start program. The Parent Committee provides opportunities for parents to assist in the development of activities that address their interests and needs as well as support the education and healthy development of their children. Representatives to Policy Council are elected from the Center Parent Committees. The Center Parent Committees meet once each month for a business meeting coupled with a training planned for and with the parents.

Grantee Governing Board: The College of Southern Idaho Board of Trustees has the legal and fiscal responsibility for the College of Southern Idaho Head Start/Early Head Start.

Staff: The College of Southern Idaho Head Start/Early Head Start staff has the day-to-day operational responsibility for the program.

Policy Council and the College of Southern Idaho Board of Trustees facilitate shared governance through:

- An Annual Report will be presented by the College of Southern Idaho Head Start/Early Head Start Director to board members at the College of Southern Idaho Board of Trustees meeting.
- Informational materials and training opportunities will be shared with new Board members and new Policy Council members as they begin their term.
- In order to ensure communication, consultation and prompt action on Head Start/Early Head Start issues and needs throughout the year, the College of Southern Idaho Board of Trustees will appoint a Liaison (a connection between the Board of Trustees, the College of Southern Idaho Head Start/Early Head Start Policy Council and the staff).
- The Liaison will receive all Policy Council materials including agendas, Minutes, reports and notices. Additionally, the Liaison will be consulted by the College of Southern Idaho Head Start/Early Head Start Director and have the authority to act on behalf of the full Board of Trustees on issues which arise.
- The Liaison will attend and/or participate in Policy Council meetings.
- Written reports and information will be sent to the Liaison before each Board meeting to share with members as appropriate. Updates will be given to the Board of Trustees at each meeting which may include recommendations or Policy Council approvals with the intent that any shared information by the Liaison to the Board of Trustees will allow them to be kept up-to-date and appropriate Board action can be taken.
- A summary of Board of Trustees meeting Minutes and/or actions related to Head Start/Early Head Start will be available to Policy Council members after the meetings on the College of Southern Idaho website.
- Letters or announcements from the regional office or the Office of Head Start, grant applications, monthly enrollment tracking report, monthly meals and snacks provided by the USDA, monthly financial report and information on program activities, the annual Self-Assessment including any findings, annual Program Information Reports, annual community-wide strategic planning and needs assessment (Community Assessment), ongoing community news and updates on committees, annual procedures for Eligibility, Recruitment Selection, Enrollment and Attendance (ERSEA), annual procedures for the selection of Policy Council members, ongoing planning/evaluation activities and progress on program goals will be shared with the Policy Council and the Board of Trustees' Liaison for the Board's review and approval.

College of Southern Idaho

Board of Trustees Approval Date: _____

College of Southern Idaho Head Start/Early Head Start

Policy Council Approval Date: _____



April 20, 2015

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

From: Jeffrey M. Harmon 

Re: Campus Food Services

We advertised for the services of a food service provider to operate the dormitory meal plans, cater events on campus and operate dining facilities on campus. In response to the advertisement we received proposals from the following firms:

ARAMARK of Philadelphia, Pennsylvania
SODEXO of Gaithersburg, Maryland
A'viands of Roseville, Minnesota

On March 17th, a committee comprised of Mike Mason, Jeff Harmon and Jasmine Lopez reviewed the proposals. While all firms are qualified to operate our food service venues, the committee selected SODEXO as the top food service provider.

Since this was a qualification based selection process we considered which firm we believed would be the best fit for the college. ARAMARK and SODEXO both fixed prices at last year's rates and A'viands applied a three percent increase over last year.

On April 14th, 2015 the College of Southern Idaho Dormitory Commission affirmed our recommendation to bring forward our recommendation to the College Board of Trustees. Based upon the above, I respectfully request issuing a three year contract with two one year extensions to SODEXO to provide food service for the college beginning on July 1st 2015.



April 20, 2015

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

From: Jeffrey M. Harmon 

Re: Dormitory, Apartment and Meal Pricing

The attached sheets show dormitory room and meal prices for next year. Occupancy in the dorms continues to run nearly full in the fall with declining occupancy in the spring due to students opting for off campus housing. We are recommending increasing the per semester rate in dorms by \$25 per single and double occupant. This will raise approximately \$10,000 over the two semesters. With this increase we remain the least expensive in the state for dormitory housing.

Meal plans are recommended to increase by approximately 1% which ties to the Consumer Price Index Meals Away from Home Index. This increase will add \$10 to each of the 100, 125 and 150 meal plans, \$15 to the 200 meal plan and \$20 to the 250 meal plan. This increase is built into the amount we pay the food service contractor.

Rental rates for North View apartments have not increased since April 2012. We did a market comparison and have the least expensive units for comparable size and amenities in our area. The College of Southern Idaho Dormitory Commission affirmed our recommendation to increase rates as follows:

	Current	Proposed	Increase	Percent
One Bedroom unit	\$ 400	\$ 420	\$ 20	5.0%
One Bedroom unit & power	\$ 450	\$ 460	\$ 10	2.2%
Two Bedroom unit	\$ 500	\$ 520	\$ 20	4.0%
Three Bedroom unit	\$ 570	\$ 600	\$ 30	5.3%

Eagle View apartments have been a popular option for our students. Occupancy has been at 100% since the Fall semester. Eagle View offers a total cost of occupancy including power, water, sewer, trash, cable television and high speed internet. Current rent for the two bedroom unit is \$750 per unit. Most units are shared between two tenants but some are shared between three or four tenants. We have monitored utilities costs over two years and passing on actual cost of power, sewer and water to tenants will increase per unit rent by \$30 per unit. The College of Southern Idaho Dormitory Commission affirmed our recommendation to increase rental rates from \$750 to \$780 per unit.

The Dormitory Housing Commission approved the prices at their meeting on April 14, 2015. I respectfully request the Board approve the pricing for the dormitory, North View Apartments and Eagle View Apartments as presented.

COLLEGE OF SOUTHERN IDAHO
2015-2016 DORMITORY ROOM AND BOARD CHARGES
APRIL 6, 2015

	MEALS	DOUBLE	SINGLE
ROOM CHARGE		1,250.00	1,500.00
100 MEAL PLAN	858.49		
SALES TAX	51.51		
MEAL TOTAL	910.00		
ROOM & BOARD		2,160.00	2,410.00
\$ 0 SCRIPT MONEY			
ROOM CHARGE		1,250.00	1,500.00
125 MEAL PLAN	952.83		
SALES TAX	57.17		
MEAL TOTAL	1,010.00		
ROOM & BOARD		2,260.00	2,510.00
\$25 SCRIPT MONEY			
ROOM CHARGE		1,250.00	1,500.00
150 MEAL PLAN	1,094.34		
SALES TAX	65.66		
MEAL TOTAL	1,160.00		
ROOM & BOARD		2,410.00	2,660.00
\$50 SCRIPT MONEY			
ROOM CHARGE		1,250.00	1,500.00
200 MEAL PLAN	1,250.00		
SALES TAX	75.00		
MEAL TOTAL	1,325.00		
ROOM & BOARD		2,575.00	2,825.00
\$75 SCRIPT MONEY			
ROOM CHARGE		1,250.00	1,500.00
250 MEAL PLAN	1,433.96		
SALES TAX	86.04		
MEAL TOTAL	1,520.00		
ROOM & BOARD		2,770.00	3,020.00
\$100 SCRIPT MONEY			

ROOM & BOARD PLANS	PREVIOUS 2014-2015	CURRENT 2015-2016	DOLLAR INCREASE	PERCENT INCREASE
DOUBLE ROOM 100 MEALS	2,125.00	2,160.00	35.00	1.65%
DOUBLE ROOM 125 MEALS	2,225.00	2,260.00	35.00	1.57%
DOUBLE ROOM 150 MEALS	2,375.00	2,410.00	34.99	1.47%
DOUBLE ROOM 200 MEALS	2,535.00	2,575.00	40.00	1.58%
DOUBLE ROOM 250 MEALS	2,725.00	2,770.00	45.01	1.65%
SINGLE ROOM 100 MEALS	2,350.00	2,410.00	60.00	2.55%
SINGLE ROOM 125 MEALS	2,450.00	2,510.00	60.00	2.45%
SINGLE ROOM 150 MEALS	2,600.00	2,660.00	59.99	2.31%
SINGLE ROOM 200 MEALS	2,760.00	2,825.00	65.00	2.36%
SINGLE ROOM 250 MEALS	2,950.00	3,020.00	70.01	2.37%

NOTE 1: SINGLE AND DOUBLE ROOM RATES WERE INCREASED BY \$25 FOR FY 2016
THIS WILL RAISE APPROXIMATLEY \$10,000 OVER THE TWO SEMESTERS

NOTE 2: ABOVE INCREASES REPRESENT A 1.0% INCREASE IN FOOD COSTS AND A
.85% TO 1.9% COLLEGE MARK UP IN MEAL PLANS

COLLEGE OF SOUTHERN IDAHO
 FY 2016 DORM MEAL INCREASES
 APRIL 6, 2015

MEAL PLAN - 2.0% INCREASE	100	125	150	200	250	
ANNUAL DAYS	224	224	224	224	224	
SEMESTER CHARGE	849.06	943.40	1,084.91	1,235.85	1,415.09	CONTRACT
TAX @ 6.0%	50.94	56.60	65.09	74.15	84.91	PYMTS
MINIMUM CHARGE WITH TAX	900.00	1,000.00	1,150.00	1,310.00	1,500.00	
STUDENT MEAL CHARGE	858.49	952.83	1,094.34	1,249.99	1,433.96	
TAX @ 6.0%	51.51	57.17	65.66	75.00	86.04	
ACTUAL STUDENT CHARGE	910.00	1,010.00	1,160.00	1,325.00	1,520.00	
COLLEGE MARK UP PER PLAN BAD DEBT RESERVE	9.43	9.43	9.43	14.14	18.87	
COLLEGE MARK UP %	1.11%	1.00%	0.87%	1.14%	1.33%	
PER MEAL COST TO STUDENT	9.10	8.08	7.73	6.62	6.08	
MEAL PLANS	100	125	150	200	250	
SCRIPT MONEY	0	25	50	75	100	

NOTE 1: FY 06 (YEAR OF BID) ARAMARK FROZE PRICES AT THE FY 05 AMOUNT
 IN FY 07 PRICES INCREASED BY 7%
 IN FY 08 PRICE INCREASED BY 3.5%
 IN FY 09 PRICE INCREASED BY 4.5%
 IN FY 10 PRICE INCREASED BY 5.0%
 IN FY 11 (YEAR OF BID)11 PRICE INCREASED BY 3.0%
 IN FY 12 PRICE INCREASED BY 8%
 IN FY 13 PRICE INCREASE BY 4%
 IN FY 14 PRICE INCREASED BY 3.1%
 FY 15 PROPOSED PRICE INCREASE REQUEST IS 2.0%
 FY 16 YEAR OF BID PRICE INCREASE OF 1.37%, 1.16%, 1.39%, .85% & 1.87%

NOTE 2: CSI WENT TO SHARED STUDENT MEAL CARDS IN FY 11.
 THIS RESULTS IN 100% USEAGE OF MEALS AVAILABLE

April 14, 2015

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

From: Mike Mason

Re: Fy 16 Employee Benefits

On March 18th, Eric Nielson, Kim Fultz, Dannette Starr, Jeff Harmon and I met with Tom Allred of Select Health and Toni Hughes, our Hub International insurance agent. Prior to discussing cost, Tom Allred shared the following facts concerning our health insurance over the last 12 months:

1. Our average employee age is 48 – their average book of business is 35
2. Our average age of all people covered by our plan is 36 – their average book of business is 29
3. We had 58 cases over \$25,000 last year – for a group our size, the average for their book of business is 33
4. Our 30 major health care cases cost us \$2,900,000 - 70% of these are employee spouses.
5. Our utilization rate is about 50% higher than their book of business. We go to the doctor more often.
6. In our account last year, the claims exceeded the premiums by about \$2,250,000
7. Our pharmacy usage is 37% higher than their book of business
8. 86% of the prescriptions filled were generic. This is outstanding – we will not be able to improve this number.

Based upon the above, we were not in a strong position to negotiate for prices and coverage for next year. Select Health feels that we are doing the right things and that last year was not typical of what we should experience in the future.

In order to continue with our existing policy and coverages, Select Health required a 12% increase in our existing rates. While this sounds high, keep in mind that we negotiated a two year rate freeze two years ago and that Select Health had to absorb a 2.5% Affordable Care Act tax required last year.

Select Health strongly recommended some changes to our plan that will hopefully mitigate some cost increases in the future and bring our policies more into line with their other clients. The two recommended changes are as follows:

1. The in network deductible be increased from \$250 to \$500 per individual and from \$750 to \$1,500 per family. The maximum out of pocket of \$3,000 and \$6,000 will remain the same as last year.
2. The prescription co-pay be increased by \$5 in each tier. The new co pay will be \$15, 30, 50 and \$100. The maintenance Tier 1, 2 and 3 drugs also increase.

If we adopt these two changes, the rate increase will drop from a 12% increase to 7.6% increase based upon the rate we negotiated two years ago. This again includes the 2.5% Affordable Care Act tax.

Delta Dental came in with an 8% increase based upon utilization and costs. The plan also allows the carrying forward of half of your unused benefit up to \$250 per year. Vision was up 6.4% and our EAP program increased by 2%.

The attached sheet shows all of the rate increases, employer contributions and employee costs. Employee costs are significantly reduced by participation in the Wellness Incentive which can provide up to \$25 per month. The Wellness Incentive costs us about \$10,000 per month and is built into our institutional contribution to health insurance.

I respectfully request that the Board authorize me to enter into contracts for fiscal year 2016 with our health insurance providers based upon the prices listed on the attached spreadsheet.

College of Southern Idaho
 Select Health Rate Costs For FY 16
 Updated: April 14 , 2015

Increase deductible from \$250 to \$500
 Increase drug tier co-pay from \$10/\$25/\$45/\$100 to \$15/\$30/\$50/\$105

	Total Proposed Costs for Coverage					Total Monthly Cost	Employee Pymt at 15%	Less: Wellness Incentive	Employee Net Monthly Cost
	Medical	Dental	Vision	EAP	Total				
Employee	475.90	32.40	8.41	2.36	519.07	87,722	77.86	25.00	\$ 52.86
EE & Spouse	937.60	64.81	16.84	2.36	1,021.61	122,594	153.24	25.00	\$ 128.24
EE & Child	575.40	51.53	18.01	2.36	647.30	23,303	97.10	25.00	\$ 72.10
EE & Children	894.80	71.29	18.01	2.36	986.46	36,499	147.97	25.00	\$ 122.97
EE & Family	1,313.80	97.21	28.78	2.36	1,442.15	268,240	216.32	25.00	\$ 191.32

Increases 7.6% 8.0% 6.4% 2.0% 548 \$ 538,358 80,754 15% Employee Contribution

FY 15 Health 72.38 FY 16 Health 77.86 Dollar Increase 5.48 Percent Increase 7.57%
 142.46 153.24 10.78 7.57%
 90.28 97.10 6.82 7.55%
 137.56 147.97 10.41 7.57%
 201.10 216.32 15.22 7.57%

Employee 457,604 Monthly Charge 467,604 Total Monthly Bill
 EE & Spouse 10,000 Add: Monthly Wellness Payments
 EE & Child 853.29 Budgeted Monthly Charge Per Employee
 EE & Children 10,240 Budgeted Annual Charge Per Employee
 EE & Family

8.93% Increase from FY 2015
 2.19% Wellness Payments Included in FY 15 Increase