



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

December 19, 2016

EXECUTIVE SESSION

3:30 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Room 277

AGENDA

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – NOVEMBER 21, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – NOVEMBER 21, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

UNFINISHED BUSINESS

NEW BUSINESS

APPROVAL OF 2016 HERRETT COLLECTIONS ACQUISITIONS: (A) *Teri Fattig*

DISCUSSION OF DATE/TIME CHANGE FOR JANUARY 2017 BOARD MEETING:

(A) *President Fox*

REVISION OF CSI BOARD OF TRUSTEES POLICY MANUAL: (I) *Laird Stone*

SOAR – STUDENT ORIENTATION, ADVISING & REGISTRATION REPORT:

(I) *Michelle Schutt*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

General Fund YTD Board

YEAR: 1617

Statement of Revenue and Expenses

Acct Month: 5

Monday, December 12, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$4,934,207.75)	(\$4,358,040.24)	(\$11,713,000.00)	(\$7,354,959.76)	62.79%
County Tuition	(\$845,445.97)	(\$889,627.69)	(\$1,632,000.00)	(\$742,372.31)	45.49%
State Funds	(\$18,763,307.08)	(\$20,445,128.17)	(\$20,648,000.00)	(\$202,871.83)	0.98%
County Property Tax	(\$436,690.44)	(\$406,780.04)	(\$6,870,400.00)	(\$6,463,619.96)	94.08%
Grant Management Fees	(\$216,470.10)	(\$174,747.47)	(\$560,000.00)	(\$385,252.53)	68.80%
Other	(\$205,348.76)	(\$275,278.07)	(\$443,600.00)	(\$168,321.93)	37.94%
Unallocated Tuition	(\$1,039,542.45)	(\$1,281,776.16)	\$0.00	\$1,281,776.16	0.00%
Departmental Revenues	(\$527,927.71)	(\$518,727.66)	(\$808,000.00)	(\$289,272.34)	35.80%

Total Revenue (\$26,968,940.26) (\$28,350,105.50) (\$42,675,000.00) (\$14,324,894.50) 33.57%

Expenditures

Personnel

Salaries	\$8,375,645.29	\$8,871,584.80	\$22,064,200.00	\$13,192,615.20	59.79%
Variable Fringe	\$1,721,264.59	\$1,819,053.92	\$4,513,400.00	\$2,694,346.08	59.70%
Health Insurance	\$1,519,434.59	\$1,826,739.23	\$4,799,800.00	\$2,973,060.77	61.94%
Total Personnel	\$11,616,344.47	\$12,517,377.95	\$31,377,400.00	\$18,860,022.05	60.11%

Expense Categories

Services	\$1,127,728.85	\$1,568,644.52	\$2,955,450.00	\$1,386,805.48	46.92%
Supplies	\$367,203.28	\$531,761.77	\$1,264,750.00	\$732,988.23	57.96%
Other	\$381,338.64	\$264,182.87	\$571,000.00	\$306,817.13	53.73%
Capital	\$129,847.12	\$460,298.66	\$1,523,000.00	\$1,062,701.34	69.78%
Institutional Support	\$3,732,710.86	\$3,893,592.33	\$4,983,400.00	\$1,089,807.67	21.87%
Transfers	\$32,399.78	(\$89,595.15)	\$0.00	\$89,595.15	0.00%
Total Expense Categories	\$5,771,228.53	\$6,628,885.00	\$11,297,600.00	\$4,668,715.00	41.32%

Total Expenditures \$17,387,573.00 \$19,146,262.95 \$42,675,000.00 \$23,528,737.05 55.13%

Rev/Expense Total (\$9,581,367.26) (\$9,203,842.55) \$0.00 \$9,203,842.55 0.00%

**College of Southern Idaho Head Start/ Early Head Start
Program Summary For November 2016**

Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
Total	576

Program Options

Center Based (PD/PY; FD/PY) Pre– K, Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance

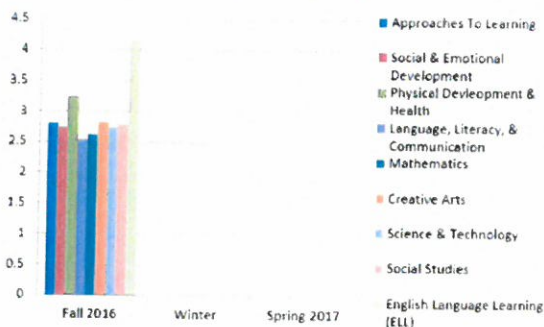
November Head Start Overall Attendance	87%
November Head Start Self Transport Attendance	88%
November EHS Toddler Combo Attendance	80%

Meals and Snacks

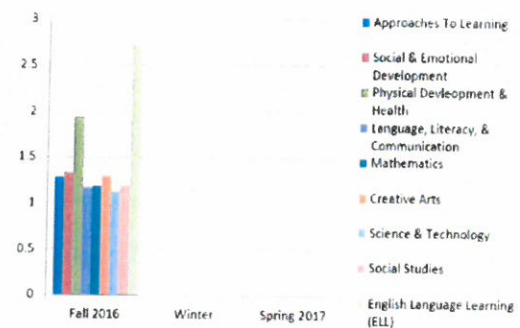
Total meals served for November	5,590
Total snacks served for November	5,220

Program Notes

**Program Baseline Summary
for Head Start Children**



**Program Baseline Summary
for Early Head Start Children**



Baseline COR Advantage Outcomes Report 2016-2017

Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

Item Level Report

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items)).

Strengths – *Personal care and healthy behavior, Fine-motor skills, and Measurement*

Area of Need – *Reading, Patterns, and Phonological Awareness*

CLASS/PQA – The first class/PQA scores are still being compiled. They will be available in the mid-year report.

Goals and Objectives

- 1) Provide additional training with classroom staff on Fee, Fie, Phonemics in High Scope curriculum to increase at least 1 level of development.
- 2) Provide feedback to classroom staff on Program Quality Assessment with lesson plans, environment and classroom materials at in-service January 9, 2017.
- 3) Provide individual outcome information to families on children during home visits and parent/child activities around child goals.

Head Start Child Development and Early Learning Framework

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor, and Physical Development. Within each of the domains are sub domains.

Strengths – Measurement, Fine Motor, and Health, Safety, and Nutrition

Area of Need – Phonological Awareness and Operations and Algebraic Thinking

Early Head Start's Five Essential Domains of Child Development and Early Learning

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Strengths – *Fine-motor skills, Personal care and healthy behavior, and Gross-motor skills*

Area of Need – *Emotions, Phonological awareness, and Alphabetic knowledge*

The 5 domains for Early Head Start are: Approaches to Learning, Social/Emotional Development, Language and Communication, Cognition, and Perceptual, Motor, & Physical Development. Within each of the domains are sub domains.

Strengths – *Health, Safety, and Nutrition, Fine Motor, Relationships with Adults, and Relationships with Other Children*

Area of Need – *Attending and Understanding, Emergent Literacy, and Reasoning and Problem-Solving*

Continuous Improvement Plan for Rest of Program Year 2016-2017

Head Start – 1) Classroom support and observation and feedback to staff.

2) CLASS observations/feedback and training Nov. 28th, 2016

3) Train on using data from child outcomes for daily lesson planning and individualization to scaffold children's learning.

Early Head Start - 1) Train staff Nov. 28th, 2016 on using data from child outcomes for daily lesson planning and individualization to scaffold children's learning.

2) HOVERS home visit observations and feedback.

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Duration Grant approval for (Twin Falls, Cassia, West End, Littlewood and Hailey): **See Attachment**

Approval of In-kind waiver: **See Attachment**

Documents for Board Review and Approval: Financial Reports; In-kind waiver for FY2016

26. REMARKS (Continued from previous page)

This grant action awards funds to extend the duration of Head Start services. Where applicable, the amount awarded includes funds for start-up activities, and operations funds for the current budget period based on the approved implementation date.

The following tables specify the implementation date(s) and as applicable, annual amount of duration funds and start-up funding details.

Head Start Implementation Date: 01/10/2017

<i>Program</i>	<i>Annual Amount of Duration Funds</i>
Head Start	\$613,872

<i>Head Start</i>	
<i>Program Options</i>	<i>Total % of Enrollment</i>
Center-based slots at 1,020 hours per year	21.4%
Family Child Care slots at 1,380 hours per year	

<i>Start-up Funding</i>		
<i>Program</i>	<i>Description</i>	<i>Amount</i>
Head Start	Other- Security Cameras (5)	\$21,500
Head Start	Other- Mentor Coach trainings - CLASS & High Scope Curriculum, Hotel, Flight Per diem	\$43,585
Head Start	Other- replace windows, exhaust fan, new flooring, & SoftFall for playgrounds (4)	\$37,091
Head Start	Supplies 16 computers	\$16,000
Head Start	Equipment 2 buses, 3 vehicals 1 playground structure	\$283,000
Total		\$401,176

Other Federal enrolled 27 Head Start TANF children.

Federal Head Start population: 457 children.

State Head Start population: 0 children.

Designated Head Start service area: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Power and Twin Falls counties

Approved program options for the Head Start program: Center-based.

Federal Early Head Start population: 92 infants, toddlers and pregnant women.

State Early Head Start population: 0 infants, toddlers and pregnant women.

Designated Early Head Start service area: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Power and Twin Falls counties

Approved program options for the Early Head Start program: Center-based, Combination Program, Home-based.



College of Southern Idaho
Head Start/Early Head Start
998 Washington St N
PO Box 1238
Twin Falls, Idaho 83303-1238
208-736-0741



December 19, 2016

Patricia Fisher
Grants Officer
Administration for Children and Families
Office of Grants Management
701 Fifth Avenue, Suite 1600, MS-72
Seattle, WA 98104

RE: Grant No. 10CH0164

To whom it may concern:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved the In-kind waiver request for FY2016 grant period 7/16-12/16.

We are excited about the direction our program is taking, and the increased opportunities it allows families in our service area. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

Jeff Harmon
Vice President of Administration
College of Southern Idaho
Head Start /Early Head Start



COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START
998 Washington St. N.
Twin Falls, Idaho 83303-1283
(208) 736-0741



December 6, 2016

Grant Award: 10CH010422-01-Head Start/ Early Head Start

Project Period: 07/01/16 thru 12/31/2016

RE: Request for Waiver of Non-Federal Share (Lack of community resources)

The College of Southern Idaho Head Start/Early Head Start program finished negotiations for its ACF HHS grant in May of 2016 which completed the DRS process. The process and government timing related to cohort IV placed the program in a funding cycle where our 2016 fiscal year has been split into two six month funding periods. During the first six months (January through June) school was in session and services were being provided as normal, consequently the program had no trouble coming up with the non-federal match; in fact, we generated non-federal match in excess of the 20% requirement. Beginning July 2016, the program entered its second six months funding cycle where we were severely limited in our ability to collect/generate in-kind during the first two months (July and August) of services due to summer break, classes were not in session. The majority of our non-federal match is secured from community volunteers and parent/guardians volunteering in the centers and working with their children on their goals. The program's historical data shows that 87.8% of the total needed for our non-federal match falls within the two previous categories. As we approach the end of the current sixth month funding cycle, we have only been able to collect \$394,829.38 (54.9%) in non-federal match, leaving us currently short \$324,254.62 (45.1%) in our non-federal match.

Head Start continuously receives great support in each community in the form of donation of supplies, cash and volunteer hours, although, even with all the support we receive from parents and communities at large we are still behind in volunteer hours. It is abundantly clear that this is a result of not being in service for the first two months of our six month grant. The program will, as always, strive to gain as much non-federal match as possible, however it is apparent that we may not be able to obtain the whole amount. The College of Southern Idaho Head Start/Early Head Start program respectfully requests that it be granted a waiver under the Head Start Act (1) Lack of community resources. We will continue to be vigilant in our efforts to fulfill our obligation to collect the 20% (\$719,084) non-federal match required by terms of the grant. That being said, we project that the program will fall short by \$324,244.62.

Thank you,

A handwritten signature in blue ink, appearing to read 'Mancole Fedder'.

Mancole Fedder, M.Ed.
Director

College of Southern Idaho Head Start/Early Head Start

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,076,475.00	\$ 205,364.54	\$ 769,460.73	\$ 307,014.27	28.5%
BENEFITS	\$ 704,618.00	\$ 123,350.44	\$ 443,785.08	\$ 260,832.92	37.0%
OUT OF AREA TRAVEL	\$ -	\$ 408.49	\$ 408.49	\$ (408.49)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 25,717.00	\$ 5,541.79	\$ 23,816.45	\$ 1,900.55	7.4%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 187,462.00	\$ 24,153.74	\$ 127,105.47	\$ 60,356.53	32.2%
TOTAL DIRECT COSTS	\$ 1,994,272.00	\$ 358,819.00	\$ 1,364,576.22	\$ 629,695.78	31.6%
ADMIN COSTS (8.228%)	\$ 144,514.00	\$ 26,025.53	\$ 101,736.20	\$ 42,777.80	29.6%
GRAND TOTAL	\$ 2,138,786.00	\$ 384,844.53	\$ 1,466,312.42	\$ 672,473.58	31.4%
IN KIND NEEDED	\$ 534,696.00				
IN KIND GENERATED	\$ 282,571.18				
IN KIND (SHORT)/LONG	\$ (252,124.82)				
PROCUREMENT CARD EXPENSE	\$ 18,029.08	3% of Total Expense. Detailed report available upon request.			

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	14,674.00	765.18	-	15,439.18	74,797.29

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,431.00	\$ 872.60	\$ 9,566.03	\$ 5,864.97	38.0%
SUPPLIES	\$ 1,897.00	\$ -	\$ -	\$ 1,897.00	100.0%
OTHER	\$ 6,423.00	\$ -	\$ 13,536.91	\$ (7,113.91)	-110.8%
GRAND TOTAL	\$ 23,751.00	\$ 872.60	\$ 23,102.94	\$ 648.06	2.7%
IN KIND NEEDED	\$ 5,938.00				
IN KIND GENERATED	\$ 11,730.00				
IN KIND (SHORT)/LONG	\$ 5,792.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 275,456.00	\$ 47,337.80	\$ 219,618.54	\$ 55,837.46	20.3%
BENEFITS	\$ 170,225.00	\$ 27,603.99	\$ 124,799.78	\$ 45,425.22	26.7%
OUT OF AREA TRAVEL		\$ -	\$ 2,162.58	\$ (2,162.58)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 11,000.00	\$ 3,260.49	\$ 8,104.39	\$ 2,895.61	26.3%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 56,932.00	\$ 8,666.64	\$ 42,140.77	\$ 14,791.23	26.0%
TOTAL DIRECT COSTS	<u>\$ 513,613.00</u>	<u>\$ 86,868.92</u>	<u>\$ 396,826.06</u>	<u>\$ 116,786.94</u>	<u>22.7%</u>
ADMIN COSTS (8.228%)	\$ 36,670.00	\$ 6,166.21	\$ 28,338.74	\$ 8,331.26	22.7%
GRAND TOTAL	<u>\$ 550,283.00</u>	<u>\$ 93,035.13</u>	<u>\$ 425,164.80</u>	<u>\$ 125,118.20</u>	<u>22.7%</u>
IN KIND NEEDED	\$ 137,571.00				
IN KIND GENERATED	\$ 112,258.20				
IN KIND (SHORT)/LONG	\$ (25,312.80)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 245.65	\$ 74.74	\$ -	\$ 320.39	\$ 1,720.64

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 6,886.00	\$ 2,118.60	\$ 5,876.99	\$ 1,009.01	14.7%
SUPPLIES	\$ 691.00	\$ 750.00	\$ 750.00	\$ (59.00)	-8.5%
OTHER	\$ 5,937.00	\$ -	\$ 6,449.08	\$ (512.08)	-8.6%
GRAND TOTAL	<u>\$ 13,514.00</u>	<u>\$ 2,868.60</u>	<u>\$ 13,076.07</u>	<u>\$ 437.93</u>	<u>3.2%</u>

IN KIND NEEDED	\$ 3,379.00
IN KIND GENERATED	\$ 8,352.00
IN KIND (SHORT)/LONG	\$ 4,973.00

START-UP FUNDS
July 1, 2016-December 31, 2016

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO HS/EHS

November 2016

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 120,000.00	\$ 95,892.00	\$ 120,890.49	\$ (890.49)	-0.7%
OTHER					
FACILITIES/CONST.	\$ 30,000.00	\$ -	\$ 16,624.74	\$ 13,375.26	44.6%
TOTAL DIRECT COSTS	<u>\$ 150,000.00</u>	<u>\$ 95,892.00</u>	<u>\$ 137,515.23</u>	<u>\$ 12,484.77</u>	<u>8.3%</u>
GRAND TOTAL	<u>\$ 150,000.00</u>	<u>\$ 95,892.00</u>	<u>\$ 137,515.23</u>	<u>\$ 12,484.77</u>	<u>8.3%</u>
IN KIND NEEDED	\$ 37,500.00				
IN KIND GENERATED	<u>\$ 49,739.22</u>				
IN KIND (SHORT)/LONG	\$ 12,239.22				



New Accessions

November 10, 2016

MEMBERS PRESENT:

Fran Frost, Pauline Meyerhoeffer, Teri Fattig, Laura Browarny, Joey Heck

DONOR: James L. Sliger

OBJECTS:

Small collection of Shoshone items including:

- 3 coin purses, two beaded, one with porcupine quillwork
- Beaded medallion
- Beaded pipe bag
- Pipe bowl
- Basket tray
- 2 pairs of beaded gloves worn by donor's grandfather, Walter Grandjean Leflang
- Beaded vest worn by donor's grandfather, Walter Grandjean Leflang
- Children's beaded moccasins

COMMENTS:

Items had been on loan to the Herrett Center since 1986 from Elizabeth Sliger, who has since passed away. Her son, James, was listed as the next executor of the loan and has decided to donate the objects. Donor is also providing long term loan of an eagle feather headdress that was made for his grandfather.

All items are between 60 and 100+ years old and were purchased directly from Shoshone craftsmen and dealers.

DONOR: Norval Scott

OBJECT:

4x4 full groove axe in custom oak shadow box

COMMENTS:

Axe head was found in Missouri around 1915 by the donor's father, Walter Scott and is pre-historic. The donor also provided a signed, notarized affidavit confirming the circumstances under which the axe head was found. This will be one of the oldest North American artifacts in the permanent collection.





SOAR Student Orientation, Advising and Registration



2016 Entering Student Success Institute

November, 2016

Orientation Mission

In alignment with the College of Southern Idaho mission, New Student Orientation strives to provide a positive transition experience for new first year, transfer, and returning students as well as their family members through educational and social programming. The program's intent is to prepare students for their academic pursuits as well as initiate their integration into the College of Southern Idaho's (CSI) intellectual, cultural, and social climate.

PROGRAM GOALS

- Familiarize students with the mission and core values of CSI.
- Instill students with a sense of pride in their choice to attend CSI.
- Facilitate academic advising and course registration while providing information about academic requirements and expectations.
- Provide information about the policies, procedures, regulations, rights, and responsibilities governing CSI.
- Provide opportunities to develop meaningful relationships with peers, faculty, staff and administrators.
- Familiarize students with the campus environment, facilities, and opportunities for involvement.
- Provide students with education, information and guidance about how to manage the financial aspects of their education.
- Address issues surrounding personal health, wellness and responsibility.
- Create an atmosphere that values diversity and encourages respect for all members of the CSI community.
- Assist parents and families in understanding the adjustments new students must make while transitioning to the College of Southern Idaho.

SOAR Schedule

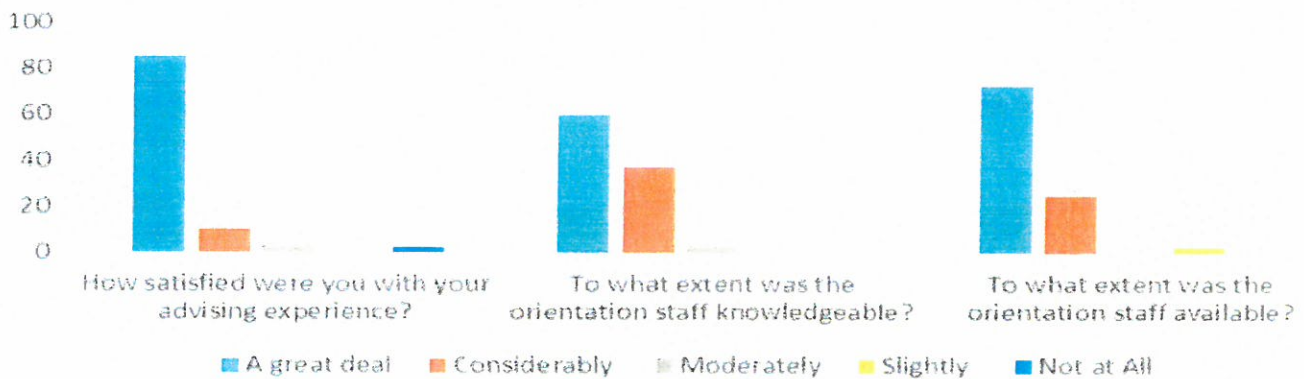
8:45-	Check- In				
9:30-10:00	Welcome, Review of Agenda, & Ice Breaker				
10:00-	Transition to Small Group Sessions & Group Advising Session				
	C	S	I	Eagles	
10:05-10:30	Financial Aid				Advising or Fin Aid with their student
10:35-11:00	Advising				Advising or Fin Aid with their student
11:10-11:35	Focus Area Advising	Focus Area Advising	Tech Talk	Tech Talk	Registrar & Important Info
11:40-12:05	Tech Talk	Tech Talk	Focus Area Advising	Focus Area Advising	Success Tips: "Parenting a college student"
12:15-1:15	Lunch & "Be Curious" Talk				Lunch With Students
1:15-2:00	CSI 101 Information Session				
2:00-2:45	Registration		Tour		College Life: Student & Parent Panel
2:45-3:30	Tour		Registration Lab		
3:30-3:45	Closing				

Outcomes

Quantitative

	F16 - SOAR Students	F15 - First-time students	F14 - First-time students
Total Students	1356	1525	1548
Still Enrolled (As of Oct 28th)	1245	1294	1328
Percent	91.81%	84.85%	85.79%
Total Credits	14527	9647	10431
Students	1245	1294	1328
Average Credits	11.67	7.46	7.85

Student Satisfaction with SOAR Experience



Qualitative

What were the most useful parts of orientation? (Student responses)

- Getting all of my questions answered in one day
- Knowing how to register, pay for classes and the different student activities available
- Becoming familiar with campus before jumping in and without being overwhelmed
- Explanations on all of the different resources that are available on campus
- Getting my schedule figured out
- Learning about different forms of financial aid and how to apply for scholarships
- Meeting my advisor

What did you most enjoy about the orientation program? (Parent responses)

- The kindness shown to my student and the fact that you want them to be successful and safe
- Getting all of the info at one place and time rather than sifting through it on our own
- The opportunity for future students to meet each other and get an idea of what to expect. Helps to decrease anxiety
- Seeing and understanding what my son's life is going to be like for the next few years
- Staff eager to teach and willing to find answers to all questions



Michelle Schutt, Ph.D.
 Associate VP Student Services
 mschutt@csi.edu
 208-732-6863