# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

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November 16, 2009

EXECUTIVE SESSION 5:00 p.m. Taylor Building – President's Board Room

BOARD OF TRUSTEES MEETING 5:30 p.m. Taylor Building – SUB 248

# AGENDA

APPROVAL OF MEETING AGENDA: (A) LeRoy Craig

MINUTES – EXECUTIVE SESSION OF OCTOBER 19<sup>TH</sup>: (A) Mike Mason

MINUTES – REGULAR MEETING OF OCTOBER 19<sup>TH</sup>: (A) Mike Mason

TREASURER'S REPORT: (A) Mike Mason

**OPEN FORUM** 

HOSPITAL BED AND TABLE BID: (A) Mike Mason

FISCAL YEAR 2009 AUDIT: (A) Mike Mason

HEAD START REPORT: (I) Mike Mason

POLICY AND PROCEDURE MANUAL UPDATES: (A) Monty Arrossa

CWI ACCREDITATION UPDATES: (I) Dr. Jeff Fox

PRESIDENT'S REPORT: (I) President Beck

**OLD BUSINESS** 

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO COMMUNITY COLLEGE DISTRICT NOVEMBER BOARD OF TRUSTEES MEETING NOVEMBER 16, 2009

CALL TO ORDER: 6:12 p.m. Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr. Charles Lehrman, Donna Brizee, Dr. Allan Frost and Dr. Thad Scholes

College Administration: Gerald L. Beck President John M. Mason, Vice President of Administration Dr. Jeff Fox, Executive Vice President and Chief

- Academic Officer
- Dr. Edit Szanto, Vice President of Student Services and Planning and Development

Dr. Ken Campbell, Dean of Technology Dr. Mark Sugden, Instructional Dean Dr. Cindy Bond, Instructional Dean Dr. Todd Schwarz, Instructional Dean Jeffrey M. Harmon, Dean of Finance Graydon Stanley, Dean of Students Monty Arrossa, Human Resources Director Randy Dill, Physical Plant Director Doug Maughan, Public Information Director Kathy Deahl, Administrative Assistant to the President

CSI Employees: None

Visitors: Student Body President Lacey Haggan

Faculty Representative: John Boling and Jody Hawkins

PACE Representative: Victoria Ward and Kim Taylor

Times News: None

The meeting agenda was amended to include Herrett Center Collections on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

MINUTES OF THE EXECUTIVE AND REGULAR SESSION OF OCTOBER 19, 2009 were approved on MOTION by Dr. Thad Scoles. Affirmative vote was unanimous. <u>CSI Trustees</u> November 16, 2009 Page 2

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

There were no speakers for the Open Forum.

#### BID:

1. The Board approved the bid of Hil-Rom Company of Batesville, Indiana in the amount of \$55,603.80 for the fourteen specified hospital beds and associate side tables on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Funding for this purchase is from the State of Idaho Division of Public Works project funds and the Plant Facility Fund.

#### PRESIDENT'S REPORT:

1. The fiscal year 2009 audit was accepted on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

2. The Head Start Planning Matrix was approved on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

3. Monty Arrossa presented updates to the College of Southern Idaho Policy and Procedures Manual to the Board. The Board approved the updates on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Both the Board and President thanked Monty Arrossa for his work in this area.

4. Dr. Jeff Fox updated the Board concerning the status of the College of Western Idaho accreditation process. He advised the Board that the Proposal for Candidacy had been submitted and that we were hopeful that they would receive full accreditation in the fall of 2013.

5. The Board accepted the recommended donations to the Herrett Center as recommended by the Herrett Center Collections Committee on MOTION by Dr. Allan Frost. Affirmative vote was unanimous. <u>CSI Trustees</u> <u>November 16, 2009</u> <u>Page 3</u>

6. President Beck reported the following:

a. President Beck attended a meeting concerning economic development in the Twin Falls area.

b. The President and local business people hosted two site visits concerning the Dell building and two more site visits are scheduled.

c. The dental hygiene program is scheduled to start next fall. Meetings have been held with local dentists.

d. The annual Southern Idaho Economic Development Organization meeting was held at Canyon Crest in Twin Falls.

e. President Beck continues to attend executive awareness meetings in support of the College of Southern Idaho Foundation fund raising campaign.

f. President Beck was re-appointed to the Idaho Workforce Development Council. Prior to a three year absence, he had served on the council for twenty two years.

g. The College of Southern Idaho Forensics Team earned first place in a competition of twenty teams from two and four year colleges.

ADJOURNMENT was declared at 6:50 p.m.

John M. Mason, Secretary Treasurer

Approved:	December	21,	2009		
		Cha	airmar	1	



November 3, 2009

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

From: Mike Mason

Re: Hospital Bed and Table Bid

We properly advertised for fourteen hospital beds meeting or exceeding the specifications of the Hill-Rom 1000 hospital bed and the accompanying over bed tables. During the two week period the advertisement was running, I spoke to three vendors. I fully expected these vendors to submit bids.

On the bid opening date, I did not receive any bids or proposals. Based upon this, I contacted the Hill-Rom sales representative and was advised that she had submitted a quote to our nursing department last summer that she thought would suffice for a bid. That quote expired August 31, 2009.

At my request, Hil-Rom provided a quote for the hospital beds and tables at a price lower than their August 31, 2009 quote.

Based upon the lack of response from bidders and our immediate need for hospital beds for the new health sciences and human services building, it is my recommendation that we accept the bid for fourteen Hil-Rom 1000 hospital beds and accompanying tables from Hil-Rom Company of Batesville, Indiana in the amount of \$55,603.80.

Funding for this purchase is from project equipment funds and the Plant Facility Fund.





# SOUTH CENTRAL HEAD START



#### **Early Head Start Grant**

South Central Head Start received notification on November 1, 2009 of an **Early Head Start** grant award to serve **80** pregnant moms, infants, and toddlers.

#### Funding

Start Up Funds Ongoing Funds Training/ Technical Assistance

\$715,012 \$281,556 \$51,941

#### Start Up

- Six month planning period. November 2009 May 2010
- For the first year EHS participants will receive home based/ center based services beginning in May 2010. Additional slots will transition into center based services at a later date.

#### Facilities

- Purchase module(s) for Twin Falls center based option.
- Renovation at Minidoka for center based option and purchase adjacent property for EHS playground.
- Acquire rental property in Jerome for center based option.

#### **EHS Options:**

- 2 Home based units in Jerome serving 24
- 2 Home based units in Rupert serving 24
- 2 Home based units in Twin Falls serving 24
- 1 Center Based unit in Twin Falls serving 8

#### EHS Staff:

Specialist

Health Services Coordinator

- 1- Family Educator III
- 7- Family Educator II (Home Visitors)
- 1- Classrooms Assistants (For center based & socializations)

#### **Home Based Option**

- Year round services.
- Weekly home visits lasting 1 1/2 hours each –focus will be on child development, health, resources, family, self sufficiency, and goals.
- Two socialization will be held at the center each month and will focus on parent trainings.

#### **Center Based Option**

- Year round services.
- Service will be provided to families employed or attending school/ training.
- Centers will be open 9 hours a day, 5 days a week.
- Monthly home visits lasting 1 1/2 hours each.
- Monthly socializations with parent training workshops.

### South Central Head Start Monthly Program Summary For October 2009

#### Enrollment

ACYF Federal Funded	549
TANF	27
Total	576

#### **Program Options**

Part-day/ Part-year, Double Sessions, School District, Pre-K

#### Attendance

October Attendance

85%

#### Education

Classroom staff are working on completing screeners for Head Start children. These include height/weight, blood pressure, Hematocrit, physical, dental, and lead screening. These screeners must be completed within 90 calendar days of enrollment. Parent/Teacher conferences are being conducted this month as well. Parents have the opportunity to visit the center and go over information about their child and the program with the classroom teacher and home visitor. A phone conference is available for parents unable to attend in person.

#### **Meals and Snacks**

Total meals served for October	7,043
Total snacks served for October	2,294

#### **Parent Involvement**

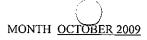
Policy Council Retreat was held October 23rd and 24th at Campus Grove in Albion, Idaho. Policy Council members were trained on their roles and responsibilities and participated in various interactive literacy activities. Elections for Policy Council positions will be held at the November meeting.

#### **Documents for Board Review/ Approval in November:**

**Planning Matrix** 

HEAD START ACCOUNT #22 January 1, 2009 - December 31, 2009

#### MONTHLY FINANCIAL REPORT SOUTH CENTRAL HEAD START



SALARIES         \$ 2,306,987.00         \$ 207,973.49         \$ 1,963,756.99         \$ 343,230.01         \$ 29,979.39         \$ 373,209.40         \$ 83.0%           BENEFITS **         \$ 1,439,922.00         \$ 107,109.34         \$ 1,030,010.68         \$ 409,911.32         \$ 13,394.21         \$ 4223,305.33         82.0%           OUT OF AREA TRAVEL         \$ 8,224.00         \$ -         \$ 2,498.05         \$ 5,755.95         \$ 343.56         \$ 6,009.51         100.0%           EQUIPMENT         \$ 8,530.00         \$ 8,023.14         \$ 506.86         \$ 506.86         \$ 506.86         100.0%           CENTER SUPPLIES         \$ 1,700.00         \$ 933.76         \$ 12,092.97         \$ 1,607.03         \$ 2,28%           CENTER SUPPLIES         \$ 3,319.00         \$ 233.33         \$ 11,882.34         \$ (3,563.34)         \$ (2,563.32)         \$ 628.55         \$ (2,563.32)         \$ 6156.34         \$ 9,27%         \$ 2,961.24         \$ 23,833.24         \$ (3,467.34)         \$ 2,851.44         90.2%         2           CONTRACTUAL         \$ 19,653.00         \$ 2,961.24         \$ 2,385.32.4         \$ 6,146.76         \$ 35.00         \$ 6,181.76         \$ 35.00         \$ 6,181.76         \$ 8 3.0%         \$ 1607.03         \$ 2,961.24         \$ 23,853.24         \$ 6,146.76         \$ 35.00         \$ 6,181.76 </th <th></th> <th></th> <th>TOTAL</th> <th>ſ</th> <th>OTAL THIS</th> <th>C</th> <th>ASH OUTLAY</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>BALANCE</th> <th>PROJ</th> <th>ACTUAL</th>			TOTAL	ſ	OTAL THIS	C	ASH OUTLAY						BALANCE	PROJ	ACTUAL
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CONTRACTS       \$ 30,000.00       \$ 2,961.24       \$ 23,853.24       \$ 6,146.76       \$ 35.00       \$ 6,181.76       80.9%         MEDICAL       \$ 19,653.00       \$ 5,100.01       \$ 15,032.30       \$ 4,620.70       \$ 4,620.70       \$ 8,176       80.9%         DENTAL       \$ 26,900.00       \$ 15,214.73       \$ 20,745.75       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 6,154.25       \$ 81.6%       CHILD TRAVEL       \$ 33,785.00       \$ 15,911.04       \$ 103,148.02       \$ (19,363.02)       \$ 5.9%       I         CAREER DEVELOP       \$ 21,526.00       \$ 108.30       \$ 11,307.17       \$ 10,218.83       \$ 10,286.70       \$ 85.9%       I         PARENT TRAINING       \$ 8,773.00       \$ 657.40       \$ 4,867.27       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 4,69%       I         UTILITIES       \$ 70,220.00       \$ 5,360.84       \$ 43,159.30       \$ 27,060.17       \$ 27,060.17       \$ 27,060.17       \$ 27,060.17       \$ 27,060.17       \$ 27,060.17       \$ 27,060.17       \$ 27,060.17															
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EMPLOYEE TRAVEL       \$ 43,605.00       5,935.00       \$ 33,318.30       \$ 10,286.70       \$ 10,286.70       \$ 11,286.70         CAREER DEVELOP       \$ 21,526.00       \$ 108.30       \$ 11,307.17       \$ 10,218.83       \$ 10,218.83       \$ 10,218.83       \$ 50,00         PARENT TRAINING       \$ 8,773.00       \$ 657.40       \$ 4,867.27       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 3,905.73       \$ 84.6%         SPACE       \$ 117,251.00       9,227.56       \$ 121,070.30       \$ (3,819.30)       \$ 5,319.30       \$ 100.0%       1         UTILITIES       \$ 70,220.00       \$ 5,360.84       \$ 43,159.83       \$ 27,060.17       \$ 27,060.17       73.8%         TELEPHONE       \$ 41,415.00       \$ 3,493.92       \$ 26,107.88       \$ 15,307.12       \$ 97,220.66       \$ 17,720.66       \$ 8,993.39       \$ 1,736.75       \$ 21.%       \$ 10,218.83       \$ 2,060.17       \$ 3,890.71.85       \$ 85.66       \$ 107AL DIRECT COSTS       \$ 4,374,726.00       \$ 387,851.88       \$ 3,555,801.55       \$ 818,924.45       \$ 70,777.40       \$ 889,701.85 <t< td=""><td>CHILD TRAVEL</td><td>\$</td><td>83,785.00</td><td>\$</td><td>15,911.04</td><td>\$</td><td>103,148.02</td><td>\$</td><td>(19,363.02)</td><td></td><td></td><td></td><td></td><td></td><td>123.1%</td></t<>	CHILD TRAVEL	\$	83,785.00	\$	15,911.04	\$	103,148.02	\$	(19,363.02)						123.1%
CAREER DEVELOP       \$       21,526.00       \$       108.30       \$       11,307.17       \$       10,218.83       \$       10,218.83       \$       \$       10,218.83       \$       \$       10,218.83       \$       \$       10,218.83       \$       \$       10,218.83       \$       \$       3,905.73       \$       \$	EMPLOYEE TRAVEL	\$	43,605.00		5,935.00	\$	33,318.30	\$	10,286.70			\$			76.4%
PARENT TRAINING       \$ 8,773.00       \$ 657.40       \$ 4,867.27       \$ 3,905.73       \$ 3,905.73       \$ 84.6%         SPACE       \$ 117,251.00       9,227.56       \$ 121,070.30       \$ (3,819.30)       \$ (3,819.30)       \$ (3,819.30)       100.0%       1         UTILITIES       \$ 70,220.00       \$ 5,360.84       \$ 43,159.83       \$ 27,060.17       \$ 27,060.17       73.8%         TELEPHONE       \$ 41,415.00       \$ 3,493.92       \$ 26,107.88       \$ 15,307.12       \$ 15,307.12       79.2%         OTHER       \$ 44,338.00       \$ 2,069.10       \$ 49,594.64       \$ (5,256.64)       \$ 6,993.39       \$ 1,736.75       82.1%         TOTAL DIRECT COSTS       \$ 4,374,726.00       \$ 387,851.88       \$ 3,555,801.55       \$ 818,924.45       \$ 70,777.40       \$ 889,701.85       85.6%         MIN COSTS       \$ 279,182.00       \$ 39,919.88       \$ 188,328.07       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 50.6%         MIN D NEEDED       \$ 844,413.75       (1)       1       1       1       1       1         IN KIND GENERATED       \$ 449,135.14       1       1       1       1       1         IN KIND (SHORT)/LONG       \$ (395,278.61)       1       1       1       1 <t< td=""><td></td><td>\$</td><td>21,526.00</td><td>\$</td><td>108.30</td><td>\$</td><td>11,307.17</td><td>\$</td><td></td><td></td><td> <u></u>.</td><td>- · ·</td><td><u> </u></td><td></td><td>52.5%</td></t<>		\$	21,526.00	\$	108.30	\$	11,307.17	\$			<u></u> .	- · ·	<u> </u>		52.5%
SPACE       \$ 117,251.00       9,227.56       \$ 121,070.30       \$ (3,819.30)       \$ (3,819.30)       100.0%       1         UTILITIES       \$ 70,220.00       \$ 5,360.84       \$ 43,159.83       \$ 27,060.17       \$ 27,060.17       73.8%         TELEPHONE       \$ 41,415.00       \$ 3,493.92       \$ 26,107.88       \$ 15,307.12       \$ 15,307.12       79.2%         OTHER       \$ 44,338.00       \$ 2,069.10       \$ 49,594.64       \$ (5,256.64)       \$ 6,993.39       \$ 1,736.75       82.1%         TOTAL DIRECT COSTS       \$ 4,374,726.00       \$ 387,851.88       \$ 3,555,801.55       \$ 818,924.45       \$ 70,777.40       \$ 889,701.85       85.6%         Control       S 889,701.85       85.6%       Control       S 90,853.93       S 90,853.93       S 90,853.93       S 90,853.93       S 90,853.93       S 90,855.78       80.3%       Control       Control       Control       Control       Control       Control       Control       Contro       Control       Control	PARENT TRAINING	\$	8,773.00	\$	657.40	\$	4,867.27	\$	3,905.73			\$			55.5%
UTILITIES       \$       70,220.00       \$       5,360.84       \$       43,159.83       \$       27,060.17       73.8%         TELEPHONE       \$       41,415.00       \$       3,493.92       \$       26,107.88       \$       15,307.12       \$       27,060.17       73.8%         OTHER       \$       44,338.00       \$       2,069.10       \$       49,594.64       \$       (5,256.64)       \$       6,993.39       \$       1,736.75       82.1%         TOTAL DIRECT COSTS       \$       4,374,726.00       \$       387,851.88       \$       3,555,801.55       \$       818,924.45       \$       70,777.40       \$       889,701.85       85.6%         ADMIN COSTS       \$       279,182.00       \$       39,919.88       188,328.07       \$       90,853.93       \$       90,853.93       \$       90,853.93       \$       90,853.93       \$       90,855.7.8       80.3%         IN KIND NEEDED       \$       844,413.75       Interpret       I	SPACE	\$	117,251.00		9,227.56	\$	121,070.30	\$							103.3%
TELEPHONE       \$       41,415.00       \$       3,493.92       \$       26,107.88       \$       15,307.12       \$       15,307.12       79.2%         OTHER       \$       44,338.00       \$       2,069.10       \$       49,594.64       \$       (5,256.64)       \$       6,993.39       \$       1,736.75       82.1%         TOTAL DIRECT COSTS       \$       4,374,726.00       \$       387,851.88       \$       3,555,801.55       \$       818,924.45       \$       70,777.40       \$       889,701.85       85.6%         ADMIN COSTS       \$       279,182.00       \$       39,919.88       188,328.07       \$       90,853.93       \$       90,853.93       \$       90,853.93       75.0%       \$         GRAND TOTAL       \$       4,653,908.00       \$       427,771.76       \$3,744,129.62       \$       909,778.38       \$70,777.40       \$       980,555.78       80.3%       \$         IN KIND NEEDED       \$       844,413.75       Income       Incom       Income       Income	UTILITIES	.\$	70,220.00	\$	5,360.84	\$	43,159.83	\$	27,060.17			\$			61.5%
OTHER       \$ 44,338.00       \$ 2,069.10       \$ 49,594.64       \$ (5,256.64)       \$ 6,993.39       \$ 1,736.75       82.1%         TOTAL DIRECT COSTS       \$ 4,374,726.00       \$ 387,851.88       \$ 3,555,801.55       \$ 818,924.45       \$ 70,777.40       \$ 889,701.85       85.6%         ADMIN COSTS       \$ 279,182.00       \$ 39,919.88       \$ 188,328.07       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,855.78       80.3%         IN KIND NEEDED       \$ 844,413.75       Image: the state of the state	TELEPHONE	\$	41,415.00	\$	3,493.92	\$	26,107.88	\$							63.0%
TOTAL DIRECT COSTS       \$ 4,374,726.00       \$ 387,851.88       \$ 3,555,801.55       \$ 818,924.45       \$ 70,777.40       \$ 889,701.85       85.6%         ADMIN COSTS       \$ 279,182.00       \$ 39,919.88       \$ 188,328.07       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,853.93       \$ 90,855.78       80.3%       \$ 90,853.93       \$ 90,855.78       80.3%       \$ 90,853.93       \$ 90,853.93       \$ 90,855.78       80.3%       \$ 90,853.93       \$ 90,855.78       80.3%       \$ 90,853.93       \$ 90,855.78       80.3%       \$ 90,853.93       \$ 90,855.78       80.3%       \$ 90,853.93       \$ 90,855.78       80.3%       \$ 90,853.93       \$ 90,855.78       80.3%       \$ 90,855.78       80.3%       \$ 90,855.78       \$ 90,855.78       80.3%       \$ 90,855.78       \$ 90,855.78       \$ 90,855.78       \$ 90,855.78       \$ 90,855.78       \$ 90,855.78       \$ 90,855.78       \$ 90,855.78       \$ 90,853.93       \$ 90,855.78       \$ 90,853.93       \$ 90,855.78       \$ 90,853.93       \$ 90,855.78       \$ 90,853.93       \$ 90,855.78       \$ 90,855.78       \$ 90,853.93       \$ 90,855.78       \$ 90,855.78       \$ 90,853.93       \$ 90,853.93       \$ 90,855.78       \$ 90,853.93       \$ 90,855.78       \$ 90,853.93       \$ 90,855.78	OTHER	\$	44,338.00	\$	2,069.10	\$	49,594.64	\$		\$	6,993,39				96.1%
GRAND TOTAL       \$ 4,653,908.00       \$ 427,771.76       \$ 3,744,129.62       \$ 909,778.38       \$ 70,777.40       \$ 980,555.78       80.3%         IN KIND NEEDED       \$ 844,413.75       (1)       (1)       (1)       (1)         IN KIND GENERATED       \$ 449,135.14       (1)       (1)       (1)       (1)         IN KIND (SHORT)/LONG       \$ (395,278.61)       (395,278.61)       (1)       (1)       (1)	TOTAL DIRECT COSTS	\$	4,374,726.00	\$	387,851.88	\$	3,555,801.55	\$				_			82.9%
GRAND TOTAL       \$ 4,653,908.00       \$ 427,771.76       \$ 3,744,129.62       \$ 909,778.38       \$ 70,777.40       \$ 980,555.78       80.3%         IN KIND NEEDED       \$ 844,413.75       (1)       (1)       (1)       (1)         IN KIND GENERATED       \$ 449,135.14       (1)       (1)       (1)       (1)         IN KIND (SHORT)/LONG       \$ (395,278.61)       (395,278.61)       (1)       (1)       (1)			· · · · · · · · · · · · · · · · · · ·												
IN KIND NEEDED         \$ 844,413.75         (1)           IN KIND GENERATED         \$ 449,135.14		<u> </u>										\$		,	67.5%
IN KIND NEEDED         \$ 844,413.75           IN KIND GENERATED         \$ 449,135.14           (2)         (2)           IN KIND (SHORT)/LONG         \$ (395,278.61)	GRAND IOTAL	<u> </u>	4,653,908.00	\$	427,771.76	\$	3,744,129.62	\$	909,778.38			\$	980,555.78	80.3%	82.0%
IN KIND GENERATED \$ 449,135.14 (2) IN KIND (SHORT)/LONG \$ (395,278.61)		<u> </u>				L			·		(1)				
(2) IN KIND (SHORT)/LONG \$ (395,278.61)				Ì		ļ									
IN KIND (SHORT)/LONG \$ (395,278.61)	IN KIND GENERATED	\$													
	IN KIND (SHORT)/LONG	\$				<u> </u>	······································		<u> </u>						
(1) Revenues include payments from Jerome S.D. for Positive Youth Development Program, Sept. USDA & July TANF					r Positive You	i. th J	Development	Pro	gram, Sept. I	JSD.	A & Julv TAN	F			
(2) In-Kind sufficient to meet requirement will be booked in November/December	(2) In-Kind sufficient to meet r	eau	irement will h	e bo	oked in Noven	nbe	r/December		<u> </u>						
** Surplus \$\$ in Benefits pending approval from Region X to allocate to center supplies, child travel & space categories.	** Surplus \$\$ in Benefits pend	ing	approval from	Res	zion X to alloc:	ate	to center sum	blie	s. child travel	& 5	space categorie	s.			



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#### MONTHLY FINANCIAL REPORT SOUTH CENTRAL HEAD START

MONTH <u>OCTOBER</u> 2009

1	TOTAL	TC	TAL THIS	C	ASH OUTLAY				Ē	BALANCE	PROJECTED	ACTUAL
Α	PPROVED	:	MONTH	-	TO DATE		ALANCE	COMMITMENTS			%	%
							·					
\$	25,220.00	\$	2,367.93	\$	19,660.98	\$	5,559.02		\$	5,559.02	91.3%	78.0%
\$	4,254.00	\$	65.39	\$	4,307.78	\$	(53.78)		\$	(53.78)	100.0%	101.3%
\$	1,800.00	\$	_	\$	712.50	\$	1,087.50		\$	1.087.50	100.0%	39.6%
\$	13,071.00	\$	1,372.75	\$	14,291.74	\$	(1,220.74)		\$			109.3%
												o
5	44,345.00	\$	3,806.07	\$	38,973.00	\$	5,372.00	\$	\$	5,372.00	82.9%	87.9%
S	2 830 00	\$	717.27	\$	2 150 51	¢	670.40		¢	5 104 00	82.00/	76.000
				_		<u> </u>		\$				76.0%
	17,175.00	<u>φ</u>	-1,52.5.54	Ψ		<u>Ψ</u>	0,031.49	φ	_Ф	10,550.98	90.770	87.2%
\$	5,089.54											
\$	11,794.00	[										
\$	6 704 46		<u> </u>									
	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	APPROVED \$ 25,220.00 \$ 4,254.00 \$ 1,800.00 \$ 13,071.00 \$ 44,345.00 \$ 2,830.00 \$ 2,830.00 \$ 47,175.00 \$ 5,089.54 \$ 11,794.00	APPROVED	APPROVED       MONTH         \$       25,220.00       \$       2,367.93         \$       25,220.00       \$       2,367.93         \$       4,254.00       \$       65.39         \$       4,254.00       \$       65.39         \$       1,800.00       \$       -         \$       1,800.00       \$       -         \$       13,071.00       \$       1,372.75         \$       44,345.00       \$       3,806.07         \$       2,830.00       \$       717.27         \$       47,175.00       \$       4,523.34         \$       5,089.54       \$       11,794.00	APPROVED       MONTH         \$       25,220.00       \$       2,367.93       \$         \$       25,220.00       \$       2,367.93       \$         \$       4,254.00       \$       65.39       \$         \$       4,254.00       \$       65.39       \$         \$       1,800.00       \$       -       \$         \$       1,800.00       \$       -       \$         \$       1,3071.00       \$       1,372.75       \$         \$       2,830.00       \$       717.27       \$         \$       2,830.00       \$       717.27       \$         \$       2,830.00       \$       717.27       \$         \$       47,175.00       \$       4,523.34       \$         \$       5,089.54       \$       \$       \$         \$       11,794.00       \$       \$       \$	APPROVED       MONTH       TO DATE         \$ 25,220.00       \$ 2,367.93       \$ 19,660.98         \$ 4,254.00       \$ 65.39       \$ 4,307.78         \$ 4,254.00       \$ 65.39       \$ 4,307.78         \$ 1,800.00       \$ -       \$ 712.50         \$ 1,800.00       \$ -       \$ 712.50         \$ 1,800.00       \$ 1,372.75       \$ 14,291.74         \$ 3,806.07       \$ 38,973.00         \$ 44,345.00       \$ 3,806.07       \$ 38,973.00         \$ 2,830.00       \$ 717.27       \$ 2,150.51         \$ 47,175.00       \$ 4,523.34       \$ 41,123.51         \$ 5,089.54       \$ 11,794.00       \$ 11,794.00	APPROVED         MONTH         TO DATE         B           \$ 25,220.00         \$ 2,367.93         \$ 19,660.98         \$           \$ 4,254.00         \$ 65.39         \$ 4,307.78         \$           \$ 4,254.00         \$ 65.39         \$ 4,307.78         \$           \$ 1,800.00         \$ -         \$ 712.50         \$           \$ 1,800.00         \$ -         \$ 712.50         \$           \$ 1,800.00         \$ 1,372.75         \$ 14,291.74         \$           \$ 2,830.00         \$ 3,806.07         \$ 38,973.00         \$           \$ 2,830.00         \$ 717.27         \$ 2,150.51         \$           \$ 47,175.00         \$ 4,523.34         \$ 41,123.51         \$           \$ 5,089.54         \$ 11,794.00         \$ 11,794.00         \$ 11,794.00	APPROVED       MONTH       TO DATE       BALANCE         \$ 25,220.00       \$ 2,367.93       \$ 19,660.98       \$ 5,559.02         \$ 4,254.00       \$ 65.39       \$ 4,307.78       \$ (53.78)         \$ 4,254.00       \$ 65.39       \$ 4,307.78       \$ (53.78)         \$ 1,800.00       \$ -       \$ 712.50       \$ 1,087.50         \$ 13,071.00       \$ 1,372.75       \$ 14,291.74       \$ (1,220.74)         \$ 44,345.00       \$ 3,806.07       \$ 38,973.00       \$ 5,372.00         \$ 2,830.00       \$ 717.27       \$ 2,150.51       \$ 679.49         \$ 47,175.00       \$ 4,523.34       \$ 41,123.51       \$ 6,051.49         \$ 5,089.54	APPROVED         MONTH         TO DATE         BALANCE         COMMITMENTS           \$ 25,220.00         \$ 2,367.93         \$ 19,660.98         \$ 5,559.02	APPROVED       MONTH       TO DATE       BALANCE       COMMITMENTS       O         \$ 25,220.00       \$ 2,367.93       \$ 19,660.98       \$ 5,559.02       \$       \$         \$ 25,220.00       \$ 2,367.93       \$ 19,660.98       \$ 5,559.02       \$       \$         \$ 4,254.00       \$ 65.39       \$ 4,307.78       \$ (53.78)       \$       \$         \$ 4,254.00       \$ 65.39       \$ 4,307.78       \$ (53.78)       \$       \$         \$ 1,800.00       \$ -       \$ 712.50       \$ 1,087.50       \$       \$         \$ 1,800.00       \$ -       \$ 712.50       \$ 1,087.50       \$       \$         \$ 1,800.00       \$ -       \$ 712.50       \$ 1,087.50       \$       \$         \$ 1,3071.00       \$ 1,372.75       \$ 14,291.74       \$ (1,220.74)       \$       \$         \$ 44,345.00       \$ 3,806.07       \$ 38,973.00       \$ 5,372.00       \$ -       \$         \$ 2,830.00       \$ 717.27       \$ 2,150.51       \$ 679.49       \$       \$         \$ 47,175.00       \$ 4,523.34       \$ 41,123.51       \$ 6,051.49       \$ -       \$         \$ 5,089.54       -       -       -       -       -       \$         \$ 11,794.0	APPROVED         MONTH         TO DATE         BALANCE         COMMITMENTS         OF BUDGET           \$ 25,220.00         \$ 2,367.93         \$ 19,660.98         \$ 5,559.02         \$ 5,559.02         \$ 5,559.02           \$ 4,254.00         \$ 65.39         \$ 4,307.78         \$ (53.78)         \$ (53.78)         \$ (53.78)           \$ 4,254.00         \$ 65.39         \$ 4,307.78         \$ (53.78)         \$ (53.78)         \$ (53.78)           \$ 1,800.00         \$ -         \$ 712.50         \$ 1,087.50         \$ 1,087.50         \$ (1,220.74)           \$ 1,800.00         \$ -         \$ 712.50         \$ 1,087.50         \$ 1,087.50         \$ (1,220.74)           \$ 1,800.00         \$ -         \$ 712.50         \$ 1,087.50         \$ 1,087.50         \$ 1,087.50           \$ 1,800.00         \$ -         \$ 5,372.00         \$ 1,087.50         \$ 5,372.00         \$ 1,087.50           \$ 44,345.00         \$ 3,806.07         \$ 38,973.00         \$ 5,372.00         \$ -         \$ 5,372.00           \$ 44,345.00         \$ 3,806.07         \$ 38,973.00         \$ 6,051.49         \$ -         \$ 5,372.00           \$ 2,830.00         \$ 717.27         \$ 2,150.51         \$ 6,051.49         \$ -         \$ 10,556.98           \$ 44,1123.51         \$ 6,051	APPROVED         MONTH         TO DATE         BALANCE         COMMITMENTS         OF BUDGET         %           \$ 25,220.00         \$ 2,367.93         \$ 19,660.98         \$ 5,559.02         \$ 5,559.02         \$ 5,559.02         91.3%           \$ 4,254.00         \$ 65.39         \$ 4,307.78         \$ (53.78)         \$ (10.0%)         \$ (1,220.74)         \$ (1,220.74)         \$ (1,220.74)         \$ (1,220.74)         \$ (1,220.74)         \$ (1,220.74)         \$ (1,220.74)         \$ (1,220.74)         \$ (1,220.74)         \$ (1,220.74)

TASK	January	February	March	April	May	Jun	July	August	September	October	November	December
**Parent/Teacher conference	(• )											
*Staff structure complete for												
new program year												
Child recruitment for upcoming	_	_			_							
school year						2			_	_	_	-
Review/update interview												
questions												
******PIR training												
-Gather and review PIR			_	-	-							
information												
-Submit PIR												
Menu planning for upcoming												
year												
*Management staff participate												
in planning session					-							
*Staff review/update program												
goals					_							
*Advertise for employment												
opportunities, & hiring process												
*PC review/update HS program			-									
goals							_	-				
Revise Community Resource												
Guide												
***Develop and update				_		_						
Staff/Parent calendars												200000
***Revision of program forms							1.00					

Children Services (Ed/HN/Dis.) Family/PI/Comm. Services Program Governance Financial Services Organizational Services (HR/TRANS/USDA)

TASK	January	February	March	April	May	Jun	July	August	September	October	November	December
Acceptance of children/families												
begin												
Family Services Advisory			-									
Meeting												
Financial Reports												
***Budget development for												
annual grant						Tax and the second s						
***Annual operating grant is												
submitted												
****Update												
agreements/contracts												
(or as scheduled)												
**Update Interagency												
agreements					D)							
((or as scheduled)				_				-	-			
*Staff Pre-Service training												
Enrollment & orientation to												
HS is completed								_	_			
**Dispute Resolution updated												
*School District acceptance cont.												
*Bus monitor training												
Begin home visits activities												
**Policy Council retreat												
-PC introduced to Budget												

Children Services (Ed/HN/Dis.) Family/PI/Comm. Services \*Program Governance Financial Services Control Services (HR/TRANS/USDA)

TASK	January	February	March	April	May	Jun	July	August	September	October	November	December
*******PC Meetings										October	November	December
*Management Meetings												
*Specialist Meetings					-							
*Leadership Trainings												
-PC/Center Officers	_				<u>81</u> -							3
-Parliamentary Procedures												
<ul> <li>Intro to Legislative Issues</li> </ul>												
Center Staff Meetings(weekly)								1				
** <mark>*</mark> Parent Meetings												
**Health Fairs											-	
T/A Meetings												
Family Staffings												
Health Advisory Meetings												
OHS Enrollment Report						52 ES						
**TANF State Report												
*New Staff Orientation												
***PDWG Meetings												
***Begin child screenings(45 -90 days)	(90)										(45)	
-Complete screeners												
*IHSA meeting												

Children Services (Ed/HN/Dis.) Family/PI/Comm. Services Program Governance Financial Services Organizational Services (HR/TRANS/USDA)

TASK	January	February	March	April	May	Jun	July	August	September	October	November	December
*****PRISM Training												
-Schedule & time lines												
developed to ensure complete	1 - A											
&thorough monitoring of HS												
program			気は									
(6 weeks)		_					-					
-Gather and analyze PRISM												
results												
-wrap-up meeting, report PC,				_								
recommendation and findings												
*COR #1, 2 & 3 Reports									-			
****Comprehensive Community				4							2	
Assessment Training			_	-	-							
-Begin CCA process												
Community/Parents surveys												
-Gather and analyze CCA results												
- report PC, recommendation												
and findings												
***** Update work-plans, PC												
approval					-	-						
**Review / update job												
description & planning matrix												
Program-wide newsletter sent												1
to parents												
*Education Advisory meeting												
**Plan and finalize next school												
year calendar												

Children Services (Ed/HN/Dis.) Family/PI/Comm. Services Program Governance Financial Services Constant Services (HR/TRANS/USDA)



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Children Services (Ed/HN/Dis.) Family/PI/Comm. Services Program Governance Financial Services Organizational Services (HR/TRANS/USDA)

#### **On-going activities**

Advertise employment opportunities-screening, hiring procedures-as necessary

Staff participate on community boards & community activities

HRC-tracks /monitors-staff wellness screening, DOT, CPR, DL etc.

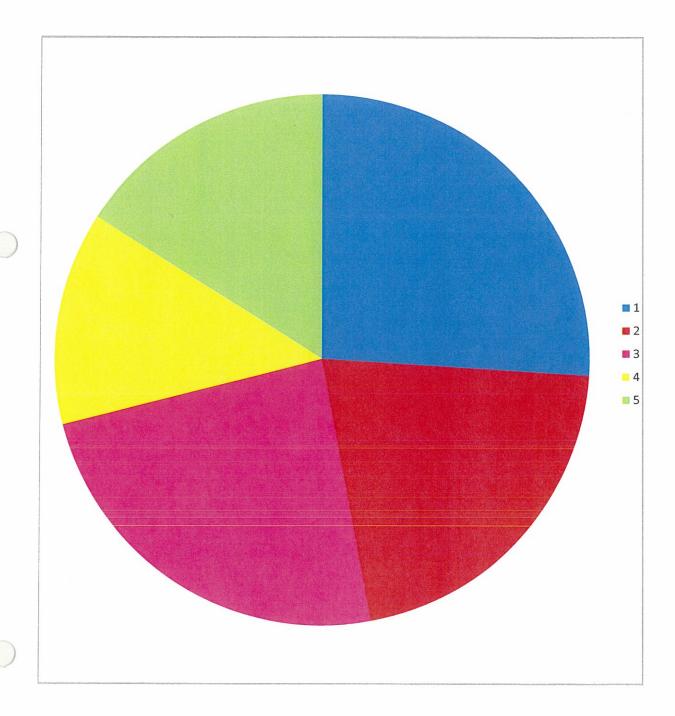
\*Federal Review (scheduled every 3 years)

Staff training
-required training
-screening
-High scope
-job specific
-job specific
-Health home
Continue to seek funds via grants
-Oral health
-St. Luke's IMIL
-ICTF
-SPARC
-TF County Health Initiative

Children Services (Ed/HN/Dis.) Family/PI/Comm. Services Program Governance Financial Services Constrained Services (HR/TRANS/USDA)

- 26 %Family Services/Parent& Community Involvement21 %Organizational Services24 %Children Services
- 13 %Program Governance
- 16 % Financial Services





# Herrett Center for Arts and Science Collections Committee Proposed Acquisitions for consideration of approval by The College of Southern Idaho Board of Trustees

DATE ACCEPTED BY HERRETT CENTER COLLECTIONS COMMITTEE: October 27, 2009 DATE REPORT REVIEWED BY THE BOARD OF TRUSTEES. November 16, 2009

## **DONORS AND DONATIONS:**

#### DONATED BY: The artist: John Taye, retired Boise State University Art Professor

Object(s) donated: Painting: Wings Over Lake Lowell Oil on Canvas

DONATED BY: Object(s) donated:

DONATED BY: Object(s) donated:

Date approved by the Board of Trustees:	11-16-09
Authorized Board of Trustees signature:	May

(If there are any questions please contact Phyllis Oppenheim, Collections Manager, ext. 6660)

(Please return this signed form to Phyllis Oppenheim, Herrett Center, thank you.)