



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

April 16, 2012

EXECUTIVE SESSION

2:30p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

3:00p.m.

Taylor Building – Room 277

AGENDA

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

MINUTES – EXECUTIVE SESSION OF MARCH 26, 2012: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF MARCH 26, 2012: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION OF APRIL 4, 2012: (A) *Mike Mason*

MINUTES – SPECIAL SESSION OF APRIL 4, 2012: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

HEAD START REPORT: (A) *Mike Mason*

PROJECT MUTUAL CONTRACT: (A) *Mike Mason*

ENGLISH DEPARTMENT RECOGNITION: (I)

Dr. Jette Morache, Dr. Clark Draney and Joseph Wayment

CSI 2011 ANNUAL REPORT TO THE COMMUNITY: (I) *Dr. Edit Szanto*

APPROVAL OF FY13 EMPLOYEE CONTRACTS: (A) *President Beck*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
APRIL BOARD OF TRUSTEES MEETING
APRIL 16, 2012

CALL TO ORDER: 3:17 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Dr. Allan Frost,
Donna Brizee, Bob Keegan and Karl Kleinkopf

College Administration: Gerald L. Beck, President
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Jeff Fox, Executive Vice President and Chief
Academic Officer
Dr. Edit Szanto, Vice President of Student Services
and Planning and Development
Jeff Harmon, Dean of Finance
Gail Schull, Registrar
Monty Arrossa, Human Resources Director
Debra Wilson, Executive Director of the College of
Southern Idaho Foundation
Doug Maughan, Public Relations Director
Teri Fattig, Library and Museum Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Jennifer Zimmers, Dr. Clark Draney, Dr. Jette
Morache and Michele McFarlane

Visitors: Joseph Wayment

Faculty Representatives: None

PACE Representatives: Kat Powell and Erin Devlin

Times News: Julie Wootton

KMVT: None

The agenda was amended to add the College of Southern
Idaho Consensual Relationship policy to the agenda as an
action item. The amended agenda was approved on MOTION by
Donna Brizee. Affirmative vote was unanimous.

MINUTES OF THE REGULAR MEETING AND THE EXECUTIVE SESSION OF MARCH 26, 2012 AND THE REGULAR AND EXECUTIVE SESSION OF APRIL 4, 2012 WERE APPROVED AS WRITTEN on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

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

There were no speakers for Open Forum.

Board Agenda Items:

1. The revised Consensual Relationship Policy was approved by the Board on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

2. The Board approved Head Start/Early Head Start financial report, operational report, appointment of Mike Mason as the Head Start/Early Head Start liaison to the Board, the shared governance policy and the federal grant application on MOTION by Donna Brizee. Affirmative vote was unanimous.

3. The Board approved the proposed Project Mutual Telephone contract concerning the installation and use of fiber optic cables running to the City of Jerome on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

4. Dr. Jeff Fox introduced Dr. Clark Draney and Dr. Jette Morache who spoke about student participation in the National Undergraduate Literature Conference. Student Joseph Wayment spoke of his experiences at the conference.

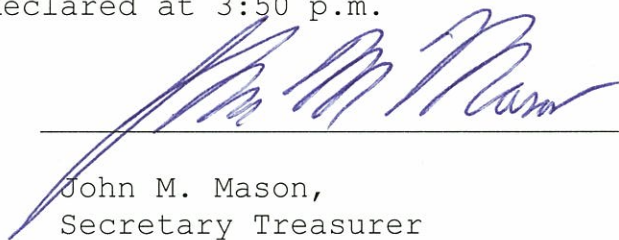
5. Dr. Edit Szanto presented the 2011 annual report to the Board. The report noted accomplishments, awards and other milestones achieved over the past year.

President Beck and the Board thanked Dr. Szanto for her work on the annual project.

6. The Board approved a two percent increase over fiscal year 2012 compensation for full time and permanent part time employees on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

7. President Beck reported on his activities for the month.

ADJOURNMENT was declared at 3:50 p.m.



John M. Mason,
Secretary Treasurer

Approved: May 21, 2012



Chairman

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Center Based Training

Center based training addresses the needs of home visitors in pursuit of modeling and encouraging lifelong learning for the families they support.

The **purpose** of these trainings is to offer individual and group support to all home visitors. The **goals** of these trainings will be to meet the needs of the program and individual employees (1304.52 (k) 1-3) by enhancing inter/intrapersonal communication and increasing personal and professional growth with the intent of sharing training information and resources with families throughout the program (1304.52).

Benefits for Parents in the Program include the promotion of parents as teachers through lifelong learning. Former Head Start/Early Head Start parents that are part of the program structure serve as role models and mentors for other parents (1304.52 (b) 3). As home visitors assimilate information acquired through these trainings they are able to apply it to their own lives and utilize and disseminate the knowledge as additional resources for families. This allows families to enhance and strengthen their role as parents (1304.40 (e) 3). By building upon the foundation of people, we support the goal of empowerment through knowledge, skill building, resources and community partnerships. The foundation of any team is its ability and desire to communicate respect and trust between members towards a common organizational goal.

Types of Training offered:

- Communication
- Time Management/Organizational Skills
- Cultural Competency
- Stress Reduction/Promoting Wellness
- Motivation
- Family Partnership Agreements
- Respect
- Identifying burnout, compassion fatigue
- Activities for families
- Self-Awareness
- Practicing Safety on Home Visits
- Trust Building
- "What About You? A Workbook for Those Who Work with Others"

A pilot program conducted during the current program year identified areas of strength and weakness and formed a workable framework and direction for the upcoming program year. Center based trainings will not only meet performance standards but will address the needs of families and home visitors so that lifelong learning becomes a mainstay of the program.

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

Enrollment

Head Start ACYF Federal Funded	565 *
Head Start TANF	27
Early Head Start	80
Total	672 *

Program Options

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

Head Start Attendance

Head Start March Attendance	86%
Early Head Start Home Visit Participation	94%

Meals and Snacks

Total meals served for March	5,142
Total snacks served for March	2,491

Education

Transitions are a key part to Head Start. Head Start helps prepare children for kindergarten in a variety of ways. This includes activities with children and parents to familiarize them with the public school such as visiting a kindergarten classroom and conducting parent-teacher conferences. Families are given a Building Bluebirds booklet that talks about their child's development, expectations of the public school, and parents rights and opportunities. Head Start also helps families prepare by teaching parents to continue working with their children over the summer on child goals and kindergarten skills.

Parent Involvement

Part 1 of the parent survey has been completed and Part 2 is near completion and community surveys are underway as part of Head Start/Early Head Start's Community wide Assessment. Parents assess the needs, strengths and action plans for their communities. Parents and staff are wrapping up the self-assessment process at each of our centers. Child Abuse and Neglect Prevention activities such as walks, planting pin wheel gardens, mayor proclamations, delivery of pinwheel vases to community partners, guest speakers and rallies are under way to raise awareness locally and nationally. Parent-Teacher conferences are ongoing.

Early Head Start

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.

Documents for Board Review/ Approval:

- Financial Reports
- Policy Council By-Laws (please sign and return)
- Shared Governance Policy (please sign and return)

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,464,703.00	\$ 200,873.11	\$ 604,278.09	\$ 1,860,424.91	\$ 1,860,424.91	25.0%	24.5%
BENEFITS	\$ 1,386,175.00	\$ 109,646.75	\$ 336,525.00	\$ 1,049,650.00	\$ 1,049,650.00	25.0%	24.3%
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -			\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 21,700.00	\$ 904.84	\$ 3,259.47	\$ 18,440.53	\$ 18,440.53	25.0%	15.0%
CLASSROOM SUPPLIES	\$ 8,800.00	\$ 2,613.64	\$ 8,353.96	\$ 446.04	\$ 446.04	25.0%	94.9%
CENTER SUPPLIES	\$ 36,600.00	\$ 920.28	\$ 1,987.53	\$ 34,612.47	\$ 34,612.47	25.0%	5.4%
TRAINING SUPPLIES	\$ 11,200.00	\$ 280.51	\$ 485.07	\$ 10,714.93	\$ 10,714.93	25.0%	4.3%
FOOD	\$ 3,200.00	\$ 464.67	\$ 704.07	\$ 2,495.93	\$ 2,495.93	25.0%	22.0%
CONTRACTUAL				\$ -	\$ -		
OTHER							
CONTRACTS	\$ 15,590.00	\$ 771.97	\$ 1,242.37	\$ 14,347.63	\$ 14,347.63	25.0%	8.0%
MEDICAL	\$ 10,200.00	\$ 851.39	\$ 1,606.39	\$ 8,593.61	\$ 8,593.61	25.0%	15.7%
DENTAL	\$ 13,600.00	\$ 105.00	\$ 226.00	\$ 13,374.00	\$ 13,374.00	25.0%	1.7%
CHILD TRAVEL	\$ 116,300.00	\$ 15,873.15	\$ 31,105.82	\$ 85,194.18	\$ 85,194.18	25.0%	26.7%
EMPLOYEE TRAVEL	\$ 37,000.00	\$ 3,604.49	\$ 6,496.11	\$ 30,503.89	\$ 30,503.89	25.0%	17.6%
CAREER DEVELOP	\$ 2,000.00	\$ 105.60	\$ 213.60	\$ 1,786.40	\$ 1,786.40	25.0%	0.0%
PARENT TRAINING	\$ 20,490.00	\$ 592.58	\$ 1,672.26	\$ 18,817.74	\$ 18,817.74	25.0%	8.2%
SPACE	\$ 77,224.00	\$ 1,350.02	\$ 19,091.00	\$ 58,133.00	\$ 58,133.00	25.0%	24.7%
UTILITIES	\$ 54,600.00	\$ 6,916.41	\$ 14,163.93	\$ 40,436.07	\$ 40,436.07	25.0%	25.9%
TELEPHONE	\$ 31,450.00	\$ 3,822.62	\$ 9,767.33	\$ 21,682.67	\$ 21,682.67	25.0%	31.1%
OTHER	\$ 48,887.00	\$ 3,059.26	\$ 30,391.18	\$ 18,495.82	\$ 18,495.82	25.0%	62.2%
TOTAL DIRECT COSTS	\$ 4,359,719.00	\$ 352,756.29	\$ 1,071,569.18	\$ 3,288,149.82	\$ 3,288,149.82	25.0%	20.6%
ADMIN COSTS	\$ 278,280.00	\$ 22,931.69	\$ 43,401.48	\$ 234,878.52	\$ 234,878.52	17.0%	15.6%
GRAND TOTAL	\$ 4,637,999.00	\$ 375,687.98	\$ 1,114,970.66	\$ 3,523,028.34	\$ 3,523,028.34	25.0%	24.0%
IN KIND NEEDED	\$ 1,159,500.00						
IN KIND GENERATED	\$ 294,187.48	25% of Total Needed					
IN KIND (SHORT)/LONG	\$ (865,312.52)						
PROCUREMENT CARD							
EXPENSE	\$ 10,004.64	3% of Total Expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 31,290.00	\$ 627.41	\$ 4,276.02	\$ 27,013.98	25.0%	13.7%
6e. SUPPLIES						
Training Supplies	\$ 8,525.00	\$ 989.56	\$ 1,217.33	\$ 7,307.67	25.0%	14.3%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 10,220.00	\$ 1,996.99	\$ 4,553.44	\$ 5,666.56	25.0%	44.6%
TOTAL DIRECT COSTS	\$ 50,035.00	\$ 3,613.96	\$ 10,046.79	\$ 39,988.21	25.0%	20.1%
ADMIN COSTS	\$ 3,021.00	\$ 336.10	\$ 374.26	\$ 2,646.74	17.0%	12.4%
GRAND TOTAL	\$ 53,056.00	\$ 3,950.06	\$ 10,421.05	\$ 42,634.95	23.0%	19.6%
IN KIND NEEDED	\$ 11,275.00					
IN KIND GENERATED	\$ 11,275.00					
IN KIND (SHORT)/LONG	\$ -					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 264,156.00	\$ 39,210.38	\$ 240,053.77	\$ 24,102.23	\$ 24,102.23	100.0%	90.9%
BENEFITS	\$ 117,917.00	\$ 20,051.40	\$ 123,396.57	\$ (5,479.57)	\$ (5,479.57)	100.0%	104.6%
OUT OF AREA TRAVEL							
EQUIPMENT							
SUPPLIES							
OFFICE CONSUMABLES	\$ 2,000.00	\$ 80.29	\$ 1,337.91	\$ 662.09	\$ 662.09	100.0%	66.9%
CENTER SUPPLIES	\$ 2,019.00	\$ 767.59	\$ 2,656.44	\$ (637.44)	\$ (637.44)	100.0%	131.6%
CLASSROOM SUPPLIES	\$ 13,000.00	\$ 365.85	\$ 1,265.28	\$ 11,734.72	\$ 11,734.72	100.0%	9.7%
TRAINING SUPPLIES	\$ 2,050.00	\$ -	\$ -	\$ 2,050.00	\$ 2,050.00	100.0%	0.0%
FOOD	\$ 2,000.00	\$ 92.20	\$ 184.04	\$ 1,815.96	\$ 1,815.96	100.0%	9.2%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 27,240.00	\$ 8,490.93	\$ 17,450.40	\$ 9,789.60	\$ 9,789.60	100.0%	64.1%
MEDICAL	\$ 10,200.00	\$ 278.74	\$ 1,017.24	\$ 9,182.76	\$ 9,182.76	100.0%	10.0%
DENTAL	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	100.0%	0.0%
CHILD TRAVEL	\$ -		\$ -				
EMPLOYEE TRAVEL	\$ 6,000.00	\$ 389.47	\$ 3,083.07	\$ 2,916.93	\$ 2,916.93	100.0%	51.4%
CAREER DEVELOP							
PARENT TRAINING	\$ 2,225.00	\$ -	\$ 12.00	\$ 2,213.00	\$ 2,213.00	100.0%	0.5%
FACILITIES/CONST.	\$ 15,041.00	\$ 304.63	\$ 9,301.11	\$ 5,739.89	\$ 5,739.89	100.0%	61.8%
UTILITIES	\$ 4,400.00	\$ 642.40	\$ 2,684.53	\$ 1,715.47	\$ 1,715.47	100.0%	61.0%
TELEPHONE	\$ 2,000.00	\$ 382.93	\$ 2,129.89	\$ (129.89)	\$ (129.89)	100.0%	106.5%
OTHER	\$ 12,000.00	\$ -	\$ 2,088.16	\$ 9,911.84	\$ 9,911.84	100.0%	17.4%
TOTAL DIRECT COSTS	\$ 488,248.00	\$ 71,056.81	\$ 406,660.41	\$ 81,587.59	\$ 81,587.59	100.0%	83.3%
ADMIN COSTS	\$ 31,165.00	\$ 4,318.23	\$ 21,147.47	\$ 10,017.53	\$ 10,017.53	100.0%	67.9%
GRAND TOTAL	\$ 519,413.00	\$ 75,375.04	\$ 427,807.88	\$ 91,605.12	\$ 91,605.12	100.0%	82.4%
IN KIND NEEDED	\$ 133,100.00						
IN KIND GENERATED	\$ 138,487.98						
IN KIND (SHORT)/LONG	\$ 5,387.98						

** Remaining Balance is being reprogrammed to FY2012

TRAINING AND TECHNICAL ASSISTANCE

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 6,305.00	\$ 213.00	\$ 2,237.76	\$ 4,067.24	100.0%	35.5%
6e. SUPPLIES						
Training Supplies	\$ 101.00	\$ 34.13	\$ 34.13	\$ 66.87	100.0%	33.8%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 5,800.00	\$ 2,799.80	\$ 5,637.09	\$ 162.91	100.0%	97.2%
TOTAL DIRECT COSTS	\$ 12,206.00	\$ 3,046.93	\$ 7,908.98	\$ 4,297.02	100.0%	64.8%
ADMIN COSTS	\$ 779.00	\$ 169.37	\$ 296.50	\$ 482.50	100.0%	38.1%
GRAND TOTAL	\$ 12,985.00	\$ 3,216.30	\$ 8,205.48	\$ 4,779.52	100.0%	63.2%
IN KIND NEEDED	\$ 3,246.00		** Remaining Balance is being reprogrammed to FY2012			
IN KIND GENERATED	\$ 3,246.00					
IN KIND (SHORT)/LONG	\$ -					

**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 22, 2012**
Timeline for review: **Annually by Director, Policy Council, and Board of Trustees**

Policy: 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 Bylaws that ensure clarity and consistency in function and purpose. The Bylaws 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 and immediate families of all enrolled children. 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 an activity or program planned by the parents.

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

Staff: College of Southern Idaho Head Start/ Early Head Start staff, which 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 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 Head Staff/Early Head Start Staff and have the authority to act on behalf of the full Board of Trustees on issues which arise between Board of Trustee meetings.
- 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 Trustee will allow them to be kept up-to-date and appropriate board action can be taken.
- College of Southern Idaho Head Start/ Early Head Start Newsletters will be sent to the Liaison and shared with Board members.
- 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 Policy Council and the Board of Trustees' Liaison for the board's review and approval.

College of Southern Idaho

Board of Trustees Approval Date:

 4-16-12

College of Southern Idaho Head Start/ Early Head Start

Policy Council Approval Date: 3/22/12



April 12, 2012

To: President Beck 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: Project Mutual Contract

Project Mutual, the City of Jerome and the College of Southern Idaho are working together to provide expanded emergency, educational and commercial fiber optic access to Jerome. Last month you approved the purchase of fiber optic cable for this project which was funded by a grant from the Idaho Bureau of Homeland Security.

The conduit for the fiber optic project was purchased through an Economic Development Association grant that was awarded to Jerome. Installation of the conduit was provided by the Idaho Department of Transportation during road construction projects on Highway 93.

The final pieces of this project are operating agreements between Project Mutual and the City of Jerome and Project Mutual and the College of Southern Idaho. The agreement between the College of Southern Idaho and Project Mutual telephone gives us use of 60 fibers for emergency and educational purposes and preserves all commercial use for Project Mutual. In exchange for the commercial use of the remaining 72 fibers, Project Mutual will install the fiber optic cable essentially from the intersection of Pole Line and Washington Street North to the City of Jerome. Project Mutual will also provide the management of the conduit and hookups at their standard pricing schedule.

This is a very unique project involving numerous government entities. I have reviewed the proposed contract between Project Mutual and the College of Southern Idaho and believe it fairly represents the obligations of both parties. It also gives us significant fiber optic access to Jerome and is definitely a positive development for economic development in Jerome.

I respectfully request permission to sign the contract with Project Mutual to provide for the installation and use of the fiber optic cables to Jerome for emergency and educational services.