



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

August 19, 2013

BOARD TOUR OF ATIC & BRICK SELECTION

3:00 p.m.

Van Leaves from Bus Turnaround

BOARD OF TRUSTEES EXECUTIVE SESSION

3:30 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 p.m.

Taylor Building – SUB 248

AGENDA

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

MINUTES – EXECUTIVE SESSION OF JULY 15, 2013: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF JULY 15, 2013: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

HEAD START REPORT: (A) *Mike Mason*

FY14 BUDGET HEARING: (A) *Mike Mason*

AUGUST STATE BOARD OF EDUCATION MEETING REPORT: (I) *Dr. Jeff Fox*

PRESIDENT’S REPORT: (I) *Interim President Eaton*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
AUGUST REGULAR BOARD OF TRUSTEES MEETING
AUGUST 19, 2013

CALL TO ORDER: 4:10 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Karl Kleinkopf,
Bob Keegan and Jan Mittleder

College Administration: Curtis Eaton, 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
Terry Patterson, Instructional Dean
Dr. John Miller, Instructional Dean
Jeff Harmon, Dean of Finance
Monty Arrossa, Director of Human Resources
Randy Dill, Physical Plant Director
Doug Maughan, Public Relations Director
Teri Fattig, Library Director and Museum Department
Chair
Debra Wilson, Executive Director of the College of
Southern Idaho Foundation
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Gordy Kokx

Visitors: None

Faculty Representatives: None

PACE Representative: None

Times News: None

The agenda was approved on MOTION by Jan Mittleder.
Affirmative vote was unanimous.

MINUTES OF THE REGULAR AND EXECUTIVE SESSION OF JULY 15, 2013
WERE APPROVED AS WRITTEN on MOTION by Bob Keegan. Affirmative
vote was unanimous.

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

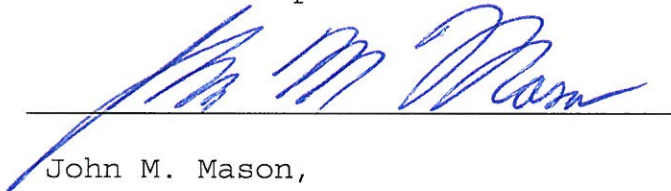
Open Forum: There were no speakers for Open Forum.

Board Agenda Items:

1. The Board visited the Applied Technology and Innovation Center prior to the start of the meeting and reviewed the proposed brick for the building.
2. The Board approved the Head Start/Early Head Start monthly operational and fiscal reports on MOTION by Karl Kleinkopf. Affirmative vote was unanimous. Mike Mason advised the Board that he filled out the Head Start/Early Head Start Governance, Leadership and Oversight survey on behalf of the Board.
3. The fiscal year 2014 College of Southern Idaho General Fund budget was approved as presented on MOTION by Bob Keegan. Affirmative vote was unanimous.
4. Dr. Jeff Fox reported on August meeting of the Idaho State Board of Education. Dr. Fox also reviewed our fiscal year 2015 legislative line item requests that were approved by the Idaho State Board of Education.
5. Gordy Kokx, Paramedic Program Professor, reported that one hundred percent of his students passed the national paramedic certification test on their first attempt. The national average for first time attempts is sixty five percent. The Board commended Professor Kokx for his work.
6. President Eaton reported on his activities for the month.
7. President Eaton, Doug Maughan and the participants in the State of the College presentation were commended for their efforts by the Board.

CSI Trustees
August 19, 2013
Page 3

ADJOURNMENT was declared at 4:59 p.m.



John M. Mason,
Secretary Treasurer

Approved: September 16, 2013



Chairman

General Fund YTD Board

YEAR: 1314

Statement of Revenue and Expenses

Acct Month: 1

Thursday, August 15, 2013

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$4,545.00)	(\$2,235.00)	\$0.00	\$2,235.00	0.00%
County Tuition	\$244,550.00	\$318,500.00	\$0.00	(\$318,500.00)	0.00%
State Funds	(\$453,232.34)	(\$12,438,661.26)	\$0.00	\$12,438,661.26	0.00%
County Property Tax	\$143,833.69	\$149,054.83	\$0.00	(\$149,054.83)	0.00%
Grant Management Fees	(\$1,000.00)	(\$1,000.00)	\$0.00	\$1,000.00	0.00%
Other	(\$92,529.59)	(\$154,385.89)	\$0.00	\$154,385.89	0.00%
Unallocated Tuition	(\$97,537.45)	(\$154,644.63)	\$0.00	\$154,644.63	0.00%
Departmental Revenues	(\$126,448.10)	(\$144,533.67)	\$0.00	\$144,533.67	0.00%

Total Revenue (\$386,908.79) (\$12,427,905.62) \$0.00 \$12,427,905.62 0.00%

Expenditures

Personnel

Salaries	\$1,420,496.37	\$1,547,856.39	\$0.00	(\$1,547,856.39)	0.00%
Variable Fringe	\$293,310.94	\$333,568.55	\$0.00	(\$333,568.55)	0.00%
Health Insurance	\$284,850.14	\$283,950.88	\$0.00	(\$283,950.88)	0.00%
Total Personnel	\$1,998,657.45	\$2,165,375.82	\$0.00	(\$2,165,375.82)	0.00%

Expense Categories

Services	\$169,964.64	\$235,283.39	\$0.00	(\$235,283.39)	0.00%
Supplies	\$34,592.05	\$33,557.35	\$0.00	(\$33,557.35)	0.00%
Other	\$42,983.00	\$48,120.88	\$0.00	(\$48,120.88)	0.00%
Capital	\$4,317.15	\$2,316.26	\$0.00	(\$2,316.26)	0.00%
Institutional Support	\$96,220.27	\$61,277.62	\$0.00	(\$61,277.62)	0.00%
Total Expense Categories	\$348,077.11	\$380,555.50	\$0.00	(\$380,555.50)	0.00%

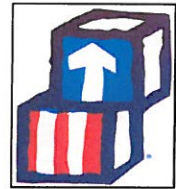
Total Expenditures \$2,346,734.56 \$2,545,931.32 \$0.00 (\$2,545,931.32) 0.00%

Rev/Expense Total \$1,959,825.77 (\$9,881,974.30) \$0.00 \$9,881,974.30 0.00%

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Relationship Based Competencies

Head Start is not only for children but for the entire family. Staff members who provide home visits to families play a critical role in this endeavor. Family well-being is a positive predictor of child outcomes and directly impacts children's school readiness. Research has shown that stressors such as unexpected life events and fear of an unsafe community can make it harder for families to form relationships with early childhood providers. However, when parents have adequate resources, live in safe home environments that support learning and development, and provide active and intentional learning experiences, children have better outcomes. These conditions result in children who are more likely to perform better upon entry to kindergarten and show resilience throughout childhood and adolescence.

There are nine relationship based competencies that home visitors and supervisors utilize when working with Head Start and Early Head Start families:

Positive Goal Oriented Relationships:

Engages in mutually respectful, goal-oriented partnerships to promote parent-child relationships and family well being.

Self Aware and Culturally Responsive Relationships:

Respects and responds appropriately to the culture, language, values, and family structures of each family served.

Family Well Being and Families as Learners:

Supports families' safety, health, financial stability, life goals and aspirations.

Positive Parent-Child Relationships and Families as Lifelong Educators:

Enhances the parent-child relationship and supports parents' role as the first and lifelong educators of their children.

Family Connections to Peers and Community:

Facilitates group networks and activities that supports families' strengths, interests, and needs.

Family Access to Community Resources:

Supports families in using community resources that enhance family well-being and children's learning and development.

Coordinated, Integrated, and Comprehensive Services :

Acts as a member Coordinated, Integrated and of a comprehensive services team so that family service activities are coordinated, and integrated throughout the program.

Data Driven Services and Continuous Improvement and the PFCE :

Collects and analyzes information to find new solutions to challenges as part of ongoing monitoring in order to continuously improve services.

Foundations for Professional Growth:

Actively Participates in opportunities for professional growth.

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For July 2013**

Enrollment

Early Head Start	80
Total	80 *

- * Early Head Start services are provided year round including the summer months. Head Start services are suspended for the summer months and will resume again in August.

Program Options

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

Program Participation for July

EHS Home Visit Completion Rate	102%
EHS Home Visit Completion Rate for 2012-2013	92%

Meals and Snacks

Total meals served for July	45
Total snacks served for July	0

Education

The program is getting ready for services to start in the fall by having pre-service training for both Head Start and Early Head Start staff the week of August 12th. Training topics will include the new DECA, presented by Nicole Rose from the Washington Department of Early Learning. The first day of Head Start classes for all centers will be September 3rd. Each center will also host "Dinner and a Screening" that week. This allows parents to come visit the center, meet center staff, and complete some of screeners that are required to be completed in the first 45 days of program service. Early Head Start will host an additional orientation for its Play and Learning Socialization, or PALS group, the week of August 20th and 27th.

Parent Involvement

Recruitment of children and families for the upcoming school year is in full swing. Home visits with families begin the week of August 26th. Parents can learn more about their child's center and the program by participating in class room activities, riding as a bus monitor, participating in policy council and parent committees, as well as in-kind activities. Parents are an integral part of the program and are their child's first teacher and shape the success of the program through early childhood education and parent development.

Early Head Start

As of July 31st, 23 EHS children transitioned into HS program wide. All of those slots were filled and EHS is currently fully enrolled. EHS is welcoming three new staff to start the program year.

Documents for Board Review/ Approval:

Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,368,792.00	\$ 188,553.32	\$ 1,389,578.99	\$ 979,213.01	\$ 979,213.01	58.0%	58.7%
BENEFITS	\$ 1,341,752.00	\$ 106,455.08	\$ 775,862.63	\$ 565,889.37	\$ 565,889.37	58.0%	57.8%
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 12,351.00	\$ 312.39	\$ 5,328.00	\$ 7,023.00	\$ 7,023.00	58.0%	43.1%
CLASSROOM SUPPLIES	\$ 10,000.00	\$ -	\$ 5,346.20	\$ 4,653.80	\$ 4,653.80	58.0%	53.5%
CENTER SUPPLIES	\$ 30,600.00	\$ 7,842.35	\$ 26,535.73	\$ 4,064.27	\$ 4,064.27	58.0%	86.7%
TRAINING SUPPLIES	\$ 14,500.00	\$ 2,889.81	\$ 13,096.11	\$ 1,403.89	\$ 1,403.89	58.0%	90.3%
FOOD	\$ 3,200.00	\$ 41.76	\$ 6,434.83	\$ (3,234.83)	\$ (3,234.83)	58.0%	201.1%
OTHER							
CONTRACTS	\$ 18,463.00	\$ -	\$ 10,847.70	\$ 7,615.30	\$ 7,615.30	58.0%	58.8%
MEDICAL	\$ 5,030.00	\$ -	\$ 2,722.88	\$ 2,307.12	\$ 2,307.12	58.0%	54.1%
DENTAL	\$ 10,600.00	\$ -	\$ 9,989.49	\$ 610.51	\$ 610.51	58.0%	94.2%
CHILD TRAVEL	\$ 90,977.00	\$ 1,296.43	\$ 47,782.64	\$ 43,194.36	\$ 43,194.36	58.0%	52.5%
EMPLOYEE TRAVEL	\$ 28,680.00	\$ 667.50	\$ 18,625.32	\$ 10,054.68	\$ 10,054.68	58.0%	64.9%
CAREER DEVELOP	\$ 3,000.00	\$ -	\$ 1,787.75	\$ 1,212.25	\$ 1,212.25	58.0%	59.6%
PARENT TRAINING	\$ 16,590.00	\$ 3,139.48	\$ 11,516.08	\$ 5,073.92	\$ 5,073.92	58.0%	69.4%
SPACE	\$ 48,084.00	\$ 438.27	\$ 28,673.13	\$ 19,410.87	\$ 19,410.87	58.0%	59.6%
DEPRECIATION	\$ 30,600.00	\$ 2,422.50	\$ 17,212.50	\$ 13,387.50	\$ 13,387.50	58.0%	56.3%
UTILITIES	\$ 45,216.00	\$ 2,355.30	\$ 33,114.58	\$ 12,101.42	\$ 12,101.42	58.0%	73.2%
TELEPHONE	\$ 32,352.00	\$ 2,965.58	\$ 21,828.59	\$ 10,523.41	\$ 10,523.41	58.0%	67.5%
OTHER	\$ 48,146.00	\$ 2,939.83	\$ 40,800.64	\$ 7,345.36	\$ 7,345.36	58.0%	84.7%
TOTAL DIRECT COSTS	\$ 4,158,933.00	\$ 322,319.60	\$ 2,467,083.79	\$ 1,691,849.21	\$ 1,691,849.21	58.0%	73.0%
ADMIN COSTS	\$ 294,171.00	\$ -	\$ 153,271.35	\$ 140,899.65	\$ 140,899.65	50.0%	52.1%
GRAND TOTAL	\$ 4,453,104.00	\$ 322,319.60	\$ 2,620,355.14	\$ 1,832,748.86	\$ 1,832,748.86	54.0%	62.5%
IN KIND NEEDED	\$ 1,178,413.25						
IN KIND GENERATED	\$ 868,995.49		** Budget numbers reflect Sequester reductions of 5.27% overall				
IN KIND (SHORT)/LONG	\$ (309,417.76)						
PROCUREMENT CARD EXPENSE		3% of Total Expense					
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD	
Total All Centers	-	41.80	165.24	207.04	(74,340.12)	79,447.84	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %	
SALARIES	\$ 506,488.00	\$ 44,814.46	\$ 299,572.65	\$ 206,915.35	\$ 206,915.35	58.0%	59.1%	
BENEFITS	\$ 272,042.00	\$ 22,663.20	\$ 150,865.28	\$ 121,176.72	\$ 121,176.72	58.0%	55.5%	
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	0.0%	0.0%	
EQUIPMENT	\$ -			\$ -	\$ -	0.0%	0.0%	
SUPPLIES								
OFFICE CONSUMABLES	\$ 3,420.00	\$ 46.89	\$ 812.86	\$ 2,607.14	\$ 2,607.14	58.0%	23.8%	
CENTER SUPPLIES	\$ 14,006.00	\$ 41.41	\$ 3,399.78	\$ 10,606.22	\$ 10,606.22	58.0%	24.3%	
CLASSROOM SUPPLIES	\$ 13,047.00	\$ -	\$ 714.22	\$ 12,332.78	\$ 12,332.78	58.0%	5.5%	
TRAINING SUPPLIES	\$ 2,225.00	\$ 390.40	\$ 1,735.83	\$ 489.17	\$ 489.17	58.0%	78.0%	
FOOD	\$ 2,400.00	\$ -	\$ 7,282.75	\$ (4,882.75)	\$ (4,882.75)	58.0%	303.4%	
CONTRACTUAL								
OTHER								
CONTRACTS	\$ 61,730.00	\$ -	\$ 21,182.94	\$ 40,547.06	\$ 40,547.06	58.0%	34.3%	
MEDICAL	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	58.0%	0.0%	
DENTAL	\$ 6,000.00	\$ -	\$ 1,279.00	\$ 4,721.00	\$ 4,721.00	58.0%	21.3%	
CHILD TRAVEL	\$ -	\$ -						
EMPLOYEE TRAVEL	\$ 5,404.00	\$ 234.27	\$ 2,873.36	\$ 2,530.64	\$ 2,530.64	58.0%	53.2%	
CAREER DEVELOP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
PARENT TRAINING	\$ 2,825.00	\$ 731.67	\$ 2,103.34	\$ 721.66	\$ 721.66	58.0%	74.5%	
FACILITIES/CONST.	\$ 5,500.00	\$ 268.22	\$ 2,962.63	\$ 2,537.37	\$ 2,537.37	58.0%	53.9%	
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 11,900.00	\$ 8,500.00	\$ 8,500.00	58.0%	58.3%	
UTILITIES	\$ 4,500.00	\$ 208.90	\$ 4,142.25	\$ 357.75	\$ 357.75	58.0%	92.1%	
TELEPHONE	\$ 4,600.00	\$ 352.55	\$ 2,668.55	\$ 1,931.45	\$ 1,931.45	58.0%	58.0%	
OTHER	\$ 2,661.00	\$ 23.70	\$ 1,295.98	\$ 1,365.02	\$ 1,365.02	58.0%	48.7%	
TOTAL DIRECT COSTS	\$ 939,248.00	\$ 71,475.67	\$ 514,791.42	\$ 424,456.58	\$ 424,456.58	58.0%	54.8%	
ADMIN COSTS	\$ 64,057.00	\$ -	\$ 26,014.01	\$ 38,042.99	\$ 38,042.99	50.0%	40.6%	
GRAND TOTAL	\$ 1,003,305.00	\$ 71,475.67	\$ 540,805.43	\$ 462,499.57	\$ 462,499.57	57.6%	53.9%	
IN KIND NEEDED	\$ 261,576.50		** Budget numbers reflect 5.27% Sequester reductions					
IN KIND GENERATED	\$ 298,844.14							
IN KIND (SHORT)/LONG	\$ 37,267.64							

