



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

**June 16, 2014**

## **EXECUTIVE SESSION**

**3:00 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) *Dr. Thad Scholes***

**MINUTES – EXECUTIVE SESSION OF MAY 19, 2014: (A) *Mike Mason***

**MINUTES – REGULAR MEETING OF MAY 19, 2014: (A) *Mike Mason***

**TREASURER’S REPORT: (A) *Mike Mason***

**OPEN FORUM**

**INTERNET SERVICES BID: (A) *Mike Mason***

**MANUFACTURING TECHNOLOGY FOOD PROCESSING EQUIPMENT BID: (A) *Mike Mason***

**HUMAN RESOURCES APPLICANT TRACKING AND PERFORMANCE MANAGEMENT**

**SOFTWARE SUITE BID: (A) *Mike Mason***

**STAR MERIDIAN SCHOOL DISTRICT RANGE IMPROVEMENTS: (A) *Mike Mason***

**HEAD START/EARLY HEAD START REPORT: (A) *Mike Mason***

**HEAD START/EARLY HEAD START ACCOUNTING MANUAL APPROVAL: (A) *Mike Mason***

**BOYS & GIRLS CLUB REMODEL:** (A) *Debra Wilson and Lindsey Westburg*

**GYM SEATING PROJECT:** (A) *Mike Mason*

**CAMPUS WEAPONS POLICY:** (A) *Mike Mason*

**FISCAL YEAR 2016 LEGISLATIVE REQUESTS:** (I) *Mike Mason & Dr. Todd Schwarz*

**STRATEGIC PLANNING UPDATE:** (I) *Chris Bragg*

**SUMMER & FALL ENROLLMENT REPORT:** (I) *Dr. Todd Schwarz*

**SUMMER MAINTENANCE PROJECTS:** (I) *Randy Dill*

**OLD BUSINESS**

**NEW BUSINESS**

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
JUNE REGULAR BOARD OF TRUSTEES MEETING  
JUNE 16, 2014

CALL TO ORDER: 4:00 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Karl Kleinkopf,  
Bob Keegan, Laird Stone and Jan Mittleider

College Administration: Dr. Todd Schwarz, Executive  
Vice President and Chief Academic Officer  
Robert Alexander, College Attorney  
John M. Mason, Vice President of Administration  
Dr. Cindy Bond, Instructional Dean  
Dr. Ken Campbell, Dean of Technology  
Scott Scholes, Dean of Students  
Jeff Harmon, Dean of Finance  
Gail Schull, Registrar  
Monty Arrossa, Director of Human Resources  
Eric Nielson, Director of Human Resources  
Randy Dill, Physical Plant Director  
Teri Fattig, Library Director and Museum Department  
Chair  
Doug Maughan, Public Relations Director  
Debra Wilson, Executive Director of the College of  
Southern Idaho Foundation  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Chris Bragg, Dr. Michelle McFarlane and Scott  
Rogers

Visitors: Lindsey Westburg and Stephanie Hudson

Faculty Representatives: Judy Hansen and Jamie Tighe

PACE Representative: None

Times News: Julie Wootton

The agenda was approved on MOTION by Bob Keegan.  
Affirmative vote was unanimous.

BOARD MINUTES: The Board minutes of the Executive Session and Regular Session of May 19, 2014 were accepted as corrected by the Board. The correction involved changing Dr. Fox's title on the executive session minutes from "President Elect" to "President".

TREASURER'S REPORT: The Treasurer's report was accepted by the Board on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

Open Forum: None

Board Agenda Items:

1. Board Chairman Dr. Thad Scholes recognized college attorney Robert Alexander who was recently honored at an open house for his fifty years of service with Benoit, Alexander, Harwood and High, L.L.P. Dr. Scholes notes that Mr. Alexander had been the only college attorney in the College of Southern Idaho's forty nine year history.

2. The Board approved the purchase of internet service from Project Mutual Telephone of Rupert, Idaho for a 60 MPS (download) and 25 MPS (upload) circuit for \$1,100 per month on MOTION by Bob Keegan. Affirmative vote was unanimous.

Funding for the project is from the operational budget of the Institutional Research and Technology department.

3. The Board approved ten bids from various vendors totaling \$470,096.78 for equipment for the food processing program on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for the equipment is from the Trade Adjustment Assistance for Community College and Career Training program.

4. The Board approved the sole bid from Silkroad Technology, Inc. of Chicago, Illinois for the specified applicant tracking and performance management suite of hosted software in the amount of \$37,670 per year for five years on MOTION by Jan Mittleider. Affirmative vote was unanimous.

4. (continued) Funding for this purchase is from funds that will be built into the Institutional Research and Technology department.

5. The Board approved the payment of \$50,000 to the Meridian School District from the STAR program for the purpose of repaving a parking lot utilized by STAR for a training range on MOTION by Bob Keegan. Affirmative vote was unanimous.

In exchange for the payment, the STAR program will be able to utilize the parking lot rent free for 400 days over the next five years. A contract will be executed with the Meridian School District detailing this agreement.

Funding for the payment is from the STAR motorcycle program fund balance.

6. The Board was advised that as a result of a violation of program performance standards the Administration for Children and Families will require the College of Southern Idaho to reapply for the Head Start/Early Head Start grant. This process will take approximately a year and a half. During this year and a half, the program will operate under its existing grant.

The Board approved the Head Start/Early Head Start monthly fiscal and operational reports and the College of Southern Idaho Head Start/Early Head Start Accounting Procedures Manual on MOTION by Jan Mittleider. Affirmative vote was unanimous.

7. The Board advised the administration to rebid the gym bleacher replacement project with bids to be brought back to the Board at the August 18, 2014 Board meeting.

8. Debra Wilson introduced Lindsey Westburg and Stephanie Hudson who gave a presentation on the Boys and Girls Club. The Board tabled the request for additional property for a club expansion based upon concerns that not enough property was requested. The property request will be reviewed by the Boys and Girls Club administration and be brought back to the Board for action at a future meeting.

9. The Board approved the proposed College of Southern Idaho Weapons Policy as amended on MOTION by Bob Keegan. Affirmative vote was unanimous.

The modifications were the removal of the words "not in necessary self-defense and in the presence of another person" under Policy item 5 and the addition of "or law enforcement personnel" at the end of the sentence under Policy item number

10. Dr. Todd Schwarz and Mike Mason reviewed the fiscal year 2016 legislative requests with the Board.

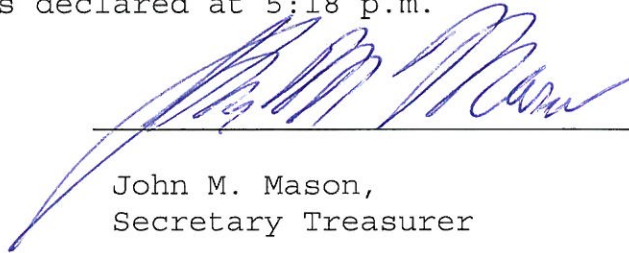
11. Chris Bragg reviewed the future plans for strategic planning and its direct ties to our core themes developed for accreditation. He also reviewed the seven year accreditation cycle.

12. Dr. Todd Schwarz reviewed enrollment estimates for the current summer term and the upcoming fall term. He noted that summer enrolled credits were approximately 10.5% lower than last summer and fall enrolled credits were approximately 8.8% lower than last year but that the gap was closing.

13. Randy Dill reviewed summer maintenance projects with the Board.

14. Dr. Todd Schwarz stated that our Surgical Technology program had been awarded the Outstanding Professional Technical Program of the Year by the Division of Professional Technical Education.

ADJOURNMENT was declared at 5:18 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: July 21, 2014



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Chairman

**General Fund YTD Board**

YEAR: 1314

**Statement of Revenue and Expenses**

Acct Month: 11

Vednesday, June 11, 2014

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$11,183,484.31)	(\$10,851,717.46)	(\$10,860,500.00)	(\$8,782.54)	0.08%
County Tuition	(\$1,394,454.00)	(\$1,269,088.98)	(\$1,580,400.00)	(\$311,311.02)	19.70%
State Funds	(\$16,831,998.34)	(\$17,288,445.26)	(\$17,738,000.00)	(\$449,554.74)	2.53%
County Property Tax	(\$3,886,704.30)	(\$4,071,913.26)	(\$6,102,600.00)	(\$2,030,686.74)	33.28%
Grant Management Fees	(\$404,343.65)	(\$434,248.58)	(\$450,000.00)	(\$15,751.42)	3.50%
Other	(\$677,283.79)	(\$706,755.59)	(\$425,000.00)	\$281,755.59	-66.30%
Unallocated Tuition	(\$1,334,941.73)	(\$1,186,794.01)	\$0.00	\$1,186,794.01	0.00%
Departmental Revenues	(\$768,215.96)	(\$793,984.71)	(\$684,600.00)	\$109,384.71	-15.98%

**Total Revenue** (\$36,481,426.08) (\$36,602,947.85) (\$37,841,100.00) (\$1,238,152.15) 3.27%

**Expenditures**

**Personnel**

Salaries	\$18,826,187.68	\$18,885,517.43	\$21,677,300.00	\$2,791,782.57	12.88%
Variable Fringe	\$3,677,711.90	\$3,860,510.52	\$4,664,400.00	\$803,889.48	17.23%
Health Insurance	\$3,384,858.56	\$3,266,448.44	\$3,689,700.00	\$423,251.56	11.47%
<b>Total Personnel</b>	<b>\$25,888,758.14</b>	<b>\$26,012,476.39</b>	<b>\$30,031,400.00</b>	<b>\$4,018,923.61</b>	<b>13.38%</b>

**Expense Catagories**

Services	\$1,713,055.18	\$1,992,090.05	\$2,291,300.00	\$299,209.95	13.06%
Supplies	\$859,417.53	\$848,727.82	\$1,009,600.00	\$160,872.18	15.93%
Other	\$693,450.87	\$590,865.10	\$632,700.00	\$41,834.90	6.61%
Capital	\$432,389.80	\$362,998.63	\$488,700.00	\$125,701.37	25.72%
Institutional Support	\$3,498,346.82	\$3,105,500.32	\$3,387,400.00	\$281,899.68	8.32%
Transfers	\$36,122.28	\$40,955.76	\$0.00	(\$40,955.76)	0.00%
<b>Total Expense Catagories</b>	<b>\$7,232,782.48</b>	<b>\$6,941,137.68</b>	<b>\$7,809,700.00</b>	<b>\$868,562.32</b>	<b>11.12%</b>

**Total Expenditures** \$33,121,540.62 \$32,953,614.07 \$37,841,100.00 \$4,887,485.93 12.92%

**Rev/Expense Total** (\$3,359,885.46) (\$3,649,333.78) \$0.00 \$3,649,333.78 0.00%





June 10, 2014

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

From: Mike Mason

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

Re: Internet Services Bid

We properly advertised for the specified internet services and received only one qualified bid. A second vendor expressed some interest but declined to bid and another bidder submitted a response after the specified bid opening time. Project Mutual Telephone was the only bidder to respond in the proper amount and timeline specified.

Project Mutual Telephone has successfully provided our internet services for a number of years so the implementation will be straight forward and we are confident in their ability to provide the services needed. Even with this expanded contract, we will continue with a second internet access through Cable One for redundancy.

Based upon a review of the bid by Dr. Ken Campbell, I recommend that we accept the sole bid of Project Mutual Telephone of Rupert, Idaho in the amount of \$1,100 per month for a 60 MPS (download) and 25 MPS (upload) circuit. This represents an increase in our current bandwidth speeds and a cost reduction of approximately 25%.

Funding for this purchase is the operational budget of the Institutional Research and Technology department.



June 16th, 2014

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

From: Jeffrey M. Harmon 

Re: Manufacturing Technology Food Processing Equipment

We properly advertised to purchase equipment for the food manufacturing technology program. The equipment will be used in the new program supported by the grant "Trade Adjustment Assistance Community College and Career Training" (TAACCCT) grant, *Growing Idaho's Food Processing Industry*, and will target food manufacturing and processing sectors.

Low and acceptable bids were received from:

1. Autoclave	Nelson Jameson	Twin Falls, Idaho	\$ 4,404.30
2. Freeze Dryer	SP Scientific	Gardiner, New York	\$ 37,044.40
3. Moisture Fat Analyzer	CEM Corp	Mathews, North Carolina	\$ 85,760.50
4. PLC Level Control	ProWest Engineering	Twin Falls, Idaho	\$ 85,512.50
5. PLC Temperature Control	ProWest Engineering	Twin Falls, Idaho	\$ 91,512.50
6. Centrifuge	Nelson Jameson	Twin Falls, Idaho	\$ 5,337.15
7. Kjeldahl distilling Unit		NO BID	
8. Milk Hauling Trailer		NO BID	
9. Membrane Filtration Unit		BID NOT ACCEPTED	
10. Phosphate System	Nelson Jameson	Twin Falls, Idaho	\$ 5,421.93
11. Cheese Production Line	Darlington Dairy Supply	Darlington, Wisconsin	\$ 43,500.00
12. Potato Processing Line	Southern Field Welding	Burley, Idaho	\$ 92,490.00
13. Stomacher Unit	Nelson Jameson	Twin Falls, Idaho	\$ 4,956.00

Total of ten recommended bid packages \$470,096.08

Based upon the review of the bids by Terry Patterson, Alan Heck, Janna Hamlett and Ben Hamlett I recommend that we accept the ten bids from the above vendors in the amount of \$470,096.08. Each bid includes all of the specified equipment including the installation and orientation in the use of each component. The three bid packages that received no bid or bid not accepted will be re-bid or purchased following College Policy.

Funding for this equipment is from a grant awarded under the Trade Adjustment Assistance for Community College and Career Training program, as implemented by the U.S. Department of Labor's Employment and Training Administration to implement a Food Processing Technology program.



June 16th, 2014

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

From: Jeffrey M. Harmon 

Re: Human Resources Applicant Tracking and Performance Management Software Suite

We properly advertised and accepted proposals to purchase software for an employee applicant tracking and performance management suite to be used in the human resources department.

We received one bid for the software system from SilkRoad Technology, Inc. from Chicago, Illinois. This software suite is cloud based and is hosted on SilkRoad servers.

Terms of this cloud based software solution is \$37,670 per year for five years for a total of \$188,350.

Based on the review of the specific and the review of the proposal by Mondy Arrosa, Judy Heatwole and Ed Ditlefsen, I recommend purchasing the SilkRoad Human Resources Management Suite in the amount of \$188,350 over the five year term.

Funding for Human Resources Management system will come from the operating budget of the General Fund



June 9, 2014

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

From: Mike Mason

Re: STAR Meridian High School Paving Project

The STAR motorcycle program leases large open style parking lots throughout the state to set up ranges for training. The unobstructed parking lot space needed for a range is approximately 200 by 300 feet. The unobstructed requirements make these parking lots/ranges challenging to find.

The STAR program has a long standing relationship with the Meridian School District and has used their parking lots and classrooms for training for a number of years. Rental payments to the Meridian School District run from \$8,000 to \$10,000 per year.

The parking lot at Meridian High School is at the end of its life cycle and in need of replacing down to the base gravel layer. The Meridian School District has offered to partner with the STAR program in order to resurface the parking lot. In exchange for \$50,000, the Meridian School District will resurface the parking lot and allow the STAR program to utilize the lot rent free for 400 days over the next five years. The \$50,000 payment would be made directly to the Meridian School District who would administer all aspects of the paving project.

Due to the limited availability of parking lots suitable for STAR training ranges and the long standing relationship with the Meridian School District, I respectfully request permission to enter into a contract with the Meridian School District that will allow rent free use of the parking lot for 400 days of use over the next five years.

Funding for this project is from the STAR motorcycle program fund balance.

# PROUD TO BE PART OF THE CSI FAMILY



## COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



### Eligibility Criteria and Risk Factors

Policy council reviews the Head Start/Early Head Start Eligibility Criteria for the program on an annual basis. This is a requirement of the Office of Head Start. This year no changes were made in the points system used to determine eligibility in order to ensure that risk factors are taken into consideration in addition to income and categorically eligible criteria. In the eligibility criteria chart below, the first form of eligibility is Income, which is scored based on percentage below the poverty line. Only a maximum of 10% of participants in the program can be over-income. Those slots are generally reserved for children with disabilities. There are several criteria that make a family categorically eligible, regardless of income. These categories are seen below and are Public Assistance, SSI, and Foster Care. Homeless families are also categorically Eligible. Children transitioning from Early Head Start to Head Start are also a high priority in order to ensure continuity of services when EHS families re-apply to the program for Head Start. Finally, risk factors are taken into consideration. By providing a point value to risk factors, income eligibility and categorical eligibility are seen in view of other circumstances the family experiences in order to establish acceptance priorities on the wait list. Since every situation is unique, the program determined that each risk factor carry the same point value.

Income at 50% or less of the poverty line	15	Single Parent	5
Income 51%-75% of the poverty line	10	Absent Parent	5
Income 76% -%100 of the poverty line	5	Military Deployed	5
Public Assistance (TANF/TAFI)	150	Single Teen Parent	5
SSI	150	Drug/Alcohol Dependency	5
Foster Care	150	Refugee	5
Homeless	150	Parent is a Registered Sex Offender	5
IFSP/IEP (child with a disability)	100	Parent Education < HS Diploma/GED	5
Transitioning EHS Child	120	Unemployment	5
Child Abuse, Neglect, Open H&W Case	5	Custody Issues Between Parents	5
Domestic Violence	5	Language Barrier	5
Incarcerated Parent	5	Custodial Grandparents/Kinship	5
Recent Death in Family	5	Teen Parents (not single)	5
Agency/Nurse Referral	5	Deported Parent/risk of deportation	5
Chronic/Terminal Illness (parent or child)	5	Other	5
Recent Divorce (6 months or <)	5		

**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For May 2014**

**Enrollment**

Head Start ACF Federal Funded	516
Head Start TANF	27
Early Head Start	80
<b>Total</b>	<b>623</b>

**Program Options**

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

**Head Start Attendance**

Head Start May Overall Attendance	87%
Head Start Self Transport Attendance	86%
Early Head Start Home Visit Participation	89%

**Meals and Snacks**

Total meals served for March	4,268
Total snacks served for March	4,108

**Education**

May 21st will be the last day for the Head Start program year for the Tuesday/Wednesday classes and May 23rd will be the last day for the Thursday/Friday classes. Currently, teachers and home visitors are finishing up the third and final collection of data for the Child Observation Record, an ongoing assessment of each child's learning development. Lead teachers completed a second home visit with families along with parent teacher conferences. The main topic for this home visit and conference was around transitions to kindergarten.

**Parent Involvement**

The community surveys have been completed and are now being analyzed and compiled into one working document as part of Head Start/Early Head Start's Community-wide Assessment. Program wide, parents identified education, health and dental providers, and medical facilities as their top community strengths. Employment, housing, and substance abuse were highlighted as critical community challenges. The top action plans that parents felt addressed these challenges included: after school programs, job training/shadowing and prevention. The community surveys reflected strong relationships with other public services agencies, and faith-based organizations. However, a clear need to reach out to the business community is evident through survey results.

**Early Head Start**

Updates continue to be made to Early Head Start tracking on health for pregnant women, infants and toddlers. This includes a nutrition risk assessment for expectant mothers as well as a nutrition risk assessment form for EHS children. Two staff will be attending the National Birth to Three conference in Washington D.C. in late July. Additionally, the program continues to plan implementation of the new Combination model classrooms which will be made available in the communities of Jerome and Rupert. Services will be underway in early September. This model will serve children 18 months to 3 years of age in a classroom setting.

**Documents for Board Review/ Approval:**

Financial Reports

**\*Region X will be conducting an onsite review of the program on June 11-12 as follow-up to the self-reported child safety and supervision concern that took place in April. The review is to ensure that the program has taken necessary steps to be in compliance with Performance Standards and has corrected the deficiency.**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH		CASH OUTLAY		BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
		MONTH	TO DATE	TO DATE	BALANCE				
SALARIES	\$ 547,230.00	\$ 43,879.24	\$ 214,649.57	\$ 332,580.43	\$ 332,580.43	\$ 332,580.43	42.0%	39.2%	
BENEFITS	\$ 283,774.00	\$ 22,150.51	\$ 108,808.34	\$ 174,965.66	\$ 174,965.66	\$ 174,965.66	42.0%	38.3%	
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	\$ -	0.0%	0.0%	
EQUIPMENT	\$ -			\$ -	\$ -	\$ -	0.0%	0.0%	
SUPPLIES	\$ -			\$ -	\$ -	\$ -	0.0%	0.0%	
OFFICE CONSUMABLES	\$ 4,005.00	\$ 61.82	\$ 792.42	\$ 3,212.58	\$ 3,212.58	\$ 3,212.58	42.0%	19.8%	
CENTER SUPPLIES	\$ 18,265.00	\$ 198.74	\$ 2,672.48	\$ 15,592.52	\$ 15,592.52	\$ 15,592.52	42.0%	14.6%	
CLASSROOM SUPPLIES	\$ 14,047.00	\$ 8.75	\$ 771.78	\$ 13,275.22	\$ 13,275.22	\$ 13,275.22	42.0%	5.5%	
TRAINING SUPPLIES	\$ 2,225.00	\$ 180.00	\$ 249.32	\$ 1,975.68	\$ 1,975.68	\$ 1,975.68	42.0%	11.2%	
FOOD	\$ 2,400.00	\$ 22.05	\$ 128.58	\$ 2,271.42	\$ 2,271.42	\$ 2,271.42	42.0%	5.4%	
CONTRACTUAL									
OTHER									
CONTRACTS	\$ 56,940.00	\$ 4,272.63	\$ 11,897.10	\$ 45,042.90	\$ 45,042.90	\$ 45,042.90	42.0%	20.9%	
MEDICAL	\$ 7,500.00	\$ 28.47	\$ 192.32	\$ 7,307.68	\$ 7,307.68	\$ 7,307.68	42.0%	2.6%	
DENTAL	\$ 5,000.00	\$ 32.44	\$ 639.73	\$ 4,360.27	\$ 4,360.27	\$ 4,360.27	42.0%	12.8%	
CHILD TRAVEL	\$ -		\$ -						
EMPLOYEE TRAVEL	\$ 4,000.00	\$ 243.42	\$ 1,202.29	\$ 2,797.71	\$ 2,797.71	\$ 2,797.71	42.0%	30.1%	
CAREER DEVELOP	\$ 3,773.00	\$ 65.00	\$ 130.00	\$ 3,643.00	\$ 3,643.00	\$ 3,643.00	42.0%	0.0%	
PARENT TRAINING	\$ 2,255.00	\$ 672.18	\$ 3,981.38	\$ (1,726.38)	\$ (1,726.38)	\$ (1,726.38)	42.0%	176.6%	
FACILITIES/CONST.	\$ 3,500.00	\$ 79.73	\$ 564.54	\$ 2,935.46	\$ 2,935.46	\$ 2,935.46	42.0%	16.1%	
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 8,500.00	\$ 11,900.00	\$ 11,900.00	\$ 11,900.00	42.0%	41.7%	
UTILITIES	\$ 7,400.00	\$ 830.42	\$ 3,661.76	\$ 3,738.24	\$ 3,738.24	\$ 3,738.24	42.0%	49.5%	
TELEPHONE	\$ 4,200.00	\$ 454.07	\$ 2,267.06	\$ 1,932.94	\$ 1,932.94	\$ 1,932.94	42.0%	54.0%	
OTHER	\$ 4,620.00	\$ 546.29	\$ 2,513.16	\$ 2,106.84	\$ 2,106.84	\$ 2,106.84	42.0%	54.4%	
TOTAL DIRECT COSTS	\$ 991,534.00	\$ 75,425.76	\$ 363,621.83	\$ 627,912.17	\$ 627,912.17	\$ 627,912.17	44.5%	36.7%	
ADMIN COSTS	\$ 68,374.00	\$ 5,348.16	\$ 21,181.19	\$ 47,192.81	\$ 47,192.81	\$ 47,192.81	42.0%	31.0%	
GRAND TOTAL	\$ 1,059,908.00	\$ 80,773.92	\$ 384,803.02	\$ 675,104.98	\$ 675,104.98	\$ 675,104.98	42.0%	36.3%	
IN KIND NEEDED	\$ 264,977.00								
IN KIND GENERATED	\$ 228,818.34								
IN KIND (SHORT)/LONG	\$ (36,158.66)								
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense			
Total All Centers	259.43	53.70	6.72	319.85	(214.50)	4,186.50			

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 9,355.00	\$ 327.48	\$ 6,457.80	\$ 2,897.20	42.0%	69.0%
SUPPLIES						
Training Supplies	\$ 1,084.00	\$ -	\$ 216.80	\$ 867.20	42.0%	20.0%
OTHER						
Contracts	\$ 4,000.00					
Career Development	\$ 11,719.00	\$ 1,938.20	\$ 3,413.55	\$ 8,305.45	42.0%	29.1%
TOTAL DIRECT COSTS	\$ 26,158.00	\$ 2,265.68	\$ 10,088.15	\$ 16,069.85	42.0%	38.6%
GRAND TOTAL	\$ 26,158.00	\$ 2,265.68	\$ 10,088.15	\$ 16,069.85	42.0%	38.6%
IN KIND NEEDED	\$ 6,539.50					
IN KIND GENERATED	\$ 3,300.00					
IN KIND (SHORT)/LONG	\$ (3,239.50)					



MONTHLY FINANCIAL REPORT  
COLLEGE OF SOUTHERN IDAHO HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH		CASH OUTLAY TO DATE		BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,596,494.00	\$ 205,983.60	\$ 996,680.76	\$ 1,599,813.24	\$ 1,599,813.24	\$ 1,599,813.24	42.0%	38.4%
BENEFITS	\$ 1,397,497.00	\$ 108,863.59	\$ 536,083.82	\$ 861,413.18	\$ 861,413.18	\$ 861,413.18	42.0%	38.4%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES	\$ 10,741.00	\$ 340.92	\$ 4,168.36	\$ 6,572.64	\$ 6,572.64	\$ 6,572.64	42.0%	38.8%
OFFICE CONSUMABLES	\$ 21,500.00	\$ 256.76	\$ 3,008.45	\$ 18,491.55	\$ 18,491.55	\$ 18,491.55	42.0%	14.0%
CLASSROOM SUPPLIES	\$ 26,220.00	\$ 2,067.53	\$ 15,873.39	\$ 10,346.61	\$ 10,346.61	\$ 10,346.61	42.0%	60.5%
CENTER SUPPLIES	\$ 9,895.00	\$ 1,282.72	\$ 1,935.60	\$ 7,959.40	\$ 7,959.40	\$ 7,959.40	42.0%	19.6%
TRAINING SUPPLIES	\$ 3,000.00	\$ 415.28	\$ 1,398.96	\$ 1,601.04	\$ 1,601.04	\$ 1,601.04	42.0%	46.6%
FOOD	\$ 13,395.00	\$ 1,461.13	\$ 4,761.43	\$ 8,633.57	\$ 8,633.57	\$ 8,633.57	42.0%	35.5%
OTHER	\$ 6,300.00	\$ 405.00	\$ 1,486.21	\$ 4,813.79	\$ 4,813.79	\$ 4,813.79	42.0%	23.6%
CONTRACTS	\$ 9,500.00	\$ 32.44	\$ 7,618.48	\$ 1,881.52	\$ 1,881.52	\$ 1,881.52	42.0%	80.2%
MEDICAL	\$ 76,983.00	\$ 11,725.28	\$ 51,213.03	\$ 25,769.97	\$ 25,769.97	\$ 25,769.97	42.0%	66.5%
DENTAL	\$ 31,000.00	\$ 2,822.71	\$ 10,695.93	\$ 20,304.07	\$ 20,304.07	\$ 20,304.07	42.0%	34.5%
CHILD TRAVEL	\$ 2,000.00	\$ 1,059.22	\$ 2,192.57	\$ (192.57)	\$ (192.57)	\$ (192.57)	42.0%	109.6%
EMPLOYEE TRAVEL	\$ 17,480.00	\$ 410.02	\$ 8,414.59	\$ 9,065.41	\$ 9,065.41	\$ 9,065.41	42.0%	48.1%
CAREER DEVELOP	\$ 56,790.00	\$ 1,436.54	\$ 19,278.97	\$ 37,511.03	\$ 37,511.03	\$ 37,511.03	42.0%	33.9%
PARENT TRAINING	\$ 30,600.00	\$ 2,477.99	\$ 12,167.99	\$ 18,432.01	\$ 18,432.01	\$ 18,432.01	42.0%	39.8%
SPACE	\$ 61,460.00	\$ 6,089.30	\$ 28,064.17	\$ 33,395.83	\$ 33,395.83	\$ 33,395.83	42.0%	45.7%
DEPRECIATION	\$ 38,475.00	\$ 6,418.42	\$ 19,848.06	\$ 18,626.94	\$ 18,626.94	\$ 18,626.94	42.0%	51.6%
UTILITIES	\$ 43,681.00	\$ 4,225.48	\$ 17,169.90	\$ 26,511.10	\$ 26,511.10	\$ 26,511.10	42.0%	39.3%
TELEPHONE	\$ 4,453,011.00	\$ 357,773.93	\$ 1,742,060.67	\$ 2,710,950.33	\$ 2,710,950.33	\$ 2,710,950.33	42.0%	39.1%
OTHER	\$ 321,919.00	\$ 25,536.70	\$ 98,264.89	\$ 223,654.11	\$ 223,654.11	\$ 223,654.11	42.0%	30.5%
TOTAL DIRECT COSTS	\$ 4,774,930.00	\$ 383,310.63	\$ 1,840,325.56	\$ 2,934,604.44	\$ 2,934,604.44	\$ 2,934,604.44	42.0%	38.5%
ADMIN COSTS	\$ 1,193,733.00							
GRAND TOTAL	\$ 499,519.17							
IN KIND NEEDED	\$ (694,213.83)							
IN KIND GENERATED								
IN KIND (SHORT)/LONG								
PROCUREMENT CARD								
EXPENSE	\$ 14,371.90	4% of Total Expense. Detailed report of PCARD charges available upon request.						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD		
Total All Centers	14,076.23	859.27	136.22	15,071.72	(68,994.84)	63,023.60		

\*\* Reflects 2014 COLA and Restored Sequestration Funding

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
SALARIES	\$ 16,895.00	\$ -	\$ 5,350.04	\$ 11,544.96	42.0%	31.7%
FRINGE	\$ 3,781.00	\$ -	\$ 2,008.72	\$ 1,772.28	42.0%	53.1%
OUT OF AREA TRAVEL	\$ 18,753.00	\$ 1,072.76	\$ 7,825.54	\$ 10,927.46	42.0%	41.7%
SUPPLIES						
Training Supplies	\$ 2,991.00	\$ -	\$ 1,564.96	\$ 1,426.04	42.0%	52.3%
OTHER						
Contracts	\$ -					
Career Development	\$ 10,040.00	\$ 5,129.73	\$ 6,692.84	\$ 3,347.16	42.0%	66.7%
TOTAL DIRECT COSTS	\$ 52,460.00	\$ 6,202.49	\$ 23,442.10	\$ 29,017.90	42.0%	44.7%
TOTAL INDIRECT COSTS	\$ 1,701.00	151.16	605.49	\$ 1,095.51	42.0%	0.0%
GRAND TOTAL	\$ 54,161.00	\$ 6,353.65	\$ 24,047.59	\$ 30,113.41	42.0%	44.4%
IN KIND NEEDED	\$ 13,540.25					
IN KIND GENERATED	\$ 21,503.00					
IN KIND (SHORT)/LONG	\$ 7,962.75					

June 9, 2014

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

From: Mike Mason

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

Re: Gym Seating Project

At the May 19, 2014 Board meeting, based upon the fact that the bleacher project could not be completed until July of 2015, the Board elected to have the administration re-bid the project in the January-February 2015 timeframe. There was also a desire to delay this decision until after the Board elections in November.

Since the last Board meeting, the athletic department has reviewed the gym schedule for the year and determined that a better time for bleacher installation would be over spring break. All athletic events are completed by this time and physical education events can be moved to the mezzanine or recreation center for the 10 days of class that will be interrupted.

If we elect to re-schedule the project for a start date of March 12, 2015, we need to award the bid at the September 15<sup>th</sup> Board meeting at the latest. This will give the bidders six full months to construct the custom bleachers that are required for the College of Southern Idaho gymnasium. Norcom Industries, the manufacturer of the Hussey bleacher we specified and was the sole bidder in May, has indicated that they can have the project constructed and ready for delivery in five months.

Due to the criticalness of our timeframe for installation and past experience of scheduling work over the holiday period, I am recommending that we give the successful bidder a full six months to deliver the new bleachers on site and eighteen days to demo the old bleachers and install the new ones.

Based upon the latest information, the Board is faced with three options:

1. Stay with the July 2015 installation date and re-bid the bleachers in January-February of 2015.
2. Approve the March 12, 2015 installation date and re-bid the bleachers for bid presentation at the September 15, 2015 Board meeting.
3. Approve the March 12, 2015 installation date and accept the sole bid of Norcom Industries in the amount of their May 7, 2014 bid amount of \$312,220.

Based upon our experience with the sales staff, the manufacturer's willingness to hold the price until March of 2015, the college's desire to purchase the product being offered, the decision for the March installation being prior to the Board election and the proximity to the previous May bid date, I suggest the Board consider accepting the Norcom Industries bid of \$312, 220 and proceeding with the project in March of 2015.



June 9, 2014

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

From: Mike Mason

Re: Campus Weapons Policy

Senate Bill 1254 is legislation enacted this past legislative session that restricted colleges and universities enacting policies that prohibiting concealed weapons carried by enhanced concealed weapons permit holders and retired law enforcement officers. Exceptions to the policy prohibition were granted for dormitories and buildings that could house over 1,000 people. The legislation is in effect as of July 1, 2014.

The implications and requirements of this bill have been extensively researched over the last several months by university lawyers from Boise State University and the University of Idaho in conjunction with a state wide group of community college and university security directors. Jim Ellington, College of Southern Idaho Public Safety Officer, has represented the College of Southern Idaho at various meetings with this ad hoc group. He has also researched policies from various other institutions in other states with similar legislation.

As a result of this research, Jim Ellington drafted the attached College of Southern Idaho Weapons Policy for your review. The policy has been reviewed by administration. The policy is very similar to those being drafted by all eight Idaho public institutions of higher education. We believe this policy is in compliance with the letter of the law.

Also attached is a draft of Frequently Asked Questions that we will distribute to College of Southern Idaho employees. The list was compiled based upon information obtained from other universities and some specific questions from our staff. The questions may increase after distribution.

The last attachment is a draft of a sign that we will put at entrances to the Fine Arts Building, gymnasium/recreation center, Exposition Center, Eagle Hall Dormitory and our outreach centers in Gooding, Hailey and Burley.

I respectfully request that the Board approve the College of Southern Idaho Weapons Policy and make it effective July 1, 2014.



DRAFT-----CSI WEAPONS POLICY-----DRAFT

## PURPOSE

An environment of safety and security is critical for educational institutions to cultivate a climate conducive to knowledge and learning. Therefore, this policy prohibits the possession and use of dangerous weapons on CSI property or at CSI sponsored events by students, faculty, staff and visitors except for those persons authorized by state law or campus administration to carry concealed firearms and ammunition. In order to provide a safe and positive campus environment for teaching, learning and working, this policy strongly discourages bringing a firearm onto the CSI campus or events even when permitted by law to do so.

## DEFINITIONS

1. **Dangerous Weapon:** An object, device, instrument, material or substance that is used for or is readily capable of causing death or serious bodily injury. This term does not include a pocket knife with a blade of less than 2 ½ inches in length. Firearms are included in this category as are incendiary devices and explosives.
2. **Firearm:** A dangerous weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
3. **Concealed Firearm:** A firearm which is carried upon one's person so as not to be readily discernible by ordinary observation.
4. **Upon One's Person:** The physical carrying of a firearm in clothing or handbag as well as having the weapon in close proximity, readily available for prompt use.
5. **Open Carry:** Carrying a firearm upon your person or in your vehicle when it is clearly visible.

## POLICY

1. Open carrying of firearms (including in vehicles) is prohibited at all times anywhere on CSI property or CSI sponsored events except for sworn peace officers or others who have been approved by campus administration.
2. The possession, wearing, carrying, transporting or use of a dangerous weapon is strictly prohibited on college owned or controlled premises, including vehicles parked upon these premises. The only exceptions to this policy are the following categories of individuals who have been authorized by state law or college administration to carry a concealed firearm on CSI property/events.
  - a. Full-time sworn peace officers
  - b. Qualified retired law enforcement officers
  - c. Persons who hold an "Enhanced" Idaho Concealed Weapons License
  - d. Those individuals who have been granted specific permission from CSI administration

3. It is unlawful and a violation of this policy to carry a concealed firearm while under the influence of alcohol.
4. Concealed weapons shall not be carried into or possessed within the following CSI facilities:
  - a. Eagle Hall dormitory
  - b. Gymnasium
  - c. Fine Arts Building
  - d. Expo Center
  - e. CSI Off-Campus Centers (Blaine County, Mini-Cassia and Northside)
5. An individual who, not in necessary self-defense and in the presence of another person, draws or exhibits a firearm in a rude, angry and/or threatening manner is guilty of a crime and has violated this policy.
6. Students, staff, faculty and visitors shall produce their credentials to carry a concealed firearm (under one of the categories above in Item #2) when requested to do so by a representative of the CSI Security Department.
7. Violations of this policy may result in disciplinary action up to and including: expulsion for student offenses, termination for employee offenses, and a trespass from campus for offending community members. Criminal violations will be referred to local law enforcement.
8. Unless an employee of the college is required by the CSI President or Vice President of Administration to carry a firearm as a part of that employee's job duties, any possession or use of a firearm is not within the course and scope of employment with the college. Therefore, any civil or criminal litigation stemming from such possession or use will not be indemnified by the college or its insurance carrier.

#### REFERENCES

Idaho Code Title 18, Chapter 33

Title 18 U.S. Code, Sections 921, 926 and 930

Idaho State Board of Education Policy: Section I, Subsection R



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CSI WEAPON POLICY – QUESTIONS & ANSWERS Updated 6-2-14

1. Question: If I accidentally expose my concealed firearm have I violated any legal requirement or CSI policy?
  - a. Answer: No – As long as you have made a reasonable attempt to maintain concealment of the firearm there is no legal or CSI policy violation
2. Question: Can I keep my firearm in my office desk?
  - a. Answer: No – This would not meet the legal requirement of the firearm being “readily accessible for immediate use”.
3. Question: Would I be covered by the College’s insurance policy if I were to discharge my authorized weapon in a lawful manner?
  - a. Answer: No – CSI’s insurance would not cover you for any criminal or civil litigation. The carrying or use of a firearm is not in your job description and is not a job requirement for any position at CSI (except for the Law Enforcement Program personnel).
4. Question: Can I have a firearm in my vehicle under the new policy?
  - a. Answer: Yes – If you are authorized to carry a concealed weapon under Idaho State law and the CSI weapons policy you may store/transport a firearm in your personal vehicle if it is concealed. Open carrying, even in a vehicle, is not permitted under CSI policy.
5. Question: Does a student, instructor or staff member have to inform College administration when they are carrying a concealed weapon?
  - a. Answer: No – Students are not required to inform their instructors; staff and faculty are not required to notify their management. All personnel who are carrying a concealed firearm on campus in accordance with the revised policy must present their appropriate credentials when requested to do so by a representative of the CSI Security Department or law enforcement personnel.
6. Question: Is there a place where I can check-in my firearm if I don’t want to carry it on the CSI campus?
  - a. Answer: Yes – The CSI Security Office (in the McManaman Building) is the place where you may store your weapon while on campus. The weapons are secured in a locked gun safe. The weapon will be returned to you upon your departure from the campus.
7. Question: If I live in the Eagle View or North View apartments can I possess a firearm if authorized to do so under state law?
  - a. Answer: Yes – Firearms may be possessed at both Eagle View and North View apartments as long as the resident has complied with all legal requirements relating to weapons possession in the state of Idaho.



8. Question: As a CSI student who is authorized under state law to carry a concealed firearm on campus am I allowed to carry my concealed firearm during my practicum/clinical hours at St. Luke's Medical Center or any of their clinics?
  - a. Answer: No – St. Luke's is a separate business entity and has established a strict policy prohibiting dangerous weapons (including firearms) on their premises. This same guidance applies to any private business or organization where CSI students may serve a practicum or internship. The policies of that organization/business entity apply as to whether concealed firearms are or are not permitted to be carried on their premises.
9. Question: Even if I am authorized under state law and CSI Policy to carry a concealed firearm on the campus are there buildings/facilities where I may not take my firearm?
  - a. Answer: Yes – Concealed weapons are prohibited within the following CSI buildings/facilities at all times: Eagle Hall Dormitory, Gymnasium, Fine Arts Building, Expo Center and the following CSI Off-Campus Centers: Blaine County (Hailey), Mini-Cassia (Burley) and Northside (Gooding).
10. Question: What should I do if I see a firearm intentionally or accidentally exposed while on campus?
  - a. Answer: If the concealed firearm is accidentally or unintentionally exposed and there is no perceived threat or other circumstances causing concern, no action needs to be taken. If, however, this exposure causes any degree of discomfort or concern on the part of the observer, CSI Security (732-6605) should be contacted and an appropriate contact will be made.

# NOTICE



**FIREARMS ARE  
PROHIBITED IN THIS  
BUILDING IN ACCORDANCE  
WITH IDAHO CODE 18-3302**



June 10, 2014

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

From: Mike Mason

Re: Fiscal Year 2016 Legislative Requests

The attached pages contain the three line item requests that we are asking the legislature to fund for us in fiscal year 2016. The requests emphasize recruiting, advising and completion in moving the Idaho State Board of Education goal of 60% of all Idahoans between the ages of 25 and 34 having post-secondary training.

The first request – Support Complete College Idaho – is a part of a combined community college request. North Idaho College, the College of Western Idaho and the College of Southern Idaho have a combined request of \$3,000,000 for staffing and services to improve recruiting, advising and ultimately completion rates. This is the first time the community colleges have submitted a joint request.

The second request involves restructuring developmental education through intensive tutoring and performance based software. The object is to improve student performance and to move them quickly through developmental education. Dr. Debi Klimes has run several pilot programs demonstrating the effectiveness of these type of programs.

The third request is for an additional person to assist us in institutional research and reporting. The need for data and analysis continues to grow and our existing two staff members who do this part time cannot keep up with the workload.

These request will go before the Idaho State Board of Education at their regular meeting on June 19<sup>th</sup> for approval. Upon approval, they will be sent to the Idaho Division of Financial Management in September for inclusion as a request in the governor's fiscal year 2016 budget.

If you have questions or need further information, let me know.

AGENCY: College of Southern Idaho

FUNCTION: Education

ACTIVITY: Board approved category

Agency No.: 501

Function No.:

Activity No.:

FY 2016 Request

Page \_\_\_ of \_\_\_ Pages

Original Submission X or

Revision No. \_\_\_

<b>Supporting Complete College</b>					
A: Decision Unit No: <b>12.01</b>	Title: <b>Idaho</b>			Priority Ranking 1 of 3	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	13.00				13.0
PERSONNEL COSTS:					
1. Salaries	562,000				562,000
2. Benefits	253,000				253,000
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	815,000				815,000
OPERATING EXPENDITURES by summary object:					
1. Travel	40,000				
2. Software	60,000				
3. Operating Supplies	25,000				
4. Faculty Professional Develop.	30,000				
TOTAL OPERATING EXPENDITURES:	125,000				125,000
CAPITAL OUTLAY by summary object:					
1. New Computer Lab	60,000				60,000
TOTAL CAPITAL OUTLAY:	60,000				60,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	1,000,000				1,000,000

**Supports institution/agency and Board strategic plans:**

Goal 1, Objective B

Higher Level of Educational Attainment – Increase the educational attainment of all Idahoans through participation in Idaho’s educational system.

*Performance Measure:*

1. Increase graduation rates for the College of Southern Idaho from 18% to 28% by fiscal year 2018 (May of 2018) – IPEDs definition of graduation rate. Fall of 2014 benchmark
2. Increase retention in degree and certificate programs at the College of Southern Idaho from 50% to 60% by fiscal year 2018 (May 2018) IPEDS definition of Fall to Fall retention. Fall of 2104 benchmark

3. Increase the number of students earning degrees or certificates by 30% by fiscal year 2018 (May 2018). Fall of 2014 benchmark
4. Increase credits successfully completed by 15% by the Fall of 2017 based upon Fall of 2014 credits.

The above performance measures are in support of SBE benchmarks

1. Attain a 75% new full time student return rate for the second year in Idaho community colleges.
2. Attain 20% of head count for post-secondary unduplicated awards for certificates requiring one academic year or more of study.

### **Description:**

The Idaho State Board of Education has set a goal of 60% of all Idahoans between the ages of 25 and 34 receiving post-secondary education or training in order to meet today's needs in the workforce. The JA and Kathryn Albertsons Foundation has also strongly supported post-secondary education through their funding initiatives and "Go On" programs.

Though bachelor's and graduate degrees are important, the community colleges feel very strongly that these goals can only be met through a combination of associate degrees, professional technical education, certificates and customized workforce training.

The proposed model is based upon successful pilot programs funded by short term grants at our institutions and proven programs successfully implemented throughout the nation. This model, based in part on Complete College Idaho, is one of career counseling, guided pathways for success (GPS), mandatory orientation, intensive and intrusive advising, redesigned remedial courses, continuous follow up and expanded tutoring. It is high touch and highly successful. From a student's perspective, it requires a significant amount of effort for a shorter period of time and a much greater probability of success.

Each institution is at a different point in implementing programs to increase student success and therefore will have different needs. The funding distribution for this request is based upon each institution's academic FTE as reported to the Idaho State Board of Education.

The following outlines the needs of each institution:

College of Southern Idaho

1. Career and Transition Coordinators – 4 FTE - \$32,000 salary plus benefits = \$50,000=\$200,000 plus \$20,000 operating expenses = \$220,000  
80% of Idaho students graduate from high school but only 47% receive postsecondary training. We are missing the link in the transition to

between high school and college. The new career and transition coordinators would work closely with recruiting and admissions staff in helping students at the beginning of their postsecondary training and education. In addition to providing extensive outreach/recruiting services, staff would be involved in career coaching to assist students in making the right choices at the start of their education. In fulfilling this expanded customer service role, staff would not only insure students were admitted but also make sure they completed orientation, were advised, registered, applied for scholarships, and had a financial plan. Staff ~~and~~ would assist the student with any administrative problems. These staff members would deal primarily with full time students in both professional technical and academic programs. This is at once an educational process about careers in the recruiting phase and an integrated advising and enrollment process. The end result of this process is an individualized education plan that will lead to timely and successful program completion.

2. Advising Staff-4 FTE-\$32,000 salary plus benefits=\$50,000=\$200,000 plus \$60,000 in operating expenses=\$260,000

We have completed the first year of a very successful pilot program with funding from the J.A. and Kathryn Albertsons Foundation. This pilot program targeted at-risk students (i.e. minority, first generation college, underprepared and economically disadvantaged). Based upon the pilot program results and with assistance from our existing advising staff, we would implement intrusive advising with a case management model. Each advisor would have mandatory meetings 4 times a semester for new students for the first year and at least two meetings per semester for the following semesters. These advisors would also provide mandatory orientation that involved academic, financial and career information for new students with assistance from faculty and staff. In addition to staff, operating expenses include enhanced scheduling software and student tracking systems.

3. Remediation Reform – 4 Instructional FTE - \$41,000 salary plus benefits=\$60,000=\$240,000 plus \$60,000 equipment = \$300,000

The new instructional staff would be supplemented by existing faculty in the establishment of an open laboratory type setting with computerized developmental coursework. The year round labs would be staffed by trained instructional staff to monitor and assist each student in completing coursework at his or her own pace. Credit would be awarded based upon outcomes.

4. Expanded Tutoring and Student Mentoring - \$80,000 Part Time and Adjunct  
Expand resources for post-gateway high risk classes such as Biology, Chemistry, high level math, nursing, etc. based upon success ratio of the courses. This would involve hiring skilled students and staff to assist in these areas, and these instructional coaches will be available during a wide range of open hours for these services will serve to improve completion rates.

5. Instructional Designer – 1 FTE - \$70,000 plus benefits=\$95,000 plus \$45,000 in operating expenses = \$140,000

This position would not only oversee quality in all of our online course offerings, but also would assist faculty in bringing up courses to the required level and monitor all courses for quality. The goal of this position is to increase success rates in all online courses through redesign and utilization of the most successful teaching techniques. While gateway courses would be targeted, the position would also assist in the development of quality online programs, not just courses.

AGENCY: College of Southern Idaho

Agency No.:

FY 2016 Request

FUNCTION:

Function

Page \_\_\_ of \_\_\_ Pages

ACTIVITY:

No.:

Original Submission X or

Activity No.:

Revision No. \_\_\_

A: Decision Unit No: 12.02		Title: Achievement Based Software			Priority Ranking 2 of 3
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.00				0.0
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Hosted Software	100,000				100,000
TOTAL OPERATING EXPENDITURES:	100,000				100,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	100,000				100,000

**Supports institution/agency and Board strategic plans:**

CSI Strategic Initiative 1: Student Learning and Success

Goal 1: Demonstrate continued commitment to and shared responsibility for student learning and success.

*Performance Measure:*

1. The success rate of students testing into developmental education and completing their course of study will increase from 30% to 60% by fiscal year 2018 (May 2018)



## **Description:**

One of the major barriers in getting students started on a career track is getting them through the general education requirements of math and English. 40% to 60% of incoming first-time fulltime students place into remedial math, remedial English, or both, and students often take several semesters to complete traditional developmental education courses as a part of this process. Many get discouraged and quit.

Responding to pilot program results and evidence-based practices aligned with Complete College Idaho, CSI recognizes remediation reform is essential. Students must be accurately diagnosed in terms of their specific deficiencies, and then engaged in specialized learning opportunities and activities and their progress through these activities closely monitored. College personnel would facilitate the instruction, but the management interface, learning activities, and progress monitoring requires specific technology and potentially cloud-based data systems.

CSI proposes to secure access to a software solution that will accomplish these various interventions and activities. The anticipated outcomes are:

- Thorough identification of student-specific instruction
- Targeted, precise, individualized computer-based learning, facilitated by CSI personnel
- Automated progress reporting for enhanced student engagement
- Shortened time to enter gateway courses
- Economical alternative to multi-credit developmental courses
- Higher efficiency and success rates of student participants

There are many variables in the pricing of a hosted software system with these features. This request is for the purchase of a base system from which we can build upon based upon our measured success and best practices.

AGENCY: College of Southern Idaho

Agency No.:

FY 2016 Request

FUNCTION:

Function No.:

Page \_\_\_ of \_\_\_ Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. \_\_\_

A: Decision Unit No: 12.03		Title: Institutional Researcher			Priority Ranking 3 of 3
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.0
PERSONNEL COSTS:					
1. Salaries	76,000				76,000
2. Benefits	27,000				27,000
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	103,000				103,000
OPERATING EXPENDITURES by summary object:					
1. Travel	5,000				5,000
TOTAL OPERATING EXPENDITURES:	5,000				5,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation	2,000				2,000
TOTAL CAPITAL OUTLAY:	2,000				2,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	110,000				110,000

**Supports institution/agency and Board strategic plans:**

Goal 3, Objective B: Data Informed Decision Making – increase the quality, thoroughness and accessibility of data for informed decision-making and continuous improvement of Idaho’s educational system.

*Performance Measure:*

1. Through the use of data analysis and continued participation with the Idaho State Board of Education, relevant, reliable, comparable data will be used in making management decisions. CSI will be able to participate in providing reports and data required by various entities.

**Description:**

The College of Southern Idaho currently has two part time staff assigned to institutional research and reporting. In addition to traditional on-going ad hoc, IPEDS and administrative management reports, we have added reporting for the state longitudinal data study, the community college Voluntary Framework for Accountability, Complete College America, new Northwest Accreditation core standards and the Student Success Initiative. The staff is also responsible for Institutional Profile Report, a 150 page book of current as compared to historical data, charts and graphs specifically for CSI, which is completed every two years.

In addition to reporting, there is a growing emphasis by the Idaho State Board of Education for institutional research staff to participate in state and national conferences. We are also experiencing a movement towards analytics for predictive data and efficiencies. Analytics can provide valuable data but it is time intensive.

Two part time people cannot keep up with this workload.

This request is for funding to hire one full time institutional researcher to assist our two part time staff. This position will provide consistent support to our existing staff along with improving the process of getting needed reports for evaluation and decision making.