



**BOARD OF TRUSTEES
COLLEGE OF SOUTHERN IDAHO**

October 20, 2014

**BOARD OF TRUSTEES EXECUTIVE SESSION
3:00 p.m.
Best Western Plus Sawtooth Inn – Breakfast Room
Jerome, ID**

**BOARD OF TRUSTEES MEETING
4:00 p.m.
Best Western Plus Sawtooth Inn – Galena Room
Jerome, ID**

AGENDA

APPROVAL OF MEETING AGENDA: (A) *Dr. Thad Scholes*
MINUTES – EXECUTIVE SESSION OF SEPTEMBER 11, 2014: (A) *Mike Mason*
MINUTES – SPECIAL SESSION OF SEPTEMBER 11, 2014: (A) *Mike Mason*
MINUTES – EXECUTIVE SESSION OF SEPTEMBER 15, 2014: (A) *Mike Mason*
MINUTES – REGULAR MEETING OF SEPTEMBER 15, 2014: (A) *Mike Mason*
TREASURER’S REPORT: (A) *Mike Mason*
OPEN FORUM
HEAD START/EARLY HEAD START REPORT: (A) *Mike Mason*
CAMPUS MASTER PLAN DISCUSSION : (I) *President Fox and Mike Mason*
FALL 2014 ENROLLMENT REPORT: (I) *Dr. Todd Schwarz*
FALL 2014 DUAL CREDIT ENROLLMENT REPORT: (I) *Dr. John Miller*
PRESIDENT’S REPORT: (I) *President Fox*
OLD BUSINESS
NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
OCTOBER REGULAR BOARD OF TRUSTEES MEETING
OCTOBER 20, 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. Jeff Fox, President
Dr. Todd Schwarz, Executive Vice President and Chief
Academic Officer
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Mark Sugden, Instructional Dean
Dr. Cindy Bond, Instructional Dean
Dr. John Miller, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Jeff Harmon, Dean of Finance
Eric Nielson, Director of Human Resources
Randy Dill, Physical Plant Director
Teri Fattig, Library Director and Museum Department
Chair
Gail Schull, Registrar
Doug Maughan, Public Relations Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Kim Lapray and Jennifer Zimmers

Visitors: Sherry Olsen-Frank, Charles Howell, Jeff Schroeder
and Wendy Jaquet

Faculty Representatives: Judy Hansen

PACE Representative: None

Times News: None

The agenda was amended to include an update on the Jerome Center operations. The amended agenda was approved on MOTION by Laird Stone. Affirmative vote was unanimous.

BOARD MINUTES: The Board minutes of the Executive Session and Special Session of September 11, 2014 and the Executive Session and Regular Session of September 15, 2014 were accepted as written by the Board.

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

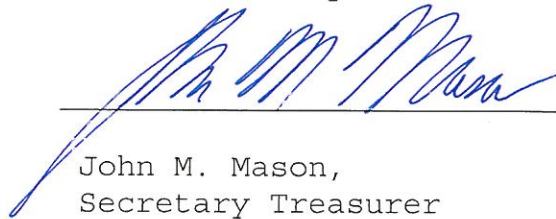
Open Forum: Wendy Jaquet spoke to the Board concerning staff salaries at the Blaine County outreach center.

Board Agenda Items:

1. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Jan Mittleider. Affirmative vote was unanimous.
2. Mike Mason brought forth a proposal for hiring an architect to provide a comprehensive master plan for the campus. The Board asked the administration to bring the Request for Proposal document that will describe exactly what services will be provided.
3. Dr. Todd Schwarz discussed fall 2014 enrollment numbers with the Board. He noted that we were about five percent lower in full time equivalent students than we had at the same point in time last year.
4. Dr. John Miller reported on dual credit numbers and the impact of the new Fast Forward program. He noted that the College of Southern Idaho was working with seventy one high schools in Idaho serving one thousand nine hundred fifty two dual credit students.
5. Dr. Cindy Bond reported on the activities of the Jerome Center. Expanded testing, adult education classes and English as a second language classes are being offered in the center.

6. The President reported on his activities for the month.

ADJOURNMENT was declared at 4:52 p.m.



John M. Mason,
Secretary Treasurer

Approved: November 17, 2014



Chairman

General Fund YTD Board

YEAR: 1415

Statement of Revenue and Expenses

Acct Month: 3

Wednesday, October 15, 2014

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$5,244,203.16)	(\$5,000,853.69)	(\$10,813,300.00)	(\$5,812,446.31)	53.75%
County Tuition	\$33,050.00	\$138,100.00	(\$1,380,000.00)	(\$1,518,100.00)	110.01%
State Funds	(\$13,345,621.26)	(\$13,742,985.27)	(\$18,612,500.00)	(\$4,869,514.73)	26.16%
County Property Tax	(\$157,175.00)	(\$118,365.52)	(\$6,348,200.00)	(\$6,229,834.48)	98.14%
Grant Management Fees	(\$78,876.01)	(\$102,690.25)	(\$500,000.00)	(\$397,309.75)	79.46%
Other	(\$273,225.59)	(\$134,809.02)	(\$432,600.00)	(\$297,790.98)	68.84%
Unallocated Tuition	(\$655,077.57)	(\$845,662.39)	\$0.00	\$845,662.39	0.00%
Departmental Revenues	(\$331,436.28)	(\$350,405.32)	(\$728,400.00)	(\$377,994.68)	51.89%

Total Revenue (\$20,052,564.87) (\$20,157,671.46) (\$38,815,000.00) (\$18,657,328.54) 48.07%

Expenditures

Personnel

Salaries	\$4,961,796.08	\$4,661,569.26	\$21,184,800.00	\$16,523,230.74	78.00%
Variable Fringe	\$1,034,837.49	\$974,984.69	\$4,358,200.00	\$3,383,215.31	77.63%
Health Insurance	\$881,695.79	\$841,559.75	\$3,589,100.00	\$2,747,540.25	76.55%

Total Personnel \$6,878,329.36 \$6,478,113.70 \$29,132,100.00 \$22,653,986.30 77.76%

Expense Catagories

Services	\$595,961.49	\$622,014.20	\$2,476,700.00	\$1,854,685.80	74.89%
Supplies	\$174,315.54	\$177,741.42	\$1,000,100.00	\$822,358.58	82.23%
Other	\$181,760.51	\$152,707.75	\$529,900.00	\$377,192.25	71.18%
Capital	\$79,510.08	\$107,719.69	\$802,400.00	\$694,680.31	86.58%
Institutional Support	\$2,132,318.92	\$563,502.21	\$4,481,600.00	\$3,918,097.79	87.43%
Transfers	\$0.00	\$13,395.50	\$392,200.00	\$378,804.50	96.58%

Total Expense Catagories \$3,163,866.54 \$1,637,080.77 \$9,682,900.00 \$8,045,819.23 83.09%

Total Expenditures \$10,042,195.90 \$8,115,194.47 \$38,815,000.00 \$30,699,805.53 79.09%

Rev/Expense Total (\$10,010,368.97) (\$12,042,476.99) \$0.00 \$12,042,476.99 0.00%

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



For fifty years Head Start has been the premier model for providing the whole child an opportunity for success in school and in life. Since the summer of 1965, more than 31 million children have benefitted from Head Start's comprehensive services - they have become business women and men, professors, teachers, lawyers, mayors, Members of Congress, athletes, foundation Presidents, Grammy-winning musicians, poets, and parents.

We at CSI Head Start/Early Head Start are very proud to be a part of the CSI family for almost 16 years. As a community program, we are delighted that we are one of the umbrella agencies that CSI supports and encourages. As an early childhood education program, it is advantageous to have the wealth of knowledge and early childhood academic and professional development opportunities afforded us through our partnership. A huge thank you goes out to all of you in the CSI family!

School District Partnerships

This fall the program has entered into 2 new agreements with local School Districts (Minidoka and Filer) to provide Head Start Services in their school's classrooms. This collaboration has been in existence for a number of years in the Cassia, Jerome and Twin Falls School Districts but will be new to these communities. The model is a Home Based/School District Enhanced option that includes a Head Start staff member observing and assisting Head Start children in the school districts 3-5 classrooms alongside the School Districts paid staff. Additionally, they would support the children and their families through home visits (32) throughout the year and 16 socialization opportunities. We are excited to continue to increase the number of school districts that participate in this program option as well as strengthening local partnerships with all schools.

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

Enrollment

Head Start ACF Federal Funded	*557
Head Start TANF	27
Early Head Start	82
Total	666

* SD option is 3 slots short, waiting for Minidoka School District to sign agreement.

Program Options

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

Head Start Attendance

HS Program Wide Attendance	89%
Self Transport Attendance	89%

Meals and Snacks

Total meals served for September	6,346
Total snacks served for September	5,391

Education

Classroom staff are completing anecdotal information for the first nine weeks of the program year on the COR (Child Observation Record). This establishes a baseline of the children's learning when they enter the program. The information is compiled four times for Early Head Start and three times for Head Start over the course of the program year. Children in Early Head Start are evaluated on 28 items that cover six categories: sense of self, social relations, creative representation, movement, communication and language, and exploration and early logic. Children in Head Start are evaluated in 32 items that cover six categories: initiative; social relations; creative representation; music and movement; language and literacy; and mathematics and science.

Parent Involvement

October is National Head Start month. Each center will be holding an open house and inviting community members to attend. Each center has conducted elections for Parent Committee and Policy Council Representatives. Policy Council Retreat will be held October 24th and 25th in Albion, Idaho. At Retreat, Policy Council Members will be trained on their roles and responsibilities and participate in fun hands-on learning activities.

Early Head Start

Socialization experiences provide families and staff members with special opportunities to support child development and learning. Socializations build on the experiences and goals that are addressed during home visits as well as attend to the needs of both children and parents. The group experience is a valuable strategy for delivering services because it provides parents with the opportunity to obtain feedback from staff members and other parents about their children's activities, strengths, and resources. The program provides two socializations per month to families. Staff will be receiving additional training on socializations November 17th from consultant Mary Foltz

Documents for Board Review/ Approval:
Financial Reports

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	\$ 2,576,494.00	\$ 205,156.03	\$ 1,809,802.55	\$ 766,691.45	\$ 766,691.45	75.0%	70.2%
BENEFITS	\$ 1,372,997.00	\$ 104,999.01	\$ 966,443.39	\$ 406,553.61	\$ 406,553.61	75.0%	70.4%
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ 9,500.00	\$ 9,432.60	\$ 9,432.60	\$ 67.40	\$ 67.40	75.0%	99.3%
SUPPLIES							
OFFICE CONSUMABLES	\$ 10,741.00	\$ 379.35	\$ 7,535.76	\$ 3,205.24	\$ 3,205.24	75.0%	70.2%
CLASSROOM SUPPLIES	\$ 17,500.00	\$ 1,860.46	\$ 13,247.60	\$ 4,252.40	\$ 4,252.40	75.0%	75.7%
CENTER SUPPLIES	\$ 29,220.00	\$ 6,663.70	\$ 26,340.11	\$ 2,879.89	\$ 2,879.89	75.0%	90.1%
TRAINING SUPPLIES	\$ 13,895.00	\$ 3,450.58	\$ 11,464.69	\$ 2,430.31	\$ 2,430.31	75.0%	82.5%
FOOD	\$ 3,000.00	\$ 246.19	\$ 2,281.81	\$ 718.19	\$ 718.19	75.0%	76.1%
OTHER							
CONTRACTS	\$ 13,395.00	\$ (7.44)	\$ 5,140.99	\$ 8,254.01	\$ 8,254.01	75.0%	38.4%
MEDICAL	\$ 6,300.00	\$ 735.87	\$ 3,750.26	\$ 2,549.74	\$ 2,549.74	75.0%	59.5%
DENTAL	\$ 9,500.00	\$ -	\$ 8,272.89	\$ 1,227.11	\$ 1,227.11	75.0%	87.1%
CHILD TRAVEL	\$ 106,983.00	\$ 11,498.04	\$ 78,548.61	\$ 28,434.39	\$ 28,434.39	75.0%	73.4%
EMPLOYEE TRAVEL	\$ 31,000.00	\$ 5,313.42	\$ 24,303.15	\$ 6,696.85	\$ 6,696.85	75.0%	78.4%
CAREER DEVELOP	\$ 3,000.00	\$ -	\$ 2,192.57	\$ 807.43	\$ 807.43	75.0%	73.1%
PARENT TRAINING	\$ 18,480.00	\$ 108.52	\$ 9,140.34	\$ 9,339.66	\$ 9,339.66	75.0%	49.5%
SPACE	\$ 56,790.00	\$ 11,533.12	\$ 42,946.09	\$ 13,843.91	\$ 13,843.91	75.0%	75.6%
DEPRECIATION	\$ 30,600.00	\$ 2,346.00	\$ 19,854.81	\$ 10,745.19	\$ 10,745.19	75.0%	64.9%
UTILITIES	\$ 61,460.00	\$ 4,577.10	\$ 44,539.56	\$ 16,920.44	\$ 16,920.44	75.0%	72.5%
TELEPHONE	\$ 38,475.00	\$ 3,287.78	\$ 30,789.97	\$ 7,685.03	\$ 7,685.03	75.0%	80.0%
OTHER	\$ 43,681.00	\$ 2,536.71	\$ 34,544.93	\$ 9,136.07	\$ 9,136.07	75.0%	79.1%
TOTAL DIRECT COSTS	\$ 4,453,011.00	\$ 374,117.04	\$ 3,150,572.68	\$ 1,302,438.32	\$ 1,302,438.32	78.9%	70.8%
ADMIN COSTS	\$ 321,919.00	\$ 26,540.05	\$ 227,875.65	\$ 94,043.35	\$ 94,043.35	75.0%	70.8%
GRAND TOTAL	\$ 4,774,930.00	\$ 400,657.09	\$ 3,378,448.33	\$ 1,396,481.67	\$ 1,396,481.67	75.0%	70.8%
IN KIND NEEDED	\$ 1,193,733.00						
IN KIND GENERATED	\$ 710,242.02		** Reflects 2014 COLA and Restored Sequestration Funding				
IN KIND (SHORT)/LONG	\$ (483,490.98)						
PROCUREMENT CARD EXPENSE	\$ 8,073.52	2% 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	11,702.70	2,836.89	9,562.35	24,101.94	(78,980.56)	95,417.81	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
SALARIES	\$ 5,895.00	\$ (1.85)	\$ 5,445.43	\$ 449.57	75.0%	92.4%
FRINGE	\$ 2,100.00	\$ (0.63)	\$ 2,042.28	\$ 57.72	75.0%	97.3%
OUT OF AREA TRAVEL	\$ 18,753.00	\$ 4,878.78	\$ 17,371.57	\$ 1,381.43	75.0%	92.6%
SUPPLIES						
Training Supplies	\$ 2,991.00	\$ 35.17	\$ 2,677.07	\$ 313.93	75.0%	89.5%
OTHER						
Contracts	\$ -					
Career Development	\$ 22,721.00	\$ 7,841.28	\$ 19,267.71	\$ 3,453.29	75.0%	84.8%
TOTAL DIRECT COSTS	\$ 52,460.00	\$ 12,752.75	\$ 46,804.06	\$ 5,655.94	75.0%	89.2%
TOTAL INDIRECT COSTS	\$ 1,701.00	-	621.30	\$ 1,079.70	75.0%	36.5%
GRAND TOTAL	\$ 54,161.00	\$ 12,752.75	\$ 47,425.36	\$ 6,735.64	75.0%	87.6%
IN KIND NEEDED	\$ 13,540.25					
IN KIND GENERATED	\$ 21,503.00					
IN KIND (SHORT)/LONG	\$ 7,962.75					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 540,230.00	\$ 41,558.54	\$ 385,589.75	\$ 154,640.25	\$ 154,640.25	75.0%	71.4%
BENEFITS	\$ 268,774.00	\$ 21,430.91	\$ 193,801.89	\$ 74,972.11	\$ 74,972.11	75.0%	72.1%
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -			\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 4,005.00	\$ 1,431.34	\$ 2,662.19	\$ 1,342.81	\$ 1,342.81	75.0%	66.5%
CENTER SUPPLIES	\$ 18,265.00	\$ 476.93	\$ 3,539.84	\$ 14,725.16	\$ 14,725.16	75.0%	19.4%
CLASSROOM SUPPLIES	\$ 13,047.00	\$ 33.71	\$ 1,867.39	\$ 11,179.61	\$ 11,179.61	75.0%	14.3%
TRAINING SUPPLIES	\$ 3,225.00	\$ 485.46	\$ 2,294.08	\$ 930.92	\$ 930.92	75.0%	71.1%
FOOD	\$ 2,400.00	\$ 35.97	\$ 220.44	\$ 2,179.56	\$ 2,179.56	75.0%	9.2%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 56,940.00	\$ 5,158.07	\$ 24,672.44	\$ 32,267.56	\$ 32,267.56	75.0%	43.3%
MEDICAL	\$ 7,500.00	\$ -	\$ 479.43	\$ 7,020.57	\$ 7,020.57	75.0%	6.4%
DENTAL	\$ 5,000.00	\$ -	\$ 805.69	\$ 4,194.31	\$ 4,194.31	75.0%	16.1%
CHILD TRAVEL	\$ -	\$ -	\$ -				
EMPLOYEE TRAVEL	\$ 4,000.00	\$ 843.72	\$ 3,467.97	\$ 532.03	\$ 532.03	75.0%	86.7%
CAREER DEVELOP	\$ 3,773.00	\$ -	\$ 130.00	\$ 3,643.00	\$ 3,643.00	75.0%	3.4%
PARENT TRAINING	\$ 10,255.00	\$ 1,262.71	\$ 7,590.30	\$ 2,664.70	\$ 2,664.70	75.0%	74.0%
FACILITIES/CONST.	\$ 17,500.00	\$ 3,100.15	\$ 4,532.74	\$ 12,967.26	\$ 12,967.26	75.0%	25.9%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 13,600.00	\$ 6,800.00	\$ 6,800.00	75.0%	66.7%
UTILITIES	\$ 7,400.00	\$ 485.41	\$ 5,810.20	\$ 1,589.80	\$ 1,589.80	75.0%	78.5%
TELEPHONE	\$ 4,200.00	\$ 401.99	\$ 3,866.25	\$ 333.75	\$ 333.75	75.0%	92.1%
OTHER	\$ 4,620.00	\$ 861.96	\$ 4,460.14	\$ 159.86	\$ 159.86	75.0%	96.5%
TOTAL DIRECT COSTS	\$ 991,534.00	\$ 79,266.87	\$ 659,390.74	\$ 332,143.26	\$ 332,143.26	75.0%	66.5%
ADMIN COSTS	\$ 68,374.00	\$ 5,182.78	\$ 47,885.71	\$ 20,488.29	\$ 20,488.29	75.0%	70.0%
GRAND TOTAL	\$ 1,059,908.00	\$ 84,449.65	\$ 707,276.45	\$ 352,631.55	\$ 352,631.55	75.0%	66.7%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ 313,690.64						
IN KIND (SHORT)/LONG	\$ 48,713.64						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	745.62	89.61	4.80	840.03	(4,585.13)	4,570.58	

** Reflects 2014 COLA and Restored Sequestration Funding

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 12,355.00	\$ 858.19	\$ 11,321.31	\$ 1,033.69	75.0%	91.6%
SUPPLIES						
Training Supplies	\$ 1,084.00	\$ 104.94	\$ 489.74	\$ 594.26	75.0%	45.2%
OTHER						
Contracts	\$ 4,000.00	\$ -				
Career Development	\$ 8,719.00	\$ 2,491.00	\$ 6,001.10	\$ 2,717.90	75.0%	68.8%
TOTAL DIRECT COSTS	\$ 26,158.00	\$ 3,454.13	\$ 17,812.15	\$ 8,345.85	75.0%	68.1%
GRAND TOTAL	\$ 26,158.00	\$ 3,454.13	\$ 17,812.15	\$ 8,345.85	75.0%	68.1%
IN KIND NEEDED	\$ 6,539.50					
IN KIND GENERATED	\$ 6,252.00					
IN KIND (SHORT)/LONG	\$ (287.50)					



October 14, 2014

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

From: Mike Mason

Re: Campus Master Plan

The campus master planning process involves an extensive study of the existing campus including infrastructure, facilities, landscaping, traffic patterns and strategic planning. It also involves the city and surrounding areas. Input is gathered from the campus, community, Board and students through numerous meetings. The end result will be a blue print and vision for the future and should guide us in making long term decisions.

Over the last several years discussions have come up about the expansion of the biology department, a plan for the art complex, a new classroom building, an agricultural complex, a maintenance facility, a stand-alone recreation center, a consolidated student service administration building and an early childhood education center among others. Over the next ten years it is reasonable to believe that at least some of these building concepts will be developed. It will be critical that we have a master plan to address these projects.

The cost of a comprehensive master planning process will be in the \$200,000 range. Due to various changes in master planning methods and technology, a new master plan will be significantly different than our existing master plan from 1999. A campus master plan will also involve a significant amount of time and effort by all involved and commitments to the process will have to be made. The process will take approximately six months to complete.

There is an option for an update to the existing master plan. This will cost less depending upon how we limit the scope of the project and our expected outcome. Architects generally have a difficult time with defining this scope due to trying to figure out where to start and where to stop.

There is some thought that the College of Southern Idaho's 50th anniversary would be a good time for a new campus master plan. If the Board elects to proceed with the hiring of an architect for a limited update or comprehensive new master plan, the process will involve advertising for proposals, putting together a selection committee and making a qualification based selection.