



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

December 23, 2014

## EXECUTIVE SESSION

11:00 A.M.

Taylor Building – President’s Board Room

## BOARD OF TRUSTEES MEETING

12:00 Noon

Taylor Building – SUB 248

## AGENDA

### CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – NOVEMBER 17<sup>TH</sup>, 2014: (A) *Mike Mason*

MINUTES – REGULAR MEETING – NOVEMBER 17<sup>TH</sup>, 2014: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

HEAD START OPERATIONAL REPORT: (A) *Mike Mason*

### OPEN FORUM

### UNFINISHED BUSINESS

CSI MASTER PLAN RFQ: (A) *Mike Mason*

### NEW BUSINESS

MANUFACTURING TECHNOLOGY LEARNING SYSTEMS BID: (A) *Mike Mason*

FY 2014 AUDIT REPORT: (A) *Raymond Ware, Ware & Associates CPA’s*

DATE CHANGE FOR JANUARY 2015 BOARD MEETING: (A) *President Fox*

### REMARKS FOR THE GOOD OF THE ORDER

CSI BOARD OF TRUSTEES POLICIES UPDATE: (I) *Dr. Thad Scholes*

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

### ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
DECEMBER REGULAR BOARD OF TRUSTEES MEETING  
DECEMBER 23, 2014

CALL TO ORDER: 12:00 p.m.    Presiding: Karl Kleinkopf

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  
Terry Patterson, Instructional Dean  
Dr. Ken Campbell, Associate Vice President of  
Institutional Effectiveness  
Jeff Harmon, Dean of Finance  
Eric Nielson, Human Resources Director  
Dr. Michelle McFarlane, Registrar  
Dr. Teri Fattig, Library Director and Museum  
Department Chair  
Gail Schull, Admissions Director  
Doug Maughan, Public Relations Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Kim Lapray

Visitors: Raymond Ware

Faculty Representatives: Judy Hansen and RD VanNoy

PACE Representative: None

Times News: None

KMVT News: None

APPROVAL OF AGENDA: The agenda was approved as written.

BOARD MINUTES: The Board minutes of the Executive Session and Special Session of November 17, 2014 were accepted as written by the Board.

TREASURER'S REPORT: The Treasurer's report was accepted as written by the Board.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS

1. The Board approved the administration's request to proceed with the process for contracting with a design professional to assist in the development of a campus master plan on MOTION by Laird Stone. Affirmative vote was unanimous.

Dr. Thad Scholes and Bob Keegan will serve as Board representatives throughout the selection process and development of the master plan.

NEW BUSINESS

1. The Board approved the purchase of five unique learning systems for the Manufacturing and Food Processing Technology programs in the amount of \$226,808 from X-CAL Corporation of Houston, Texas and Pro West Engineering of Twin Falls, Idaho on MOTION by Jan Mittleider. Affirmative vote was unanimous.

Funding for the learning systems is from a one-time line item appropriation from the Idaho State Division of Professional Education.

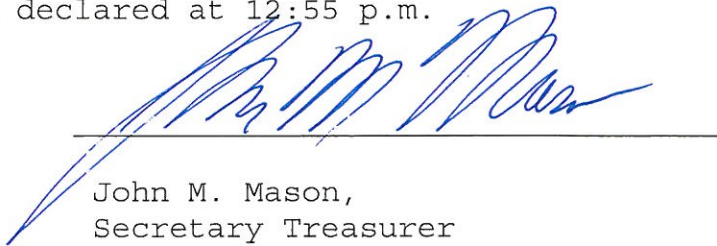
2. Raymond Ware of Ware and Associates presented the fiscal year 2014 audit to the Board. The Board approved the audit as presented on MOTION by Bob Keegan. Affirmative vote was unanimous.

3. The Board moved the January Board meeting date to Tuesday January 20, 2015 at 3:00 pm for executive session and 4:00 pm for the regular session on MOTION by Dr. Thad Scholes. Dr. Thad Scholes, Karl Kleinkopf, Jan Mittleider and Bob Keegan voted in favor of the MOTION. Laird Stone voted against the MOTION. The MOTION passed.

REMARKS FOR THE GOOD OF THE ORDER

1. Dr. Thad Scholes reviewed proposed changes to the College of Southern Idaho Board of Trustees Polices.
2. The President reported on his activities for the month.

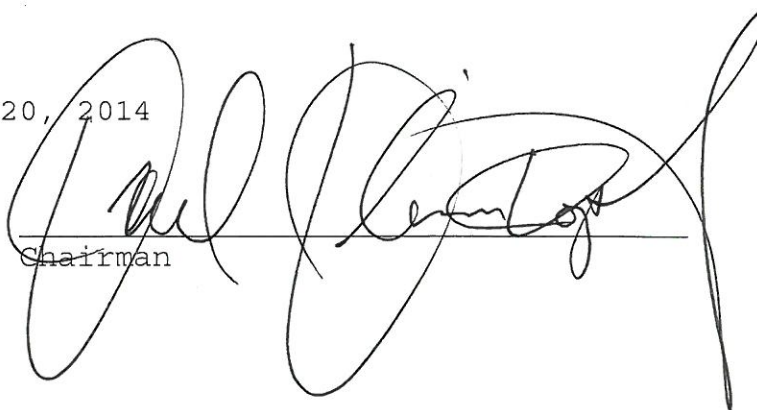
ADJOURNMENT was declared at 12:55 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: January 20, 2014



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Chairman

**General Fund YTD Board**

YEAR: 1415

**Statement of Revenue and Expenses**

Acct Month: 5

Monday, December 15, 2014

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$5,360,454.74)	(\$4,856,823.83)	(\$10,813,300.00)	(\$5,956,476.17)	55.08%
County Tuition	(\$396,400.00)	(\$755,791.25)	(\$1,380,000.00)	(\$624,208.75)	45.23%
State Funds	(\$14,275,247.26)	(\$15,080,857.27)	(\$18,612,500.00)	(\$3,531,642.73)	18.97%
County Property Tax	(\$422,233.18)	(\$366,171.20)	(\$6,348,200.00)	(\$5,982,028.80)	94.23%
Grant Management Fees	(\$169,827.22)	(\$225,955.35)	(\$500,000.00)	(\$274,044.65)	54.81%
Other	(\$338,466.17)	(\$203,361.09)	(\$432,600.00)	(\$229,238.91)	52.99%
Unallocated Tuition	(\$507,478.05)	(\$1,061,737.25)	\$0.00	\$1,061,737.25	0.00%
Departmental Revenues	(\$449,014.71)	(\$412,482.29)	(\$728,400.00)	(\$315,917.71)	43.37%

**Total Revenue** (\$21,919,121.33) (\$22,963,179.53) (\$38,815,000.00) (\$15,851,820.47) 40.84%

**Expenditures**

**Personnel**

Salaries	\$8,704,162.32	\$8,394,606.94	\$21,188,800.00	\$12,794,193.06	60.38%
Variable Fringe	\$1,775,936.87	\$1,716,896.14	\$4,345,900.00	\$2,629,003.86	60.49%
Health Insurance	\$1,480,689.26	\$1,415,396.17	\$3,579,600.00	\$2,164,203.83	60.46%

**Total Personnel** \$11,960,788.45 \$11,526,899.25 \$29,114,300.00 \$17,587,400.75 60.41%

**Expense Catagories**

Services	\$931,844.87	\$939,784.45	\$2,445,200.00	\$1,505,415.55	61.57%
Supplies	\$380,198.49	\$351,821.03	\$1,000,100.00	\$648,278.97	64.82%
Other	\$273,676.39	\$298,982.64	\$561,400.00	\$262,417.36	46.74%
Capital	\$170,525.65	\$193,379.44	\$802,400.00	\$609,020.56	75.90%
Institutional Support	\$2,335,865.77	\$3,850,048.61	\$4,891,600.00	\$1,041,551.39	21.29%
Transfers	\$16,827.76	\$13,395.50	\$0.00	(\$13,395.50)	0.00%

**Total Expense Catagories** \$4,108,938.93 \$5,647,411.67 \$9,700,700.00 \$4,053,288.33 41.78%

**Total Expenditures** \$16,069,727.38 \$17,174,310.92 \$38,815,000.00 \$21,640,689.08 55.75%

**Rev/Expense Total** (\$5,849,393.95) (\$5,788,868.61) \$0.00 \$5,788,868.61 0.00%

# PROUD TO BE PART OF THE CSI FAMILY



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



### Baseline COR Advantage Outcomes Report 2014-2015

- The Child Observation Record Advantage (COR) is our program's ongoing assessment developed from the High/Scope Curriculum, completed three times per year for Head Start and four times a year for Early Head Start.
- Child goals are developed with parents at the beginning of enrollment and are supported both at home and in class or socializations. The progress of goals are tracked and refined using the COR.
- Staff and parents take anecdotes on the children. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

#### Item Level Report

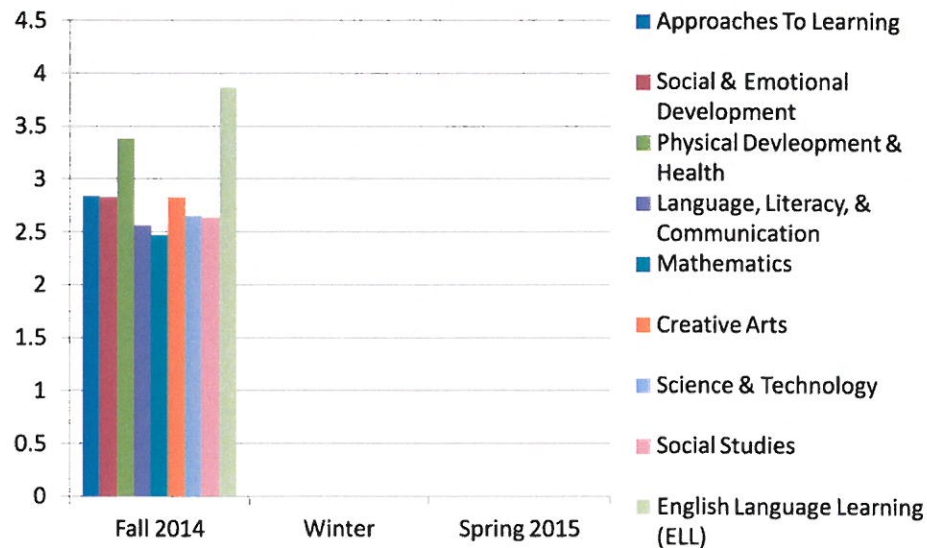
There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items)).

#### Baseline Highlights

**Strengths** – *Personal Care and Healthy Behavior, Fine-motor skills, Gross-motor skills*

**Area of Need** – *Phonological awareness, Patterns, Reading*

### Program Baseline Summary for Head Start/Early Head Start Children



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

**Enrollment**

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
<b>Total</b>	<b>669</b>

**Program Options**

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

**Participation**

Head Start Attendance	84%
Head Start Self-Transport Attendance	81%
EHS Toddler Combo Attendance	66%

**Meals and Snacks**

Total meals served for November	3,404
Total snacks served for November	3,170

**Education**

All families will receive a Family Child Observation Report in December to show their child's progress up to this point in the program year.

**Early Head Start**

Two staff are attending the Zero to three conference from Dec.9-12. The sessions being attended are as follows: Reflective supervision; Diagnosing mental health and development disorders of infancy and early childhood; Big data in early childhood: using integrated data to guide impact; Look into lives of teen mother's in child welfare; Improving teacher child interactions from 4 weeks to 3 years old; Healing young children exposed to violence; A federal partnership initiative: developmental and behavioral screening; Stressed parenting; What to expect at well-child visits: using bright futures to meet the needs of families; Infant boy vulnerability- attachment and psychoanalytic perspectives; Assessing families for the hidden risks of child neglect; Talking with tots: reduce struggles and boost cooperation (8 month-5years). All materials and information will be shared with staff in 2015.

**Documents for Board Review/ Approval:**

Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %	
<b>SALARIES</b>	\$ 2,540,594.00	\$ 211,078.29	\$ 2,225,915.20	\$ 314,678.80	\$ 314,678.80	92.0%	87.6%	
<b>BENEFITS</b>	\$ 1,351,797.00	\$ 108,227.89	\$ 1,178,901.33	\$ 172,895.67	\$ 172,895.67	92.0%	87.2%	
<b>OUT OF AREA TRAVEL</b>	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%	
<b>EQUIPMENT</b>	\$ 45,645.00	\$ 22,934.40	\$ 45,577.07	\$ 67.93	\$ 67.93	92.0%	99.9%	
<b>SUPPLIES</b>								
<b>OFFICE CONSUMABLES</b>	\$ 16,741.00	\$ 1,019.51	\$ 16,844.68	\$ (103.68)	\$ (103.68)	92.0%	100.6%	
<b>CLASSROOM SUPPLIES</b>	\$ 17,500.00	\$ 612.55	\$ 16,860.16	\$ 639.84	\$ 639.84	92.0%	96.3%	
<b>CENTER SUPPLIES</b>	\$ 37,220.00	\$ 3,365.82	\$ 37,091.76	\$ 128.24	\$ 128.24	92.0%	99.7%	
<b>TRAINING SUPPLIES</b>	\$ 12,895.00	\$ 58.15	\$ 12,239.68	\$ 655.32	\$ 655.32	92.0%	94.9%	
<b>FOOD</b>	\$ 3,000.00	\$ 274.98	\$ 2,686.25	\$ 313.75	\$ 313.75	92.0%	89.5%	
<b>OTHER</b>								
<b>CONTRACTS</b>	\$ 13,395.00	\$ 2,397.60	\$ 10,094.59	\$ 3,300.41	\$ 3,300.41	92.0%	75.4%	
<b>MEDICAL</b>	\$ 6,300.00	\$ 765.50	\$ 4,903.42	\$ 1,396.58	\$ 1,396.58	92.0%	77.8%	
<b>DENTAL</b>	\$ 9,500.00	\$ 102.00	\$ 9,509.56	\$ (9.56)	\$ (9.56)	92.0%	100.1%	
<b>CHILD TRAVEL</b>	\$ 111,938.00	\$ 19,236.83	\$ 111,243.01	\$ 694.99	\$ 694.99	92.0%	99.4%	
<b>EMPLOYEE TRAVEL</b>	\$ 32,000.00	\$ 4,084.48	\$ 31,275.27	\$ 724.73	\$ 724.73	92.0%	97.7%	
<b>CAREER DEVELOP</b>	\$ 3,000.00	\$ 33.12	\$ 1,215.06	\$ 1,784.94	\$ 1,784.94	92.0%	40.5%	
<b>PARENT TRAINING</b>	\$ 18,480.00	\$ 763.74	\$ 11,008.68	\$ 7,471.32	\$ 7,471.32	92.0%	59.6%	
<b>SPACE</b>	\$ 56,790.00	\$ 1,484.61	\$ 46,949.51	\$ 9,840.49	\$ 9,840.49	92.0%	82.7%	
<b>DEPRECIATION</b>	\$ 30,600.00	\$ 2,448.00	\$ 26,957.90	\$ 3,642.10	\$ 3,642.10	92.0%	88.1%	
<b>UTILITIES</b>	\$ 61,460.00	\$ 4,735.05	\$ 54,356.65	\$ 7,103.35	\$ 7,103.35	92.0%	88.4%	
<b>TELEPHONE</b>	\$ 38,475.00	\$ 2,801.79	\$ 37,103.93	\$ 1,371.07	\$ 1,371.07	92.0%	96.4%	
<b>OTHER</b>	\$ 45,681.00	\$ 2,673.09	\$ 45,633.67	\$ 47.33	\$ 47.33	92.0%	99.9%	
<b>TOTAL DIRECT COSTS</b>	\$ 4,453,011.00	\$ 389,097.40	\$ 3,926,367.38	\$ 526,643.62	\$ 526,643.62	96.8%	88.2%	
<b>ADMIN COSTS</b>	\$ 321,919.00	\$ 27,367.20	\$ 280,818.32	\$ 41,100.68	\$ 41,100.68	92.0%	87.2%	
<b>GRAND TOTAL</b>	\$ 4,774,930.00	\$ 416,464.60	\$ 4,207,185.70	\$ 567,744.30	\$ 567,744.30	92.0%	88.1%	
<b>IN KIND NEEDED</b>	\$ 1,193,733.00							
<b>IN KIND GENERATED</b>	\$ 779,116.40		** Reflects 2014 COLA and Restored Sequestration Funding					
<b>IN KIND (SHORT)/LONG</b>	\$ (414,616.60)							
<b>PROCUREMENT CARD EXPENSE</b>	\$ 10,826.77	3% of Total Expense. Detailed report of PCARD charges available upon request.						
<b>USDA</b>	<b>Food</b>	<b>Non-Food</b>	<b>Repair/Maint</b>	<b>Total for Month</b>	<b>Revenue Received</b>	<b>YTD Expense</b>		
Total All Centers	14,624.91	1,259.47	-	15,884.38	(137,584.89)	139,943.48		



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
<b>SALARIES</b>	\$ 5,495.00	\$ -	\$ 5,445.43	\$ 49.57	92.0%	99.1%
<b>FRINGE</b>	\$ 2,100.00	\$ -	\$ 2,042.28	\$ 57.72	92.0%	97.3%
<b>OUT OF AREA TRAVEL</b>	\$ 17,653.00	\$ 440.64	\$ 17,886.13	\$ (233.13)	92.0%	101.3%
<b>SUPPLIES</b>						
<b>Training Supplies</b>	\$ 5,491.00	\$ 77.76	\$ 5,346.83	\$ 144.17	92.0%	97.4%
<b>OTHER</b>						
<b>Contracts</b>	\$ -					
<b>Career Development</b>	\$ 22,721.00	\$ 254.40	\$ 22,529.93	\$ 191.07	92.0%	99.2%
<b>TOTAL DIRECT COSTS</b>	\$ 53,460.00	\$ 772.80	\$ 53,250.60	\$ 209.40	92.0%	99.6%
<b>TOTAL INDIRECT COSTS</b>	\$ 701.00	-	621.30	\$ 79.70	92.0%	88.6%
<b>GRAND TOTAL</b>	\$ 54,161.00	\$ 772.80	\$ 53,871.90	\$ 289.10	92.0%	99.5%
<b>IN KIND NEEDED</b>	\$ 13,540.25					
<b>IN KIND GENERATED</b>	\$ 21,503.00					
<b>IN KIND (SHORT)/LONG</b>	\$ 7,962.75					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 535,230.00	\$ 42,360.47	\$ 473,031.20	\$ 62,198.80	\$ 62,198.80	92.0%	88.4%
<b>BENEFITS</b>	\$ 268,774.00	\$ 20,637.98	\$ 235,081.92	\$ 33,692.08	\$ 33,692.08	92.0%	87.5%
<b>OUT OF AREA TRAVEL</b>	\$ -			\$ -	\$ -	0.0%	0.0%
<b>EQUIPMENT</b>	\$ 2,000.00	\$ -	\$ 1,834.43	\$ 165.57	\$ 165.57	0.0%	0.0%
<b>SUPPLIES</b>							
<b>OFFICE CONSUMABLES</b>	\$ 4,005.00	\$ 69.43	\$ 3,654.89	\$ 350.11	\$ 350.11	92.0%	91.3%
<b>CENTER SUPPLIES</b>	\$ 18,265.00	\$ 352.42	\$ 5,330.87	\$ 12,934.13	\$ 12,934.13	92.0%	29.2%
<b>CLASSROOM SUPPLIES</b>	\$ 13,047.00	\$ -	\$ 2,777.67	\$ 10,269.33	\$ 10,269.33	92.0%	21.3%
<b>TRAINING SUPPLIES</b>	\$ 3,225.00	\$ 8.88	\$ 2,532.71	\$ 692.29	\$ 692.29	92.0%	78.5%
<b>FOOD</b>	\$ 2,400.00	\$ -	\$ 220.44	\$ 2,179.56	\$ 2,179.56	92.0%	9.2%
<b>CONTRACTUAL</b>							
<b>OTHER</b>							
<b>CONTRACTS</b>	\$ 56,940.00	\$ 3,669.50	\$ 33,942.55	\$ 22,997.45	\$ 22,997.45	92.0%	59.6%
<b>MEDICAL</b>	\$ 7,500.00	\$ -	\$ 528.85	\$ 6,971.15	\$ 6,971.15	92.0%	7.1%
<b>DENTAL</b>	\$ 5,000.00	\$ -	\$ 805.69	\$ 4,194.31	\$ 4,194.31	92.0%	16.1%
<b>CHILD TRAVEL</b>	\$ -	\$ -	\$ -				
<b>EMPLOYEE TRAVEL</b>	\$ 6,000.00	\$ 1,297.79	\$ 5,329.46	\$ 670.54	\$ 670.54	92.0%	88.8%
<b>CAREER DEVELOP</b>	\$ 2,773.00	\$ 149.50	\$ 616.60	\$ 2,156.40	\$ 2,156.40	92.0%	22.2%
<b>PARENT TRAINING</b>	\$ 10,255.00	\$ 1,073.41	\$ 10,224.30	\$ 30.70	\$ 30.70	92.0%	99.7%
<b>FACILITIES/CONST.</b>	\$ 17,500.00	\$ 77.25	\$ 5,338.45	\$ 12,161.55	\$ 12,161.55	92.0%	30.5%
<b>DEPRECIATION</b>	\$ 20,400.00	\$ 1,700.00	\$ 17,000.00	\$ 3,400.00	\$ 3,400.00	92.0%	83.3%
<b>UTILITIES</b>	\$ 7,400.00	\$ 602.02	\$ 6,969.61	\$ 430.39	\$ 430.39	92.0%	94.2%
<b>TELEPHONE</b>	\$ 5,200.00	\$ 400.74	\$ 4,725.54	\$ 474.46	\$ 474.46	92.0%	90.9%
<b>OTHER</b>	\$ 5,620.00	\$ 379.70	\$ 5,219.54	\$ 400.46	\$ 400.46	92.0%	92.9%
<b>TOTAL DIRECT COSTS</b>	\$ 991,534.00	\$ 72,779.09	\$ 815,164.72	\$ 176,369.28	\$ 176,369.28	92.0%	82.2%
<b>ADMIN COSTS</b>	\$ 68,374.00	\$ 5,183.51	\$ 58,234.95	\$ 10,139.05	\$ 10,139.05	92.0%	85.2%
<b>GRAND TOTAL</b>	\$ 1,059,908.00	\$ 77,962.60	\$ 873,399.67	\$ 186,508.33	\$ 186,508.33	92.0%	82.4%
<b>IN KIND NEEDED</b>	\$ 264,977.00						
<b>IN KIND GENERATED</b>	\$ 454,806.00		** Reflects 2014 COLA and Restored Sequestration Funding				
<b>IN KIND (SHORT)/LONG</b>	\$ 189,829.00						
<b>USDA</b>	<b>Food</b>	<b>Non-Food</b>	<b>Repair/Maint</b>	<b>Total for Month</b>	<b>Revenue Received</b>	<b>YTD Expense</b>	
Total All Centers	365.73	229.08	-	594.81	(4,585.13)	4,570.58	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
<b>OUT OF AREA TRAVEL</b>	\$ 12,355.00	\$ 15.00	\$ 11,336.31	\$ 1,018.69	83.0%	91.8%
<b>SUPPLIES</b>						
<b>Training Supplies</b>	\$ 1,084.00	\$ -	\$ 540.49	\$ 543.51	83.0%	49.9%
<b>OTHER</b>						
<b>Contracts</b>	\$ 4,000.00	\$ -				
<b>Career Development</b>	\$ 8,719.00	\$ 40.00	\$ 6,356.95	\$ 2,362.05	83.0%	72.9%
<b>TOTAL DIRECT COSTS</b>	\$ 26,158.00	\$ 55.00	\$ 18,233.75	\$ 7,924.25	83.0%	69.7%
<b>GRAND TOTAL</b>	\$ 26,158.00	\$ 55.00	\$ 18,233.75	\$ 7,924.25	83.0%	69.7%
<b>IN KIND NEEDED</b>	\$ 6,539.50					
<b>IN KIND GENERATED</b>	\$ 6,252.00					
<b>IN KIND (SHORT)/LONG</b>	\$ (287.50)					



December 16, 2014

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

From: Mike Mason

Re: Campus Master Plan Request for Qualifications

Attached is a sample Request for Qualifications (RFQ) for a campus master plan. The scope is fairly broad and includes all campus property – main campus, outreach centers, Scott's property, fish hatchery, Hagerman property, Highway 93 property, Head Start/Early Head Start property owned by CSI, etc. We could limit the scope to the campus if we wished. The amount of work and cost concerning the extended properties could be addressed after the selection of a design professional during contract negotiations.

The actual price for the project will be determined during contract negotiations. This will involve the number of meetings, property to be evaluated and the extent of detail concerning the landscaping master plan. Since CSI is well established and has an existing master plan, this process should be more of a validation and programming process. We have had projects take a totally different direction during programming so we need to both be prepared for that contingency and have the funds to address it. The \$180,000 price tag is a rough guess concerning a comprehensive plan.

The dates in the RFQ are also rough estimates and will have to be refined during negotiations. I believe most firms can respond relatively quickly to the RFQ. I will also need input concerning the selection committee. I recommend that we include Randy Dill or Allen Scherbinske (Maintenance Representative), Chris Bragg (Accreditation Liaison), one Board member and at least one person from instructional administration. We can have more members in the selection committee if desired.

With Board input on the scope and selection process, I will get the process started. This will be an important step in completing during our 50 year anniversary.

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



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College of Southern Idaho  
Campus Master Plan  
Request for Qualifications

TO: Design Professional  
FROM: Mike Mason, Vice President of Administration  
Subject: Campus Master Plan

Submittals for furnishing design services to the College will be received at the College of Southern Idaho, 315 Falls Avenue, PO Box 1239, Twin Falls, Idaho 83303-1239, until Wednesday, February 4, 2015 at 2:00 p.m., in the office of the Vice President of Administration in the Taylor Building on the CSI campus.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Mike Mason, Vice President of Administration  
College of Southern Idaho  
315 Falls Avenue  
Twin Falls, Idaho 83301  
208-732-6203  
mmason@csi.edu

Existing Campus information including utility maps, building plans and maps, and facilities maintenance conditions assessments are available for review once an architect has been selected.

Modifications (addenda) to this RFQ, if any, will be distributed via email. It is recommended that responders provide an email contact at least one week prior to submittal of the proposal.

A Project Manager assigned by the college will serve as liaison between the College and the Design Professional.

The Design Professional shall warrant the following: not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Executive Order 2009-10 ([http://gov.idaho.gov/mediacenter/execorders/eo09/eo\\_2009\\_10.html](http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html)). The Design Professional shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

## DESCRIPTION OF PROJECT

This project is for the Master Plan for the College of Southern Idaho (CSI) 300 acre main Twin Falls Campus and associated college properties. This master plan project will include five milestone steps. The previous 1999 College of Southern Idaho Master Plan is attached.

Step 1: Information gathering, infrastructure and facility assessments, civil engineering and specific site survey studies, traffic studies, utility capacity studies, storm water studies, identify existing buildings, as well as current uses and future uses.

Step 2: Develop a master plan with stakeholders; this will include coordination of up to six stakeholder workshops. Primary stakeholders will include CSI campus staff; secondary stakeholders may include patrons in Twin Falls and Jerome County, the College of Southern Idaho Foundation, City of Twin Falls, Idaho Power, local high school administration, and the business owners/property owners in the vicinity.

Step 3: Campus-wide input will be sought through a website for feedback and the Design Professional will coordinate questions and responses for refining the master plan.

Step 4: City of Twin Falls discussions concerning their comprehensive plan and related zoning ordinances as they relate to the CSI Master Plan. This step may require coordination and presentations at a meeting with city staff.

Step 5: Conclude campus-wide website input for refining the plan prior to final presentation. The Final Master Plan presentation will identify five, ten, and fifteen year plans.

## REQUIRED SERVICES

The College is requesting submittals for complete campus master planning design services including civil engineering consulting services and comprehensive assessments to identify at a minimum the following areas of a campus master plan:

- Building/Facility Needs and Space Utilization on the main campus and associated college properties
- Landscaping Master Plan
- Utility Infrastructure Planning
- Ensuring Safety and Security
- Enhancing Transportation and Parking
- Improving Technology Infrastructure
- Creating a Sustainable Campus
- Integrating Sustainability throughout the Campus

Master planning shall be consistent with the CSI mission, vision, strategic plan, and educational master plan.

A total project budget of \$180,000.00 has been established to include fees, contingencies, surveys, and design documents for the master plan. A complete cost estimate will be required for each step per the "DESCRIPTION OF PROJECT". The Design Professional will be required to meet monthly with the Project Manager for the purpose of providing a report regarding the

previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of each master planning step, and project completion.

The Design Professional shall be licensed to practice architecture in the State of Idaho.

The Design Professional will be responsible for completing the five steps identified in the Project Description noted above and design for five, ten, and fifteen year plans.

The Design Professional shall make a minimum of two (2) presentations to the College of Southern Idaho Board of Trustees and shall keep in mind that during all milestone steps, CSI master planning stakeholder's concerns will be incorporated into the plans.

The Design Professional shall produce the following major written products for review by the College of Southern Idaho Board of Trustees.

1. A preliminary report after Step 1 has been completed.
2. A five, ten, and fifteen year CSI Campus Master Plan.
3. A final report at the conclusion of the Campus Master Plan.

#### **QUALIFICATION STATEMENT CONTENT**

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise, and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. The team should be familiar with the Magic Valley. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program and CSI's mission and vision, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from Division of Public Works and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Design

Professionals who have done work for the Division of Public Works in the past seven years, a reference to the project or projects will be sufficient in lieu of examples.

- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original buildings or campus infrastructure, preliminary studies or programming of campus, special training or experience in this type of project. Successful candidates must demonstrate ability to work with the CSI campus facilities department to craft a plan that is specific to the institution.
- G. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to master planning projects. Performance on past projects with the State of Idaho and other clients is a highly important factor.

**Submit five (5) copies of the submittal.**

## **EVALUATION**

An evaluation committee consisting of persons from the College of Southern Idaho will rank the submittals and at least three (2), but not more than five (4), firms may be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

### **PROPOSED DATES:**

Receive RFQ Submittals February 4, 2015

Oral Interviews February 11, 2015

Negotiate Contract February 16, 2015

Review at College of Southern Idaho Board of Trustees February 23, 2015 meeting

**Step 1: Information Gathering, Specific ALTA civil engineering study, site assessments, March 9, 2015**

Step 2: Workshops, preliminary College of Southern Idaho; late March, April and May 2015

Step 3: Website feedback and modifications; June 2015

Step 4: City of Twin Falls review; June 2015

Step 5: Final Master Planning Phase II documents presented to the College of Southern Idaho Board of Trustees; July 20, 2015 Board meeting

## **SELECTION**

CSI will attempt to select a firm at the next scheduled College of Southern Idaho Board of Trustees meeting. Upon selection of a firm, the College will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms,



including a requirement to carry and maintain a minimum of \$500,000 professional liability insurance coverage, except in special circumstances.

The College of Southern Idaho reserves the right to reject any or all submittals received as a result of this request. The College of Southern Idaho reserves the right to require the use of specialty consultants who are familiar with the campus or to review their selection of consultants.

The College of Southern Idaho may also negotiate separately with any source in any manner necessary to serve the best interests of the College. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

INSERT EXISTING 1999 CAMPUS MASTER PLAN HERE



December 23, 2014

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

From: Jeffrey M. Harmon *Jeffrey M Harmon*

Re: Manufacturing Technology Learning Systems

We properly advertised and requested bids to purchase five unique learning systems to be used in the Manufacturing and Food Processing Technology programs.

We received bids for the following packages:

- Package #1 – Process Control Learning System
- Package #2 – Analytical Process Control Learning System
- Package #3 – Process Control Pilot Plant
- Package #4 – PLC Learning System
- Package #5 – Pressure Process Control Learning System

The results of the bid are as follows:

Package #1 – X-CAL Corporation – Houston, Texas	\$ 36,575
Package #2 – X-CAL Corporation – Houston, Texas	\$ 45,590
Package #3 – Pro West Engineering - Twin Falls, Idaho	\$ 96,598
Package #4 – X-CAL Corporation - Houston, Texas	\$ 22,100
Package #5 – X-CAL Corporation – Houston, Texas	<u>\$ 25,945</u>
	<u>\$226,808</u>

X-CAL was the only bidder on package #1, #2, #4 & #5. X-CAL did submit a bid for package #3 for \$221,450. An extensive review of the specifications was conducted by Ben Hamlett and Terry Patterson and the bid from Pro West Engineering meets the specifications of the bid request and needs of the programs.

Based on the review of the bid specifications by Ben Hamlett and Terry Patterson, I recommend we accept the low bids for each of the learning systems in the amount of \$226,808 from X-CAL Corporation of Houston, Texas and Pro West Engineering of Twin Falls, Idaho.

Funding for these learning systems will come from the one-time line item funding from the Division of Professional Technical Education.

# College of Southern Idaho

## Board of Trustees Policies

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- BP.01 Index
- BP.02 Mission Statements
  - .01 College of Southern Idaho
  - .02 Board Of Trustees
- BP.03 Board Authority
- BP.04 Board of Trustees Election
- BP.05 Board Officers`
  - .01 Board Officers
  - .02 Board Chairperson
  - .03 Board Vice Chairperson
  - .04 Board Clerk
  - .05 Board Secretary/Treasurer
- BP.06 Terms of Office
- BP.07 Filling of Vacancies
- BP.08 Responsibilities & Powers of Board
  - .01 Responsibilities of the Board of Trustees
  - .02 Formulation of Written Policies ~~and Bylaws~~<sup>[WU1]</sup>
  - .03 Policies
  - .04 Notice of Meetings
- BP.09 Meetings
  - .01 Types of Meetings
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- BP.10 Code of Ethics
- BP.11 President's Evaluation
- BP.12 Board of Trustees Self-Evaluation
- BP.13 Public Records & Procedures for Obtaining
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- BP.14 Executive Secretary
- BP.15 Board Attorney
- BP.16 Schedule of Board of Trustee Meetings

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 26, 2015 OR WHENEVER YOU APPROVE THEM

# College of Southern Idaho

## Board of Trustees Policies

### BP.03 Board Authority

#### Authority

- The Board of Trustees derives its authority from statutes enacted by the legislature of the State of Idaho. The Board is subject to the provision of the Constitution of the State of Idaho, the rules and regulations of the State Board of Education as they apply to community colleges, the Board's own policies and procedures, and compliance with Idaho's Open Meeting Law.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 26, 2015 OR WHENEVER YOU APPROVE THEM

# College of Southern Idaho

## Board of Trustees Policies

### BP.05 Board of Trustees Officers

#### .01 Board Officers

- Board meetings are held consistent with the requirements of Idaho Code.
- At its annual November meeting, the Board of Trustees elects one of its members as Chair and a second as Vice Chair. The Board of Trustees also elects a Secretary/Treasurer (which may be a College official) and a Clerk. The Board may, at this or a subsequent meeting, appoint one member to serve as liaison to the CSI Foundation and other liaison positions.

#### .02 Board Chairperson

- The duties of the Board Chairperson shall be to:
  - Chair all Board of Trustees meetings.
  - Assist other Trustees and the College President in preparing agendas for monthly Board of Trustees meetings.
  - Call special meetings as necessary.
  - Communicate on behalf of the Board as the official voice of the Trustees when conditions warrant.
  - Delegate duties, as needed, to other Board members.
  - The Board Chairman may discuss and will vote in all matters before the Board.

#### .03 Board Vice Chairperson

- The duties of the Board Vice Chairperson shall be to:
  - Assume the responsibilities of the Chair in the absence of the Chair.
  - Carryout special assignments as requested by the Chair.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 26, 2015 OR WHENEVER YOU APPROVE THEM

College of Southern Idaho  
Board of Trustees Policies

BP.06 Terms of Office

Terms of Office

- Terms of offices shall be one year, each to serve until the next organizational meeting of the Board, to be held on the next succeeding November and until the successors respectively are duly elected. No member of the Board of Trustees shall be elected for more than four (4) consecutive terms of one year each for the same office.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 26, 2015 OR WHENEVER YOU APPROVE THEM

# College of Southern Idaho

## Board of Trustees Policies

### BP.08 Responsibilities of the Board of Trustees

#### .01 Responsibilities of the Board of Trustees

- The responsibilities of the Board are as follows:
  - To determine the broad general practices that will govern the operation of the college district.
  - To select and evaluate the President of the College who shall be responsible for the general administration and the implementation of Board policies in the on-going operations of the College and to establish a compensation package for the president.
  - To elect the Chair, Vice Chair, Clerk, and Secretary/Treasurer as officers for the College Board, and, at its option, select a Board trustee as a member of the Board of Directors of the CSI Foundation and to select other liaison positions.-
  - To approve annual budgets, which includes setting tuition and fees and establishing the property mileage levy rate.
  - To review and approve all building contracts and review general salary recommendations provided by the President.
  - To acquire, hold, and dispose of real and personal property.
  - To engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs.
  - To act on recommendations of the College President concerning capital outlay, repairs, and maintenance for buildings, grounds, and equipment.
  - To require and consider reports from the President concerning the programs and condition of the College.
  - To consider and act on the curricular offerings of the College on the recommendation of the College President.
  - To consider and act on the regulations and other information in the College Catalog.

ADOPTED May 16, 2011

REVISED February 27, 2012

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# College of Southern Idaho

## Board of Trustees Policies

### BP.08 Responsibilities of the Board of Trustees (cont.)

#### .02 Formulation of Written Policies (cont.)

meeting after presented. Recognizing its own functions as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by a policy should be represented in the formation of that policy.

- It will be the practice of the Board of Trustees to utilize the advice of all interested individuals and groups in the solution of its educational and financial concerns, although the Board alone will be the final agent.
- The President is College of Southern Idaho's official voice and the general agent through whom members of the college community, faculty, staff, and students normally address communication to the Board of Trustees. These presidential functions are established in custom, and in Board Policy. It is therefore, regular operating procedure for official communications to the Board of Trustees that originate within the College to be routed through administrative channels to the President, unless either the President or the Board has otherwise directed.
- It is the policy of the Board that the faculty and staff use their respective governance structure, in bringing matters of interest before the Board. As such, they should report their concerns, suggestions, etc. to their immediate supervisor or committee representative and request that they be carried forth through the appropriate communication channels to the Board by the President, or President's designee if necessary.
- The Board of Trustees recognizes the right of the public to receive information concerning all of its actions, policies and details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all persons and organizations upon request.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

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# College of Southern Idaho

## Board of Trustees Policies

### BP.08 Responsibilities of the Board of Trustees (cont.)

#### .04 Notice of Meetings(cont.)

- Notice of an Executive Session shall not set forth the specific subject matter to be considered, but may describe in general terms the subject matter. Notice of an Executive Session shall set forth the statutory authority for the Executive Session.
- Notice of meetings shall be distributed to the major newspapers published within the district known to the Secretary/Treasurer of the Board, radio and television stations located within the district, and to interested organizations or persons who have requested notice of meetings of the Board. The Secretary/Treasurer of the Board may make such additional distribution as deemed necessary or desirable to insure maximum notice to the public of meetings of the Board.

ADOPTED May 16, 2011

REVISED February 27, 2012

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# College of Southern Idaho

## Board of Trustees Policies

### .02 Quorum (cont.)

- Attendance by conference call is allowed at open meetings of the Board of Trustees. A Board member attending by conference call may not be used to determine quorum. The courts have held that conferencing is not a *per se* violation of the Open Meetings Act. However, the Board member must be on speaker phone or other electronic device audible to the audience at the live meeting. Conferencing must be specifically approved by Board vote each time a member desires to attend by conference call. Attendance by conference call is not permitted during closed sessions of the Board of Trustees.

### .03 Order of Business

- The order of business at a regular meeting of the Board of Trustees will be as agreed to by the Board and may follow the following general outline:
  - Convene Meeting
  - ~~Approval of Minutes~~
  - Approval of agenda for current meeting
  - Approval of Minutes
  - Financial Report
  - Head Start Report
  - Open Forum
  - Unfinished business
  - New Business
  - ~~Reports~~
  - Trustee Remarks for the Good of the Order
  - President's Report
  - Adjournment
  - Executive Session may be scheduled at any point in the regular meeting.
- The Board of Trustees reserves the right to alter or amend the order of the agenda.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 26, 2015 OR WHENEVER YOU APPROVE THEM

# College of Southern Idaho

## Board of Trustees Policies

### BP.10 Code of Ethics

#### Code of Ethics

- The Board of Trustees maintains a high level of ethical conduct by adhering to the following performance standards:
- Recognize the primary function of the Board is to establish effective governing policies in the best interests of the college by insuring equality of opportunity for all students regardless of race, creed, sex, sexual orientation, religion, age, physical ability or national origin and encouraging active involvement by students, employees and the public in the process.
- Understand that authority rests only with the Board as a legal entity whose power resides only in the majority vote, not with individual members.
- Attend and be prepared for all meetings, whenever possible, and base decisions on the best available information, unbiased by private interest or partisan political pressure. Communicate interest and respect student/employee accomplishments by attending student ceremonies and events when possible.
- Conduct all Board deliberations by adhering to the open meeting laws and regulations. Hold closed sessions only for those purposes permitted by law. Maintain confidentiality of all privileged information communicated in closed session.
- Avoid any situation to use the position as a community college trustee to benefit for personal gain. Inform the Board chairperson and/or the entire Board when a matter under consideration might involve or appear to involve a conflict of interest. Each Trustee shall sign and abide by the "Federal Conflict of Interest".<sup>[WU3]</sup>  
(Reference Employee Handbook 2.17 for conflict of interest policy)
- Utilize opportunities to enhance his/her role as a Board member through participation in educational conferences, workshops, and training sessions offered by local, state or national organizations when possible.
- Promote a healthy working relationship with the President and Board colleagues through supportive, open, honest communication and regular President and Board evaluation for continual improvement.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 26, 2015 OR WHENEVER YOU APPROVE THEM

College of Southern Idaho  
Board of Trustees Policies

BP.12 Board of Trustees Self-Evaluation

Self-Evaluation

- The College of Southern Idaho Board of Trustees acknowledges the importance of meeting its responsibilities as a body of elected officials for the effective institutional governance.
- To this end, the Board of Trustees shall conduct a Self-Evaluation of its stewardship annually. The intent of this Board review should be to strengthen its performance, identify and reach consensus on its goals, ensure Board members have a clear grasp of their responsibilities and clarify expectations among Board members and the President. The Chairman of the Board of Trustees is responsible to organize and convene a special meeting for the Self-Evaluation review.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 26, 2015 OR WHENEVER YOU APPROVE THEM

# College of Southern Idaho

## Board of Trustees Policies

### BP.14 Executive Secretary

#### Executive Secretary

- The Executive Secretary to the Board of Trustees shall be the Administrative Assistant to the President of the College. The Executive Secretary to the Board of Trustees will ensure that the agenda and other materials for Board meetings and committee meetings are prepared and will assist the Board Chairperson and Secretary/Treasurer in the performance of their duties. In addition, they will perform the necessary clerical duties for the Board of Trustees, to include but not to be limited to preparing materials and resolutions and receiving petitions for Board of Trustees elections, entering correspondence, filing, maintaining historical records, maintaining the Board Policy Manual, mailing announcements of meetings, preparing resolutions, making travel arrangements, and contacting Board members concerning meetings. The Executive Secretary, or an appointed representative, is expected to attend all meetings of the Board of Trustees and take minutes of the proceedings.

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 26, 2015 OR WHENEVER YOU APPROVE THEM

College of Southern Idaho  
Board of Trustees Policies

BP.16 Schedule of Board of Trustee Meetings

- The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event that the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday.

~~The 2013-14 regular meeting schedule is as follows:~~

<del>July 15, 2013</del>	<del>January 27, 2014</del>
<del>*August 19, 2013</del>	<del>February 24, 2014</del>
<del>September 16, 2013</del>	<del>March 17, 2014</del>
<del>October 21, 2013</del>	<del>April 21, 2014</del>
<del>November 18, 2013</del>	<del>May 19, 2014</del>
<del>December 16, 2013</del>	<del>June 16, 2014</del>
<del>*FY 2014 budget hearing date</del>	

**The 2014-15 regular meeting schedule is as follows:**

July 21, 2014	January 26, 2015
*August 18, 2014	February 23, 2015
September 15, 2014	March 16, 2015
October 20, 2014	April 20, 2015
November 17, 2014	May 18, 2015
December <del>15</del> <u>26</u> , 2014	June 15, 2015
*FY 2015 budget hearing date	

Information concerning specific meeting times and places may be obtained by contacting Mike Mason at 208-732-6203.

Please publish the above ad in the legal section on the following dates:

Times News: July 6th and 13<sup>th</sup>      Buhl Herald: July 6th and 13th

ADOPTED May 16, 2011

REVISED February 27, 2012

REVISED February 24, 2014

REVISED January 26, 2015 OR WHENEVER YOU APPROVE THEM