



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

July 20, 2015

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Taylor 277

AGENDA

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – JUNE 15TH, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – JUNE 15TH, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

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

OPEN FORUM

UNFINISHED BUSINESS

CSI BOARD OF TRUSTEES SELF-EVALUATION REPORT: (I) *Chairman Kleinkopf*

UPPER GYM SEATING BID: (A) *Mike Mason*

NEW BUSINESS

GEOHERMAL LINE REPLACEMENT PROJECT BID: (A) *Mike Mason*

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AGENDA
CSI BOARD OF TRUSTEES MEETING
JULY 20TH, 2015

HIGH FIDELITY ADULT PATIENT SIMULATOR BID: (A) *Mike Mason*

RODEO PROGRAM HORSE BARN PROJECT: (A) *Mike Mason*

**ARCHITECTURAL & ENGINEERING SERVICES
REQUEST FOR PROPOSALS: (A) *Mike Mason***

**HERRETT CENTER INSTITUTIONAL PLAN AND
COLLECTIONS MANAGEMENT PLAN APPROVAL: (A) *Dr. Teri Fattig***

CSI STRATEGIC PLAN UPDATE: (I) *Chris Bragg*

NWCCU ACCREDITATION RESPONSE: (I) *President Fox*

OPEN FORUM – CSI BOARD OF TRUSTEES POLICY: (I) *Chairman Kleinkopf*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JULY REGULAR BOARD OF TRUSTEES MEETING
JULY 20, 2015

CALL TO ORDER: 4:00 p.m. Presiding: Karl Kleinkopf

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

College Administration: Dr. Jeff Fox, President
Robert Alexander, Board Attorney
John M. Mason, Vice President of Administration
Dr. Michelle Schutt, Associate Vice President of
Student Services
Jayson Lloyd, Instructional Dean
Dr. Cindy Bond, Instructional Dean
Nolan Goubeaux, Associate Dean of Student Affairs
Eric Nielson, Director of Human Resources
Randy Dill, Physical Plant Director
Dr. Teri Fattig, Library Director and Museum
Department Chair
Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Cyndie Woods, Tina Standlee, Curtis Eaton,
Steve Birnie, Cesar Perez, Joel Bate, Clark Rasmussen,
Kindy Combe, Larisa Alexander, Heather Barnes, Lauren
Hildreth, Dan Guthrie, Jennifer Zimmers, Chris Bragg,
Mancole Fedder, Chris Anderson and Jim Ellington

Visitors: Al Frost and fifty three individuals listed on the
attached sheet

Faculty Representatives: R.D. Van Noy

PACE Representative: Kim Lapray

Times News: Julie Wootton, Steven Ross and Travis Quast

KMVT News: Ben Lyda

APPROVAL OF AGENDA: The agenda was accepted as written.

BOARD MINUTES: The Board minutes of the Regular Session and Executive Session of June 15, 2015 were accepted as written by the Board.

TREASURER'S REPORT: The Treasurer's report was accepted as written by the Board on MOTION by Jan Mittleider. Affirmative vote was unanimous.

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

OPEN FORUM: Thirty minutes was provided for Open Forum speakers. Speakers were limited to three minutes each. Attendees who wanted to speak but were not able to due to time constraints were asked to provide written comments to the Board Secretary/Treasurer.

The following individuals addressed the Board with comments against the College of Southern Idaho Refugee Center's current operations: Russ Krause, Adrian Arp, Terry Edwards, Gordon Halverson, Heather Wathen, Sherrel Olsen, Linda Burgess and Hilber Nelson

The following individuals addressed the Board with comments in support of the College of Southern Idaho Refugee Center's current operations: Ann Martin, Ron James and Melody Lenkner

UNFINISHED BUSINESS:

1. Board Chairman Karl Kleinkopf handed out written copies of the College of Southern Idaho's Board of Trustees Self-Evaluation Report.

2. The Board accepted the sole bid of Montana School Equipment Company of Great Falls, Montana in the amount of \$237,230 for the specified upper bleacher replacement project on MOTION by Jan Mittleider. Affirmative vote was unanimous.

Funding for the project is from the Plant Facility Fund.

NEW BUSINESS:

1. The Board approved the low bid for the geothermal line replacement project from Brackman Excavating LLC of Twin Falls, Idaho in the amount of \$59,330 on MOTION by Bob Keegan. Karl Kleinkopf, Bob Keegan, Laird Stone and Dr. Thad Scholes voted in the affirmative and Jan Mittleider abstained. The MOTION was approved.

Funding for this project is from the Idaho State Division of Public Works through delegated project number D15-091.

2. The Board approved the sole bid of Laerdal Medical Corporation for the high fidelity patient simulator in the amount of \$45,545.62 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is from one time capital outlay funds from the Idaho State Division of Professional Education.

3. The Board approved proceeding with the design and bidding of the Expo horse barn construction project on MOTION by Bob Keegan. Affirmative vote was unanimous.

The project will be competitively bid and brought back to the Board for final bid approval. Funding for the project is from the Rodeo departments fund balance.

4. We advertised for architectural and engineering services for several campus remodel projects and did not receive any responses. The Board approved the administration finding a qualified firm or firms and negotiating the scope of work and fees for these services on MOTION by Bob Keegan. Affirmative vote was unanimous.

The architectural and engineering services will be paid for by the Plant Facility Fund.

5. The Board approved the Herrett Center Institutional Plan and Collections Management Plan on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

The Board and President Fox thanked Dr. Teri Fattig for her work on these projects.

6. Chris Bragg updated the Board on the process for the new strategic plan. The goal is to bring back the strategic plan to the Board in six months.

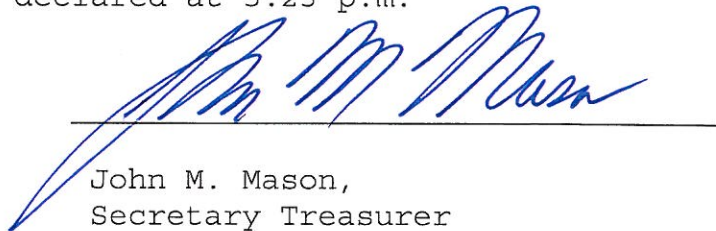
7. President Fox reviewed the Northwest Commission on Colleges and University accreditation response with the Board. Chris Bragg discussed the accommodations and recommendations provided by the Commission.

8. Chairman Kleinkopf handed out a new Open Forum Policy. The policy will be up for approval at the August 17, 2015 regular Board Meeting.

REMARKS FOR THE GOOD OF THE ORDER


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

ADJOURNMENT was declared at 5:23 p.m.



John M. Mason,
Secretary Treasurer

Approved: August 17, 2015



Chairman

**ADDITIONAL ATTENDANCE LIST FOR CSI BOARD OF TRUSTEES MEETING
JULY 20, 2015**

PRINT NAME	REQUEST TO SPEAK IN OPEN FORUM Y/N	REQUEST #	SPOKE IN OPEN FORUM
Russ Krause	Y	1	Yes
Julie Edwards			
Adrian Arp	Y	2	Yes Also left written information (Against)
Terry Edwards	Y	3	Yes
Katherine Talkington	N		
Ken Whiting	Y	7	Didn't turn his form into KD Left written information (Pro)
Tara Schroeder	Y	4	No - Spoke at Previous Meeting
Gordon Halverson	Y	5	Yes
Delmer McNary	Y	6	Yes
Mary Bello	Y		
Anne Martin	Y	8	Yes
Art Hoag	N		
Linda Upton	N		
Steve Upton	N		
Lawrence Underwood	Y	9	No - Spoke at Previous Meeting
Shari Underwood	N		
Ron James	Y	10	Yes
Ruth-Ann House	N		
Sparkie House	N		
Heather Wathen	Y	11	Yes
Harley Jo Wathen	N		
Byrd Golay	Y	12	No - Spoke at Previous Meeting
Eric Parker			
B. J. Tomberlin	N		
Scott Tomberlin	N		
John Casey	Y		
Hilber Nelson	Y	14/a	Yes Also left written information (Against)
Billee Dinges			
Tyrell Burgess	N		
Linda Bugess	Y	13	Yes
Sherrel Olsen	Y	14/b	Yes
Melody Lenkner	Y	15	Yes
Charles Lenkner	N		
Melissa Joelson	Y	16	Eligible - Out of Time
Phil Price			
Danielle Billing	Y	17	Eligible - Out of Time Left written information (Pro)
Sara Toledo	Y	18	Eligible - Out of Time Left written information (Pro)

Marie Silver	Y	19	Eligible - Out of Time
Larry Olsen			
Heather O'Donahue	Y		
Dana Morfin	Y	20	Eligible - Out of Time Left written information (Pro)
Deborah Silver	Y	21	Eligible - Out of Time
Vicky Davis	Y	22	No - Spoke at Previous Meeting
Kevin Bradshaw	N		
Kristy Hill	Y	23	Eligible - Out of Time
Robert E. Sojka	Y	24	Eligible - Out of Time Left written information (Pro)
Erika Willsey	Y	25	No - Spoke at Previous Meeting
Veronica Xander	N		
Julia Reynolds	Y	26	Eligible - Out of Time
Jim Sisson	Y	27	Eligible - Out of Time
Rocky McClymonds	Y	28	Eligible - Out of Time
Chris McIntyre	N		
Megan Hughes	Y	29	Eligible - Out of Time
Curtis Hopfenbeck	Y		

General Fund YTD Board

YEAR: 1415

Statement of Revenue and Expenses

Acct Month: 12

Tuesday, July 14, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$11,253,733.78)	(\$10,636,248.28)	(\$10,813,300.00)	(\$177,051.72)	1.64%
County Tuition	(\$1,479,240.00)	(\$1,429,237.74)	(\$1,380,000.00)	\$49,237.74	-3.57%
State Funds	(\$17,733,338.99)	(\$18,579,621.27)	(\$18,612,500.00)	(\$32,878.73)	0.18%
County Property Tax	(\$6,366,048.40)	(\$4,396,060.03)	(\$6,348,200.00)	(\$1,952,139.97)	30.75%
Grant Management Fees	(\$530,906.57)	(\$585,466.35)	(\$500,000.00)	\$85,466.35	-17.09%
Other	(\$531,847.34)	(\$580,957.87)	(\$432,600.00)	\$148,357.87	-34.29%
Unallocated Tuition	\$0.00	(\$603,957.36)	\$0.00	\$603,957.36	0.00%
Departmental Revenues	(\$806,087.09)	(\$1,020,692.10)	(\$728,400.00)	\$292,292.10	-40.13%

Total Revenue (\$38,701,202.17) (\$37,832,241.00) (\$38,815,000.00) (\$982,759.00) 2.53%

Expenditures

Personnel

Salaries	\$21,071,101.03	\$19,988,386.98	\$21,188,800.00	\$1,200,413.02	5.67%
Variable Fringe	\$4,290,515.08	\$4,078,617.27	\$4,345,900.00	\$267,282.73	6.15%
Health Insurance	\$3,579,311.85	\$3,397,011.23	\$3,579,600.00	\$182,588.77	5.10%

Total Personnel \$28,940,927.96 \$27,464,015.48 \$29,114,300.00 \$1,650,284.52 5.67%

Expense Categories

Services	\$2,151,186.82	\$2,113,757.89	\$2,436,200.00	\$322,442.11	13.24%
Supplies	\$877,526.89	\$982,100.58	\$1,009,100.00	\$26,999.42	2.68%
Other	\$650,944.27	\$696,106.01	\$561,400.00	(\$134,706.01)	-23.99%
Capital	\$402,853.19	\$567,811.89	\$802,400.00	\$234,588.11	29.24%
Institutional Support	\$3,171,700.27	\$4,437,030.54	\$4,891,600.00	\$454,569.46	9.29%
Transfers	\$44,549.23	\$49,848.50	\$0.00	(\$49,848.50)	0.00%

Total Expense Categories \$7,298,760.67 \$8,846,655.41 \$9,700,700.00 \$854,044.59 8.80%

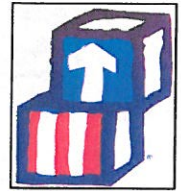
Total Expenditures \$36,239,688.63 \$36,310,670.89 \$38,815,000.00 \$2,504,329.11 6.45%

Rev/Expense Total (\$2,461,513.54) (\$1,521,570.11) \$0.00 \$1,521,570.11 0.00%

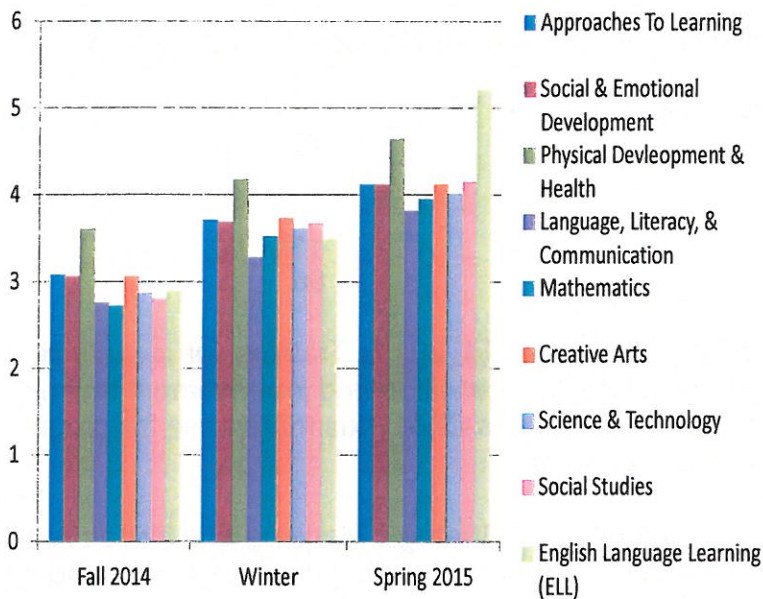
PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Program Baseline Summary for Head Start/Early Head Start Children



End of Year COR Advantage Outcomes Report 2014-2015

Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. 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.

School Readiness

The attached graphs show the progress of children towards school readiness. For children transitioning to kindergarten in the fall, school readiness is measured by an average score of 3.75 in each category and an overall average of 4.0 or higher. 92.5% of children made progress or are kindergarten ready. The remaining 7.5% of children just had baseline scores as they came into the program during the 3rd period of collection data.

Strengths – Music, History, and Data Analysis

Area of Need – Art, Alphabet Knowledge

CSI Head Start Accepting Applications

The College of Southern Idaho Head Start is currently accepting applications for children who will be 3-4 years of age by Sept. 1, 2014. Priority is given to families who meet the income guidelines, 4 year olds, and children with identified disabilities. Categorically eligible children include foster children, children who are homeless, and families receiving TANF or SSI funds. The program also accepts a limited number of 3 year olds and over income children with special needs.

Head Start is a free preschool program that promotes school readiness for children, ages 3 to 5, by offering educational, nutritional, health, and social services. The College of Southern Idaho's Head Start program serves families from August-May at sites located in American Falls, Buhl, Burley, Hagerman, Hailey, Hansen, Jerome, Rupert, Shoshone, Twin Falls, and Wendell.

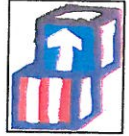
Early Head Start is also accepting applications. Priority for this home-based program is given to income eligible pregnant mothers, infants and toddlers ages birth to 36 months. Foster children, homeless children and families receiving TANF or SSI funds are also automatically eligible for Early Head Start.

Early Head Start programs enhance children's physical, social, emotional, and intellectual development. In addition, this program assists pregnant women in accessing comprehensive prenatal and postpartum care, and supports parents' efforts to fulfill their parental roles guiding them toward self-sufficiency. The College of Southern Idaho's Early Head Start program runs year round at sites located in Twin Falls, Jerome, and Rupert.

For more information call College of Southern Idaho Head Start/ Early Head Start Program at 736-0741, or toll free at 1-877-736-0741



**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For June 2015**



Enrollment

Early Head Start	82
Total	82 *

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

Program Options

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

Program Participation for June

EHS Toddler Combo Attendance	70%
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Meals and Snacks

Total meals served for June	114
Total snacks served for June	96

Education

Pre-Service training for staff is August 10-14, 2015. Training will include Highscope Curriculum best practices and CLASS observation and improvement techniques for classroom staff . Other trainings will include Child Plus (data base for program), USDA, and pre-trip inspection for transportation.

Parent Involvement

A draft of the 2014/2015 Communitywide Strategic Planning and Needs Assessment is pending and will be presented to Policy Council in August. This Assessment gathers information about the changing landscape of the populations and communities that we serve. Data is gathered each year through surveys and interviews of parents, partnering agencies, community members, faith based organizations, public schools and elected officials. The data collected drives the decision making for years to come in our program to ensure that the highest quality services are being provided when, where, why, and how necessary.

Early Head Start

Early Head Start staff are completing the program year on July 31st. They are finishing up the Program Information Report for their program. Children are being transitioned to Head Start if age and income eligible, age 3 by August. If they are not eligible they are being transitioned to child care or other options for the parent. New families will be enrolled the first week of August.

Documents for Board Review/ Approval:

Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,571,670.00	\$ 219,518.61	\$ 1,243,803.95	\$ 1,327,866.05	\$ 1,327,866.05	50.0%	48.4%
BENEFITS	\$ 1,410,617.00	\$ 113,587.26	\$ 650,997.81	\$ 759,619.19	\$ 759,619.19	50.0%	46.1%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		
SUPPLIES		\$ -	\$ -				
OFFICE SUPPLIES	\$ 14,106.00	\$ 961.72	\$ 4,048.66	\$ 10,057.34	\$ 10,057.34	50.0%	28.7%
CLASSROOM SUPPLIES	\$ 15,000.00	\$ 1,494.05	\$ 6,677.65	\$ 8,322.35	\$ 8,322.35	50.0%	44.5%
CENTER SUPPLIES	\$ 33,216.00	\$ 10,988.92	\$ 33,578.54	\$ (362.54)	\$ (362.54)	50.0%	101.1%
TRAINING SUPPLIES	\$ 3,000.00	\$ 5,067.71	\$ 7,405.63	\$ (4,405.63)	\$ (4,405.63)	50.0%	246.9%
FOOD	\$ 3,000.00	\$ 333.52	\$ 1,520.17	\$ 1,479.83	\$ 1,479.83	50.0%	50.7%
CONTRACTUAL		\$ -	\$ -				
OTHER		\$ -	\$ -				
CONTRACTS	\$ 10,000.00	\$ 611.90	\$ 3,602.46	\$ 6,397.54	\$ 6,397.54	50.0%	36.0%
MEDICAL	\$ 10,000.00	\$ 156.00	\$ 2,590.89	\$ 7,409.11	\$ 7,409.11	50.0%	25.9%
DENTAL	\$ 13,465.00	\$ 422.00	\$ 917.79	\$ 12,547.21	\$ 12,547.21	50.0%	6.8%
CHILD TRAVEL	\$ 104,398.00	\$ 3,211.40	\$ 57,661.73	\$ 46,736.27	\$ 46,736.27	50.0%	55.2%
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 2,253.03	\$ 10,945.13	\$ 17,054.87	\$ 17,054.87	50.0%	39.1%
STAFF TRAINING	\$ -	\$ 158.94	\$ 533.34	\$ (533.34)	\$ (533.34)	0.0%	0.0%
PARENT TRAINING	\$ 15,400.00	\$ 853.40	\$ 12,188.63	\$ 3,211.37	\$ 3,211.37	50.0%	79.1%
SPACE	\$ 57,779.00	\$ 5,670.68	\$ 26,444.35	\$ 31,334.65	\$ 31,334.65	50.0%	45.8%
DEPRECIATION	\$ 30,600.00	\$ 2,550.00	\$ 14,892.00	\$ 15,708.00	\$ 15,708.00	50.0%	48.7%
UTILITIES	\$ 58,300.00	\$ 7,143.78	\$ 26,510.23	\$ 31,789.77	\$ 31,789.77	50.0%	45.5%
TELEPHONE	\$ 34,500.00	\$ 4,186.67	\$ 19,267.86	\$ 15,232.14	\$ 15,232.14	50.0%	55.8%
OTHER	\$ 34,216.00	\$ 10,935.91	\$ 43,373.66	\$ (9,157.66)	\$ (9,157.66)	50.0%	126.8%
TOTAL DIRECT COSTS	\$ 4,447,267.00	\$ 390,105.50	\$ 2,166,960.48	\$ 2,280,306.52	\$ 2,280,306.52	50.0%	48.7%
			.				
ADMIN COSTS (8.228%)	\$ 327,663.00	\$ 27,407.95	\$ 154,684.47	\$ 172,978.53	\$ 172,978.53	50.0%	47.2%
GRAND TOTAL	\$ 4,774,930.00	\$ 417,513.45	\$ 2,321,644.95	\$ 2,453,285.05	\$ 2,453,285.05	50.0%	48.6%
IN KIND NEEDED	\$ 1,193,733.00						
IN KIND GENERATED	\$ 762,180.76						
IN KIND (SHORT)/LONG	\$ (431,552.24)						
PROCUREMENT CARD EXPENSE	\$ 11,734.76	3% 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	5,783.39	901.05	749.76	7,434.20	-	80,468.99	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 2,999.79	\$ 8,897.69	\$ 24,436.31	50.0%	26.7%
SUPPLIES						
Training Supplies	\$ 4,118.00		\$ 543.09	\$ 3,574.91	50.0%	13.2%
OTHER						
Contracts	\$ -					
Staff Training	\$ 16,527.00	\$ 1,907.24	\$ 9,792.32	\$ 6,734.68	50.0%	59.3%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 4,907.03	\$ 19,233.10	\$ 34,745.90	50.0%	35.6%
GRAND TOTAL	\$ 53,979.00	\$ 4,907.03	\$ 19,233.10	\$ 34,745.90	50.0%	35.6%
IN KIND NEEDED	\$ 13,495.00					
IN KIND GENERATED	\$ 8,597.00					
IN KIND (SHORT)/LONG	\$ (4,898.00)					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 542,886.00	\$ 45,061.98	\$ 256,177.32	\$ 286,708.68	\$ 286,708.68	50.0%	47.2%
BENEFITS	\$ 281,935.00	\$ 21,186.75	\$ 124,220.44	\$ 157,714.56	\$ 157,714.56	50.0%	44.1%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES		\$ -	\$ -				
OFFICE SUPPLIES	\$ 3,505.00	\$ 334.72	\$ 686.15	\$ 2,818.85	\$ 2,818.85	50.0%	19.6%
CENTER SUPPLIES	\$ 13,265.00	\$ 3,623.62	\$ 7,231.60	\$ 6,033.40	\$ 6,033.40	50.0%	54.5%
CLASSROOM SUPPLIES	\$ 10,047.00	\$ 732.82	\$ 2,458.13	\$ 7,588.87	\$ 7,588.87	50.0%	24.5%
TRAINING SUPPLIES	\$ 3,500.00	\$ 1,641.16	\$ 1,688.16	\$ 1,811.84	\$ 1,811.84	50.0%	48.2%
FOOD	\$ 2,066.00	\$ -	\$ 55.62	\$ 2,010.38	\$ 2,010.38	50.0%	2.7%
CONTRACTUAL		\$ -	\$ -				
OTHER		\$ -	\$ -				
CONTRACTS	\$ 56,940.00	\$ 7,562.97	\$ 21,627.85	\$ 35,312.15	\$ 35,312.15	50.0%	38.0%
MEDICAL	\$ 7,500.00	\$ -	\$ 260.23	\$ 7,239.77	\$ 7,239.77	50.0%	3.5%
DENTAL	\$ 5,000.00	\$ -	\$ 1,104.74	\$ 3,895.26	\$ 3,895.26	50.0%	22.1%
CHILD TRAVEL	\$ 5,000.00	\$ 845.87	\$ 1,712.44	\$ 3,287.56	\$ 3,287.56	50.0%	34.2%
EMPLOYEE TRAVEL	\$ 4,453.00	\$ 819.39	\$ 2,655.29	\$ 1,797.71	\$ 1,797.71	50.0%	59.6%
CAREER DEVELOP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
PARENT TRAINING	\$ 12,300.00	\$ 3,217.11	\$ 9,180.74	\$ 3,119.26	\$ 3,119.26	50.0%	74.6%
FACILITIES/CONST.	\$ 3,400.00	\$ 825.17	\$ 1,830.74	\$ 1,569.26	\$ 1,569.26	50.0%	53.8%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00	50.0%	50.0%
UTILITIES	\$ 8,400.00	\$ 962.68	\$ 3,261.35	\$ 5,138.65	\$ 5,138.65	50.0%	38.8%
TELEPHONE	\$ 4,000.00	\$ 549.20	\$ 2,792.69	\$ 1,207.31	\$ 1,207.31	50.0%	69.8%
OTHER	\$ 6,211.00	\$ 523.68	\$ 5,778.36	\$ 432.64	\$ 432.64	50.0%	93.0%
TOTAL DIRECT COSTS	\$ 990,808.00	\$ 89,587.12	\$ 452,921.85	\$ 537,886.15	\$ 537,886.15	50.0%	45.7%
ADMIN COSTS (8.228%)	\$ 69,100.00	\$ 5,450.95	\$ 31,351.73	\$ 37,748.27	\$ 39,646.99	50.0%	45.4%
GRAND TOTAL	\$ 1,059,908.00	\$ 95,038.07	\$ 484,273.58	\$ 575,634.42	\$ 577,533.14	50.0%	45.7%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ 200,159.76						
IN KIND (SHORT)/LONG	\$ (64,817.24)						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	409.41	393.25	218.74	1,021.40	-	3,591.14	

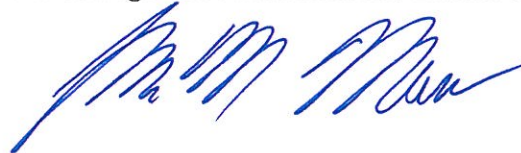
CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 13,585.00	\$ 1,320.72	\$ 3,969.87	\$ 9,615.13	50.0%	29.2%
SUPPLIES						
Training Supplies	\$ 1,424.00	\$ -	\$ -	\$ 1,424.00	50.0%	0.0%
OTHER						
Contracts	\$ 4,000.00	\$ -				
Staff Training	\$ 7,489.00	\$ 1,451.19	\$ 3,181.74	\$ 4,307.26	50.0%	42.5%
TOTAL DIRECT COSTS	\$ 26,498.00	\$ 2,771.91	\$ 7,151.61	\$ 19,346.39	50.0%	27.0%
GRAND TOTAL	\$ 26,498.00	\$ 2,771.91	\$ 7,151.61	\$ 19,346.39	50.0%	27.0%
IN KIND NEEDED	\$ 6,625.00					
IN KIND GENERATED	\$ 1,150.00					
IN KIND (SHORT)/LONG	\$ (5,475.00)					

July 17, 2015

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

From: Mike Mason

Re: Gym Bleacher Bid

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

We advertised for the specified bleacher project and received only one bid. A second vendor inquired about the project but did not submit a bid. The bid specifications included separate prices for manual comfoback retraction, automatic comfoback retraction and two seat configurations. The first seat configuration – Bid A - was for comfoback seats with bench seats on the end sections on each side and the second seat configuration – Bid B - was for all comfoback seats. Both configurations contain 20 handicapped seating spaces for each side.

The pricing for various the configurations is as follows:

Bid A: 936 comfoback seats each side, bench seating on the ends of each side, manual or automatic operation of seat backs - \$237,230

Bid B: 1,192 comfoback seats each side, no bench seating, manual or automatic operation of seat backs - \$246,995

Based upon the recommendation of Athletic Director Joel Bate and Maintenance Director Randy Dill, I recommend that we accept the sole bid of Montana School Equipment Company of Great Falls, Montana in the amount of \$237,230 for the upper gym bleacher replacement project in the Bid A configuration with automatic operation of seat backs. The bid price includes freight, demolition of the old bleachers, the new bleachers and installation of the new bleachers. The bidder stated in the bid documents that the project would be completed by November 1, 2015.

Funding for this purchase is from the Plant Facility Fund.

July 9, 2015

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

From: Mike Mason

Re: Geothermal Line Replacement Project

We are experiencing deterioration in this section of our geothermal water lines system. The line is both leaking and has been crushed which is impeding water flow. This line is critical since it services both the Health Science and Human Services Building and the ATIC building. The project involves replacing 1,332 feet of geothermal piping running from Well #2 which is just southwest of the Desert Building north through the parking lot to the fitness trail along North College and then east approximately 700 feet to the Perrine Coulee by the Herrett Center.

We received two bids for specified geothermal line replacement project. The bids are as follows:

Brackman Excavating, LLC	\$ 59,330.00
Robert Durham Excavating, LLC	\$123,265.41

The bid range among bidders is fairly wide but we sometimes experience this when there is a high demand for contractors and a large number of projects available. Brackman Excavating has done work for us before and we have contacted them and validated their bid.

I respectfully request that the Board approve the selection of the low bidder, Brackman Excavating, LLC for the specified geothermal line replacement project for the total base contract amount of \$59,330.

Funding for this project is from the Idaho State Division of Public Works through delegated project number D15-091.



July 9, 2015

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 and extends slightly into the 'Re:' line.

Re: High Fidelity Adult Patient Simulator

We received only one bid for the specified simulator system. The system was required to be compatible with our existing Laerdal simulators.

Laerdal Medical Corporation	\$45,545.62
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Based upon a review of the bids by Melissa Emerick, Patient Simulation Lab Coordinator, I recommend that we accept the sole bid of Laerdal Medical Corporation of Wappingers Falls, New York in the amount of \$45,545.62.

Funding for this purchase is from one time capital outlay funds from the Idaho State Division of Professional Technical Education.



July 8, 2015

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: Rodeo Program Horse Barn

The College of Southern Idaho Rodeo program is requesting permission to construct a horse barn with approximately 20 stalls on the east side of the Expo Center. The attached map shows the general location.

The primary use of the facility will be by the rodeo team members. The barn would be approximately 40 feet wide by 120 feet long with an 11 foot truss height. It will not have sides and is open similar to a dairy shade. The barn will have power primarily for lights and water for each of the stalls. It will have a dirt floor with interior metal and wood stall dividers and gates.

The stalls will be 12 feet wide with a 12 foot long in the covered area and a 12 foot wide by 20 foot long outside area. This will give each horse an area 12 feet wide and 20 feet long. There will also be a 12 foot wide alley way running through the center of the building.

Estimated costs for the total project, including stalls, run in the \$100,000 to \$120,000 range. We would like to utilize the architect selected for the campus remodels to assist us in developing a set of construction documents that we can use to bid the project. We have three rough sets of specifications and pricing estimates to assist us in design and pricing.

Funding for the project will be from the Rodeo account which has an accumulated fund balance of approximately \$260,000 to cover the cost of the project.





July 9, 2015

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

From: Mike Mason

Re: Architectural and Engineering Services Request for Proposals

The College advertised for the comprehensive architectural and engineering design services for miscellaneous remodels and small projects with an estimated total construction value of \$600,000 to \$1,000,000. The advertisement ran on June 24th and July 1st with a scheduled proposal opening date of July 8th.

We sent information to six firms concerning the Request for Proposal process. No firms responded. One firm that we have used on campus in the past called and indicated that they were too busy to take on another project. I believe this is true of many architectural firms right now. Additionally, remodels and numerous small projects are difficult to estimate and can be very time consuming.

Based upon the lack of response to the Request for Proposals, we can either re-advertise or attempt to find an architect and negotiating a contract with them. The contract would most likely be on a time and materials basis.

The current remodel projects involve the conversion of the Taylor Building Information Office into a Student Welcome Center and the remodel of our institutional technology spaces upstairs in the Taylor Building. There is a sense of urgency in getting these projects completed as soon as possible so we can have more permanent offices and workstations for staff members.

I respectfully request permission to find a suitable architectural/engineering firm and negotiate a time and materials contract with them for campus remodels and small projects.