



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

September 21, 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 – AUGUST 17<sup>TH</sup>, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – AUGUST 17<sup>TH</sup>, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

HEAD START/EARLY HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

HEAD START/EARLY HEAD START CY 16 GRANT APPLICATION: (A) *Mancole Fedder*

### OPEN FORUM

### UNFINISHED BUSINESS

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

### NEW BUSINESS

APPLIED TECHNOLOGY AND INNOVATION CENTER

FOOD SCIENCE REMODEL PROJECT BID: (A) *Mike Mason*

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

**PAGE 2  
AGENDA  
CSI BOARD OF TRUSTEES MEETING  
SEPTEMBER 21, 2015**

**GLANBIA DONATION TO REFUGEE CENTER: (I) *Mike Mason***

**ELECTRONIC MESSAGE BOARD: (I) *Doug Maughan & Kim Lapray***

**INNOVATION CIRCLE GRANT – FROST PROPERTY PLANNING COMMITTEE REPORT: (I)**

***Scott Farkas, Judy Hansen, Jim Wilson, Scott Rogers, Chance Munns & Don Campanella***

**REMARKS FOR THE GOOD OF THE ORDER**

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

**ADJOURNMENT**

**General Fund YTD Board**

YEAR: 1516

**Statement of Revenue and Expenses**

Acct Month: 2

Thursday, September 17, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$1,130,700.84)	(\$1,113,950.75)	(\$10,543,400.00)	(\$9,429,449.25)	89.43%
County Tuition	\$138,000.00	(\$647,756.68)	(\$1,356,000.00)	(\$708,243.32)	52.23%
State Funds	(\$13,280,863.27)	(\$18,389,699.08)	(\$18,793,300.00)	(\$403,600.92)	2.15%
County Property Tax	(\$91,820.80)	(\$140,392.26)	(\$6,602,700.00)	(\$6,462,307.74)	97.87%
Grant Management Fees	(\$65,917.85)	(\$71,853.99)	(\$550,000.00)	(\$478,146.01)	86.94%
Other	(\$69,032.16)	(\$45,828.24)	(\$407,600.00)	(\$361,771.76)	88.76%
Unallocated Tuition	(\$5,246,027.48)	(\$5,318,268.35)	\$0.00	\$5,318,268.35	0.00%
Departmental Revenues	(\$291,684.06)	(\$374,404.96)	(\$713,100.00)	(\$338,695.04)	47.50%

**Total Revenue** (\$20,038,046.46) (\$26,102,154.31) (\$38,966,100.00) (\$12,863,945.69) 33.01%

**Expenditures**

**Personnel**

Salaries	\$2,915,833.96	\$2,950,964.63	\$20,799,200.00	\$17,848,235.37	85.81%
Variable Fringe	\$626,783.84	\$637,752.49	\$4,273,500.00	\$3,635,747.51	85.08%
Health Insurance	\$555,985.10	\$592,763.44	\$3,919,000.00	\$3,326,236.56	84.87%
<b>Total Personnel</b>	<b>\$4,098,602.90</b>	<b>\$4,181,480.56</b>	<b>\$28,991,700.00</b>	<b>\$24,810,219.44</b>	<b>85.58%</b>

**Expense Categories**

Services	\$459,337.75	\$469,047.34	\$2,496,100.00	\$2,027,052.66	81.21%
Supplies	\$77,544.18	\$88,848.98	\$1,010,100.00	\$921,251.02	91.20%
Other	\$103,572.50	\$156,339.76	\$561,400.00	\$405,060.24	72.15%
Capital	\$67,499.94	\$70,062.16	\$707,300.00	\$637,237.84	90.09%
Institutional Support	\$467,612.17	\$2,991,266.57	\$5,199,500.00	\$2,208,233.43	42.47%
<b>Total Expense Categories</b>	<b>\$1,175,566.54</b>	<b>\$3,775,564.81</b>	<b>\$9,974,400.00</b>	<b>\$6,198,835.19</b>	<b>62.15%</b>

**Total Expenditures** \$5,274,169.44 \$7,957,045.37 \$38,966,100.00 \$31,009,054.63 79.58%

**Rev/Expense Total** (\$14,763,877.02) (\$18,145,108.94) \$0.00 \$18,145,108.94 0.00%

# PROUD TO BE PART OF THE CSI FAMILY



College of Southern Idaho  
Head Start/ Early Head Start



## Vision Screenings at CSI Head Start/ Early Head Start

A child's brain develops at an amazing pace during the first years of life. It also adapts to the sensory images it receives through the eyes. If one or both eyes see blurry images, the brain will quickly learn to ignore them and focus more on whichever eye delivers the clearer image.

In order to detect vision problems and provide referrals to correct vision concerns CSI Head Start/ Early Head Start uses the Pedia-Vision Screener. The screener detects vision problems such as:

- Near-sightedness ( Myopia)
- Far-sightedness (Hyperopia)
- Unequal refractive power ( anisometropia)
- Blurred Vision, eye structure problems ( astigmatism)
- Pupil size deviations (anisocoria)
- Eye misalignment (Strabismus)



The vision screening takes only a few seconds and requires no response from the child. This screening takes place within 45 days of enrollment into the program and then every year following the child's wellness exam schedule.

## Hearing Screenings at CSI Head Start /Early Head Start



**ERO-SCAN**  
OAE TEST SYSTEMS



It is very important for a child to be able to connect with his/her surroundings. The recognition of sounds helps children to interact and understand everything that goes on around them. Hearing loss to any degree will interfere with a child's social development and in engaging in the world around him or her. A child with hearing loss who demonstrates a speech delay, may shy away from other children because he or she is unable to communicate.

In order to detect hearing loss in infants and children, and provide referrals to correct hearing loss, CSI Head Start/Early Head Start uses the Ero-Scan Otoacoustic Emission Screener (OAE). The OAE involves the detection of emission that is produced by a normal ear in response to incoming sounds. A small hand-held instrument with an ear tip is placed in the child's ear and sound is projected into the ear. The device then measures the response from the ear. The screening takes only a few minutes and requires no response from the child. . This screening takes place within 45 days of enrollment into the program and then every year following the child's wellness exam schedule.



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

**Enrollment**

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

**Program Options**

Part-day/ Part-year, Center Based, Home Based School District Enhanced, Pre– K, Early Head Start -Home Based, Early Head Start Infant and Toddler Combination.

**Program Participation for August**

HS Program Wide Attendance	NA
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**Meals and Snacks**

Total meals served for August	75
Total snacks served for August	69

**Education**

Children began attending class September 8th. Centers held "Dinner and a Screening" night to orient parents and children to the centers. Staff started completing required screenings for children. The children are screened for vision, hearing, speech/language, development, and social emotional health (DECA). These screeners must be completed with-in 45 days of enrollment for each Head Start child. Classroom staff began documenting anecdotal information for the COR (Child Observation Record) which is our ongoing assessment for each child.

**Parent Involvement**

Parent Meetings at the center level have begun for the 2015-2016 program year. Each center holds elections for parents to participate in committees, advisory boards and as Policy Council Representatives for the new program year. Center Supervisors engage parents and encourage them to participate in their centers through volunteering in the classroom, as a bus monitor, helping with food service, maintenance, and/or serving on parent committees or Policy Council or in other areas of interest.

**Early Head Start**

Early Head Start began the first round of socializations with families the week of August 17th. Per federal performance standards, a minimum of 2 socializations must be offered each month. The infant/toddler COR Time 1 has been completed and a baseline of the children's skills has been established.

**Documents for Board Review/ Approval:**

- Financial Reports
- Head Start/Early Head Start Continuation Grant Application Letter

MONTHLY FINANCIAL REPORT  
COLLEGE OF SOUTHERN IDAHO HEAD START

CATEGORY	TOTAL		TOTAL THIS MONTH		CASH OUTLAY		BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
	APPROVED	MONTH	TO DATE	BALANCE	OF BUDGET	%				
SALARIES	\$ 2,571,670.00	\$ 201,478.75	\$ 1,654,422.36	\$ 917,247.64	\$ 917,247.64			67.0%	64.3%	
BENEFITS	\$ 1,410,617.00	\$ 108,354.89	\$ 877,501.78	\$ 533,115.22	\$ 533,115.22			67.0%	62.2%	
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -			0.0%	0.0%	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -					
SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -					
OFFICE SUPPLIES	\$ 14,106.00	\$ 3,334.11	\$ 7,453.57	\$ 6,652.43	\$ 6,652.43			67.0%	52.8%	
CLASSROOM SUPPLIES	\$ 15,000.00	\$ 12,961.76	\$ 19,639.41	\$ (4,639.41)	\$ (4,639.41)			67.0%	130.9%	
CENTER SUPPLIES	\$ 33,216.00	\$ 3,992.00	\$ 37,614.43	\$ (4,398.43)	\$ (4,398.43)			67.0%	113.2%	
TRAINING SUPPLIES	\$ 3,000.00	\$ 2,095.22	\$ 10,585.71	\$ (7,585.71)	\$ (7,585.71)			67.0%	352.9%	
FOOD	\$ 3,000.00	\$ -	\$ 1,520.17	\$ 1,479.83	\$ 1,479.83			67.0%	50.7%	
CONTRACTUAL	\$ -	\$ -	\$ -	\$ -	\$ -					
OTHER	\$ -	\$ -	\$ -	\$ -	\$ -					
CONTRACTS	\$ 10,000.00	\$ 14.39	\$ 3,616.85	\$ 6,383.15	\$ 6,383.15			67.0%	36.2%	
MEDICAL	\$ 10,000.00	\$ 646.79	\$ 3,237.68	\$ 6,762.32	\$ 6,762.32			67.0%	32.4%	
DENTAL	\$ 13,465.00	\$ 3,686.09	\$ 4,603.88	\$ 8,861.12	\$ 8,861.12			67.0%	34.2%	
CHILD TRAVEL	\$ 104,398.00	\$ 14,400.43	\$ 76,272.60	\$ 28,125.40	\$ 28,125.40			67.0%	73.1%	
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 4,904.63	\$ 16,859.20	\$ 11,140.80	\$ 11,140.80			67.0%	60.2%	
STAFF TRAINING	\$ -	\$ -	\$ 533.34	\$ (533.34)	\$ (533.34)			0.0%	0.0%	
PARENT TRAINING	\$ 15,400.00	\$ -	\$ 12,188.63	\$ 3,211.37	\$ 3,211.37			67.0%	79.1%	
FACILITIES/CONST.	\$ 57,779.00	\$ 10,439.46	\$ 37,446.99	\$ 20,332.01	\$ 20,332.01			67.0%	64.8%	
DEPRECIATION	\$ 30,600.00	\$ 2,344.16	\$ 19,786.16	\$ 10,813.84	\$ 10,813.84			67.0%	64.7%	
UTILITIES	\$ 58,300.00	\$ 4,154.51	\$ 33,901.27	\$ 24,398.73	\$ 24,398.73			67.0%	58.1%	
TELEPHONE	\$ 34,500.00	\$ 3,106.80	\$ 25,920.35	\$ 8,579.65	\$ 8,579.65			67.0%	75.1%	
OTHER	\$ 34,216.00	\$ 2,689.57	\$ 50,720.24	\$ (16,504.24)	\$ (16,504.24)			67.0%	148.2%	
TOTAL DIRECT COSTS	\$ 4,447,267.00	\$ 378,603.56	\$ 2,893,824.62	\$ 1,553,442.38	\$ 1,553,442.38			67.0%	65.1%	
ADMIN COSTS (8.228%)	\$ 327,663.00	\$ 25,493.11	\$ 207,240.03	\$ 120,422.97	\$ 120,422.97			67.0%	63.2%	
GRAND TOTAL	\$ 4,774,930.00	\$ 404,096.67	\$ 3,101,064.65	\$ 1,673,865.35	\$ 1,673,865.35			67.0%	64.9%	
IN KIND NEEDED	\$ 1,193,733.00									
IN KIND GENERATED	\$ 762,180.76									
IN KIND (SHORT)/LONG	\$ (431,552.24)									
PROCUREMENT CARD EXPENSE	\$ 9,933.55	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	-	199.68	(3.46)	196.22	-	80,777.51				

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	BALANCE	PROJECTED	ACTUAL
	APPROVED	MONTH	TO DATE			
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 2,869.18	\$ 11,766.87	\$ 21,567.13	67.0%	35.3%
SUPPLIES						
Training Supplies	\$ 4,118.00	\$ 126.30	\$ 669.39	\$ 3,448.61	67.0%	16.3%
OTHER						
Contracts	\$ -					
Staff Training	\$ 16,527.00	\$ 7,005.36	\$ 16,797.68	\$ (270.68)	67.0%	101.6%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 10,000.84	\$ 29,233.94	\$ 24,745.06	67.0%	54.2%
GRAND TOTAL	\$ 53,979.00	\$ 10,000.84	\$ 29,233.94	\$ 24,745.06	67.0%	54.2%
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	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 13,585.00	\$ 9,031.40	\$ 13,944.89	\$ (359.89)	67.0%	102.6%
SUPPLIES						
Training Supplies	\$ 1,424.00	\$ 17.95	\$ 17.95	\$ 1,406.05	67.0%	1.3%
OTHER						
Contracts	\$ 4,000.00	\$ -			67.0%	0.0%
Staff Training	\$ 7,489.00	\$ 1,582.61	\$ 6,332.83	\$ 1,156.17	67.0%	84.6%
TOTAL DIRECT COSTS	\$ 26,498.00	\$ 10,631.96	\$ 20,295.67	\$ 6,202.33	89.3%	76.6%
GRAND TOTAL	\$ 26,498.00	\$ 10,631.96	\$ 20,295.67	\$ 6,202.33	67.0%	76.6%
IN KIND NEEDED	\$ 6,625.00					
IN KIND GENERATED	\$ 1,150.00					
IN KIND (SHORT)/LONG	\$ (5,475.00)					

September 17, 2015

**Head Start/Early Head Start 2016 Funding request:**

PA 4122 - **\$4,774,930** for Program Operations **(HS)**

PA 4120 - **\$53,979** for Training and Technical Assistance **(HS)**

PA 4125 - **\$1,059,908** for Program Operations **(EHS)**

PA 1126 - **\$26,498** for Training and Technical Assistance **(EHS)**

**Total ACF funding= \$5,915,315**

The College of Southern Idaho (CSI) Head Start/Early Head Start program is requesting ACF funds to serve a total of **642** children. The program will also receive funds to serve an additional **27** children.

**PROGRAM HIGHLIGHTS:**

- Transporting 317 children= 51% of all HS children **\*includes 16 EHS Toddler Combo children**
- Online COR: Full implementation of new data collection system that will follow children's individual progress towards school readiness from birth to 5. Also allows for online lesson planning which is a seamless process directly connected to *High Scope*.
- Infant and Toddler Combo model: Transportation services are being offered in this model.
- Budget Allocation differences from FY2015: A 14% increase in Health insurance costs has been accounted for in the projected budget. This increase in cost doesn't allow us to budget for the merit based step increase of 3% to staff who would qualify. This is the first time in 5 years that we will not be able to write this pay increase into the budget. Concerning.
- Double Session no longer is a program option for the program. The last of the DS classrooms were phased out this summer, they are now Center based.
- The program is implementing a new data base, Child Plus. Widely used by programs throughout the U.S. and entirely in the state of Idaho. More efficient and user friendly.

## **Guidelines for addressing the Board during Open Forum.**

The purpose of this Guideline is to assist the Board Chairperson in the implementation of Board Policy BP.09.03 Order of Business which gives the Board discretion to allow public input on items on the agenda.

The Board of Trustees of the College of Southern Idaho procedures for conducting an Open Forum allowing members of the public to address the Board are as follows:

Anyone wishing to address the Board must fill out a request form and submit it to the Board Secretary prior to the Board meeting.

As noted on the request form, each speaker is limited to three (3) minutes. If there are a large number of speakers addressing the same issue or topic, the Chairperson of the Board may limit the time allocated to each speaker, ask representatives of the group to summarize their colleagues' statements, or limit the number of speakers. Total time allotted for the Open Forum will not exceed thirty (30) minutes. If necessary, the Chairperson may allot additional time at the end of the meeting.

If topic has been addressed in a recent Board meeting, the Board Chairperson may not recognize speakers wishing to comment on the topic. However, the Board Secretary will accept written comments for future distribution to the Board. Speakers may not air personnel matters, personal complaints, grievances or partisan political issues.

The following priority will be given to speakers during the Open Forum:

- i. Presentations from individuals or groups on matters scheduled for Board action or discussion on the meeting agenda;
- ii. Presentations from individuals or groups on any matter relevant to College business, who has not spoken on that subject within the previous 60 days.

Please submit written comments or other material for the Board to the Board Secretary. The material should include your name. A copy of your materials will be forwarded to all Board members for their review. **DO NOT DISTRIBUTE ANY MATERIALS DIRECTLY TO BOARD MEMBERS.** The Board Chairperson will call upon speakers one at a time. When you are called, please come forward, and for the record, please state your name and the organization, if any, you are representing. Because of the diversity of issues, members of the Board do not respond to the speaker during the Open Forum. Instead, the speakers concerns are noted and referred to the proper resource for follow-up. The Board is informed of the outcomes of these efforts by the college resource responding to the speaker's concern.

To mail your comments directly to the Board, please address them to the Board Secretary at the address shown below. The Board Chairperson reserves the right to set the agenda with or without the Open Forum.

**COLLEGE OF SOUTHERN IDAHO**

P.O. Box 1238, Twin Falls, ID 83303-1238  
Phone: (208)732-6201 – FAX: (208)732-6388  
Board Secretary Email: mmason@csi.edu

**OPEN FORUM REQUEST TO SPEAK FORM**

PLEASE PRINT

TODAY'S DATE: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_

AFFILIATION OR GROUP YOU REPRESENT (IF ANY): \_\_\_\_\_  
\_\_\_\_\_

AGENDA TOPIC YOU WISH TO ADDRESS:  
\_\_\_\_\_

**IF YOU HAVE WRITTEN MATERIALS FOR THE BOARD, PLEASE SUBMIT THEM WITH THIS FORM.**

TIME LIMIT: EACH SPEAKER IS LIMITED TO THREE (3) MINUTES TO ADDRESS THE BOARD IN OPEN FORUM. Should a large number of speakers wish to address the board the chairman may limit the time allocated to each speaker.

Have you addressed the Board in the last six (6) months?  Yes  No

If yes, when and on what topic? \_\_\_\_\_  
\_\_\_\_\_

*I have read the guidelines for addressing the Board, and I agree to abide by them.*

Signed: \_\_\_\_\_ date: \_\_\_\_\_





September 16, 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 into the 'Re:' line.

Re: Applied Technology and Innovation Center Food Science Remodel Project

We advertised for the specified electrical and plumbing project necessary to accommodate equipment for our food science program in the ATIC building. We received the following bids:

Wheeler Electric	\$196,935
Paige Mechanical Group Inc.	\$228,500

Based upon a review of the bids by Randy Dill and Allen Scherbinske, I recommend we accept the low bid of Wheeler Electric of Idaho Falls, Idaho in the amount of \$196,935 for the specified project.

The project is estimated to be completed by February 1, 2016.

Funding for this project is from the Plant Facility Fund.



September 21, 2015

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

From: Jeffrey M. Harmon *Jeffrey M. Harmon*

Re: Manufacturing Technology Food Processing Equipment

We properly advertised to purchase equipment for the food manufacturing technology program. The equipment will be used in the Food Science program.

Low and acceptable bids were received from:

- Continuous Dairy Freezer and Ingredient Feeder      Tetra Pak Inc.      Vernon Hills, Illinois      \$ 113,000.00
  - Fruit Juicer Overflow Filling System      Summit Packaging Inc.      Auburn, Washington      \$ 20,186.30
  - Potato Fryer      Douglas Equipment      Bluefield, West Virginia      \$ 15,092.63
- Total of three recommended bid packages      \$ 148,278.93

Based upon the review of the bids by Terry Patterson and Janna Hamlett, I recommend that we accept the three bids from the above vendors in the amount of \$ 148,278.93. Each bid includes all of the specified equipment including the shipping installation and orientation in the use of each component.

Funding for this equipment is from Idaho department of Professional Technical Education capital funds.



September 16, 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: Glanbia Foods Donation

Glanbia Foods has employed a significant number of refugees over the years and selected the College of Southern Idaho Refugee Center as a recipient of money raised through their annual community fundraising campaign. They have been very supportive of the college and our programs.

The twenty five thousand dollar donation from Glanbia Foods will be used to meet our local matching requirements for our federal Match Grant. In accordance with Glanbia's wishes and in compliance with the grant, the funds will be used for the continuation of goods and services providing: bicycles for transportation to employment, school supplies and necessities for the K-12 Refugee Summer School, community education events such as the Magic Valley Refugee Day and Holiday Celebration, and the implementation of employment education classes such as sewing and/or computer literacy.

Glanbia further stated that "We feel these projects embody and best serve the betterment and resettlement of Refugees and their families. The donation is to be used solely for the Matching Grant Program and the CSI Refugee Programs until the funds are exhausted."

While we deeply appreciate in kind donations, this cash donation will have a huge impact upon needed services for refugees. In addition to thanking Glanbia for their very generous donation, I would also ask the Board to recognize Refugee Center Director Zeze Rwasama and Match Grant Coordinator/Community Liaison Tara McFarland for their outstanding work concerning this donation.