



**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**



**October 21, 2013**

**BOARD OF TRUSTEES EXECUTIVE SESSION**

**3:00 p.m.**

**Best Western Plus Sawtooth Inn – Breakfast Room  
Jerome, ID**

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**BOARD OF TRUSTEES MEETING**

**4:00 p.m.**

**Best Western Plus Sawtooth Inn – Breakfast Room  
Jerome, ID**

**AGENDA**

**APPROVAL OF MEETING AGENDA: (A) *Dr. Thad Scholes***

**MINUTES – EXECUTIVE SESSION OF SEPTEMBER 16, 2013: (A) *Mike Mason***

**MINUTES – REGULAR MEETING OF SEPTEMBER 16, 2013: (A) *Mike Mason***

**MINUTES – EXECUTIVE SESSION OF OCTOBER 3, 2013: (A) *Mike Mason***

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

**OPEN FORUM**

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

**CSI PEPBAND UPDATE : (I) *Scott Farkas***

**STAR PROGRAM REVIEW: (I) *Ax Axmaker & Shawn Beer***

**PRESIDENT’S REPORT: (I) *Interim President Eaton***

**OLD BUSINESS**

**NEW BUSINESS**

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
OCTOBER REGULAR BOARD OF TRUSTEES MEETING  
OCTOBER 21, 2013

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

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

College Administration: Curtis Eaton, President  
John M. Mason, Vice President of Administration  
Robert Alexander, College Attorney  
Dr. Jeff Fox, Executive Vice President and Chief  
Academic Officer  
Dr. Ken Campbell, Dean of Technology  
Jeff Harmon, Dean of Finance  
Monty Arrossa, Director of Human Resources  
Doug Maughan, Public Relations Director  
Teri Fattig, Library Director and Museum Department  
Chair  
Debra Wilson, Executive Director of the College of  
Southern Idaho Foundation  
Doug Maughan, Public Information Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Emily Peterson, Shawn Beer, Stacy Ax Axmaker  
and Scott Farkas

Visitors: John Shine, Cathy Roemer, Dan Olmstead, Bob Wright  
and David Davis

Faculty Representatives: Jim Woods and Evin Fox

PACE Representative: None

Times News: None

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

MINUTES OF THE REGULAR AND EXECUTIVE SESSION OF SEPTEMBER 16,  
2013 AND THE EXECUTIVE SESSION OF OCTOBER 3, 2013 WERE APPROVED  
AS WRITTEN on MOTION by Laird Stone. Affirmative vote was  
unanimous.

CSI Trustees

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

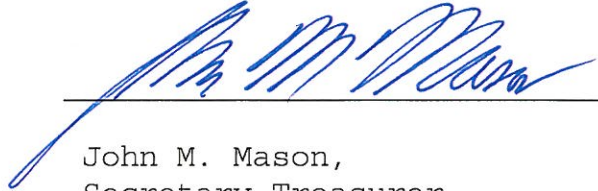
Open Forum: Debra Wilson introduced Dan Olmstead as the incoming President of the College of Southern Idaho Foundation.

Board Agenda Items:

1. The Board approved the Head Start/Early Head Start monthly operational and fiscal reports on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.
2. President Eaton introduced College of Southern Idaho Pep Band Director Scott Farkas who reported on the status of the new pep band. Mr. Farkas reported that the development of the pep band was ahead of schedule and developing into a quality program. President elect Dr. Jeff Fox and the Board thanked Mr. Farkas for his efforts.
4. Mike Mason introduced Stacy "Ax" Axmaker, the director of the Idaho STAR motorcycle training program. Mr. Axmaker gave a presentation to the Board about the training and the public safety promotions carried out by the program.
5. President Eaton introduced Dr. Ken Campbell who reported on the Idaho State Board of Education meeting held in Lewiston, Idaho. Dr. Campbell reviewed the cost per undergraduate credit data presented and some concerns the community colleges had with the content.
6. President Eaton introduced Dr. Jeff Fox as the new president of the College of Southern Idaho. Dr. Fox will take office on January 1, 2014.

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ADJOURNMENT was declared at 4:53 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: November 18, 2013



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Chairman

# 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



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.

\* The program was scheduled to have an on-site follow-up review on October 22 and 23, 2013 related to our October 21-26 2012 triennial review. Due to the recent developments in Washington D.C. and the partial government shutdown, those dates and review are now in limbo and may not take place on time as scheduled. Information will be shared as it is received.

**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For September 2013**

**Enrollment**

Head Start ACF Federal Funded	486*
Head Start TANF	27
Early Head Start	80
<b>Total</b>	<b>593</b>

\* There are 30 School District slots not included as the Home Based/School District Enhanced option starts later in the program year.

**Program Options**

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

**Head Start Attendance**

HS Program Wide Attendance	88%
Double Session Attendance	88%
EHS Home Visit Completion Rate	75%

**Meals and Snacks**

Total meals served for September	5,705
Total snacks served for September	5,595

**Education**

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

**Parent Involvement**

October is National Head Start month. Each center will be holding an open house and inviting community members to attend. Each center has conducted elections for Parent Committee and Policy Council Representatives. Policy Council Retreat will be held October 25th and 26th in Albion, Idaho. At Retreat, Policy Council Members will be trained on their roles and responsibilities and participate in fun hands-on learning activities.

**Early Head Start**

Early Head Start has updated its approach to Caseload Review. EHS Center staff meet monthly to examine each caseload for children and pregnant women to ensure compliance with Federal Performance Standards, State immunization and Early Periodic Screening and Diagnostic Testing (EPSDT) requirements as well as address the needs of each EHS family. Last year, each caseload review was conducted in person by the EHS Coordinator. This year the EHS Coordinator will compile the relevant information and provide it to the Nurse Home Visitor to review with the EHS Family Educator II. The EHS Coordinator will gather the feedback and use it to create monthly assignments for each staff member. The EHS Coordinator will conduct three, more comprehensive, caseload reviews this year called Family Staffing in October/November, January and June.

**Documents for Board Review/ Approval:**

Financial Reports



CATEGORY	TOTAL APPROVED		TOTAL THIS MONTH	CASH OUTLAY TO DATE		BALANCE	PROJECTED		ACTUAL
	\$	%		\$	%		\$	%	
6c. OUT OF AREA TRAVEL	\$ 36,728.00		\$ 6,659.31	\$ 19,315.60	\$ 17,412.40	75.0%		52.6%	
6e. SUPPLIES									
Training Supplies	\$ 7,318.00		\$ 1,445.51	\$ 2,930.12	\$ 4,387.88	75.0%		40.0%	
6g. OTHER									
Contracts	\$ -								
Career Development	\$ 10,115.00		\$ -	\$ 5,986.34	\$ 4,128.66	75.0%		59.2%	
TOTAL DIRECT COSTS	\$ 54,161.00		\$ 8,104.82	\$ 28,232.06	\$ 25,928.94	75.0%		52.1%	
GRAND TOTAL	\$ 54,161.00		\$ 8,104.82	\$ 28,232.06	\$ 25,928.94	75.0%		52.1%	
IN KIND NEEDED	\$ 13,540.25								
IN KIND GENERATED	\$ 19,472.50								
IN KIND (SHORT)/LONG	\$ 5,932.25								



CATEGORY	TOTAL		TOTAL THIS		CASH OUTLAY		BALANCE		PROJ		ACTUAL	
	APPROVED	MONTH	TO DATE	BALANCE	OF BUDGET	%	%	%				
SALARIES	\$ 506,488.00	\$ 43,257.63	\$ 387,979.14	\$ 118,508.86	\$ 118,508.86	75.0%	75.0%	76.6%				
BENEFITS	\$ 272,042.00	\$ 21,191.09	\$ 194,801.46	\$ 77,240.54	\$ 77,240.54	75.0%	75.0%	71.6%				
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	0.0%				
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	0.0%				
SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	0.0%				
OFFICE CONSUMABLES	\$ 3,420.00	\$ 309.80	\$ 2,500.68	\$ 919.32	\$ 919.32	75.0%	75.0%	73.1%				
CENTER SUPPLIES	\$ 14,006.00	\$ 1,076.41	\$ 4,915.22	\$ 9,090.78	\$ 9,090.78	75.0%	75.0%	35.1%				
CLASSROOM SUPPLIES	\$ 13,047.00	\$ 77.43	\$ 791.65	\$ 12,255.35	\$ 12,255.35	75.0%	75.0%	6.1%				
TRAINING SUPPLIES	\$ 2,225.00	\$ 236.19	\$ 1,972.02	\$ 252.98	\$ 252.98	75.0%	75.0%	88.6%				
FOOD	\$ 2,400.00	\$ -	\$ 7,295.23	\$ (4,895.23)	\$ (4,895.23)	75.0%	75.0%	304.0%				
CONTRACTUAL												
OTHER												
CONTRACTS	\$ 61,730.00	\$ 4,714.26	\$ 29,394.71	\$ 32,335.29	\$ 32,335.29	75.0%	75.0%	47.6%				
MEDICAL	\$ 12,000.00	\$ 456.57	\$ 712.05	\$ 11,287.95	\$ 11,287.95	75.0%	75.0%	5.9%				
DENTAL	\$ 6,000.00	\$ -	\$ 1,690.49	\$ 4,309.51	\$ 4,309.51	75.0%	75.0%	28.2%				
CHILD TRAVEL	\$ -	\$ -										
EMPLOYEE TRAVEL	\$ 5,404.00	\$ 394.70	\$ 4,250.51	\$ 1,153.49	\$ 1,153.49	75.0%	75.0%	78.7%				
CAREER DEVELOP	\$ -	\$ 100.00	\$ 100.00	\$ (100.00)	\$ (100.00)	0.0%	0.0%	0.0%				
PARENT TRAINING	\$ 2,825.00	\$ 479.50	\$ 2,788.34	\$ 36.66	\$ 36.66	75.0%	75.0%	98.7%				
FACILITIES/CONST.	\$ 5,500.00	\$ 936.28	\$ 4,159.59	\$ 1,340.41	\$ 1,340.41	75.0%	75.0%	75.6%				
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 15,300.00	\$ 5,100.00	\$ 5,100.00	75.0%	75.0%	75.0%				
UTILITIES	\$ 4,500.00	\$ 943.18	\$ 5,864.77	\$ (1,364.77)	\$ (1,364.77)	75.0%	75.0%	130.3%				
TELEPHONE	\$ 4,600.00	\$ 648.34	\$ 3,729.69	\$ 870.31	\$ 870.31	75.0%	75.0%	81.1%				
OTHER	\$ 2,661.00	\$ -	\$ 1,678.15	\$ 982.85	\$ 982.85	75.0%	75.0%	63.1%				
TOTAL DIRECT COSTS	\$ 939,248.00	\$ 76,521.38	\$ 669,923.70	\$ 269,324.30	\$ 269,324.30	75.0%	75.0%	71.3%				
ADMIN COSTS	\$ 64,057.00	\$ 5,586.32	\$ 37,152.39	\$ 26,904.61	\$ 26,904.61	67.0%	67.0%	58.0%				
GRAND TOTAL	\$ 1,003,305.00	\$ 82,107.70	\$ 707,076.09	\$ 296,228.91	\$ 296,228.91	74.6%	74.6%	70.5%				
IN KIND NEEDED	\$ 261,576.50		** Budget numbers reflect 5.27% Sequester reductions									
IN KIND GENERATED	\$ 433,583.44											
IN KIND (SHORT)/LONG	\$ 172,006.94											

