



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

August 18, 2014

BOARD OF TRUSTEES EXECUTIVE SESSION

3:00 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 p.m.

Taylor Building – SUB 248

AGENDA

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

MINUTES – EXECUTIVE SESSION OF JULY 21, 2014: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF JULY 21, 2014: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION OF AUGUST 7, 2014: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

HEAD START REPORT: (A) *Mike Mason*

FY15 BUDGET HEARING: (A) *Mike Mason*

CSI IDAHO FALLS CENTER APPROVAL: (A) *Dr. Todd Schwarz*

CSI MUSIC CAMP REPORT: (I) *Scott Farkas*

DISCUSSION OF CSI SEAL & 50TH ANNIVERSARY BRANDING:

(I) *Doug Maughan & Tereasa Nichols*

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

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
AUGUST REGULAR BOARD OF TRUSTEES MEETING
AUGUST 18, 2014

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

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

College Administration: Dr. Jeff Fox, President
Dr. Todd Schwarz, Executive Vice President and Chief
Academic Officer
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Cindy Bond, Instructional Dean
Terry Patterson, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Scott Scholes, Dean of Students
Jeff Harmon, Dean of Finance
Eric Nielson, Director of Human Resources
Teri Fattig, Library Director and Museum Department
Chair
Doug Maughan, Public Relations Director
Debra Wilson, Executive Director of the College of
Southern Idaho Foundation
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Scott Farkas, Michelle McFarlane, Jennifer
Zimmers, Tereasa Nichols, Ed Ditlefson, Kim LaPray, Chika
Daggett and Elaine Bryant

Visitors: Dr. Edit Szanto and Dr. Zsigmond Szanto

Faculty Representatives: Judy Hansen

PACE Representative: None

Times News: Julie Wootton

KMVT: Joey Martin

The agenda was approved on MOTION by Karl Kleinkopf.
Affirmative vote was unanimous.

BOARD MINUTES: The Board minutes of the Executive Session and Regular Session of July 21, 2014 and the Executive Session of August 7, 2014 were accepted as written by the Board.

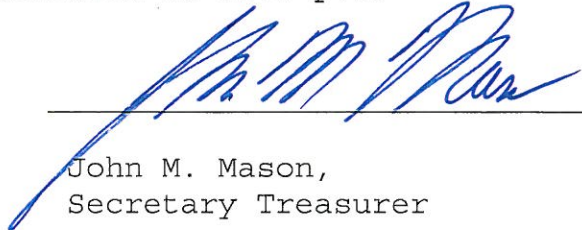
TREASURER'S REPORT: The Treasurer's report was accepted by the Board on MOTION by Bob Keegan. Affirmative vote was unanimous.

Open Forum: None

Board Agenda Items:

1. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Jan Mittleider. Affirmative vote was unanimous.
2. The fiscal year 2015 College of Southern Idaho general fund budget was approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
3. Dr. Todd Schwarz advised the Board that the opening of the Idaho Falls Center was a substantive change in our accreditation and required approval by the Board of Trustees. Proceeding with the substantive change in our accreditation with the Northwest Commission on Colleges and Universities on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.
4. Scott Farkas reported to the Board on the Music Fest and Jazz Camp.
5. Doug Maughan introduced the team members working on a new official seal for the College of Southern Idaho and discussed the creation of a separate seal for our fifty year anniversary.
6. The President reported on his activities for the month.

ADJOURNMENT was declared at 5:04 p.m.



John M. Mason,
Secretary Treasurer

Approved: September 15, 2014



Chairman

General Fund YTD Board

YEAR: 1415

Statement of Revenue and Expenses

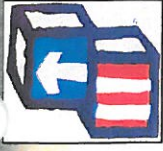
Acct Month: 1

Wednesday, August 13, 2014

	<i>Last Year</i>	<i>This Year</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>Rem Bud%</i>
Revenue					
Tuition & Fees	(\$1,435.00)	(\$17,438.46)	\$0.00	\$17,438.46	0.00%
County Tuition	\$317,700.00	\$147,200.00	\$0.00	(\$147,200.00)	0.00%
State Funds	(\$12,438,661.26)	(\$12,795,341.27)	\$0.00	\$12,795,341.27	0.00%
County Property Tax	\$149,054.83	\$150,658.62	\$0.00	(\$150,658.62)	0.00%
Grant Management Fees	(\$1,000.00)	(\$32,832.91)	\$0.00	\$32,832.91	0.00%
Other	(\$154,385.89)	(\$49,932.49)	\$0.00	\$49,932.49	0.00%
Unallocated Tuition	(\$154,644.63)	(\$214,953.46)	\$0.00	\$214,953.46	0.00%
Departmental Revenues	(\$144,533.67)	(\$193,636.62)	\$0.00	\$193,636.62	0.00%
Total Revenue	(\$12,427,905.62)	(\$13,006,276.59)	\$0.00	\$13,006,276.59	0.00%
Expenditures					
Personnel					
Salaries	\$1,547,856.39	\$1,522,907.88	\$0.00	(\$1,522,907.88)	0.00%
Variable Fringe	\$333,568.55	\$320,954.22	\$0.00	(\$320,954.22)	0.00%
Health Insurance	\$283,950.88	\$273,999.35	\$0.00	(\$273,999.35)	0.00%
Total Personnel	\$2,165,375.82	\$2,117,861.45	\$0.00	(\$2,117,861.45)	0.00%
Expense Catagories					
Services	\$256,861.33	\$254,477.06	\$0.00	(\$254,477.06)	0.00%
Supplies	\$29,828.42	\$35,857.21	\$0.00	(\$35,857.21)	0.00%
Other	\$44,600.88	\$23,488.14	\$0.00	(\$23,488.14)	0.00%
Capital	\$877.26	\$75,225.54	\$0.00	(\$75,225.54)	0.00%
Institutional Support	\$61,277.62	\$24,998.13	\$0.00	(\$24,998.13)	0.00%
Total Expense Catagories	\$393,445.51	\$414,046.08	\$0.00	(\$414,046.08)	0.00%
Total Expenditures	\$2,558,821.33	\$2,531,907.53	\$0.00	(\$2,531,907.53)	0.00%
Rev/Expense Total	(\$9,869,084.29)	(\$10,474,369.06)	\$0.00	\$10,474,369.06	0.00%



PROUD TO BE PART OF THE CSI FAMILY



College of Southern Idaho Head Start/ Early Head Start
2013-2014 Self-Assessment Findings

METHODOLOGY

Self-Assessment Review Information

- February 4– March 20, 2014
- 20 staff members, 22 parents and Community Representatives on Policy Council and participated in the Self-Assessment process

Self-Assessment On-Site Activities: Information collection, Verification of Facts, Documents Reviewed, Interviews & Observations

- 11 centers plus Central Office were visited
 - 11 centers were observed for Male Involvement, Parent Area, and Parent Involvement Activities, Newsletters, and Minutes
 - 171 Head Start and 20 Early Head Start Child Files were reviewed
 - 14 files of children with a disability were reviewed
 - 90 Child Files were reviewed for Income Eligibility Process and Data
 - 81 Attendance records were reviewed
 - 10 Center Supervisors were interviewed
 - 30 Head Start and 4 Early Head Start parents were interviewed
 - 17 Lead Teachers were interviewed
 - 23 Head Start and 7 Early Head Start Home Visitors were interviewed
 - 43 Head Start and 10 Early Head Start Home Visits were observed (observations conducted from September to March)
 - 17 Classrooms Observed utilizing the CLASS Assessment
 - 3 Early Head Start Socializations observed utilizing High Scope Assessment
 - 18 Meal Observations were completed
 - 2 CACFP Meal Assessments were completed
 - 11 Bus Routes have been observed
 - 11 centers and Central Office were inspected for Health and Safety
 - 11 Sanitation Checklists were completed
 - 8 Medication Administration Checklists were completed
 - 27 First Aid Kits were checked in centers and Central Office
 - 18 Community Partners were interviewed
 - 13 Personnel Files were reviewed
 - Interagency Agreements were reviewed. Agreements include 21 dentists, 8 medical providers, 3 Registered Dietitians, 3 Nutrition, 2 First Aid/CPR instructors, 22 School Districts, and 1 agreement with the Infant Toddler Program.
- The following interviews were completed:**
- 3-18-14 Policy Council was interviewed
 - 3-20-14 Mike Mason, Vice President of Administration, College of Southern Idaho
 - 3-18-14 Mancole Fedder, Director
 - 3-19-14 Charyl Jester, Regional Operations Specialist
 - 3-20-14 Abby Greenfield, Fiscal Coordinator and acting Facility Compliance Officer
 - 3-18-14 Cindy Scott, Center Supervisor/ Policy Council Liaison
 - 3-18-14 Brad Eslinger, Children’s Services Specialist
 - 3-18-14 Delia Villanueva, Health Specialist
 - 3-19-14 Susan Vance, Mental Health Professional
 - 3-18-14 Lisa Stewart, Human Resource Coordinator
 - 3-18-14 Lymndi Walker, Early Head Start Coordinator
 - 3-19-14 Julie Blick, Systems Specialist
 - 3-20-14 Pati Sprague, Disabilities Coordinator
 - 3-19/20-14 Members from each Advisory Board were interviewed (2 from Health, 2 from Education and 2 from Family).

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

Enrollment

Early Head Start
Total

80
80 *

- * 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 August.

Program Options

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

Meals and Snacks

Total meals served for July
Total snacks served for July

41
0

Education

The program is getting ready for services to start in the fall by having pre-service training for both Head Start and Early Head Start staff the week of August 11th. Training topics will include the new online COR, child files, CLASS, and Data Collection and Usage in Head Start/Early Head Start. The first day of Head Start classes for all centers will be September 2nd. Each center will also host "Dinner and a Screening" that week. This allows parents to come visit the center, meet center staff, and complete some of screeners that are required to be completed in the first 45 days of program service.

Parent Involvement

Recruitment of children and families for the upcoming school year is in full swing. Home visits with families begin the week of August 18th. Parents can learn more about their child's center and the program by participating in class room activities, riding as a bus monitor, participating in policy council and parent committees, as well as in-kind activities. Parents are an integral part of the program and are their child's first teacher and shape the success of the program through early childhood education and parent development.

Early Head Start

As of July 31st, 23 EHS children transitioned into HS program wide. All of those slots were filled and EHS is currently fully enrolled. EHS is welcoming three new staff to start the program year.

Documents for Board Review/ Approval:
Financial Reports

***2013-2014 Final Summary Report for CSI Head Start/Early Head Start will be presented to the Board during the September 2014 Board meeting.**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
	SALARIES	\$ 2,596,494.00	\$ 200,060.52	\$ 1,412,694.31	\$ 1,183,799.69	\$ 1,183,799.69	58.0%
BENEFITS	\$ 1,397,497.00	\$ 109,968.95	\$ 757,539.32	\$ 639,957.68	\$ 639,957.68	58.0%	54.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
OFFICE CONSUMABLES	\$ 10,741.00	\$ 35.96	\$ 5,736.21	\$ 5,004.79	\$ 5,004.79	58.0%	53.4%
CLASSROOM SUPPLIES	\$ 21,500.00	\$ 8,027.49	\$ 11,708.24	\$ 9,791.76	\$ 9,791.76	58.0%	54.5%
CENTER SUPPLIES	\$ 26,220.00	\$ (895.76)	\$ 18,652.98	\$ 7,567.02	\$ 7,567.02	58.0%	71.1%
TRAINING SUPPLIES	\$ 9,895.00	\$ -	\$ 4,118.79	\$ 5,776.21	\$ 5,776.21	58.0%	41.6%
FOOD	\$ 3,000.00	\$ 62.22	\$ 1,862.11	\$ 1,137.89	\$ 1,137.89	58.0%	62.1%
OTHER	\$ -	\$ -	\$ -	\$ -	\$ -		
CONTRACTS	\$ 13,395.00	\$ -	\$ 4,962.43	\$ 8,432.57	\$ 8,432.57	58.0%	37.0%
MEDICAL	\$ 6,300.00	\$ 52.00	\$ 2,881.39	\$ 3,418.61	\$ 3,418.61	58.0%	45.7%
DENTAL	\$ 9,500.00	\$ -	\$ 7,994.34	\$ 1,505.66	\$ 1,505.66	58.0%	84.2%
CHILD TRAVEL	\$ 76,983.00	\$ 1,979.80	\$ 61,301.71	\$ 15,681.29	\$ 15,681.29	58.0%	79.6%
EMPLOYEE TRAVEL	\$ 31,000.00	\$ 793.65	\$ 15,244.90	\$ 15,755.10	\$ 15,755.10	58.0%	49.2%
CAREER DEVELOP	\$ 2,000.00	\$ -	\$ 2,192.57	\$ (192.57)	\$ (192.57)	58.0%	109.6%
PARENT TRAINING	\$ 17,480.00	\$ -	\$ 9,031.82	\$ 8,448.18	\$ 8,448.18	58.0%	51.7%
SPACE	\$ 56,790.00	\$ 587.58	\$ 23,851.37	\$ 32,938.63	\$ 32,938.63	58.0%	42.0%
DEPRECIATION	\$ 30,600.00	\$ -	\$ 15,060.81	\$ 15,539.19	\$ 15,539.19	58.0%	49.2%
UTILITIES	\$ 61,460.00	\$ 2,428.10	\$ 35,413.49	\$ 26,046.51	\$ 26,046.51	58.0%	57.6%
TELEPHONE	\$ 38,475.00	\$ 3,317.33	\$ 24,202.39	\$ 14,272.61	\$ 14,272.61	58.0%	62.9%
OTHER	\$ 43,681.00	\$ 1,973.42	\$ 28,787.63	\$ 14,893.37	\$ 14,893.37	58.0%	65.9%
TOTAL DIRECT COSTS	\$ 4,453,011.00	\$ 328,391.26	\$ 2,443,236.81	\$ 2,009,774.19	\$ 2,009,774.19	58.0%	54.9%
ADMIN COSTS	\$ 321,919.00	\$ 25,509.24	\$ 149,679.76	\$ 172,239.24	\$ 172,239.24	58.0%	46.5%
GRAND TOTAL	\$ 4,774,930.00	\$ 353,900.50	\$ 2,592,916.57	\$ 2,182,013.43	\$ 2,182,013.43	58.0%	54.3%
IN KIND NEEDED	\$ 1,193,733.00						
IN KIND GENERATED	\$ 687,465.84		** Reflects 2014 COLA and Restored Sequestration Funding				
IN KIND (SHORT)/LONG	\$ (506,267.16)						
PROCUREMENT CARD							
EXPENSE	\$ 5,489.68	2% of Total Expense. Detailed report of PCARD charges available upon request.					
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD	
Total All Centers	-	280.00	288.35	568.35	(68,994.84)	70,443.63	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
SALARIES	\$ 16,895.00	\$ 53.19	\$ 5,456.42	\$ 11,438.58	58.0%	32.3%
FRINGE	\$ 3,781.00	\$ 19.13	\$ 2,032.49	\$ 1,748.51	58.0%	53.8%
OUT OF AREA TRAVEL	\$ 18,753.00	\$ 3,536.50	\$ 12,634.25	\$ 6,118.75	58.0%	67.4%
SUPPLIES						
Training Supplies	\$ 2,991.00	\$ -	\$ 1,564.96	\$ 1,426.04	58.0%	52.3%
OTHER						
Contracts	\$ -					
Career Development	\$ 10,040.00	\$ 1,004.13	\$ 11,202.60	\$ (1,162.60)	58.0%	111.6%
TOTAL DIRECT COSTS	\$ 52,460.00	\$ 4,612.95	\$ 32,890.72	\$ 19,569.28	58.0%	62.7%
TOTAL INDIRECT COSTS	\$ 1,701.00	5.95	616.20	\$ 1,084.80	58.0%	36.2%
GRAND TOTAL	\$ 54,161.00	\$ 4,618.90	\$ 33,506.92	\$ 20,654.08	58.0%	61.9%
IN KIND NEEDED	\$ 13,540.25					
IN KIND GENERATED	\$ 21,503.00					
IN KIND (SHORT)/LONG	\$ 7,962.75					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 547,230.00	\$ 43,350.04	\$ 302,598.06	\$ 244,631.94	\$ 244,631.94	58.0%	55.3%
BENEFITS	\$ 283,774.00	\$ 21,279.43	\$ 151,431.63	\$ 132,342.37	\$ 132,342.37	58.0%	53.4%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 4,005.00	\$ 10.01	\$ 1,044.14	\$ 2,960.86	\$ 2,960.86	58.0%	26.1%
CENTER SUPPLIES	\$ 18,265.00	\$ (44.94)	\$ 3,006.49	\$ 15,258.51	\$ 15,258.51	58.0%	16.5%
CLASSROOM SUPPLIES	\$ 14,047.00	\$ 1,061.90	\$ 1,833.68	\$ 12,213.32	\$ 12,213.32	58.0%	13.1%
TRAINING SUPPLIES	\$ 2,225.00	\$ -	\$ 588.57	\$ 1,636.43	\$ 1,636.43	58.0%	26.5%
FOOD	\$ 2,400.00	\$ 8.48	\$ 160.47	\$ 2,239.53	\$ 2,239.53	58.0%	6.7%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 56,940.00	\$ 2,255.82	\$ 18,900.83	\$ 38,039.17	\$ 38,039.17	58.0%	33.2%
MEDICAL	\$ 7,500.00	\$ -	\$ 419.43	\$ 7,080.57	\$ 7,080.57	58.0%	5.6%
DENTAL	\$ 5,000.00	\$ -	\$ 805.69	\$ 4,194.31	\$ 4,194.31	58.0%	16.1%
CHILD TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -		
EMPLOYEE TRAVEL	\$ 4,000.00	\$ 95.21	\$ 1,845.00	\$ 2,155.00	\$ 2,155.00	58.0%	46.1%
CAREER DEVELOP	\$ 3,773.00	\$ -	\$ 130.00	\$ 3,643.00	\$ 3,643.00	58.0%	0.0%
PARENT TRAINING	\$ 2,255.00	\$ 719.25	\$ 5,651.39	\$ (3,396.39)	\$ (3,396.39)	58.0%	250.6%
FACILITIES/CONST.	\$ 3,500.00	\$ 32.18	\$ 1,223.59	\$ 2,276.41	\$ 2,276.41	58.0%	35.0%
DEPRECIATION	\$ 20,400.00	\$ -	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00	58.0%	50.0%
UTILITIES	\$ 7,400.00	\$ 229.51	\$ 4,680.37	\$ 2,719.63	\$ 2,719.63	58.0%	63.2%
TELEPHONE	\$ 4,200.00	\$ 400.43	\$ 3,061.57	\$ 1,138.43	\$ 1,138.43	58.0%	72.9%
OTHER	\$ 4,620.00	\$ 224.78	\$ 3,140.23	\$ 1,479.77	\$ 1,479.77	58.0%	68.0%
TOTAL DIRECT COSTS	\$ 991,534.00	\$ 69,622.10	\$ 510,721.14	\$ 480,812.86	\$ 480,812.86	61.4%	51.5%
ADMIN COSTS	\$ 68,374.00	\$ 5,317.72	\$ 31,931.84	\$ 36,442.16	\$ 36,442.16	50.0%	46.7%
GRAND TOTAL	\$ 1,059,908.00	\$ 74,939.82	\$ 542,652.98	\$ 517,255.02	\$ 517,255.02	57.6%	51.2%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ 311,045.64						
IN KIND (SHORT)/LONG	\$ 46,068.64						
USDA						YTD	
Total All Centers	-	-	76.65	76.65	Revenue Received	Expense	4,549.30

** Reflects 2014 COLA and Restored Sequestration Funding

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 9,355.00	\$ 613.50	\$ 9,945.52	\$ (590.52)	58.0%	106.3%
SUPPLIES						
Training Supplies	\$ 1,084.00	\$ -	\$ 216.80	\$ 867.20	58.0%	20.0%
OTHER						
Contracts	\$ 4,000.00					
Career Development	\$ 11,719.00	\$ 60.55	\$ 3,474.10	\$ 8,244.90	58.0%	29.6%
TOTAL DIRECT COSTS	\$ 26,158.00	\$ 674.05	\$ 13,636.42	\$ 12,521.58	58.0%	52.1%
GRAND TOTAL	\$ 26,158.00	\$ 674.05	\$ 13,636.42	\$ 12,521.58	58.0%	52.1%
IN KIND NEEDED	\$ 6,539.50					
IN KIND GENERATED	\$ 6,252.00					
IN KIND (SHORT)/LONG	\$ (287.50)					