



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES



**April 19, 2010**

**EXECUTIVE SESSION**

**5:00 p.m.**

**Herrett Center - Library**

**BOARD OF TRUSTEES MEETING**

**5:30 p.m.**

**Herrett Center – King Gallery**

## **AGENDA**

**APPROVAL OF MEETING AGENDA: (A) *LeRoy Craig***

**MINUTES – EXECUTIVE SESSION OF MARCH 22, 2010: (A) *Mike Mason***

**MINUTES – REGULAR MEETING OF MARCH 22, 2010: (A) *Mike Mason***

**MINUTES – EXECUTIVE SESSION OF APRIL 8, 2010: (A) *Mike Mason***

**MINUTES – SPECIAL MEETING OF APRIL 8, 2010: (A) *Mike Mason***

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

**OPEN FORUM**

**HEAD START ARCHITECT RECOMMENDATION: (A) *Mike Mason***

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

**FY11 EMPLOYEE CONTRACTS AND COMPENSATION : (A) *President Beck***

**CSI EMPLOYEE HEALTH INSURANCE: (A) *Mike Mason***

**CSI COLLEGE DINING SERVICES PROPOSALS: (A) *Mike Mason***

**EMERGENCY DISASTER NOTIFICATION POLICY: (A) *Mike Mason***

**STUDENT HOUSING FIRE POLICY: (A) *Mike Mason***

**NATIONAL UNDERGRADUATE LITERATURE CONFERENCE REPORT: (I) *Clark Draney***

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

**HERRETT CENTER OPERATIONS UPDATE: (I) *Jim Woods***

**“NATIVE AMERICAN FISHING IN ANCIENT IDAHO” EXHIBIT: (I) *Joey Heck***

**OLD BUSINESS**

**NEW BUSINESS**

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
APRIL BOARD OF TRUSTEES MEETING  
APRIL 19, 2010

CALL TO ORDER: 5:52 p.m. Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr. Charles Lehrman,  
Donna Brizee and Dr. Thad Scholes

College Administration: Gerald L. Beck President  
Robert Alexander, College Attorney  
John M. Mason, Vice President of Administration  
Dr. Jeff Fox, Executive Vice President and Chief  
Academic Officer  
Dr. Cindy Bond, Instructional Dean  
Dr. Todd Schwarz, Instructional Dean  
Dr. Mark Sugden, Instructional Dean  
Dr. Ken Campbell, Dean of Technology  
Jeffrey M. Harmon, Dean of Finance  
Monty Arrossa, Director of Human Resources  
Randy Dill, Physical Plant Director  
Doug Maughan, Public Information Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Dr. Clark Draney, Dr. Jette Morache, Jim Woods  
and Joey Heck

Visitors: Alicia West, Stephanie Wheat, Pandora Wheat and  
Dave Wheat

Faculty Representative: Ryan Jund and Colin Randolph

PACE Representative: Dannette Star and Revis Turner

Times News: Ben Botkin

The meeting agenda was approved as written on MOTION by Dr.  
Thad Scholes. Affirmative vote was unanimous.

MINUTES OF THE EXECUTIVE AND REGULAR SESSION OF MARCH 22,  
2010, EXECUTIVE SESSION OF APRIL 8, 2010 AND SPECIAL SESSION  
OF APRIL 8, 2010 were approved on MOTION by Dr. Charles  
Lehrman. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

There were three speakers for the Open Forum. Stephanie Wheat, Pandora Wheat and Dave Wheat spoke to the Board concerning the policies and procedures of the College of Southern Idaho as they relate to the registered nursing program.

BIDS:

1. The Board approved the recommendation to select Balteus Design Group for the specified Head Start work on MOTION by Donna Brizee. Affirmative vote was unanimous.

Funding for this service is from a grant awarded by the Department of Health and Human Services of American Recovery and Reinvestment Act funds and dedicated Head Start funds.

2. The Board approved the recommendation to allow Mike Mason and Graydon Stanley to negotiate a campus food services contract with Aramark on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous. The approval of the Board is contingent upon approval by the Dormitory Housing Commission.

3. The Board approved the recommendation to allow Mike Mason to negotiate a contract for health insurance and related employee benefits from Blue Shield of Idaho on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

PRESIDENT'S REPORT:

1. Mike Mason reviewed the Head Start operational and fiscal reports with the Board. He noted that the new Head Start facility in Hansen was approximately six to eight weeks behind schedule but would be completed in time for the start of school next year.

2. President Beck reviewed the financial issues the college has faced over the past two years. He expressed his appreciation to the college staff who continue to absorb the work caused by an increase of twenty seven

2. (continued) percent in students without hiring additional staff. The President advised the Board that we would finish the current fiscal year, fiscal year 2010, with a balanced budget. He also indicated that we would not be able to give raises to employees in fiscal year 2011. There will be some additional salary funds dedicated to rank advancements and changes in job duties. There are no plans to furlough staff or reduce employee hours of work.

3. Mike Mason presented the Emergency Disaster Notification Policy to the Board. The policy was approved by the Board on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

4. Mike Mason presented the Student Housing Fire Policy to the Board. The policy was approved by the Board on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

5. Dr. Clark Draney and Dr. Jette Morache reported to the Board concerning the college's participation in the 2010 National Undergraduate Literature Conference. The conference was held at Weber State University in Ogden, Utah. Student Alicia West was one of eleven College of Southern Idaho students to attend the event. She outlined her experiences and thanked the Board for the financial assistance provided to students to attend the conference.

6. Jim Woods gave an update on Herrett Center operations. He is concerned about how the reduction in public school funds will impact student field trips to the Herrett Center. Mr. Woods also spoke about new planetarium shows being developed, enhancements for the observatory and new exhibits.

7. Exhibits Manager Joey Heck explained the new "Native American Fishing in Ancient Idaho" exhibit. He credited Nick Peterson, Jim Woods, Phyllis Oppenheim and students for their assistance in completing the project. The grand opening for the exhibit will be April 24, 2010. The Board toured the exhibit following the meeting.

8. President Beck reported the following:

a. He attended several executive sessions as a part of the College of Southern Idaho fund raising campaign.

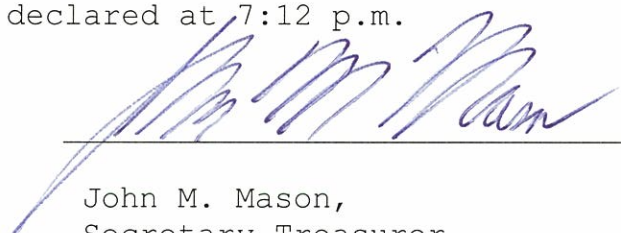
b. One hundred and eighty people attended the annual College of Southern Idaho Foundation Black and Gold Ball. The event raised approximately ninety thousand dollars.

c. He attended the President's Council where discussions centered around employee health insurance.

d. We received a very positive initial report from the Northwest Commission of Schools and Colleges. The final report will be forwarded to the Board.

9. Dr. Charles Lehrman relayed positive comments he had received about our recently completed Human Services Conference and the College of Southern Idaho Refugee Program.

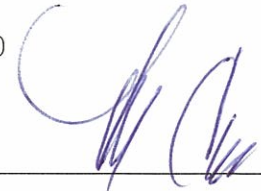
ADJOURNMENT was declared at 7:12 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: May 17, 2010



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Chairman

April 9, 2010

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

From: Mike Mason



Re: Head Start Architect Recommendation

The College properly advertised for the services of an architect for services that include but are not limited to preliminary planning, building analysis, design, construction document preparation, cost estimation, project bidding, administration of construction contracts, scheduling, construction quality control, construction surveying and the production of record drawings.

I received seventeen inquires concerning the published request for proposals for architectural services. We received five proposals on the due date, March 17, 2010. The selection team of Randy Dill, Allen Scherbinske, Mary Marshall, Jeff McCurdy and Mike Mason independently reviewed each of the five proposals. The proposals were scored based upon a pre-determined point system provided on the rating form. Upon completing the evaluation of all five proposals, the selection team member turned his sheets into me.

I tallied up the total scores for each proposal for each evaluator and then added the score from the five evaluators to get a total score for each proposal. I then went through three more separate calculations. I eliminated the low score for each firm, then the high score for each firm and then the high and low score for each firm. This was done to try and eliminate evaluator bias towards any one firm.

In each of the four evaluation processes, Balteus Design Group came out as the top selection. Based upon this, the selection team felt comfortable in recommending Balteus Design Group without going through further interviews.

The selection team was surprised at the quality and extensive experience of many of the firms. The five firms that submitted proposals are as follows:

1. Balteus Design Group
2. LCA Architects
3. Design West
4. Myers Anderson
5. Platform

Based upon the recommendation of the selection team, I recommend that Balteus Design Group be approved as the Head Start architectural firm.

Funding for this project is from Head Start American Recovery and Reinvestment Act funds.

College of Southern Idaho  
Head Start Architect Evaluation Summary  
March 26, 2010

		Total	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	5	Average
1	Myers Anderson	439	91	90	80	87	91	87.8
2	Design West	447	92	92	83	90	90	89.4
3	<b>Balteus</b>	<b>475</b>	<b>99</b>	<b>91</b>	<b>98</b>	<b>93</b>	<b>94</b>	<b>95.0</b>
4	LCA Architects	459	93	91	95	90	90	91.8
5	Platform	420	92	81	77	84	86	84.0

Removal of High Score for Each RFP

		Total	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	5
1	Myers Anderson	348	0	90	80	87	91
2	Design West	355	0	92	83	90	90
3	<b>Balteus</b>	<b>376</b>	<b>0</b>	<b>91</b>	<b>98</b>	<b>93</b>	<b>94</b>
4	LCA Architects	364	93	91	0	90	90
5	Platform	328	0	81	77	84	86

Removal of Low Score for Each RFP

		Total	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	5
1	Myers Anderson	359	91	90	0	87	91
2	Design West	364	92	92	0	90	90
3	<b>Balteus</b>	<b>384</b>	<b>99</b>	<b>0</b>	<b>98</b>	<b>93</b>	<b>94</b>
4	LCA Architects	369	93	91	95	0	90
5	Platform	343	92	81	0	84	86

Removal of High and Low Score for Each RFP

		Total	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	5
1	Myers Anderson	268	0	90	0	87	91
2	Design West	272	0	92	0	90	90
3	<b>Balteus</b>	<b>285</b>	<b>0</b>	<b>0</b>	<b>98</b>	<b>93</b>	<b>94</b>
4	LCA Architects	274	93	91	0	0	90
5	Platform	251	0	81	0	84	86

# College of Southern Idaho Head Start/ Early Head Start Monthly Program Summary For March 2010

## Enrollment

ACYF Federal Funded	566
TANF	27
<b>Total</b>	<b>593</b>

## Program Options

Part-day/ Part-year, Double Sessions, School District, Pre- K

## Attendance

March Attendance	86%
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## Education

Transitions are a key part to Head Start. Head Start helps prepare children for kindergarten in a variety of ways. This includes activities with children and parents to familiarize them with the public school such as visiting a kindergarten classroom and conducting parent-teacher conferences. Families are given a Building Bluebirds booklet that talks about their child's development, expectations of the public school, and parents rights and opportunities. Head Start also helps families prepare by continuing to work with their children over the summer on child goals and kindergarten skills.

## Meals and Snacks

Total meals served for March	5,936
Total snacks served for March	2,448

## Parent Involvement

April is National Child Abuse Prevention month. Head Start parents are participating in a variety of ways. The month's activities will include parent trainings on preventing child abuse, a fun walk to raise awareness, proclamations signed by town mayors, and the planting of pinwheel gardens. Parents are also completing the second parent survey for the community assessment.

## Documents for Board Review/ Approval in March:

Financial Reports





# PROUD TO BE PART OF THE CSI FAMILY



## College of Southern Idaho Head Start/ Early Head Start 2009-2010 Self Audit METHODOLGY

### February 22- April 15, 2010

21 staff members, 9 parents on Policy Council, 2 Ameri-Corps Health Advocates, 1 social work intern, and 1 community member participated in the Self-Audit process

### Self-Audit 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
- 85 Child Files were reviewed
- 10 files of children with a disability were reviewed
- 85 Child Files were reviewed for Income Eligibility Process and Data
- 48 Attendance records were reviewed
- 11 Center Supervisors were interviewed
- 26 Head Start parents were interviewed
- 29 Classroom Staff including 18 Home Visitors were interviewed
- 15 Home Visits were observed
- 15 Classrooms Observed utilizing the High Scope Assessment
- 13 Meal Observations were completed
- 11 CACFP Attendance/Meal Count Assessments were completed
- 9 Bus Routes have been observed
- 11 centers and Central Office were inspected for Health and Safety
- 10 Sanitation Checklists were completed
- 11 Medication Administration Checklists were completed
- 30 First Aid Kits were checked in centers and Central Office
- 3-30-10 Mike Mason, Vice President of Administration, College of Southern Idaho, was interviewed
- 3-25-10 Policy Council was interviewed
- 3-29-10 Mary Marshall, Director, was interviewed
- 3-31-10 Charyl Jester, Operations Manager, was interviewed
- 3-30-10 Abby Greenfield, Fiscal Coordinator, and Kim Kestler, Fiscal Assistant were interviewed
- 3-31-10 Lynette Brackenbury, Family Services Specialist, was interviewed
- 3-31-10 Brad Eslinger, Children's Services Specialist, was interviewed
- 3-29-10 Delia Villanueva, Health Coordinator, was interviewed
- 3-31-10 Susan Lehman, Mental Health Professional, was interviewed
- 3-31-10 Caroline Dolezal, Nutrition Consultant, was interviewed
- 3-31-10 Lisa Stewart, Human Resource Coordinator, was interviewed
- 26 Community Partners were interviewed
- 29 Personnel Files were reviewed
- 20 Interagency Agreements were reviewed
- 25 Contracts were reviewed
- Two members from each Advisory Board were interviewed (Health, Education, and Family)


CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 155,507.00	\$ 13,194.94	\$ 13,194.94	\$ 142,312.06	\$ 142,312.06	14.0%	8.5%
BENEFITS **	\$ 96,387.00	\$ 4,406.23	\$ 4,406.23	\$ 91,980.77	\$ 91,980.77	14.0%	4.6%
OUT OF AREA TRAVEL	\$ 16,000.00	\$ 2,182.15	\$ 8,984.66	\$ 7,015.34	\$ 7,015.34	50.0%	56.2%
EQUIPMENT	\$ 109,000.00	\$ 101,799.00	\$ 101,799.00	\$ 7,201.00	\$ 7,201.00	100.0%	93.4%
SUPPLIES							
OFFICE CONSUMABLES							
CENTER SUPPLIES	\$ 11,036.00	\$ 1,009.77	\$ 1,009.77	\$ 10,026.23	\$ 10,026.23	14.0%	9.1%
CLASSROOM SUPPLIES	\$ 45,000.00	\$ 389.97	\$ 415.10	\$ 44,584.90	\$ 44,584.90	14.0%	0.9%
TRAINING SUPPLIES	\$ 10,000.00	\$ 7,279.02	\$ 7,518.08	\$ 2,481.92	\$ 2,481.92	75.0%	75.2%
FOOD							
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 106,185.00	\$ 2,211.39	\$ 4,514.53	\$ 101,670.47	\$ 101,670.47	14.0%	4.3%
MEDICAL							
DENTAL							
CHILD TRAVEL							
EMPLOYEE TRAVEL	\$ 2,000.00	37.84	\$ 213.66	\$ 1,786.34	\$ 1,786.34	10.0%	10.7%
CAREER DEVELOP	\$ 33,941.00		\$ 53.99	\$ 33,887.01	\$ 33,887.01	14.0%	0.2%
PARENT TRAINING							
FACILITIES/CONSTRUCTION	\$ 405,000.00		\$ -	\$ 405,000.00	\$ 405,000.00	0.0%	0.0%
UTILITIES	\$ 600.00			\$ 600.00	\$ 600.00	0.0%	0.0%
TELEPHONE	\$ 1,000.00	\$ 1,004.00	\$ 1,004.00	\$ (4.00)	\$ 1,004.00	0.0%	-0.4%
OTHER	\$ 9,578.00	\$ 126.00	\$ 2,368.20	\$ 7,209.80	\$ 7,209.80	18.0%	24.7%
TOTAL DIRECT COSTS	\$ 1,001,234.00	\$ 133,640.31	\$ 145,482.16	\$ 855,751.84	\$ 856,759.84	17.7%	14.6%
ADMIN COSTS	\$ 47,296.00	\$ -	\$ -	\$ 47,296.00	\$ 47,296.00	8.3%	0.0%
GRAND TOTAL	\$ 1,048,530.00	\$ 133,640.31	\$ 145,482.16	\$ 903,047.84	\$ 904,055.84	23.0%	14.0%
IN KIND NEEDED	\$ 262,133.00						
IN KIND GENERATED	\$ -						
IN KIND (SHORT)/LONG	\$ (262,133.00)						

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,359,989.00	\$ 192,250.83	\$ 591,429.83	\$ 1,768,559.17	\$ 1,768,559.17	25.0%	25.1%
BENEFITS **	\$ 1,361,353.00	\$ 100,736.71	\$ 308,812.37	\$ 1,052,540.63	\$ 1,052,540.63	25.0%	22.7%
OUT OF AREA TRAVEL	\$ 5,000.00	\$ 1,060.72	\$ 1,249.06	\$ 3,750.94	\$ 3,750.94	25.0%	25.0%
EQUIPMENT	\$ 6,000.00	\$ 2,846.15	\$ 3,676.45	\$ 2,323.55	\$ 2,323.55	33.0%	61.3%
SUPPLIES							
OFFICE CONSUMABLES	\$ 13,000.00	\$ 2,172.06	\$ 3,668.30	\$ 9,331.70	\$ 9,331.70	25.0%	28.2%
CENTER SUPPLIES	\$ 16,640.00	\$ 3,429.63	\$ 6,894.72	\$ 9,745.28	\$ 9,745.28	33.0%	41.4%
CLASSROOM SUPPLIES	\$ 10,000.00	\$ 897.53	\$ 1,852.95	\$ 8,147.05	\$ 8,147.05	33.0%	18.5%
TRAINING SUPPLIES	\$ 20,200.00	\$ 343.37	\$ 460.06	\$ 19,739.94	\$ 19,739.94	10.0%	2.3%
FOOD	\$ 11,200.00	\$ 296.59	\$ 3,766.55	\$ 7,433.45	\$ 7,433.45	33.0%	33.6%
CONTRACTUAL				\$ -	\$ -		
OTHER							
CONTRACTS	\$ 26,173.00	\$ 5,773.93	\$ 10,133.58	\$ 16,039.42	\$ 16,039.42	33.0%	38.7%
MEDICAL	\$ 15,675.00	\$ 437.37	\$ 905.23	\$ 14,769.77	\$ 14,769.77	10.0%	5.8%
DENTAL	\$ 39,450.00	\$ 362.90	\$ 1,615.90	\$ 37,834.10	\$ 37,834.10	10.0%	4.1%
CHILD TRAVEL	\$ 86,816.00	\$ 14,236.55	\$ 29,303.30	\$ 57,512.70	\$ 57,512.70	33.0%	33.8%
EMPLOYEE TRAVEL	\$ 46,306.00	\$ 3,643.01	\$ 7,083.17	\$ 39,222.83	\$ 39,222.83	25.0%	15.3%
CAREER DEVELOP	\$ 5,000.00	\$ 294.50	\$ 1,497.44	\$ 3,502.56	\$ 3,502.56	25.0%	29.9%
PARENT TRAINING	\$ 12,500.00	\$ 603.16	\$ 1,179.47	\$ 11,320.53	\$ 11,320.53	33.0%	9.4%
SPACE	\$ 58,800.00	\$ 2,255.48	\$ 9,650.03	\$ 49,149.97	\$ 49,149.97	25.0%	16.4%
UTILITIES	\$ 58,900.00	\$ 6,098.10	\$ 14,122.79	\$ 44,777.21	\$ 44,777.21	25.0%	24.0%
TELEPHONE	\$ 39,837.00	\$ 3,985.50	\$ 9,468.15	\$ 30,368.85	\$ 30,368.85	25.0%	23.8%
OTHER	\$ 51,670.00	\$ 646.00	\$ 20,942.93	\$ 30,727.07	\$ 30,727.07	25.0%	40.5%
TOTAL DIRECT COSTS	\$ 4,244,509.00	\$ 342,370.09	\$ 1,027,712.28	\$ 3,216,796.72	\$ 3,216,796.72	26.9%	24.2%
ADMIN COSTS	\$ 270,926.00	\$ 21,357.46	\$ 40,024.88	\$ 230,901.12	\$ 230,901.12	17.0%	14.8%
GRAND TOTAL	\$ 4,515,435.00	\$ 363,727.55	\$ 1,067,737.16	\$ 3,447,697.84	\$ 3,447,697.84	23.0%	23.6%
IN KIND NEEDED	\$ 1,142,123.00						
IN KIND GENERATED	\$ 44,246.00						
IN KIND (SHORT)/LONG	\$ (1,097,877.00)						

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 27,930.00	\$ 1,802.94	\$ 6,404.62	\$ 21,525.38	20.0%	6.5%
6e. SUPPLIES						
Training Supplies	\$ 6,030.00	\$ (100.61)	\$ 267.65	\$ 5,762.35	10.0%	4.4%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 15,914.00	\$ 89.30	\$ 102.12	\$ 15,811.88	10.0%	0.6%
<b>TOTAL DIRECT COSTS</b>	\$ 49,874.00	\$ 1,791.63	\$ 6,774.39	\$ 43,099.61	13.3%	13.6%
ADMIN COSTS	\$ 3,182.00	\$ 223.74	\$ 287.19	\$ 2,894.81	17.0%	9.0%
<b>GRAND TOTAL</b>	\$ 53,056.00	\$ 2,015.37	\$ 7,061.58	\$ 45,994.42	14.3%	13.3%
IN KIND NEEDED	\$ 13,264.00					
IN KIND GENERATED	\$ 7,800.00					
IN KIND (SHORT)/LONG	\$ (5,464.00)					

April 14, 2010

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

From: Mike Mason 

Re: College Dining Services Proposals

We received two proposals from companies interested in providing food service to the College. The proposals were from Aramark and Sodexo. Both are major corporations with extensive client lists and experience in providing dining services to colleges and universities.

In our request for proposal document, we asked that the respondents not to provide incentives such as capital contributions, free meals, fifty cent coffee etc. We wanted direct information concerning costs and services.

A brief summary of the financial proposals of each company is as follows:

Sodexo submitted a very well organized, professional proposal that corresponded directly to the RFP. Proposed meal plan fees were approximately 1 percent below current rates. They also proposed allowing students with meal plans the ability to purchase meals for other students. Our current policy only allows the owner of the meal card to charge meals on the card. They also proposed allowing students to carry script meals over from one semester to the next which we currently do not do. Catering pricing was lower in some areas and slightly greater in others but appeared to be of a high quality with acceptable pricing.

Sodexo emphasized their experience and team approach to campus dining. They currently provide food services to Lewis and State Clark College and the University of Idaho.

Aramark submitted a thorough proposal with enhancements that we specifically did not ask for in the proposal. Meal plan pricing included a 3% increase. There was also a proposal for providing name brand food vendors for the Eagles Nest and incorporation of the Java coffee shop into their operations. The strongest part of their proposal was retention of our current food service manager, Tom Koerner.

A committee consisting of Graydon Stanley, Jeff Harmon, Kristi Bowman, Edit Szanto, Randy Dill and Mike Mason initially reviewed the proposals. We picked up several ideas from the proposals that we may implement on campus.

The decision came down to the strength of the current food service director. His outstanding performance and the relationship he has developed with students, student services and the business office does not justify a change.

Dean Graydon Stanley and I recommend that a food services contract be negotiated with Aramark. The proposed contract will run for three years with two one year optional renewals. We respectfully request that the Board give us the authority to negotiate the Aramark contract.

I also respectfully request that the Board approve this recommendation subject to final approval by the Dormitory Housing Commission.

April 14, 2010

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

From: Mike Mason



Re: Employee Health Insurance

Monty Arrossa, Kim Fultz and I have been meeting with Debbie Hetherington and Toni Hughes from Premier Insurance concerning the college's group health insurance plan since November of 2009. Premier Insurance currently handles all of our property and liability insurance.

The purpose of our meetings was to evaluate the possibility of changing from the State of Idaho Group Insurance plan to one of our own. In the evaluation, it was critical that we maintained existing coverages and obtain prices close to the current plan. While we have been extremely pleased with the coverages, pricing and services provided by Group Insurance, recent administrative changes have caused us to reconsider the current policy. Those changes are as follows:

1. In order to receive two premium holidays in Fy 11 valued at approximately \$900,000, we will have to send Group Insurance approximately \$350,000 in Fy 10, Fy 11 and future years to pay the employer portion of insurance for the forty two employees we have who are declining insurance coverage.
2. We will have to utilize the State of Idaho tiered benefit system which will reduce benefits for all of our non-faculty staff who work less than 12 months but have their pay spread over 12 month. These staff would have to pay additional costs out of pocket for full coverage, would have to go on COBRA for the months they do not actually work and would lose life insurance and disability insurance for the months they did not work. This would impact approximately 95 of our employees.
3. Beginning July 1, 2010, we will not be able to put new employees on health insurance for 90 days but will have to send in health insurance premiums for those employees during time they are not covered.

In looking for alternative health insurance, we limited the health insurance company options to Blue Cross, who has the current State of Idaho contract, and Blue Shield. This limitation was primarily due to availability of nationwide coverage and organizational stability.

Blue Cross has provided CSI with data concerning CSI premiums paid and CSI claims paid for the last three calendar years. They are as follows:

Year	Premium Paid	Claims Paid	Difference
2007	\$4,044,414	\$3,445,918	\$598,496
2008	\$4,471,476	\$3,319,868	\$1,151,508
2009	\$4,894,531	\$3,924,202	\$970,328

If \$350,000 is added to the premium paid column and future expenses follow expenditure patterns of the last three years, CSI will be paying approximately \$1,300,000 more in premiums than claims paid.

Based upon our claims history, we felt that we were in a position to seek proposals for health insurance independent from the State system. I contacted North Idaho College and got some details from their recently negotiated plan with Blue Shield. It appeared that, based upon the North Idaho College plan, that it would be worthwhile for CSI to solicit proposals.

We requested assistance from Premier insurance in analyzing our current insurance and determining if we could get a comparable plan at a comparable price. Premier worked with Blue Cross and Blue Shield in developing proposals. We met with representatives from both Blue Cross and Blue Shield concerning their proposals. The Blue Cross proposal was essentially charging us 9% more than we are paying under the State plan.

Blue Shield was considerably more aggressive in their proposal. They are offering a one month premium holiday worth approximately \$450,000 and lower prices on supplemental life, regular life (employee salary), long term disability and short term disability worth approximately \$50,000. We are also looking at making dental and vision insurance optional rather than mandatory. We expect to hold employee contributions at or very close to the same level as the current State plan.

The basic pricing for the health insurance plan will be finalized by Monday, April 19<sup>th</sup> so I can present it at the meeting. I will also be able to present Premier's fee proposal which will include charges for continuous servicing of the policy.

It is critical that we make a decision concerning changing health insurance as soon as possible. The policy year begins on July 1<sup>st</sup> and there is a considerable amount of administrative and human resource work to do in the near future.



College of Southern Idaho  
Student Housing Fire Policy – 5.XX.XX  
January 1, 2010

The College of Southern Idaho has one dormitory, one apartment complex and several houses that constitute student housing. These entities are operated by the college in conjunction with the College of Southern Idaho Dormitory Housing Commission.

Dormitory housing is provided in Eagle Hall which is located on the main campus. This facility houses approximately 242 students in double and single rooms. The building is staffed by one full time dormitory counselor, ten student resident advisors, two full time custodians and one part time security officer. Student resident advisors receive training each fall in first aid, CPR, emergency disaster procedures and building fire procedures.

As per fire code, the dormitory is not equipped with sprinklers due to it being constructed of non-combustible materials. The dormitory is equipped with an addressable smoke alarm system which consists of individual room sensors and area smoke and heat detectors in each mechanical and electrical room. Fire pull stations are located at each of the buildings seven exits. Fire extinguishers are located in each hallway.

The alarm system consists of both light strobes and horns. The activation of the system automatically triggers an alarm to the local fire station.

Fire extinguishers are inspected each month with the inspection date noted on a tag attached to the extinguisher. The smoke/heat detector system is checked for mechanical defects on an annual basis by a certified alarm testing company.

Emergency fire drills are conducted at least once per semester for the dormitory. All occupants are required to evacuate the building upon the activation of the fire alarm system and to remain outside of the building until authorized to return by the proper authorities. Fire drills are coordinated through the Dean of Students, Dormitory Counselor, Physical Plant Director and Security Supervisor. The Security Supervisor is responsible for documenting these drills.

The apartment complex consists of the North View Apartments which are located on the north west edge of the main campus. There are 42 units made up of single, double and three bedroom apartments located in 3 buildings in close proximity. The operations of the complex are supervised by one full time apartment manager. Like most commercial apartments, the buildings are constructed of wood and do not have fire sprinkler systems.

The apartments have one exit which exists out to an outside hallway with two possible directions of evacuation. Windows may also be utilized for egress in an emergency. Fire extinguishers are located in each building as follows:

A Building – One at each end and one in the middle of each floor

B Building – One fire extinguisher between every two apartments – 2 upstairs and 2 downstairs

C Building – One fire extinguisher upstairs in the middle and two downstairs – one at each end

D Building - One fire extinguisher upstairs in the middle and two downstairs – one at each end

There is also one fire extinguisher in the laundry room and one in the maintenance shop. These are inspected monthly by maintenance staff to ensure they are charged. Additionally, a commercial fire extinguisher company services all fire extinguishers every three years.

When the individual apartments are leased, the renter is provided with a smoke alarm with new batteries. The renter is responsible for keeping charged batteries in the smoke alarm and periodically testing the smoke alarm. There is no central fire alarm system and fire alarm drills are not held for the North View Apartments.

The College also leases several individual houses to students. These houses are of wood construction, have smoke alarms that the resident is responsible for and do not have sprinkler systems.

The CSI Security Director is responsible for collecting data and filing an annual report by each housing group detailing the following:

1. Number of fires
2. Number of deaths
3. Number of injuries
4. Documentation of Fire Drills
5. Fire related property damage
6. A listing of the type of fire detection system in each building

Questions concerning fire safety, testing and procedures should be directed to the Physical Plant Director. Questions concerning this policy should be directed to the Vice President of Administration.

College of Southern Idaho  
Emergency Disaster Notification Plan – 5.XX.XX  
January 1, 2010

In the event of a disaster or dangerous situation, the person witnessing the event should immediately call 911 to notify first responder entities. The second call should be to CSI Security at 732-6605. The caller should notify CSI Security that a 911 call has or has not been made.

The CSI emergency notification system is comprised of three systems:

1. The campus outside horn system.
2. The campus emergency intercom phone system.
3. The Send Word Now emergency phone, email and text notification system.

Upon receiving notification of a campus emergency/threat that warrants a campus wide alert, the CSI Security Office will ensure that 911 authorities have been notified and then activate the campus horn if this action is deemed appropriate. The horn can be heard at all areas outside of buildings on campus and all campus parking lots. Upon hearing the horn, anyone on campus should proceed with caution. Upon hearing the horn, people in parking lots should leave the campus area.

At the same time or immediately after activation of the horn, CSI security or one of the 40 key staff located in buildings throughout campus will activate the campus emergency phone system. This system allows communication between all forty stations to allow for the passage of critical information. These key staff members are also provided with bull horns in order to quickly communicate with building occupants.

As soon as possible, CSI Security or the business office will activate the Send Word Now system. This system will send information via text message, voice and email to staff and students who have signed up for this free service.

In meetings with the local law enforcement officials concerning emergencies, the Twin Falls City Police indicated that they will have three officers on campus in less than five minutes. Additional assistance from the Twin Falls County Sheriff's Office and Idaho State Police will be provided in less than 10 minutes.

CSI Security and administration will cede all command and control functions over to law enforcement authorities as soon as they are established on campus.

Emergency situations/disasters require CSI staff to remain flexible and react based upon the best information available at the time. Written procedures provide the framework for responses but the need for adaptability to address the issues must be maintained regardless of policies.

The Emergency Disaster Notification Plan will be tested once each semester and the test results documented by the CSI Security Supervisor.

Questions regarding this policy should be directed to the Vice President of Administration.