



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

JUNE 15, 2015

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

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – MAY 18TH, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – MAY 18TH, 2015: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION – MAY 26TH, 2015: (A) *Mike Mason*

MINUTES – SPECIAL SESSION – MAY 26TH, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

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

OPEN FORUM

UNFINISHED BUSINESS

CHENEY ROAD PROJECT ADDITIONAL FUNDING: (A) *Mike Mason*

CAMPUS SPEED HUMP SAFETY PROPOSAL: (A) *Mike Mason & Jim Ellington*

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AGENDA
CSI BOARD OF TRUSTEES MEETING
JUNE 15, 2015**

NEW BUSINESS

IOOA FOOD PROVIDER BID: (A) *Mike Mason*

SOLE SOURCE MOBILE CHEESE PROCESSING TRAILER: (A) *Mike Mason*

TAYLOR BUILDING REMODEL PROJECTS/RFP FOR ARCHITECT: (A) *Mike Mason*

CSI EMPLOYEE POLICY AND PROCEDURE MANUAL UPDATE: (A) *Jasmine Lopez*

TITLE 3 GRANT: (I) *Matt English*

CSI BOARD OF TRUSTEES SELF EVALUATION: (A) *Chairman Kleinkopf*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JUNE REGULAR BOARD OF TRUSTEES MEETING
JUNE 15, 2015

CALL TO ORDER: 4:00 p.m. Presiding: Bob Keegan

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

College Administration: Dr. Jeff Fox, President
Dr. Todd Schwarz, Executive Vice President and Chief
Academic Officer
John M. Mason, Vice President of Administration
Dr. Mark Sugden, Instructional Dean
Terry Patterson, Instructional Dean
Randy Dill, Physical Plant Director
Dr. Teri Fattig, Library Director and Museum
Department Chair
Doug Maughan, Public Information Director
Debra Wilson, Executive Director of the College of
Southern Idaho Foundation
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Jim Ellington, Jasmine Lopez, Matt English,
Mancole Fedder, Joel Bate, Curtis Eaton, Kate Woods,
Anthony Parker and Chris Coons

Visitors: Shilo Hoxie, Jackie Fields, Terry Edwards, Julie
Edwards, Harry Turner, Gerry Turner, Karter Killinger,
Rick Martin, Christine Riker, Billee Dinges, Marie
Silver, Maureen Ozburn, Regina Murua, Lawrence Underwood,
Sheri Underwood, Carol Taylor, Vicky Davis, Bonita
Hepworth, Tana Schroeder, Jill Skeem, Byrd Golay, Ruthie
Hobbs, Julie Ruf, Nancy Taylor, Deborah Silver, Phil
Price, Theresa Gabica, Erika Willsey, LeRoy Hayes, James
Sisson and Kevin Bradshaw

Faculty Representatives: R.D. Van Noy

PACE Representative: Kim Lapray

Times News: Julie Wootton

KMVT News: None

APPROVAL OF AGENDA: The agenda was modified to reflect the addition of the gym bleachers as an information item. The amended agenda was approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

BOARD MINUTES: The Board minutes of the Regular Session and Executive Session of May 18, 2015 and the Executive and Special Session of May 26, 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 new program options and the Head Start/Early Head Start monthly fiscal and operational reports as presented by Mancole Fedder on MOTION by Jan Mittleider. Affirmative vote was unanimous.

OPEN FORUM: The following individuals addressed the Board with concerns about the operation of the College of Southern Idaho Refugee Center: Karter Killinger, Rick Martin, Christine Riker, Vickie Davis, Carole Taylor, Harry Turner, Lawrence Underwood, Byrd Golay, Ruthie Hobbs, Julie Ruff, Maureen Osborne, Bonita Hepworth
The following individuals addressed the Board in support of the operation of the College of Southern Idaho Refugee Center: Tanya Schroeder, Jill Skeem, Phil Price, Debra Silver, LeRoy Hayes and Erica Willsey

UNFINISHED BUSINESS:

1. The Board approved the additional payment of approximately \$600,000 to the City of Twin Falls for the Cheney Road Project on MOTION by Laird Stone. Affirmative vote was unanimous.

Funding for the project is from the Plant Facility Fund.

2. The Board approved the installation of seven speed humps at designated locations around campus on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

The speed humps are estimated to cost approximately \$1,500 each. Funding for the speed humps will be from the Plant Facility Fund.

Public Safety Director Jim Ellington also advised the Board that we were purchasing a cross walk warning light system for the Health Sciences and Human Services cross walk at North College Road. The estimated cost for the solar powered light system is approximately \$8,500 and will be funded from the Plant Facility Fund.

NEW BUSINESS:

1. Athletic Director Joel Bate spoke to the Board concerning the style of gymnasium seats, handicapped seating and layout being proposed for the upper bleacher replacement seating. The upper bleacher replacement seat project will be bid with the proposals brought to the Board for approval.

2. The Board approved the contract from Homestyle Direct of Kimberly, Idaho in the amount of \$5.75 per delivered meal on MOTION by Jan Mittleider. Affirmative vote was unanimous.

Funding for the contract is from the Senior Nutrition and Nutrition Health Education grant through the College of Southern Idaho Office on Aging.

3. The Board approved the sole source purchase of a specialized educational cheese trailer from Darlington Dairy Supply of Darlington, Wisconsin in the amount of \$147,000 contingent upon federal approval by the TAC3 Grant Office on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for the trailer is from the TAC3 grant once approved by the TAC3 Grant Officer.

4. The Board approved the issuing of a Request for Proposals for comprehensive architectural and engineering services for campus remodels and small projects on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

5. Jasmine Lopez presented an updated Discrimination and Harassment policy to the Board. The Board approved the new policy as written on MOTION by Bob Keegan. Affirmative vote was unanimous.

6. Matt English reviewed the recently submitted federal Title III Grant with the Board. The five year grant is for \$450,000 per year with an emphasis on dual credit, Hispanic populations, non-traditional students and technology.

7. The College of Southern Idaho Board of Trustees self-evaluation was approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

REMARKS FOR THE GOOD OF THE ORDER

1. Dr. Thad Scholes stated that he wanted to go on the record as supporting the operations of the College of Southern Idaho Refugee Center. He also thanked the Times-News for informed support concerning the refugee center.

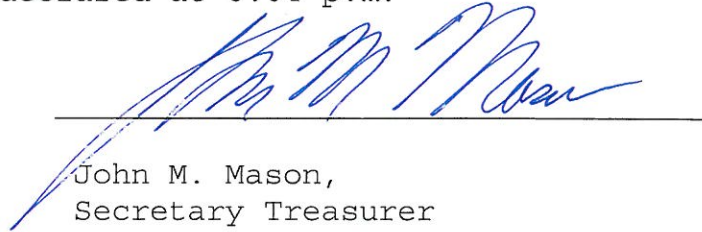
2. Trustee Laird Stone was recognized by the Idaho State Bar and Idaho Law Foundation and will be receiving a distinguished service award from the organizations.

3. The Board recognized and thanked Jasmine Lopez for her outstanding work during the transition of leadership in the student services department.

4. Dr. Mark Sugden attended his last Board meeting as Dean of Health Sciences and Human Services. He was thanked for his 27 years of outstanding service to the college.

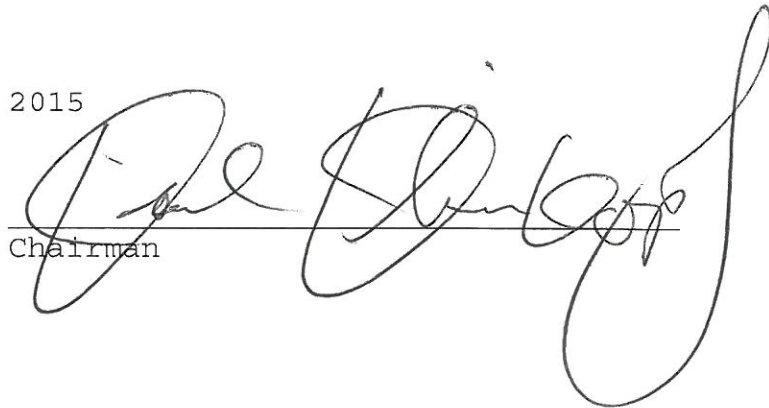
5. The President reported on his activities for the month.

ADJOURNMENT was declared at 6:04 p.m.



John M. Mason,
Secretary Treasurer

Approved: July 20, 2015



Chairman

General Fund YTD Board

YEAR: 1415

Statement of Revenue and Expenses

Acct Month: 11

Wednesday, June 10, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,851,717.46)	(\$10,378,471.32)	(\$10,813,300.00)	(\$434,828.68)	4.02%
County Tuition	(\$1,269,088.98)	(\$1,500,796.00)	(\$1,380,000.00)	\$120,796.00	-8.75%
State Funds	(\$17,288,445.26)	(\$18,094,099.27)	(\$18,612,500.00)	(\$518,400.73)	2.79%
County Property Tax	(\$4,071,913.26)	(\$4,260,864.31)	(\$6,348,200.00)	(\$2,087,335.69)	32.88%
Grant Management Fees	(\$434,248.58)	(\$533,396.13)	(\$500,000.00)	\$33,396.13	-6.68%
Other	(\$706,755.59)	(\$564,997.01)	(\$432,600.00)	\$132,397.01	-30.60%
Unallocated Tuition	(\$1,186,794.01)	(\$1,177,256.02)	\$0.00	\$1,177,256.02	0.00%
Departmental Revenues	(\$793,984.71)	(\$943,772.30)	(\$728,400.00)	\$215,372.30	-29.57%

Total Revenue (\$36,602,947.85) (\$37,453,652.36) (\$38,815,000.00) (\$1,361,347.64) 3.51%

Expenditures

Personnel

Salaries	\$18,885,517.43	\$18,213,167.02	\$21,188,800.00	\$2,975,632.98	14.04%
Variable Fringe	\$3,860,510.52	\$3,718,185.69	\$4,345,900.00	\$627,714.31	14.44%
Health Insurance	\$3,266,448.44	\$3,118,695.31	\$3,579,600.00	\$460,904.69	12.88%
Total Personnel	\$26,012,476.39	\$25,050,048.02	\$29,114,300.00	\$4,064,251.98	13.96%

Expense Categories

Services	\$1,987,142.47	\$1,923,716.35	\$2,436,200.00	\$512,483.65	21.04%
Supplies	\$841,800.35	\$891,934.17	\$1,009,100.00	\$117,165.83	11.61%
Other	\$573,565.10	\$606,893.98	\$561,400.00	(\$45,493.98)	-8.10%
Capital	\$358,104.63	\$544,299.73	\$802,400.00	\$258,100.27	32.17%
Institutional Support	\$3,104,323.82	\$4,347,705.25	\$4,891,600.00	\$543,894.75	11.12%
Transfers	\$40,955.76	\$16,967.50	\$0.00	(\$16,967.50)	0.00%
Total Expense Categories	\$6,905,892.13	\$8,331,516.98	\$9,700,700.00	\$1,369,183.02	14.11%

Total Expenditures \$32,918,368.52 \$33,381,565.00 \$38,815,000.00 \$5,433,435.00 14.00%

Rev/Expense Total (\$3,684,579.33) (\$4,072,087.36) \$0.00 \$4,072,087.36 0.00%

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Eligibility Criteria and Risk Factors

Policy council reviews the Head Start/Early Head Start Eligibility Criteria for the program on an annual basis. This is a requirement of the Office of Head Start. This year no changes were made in the points system used to determine eligibility in order to ensure that risk factors are taken into consideration in addition to income and categorically eligible criteria. In the eligibility criteria chart below, the first form of eligibility is Income, which is scored based on percentage below the poverty line. Only a maximum of 10% of participants in the program can be over-income. Those slots are generally reserved for children with disabilities. There are several criteria that make a family categorically eligible, regardless of income. These categories are seen below and are Public Assistance, SSI, and Foster Care. Homeless families are also categorically Eligible. Children transitioning from Early Head Start to Head Start are also a high priority in order to ensure continuity of services when EHS families re-apply to the program for Head Start. Finally, risk factors are taken into consideration. By providing a point value to risk factors, income eligibility and categorical eligibility are seen in view of other circumstances the family experiences in order to establish acceptance priorities on the wait list. Since every situation is unique, the program determined that each risk factor carry the same point value.

Income at 50% or less of the poverty line	15	Single Parent	5
Income 51%-75% of the poverty line	10	Absent Parent	5
Income 76% -%100 of the poverty line	5	Military Deployed	5
Public Assistance (TANF/TAFI)	150	Single Teen Parent	5
SSI	150	Drug/Alcohol Dependency	5
Foster Care	150	Refugee	5
Homeless	150	Parent is a Registered Sex Offender	5
IFSP/IEP (child with a disability)	100	Parent Education < HS Diploma/GED	5
Transitioning EHS Child	120	Unemployment	5
Child Abuse, Neglect, Open H&W Case	5	Custody Issues Between Parents	5
Domestic Violence	5	Language Barrier	5
Incarcerated Parent	5	Custodial Grandparents/Kinship	5
Recent Death in Family	5	Teen Parents (not single)	5
Agency/Nurse Referral	5	Deported Parent/risk of deportation	5
Chronic/Terminal Illness (parent or child)	5	Other	5
Recent Divorce (6 months or <)	5		

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

Enrollment

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
Total	669

***For the month of April the program was at 96% enrolled**

***For the month of May the program was at 95% enrolled**

Program Options

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

Head Start Attendance

	Monthly	Cummulative
Head Start May Overall Attendance	87%	84%
Head Start Self Transport Attendance	86%	82%
Early Head Start Toddler Combo. Attendance	85%	85%

Meals and Snacks

Total meals served for May	4,153
Total snacks served for May	4,046

Parent Involvement

The community surveys have been completed and are now being analyzed and compiled into one working document as part of Head Start/Early Head Start's Communitywide Assessment.

Early Head Start

EHS staff will have Program Information Training (PIR) this month. PIR information provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start programs nationwide. All grantees and delegates are required to submit PIR for Head Start and Early Head Start programs. The program year ends on July 31st. EHS program options continue services through the summer months. Staff continue to conduct home visits with families and provide class two days a week for the toddler combination option in Northside (Jerome) and Minidoka (Rupert) centers.

TANF

Update on the TANF funding, we have received and signed a TANF contract for 2015-2016. The amount has not changed, \$206,967 to serve 27 children.

Documents for Board Review/ Approval:

Financial Reports



College of Southern Idaho
Head Start/Early Head Start
998 Washington St N
PO Box 1238
Twin Falls, Idaho 83303-1238
208-736-0741



June 15, 2015

Patricia Fisher
Grants Officer
Administration for Children and Families
Office of Grants Management
701 Fifth Avenue, Suite 1600, MS-72
Seattle, WA 98104

RE: Grant No. 10CH0164

To whom it may concern:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved the proposed enrollment and program option changes at the Twin Falls location as well as the termination of School District Enhanced slots (20) at the Twin Falls and Northside (Jerome) locations.

We are excited about the direction our program is taking, and the increased opportunities it allows families in our service area. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

Mike Mason
Vice President of Administration
College of Southern Idaho
Head Start /Early Head Start

Proposed Program Changes for 2015-2016 program year:

Twin Falls:12 Center Based Part-Day/Part-Year Slots

Currently Offered 2014-2015 Program Year

Currently the Twin Falls center offers 2 units (4 classes) of double session part/day part/year center based services serving **68 slots**. This provides children with 128 class days and 3.5 hours of classroom time 4 days a week and 5 home visits. The current staffing pattern for each unit of double session option is as follows: 1 Lead Teacher, 2 Assistant Teachers/Home Visitors, and 1 Classroom Assistant.

The center provides 1 unit of combination (2 classes) of part/day part year center based serving 34 slots. Children receive 69 class days with 4 hours of classroom time two days a week with 16 home visits. The current staffing pattern for the unit of combination option is as follows: 1 Lead Teacher, 2 Assistant Teachers/Home Visitors, and 1 Classroom Assistant.

The center provides 1 caseload serving 10 children of home based services through an enhanced school district 3-5 model. The home visitor goes to the School District 3 – 5 program for 5-10 hours a week (a caseload of 10 children) helping work on each child's individual goals through the IEP. They serve as a liaison between home and the school district. They provide 32 one-and-a-half hour home visits during the program year for each family along with 16 socialization opportunities. This is staffed with one home visitor/assistant teacher.

Proposed Change for Fall 2015 Twin Falls Head Start Center (Add 4 child slots at this center from Northside Center)

The proposed addition would be to change from double session part/day part/year classrooms to center based part/day part/year classrooms. This would allow us to increase the classrooms from 17 children to 20 children and allow staff more additional time for planning, cleaning, child outcomes, etc. There would be 4 center based part-year part-day classrooms serving **80 children**. This would provide 128 class days and 3.5 hours of classroom time 4 days a week with 4 home visits. The staffing pattern would be as follows in this classroom:

1 Teacher (FE3) – 4 days per week (for total of 20 children plus 2 parent/teacher conferences and 2 home visits)

1 Assistant Teacher (FE2) – 4 days per week (for total of 20 children and assist in parent/teacher conferences and home visits).

1 Classroom Assistant (CA) – 4 days per week and works in classrooms to help fulfill bilingual needs, lower ratios, interpreter on home visit if needed, etc.

This would be a total of 2 full time staff and 1 part time Classroom Assistant which would meet or exceed 1306.20 (b).

Each family would receive 5 home visits, of which two (2) of those would be educational home visits by the lead teacher and 2 parent-teacher conferences. This would meet or exceed 1304.40 (i) (2).

The center would provide 1 unit of combination (2 classes) of part/day part year center based serving 36 slots. Children receive 69 class days with 4 hours of classroom time two days a week with 16 home visits. The current staffing pattern for the unit of combination option is as follows: 1 Lead Teacher, 2 Assistant Teachers/Home Visitors, and 1 Classroom Assistant.

The center would not offer the school district enhanced home based option of 10 slots. They would be absorbed in the center based classrooms which are going from 17 to 20. Please see the attached chart for reference.

- **Addition of 4 slots from Northside School District Enhanced Home Based program, addition of 2 lead teacher positions. (One staff absorbed from Twin Falls school district home based options and one staff absorbed from Northside school district home based option.**

Northside:

Currently Offered 2014-2015 Program Year

The center provides 1 caseload serving 10 children of home based services through an enhanced school district 3-5 model. The home visitor goes to the School District 3 – 5 program for 5-10 hours a week (a caseload of 10 children) helping work on each child's individual goals through the IEP. They serve as a liaison between home and the school district. They provide 32 one-and-a-half hour home visits during the program year for each family along with 16 socialization opportunities. This is staffed with one home visitor/assistant teacher.

Proposed Change for Fall 2015 Northside Head Start Center (Transfer of 10 slots to Twin Falls, West End, Cassia and Minidoka centers)

The center would not offer the school district enhanced home based option of 10 slots. The Twin Falls center would get 4 slots from Northside, 2 in the center based option and 2 in the combination option. The West End center would get 2 slots in the combination model (one slot T/W classroom and one slot TH/F classroom). The Cassia center would get 2 slots in the combination model (one slot T/W classroom and one slot TH/F classroom). The Minidoka center would get 2 slots in the combination model (one slot T/W classroom and one slot TH/F classroom). Please see the attached chart for reference.

Current	Proposed
Twin Falls	
<p>2 Lead Teachers Double Session (2 classes of 17 each = 68) 4 Assistant Teachers/Home Visitors (caseload 17 each) 3 Classroom Assistants (1 full-time, 2 part-time)</p> <p>1 Lead Teacher Combination Model (2 classes of 17 = 34) 2 Assistant Teachers/Home Visitors (caseload 17 each) 1 Classroom Assistant (part-time)</p> <p>School District Home Visitor (caseload of 10)</p>	<p>4 Lead Teachers Center Based (1 class of 20 each = 80) 4 Assistant Teachers/Home Visitors (caseload 20 each) 3 Classroom Assistants (1 full-time, 2 part-time)</p> <p>1 Lead Teacher Combination Model (2 classes of 18 = 36) 2 Assistant Teachers/Home Visitors (caseload 18 each) 1 Classroom Assistant (part-time)</p> <p>N/A</p>
Cassia	
<p>1 Lead Teacher Combination Model (2 classes of 17 = 34) 2 Assistant Teachers/Home Visitors (caseload 17 each)</p>	<p>1 Lead Teacher Combination Model (2 classes of 18 = 36) 2 Assistant Teachers/Home Visitors (caseload 18 each)</p>
Minidoka	
<p>1 Lead Teacher Combination Model (2 classes of 17 = 34) 2 Assistant Teachers/Home Visitors (caseload 17 each)</p>	<p>1 Lead Teacher Combination Model (2 classes of 18 = 36) 2 Assistant Teachers/Home Visitors (caseload 18 each)</p>
West End	
<p>1 Lead Teacher Combination Model (2 classes of 17 = 34) 2 Assistant Teachers/Home Visitors (caseload 17 each)</p>	<p>1 Lead Teacher Combination Model (2 classes of 18 = 36) 2 Assistant Teachers/Home Visitors (caseload 18 each)</p>
North Side	
<p>School District Home Visitor (caseload of 10)</p>	<p>N/A</p>
<p>Cost of Salary: \$435,363.62 (224 children served)</p>	<p>Cost of Salary: \$447,339.32 (224 children served)</p>

**CSI HEAD START/EARLY HEAD START
ENROLLMENT/SERVICES BY COUNTY/CENTER
2015-2016 PROGRAM YEAR
Funding Increase Chart**

Green = 2014-2015
Red = 2015-2016

County	Center	Part Year				Full Year		Change In Slots	ACYF Federal Funded Slots
		Regular combination 69 class days 4 hrs. 16 HV	Double Session 128 class days 3 1/2 hrs. 5 HV	Home Based 32 HV and 16 Socialization	Center Based 128 class days 3 ½ hrs. 5 HV	Early Head Start 48 HV 24 socializations	Early Head Start Toddler Option 18- 36 months 24 HV 96 class days 3 ½ hrs.		
		Combination Program	Center Based	School District Collaboration	Pre-K Center Based	Home Based	Combination Program		
Jerome	Northside (Jerome)			10 -10	80 80	11 11	8 8	0 -10	109 99
Twin Falls	Twin Falls	34 36	68 -68	10 -10	0 +80	44 44		0 +4	156 160
Twin Falls	West End	34 36						0 +2	34 36
Cassia	Cassia	34 36		10 10	80 80			0 +2	124 126
Minidoka	Minidoka	34 36			20 20	11 11	8 8	0 +2	73 75
	TOTAL	136 144	68 0	30 10	180 260	66 66	16 16	0 0	496 496

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %	
SALARIES	\$ 2,571,670.00	\$ 216,908.33	\$ 1,032,961.67	\$ 1,538,708.33	\$ 1,538,708.33	42.0%	40.2%	
BENEFITS	\$ 1,410,617.00	\$ 110,976.08	\$ 537,410.55	\$ 873,206.45	\$ 873,206.45	42.0%	38.1%	
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%	
EQUIPMENT	\$ -		\$ -	\$ -	\$ -			
SUPPLIES								
OFFICE CONSUMABLES	\$ 14,106.00	\$ 1,229.72	\$ 3,086.94	\$ 11,019.06	\$ 11,019.06	42.0%	21.9%	
CLASSROOM SUPPLIES	\$ 15,000.00	\$ 318.93	\$ 5,183.60	\$ 9,816.40	\$ 9,816.40	42.0%	34.6%	
CENTER SUPPLIES	\$ 33,216.00	\$ 3,525.70	\$ 22,589.62	\$ 10,626.38	\$ 10,626.38	42.0%	68.0%	
TRAINING SUPPLIES	\$ 3,000.00	\$ 834.87	\$ 2,337.92	\$ 662.08	\$ 662.08	42.0%	77.9%	
FOOD	\$ 3,000.00	\$ 504.50	\$ 1,186.65	\$ 1,813.35	\$ 1,813.35	42.0%	39.6%	
CONTRACTUAL								
OTHER								
CONTRACTS	\$ 10,000.00	\$ 967.92	\$ 2,990.56	\$ 7,009.44	\$ 7,009.44	42.0%	29.9%	
MEDICAL	\$ 10,000.00	\$ 372.99	\$ 2,434.89	\$ 7,565.11	\$ 7,565.11	42.0%	24.3%	
DENTAL	\$ 13,465.00	\$ -	\$ 495.79	\$ 12,969.21	\$ 12,969.21	42.0%	3.7%	
CHILD TRAVEL	\$ 104,398.00	\$ 13,843.39	\$ 54,450.33	\$ 49,947.67	\$ 49,947.67	42.0%	52.2%	
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 2,506.47	\$ 8,692.10	\$ 19,307.90	\$ 19,307.90	42.0%	31.0%	
CAREER DEVELOP	\$ -	\$ 390.00	\$ 390.00	\$ (390.00)	\$ (390.00)	0.0%	0.0%	
PARENT TRAINING	\$ 15,400.00	\$ 698.94	\$ 11,335.23	\$ 4,064.77	\$ 4,064.77	42.0%	73.6%	
SPACE	\$ 57,779.00	\$ 1,539.58	\$ 20,773.67	\$ 37,005.33	\$ 37,005.33	42.0%	36.0%	
DEPRECIATION	\$ 30,600.00	\$ 2,550.00	\$ 12,342.00	\$ 18,258.00	\$ 18,258.00	42.0%	40.3%	
UTILITIES	\$ 58,300.00	\$ 4,444.87	\$ 19,366.45	\$ 38,933.55	\$ 38,933.55	42.0%	33.2%	
TELEPHONE	\$ 34,500.00	\$ 3,520.30	\$ 15,081.19	\$ 19,418.81	\$ 19,418.81	42.0%	43.7%	
OTHER	\$ 34,216.00	\$ 11,776.62	\$ 32,437.75	\$ 1,778.25	\$ 1,778.25	42.0%	94.8%	
TOTAL DIRECT COSTS	\$ 4,447,267.00	\$ 376,909.21	\$ 1,785,546.91	\$ 2,661,720.09	\$ 2,661,720.09	42.0%	40.1%	
ADMIN COSTS (8.228%)	\$ 327,663.00	\$ 25,959.34	\$ 127,276.52	\$ 200,386.48	\$ 200,386.48	42.0%	38.8%	
GRAND TOTAL	\$ 4,774,930.00	\$ 402,868.55	\$ 1,912,823.43	\$ 2,862,106.57	\$ 2,862,106.57	42.0%	40.1%	
IN KIND NEEDED	\$ 1,193,733.00							
IN KIND GENERATED	\$ 740,276.07							
IN KIND (SHORT)/LONG	\$ (453,456.93)							
PROCUREMENT CARD EXPENSE	\$ 14,533.36	4% 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	19,650.81	1,457.48	600.30	21,708.59	-	73,034.79		

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 1,824.94	\$ 5,970.90	\$ 27,363.10	42.0%	17.9%
SUPPLIES						
Training Supplies	\$ 4,118.00	\$ -	\$ 543.09	\$ 3,574.91	42.0%	13.2%
OTHER						
Contracts	\$ -					
Career Development	\$ 16,527.00	\$ 2,961.80	\$ 8,003.55	\$ 8,523.45	42.0%	48.4%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 4,786.74	\$ 14,517.54	\$ 39,461.46	42.0%	26.9%
GRAND TOTAL	\$ 53,979.00	\$ 4,786.74	\$ 14,517.54	\$ 39,461.46	42.0%	26.9%
IN KIND NEEDED	\$ 13,495.00					
IN KIND GENERATED	\$ 6,757.00					
IN KIND (SHORT)/LONG	\$ (6,738.00)					

	TOTAL	TOTAL THIS	CASH OUTLAY		BALANCE	PROJ	ACTUAL
CATEGORY	APPROVED	MONTH	TO DATE	BALANCE	OF BUDGET	%	%
SALARIES	\$ 542,886.00	\$ 43,124.93	\$ 211,115.34	\$ 331,770.66	\$ 331,770.66	42.0%	38.9%
BENEFITS	\$ 281,935.00	\$ 21,001.96	\$ 103,033.69	\$ 178,901.31	\$ 178,901.31	42.0%	36.5%
OUT OF AREA TRAVEL	\$ -	\$ -		\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -			\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 3,505.00	\$ 187.17	\$ 351.43	\$ 3,153.57	\$ 3,153.57	42.0%	10.0%
CENTER SUPPLIES	\$ 13,265.00	\$ 908.90	\$ 3,607.98	\$ 9,657.02	\$ 9,657.02	42.0%	27.2%
CLASSROOM SUPPLIES	\$ 10,047.00	\$ -	\$ 1,725.31	\$ 8,321.69	\$ 8,321.69	42.0%	17.2%
TRAINING SUPPLIES	\$ 3,500.00	\$ -	\$ 47.00	\$ 3,453.00	\$ 3,453.00	42.0%	1.3%
FOOD	\$ 2,066.00	\$ 31.88	\$ 55.62	\$ 2,010.38	\$ 2,010.38	42.0%	2.7%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 56,940.00	\$ 3,056.12	\$ 14,064.88	\$ 42,875.12	\$ 42,875.12	42.0%	24.7%
MEDICAL	\$ 7,500.00	\$ 15.22	\$ 260.23	\$ 7,239.77	\$ 7,239.77	42.0%	3.5%
DENTAL	\$ 5,000.00	\$ -	\$ 1,104.74	\$ 3,895.26	\$ 3,895.26	42.0%	22.1%
CHILD TRAVEL	\$ 5,000.00	\$ 525.04	\$ 866.57	\$ 4,133.43	\$ 4,133.43	42.0%	17.3%
EMPLOYEE TRAVEL	\$ 4,453.00	\$ 432.89	\$ 1,835.90	\$ 2,617.10	\$ 2,617.10	42.0%	41.2%
CAREER DEVELOP	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
PARENT TRAINING	\$ 12,300.00	\$ 1,259.65	\$ 5,963.63	\$ 6,336.37	\$ 6,336.37	42.0%	48.5%
FACILITIES/CONST.	\$ 3,400.00	\$ 209.49	\$ 1,005.57	\$ 2,394.43	\$ 2,394.43	42.0%	29.6%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 8,500.00	\$ 11,900.00	\$ 11,900.00	42.0%	41.7%
UTILITIES	\$ 8,400.00	\$ 550.03	\$ 2,298.67	\$ 6,101.33	\$ 6,101.33	42.0%	27.4%
TELEPHONE	\$ 4,000.00	\$ 481.54	\$ 2,243.49	\$ 1,756.51	\$ 1,756.51	42.0%	56.1%
OTHER	\$ 6,211.00	\$ 1,571.60	\$ 5,254.68	\$ 956.32	\$ 956.32	42.0%	84.6%
TOTAL DIRECT COSTS	\$ 990,808.00	\$ 75,056.42	\$ 363,334.73	\$ 627,473.27	\$ 627,473.27	42.0%	36.7%
ADMIN COSTS (8.228%)	\$ 69,100.00	\$ 5,276.35	\$ 25,900.78	\$ 43,199.22	\$ 43,199.22	42.0%	37.5%
GRAND TOTAL	\$ 1,059,908.00	\$ 80,332.77	\$ 389,235.51	\$ 670,672.49	\$ 670,672.49	42.0%	36.7%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ (199,009.76)						
IN KIND (SHORT)/LONG	\$ 65,967.24						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	336.77	186.93	-	523.70	-	2,569.74	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 13,585.00	\$ 325.34	\$ 2,649.15	\$ 10,935.85	42.0%	19.5%
SUPPLIES						
Training Supplies	\$ 1,424.00	\$ -	\$ -	\$ 1,424.00	42.0%	0.0%
OTHER						
Contracts	\$ 4,000.00	\$ -				
Career Development	\$ 7,489.00	\$ 113.45	\$ 1,730.55	\$ 5,758.45	42.0%	23.1%
TOTAL DIRECT COSTS	\$ 26,498.00	\$ 438.79	\$ 4,379.70	\$ 22,118.30	42.0%	16.5%
GRAND TOTAL	\$ 26,498.00	\$ 438.79	\$ 4,379.70	\$ 22,118.30	42.0%	16.5%
IN KIND NEEDED	\$ 6,625.00					
IN KIND GENERATED	\$ 1,150.00					
IN KIND (SHORT)/LONG	\$ (5,475.00)					



June 9, 2015

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

From: Mike Mason

Re: Cheney Road Project

The Cheney Road Project bid last month and the construction bid came in at approximately \$465,000 higher than the engineer's estimate of \$1,209,000. Based upon the original estimate, the College provided \$1,108,700 for the project. When additional bidding costs, construction inspection and contingencies are added to the current project, the College will have to provide approximately \$589,300 in additional funds to the project. This will bring the College's total contribution to approximately \$1,698,000 out of a total estimated cost of \$2,539,500.

In conversations with Twin Falls City Engineer Jackie Fields, many road construction projects are coming in significantly higher than the engineering estimates. There is a significant amount of work available and it is growing.

Listed below are two options and the potential issues that can or will arise as a result of selecting either option.

Option 1 - We accept the current bid or rebid and build the road next year:

1. It will cost approximately \$10,000 to re-bid the road. There were only two bids on the previous bid and we may or may not get more bidders. In re-bids the price may go up or down. It is hard to say what will happen in this instance.
2. If we want to accept the current bid, the college will have to add approximately \$600,000 (see attached spreadsheet) to the \$1,109,000 already provided which totals \$1,709,000. There is a 5% contingency built into this but change orders in addition to that will also be the responsibility of the college.
3. The existing bid time frame for the construction will be late spring of 2016. The re-bid construction timeframe will be late summer of 2016 or 2017 depending upon when the bridge work can be completed.
4. It is optimal to start the bridge work in October since it will take the longest amount of time to complete. The original bid will allow us to do that but the re-bid may or may not depending upon the time it takes award the bid and mobilize.
5. The City has agreed to pay up to \$200,000 for the construction of the additional two lanes of the north south portion of Cheney Road. If Cheney Road is delayed, this funding obligation will most likely carry forward if the road is constructed in the near future. It may or may not be an obligation of future City councils.

6. Upon completion of Cheney Road, we will still have the opportunity for some traffic calming on North College with a 35 mph speed limit and possibly four lanes in the distant future. The City Master Plan going out 20 years does not indicate that four lanes will be required of North College through the campus.
7. With the construction of Cheney Road, it is expected that traffic on North College will be significantly less than it is now.

Option 2 - We do not accept the bid or rebid and build the road at a later date or not at all:

1. The College will have to repay the federal grant approximately \$480,000 for the plans. The City will get to keep the plans. While the basic plans can be used for a future project, all environmental, permits and other issues will have to be re-addressed in a future project. The Corp of Engineers permit for the Perrine Coulee work will also expire and this will take a considerable amount of time and money to re-permit. There will be an expense in updating the plans for a future project.
2. Construction costs for federal project as compared to a state or local project runs 20 to 30% higher. Since the construction costs for this project are estimated at \$1,674,000, this additional cost we are paying for a federal project ranges from \$334,800 to \$502,200.
3. The land for Cheney Road has been deeded to the City. The City will retain ownership of that land. It was deeded and is not just a right of way.
4. If the road is not built, the City will fill in the pond with the existing dirt pile, put in a grease trap and haul off the rock pile. The college can go back to farming the land until a future road is constructed.
5. Before any future development on college property on the north side of North College Road is started, the Cheney Road project will have to be completed by the College. This is a requirement of the current PUD Phase 2.
6. The developer to the north will construct a two lane road along the north property but will not be responsible for connecting the north south section to North College.
7. The College's obligation for the Cheney for the currently planned four north south lanes for Cheney will remain but will be delayed until the north property is developed.
8. The two acres we sold to the Twin Falls Rural Fire District was contingent upon Cheney Road being constructed. Its use was restricted to a fire station. There are rumors of a fire station needed farther west. In any event, if we are delaying the road construction significantly or the need for the fire station is farther west, the fire district will need to be approached and asked if they want their \$500,000 back.
9. We will still have the opportunity for some traffic calming with a 35 mph speed limit and possibly four lanes in the distant future. The current PUD for the CSI North College Development does not show a four lane road through the College. This may be a basis for the City to not make North College a four lane road.
10. The Cheney Road project is a significant management project. Currently, this is being done by the Idaho Department of Transportation. The Idaho Department of Transportation will not manage the construction project unless federal funds are involved. There is no guarantee that if we use institutional funds at a later date that the City will have the time, resources or desire to manage the project.

11. We have deposited \$1,108,700 with the Idaho Department of Transportation for the project. Those funds will not be returned until an audit can be completed on the project. This may take several years.

Cheney Road will have to be constructed as per Phase 2 of the North College PUD. The construction will have to be completed prior to any further development of the property. I believe the primary question becomes will it become more cost effective to accept the current bid or delay the project. The secondary question is the status of all of our current agreements with the City concerning the project.

Based upon the belief that a re-bid would not yield or guarantee a significant cost savings, a longer delay would likely be more expensive, the complexities involved with the City of Twin Falls current contracts and agreements and that Cheney Road will have to eventually have to be constructed, it is my recommendation that the College provide the City with the additional amount of approximately \$600,000 from the Plant Facility Fund and proceed with the Cheney Road project in the most cost effective means possible.

College of Southern Idaho
Student Safety Initiative - Cheney Road Project
May 26, 2015

Student Safety Initiative Funds Available

2005 Earmark	521,483	
2006 Earmark	742,500	
2008 Earmark	470,400	
Urban Funds	32,000	

Total Funds Available for All Three Projects		1,766,383
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Falls Stop Light Project - KN 09687	519,550	
Falls Entry Project - KN 10734	405,332	

Less: Funds Expended for Stop Light & Entryway		924,882
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Funds Available for Cheney Road Project		841,501
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Cheney Road Project Estimates

Construction Bid Estimate	1,673,826	
Engineering - Project Design	352,650	
Non-Bid Items	13,400	
Design Costs from ITD	10,000	
Construction Engineering - Consultant - 17%	284,550	
Construction Engineering and Inspection	54,397	
LHTAC - Design Charges - 4%	66,953	
Contingency - 5%	83,691	

Total Funds Needed For Construction		2,539,468
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Amount CSI Needs to Provide for Project		(1,697,967)

Funds From Sale of Two Acres to Fire District	497,800	
Plant Facility Fund Contribution	1,200,167	

Total CSI Funds Required for Cheney Road Project		1,697,967
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Funds Provided to City	1,108,703	
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Additional CSI Funds Required with current bid		589,264



June 9, 2015

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

From: Mike Mason

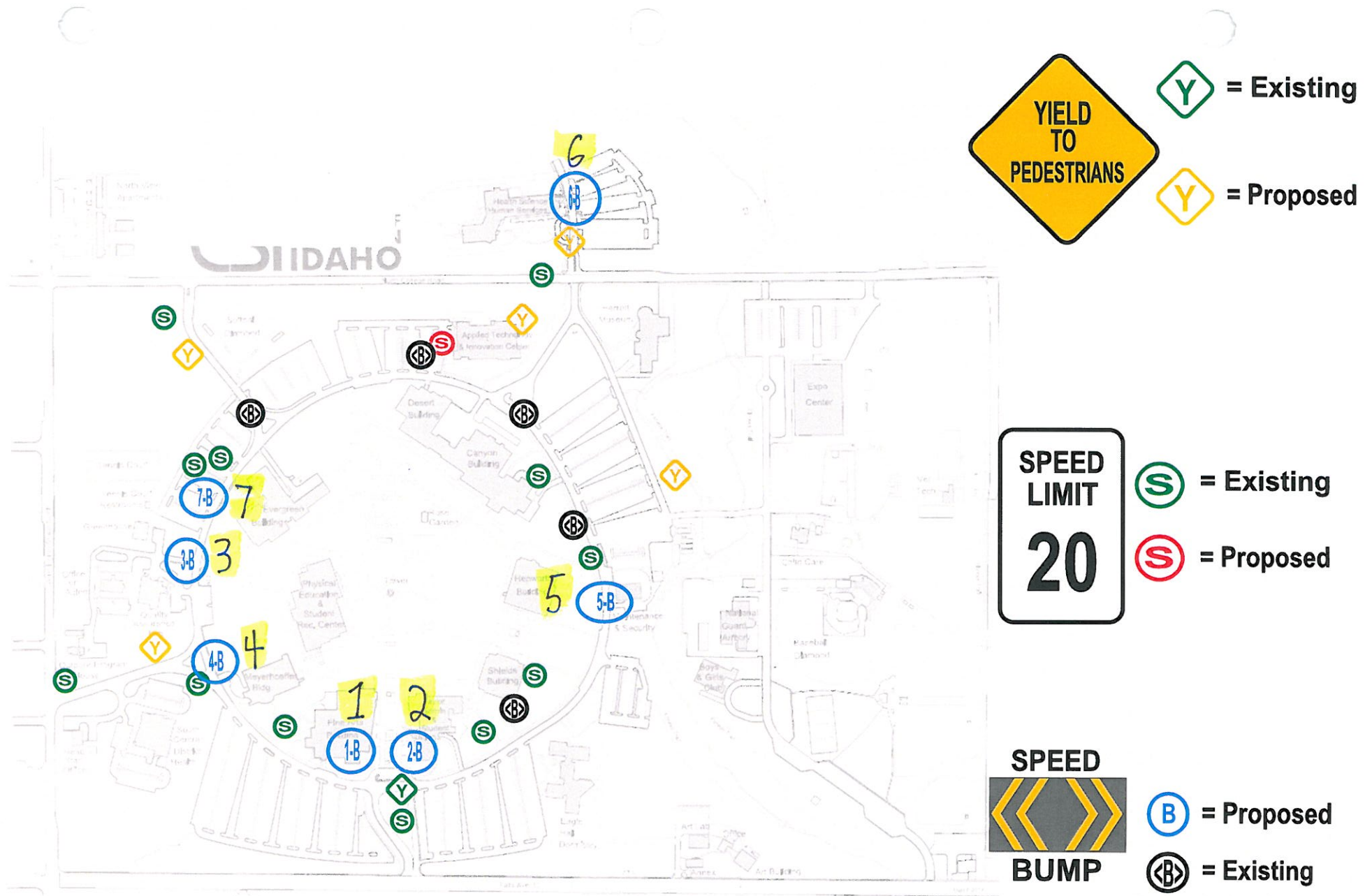
A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Speed Hump Priority List

At the May 18, 2015 Board meeting Public Safety Director Jim Ellington presented a recommendation from the College of Southern Idaho Safety Committee concerning the addition of seven speed humps to slow down vehicle traffic and improve pedestrian safety. The cost of each speed hump is approximately \$1,500.

The Board asked that the seven proposed speed humps locations be prioritized and be brought back to the Board. The attached campus map shows the seven speed hump locations prioritized from one to seven with one being the highest priority.

If you need further information please let me know.



Proposed Speed Control Measures



June 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.

Re: Home Delivered Meal Vendor Selection

We advertised for the services of a qualified vendor to provide home delivered meals to qualified clients who are not covered by existing contracts. The program is part of our College of Southern Idaho Office on Aging which administers funds provided by the Idaho Commission on Aging.

The proposed contract will help us provide meals to seniors who are not served by a local senior center. Only clients that are approved as eligible for service as determined by an eligibility assessment process that is conducted by the CSI Office on Aging will be served by the contract. The contract is for one year starting July 1, 2015.

We received two inquiries but only one vendor responded. Based upon the analysis of the proposal by Suzanne McCampbell, CSI Office on Aging Director, I recommend we accept the proposal of Homestyle Direct of Kimberly, Idaho in the amount of \$5.75 per meal. This amount includes all shipping and handling charges.

Funding for this contract is from grant funds for Senior Nutrition and Nutrition Health Education programs administered through the CSI Office on Aging.

June 9, 2015

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

From: Mike Mason



Re: Sole Source Mobile Cheese Processing Trailer

Upon completion of the Applied Technology and Innovation Center we decided to start a food processing program in the middle lab space. Our original plans were to set up a number of pieces of equipment including a cheese processing line. We are currently in the process of completing the engineering for all of the required equipment except for the cheese processing line.

The remodel required for a cheese processing line would be very expensive and would involve significant electrical, plumbing and sewer issues. In looking for options and flexibility, Alan Heck, TAC3 Grant Manager and Ben Hamlett and Janna Verburg-Hamlett, our Food Science Program Instructors, found a company that produced a cheese processing trailer. The company is called Darlington Dairy Supply and is located in Darlington, Wisconsin.

In order to determine the feasibility of the trailer for educational purposes, Ben Hamlett and Yana Verberg-Hamlett traveled to Darlington, Wisconsin, met with company representatives and review their product line. It is their opinion that the trailer will not only provide the instructional platform needed but can be taken to various locations for both educational and promotional use. Additionally, it is far less expensive to purchase the fully equipped trailer than to remodel the existing lab space.

Darlington Dairy Supply is also willing to install our previously bid and purchased equipment which cost approximately \$43,500 in the custom designed trailer. Based upon the uniqueness of this project, I would like to request permission from the Board for a sole source purchase.

The request for the sole source purchase is based upon the following reasons:

- After an internet search and conversations with the vendor is the only mobile cheese lab that will meet our specifications and it will contain all of the necessary equipment for our needs.
- This trailer will meet the state standards for certification, so that we can legitimately produce (and potentially sell) cheese, ice cream, and yogurt.
- This trailer is completely UL compliant, and can be completely mobile, or connected to power and water in our lab facility.
- This company will be able to incorporate the cheese processing equipment that we have already purchased.

The cost of the trailer as equipped is \$147,000 which does not include the \$43,500 in equipment that we have already purchased. Funding for the purchase is from the TAC3 grant. If the Board approves the sole source purchase, the actual purchase will be contingent based upon approval from our TAC3 grant officer.

I respectfully request permission from the Board to proceed with the purchase of the specified cheese processing trailer as a sole source acquisition from Darlington Dairy Supply of Darlington, Wisconsin in the amount of \$147,000 contingent upon approval of the TAC3 grant officer.



June 8, 2015

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

From: Mike Mason

Re: Taylor Building Remodels

We contracted with LKV Architects on a time and materials basis to provide some investigative programming services for the remodel of the Information/Mail Room and the Information Technology areas of the Taylor Building. The administration proposes to remodel the Information/Mail Room area into an Admissions/Welcome Center and the Information Technology area to spaces that will include information technology, grants, institutional research and possibly public information. As a result of this remodel, the mail room/shipping and receiving will move to the Canyon building.

The initial programming drawings will be available for discussion at the June 15, 2015 Board meeting.

Based upon initial programming, it appears the remodels will cost around \$600,000. At the programming stage, remodels are always difficult to estimate due to many unknowns. The cost may very well exceed \$600,000 if we encounter significant HVAC or other issues. We will need a set of plans and specifications to go out to bid. We will need to hire an architect to complete the programming and develop the plans and specifications. The fee for architectural services on a \$600,000 remodel project will exceed \$25,000.

If the Board approves the remodel concepts, I respectfully request permission to advertise for Requests For Proposals for a qualification based selection of an architectural firm to provide the comprehensive design and engineering services we need for these projects.

Funding for these projects, if approved, will be from the Plant Facility Fund.