



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

July 17, 2017

EXECUTIVE SESSION  
3:00 P.M.  
Taylor Building – President’s Board Room

BOARD OF TRUSTEES REGULAR MEETING  
4:00 P.M.  
Taylor Building – Taylor 248

## AGENDA

### CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*  
MINUTES – EXECUTIVE SESSION – JUNE 19<sup>TH</sup>, 2017: (A) *Jeff Harmon*  
MINUTES – REGULAR MEETING – JUNE 19<sup>TH</sup>, 2017: (A) *Jeff Harmon*  
TREASURER’S REPORT: (A) *Jeff Harmon*  
HEAD START/EARLY HEAD START REPORT: (A) *Mancole Fedder*

### OPEN FORUM

### UNFINISHED BUSINESS

### NEW BUSINESS

COLLEGE OF EASTERN IDAHO PROGRESS REPORT: (I) *President Fox*  
SUMMER MAINTENANCE PROJECTS: (I) *Allen Scherbinske*  
OFFICE ON AGING UPDATE: (I) *Suzanne McCampbell*  
P20 CONFERENCE REPORT: (I) *Dr. Evin Fox*  
SOUTHERN IDAHO CHAPTER – AMERICAN ASSOCIATION FOR WOMEN IN COMMUNITY COLLEGES  
(AAWCC) REPORT: (I) *Larisa Alexander and Jennifer Zimmers*

### REMARKS FOR THE GOOD OF THE ORDER

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

### ADJOURNMENT

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
EXECUTIVE SESSION  
BEST WESTERN SAWTOOTH ROOM JEROME IDAHO  
June 19, 2017

CALL TO ORDER: 3:00 p.m. PRESIDING: Karl Kleinkopf

ATTENDING:

Trustees: Karl Kleinkopf, Laird Stone, Bob Keegan,  
Jan Mittleider, and Jack Nelsen

College Administration: Jeff Fox, President  
Jeff Harmon, Vice President of Finance and Administration  
Eric Nielson, Director of Human Resources

The Board of Trustees entered into Executive Session in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel (c) to conduct deliberations concerning real property and (f) to consider and advise its legal representatives in pending litigation or where there is a public awareness of probable litigation on MOTION by Bob Keegan. Affirmative vote was unanimous.

BOARD OF TRUSTEE ADJOURNMENT declared at 3:58 p.m.

\_\_\_\_\_  
Jeffrey M. Harmon, Secretary Treasurer

APPROVED: July 17, 2017

\_\_\_\_\_  
Karl Kleinkopf, Chairman

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
JUNE REGULAR BOARD OF TRUSTEES MEETING  
BEST WESTERN SAWTOOTH ROOM JEROME IDAHO

June 19, 2017

CALL TO ORDER: 4:00 p.m. Presiding: Karl Kleinkopf

ATTENDING:

Trustees: Karl Kleinkopf, Laird Stone, Bob Keegan  
Jan Mittleider, and Jack Nelsen

College Administration: Dr. Jeff Fox, President  
Dr. Todd Schwarz, Executive Vice President, Chief Academic Officer  
Jeff Harmon, Vice President of Finance and Administration  
Employees, visitors and media - Attached List

APPROVAL OF AGENDA: The agenda was approved as amended on MOTION by Bob Keegan. Affirmative vote was unanimous.

BOARD MINUTES:

The Board accepted the following Board minutes as written.

May 9, 2017	Executive Session
May 9, 2017	Special Session
May 15, 2017	Executive Session
May 15, 2017	Regular Meeting

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

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports, on MOTION by Bob Keegan. Affirmative vote was unanimous.

OPEN FORUM:

NONE

UNFINISHED BUSINESS:

NONE

NEW BUSINESS:

1. The Board approved the CSI Board of Trustee Policy document with minor changes, on MOTION by Jan Mittleider. Affirmative vote was unanimous.
2. The Board approved CSI Board of Trustee Self Evaluation on MOTION by Laird Stone. Affirmative vote was unanimous.
3. Kevin Mark, the college's Chief Information Officer updated the Board on information technology related initiatives.
4. Chris Brag, the college's Associate Dean of Institutional Effectiveness updated the Board on our strategic plan.

REMARKS FOR THE GOOD OF THE ORDER

President's Report

ADJOURNMENT declared at 5:27 p.m.

\_\_\_\_\_  
Jeffrey M. Harmon, Secretary Treasurer

Approved: July 17, 2017

\_\_\_\_\_  
Karl Kleinkopf, Chairman



COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
June 19, 2017

Monthly Board Meeting List of Attendees

**Employees**

Eric Nielson, Director of Human Resources  
Kevin Mark, Chief Technology Officer  
Chris Bragg, Associate Dean of Institutional Effectiveness  
Allen Scherbinske, Director of Physical Plant  
Doug Maughan, Director of Public Information  
Jim Munn, Interim Director of Public Safety  
Kathy Deahl, Executive Administrative Assistant to the President  
Larisa Alexander, AAWCC  
Ed Ditlefson, Director of Applications & Data

**Media & Visitors:**

Julie Wootton, Times News  
Cathy Roemer, Jerome County Commissioner

**General Fund YTD Board**

YEAR: 1617

**Statement of Revenue and Expenses**

Acct Month: 12

Wednesday, July 12, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$11,712,745.55)	(\$11,020,255.47)	(\$11,713,000.00)	(\$692,744.53)	5.91%
County Tuition	(\$1,580,619.17)	(\$1,967,029.87)	(\$1,632,000.00)	\$335,029.87	-20.53%
State Funds	(\$18,903,758.66)	(\$20,971,830.47)	(\$20,648,000.00)	\$323,830.47	-1.57%
County Property Tax	(\$6,816,136.28)	(\$4,782,960.79)	(\$6,870,400.00)	(\$2,087,439.21)	30.38%
Grant Management Fees	(\$567,395.72)	(\$496,440.45)	(\$560,000.00)	(\$63,559.55)	11.35%
Other	(\$463,511.78)	(\$604,088.54)	(\$443,600.00)	\$160,488.54	-36.18%
Unallocated Tuition	\$0.00	(\$1,027,789.43)	\$0.00	\$1,027,789.43	0.00%
Departmental Revenues	(\$840,393.89)	(\$1,449,860.99)	(\$808,000.00)	\$641,860.99	-79.44%

**Total Revenue** (\$40,884,561.05) (\$42,320,256.01) (\$42,675,000.00) (\$354,743.99) 0.83%

**Expenditures**

Personnel

Salaries	\$20,672,720.59	\$21,476,834.52	\$22,069,200.00	\$592,365.48	2.68%
Variable Fringe	\$4,211,433.78	\$4,383,322.15	\$4,513,400.00	\$130,077.85	2.88%
Health Insurance	\$3,738,220.04	\$4,410,537.42	\$4,799,800.00	\$389,262.58	8.11%

**Total Personnel** \$28,622,374.41 \$30,270,694.09 \$31,382,400.00 \$1,111,705.91 3.54%

Expense Categories

Services	\$2,665,030.73	\$3,599,980.72	\$2,955,450.00	(\$644,530.72)	-21.81%
Supplies	\$1,045,790.32	\$1,336,593.97	\$1,259,750.00	(\$76,843.97)	-6.10%
Other	\$1,058,879.21	\$632,885.47	\$571,000.00	(\$61,885.47)	-10.84%
Capital	\$752,833.85	\$722,435.71	\$1,523,000.00	\$800,564.29	52.56%
Institutional Support	\$4,646,281.47	\$4,434,130.99	\$4,983,400.00	\$549,269.01	11.02%
Transfers	\$37,313.71	(\$29,150.15)	\$0.00	\$29,150.15	0.00%

**Total Expense Categories** \$10,206,129.29 \$10,696,876.71 \$11,292,600.00 \$595,723.29 5.28%

**Total Expenditures** \$38,828,503.70 \$40,967,570.80 \$42,675,000.00 \$1,707,429.20 4.00%

**Rev/Expense Total** (\$2,056,057.35) (\$1,352,685.21) \$0.00 \$1,352,685.21 0.00%

**College of Southern Idaho Head Start/ Early Head Start  
Program Summary For June 2017**

**Enrollment**

Head Start ACF Federal Funded	*Out for Summer Break
Head Start TANF	*Out for Summer Break
Early Head Start	92
<b>Total</b>	<b>92</b>

**Program Options**

Center Based (PD/PY; FD/PY) Pre– K, Early Head Start -Home Based, Early Head Start Toddler Combo.

**Head Start Attendance**

June Head Start Overall Attendance	*Out for Summer Break
June Head Start Self Transport Attendance	*Out for Summer Break
June EHS Toddler Combo Attendance	84%

**Meals and Snacks**

Total meals served for June	365
Total snacks served for June	350

**Program Notes**

Pre-Service training for staff is August 1-3, 2017.

The Program would like to replace the heating system at the Orchard Valley facility in Wendell. Currently we are looking at bids not exceeding \$12,000 for an energy efficient heating and air conditioning system. This is a renovation requiring approval from the board and policy council as the equipment total is over the \$5,000 threshold and requires a budget modification. The funds are made available because of a robust savings year to date in personnel costs.

The Program is making some changes to its requirements related to Bus driver qualifications with the addition of a Post-Offer Job Employment Screening developed by St. Luke's. The assessment will be performed while staff completes their DOT physicals. It is designed to analyze an applicant's or current staff's ability to complete necessary physical demands required by the job description and Head Start Performance Standards. The desired result is that the program can ensure the safety of all children receiving transportation services while enrolled in the College of Southern Idaho's Head Start and Early Head Start program.

**Early Head Start**

Early Head Start staff are completing the program year on July 31<sup>st</sup>. They are finishing up the Program Information Report for their program. Children are being transitioned to Head Start if age and income eligible, age 3 by August. If they are not eligible they are being transitioned to child care or other options for the parent. New families will be enrolled the first week of August.

**Documents for Board Review and Approval:** Financial Reports; HVAC system purchase for Orchard Valley.



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,339,920.00	\$ 232,654.76	\$ 1,122,319.14	\$ 1,217,600.86	52.0%
BENEFITS	\$ 1,586,210.00	\$ 130,082.14	\$ 647,878.80	\$ 938,331.20	59.2%
OUT OF AREA TRAVEL	\$ -	\$ 288.00	\$ 5,186.67	\$ (5,186.67)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 16,454.50	\$ 47,250.80	\$ 8,207.20	14.8%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 426,580.00	\$ 33,833.02	\$ 233,538.42	\$ 193,041.58	45.3%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,408,168.00</b>	<b>\$ 413,312.42</b>	<b>\$ 2,056,173.83</b>	<b>\$ 2,351,994.17</b>	<b>53.4%</b>
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ 28,835.33	\$ 158,521.34	\$ 195,278.66	55.2%
<b>GRAND TOTAL</b>	<b>\$ 4,761,968.00</b>	<b>\$ 442,147.75</b>	<b>\$ 2,214,695.17</b>	<b>\$ 2,547,272.83</b>	<b>53.5%</b>
IN KIND NEEDED	\$ 1,190,492.00				
IN KIND GENERATED	\$ 664,518.85				
IN KIND (SHORT)/LONG	\$ (525,973.15)				

PROCUREMENT CARD EXPENSE

\$ 13,184.55 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	5,912.79	1,067.35	845.24	7,825.38	86,755.67

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 1,172.36	\$ 18,539.03	\$ 8,800.97	32.2%
SUPPLIES	\$ 3,434.00	\$ -	\$ 185.00	\$ 3,249.00	94.6%
OTHER	\$ 20,776.00	\$ 1,496.08	\$ 21,089.72	\$ (313.72)	-1.5%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 2,668.44</b>	<b>\$ 39,813.75</b>	<b>\$ 11,736.25</b>	<b>22.8%</b>

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 9,748.00
IN KIND (SHORT)/LONG	\$ (3,140.00)



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 553,707.00	\$ 50,321.18	\$ 280,368.26	\$ 273,338.74	49.4%
BENEFITS	\$ 357,120.00	\$ 28,325.56	\$ 163,134.18	\$ 193,985.82	54.3%
OUT OF AREA TRAVEL		\$ 38.42	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 2,830.55	\$ 9,449.65	\$ 23,610.35	71.4%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,125.00	\$ 10,496.55	\$ 58,013.69	\$ 93,111.31	61.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,095,012.00</b>	<b>\$ 92,012.26</b>	<b>\$ 511,004.20</b>	<b>\$ 584,007.80</b>	<b>53.3%</b>
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ 7,078.21	\$ 39,915.22	\$ 42,969.78	51.8%
<b>GRAND TOTAL</b>	<b>\$ 1,177,897.00</b>	<b>\$ 99,090.47</b>	<b>\$ 550,919.42</b>	<b>\$ 626,977.58</b>	<b>53.2%</b>
IN KIND NEEDED	\$ 294,474.00				
IN KIND GENERATED	\$ 253,690.38				
IN KIND (SHORT)/LONG	\$ (40,783.62)				
USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 8.76	\$ 334.34	\$ 93.01	\$ 436.11	\$ 3,351.21

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 12,650.00	\$ 170.42	\$ 6,615.11	\$ 6,034.89	47.7%
SUPPLIES	\$ 1,480.00	\$ -	\$ 180.87	\$ 1,299.13	87.8%
OTHER	\$ 14,797.00	\$ 321.08	\$ 4,038.69	\$ 10,758.31	72.7%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 491.50</b>	<b>\$ 10,834.67</b>	<b>\$ 18,092.33</b>	<b>62.5%</b>
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 11,732.00				
IN KIND (SHORT)/LONG	\$ 4,500.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ -	\$ -	\$ 293,300.00	100.0%
SUPPLIES	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	100.0%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 18,240.24	\$ 21,725.04	\$ 21,859.96	50.2%
FACILITIES	\$ 48,291.00	\$ -	\$ -	\$ 48,291.00	100.0%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 18,240.24</u>	<u>\$ 21,725.04</u>	<u>\$ 379,450.96</u>	<u>94.6%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 18,240.24</u>	<u>\$ 21,725.04</u>	<u>\$ 379,450.96</u>	<u>94.6%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (100,294.00)</u>				



COLLEGE OF SOUTHERN IDAHO  
HEAD START/ EARLY HEAD START  
998 Washington St. N.  
Twin Falls, Idaho 83303-1238  
(208) 736-0741



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July 17, 2017

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. 10CH010422**

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 at the regularly scheduled Board meeting on July 17, 2017, the request for budget modification in order to purchase and install a new HVAC system for its Orchard Valley facility in Wendell. The equipment purchase is above the \$5,000 threshold thus needing prior approval for purchase.

We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

Jeffery M. Harmon  
Vice President of Administration  
College of Southern Idaho  
Head Start /Early Head Start