

AGENDA

Board of Trustees
Bob Keegan, Chair
Jan Mittleider
Laird Stone
Jack Nelsen
Karl Kleinkopf

CSI Mission Statement:
To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

Board Mission Statement:
The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

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| I. CALL TO ORDER | Chairman Keegan
3:00p.m./Taylor 112 |
| II. RECESS TO EXECUTIVE SESSION | Chairman Keegan
Taylor 112 |
| III. RECONVENE REGULAR MEETING | Chairman Keegan
4:00PM/Taylor SUB 248 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Keegan |
| V. MINUTES & BUSINESS REPORTS | |
| A. Approval of Minutes | Jeff Harmon |
| December 18, 2017 – Regular Meeting | |
| January 19, 2018 – Special Session | |
| B. Approval of Treasurer’s Report | Jeff Harmon |
| C. Head Start/Early Head Start Report | Mancole Fedder |
| VI. OPEN FORUM | Chairman Keegan |
| VII. UNFINISHED BUSINESS | |
| VIII. NEW BUSINESS | |
| A. Action Items: None | |
| B. Information Items: | |
| 1. Revenue Bond for Student Housing Update | Jeff Harmon |
| 2. Taylor Building Remodel and Department Relocation | Jeff Harmon |
| 3. Campus Maintenance Update | Spencer Cutler |
| 4. Legislative Update - Education Week | President Fox |
| IX. REMARKS FOR THE GOOD OF THE ORDER | Chairman Keegan |
| X. PRESIDENT’S REPORT | President Fox |
| XI. ADJOURNMENT | Chairman Keegan |

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I. CALL TO ORDER

Chairman Keegan
3:00PM/President’s Board Room

A. Pursuant to Idaho Code 74-206, the Board will convene to:

- ◆ Consider personnel matters [Idaho Code 74-206(1)(a) & (b)]

II. ADJOURNMENT

Chairman Keegan

CALL TO ORDER: 3:00p.m.

ATTENDING:

Trustees:

Bob Keegan, Chairman
Jan Mittleider, Vice Chairman
Laird Stone, Clerk
Jack Nelsen, Trustee
Karl Kleinkopf, Trustee

College Administration:

Dr. Jeff Fox, President
Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
Jeff Harmon, Vice President of Finance and Administration
Dr. Michelle Schutt, Vice President of Student Services
Robert Alexander, Board Attorney
Curtis Eaton, Special Assistant to the President

Employees, visitors and media:

Attached List

EXECUTIVE SESSION: 3:01p.m.

Pursuant to Idaho Code § 77-206 (1) (a) & (b), the Board agreed to convene in Executive Session to Consider:

- Personnel matters

Karl Kleinkopf moved to go into Executive Session. MOTION was unanimous.

The vote to do so by roll call:

- Karl Kleinkopf aye
- Laird Stone aye
- Bob Keegan aye
- Jan Mittleider aye
- Jack Nelsen aye

The Board returned to public session at 3:57p.m.

APPROVAL OF AGENDA: The agenda was approved on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

BOARD MINUTES: The Board accepted the following Board minutes as written.

December 18, 2017 – Regular Meeting
January 19, 2018 – Special Session

TREASURER’S REPORT: The Treasurer’s report was accepted 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:

Action Items: None

Information Items:


1. Jeff Harmon updated the Board on the progress of the revenue bond for student housing on campus and upcoming steps for the bond request.
2. Jeff Harmon gave a brief overview of the Taylor Building remodel plans, recent departmental location changes, and relocations scheduled after the remodel is complete.
3. Spencer Cutler provided an update on major projects currently underway and projects that are schedule in the next few months.
4. President Fox thanked the Board and administration for their support at the Education Week presentations. He then gave an overview of the Governor’s recommendations for the higher education institutions.

CSI Trustees
January 29, 2018
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REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 4:40p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: February 26, 2018



Bob Keegan, Chairman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**

Monday, January 29, 2018 – 3:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

John Hughes, Dean of Instruction – Student Success
Jason Ostrowski, Dean of Student Affairs
Kevin Mark, Chief Technology Officer
Chris Bragg, Associate Dean of Institutional Effectiveness
Dr. Heidi Campbell, Associate Dean of STEM
Cesar Perez, Associate Dean of Extended Studies
Eric Nielson, Director of Human Resources
Dr. Teri Fattig, Director, Library & Herrett Center
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Jim Munn, Interim Director of Public Safety
Mancole Fedder, Director of Head Start
Suzanne McCampbell, Director of Office on Aging
Kathy Deahl, Executive Administrative Assistant to the President
Jonathan Lord, Associate Dean of Early College
Ansina Durham, Assistant Public Services Manager for Library

Media and Visitors

Julie Wootton, Times News

General Fund YTD Board

YEAR: 1718

Statement of Revenue and Expenses

Acct Month: 6

Wednesday, January 10, 2018

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$4,487,953.14)	(\$5,437,881.13)	(\$11,206,200.00)	(\$5,768,318.87)	51.47%
County Tuition	(\$895,116.15)	(\$759,950.00)	(\$1,698,700.00)	(\$938,750.00)	55.26%
State Funds	(\$20,445,128.17)	(\$21,330,983.72)	(\$21,472,200.00)	(\$141,216.28)	0.66%
County Property Tax	(\$713,459.67)	(\$880,619.39)	(\$7,179,900.00)	(\$6,299,280.61)	87.73%
Grant Management Fees	(\$254,843.62)	(\$276,788.12)	(\$540,000.00)	(\$263,211.88)	48.74%
Other	(\$308,211.71)	(\$394,799.05)	(\$411,000.00)	(\$16,200.95)	3.94%
Unallocated Tuition	(\$1,204,255.62)	(\$284,675.00)	\$0.00	\$284,675.00	0.00%
Departmental Revenues	(\$544,276.38)	(\$427,277.00)	(\$715,000.00)	(\$287,723.00)	40.24%
Total Revenue	(\$28,853,244.46)	(\$29,792,973.41)	(\$43,223,000.00)	(\$13,430,026.59)	31.07%

Expenditures

Personnel					
Salaries	\$10,516,151.21	\$10,895,527.22	\$22,387,600.00	\$11,492,072.78	51.33%
Variable Fringe	\$2,164,073.81	\$2,231,462.17	\$4,588,000.00	\$2,356,537.83	51.36%
Health Insurance	\$2,194,458.80	\$2,263,836.70	\$5,017,400.00	\$2,753,563.30	54.88%
Total Personnel	\$14,874,683.82	\$15,390,826.09	\$31,993,000.00	\$16,602,173.91	51.89%
Expense Categories					
Services	\$1,751,344.43	\$2,142,618.25	\$3,447,300.00	\$1,304,681.75	37.85%
Supplies	\$629,753.33	\$809,749.71	\$1,637,700.00	\$827,950.29	50.56%
Other	\$301,780.69	(\$533.76)	\$0.00	\$533.76	0.00%
Capital	\$463,619.37	\$378,522.15	\$1,023,600.00	\$645,077.85	63.02%
Institutional Support	\$3,895,013.32	\$4,143,651.36	\$5,121,400.00	\$977,748.64	19.09%
Transfers	(\$89,595.15)	\$255.32	\$0.00	(\$255.32)	0.00%
Total Expense Categories	\$6,951,915.99	\$7,474,263.03	\$11,230,000.00	\$3,755,736.97	33.44%
Total Expenditures	\$21,826,599.81	\$22,865,089.12	\$43,223,000.00	\$20,357,910.88	47.10%
Rev/Expense Total	(\$7,026,644.65)	(\$6,927,884.29)	\$0.00	\$6,927,884.29	0.00%

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

Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
Total	561

Program Options

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

Head Start Attendance

December Head Start Overall Attendance	80%
December Head Start Self Transport Attendance	79%
December EHS Toddler Combo Attendance	75%

Meals and Snacks

Total meals served for December	4,810
Total snacks served for December	2,603

Program Notes

Training

The Idaho Head Start Association annual training and conference will be held February 6-8, 2018, 4 staff will attend. Scheduled visits with legislators have been made; this is a rare opportunity for our parents to converse with members of our Idaho state government about early childhood education, its importance and their personal Head Start experience.

Disabilities

The program will be reaching its midpoint for the school year in January. Per performance standard, we are supposed to have 10% of our available slots enrolled by children on an Individual Education Plain (IEP) or an Individualized Family Service Plan (IFSP). For CSI Head Start/Early Head Start that would mean we had 56 children with either plan in place. As of December, the program has 62 which is 11%.

Shared Governance/Leadership Training

Our Head Start/Early Head Start program will be providing this required training on February 22, 2018 at 4:30. The intent is to have both CSI Board of Trustees and Policy Council participation in this training. We will address responsibilities of both bodies as written in the Performance Standards and provide leadership information and best practices information. We look forward to everyone's participation and the opportunity to acquaint parents with board members.

Documents for Board Review and Approval: Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,547,797.00	\$ 209,767.73	\$ 2,415,471.61	\$ 132,325.39	5.2%
BENEFITS	\$ 1,522,621.00	\$ 124,208.41	\$ 1,408,711.00	\$ 113,910.00	7.5%
OUT OF AREA TRAVEL	\$ 11,338.00	\$ 4,869.07	\$ 11,452.46	\$ (114.46)	-1.0%
EQUIPMENT	\$ 41,767.00	\$ -	\$ 12,037.19	\$ 29,729.81	71.2%
SUPPLIES	\$ 118,618.00	\$ 9,211.78	\$ 115,147.90	\$ 3,470.10	2.9%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 813,568.00	\$ 108,753.45	\$ 615,624.72	\$ 197,943.28	24.3%
TOTAL DIRECT COSTS	\$ 5,055,709.00	\$ 456,810.44	\$ 4,578,444.88	\$ 477,264.12	9.4%
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 30,647.49	\$ 344,301.91	\$ 23,449.09	6.4%
GRAND TOTAL	\$ 5,423,460.00	\$ 487,457.93	\$ 4,922,746.79	\$ 500,713.21	9.2%

IN KIND NEEDED	\$ 1,085,701.00
IN KIND GENERATED	\$ 1,180,707.22
IN KIND (SHORT)/LONG	\$ 95,006.22

PROCUREMENT CARD EXPENSE \$ 18,951.84 4% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	14,112.71	1,393.51	611.94	16,118.16	185,591.26

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ -	\$ 23,346.44	\$ 3,993.56	14.6%
SUPPLIES	\$ 3,434.00	\$ -	\$ 2,603.44	\$ 830.56	24.2%
OTHER	\$ 20,776.00	\$ -	\$ 25,792.12	\$ (5,016.12)	-24.1%
GRAND TOTAL	\$ 51,550.00	\$ -	\$ 51,742.00	\$ (192.00)	-0.4%

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 21,622.00
IN KIND (SHORT)/LONG	\$ 8,734.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 561,596.00	\$ 47,331.74	\$ 563,404.77	\$ (1,808.77)	-0.3%
BENEFITS	\$ 367,375.00	\$ 27,472.75	\$ 324,986.42	\$ 42,388.58	11.5%
OUT OF AREA TRAVEL		\$ 1,535.74	\$ 1,574.16	\$ (1,574.16)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 1,729.71	\$ 26,835.28	\$ 6,224.72	18.8%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 151,126.00	\$ 19,032.53	\$ 155,185.40	\$ (4,059.40)	-2.7%
TOTAL DIRECT COSTS	\$ 1,113,157.00	\$ 97,102.47	\$ 1,071,986.03	\$ 41,170.97	3.7%
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,755.42	\$ 79,858.48	\$ (3,339.48)	-4.4%
GRAND TOTAL	\$ 1,189,676.00	\$ 103,857.89	\$ 1,151,844.51	\$ 37,831.49	3.2%
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 458,128.50				
IN KIND (SHORT)/LONG	\$ 160,709.50				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 60.35	\$ 716.35	\$ 56.48	\$ 833.18	\$ 6,903.96

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	\$ 1,675.08	\$ 21,451.55	\$ (8,801.55)	-69.6%
SUPPLIES	\$ 1,480.00	\$ -	\$ 395.11	\$ 1,084.89	73.3%
OTHER	\$ 14,797.00	\$ -	\$ 9,159.13	\$ 5,637.87	38.1%
GRAND TOTAL	\$ 28,927.00	\$ 1,675.08	\$ 31,005.79	\$ (2,078.79)	-7.2%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 17,641.00
IN KIND (SHORT)/LONG	\$ 10,409.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ -	\$ 293,300.00	\$ -	0.0%
SUPPLIES	\$ 16,000.00	\$ -	\$ 16,000.00	\$ -	0.0%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 776.88	\$ 38,301.85	\$ 5,283.15	12.1%
FACILITIES	\$ 48,291.00	\$ 17,200.00	\$ 48,721.61	\$ (430.61)	-0.9%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 17,976.88</u>	<u>\$ 396,323.46</u>	<u>\$ 4,852.54</u>	<u>1.2%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 17,976.88</u>	<u>\$ 396,323.46</u>	<u>\$ 4,852.54</u>	<u>1.2%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	\$ 83,632.50				
IN KIND (SHORT)/LONG	<u>\$ (16,661.50)</u>				