

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.

- I. CALL TO ORDER** **Chairman Keegan**
3:00PM/President’s Board Room – Taylor #112
- II. RECESS TO EXECUTIVE SESSION** **Chairman Keegan**
President’s Board Room
- III. RECONVENE REGULAR MEETING** **Chairman Keegan**
4:00PM/Taylor Building, Room #276
- IV. APPROVAL OF MEETING AGENDA** **Chairman Keegan**
- V. MINUTES & BUSINESS REPORTS**
 - Approval of Minutes** **Jeff Harmon**
May 21, 2018
 - Approval of Treasurer’s Report** **Jeff Harmon**
 - Approval of Head Start/Early Head Start Report** **Mancole Fedder**
- VI. OPEN FORUM** **Chairman Keegan**
- VII. UNFINISHED BUSINESS**
- VIII. NEW BUSINESS**
 - Action Items**
 - 1. July 2018 Continuing Budget Resolution **Jeff Harmon**
 - Information Items**
 - 1. Facility Feasibility Presentation **Dr. Schwarz & Clint Sievers**
 - 2. Board Self-Evaluation Report **Bob Keegan**
- 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
3:00p.m./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: 3:00 p.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: 3:01 p.m.

Pursuant to Idaho Code § 77-206 the Board agreed to convene in Executive Session to Consider:

- ◆ Consider personnel matters
[Idaho Code §74-206(1)(a) & (b)]
- ◆ Deliberate regarding an acquisition of interest in real property
[Idaho Code § 74-206(1)(c)]

Laird Stone moved to go into Executive Session.

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 4:15 p.m.

APPROVAL OF AGENDA: The agenda was approved on MOTION by Jan Mittleider. Affirmative vote was unanimous.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written on MOTION by Jack Nelsen

May 21, 2018 – Regular Meeting

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

HEAD START/EARLY HEAD START REPORT: The Board approved the following items presented by Mancole Fedder for Head Start/Early Head Start:

- 1) Monthly fiscal and operational reports approved on MOTION by Bob Keegan. Affirmative vote was unanimous.
- 2) Sale of the Head Start property located at 230 11th Avenue North in Buhl, Idaho, approved on MOTION by Jan Mittleider. Affirmative vote was unanimous.
- 3) Movement of slots from the West End to the Twin Falls, Hagerman to Orchard Valley, and EHS Twin Falls to Power Center approved on MOTION by Bob Keegan. Affirmative vote was unanimous.
- 4) Transportation changes throughout the program to include, but not limited to, cancellation of transportation services in Cassia County approved on MOTION by Jan Mittleider. Affirmative vote was unanimous
- 5) Merit based salary increase of 1.5% for those Head Start and Early Head Start employees qualified per Head Start/Early Head Start HR Policy and Procedure approved on MOTION by Jack Nelsen. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. The Board a continuing budget resolution to allow CSI to operate on the previous year’s budget for July of 2018 on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.


Information Items

1. Dr. Todd Schwarz introduced Clint Sievers from Pivot North Architecture to present the results of two recent feasibility studies done on campus. The first study focused on a CSI Veterinary Technology building on campus and the second study focused on a new location, possible remodel for the CSI Art program. This presentation was for information only.
2. Chairman Keegan reported the completion of the annual Board Self-Evaluation. The Board conducts the evaluation of its performance in order to continually asses its effectiveness.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 5:50 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: July 16, 2018



Bob Keegan, Chairman

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

Monday, June 18, 2018 – 3:00p.m.

315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Terry Patterson, Dean of Instruction

Dr. Barry Pate, Department Chair

Jason Ostrowski, Dean of Student Affairs

Kevin Mark, Chief Technology Officer

Chris Bragg, Associate Dean of Institutional Effectiveness

Jonathan Lord, Associate Dean of Early College

Jennifer Zimmers, Director of Financial Aid

Spencer Cutler, Director of Physical Plant

Kim LaPray, Director of Public Information

Debra Wilson, Executive Director Foundation

Mancole Fedder, Director of Head Start

Kathy Deahl, Executive Administrative Assistant to the President

Jody Rocket, Professor

Mike Lapray, Instructor

David Rodriguez, Professor

Kelly Wilson, Public Information Specialist

Devan Mitchell, Security Officer

Media and Visitors

Clint Sievers, Pivot North Architecture



General Fund Board Report

As of May 31, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,001,959)	(\$11,416,832)	(\$11,206,200)	\$210,632	(1.88)%
County Tuition	(\$1,967,977)	(\$1,762,750)	(\$1,698,700)	\$64,050	(3.77)%
State Funds	(\$20,556,294)	(\$21,787,379)	(\$21,472,200)	\$315,179	(1.47)%
County Property Tax	(\$4,623,074)	(\$4,825,654)	(\$7,179,900)	(\$2,354,246)	32.79%
Grant Management Fees	(\$447,238)	(\$510,356)	(\$540,000)	(\$29,644)	5.49%
Other	(\$555,740)	(\$745,308)	(\$411,000)	\$334,308	(81.34)%
Unallocated Tuition	(\$1,048,325)	(\$1,574,832)	\$0	\$1,574,832	-
Departmental Revenues	(\$862,044)	(\$729,364)	(\$715,000)	\$14,364	(2.01)%
Total Revenue	(\$41,062,651)	(\$43,352,475)	(\$43,223,000)	\$129,475	(0.30)%
Expenses					
Personnel Expense					
Salaries	\$19,471,720	\$19,950,856	\$22,387,600	\$2,436,744	10.88%
Variable Fringe	\$3,988,115	\$4,081,715	\$4,588,000	\$506,285	11.03%
Health Insurance	\$4,025,643	\$4,173,753	\$5,017,400	\$843,647	16.81%
Total Personnel Expense	\$27,485,478	\$28,206,323	\$31,993,000	\$3,786,677	11.84%
Operating Expense					
Services	\$3,227,701	\$3,397,386	\$3,446,750	\$49,364	1.43%
Supplies	\$1,150,514	\$1,544,440	\$1,641,450	\$97,010	5.91%
Other	\$466,225	\$27,451	\$0	(\$27,451)	-
Capital	\$636,881	\$443,672	\$1,020,400	\$576,728	56.52%
Institutional Support	\$4,444,294	\$4,575,128	\$5,121,400	\$546,272	10.67%
Transfers	\$0	\$33,300	\$0	(\$33,300)	-
Total Operating Expense	\$9,925,614	\$10,021,377	\$11,230,000	\$1,208,623	10.76%
Total Expense	\$37,411,092	\$38,227,700	\$43,223,000	\$4,995,300	11.56%
Rev/Expense Total	(\$3,651,559)	(\$5,124,775)	\$0	\$5,124,775	-

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,618,170.00	\$ 215,751.48	\$ 930,969.70	\$ 1,687,200.30	64.4%
BENEFITS	\$ 1,791,666.00	\$ 123,522.37	\$ 531,865.02	\$ 1,259,800.98	70.3%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 115,205.00	\$ 3,701.44	\$ 25,199.49	\$ 90,005.51	78.1%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 496,335.00	\$ 36,989.91	\$ 186,780.07	\$ 309,554.93	62.4%
TOTAL DIRECT COSTS	\$ 5,021,376.00	\$ 379,965.20	\$ 1,674,814.28	\$ 3,346,561.72	66.6%
ADMIN COSTS (9.0%)	\$ 402,084.00	\$ 30,259.85	\$ 132,226.91	\$ 269,857.09	67.1%
GRAND TOTAL	\$ 5,423,460.00	\$ 410,225.05	\$ 1,807,041.19	\$ 3,616,418.81	66.7%

IN KIND NEEDED	\$ 1,368,752.00
IN KIND GENERATED	\$ 753,952.95
IN KIND (SHORT)/LONG	\$ (614,799.05)

PROCUREMENT CARD EXPENSE \$ 11,816.05 3% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	796.25	19,870.33	2,638.23	23,304.81	81,340.82

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 33,624.00	\$ 496.34	\$ 11,677.33	\$ 21,946.67	65.3%
SUPPLIES	\$ 2,609.00	\$ 17.21	\$ 114.31	\$ 2,494.69	95.6%
OTHER	\$ 15,317.00	\$ 443.36	\$ 9,098.59	\$ 6,218.41	40.6%
GRAND TOTAL	\$ 51,550.00	\$ 956.91	\$ 20,890.23	\$ 30,659.77	59.5%

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 5,132.00
IN KIND (SHORT)/LONG	\$ (7,756.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 579,081.00	\$ 46,006.33	\$ 235,068.01	\$ 344,012.99	59.4%
BENEFITS	\$ 375,897.00	\$ 25,857.98	\$ 131,730.26	\$ 244,166.74	65.0%
OUT OF AREA TRAVEL		\$ 225.00	\$ 225.00	\$ (225.00)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 17,562.00	\$ 466.14	\$ 2,728.34	\$ 14,833.66	84.5%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 131,188.00	\$ 11,023.25	\$ 39,276.47	\$ 91,911.53	70.1%
TOTAL DIRECT COSTS	\$ 1,103,728.00	\$ 83,578.70	\$ 409,028.08	\$ 694,699.92	62.9%
ADMIN COSTS (9.0%)	\$ 85,948.00	\$ 6,467.79	\$ 33,011.84	\$ 52,936.16	61.6%
GRAND TOTAL	\$ 1,189,676.00	\$ 90,046.49	\$ 442,039.92	\$ 747,636.08	62.8%

IN KIND NEEDED	\$ 297,419.00
IN KIND GENERATED	\$ 174,438.86
IN KIND (SHORT)/LONG	\$ (122,980.14)

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 23.56	\$ 1,128.26	\$ 142.21	\$ 1,294.03	\$ 3,741.89

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 13,694.00	\$ -	\$ 3,389.49	\$ 10,304.51	75.2%
SUPPLIES	\$ 2,379.00	\$ 3.36	\$ 1,440.23	\$ 938.77	39.5%
OTHER	\$ 12,854.00	\$ 720.00	\$ 2,520.00	\$ 10,334.00	80.4%
GRAND TOTAL	\$ 28,927.00	\$ 723.36	\$ 7,349.72	\$ 21,577.28	74.6%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 8,985.00
IN KIND (SHORT)/LONG	\$ 1,753.00



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



June 18, 2018

Calvin Mitchell
Acting Grants Management 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 June 18, 2018, the movement of slots from West End to Twin Falls; Hagerman to Orchard Valley; EHS Twin Falls to Power County. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

A handwritten signature in blue ink that reads 'Jeffrey M. Harmon'.

Jeffrey M. Harmon CPA
Vice President of Finance & Administration
College of Southern Idaho
Head Start /Early Head Start



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HEAD START/ EARLY HEAD START
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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 June 18, 2018, the selling of the property located at 230 11th Avenue North Buhl, Idaho. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

A handwritten signature in blue ink that reads 'Jeffrey M. Harmon'.

Jeffrey M. Harmon CPA
Vice President of Finance & Administration
College of Southern Idaho
Head Start /Early Head Start



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June 18, 2018

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Acting Grants Management 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 June 18, 2018, the changing of transportation options throughout the program to include but not be limited to cancellation of transportation services in Cassia County. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

A handwritten signature in blue ink that reads 'Jeffrey M. Harmon'.

Jeffrey M. Harmon CPA
Vice President of Finance & Administration
College of Southern Idaho
Head Start /Early Head Start



College of Southern Idaho
Head Start/Early Head Start

Program Summary for May 2018



Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
Total	576

Program Options

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

Head Start Attendance

May Head Start Overall Attendance	85%
May Head Start Self Transport Attendance	87%
May EHS Toddler Combo Attendance	85%
Number of IEP's/IFSP's	49

Meals and Snacks

Total meals served for May	6,174
Total snacks served for May	3,435

Program Notes

Facilities

The Appraisal has come back for the West End facility. The next steps are to write a narrative as to what the program would like to do with the building. At this point we are leaning towards selling it. The proceeds may be used to purchase property to build on, purchase existing space if found or returned to the federal government.

The Hagerman School District has informed us that the classroom space that we have occupied for the last several years is no longer available. They simply have outgrown their school and need the classroom. We are going to move those slots back to Wendell where they originated from.

Transportation

The legal sealed bid process has begun for the program vehicles and busses we are liquidating. The opening will be on June 26.

Documents for Board Review and Approval: Financial Reports, West End, Hagerman, EHS Twin Falls to Power slot movement, Merit (1.4%)

June 18, 2018

TO: President Fox and the College of Southern Idaho Board of Trustees
FROM: Jeff Harmon, Vice President of Finance & Administration
RE: Continuing Budget Resolution

Each year we ask the Board for a continuing budget resolution to allow us to operate on the previous year's budget for July of the next fiscal year. While much of the budget work must be completed prior to issuing salary contacts in May, there are still several outstanding issues that preclude us from setting an accurate budget. The primary issues are listed below:

1. By July 1, we have pre-close out information to make projections on future expenditures;
2. We will not get the most current numbers from our counties for new construction dollar values until early July. We need those numbers to certify our property tax assessment.

Based on the above, I respectfully request the Board approve a continuing budget resolution for July 2018 until our fiscal year 2019 budget is set.