

**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.

- |   |   |
|---|---|
| <b>I. CALL TO ORDER</b>                               | <b>Chairman Keegan</b><br>3:00PM/President’s Board Room |
| <b>II. RECESS TO EXECUTIVE SESSION</b>                | <b>Chairman Keegan</b><br>President’s Board Room        |
| <b>III. RECONVENE REGULAR MEETING</b>                 | <b>Chairman Keegan</b><br>4:00PM/Taylor Room #276       |
| <b>IV. APPROVAL OF MEETING AGENDA</b>                 | <b>Chairman Keegan</b>                                  |
| <b>V. MINUTES &amp; BUSINESS REPORTS</b>              |   |
| <b>Approval of Minutes</b>                            | <b>Jeff Harmon</b>                                      |
| July 16, 2018   |   |
| <b>Approval of Treasurer’s Report</b>                 | <b>Jeff Harmon</b>                                      |
| <b>Approval of Head Start/Early Head Start Report</b> | <b>Mancole Fedder</b>                                   |
| <b>VI. OPEN FORUM</b>                                 | <b>Chairman Keegan</b>                                  |
| <b>VII. UNFINISHED BUSINESS</b>                       |   |
| <b>VIII. NEW BUSINESS</b>                             |   |
| <b>Information Items</b>                              |   |
| 1. Early College Department Update                    | <b>Jonathon Lord</b>                                    |
| 2. Accreditation Report for Spring 2018 Visit         | <b>Chris Bragg</b>                                      |
| 3. Hispanic Heritage Month Youth Summit               | <b>Cesar Perez</b>                                      |
| <b>IX. REMARKS FOR THE GOOD OF THE ORDER</b>          | <b>Chairman Keegan</b>                                  |
| <b>X. PRESIDENT’S REPORT</b>                          | <b>President Fox</b>                                    |
| <b>XI. ADJOURNMENT</b>                                | <b>Chairman Keegan</b>                                  |

**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**

3:00p.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)]
- ◆ Deliberate regarding an acquisition of interest in real property  
[Idaho Code § 74-206(1)(c)]

**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  
Jeff Harmon, Vice President of Finance and Administration  
Robert Alexander, Board Attorney  
Curtis Eaton, Special Assistant to the President

Employees, visitors and media:

Attached List

**EXECUTIVE SESSION:** 3:00 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)]

Bob Keegan 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 4:00 p.m.

CSI Trustees

August 20, 2018

Page 2

**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.

July 16, 2018 – Regular Meeting

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

**HEAD START/EARLY HEAD START REPORT:** Mancole Fedder presented the Head Start/Early Head Start Report, which included an overview of the Head Start/Early Head Start 2017-2018 Self-Assessment Report and Improvement Plan. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports and the 2017-18 Self-Assessment Report and Improvement Plan on MOTION by Jan Mittleider. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items:** None

**Information Items**

1. Dr. Jon Lord, CSI Associate Dean of Early College, presented dual credit statistics and accomplishments over the last year to the Board of Trustees. He also gave them an update on the reorganization of the department, which included changing all department coordinators to Early College Coordinators to eliminate any confusion out in the schools and help streamline their processes.
2. Chris Bragg, Associate Dean of Institutional Effectiveness, gave an overview of CSI’s mid-cycle accreditation report received from the NWCCU for their visit to campus in April 2018 to review our work on their 2015 accreditation visit recommendation for CSI to make learning outcome assessments more cohesive across campus. The mid-cycle report was approved by NWCCU and the college was asked to provide a follow-up report in spring of 2020.
3. Cesar Perez, CSI Director & Hispanic Liaison for the Jerome and Gooding Centers, reported on the upcoming Hispanic Youth Leadership Conference to be held on the CSI Campus on September 17<sup>th</sup>. This will be the first time this summit will be held at CSI and they are anticipating 600-650 students from schools across Southern Idaho and Nevada. There will be 19 workshops scheduled to provide students with information from transitioning to college to specific college programs and careers.

CSI Trustees  
August 20, 2018  
Page 3


**REMARKS FOR THE GOOD OF THE ORDER**

**PRESIDENT'S REPORT**

**ADJOURNMENT DECLARED:** 5:12 p.m.

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

Approved: September 17, 2018

  
\_\_\_\_\_  
Bob Keegan, Chairman

**COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES**  
Monday, August 20 – 3:00 p.m.  
315 Falls Ave. – Twin Falls, ID 83301

**Monthly Board Meeting List of Additional Attendees**

**Employees**

Dr. Cindy Bond, Dean of Instruction  
Dr. Barry Pate, Dean of Instruction  
Jayson Lloyd, Dean of Instruction  
John Hughes, Dean of Instruction – Student Success  
Jason Ostrowski, Dean of Student Affairs  
Chris Bragg, Associate Dean of Institutional Effectiveness  
Jonathan Lory, Associate Dean of Early College  
Eric Nielson, Director of Human Resources  
Spencer Cutler, Director of Physical Plant  
Kim LaPray, Director of Public Information  
Mancole Fedder, Director of Head Start  
Suzanne McCampbell, Director of Office on Aging  
Kathy Deahl, Executive Administrative Assistant to the President  
Kelly Wilson, Public Information Specialist

**Media and Visitors**

Julie Wootton, Times News  
Carolina Zamudio, ASCSI Student Body President



## General Fund Board Report

As of July 31, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$27,725)	(\$5,501)	\$0	\$5,501	-
County Tuition	\$1,800	(\$105,750)	\$0	\$105,750	-
State Funds	(\$14,481,345)	(\$21,235,633)	\$0	\$21,235,633	-
County Property Tax	\$2,317,844	\$161,917	\$0	(\$161,917)	-
Grant Management Fees	\$0	(\$39,431)	\$0	\$39,431	-
Other	(\$40,165)	(\$10,265)	\$0	\$10,265	-
Unallocated Tuition	(\$339,718)	(\$388,170)	\$0	\$388,170	-
Departmental Revenues	(\$138,561)	(\$143,974)	\$0	\$143,974	-
<b>Total Revenue</b>	<b>(\$12,707,870)</b>	<b>(\$21,766,807)</b>	<b>\$0</b>	<b>\$21,766,807</b>	<b>-</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$1,588,551	\$1,825,880	\$0	(\$1,825,880)	-
Variable Fringe	\$346,985	\$389,196	\$0	(\$389,196)	-
Health Insurance	\$370,332	\$376,520	\$0	(\$376,520)	-
<b>Total Personnel Expense</b>	<b>\$2,305,868</b>	<b>\$2,591,596</b>	<b>\$0</b>	<b>(\$2,591,596)</b>	<b>-</b>
Operating Expense					
Services	\$352,963	\$483,201	\$0	(\$483,201)	-
Supplies	\$160,171	\$41,337	\$0	(\$41,337)	-
Other	\$5,934	\$0	\$0	\$0	-
Capital	(\$22,000)	(\$82,080)	\$0	\$82,080	-
Institutional Support	\$316,929	\$332,698	\$0	(\$332,698)	-
Transfers	\$0	\$0	\$0	\$0	-
<b>Total Operating Expense</b>	<b>\$813,998</b>	<b>\$775,157</b>	<b>\$0</b>	<b>(\$775,157)</b>	<b>-</b>
<b>Total Expense</b>	<b>\$3,119,866</b>	<b>\$3,366,753</b>	<b>\$0</b>	<b>(\$3,366,753)</b>	<b>-</b>
<b>Rev/Expense Total</b>	<b>(\$9,588,004)</b>	<b>(\$18,400,054)</b>	<b>\$0</b>	<b>\$18,400,054</b>	<b>-</b>



College of Southern Idaho  
Head Start/Early Head Start

**Program Summary for July 2018**



**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
<b>Total</b>	<b>576</b>

**Program Options**

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

**Head Start Attendance**

July Head Start Overall Attendance	*Out for Summer
July Head Start Self Transport Attendance	*Out for Summer
July EHS Toddler Combo Attendance	81%
Number of IEP's/IFSP's	49

**Meals and Snacks**

Total meals served for July	295
Total snacks served for July	298

**Documents for Board Review and Approval: Financial Reports; Self-Assessment**



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,618,170.00	\$ 201,291.45	\$ 1,343,914.25	\$ 1,274,255.75	48.7%
BENEFITS	\$ 1,791,666.00	\$ 118,917.18	\$ 770,957.48	\$ 1,020,708.52	57.0%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 115,205.00	\$ 882.36	\$ 36,504.42	\$ 78,700.58	68.3%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 496,335.00	\$ 14,614.75	\$ 252,573.08	\$ 243,761.92	49.1%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,021,376.00</b>	<b>\$ 335,705.74</b>	<b>\$ 2,403,949.23</b>	<b>\$ 2,617,426.77</b>	<b>52.1%</b>
ADMIN COSTS (9.0%)	\$ 402,084.00	\$ 29,481.01	\$ 191,295.76	\$ 210,788.24	52.4%
<b>GRAND TOTAL</b>	<b>\$ 5,423,460.00</b>	<b>\$ 365,186.75</b>	<b>\$ 2,595,244.99</b>	<b>\$ 2,828,215.01</b>	<b>52.1%</b>

IN KIND NEEDED	\$ 1,368,752.00
IN KIND GENERATED	\$ 904,423.72
IN KIND (SHORT)/LONG	\$ (464,328.28)

PROCUREMENT CARD EXPENSE \$ 7,281.18 2% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	406.58	-	3,297.45	3,704.03	100,603.24

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 33,624.00	\$ -	\$ 12,088.21	\$ 21,535.79	64.0%
SUPPLIES	\$ 2,609.00	\$ -	\$ 114.31	\$ 2,494.69	95.6%
OTHER	\$ 15,317.00	\$ -	\$ 11,239.71	\$ 4,077.29	26.6%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ -</b>	<b>\$ 23,442.23</b>	<b>\$ 28,107.77</b>	<b>54.5%</b>

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	\$ 48,689.26	\$ 330,315.62	\$ 248,765.38	43.0%
BENEFITS	\$ 375,897.00	\$ 27,473.42	\$ 185,028.74	\$ 190,868.26	50.8%
OUT OF AREA TRAVEL		\$ -	\$ 225.00	\$ (225.00)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 17,562.00	\$ 93.39	\$ 4,753.24	\$ 12,808.76	72.9%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 131,188.00	\$ 7,619.06	\$ 58,006.16	\$ 73,181.84	55.8%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,103,728.00</b>	<b>\$ 83,875.13</b>	<b>\$ 578,328.76</b>	<b>\$ 525,399.24</b>	<b>47.6%</b>
ADMIN COSTS (9.0%)	\$ 85,948.00	\$ 7,342.01	\$ 46,868.36	\$ 39,079.64	45.5%
<b>GRAND TOTAL</b>	<b>\$ 1,189,676.00</b>	<b>\$ 91,217.14</b>	<b>\$ 625,197.12</b>	<b>\$ 564,478.88</b>	<b>47.4%</b>
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 225,646.88				
IN KIND (SHORT)/LONG	\$ (71,772.12)				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 35.35	\$ -	\$ 628.09	\$ 663.44	\$ 5,393.01

**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	\$ -	\$ 1,440.23	\$ 938.77	39.5%
OTHER	\$ 12,854.00	\$ 35.00	\$ 2,555.00	\$ 10,299.00	80.1%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 35.00</b>	<b>\$ 7,384.72</b>	<b>\$ 21,542.28</b>	<b>74.5%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 8,982.00
IN KIND (SHORT)/LONG	\$ 1,750.00