

AGENDA

Board of Trustees

Jan Mittleider, Chair
Laird Stone
Jack Nelsen
Anna Scholes
Scott McClure

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 | Chairwoman Mittleider
4:00PM/Virtual Webinar |
| II. APPROVAL OF MEETING AGENDA | Chairwoman Mittleider |
| III. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| March 16, 2020 | |
| Approval of Treasurer's Report | Jeff Harmon |
| Approval of Head Start/Early Head Start Report | Ruby Allen |
| IV. OPEN FORUM | Chairwoman Mittleider |
| V. UNFINISHED BUSINESS | |
| VI. NEW BUSINESS | |
| Action Items | |
| 1. CSI President Contract Approval | Chairwoman Mittleider |
| 2. Head Start Building Contractor Approval | Jeff Harmon |
| 3. 2020-21 Board Meeting & Budget Schedule | Jeff Harmon |
| Information Items | |
| 1. CSI Graduation Recognition Update | President Fox |
| VII. PRESIDENT'S REPORT | President Fox |
| VIII. CSI STUDENT BODY PRESIDENT REPORT | Sammi Sanchez |
| IX. REMARKS FOR THE GOOD OF THE ORDER | Chairwoman Mittleider |
| X. ADJOURNMENT | Chairwoman Mittleider |

CALL TO ORDER: 4:00p.m.

BOARD MEETING ATTENDEES:

Trustees:

Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
Anna Scholes, Trustee
Scott McClure, 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

Employees, visitors and media:

Attached List

APPROVAL OF AGENDA: The agenda was approved on MOTION by Jack Nelsen. Affirmative vote was unanimous.

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

March 16, 2020

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Laird Stone. 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 Jan Mittleider. Affirmative vote was unanimous. The Board approved the Head Start / Early Head Start to request summer program funding from the Federal Government on MOTION by Anna Scholes. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Board member Jan Mittleider presented information to approve the contract for CSI's next President, Dr. L. Dean Fisher. The Board approved the contract for Dr. L. Dean Fisher to be the 5th President of the College of Southern Idaho on MOTION by Anna Scholes. Affirmative vote was unanimous.
2. Director of Head Start Ruby Allen presented information regarding the \$1,999,010 bid for a construction project for the new Head Start / Early Head Start building that will be constructed on the same property as the current center. Funds for this project will come from the Head Start / Early Head Start carry over funds. The Board approved the bid from Peterson Brother Construction in the amount of \$1,999,010 on MOTION by Scott McClure. Affirmative vote was unanimous.
3. Jeff Harmon, Vice President of Administration presented a calendar with regular meeting dates as well as the budget meeting date. The Board approved the 2020-21 Board of Trustees meeting dates on MOTION by Jack Nelsen. Affirmative vote was unanimous.

Information Items

1. CSI President Jeff Fox updated the Board on plans for the 2020 CSI Commencement Ceremony. Plans are being made to record and share speeches by President Fox, State Board of Education member, Debbie Critchfield, Idaho Governor Brad Little, CSI Board of Trustee member Anna Scholes, and CSI Student Body President Sammi Sanchez. CSI plans to put together a box that will include each student's diploma, a hard cover for the diploma, a tassel, and various other items that will be mailed to each graduate. Retiring CSI employees will be recognized. The broadcast will be made available on Friday, May 8th.

PRESIDENT'S REPORT

President Fox reported the following items:

- The work done by the CSI's Emergency Response Team regarding the COVID-19 pandemic situation.
- The CARES Act funding that will benefit CSI students.
- Registration dates for CSI students.
- SWAC Athletics.
- Strategic Planning in response to COVID-19.

CSI STUDENT BODY PRESIDENT REPORT

CSI Student Body President Sammi Sanchez thanked the Board members for their support for the student body. She introduced the new Student Body President, Angel Montes De Oca.

REMARKS FOR THE GOOD OF THE ORDER

EXECUTIVE SESSION: 5:27p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Jan Middleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
Anna Scholes, Trustee
Scott McClure, Trustee

College Administration:

Dr. Jeff Fox, President
Dr. L. Dean Fisher, Incoming President
Jeff Harmon, Vice President of Finance and Administration

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

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


Jan Middleider moved to go into Executive Session.

The vote to do so by roll call:

- Jan Middleider Aye
- Laird Stone Aye
- Jack Nielsen Aye
- Anna Scholes Aye
- Scott McClure Aye

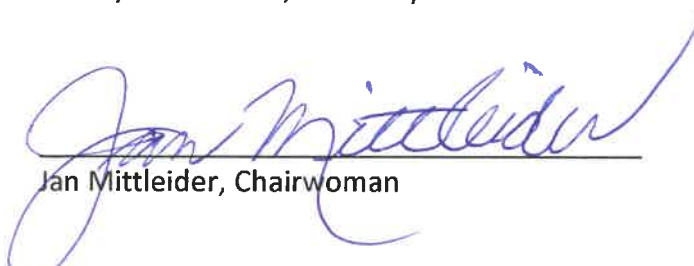
The Board returned to public session at 5:37p.m.

ADJOURNMENT DECLARED: 5:39 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: May 18, 2020



Jan Middleider, Chairwoman

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
Monday, April 20, 2020 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Michelle Schutt, VP of Student Services
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Controller
Chris Bragg, Associate Dean of Institutional Effectiveness
Eric Nielson, Director of Human Resources
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Ed Ditlefsen, Director IT Application and Data
Larisa Alexander, IT Service Owner/Business Operations
Ginger Nukaya, Executive Administrative Assistant to the President
Teri Fattig, Director, Library and Museum Department Chair, Information Science
Andy Williams, IT Service Owner
Karrie Hornbacher, Early College Senior Coordinator
Jerry Fattig, Multimedia Services Analyst
Ruby Allen, Director Head Start
Alex Daw, Public Information Specialist
Ansina Durham, Public Services Manager
Bethany White, Service Owner
Bruce Nukaya, Director, Systems & Network Architecture
Courtney Bingham, Payroll Manager
Crystal Ayers, Department Chair
Debra Wilson, Director Foundation
Evin Fox, Professor
Gary Chapple, Maintenance
George Halsell, Professor
Jason Ostrowski, Dean of Students
Jennifer Hall, Director CCR / Adult Basic Education
Michele McFarlane, Registrar
Mike LaPray, Assistant Professor, HVAC
Pam O'Dell, Benefits Coordinator
Tamara Harmon, Assistant Director, Foundation
Temsha Huttanus, Web Developer
Tiffany Seeley-Case, Dean of General and Transfer Education
Virginia Narum, Test Coordinator
Brian Wittine, Collision Repair Tech Lab Assistant

Media and Visitors

Sammi Sanchez, CSI Student
Angel Montes De Oca (CSI Student Body President Elect)



General Fund Board Report

As of March 31, 2020

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,063,132)	(\$12,143,659)	(\$11,750,000)	\$393,659	(3.35)%
County Tuition	(\$1,906,650)	(\$1,907,925)	(\$1,910,000)	(\$2,075)	0.11%
State Funds	(\$21,774,000)	(\$21,721,267)	(\$22,013,000)	(\$291,733)	1.33%
County Property Tax	(\$4,765,170)	(\$4,994,794)	(\$7,883,000)	(\$2,888,206)	36.64%
Grant Management Fees	(\$400,623)	(\$387,268)	(\$520,000)	(\$132,732)	25.53%
Other	(\$522,136)	(\$518,172)	(\$460,000)	\$58,172	(12.65)%
Unallocated Tuition	(\$539,986)	(\$213,718)	\$0	\$213,718	-
Departmental Revenues	(\$682,394)	(\$714,208)	(\$797,000)	(\$82,792)	10.39%
Total Revenue	(\$41,654,092)	(\$42,601,012)	(\$45,333,000)	(\$2,731,988)	6.03%
Expenses					
Personnel Expense					
Salaries	\$16,649,785	\$16,913,517	\$23,539,900	\$6,626,383	28.15%
Variable Fringe	\$3,392,343	\$3,510,593	\$5,140,700	\$1,630,107	31.71%
Health Insurance	\$3,270,428	\$3,458,588	\$4,932,500	\$1,473,912	29.88%
Total Personnel Expense	\$23,312,557	\$23,882,698	\$33,613,100	\$9,730,402	28.95%
Operating Expense					
Services & Supplies	\$4,095,892	\$4,119,347	\$5,637,400	\$1,518,053	26.93%
Other	(\$68,797)	\$3,836	\$0	(\$3,836)	-
Capital	\$343,356	\$527,219	\$452,500	(\$74,719)	(16.51)%
Institutional Support	\$4,735,752	\$4,753,086	\$5,600,000	\$846,914	15.12%
Transfers	\$31,200	\$30,500	\$30,000	(\$500)	(1.67)%
Total Operating Expense	\$9,137,404	\$9,433,988	\$11,719,900	\$2,285,912	19.50%
Total Expense	\$32,449,961	\$33,316,686	\$45,333,000	\$12,016,314	26.51%
Rev/Expense Total	(\$9,204,131)	(\$9,284,326)	\$0	\$9,284,326	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for March 2020

Reported at April Board Meeting



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), Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance

March Head Start Overall Attendance	80%
March Head Start Self Transport Attendance	81%
March EHS Toddler Combo Attendance	77%
March IEP/IFSP Totals	9%
March Over Income Enrollment	3%

Meals and Snacks

Total meals served for March	3871
Total snacks served for March	412

Program Notes

Due to School District closures the last class day for any HS/EHS Classroom was 3/18/20. On 3/24/20 Idaho Board of Education mandated all school districts closed until 4/20/20 and recently that closure has been extended through the end of the school year unless it is deemed safe to return to school. The program aligns with the School Districts when possible, so parents have cohesive services with all school age children. Staff cleaned classrooms and the centers until Spring Break in which they have not returned due to the Stay at Home Order. All staff are working from home as much as possible. Teachers and Family Service Workers are supporting families through on-line tools and phone calls. COR Advantage allows two-way communication between school and home, so we are receiving feedback that children are missing their teachers and that families are thankful for the resources provided. Staff are taking advantage of Zoom to stay connected.

Office of Head Start Updates

Directing programs to continue to pay wages and provide benefits for staff unable to report to working during center closures necessary to address COVID-19 through June 30th.

\$500 million Nationwide will be granted to provide Supplement Summer Programs for children who will be entering Kindergarten in 2020. An Intent to Apply was sent for CSI HS/EHS to provide 150 children services if possible, in June. Funds are dependent on how many programs apply to provide services. Also, there will be \$250 million additional money spread out through programs for recovery or future planning for such emergencies.

Documents for Board Review and Approval: Financial Reports, Award of Twin Falls Construction Bid

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,186,946.00	\$ 219,288.01	\$ 536,940.08	\$ 2,650,005.92	83.2%
BENEFITS	\$ 1,975,897.00	\$ 124,732.57	\$ 293,827.28	\$ 1,682,069.72	85.1%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 43,000.00	\$ 773.52	\$ 773.52	\$ 42,226.48	98.2%
SUPPLIES	\$ 199,359.00	\$ 8,626.18	\$ 28,887.52	\$ 170,471.48	85.5%
FACILITIES/CONST.			\$ -		
OTHER	\$ 764,940.00	\$ 60,279.88	\$ 123,164.89	\$ 641,775.11	83.9%
TOTAL DIRECT COSTS	\$ 6,170,142.00	\$ 413,700.16	\$ 983,593.29	\$ 5,186,548.71	84.1%
ADMIN COSTS (9.0%)	\$ 464,656.00	\$ 31,543.72	\$ 67,282.59	\$ 397,373.41	85.5%
GRAND TOTAL	\$ 6,634,798.00	\$ 445,243.88	\$ 1,050,875.88	\$ 5,583,922.12	84.2%
IN KIND NEEDED	\$ 1,675,343.00				
IN KIND GENERATED	\$ 376,413.41				
IN KIND (SHORT)/LONG	\$ (1,298,929.59)				
PROCUREMENT CARD EXPENSE	\$ 6,695.78	2% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	931.83	11,422.29	3,564.44	15,918.56	15,918.56

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,854.00	\$ 6,115.87	\$ 11,358.05	\$ 26,495.95	70.0%
SUPPLIES	\$ 3,303.00	\$ 32.88	\$ 65.76	\$ 3,237.24	98.0%
OTHER	\$ 25,417.00	\$ 5,826.76	\$ 7,198.01	\$ 18,218.99	71.7%
GRAND TOTAL	\$ 66,574.00	\$ 11,975.51	\$ 18,621.82	\$ 47,952.18	72.0%

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ 6,587.88
IN KIND (SHORT)/LONG	\$ (10,056.12)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 865,879.00	\$ 46,735.98	\$ 142,246.40	\$ 723,632.60	83.6%
BENEFITS	\$ 471,404.00	\$ 23,960.64	\$ 71,723.13	\$ 399,680.87	84.8%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 58,400.00	\$ 7,976.61	\$ 7,976.61	\$ 50,423.39	86.3%
SUPPLIES	\$ 27,200.00	\$ 955.64	\$ 4,886.99	\$ 22,313.01	82.0%
FACILITIES/CONST.			\$ -		
OTHER	\$ 102,520.00	\$ 12,681.36	\$ 18,919.95	\$ 83,600.05	81.5%
TOTAL DIRECT COSTS	\$ 1,525,403.00	\$ 92,310.23	\$ 245,753.08	\$ 1,279,649.92	83.9%
ADMIN COSTS (9.0%)	\$ 120,356.00	\$ 6,362.70	\$ 18,882.82	\$ 101,473.18	84.3%
GRAND TOTAL	\$ 1,645,759.00	\$ 98,672.93	\$ 264,635.90	\$ 1,381,123.10	83.9%
IN KIND NEEDED	\$ 418,672.00				
IN KIND GENERATED	\$ 77,987.01				
IN KIND (SHORT)/LONG	\$ (340,684.99)				
CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 151.20	\$ 631.30	\$ 410.14	\$ 1,192.64	\$ 3,059.21

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 16,176.00	\$ 681.38	\$ 2,228.69	\$ 13,947.31	86.2%
SUPPLIES	\$ 1,428.00	\$ -	\$ 171.99	\$ 1,256.01	88.0%
OTHER	\$ 11,323.00	\$ 1,757.50	\$ 2,073.21	\$ 9,249.79	81.7%
GRAND TOTAL	\$ 28,927.00	\$ 2,438.88	\$ 4,473.89	\$ 24,453.11	84.5%
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 1,400.00				
IN KIND (SHORT)/LONG	\$ (5,832.00)				

April 20, 2020

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

From: Jeffrey M. Harmon 

Re: Twin Falls Head Start/Early Head Start Building

We received eight bids for the specified Twin Falls Head Start/Early Head Start Building project. The bids are as follows:

Peterson Brothers Construction	\$ 1,999,010
High Output Development	\$ 2,003,838
Petra Inc.	\$ 2,044,358
Starr Corporation	\$ 2,055,000
Construction Solutions Company LLC	\$ 2,112,800
Hayes Construction Company Inc.	\$ 2,126,635
Wright Brothers – The Building Company	\$ 2,226,101
H.C. Company	\$ 2,243,835

The bid range among bidders is close indicating that they were interpreting the plans and project costs in the same manner. This gives us confidence in the validity of the low bid.

All proposals have been reviewed by Ruby Allen, Jay Thurber, Spencer Cutler, and Wayne Thowless our architect on the project. I respectfully request that the Board, contingent upon verification of all licenses, insurance and bonding, approve the selection of the low bidder, Peterson Brothers Construction, as the general contractor for the Twin Falls Head Start/Early Head Start Building project for the total contract amount of \$ 1,999,010 contingent upon the approval of funding.

Funding for this project will come from Federal Headstart/Early Headstart carryover funds.

Notice of Regular Meetings 2020-21

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday or rescheduled at an appropriate time.

The 2020-21 regular meeting schedule is as follows:

July 20, 2020	January 11, 2021
August 17, 2020	February 22, 2021
September 21, 2020	March 15, 2021
October 19, 2020	April 19, 2021
November 16, 2020	May 17, 2021
December 21, 2020	June 21, 2021

The fiscal year 2021 budget hearing date is set for July 20, 2020. Information concerning specific meeting times and places may be obtained by contacting Jeff Harmon at (208)732-6210 or jharmon@csi.edu.

Jeffrey M. Harmon
Vice President of Finance and Administration