

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
4:00p.m./Taylor SUB 248 |
| II. APPROVAL OF MEETING AGENDA | Chairman Keegan |
| III. MINUTES & BUSINESS REPORTS | |
| A. Approval of Minutes | Jeff Harmon |
| February 26, 2018 – Regular Meeting | |
| March 8, 2018 – Special Session | |
| B. Approval of Treasurer’s Report | Jeff Harmon |
| IV. OPEN FORUM | Chairman Keegan |
| V. UNFINISHED BUSINESS | |
| VI. NEW BUSINESS | |
| A. Action Items | |
| 1. Head Start/Early Head Start Report | Mancole Fedder |
| 2. Beverage Request Proposal | Jeff Harmon |
| 3. Residence Hall/Dining Hall Architect Selection | Jeff Harmon |
| 4. Dormitory Housing and Meal Plan Pricing | Jeff Harmon |
| 5. FY 19 Employee Benefits | Jeff Harmon |
| 6. Change in Employee Compensation and Contracts | Jeff Harmon |
| 7. Fiscal Year 2019 Tuition Increase | Jeff Harmon |
| 8. New Program Proposals | Todd Schwarz |
| B. Information Items | |
| 1. 3-Year Program Plan | Todd Schwarz |
| VII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Keegan |
| VIII. PRESIDENT’S REPORT | President Fox |
| IX. ADJOURNMENT | Chairman Keegan |

CALL TO ORDER: 4:00p.m. by Chairman Keegan

ATTENDING:

Trustees:

Bob Keegan, 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
Cutis Eaton, Special Assistant to the President

Employees, visitors and media:

Attached List

APPROVAL OF AGENDA: The agenda was approved on MOTION by Laird Stone. Affirmative vote was unanimous. Affirmative vote was unanimous.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

February 26, 2018 – Regular Meeting
March 8, 2018 – Special Session

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 Bob Keegan. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. The Board approved the recommendation by Jeff Harmon to award a five-year contract with a possibility of two one-year extensions to Swire Coca-Cola for campus beverage service on MOTION by Jack Nelsen. Affirmative vote was unanimous.
2. The Board approved the recommendation by Jeff Harmon to allow administration to move forward and negotiate with LCA Architects to establish pricing, services and timelines for the residence hall and the dining hall projects on MOTION by Laird Stone. Affirmative vote was unanimous.
3. The Jeff Harmon recommended that we move our current meal plan from a minimum of 200 to 150 to better align with our resident student's needs, that we increase the amount we pay SODEXO by approximately two percent, and that the housing rates remain the same as 2017-2018 charges. The Board approved the recommendations of Jeff Harmon for room and board pricing for fiscal year 2018-2019 on MOTION by Jack Nelsen. Affirmative vote was unanimous.
4. The Board authorized Jeff Harmon to refine and negotiate coverage and plan offerings to maintain quality health insurance for fiscal year 2018-2019 on MOTION by Bob Keegan. Affirmative vote was unanimous.
5. The Board approved the recommendation of President Fox to give 2% to 3% raises to employees along with rank, degree, increases for changes in duties, and some one-time merit increases on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.
6. Jason Ostrowski advised the Board that the Student Senate heard a presentation concerning a proposed tuition and fee increase of \$10 per credit. The effect of this change would be to increase per credit tuition and fee charges from \$130 to \$140 per credit a 7.69% increase. Idaho Code Section 33-2110 limits tuition increases to 10% per year. The Student Senate voted in favor of the \$10 per credit tuition increase. The Board approved the increase of tuition and fees by ten dollars on MOTION by Laird Stone. Affirmative vote was unanimous.

Action Items - Continued

7. Dr. Todd Schwarz informed the Board that the previously presented plans concerning the development of a Bachelor of Education and a Technical Bachelor Degree have moved forward and the concrete proposals have been vetted and approved by the College of Southern Idaho Curriculum Committee. Dr. Schwarz requested the Board to approve the degrees in concept to allow us to move them forward to the Idaho State Board of Education for recognition. The Board approved the recommendation of Dr. Schwarz to move forward with the Bachelor of Education and Technical Bachelor Degree on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

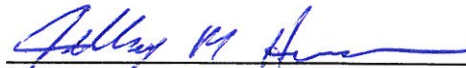
Information Items

1. Dr. Todd Schwarz presented to the Board a three-year planning outline on some technical certificates and associate degree programs that are on the horizon.

REMARKS FOR THE GOOD OF THE ORDER

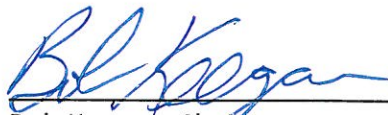
PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 5:11 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: April 16, 2018



Bob Keegan, Chairman

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

Monday, March 26, 2018 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Jason Ostrowski, Dean of Student Affairs
Kristy Carpenter, Controller
Eric Nielson, Director of Human Resources
Dr. Teri Fattig, Director, Library & Herrett Center
Dr. Michele McFarlane, Registrar
Jennifer Zimmers, Director of Financial Aid
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Jim Munn, Interim Director of Public Safety
Suzanne McCampbell, Director of Office on Aging
Kathy Deahl, Executive Administrative Assistant to the President
Michelle Critchfield, Faculty Senate
Jan Simpkin, Faculty
Randy Smith, Faculty
Catrina Chapple, Advising Center Coordinator
Devon Jenks, Accountant
Kelly Wilson Public Information Specialist

Media and Visitors

Julie Wootton, Times News

CALL TO ORDER: 9:10a.m. by Chairman Keegan

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, Chief Academic Officer
Jeff Harmon, Vice President of Finance & Administration
Dr. Michelle Schutt, Vice President of Student Services
Chris Bragg, Associate Dean of Institutional Effectiveness
Eric Nielson, Director of Human Resources

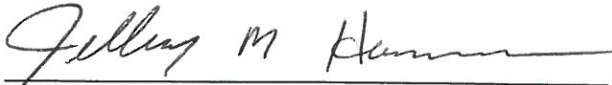
APPROVAL OF AGENDA: The agenda was approved on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

OPEN FORUM: None

NEW BUSINESS:

1. President Fox and Vice President Jeff Harmon presented FY19 Budget information for the Board's review. No action was taken.

ADJOURNMENT DECLARED: 12:15p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: March 26, 2018


Bob Keegan, Chairman



General Fund Board Report

As of February 28, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$10,659,064)	(\$10,764,053)	(\$11,206,200)	(\$442,147)	3.95%
County Tuition	(\$1,910,828)	(\$1,724,750)	(\$1,698,700)	\$26,050	(1.53)%
State Funds	(\$20,506,294)	(\$21,737,379)	(\$21,472,200)	\$265,179	(1.23)%
County Property Tax	(\$4,288,268)	(\$4,340,592)	(\$7,179,900)	(\$2,839,308)	39.55%
Grant Management Fees	(\$278,689)	(\$339,235)	(\$540,000)	(\$200,765)	37.18%
Other	(\$437,187)	(\$560,095)	(\$411,000)	\$149,095	(36.28)%
Unallocated Tuition	(\$463,174)	(\$508,269)	\$0	\$508,269	-
Departmental Revenues	(\$674,023)	(\$535,480)	(\$715,000)	(\$179,520)	25.11%
Total Revenue	(\$39,217,527)	(\$40,509,853)	(\$43,223,000)	(\$2,713,147)	6.28%
Expenses					
Personnel Expense					
Salaries	\$13,987,451	\$14,389,679	\$22,387,600	\$7,997,921	35.72%
Variable Fringe	\$2,882,183	\$2,955,098	\$4,588,000	\$1,632,902	35.59%
Health Insurance	\$2,932,348	\$3,015,424	\$5,017,400	\$2,001,976	39.90%
Total Personnel Expense	\$19,801,982	\$20,360,201	\$31,993,000	\$11,632,799	36.36%
Operating Expense					
Services	\$2,274,437	\$2,603,242	\$3,446,750	\$843,508	24.47%
Supplies	\$784,868	\$995,870	\$1,641,450	\$645,580	39.33%
Other	\$383,321	\$438	\$0	(\$438)	-
Capital	\$491,183	\$368,122	\$1,020,400	\$652,278	63.92%
Institutional Support	\$4,202,337	\$4,465,438	\$5,121,400	\$655,962	12.81%
Transfers	(\$89,595)	\$255	\$0	(\$255)	-
Total Operating Expense	\$8,046,552	\$8,433,366	\$11,230,000	\$2,796,634	24.90%
Total Expense	\$27,848,534	\$28,793,567	\$43,223,000	\$14,429,433	33.38%
Rev/Expense Total	(\$11,368,993)	(\$11,716,286)	\$0	\$11,716,286	-

**College of Southern Idaho Head Start/ Early Head Start
Program Summary for February 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.

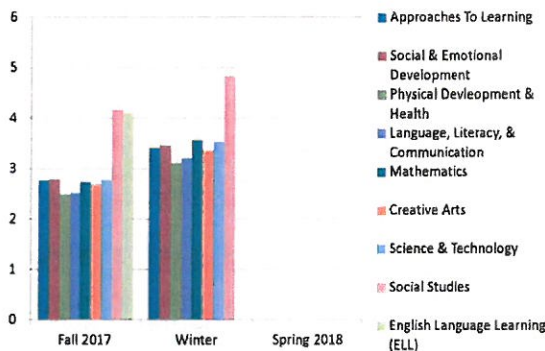
Head Start Attendance

February Head Start Overall Attendance	80%
February Head Start Self Transport Attendance	80%
February EHS Toddler Combo Attendance	80%

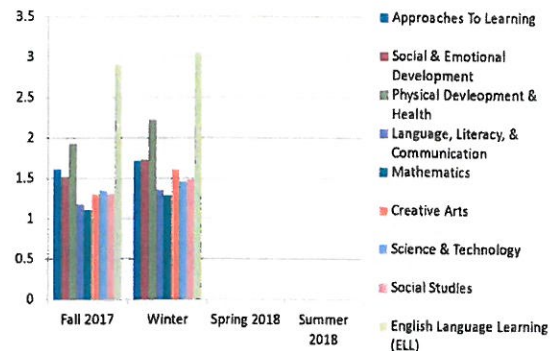
Meals and Snacks

Total meals served for February	7,147
Total snacks served for February	4,032

**Program Baseline Summary
for Head Start Children**



**Program MidYear Summary
for Early Head Start Children**



Mid-Year COR Advantage Outcomes Report 2017-2018

Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

Item Level Report

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items)).

Strengths – Music, Natural and Physical World, and Knowledge of Self and Others

Area of Need – Phonological Awareness, Alphabetic knowledge, and Reading

CLASS/POA – 58% of teachers were in High Emotional Support which is down from 76% of teachers in High Emotional Support from Time 1, 41% were in Mid Emotional Support which is up from 24% Mid Emotional Support from Time 1.

34% of teachers were in High Classroom Organization which is down from 60% High Classroom Organization in Time 1, 65% were in Mid Classroom Organization which is up from 40% Mid Classroom Organization Time 1.

31% of teachers were in Mid Instructional Support which is up from 20% Mid Instructional Support Time 1, and 68% were in Low Instructional Support which is down from 80% Low Instructional Support Time 1. The area of Concept Development was the lowest of all 10 dimensions with 17% of teachers in Mid-Range which is up from 4% of teachers in the Mid-Range Time 1.

PQA data shows that Strengths are: Time for child-initiated activities, Meeting basic physical needs of children, and Cleanup Time with Reasonable Choices

PQA data shows that Area of Need: Diversity Related Materials, Appropriate Time for Each Part of Day, and Displays of Child-Initiated Work

Goals and Objectives

- 1) Provide additional training with classroom staff on Fee, Fie, Phonemics in High Scope curriculum to increase at least 1 level of development.
- 2) Provide individual face to face support in the classroom with coaches setting a goal to increase Language and Literacy along with Concept Development.

Head Start Child Development and Early Learning Framework

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor, and Physical Development. Within each of the domains are sub domains.

Strengths – Fine Motor, Counting and Cardinality, and Emotional Functioning

Area of Need – Geometry and Spatial Sense, Phonological Awareness, and Vocabulary

Early Head Start's Five Essential Domains of Child Development and Early Learning

Item Level Report

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items).

Strengths – Pretend Play, Observing and classifying, and Emotions

Area of Need – *Tools and Technology, Community, and Listening and Comprehension*

PQA data shows that Strengths are: Spaces for Sleeping, Eating and Bodily Care, Comfortable Arrivals/Departures, and Long-term Adult-child Relationships

PQA data shows that Area of Need: Accessible Sensory Materials, Child-initiated Choice Times, and Children's Conflict Resolution

The 5 domains for Early Head Start are: Approaches to Learning, Social/Emotional Development, Language and Communication, Cognition, and Perceptual, Motor, & Physical Development. Within each of the domains are sub domains.

Strengths – *Fine Motor, Gross Motor, and Creativity*

Area of Need – *Relationships with Other Children, Communication and Speaking, and Memory*

Continuous Improvement Plan for Rest of Program Year 2017-2018

- Head Start** –
- 1) Coaches will work on teacher goals to maintain/increase Emotional Support while continuing to increase Language/Literacy and Concept Development.
 - 2) Zoning training on Mar.12 follow up to see staff have plans in place and are following through with them.
 - 3) Coaches will help teachers use data from child outcomes for daily lesson planning and individualization to scaffold children's learning.

- Early Head Start** -
- 1) HOVRS observations to be completed and feedback for staff by May 2018.
 - 2) Mentor will help staff with improving outcomes with PICCOLO and with COR around Emergent Literacy and Emotions.

Documents for Board Review and Approval: Financial Reports; Annual Report

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 579,081.00	\$ 47,045.82	\$ 93,890.41	\$ 485,190.59	83.8%
BENEFITS	\$ 375,897.00	\$ 26,023.15	\$ 53,415.70	\$ 322,481.30	85.8%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 17,562.00	\$ 1,623.38	\$ 1,893.28	\$ 15,668.72	89.2%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 131,188.00	\$ 8,636.05	\$ 11,753.60	\$ 119,434.40	91.0%
TOTAL DIRECT COSTS	\$ 1,103,728.00	\$ 83,328.40	\$ 160,952.99	\$ 942,775.01	85.4%
ADMIN COSTS (9.0%)	\$ 85,948.00	\$ 6,576.21	\$ 13,257.55	\$ 72,690.45	84.6%
GRAND TOTAL	\$ 1,189,676.00	\$ 89,904.61	\$ 174,210.54	\$ 1,015,465.46	85.4%

IN KIND NEEDED	\$ 297,419.00
IN KIND GENERATED	\$ 26,282.17
IN KIND (SHORT)/LONG	\$ (271,136.83)

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 36.00	\$ 803.49	\$ 79.28	\$ 918.77	\$ 940.59

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	\$ 414.42	\$ 414.42	\$ 13,279.58	97.0%
SUPPLIES	\$ 2,379.00	\$ 1,436.87	\$ 1,436.87	\$ 942.13	39.6%
OTHER	\$ 12,854.00	\$ 1,340.00	\$ 1,340.00	\$ 11,514.00	89.6%
GRAND TOTAL	\$ 28,927.00	\$ 3,191.29	\$ 3,191.29	\$ 25,735.71	89.0%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (7,232.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,618,170.00	\$ 193,260.76	\$ 277,787.99	\$ 2,340,382.01	89.4%
BENEFITS	\$ 1,791,666.00	\$ 109,835.62	\$ 153,595.86	\$ 1,638,070.14	91.4%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 115,205.00	\$ 13,083.51	\$ 16,113.25	\$ 99,091.75	86.0%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 496,335.00	\$ 39,321.38	\$ 64,380.09	\$ 431,954.91	87.0%
TOTAL DIRECT COSTS	\$ 5,021,376.00	\$ 355,501.27	\$ 511,877.19	\$ 4,509,498.81	89.8%
ADMIN COSTS (9.0%)	\$ 402,084.00	\$ 19,982.94	\$ 30,607.04	\$ 371,476.96	92.4%
GRAND TOTAL	\$ 5,423,460.00	\$ 375,484.21	\$ 542,484.23	\$ 4,880,975.77	90.0%

IN KIND NEEDED	\$ 1,368,752.00
IN KIND GENERATED	\$ 56,076.65
IN KIND (SHORT)/LONG	\$ (1,312,675.35)

PROCUREMENT CARD EXPENSE \$ 20,049.41 5% of Total Expense. Detailed report available upon request.

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	1,171.69	17,044.87	5,504.68	23,721.24	28,899.77

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 33,624.00	\$ 2,911.23	\$ 2,911.23	\$ 30,712.77	91.3%
SUPPLIES	\$ 2,609.00	\$ 56.85	\$ 97.10	\$ 2,511.90	96.3%
OTHER	\$ 15,317.00	\$ 5,127.85	\$ 6,988.98	\$ 8,328.02	54.4%
GRAND TOTAL	\$ 51,550.00	\$ 8,095.93	\$ 9,997.31	\$ 41,552.69	80.6%

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (12,888.00)

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Beverage Request for Proposal

We advertised for the exclusive beverage vending rights on the College of Southern Idaho Campus. We received two proposals listed below:

Swire Coca-Cola
PepsiCo

The selection committee made up of Jeff Harmon, Kristy Carpenter, Joel Bate, and Clark Rasmussen evaluated the proposals. The pricing of product, product variety, marketing and promotional opportunities, as well as experience and commitment to enhancing the student experience were used to evaluate and rank the proposals. Swire Coca-Cola and PepsiCo were called back to present their proposals. Both organizations are highly qualified and presented excellent proposals and presentations. Based on the recommendation of the committee, I recommend that we award a five-year contract with a possibility of two one-year extensions to Swire Coca-Cola.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Residence Hall Dining Hall Architect Selection

The College advertised for the comprehensive architectural and engineering design services for the Residence Hall remodel and Dining Hall project. The following firms responded to the request for qualifications (RFQ):

- LCA Architects + NAC Architecture
- Hummel Architects and Anderson Mason Dale Architects
- CTA Architects Engineers
- Design West Architects
- JHS Architects, PA.
- Matthew Zech Architect & Builder w/ PrefabLogic
- Pivot North Architecture and GGLO Design
- CRSA w/ 4240 Architecture Inc
- Slichter|Ugrin Architecture and Humphreys & Partners

A selection committee made up of Bob Keegan, Mike Williams, Theo Schut, Michelle Schutt, and Jeff Harmon evaluated the proposals. Four firms, LCA Architects + NAC Architecture, CTA Architects Engineers, Hummel Architects + Anderson Mason Dale Architects, and Design West Architects were selected to give presentations.

Based on the qualifications based proposals and the presentations, the evaluation committee selected LCA Architects + NAC Architecture as the number one choice to negotiate terms and fees for the project. The Board will need to approve administration to move forward and negotiate with LCA Architects for the project to establish pricing, services and timelines. If terms of a contract cannot be reached administration would cease negotiations with LCA Architects and begin negotiations with the next firm.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Dormitory Housing and Meal Plan Pricing

CSI moved our meal plan from a minimum of 100 meals to 200 meals per semester for the 2017-2018 academic year. Based on the inputs from SODEXO our food service provider, students, staff and administration, we are recommending that we move our minimum meal plan to 150 to better align with our resident student's needs. We recommend increasing the amount we pay SODEXO by approximately two percent which ties to Consumer Price Index Meals Away From Home.

To attract students to live on campus and have full occupancy in our housing units, we are recommending that housing rates for Eagle Hall, North View Apartments and Eagle View Apartments remain the same as 2017-2018.

The Dormitory Housing Commission approved the prices at their meeting on March 7, 2018. I respectfully request Board approval of the meal and room rates for Eagle Hall, North View Apartments and Eagle View Apartments for 2018-2019.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: FY 19 Employee Benefits

We established a Health Insurance advisory group comprised of representatives from the following groups:

Select Health	CSI Human Resources Office
HUB International	CSI Payroll Office
CSI Board of Trustees	CSI Faculty Senate
CSI Administration	CSI Professional and Classified Employees (PACE)

Our committee met to review our current Health Insurance plan and future cost adjustments. Health Insurance this year as in past years has increased significantly. This year our appropriations from the State of Idaho for Health Insurance remained unchanged from prior years while our costs continually increase annually. CSI is required to adjust our plan to cover any increases we have. To mitigate the unfunded increased cost to our current plan it is the recommendation of the committee to adjust our current plan to offset anticipated cost increases. The recommendation of the committee is to offer a High Deductible Health Plan (HDHP). This plan for a single participant would be of no cost to the employee and CSI would fund a Health Savings accounts in the amount of five hundred dollars. The second significant change would require the employee to pay thirty percent of the total family premium above that of a single plan on the traditional or the HDHP.

Delta Dental renewal rate reflects an increase of 4% based upon utilization and costs. The dental plan also allows carrying forward half of unused benefits up to \$250 per year. Vision and our EAP program rates remained the same as last year. We would like to keep the existing plan in place without changing the benefits.

I respectfully request that the Board authorize me to continue to refine and negotiate the coverage and plan offerings to maintain quality Health Insurance for fiscal year 2019.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Change in Employee Compensation and Contracts

The Governor's Office and the Joint Finance Appropriations Committee recommend providing partial funding for changes in employee compensation for FY19 in the amount of three percent. The State of Idaho provides funding for approximately forty percent of our employees with the remaining sixty percent coming from property tax revenue, student tuition and other operating revenues.

To allow the President to begin the process of issuing contracts for the 2018-2019 academic year, I respectfully request Board approval to allow the President to give between two and three percent raises to employees along with rank, degree, increases for changes in duties and some one-time merit increases.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Fiscal Year 2019 Tuition Increase

Jason Ostrowski and Laird Stone met with the Student Senate on March 9, 2018 to discuss the possibility of increasing tuition and fees by \$10 per credit or 7.69%. The effect of this change would be to increase per credit tuition and fee charges from the current \$130 per credit up to \$140 per credit. Idaho Code Section 33-2110 limits tuition increases to 10% per year.

The student senate discussed the possible tuition and fee increase proposal at length and will advise the Board at the March 26, 2018 board meeting indicating their support. Funds generated by an increase in tuition will provide the additional revenue needed in the General Fund for the fiscal year 2019 budget.

Idaho Board of Education Proposed Statewide and Regional Programs

Coming off as per policy change at OSBE regarding 30 Cr or less not required to be on the 5-Year Plan

Institution Name: College of Southern Idaho

Indicate degree or certificate that will be awarded

Provide the regional area for each proposed program- as defined in Board Policy III.Z (i.e. Region I)

Enter "Statewide" or Enter "Regional"; whether program is a regional or statewide program responsibility consistent with III.Z.

Indicate program effective date (i.e., Fall 2015).

Provide a brief summary of program. Limited to 50 words. Include Method of Delivery

Indicate the anticipated resources for proposed program (i.e. reallocation, grant funding, new budget request, etc.)

Provide a brief summary - whether your institution intends to enter into an MOU or contract as a result of offering proposed new program

Indicate programs that you intend to discontinue or consolidate or transition per Board Policy III.Z.

Program Title	Degree Level/ Certificate	Region	Regional/Statewide Program Responsibility	Anticipated Delivery Date	Program Description	Anticipated Resources	Memorandum of Understanding or Contract	Other
Engineering	AS	Region IV	Regional	Fall 2018-Fall 2019	An AS in Engineering will allow students to complete and gain financial aid for both program requirements in Engineering and all state General Education requirements.	None.	Articulation agreements will be sought with all four-year public programs within Idaho.	newly added
Engineering Technology	AAS	Region IV	Regional	Fall 2018-Fall 2019	Engineering Technicians work in a team environment to design, build, and innovate. Engineering technicians gain the skills and education to become employable with an AAS degree.	Possible creation of a few new courses.	N/A	newly added
Outdoor Recreational Leadership-ALREADY APPROVED	BTC	Region IV	Regional	Fall 2018	This one-year certificate will allow students to focus on meeting outdoor industry requirements by earning multiple industry endorsements. The certificate will give students the skills and industry-related exposure to find work in their chosen field. Method of Delivery: Face-to-face.	Possible Program Manager/Faculty	N/A	
Massage Therapy	AAS	Region IV	Regional	Fall 2019-Fall 2020	This program will allow students to work as massage therapists. Students will enroll in a combination of face-to-face, hybrid and online classes. The curriculum will include both lecture, lab, and clinical hour.	Reallocation of existing funds and/or request for new funding where appropriate	N/A	
Medical Lab Assistant	AAS	Region IV	Regional	Fall 2019-Fall 2020	Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff. This program will be delivered in a traditional setting with some option for gen ed components to be completed online.	Reallocation of existing funds and/or request for new funding where appropriate	NA	

Idaho Board of Education Proposed Statewide and Regional Programs

Program Title	Degree Level/ Certificate	Region	Regional/Statewide Program Responsibility	Anticipated Delivery Date	Program Description	Anticipated Resources	Memorandum of Understanding or Contract	Other
Occupational Therapist Assistant-NO LONGER PLANNED	AAS	Region IV	Regional	Fall 2019	Occupational therapy assistants and aides help patients develop, recover, and improve the skills needed for daily living and working. Occupational therapy assistants are directly involved in providing therapy to patients; occupational therapy aides typically perform support activities. Both assistants and aides work under the direction of occupational therapists. Method of Delivery: Combination of face-to-face, hybrid and online	Reallocation of existing funds and/or request for new funding where appropriate.	N/A	
Teacher Education	BA	Region IV	Regional	Fall 2019	In response to severe qualified teacher shortages in Region IV, CSI will offer a compressed 3-year baccalaureate degree emphasizing work-based learning. The program will commence as Elementary Education and is expected to expand from there as determined by demand.	Idaho Statute 33-2107A provides details regarding the funding of the program and separation of operations, while sharing facilities. The program will commence as a self-support operation.	Potential agreements with work-based learning sites in Region IV are anticipated	newly added
Advanced Food Manufacturing	BAS	Region IV	Regional	Fall 2019	Advances skills contained in current AAS Food Processing Technology program to address regional needs for highly trained employees in the food manufacturing sector, focused on advanced automation, management, logistics, quality assurance, and food safety.	Idaho Statute 33-2107A provides details regarding the funding of the program and separation of operations, while sharing facilities. The program will commence as a self-support operation.	Potential work-based learning (internship) sites in Region IV	newly added
Various apprenticeship programs	BTC/ITC/AAS	Region IV	Regional	Spring 2019	CSI will craft various pathways of apprenticeship to credit to certificate and/or degree programs depending on the specific needs of the region. In particular, building trades apprenticeships will be addressed (HVAC, electrical, plumbing) followed by various federal registered apprenticeship programs and industry sector-specific apprenticeships.	Reallocation of existing funds and/or request for new funding where appropriate	Potential work-based learning (internship) sites in Region IV	newly added
Cybersecurity and Information Assurance	BTC/ITC/AAS/AS	Region IV	Regional	Fall 2019	Currently working on bringing education and industry partners together to determine best course forward. This evaluative process will result in program design decisions. Intended to employ hybrid programming with distance didactic methods combined with local lab/work-based learning elements.	Reallocation of existing funds and/or request for new funding where appropriate		newly added

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Performing Arts Technician	BTC	Region IV	Regional	Fall 2019	Prepares students to provide technical assistance and support for audio, video, lighting, and other technologies in support of the performing arts. Program completers will work in technical team environment for performing arts centers, recording studios, radio and television studios, conference and convention centers, or other venues where there is a need for technical expertise in sound, lighting and digital media.	Reallocation of existing funds and/or request for new funding where appropriate		newly added
Viticulture	AAS, BTC	Region IV	Regional	Fall 2019	Duties of the viticulturist include: monitoring and controlling pests and diseases, fertilizing, irrigation, canopy management, monitoring fruit development and characteristics, deciding when to harvest and vine pruning during the winter months. Viticulturists are often intimately involved with winemakers, because vineyard management and the resulting grape characteristics provide the basis from which winemaking can begin. This training program will be designed to develop the requisite skills and knowledge to carry out the responsibilities required by the position.	Reallocation of existing funds and/or request for new funding where appropriate	NA	
Health Information Technology	AAS	Region IV	Regional	Fall 2020	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health.	Reallocation of existing funds and/or request for new funding where appropriate	NA	
Horticulture, Viticulture Concentration	AAS	Region IV	Regional	Fall 2020	Duties of the viticulturist include: monitoring and controlling pests and diseases, fertilizing, irrigation, canopy management, monitoring fruit development and characteristics, deciding when to harvest and vine pruning during the winter months. Viticulturists are often intimately involved with winemakers, because vineyard management and the resulting grape characteristics provide the basis from which winemaking can begin. This training program will be designed to develop the requisite skills and knowledge to carry out the responsibilities required by the position. This program will be delivered in a traditional setting with some option for gen ed components to be completed online.	Reallocation of existing funds and/or request for new funding where appropriate	NA	