

**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>2:30p.m./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 FOR TOUR OF ACADEMIC FACILITIES</b> | <b>Dr. Todd Schwarz</b>                                   |
| <b>IV. RECONVENE ON CAMPUS FOR REGULAR MEETING</b>                    | <b>Chairman Keegan</b><br>4:00PM/Taylor SUB 248           |
| <b>V. APPROVAL OF MEETING AGENDA</b>                                  | <b>Chairman Keegan</b>                                    |
| <b>VI. MINUTES &amp; BUSINESS REPORTS</b>                             |   |
| Approval of Minutes   | <b>Jeff Harmon</b>  |
| April 16, 2018  |   |
| Approval of Treasurer’s Report  | <b>Jeff Harmon</b>  |
| Approval of Head Start/Early Head Start Report                        | <b>Mancole Fedder</b>                                     |
| <b>VII. OPEN FORUM</b>  | <b>Chairman Keegan</b>                                    |
| <b>VIII. UNFINISHED BUSINESS</b>                                      |   |
| <b>IX. NEW BUSINESS</b>   |   |
| Action Items - None   | <b>Jeff Harmon</b>  |
| Information Items   |   |
| 1. CSI Property Inventory   | <b>Jeff Harmon</b>  |
| 2. CSI Project Updates  | <b>Jeff Harmon</b>  |
| <b>X. REMARKS FOR THE GOOD OF THE ORDER</b>                           | <b>Chairman Keegan</b>                                    |
| <b>XI. PRESIDENT’S REPORT</b>   | <b>President Fox</b>                                      |
| <b>XII. ADJOURNMENT</b>   | <b>Chairman Keegan</b>                                    |

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**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**

2:30 p.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:** 2:30p.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:** 2:30p.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)]

Bob Keegan moved to go into Executive Session.

The vote to do so by roll call:

- Karl Kleinkopf           Aye
- Laird Stone             Absent
- Bob Keegan             Aye
- Jan Mittleider         Aye
- Jack Nelsen             Aye

The Board returned to public session at 2:45p.m. for a tour of CSI facilities.

**APPROVAL OF AGENDA:** The agenda was approved as amended on MOTION by Bob Keegan. Affirmative vote was unanimous.

**BOARD MINUTES:** The following Board of Trustee meeting minutes were accepted as written.

April 16, 2018 – Regular Meeting

**TREASURER'S REPORT:** The Treasurer's report was accepted on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

**HEAD START/EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head Start monthly fiscal and operational reports, the request for permission to dispose of unused vehicles, and the request for permission to write a grant for additional funding to provide a 2.6% cos of living increase for the Head Start Employees on MOTION by Jan Mittleider. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items**

NONE

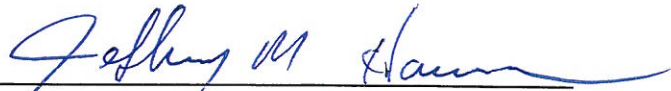
**Information Items**

1. Vice President Harmon provided an update on CSI projects, including approximately 20 projects that will be covered by funds allotted by Division of Public Works. There are also several projects scheduled to be done by CSI employees over the summer.
2. Executive Vice President Schwarz gave a brief update on the status of our request to offer bachelor degrees in Teacher Education and Advanced Food Manufacturing. We should have some news after the State Board of Education meeting scheduled for June 21, 2018.
3. President Fox presented a video put together by the CSI Dance Program highlighting many events they had throughout the semester.

**REMARKS FOR THE GOOD OF THE ORDER**

**PRESIDENT'S REPORT**

**ADJOURNMENT DECLARED:** 4:45 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: June 18, 2018



Bob Keegan, Chairman

**COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES**  
Monday, May 21 – 2:30p.m.  
315 Falls Ave. – Twin Falls, ID 83301

**Monthly Board Meeting List of Additional Attendees**

**Employees**

\_Chris Bragg, Associate Dean of Institutional Effectiveness  
Dr. Heidi Campbell, Associate Dean of STEM  
Dr. Michele McFarlane, Registrar  
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  
Ed Ditlefsen, Director IT Application and Data  
Kathy Deahl, Executive Administrative Assistant to the President  
Scott Farkas, Department Chair/Assistant Professor  
Kelly Wilson, Public Information Specialist

**Media and Visitors**

Scott McClure

**General Fund YTD Board**

YEAR: 1718

**Statement of Revenue and Expenses**

Acct Month: 10

Monday, May 07, 2018

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$10,917,733.72)	(\$11,106,440.56)	(\$11,206,200.00)	(\$99,759.44)	0.89%
County Tuition	(\$1,967,652.95)	(\$1,762,150.00)	(\$1,698,700.00)	\$63,450.00	-3.74%
State Funds	(\$20,556,294.17)	(\$21,787,378.72)	(\$21,472,200.00)	\$315,178.72	-1.47%
County Property Tax	(\$4,373,597.62)	(\$4,599,994.49)	(\$7,179,900.00)	(\$2,579,905.51)	35.93%
Grant Management Fees	(\$399,358.81)	(\$465,350.69)	(\$540,000.00)	(\$74,649.31)	13.82%
Other	(\$764,925.78)	(\$706,740.82)	(\$411,000.00)	\$295,740.82	-71.96%
Unallocated Tuition	(\$463,349.69)	(\$245,041.89)	\$0.00	\$245,041.89	0.00%
Departmental Revenues	(\$770,138.67)	(\$618,224.89)	(\$715,000.00)	(\$96,775.11)	13.53%

**Total Revenue** (\$40,213,051.41) (\$41,291,322.06) (\$43,223,000.00) (\$1,931,677.94) 4.47%

**Expenditures**

**Personnel**

Salaries	\$17,804,276.12	\$18,275,994.16	\$22,387,600.00	\$4,111,605.84	18.37%
Variable Fringe	\$3,638,443.88	\$3,731,998.03	\$4,588,000.00	\$856,001.97	18.66%
Health Insurance	\$3,661,875.44	\$3,796,958.71	\$5,017,400.00	\$1,220,441.29	24.32%
<b>Total Personnel</b>	<b>\$25,104,595.44</b>	<b>\$25,804,950.90</b>	<b>\$31,993,000.00</b>	<b>\$6,188,049.10</b>	<b>19.34%</b>

**Expense Categories**

Services	\$3,178,199.38	\$3,256,120.99	\$3,446,750.00	\$190,629.01	5.53%
Supplies	\$1,031,887.75	\$1,442,489.58	\$1,641,450.00	\$198,960.42	12.12%
Other	\$500,959.40	\$15,922.40	\$0.00	(\$15,922.40)	0.00%
Capital	\$633,230.23	\$457,574.60	\$1,020,400.00	\$562,825.40	55.16%
Institutional Support	\$4,365,119.88	\$4,601,122.27	\$5,121,400.00	\$520,277.73	10.16%
Transfers	(\$89,400.15)	\$3,258.90	\$0.00	(\$3,258.90)	0.00%
<b>Total Expense Categories</b>	<b>\$9,619,996.49</b>	<b>\$9,776,488.74</b>	<b>\$11,230,000.00</b>	<b>\$1,453,511.26</b>	<b>12.94%</b>

**Total Expenditures** \$34,724,591.93 \$35,581,439.64 \$43,223,000.00 \$7,641,560.36 17.68%

**Rev/Expense Total** (\$5,488,459.48) (\$5,709,882.42) \$0.00 \$5,709,882.42 0.00%



College of Southern Idaho  
Head Start/Early Head Start

## Program Summary for April 2018



### Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	27
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

April Head Start Overall Attendance	86%
April Head Start Self Transport Attendance	85%
April EHS Toddler Combo Attendance	82%
Number of IEP's/IFSP's	50

### Meals and Snacks

Total meals served for April	7,800
Total snacks served for April	4,875

### Program Notes

May 16 will be the last day for the bulk of our Center's Head Start program year. The Twin Falls duration classroom will go until June 14 as a result of our late start in January 2018 forced by construction delays that took place over the winter break. Currently, teachers and home visitors are finishing up the third and final collection of data for the Child Observation Record, an ongoing assessment of each child's learning development. Lead teachers completed a second home visit with families along with parent teacher conferences. The main topic for this home visit and conference was around transitions to kindergarten.

### Facilities

We have contracted with Doug Vollmer to get a commercial appraisal completed on our property in Buhl. Additionally, we have secured 2 quotes on demolition of that building, if that is the direction Region X says we need to go. Also, we have been in contact with Region IV Development and met to discuss options going forward with regards to funding a new facility or purchase and renovation of a facility. They are onboard to help us in any way that they can. A meeting with the mayor is forthcoming in late May or early June with hopes to gain city government support in that endeavor. I am certain that a meeting with the Buhl City Council would follow.

### Transportation

With the restructuring of our program and the decrease in the number of home visits that are required, we find that we have an excess of cars and busses that are not being utilized as they once were. We have been maintaining and insuring these cars and this is proving to be not cost effective for our program. With the disposition of these cars we still will have adequate program cars for staff to complete home visits as per the Program Performance Standards.

**Documents for Board Review and Approval:** Financial Reports, Vehicle and Bus Disposition Request, COLA Request Submission (2.6%)



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,618,170.00	\$ 217,733.90	\$ 715,218.22	\$ 1,902,951.78	72.7%
BENEFITS	\$ 1,791,666.00	\$ 125,952.23	\$ 408,342.65	\$ 1,383,323.35	77.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 115,205.00	\$ 3,242.89	\$ 21,498.05	\$ 93,706.95	81.3%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 496,335.00	\$ 38,471.39	\$ 149,790.16	\$ 346,544.84	69.8%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,021,376.00</b>	<b>\$ 385,400.41</b>	<b>\$ 1,294,849.08</b>	<b>\$ 3,726,526.92</b>	<b>74.2%</b>
ADMIN COSTS (9.0%)	\$ 402,084.00	\$ 31,504.76	\$ 101,967.06	\$ 300,116.94	74.6%
<b>GRAND TOTAL</b>	<b>\$ 5,423,460.00</b>	<b>\$ 416,905.17</b>	<b>\$ 1,396,816.14</b>	<b>\$ 4,026,643.86</b>	<b>74.2%</b>

IN KIND NEEDED	\$ 1,368,752.00
IN KIND GENERATED	\$ 443,746.17
IN KIND (SHORT)/LONG	\$ (925,005.83)

PROCUREMENT CARD EXPENSE \$ 16,188.50 4% of Total Expense. Detailed report available upon request.

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	539.30	14,191.42	1,338.68	16,069.40	58,036.01

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 33,624.00	\$ 3,479.40	\$ 11,180.99	\$ 22,443.01	66.7%
SUPPLIES	\$ 2,609.00	\$ -	\$ 97.10	\$ 2,511.90	96.3%
OTHER	\$ 15,317.00	\$ 1,018.26	\$ 8,655.23	\$ 6,661.77	43.5%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 4,497.66</b>	<b>\$ 19,933.32</b>	<b>\$ 31,616.68</b>	<b>61.3%</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	\$ 47,322.43	\$ 189,061.68	\$ 390,019.32	67.4%
BENEFITS	\$ 375,897.00	\$ 26,121.10	\$ 105,872.28	\$ 270,024.72	71.8%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 17,562.00	\$ 254.09	\$ 2,262.20	\$ 15,299.80	87.1%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 131,188.00	\$ 9,970.10	\$ 28,253.22	\$ 102,934.78	78.5%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,103,728.00</b>	<b>\$ 83,667.72</b>	<b>\$ 325,449.38</b>	<b>\$ 778,278.62</b>	<b>70.5%</b>
ADMIN COSTS (9.0%)	\$ 85,948.00	\$ 6,609.92	\$ 26,544.05	\$ 59,403.95	69.1%
<b>GRAND TOTAL</b>	<b>\$ 1,189,676.00</b>	<b>\$ 90,277.64</b>	<b>\$ 351,993.43</b>	<b>\$ 837,682.57</b>	<b>70.4%</b>
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 117,863.04				
IN KIND (SHORT)/LONG	\$ (179,555.96)				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 61.49	\$ 715.02	\$ 44.86	\$ 821.37	\$ 2,447.86

**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	\$ 1,801.20	\$ 3,389.49	\$ 10,304.51	75.2%
SUPPLIES	\$ 2,379.00	\$ -	\$ 1,436.87	\$ 942.13	39.6%
OTHER	\$ 12,854.00	\$ 460.00	\$ 1,800.00	\$ 11,054.00	86.0%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 2,261.20</b>	<b>\$ 6,626.36</b>	<b>\$ 22,300.64</b>	<b>77.1%</b>

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



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May 21, 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 May 21, 2018, the supplemental application and request for COLA per Program Instruction ACF-PI-HS-18-03.

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". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

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  
998 Washington St. N.  
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May 21, 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 May 21, 2018, the program vehicle and bus disposition request.

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, which appears to read 'Jeffrey M. Harmon'.

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