

**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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|--|---|
| <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>3:30p.m./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><br>September 17, 2018 – Regular Meeting<br>September 21, 2018 – Executive Session | <b>Jeff Harmon</b>                                      |
| <b>Approval of Treasurer’s Report</b>  | <b>Jeff Harmon</b>                                      |
| <b>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>Action Items</b>  |   |
| 1. FY18 Audit Report   | <b>Dale Bunn</b>  |
| 2. CSI Employee Policies & Procedures Manual Update  | <b>Eric Nielson</b>                                     |
| 3. Taylor Kitchen & Bookstore Relocation/Remodel   | <b>Jeff Harmon</b>                                      |
| 4. Special Announcement – Board Attorney   | <b>Bob Keegan</b>                                       |
| <b>Information Items</b>   |   |
| 1. Fall 2018 Enrollment Report   | <b>Chris Bragg</b>                                      |
| 2. Building Projects Overview  | <b>Jeff Harmon</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>                                  |

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**AGENDA****Board of Trustees**

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Laird Stone  
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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:** 3:00p.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  
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:** 3:08p.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             Aye
- Bob Keegan            Aye
- Jan Mittleider        Aye
- Jack Nelsen            Aye

The Board returned to public session at 3:32p.m.

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

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

September 17, 2018 – Regular Meeting and Executive Session

September 21, 2018 – Executive Session

**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 budget modification request, and equipment purchases on MOTION by Bob Keegan. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items**

1. Dale Bunn and Kristin Diggs, Eide Bailly LLP, presented the 2018 CSI Audit Report. The Board approved the audit as presented on MOTION by Laird Stone. Affirmative vote was unanimous.
2. Eric Nielson, CSI Human Resources Director, presented updates to the CSI Employee Policy and Procedures Manual. Changes were approved as presented on MOTION by Jan Mittleider. Affirmative vote was unanimous.
3. Jeff Harmon, Vice President of Finance and Administration, presented an update to the Board on the Taylor Building kitchen, cafeteria and bookstore relocation and remodel. Mr. Harmon requested approval to proceed with the negotiation of fees with the previously approved architectural firm Lombard Conrad Architects LLC and the advertising of a Request for Qualifications (RFQ) for the selection of a Construction Manager General Contractor (CMGC) for the Taylor Building project. The Board voted to proceed with negotiations with Lombard Conrad Architects LLC and publishing an RFQ for the selection of a CMGC on MOTION by Jan Mittleider. Affirmative vote was unanimous.
4. Chairman Keegan introduced Lisa Schoettger and requested approval to contract with Ms. Schoettger as the Board attorney for the upcoming year. The Board voted to proceed with the contract on MOTION by Chairman Keegan. Chairman Keegan, Karl Kleinkopf, Jan Mittleider and Laird Stone voted in the affirmative and Jack Nelsen abstained.

**Information Items**

1. Chris Bragg, Associate Dean of Institutional Effectiveness, presented the fall 2018 enrollment report. He noted we were slightly lower in full time equivalent (FTE) from last year at this time, but we did see an increase in dual credit enrollment.
2. Jeff Harmon, Vice President of Finance and Administration, presented an overview of current building projects. He noted that a Department of Public Works FY20 request has been submitted which includes requests for new construction, ADA projects, and repairs around campus. Mr. Harmon gave a brief update on the status of the Vet Tech building design.

**REMARKS FOR THE GOOD OF THE ORDER**


**PRESIDENT'S REPORT**

**ADJOURNMENT DECLARED:** 4:50 p.m.




Jeffrey M. Harmon, Secretary Treasurer

Approved: November 19, 2018



Bob Keegan, Chairman





**COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES**  
Monday, October 22, 2018 – 3:00p.m.  
315 Falls Ave. – Twin Falls, ID 83301

**Monthly Board Meeting List of Additional Attendees**

**Employees**

Dr. Barry Pate, Dean of Instruction  
Jason Ostrowski, Dean of Student Affairs  
Chris Bragg, Associate Dean of Institutional Effectiveness  
Eric Nielson, Director of Human Resources  
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  
Debra Wilson, Executive Director Foundation  
Mancole Fedder, Director of Head Start  
Suzanne McCampbell, Director of Office on Aging  
Larisa Alexander, IT Service Owner/Business Operations  
Kathy Deahl, Executive Administrative Assistant to the President  
Samra Culum, Project Manager – Center for Instructional Excellence  
Scott Rogers, Associate Professor  
Ron Cresswell, Department Chair  
Andy Williams, IT Service Owner  
Tina Standlee, Accountant  
Devon Jenks, Accountant

**Media and Visitors**

Anna Scholes  
Scott McClure  
Lisa Schoettger  
Dale Bunn, Auditor  
Kristin Diggs, Auditor  
Julie Wootton, Times News  
Carolina Zamudio, ASCSI Student Body President



**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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October 22, 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 October 22, 2018, the request to modify the Head Start budget to include the purchase of 2-3 Head Start vehicles, a new furnace/AC system in Rupert and oven/range for the Cassia Center. 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



## General Fund Board Report

As of September 30, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$4,816,194)	(\$5,079,542)	(\$11,276,000)	(\$6,196,458)	54.95%
County Tuition	(\$743,850)	(\$892,950)	(\$1,720,000)	(\$827,050)	48.08%
State Funds	(\$21,269,818)	(\$21,257,965)	(\$21,824,000)	(\$566,035)	2.59%
County Property Tax	(\$134,278)	(\$196,202)	(\$7,530,000)	(\$7,333,798)	97.39%
Grant Management Fees	(\$131,534)	(\$136,860)	(\$520,000)	(\$383,140)	73.68%
Other	(\$187,390)	(\$203,831)	(\$375,000)	(\$171,169)	45.65%
Unallocated Tuition	(\$884,884)	(\$655,341)	\$0	\$655,341	-
Departmental Revenues	(\$307,862)	(\$400,088)	(\$647,100)	(\$247,012)	38.17%
<b>Total Revenue</b>	<b>(\$28,475,811)</b>	<b>(\$28,822,779)</b>	<b>(\$43,892,100)</b>	<b>(\$15,069,321)</b>	<b>34.33%</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$5,191,262	\$5,241,260	\$22,936,000	\$17,694,740	77.15%
Variable Fringe	\$1,084,522	\$1,100,895	\$4,922,900	\$3,822,005	77.64%
Health Insurance	\$1,129,635	\$1,091,913	\$4,668,600	\$3,576,687	76.61%
<b>Total Personnel Expense</b>	<b>\$7,405,419</b>	<b>\$7,434,068</b>	<b>\$32,527,500</b>	<b>\$25,093,432</b>	<b>77.15%</b>
Operating Expense					
Services	\$1,143,308	\$1,134,954	\$3,850,900	\$2,715,946	70.53%
Supplies	\$339,338	\$359,707	\$1,370,300	\$1,010,593	73.75%
Other	(\$3,753)	\$1,575	\$0	(\$1,575)	-
Capital	\$39,302	(\$19,521)	\$650,000	\$669,521	103.00%
Institutional Support	\$3,931,384	\$4,238,481	\$5,493,400	\$1,254,919	22.84%
Transfers	\$299	\$30,000	\$0	(\$30,000)	-
<b>Total Operating Expense</b>	<b>\$5,449,878</b>	<b>\$5,745,196</b>	<b>\$11,364,600</b>	<b>\$5,619,404</b>	<b>49.45%</b>
<b>Total Expense</b>	<b>\$12,855,297</b>	<b>\$13,179,265</b>	<b>\$43,892,100</b>	<b>\$30,712,835</b>	<b>69.97%</b>
<b>Rev/Expense Total</b>	<b>(\$15,620,514)</b>	<b>(\$15,643,515)</b>	<b>\$0</b>	<b>\$15,643,515</b>	<b>-</b>





College of Southern Idaho  
Head Start/Early Head Start

## Program Summary for September 2018



### Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
<b>Total</b>	<b>561</b>

### Program Options

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

### Head Start Attendance

September Head Start Overall Attendance	86%
September Head Start Self Transport Attendance	85%
September EHS Toddler Combo Attendance	87%
September IEP/IFSP Totals	36
September Over Income Enrollment	3%

### Meals and Snacks

Total meals served for September	7,735
Total snacks served for September	4,212

### Program Notes

Classroom staff are completing anecdotal information for the first nine weeks of the program year on the COR (Child Observation Record). This establishes a baseline of the children’s learning when they enter the program. The information is compiled four times for Early Head Start and three times for Head Start over the course of the program year. Children in Early Head Start are evaluated on 28 items that cover six categories: sense of self, social relations, creative representation, movement, communication and language, and exploration and early logic. Children in Head Start are evaluated in 32 items that cover six categories: initiative; social relations; creative representation; music and movement; language and literacy; and mathematics and science.

October is National Head Start month. Each center has conducted elections for Parent Committee and Policy Council Representatives. Policy Council Retreat will be held October 19th and 20th in Albion, Idaho. At Retreat, Policy Council Members will be trained on their roles and responsibilities and participate in fun hands-on learning activities.

The program is asking for budget modification in order to better ensure the possibility of spending the entire grant out by December 31, 2018. The Modification includes plans to purchase (2) Head Start vehicles and (1) Early Head Start vehicle.

**Documents for Board Review and Approval:** Financial Reports; Budget Modification including vehicle purchase.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,688,977.00	\$ 248,518.93	\$ 1,806,273.25	\$ 882,703.75	32.8%
BENEFITS	\$ 1,807,007.00	\$ 122,591.36	\$ 1,016,902.33	\$ 790,104.67	43.7%
OUT OF AREA TRAVEL	\$ -	\$ 8,535.71	\$ 8,535.71	\$ (8,535.71)	
EQUIPMENT	\$ -	\$ 10,556.84	\$ 10,556.84	\$ (10,556.84)	
SUPPLIES	\$ 115,205.00	\$ 31,459.58	\$ 78,111.81	\$ 37,093.19	32.2%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 626,616.00	\$ 126,997.83	\$ 414,281.44	\$ 212,334.56	33.9%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,237,805.00</b>	<b>\$ 548,660.25</b>	<b>\$ 3,334,661.38</b>	<b>\$ 1,903,143.62</b>	<b>36.3%</b>
ADMIN COSTS (9.0%)	\$ 409,838.00	\$ 34,676.83	\$ 256,544.01	\$ 153,293.99	37.4%
<b>GRAND TOTAL</b>	<b>\$ 5,647,643.00</b>	<b>\$ 583,337.08</b>	<b>\$ 3,591,205.39</b>	<b>\$ 2,056,437.61</b>	<b>36.4%</b>

IN KIND NEEDED	\$ 1,411,911.00
IN KIND GENERATED	\$ 1,083,900.38
IN KIND (SHORT)/LONG	\$ (328,010.62)

PROCUREMENT CARD EXPENSE \$ 17,633.42 3% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	981.35	15,886.88	16,332.96	33,201.19	157,616.72

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,886.00	\$ 15,655.87	\$ 31,128.01	\$ 6,757.99	17.8%
SUPPLIES	\$ 5,771.00	\$ 4,253.15	\$ 4,367.60	\$ 1,403.40	24.3%
OTHER	\$ 22,917.00	\$ 5,687.12	\$ 27,375.08	\$ (4,458.08)	-19.5%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 25,596.14</b>	<b>\$ 62,870.69</b>	<b>\$ 3,703.31</b>	<b>5.6%</b>

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ 5,132.00
IN KIND (SHORT)/LONG	\$ (11,512.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 594,968.00	\$ 67,891.50	\$ 454,251.49	\$ 140,716.51	23.7%
BENEFITS	\$ 379,421.00	\$ 29,904.52	\$ 244,145.53	\$ 135,275.47	35.7%
OUT OF AREA TRAVEL		\$ (225.00)	\$ -	\$ -	
EQUIPMENT		\$ 7,828.89	\$ 7,828.89	\$ (7,828.89)	
SUPPLIES	\$ 17,562.00	\$ 11,546.50	\$ 21,919.05	\$ (4,357.05)	-24.8%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 140,962.00	\$ 16,568.23	\$ 78,276.46	\$ 62,685.54	44.5%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,132,913.00</b>	<b>\$ 133,514.64</b>	<b>\$ 806,421.42</b>	<b>\$ 326,491.58</b>	<b>28.8%</b>
ADMIN COSTS (9.0%)	\$ 87,695.00	\$ 8,802.49	\$ 63,317.66	\$ 24,377.34	27.8%
<b>GRAND TOTAL</b>	<b>\$ 1,220,608.00</b>	<b>\$ 142,317.13</b>	<b>\$ 869,739.08</b>	<b>\$ 350,868.92</b>	<b>28.7%</b>

IN KIND NEEDED	\$ 305,152.00
IN KIND GENERATED	\$ 307,786.09
IN KIND (SHORT)/LONG	\$ 2,634.09

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 66.23	\$ 928.30	\$ 500.26	\$ 1,494.79	\$ 8,150.99

**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	\$ 7,439.31	\$ 16,073.88	\$ (2,379.88)	-17.4%
SUPPLIES	\$ 2,379.00	\$ 674.90	\$ 2,127.62	\$ 251.38	10.6%
OTHER	\$ 12,854.00	\$ 4,445.90	\$ 7,000.90	\$ 5,853.10	45.5%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 12,560.11</b>	<b>\$ 25,202.40</b>	<b>\$ 3,724.60</b>	<b>12.9%</b>

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

PSR 1- Student Enrollment Report												
College of Southern Idaho												
Fall 2018-19												
October 15th 2018												
		Resident			Non-Resident			Total			17-18	Annual
		Full-Time	Part-Time	Total	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total	Total	% Change
Non-Degree Seeking	Academic Non-Degree Seeking - Undergraduate	46	417	463	3	3	6	49	420	469	617	-24.0%
	Academic Non-Degree Seeking - Graduate											
	CTE Non-Degree Seeking (if applicable)											
Non-Degree Seeking	Total Non-Degree Seeking	46	417	463	3	3	6	49	420	469	617	-24.0%
Identified Dual Credit	Taught at High School	15	2,442	2,457	0	7	7	15	2,449	2,464		
Other Early College/Dual Credit	Taught Directly Through Institution	3	111	114	0	1	1	3	112	115		
	Taught via Distance Delivery	7	460	467	0	0	0	7	460	467		
Early College	Total (Unduplicated - rows may not add up to total)	21	2,926	2,947	0	8	8	21	2,934	2,955	2,735	8.0%
Undergraduate	Exclusively Enrolled in Remedial Courses	0	34	34	0	1	1	0	35	35	33	6.1%
	Freshman	726	542	1,268	82	20	102	808	562	1,370	1,408	-2.7%
	Sophomore	586	786	1,372	78	34	112	664	820	1,484	1,553	-4.4%
	Junior											
	Senior											
	Degree Seeking, Post 1st Degree											
Undergraduate	Total	1,312	1,362	2,674	160	55	215	1,472	1,417	2,889	2,994	-3.5%
Graduate	Post-Baccalaureate certificate											
	Masters											
	Post-Master's certificate											
	Doctorate											
	Pharm-D Program											
Law (J.D.)	IDEP											
	WWAMI											
Graduate	Total											
<b>Academic and Non-Degree Seeking Total</b>		1,379	4,705	6,084	163	66	229	1,542	4,771	6,313	6,346	-0.5%
<b>Career-Technical Education</b>												
	CTE Student	394	235	629	24	12	36	418	247	665	717	-7.3%
<b>System Total</b>		1,773	4,940	6,713	187	78	265	1,960	5,018	6,978	7,063	-1.2%
<b>Credits &amp; FTE</b>												
		Lower Division	Upper Division	Graduate	Pharm-D	Law	WWAMI	IDEP	Total			
Academic Credits		41,576							41,576	41,419	0.4%	
Academic Full-Time Equivalent		2,771.73							2,772	2,761.30	0.4%	
Prior Learning Credits: AP & IB Credit												
Other Prior Learning: CLEP, Challenge, etc.		113.00							113			
<b>Career Technical Credit</b>												
CTE Credits		9,093							9,093	9,708	-6.3%	
Career Technical Full-Time Equivalent		606.20							606.20	647.20	-6.3%	
<b>System Total FTE</b>		3,377.9									3,408.50	-0.9%

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_