

PUBLIC NOTICE

REGULAR MEETING OF THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

DATE: June 17, 2019
TIME: 4:00 PM
LOCATION: College of Southern Idaho
Taylor Administrative Building
Taylor Room #276
Twin Falls, ID 83301

This notice is provided pursuant to the Idaho Open Meetings Law, Idaho Code § 74-204. A copy of the agenda for the regular meeting will be available at least forty-eight (48) hours in advance of the meeting.

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.

- I. CALL TO ORDER** **Vice-Chairman Stone**
4:00PM – Taylor Building Room #276
- II. APPROVAL OF MEETING AGENDA** **Vice-Chairman Stone**
- III. MINUTES & BUSINESS REPORTS**
 - Approval of Minutes** **Jeff Harmon**
 - May 17, 2019 (Executive Session)
 - May 20, 2019 (Special Session)
 - May 20, 2019 (Regular Meeting/Executive Session)
 - Approval of Treasurer’s Report** **Jeff Harmon**
 - Approval of Head Start/Early Head Start Report** **Jeff Harmon**
- IV. OPEN FORUM** **Vice-Chairman Stone**
- V. UNFINISHED BUSINESS**
- VI. NEW BUSINESS**
 - Action Items**
 - 1. FY 2020 Continuing Budget Resolution **Jeff Harmon**
 - Information Items**
 - 1. Hispanic Youth Leadership Symposium Presentation **Margie Gonzalez**
 - 2. Veterans Affairs Report **Brian O’Rorke**
 - 3. Workforce Training Report **Brandi Turnipseed**
 - 4. Blaine County Center Annual Report **Hallie Star**
 - 5. SOAR Report **Michelle Schutt**
- VII. REMARKS FOR THE GOOD OF THE ORDER** **Vice-Chairman Stone**
- VIII. PRESIDENT’S REPORT** **President Fox**
- IX. ADJOURNMENT** **Vice-Chairman Stone**

CALL TO ORDER: 4:00p.m.

BOARD MEETING ATTENDEES:

Trustees:

Laird Stone, Vice Chairman

Jack Nelsen, Clerk

Scott McClure, Trustee

College Administration:

Dr. Jeff Fox, President

Jeff Harmon, Vice President of Finance and Administration

Dr. Michelle Schutt, Vice President of Student Services

Employees, visitors and media:

Attached List

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

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

May 17, 2019 – Executive Session

May 20, 2019 – Special Session

May 20, 2019 – Regular Meeting / Executive Session

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Scott McClure. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports. Jeff Harmon also requested to carry forward \$202,195 from FY 2018 Head Start grant number 10CH010422 funds to be used in FY 2019 on MOTION by Laird Stone. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. The Board approved a continuing budget resolution to allow CSI to operate on the previous year's budget for July of 2019 on MOTION by Jack Nelsen. Affirmative vote was unanimous.

Information Items

1. Michelle Schutt, Vice President of Student Affairs, presented an update on the progress and success of CSI's Student Orientation Advising and Registration (SOAR). She noted, students who are not able to make the face-to-face orientation, can attend the online version of SOAR called eSOAR.
2. Margie Gonzalez, Executive Director of the Idaho Commission on Hispanic Affairs, presented information regarding the annual Hispanic Youth Leadership Symposium. The event will be held at CSI on October 3rd, 2019. Margie anticipates approximately 600 students in attendance for the event.
3. Brian O'Rorke, CSI Veterans Advocacy Coordinator, presented information about CSI's Veteran Services. O'Rorke reported CSI has 164 veteran students with 125 using the GI Bill to help fund their education. Ashley Taylor, an advocate for veterans followed up with presenting information on the community service projects they participate in each year.
4. Brandi Turnipseed, Executive Director of CSI's Workforce Development presented information regarding Workforce Development and Training. The program was created in 2014 with only one staff member. Since then, they have expanded their team and offer employee training for companies such as Clif Bar, Chobani and McCain Foods. Currently, they are working on projects with Magic Valley Electric, Commercial Tire, Idaho Power, Novolex and Sun Valley Culinary Institute.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 5:43p.m.



Handwritten signature of Jeffrey M. Harmon in blue ink, written over a horizontal line.

Jeffrey M. Harmon, Secretary Treasurer

Approved: July 15, 2019



Handwritten signature of Jan Mittleider in blue ink, written over a horizontal line.

Jan Mittleider, Chairman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**
Monday June 17, 2019 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Kevin Mark, Chief Technology Officer
Kristy Carpenter, Controller
Heidi Adams, Associate Dean of STEM
Eric Nielson, Director of Human Resources
Michelle McFarlane, Registrar
Gail Schull, Director of Admissions
Jennifer Zimmers, Director of Financial Aid
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Tamara Harmon, Assistant Director of Foundation
Suzanne McCampbell, Director of Office on Aging
Larisa Alexander, IT Service Owner/Business Operations
Ginger Nukaya, Executive Administrative Assistant to the President
Candace Boesiger, Assistant Professor Accounting
Andy Williams, IT Service Owner
Brandy Turnipseed, Executive Director Workforce
Mark Wasden, Professor in Communications
Brian O'Rorke, Veterans Advocacy Coordinator
Heather Barnes, Admissions Coordinator
Maritza Vega, Admissions Coordinator
Bethany White, Admissions
Ruby Allen, Interim Director Head Start
Ashley Taylor, Veterans Affairs Office
Curtis Eaton, Special Assistant to the President

Media and Visitors

Ryan Blake, Times News
Megan Taros, Times News
Margie Gonzalez, Idaho Commission on Hispanic Affairs
Sammi Sanchez, CSI Student



General Fund Board Report

As of May 31, 2019

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,240,282)	(\$11,436,665)	(\$11,276,000)	\$160,665	(1.42)%
County Tuition	(\$1,762,750)	(\$1,905,600)	(\$1,720,000)	\$185,600	(10.79)%
State Funds	(\$21,787,379)	(\$21,774,000)	(\$21,824,000)	(\$50,000)	0.23%
County Property Tax	(\$4,825,654)	(\$5,082,368)	(\$7,530,000)	(\$2,447,632)	32.51%
Grant Management Fees	(\$509,091)	(\$503,041)	(\$520,000)	(\$16,959)	3.26%
Other	(\$746,203)	(\$492,575)	(\$375,000)	\$117,575	(31.35)%
Unallocated Tuition	(\$970,972)	(\$1,245,114)	\$0	\$1,245,114	-
Departmental Revenues	(\$710,190)	(\$871,972)	(\$655,800)	\$216,172	(32.96)%
Total Revenue	(\$42,552,521)	(\$43,311,335)	(\$43,900,800)	(\$589,465)	1.34%
Expenses					
Personnel Expense					
Salaries	\$19,950,856	\$20,281,397	\$22,940,000	\$2,658,603	11.59%
Variable Fringe	\$4,081,715	\$4,128,293	\$4,923,600	\$795,307	16.15%
Health Insurance	\$4,173,753	\$3,997,124	\$4,668,600	\$671,476	14.38%
Total Personnel Expense	\$28,206,323	\$28,406,814	\$32,532,200	\$4,125,386	12.68%
Operating Expense					
Services	\$3,397,455	\$3,339,686	\$3,825,300	\$485,614	12.69%
Supplies	\$1,544,440	\$1,636,056	\$1,395,600	(\$240,456)	(17.23)%
Other	\$28,891	\$5,948	\$0	(\$5,948)	-
Capital	\$443,672	\$414,492	\$624,300	\$209,808	33.61%
Institutional Support	\$4,575,128	\$4,936,032	\$5,493,400	\$557,368	10.15%
Transfers	\$33,300	\$37,200	\$30,000	(\$7,200)	(24.00)%
Total Operating Expense	\$10,022,886	\$10,369,415	\$11,368,600	\$999,185	8.79%
Total Expense	\$38,229,210	\$38,776,229	\$43,900,800	\$5,124,571	11.67%
Rev/Expense Total	(\$4,323,311)	(\$4,535,107)	\$0	\$4,535,107	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for May 2019



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) Pre– K, Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance

May Head Start Overall Attendance	84%
May Head Start Self Transport Attendance	83%
May EHS Toddler Combo Attendance	75%
Number of IEP's/IFSP's	46

Meals and Snacks

Total meals served for May	6,790
Total snacks served for May	3,231

Program Notes

Facilities

The purchase of the South Park facility is no longer a viable option. The appraisal was under asking price and with renovations the building would never appraise for the cost to purchase and renovate. Therefore, Region X would not approve purchase. The program had a preliminary phone conference with Region X about building on the existing Twin Falls Center property which has been undeveloped since property was purchased. The facility committee would like to move forward with the process of building a new building to house the two duration classrooms, a commercial kitchen which would serve both facilities and office space.

Rupert facility renovation is moving forward, the asbestos and lead study was completed and waiting for results. Once we have those results we can meet with the architect to finalize plans to go out for bid.

The Buhl facility has been on the market for 51 days. During that time, there has been 15 showings. We had 3 offers; one very low, the other high but with the buyer not confident in his lending ability, and the third which is an investor. At this time we are waiting to hear from the investor.

Transportation

June 7th around 1:50 PM two young boys threw rocks at four buses resulting in 4 broken windshields and 16 side windows. CSI Security and TFPD responded, took statements and gathered video evidence. In hopes to prevent future vandalism buses will be parked on the West side of the parking lot in direct site of building.

Documents for Board Review and Approval: Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,960,213.00	\$ 224,770.19	\$ 962,395.07	\$ 1,997,817.93	67.5%
BENEFITS	\$ 2,087,485.00	\$ 120,577.72	\$ 520,361.52	\$ 1,567,123.48	75.1%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 28,000.00	\$ -	\$ 5,782.20	\$ 22,217.80	79.3%
SUPPLIES	\$ 119,735.00	\$ 3,212.48	\$ 28,588.04	\$ 91,146.96	76.1%
FACILITIES/CONST.					
OTHER	\$ 498,567.00	\$ 35,245.94	\$ 173,720.17	\$ 324,846.83	65.2%
TOTAL DIRECT COSTS	\$ 5,694,000.00	\$ 383,806.33	\$ 1,690,847.00	\$ 4,003,153.00	70.3%
ADMIN COSTS (9.0%)	\$ 454,293.00	\$ 38,762.52	\$ 133,519.55	\$ 320,773.45	70.6%
GRAND TOTAL	\$ 6,148,293.00	\$ 422,568.85	\$ 1,824,366.55	\$ 4,323,926.45	70.3%
IN KIND NEEDED	\$ 1,537,073.00				
IN KIND GENERATED	\$ 714,430.11				
IN KIND (SHORT)/LONG	\$ (822,642.89)				
PROCUREMENT CARD EXPENSE	\$ 17,207.10	4% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	367.11	10,850.14	1,444.04	1,848.12	82,884.00

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,454.00	\$ 2,941.07	\$ 11,725.98	\$ 25,728.02	68.7%
SUPPLIES	\$ 2,903.00	\$ 57.18	\$ 339.54	\$ 2,563.46	88.3%
OTHER	\$ 26,217.00	\$ 2,617.97	\$ 8,968.23	\$ 17,248.77	65.8%
GRAND TOTAL	\$ 66,574.00	\$ 5,616.22	\$ 21,033.75	\$ 45,540.25	68.4%
IN KIND NEEDED	\$ 16,644.00				
IN KIND GENERATED	\$ 52,472.00				
IN KIND (SHORT)/LONG	\$ 35,828.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 761,437.00	\$ 51,246.68	\$ 258,270.78	\$ 503,166.22	66.1%
BENEFITS	\$ 446,988.00	\$ 26,650.94	\$ 133,386.24	\$ 313,601.76	70.2%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 47,773.00	\$ -	\$ 12,517.24	\$ 35,255.76	73.8%
SUPPLIES	\$ 22,562.00	\$ 606.19	\$ 6,145.61	\$ 16,416.39	72.8%
FACILITIES/CONST. OTHER	\$ 69,581.00	\$ 6,485.52	\$ 28,818.86	\$ 40,762.14	58.6%
TOTAL DIRECT COSTS	\$ 1,348,341.00	\$ 84,989.33	\$ 439,138.73	\$ 909,202.27	67.4%
ADMIN COSTS (9.0%)	\$ 108,758.00	\$ 7,050.35	\$ 35,249.15	\$ 73,508.85	67.6%
GRAND TOTAL	\$ 1,457,099.00	\$ 92,039.68	\$ 474,387.88	\$ 982,711.12	67.4%
IN KIND NEEDED	\$ 364,275.00				
IN KIND GENERATED	\$ 245,852.10				
IN KIND (SHORT)/LONG	\$ (118,422.90)				
CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 59.36	\$ 818.00	\$ 72.33	\$ 949.69	\$ 4,781.88

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,925.00	\$ 1,712.37	\$ 5,341.45	\$ 10,583.55	66.5%
SUPPLIES	\$ 1,479.00	\$ 11.02	\$ 361.02	\$ 1,117.98	75.6%
OTHER	\$ 11,523.00	\$ 730.00	\$ 2,621.00	\$ 8,902.00	77.3%
GRAND TOTAL	\$ 28,927.00	\$ 2,453.39	\$ 8,323.47	\$ 20,603.53	71.2%
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 2,679.00				
IN KIND (SHORT)/LONG	\$ (4,553.00)				

CATEGORY	HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 185,963.00	\$ 16,261.00	\$ 16,261.00	\$ 169,702.00	91.3%
SUPPLIES	\$ 84,330.00	\$ -	\$ -	\$ 84,330.00	100.0%
FACILITIES	\$ 923,003.00	\$ -	\$ -	\$ 923,003.00	100.0%
OTHER			\$ -		
FACILITIES	\$ 85,432.00	\$ -	\$ -	\$ 85,432.00	100.0%
OTHER	\$ 1,215.00	\$ -	\$ -	\$ 1,215.00	100.0%
TOTAL DIRECT COSTS	<u>\$ 1,279,943.00</u>	<u>\$ 16,261.00</u>	<u>\$ 16,261.00</u>	<u>\$ 1,263,682.00</u>	<u>98.7%</u>
GRAND TOTAL	<u>\$ 1,279,943.00</u>	<u>\$ 16,261.00</u>	<u>\$ 16,261.00</u>	<u>\$ 1,263,682.00</u>	<u>98.7%</u>
IN KIND NEEDED	\$ 319,986.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (319,986.00)</u>				

CATEGORY	EARLY HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 54,000.00	\$ -	\$ -	\$ 54,000.00	100.0%
SUPPLIES	\$ 32,832.00	\$ -	\$ -	\$ 32,832.00	100.0%
OTHER			\$ -		
FACILITIES	\$ 73,893.00	\$ -	\$ -	\$ 73,893.00	100.0%
TRAVEL	\$ 2,125.00	\$ 1,174.25	\$ 2,259.85	\$ (134.85)	-6.3%
STAFF TRAINING	\$ 925.00	\$ -	\$ 775.00	\$ 150.00	16.2%
OTHER	\$ 540.00	\$ -	\$ -	\$ 540.00	100.0%
TOTAL DIRECT COSTS	<u>\$ 164,315.00</u>	<u>\$ 1,174.25</u>	<u>\$ 3,034.85</u>	<u>\$ 161,280.15</u>	<u>98.2%</u>
GRAND TOTAL	<u>\$ 164,315.00</u>	<u>\$ 1,174.25</u>	<u>\$ 3,034.85</u>	<u>\$ 161,280.15</u>	<u>98.2%</u>
IN KIND NEEDED	\$ 41,079.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (41,079.00)</u>				



COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START
998 Washington St. N.
Twin Falls, Idaho 83303-1238
(208) 736-0741



June 17, 2019

Jeff Newton
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 Board of Trustees reviewed and approved, at the regularly scheduled Board Meeting on June 17, 2019, the request to carry forward \$202,195 in FY2018 Head Start funds to be used in FY2019 for the purchase of two vehicles, pave a parking lot and remodel of a kitchen and bathroom.

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
Vice President of Finance and Administration
College of Southern Idaho

June 17, 2019

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

From: Jeff Harmon

A handwritten signature in blue ink, appearing to read 'Jeff Harmon', is written over the printed name.

Re: Continuing Budget Resolution

Each year we ask the Board for a continuing budget resolution to allow us to operate on the previous year's budget for July of the next fiscal year. While much of the budget work has to be completed prior to issuing salary contracts in May, there are still several outstanding issues that preclude us from setting an accurate budget. The primary issues are listed below:

1. Many expenditures related to FY19 will be paid the first week of July. We need this check run to provide the most accurate pre-closing amounts to make projections on future expenditures.
2. We need accurate balances for revenue accruals of expenditure-based grants to request reimbursements from granting agencies.
3. We use a partial pay period to process timesheets for compensation paid from the June 17, 2019 pay period through June 30, 2019.
4. We will get the most current estimates from our counties for new construction dollar values early July. We need these numbers to certify our property tax assessment.

Based upon the above, I respectfully request the Board approve a continuing budget resolution July 2019 until our fiscal year 2020 budget is set.