



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

February 27, 2017

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Room 277

AGENDA

CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – JANUARY 17TH, 2017: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – JANUARY 17TH, 2017: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

OPEN FORUM

UNFINISHED BUSINESS

CSI BOARD OF TRUSTEES POLICIES AND PROCEDURES MANUAL UPDATE:

(I) *Laird Stone and Jack Nelsen*

NEW BUSINESS

LARGE AREA MOWERS (2) BID: (A) *Jeff Harmon*

RUCKUS WIRELESS ACCESS POINTS BID: (A) *Jeff Harmon*

INTERNATIONAL STUDENT SERVICES UPDATE: (I) *Keith Quatraro*

EMERGENCY PROCEDURES INFORMATION UPDATE: (I) *Jim Munn*

LEGISLATIVE UPDATE: (I) *President Fox*

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT’S REPORT: (I) *President Fox*

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
FEBRUARY REGULAR BOARD OF TRUSTEES MEETING
February 27, 2017

CALL TO ORDER: 4:03 p.m. Presiding: Karl Kleinkopf

ATTENDING:

Trustees: Karl Kleinkopf, Laird Stone,
Jan Mittleider, and Jack Nelsen

College Administration:

Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
Jeff Harmon, Vice President of Finance and Administration
Dr. Michelle Schutt, Associate Vice President of Student Services
Robert Alexander, Board Attorney
Employees, visitors and media - Attached List

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

BOARD MINUTES: The following Board minutes as written were accepted by the Board.

January 17, 2017	Executive Session
January 17, 2017	Regular Session

TREASURER'S REPORT: The Treasurer's report was accepted by the Board 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 for Head Start/Early Head Start as presented on MOTION by Jan Mittleider. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS:

1. The Board approved the revision of Trustee policy regarding "Rules of Order" BP.09.04 on MOTION by Laird Stone. Affirmative vote was unanimous.
2. The Board approved the revision of Trustee policy regarding "Code of Ethics" BP.09.10 on MOTION by Jan Mittleider. Affirmative vote was unanimous.

CSI Trustees

February 27, 2017

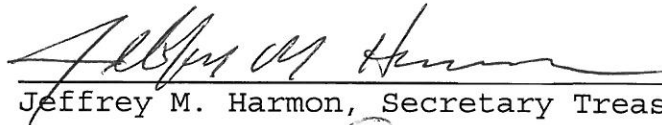
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NEW BUSINESS:

1. The Board approved the bid for two large area mowers from RMT Equipment from Boise Idaho in the amount of \$99,090 on MOTION by Jan Mittlreider. Affirmative vote was unanimous.
2. The Board approved the bid for 140 indoor and 20 outdoor Ruckus wireless access points from Advances Systems Inc., from Denver Colorado, in the amount of \$156,680 on MOTION by Laird Stone. Affirmative vote was unanimous.
3. Keith Quatraro, CSI International Student Services Coordinator, updated the Board on the status and history of CSI's efforts to recruit and retain students from other countries.
4. Jim Munn, CSI Public Safety Director, updated the Board on the one-sheet Emergency Procedures directive that will be posted around campus.

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT was declared at 5:03 p.m.


Jeffrey M. Harmon, Secretary Treasurer

Approved: March 20, 2017


Chairman, Karl Kleinkopf

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
February 27, 2017

Monthly Board Meeting List of Attendees

Employees

Dr. Cindy Bond, Dean of Instruction
Terry Patterson, Dean of Instruction
Jayson Lloyd, Dean of Instruction
Jason Ostrowski, Dean of Student Affairs
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Chief Finance Officer
Dr. Heidi Campbell, Associate Dean of STEM
Eric Nielson, Director of Human Resources
Dr. Teri Fattig, Director, Library & Herrett Center
Michele McFarlane, Registrar
Allen Scherbinske, Director of Physical Plant
Debra Wilson, Executive Director Foundation
Doug Maughan, Director of Public Information
Jim Munn, Director of Public Safety
Kathy Deahl, Executive Administrative Assistant to the President
Kim LaPray, Public Information Specialist
Tiffany Seeley-Case, Faculty Senate Representative
Keith Quatraro, International Student Services Coordinator
Devon Jenks, Accountant
Spencer Cutler, Assistant Director of Physical Plant
Bruce Nukaya, Director of Systems & Network
Willie Etcheto, ASCSI Senate

Media & Visitors:

Julie Wootton, Times News

General Fund YTD Board

YEAR: 1617

Statement of Revenue and Expenses

Acct Month: 7

Wednesday, February 15, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$9,435,640.85)	(\$8,965,753.36)	(\$11,713,000.00)	(\$2,747,246.64)	23.45%
County Tuition	(\$1,521,270.31)	(\$1,714,825.76)	(\$1,632,000.00)	\$82,825.76	-5.08%
State Funds	(\$18,813,307.08)	(\$20,506,294.17)	(\$20,648,000.00)	(\$141,705.83)	0.69%
County Property Tax	(\$3,825,262.13)	(\$4,204,893.77)	(\$6,870,400.00)	(\$2,665,506.23)	38.80%
Grant Management Fees	(\$317,513.24)	(\$222,489.28)	(\$560,000.00)	(\$337,510.72)	60.27%
Other	(\$301,517.44)	(\$384,777.25)	(\$443,600.00)	(\$58,822.75)	13.26%
Unallocated Tuition	(\$1,667,211.45)	(\$1,896,237.21)	\$0.00	\$1,896,237.21	0.00%
Departmental Revenues	(\$672,000.48)	(\$628,286.33)	(\$808,000.00)	(\$179,713.67)	22.24%

Total Revenue (\$36,553,722.98) (\$38,523,557.13) (\$42,675,000.00) (\$4,151,442.87) 9.73%

Expenditures

Personnel

Salaries	\$11,473,876.23	\$12,125,851.38	\$22,064,200.00	\$9,938,348.62	45.04%
Variable Fringe	\$2,378,126.46	\$2,507,805.60	\$4,513,400.00	\$2,005,594.40	44.44%
Health Insurance	\$2,129,135.14	\$2,562,599.21	\$4,799,800.00	\$2,237,200.79	46.61%
Total Personnel	\$15,981,137.83	\$17,196,256.19	\$31,377,400.00	\$14,181,143.81	45.20%

Expense Catagories

Services	\$1,587,309.71	\$2,199,028.40	\$2,955,450.00	\$756,421.60	25.59%
Supplies	\$529,889.15	\$779,277.66	\$1,264,750.00	\$485,472.34	38.38%
Other	\$529,899.65	\$325,787.10	\$571,000.00	\$245,212.90	42.94%
Capital	\$265,705.83	\$485,539.21	\$1,523,000.00	\$1,037,460.79	68.12%
Institutional Support	\$4,054,019.72	\$4,115,672.61	\$4,983,400.00	\$867,727.39	17.41%
Transfers	\$32,226.68	(\$89,595.15)	\$0.00	\$89,595.15	0.00%
Total Expense Catagories	\$6,999,050.74	\$7,815,709.83	\$11,297,600.00	\$3,481,890.17	30.82%

Total Expenditures \$22,980,188.57 \$25,011,966.02 \$42,675,000.00 \$17,663,033.98 41.39%

Rev/Expense Total (\$13,573,534.41) (\$13,511,591.11) \$0.00 \$13,511,591.11 0.00%

**College of Southern Idaho Head Start/ Early Head Start
Program Summary For January 2017**

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

January Head Start Overall Attendance	79%
January Head Start Self Transport Attendance	78%
January EHS Toddler Combo Attendance	78%

Meals and Snacks

Total meals served for January	4,521
Total snacks served for January	4,150

Program Notes

Education

Parents and staff continue to work on child goals and progress toward getting children ready for Kindergarten. The second period of the Child Observation Record, the program's ongoing assessment for children, is over on February 10th. Progress reports will be available in March on mid-year outcomes.

Annual Self-Assessment

Each year The College of Southern Idaho Head Start conducts an internal overview of all programs and services provided. Parents, community members, and staff conduct the assessment at each site within the program. Self-Assessment tasks may include:

- Inspecting facilities and playgrounds for safety
- Monitoring classroom activities and curriculum
- Inspecting the kitchen and food services
- Reviewing files and documents
- Monitoring bus routes and inspecting buses
- Conducting interviews of staff, parents, community partners, and governing boards

Disabilities

As of Monday 2/13/17

The Head start Act requires that at least 10 percent of the children enrolled in Head start are children with disabilities.

If an agency has both Early Head Start and Head Start Programs, each program should

conduct recruiting that will contribute proportionally to achieving the 10 percent enrollment level.

Total number of children in the program: 576

Total number of children on IEP/IFSP: 58

Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special ed education and related services: **43**

Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA): **15**

Number of referrals done: 16

Of those referred: 3 qualified for special education services

8 did not qualify for special education services

5 are still in the process of evaluation

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	\$ 2,339,920.00	\$ 84,782.71	\$ 84,782.71	\$ 2,255,137.29	96.4%
BENEFITS	\$ 1,586,210.00	\$ 43,682.29	\$ 43,682.29	\$ 1,542,527.71	97.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 2,266.99	\$ 2,266.99	\$ 53,191.01	95.9%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 426,580.00	\$ 43,310.95	\$ 43,310.95	\$ 383,269.05	89.8%
TOTAL DIRECT COSTS	\$ 4,408,168.00	\$ 174,042.94	\$ 174,042.94	\$ 4,234,125.06	96.1%
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ -	\$ -	\$ 353,800.00	100.0%
GRAND TOTAL	\$ 4,761,968.00	\$ 174,042.94	\$ 174,042.94	\$ 4,587,925.06	96.3%

IN KIND NEEDED	\$ 1,190,492.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (1,190,492.00)

PROCUREMENT CARD EXPENSE \$ - 0% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	3,399.13	417.91	-	3,817.04	3,817.04

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 1,019.78	\$ 1,019.78	\$ 26,320.22	96.3%
SUPPLIES	\$ 3,434.00	\$ 29.87	\$ 29.87	\$ 3,404.13	99.1%
OTHER	\$ 20,776.00	\$ 659.56	\$ 659.56	\$ 20,116.44	96.8%
GRAND TOTAL	\$ 51,550.00	\$ 1,709.21	\$ 1,709.21	\$ 49,840.79	96.7%

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

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 553,707.00	\$ 45,856.06	\$ 45,856.06	\$ 507,850.94	91.7%
BENEFITS	\$ 357,120.00	\$ 26,817.91	\$ 26,817.91	\$ 330,302.09	92.5%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 302.50	\$ 302.50	\$ 32,757.50	99.1%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,125.00	\$ 6,700.84	\$ 6,700.84	\$ 144,424.16	95.6%
TOTAL DIRECT COSTS	\$ 1,095,012.00	\$ 79,677.31	\$ 79,677.31	\$ 1,015,334.69	92.7%
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ -	\$ -	\$ 82,885.00	100.0%
GRAND TOTAL	\$ 1,177,897.00	\$ 79,677.31	\$ 79,677.31	\$ 1,098,219.69	93.2%
IN KIND NEEDED	\$ 294,474.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (294,474.00)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total for All Centers	\$ 53.98	\$ 14.65	\$ -	\$ 68.63	\$ 137.26

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 12,650.00	\$ 431.75	\$ 431.75	\$ 12,218.25	96.6%
SUPPLIES	\$ 1,480.00	\$ 164.54	\$ 164.54	\$ 1,315.46	88.9%
OTHER	\$ 14,797.00	\$ 113.00	\$ 113.00	\$ 14,684.00	99.2%
GRAND TOTAL	\$ 28,927.00	\$ 709.29	\$ 709.29	\$ 28,217.71	97.5%

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

February 27, 2017

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

From: Jeff Harmon 

Re: Large Area Mowers

We advertised for the purchase of two large area lawn mowers, a 14ft wide area rotary mower and a 72 inch front-mount rotary mower. We received one bid as follows:

RMT Equipment	Boise, Idaho	\$99,090.00
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Based on the review of the proposals by Allen Scherbinske and Spencer Cutler, I recommend that we accept the bid from RMT Equipment of Boise, Idaho in the amount of \$99,090.00.

Funding for this purchase comes from the plant facility department's capital outlay budget.

February 27, 2017

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

From: Jeff Harmon 

Re: Ruckus Wireless Access Points

We advertised for the purchase of 140 indoor wireless access points and 20 outdoor wireless access points. We received two bids:

Advanced Systems Group	Denver, Colorado	\$138,420.00
White Cloud Communications	Twin Falls, Idaho	\$156,680.00

Based on the review of the proposals by Kevin Mark and Bruce Nukaya, I recommend that we accept the low bid from Advanced Systems Group of Denver, Colorado in the amount of \$138,420.00.

Funding for this comes from the newly awarded Title III grant, Student Tech Funds, and the General Fund.

International Student Breakdown Spring Semester 2016-2017

46 total Students: Female: 12 Male: 34

20 – Self-pay

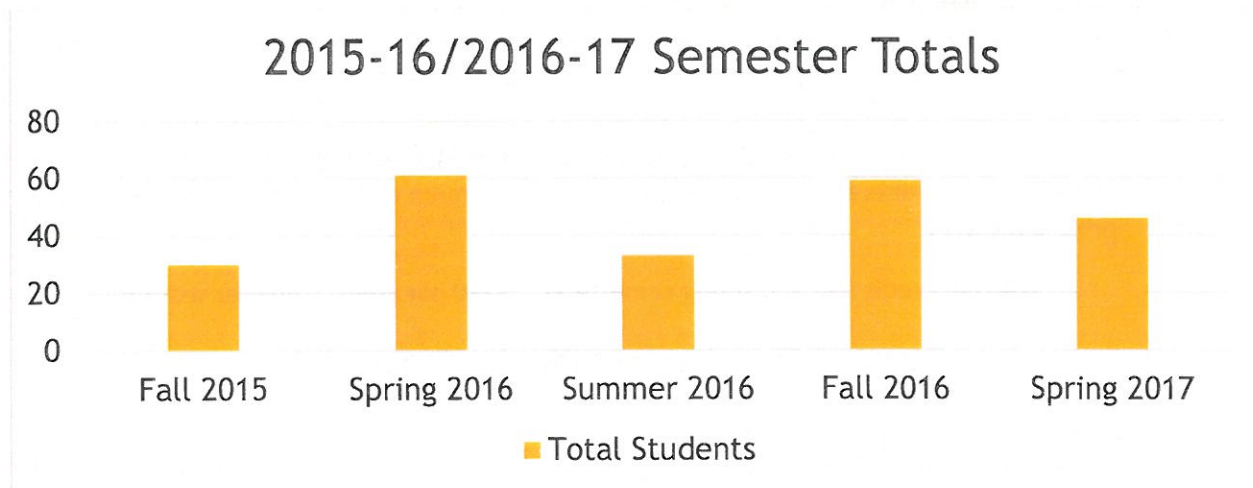
- 16 – Learned about CSI through friends or family
- 4 – Have family near Twin Falls

10 – SACM sponsored

13 – Student athletes on partial or full scholarships

2 – J-1 visa participants

1 – Kuwait sponsorship



Student Visas

F-1 visa: a nonimmigrant visa for those wishing to study in the U.S. You must file an F1 visa application if you plan on entering the US to attend a university or college, high school, private elementary school, seminary, conservatory, language training program, or other academic institution.

J-1 visa: a nonimmigrant visa issued by the United States to research scholars, professors and exchange visitors participating in programs that promote cultural exchange, especially to obtain medical or business training within the U.S.

M-1 visa: a temporary student visa that allows international students to attend an accredited vocational or non-academic school, such as a trade school or practical training school. International students wishing to enroll in academic study or English language studies may be able to apply for an F1 Visa.

Maintaining F-1 Student Immigration Status

- You must be enrolled in 12 or more credits each semester. Only 3 of those 12 credits can be from online courses
- Form I-20 must be kept valid at all times
- Passport must be valid. Renew at least 6 months before expiration date
- Off-campus employment is not permitted without permission from USCIS
- Current address must be registered with the DSO. If your address changes, you must report it to the DSO immediately
- When traveling outside of the U.S., students must obtain a travel signature on their Form I-20 from the DSO before leaving the U.S. in order to re-enter the U.S.

Tuition Costs for International Students

- International students are required to be full time (minimum of 12 credits) during the fall and spring semesters

\$280 per credit (fall and spring semesters) **\$120 per credit** (summer session)

Documents Needed for International Student Admission

- International Student Application
- Certificate of Financial Responsibility
- Official Bank Statements (must show balance of \$15,000 or greater for six consecutive months)
- Official Transcripts
- Copy of Valid Passport
- Proof of English Proficiency



EMERGENCY PROCEDURES



ACTIVE SHOOTER

RUN

- Leave the area
- Call 911

HIDE

- Hide in a concealed place if leaving is not possible
- Lock and barricade the door
- Turn off the lights
- Wait for Law Enforcement

FIGHT

- As a LAST resort, overpower the shooter



FIRE

GET LOW/ GET OUT

- Pull the nearest fire alarm
- Call 911
- Alert others to evacuate
- Help the disabled
- Use stairwells to leave the building. **NO ELEVATORS!**
- **DO NOT** enter the building until advised



MEDICAL

CALL FOR HELP

- Call 911 and stay on the line to provide:
 - Location
 - Nature of injury
 - Current condition of injured
- Do not move the person unless in immediate danger
- If trained, administer first aid, CRP/AED



SUSPICIOUS ACTIVITY

SEE SOMETHING SAY SOMETHING

IF YOU SEE...

- Person behaving strangely
- Object out of the ordinary

EVEN IF...

- It is just a gut feeling that something is wrong

SAY SOMETHING

- Call 911 or (208) 732-6605



SECURITY

EMERGENCY

POLICE/FIRE/EMS

9-1-1

NON-EMERGENCY

CSI SECURITY208-732-6605
TFPD.....208-735-HELP

INFORMATION

www.csi.edu/security



UTILITY FAILURE

REMAIN CALM

- If possible, notify Physical Plant of the outage at (208) 732-6600
- Note the location and type of utility failure
- Offer assistance to others if needed
- If power outage, turn off all electrical devices
- Take the nearest exit if evacuation is advised



BOMB THREAT

FOLLOW DIRECTIONS

IF ORDERED TO EVACUATE:

- Take personal belongings
- Don't use cell phone
- Don't pull fire alarm
- Move away from building



HAZARDOUS MATERIAL

STAY BACK

IF LIFE-THREATENING:

- Evacuate and call 911

IF NOT LIFE-THREATENING:

- Call 911 and provide information on type of incident and location

IF CONTAMINATED:

- Decontaminate and call 911



WEATHER CLOSURE

KEEP INFORMED

CLOSURE INFORMATION WILL BE POSTED/ SENT THROUGH:

- CSI website
- Social media
- CSI email
- Mobile alert

MONITOR ROAD CONDITIONS FOR SAFETY

DURING AN EMERGENCY, ALWAYS CALL 911 FIRST!