

AGENDA

Board of Trustees
Karl Kleinkopf, Chair
Bob Keegan
Laird Stone
Jan Mittleider
Jack Nelsen

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 Kleinkopf
4:00PM/Taylor Building – SUB 248 |
| II. APPROVAL OF MEETING AGENDA | Chairman Kleinkopf |
| III. BOARD REORGANIZATION | Chairman Kleinkopf |
| A. Chairman | |
| B. Vice-Chairman | |
| C. Clerk | |
| D. Trustee | |
| E. Trustee | |
| F. Secretary-Treasurer | |
| G. Board Attorney | |
| H. Trustee Designated as Foundation Representative | |
| I. Trustee Designated as Heat Start Representative | |
| J. Trustee Designated as Athletics Representative | |
| K. Trustee Designated as Maintenance Representative | |
| L. Trustee Designated as ASCSI Representative | |
| IV. MINUTES & BUSINESS REPORTS | |
| A. Approval of Minutes | Jeff Harmon |
| ◆ October 13, 2017 – Special Session | |
| ◆ October 16, 2017 – Regular Meeting | |
| ◆ November 8, 2017 – Special Session | |
| B. Approval of Treasurer’s Report | Jeff Harmon |
| C. Head Start/Early Head Start Report | Mancole Fedder |
| V. OPEN FORUM | Chairman Kleinkopf |
| VI. UNFINISHED BUSINESS | |

VII. NEW BUSINESS

A. Action Items

- ◆ None

Jeff Harmon

B. Information Items

- ◆ New Student Orientation (SOAR) Update
- ◆ CSI Cross Country Team Season Update

Gail Schull

Lindsey Anderson

VIII. REMARKS FOR THE GOOD OF THE ORDER

Chairman Kleinkopf

IX. PRESIDENT'S REPORT

President Fox

X. ADJOURNMENT

Chairman Kleinkopf

CALL TO ORDER: 4:00p.m Karl Kleinkopf

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
Robert Alexander, Board Attorney

Employees, visitors and media:

Attached List

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

BOARD REORGANIZATION:

Karl Kleinkopf nominated Bob Keegan for the position of Board Chairman. Affirmative vote was unanimous.

Jack Nelsen nominated Jan Mittleider for the position of Vice Chairman. Affirmative vote was unanimous.

Jack Nelson nominated Laird Stone for the position of Clerk. Affirmative vote was unanimous.

Bob Keegan nominated Jeff Harmon for the position of Secretary-Treasurer. Affirmative vote was unanimous.

Bob Alexander accepted the request to continue serving as the Board Attorney.

Bob Keegan asked for nominations for the designated representative positions. Hearing none, Chairman Keegan announced all designated representative positions will remain unchanged.

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

October 13, 2017 – Special Session
October 16, 2017 – Regular Meeting
November 8, 2017 – Special Session

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

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports, a budget modification to allow spending authority on capital items into the next fiscal year, and a waiver of in-kind match on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Action Items: None
- B. Information Items:

Gail Schull, Director of Admissions, presented to the Board a summary of the Student Orientation, Advising, and Registration (SOAR) program that is in its second year.

Trustee Kleinkopf recognized the achievements of the athletic teams and introduced Lindsey Anderson, CSI Men and Women's Cross-Country Head Coach. Ms. Anderson informed the Board that CSI's women's team ended up 4th and CSI's men's team finished 6th at nationals, and introduced Eric Fitzpatrick, the CSI athlete who took 1st place individual at nationals. The Board recognized the CSI Volleyball team for finishing 2nd at nationals.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 4:46 p.m.



Jeffrey M. Harmon, Secretary-Treasurer

Approved: December 18, 2017


Bob Keegan, Chairman

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
Monday, November 20, 2017 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Terry Patterson, Dean of Instruction
Jayson Lloyd, Dean of Instruction
Jason Ostrowski, Dean of Student Affairs
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Controller
Chris Bragg, Associate Dean of Institutional Effectiveness
Cesar Perez, Associate Dean of Extended Studies
Gail Schull, Director of Admissions
Chance Munns, Assistant Professor/Faculty Senate President
Tiffany Seeley-Case, Professor/Faculty Senate
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
Ed Ditlefsen, Director IT Application and Data
Larisa Alexander, IT Service Owner/Business Operations
Kathy Deahl, Executive Administrative Assistant to the President
Heather Barnes, Admissions Coordinator
Maritza Vega, Admissions Coordinator
Cailin Gibson, Admissions Coordinator
Kelly Wilson, Admissions Coordinator
Lindsey Anderson, Cross Country/Track Coach

Media and Visitors

Julie Wootton, Times News
Lance Teske, ASCSI Student Body President
Eric Fitzpatrick, Student Athlete

General Fund YTD Board

YEAR: 1718

Statement of Revenue and Expenses

Acct Month: 4

Wednesday, November 08, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$4,605,799.16)	(\$4,872,006.75)	(\$11,206,200.00)	(\$6,334,193.25)	56.52%
County Tuition	(\$891,332.79)	(\$756,250.00)	(\$1,698,700.00)	(\$942,450.00)	55.48%
State Funds	(\$20,136,979.42)	(\$21,330,983.72)	(\$21,472,200.00)	(\$141,216.28)	0.66%
County Property Tax	(\$146,671.41)	(\$158,472.50)	(\$7,179,900.00)	(\$7,021,427.50)	97.79%
Grant Management Fees	(\$134,619.00)	(\$181,403.76)	(\$540,000.00)	(\$358,596.24)	66.41%
Other	(\$243,478.09)	(\$229,345.85)	(\$411,000.00)	(\$181,654.15)	44.20%
Unallocated Tuition	(\$982,936.79)	(\$892,050.53)	\$0.00	\$892,050.53	0.00%
Departmental Revenues	(\$491,047.43)	(\$348,278.24)	(\$715,000.00)	(\$366,721.76)	51.29%

Total Revenue (\$27,632,864.09) (\$28,768,791.35) (\$43,223,000.00) (\$14,454,208.65) 33.44%

Expenditures

Personnel

Salaries	\$6,926,327.50	\$7,203,758.55	\$22,387,600.00	\$15,183,841.45	67.82%
Variable Fringe	\$1,433,219.62	\$1,484,767.34	\$4,588,000.00	\$3,103,232.66	67.64%
Health Insurance	\$1,456,263.69	\$1,508,634.26	\$5,017,400.00	\$3,508,765.74	69.93%
Total Personnel	\$9,815,810.81	\$10,197,160.15	\$31,993,000.00	\$21,795,839.85	68.13%

Expense Catagories

Services	\$1,203,870.65	\$1,352,693.69	\$3,431,300.00	\$2,078,606.31	60.58%
Supplies	\$397,116.29	\$524,868.84	\$1,608,700.00	\$1,083,831.16	67.37%
Other	\$217,782.15	(\$2,437.61)	\$0.00	\$2,437.61	0.00%
Capital	\$408,036.11	\$80,186.53	\$1,068,600.00	\$988,413.47	92.50%
Institutional Support	\$3,821,785.67	\$4,010,367.98	\$5,121,400.00	\$1,111,032.02	21.69%
Transfers	(\$88,240.46)	\$255.32	\$0.00	(\$255.32)	0.00%
Total Expense Catagories	\$5,960,350.41	\$5,965,934.75	\$11,230,000.00	\$5,264,065.25	46.88%

Total Expenditures \$15,776,161.22 \$16,163,094.90 \$43,223,000.00 \$27,059,905.10 62.61%

Rev/Expense Total (\$11,856,702.87) (\$12,605,696.45) \$0.00 \$12,605,696.45 0.00%

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

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

October Head Start Overall Attendance	86%
October Head Start Self Transport Attendance	82%
October EHS Toddler Combo Attendance	86%

Meals and Snacks

Total meals served for October	8,039
Total snacks served for October	4,784

Program Notes

- Baseline data in regards to all Head Start and Early Head Start participants has been collected and presented in your board packet. This data creates the foundation for where a child is at developmentally when they enter the program and is continually assessed throughout the year. Student educational and social emotional growth and progress towards school readiness is analyzed, measured and used to individualize for a student's educational needs to ensure the best possible academic results are achieved while attending Head Start.
- The program will be asking for an In-kind waiver from Region X OHS.
- The program is asking for another final budget modification in order to better ensure the possibility of spending the entire grant out by December 31, 2017.

Documents for Board Review and Approval:

Financial Reports
In-Kind Waiver
Budget Modification

Baseline 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 – *Personal care and healthy behavior, Fine-motor skills, and Community*

Area of Need – *Phonological Awareness, Patterns, and Alphabetic knowledge*

CLASS/PQA – 76% of teachers were in High Emotional Support, 24% Mid Emotional Support, 60% High Classroom Organization, 40% Mid Classroom Organization, 20% Mid Instructional Support, and 80% Low Instructional Support. The area of Concept Development was the lowest of all 10 dimensions with only 4% of teachers in the Mid-Range.

PQA data is still being analyzed.

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.

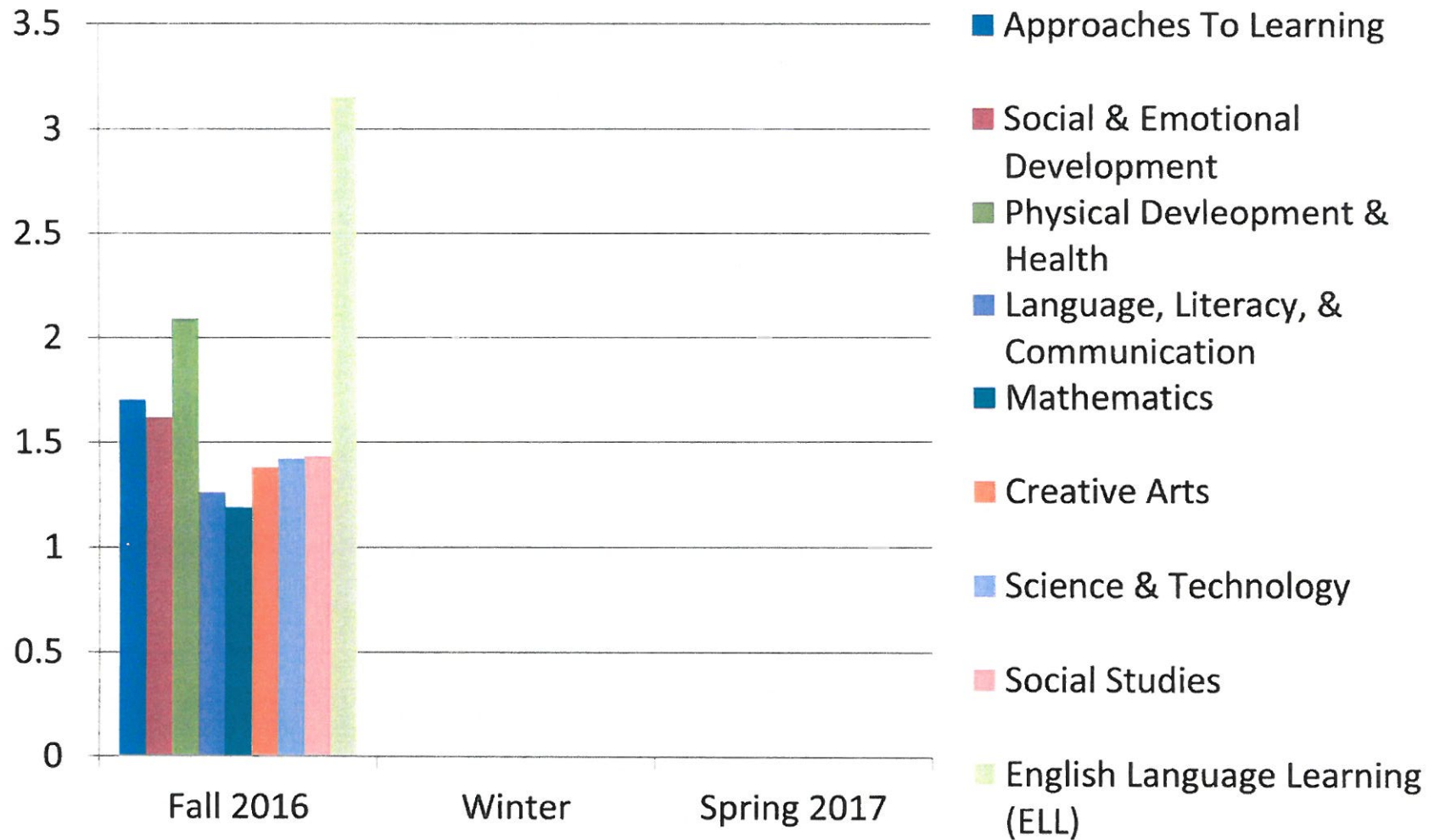
Head Start Child Development and Early Learning Framework

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 – Relationships with Adults, Gross Motor, Fine Motor and Health, Safety, and Nutrition

Area of Need – Phonological Awareness, Print and Alphabet Knowledge, and Operations and Algebraic Thinking

Program Baseline Summary for Early Head Start Children





College of Southern Idaho
Head Start/Early Head Start
998 Washington St N
PO Box 1238
Twin Falls, Idaho 83303-1238
208-736-0741



November 20, 2017

Patricia Fisher
Grants Officer
Administration for Children and Families
Office of Grants Management
701 Fifth Avenue, Suite 1600, MS-72
Seattle, WA 98104

RE: Grant No. 10CH0164

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 the In-kind waiver request for FY2017 grant period 1/17-12/17.

We are excited about the direction our program is taking, and the increased opportunities it allows families in our service area. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

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

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,586,240.00	\$ 240,784.78	\$ 1,997,580.44	\$ 588,659.56	22.8%
BENEFITS	\$ 1,532,740.00	\$ 132,050.57	\$ 1,164,317.27	\$ 368,422.73	24.0%
OUT OF AREA TRAVEL	\$ 11,338.00	\$ -	\$ 5,391.84	\$ 5,946.16	52.4%
EQUIPMENT	\$ 41,767.00	\$ -	\$ -	\$ 41,767.00	100.0%
SUPPLIES	\$ 100,118.00	\$ 15,272.61	\$ 95,564.85	\$ 4,553.15	4.5%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 783,506.00	\$ 49,969.27	\$ 396,768.66	\$ 386,737.34	49.4%
TOTAL DIRECT COSTS	\$ 5,055,709.00	\$ 438,077.23	\$ 3,659,623.06	\$ 1,396,085.94	27.6%
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 32,773.20	\$ 282,676.64	\$ 85,074.36	23.1%
GRAND TOTAL	\$ 5,423,460.00	\$ 470,850.43	\$ 3,942,299.70	\$ 1,481,160.30	27.3%
IN KIND NEEDED	\$ 1,355,864.00				
IN KIND GENERATED	\$ 867,154.01				
IN KIND (SHORT)/LONG	\$ (488,709.99)				
PROCUREMENT CARD EXPENSE	\$ 13,839.29	3% of Total Expense. Detailed report available upon request.			

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	12,737.55	10,319.63	493.92	23,551.10	102,623.44

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 492.74	\$ 23,359.05	\$ 3,980.95	14.6%
SUPPLIES	\$ 3,434.00	\$ -	\$ 2,603.44	\$ 830.56	24.2%
OTHER	\$ 20,776.00	\$ 1,650.00	\$ 25,834.34	\$ (5,058.34)	-24.3%
GRAND TOTAL	\$ 51,550.00	\$ 2,142.74	\$ 51,796.83	\$ (246.83)	-0.5%
IN KIND NEEDED	\$ 12,888.00				
IN KIND GENERATED	\$ 15,324.00				
IN KIND (SHORT)/LONG	\$ 2,436.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 561,596.00	\$ 50,047.81	\$ 470,374.38	\$ 91,221.62	16.2%
BENEFITS	\$ 367,375.00	\$ 27,481.13	\$ 271,403.83	\$ 95,971.17	26.1%
OUT OF AREA TRAVEL		\$ -	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 1,766.37	\$ 23,026.51	\$ 10,033.49	30.3%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 151,126.00	\$ 9,731.03	\$ 100,463.48	\$ 50,662.52	33.5%
TOTAL DIRECT COSTS	\$ 1,113,157.00	\$ 89,026.34	\$ 865,306.62	\$ 247,850.38	22.3%
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,977.61	\$ 66,640.29	\$ 9,878.71	12.9%
GRAND TOTAL	\$ 1,189,676.00	\$ 96,003.95	\$ 931,946.91	\$ 257,729.09	21.7%
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 414,994.29				
IN KIND (SHORT)/LONG	\$ 117,575.29				
USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ -	\$ 366.93	\$ 136.60	\$ 503.53	\$ 4,412.77

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	\$ -	\$ 7,566.17	\$ 5,083.83	40.2%
SUPPLIES	\$ 1,480.00	\$ -	\$ 395.11	\$ 1,084.89	73.3%
OTHER	\$ 14,797.00	\$ 897.44	\$ 6,078.13	\$ 8,718.87	58.9%
GRAND TOTAL	\$ 28,927.00	\$ 897.44	\$ 14,039.41	\$ 14,887.59	51.5%
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 14,047.00				
IN KIND (SHORT)/LONG	\$ 6,815.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ 66,699.73	\$ 293,300.00	\$ -	0.0%
SUPPLIES	\$ 16,000.00	\$ 16,512.52	\$ 16,512.52	\$ (512.52)	-3.2%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 6,035.45	\$ 37,434.97	\$ 6,150.03	14.1%
FACILITIES	\$ 48,291.00	\$ -	\$ 13,521.61	\$ 34,769.39	72.0%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 89,247.70</u>	<u>\$ 360,769.10</u>	<u>\$ 40,406.90</u>	<u>10.1%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 89,247.70</u>	<u>\$ 360,769.10</u>	<u>\$ 40,406.90</u>	<u>10.1%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	\$ 83,590.00				
IN KIND (SHORT)/LONG	<u>\$ (16,704.00)</u>				