

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.

- | | |
|--|---|
| I. CALL TO ORDER | Chairman Keegan
3:00PM/President's Board Room |
| II. RECESS TO EXECUTIVE SESSION | Chairman Keegan
President's Board Room |
| III. RECONVENE REGULAR MEETING | Chairman Keegan
4:00PM/Taylor SUB 248 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Keegan |
| V. MINUTES & BUSINESS REPORTS | |
| A. Approval of Minutes | Jeff Harmon |
| ◆ November 20, 2017 – Regular Meeting | |
| B. Approval of Treasurer's Report | Jeff Harmon |
| C. Head Start/Early Head Start Report | Mancole Fedder |
| VI. OPEN FORUM | Chairman Keegan |
| VII. UNFINISHED BUSINESS | |
| VIII. NEW BUSINESS | |
| A. Action Items | |
| ◆ Approval to Proceed with Process of Issuing Revenue Bonds for Student Resident Housing | Jeff Harmon |
| ◆ Policy and Procedure Manual Updates | Eric Nielson |
| ◆ January Board Meeting Date Change | Chairman Keegan |
| ◆ Approval of 2017 Herrett Collections Accessions | Teri Fattig |
| B. Information Items | |
| ◆ Herrett Center Update | Teri Fattig |
| ◆ Alumni Association Report | Deb Wilson and Reylene Abbott |
| IX. REMARKS FOR THE GOOD OF THE ORDER | Chairman Keegan |
| X. PRESIDENT'S REPORT | President Fox |
| XI. ADJOURNMENT | Chairman Keegan |

CALL TO ORDER: 3:00p.m. Bob Keegan

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: 3:01p.m

Pursuant to Idaho Code § 74-206 the Board agreed to convene in Executive Session to Consider:

- Deliberate regarding acquisition of interest in real property
[Idaho Code § 74-206 (1)(c)]

Bob Keegan moved to go into Executive Session. MOTION was unanimous.

The vote to do so by roll call:

- Bob Keegan aye
- Jan Mittleider aye
- Laird Stone aye
- Jack Nelsen aye
- Karl Kleinkopf aye

The Board returned to public session 3:45p.m.

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

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

November 20, 2017 – Regular Meeting

TREASURER’S REPORT: The Treasurer’s report was accepted on MOTION by Jack Nelsen. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Jan Mittleider. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. The Jeff Harmon presented the Board an update on the process of issuing revenue bonds for student resident housing. The Board approved Mr. Harmon’s request to move forward with the process of evaluating the feasibility and the financing of the new dorms on MOTION by Jack Nelsen. Affirmative vote was unanimous.
2. The Board approved the policy changes as amended and presented by Eric Nielson on MOTION by Laird Stone. Affirmative vote was unanimous.
3. The Board approved the change of date for the Regular January 2018 Trustee Meeting to January 29, 2018 on MOTION by Bob Keegan. Affirmative vote was unanimous.
4. The Board approved the 2017 Herrett Collections Accessions from Dr. Scott Rudeen and Jack Stephens on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.
5. Teri Fattig, Herrett Center Director, presented the Board with a report on Herrett Center programs and events scheduled during 2017.
6. Deb Wilson, CSI Foundation Executive Director, updated the Board on the newly established position of Alumni Relations Coordinator and introduced Raylene Abbott who was chosen to fill the position. Ms. Abbott gave a short presentation on the upcoming plans for networking opportunities with CSI gradates and current CSI students.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 4:45p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: January 29, 2018



Bob Keegan, Chairman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**
Monday, December 18, 2017 – 3:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Jason Ostrowski, Dean of Student Affairs
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Controller
Chris Bragg, Associate Dean of Institutional Effectiveness
Eric Nielson, Director of Human Resources
Dr. Teri Fattig, Director, Library & Herrett Center
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
Ed Ditlefsen, Director IT Application and Data
Larisa Alexander, iT Service Owner/Business Operations
Kathy Deahl, Executive Administrative Assistant to the President
Ben Hamlett, Associate Professor/Faculty Senate
Kelly Wilson, Public Information Specialist
Raylene Abbott, Alumni Relations Coordinator
Joey Heck, Herrett Center Exhibitions/Collections Manager

Media and Visitors

Julie Wootton, Times News

General Fund YTD Board

YEAR: 1718

Statement of Revenue and Expenses

Acct Month: 5

Wednesday, December 13, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$4,358,040.24)	(\$5,430,436.13)	(\$11,206,200.00)	(\$5,775,763.87)	51.54%
County Tuition	(\$889,627.69)	(\$758,200.00)	(\$1,698,700.00)	(\$940,500.00)	55.37%
State Funds	(\$20,445,128.17)	(\$21,330,983.72)	(\$21,472,200.00)	(\$141,216.28)	0.66%
County Property Tax	(\$406,780.04)	(\$428,760.61)	(\$7,179,900.00)	(\$6,751,139.39)	94.03%
Grant Management Fees	(\$174,747.47)	(\$230,873.36)	(\$540,000.00)	(\$309,126.64)	57.25%
Other	(\$275,278.07)	(\$318,149.58)	(\$411,000.00)	(\$92,850.42)	22.59%
Unallocated Tuition	(\$1,281,776.16)	(\$266,479.35)	\$0.00	\$266,479.35	0.00%
Departmental Revenues	(\$517,832.13)	(\$394,602.84)	(\$715,000.00)	(\$320,397.16)	44.81%

Total Revenue (\$28,349,209.97) (\$29,158,485.59) (\$43,223,000.00) \$14,064,514.41 32.54%

Expenditures

Personnel

Salaries	\$8,871,584.80	\$9,239,148.13	\$22,387,600.00	\$13,148,451.87	58.73%
Variable Fringe	\$1,819,053.92	\$1,881,357.16	\$4,588,000.00	\$2,706,642.84	58.99%
Health Insurance	\$1,826,739.23	\$1,886,432.84	\$5,017,400.00	\$3,130,967.16	62.40%

Total Personnel \$12,517,377.95 \$13,006,938.13 \$31,993,000.00 \$18,986,061.87 59.34%

Expense Categories

Services	\$1,556,149.90	\$1,943,702.47	\$3,461,300.00	\$1,517,597.53	43.84%
Supplies	\$502,700.67	\$716,877.94	\$1,623,700.00	\$906,822.06	55.85%
Other	\$264,182.87	(\$2,474.33)	\$0.00	\$2,474.33	0.00%
Capital	\$452,044.50	\$372,977.15	\$1,023,600.00	\$650,622.85	63.56%
Institutional Support	\$3,893,592.33	\$4,144,033.50	\$5,121,400.00	\$977,366.50	19.08%
Transfers	(\$89,595.15)	\$255.32	\$0.00	(\$255.32)	0.00%

Total Expense Categories \$6,579,075.12 \$7,175,372.05 \$11,230,000.00 \$4,054,627.95 36.11%

Total Expenditures \$19,096,453.07 \$20,182,310.18 \$43,223,000.00 \$23,040,689.82 53.31%

Rev/Expense Total (\$9,252,756.90) (\$8,976,175.41) \$0.00 \$8,976,175.41 0.00%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,547,797.00	\$ 208,123.44	\$ 2,205,703.88	\$ 342,093.12	13.4%
BENEFITS	\$ 1,522,621.00	\$ 120,185.32	\$ 1,284,502.59	\$ 238,118.41	15.6%
OUT OF AREA TRAVEL	\$ 11,338.00	\$ 1,191.55	\$ 6,583.39	\$ 4,754.61	41.9%
EQUIPMENT	\$ 41,767.00	\$ 12,037.19	\$ 12,037.19	\$ 29,729.81	71.2%
SUPPLIES	\$ 118,618.00	\$ 10,371.27	\$ 105,936.12	\$ 12,681.88	10.7%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 813,568.00	\$ 110,102.61	\$ 506,871.27	\$ 306,696.73	37.7%
TOTAL DIRECT COSTS	\$ 5,055,709.00	\$ 462,011.38	\$ 4,121,634.44	\$ 934,074.56	18.5%
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 30,977.78	\$ 313,654.42	\$ 54,096.58	14.7%
GRAND TOTAL	\$ 5,423,460.00	\$ 492,989.16	\$ 4,435,288.86	\$ 988,171.14	18.2%

IN KIND NEEDED	\$ 1,085,701.00
IN KIND GENERATED	\$ 1,060,955.50
IN KIND (SHORT)/LONG	\$ (24,745.50)

PROCUREMENT CARD EXPENSE \$ 21,848.42 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	17,016.49	2,524.67	508.45	20,049.61	169,473.10

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ (12.61)	\$ 22,853.70	\$ 4,486.30	16.4%
SUPPLIES	\$ 3,434.00	\$ -	\$ 2,603.44	\$ 830.56	24.2%
OTHER	\$ 20,776.00	\$ (42.22)	\$ 24,142.12	\$ (3,366.12)	-16.2%
GRAND TOTAL	\$ 51,550.00	\$ (54.83)	\$ 49,599.26	\$ 1,950.74	3.8%

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 %
EQUIPMENT	\$ 293,300.00	\$ -	\$ 293,300.00	\$ -	0.0%
SUPPLIES	\$ 16,000.00	\$ (512.52)	\$ 16,000.00	\$ -	0.0%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 90.00	\$ 37,524.97	\$ 6,060.03	13.9%
FACILITIES	\$ 48,291.00	\$ 18,000.00	\$ 31,521.61	\$ 16,769.39	34.7%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 17,577.48</u>	<u>\$ 378,346.58</u>	<u>\$ 22,829.42</u>	<u>5.7%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 17,577.48</u>	<u>\$ 378,346.58</u>	<u>\$ 22,829.42</u>	<u>5.7%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	<u>\$ 83,632.50</u>				
IN KIND (SHORT)/LONG	\$ (16,661.50)				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 561,596.00	\$ 45,698.65	\$ 516,073.03	\$ 45,522.97	8.1%
BENEFITS	\$ 367,375.00	\$ 26,109.84	\$ 297,513.67	\$ 69,861.33	19.0%
OUT OF AREA TRAVEL		\$ -	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 2,079.06	\$ 25,105.57	\$ 7,954.43	24.1%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,126.00	\$ 35,689.39	\$ 136,152.87	\$ 14,973.13	9.9%
TOTAL DIRECT COSTS	\$ 1,113,157.00	\$ 109,576.94	\$ 974,883.56	\$ 138,273.44	12.4%
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,462.77	\$ 73,103.06	\$ 3,415.94	4.5%
GRAND TOTAL	\$ 1,189,676.00	\$ 116,039.71	\$ 1,047,986.62	\$ 141,689.38	11.9%
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 458,128.50				
IN KIND (SHORT)/LONG	\$ 160,709.50				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 30.32	\$ 579.17	\$ 117.18	\$ 726.67	\$ 6,070.78

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	\$ 12,210.30	\$ 19,776.47	\$ (7,126.47)	-56.3%
SUPPLIES	\$ 1,480.00	\$ -	\$ 395.11	\$ 1,084.89	73.3%
OTHER	\$ 14,797.00	\$ 3,081.00	\$ 9,159.13	\$ 5,637.87	38.1%
GRAND TOTAL	\$ 28,927.00	\$ 15,291.30	\$ 29,330.71	\$ (403.71)	-1.4%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 14,047.00
IN KIND (SHORT)/LONG	\$ 6,815.00