

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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| I. CALL TO ORDER | Chairman Keegan
4:00PM/Taylor Building Room 276 |
| II. APPROVAL OF MEETING AGENDA | Chairman Keegan |
| III. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| August 20, 2018 | |
| Approval of Treasurer’s Report | Jeff Harmon |
| IV. OPEN FORUM | Chairman Keegan |
| V. UNFINISHED BUSINESS | |
| VI. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Mancole Fedder |
| 2. Date Change for October Meeting | Jeff Harmon |
| Information Items | |
| 1. Idaho INBRE at CSI – Awards and Updates | Dr. Amy Rice Doetsch |
| 2. Student Leadership Retreat | Jason Ostrowski |
| 3. Mini-Cassia Center Annual Report | Amy Christopherson |
| VII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Keegan |
| VIII. PRESIDENT’S REPORT | President Fox |
| IX. ADJOURNMENT | Chairman Keegan |

CALL TO ORDER: 4:00p.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
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

Employees, visitors and media:

Attached List

APPROVAL OF AGENDA: Chairman Keegan requested approval to add an executive session at the end of the regular meeting agenda. The agenda was approved as amended on MOTION by Jack Nelsen. Affirmative vote was unanimous.

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

August 20, 2018 – Regular Meeting

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 and the non-competitive continuation grant for FY2019 on MOTION by Bob Keegan. Affirmative vote was unanimous.

OPEN FORUM: Jacob Howell, the new Athletics Marketing and Special Events Director, introduced himself to the Board. Howell announced the launch of the new CSI Gold Rush campaign and invited Trustees to attend the Athletic Fall Fest Dinner and Auction scheduled on Saturday, September 29, 2018.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. October meeting date was changed from October 15, 2018 to October 22, 2018 on MOTION by Jack Nelsen. Affirmative vote was unanimous.

Information Items

1. Dr. Amy Rice Doetsch, Professor of Biology, and Megan Jacobson, Associate Professor of Chemistry, presented an overview of CSI's membership and participation in the Idea Network of Biomedical Research Excellence (INBRE). The goal of INBRE is to enhance the science and technology knowledge of Idaho's workforce. CSI students compete in three INBRE categories: Scholars, Industry Interns, and Fellows. Dr. Doetsch announced the names of the most recent students who competed and won.
2. Jason Ostrowski, CSI Dean of Students, and Carolina Zamudio, CSI Student Body President, reported on the Student Leadership Retreat that was attended by CSI student senate councils. Students were encouraged to develop shared values amongst the six councils. They chose communication, unity, respect, cooperation, understanding and trust.
3. Amy Christopherson, CSI Mini-Cassia Center Director, presented her annual report. She announced the headcount is up 15%, and the number of credits taken is up by 29%. Christopherson highlighted MCC offerings which include: academic classes, workforce trainings and workshops, community education classes, Over 60 and Getting Fit, and more.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 5:10 p.m.

EXECUTIVE SESSION:

CALL TO ORDER: 5:12 p.m.

ATTENDING:

Trustees:

Bob Keegan, Chairman
Jan Mittleider, Vice Chairman
Laird Stone, Clerk
Jack Nelsen, Trustee
Karl Kleinkopf, Trustee

Administration:

Dr. Jeff Fox, President
Jeff Harmon, Vice President of Finance and Administration
Eric Nielson, Director of Human Resources

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)]

Jan Mittleider 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

ADJOURNMENT DECLARED: 5:39 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: October 22, 2018



Bob Keegan, Board Chairman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**
Monday, September 17, 2018 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

John Hughes, Dean of Instruction – Student Success
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
Kim LaPray, Director of Public Information
Mancole Fedder, Director of Head Start
Kathy Deahl, Executive Administrative Assistant to the President
Dr. Amy Rice-Doetsch, Professor
Megan Jacobson, Associate Professor
Scott Rogers, Associate Professor
Amy Christopherson, CSI Mini-Cassia Center Director
Andy Williams, IT Service Owner
Tamara Harmon, CSI Foundation Assistant Director
Jacob Howell, Athletics Marketing and Special Events Director

Media and Visitors

Julie Wootton, Times News
Carolina Zamudio, ASCSI Student Body President



General Fund Board Report

As of August 31, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$4,028,602)	(\$4,117,516)	\$0	\$4,117,516	-
County Tuition	(\$581,700)	(\$725,400)	\$0	\$725,400	-
State Funds	(\$21,252,850)	(\$21,235,633)	\$0	\$21,235,633	-
County Property Tax	(\$95,969)	(\$169,615)	\$0	\$169,615	-
Grant Management Fees	(\$85,198)	(\$86,943)	\$0	\$86,943	-
Other	(\$107,127)	(\$91,304)	\$0	\$91,304	-
Unallocated Tuition	(\$1,472,497)	(\$1,337,223)	\$0	\$1,337,223	-
Departmental Revenues	(\$274,983)	(\$314,002)	\$0	\$314,002	-
Total Revenue	(\$27,898,926)	(\$28,077,636)	\$0	\$28,077,636	-
Expenses					
Personnel Expense					
Salaries	\$3,268,163	\$3,329,903	\$0	(\$3,329,903)	-
Variable Fringe	\$700,176	\$715,780	\$0	(\$715,780)	-
Health Insurance	\$751,285	\$727,623	\$0	(\$727,623)	-
Total Personnel Expense	\$4,719,625	\$4,773,306	\$0	(\$4,773,306)	-
Operating Expense					
Services	\$834,787	\$856,594	\$0	(\$856,594)	-
Supplies	\$178,359	\$208,634	\$0	(\$208,634)	-
Other	\$5,695	\$1,620	\$0	(\$1,620)	-
Capital	\$34,089	(\$74,379)	\$0	\$74,379	-
Institutional Support	\$452,790	\$4,146,210	\$0	(\$4,146,210)	-
Transfers	\$199	\$30,000	\$0	(\$30,000)	-
Total Operating Expense	\$1,505,919	\$5,168,679	\$0	(\$5,168,679)	-
Total Expense	\$6,225,543	\$9,941,985	\$0	(\$9,941,985)	-
Rev/Expense Total	(\$21,673,383)	(\$18,135,651)	\$0	\$18,135,651	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for August 2018



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), Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance

August Head Start Overall Attendance	89%
August Head Start Self Transport Attendance	87%
August EHS Toddler Combo Attendance	84%

Meals and Snacks

Total meals served for August	4,480
Total snacks served for August	2,725

Program Notes

Children began attending class August 20th. Centers held "Dinner and a Screening" night to orient parents and children to the centers. Staff started completing required screenings for children. The children are screened for vision, hearing, speech/language, development, and social emotional health (DECA). These screeners must be completed with-in 45 days of enrollment for each Head Start child. Classroom staff began documenting anecdotal information for the COR (Child Observation Record) which is our ongoing assessment for each child.

Parent Meetings at the center level have begun for the 2018-2019 program year. Each center holds elections for parents to participate in committees, advisory boards and as Policy Council Representatives for the new program year. Center Supervisors engage parents and encourage them to participate in their centers through volunteering in the classroom, as a bus monitor, helping with food service, maintenance, and/or serving on parent committees or Policy Council or in other areas of interest.

***FY2019 OHS Grant Summary to be presented to the Board of Trustees during the meeting**

Documents for Board Review and Approval: Financial Reports; FY2019 OHS Head Start Grant

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,688,977.00	\$ 213,840.07	\$ 1,557,754.32	\$ 1,131,222.68	42.1%
BENEFITS	\$ 1,807,007.00	\$ 123,353.49	\$ 894,310.97	\$ 912,696.03	50.5%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 115,205.00	\$ 10,147.81	\$ 46,652.23	\$ 68,552.77	59.5%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 626,616.00	\$ 34,710.53	\$ 287,283.61	\$ 339,332.39	54.2%
TOTAL DIRECT COSTS	\$ 5,237,805.00	\$ 382,051.90	\$ 2,786,001.13	\$ 2,451,803.87	46.8%
ADMIN COSTS (9.0%)	\$ 409,838.00	\$ 30,571.42	\$ 221,867.18	\$ 187,970.82	45.9%
GRAND TOTAL	\$ 5,647,643.00	\$ 412,623.32	\$ 3,007,868.31	\$ 2,639,774.69	46.7%

IN KIND NEEDED	\$ 1,411,911.00
IN KIND GENERATED	\$ 985,748.17
IN KIND (SHORT)/LONG	\$ (426,162.83)

PROCUREMENT CARD EXPENSE \$ 17,516.63 4% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	701.96	16,137.38	6,972.95	23,812.29	199,139.09

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,886.00	\$ 3,383.93	\$ 15,472.14	\$ 22,413.86	59.2%
SUPPLIES	\$ 5,771.00	\$ 0.14	\$ 114.45	\$ 5,656.55	98.0%
OTHER	\$ 22,917.00	\$ 10,448.25	\$ 21,687.96	\$ 1,229.04	5.4%
GRAND TOTAL	\$ 66,574.00	\$ 13,832.32	\$ 37,274.55	\$ 29,299.45	44.0%

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	\$ 56,044.37	\$ 386,359.99	\$ 208,608.01	35.1%
BENEFITS	\$ 379,421.00	\$ 29,212.27	\$ 214,241.01	\$ 165,179.99	43.5%
OUT OF AREA TRAVEL		\$ -	\$ 225.00	\$ (225.00)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 17,562.00	\$ 5,619.31	\$ 10,372.55	\$ 7,189.45	40.9%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 140,962.00	\$ 3,702.07	\$ 61,708.23	\$ 79,253.77	56.2%
TOTAL DIRECT COSTS	\$ 1,132,913.00	\$ 94,578.02	\$ 672,906.78	\$ 460,006.22	40.6%
ADMIN COSTS (9.0%)	\$ 87,695.00	\$ 7,646.81	\$ 54,515.17	\$ 33,179.83	37.8%
GRAND TOTAL	\$ 1,220,608.00	\$ 102,224.83	\$ 727,421.95	\$ 493,186.05	40.4%

IN KIND NEEDED	\$ 305,152.00
IN KIND GENERATED	\$ 225,646.88
IN KIND (SHORT)/LONG	\$ (79,505.12)

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 67.83	\$ 860.57	\$ 334.79	\$ 1,263.19	\$ 6,656.20

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	\$ 5,245.08	\$ 8,634.57	\$ 5,059.43	36.9%
SUPPLIES	\$ 2,379.00	\$ 12.49	\$ 1,452.72	\$ 926.28	38.9%
OTHER	\$ 12,854.00	\$ -	\$ 2,555.00	\$ 10,299.00	80.1%
GRAND TOTAL	\$ 28,927.00	\$ 5,257.57	\$ 12,642.29	\$ 16,284.71	56.3%

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



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



September 17, 2018

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. 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 the non-competitive continuation grant for FY2019.

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,

A handwritten signature in blue ink that reads "Jeffrey M. Harmon". The signature is written in a cursive, flowing style.

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