

CALL TO ORDER: 4:00p.m.

BOARD MEETING ATTENDEES:

Trustees:

Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Anna Scholes, Trustee
Scott McClure, 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

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 Trustees meeting minutes were accepted as written on MOTION by Scott McClure. Affirmative vote was unanimous.

January 28, 2019 – Regular Meeting

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

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start Cost of Living Adjustment per program instruction ACF-PI-HS-18-06 on MOTION by Jan Mittleider. Affirmative vote was unanimous.

The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Anna Scholes. Affirmative vote was unanimous.

OPEN FORUM: Carolina Zamudio thanked the Board of Trustees for their continued support of CSI students. She, as well as other students expressed interest in being included in the design phase of the Taylor/Bookstore remodel. Dr. Michelle Schutt assured her students will be included in the process.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

- 1. General Contractor Selection for Taylor/Bookstore Remodel.** The Board approved CSI administration to negotiate terms and fees for the Taylor Building Kitchen/Bookstore remodel with Starr Corporation as the Construction Manager General Contractor. MOTION by Scott McClure. Affirmative vote was unanimous.
- 2. CSI Vet Tech Building Architecture Services.** The Board approved a request from CSI to advertise architectural services for the Vet Tech Building project on MOTION by Laird Stone. Affirmative vote was unanimous. A review committee will evaluate requests submitted.
- 3. CSI Strategic Plan Update and Approval.** Chris Bragg, Associate Dean of Institutional Effectiveness presented the board with the CSI Strategic plan annual update. The board approved the plan on MOTION by Scott McClure. Affirmative vote was unanimous.

Information Items

- 1. Data at a Glance.** Chris Bragg, Associate Dean of Institutional Effectiveness talked about the new public-facing data dashboard his department created. The report contains data related to enrollment, student achievement, demographics and operations.
- 2. Legislative Update.** Jeff Fox, CSI President noted JFAC has not released budget information for CSI. President Fox will give a more detailed report at the March meeting.
- 3. CSI Early College Presentation.** Dr. Jonathon Lord, Dean of CSI's Early College and Karrie Hornbacher, Early College Senior Coordinator presented a timeline on Dual Credit to Early College. The program was accredited in 2014, by the National Alliance of Concurrent Enrollment Partnerships (NACEP). It was noted more than 50% of CSI's enrollment are dual credit students. Several areas the Early College Program wants to improve include: developing faculty liaisons to insure quality is shared from campus to high school, an onboarding process, and NACEP standards and Reaccreditation.

PRESIDENT'S REPORT: President Fox encouraged the Board of Trustee members to sign up for RAVE mobile emergency messaging alerts. He also noted the annual Legislative luncheon was a success and included Phi Theta Kappa (PTK) members being honored with medals by the Governor.

REMARKS FOR THE GOOD OF THE ORDER: Trustee members thanked students for their work and sacrifices to get an education.

EXECUTIVE SESSION: 5:30p.m.

The board approved an Executive Session meeting immediately after "Good of the Order" Pursuant to Idaho Code § 77-206 on motion by Laird Stone. The Board agreed to convene in Executive Session to Consider:

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

The vote to do so by roll call:

- Jan Mittleider Aye
- Laird Stone Aye
- Anna Scholes Aye
- Scott McClure Aye

EXECUTIVE SESSION ATTENDEES:

Trustees:

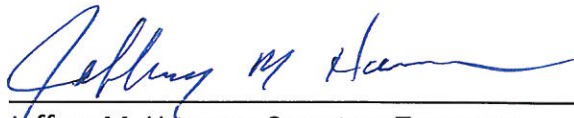
Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Anna Scholes, Trustee
Scott McClure, Trustee

College Administration:

Dr. Jeff Fox, President
Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
Jeff Harmon, Vice President of Finance and Administration

The Board returned to public session at 5:41p.m.

ADJOURNMENT DECLARED: 5:42 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved March 18, 2019



Jan Mittleider, Chairman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**
Monday, February 25, 2019 – 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
Chris Bragg, Associate Dean of Institutional Effectiveness
Jonathan Lord, Associate Dean of Early College
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
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
Ginger Nukaya, Executive Administrative Assistant to the President
Kelly Wilson, Public Information Specialist
Candace Boesiger, Assistant Professor Accounting
Robin Bagent, Associate Professor Technical, Business Management/Entrepreneurship
Kendal Nield, Early College Coordinator
Polly Hulsey, Early College Senior Coordinator
Jared Aslett, Early College Senior Coordinator
Karrie Hornbacher, Early College Senior Coordinator
Andy Williams, IT Service Owner
Thomas Sharpe, Research Analyst
Jayme Ketterling, Bookstore Manager
Nicole Zamarripa, Early College Coordinator
Samra Culum-Williams, Project Manager at Center for Instructional Excellence

Media and Visitors

Julie Wootton, Times News
Carolina Zamudio, ASCSI Student Body President
Patrick McDonough, CSI Student
Brandon Jones, CSI Student
Abraham Aljanabi, CSI Student
Salman Ali, CSI Student



General Fund Board Report

As of January 31, 2019

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$10,293,390)	(\$10,175,743)	(\$11,276,000)	(\$1,100,257)	9.76%
County Tuition	(\$1,683,500)	(\$1,756,950)	(\$1,720,000)	\$36,950	(2.15)%
State Funds	(\$21,380,984)	(\$21,357,965)	(\$21,824,000)	(\$466,035)	2.14%
County Property Tax	(\$4,198,122)	(\$4,388,751)	(\$7,530,000)	(\$3,141,249)	41.72%
Grant Management Fees	(\$305,035)	(\$298,538)	(\$520,000)	(\$221,462)	42.59%
Other	(\$488,958)	(\$626,970)	(\$375,000)	\$251,970	(67.19)%
Unallocated Tuition	(\$923,650)	(\$1,004,530)	\$0	\$1,004,530	-
Departmental Revenues	(\$486,291)	(\$656,994)	(\$655,800)	\$1,194	(0.18)%
Total Revenue	(\$39,759,930)	(\$40,266,440)	(\$43,900,800)	(\$3,634,360)	8.28%
Expenses					
Personnel Expense					
Salaries	\$12,537,910	\$12,590,929	\$22,940,000	\$10,349,071	45.11%
Variable Fringe	\$2,581,319	\$2,604,197	\$4,923,600	\$2,319,403	47.11%
Health Insurance	\$2,640,747	\$2,547,375	\$4,668,600	\$2,121,225	45.44%
Total Personnel Expense	\$17,759,975	\$17,742,501	\$32,532,200	\$14,789,699	45.46%
Operating Expense					
Services	\$2,260,805	\$2,253,193	\$3,825,300	\$1,572,107	41.10%
Supplies	\$885,196	\$990,297	\$1,395,600	\$405,303	29.04%
Other	(\$598)	\$5,981	\$0	(\$5,981)	-
Capital	\$368,122	\$254,626	\$624,300	\$369,674	59.21%
Institutional Support	\$4,351,017	\$4,620,435	\$5,493,400	\$872,965	15.89%
Transfers	\$299	\$31,000	\$30,000	(\$1,000)	(3.33)%
Total Operating Expense	\$7,864,841	\$8,155,532	\$11,368,600	\$3,213,068	28.26%
Total Expense	\$25,624,817	\$25,898,033	\$43,900,800	\$18,002,767	41.01%
Rev/Expense Total	(\$14,135,114)	(\$14,368,407)	\$0	\$14,368,407	-



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



February 25, 2019

Calvin Mitchell
Acting 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 Head Start/Early Head Start Board of Trustees reviewed and approved at the regularly scheduled Board meeting on February 25, 2019, the request for COLA per Program Instruction ACF-PI-HS-18-06.

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 black ink, appearing to read 'Jeffrey M. Harmon'.

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



College of Southern Idaho
Head Start/Early Head Start

Program Summary for January 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), Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance

January Head Start Overall Attendance	83%
January Head Start Self Transport Attendance	83%
January EHS Toddler Combo Attendance	76%
January IEP/IFSP Totals	43
January Over Income Enrollment	4%

Meals and Snacks

Total meals served for January	4,527
Total snacks served for January	2,336

Program Notes

USDA-CACFP

The State Department of Education conducted a CACFP review on January 15-17, 2019. During that review they did issue some findings which are correctable and to be expected during a grant review. They also determined that CSI was deficient in training and monitoring. Corrective actions are being taken and further steps will be taken to rectify the issues at hand. We have been in direct contact with Kim Huntley, Coordinator for Child Nutrition Programs with the State Department of Education.

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 15th. 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.

Documents for Board Review and Approval: Financial Reports



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



February 25, 2019

RE: CSI Board of Trustees CACFP Audit Review Informational Letter

The Head Start/ Early Head Start report noted that changes to policies and procedures as a result of the recent CACFP review have been uploaded to the State Dept. of Ed MyCNP website and have been accepted. The Corrective Action Plan is still undergoing modifications and will be sent this week to expectantly clear up the deficiencies in monitoring and training as found during the review. The CAP must be received and accepted by the State Dept. of Ed prior to March 15, 2019 or the CACFP grant will be terminated.

A handwritten signature in blue ink, appearing to read 'Mancole Fedder', is written over the printed name and title.

Mancole Fedder
Director
College of Southern Idaho Head Start/Early Head Start

A handwritten signature in blue ink, appearing to read 'Jeffrey M. Harmon', is written over the printed name and title.

Jeffrey M. Harmon CPA
Vice President of Finance & Administration
College of Southern Idaho

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,716,492.00	\$ 69,334.43	\$ 69,334.43	\$ 2,647,157.57	97.4%
BENEFITS	\$ 1,841,622.00	\$ 32,137.57	\$ 32,137.57	\$ 1,809,484.43	98.3%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 13,000.00	\$ 686.96	\$ 686.96	\$ 12,313.04	94.7%
SUPPLIES	\$ 106,517.00	\$ 6,049.30	\$ 6,049.30	\$ 100,467.70	94.3%
FACILITIES/CONST. OTHER	\$ 476,608.00	\$ 25,900.92	\$ 25,900.92	\$ 450,707.08	94.6%
TOTAL DIRECT COSTS	\$ 5,154,239.00	\$ 134,109.18	\$ 134,109.18	\$ 5,020,129.82	97.4%
ADMIN COSTS (9.0%)	\$ 410,231.00	\$ 10,871.69	\$ 10,871.69	\$ 399,359.31	97.3%
GRAND TOTAL	\$ 5,564,470.00	\$ 144,980.87	\$ 144,980.87	\$ 5,419,489.13	97.4%
IN KIND NEEDED	\$ 1,407,761.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (1,407,761.00)				
PROCUREMENT CARD EXPENSE	\$ -	0% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	825.28	12,551.29	1,456.34	14,832.91	14,832.91

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,454.00	\$ -	\$ -	\$ 37,454.00	\$ 1.00
SUPPLIES	\$ 2,903.00	\$ 29.26	\$ 29.26	\$ 2,873.74	\$ 0.99
OTHER	\$ 26,217.00	\$ 487.21	\$ 487.21	\$ 25,729.79	\$ 0.98
GRAND TOTAL	\$ 66,574.00	\$ 516.47	\$ 516.47	\$ 66,057.53	99.2%

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (16,644.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 630,298.00	\$ 50,463.20	\$ 50,463.20	\$ 579,834.80	92.0%
BENEFITS	\$ 372,582.00	\$ 26,472.40	\$ 26,472.40	\$ 346,109.60	92.9%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 47,773.00	\$ -	\$ -	\$ 47,773.00	100.0%
SUPPLIES	\$ 20,562.00	\$ 859.24	\$ 859.24	\$ 19,702.76	95.8%
FACILITIES/CONST.					
OTHER	\$ 59,134.00	\$ 1,540.17	\$ 1,540.17	\$ 57,593.83	97.4%
TOTAL DIRECT COSTS	\$ 1,130,349.00	\$ 79,335.01	\$ 79,335.01	\$ 1,051,013.99	93.0%
ADMIN COSTS (9.0%)	\$ 90,259.00	\$ 6,924.19	\$ 6,924.19	\$ 83,334.81	92.3%
GRAND TOTAL	\$ 1,220,608.00	\$ 86,259.20	\$ 86,259.20	\$ 1,134,348.80	92.9%
IN KIND NEEDED	\$ 312,384.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (312,384.00)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 48.00	\$ 617.75	\$ 49.82	\$ 715.57	\$ 715.57

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	\$ -	\$ -	\$ 15,925.00	\$ 1.00
SUPPLIES	\$ 1,479.00	\$ -	\$ -	\$ 1,479.00	\$ 1.00
OTHER	\$ 11,523.00	\$ 100.00	\$ 100.00	\$ 11,423.00	\$ 0.99
GRAND TOTAL	\$ 28,927.00	\$ 100.00	\$ 100.00	\$ 28,827.00	99.7%

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

February 25, 2019

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

From: Jeffrey M. Harmon 

Re: Taylor Building Kitchen Bookstore remodel and addition - CMGC Selection

The College advertised for a Construction Manager General Contractor (CMGC) for the remodel and addition to the Taylor building kitchen and bookstore. The following firms responded to the request for qualifications (RFQ):

- Peterson Brothers Construction
- Engineered Structures Inc. - ESI
- Starr Corporation
- Andersen Construction
- Headwaters Construction Co.
- Talcott Construction
- Okland Construction
- HC Company, Inc.
- McAlvain Construction, Inc.
- Petra Incorporated

A selection committee made up of Scott McClure, Mike Williams, Theo Schut, Michelle Schutt, Jayme Ketterling and Jeff Harmon evaluated the proposals from ten construction companies. Four firms: Engineered Structures, Inc., Starr Corporation, Anderson Construction and Okland Construction, were selected to give presentations. CSI students were present during the formal presentations.

Based on the qualifications based proposals and the presentations, the evaluation committee selected Starr Corporation as the number one choice to negotiate terms and fees for the project. The Board will need to approve administration to move forward and negotiate with Starr Corporation for the project to establish pricing, services and timelines. If terms of a contract cannot be reached administration would cease negotiations with Starr Corporation and begin negotiations with the next firm.

February 25, 2019

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

From: Jeffrey M. Harmon 

Re: Request for Qualification for Architectural Services for the Vet Tech Project

The College would like to advertise for comprehensive architectural and engineering design services for the Vet Tech project. This project would allow the Vet Tech program to be located on campus as defined in the campus master plan. We are anticipating the project will cost approximately two million dollars. Funding for this project would come from the plant facilities fund. After receiving submissions from qualified firms, a selection review committee would evaluate and request the board's approval for administration to negotiate a contract with the preferred firm.