AGENDA

I. CALL TO ORDER

Chairman Mittleider
3:00PM/President’s Board Room

II. RECESS TO EXECUTIVE SESSION

Motion to convene in Executive Session

Chairman Mittleider

III. RECONVENE REGULAR MEETING

Chairman Mittleider
4:00PM/Taylor Bldg Room 276

IV. APPROVAL OF MEETING AGENDA

Chairman Mittleider

V. MINUTES & BUSINESS REPORTS

Approval of Minutes
July 15, 2019

Jeff Harmon

Approval of Treasurer’s Report

Jeff Harmon

Approval of Head Start/Early Head Start Report

Ruby Allen

Head Start Self-Assessment Report

Ruby Allen

VI. OPEN FORUM

Chairman Mittleider

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

Action Items
1. Board of Trustees Policy Manual Review

Jan Mittleider

Information Items
1. 2018-19 Annual Enrollment Data

Chris Bragg

2. Student Services Update (CARE Team)

Michelle Schutt

3. CSI Athletics Update

Joel Bate

4. New School Year Celebrations

Todd Schwarz

IX. PRESIDENT’S REPORT

President Fox

X. CSI STUDENT BODY PRESIDENT REPORT

Sammy Sanchez

XI. REMARKS FOR THE GOOD OF THE ORDER

Chairman Mittleider

XII. ADJOURNMENT

Chairman Mittleider
AGENDA

I. CALL TO ORDER

   Chairman Mittleider
   3:00p.m./President’s Board Room

   A. Pursuant to Idaho Code 74-206, the Board will convene to:
      ♦ Consider personnel matters
        [Idaho Code §74-206(1)(a) & (b)]
      ♦ Deliberate regarding an acquisition of interest in real property
        [Idaho Code § 74-206(1)(c)]

II. ADJOURNMENT

   Chairman Mittleider
CALL TO ORDER: 3:04 p.m.

EXECUTIVE SESSION: 3:04 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:
- Jan Mittleider, Chairman
- Laird Stone, Vice Chairman
- Jack Nelsen, Clerk
- Anna Scholes, Trustee
- Scott McClure, Trustee

College Administration:
- Dr. Jeff Fox, President
- Jeff Harmon, Vice President of Finance and Administration
- Lisa Schoettger, Board Attorney

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)]

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

Jan Mittleider moved to go into Executive Session.
The vote to do so by roll call:

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

The Board returned to public session at 4:03 p.m.
BOARD MEETING ATTENDEES:
Trustees:
   Jan Mittleider, Chairman
   Laird Stone, Vice Chairman
   Jack Nelsen, Clerk
   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
   Curtis Eaton, Special Assistant to the President

Employees, visitors and media:
   Attached List

APPROVAL OF AGENDA: The agenda was approved as presented. Affirmative vote was unanimous.

BOARD MINUTES: The following Board of Trustees meeting minutes were accepted as amended on MOTION by Jack Nelsen. Affirmative vote was unanimous.

   July 15, 2019 – Regular Meeting/Special Session

TREASURER’S REPORT: The Treasurer’s report was accepted 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 as well as the Self-Assessment report on MOTION by Scott McClure. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

Board members Jan Mittleider and Anna Scholes reviewed possible changes to the Board of Trustees Policy Manual. The Board approved to keep the current ethics policy with no additional information and adding a comment on the schedule page that references a location of meeting dates rather than the meeting schedule in the policy book on MOTION by Anna Scholes. Affirmative vote was unanimous.
Information Items

1. Chris Bragg, Associate Dean of Institutional Effectiveness presented a report on enrollment for the 2018-2019 academic year. The report reflects the PSR-1 annual enrollment report. He noted CSI continues to see an increase in dual credit students. He also talked about opportunities students can take advantage of, such as the Weekend College Plus program which offers students an option to attend classes in the evening and on the weekend.

2. Michelle Schutt, Vice President of Student Services presented information on CSI’s Campus Assessment and Resource Education (CARE) team. She stated the team is a multidisciplinary team responsible for assessing, evaluating and responding to individuals who present disruptive or concerning behavior. The team works with community partners such as Twin Falls Police Department and the Crisis Center. The team’s vision is to provide a safe and secure learning environment for all students. The team also helps gather donations such as toiletries, school supplies, non-perishable foods as well as monetary donations.

3. Joel Bate, Athletic Director presented information regarding successes each athletic program achieved last year. He noted the accomplishments athletes made in the classroom as well as on the court, field and arena. He mentioned the Lori Rogers “Fly Like an Eagle” golf tournament was successful, and he encouraged the group to attend the annual “Fall Fest” dinner and auction on Friday, September 13th. The board shared their appreciation for participating in the “Read Like an Eagle” program.

4. Todd Schwarz, Executive Vice President highlighted areas of progress worthy of celebrating. Notably, recognizing students for taking more credits per semester and graduating with fewer excess credits as well as graduating more rapidly. He wrapped up his report by thanking President Fox for creating an environment that inspires employees and students to improve and achieve daily.

PRESIDENT’S REPORT

CSI STUDENT BODY PRESIDENT REPORT

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT DECLARED: 5:24p.m.

Jeffrey M. Harmon, Secretary Treasurer

Approved: September 16, 2019

Ian Mittleider, Chairman
COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
Monday, August 19, 2019 – 3:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Trustees:
Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
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
Curtis Eaton, Special Assistant to the President

Monthly Board Meeting List of Additional Attendees

Employees
Dr. Heidi Adams, Associate Dean of STEM
Dr. Barry Pate, Dean of Instruction
Jason Lloyd, Dean of Instruction
Jason Ostrowski, Dean of Student Affairs
Kristy Carpenter, Controller
Chris Bragg, Associate Dean of Instructional Effectiveness
Jennifer Zimmer, Director of Financial Aid
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Ginger Nukaya, Executive Administrative Assistant
Jim Munn, Director of Public Safety
Debra Wilson, Executive Director of Foundation
Suzanne McCampbell, Director of Office on Aging
Ruby Allen, Director of Head Start
Larisa Alexander, IT Service Owner/Business Operations
Andy Williams, IT Service Owner
Ed Dittelefson, Director IT Application and Data
Tamara Harmon, Assistant Director of Foundation
Jasmine Lopez, Student Activities Coordinator
Bethany White, Service Owner
Joel Bate, Athletics Director

Media and Visitors
Nicole Jones, ASCSI Body Vice President
Sammy Sanchez, ASCSI Student Body President
Ryan Blake, Times News
Megan Taros, Times News
## General Fund Board Report

**As of July 31, 2019**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>($5,501)</td>
<td>($4,151)</td>
<td>$0</td>
<td>$4,151</td>
<td>-</td>
</tr>
<tr>
<td>County Tuition</td>
<td>($105,750)</td>
<td>($4,600)</td>
<td>$0</td>
<td>$4,600</td>
<td>-</td>
</tr>
<tr>
<td>State Funds</td>
<td>($21,235,633)</td>
<td>($21,434,534)</td>
<td>$0</td>
<td>$21,434,534</td>
<td>-</td>
</tr>
<tr>
<td>County Property Tax</td>
<td>$161,917</td>
<td>$165,045</td>
<td>$0</td>
<td>($165,045)</td>
<td>-</td>
</tr>
<tr>
<td>Grant Management Fees</td>
<td>($39,913)</td>
<td>($36,715)</td>
<td>$0</td>
<td>$36,715</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>($10,365)</td>
<td>($87,452)</td>
<td>$0</td>
<td>$87,452</td>
<td>-</td>
</tr>
<tr>
<td>Unallocated Tuition</td>
<td>($42,921)</td>
<td>($467,538)</td>
<td>$0</td>
<td>$467,538</td>
<td>-</td>
</tr>
<tr>
<td>Departmental Revenues</td>
<td>($152,303)</td>
<td>($145,420)</td>
<td>$0</td>
<td>$145,420</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>($21,430,470)</td>
<td>($22,015,364)</td>
<td>$0</td>
<td>$22,015,364</td>
<td>-</td>
</tr>
</tbody>
</table>

## Expenses

**Personnel Expense**

<table>
<thead>
<tr>
<th></th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$1,666,856</td>
<td>$1,698,526</td>
<td>$0</td>
<td>($1,698,526)</td>
<td>-</td>
</tr>
<tr>
<td>Variable Fringe</td>
<td>$363,483</td>
<td>$367,028</td>
<td>$0</td>
<td>($367,028)</td>
<td>-</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$362,985</td>
<td>$373,439</td>
<td>$0</td>
<td>($373,439)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Personnel Expense</strong></td>
<td>$2,393,324</td>
<td>$2,438,993</td>
<td>$0</td>
<td>($2,438,993)</td>
<td>-</td>
</tr>
</tbody>
</table>

## Operating Expense

<table>
<thead>
<tr>
<th></th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services</td>
<td>$480,739</td>
<td>$661,326</td>
<td>$0</td>
<td>($661,326)</td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>$41,116</td>
<td>$73,649</td>
<td>$0</td>
<td>($73,649)</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>$1,044</td>
<td>$518</td>
<td>$0</td>
<td>($518)</td>
<td>-</td>
</tr>
<tr>
<td>Capital</td>
<td>($82,080)</td>
<td>$35,890</td>
<td>$0</td>
<td>($35,890)</td>
<td>-</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$332,698</td>
<td>$353,047</td>
<td>$0</td>
<td>($353,047)</td>
<td>-</td>
</tr>
<tr>
<td>Transfers</td>
<td>$0</td>
<td>$3,390</td>
<td>$0</td>
<td>($3,390)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td>$773,518</td>
<td>$1,127,820</td>
<td>$0</td>
<td>($1,127,820)</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total Expense**

<table>
<thead>
<tr>
<th></th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expense</strong></td>
<td>$3,166,842</td>
<td>$3,566,813</td>
<td>$0</td>
<td>($3,566,813)</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rev/Expense Total</th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td>($18,263,628)</td>
<td>($18,448,551)</td>
<td>$0</td>
<td>$18,448,551</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
**Enrollment**

<table>
<thead>
<tr>
<th>Program</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start ACF Funded</td>
<td>457</td>
</tr>
<tr>
<td>Head Start TANF</td>
<td>12</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>92</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>561</td>
</tr>
</tbody>
</table>

**Program Options**

- Head Start: Center Based/Duration
- Early Head Start: Home Based/Toddler Combo.

**Attendance**

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Head Start Overall Attendance</td>
<td><em>Out for Summer</em></td>
</tr>
<tr>
<td>July Head Start Self Transport Attendance</td>
<td><em>Out for Summer</em></td>
</tr>
<tr>
<td>July EHS Toddler Combo Attendance</td>
<td>72%</td>
</tr>
<tr>
<td>Number of IEP’s/IFSP’s</td>
<td>46</td>
</tr>
</tbody>
</table>

**Meals and Snacks**

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total meals served for July</td>
<td>192</td>
</tr>
<tr>
<td>Total snacks served for July</td>
<td>189</td>
</tr>
</tbody>
</table>

**Program Notes**

**Operations**

Early Head Start started providing services August 13th and is fully enrolled. Each Head Start option has a different start date, all options will be in full swing on August 27th with the exception of a Wendell classroom. Staffing will prevent the 3 ½ hour to start on August 21st. It is our goal that the classroom will be fully staffed and a bus driver hired by October. Head Start is 84% enrolled and will be fully enrolled before classes start.

April 2019 the Administration for Children and Families, Office of Head Start completed a monitoring review of the HS/EHS program. The monitoring report was received by the program on July 30, 2019. The program was in compliance with all areas of the monitoring review except one which we were found deficient. A miss interpretation of Performance Standards and miscommunication with Region V allowed the program to move away from requiring a cleared background check before an employee starts employment with the program. The Performance Standard was interpreted that we had 90 days to complete a full background check which is not the case. The program immediately self-corrected and resumed our previous standards of employment which is, an employee must have a completed background check before eligible for hire. The deficiency has designated our program for grant renewal, so July 2021 CSI HS/EHS will compete for the HS/EHS grant within our service area.

**Facility**

The Buhl facility is under contract with a closing date of September 17th. The agreed purchase price was $139,000 with closing costs and realtor fees CSI HS/EHS will retain appraised value. The funds will be used to purchase land in Buhl, so we can start the process of constructing a new facility.

**Documents for Board Review and Approval:** Financial Reports and Self-Assessment
### HEAD START

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTFLOW TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT</td>
<td>$185,963.00</td>
<td>$45,454.00</td>
<td>$61,715.00</td>
<td>$124,248.00</td>
<td>66.8%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$84,330.00</td>
<td>$-</td>
<td>$-</td>
<td>$84,330.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>FACILITIES</td>
<td>$923,003.00</td>
<td>$-</td>
<td>$-</td>
<td>$923,003.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>OTHER FACILITIES</td>
<td>$85,432.00</td>
<td>$-</td>
<td>$-</td>
<td>$85,432.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>OTHER OTHER</td>
<td>$1,215.00</td>
<td>$-</td>
<td>$-</td>
<td>$1,215.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>TOTAL DIRECT COSTS</td>
<td>$1,279,943.00</td>
<td>$45,454.00</td>
<td>$61,715.00</td>
<td>$1,218,228.00</td>
<td>95.2%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$1,279,943.00</td>
<td>$45,454.00</td>
<td>$61,715.00</td>
<td>$1,218,228.00</td>
<td>95.2%</td>
</tr>
</tbody>
</table>

| IN KIND NEEDED  | $319,986.00    |                  |                      |                   |                    |
| IN KIND GENERATED | $-            |                  |                      |                   |                    |
| IN KIND (SHORT)/LONG | $319,986.00 |                  |                      |                   |                    |

### EARLY HEAD START

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTFLOW TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT</td>
<td>$54,000.00</td>
<td>$22,727.00</td>
<td>$22,727.00</td>
<td>$31,273.00</td>
<td>57.9%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$32,832.00</td>
<td>$-</td>
<td>$-</td>
<td>$32,832.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>OTHER FACILITIES</td>
<td>$73,893.00</td>
<td>$-</td>
<td>$-</td>
<td>$73,893.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>$2,125.00</td>
<td>$-</td>
<td>$2,259.85</td>
<td>(134.85)</td>
<td>-6.3%</td>
</tr>
<tr>
<td>STAFF TRAINING</td>
<td>$925.00</td>
<td>$-</td>
<td>$775.00</td>
<td>$150.00</td>
<td>16.2%</td>
</tr>
<tr>
<td>OTHER OTHER</td>
<td>$540.00</td>
<td>$-</td>
<td>$-</td>
<td>$540.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>TOTAL DIRECT COSTS</td>
<td>$164,315.00</td>
<td>$22,727.00</td>
<td>$25,761.85</td>
<td>$138,553.15</td>
<td>84.3%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$164,315.00</td>
<td>$22,727.00</td>
<td>$25,761.85</td>
<td>$138,553.15</td>
<td>84.3%</td>
</tr>
</tbody>
</table>

| IN KIND NEEDED  | $41,079.00     |                  |                      |                   |                    |
| IN KIND GENERATED | $-             |                  |                      |                   |                    |
| IN KIND (SHORT)/LONG | $(41,079.00) |                  |                      |                   |                    |