

**Board of Trustees**  
Jan Mittleider, Chair  
Laird Stone  
Jack Nelsen  
Anna Scholes  
Scott McClure

**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.

## AGENDA

- |             |  |                              |
|-------------|--|------------------------------|
| <b>I.</b>   | <b>CALL TO ORDER</b>   | <b>Chairwoman Mittleider</b> |
|             | 9:00am – Taylor Building Room #277   |                              |
| <b>II.</b>  | <b>APPROVAL OF MEETING AGENDA</b>  | <b>Chairwoman Mittleider</b> |
| <b>III.</b> | <b>NEW BUSINESS</b>  |                              |
|             | <b>Information Items</b>   |                              |
|             | 1. Request for Information Process for Enterprise Resource Planning Platform | <b>Kevin Mark</b>            |
|             | 2. Financial Update  | <b>Jeff Harmon</b>           |
|             | 3. Building Projects Update  | <b>Jeff Harmon</b>           |
|             | 4. Strategic Planning and Metrics Update                                     | <b>Chris Bragg</b>           |
|             | 5. Dual Credit Study   | <b>Todd Schwarz</b>          |
|             | 6. Textbook Affordability  | <b>Todd Schwarz</b>          |
|             | 7. Enrollment Management   | <b>Michelle Schutt</b>       |
|             | 8. CSI Foundation Scholarship Grants Committee 101                           | <b>Jan Mittleider</b>        |
|             | 9. Presidential Profile Update   | <b>Jan Mittleider</b>        |
| <b>IV.</b>  | <b>REMARKS FOR THE GOOD OF THE ORDER</b>                                     |                              |
| <b>V.</b>   | <b>ADJOURNMENT</b>   | <b>Chairman Mittleider</b>   |

**CALL TO ORDER:** 9:00am

**ATTENDING:**

Trustees:

Jan Mittleider, Chairman  
Laird Stone, Vice Chairman  
Jack Nelsen, Trustee  
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  
Chris Bragg, Associate Dean of Institutional Effectiveness/ALO  
Kevin Mark, Chief Information Officer  
Michelle Schutt, Vice President of Student Services  
Eric Nielson, Director of Human Resources

Employees, visitors and media:

Ginger Nukaya, Administrative Assistant  
Curtis Eaton, Special Assistant to the President  
Ed Ditlefson, Director, Application & Data Architecture  
Larissa Alexander, Director of Projects & Support Services  
Tamara Harmon, Assistant Director Foundation  
Crystal Ayers, Department Chair, Associate Professor  
Andy Williams, IT Service Owner  
Jennifer Hall, Director, CCR / ABE  
Kristy Carpenter, Controller

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

**NEW BUSINESS:**

**Information Items**

Kevin Mark, Chief Information Officer, gave an overview on the Request for Information (RFI) Enterprise Resource Planning (ERP) platform in preparation to update the current financial management and human resources software.

Jeff Harmon, Vice President of Finance and Administration, presented the board with a report issued by the College's auditor, Eide Bailey, regarding the fiscal year end 2019 audit. Jeff reviewed with the board the annual five-year projections with various scenarios affecting revenue trends facing the college in future years. Jeff informed the trustees of current

correspondence with Idaho Department of Financial Management (DFM) regarding the spending reset initiative from the Governor's office which includes a 1% reversion of funds for the FY 2020 year and a 2% reduction in base funding for FY 2021. Jeff reported concerns over possible changes to future county property tax.

Jeff Harmon reported to the Board updated information on various construction projects and an analysis of future projects and funding for the next five years.

Jeff Harmon and Curtis Eaton presented the Board with updated information regarding Pristine Springs property and the status of negotiating the energy sales agreement with Idaho Power.

Chris Bragg, Associate Dean of Institutional Effectiveness, presented to the Board CSI's Strategic Plan. Chris reviewed the three strategic goals: Community Success, Student Success, and Institutional Stability within the strategic plan. For each of the three goals, Chris explained the objectives and performance measures used in the strategic plan.

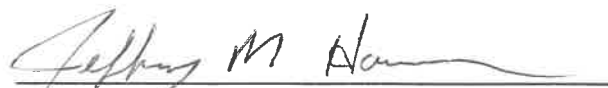
Chris Bragg reported on the impact Early College has at CSI. His report provided a summary of key findings surrounding the effect it has had on enrollment patterns at CSI.

Dr. Todd Schwarz, Executive Vice President/Chief Academic Officer, briefed the Board regarding internal and external efforts to curb the cost of college textbooks. He described the possibility of a future circumstance where a combination of strategies could result in the College becoming a "zero textbook cost" institution. Factors involved in this scenario could include Open Education Resources (OER), faculty initiatives, CSI Foundation support, textbook publisher subscription services, course fees, and credit fees. The Board took no action as this was an information item.

Michelle Schutt, Vice President of Student Services, updated the board on the newly formed comprehensive enrollment management committee. Michelle explained that enrollment management was inclusive of admissions, onboarding and retention. She also mentioned that many areas were represented on the committee including academics, IR, student services, workforce, early college, public information and student success. The Complete College America action plan was also shared with the board and alignment between the two plans was noted. Michelle indicated that the Student Enrollment Management (SEM) plan was well underway but still in its early stages.

Jan Mittleider, Board of Trustees Chairwoman, presented information regarding CSI's Foundation Scholarship and Grants Committee. The committee meets in the fall to review scholarship disbursements for the current year and again in the spring to review earnings and recommend the spending level for the coming school year.

**ADJOURNMENT DECLARED:** 2:58p.m..

  
Jeffrey M. Harmon, Secretary Treasurer

Approved: November 18, 2019

  
Jan Mittleider, Chairwoman