

**AGENDA**

**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.

- |  |   |
|--|---|
| <b>I. CALL TO ORDER</b>  | <b>Chairwoman Mittleider</b><br>4:00PM/Taylor Bldg Room 276   |
| <b>II. APPROVAL OF MEETING AGENDA</b>  | <b>Chairwoman Mittleider</b>  |
| <b>III. BOARD REORGANIZATION</b>   | <b>Board Members</b>  |
| <ul style="list-style-type: none"> <li>1. Chairman</li> <li>2. Vice Chairman</li> <li>3. Clerk</li> <li>4. Secretary / Treasurer</li> </ul>  |   |
| <b>IV. MINUTES &amp; BUSINESS REPORTS</b>  |   |
| <p><b>Approval of Minutes</b></p> <p style="padding-left: 40px;">October 21, 2019 (Regular Meeting)<br/>November 15, 2019 (Special Session)</p> <p><b>Approval of Treasurer’s Report</b></p> <p><b>Approval of Head Start/Early Head Start Report</b></p>                                      | <p><b>Jeff Harmon</b></p> <p><b>Jeff Harmon</b></p> <p><b>Ruby Allen</b></p>                                  |
| <b>V. OPEN FORUM</b>   | <b>Chairwoman Mittleider</b>  |
| <b>VI. UNFINISHED BUSINESS</b>   |   |
| <b>VII. NEW BUSINESS</b>   |   |
| <p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>1. None</li> </ul> <p><b>Information Items</b></p> <ul style="list-style-type: none"> <li>1. CSI Foundation Annual Report</li> <li>2. Office on Aging Annual Report</li> <li>3. Registered Nursing Program Update</li> </ul> | <p><b>Deb Wilson</b></p> <p><b>Suzanne McCampbell</b></p> <p><b>Todd Schwarz/Jason Lloyd/Kalise Price</b></p> |
| <b>VIII. CSI STUDENT BODY PRESIDENT REPORT</b>   | <b>Sammy Sanchez</b>  |
| <b>IX. PRESIDENT’S REPORT</b>  | <b>President Fox</b>  |
| <b>X. REMARKS FOR THE GOOD OF THE ORDER</b>  | <b>Chairwoman Mittleider</b>  |
| <b>XI. ADJOURNMENT</b>   | <b>Chairwoman Mittleider</b>  |

**CALL TO ORDER:** 4:00 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. Todd Schwarz, Executive Vice President and Chief Academic Officer  
Jeff Harmon, Vice President of Finance and Administration

Employees, visitors and media:

Attached List

**APPROVAL OF AGENDA:** The agenda was approved as written.

**BOARD MINUTES:** The following Board of Trustee meeting minutes were accepted as written on MOTION by Jan Mittleider. Affirmative vote was unanimous.

October 21, 2019 – Regular Meeting  
November 15, 2019 – Special Session

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

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items**

None

**BOARD REORGANIZATION:** The CSI Board of Trustees was reorganized as follows:

Jack Nelsen nominated Jan Mittleider for Board Chairman. Four in favor. One abstained. Motion passed.

Jack Nelsen nominated Laird Stone for Board Vice-Chairman. Affirmative vote was unanimous.

Laird Stone nominated Jack Nelsen for Board Clerk. Affirmative vote was unanimous.

Jan Mittleider nominated Jeff Harmon, Vice President of Finance and Administration to the position of Board Secretary Treasurer. Affirmative vote was unanimous.

**Information Items**

1. Debra Wilson, Executive Director of the CSI Foundation presented the Board of Trustees with the Foundation's annual report. Debra noted this year the Foundation received 2,293 scholarship applications and awarded 1,651 students with scholarships. She reported the Foundation received an Unqualified rating which is the best rating possible in the recent Eide Bailly audit. Chairwoman Mittleider reported the CSI Foundation is rated among the top 10% of Foundations in community colleges across the country and thanked Debra for her service.
2. Suzanne McCampbell, Director of the Office on Aging, presented the Board with an annual report. Suzanne's report included information regarding the new Caregiver Support Group for CSI employees in partnership with the CSI Wellness program as well as the new Idaho Commission on Aging Senior Services Plan.
3. Dr. Kalise Price, Registered Nursing Department Chair gave an update regarding the CSI Nursing Program accreditation. Kalise reported the CSI Nursing Program continues to be fully accredited until 2024. The Nursing Program is currently working on a partnership with Idaho State University (ISU) to help CSI Nursing students transfer to pursue a bachelor's degree.


**REMARKS FOR THE GOOD OF THE ORDER**

**PRESIDENT'S REPORT**

**ADJOURNMENT DECLARED:** 5:24 p.m.

  
\_\_\_\_\_  
Jeffrey M. Harmon, Secretary Treasurer

Approved: December 16, 2019

  
\_\_\_\_\_  
Jan Middleider, Chairman

**COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
Monday, November 18, 2019 – 4:00p.m.  
315 Falls Ave. – Twin Falls, ID 83301**

**Monthly Board Meeting List of Additional Attendees**

**Employees**

Barry Pate, Dean of Instruction  
Kristy Carpenter, Controller  
Chris Bragg, Associate Dean of Institutional Effectiveness  
Heidi Adams, Associate Dean of STEM  
Michele McFarlane, Registrar  
Kim LaPray, Public Information Officer  
Debra Wilson, Executive Director Foundation  
Jayson Lloyd, Dean of Instruction  
Larisa Alexander, IT Service Owner/Business Operations  
Ginger Nukaya, Executive Administrative Assistant to the President  
Candace Boesiger, Assistant Professor Accounting  
Andy Williams, IT Service Owner  
Ruby Allen, Director of Head Start  
Suzanne McCampbell, Director of Office on Aging  
Tamara Harmon, Assistant Director of Foundation  
Eric Ness, Service Desk Team Leader  
Jennifer Hall, Director, Adult Basic Education  
Shelly Wright, Professor, Education  
Kalise Price, Department Chair, Professor – Registered Nursing  
Crystal Ayers, Department Chair, Associate Professor  
Bethany White, Service Owner

**Media and Visitors**

Marissa Maldonado, CSI Student



## General Fund Board Report

As of October 31, 2019

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$5,319,022)	(\$5,695,292)	(\$11,750,000)	(\$6,054,708)	51.53%
County Tuition	(\$907,150)	(\$854,750)	(\$1,910,000)	(\$1,055,250)	55.25%
State Funds	(\$21,307,965)	(\$21,484,534)	(\$22,013,000)	(\$528,466)	2.40%
County Property Tax	(\$219,697)	(\$245,700)	(\$7,883,000)	(\$7,637,300)	96.88%
Grant Management Fees	(\$184,507)	(\$176,602)	(\$520,000)	(\$343,398)	66.04%
Other	(\$328,679)	(\$321,814)	(\$460,000)	(\$138,186)	30.04%
Unallocated Tuition	(\$401,200)	(\$342,830)	\$0	\$342,830	-
Departmental Revenues	(\$447,939)	(\$428,077)	(\$797,000)	(\$368,923)	46.29%
<b>Total Revenue</b>	<b>(\$29,116,159)</b>	<b>(\$29,549,599)</b>	<b>(\$45,333,000)</b>	<b>(\$15,783,401)</b>	<b>34.82%</b>
<b>Expenses</b>					
<b>Personnel Expense</b>					
Salaries	\$7,286,820	\$7,398,505	\$23,539,900	\$16,141,395	68.57%
Variable Fringe	\$1,500,480	\$1,560,553	\$5,140,700	\$3,580,147	69.64%
Health Insurance	\$1,454,196	\$1,528,436	\$4,932,500	\$3,404,064	69.01%
<b>Total Personnel Expense</b>	<b>\$10,241,496</b>	<b>\$10,487,493</b>	<b>\$33,613,100</b>	<b>\$23,125,607</b>	<b>68.80%</b>
<b>Operating Expense</b>					
Services & Supplies	\$1,998,697	\$2,161,128	\$5,637,400	\$3,476,272	61.66%
Other	\$6,952	\$2,788	\$0	(\$2,788)	-
Capital	\$114,812	\$228,857	\$452,500	\$223,643	49.42%
Institutional Support	\$4,312,223	\$4,433,404	\$5,600,000	\$1,166,596	20.83%
Transfers	\$30,000	\$30,000	\$30,000	\$0	0.00%
<b>Total Operating Expense</b>	<b>\$6,462,684</b>	<b>\$6,856,177</b>	<b>\$11,719,900</b>	<b>\$4,863,723</b>	<b>41.50%</b>
<b>Total Expense</b>	<b>\$16,704,180</b>	<b>\$17,343,670</b>	<b>\$45,333,000</b>	<b>\$27,989,330</b>	<b>61.74%</b>
<b>Rev/Expense Total</b>	<b>(\$12,411,979)</b>	<b>(\$12,205,929)</b>	<b>\$0</b>	<b>\$12,205,929</b>	<b>-</b>



College of Southern Idaho  
Head Start/Early Head Start

### Program Summary for October 2019



#### Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
<b>Total</b>	<b>561</b>

#### Program Options

Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.

#### Head Start Attendance

October Head Start Overall Attendance	83%
October Head Start Self Transport Attendance	84%
October EHS Toddler Combo Attendance	76%
October IEP/IFSP Totals	5%
October Over Income Enrollment	3%

#### Meals and Snacks

Total meals served for October	9,249
Total snacks served for October	691

#### Program Notes

Head Start 45 Day Screeners were complete, all centers were in compliance.

#### Baseline COR Advantage Outcomes Report 2019-2020

#### Item Level Report

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items).

***Strengths*** – English Language Learning (Listening to/understanding), English Language Learning (speaking), and Fine-motor skills

***Area of Need*** – Phonological Awareness, Patterns, and Alphabetic Knowledge

***CLASS/PQA*** – PQA data and CLASS data is still being compiled/analyzed.

#### Goals and Objectives

- 1) Provide additional training/follow up with Interactive Read A-Louds, Letter Links and Fee, Fie, Phonemics.

2) Provide individual face to face support in the classroom with coaches setting a goal to increase Language and Literacy.

### **Head Start Child Development and Early Learning Framework**

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor, and Physical Development. Within each of the domains are sub domains.

**Strengths** – Perceptual, Motor & Physical Development,

**Area of Need** – Cognition

### **Early Head Start’s Five Essential Domains of Child Development and Early Learning**

#### **Item Level Report**

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items).

**Strengths** – English Language Learning (Listening to/understanding), English Language Learning (speaking), Personal Care and Healthy Behavior, and Fine-Motor Skills

**Area of Need** – Emotions, Geometry: Shapes/spatial awareness, and Natural and physical world

The 5 domains for Early Head Start are: Approaches to Learning, Social/Emotional Development, Language and Communication, Cognition, and Perceptual, Motor, & Physical Development. Within each of the domains are sub domains.

**Strengths** – Perceptual, Motor & Physical Development

**Area of Need** – Cognition

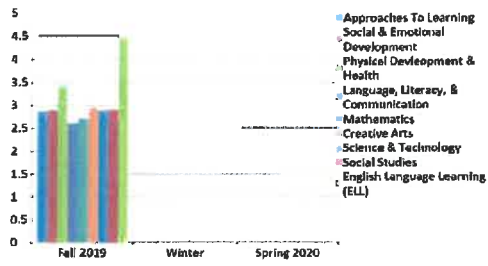
### **Continuous Improvement Plan for Rest of Program Year 2019-2020**

**Head Start** – 1) Coaches will work on teacher goals around Language/Literacy.  
2) Classroom Training Dec. 9  
3) Coaches will help teachers use data from child outcomes for daily lesson planning and individualization to scaffold children’s learning.

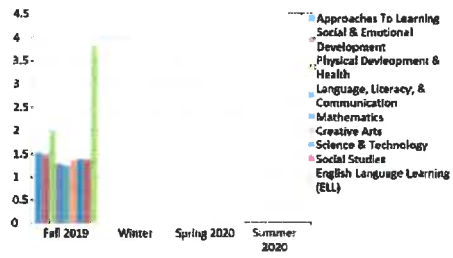
**Early Head Start** - 1) December 2, 2019  
2) Mentor will help staff with improving outcomes with PICCOLO and with COR around Emergent Literacy and Emotions.



**Program Baseline Summary  
for Head Start Children**



**Program Baseline Summary  
for Early Head Start Children**



**Documents for Board Review and Approval: Board Report and Financial Reports**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,960,213.00	\$ 224,621.39	\$ 2,043,172.28	\$ 917,040.72	31.0%
BENEFITS	\$ 2,087,485.00	\$ 126,468.14	\$ 1,140,567.46	\$ 946,917.54	45.4%
EQUIPMENT	\$ 56,026.00	\$ -	\$ -	\$ 56,026.00	
CONTRACTUAL	\$ 28,000.00	\$ 5,907.87	\$ 14,505.04	\$ 13,494.96	48.2%
SUPPLIES	\$ 131,405.00	\$ 11,135.91	\$ 97,530.38	\$ 33,874.62	25.8%
FACILITIES/CONST. OTHER	\$ 633,066.00	\$ 62,897.63	\$ 464,815.53	\$ 168,250.47	26.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,896,195.00</b>	<b>\$ 431,030.94</b>	<b>\$ 3,760,590.69</b>	<b>\$ 2,135,604.31</b>	<b>36.2%</b>
ADMIN COSTS (9.0%)	\$ 454,293.00	\$ 31,521.75	\$ 290,060.73	\$ 164,232.27	36.2%
<b>GRAND TOTAL</b>	<b>\$ 6,350,488.00</b>	<b>\$ 462,552.69</b>	<b>\$ 4,050,651.42</b>	<b>\$ 2,299,836.58</b>	<b>36.2%</b>

IN KIND NEEDED	\$ 1,587,622.00
IN KIND GENERATED	\$ 1,164,075.10
IN KIND (SHORT)/LONG	\$ (423,546.90)

PROCUREMENT CARD EXPENSE \$ 16,635.28 4% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	38.98	20,504.68	4,368.11	5,653.74	156,019.21

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,454.00	\$ 5,277.51	\$ 26,882.90	\$ 10,571.10	28.2%
SUPPLIES	\$ 2,903.00	\$ -	\$ 5,198.67	\$ (2,295.67)	-79.1%
OTHER	\$ 26,217.00	\$ 2,713.74	\$ 13,968.80	\$ 12,248.20	46.7%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 7,991.25</b>	<b>\$ 46,050.37</b>	<b>\$ 20,523.63</b>	<b>30.8%</b>

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ 52,472.00
IN KIND (SHORT)/LONG	\$ 35,828.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 761,437.00	\$ 52,718.63	\$ 525,623.58	\$ 235,813.42	31.0%
BENEFITS	\$ 446,988.00	\$ 26,796.21	\$ 268,367.31	\$ 178,620.69	40.0%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 47,773.00	\$ 9,080.64	\$ 41,204.77	\$ 6,568.23	13.7%
SUPPLIES	\$ 22,562.00	\$ 1,353.14	\$ 17,693.12	\$ 4,868.88	21.6%
FACILITIES/CONST.			\$ -		
OTHER	\$ 69,581.00	\$ 10,704.11	\$ 79,422.85	\$ (9,841.85)	-14.1%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,348,341.00</b>	<b>\$ 100,652.73</b>	<b>\$ 932,311.63</b>	<b>\$ 416,029.37</b>	<b>30.9%</b>
ADMIN COSTS (9.0%)	\$ 108,758.00	\$ 7,156.34	\$ 71,622.47	\$ 37,135.53	34.1%
<b>GRAND TOTAL</b>	<b>\$ 1,457,099.00</b>	<b>\$ 107,809.07</b>	<b>\$ 1,003,934.10</b>	<b>\$ 453,164.90</b>	<b>31.1%</b>
IN KIND NEEDED	\$ 364,274.00				
IN KIND GENERATED	\$ 480,764.83				
IN KIND (SHORT)/LONG	\$ 116,490.83				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ -	\$ 830.48	\$ 180.67	\$ 1,011.15	\$ 9,298.86

**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	\$ (984.01)	\$ 18,121.90	\$ (2,196.90)	-13.8%
SUPPLIES	\$ 1,479.00	\$ -	\$ 395.19	\$ 1,083.81	73.3%
OTHER	\$ 11,523.00	\$ 250.00	\$ 8,662.80	\$ 2,860.20	24.8%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ (734.01)</b>	<b>\$ 27,179.89</b>	<b>\$ 1,747.11</b>	<b>6.0%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 2,679.00
IN KIND (SHORT)/LONG	\$ (4,553.00)

CATEGORY	HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 185,963.00	\$ 28,804.64	\$ 68,374.14	\$ 117,588.86	63.2%
SUPPLIES	\$ 84,330.00	\$ -	\$ -	\$ 84,330.00	100.0%
FACILITIES	\$ 923,003.00	\$ 1,491.34	\$ 11,288.58	\$ 911,714.42	98.8%
OTHER					
FACILITIES	\$ 85,432.00	\$ -	\$ -	\$ 85,432.00	100.0%
OTHER	\$ 1,215.00	\$ -	\$ -	\$ 1,215.00	100.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,279,943.00</b>	<b>\$ 30,295.98</b>	<b>\$ 79,662.72</b>	<b>\$ 1,200,280.28</b>	<b>93.8%</b>
<b>GRAND TOTAL</b>	<b>\$ 1,279,943.00</b>	<b>\$ 30,295.98</b>	<b>\$ 79,662.72</b>	<b>\$ 1,200,280.28</b>	<b>93.8%</b>
IN KIND NEEDED	\$ 319,986.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (319,986.00)				

CATEGORY	EARLY HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 54,000.00	\$ -	\$ 45,454.00	\$ 8,546.00	15.8%
SUPPLIES	\$ 32,832.00	\$ -	\$ 244.64	\$ 32,587.36	99.3%
OTHER					
FACILITIES	\$ 73,893.00	\$ -	\$ -	\$ 73,893.00	100.0%
TRAVEL	\$ 2,125.00	\$ -	\$ 2,259.85	\$ (134.85)	-6.3%
STAFF TRAINING	\$ 925.00	\$ -	\$ 775.00	\$ 150.00	16.2%
OTHER	\$ 540.00	\$ -	\$ -	\$ 540.00	100.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 164,315.00</b>	<b>\$ -</b>	<b>\$ 48,733.49</b>	<b>\$ 115,581.51</b>	<b>70.3%</b>
<b>GRAND TOTAL</b>	<b>\$ 164,315.00</b>	<b>\$ -</b>	<b>\$ 48,733.49</b>	<b>\$ 115,581.51</b>	<b>70.3%</b>
IN KIND NEEDED	\$ 41,079.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (41,079.00)				



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



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November 10, 2019

Jeff Newton  
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: 10CH010422-04-01

To Whom It May Concern,

This letter is to inform you that the College of Southern Idaho Board of Trustees approved, at the regularly scheduled Board Meeting on October 21, 2019, the request to use proceeds from the sale of the Buhl Idaho property to purchase land within the city limits of Buhl Idaho with the intent to construct a new Head Start Center. Also, the Board of Trustees were in favor of submitting the request, to Region X, for One Time Funding to construct a new Head Start Facility in Buhl Idaho to ensure quality Pre-School services continue in a high need area of Twin Falls County.

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 black ink that reads 'Jeffrey M. Harmon'. The signature is fluid and cursive, with a long horizontal flourish extending to the right.

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