

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
4:00p.m./Taylor SUB 248 |
| II. APPROVAL OF MEETING AGENDA | Chairman Keegan |
| III. MINUTES & BUSINESS REPORTS | |
| A. Approval of Minutes | Jeff Harmon |
| February 26, 2018 – Regular Meeting | |
| March 8, 2018 – Special Session | |
| B. Approval of Treasurer’s Report | Jeff Harmon |
| IV. OPEN FORUM | Chairman Keegan |
| V. UNFINISHED BUSINESS | |
| VI. NEW BUSINESS | |
| A. Action Items | |
| 1. Head Start/Early Head Start Report | Mancole Fedder |
| 2. Beverage Request Proposal | Jeff Harmon |
| 3. Residence Hall/Dining Hall Architect Selection | Jeff Harmon |
| 4. Dormitory Housing and Meal Plan Pricing | Jeff Harmon |
| 5. FY 19 Employee Benefits | Jeff Harmon |
| 6. Change in Employee Compensation and Contracts | Jeff Harmon |
| 7. Fiscal Year 2019 Tuition Increase | Jeff Harmon |
| 8. New Program Proposals | Todd Schwarz |
| B. Information Items | |
| 1. 3-Year Program Plan | Todd Schwarz |
| VII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Keegan |
| VIII. PRESIDENT’S REPORT | President Fox |
| IX. ADJOURNMENT | Chairman Keegan |



General Fund Board Report

As of February 28, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$10,659,064)	(\$10,764,053)	(\$11,206,200)	(\$442,147)	3.95%
County Tuition	(\$1,910,828)	(\$1,724,750)	(\$1,698,700)	\$26,050	(1.53)%
State Funds	(\$20,506,294)	(\$21,737,379)	(\$21,472,200)	\$265,179	(1.23)%
County Property Tax	(\$4,288,268)	(\$4,340,592)	(\$7,179,900)	(\$2,839,308)	39.55%
Grant Management Fees	(\$278,689)	(\$339,235)	(\$540,000)	(\$200,765)	37.18%
Other	(\$437,187)	(\$560,095)	(\$411,000)	\$149,095	(36.28)%
Unallocated Tuition	(\$463,174)	(\$508,269)	\$0	\$508,269	-
Departmental Revenues	(\$674,023)	(\$535,480)	(\$715,000)	(\$179,520)	25.11%
Total Revenue	(\$39,217,527)	(\$40,509,853)	(\$43,223,000)	(\$2,713,147)	6.28%
Expenses					
Personnel Expense					
Salaries	\$13,987,451	\$14,389,679	\$22,387,600	\$7,997,921	35.72%
Variable Fringe	\$2,882,183	\$2,955,098	\$4,588,000	\$1,632,902	35.59%
Health Insurance	\$2,932,348	\$3,015,424	\$5,017,400	\$2,001,976	39.90%
Total Personnel Expense	\$19,801,982	\$20,360,201	\$31,993,000	\$11,632,799	36.36%
Operating Expense					
Services	\$2,274,437	\$2,603,242	\$3,446,750	\$843,508	24.47%
Supplies	\$784,868	\$995,870	\$1,641,450	\$645,580	39.33%
Other	\$383,321	\$438	\$0	(\$438)	-
Capital	\$491,183	\$368,122	\$1,020,400	\$652,278	63.92%
Institutional Support	\$4,202,337	\$4,465,438	\$5,121,400	\$655,962	12.81%
Transfers	(\$89,595)	\$255	\$0	(\$255)	-
Total Operating Expense	\$8,046,552	\$8,433,366	\$11,230,000	\$2,796,634	24.90%
Total Expense	\$27,848,534	\$28,793,567	\$43,223,000	\$14,429,433	33.38%
Rev/Expense Total	(\$11,368,993)	(\$11,716,286)	\$0	\$11,716,286	-

**College of Southern Idaho Head Start/ Early Head Start
Program Summary for February 2018**

Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
Total	576

Program Options

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

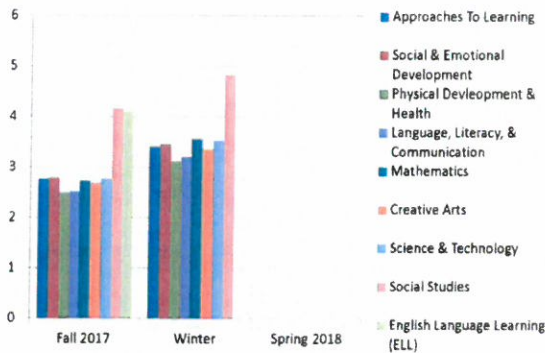
Head Start Attendance

February Head Start Overall Attendance	80%
February Head Start Self Transport Attendance	80%
February EHS Toddler Combo Attendance	80%

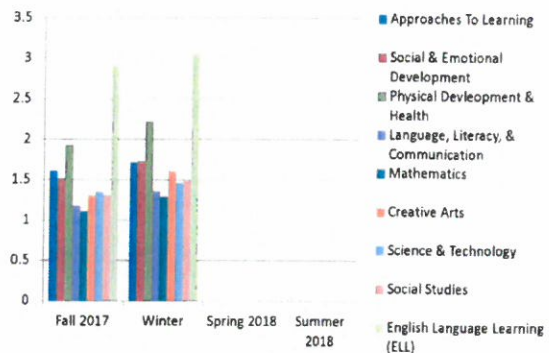
Meals and Snacks

Total meals served for February	7,147
Total snacks served for February	4,032

**Program Baseline Summary
for Head Start Children**



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



Mid-Year COR Advantage Outcomes Report 2017-2018

Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

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 – Music, Natural and Physical World, and Knowledge of Self and Others

Area of Need – Phonological Awareness, Alphabetic knowledge, and Reading

CLASS/POA – 58% of teachers were in High Emotional Support which is down from 76% of teachers in High Emotional Support from Time 1, 41% were in Mid Emotional Support which is up from 24% Mid Emotional Support from Time 1.

34% of teachers were in High Classroom Organization which is down from 60% High Classroom Organization in Time 1, 65% were in Mid Classroom Organization which is up from 40% Mid Classroom Organization Time 1.

31% of teachers were in Mid Instructional Support which is up from 20% Mid Instructional Support Time 1, and 68% were in Low Instructional Support which is down from 80% Low Instructional Support Time 1. The area of Concept Development was the lowest of all 10 dimensions with 17% of teachers in Mid-Range which is up from 4% of teachers in the Mid-Range Time 1.

PQA data shows that Strengths are: Time for child-initiated activities, Meeting basic physical needs of children, and Cleanup Time with Reasonable Choices

PQA data shows that Area of Need: Diversity Related Materials, Appropriate Time for Each Part of Day, and Displays of Child-Initiated Work

Goals and Objectives

- 1) Provide additional training with classroom staff on Fee, Fie, Phonemics in High Scope curriculum to increase at least 1 level of development.
- 2) Provide individual face to face support in the classroom with coaches setting a goal to increase Language and Literacy along with Concept Development.

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 – Fine Motor, Counting and Cardinality, and Emotional Functioning

Area of Need – Geometry and Spatial Sense, Phonological Awareness, and Vocabulary

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 – Pretend Play, Observing and classifying, and Emotions

Area of Need – *Tools and Technology, Community, and Listening and Comprehension*

PQA data shows that Strengths are: Spaces for Sleeping, Eating and Bodily Care, Comfortable Arrivals/Departures, and Long-term Adult-child Relationships

PQA data shows that Area of Need: Accessible Sensory Materials, Child-initiated Choice Times, and Children's Conflict Resolution

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 – *Fine Motor, Gross Motor, and Creativity*

Area of Need – *Relationships with Other Children, Communication and Speaking, and Memory*

Continuous Improvement Plan for Rest of Program Year 2017-2018

- Head Start** –
- 1) Coaches will work on teacher goals to maintain/increase Emotional Support while continuing to increase Language/Literacy and Concept Development.
 - 2) Zoning training on Mar.12 follow up to see staff have plans in place and are following through with them.
 - 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) HOVRS observations to be completed and feedback for staff by May 2018.
 - 2) Mentor will help staff with improving outcomes with PICCOLO and with COR around Emergent Literacy and Emotions.

Documents for Board Review and Approval: Financial Reports; Annual Report

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 579,081.00	\$ 47,045.82	\$ 93,890.41	\$ 485,190.59	83.8%
BENEFITS	\$ 375,897.00	\$ 26,023.15	\$ 53,415.70	\$ 322,481.30	85.8%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 17,562.00	\$ 1,623.38	\$ 1,893.28	\$ 15,668.72	89.2%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 131,188.00	\$ 8,636.05	\$ 11,753.60	\$ 119,434.40	91.0%
TOTAL DIRECT COSTS	\$ 1,103,728.00	\$ 83,328.40	\$ 160,952.99	\$ 942,775.01	85.4%
ADMIN COSTS (9.0%)	\$ 85,948.00	\$ 6,576.21	\$ 13,257.55	\$ 72,690.45	84.6%
GRAND TOTAL	\$ 1,189,676.00	\$ 89,904.61	\$ 174,210.54	\$ 1,015,465.46	85.4%

IN KIND NEEDED	\$ 297,419.00
IN KIND GENERATED	\$ 26,282.17
IN KIND (SHORT)/LONG	\$ (271,136.83)

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 36.00	\$ 803.49	\$ 79.28	\$ 918.77	\$ 940.59

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	\$ 414.42	\$ 414.42	\$ 13,279.58	97.0%
SUPPLIES	\$ 2,379.00	\$ 1,436.87	\$ 1,436.87	\$ 942.13	39.6%
OTHER	\$ 12,854.00	\$ 1,340.00	\$ 1,340.00	\$ 11,514.00	89.6%
GRAND TOTAL	\$ 28,927.00	\$ 3,191.29	\$ 3,191.29	\$ 25,735.71	89.0%

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

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,618,170.00	\$ 193,260.76	\$ 277,787.99	\$ 2,340,382.01	89.4%
BENEFITS	\$ 1,791,666.00	\$ 109,835.62	\$ 153,595.86	\$ 1,638,070.14	91.4%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 115,205.00	\$ 13,083.51	\$ 16,113.25	\$ 99,091.75	86.0%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 496,335.00	\$ 39,321.38	\$ 64,380.09	\$ 431,954.91	87.0%
TOTAL DIRECT COSTS	\$ 5,021,376.00	\$ 355,501.27	\$ 511,877.19	\$ 4,509,498.81	89.8%
ADMIN COSTS (9.0%)	\$ 402,084.00	\$ 19,982.94	\$ 30,607.04	\$ 371,476.96	92.4%
GRAND TOTAL	\$ 5,423,460.00	\$ 375,484.21	\$ 542,484.23	\$ 4,880,975.77	90.0%

IN KIND NEEDED	\$ 1,368,752.00
IN KIND GENERATED	\$ 56,076.65
IN KIND (SHORT)/LONG	\$ (1,312,675.35)

PROCUREMENT CARD EXPENSE \$ 20,049.41 5% of Total Expense. Detailed report available upon request.

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	1,171.69	17,044.87	5,504.68	23,721.24	28,899.77

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 33,624.00	\$ 2,911.23	\$ 2,911.23	\$ 30,712.77	91.3%
SUPPLIES	\$ 2,609.00	\$ 56.85	\$ 97.10	\$ 2,511.90	96.3%
OTHER	\$ 15,317.00	\$ 5,127.85	\$ 6,988.98	\$ 8,328.02	54.4%
GRAND TOTAL	\$ 51,550.00	\$ 8,095.93	\$ 9,997.31	\$ 41,552.69	80.6%

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (12,888.00)

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Beverage Request for Proposal

We advertised for the exclusive beverage vending rights on the College of Southern Idaho Campus. We received two proposals listed below:

Swire Coca-Cola
PepsiCo

The selection committee made up of Jeff Harmon, Kristy Carpenter, Joel Bate, and Clark Rasmussen evaluated the proposals. The pricing of product, product variety, marketing and promotional opportunities, as well as experience and commitment to enhancing the student experience were used to evaluate and rank the proposals. Swire Coca-Cola and PepsiCo were called back to present their proposals. Both organizations are highly qualified and presented excellent proposals and presentations. Based on the recommendation of the committee, I recommend that we award a five-year contract with a possibility of two one-year extensions to Swire Coca-Cola.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Residence Hall Dining Hall Architect Selection

The College advertised for the comprehensive architectural and engineering design services for the Residence Hall remodel and Dining Hall project. The following firms responded to the request for qualifications (RFQ):

- LCA Architects + NAC Architecture
- Hummel Architects and Anderson Mason Dale Architects
- CTA Architects Engineers
- Design West Architects
- JHS Architects, PA.
- Matthew Zech Architect & Builder w/ PrefabLogic
- Pivot North Architecture and GGLO Design
- CRSA w/ 4240 Architecture Inc
- Slichter|Ugrin Architecture and Humphreys & Partners

A selection committee made up of Bob Keegan, Mike Williams, Theo Schut, Michelle Schutt, and Jeff Harmon evaluated the proposals. Four firms, LCA Architects + NAC Architecture, CTA Architects Engineers, Hummel Architects + Anderson Mason Dale Architects, and Design West Architects were selected to give presentations.

Based on the qualifications based proposals and the presentations, the evaluation committee selected LCA Architects + NAC Architecture 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 LCA Architects for the project to establish pricing, services and timelines. If terms of a contract cannot be reached administration would cease negotiations with LCA Architects and begin negotiations with the next firm.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Dormitory Housing and Meal Plan Pricing

CSI moved our meal plan from a minimum of 100 meals to 200 meals per semester for the 2017-2018 academic year. Based on the inputs from SODEXO our food service provider, students, staff and administration, we are recommending that we move our minimum meal plan to 150 to better align with our resident student's needs. We recommend increasing the amount we pay SODEXO by approximately two percent which ties to Consumer Price Index Meals Away From Home.

To attract students to live on campus and have full occupancy in our housing units, we are recommending that housing rates for Eagle Hall, North View Apartments and Eagle View Apartments remain the same as 2017-2018.

The Dormitory Housing Commission approved the prices at their meeting on March 7, 2018. I respectfully request Board approval of the meal and room rates for Eagle Hall, North View Apartments and Eagle View Apartments for 2018-2019.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: FY 19 Employee Benefits

We established a Health Insurance advisory group comprised of representatives from the following groups:

Select Health	CSI Human Resources Office
HUB International	CSI Payroll Office
CSI Board of Trustees	CSI Faculty Senate
CSI Administration	CSI Professional and Classified Employees (PACE)

Our committee met to review our current Health Insurance plan and future cost adjustments. Health Insurance this year as in past years has increased significantly. This year our appropriations from the State of Idaho for Health Insurance remained unchanged from prior years while our costs continually increase annually. CSI is required to adjust our plan to cover any increases we have. To mitigate the unfunded increased cost to our current plan it is the recommendation of the committee to adjust our current plan to offset anticipated cost increases. The recommendation of the committee is to offer a High Deductible Health Plan (HDHP). This plan for a single participant would be of no cost to the employee and CSI would fund a Health Savings accounts in the amount of five hundred dollars. The second significant change would require the employee to pay thirty percent of the total family premium above that of a single plan on the traditional or the HDHP.

Delta Dental renewal rate reflects an increase of 4% based upon utilization and costs. The dental plan also allows carrying forward half of unused benefits up to \$250 per year. Vision and our EAP program rates remained the same as last year. We would like to keep the existing plan in place without changing the benefits.

I respectfully request that the Board authorize me to continue to refine and negotiate the coverage and plan offerings to maintain quality Health Insurance for fiscal year 2019.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Change in Employee Compensation and Contracts

The Governor's Office and the Joint Finance Appropriations Committee recommend providing partial funding for changes in employee compensation for FY19 in the amount of three percent. The State of Idaho provides funding for approximately forty percent of our employees with the remaining sixty percent coming from property tax revenue, student tuition and other operating revenues.

To allow the President to begin the process of issuing contracts for the 2018-2019 academic year, I respectfully request Board approval to allow the President to give between two and three percent raises to employees along with rank, degree, increases for changes in duties and some one-time merit increases.

March 26, 2018

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

From: Jeffrey M. Harmon

Re: Fiscal Year 2019 Tuition Increase

Jason Ostrowski and Laird Stone met with the Student Senate on March 9, 2018 to discuss the possibility of increasing tuition and fees by \$10 per credit or 7.69%. The effect of this change would be to increase per credit tuition and fee charges from the current \$130 per credit up to \$140 per credit. Idaho Code Section 33-2110 limits tuition increases to 10% per year.

The student senate discussed the possible tuition and fee increase proposal at length and will advise the Board at the March 26, 2018 board meeting indicating their support. Funds generated by an increase in tuition will provide the additional revenue needed in the General Fund for the fiscal year 2019 budget.