

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
3:30pm – CSI Jerome Center |
| II. APPROVAL OF MEETING AGENDA | Chairman Keegan |
| III. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| March 26, 2018 – Regular Meeting | |
| Approval of Treasurer’s Report | Jeff Harmon |
| Approval of Head Start/Early Head Start Report | Mancole Fedder |
| IV. OPEN FORUM | Chairman Keegan |
| V. UNFINISHED BUSINESS | |
| VI. NEW BUSINESS | |
| Action Items | |
| 1. 2018-19 Board Meeting Schedule | Jeff Harmon |
| Information Items | |
| 1. Online Education Action Plan | Janea Triplett-Newell |
| 2. Gender Neutral Restrooms | Dr. Michelle Schutt |
| 3. Jerome/Gooding Centers Update | Anna Dovenmuehler
& Shawna Jacobson |
| 4. ACCT Conference Overview | Jack Nelsen |
| VII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Keegan |
| VIII. PRESIDENT’S REPORT | President Fox |
| IX. ADJOURNMENT | Chairman Keegan |

CALL TO ORDER: 3:33p.m. by Chairman Keegan

ATTENDING:

Trustees:

Bob Keegan, Chairman
Laird Stone, Clerk
Jack Nelsen, Trustee
Karl Kleinkopf, Trustee

College Administration:

Dr. Jeff Fox, President
Jeff Harmon, Vice President of Finance and Administration
Dr. Michelle Schutt, Vice President of Student Services
Robert Alexander, Board Attorney

Employees, visitors and media:

Attached List

APPROVAL OF AGENDA: The agenda was approved on MOTION by Bob Keegan. Affirmative vote was unanimous. Affirmative vote was unanimous.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written on MOTION by Jack Nelsen.

March 26, 2018 – Regular Meeting

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Karl Kleinkopf. 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 Bob Keegan. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. The Board approved the 2018-19 Board Meeting Schedule, with the requested change by Jeff Harmon to move the FY19 budget hearing date from August 22, 2018 to July 16, 2018, on MOTION by Jack Nelsen. Affirmative vote was unanimous.


Information Items

1. Janea Triplett-Newell, CSI Instructional Designer, presented information on the recently completed Online Education Action Plan. The next phase will include partnering with faculty and IT to insure faculty have the tools they need to improve our online course delivery.
2. Dr. Michelle Schutt, CSI Vice President of Student Services, and Jason Ostrowski, Dean of Students, presented a request by the Student Senate to provide gender neutral restrooms on campus. Dr. Schutt recommended that the signage of at least five single stall restrooms on campus be changed to gender neutral signs and that future construction plans include gender neutral restrooms.
3. Anna Dovenmuehler, Jerome Center Coordinator, and Shawna Jacobson, Northside/Gooding Center Student Services Coordinator, gave updates on current and upcoming activities and programs on their respective centers.
4. Trustee Nelsen gave an overview of the ACCT Conference he recently attended and presented Board members with a packet of information he received during conference.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 4:39 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: May 21, 2018



Bob Keegan, Chairman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**

Monday, April 16 – 3:30p.m.

CSI Jerome Center – 104 Main Street, Jerome, ID 83338

Monthly Board Meeting List of Additional Attendees

Employees

Terry Patterson, Dean of Instruction
John Hughes, Dean of Instruction – Student Success
Jason Ostrowski, Dean of Students
Chris Bragg, Associate Dean of Institutional Effectiveness
Eric Nielson, Director of Human Resources
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Debra Wilson, Executive Director Foundation
Kathy Deahl, Executive Administrative Assistant to the President
Janea Triplett-Newell, Instructional Designer
Kelly Wilson, Public Information Specialist
Anna Dovenmuehler, Jerome Center Coordinator
Shawna Jacobson, Student Services Coordinator (NSC)
Devan Mitchell, Lead Security Officer

Media and Visitors

Julie Wootton, Times News
Scott McClure
Cheryl Viola
Iselda Valera



General Fund Board Report

As of March 31, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$10,899,418)	(\$10,849,971)	(\$11,206,200)	(\$356,229)	3.18%
County Tuition	(\$1,961,229)	(\$1,761,450)	(\$1,698,700)	\$62,750	(3.69)%
State Funds	(\$20,506,294)	(\$21,737,379)	(\$21,472,200)	\$265,179	(1.23)%
County Property Tax	(\$4,320,642)	(\$4,547,947)	(\$7,179,900)	(\$2,631,953)	36.66%
Grant Management Fees	(\$349,043)	(\$413,488)	(\$540,000)	(\$126,512)	23.43%
Other	(\$485,815)	(\$636,447)	(\$411,000)	\$225,447	(54.85)%
Unallocated Tuition	(\$262,747)	(\$520,880)	\$0	\$520,880	-
Departmental Revenues	(\$717,741)	(\$557,692)	(\$715,000)	(\$157,308)	22.00%
Total Revenue	(\$39,502,927)	(\$41,025,253)	(\$43,223,000)	(\$2,197,747)	5.08%
Expenses					
Personnel Expense					
Salaries	\$15,905,699	\$16,337,919	\$22,387,600	\$6,049,681	27.02%
Variable Fringe	\$3,261,721	\$3,341,318	\$4,588,000	\$1,246,682	27.17%
Health Insurance	\$3,298,341	\$3,400,835	\$5,017,400	\$1,616,565	32.22%
Total Personnel Expense	\$22,465,761	\$23,080,072	\$31,993,000	\$8,912,928	27.86%
Operating Expense					
Services	\$2,676,976	\$2,945,107	\$3,446,750	\$501,643	14.55%
Supplies	\$893,176	\$1,146,415	\$1,641,450	\$495,035	30.16%
Other	\$346,733	\$395	\$0	(\$395)	-
Capital	\$505,399	\$383,119	\$1,020,400	\$637,281	62.45%
Institutional Support	\$4,298,283	\$4,537,863	\$5,121,400	\$583,537	11.39%
Transfers	\$0	\$299	\$0	(\$299)	-
Total Operating Expense	\$8,720,567	\$9,013,197	\$11,230,000	\$2,216,803	19.74%
Total Expense	\$31,186,328	\$32,093,269	\$43,223,000	\$11,129,731	25.75%
Rev/Expense Total	(\$8,316,600)	(\$8,931,983)	\$0	\$8,931,983	-

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

March Head Start Overall Attendance	82%
March Head Start Self Transport Attendance	82%
March EHS Toddler Combo Attendance	84%

Meals and Snacks

Total meals served for March	6,493
Total snacks served for March	4,085

Program Notes

As the 2017-2018 program year winds down, several important projects are underway. The annual Self-Assessment process is just about complete; specialists at Central Office are now gathering all of the data collected in their respective areas and putting it into a final report to be delivered to Policy Council and the CSI Board of Trustees. Staff will begin compiling data for the program's annual PIR report to the federal government with the final numbers set to be finalized and uploaded to HSES, the government reporting database. Also, The Community Needs Assessment questionnaires to parents and community partners have been distributed and information collection is ongoing.

Facilities

The program will be facing one of its biggest challenges in some time with the bombshell news that our facility in Buhl (West End) has serious foundation and bearing wall issues. We brought in a structural engineer that made it clear that while in the short term we can be assured that it is safe for staff and children to be present inside the building, the long term prognosis is that it is not a viable option to inhabit. The process to acquire new property is one that I have never gone through; equally unnerving is the enormous amount of work it takes to go the route the federal government wants you to go. As the building has 100 % federal interest they will have the only say in the decision to fix or liquidate the building; Then the task of finding new space and figuring a way to pay for it. This will be a long process, one that I am sure you will be updated on monthly and asked to assist along the way. It is my deepest desire that the College of Southern Idaho as the grantee of the Head Start program and the Board of Trustees stay committed to and engage in all efforts to help us maintain a presence in Buhl, Idaho.

Documents for Board Review and Approval: Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,618,170.00	\$ 219,696.33	\$ 497,484.32	\$ 2,120,685.68	81.0%
BENEFITS	\$ 1,791,666.00	\$ 128,794.56	\$ 282,390.42	\$ 1,509,275.58	84.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 115,205.00	\$ 2,141.91	\$ 18,255.16	\$ 96,949.84	84.2%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 496,335.00	\$ 46,938.68	\$ 111,318.77	\$ 385,016.23	77.6%
TOTAL DIRECT COSTS	\$ 5,021,376.00	\$ 397,571.48	\$ 909,448.67	\$ 4,111,927.33	81.9%
ADMIN COSTS (9.0%)	\$ 402,084.00	\$ 39,855.26	\$ 70,462.30	\$ 331,621.70	82.5%
GRAND TOTAL	\$ 5,423,460.00	\$ 437,426.74	\$ 979,910.97	\$ 4,443,549.03	81.9%

IN KIND NEEDED	\$ 1,368,752.00
IN KIND GENERATED	\$ 236,051.71
IN KIND (SHORT)/LONG	\$ (1,132,700.29)

PROCUREMENT CARD EXPENSE \$ 10,153.04 2% of Total Expense. Detailed report available upon request.

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	1,390.90	12,423.85	(747.91)	13,066.84	41,966.61

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 33,624.00	\$ 4,790.36	\$ 7,701.59	\$ 25,922.41	77.1%
SUPPLIES	\$ 2,609.00	\$ -	\$ 97.10	\$ 2,511.90	96.3%
OTHER	\$ 15,317.00	\$ 647.99	\$ 7,636.97	\$ 7,680.03	50.1%
GRAND TOTAL	\$ 51,550.00	\$ 5,438.35	\$ 15,435.66	\$ 36,114.34	70.1%

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

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 579,081.00	\$ 47,848.84	\$ 141,739.25	\$ 437,341.75	75.5%
BENEFITS	\$ 375,897.00	\$ 26,335.48	\$ 79,751.18	\$ 296,145.82	78.8%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 17,562.00	\$ 114.83	\$ 2,008.11	\$ 15,553.89	88.6%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 131,188.00	\$ 6,529.52	\$ 18,283.12	\$ 112,904.88	86.1%
TOTAL DIRECT COSTS	\$ 1,103,728.00	\$ 80,828.67	\$ 241,781.66	\$ 861,946.34	78.1%
ADMIN COSTS (9.0%)	\$ 85,948.00	\$ 6,676.58	\$ 19,934.13	\$ 66,013.87	76.8%
GRAND TOTAL	\$ 1,189,676.00	\$ 87,505.25	\$ 261,715.79	\$ 927,960.21	78.0%
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 88,378.67				
IN KIND (SHORT)/LONG	\$ (209,040.33)				
USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ -	\$ 646.77	\$ 39.13	\$ 685.90	\$ 1,626.49

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	\$ 1,173.87	\$ 1,588.29	\$ 12,105.71	88.4%
SUPPLIES	\$ 2,379.00	\$ -	\$ 1,436.87	\$ 942.13	39.6%
OTHER	\$ 12,854.00	\$ -	\$ 1,340.00	\$ 11,514.00	89.6%
GRAND TOTAL	\$ 28,927.00	\$ 1,173.87	\$ 4,365.16	\$ 24,561.84	84.9%
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (7,232.00)				



COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START
998 Washington St. N.
Twin Falls, Idaho 83303-1283
(208) 736-0741



April 16, 2018

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 Board of Trustees reviewed and approved at the regularly scheduled Board Meeting on April 16, 2018, the request to carry forward \$83,173.00 in FY2017 Head Start funds to be used in FY2018 for parking lot chip sealing and/or repair.

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 blue ink, which appears to read 'Jeffrey M. Harmon'.

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

Notice of Regular Meetings 2018-19

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday or rescheduled at an appropriate time.

The 2018-19 regular meeting schedule is as follows:

July 16, 2018	January 28, 2019
August 20, 2018	February 25, 2019
September 17, 2018	March 18, 2019
October 15, 2018	April 15, 2019
November 19, 2018	May 20, 2019
December 17, 2018	June 17, 2019

The fiscal year 2019 budget hearing date is set for July 16, 2018. Information concerning specific meeting times and places may be obtained by contacting Jeff Harmon at (208)732-6210 or jharmon@csi.edu.

Jeffrey M. Harmon
Vice President of Finance & Administration