

AGENDA

Board of Trustees

Jan Mittleider, Chairman
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.

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|---|---|
| I. CALL TO ORDER | Chairman Mittleider
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | 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 | Jeff Harmon |
| November 19, 2018-Regular Meeting | |
| November 28, 2018-Special Session | |
| Approval of Treasurer’s Report | Jeff Harmon |
| Approval of Head Start/Early Head Start Report | Mancole Fedder |
| VI. OPEN FORUM - None | Chairman Mittleider |
| VII. UNFINISHED BUSINESS - None | |
| VIII. NEW BUSINESS | |
| Action Items | |
| 1. Board Organization/Clerk | Chairman Jan Mittleider |
| Information Items | |
| 1. Tree Campus USA Institution | Chance Munns |
| 2. Herrett Center Annual Report | Teri Fattig |
| 3. Housing Renovation/Addition Information | Michelle Schutt |
| 4. Student Services Update | Michelle Schutt |
| IX. REMARKS FOR THE GOOD OF THE ORDER | Chairman Mittleider |
| X. PRESIDENT’S REPORT | President Fox |
| XI. ADJOURNMENT | Chairman Mittleider |

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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)]

II. ADJOURNMENT

Chairman Mittleider

CALL TO ORDER: 3:00p.m.

EXECUTIVE SESSION: 3:01p.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)]

Jack Nelsen 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 4:05p.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
Lisa Schoettger, Board Attorney
Curtis Eaton, Special Assistant to the President

Employees, visitors and media:

See Attached List

APPROVAL OF AGENDA: The agenda was approved on MOTION by Jack Nelsen. Affirmative vote was unanimous.

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

November 19, 2018– Executive and Regular Meeting
November 28, 2018 –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 Laird Stone. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Trustee Jack Nelsen was voted in as the CSI Board of Trustee Clerk on MOTION by Chairman Mittleider. Affirmative vote was unanimous.

Information Items


1. Chance Munns, CSI Horticulture Assistance Professor, presented The Campus USA Tree Care Plan that outlines strategies to protect trees currently on campus and asked the board for their support to participate in the program. The board supported his request but asked for clarification regarding chemical use, future training opportunities, and requested the plan be published on the CSI website for easy access to the community.
2. Teri Fattig, Herrett Center Director, presented the Board with a report on the Herrett Center programs and events scheduled during 2018. An evaluator from the American Alliance for Museums Assessment visited the center and provided them with positive feedback and ideas on future enhancements. Ms. Fattig announced there is now a virtual tour of the Herrett Center available on the CSI website.
3. Dr. Michelle Schutt, CSI Vice President of Student Services, reported on plans to upgrade student housing on campus. She presented the board with the architect's notes which contained recommendations on necessary upgrades. The planning committee is evaluating various funding options for the project.
4. Dr. Michelle Schutt, CSI Vice President of Student Services, presented a report highlighting departments and programs that fall under student services. The board noted the positive energy created under Dr. Schutt's leadership.

REMARKS FOR THE GOOD OF THE ORDER

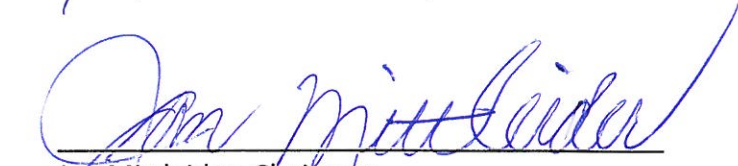
PRESIDENT'S REPORT

President Fox reported he will be attending the Northwest Commission on Colleges and Universities semi-annual meeting in January. They will be reviewing current accreditation processes. He also noted Legislative Education week is scheduled to begin January 21st.

ADJOURNMENT DECLARED: 5:23 p.m.


Jeffrey M. Harmon, Secretary Treasurer

Approved: January 28, 2019


Jan Mittleider, Chairman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**
Monday, December 17, 2018 – 3:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

John Hughes, Dean of Instruction – Student Success
Jason Ostrowski, Dean of Student Affairs
Kevin Mark, Chief Technology Officer
Chris Bragg, Associate Dean of Institutional Effectiveness
Dr. Heidi Campbell, Associate Dean of STEM
Dr. Teri Fattig, Director, Library & Herrett Center
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Mancole Fedder, Director of Head Start
Suzanne McCampbell, Director of Office on Aging
Ed Ditlefsen, Director IT Application and Data
Larisa Alexander, IT Service Owner/Business Operations
Kathy Deahl, Executive Administrative Assistant to the President
Ginger Nukaya, Administrative Assistant
Devon Mitchell, Security
Ebony Yarger, Administrative Assistant
Matt English, Grant Writer
Chance Munns, Assistant Professor
Ansina Durham, Assistant Public Services Manager
Scott Rogers, Associate Professor
Andy Williams, IT Service Owner
Samra Culum-Williams, Project Manager, CIE

Media and Visitors

Julie Wootton, Times News



General Fund Board Report

As of November 30, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,430,436)	(\$5,530,637)	(\$11,276,000)	(\$5,745,363)	50.95%
County Tuition	(\$758,200)	(\$903,700)	(\$1,720,000)	(\$816,300)	47.46%
State Funds	(\$21,330,984)	(\$21,307,965)	(\$21,824,000)	(\$516,035)	2.36%
County Property Tax	(\$428,761)	(\$510,274)	(\$7,530,000)	(\$7,019,726)	93.22%
Grant Management Fees	(\$230,873)	(\$229,728)	(\$520,000)	(\$290,272)	55.82%
Other	(\$318,050)	(\$342,265)	(\$375,000)	(\$32,735)	8.73%
Unallocated Tuition	(\$266,479)	(\$170,082)	\$0	\$170,082	-
Departmental Revenues	(\$385,742)	(\$485,027)	(\$655,800)	(\$170,773)	26.04%
Total Revenue	(\$29,149,525)	(\$29,479,679)	(\$43,900,800)	(\$14,421,121)	32.85%
Expenses					
Personnel Expense					
Salaries	\$9,239,148	\$9,223,094	\$22,940,000	\$13,716,906	59.79%
Variable Fringe	\$1,881,357	\$1,890,400	\$4,923,600	\$3,033,200	61.61%
Health Insurance	\$1,886,433	\$1,818,107	\$4,668,600	\$2,850,493	61.06%
Total Personnel Expense	\$13,006,938	\$12,931,602	\$32,532,200	\$19,600,598	60.25%
Operating Expense					
Services	\$1,743,439	\$1,631,239	\$3,825,300	\$2,194,061	57.36%
Supplies	\$691,800	\$722,192	\$1,395,600	\$673,408	48.25%
Other	(\$2,518)	\$1,582	\$0	(\$1,582)	-
Capital	\$168,087	\$114,812	\$624,300	\$509,488	81.61%
Institutional Support	\$4,132,534	\$4,437,742	\$5,493,400	\$1,055,658	19.22%
Transfers	\$299	\$30,000	\$30,000	\$0	0.00%
Total Operating Expense	\$6,733,640	\$6,937,567	\$11,368,600	\$4,431,033	38.98%
Total Expense	\$19,740,579	\$19,869,168	\$43,900,800	\$24,031,632	54.74%
Rev/Expense Total	(\$9,408,947)	(\$9,610,511)	\$0	\$9,610,511	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for November 2018



Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
Total	561

Program Options

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

Head Start Attendance

November Head Start Overall Attendance	84%
November Head Start Self Transport Attendance	85%
November EHS Toddler Combo Attendance	80%
November IEP/IFSP Totals	42
November Over Income Enrollment	4%

Meals and Snacks

Total meals served for November	6,627
Total snacks served for November	4,013

Program Notes

Federal reviewers were in the program the week of December 3rd for our CLASS review. Results of that monitoring will be made available to the program in 8 to 10 weeks.

Beginning January 1, 2019 all Center Supervisors will move to a 40 hour/week work schedule. New agreements will be worked up to reflect this change. A total of 8 classroom staff including Lead Teachers and Classroom assistants will also move to a 40 hour work week as well. This change in hours will stay in effect through the Federal Review period. Hours of the persons affected by this increase ranged anywhere from 30 to 37 hours.

Based on information shared with me through file checks, attendance reports and center staff concerns for lack of support, it is necessary to make this needed adjustment to hours. The program is under staffed at some sites with either lack of classroom staff, lack of bus drivers, lack of kitchen help, lack of cleaning support and lack of bus monitors. Our overall programmatic monitoring of things such as files and attendance needs improvement. Our physical presence in Center's needs to be improved to support staff and be there for some of the later class times and bus routes. Additionally, we were just made aware of our CACFP audit dates (January 15-17 2019). Lastly, I want to be sure that our best foot is put forward for the Federal Review which will be happening some time during the spring.

Documents for Board Review and Approval: *Financial reports to be delivered at the Board meeting

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,688,977.00	\$ 223,778.99	\$ 2,250,140.67	\$ 438,836.33	16.3%
BENEFITS	\$ 1,807,007.00	\$ 124,612.78	\$ 1,267,008.69	\$ 539,998.31	29.9%
OUT OF AREA TRAVEL	\$ -	\$ 1,545.97	\$ 10,081.68	\$ (10,081.68)	
EQUIPMENT	\$ -	\$ -	\$ 5,578.60	\$ (5,578.60)	
SUPPLIES	\$ 115,205.00	\$ 33,964.72	\$ 145,337.48	\$ (30,132.48)	-26.2%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 626,616.00	\$ 77,147.68	\$ 526,181.55	\$ 100,434.45	16.0%
TOTAL DIRECT COSTS	\$ 5,237,805.00	\$ 461,050.14	\$ 4,204,328.67	\$ 1,033,476.33	19.7%
ADMIN COSTS (9.0%)	\$ 409,838.00	\$ 29,491.40	\$ 317,722.28	\$ 92,115.72	22.5%
GRAND TOTAL	\$ 5,647,643.00	\$ 490,541.54	\$ 4,522,050.95	\$ 1,125,592.05	19.9%

IN KIND NEEDED	\$ 1,411,911.00
IN KIND GENERATED	\$ 1,398,476.57
IN KIND (SHORT)/LONG	\$ (13,434.43)

PROCUREMENT CARD EXPENSE \$ 16,984.85 3% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	-	15,433.10	2,119.96	17,553.06	198,024.41

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,886.00	\$ 499.87	\$ 33,827.42	\$ 4,058.58	\$ 0.11
SUPPLIES	\$ 5,771.00	\$ -	\$ 4,367.60	\$ 1,403.40	\$ 0.24
OTHER	\$ 22,917.00	\$ 101.39	\$ 28,363.19	\$ (5,446.19)	\$ (0.24)
GRAND TOTAL	\$ 66,574.00	\$ 601.26	\$ 66,558.21	\$ 15.79	0.0%

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ 18,482.00
IN KIND (SHORT)/LONG	\$ 1,838.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 594,968.00	\$ 52,967.28	\$ 560,366.87	\$ 34,601.13	5.8%
BENEFITS	\$ 379,421.00	\$ 27,832.31	\$ 299,817.43	\$ 79,603.57	21.0%
OUT OF AREA TRAVEL		\$ 5,926.58	\$ 6,286.58	\$ (6,286.58)	
EQUIPMENT		\$ -	\$ 7,828.89	\$ (7,828.89)	
SUPPLIES	17,562.00	\$ 1,962.25	\$ 29,982.82	\$ (12,420.82)	-70.7%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 140,962.00	\$ 14,723.10	\$ 105,747.33	\$ 35,214.67	25.0%
TOTAL DIRECT COSTS	\$ 1,132,913.00	\$ 103,411.52	\$ 1,010,029.92	\$ 122,883.08	10.8%
ADMIN COSTS (9.0%)	\$ 87,695.00	\$ 6,810.04	\$ 77,416.59	\$ 10,278.41	11.7%
GRAND TOTAL	\$ 1,220,608.00	\$ 110,221.56	\$ 1,087,446.51	\$ 133,161.49	10.9%

IN KIND NEEDED	\$ 305,152.00
IN KIND GENERATED	\$ 406,239.83
IN KIND (SHORT)/LONG	\$ 101,087.83

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 40.00	\$ 1,045.65	\$ 108.06	\$ 1,193.71	\$ 10,677.94

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	\$ (2,044.35)	\$ 19,798.48	\$ (6,104.48)	\$ (0.45)
SUPPLIES	\$ 2,379.00	\$ -	\$ 2,127.62	\$ 251.38	\$ 0.11
OTHER	\$ 12,854.00	\$ -	\$ 7,000.90	\$ 5,853.10	\$ 0.46
GRAND TOTAL	\$ 28,927.00	\$ (2,044.35)	\$ 28,927.00	\$ -	0.0%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 16,777.00
IN KIND (SHORT)/LONG	\$ 9,545.00