

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.

- I. CALL TO ORDER** **Chairwoman Mittleider**
4:00PM/Virtual Webinar (ZOOM)
- II. APPROVAL OF MEETING AGENDA** **Chairwoman Mittleider**
- III. MINUTES & BUSINESS REPORTS**
 - Approval of Minutes** **Jeff Harmon**
 - April 20, 2020
 - May 11, 2020 (Executive Session)
 - Approval of Treasurer’s Report** **Jeff Harmon**
 - Approval of Head Start/Early Head Start Report** **Ruby Allen**
- IV. OPEN FORUM** **Chairwoman Mittleider**
- V. UNFINISHED BUSINESS**
- VI. NEW BUSINESS**
 - Action Items**
 - 1. Proceed with Purchase of Buhl Property for Headstart **Jeff Harmon**
 - 2. General Contractor Selection for the
New Veterinary Technology Building **Jeff Harmon**
 - Information Items**
 - 1. CSI Budget Discussion **Chairwoman Mittleider/Jeff Harmon**
 - 2. Board of Trustees Self-Assessment Discussion **Chairwoman Mittleider**
- VII. PRESIDENT’S REPORT** **President Fox**
- VIII. REMARKS FOR THE GOOD OF THE ORDER** **Chairwoman Mittleider**
- IX. ADJOURNMENT** **Chairwoman Mittleider**

CALL TO ORDER: 4:04p.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

Employees, visitors and media:

Attached List

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

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written on MOTION by Trustee Nelsen. Affirmative vote was unanimous. 4-0

April 20, 2020 – Regular Meeting
May 11, 2020 – Executive Session

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

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Head Start Director, Ruby Allen presented information and asked for approval for Region X Head Start / Early Head Start to purchase a facility in Buhl, Idaho. The Board approved the purchase of property located at 1206 Main Street in Buhl, Idaho on MOTION by Trustee Scholes. Affirmative vote was unanimous.
2. CSI Vice President of Finance and Administration, Jeff Harmon informed the Board that CSI received nine bids for the specified Veterinary Technology building project and requested the Board, contingent upon verification of all licenses, insurance and bonding, approve the selection of Starr Corporation, as the general contractor for the new Veterinary Technology building project for the contract amount of \$1,670,000. The Board approved Starr Corporation as the general contractor for the new Veterinary Technology building on MOTION by Trustee Stone. 4 in favor, 0 opposed, 1 abstained.

Information Items

1. CSI Vice President of Finance and Administration, Jeff Harmon briefed the Board on CSI's current budget. He noted CSI will receive funds from COVID-19 relief efforts with half the funds being given to students and the other half to be used to cover unexpected costs during the pandemic. He updated the Board on the State's appropriations. Mr. Harmon indicated that the Board had the option to consider collecting foregone taxes. The Board agreed to learn more about forgone taxes and will meet in a Special Session to collectively gather ideas before making the final decision.
2. Chairwoman Mittleider gave a summary of the recent board self-evaluation and priorities of the future.

REMARKS FOR THE GOOD OF THE ORDER The Board thanked President Fox for his time serving at College of Southern Idaho. They also thanked CSI Foundation Director, Deb Wilson for her dedication to CSI as well.

PRESIDENT'S REPORT President Fox gave his last report CSI's President. He reflected on his time as CSI's President and thanked many people for their contribution to his success.

ADJOURNMENT DECLARED: 5:31 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: June 15, 2020



Jan Mittleider, Chairwoman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
Monday, May 18, 2020 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301**

Monthly Board Meeting List of Additional Virtual Attendees

Employees

Michelle Schutt, VP of Student Services
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Controller
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
Ed Ditlefsen, Director IT Application and Data
Larisa Alexander, IT Service Owner/Business Operations
Ginger Nukaya, Executive Administrative Assistant to the President
Teri Fattig, Director, Library and Museum Department Chair, Information Science
Andy Williams, IT Service Owner
Karrie Hornbacher, Early College Senior Coordinator
Jerry Fattig, Multimedia Services Analyst
Ruby Allen, Director Head Start
Alex Daw, Public Information Specialist
Ansina Durham, Public Services Manager
Bethany White, Service Owner
Bruce Nukaya, Director, Systems & Network Architecture
Courtney Bingham, Payroll Manager
Crystal Ayers, Department Chair
Debra Wilson, Director Foundation
Evin Fox, Professor
Gary Chapple, Maintenance
George Halsell, Professor
Jason Ostrowski, Dean of Students
Jennifer Hall, Director CCR / Adult Basic Education
Michele McFarlane, Registrar
Mike LaPray, Assistant Professor, HVAC
Pam O'Dell, Benefits Coordinator
Tamara Harmon, Assistant Director, Foundation
Temsha Huttanus, Web Developer
Tiffany Seeley-Case, Dean of General and Transfer Education
Virginia Narum, Test Coordinator
Brian Wittine, Collision Repair Tech Lab Assistant

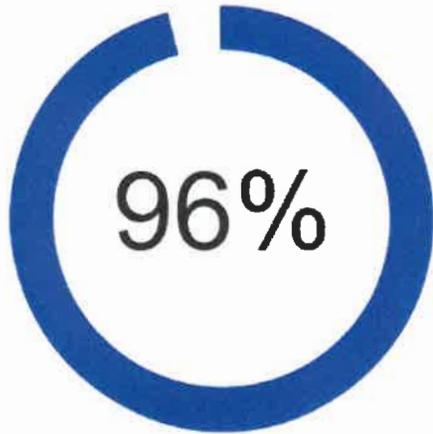


General Fund Board Report

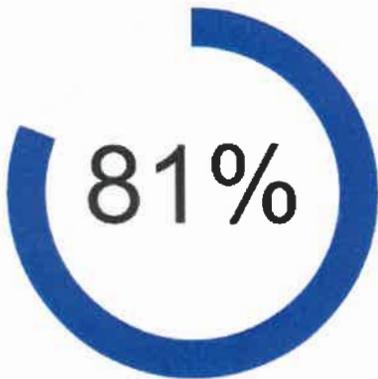
As of April 30, 2020

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,283,759)	(\$11,786,461)	(\$11,750,000)	\$36,461	(0.31)%
County Tuition	(\$1,907,900)	(\$1,889,875)	(\$1,910,000)	(\$20,125)	1.05%
State Funds	(\$21,774,000)	(\$21,483,234)	(\$22,013,000)	(\$529,766)	2.41%
County Property Tax	(\$4,819,155)	(\$5,046,979)	(\$7,883,000)	(\$2,836,021)	35.98%
Grant Management Fees	(\$449,874)	(\$431,998)	(\$520,000)	(\$88,002)	16.92%
Other	(\$630,978)	(\$403,852)	(\$460,000)	(\$56,148)	12.21%
Unallocated Tuition	(\$306,820)	(\$587,825)	\$0	\$587,825	-
Departmental Revenues	(\$743,950)	(\$723,886)	(\$797,000)	(\$73,114)	9.17%
Total Revenue	(\$41,916,437)	(\$42,354,109)	(\$45,333,000)	(\$2,978,891)	6.57%
Expenses					
Personnel Expense					
Salaries	\$18,602,235	\$18,826,932	\$23,539,900	\$4,712,968	20.02%
Variable Fringe	\$3,778,189	\$3,909,271	\$5,140,700	\$1,231,429	23.95%
Health Insurance	\$3,635,912	\$3,843,326	\$4,932,500	\$1,089,174	22.08%
Total Personnel Expense	\$26,016,336	\$26,579,529	\$33,613,100	\$7,033,571	20.93%
Operating Expense					
Services & Supplies	\$4,474,685	\$4,445,232	\$5,637,400	\$1,192,168	21.15%
Other	\$5,948	\$4,860	\$0	(\$4,860)	-
Capital	\$335,852	\$540,499	\$452,500	(\$87,999)	(19.45)%
Institutional Support	\$4,798,968	\$4,891,794	\$5,600,000	\$708,206	12.65%
Transfers	\$31,200	\$30,500	\$30,000	(\$500)	(1.67)%
Total Operating Expense	\$9,646,653	\$9,912,886	\$11,719,900	\$1,807,014	15.42%
Total Expense	\$35,662,989	\$36,492,415	\$45,333,000	\$8,840,585	19.50%
Rev/Expense Total	(\$6,253,447)	(\$5,861,695)	\$0	\$5,861,695	-

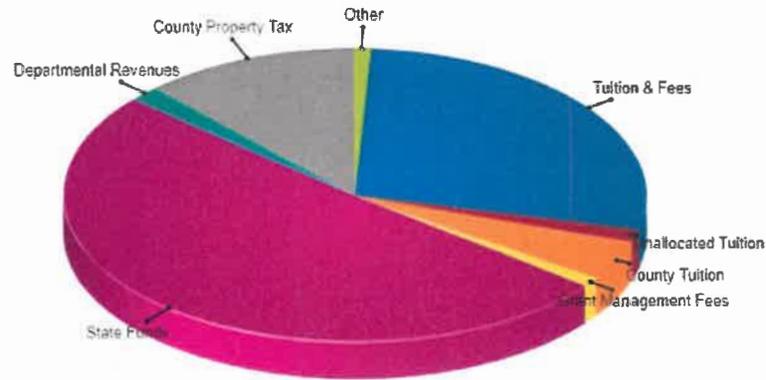
% Revenue Received



% Budget Spent



General Fund Revenue



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET

\$45,333,000

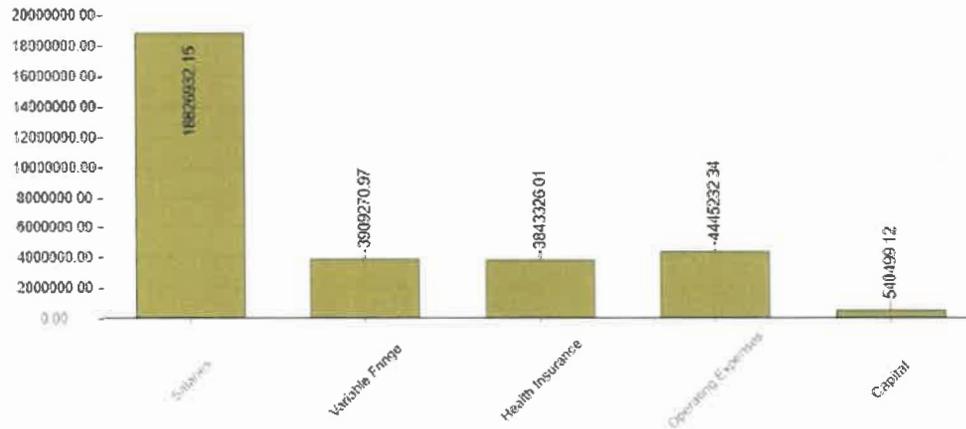
TOTAL ANNUAL REVENUE

\$42,354,109

TOTAL REMAINING

\$2,978,891

General Fund Expenses



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET

\$45,333,000

TOTAL YTD EXPENSES

\$36,492,415

TOTAL AVAILABLE

\$8,840,585



College of Southern Idaho
Head Start/Early Head Start



Program Summary for April 2020
Reported at May Board Meeting

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

April Head Start Overall Attendance	Schools Closed Due to COVID-19
April Head Start Self Transport Attendance	
April EHS Toddler Combo Attendance	
April IEP/IFSP Totals	9%
April Over Income Enrollment	3%

Meals and Snacks

Total meals served for April	0
Total snacks served for April	0

Program Notes

Classroom staff continue to support children through on-line teaching and home packets. North Side Center did a goodbye parade handing out literacy bags to families as they drove through the parking lot. Minidoka Head Start drove the bus by each students' house leaving literacy bags. So many wonderful ideas from our amazing teachers. I have attached a few examples, but there are too many to list.

Facilities

Minidoka (Rupert) renovation is moving along quickly with the school closed with completion before August so Duration services will start with new program year. Twin Falls new construction is underway with an anticipated completion date of December 21, 2020.

To ease over crowding in the Twin Falls and Wendell centers the program feels it necessary to purchase a facility in Buhl to move those children back to that community. Buhl children have been bused to Twin Falls for two years to continue services. Building a new facility in Buhl is not an option until we move past the Grant Designated Renewal System (DRS) process which will be two years, so purchasing is the best option at this time. The program would like Board approval to purchase property at 1206 Main Street in Buhl. The former restaurant will take minimal remodeling, but a playground will need to be constructed. The building purchase will be funded through savings in salary and fringe because we are not providing Duration services until Fall and staff shortage.

Documents for Board Review and Approval: Financial Reports, Purchase of Buhl Facility

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,186,946.00	\$ 217,512.20	\$ 754,452.28	\$ 2,432,493.72	76.3%
BENEFITS	\$ 1,975,897.00	\$ 129,393.78	\$ 423,221.06	\$ 1,552,675.94	78.6%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 43,000.00	\$ 624.00	\$ 1,397.52	\$ 41,602.48	96.7%
SUPPLIES	\$ 199,359.00	\$ 2,890.01	\$ 31,777.53	\$ 167,581.47	84.1%
FACILITIES/CONST.			\$ -		
OTHER	\$ 764,940.00	\$ 96,016.33	\$ 219,181.22	\$ 545,758.78	71.3%
TOTAL DIRECT COSTS	\$ 6,170,142.00	\$ 446,436.32	\$ 1,430,029.61	\$ 4,740,112.39	76.8%
ADMIN COSTS (9.0%)	\$ 464,656.00	\$ 31,808.29	\$ 99,090.88	\$ 365,565.12	78.7%
GRAND TOTAL	\$ 6,634,798.00	\$ 478,244.61	\$ 1,529,120.49	\$ 5,105,677.51	77.0%

IN KIND NEEDED	\$ 1,675,343.00	In-Kind needed for 2020
IN KIND GENERATED	\$ 376,413.41	In-Kind received to date
IN KIND (SHORT)/LONG	\$ (1,298,929.59)	Will be positive before end of 2020

PROCUREMENT CARD EXPENSE \$ 6,695.78 2% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	5,696.81	-	3,477.20	9,174.01	9,174.01

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,854.00	\$ (490.25)	\$ 10,867.80	\$ 26,986.20	71.3%
SUPPLIES	\$ 3,303.00	\$ 30.42	\$ 96.18	\$ 3,206.82	97.1%
OTHER	\$ 25,417.00	\$ 5,463.38	\$ 12,661.39	\$ 12,755.61	50.2%
GRAND TOTAL	\$ 66,574.00	\$ 5,003.55	\$ 23,625.37	\$ 42,948.63	64.5%

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ 6,587.88
IN KIND (SHORT)/LONG	\$ (10,056.12)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 865,879.00	\$ 45,550.65	\$ 187,797.05	\$ 678,081.95	78.3%
BENEFITS	\$ 471,404.00	\$ 24,814.69	\$ 96,537.82	\$ 374,866.18	79.5%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 58,400.00	\$ 2,967.20	\$ 10,943.81	\$ 47,456.19	81.3%
SUPPLIES	\$ 27,200.00	\$ 82.19	\$ 4,969.18	\$ 22,230.82	81.7%
FACILITIES/CONST.			\$ -		
OTHER	\$ 102,520.00	\$ 31,510.12	\$ 50,430.07	\$ 52,089.93	50.8%
TOTAL DIRECT COSTS	\$ 1,525,403.00	\$ 104,924.85	\$ 350,677.93	\$ 1,174,725.07	77.0%
ADMIN COSTS (9.0%)	\$ 120,356.00	\$ 6,332.88	\$ 25,215.70	\$ 95,140.30	79.0%
GRAND TOTAL	\$ 1,645,759.00	\$ 111,257.73	\$ 375,893.63	\$ 1,269,865.37	77.2%
IN KIND NEEDED	\$ 418,672.00				
IN KIND GENERATED	\$ 77,987.01				
IN KIND (SHORT)/LONG	\$ (340,684.99)				
CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 881.65	\$ -	\$ 524.55	\$ 1,406.20	\$ 3,272.77

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 16,176.00	\$ 106.22	\$ 2,334.91	\$ 13,841.09	85.6%
SUPPLIES	\$ 1,428.00	\$ -	\$ 171.99	\$ 1,256.01	88.0%
OTHER	\$ 11,323.00	\$ 1,482.50	\$ 3,555.71	\$ 7,767.29	68.6%
GRAND TOTAL	\$ 28,927.00	\$ 1,588.72	\$ 6,062.61	\$ 22,864.39	79.0%
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 1,400.00				
IN KIND (SHORT)/LONG	\$ (5,832.00)				



**COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START**

998 Washington St. N.
Twin Falls, Idaho 83303-1238
(208) 736-0741



May 18, 2020

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: 1CH010422-05-01

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 May 18, 2020, the purchase of property located at 1206 Main Street in Buhl Idaho. The purchase of the building/property will allow the program to move Buhl Head Start slots back to the Buhl community. Children from this community have been bused to Twin Falls for two years to continue services when the Buhl facility was closed due to structural concerns.

The Buhl community and the program are excited about services returning to the community which increases opportunities to those families. 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 that reads 'Jeffrey M. Harmon'.

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

May 18, 2020

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

From: Jeffrey M. Harmon 

Re: New Veterinary Technology Building

We received nine bids for the specified Veterinary Technology Building project. The bids are as follows:

Starr Corporation	\$ 1,670,000
High Output Development LLC	\$ 1,765,890
Century Contractors Inc.	\$ 1,829,667
Andersen Construction Co of Idaho LLC	\$ 1,892,000
Construction Solutions Company LLC	\$ 1,964,200
Nielsen Commercial Inc.	\$ 2,053,300
H.C. Company Inc.	\$ 2,115,000
Peterson Brothers Construction	\$ 2,145,000
Conrad Brothers of Idaho Inc.	\$ 2,270,000

All proposals have been reviewed by Plant Facilities Director Spencer Cutler and project architect Jared Schmidt of Pivot North Architects. I respectfully request that the Board, contingent upon verification of all licenses, insurance and bonding, approve the selection of the low bidder, Starr Corporation, as the general contractor for the New Veterinary Technology Building project for the total contract amount of \$ 1,670,000.

Funding for this project will come from the Plant Facilities Fund.