

BOARD OF TRUSTEES REGULAR MEETING

Monday, August 17, 2020 – 4:00p.m. President's Boardroom – Taylor Building Rm# 276/277

AGENDA (Amended)

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/Taylor Bldg. Room #276/277

II. APPROVAL OF MEETING AGENDA Chairwoman Mittleider

III. MINUTES & BUSINESS REPORTS

Approval of Minutes Jeff Harmon

July 20, 2020

Approval of Treasurer's Report Jeff Harmon

Approval of Head Start/Early Head Start Report Ruby Allen

Approval of Head Start/Early Head Start Annual Report Ruby Allen

Approval to Move Operation Funds to Equipment Ruby Allen

IV. OPEN FORUM Chairwoman Mittleider

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

Action Items

1. None

Information Items

Athletics Update
 2019-20 Annual Enrollment Update
 Enrollment Change by Age
 2019-20 Performance Measure Report
 Student Services Update
 Joel Bate
 Chris Bragg
 Michelle Schutt

VII. PRESIDENT'S REPORT President Fisher

VIII. REMARKS FOR THE GOOD OF THE ORDER Chairwoman Mittleider

IX. RECESS TO EXECUTIVE SESSION Chairwoman Mittleider

Motion to convene in Executive Session

X. RECONVENE REGULAR MEETING Chairwoman Mittleider

4:00PM/Taylor Bldg Room 276/277

XI. ADJOURNMENT Chairwoman Mittleider



BOARD OF TRUSTEES EXECUTIVE SESSION

Monday, August 17, 2020 – 5:00p.m. President's Board Room #112 – Taylor Building

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 5:00p.m./President's Board Room

- A. Pursuant to <u>Idaho Code</u> 74-206, the Board will convene to:
 - ◆ Consider personnel matters [Idaho Code §74-206(1)(a) & (b)]
 - Deliberate regarding an acquisition of interest in real property [Idaho Code § 74-206(1)(c)]
- II. ADJOURNMENT

Chairwoman Mittleider



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

Monday, August 17, 2020 315 Falls Ave. – Twin Falls, ID 83301

CALL TO ORDER: 4:00p.m.

EXECUTIVE SESSION: 5:24p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Jan Mittleider, Chairman Laird Stone, Vice Chairman Jack Nelsen, Clerk Anna Scholes, Trustee Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President Jeff Harmon, Vice President of Finance and Administration

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)]
- Deliberate regarding an acquisition of interest in real property [Idaho Code § 74-206(1)(c)]

Jan Mittleider 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	Ave

The Board returned to public session at 6:28p.m.

CSI Trustees August 17, 2020 Page 2

BOARD MEETING ATTENDEES:

Trustees:

Jan Mittleider, Chairman Laird Stone, Vice Chairman Jack Nelsen, Clerk Anna Scholes, Trustee Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, 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

<u>APPROVAL OF AGENDA</u>: The amended agenda was approved on MOTION by Trustee Scholes. Affirmative vote was unanimous.

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

July 20, 2020

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

<u>HEAD START/EARLY HEAD START REPORT</u>: The Board approved the Head Start/Early Head Start monthly fiscal, Annual, Budget Modification to allow funds for equipment to be placed in the Buhl facility, and operational reports on MOTION by Chairwoman Mittleider. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

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Information Items

- CSI Athletic Director Joel Bate presented information regarding the 2020-2021 athletic season schedule changes. He noted that COVID-19 pandemic has forced athletics to move their current fall sports to the spring. Cross Country and Rodeo will compete this fall with basketball and volleyball beginning their season in January. Softball and baseball will begin in February. Schedules will be available soon. He reported that former men's basketball coach from 1975-1977 Boyd Grant passed away recently.
- CSI Dean of Institutional Effectiveness, Chris Bragg presented the 2019-2020 academic year annual enrollment report (PSR-1) which measures enrollment in several categories for the entire academic year. In 2019-2020, CSI was up 4% in headcount and 3% in fulltime equivalent enrollment. The report is submitted to the Idaho State Board of Education on a yearly basis.
- 3. Dean, Chris Bragg also reported on the enrollment change by age, by comparing the 2019-2020 PSR-1 report against past years which revealed that CSI's most stable enrollments group has been among 18-19-year-old students. He also noted that preliminary data for fall 2020 shows that older age groups and employed people are taking advantage of enrollment opportunities this fall. He also reported that data shows 58% of CSI's headcount in 2019-2020 was made up of dual credit students.
- 4. Dean, Chris Bragg shared CSI's annual Performance Measure Report (PMR). He noted the performance measures are required by the State Board of Education (SBOE) and are submitted to SBOE and then to the State Division of Financial Management. The performance measures are also included in the SCI Strategic Planning Scorecard.
- 5. Vice President of Student Affairs, Michelle Schutt presented information on "Instant Admit" days. She noted the off-campus centers have been part of the events, and over 400 students have been assisted in getting into classes. Michelle explained that students can now get advised, registered, have a plan to pay for tuition and walk out with a class schedule. President Fisher followed up by noting how excited he was to see students arrive on campus to participate in the event and will continue to make this a "normal" everyday experience for students.

CSI Trustees August 17, 2020 Page 4

PRESIDENT'S REPORT – President Fisher gave his monthly report. Highlighted in the report:

- He will be attending a meeting in Boise with Agrabeef to discuss ways in which CSI can collaborate with them for training, academic programs, recruitment and onboarding.
- Students, staff and faculty will be recognized at future Board of Trustees meetings.
- Gilbert's Pantry is being resourced by several community members.
- Chris Bragg will chair the strategic plan group and will begin work in the next few weeks.
- A member from the Faculty Senate will sit on the President's Cabinet and will serve as the person to communicate information back to faculty.
- President's Notes seem to be very popular among CSI faculty and staff and will continue to send them out weekly.

<u>REMARKS FOR THE GOOD OF THE ORDER</u> - Board members gave their monthly remarks. Trustee McClure noted how happy he is with the current state of the college. Trustee Nelsen noted his sadness with the passing of former CSI coach Boyd Grant. Trustee Scholes thanked everyone for their work on increasing enrollment. Trustee Stone noted that Dr. Schutt will update the board on new Title IX functions at a future meeting.

ADJOURNMENT DECLARED: 6:29p.m.

Jeffrey M. Harmon, Secretary Treasurer

Approved: September 21, 2020

Jan Mittleider, Chairwoman

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

Monday August 17, 2020 – 4:00p.m. 315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Michelle Schutt, VP of Student Services Dr. Barry Pate Kevin Mark, Chief Technology Officer Chris Bragg, Associate Dean of Institutional Effectiveness Jonathan Lord, Dean of Early College Ruby Allen, Director of Head Start Suzanne McCampbell, Director of Office on Aging Joel Bate, Athletic Director Jennifer Hall, Director of CCR/ABE Tiffany Seeley-Case, Dean of Instruction Brandi Turnipseed, Director of CSI Foundation Eric Nielson, Director of Human Resources Spencer Cutler, Director of Physical Plant Kim LaPray, Director of Public Information 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

Media and Visitors

Ryan Blake, Times News



General Fund Board Report

As of July 31, 2020

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$4,151)	(\$14,666)	\$0	\$14,666	-
County Tuition	(\$4,600)	\$4,550	\$0	(\$4,550)	-
State Funds	(\$21,434,534)	(\$13,819,832)	\$0	\$13,819,832	-
County Property Tax	\$165,045	\$171,924	\$0	(\$171,924)	-
Grant Management Fees	(\$36,715)	(\$1,000)	\$0	\$1,000	-
Other	(\$87,452)	(\$2,921)	\$0	\$2,921	-
Unallocated Tuition	(\$467,538)	(\$147,174)	\$0	\$147,174	-
Departmental Revenues	(\$145,420)	(\$24,086)	\$0	\$24,086	_
Total Revenue	(\$22,015,364)	(\$13,833,205)	\$0	\$13,833,205	-
Expenses					
Personnel Expense					
Salaries	\$1,698,526	\$1,636,203	\$0	(\$1,636,203)	_
Variable Fringe	\$367,028	\$362,667	\$0	(\$362,667)	_
Health Insurance	\$373,439	\$363,530	\$0	(\$363,530)	
Total Personnel Expense	\$2,438,993	\$2,362,400	\$0	(\$2,362,400)	<u>-</u>
Operating Expense					
Services & Supplies	\$737,089	\$673,161	\$0	(\$673,161)	_
Other	\$518	\$2	\$0	(\$2)	-
Capital	\$35,890	\$108,511	\$0	(\$108,511)	_
Institutional Support	\$353,047	\$384,965	\$0	(\$384,965)	_
Transfers	\$3,390	\$0	\$0	\$0	-
Total Operating Expense	\$1,129,933	\$1,166,640	\$0	(\$1,166,640)	-
Total Expense	\$3,568,927	\$3,529,040	\$0	(\$3,529,040)	•
Rev/Expense Total	(\$18,446,438)	(\$10,304,165)	\$0	\$10,304,165	



COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START

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



August 17, 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. 10CH010422

To whom it may concern:

The College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved at the regularly scheduled Board Meeting on August 17, 2020, the request to modify the Head Start/Early Head Start 2020 budget to move Operation funds to equipment. These funds are then approved to purchase a new exhaust hood and suppression system, from BS&R Equipment, for the Buhl Head Start Facility. The hood and suppression system in the facility does not meet code and needs updated to ensure the building is safe to provide services to participants. Thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

Jeffrey M. Harmon CPA

Vice President of Finance & Administration

College of Southern Idaho Head Start/Early Head Start



College of Southern Idaho Head Start/Early Head Start



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Program Summary for July 2020

Reported at August Board Meeting

Enrollment

Head Start ACF Federal Funded

ricad Start Acr Teacrait andea	737	
Head Start TANF	12	
Early Head Start	92	
Total	561	
Program Options		
Center Based (PD/PY; FD/PY), Early Head Sta	art -Home Based, Ea	arly Head Start Toddler Combo.
Head Start Attendance		* Out for Summer
May Head Start Overall Attendance		
May Head Start Self Transport Attendance		
May EHS Toddler Combo Attendance		* Home Visits Only
May IEP/IFSP Totals		9%
May Over Income Enrollment		3%

457

Program Notes

Meals and Snacks

Total meals served for May

Total snacks served for May

All Staff returned to work on of August 1, 2020 and attended three days of Pre-Service Training. To ensure staff are ready for distance learning, in case schools are closed again, the program provided virtual learning training for distance learning. The leadership team put extra effort in providing as much information as possible, so staff were comfortable with returning to work. Trainings included- Child Health, Safety and Wellness, COVID Operational Protocol, Tech for Communication and Virtual Learning and Emergency Preparedness. Staff responded well to all trainings and evaluations showed gains in knowledge.

Office of Head Start has relaxed enrollment and hours of service guidelines which allows us to open in a strategic manner to ensure safety of children and staff. Head Start/Early Head Start services will start on September 1st in Orange which is a modified schedule providing limited services. All classrooms will be enrolled with 10 children attending 2 days a week which allows us to provide services to 65% of our funded enrollment. Every six weeks the program will reassess with hopes to increase hours of service and enrollment. The only change that will happen immediately will be if a School District closes then the center in the district will close as well.

The Annual Report is attached for your approval the outcomes are diminished though due to school closure in March. The Health Specialist was very pleased that numbers of health events were still consistent with previous years. Educational outcomes through March were in line with previous three years of data.

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

	TOTAL	T	OTAL THIS	\mathbf{C}_{I}	ASH OUTLAY		BALANCE	REMAINING
CATEGORY	APPROVED		MONTH		TO DATE	- (OF BUDGET	BUDGET %
SALARIES	\$ 3,186,946.00	\$	214,565.04	\$	1,194,141.08	\$	1,992,804.92	62.5%
BENEFITS	\$ 1,975,897.00	\$	130,587.70	\$	684,922.11	\$	1,290,974.89	65.3%
EQUIPMENT		\$	-	\$	-	\$	-	
CONTRACTUAL	\$ 43,000.00	\$	10	\$	1,397.52	\$	41,602.48	96.7%
SUPPLIES	\$ 199,359.00	\$	3,584.28	\$	47,576.89	\$	151,782.11	76.1%
FACILITIES/CONST.	\$ 1,066,417.00	\$	425,759.31	\$	425,759.31	\$	640,657.69	60.1%
OTHER	\$ 764,940.00	\$	25,560.57	\$	352,379.22	\$	412,560.78	53.9%
TOTAL DIRECT COSTS	\$ 7,236,559.00	\$	800,056.90	\$	2,706,176.13	\$	4,530,382.87	62.6%
ADMIN COSTS (9.0%)	\$ 464,656.00	\$	(4)	\$	138,505.18	\$	326,150.82	70.2%
GRAND TOTAL	\$ 7,701,215.00	\$	800,056.90	\$	2,844,681.31	\$	4,856,533.69	63.1%
IN KIND NEEDED	\$ 1,675,343.00							
IN KIND GENERATED	\$ 1,282,500.76							
IN KIND (SHORT)/LONG	\$ (392,842.24)	5						

PROCUREMENT CARD

17,333.83 2% of Total Expense. Detailed report available upon request. EXPENSE \$

 CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	(530.15)	-	-	(530.15)	122,487.83

HEAD START T/TA

CATEGORY	TOTAL APPROVED		TOTAL THIS MONTH		CASH OUTLAY TO DATE		BALANCE		REMAINING BUDGET %
OUT OF AREA TRAVEL SUPPLIES	\$ \$	37,854.00 3,303.00	\$ \$	- 587.23	\$ \$	6,721.06 1,278.83	\$ \$	31,132.94 2,024.17	82.2% 61.3%
OTHER	\$	25,417.00	\$	(3,700.34)	\$	14,501.17	\$	10,915.83	42.9%
GRAND TOTAL	\$	66,574.00	\$	(3,113.11)	\$	22,501.06	\$	44,072.94	66.2%

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ 12,835.88
IN KIND (SHORT)/LONG	\$ (3,808.12)

CATEGORY	I	TOTAL APPROVED		OTAL THIS MONTH	CA	ASH OUTLAY TO DATE	(BALANCE OF BUDGET	REMAIN: BUDGET	
SALARIES	\$	865,879.00	\$	49,462.05	\$	328,967.44	\$	536,911.56	62.0%	.
BENEFITS	\$	471,404.00	\$	24,435.27	\$	169,746.90	\$	301,657.10	64.0%)
EQUIPMENT			\$	-	\$	-	\$	-		
CONTRACTUAL	\$	58,400.00	\$	3,175.91	\$	14,479.72	\$	43,920.28	75.2%)
SUPPLIES	\$	27,200.00	\$	891.91	\$	11,284.87	\$	15,915.13	58.5%	•
FACILITIES/CONST.	\$	246,908.00	\$	22,101.59	\$	87,960.06	\$	158,947.94	64.4%	•
OTHER	\$	102,520.00	\$	(60,836.44)	\$	25,374.83	\$	77,145.17	75.2%	
TOTAL DIRECT COSTS	\$	1,772,311.00	\$	39,230.29	\$	637,813.82	\$	1,134,497.18	64.0%	
ADMIN COSTS (9.0%)	\$	120,356.00	\$	_	\$	38,144.26	\$	82,211.74	68.3%	
GRAND TOTAL	\$	1,892,667.00	\$	39,230.29	\$	675,958.08	\$	1,216,708.92	64.3%	
IN KIND NEEDED IN KIND GENERATED IN KIND (SHORT)/LONG	\$ \$ \$	418,672.00 147,258.53 (271,413.47)	V.							
CACFP]	Repair/Maint		Food		Non-Food	T	otal for Month	YTD Expe	ense
Total All Centers	\$	22.08	\$	-	\$	-	\$	22.08	\$ 4,506	.32

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	\$	5	\$	2,334.91	\$	13,841.09	85.6%
SUPPLIES	\$	1,428.00	\$	207.81	\$	379.80	\$	1,048.20	73.4%
OTHER	\$	11,323.00	\$	(1,627.50)	\$	2,101.99	\$	9,221.01	81.4%
GRAND TOTAL	\$	28,927.00	\$	(1,419.69)	\$	4,816.70	\$	24,110.30	83.3%
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IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 1,400.00
IN KIND (SHORT)/LONG	\$ (5,832.00)

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		TOTAL	TC	TAL THIS	CA	ASH OUTLAY		BALANCE	REMAINING
CATEGORY	I	APPROVED		MONTH		TO DATE	(OF BUDGET	BUDGET %
EQUIPMENT	\$	116,451.00	\$	-	\$	-	\$	116,451.00	100.0%
SUPPLIES	\$	83,581.00	\$	3,841.40	\$	3,841.40	\$	79,739.60	95.4%
FACILITIES/CONSTRUCTION	\$	990,561.00	\$	-	\$	85,432.00	\$	905,129.00	91.4%
OTHER	\$	1,215.00	\$	-	\$	-	\$	1,215.00	100.0%
TOTAL DIRECT COSTS	\$	1,191,808.00	\$	3,841.40	\$	89,273.40	\$	1,102,534.60	92.5%
GRAND TOTAL	\$	1,191,808.00	\$	3,841.40	\$	89,273.40	\$	1,102,534.60	92.51%
IN KIND NEEDED	\$	297,952.00							

IN KIND NEEDED \$ 297,952.00 IN KIND GENERATED \$ -IN KIND (SHORT)/LONG \$ (297,952.00)

EARLY HEAD START

		TOTAL	T	OTAL THIS	$\mathbf{C}A$	ASH OUTLAY	В	ALANCE	REMAINING
CATEGORY	Α	PPROVED		MONTH		TO DATE	OI	F BUDGET	BUDGET %
SUPPLIES	\$	32,587.00	\$	-	\$	-	\$	32,587.00	100.0%
FACILITIES/CONSTRUCTION	\$	73,893.00	\$	-	\$	73,893.00	\$	-	0.0%
GRAND TOTAL	\$	106,480.00	\$		\$	73,893.00	\$	32,587.00	30.6%

IN KIND NEEDED \$ 26,620.00 IN KIND GENERATED \$ -IN KIND (SHORT)/LONG \$ (26,620.00)

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CATEGORY	TOTAL		TOTAL THIS		CASH OUTLAY		BALANCE		REMAINING
	APPROVED		MONTH		TO DATE		OF BUDGET		BUDGET %
SUPPLIES	\$	132,530.00	\$	87,053.37		88,644.55	\$	43,885.45	33.1%
OTHER	\$	269,085.00	\$	14,861.00		20,243.00	\$	248,842.00	92.5%
GRAND TOTAL	\$	401,615.00	\$	101,914.37	\$	108,887.55	\$	292,727.45	72.9%
IN KIND NEEDED IN KIND GENERATED IN KIND (SHORT)/LONG	\$	-	e.						

EARLY HEAD START

EARLI HEAD START										
	TOTAL		TOTAL THIS		CASH OUTLAY		BALANCE		REMAINING	
CATEGORY	APPROVED		MONTH		TO DATE		OF BUDGET		BUDGET %	
SUPPLIES	\$	26,680.00	\$	7,396.37	\$	8,170.47	\$	18,509.53	69.4%	
OTHER	\$	54,170.00	\$	-	\$	-	\$	54,170.00	100.0%	
GRAND TOTAL	\$	80,850.00	\$	7,396.37	\$	8,170.47	\$	72,679.53	89.9%	
8										
IN KIND NEEDED	\$	-								
IN KIND GENERATED	\$	-								
IN KIND (SHORT)/LONG	\$	_								