



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

August 15, 2016

BOARD TOUR FOR CAMPUS SIGNS

2:00P.M.

President's Board Room

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President's Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Taylor 277

AGENDA

CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – REGULAR MEETING – JULY 18TH, 2016: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – JULY 25TH, 2016: (A) *Jeff Harmon*

TREASURER'S REPORT: (A) *Jeff Harmon*

HEAD START/EARLY HEAD START REPORT: (A) *Mancole Fedder*

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

HEAD START BUS BID: (A) *Jeff Harmon*

AG DIESEL EQUIPMENT BID: (A) *Jeff Harmon*

ENTERPRISE WEB INITIATIVE BID: (A) *Jeff Harmon*

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AGENDA
CSI BOARD OF TRUSTEES
AUGUST 15, 2016

FY17 BUDGET HEARING: (A) *Jeff Harmon*

ACCREDITATION REPORT AND RECOMMENDATIONS UPDATE: (I) *Chris Bragg*

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT: (I) *President Fox*

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
AUGUST REGULAR BOARD OF TRUSTEES MEETING
August 15, 2016

CALL TO ORDER: 2:00 p.m. Presiding: Karl Kleinkopf

ATTENDING:

Trustees: Karl Kleinkopf, Dr. Thad Scholes, Laird Stone,
Bob Keegan and Jan Mittleider

College Administration: Dr. Jeff Fox, President

Robert Alexander, Board Attorney

Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer

Jeff Harmon, Vice President of Finance and Administration

Dr. Michelle Schutt, Associate Vice President of Student Services

Employees, visitors and media - Attached List

CAMPUS TOUR: The Board met and toured the campus at 2:00 p.m. prior to entering into Executive Session.

EXECUTIVE SESSION: The Board entered into Executive Session at 3:04 p.m. and adjourned at 3:37 p.m.

RECONVENE: Call to Order 4:00 p.m.

APPROVAL OF AGENDA: The agenda was approved as written on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

BOARD MINUTES: The following Board minutes were accepted as written by the Board.

July 18, 2016 Regular Session

July 25, 2016 Special Session

TREASURER'S REPORT: The Treasurer's report was accepted by the Board as written on MOTION by Bob Keegan. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports for Head Start/Early Head Start as presented, on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

OPEN FORUM:

None

UNFINISHED BUSINESS:

None

CSI Trustees

August 15, 2016

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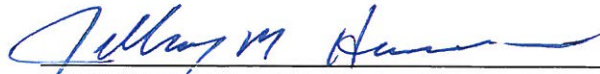
NEW BUSINESS:

1. The Board approved the bid for a Head Start bus from Western Mountain & Parts Sales in the amount of \$95,892 on MOTION by Jan Mittleider. Affirmative vote was unanimous.
2. The Board approved the bid for Ag Diesel equipment from Burks Tractor in the amount of \$270,000 and electrical training boards from Idaho Instrument in the amount of \$20,900 on MOTION by Bob Keegan. Affirmative vote with four trustee's in favor and one abstaining. MOTION Passed.
3. The Board approved the bid for the CSI Enterprise Web Initiative from Power Engineers in the amount of \$397,780 on MOTION by Bob Keegan. Affirmative vote was unanimous.
4. The Board approved the fiscal year 2017 general fund budget as presented on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
5. Chris Bragg reported to the Board that the Northwest Commission of Colleges and Universities accepted the college's year one report and has satisfied the requirements of recommendation one on the Spring 2015 Year Seven Peer-Evaluation Report.

REMARKS FOR THE GOOD OF THE ORDER

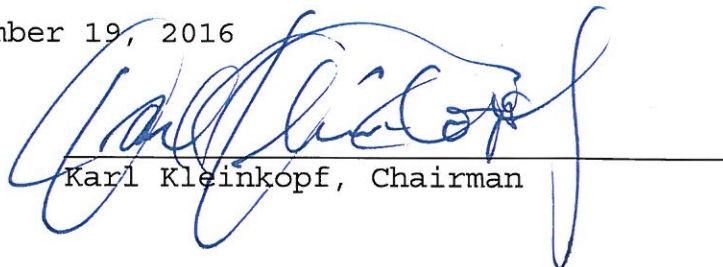
1. The President reported on his activities for the month.

ADJOURNMENT was declared at 5:16 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: September 19, 2016



Karl Kleinkopf, Chairman

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
August 15, 2016

Monthly Board Meeting List of Ateendees

Dr. Cindy Bond, Dean of Instruction
Jayson Lloyd, Dean of Instruction
Terry Patterson, Dean of Instruction
Jason Ostrowski, Dean of Student Affairs
Kristy Carpenter, Chief Finance Officer
Kevin Mark, Chief Technology Officer
Chris Bragg, Associate Dean of Institutional Effectiveness
Thomas Sharpe, Research Analyst
Dr. Teri Fattig, Director/Library & Herrett Center
Allen Scherbinske, Interim Director/Physical Plant
Debra Wilson, Executive Director Foundation
Doug Maughan, Director/Public Information
Jim Munn, Interim Director/Public Safety
Mancole Fedder, Director/Head Start
Jennifer Zimmers, Director/Financial Aid
Kathy Deahl, Executive Administrative Assistant to the President
Scott Farkas, Faculty Representative
Tamara Harmon, PACE Representative
Larisa Alexander, AAWCC Representative
Bruce Nukaya, Director/Systems & Network Architecture
Ed Ditlefsen Director/Application & Data Architecture
Suzanne McCampbell, Director/Office on Aging
Julie Wootton, Times News

General Fund YTD Board

YEAR: 1617

Statement of Revenue and Expenses

Acct Month: 1

Tuesday, August 09, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$25,431.00)	(\$722,947.80)	\$0.00	\$722,947.80	0.00%
County Tuition	(\$10,850.00)	(\$549,429.15)	\$0.00	\$549,429.15	0.00%
State Funds	(\$18,378,533.08)	(\$20,070,011.42)	\$0.00	\$20,070,011.42	0.00%
County Property Tax	\$160,000.35	\$153,627.02	\$0.00	(\$153,627.02)	0.00%
Grant Management Fees	(\$34,552.97)	(\$2,000.00)	\$0.00	\$2,000.00	0.00%
Other	(\$5,416.70)	(\$29,188.84)	\$0.00	\$29,188.84	0.00%
Unallocated Tuition	(\$618,986.03)	(\$3,935,140.87)	\$0.00	\$3,935,140.87	0.00%
Departmental Revenues	(\$298,629.25)	(\$280,138.97)	\$0.00	\$280,138.97	0.00%

Total Revenue (\$19,212,398.68) (\$25,435,230.03) \$0.00 \$25,435,230.03 0.00%

Expenditures

Personnel

Salaries	\$1,440,670.73	\$1,516,942.12	\$0.00	(\$1,516,942.12)	0.00%
Variable Fringe	\$315,125.89	\$331,944.89	\$0.00	(\$331,944.89)	0.00%
Health Insurance	\$289,207.26	\$346,178.18	\$0.00	(\$346,178.18)	0.00%
Total Personnel	\$2,045,003.88	\$2,195,065.19	\$0.00	(\$2,195,065.19)	0.00%

Expense Catagories

Services	\$238,035.50	\$469,306.62	\$0.00	(\$469,230.69)	0.00%
Supplies	\$25,414.21	\$57,590.25	\$0.00	(\$57,590.25)	0.00%
Other	\$67,201.09	\$28,612.10	\$0.00	(\$28,612.10)	0.00%
Capital	\$1,650.39	\$6,034.10	\$0.00	(\$6,034.10)	0.00%
Institutional Support	\$106,135.31	\$305,405.81	\$0.00	(\$305,405.81)	0.00%
Transfers	(\$279.02)	\$0.00	\$0.00	\$0.00	0.00%
Total Expense Catagories	\$438,157.48	\$866,948.88	\$0.00	(\$866,872.95)	0.00%

Total Expenditures \$2,483,161.36 \$3,062,014.07 \$0.00 (\$3,061,938.14) 0.00%

Rev/Expense Total (\$16,729,237.32) (\$22,373,215.96) \$0.00 \$22,373,291.89 0.00%

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For July 2016**

Enrollment

Head Start ACF Federal Funded	*Out for Summer Break
Head Start TANF	*Out for Summer Break
Early Head Start	82
Total	82

Program Options

Part-day/ Part-year, Pre- K, Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance

July Head Start Overall Attendance	*Out for Summer Break
July Head Start Self Transport Attendance	*Out for Summer Break
July EHS Toddler Combo Attendance	78%

Meals and Snacks

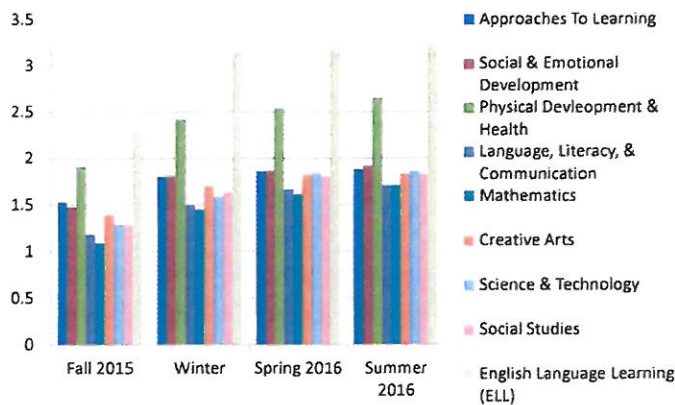
Total meals served for July	73
Total snacks served for July	54

Program Notes

The CSI Board of Trustees approved the submission of the COLA grant. Upcoming approvals include the FY2017 Head Start/Early Head Start grant (September board meeting), Board and Policy council joint governance training (November), approval of the purchase of a new bus (August board meeting) and Community Assessment (September board meeting). The program's first day of class will be September 6, 2016.

End of year COR Advantage Outcomes Report 2015-2016

**Program End of Year Summary
for Early Head Start Children**



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 – Measurement, Data Analysis, Natural and physical world, Listening and understanding English, Gross-motor skills.

Area of Need – Art, Book enjoyment and knowledge, Number and counting, Initiative and planning.

Continuous Improvement Plan for Rest of Program Year 2016-2017 Early Head Start

- 1) Train staff on planning around the COR Advantage for home visits, Socialization, and Toddler Combo Class
- 2) March 7th training on Cognitive Development
- 3) HOVERS home visit observations and feedback

Documents for Board review and Approval:

- Financial Reports
- Bus Bid and Purchase Approval

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,053,378.00	\$ 77,310.79	\$ 77,310.79	\$ 976,067.21	92.7%
BENEFITS	\$ 692,773.00	\$ 36,569.17	\$ 36,569.17	\$ 656,203.83	94.7%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 25,717.00	\$ 1,871.54	\$ 1,871.54	\$ 23,845.46	92.7%
CONTRACTUAL	\$ 1,186.00			\$ 1,186.00	100.0%
FACILITIES/CONST.				\$ -	
OTHER	\$ 186,276.00	\$ 23,218.11	\$ 23,218.11	\$ 163,057.89	87.5%
TOTAL DIRECT COSTS	\$ 1,959,330.00	\$ 138,969.61	\$ 138,969.61	\$ 1,820,360.39	92.9%
ADMIN COSTS (8.228%)	\$ 141,639.00	\$ 9,370.04	\$ 9,370.04	\$ 132,268.96	93.4%
GRAND TOTAL	\$ 2,100,969.00	\$ 148,339.65	\$ 148,339.65	\$ 1,952,629.35	92.9%

IN KIND NEEDED	\$ 525,242.00
IN KIND GENERATED	
IN KIND (SHORT)/LONG	\$ (525,242.00)

PROCUREMENT CARD EXPENSE \$ 8,920.94 2% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	-	282.52	-	282.52	282.52

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,431.00	\$ -	\$ -	\$ 15,431.00	100.0%
SUPPLIES	\$ 1,897.00	\$ -	\$ -	\$ 1,897.00	100.0%
OTHER	\$ 6,423.00	\$ 380.77	\$ 380.77	\$ 6,042.23	94.1%
GRAND TOTAL	\$ 23,751.00	\$ 380.77	\$ 380.77	\$ 23,370.23	98.4%

IN KIND NEEDED	\$ 5,938.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (5,938.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 270,250.00	\$ 39,165.46	\$ 39,165.46	\$ 231,084.54	85.5%
BENEFITS	\$ 166,996.00	\$ 20,063.16	\$ 20,063.16	\$ 146,932.84	88.0%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 11,000.00	\$ 1,024.70	\$ 1,024.70	\$ 9,975.30	90.7%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 56,331.00	\$ 3,031.01	\$ 3,031.01	\$ 53,299.99	94.6%
TOTAL DIRECT COSTS	\$ 504,577.00	\$ 63,284.33	\$ 63,284.33	\$ 441,292.67	87.5%
ADMIN COSTS (8.228%)	\$ 35,976.00	\$ 4,873.33	\$ 4,873.33	\$ 31,102.67	86.5%
GRAND TOTAL	\$ 540,553.00	\$ 68,157.66	\$ 68,157.66	\$ 472,395.34	87.4%
IN KIND NEEDED	\$ 135,138.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (135,138.00)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ -	\$ -	\$ -	\$ -	\$ -

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 6,886.00	\$ -	\$ -	\$ 6,886.00	100.0%
SUPPLIES	\$ 691.00	\$ -	\$ -	\$ 691.00	100.0%
OTHER	\$ 5,937.00	\$ 126.92	\$ 126.92	\$ 5,810.08	97.9%
GRAND TOTAL	\$ 13,514.00	\$ 126.92	\$ 126.92	\$ 13,387.08	99.1%

IN KIND NEEDED	\$ 3,379.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (3,379.00)

August 15, 2016

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

From: Jeff Harmon 

Re: Head Start Type C Conventional School Bus

We advertised to purchase a type c conventional school bus for the Head Start program. We received three bids:

Western Mountain Bus & Parts Sales	Nampa, Idaho	\$ 95,892.00
Bryson Sales & Service, Inc.	Centerville, Utah	\$102,875.00
Rush Truck Centers	Twin Falls, Idaho	\$103,960.00

Based on the review of the proposals by Jay Thurber and Mancole Fedder, I recommend that we accept the low bid from Western Mountain Bus & Parts Sales of Nampa, Idaho in the amount of \$95,892.00.

Funding for this bus comes from the one-time supplemental funds received by the Head Start program.

August 15, 2016

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

From: Jeff Harmon 

Re: Ag Diesel Equipment

We advertised for various equipment to start the CTE Ag Diesel Program. We received multiple bids. The following were the low bids that met our required specifications:

2 Tractors

Burks Tractor	\$80,000.00
Burks Tractor	\$85,000.00

Backhoe

Burks Tractor	\$40,000.00
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Front End Loader

Burks Tractor	\$65,000.00
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Electrical Training Boards

Idaho Instrument, Inc.	\$20,900.00
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Based on the review of the proposals by David Wyett, Levi Perkins, and Terry Patterson, I recommend that we accept the bids of Burks Tractor of Twin Falls, Idaho and Idaho Instrument, Inc. of Twin Falls, Idaho. The total cost for the two tractors, backhoe, and front end loader will be \$270,000.00. The total cost for the electrical training boards will be \$20,900.00.

Funding for this is provided by our annual CTE capital outlay allocation.

August 15, 2016

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

From: Jeff Harmon 

Re: Enterprise Web Initiative

The Enterprise Web Initiative seeks to help the College of Southern Idaho overcome challenges hindering critical services related to student success, internal department collaboration, and web/online aspects of campus operations. The College of Southern Idaho advertised for services from multiple qualified vendors to provide software development for web architecture and business process design. We received one bid for the specified Enterprise Web Initiative project. The bid is as follows:

Power Engineers	\$397,780.00
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The solution represented in this proposal will serve the needs of the entire institution. The proposed contract will provide the College of Southern Idaho with public-facing website branding and recruitment content, modernized student applications (e.g., admissions, financial aid, and graduation, etc.), student progress tracking, and enhanced orientation and registration capabilities. Additionally, this contract will provide the foundation for web-based software necessary to achieve greater operational efficiencies and improved collaboration via department websites, workflow automation, performance dashboards, and online team workspaces. The vendor's proposed contract estimates 32 weeks of effort to complete the stated deliverables.

Based upon the review and thorough analysis of Kevin Mark, Chief Technology Officer and his architecture team, I recommend we accept the proposal of Power Engineers in the amount of \$397,780.

Funding for this project will be budgeted in the Information Technology general fund budget as a one-time increase in funding.



8060 165th Avenue N.E., Suite 100
Redmond, WA 98052-3981
425 558 4224
Fax: 425 376 0596
www.nwccu.org

July 11, 2016

Dr. Jeff Fox
President
College of Southern Idaho
P.O. Box 1238
Twin Falls, ID 83303-1238

Dear President Fox: *Jeff*

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to inform you that at its June 21-23, 2016, meeting, the Board of Commissioners accepted the College of Southern Idaho's Spring 2016 Year One *Mission and Core Themes* Report which was expanded to address Recommendation 1 of the Spring 2015 Year Seven *Mission Fulfillment and Sustainability* Peer-Evaluation Report.

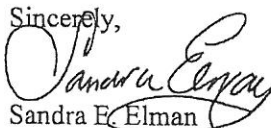
The Commission determined that the College has satisfied the Commission's expectations regarding Recommendation 1 of the Spring 2015 Year Seven Peer-Evaluation Report.

The next regularly scheduled evaluation for the College of Southern Idaho is the Mid-Cycle Evaluation in Spring 2018. This Mid-Cycle Evaluation replaces the Year Three *Resources and Capacity* Evaluation and is intended to ascertain the institution's readiness to provide evidence (outcomes) of mission fulfillment and sustainability in the Year Seven *Mission Fulfillment and Sustainability* Evaluation Report. Please see the NWCCU website under "Forms" for "Guidelines for the Preparation of the Mid-Cycle Self-Evaluation Report." As a reminder, the Commission has requested an addendum to the Spring 2018 Mid-Cycle Report to address Recommendation 2 of the Spring 2015 Year Seven Peer-Evaluation Report.

As you progress toward your Mid-Cycle Evaluation, which, to the extent possible, should provide evidence of the use of direct and indirect measures of student learning outcomes, the Commission encourages the institution to focus clearly on its intended educational mission and articulation of student gains in learning outcomes. Please be guided by Eligibility Requirement 3 which states: "The institution's purpose is to serve the educational interests of its students and its principal programs lead to recognized degrees." Eligibility Requirement 11 states further that "(T)he educational program(s) culminate in the achievement of clearly identified student learning outcomes, and lead to collegiate-level degree(s) with degree designation consistent with program content in recognized fields of study."

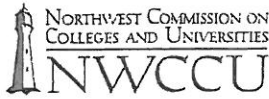
If you have any questions, please do not hesitate to contact me.

Best wishes for a rewarding 2016-2017 academic year.

Sincerely,

Sandra E. Elman
President

SEE:rb

cc: Mr. Chris G. Bragg, Associate Dean of Institutional Effectiveness ✓



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Redmond, WA 98052-3981
425 558 4224
Fax: 425 376 0596
www.nwccu.org

July 11, 2016

Dr. Jeff Fox
President
College of Southern Idaho
P.O. Box 1238
Twin Falls, ID 83303-1238

Dear President Fox: *Jeff*

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to inform you that at its June 21-23, 2016, meeting, the Board of Commissioners accepted the College of Southern Idaho's Spring 2016 Ad Hoc Report which addressed Recommendation 3 of the Spring 2015 Year Seven *Mission Fulfillment and Sustainability* Peer-Evaluation Report. The request for this report was the subject of Commission correspondence dated July 2, 2015.

The Commission has determined that its expectations with regard to Recommendation 3 of the Spring 2015 Year Seven Peer-Evaluation Report have been met.

If you have any questions, please do not hesitate to contact me.

Best wishes for a rewarding 2016-2017 academic year.

Sincerely,

Sandra E. Elman
President

SEE:rb

cc: Mr. Chris G. Bragg, Associate Dean of Institutional Effectiveness ✓