

**AGENDA**

**Board of Trustees**  
Karl Kleinkopf, Chair  
Bob Keegan  
Laird Stone  
Jan Mittleider  
Jack Nelsen

**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** **Chairman Kleinkopf**  
3:00PM/President’s Board Room
- II. RECESS TO EXECUTIVE SESSION** **Chairman Kleinkopf**  
President’s Board Room
- III. RECONVENE REGULAR MEETING** **Chairman Kleinkopf**  
4:00PM/Taylor Room #277
- IV. APPROVAL OF MEETING AGENDA** **Chairman Kleinkopf**
- V. ACTION ITEMS**
  - A. Minutes** **Jeff Harmon**
    - ◆ Regular Meeting – July 17, 2017
    - ◆ Executive Session – July 17, 2017
    - ◆ Special Session – August 10 & 11, 2017 (Idaho Falls)
  - B. Treasurer’s Report** **Jeff Harmon**
  - C. Head Start/Early Head Start Report** **Mancole Fedder**
- VI. OPEN FORUM** **Chairman Kleinkopf**
- VII. UNFINISHED BUSINESS**
- VIII. NEW BUSINESS**
  - A. FY18 Budget Hearing (Action)** **Jeff Harmon**
  - B. Dual Credit Academy (Information)** **Cesar Perez & Kendal Nield**
- IX. REMARKS FOR THE GOOD OF THE ORDER** **Chairman Kleinkopf**
- X. PRESIDENT’S REPORT** **President Fox**
- XI. ADJOURNMENT** **Chairman Kleinkopf**

**AGENDA****Board of Trustees**

Karl Kleinkopf, Chair  
Bob Keegan  
Laird Stone  
Jan Mittleider  
Jack Nelsen

**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****Chairman Kleinkopf**

3:00PM/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)]
- ◆ Deliberate regarding an acquisition of an interest in real property [Idaho Code 74-206 (1)(c)]
- ◆ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code 74-206 (1)(f)]

**II. ADJOURNMENT****Chairman Kleinkopf**

**CALL TO ORDER:** 3:00 p.m. Presiding: Karl Kleinkopf

**ATTENDING:**

Trustees:

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

College Administration:

Dr. Jeff Fox, President  
Dr. Todd Schwarz, Executive Vice President, Chief Academic Officer  
Jeff Harmon, Vice President of Finance and Administration  
Dr. Michelle Schutt, Associate Vice President of Student Services  
Robert Alexander, Board Attorney

Employees, visitors and media:

Attached List

**EXECUTIVE SESSION**

Pursuant to Idaho Code § 77-206 (1) (a) (b) (c) & (f), the Board agreed to convene in Executive Session to Consider:

- Personnel matters,
- Deliberate regarding acquisition of an interest in real property
- Communicate with Legal Counsel regarding pending/imminently likely Litigation

Karl Kleinkopf moved to go into Executive Session. MOTION was unanimous.

The vote to do so by roll call:

- Karl Kleinkopf            aye
- Laird Stone                aye
- Bob Keegan                aye
- Jan Mittleider            aye
- Jack Nelsen                aye

The Board returned to public session at 4:05 p.m.

CSI Trustees

August 22, 2017

Page 2

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

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

July 17, 2017 – Executive Session

July 17, 2017 – Regular Session

August 10 & 11, 2017 – Special Session (Idaho Falls)

**TREASURER’S REPORT:** The Treasurer’s report was accepted 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 and subsequent spending on the following projects for Head Start: Cassia Center (Burley)- Chip Sealing parking lot; East End Center- Chip Sealing parking lot, Soft fall for playground; Minidoka Center (Rupert)- Chip Sealing parking lot, Soft fall for playground; Northside Center (Jerome) Soft fall for playground; Orchard Valley Center (Wendell) Playground Structure and soft fall, HVAC system; (Twin Falls) Center- kitchen remodel/update which includes a new commercial grade Type II fire suppressant hood which requires engineering for proper ventilation, cook top, griddle, convection oven, and installation of a dumb waiter system. (Twin Falls) Center, replacing classroom and entrance doors as a safety upgrade, and replacing the sidewalk and ramp; West End (Buhl) Soft fall for the program, on MOTION by Jack Nelsen. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

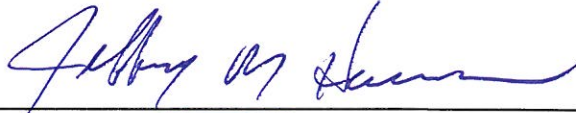
**NEW BUSINESS:**

1. Associate Dean of Extended Studies Cesar Perez, presented to the Board a report on the pilot program “Dual Credit Academy” or “General Education Academy”.
2. The Board approved the fiscal year 2018 (FY18) general fund budget as presented on MOTION by Liard Stone. Affirmative vote was unanimous.

**REMARKS FOR THE GOOD OF THE ORDER**

**PRESIDENT'S REPORT**

**ADJOURNMENT DECLARED:** 5:25 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: September 18, 2017



Karl Kleinkopf, Chairman

**COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
Tuesday, August 22, 2017 – 3:00p.m.  
315 Falls Ave. – Twin Falls, ID 83301**

**Monthly Board Meeting List of Additional Attendees**

**Employees**

Dr. Cindy Bond, Dean of Instruction  
Terry Patterson, Dean of Instruction  
Jayson Lloyd, Dean of Instruction  
Jason Ostrowski, Dean of Student Affairs  
Kristy Carpenter, Controller  
Chris Bragg, Associate Dean of Institutional Effectiveness  
John Hughes, Associate Dean of Student Success  
Dr. Heidi Campbell, Associate Dean of STEM  
Cesar Perez, Associate Dean of Extended Studies  
Eric Nielson, Director of Human Resources  
Dr. Teri Fattig, Director, Library & Herrett Center  
Spencer Cutler, Director of Physical Plant  
Debra Wilson, Executive Director Foundation  
Jim Munn, Interim Director of Public Safety  
Mancole Fedder, Director of Head Start  
Kathy Deahl, Executive Administrative Assistant to the President  
Kim LaPray, Public Information Specialist  
Ed Ditlefsen, IT Application & Data Director  
Dr. RoseAnna Holliday, Dept. Chair for Allied Health  
Larisa Alexander, AAWCC Representative  
Kim Prestwich, Instructor  
Bill Eberlein, Instructor  
Jared Aslett, Advanced Opportunities Senior Coordinator  
Nikole Zamarripa, Advanced Opportunities Dual Credit Coordinator  
Kendal Nield, Advanced Opportunities Dual Credit Coordinator

**Media & Visitors:**

Julie Wootton, Times News  
Brandon Jones  
Jennifer Jones  
Jack Clifford  
Laurel Higbee  
Heather Higbee  
Russell Perley



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,690,047.00	\$ 205,697.72	\$ 1,326,110.27	\$ 1,363,936.73	50.7%
BENEFITS	\$ 1,832,591.00	\$ 121,800.75	\$ 779,060.46	\$ 1,053,530.54	57.5%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ 5,179.39	\$ (5,179.39)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 63,118.00	\$ 5,498.18	\$ 52,962.51	\$ 10,155.49	16.1%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 469,953.00	\$ 18,098.43	\$ 253,741.75	\$ 216,211.25	46.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,055,709.00</b>	<b>\$ 351,095.08</b>	<b>\$ 2,417,054.38</b>	<b>\$ 2,638,654.62</b>	<b>52.2%</b>
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 29,795.42	\$ 189,785.92	\$ 177,965.08	48.4%
<b>GRAND TOTAL</b>	<b>\$ 5,423,460.00</b>	<b>\$ 380,890.50</b>	<b>\$ 2,606,840.30</b>	<b>\$ 2,816,619.70</b>	<b>51.9%</b>
IN KIND NEEDED	\$ 1,471,991.00				
IN KIND GENERATED	\$ 673,310.18				
IN KIND (SHORT)/LONG	\$ (798,680.82)				
PROCUREMENT CARD EXPENSE	\$ -	0% of Total Expense. Detailed report available upon request.			

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	-	142.05	-	142.05	79,072.34

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 612.05	\$ 19,769.11	\$ 7,570.89	27.7%
SUPPLIES	\$ 3,434.00	\$ 425.00	\$ 610.00	\$ 2,824.00	82.2%
OTHER	\$ 20,776.00	\$ 348.81	\$ 22,336.45	\$ (1,560.45)	-7.5%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 1,385.86</b>	<b>\$ 42,715.56</b>	<b>\$ 8,834.44</b>	<b>17.1%</b>
IN KIND NEEDED	\$ 12,888.00				
IN KIND GENERATED	\$ 9,748.00				
IN KIND (SHORT)/LONG	\$ (3,140.00)				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 561,596.00	\$ 47,648.61	\$ 329,034.59	\$ 232,561.41	41.4%
BENEFITS	\$ 367,375.00	\$ 27,684.90	\$ 193,015.94	\$ 174,359.06	47.5%
OUT OF AREA TRAVEL		\$ -	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 925.33	\$ 10,706.86	\$ 22,353.14	67.6%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 151,126.00	\$ 4,949.16	\$ 65,913.78	\$ 85,212.22	56.4%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,113,157.00</b>	<b>\$ 81,208.00</b>	<b>\$ 598,709.59</b>	<b>\$ 514,447.41</b>	<b>46.2%</b>
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,882.70	\$ 47,087.24	\$ 29,431.76	38.5%
<b>GRAND TOTAL</b>	<b>\$ 1,189,676.00</b>	<b>\$ 88,090.70</b>	<b>\$ 645,796.83</b>	<b>\$ 543,879.17</b>	<b>45.7%</b>
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 332,745.54				
IN KIND (SHORT)/LONG	\$ 35,326.54				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ -	\$ 201.02	\$ 11.45	\$ 212.47	\$ 3,127.57

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 12,650.00	\$ 6,879.80	\$ 13,716.40	\$ (1,066.40)	-8.4%
SUPPLIES	\$ 1,480.00	\$ 1,431.81	\$ 1,612.68	\$ (132.68)	-9.0%
OTHER	\$ 14,797.00	\$ 2,847.75	\$ 6,565.36	\$ 8,231.64	55.6%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 11,159.36</b>	<b>\$ 21,894.44</b>	<b>\$ 7,032.56</b>	<b>24.3%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 14,047.00
IN KIND (SHORT)/LONG	\$ 6,815.00



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ -	\$ -	\$ 293,300.00	100.0%
SUPPLIES	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	100.0%
OTHER			\$ -		
STAFF TRAINING	\$ 43,585.00	\$ -	\$ 22,874.04	\$ 20,710.96	47.5%
FACILITIES	\$ 48,291.00	\$ 4,225.37	\$ 4,225.37	\$ 44,065.63	91.3%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 4,225.37</u>	<u>\$ 27,099.41</u>	<u>\$ 374,076.59</u>	<u>93.2%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 4,225.37</u>	<u>\$ 27,099.41</u>	<u>\$ 374,076.59</u>	<u>93.2%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (100,294.00)</u>				

**College of Southern Idaho Head Start/ Early Head Start  
Program Summary For July 2017**

**Enrollment**

Head Start ACF Federal Funded	*Out for Summer Break
Head Start TANF	*Out for Summer Break
Early Head Start	92
<b>Total</b>	<b>92</b>

**Program Options**

Center Based (PD/PY; FD/PY) 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	82%

**Meals and Snacks**

Total meals served for July	208
Total snacks served for July	209

**Program Notes**

Upcoming approvals include: the FY2018 Head Start/Early Head Start grant (September board meeting), Board and Policy council joint governance training (November), Community Assessment (October board meeting). The program's first day of class will be August 17, 2017.

We are planning several capital improvements and equipment purchases which requires a request for budget modification from Region X. Projects could include: Playground and playground poured in place soft fall; TFC kitchen remodel and all associated fees; chip seal parking lots; concrete step work; HVAC system; sprinkler system. The funds are made available because of a robust savings year to date in personnel costs.

Update to Bus driver qualifications and the Post-Offer Job Employment Screening. All bus drivers have seen the assessment and to-date I have not heard of or received any negative feedback with this requirement.

**Documents for Board Review and Approval:** Financial Reports; Budget modification request

**General Fund YTD Board**

YEAR: 1718

**Statement of Revenue and Expenses**

Acct Month: 1

Tuesday, August 15, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$726,267.80)	(\$27,724.50)	\$0.00	\$27,724.50	0.00%
County Tuition	(\$566,429.15)	\$1,800.00	\$0.00	(\$1,800.00)	0.00%
State Funds	(\$20,070,011.42)	(\$14,481,344.72)	\$0.00	\$14,481,344.72	0.00%
County Property Tax	\$153,627.02	\$2,317,843.64	\$0.00	(\$2,317,843.64)	0.00%
Grant Management Fees	(\$2,000.00)	\$0.00	\$0.00	\$0.00	0.00%
Other	(\$29,188.84)	(\$40,165.47)	\$0.00	\$40,165.47	0.00%
Unallocated Tuition	(\$3,982,200.87)	(\$339,717.67)	\$0.00	\$339,717.67	0.00%
Departmental Revenues	(\$281,016.73)	(\$143,625.56)	\$0.00	\$143,625.56	0.00%

**Total Revenue** (\$25,503,487.79) (\$12,712,934.28) \$0.00 \$12,712,934.28 0.00%

**Expenditures**

**Personnel**

Salaries	\$1,516,942.12	\$1,588,550.67	\$0.00	(\$1,588,550.67)	0.00%
Variable Fringe	\$331,944.89	\$346,985.13	\$0.00	(\$346,985.13)	0.00%
Health Insurance	\$346,178.18	\$370,332.40	\$0.00	(\$370,332.40)	0.00%

**Total Personnel** \$2,195,065.19 \$2,305,868.20 \$0.00 (\$2,305,868.20) 0.00%

**Expense Catagories**

Services	\$469,353.71	\$432,201.90	\$0.00	(\$432,201.90)	0.00%
Supplies	\$56,441.25	\$200,635.04	\$0.00	(\$200,635.04)	0.00%
Other	\$28,612.10	\$5,934.18	\$0.00	(\$5,934.18)	0.00%
Capital	\$2,035.10	\$46,324.00	\$0.00	(\$46,324.00)	0.00%
Institutional Support	\$305,405.81	\$328,429.38	\$0.00	(\$328,429.38)	0.00%

**Total Expense Catagories** \$861,847.97 \$1,013,524.50 \$0.00 (\$1,013,524.50) 0.00%

**Total Expenditures** \$3,056,913.16 \$3,319,392.70 \$0.00 (\$3,319,392.70) 0.00%

**Rev/Expense Total** (\$22,446,574.63) (\$9,393,541.58) \$0.00 \$9,393,541.58 0.00%



COLLEGE OF SOUTHERN IDAHO  
HEAD START/ EARLY HEAD START  
998 Washington St. N.  
Twin Falls, Idaho 83303-1238  
(208) 736-0741



---

August 22, 2017

Patricia Fisher  
Grants 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 Head Start/Early Head Start Board of Trustees reviewed and approved the request for budget modification in order to purchase equipment and make capital improvements at several of our sites. The equipment purchases and capital improvements will require a budget modification approval from Region X; we understand that the adjustment made might reach as much as \$250,000 or more based on future spending and budget figures; this meets with our approval.

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 'Jeffery M. Harmon'.

Jeffery M. Harmon  
Vice President of Administration  
College of Southern Idaho  
Head Start /Early Head Start