

**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.

- |   |  |
|---|--|
| <b>I. CALL TO ORDER</b>   | <b>Chairman Kleinkopf</b><br>3:00PM/President’s Board Room |
| <b>II. RECESS TO EXECUTIVE SESSION</b>                                      | <b>Chairman Kleinkopf</b><br>President’s Board Room        |
| <b>III. RECONVENE REGULAR MEETING</b>                                       | <b>Chairman Kleinkopf</b><br>4:00PM/Taylor SUB 248         |
| <b>IV. APPROVAL OF MEETING AGENDA</b>                                       | <b>Chairman Kleinkopf</b>                                  |
| <b>V. MINUTES &amp; BUSINESS REPORTS</b>                                    |  |
| <b>A. Approval of Minutes</b>   | <b>Jeff Harmon</b>   |
| ◆ August 22, 2017   |  |
| <b>B. Approval of Treasurer’s Report</b>                                    | <b>Jeff Harmon</b>   |
| <b>C. Head Start/Early Head Start Report</b>                                | <b>Mancole Fedder</b>                                      |
| <b>VI. OPEN FORUM</b>   | <b>Chairman Kleinkopf</b>                                  |
| <b>VII. UNFINISHED BUSINESS</b>   |  |
| <b>VIII. NEW BUSINESS</b>   |  |
| <b>A. Action Items</b>  |  |
| ◆ None  |  |
| <b>B. Information Items</b>   |  |
| ◆ Campus Technology Update  | <b>Kevin Mark</b>  |
| ◆ Strategic Planning Process and Metrics Update                             | <b>Chris Bragg</b>   |
| ◆ Community College Survey of Student Engagement (CCSSE) Update             | <b>Chris Bragg</b>   |
| ◆ Review of CSI Presentation for the Magic Valley Chambers Legislative Tour | <b>President Fox and Dr. Todd Schwarz</b>                  |
| <b>IX. REMARKS FOR THE GOOD OF THE ORDER</b>                                | <b>Chairman Kleinkopf</b>                                  |
| <b>X. PRESIDENT’S REPORT</b>  | <b>President Fox</b>                                       |
| <b>XI. ADJOURNMENT</b>  | <b>Chairman Kleinkopf</b>                                  |

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**I. CALL TO ORDER**

**Chairman Kleinkopf**  
3:05 PM/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)]

**II. ADJOURNMENT**

**Chairman Kleinkopf**

**CALL TO ORDER:****ATTENDING:**

## Trustees:

Karl Kleinkopf, 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, 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                absent/late
- Bob Keegan               absent
- Jan Mittleider            aye
- Jack Nelsen                aye

The Board returned to public session at 4:00 p.m.

CSI Trustees

September 18, 2017

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**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.

August 22, 2017 – Regular Meeting

**TREASURER'S REPORT:** The Treasurer's report was accepted on MOTION by Jack Nelsen. 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 approved the submission of the Fiscal Year 2018 grand, and the accompanying Training and Technical Assistance Plan and budget & goals to The Office of Head Start, on MOTION by Jan Mittleider. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

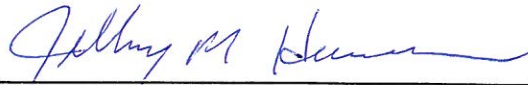
**NEW BUSINESS:**

1. Chief Information Officer, Kevin Mark, presented to the Board the progress of the college's web initiative project.
2. Associate Dean of Institutional Effectiveness/AOL, Chris Bragg, presented to the Board an update on the strategic planning process and updated metrics. Associate Dean Bragg also reviewed the scorecard that tracks goals and metrics regarding the college's three core themes and explained how the Community College Survey of Student Engagement (CCSSE) factors into the process.
3. President Fox and Executive Vice President Todd Schwarz presented to the Board their participation in the Legislative Tour of Cassia and Twin Falls counties. The primary goal was to demonstrate the colleges involvement with workforce development and the business industry and higher education partnerships the have been created.

**REMARKS FOR THE GOOD OF THE ORDER**

**PRESIDENT'S REPORT**

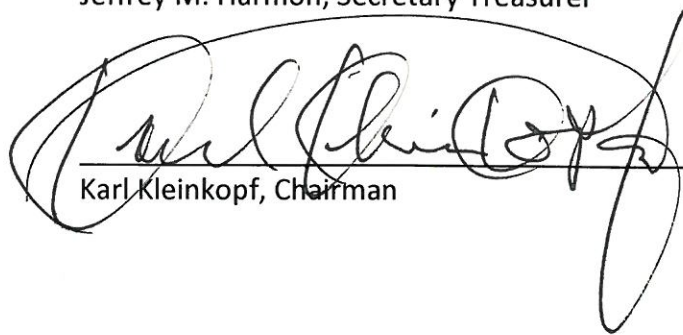
**ADJOURNMENT DECLARED:** 5:09 p.m.



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Jeffrey M. Harmon, Secretary Treasurer

Approved: October 16, 2017



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Karl Kleinkopf, Chairman

**COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES**  
Monday, September 18, 2017 – 3:00p.m.  
315 Falls Ave. – Twin Falls, ID 83301

**Monthly Board Meeting List of Additional Attendees**

**Employees**

Terry Patterson, Dean of Instruction  
Jayson Lloyd, Dean of Instruction  
John Hughes, Dean of Instruction – Student Success  
Kevin Mark, Chief Technology Officer  
Kristy Carpenter, Controller  
Chris Bragg, Associate Dean of Institutional Effectiveness  
Cesar Perez, Associate Dean of Extended Studies  
Eric Nielson, Director of Human Resources  
Dr. Teri Fattig, Director, Library & Herrett Center  
Doug Maughan, Public Information  
Mellie Teffer, CSI Security Supervisor  
Chance Munns, Assistant Professor  
Mancole Fedder, Director/Head Start  
Suzanne McCampbell, Director/Office on Aging  
Kathy Deahl, Executive Administrative Assistant to the President  
Ed Ditlefsen, IT Application & Data Director  
Larisa Alexander, IT Service Owner

**Media and Visitors**

Lance Teske, ASCSI President  
Julie Wootton, Times News

**General Fund YTD Board**

YEAR: 1718

**Statement of Revenue and Expenses**

Acct Month: 2

Tuesday, September 12, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$3,825,202.04)	(\$4,028,602.24)	\$0.00	\$4,028,602.24	0.00%
County Tuition	(\$704,779.15)	(\$581,700.00)	\$0.00	\$581,700.00	0.00%
State Funds	(\$20,070,011.42)	(\$21,252,849.72)	\$0.00	\$21,252,849.72	0.00%
County Property Tax	(\$97,274.57)	(\$95,968.99)	\$0.00	\$95,968.99	0.00%
Grant Management Fees	(\$42,341.59)	(\$85,198.35)	\$0.00	\$85,198.35	0.00%
Other	(\$146,937.81)	(\$107,127.25)	\$0.00	\$107,127.25	0.00%
Unallocated Tuition	(\$1,470,874.48)	(\$1,472,496.79)	\$0.00	\$1,472,496.79	0.00%
Departmental Revenues	(\$389,748.38)	(\$274,215.89)	\$0.00	\$274,215.89	0.00%

**Total Revenue** (\$26,747,169.44) (\$27,898,159.23) \$0.00 \$27,898,159.23 0.00%

**Expenditures**

**Personnel**

Salaries	\$3,150,983.71	\$3,268,163.35	\$0.00	(\$3,268,163.35)	0.00%
Variable Fringe	\$676,381.14	\$700,175.98	\$0.00	(\$700,175.98)	0.00%
Health Insurance	\$711,981.72	\$751,285.37	\$0.00	(\$751,285.37)	0.00%
<b>Total Personnel</b>	<b>\$4,539,346.57</b>	<b>\$4,719,624.70</b>	<b>\$0.00</b>	<b>(\$4,719,624.70)</b>	<b>0.00%</b>

**Expense Catagories**

Services	\$752,408.24	\$927,581.52	\$0.00	(\$927,581.52)	0.00%
Supplies	\$185,992.71	\$229,070.35	\$0.00	(\$229,070.35)	0.00%
Other	\$134,875.79	\$5,695.40	\$0.00	(\$5,695.40)	0.00%
Capital	\$363,027.21	\$69,281.61	\$0.00	(\$69,281.61)	0.00%
Institutional Support	\$447,651.34	\$464,290.02	\$0.00	(\$464,290.02)	0.00%
Transfers	\$0.00	\$199.00	\$0.00	(\$199.00)	0.00%
<b>Total Expense Catagories</b>	<b>\$1,883,955.29</b>	<b>\$1,696,117.90</b>	<b>\$0.00</b>	<b>(\$1,696,117.90)</b>	<b>0.00%</b>

**Total Expenditures** \$6,423,301.86 \$6,415,742.60 \$0.00 (\$6,415,742.60) 0.00%

**Rev/Expense Total** (\$20,323,867.58) (\$21,482,416.63) \$0.00 \$21,482,416.63 0.00%

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

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
<b>Total</b>	<b>561</b>

**Program Options**

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

**Head Start Attendance**

August Head Start Overall Attendance	86%
August Head Start Self Transport Attendance	85%
August EHS Toddler Combo Attendance	81%

**Meals and Snacks**

Total meals served for August	4,315
Total snacks served for August	2,618

**Program Notes**

Children began attending class August 17th. Centers held “Dinner and a Screening” night to orient parents and children to the centers. Staff started completing required screenings for children. The children are screened for vision, hearing, speech/language, development, and social emotional health (DECA). These screeners must be completed with-in 45 days of enrollment for each Head Start child. Classroom staff began documenting anecdotal information for the COR (Child Observation Record) which is our ongoing assessment for each child.

Parent Meetings at the center level have begun for the 2015-2016 program year. Each center holds elections for parents to participate in committees, advisory boards and as Policy Council Representatives for the new program year. Center Supervisors engage parents and encourage them to participate in their centers through volunteering in the classroom, as a bus monitor, helping with food service, maintenance, and/or serving on parent committees or Policy Council or in other areas of interest.

Early Head Start began the first round of socializations with families the week of August 21st. Per federal performance standards, a minimum of 2 socializations must be offered each month. The infant/toddler COR Time 1 has been completed and a baseline of the children’s skills has been established.

**Documents for Board Review and Approval:**

Financial Reports  
FY2017 Grant



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,690,047.00	\$ 225,393.42	\$ 1,551,503.69	\$ 1,138,543.31	42.3%
BENEFITS	\$ 1,832,591.00	\$ 129,121.55	\$ 908,182.01	\$ 924,408.99	50.4%
OUT OF AREA TRAVEL	\$ -	\$ 212.45	\$ 5,391.84	\$ (5,391.84)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 63,118.00	\$ 11,015.73	\$ 63,978.24	\$ (860.24)	-1.4%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 469,953.00	\$ 55,428.56	\$ 309,170.31	\$ 160,782.69	34.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,055,709.00</b>	<b>\$ 421,171.71</b>	<b>\$ 2,838,226.09</b>	<b>\$ 2,217,482.91</b>	<b>43.9%</b>
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 31,480.94	\$ 221,266.86	\$ 146,484.14	39.8%
<b>GRAND TOTAL</b>	<b>\$ 5,423,460.00</b>	<b>\$ 452,652.65</b>	<b>\$ 3,059,492.95</b>	<b>\$ 2,363,967.05</b>	<b>43.6%</b>

IN KIND NEEDED	\$ 1,471,991.00
IN KIND GENERATED	\$ 673,310.18
IN KIND (SHORT)/LONG	\$ (798,680.82)

PROCUREMENT CARD EXPENSE \$ 9,547.10 2% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	10,633.06	2,606.55	690.09	13,929.70	93,002.04

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 342.74	\$ 20,111.85	\$ 7,228.15	26.4%
SUPPLIES	\$ 3,434.00	\$ 1,780.16	\$ 2,390.16	\$ 1,043.84	30.4%
OTHER	\$ 20,776.00	\$ 1,430.00	\$ 23,766.45	\$ (2,990.45)	-14.4%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 3,552.90</b>	<b>\$ 46,268.46</b>	<b>\$ 5,281.54</b>	<b>10.2%</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	\$ 46,842.73	\$ 375,877.32	\$ 185,718.68	33.1%
BENEFITS	\$ 367,375.00	\$ 25,533.53	\$ 218,549.47	\$ 148,825.53	40.5%
OUT OF AREA TRAVEL		\$ -	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 1,169.76	\$ 11,876.62	\$ 21,183.38	64.1%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 151,126.00	\$ 19,261.55	\$ 85,175.33	\$ 65,950.67	43.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,113,157.00</b>	<b>\$ 92,807.57</b>	<b>\$ 691,517.16</b>	<b>\$ 421,639.84</b>	<b>37.9%</b>
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,513.86	\$ 53,601.10	\$ 22,917.90	30.0%
<b>GRAND TOTAL</b>	<b>\$ 1,189,676.00</b>	<b>\$ 99,321.43</b>	<b>\$ 745,118.26</b>	<b>\$ 444,557.74</b>	<b>37.4%</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	\$ 40.71	\$ 674.02	\$ 66.94	\$ 781.67	\$ 3,909.24

**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	\$ 40.41	\$ 6,920.21	\$ 5,729.79	45.3%
SUPPLIES	\$ 1,480.00	\$ 214.24	\$ 395.11	\$ 1,084.89	73.3%
OTHER	\$ 14,797.00	\$ 1,075.00	\$ 5,173.69	\$ 9,623.31	65.0%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 1,329.65</b>	<b>\$ 12,489.01</b>	<b>\$ 16,437.99</b>	<b>56.8%</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	\$ 6,712.48	\$ 29,586.52	\$ 13,998.48	32.1%
FACILITIES	\$ 48,291.00	\$ 9,296.24	\$ 13,521.61	\$ 34,769.39	72.0%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 16,008.72</u>	<u>\$ 43,108.13</u>	<u>\$ 358,067.87</u>	<u>89.3%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 16,008.72</u>	<u>\$ 43,108.13</u>	<u>\$ 358,067.87</u>	<u>89.3%</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**  
998 Washington St. N.  
Twin Falls, Idaho 83303-1238  
(208) 736-0741



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September 21, 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 Policy Council reviewed and approved the non-competitive continuation grant for FY2018.

We are excited about the direction our program is taking, and the increased opportunities it allows families in our service area. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

Justin Posey  
Policy Council Chair  
College of Southern Idaho  
Head Start /Early Head Start



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



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September 18, 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**

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Sincerely,

A handwritten signature in blue ink that reads 'Jeffrey M. Harmon'.

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



**College of Southern Idaho**  
**Executive Briefing**  
*Information Technology*

***September 18, 2017***

# Projects & Services

On Target		On Hold	
Delay < 3wk		Complete	
Delay > 3wk		Not Started	

Project Initiatives	Status	Target	Project Initiatives	Status	Target
Public Website (Ph1)		Nov 1	Campus Wireless (Ph1 – TF Campus Buildings)		Nov 1
Student Web Portal (Ph1)		Nov 1	Campus Wireless (Ph2 – TF Outdoor)		TBA
Employee Web Portal (Ph1)		Nov 1	Cybersecurity		Jul 1
Employee Web Portal (Ph2 – Content Migration)		Jul 1	Computer Use Policies		Dec 1
Dual Credit Web Portal		TBA	Identity Management (Ph1 – Single Sign-On)		TBA
Workforce CRM (Ph1)		TBA	Internet Bandwidth Upgrade		TBA
Community Ed CRM (Ph1)		TBA	Data Architecture		TBA
ERP Upgrade 6.5.5		Nov 12	Cloud Computing (Ph1)		Dec 31
Online Application (Ph 1)		Oct 1	Cloud Computing (Ph2)		TBA
Online Application (Ph 2)		TBA	Campus Mobile		TBA
Eagle Squad (Ph1)		Sep 1	Classroom 2017/18 Equipment Upgrades		Jul 1
Eagle Squad (Ph2 – Student Support)		TBA			

Jul 1, – Sep 18, 2017

**2,707**  
Resolved  
Tickets



**82.9%**  
First Call  
Resolution



**244**  
Backlog  
Tickets



**50 Hrs**  
Service  
Disruptions



(last 24hrs)  
**80K** **109M**  
Active Passive  
Attempts Attempts

