

AGENDA

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

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 Keegan
3:00PM/President’s Board Room |
| II. | RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairman Keegan |
| III. | RECONVENE REGULAR MEETING | Chairman Keegan
4:00PM/Taylor Bldg Room 276 |
| IV. | APPROVAL OF MEETING AGENDA | Chairman Keegan |
| V. | CERTIFIED ELECTION RESULTS | Jeff Harmon |
| VI. | TRUSTEE OATH | Jeff Harmon |
| VII. | BOARD REORGANIZATION | Board Members |
| | 1. Chairman | |
| | 2. Vice Chairman | |
| | 3. Clerk | |
| | 4. Trustee | |
| | 5. Trustee | |
| VIII. | MINUTES & BUSINESS REPORTS | |
| | Approval of Minutes | Jeff Harmon |
| | October 22, 2018 | |
| | Approval of Treasurer’s Report | Jeff Harmon |
| | Approval of Head Start/Early Head Start Report | Mancole Fedder |
| IX. | OPEN FORUM | Chairman |
| X. | UNFINISHED BUSINESS | |
| XI. | NEW BUSINESS | |
| | Action Items | |
| | 1. Head Start/Early Head Start
2017-2018 Annual Report | Mancole Fedder |

AGENDA CONTINUED – Page 2

Information Items

- | | |
|---|---------------------------|
| 1. Omicron Xi Chapter Update | Weslee Haszier |
| 2. CSI Foundation Annual Report | Deb Wilson |
| 3. Office on Aging Annual Report | Suzanne McCampbell |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman |
| XIII. PRESIDENT’S REPORT | President Fox |
| XIV. ADJOURNMENT | Chairman |

CALL TO ORDER: 3:03 p.m.

ATTENDING:

Trustees:

Bob Keegan, Chairman
Jan Mittleider, Vice Chairman
Laird Stone, Clerk
Jack Nelsen, Trustee
Karl Kleinkopf, Trustee
Anna Scholes, Trustee Elect
Scott McClure, Trustee Elect

College Administration:

Dr. Jeff Fox, President
Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
Jeff Harmon, Vice President of Finance and Administration
Lisa Schoettger, Board Attorney
Curtis Eaton, Special Assistant to the President

Employees, visitors and media:

Attached List

EXECUTIVE SESSION: 3:04 p.m.

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)]

Bob Keegan moved to go into Executive Session.

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 reconvened to public session at 3:42 p.m.

CSI Trustees

November 19, 2018

Page 2

APPROVAL OF AGENDA: The agenda was approved on MOTION by Laird Stone. Affirmative vote was unanimous.

CERTIFIED ELECTION RESULTS: CSI Vice President of Finance and Administration, Jeff Harmon presented the Trustee election results certified by Twin Falls and Jerome County Clerks. Anna Scholes (zone one) and Scott McClure (zone five) were elected to four-year terms on the College of Southern Idaho Board of Trustees.

TRUSTEE OATH: CSI Vice President of Finance and Administration, Jeff Harmon administered the oath and swore in new CSI Board of Trustee members Anna Scholes and Scott McClure.

BOARD REORGANIZATION: The CSI Board of Trustees was reorganized as follows:

Jack Nelsen nominated Jan Mittleider for Board Chairman. Affirmative vote was unanimous.

Jan Mittleider nominated Laird Stone for Board Vice-Chairman. Affirmative vote was unanimous.

Jan Mittleider nominated Jeff Harmon, Vice President of Finance and Administration to the position of Board Secretary Treasurer. Affirmative vote was unanimous.

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

October 22, 2018 – 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: Mancole Fedder presented the Head Start/Early Head Start monthly report and 2018 Annual Report. Mr. Fedder requested approval to submit a Duration Grant for both Head Start and Early Head Start services and an Expansion Grant for Early Head Start Services. The Board approved both reports, and his request to submit the Duration Grant and Expansion Grant on MOTION by Jan Mittleider. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items: None

Information Items:

1. PTK Officers Weslee Haszier and Laci Davidson updated the Board on the progress and future goals of the CSI Phi Theta Kappa Chapter. Phi Theta Kappa's purpose is to recognize academic achievements and provide opportunities for students to grow as leaders and scholars. They thanked President Fox for his leadership in guidance towards receiving the first Five Star Chapter rating since 2005 and congratulated him on receiving the Shirley B. Gordon Award from the PTK national office.
2. CSI Foundation Director, Deb Wilson presented the CSI Foundation annual report to the Board. She noted that the Foundation was able to award \$2.1 million dollars in scholarships in 2017-2018.
3. Office on Aging Director, Suzanne McCampbell presented the Office on Aging annual report to the Board which included impact data on services provided in their eight South Central Idaho Counties service area.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 5:17 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: December 17, 2018



Jan Mittleider, Chairman

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

Monday, November 19, 2018
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Dr. Barry Pate, Dean of Instruction
Jayson Lloyd, Dean of Instruction
John Hughes, Dean of Instruction – Student Success
Jason Ostrowski, Dean of Student Affairs
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Controller
Chris Bragg, Associate Dean of Institutional Effectiveness
Dr. Heidi Campbell, Associate Dean of STEM
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Debra Wilson, Executive Director Foundation
Mancole Fedder, Director of Head Start
Suzanne McCampbell, Director of Office on Aging
Larisa Alexander, IT Service Owner/Business Operations
Kathy Deahl, Executive Administrative Assistant to the President
Ginger Nukaya, Administrative Assistant
Janna Verburg-Hamlett, Food Science/Quality Assurance Instructor
Kim Madsen-Dill, English Professor
LueLinda Egbert, Education Professor
Kerry Koontz, Social Work Instructor
David Rodriguez, Professor of Merit, Auto Technology
Tamara Harmon, CSI Foundation Assistant Director
Kristin Adamson, CSI Foundation Administrative Assistant
Devan Mitchell, CSI Security
Kelly Wilson, Public Information Specialist
Scott Rogers, General and Liberal Studies Associate Professor
Jonathan Lord, Early College Associate Dean
Reylene Abbott – Alumni Relations Coordinator
Andy Williams, IT Service Owner
Theo Schut, Physical Plant Assistant Director

Media and Visitors

Carolina Zamudio, ASCSI Student Body President
Leon Smith
Thad Scholes
Judy Scholes
Mia Scholes
Laci Davidson, CSI Student
Weslee Haszier, CSI Student
Chris Scholes



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



November 19, 2018

Calvin Mitchell
Acting 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:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved at the regularly scheduled Board meeting on November 19, 2018, the request to submit a Duration grant for both Head Start and Early Head Start services. 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 black ink, appearing to read 'Jeffrey M. Harmon'.

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



November 19, 2018

Calvin Mitchell
Acting 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:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved at the regularly scheduled Board meeting on November 19, 2018, the request to submit an expansion grant for Early Head Start services. 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 black ink that reads "Jeffrey M. Harmon". The signature is written in a cursive style with a long, horizontal flourish at the end.

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

November 19, 2018

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

From: Jeffrey M. Harmon

Re: 2018 Trustee Election

Twin Falls County Clerk Kristina Glascock and Jerome County Clerk Michelle Emerson certified the following trustee election results for the College of Southern Idaho Community College District:

<u>Trustee Zone 1</u>	Anna Scholes
Twin Falls County	19,358
Jerome County	<u>4,570</u>
Totals	23,928

<u>Trustee Zone 5</u>	Scott McClure
Twin Falls County	18,953
Jerome County	<u>4,621</u>
Totals	23,574

Upon certification of the above election results by the College of Southern Idaho Board of Trustees, Anna Scholes and Scott McClure will be elected to four-year terms commencing November 19, 2018.

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
TRUSTEE'S OATH OF OFFICE**

I do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Idaho; that I will faithfully discharge all the duties for the Office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.

Scott F. McClure

Scott F. McClure

Trustee Signature

11/19/18

Date

SUBSCRIBED AND SWORN to before me on this 19th day of November 2018

Jelley M. Hansen

Secretary/Treasurer

11/19/2018

Date

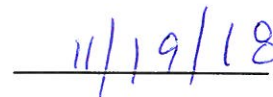
**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
TRUSTEE'S OATH OF OFFICE**

I do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Idaho; that I will faithfully discharge all the duties for the Office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.



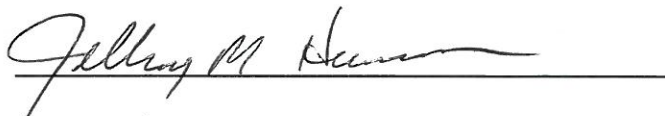
Anna Germana Scholes

Trustee Signature

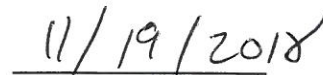


Date

SUBSCRIBED AND SWORN to before me on this 19th day of November 2018



Secretary/Treasurer



Date



General Fund Board Report

As of October 31, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$4,872,007)	(\$5,319,022)	(\$11,276,000)	(\$5,956,978)	52.83%
County Tuition	(\$756,250)	(\$907,150)	(\$1,720,000)	(\$812,850)	47.26%
State Funds	(\$21,330,984)	(\$21,307,965)	(\$21,824,000)	(\$516,035)	2.36%
County Property Tax	(\$158,473)	(\$219,697)	(\$7,530,000)	(\$7,310,303)	97.08%
Grant Management Fees	(\$181,404)	(\$184,507)	(\$520,000)	(\$335,493)	64.52%
Other	(\$229,346)	(\$328,363)	(\$375,000)	(\$46,637)	12.44%
Unallocated Tuition	(\$892,051)	(\$401,200)	\$0	\$401,200	-
Departmental Revenues	(\$339,208)	(\$439,526)	(\$655,800)	(\$216,274)	32.98%
Total Revenue	(\$28,759,721)	(\$29,107,430)	(\$43,900,800)	(\$14,793,370)	33.70%
Expenses					
Personnel Expense					
Salaries	\$7,203,759	\$7,286,820	\$22,940,000	\$15,653,180	68.24%
Variable Fringe	\$1,484,767	\$1,500,480	\$4,923,600	\$3,423,120	69.52%
Health Insurance	\$1,508,634	\$1,454,196	\$4,668,600	\$3,214,404	68.85%
Total Personnel Expense	\$10,197,160	\$10,241,496	\$32,532,200	\$22,290,704	68.52%
Operating Expense					
Services	\$1,352,822	\$1,403,177	\$3,823,000	\$2,419,823	63.30%
Supplies	\$532,154	\$595,488	\$1,394,300	\$798,812	57.29%
Other	(\$2,481)	\$6,952	\$0	(\$6,952)	-
Capital	\$80,187	\$114,812	\$627,900	\$513,088	81.71%
Institutional Support	\$4,010,368	\$4,312,223	\$5,493,400	\$1,181,177	21.50%
Transfers	\$299	\$30,000	\$30,000	\$0	0.00%
Total Operating Expense	\$5,973,348	\$6,462,652	\$11,368,600	\$4,905,948	43.15%
Total Expense	\$16,170,508	\$16,704,148	\$43,900,800	\$27,196,652	61.95%
Rev/Expense Total	(\$12,589,213)	(\$12,403,281)	\$0	\$12,403,281	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for October 2018



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

October Head Start Overall Attendance	84%
October Head Start Self Transport Attendance	83%
October EHS Toddler Combo Attendance	82%
October IEP/IFSP Totals	37
October Over Income Enrollment	3%

Meals and Snacks

Total meals served for October	8,775
Total snacks served for October	5,235

Program Notes

Baseline COR Advantage Outcomes Report 2018-2019

Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

Item Level Report

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 – Personal care and healthy behavior, Fine-motor skills, and Building Relationships with other Children

Area of Need – Phonological Awareness, Emotions, and Reading

CLASS/POA – The average scores across all 24 classrooms observed was 6.19 out of 7 in Emotional Support Domain, 6.02 out of 7 in Organizational Domain and a 2.59 out of 7 in Instructional Support Domain. Out of the 10 dimensions scored, Concept Development (2.27) and Quality of Feedback (2.58) in the Instructional Support Domain were the lowest scores.

PQA data is still being analyzed.

Goals and Objectives

- 1) Provide additional training with classroom staff on Fee, Fie, Phonemics in High Scope curriculum to increase at least 1 level of development.
- 2) Provide individual face to face support in the classroom with coaches setting a goal to increase Language and Literacy along with Concept Development.

Head Start Child Development and Early Learning Framework

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor, and Physical Development. Within each of the domains are sub domains.

Strengths – Can't analyze at this point on new system.

Area of Need – Can't analyze at this point on new system.

Early Head Start's Five Essential Domains of Child Development and Early Learning

Item Level Report

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 – *Gross Motor, Personal care and healthy behavior, and Fine-motor skills*

Area of Need – *Emotions, Phonological awareness, Reading and Natural and Physical World*

The 5 domains for Early Head Start are: Approaches to Learning, Social/Emotional Development, Language and Communication, Cognition, and Perceptual, Motor, & Physical Development. Within each of the domains are sub domains.

Strengths – Can't analyze at this point on new system.

Area of Need – Can't analyze at this point on new system.

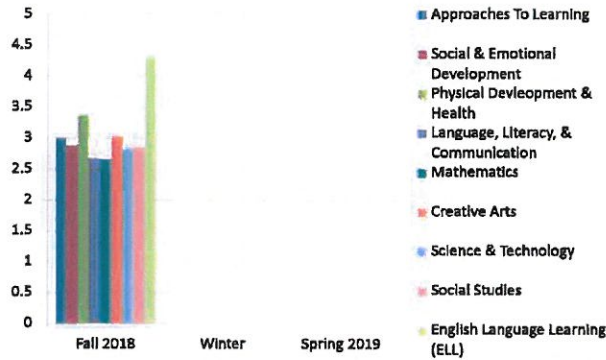
Continuous Improvement Plan for Rest of Program Year 2018-2019

- Head Start** –
- 1) Coaches will work on teacher goals around Language/Literacy and Concept Development.
 - 2) High Scope Training Nov. 26

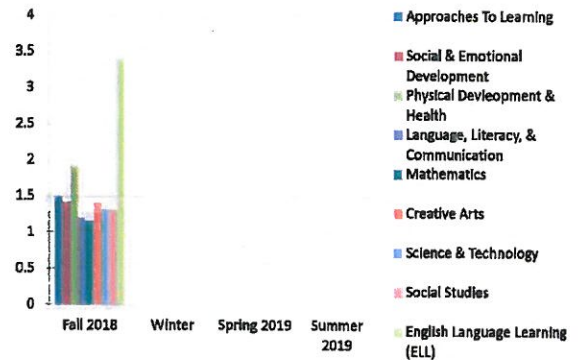
3) Coaches will help teachers use data from child outcomes for daily lesson planning and individualization to scaffold children's learning.

- Early Head Start** -
- 1) November 26th training.
 - 2) Mentor will help staff with improving outcomes with PICCOLO and with COR around Emergent Literacy and Emotions.

**Program Baseline Summary
for Head Start Children**



**Program Baseline Summary
for Early Head Start Children**



Documents for Board Review and Approval: Financial Reports; Head Start/Early Head Start Duration Grant; Early Head Start expansion grant; Twin Falls parking lot.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,688,977.00	\$ 220,088.43	\$ 2,026,361.68	\$ 662,615.32	24.6%
BENEFITS	\$ 1,807,007.00	\$ 125,493.58	\$ 1,142,395.91	\$ 664,611.09	36.8%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ 8,535.71	\$ (8,535.71)	
EQUIPMENT	\$ -	\$ -	\$ 5,578.60	\$ (5,578.60)	
SUPPLIES	\$ 115,205.00	\$ 28,282.71	\$ 111,372.76	\$ 3,832.24	3.3%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 626,616.00	\$ 34,752.43	\$ 449,033.87	\$ 177,582.13	28.3%
TOTAL DIRECT COSTS	\$ 5,237,805.00	\$ 408,617.15	\$ 3,743,278.53	\$ 1,494,526.47	28.5%
ADMIN COSTS (9.0%)	\$ 409,838.00	\$ 31,686.87	\$ 288,230.88	\$ 121,607.12	29.7%
GRAND TOTAL	\$ 5,647,643.00	\$ 440,304.02	\$ 4,031,509.41	\$ 1,616,133.59	28.6%

IN KIND NEEDED	\$ 1,411,911.00
IN KIND GENERATED	\$ 1,242,570.49
IN KIND (SHORT)/LONG	\$ (169,340.51)

PROCUREMENT CARD EXPENSE \$ 18,836.73 4% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	124.12	20,223.47	2,507.04	22,854.63	180,471.35

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,886.00	\$ 2,199.54	\$ 33,327.55	\$ 4,558.45	\$ 0.12
SUPPLIES	\$ 5,771.00	\$ -	\$ 4,367.60	\$ 1,403.40	\$ 0.24
OTHER	\$ 22,917.00	\$ 886.72	\$ 28,261.80	\$ (5,344.80)	\$ (0.23)
GRAND TOTAL	\$ 66,574.00	\$ 3,086.26	\$ 65,956.95	\$ 617.05	0.9%

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ 5,132.00
IN KIND (SHORT)/LONG	\$ (11,512.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 594,968.00	\$ 53,148.10	\$ 507,399.59	\$ 87,568.41	14.7%
BENEFITS	\$ 379,421.00	\$ 27,839.59	\$ 271,985.12	\$ 107,435.88	28.3%
OUT OF AREA TRAVEL		\$ 360.00	\$ 360.00	\$ (360.00)	
EQUIPMENT		\$ -	\$ 7,828.89	\$ (7,828.89)	
SUPPLIES	17,562.00	\$ 6,101.52	\$ 28,020.57	\$ (10,458.57)	-59.6%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 140,962.00	\$ 12,747.77	\$ 91,024.23	\$ 49,937.77	35.4%
TOTAL DIRECT COSTS	\$ 1,132,913.00	\$ 100,196.98	\$ 906,618.40	\$ 226,294.60	20.0%
ADMIN COSTS (9.0%)	\$ 87,695.00	\$ 7,288.89	\$ 70,606.55	\$ 17,088.45	19.5%
GRAND TOTAL	\$ 1,220,608.00	\$ 107,485.87	\$ 977,224.95	\$ 243,383.05	19.9%
IN KIND NEEDED	\$ 305,152.00				
IN KIND GENERATED	\$ 356,415.30				
IN KIND (SHORT)/LONG	\$ 51,263.30				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 40.00	\$ 1,017.86	\$ 275.38	\$ 1,333.24	\$ 9,484.23

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 13,694.00	\$ 5,768.95	\$ 21,842.83	\$ (8,148.83)	\$ (0.60)
SUPPLIES	\$ 2,379.00	\$ -	\$ 2,127.62	\$ 251.38	\$ 0.11
OTHER	\$ 12,854.00	\$ -	\$ 7,000.90	\$ 5,853.10	\$ 0.46
GRAND TOTAL	\$ 28,927.00	\$ 5,768.95	\$ 30,971.35	\$ (2,044.35)	-7.1%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 8,982.00
IN KIND (SHORT)/LONG	\$ 1,750.00