

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 | Chairman Mittleider
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairman Mittleider |
| III. RECONVENE REGULAR MEETING | Chairman Mittleider
4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Mittleider |
| V. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes
July 15, 2019 | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| Approval of Head Start/Early Head Start Report | Ruby Allen |
| Head Start Self-Assessment Report | Ruby Allen |
| VI. OPEN FORUM | Chairman Mittleider |
| VII. UNFINISHED BUSINESS | |
| VIII. NEW BUSINESS | |
| Action Items | |
| 1. Board of Trustees Policy Manual Review | Jan Mittleider |
| Information Items | |
| 1. 2018-19 Annual Enrollment Data | Chris Bragg |
| 2. Student Services Update (CARE Team) | Michelle Schutt |
| 3. CSI Athletics Update | Joel Bate |
| 4. New School Year Celebrations | Todd Schwarz |
| IX. PRESIDENT’S REPORT | President Fox |
| X. CSI STUDENT BODY PRESIDENT REPORT | Sammy Sanchez |
| XI. REMARKS FOR THE GOOD OF THE ORDER | Chairman Mittleider |
| XII. ADJOURNMENT | Chairman Mittleider |

AGENDA**Board of Trustees**

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I. CALL TO ORDER**Chairman Mittleider**

3:00p.m./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 interest in real property
[Idaho Code § 74-206(1)(c)]

II. ADJOURNMENT**Chairman Mittleider**

CALL TO ORDER: 3:04p.m.

EXECUTIVE SESSION: 3:04p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

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

College Administration:

Dr. Jeff Fox, President
Jeff Harmon, Vice President of Finance and Administration
Lisa Schoettger, Board Attorney

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 Aye

The Board returned to public session at 4:03p.m.

BOARD MEETING ATTENDEES:

Trustees:

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

College Administration:

Dr. Jeff Fox, 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
Curtis Eaton, Special Assistant to the President

Employees, visitors and media:

Attached List

APPROVAL OF AGENDA: The agenda was approved as presented. Affirmative vote was unanimous.

BOARD MINUTES: The following Board of Trustees meeting minutes were accepted as amended on MOTION by Jack Nelsen. Affirmative vote was unanimous.

July 15, 2019 – Regular Meeting/Special Session

TREASURER’S REPORT: The Treasurer’s report was accepted on MOTION by Laird Stone. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports as well as the Self-Assessment report on MOTION by Scott McClure. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

Board members Jan Mittleider and Anna Scholes reviewed possible changes to the Board of Trustees Policy Manual. The Board approved to keep the current ethics policy with no additional information and adding a comment on the schedule page that references a location of meeting dates rather than the meeting schedule in the policy book on MOTION by Anna Scholes. Affirmative vote was unanimous.

Information Items

1. Chris Bragg, Associate Dean of Institutional Effectiveness presented a report on enrollment for the 2018-2019 academic year. The report reflects the PSR-1 annual enrollment report. He noted CSI continues to see an increase in dual credit students. He also talked about opportunities students can take advantage of, such as the Weekend College Plus program which offers students an option to attend classes in the evening and on the weekend.
2. Michelle Schutt, Vice President of Student Services presented information on CSI's Campus Assessment and Resource Education (CARE) team. She stated the team is a multidisciplinary team responsible for assessing, evaluating and responding to individuals who present disruptive or concerning behavior. The team works with community partners such as Twin Falls Police Department and the Crisis Center. The team's vision is to provide a safe and secure learning environment for all students. The team also helps gather donations such as toiletries, school supplies, non-perishable foods as well as monetary donations.
3. Joel Bate, Athletic Director presented information regarding successes each athletic program achieved last year. He noted the accomplishments athletes made in the classroom as well as on the court, field and arena. He mentioned the Lori Rogers "Fly Like an Eagle" golf tournament was successful, and he encouraged the group to attend the annual "Fall Fest" dinner and auction on Friday, September 13th. The board shared their appreciation for participating in the "Read Like an Eagle" program.
4. Todd Schwarz, Executive Vice President highlighted areas of progress worthy of celebrating. Notably, recognizing students for taking more credits per semester and graduating with fewer excess credits as well as graduating more rapidly. He wrapped up his report by thanking President Fox for creating an environment that inspires employees and students to improve and achieve daily.

PRESIDENT'S REPORT

CSI STUDENT BODY PRESIDENT REPORT

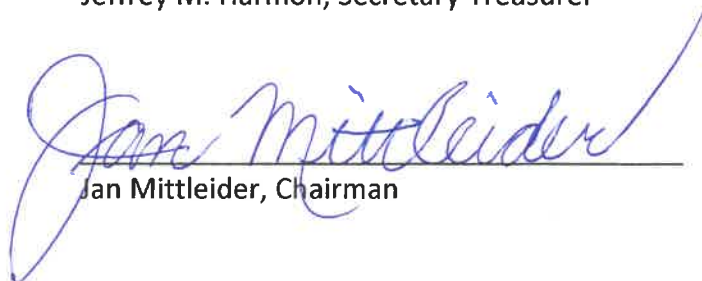
REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT DECLARED: 5:24p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: September 16, 2019



Jan Mittleider, Chairman

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

Monday, August 19, 2019 – 3:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Trustees:

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

College Administration:

Dr. Jeff Fox, 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
Curtis Eaton, Special Assistant to the President

Monthly Board Meeting List of Additional Attendees

Employees

Dr. Heidi Adams, Associate Dean of STEM
Dr. Barry Pate, Dean of Instruction
Jason Lloyd, Dean of Instruction
Jason Ostrowski, Dean of Student Affairs
Kristy Carpenter, Controller
Chris Bragg, Associate Dean of Instructional Effectiveness
Jennifer Zimmers, Director of Financial Aid
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Ginger Nukaya, Executive Administrative Assistant
Jim Munn, Director of Public Safety
Debra Wilson, Executive Director of Foundation
Suzanne McCampbell, Director of Office on Aging
Ruby Allen, Director of Head Start
Larisa Alexander, IT Service Owner/Business Operations
Andy Williams, IT Service Owner
Ed Ditlefsen, Director IT Application and Data
Tamara Harmon, Assistant Director of Foundation
Jasmine Lopez, Student Activities Coordinator
Bethany White, Service Owner
Joel Bate, Athletics Director

Media and Visitors

Nicole Jones, ASCSI Body Vice President
Sammy Sanchez, ASCSI Student Body President
Ryan Blake, Times News
Megan Taros, Times News



General Fund Board Report

As of July 31, 2019

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,501)	(\$4,151)	\$0	\$4,151	-
County Tuition	(\$105,750)	(\$4,600)	\$0	\$4,600	-
State Funds	(\$21,235,633)	(\$21,434,534)	\$0	\$21,434,534	-
County Property Tax	\$161,917	\$165,045	\$0	(\$165,045)	-
Grant Management Fees	(\$39,913)	(\$36,715)	\$0	\$36,715	-
Other	(\$10,365)	(\$87,452)	\$0	\$87,452	-
Unallocated Tuition	(\$42,921)	(\$467,538)	\$0	\$467,538	-
Departmental Revenues	(\$152,303)	(\$145,420)	\$0	\$145,420	-
Total Revenue	(\$21,430,470)	(\$22,015,364)	\$0	\$22,015,364	-
Expenses					
Personnel Expense					
Salaries	\$1,666,856	\$1,698,526	\$0	(\$1,698,526)	-
Variable Fringe	\$363,483	\$367,028	\$0	(\$367,028)	-
Health Insurance	\$362,985	\$373,439	\$0	(\$373,439)	-
Total Personnel Expense	\$2,393,324	\$2,438,993	\$0	(\$2,438,993)	-
Operating Expense					
Services	\$480,739	\$661,326	\$0	(\$661,326)	-
Supplies	\$41,116	\$73,649	\$0	(\$73,649)	-
Other	\$1,044	\$518	\$0	(\$518)	-
Capital	(\$82,080)	\$35,890	\$0	(\$35,890)	-
Institutional Support	\$332,698	\$353,047	\$0	(\$353,047)	-
Transfers	\$0	\$3,390	\$0	(\$3,390)	-
Total Operating Expense	\$773,518	\$1,127,820	\$0	(\$1,127,820)	-
Total Expense	\$3,166,842	\$3,566,813	\$0	(\$3,566,813)	-
Rev/Expense Total	(\$18,263,628)	(\$18,448,551)	\$0	\$18,448,551	-



College of Southern Idaho
Head Start/Early Head Start



Program Summary for July 2019

Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
Total	561

Program Options

Head Start Center Based/Duration **Early Head Start** -Home Based/Toddler Combo.

Attendance

July Head Start Overall Attendance	*Out for Summer
July Head Start Self Transport Attendance	*Out for Summer
July EHS Toddler Combo Attendance	72%
Number of IEP's/IFSP's	46

Meals and Snacks

Total meals served for July	192
Total snacks served for July	189

Program Notes

Operations

Early Head Start started providing services August 13th and is fully enrolled. Each Head Start option has a different start date, all options will be in full swing on August 27th with the exception of a Wendell classroom. Staffing will prevent the 3 ½ hour to start on August 21st. It is our goal that the classroom will be fully staffed and a bus driver hired by October. Head Start is 84% enrolled and will be fully enrolled before classes start.

April 2019 the Administration for Children and Families, Office of Head Start completed a monitoring review of the HS/EHS program. The monitoring report was received by the program on July 30, 2019. The program was in compliance with all areas of the monitoring review except one which we were found deficient. A miss interpretation of Performance Standards and miscommunication with Region V allowed the program to move away from requiring a cleared background check before an employee starts employment with the program. The Performance Standard was interpreted that we had 90 days to complete a full background check which is not the case. The program immediately self-corrected and resumed our previous standards of employment which is, an employee must have a completed background check before eligible for hire. The deficiency has designated our program for grant renewal, so July 2021 CSI HS/EHS will compete for the HS/EHS grant within our service area.

Facility

The Buhl facility is under contract with a closing date of September 17th. The agreed purchase price was \$139,000 with closing costs and realtor fees CSI HS/EHS will retain appraised value. The funds will be used to purchase land in Buhl, so we can start the process of constructing a new facility.

Documents for Board Review and Approval: Financial Reports and Self-Assessment

CATEGORY	HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 185,963.00	\$ 45,454.00	\$ 61,715.00	\$ 124,248.00	66.8%
SUPPLIES	\$ 84,330.00	\$ -	\$ -	\$ 84,330.00	100.0%
FACILITIES	\$ 923,003.00	\$ -	\$ -	\$ 923,003.00	100.0%
OTHER					
FACILITIES	\$ 85,432.00	\$ -	\$ -	\$ 85,432.00	100.0%
OTHER	\$ 1,215.00	\$ -	\$ -	\$ 1,215.00	100.0%
TOTAL DIRECT COSTS	<u>\$ 1,279,943.00</u>	<u>\$ 45,454.00</u>	<u>\$ 61,715.00</u>	<u>\$ 1,218,228.00</u>	<u>95.2%</u>
GRAND TOTAL	<u>\$ 1,279,943.00</u>	<u>\$ 45,454.00</u>	<u>\$ 61,715.00</u>	<u>\$ 1,218,228.00</u>	<u>95.2%</u>
IN KIND NEEDED	\$ 319,986.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (319,986.00)				

CATEGORY	EARLY HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 54,000.00	\$ 22,727.00	\$ 22,727.00	\$ 31,273.00	57.9%
SUPPLIES	\$ 32,832.00	\$ -	\$ -	\$ 32,832.00	100.0%
OTHER					
FACILITIES	\$ 73,893.00	\$ -	\$ -	\$ 73,893.00	100.0%
TRAVEL	\$ 2,125.00	\$ -	\$ 2,259.85	\$ (134.85)	-6.3%
STAFF TRAINING	\$ 925.00	\$ -	\$ 775.00	\$ 150.00	16.2%
OTHER	\$ 540.00	\$ -	\$ -	\$ 540.00	100.0%
TOTAL DIRECT COSTS	<u>\$ 164,315.00</u>	<u>\$ 22,727.00</u>	<u>\$ 25,761.85</u>	<u>\$ 138,553.15</u>	<u>84.3%</u>
GRAND TOTAL	<u>\$ 164,315.00</u>	<u>\$ 22,727.00</u>	<u>\$ 25,761.85</u>	<u>\$ 138,553.15</u>	<u>84.3%</u>
IN KIND NEEDED	\$ 41,079.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (41,079.00)				



College of Southern Idaho
Board of Trustees Policy Manual

REVISED August 12, 2019