

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 | Chairwoman Mittleider
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairwoman Mittleider |
| III. RECONVENE REGULAR MEETING | Chairwoman Mittleider
4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairwoman Mittleider |
| V. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes
December 16, 2019 | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| Approval of Head Start/Early Head Start Report | Ruby Allen |
| VI. OPEN FORUM | Chairwoman Mittleider |
| VII. UNFINISHED BUSINESS | |
| VIII. NEW BUSINESS | |
| Action Items | |
| 1. Minidoka Head Start Building Renovation | Jeff Harmon |
| Information Items | |
| 1. Refugee Center Annual Report | Zeze Rwasama |
| 2. Trade and Industry Department Report | Todd Schwarz/Kory Lloyd |
| IX. STUDENT BODY PRESIDENT’S REPORT | Sammi Sanchez |
| X. PRESIDENT’S REPORT | President Fox |
| XI. REMARKS FOR THE GOOD OF THE ORDER | Chairwoman Mittleider |
| XII. ADJOURNMENT | Chairwoman Mittleider |

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I. CALL TO ORDER

Chairwoman 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

Chairwoman Mittleider

CALL TO ORDER: 3:00p.m.

EXECUTIVE SESSION: 3:05p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
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
Eric Nielson, Director of Human Resources

Employees, visitors and media:

Attached List

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
- Scott McClure Aye

The Board returned to public session at 4:03

APPROVAL OF AGENDA: The agenda was approved on MOTION by Jack Nelsen. Affirmative vote was unanimous.

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

December 16, 2019 – Regular Meeting

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Scott McClure. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Jack Nelsen. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Jeff Harmon, Vice President of Administration and Finance presented information regarding three renovation construction bids on the Minidoka Head Start building. The Board approved the contract bid from Hayes Construction pending license and insurance bonding approval on MOTION by Scott McClure. Affirmative vote was unanimous.

Information Items

1. Zeze Rwasama, CSI Refugee Center Director, presented his annual report. Highlighted in his report were the services provided to help refugees become self-sufficient economically and help integrate them into the community. He noted a decline in refugee arrivals has affected the CSI Refugee Center budget, but services remain very strong with the help of the community.
2. Kory Lloyd, Trade and Industry Department Chair, gave an update on the Trade and Industry programs. The department serves 12 programs and Kory presented information on the Diesel Technology, Heavy Equipment Ag Diesel, Welding and Automotive Service Education.

REMARKS FOR THE GOOD OF THE ORDER

CSI STUDENT BODY PRESIDENT REPORT

1. Sammi Sanchez gave her monthly report highlighting CSI student experiences. She ask the board for an update on the progress of the CSI dorms. The board will re-visit the discussion at the February Board of Trustees meeting.

PRESIDENT'S REPORT

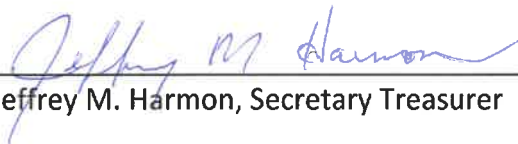
2. President Fox highlighted on topics at the NWCCU meeting and will be attending Education week at the Legislature in Boise next week.

ADJOURNMENT DECLARED: 5:09 p.m.

CSI Trustees

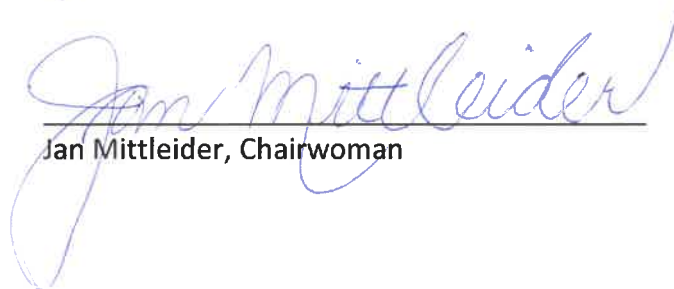
January 13, 2020

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Jeffrey M. Harmon, Secretary Treasurer

Approved: February 24, 2020



Jan Mittleider, Chairwoman

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

Monday January 13, 2020 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Michelle Schutt, VP of Student Services
Kevin Mark, Chief Technology Officer
Dr. Barry Pate, Dean of Instruction
John Hughes, Dean of Instruction – Student Success
Chris Bragg, Associate Dean of Institutional Effectiveness
Heidi Adams, Associate Dean of STEM
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Ruby Allen, Director of Head Start
Suzanne McCampbell, Director of Office on Aging
Larisa Alexander, IT Service Owner/Business Operations
Ginger Nukaya, Executive Administrative Assistant to the President
Andy Williams, IT Service Owner
Tiffany Seeley-Case, Instructional Dean
Kory Lloyd, Director of Trade and Industry
Bethany White, Information Technology
Shelly Wright, Professor
Zeze Rwasama, Director Refugee Center
Brandi Turnipseed, Director Workforce Development
Jennifer Hall, Director CCR/ABE
Alex Drew, Public Information Office
Crystal Ayers, Department Chair

Media and Visitors

Megan Taros, Times News
Sammi Sanchez, ASCSI Student Body President
Elizabeth Hadley, KMVT



General Fund Board Report

As of December 31, 2019

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,670,200)	(\$5,958,114)	(\$11,750,000)	(\$5,791,886)	49.29%
County Tuition	(\$907,650)	(\$853,450)	(\$1,910,000)	(\$1,056,550)	55.32%
State Funds	(\$21,307,965)	(\$21,340,267)	(\$22,013,000)	(\$672,733)	3.06%
County Property Tax	(\$992,584)	(\$986,220)	(\$7,883,000)	(\$6,896,780)	87.49%
Grant Management Fees	(\$274,223)	(\$265,530)	(\$520,000)	(\$254,470)	48.94%
Other	(\$493,199)	(\$354,062)	(\$460,000)	(\$105,938)	23.03%
Unallocated Tuition	(\$139,208)	(\$101,580)	\$0	\$101,580	-
Departmental Revenues	(\$530,355)	(\$506,643)	(\$797,000)	(\$290,357)	36.43%
Total Revenue	(\$30,315,385)	(\$30,365,866)	(\$45,333,000)	(\$14,967,134)	33.02%
Expenses					
Personnel Expense					
Salaries	\$10,919,876	\$11,183,563	\$23,539,900	\$12,356,337	52.49%
Variable Fringe	\$2,249,330	\$2,354,257	\$5,140,700	\$2,786,443	54.20%
Health Insurance	\$2,180,072	\$2,305,911	\$4,932,500	\$2,626,589	53.25%
Total Personnel Expense	\$15,349,278	\$15,843,731	\$33,613,100	\$17,769,369	52.86%
Operating Expense					
Services & Supplies	\$2,805,172	\$2,976,531	\$5,637,400	\$2,660,869	47.20%
Other	(\$118)	\$2,873	\$0	(\$2,873)	-
Capital	\$161,063	\$475,180	\$452,500	(\$22,680)	(5.01)%
Institutional Support	\$4,439,178	\$4,493,327	\$5,600,000	\$1,106,673	19.76%
Transfers	\$30,000	\$30,000	\$30,000	\$0	0.00%
Total Operating Expense	\$7,435,295	\$7,977,910	\$11,719,900	\$3,741,990	31.93%
Total Expense	\$22,784,573	\$23,821,642	\$45,333,000	\$21,511,358	47.45%
Rev/Expense Total	(\$7,530,813)	(\$6,544,224)	\$0	\$6,544,224	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for December 2019
Reported at January Board Meeting



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

December Head Start Overall Attendance	77%
December Head Start Self Transport Attendance	77%
December EHS Toddler Combo Attendance	73%
Annual Attendance Percentage	84%
December IEP/IFSP Enrollment	6%
December Over Income Enrollment	2%

Meals and Snacks

Total meals served for December	5,415
Total snacks served for December	528

Program Notes

Performance Report

As reported to the Board in August, ACF Monitoring Review in April 2019 resulted in a deficiency in background checks. The program immediately self-corrected and worked with Region X to comply with all deficiency steps. ACF completed a follow-up review in December in which they found the issue to be corrected. The Program Performance Summary Report is attached.

Training

The Idaho Head Start Association annual training and conference will be held February 3-5, 2019, 4 staff and 2 Policy Council members will attend. Scheduled visits with legislators have been made; this is a rare opportunity for our parents to converse with members of our Idaho state government about early childhood education, its importance and their personal Head Start experience.

Attendance

December attendance was 5% below the average attendance in December for the past five years. Illness was the predominate issue with attendance in children and staff. It is our hope that the long winter break gave everyone time to recoup. All classrooms have been sanitized and were ready for children to return on January 7th.

Facilities

Minidoka HS/EHS renovation bids were opened on January 9, 2020. The program is excited to start the construction of classrooms to extend services to all children in Rupert. The lowest bid has been presented to the Board for review and is an action item.

Documents for Board Review and Approval: Board and Financial Reports, Award of Minidoka Renovation Bid

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,960,213.00	\$ 227,333.81	\$ 2,496,158.21	\$ 464,054.79	15.7%
BENEFITS	\$ 2,087,485.00	\$ 133,203.09	\$ 1,402,037.32	\$ 685,447.68	32.8%
EQUIPMENT	\$ 56,026.00	\$ (17,818.53)	\$ 34,269.33	\$ 21,756.67	
CONTRACTUAL	\$ 28,000.00	\$ 3,295.53	\$ 17,823.23	\$ 10,176.77	36.3%
SUPPLIES	\$ 131,405.00	\$ 22,006.09	\$ 127,255.78	\$ 4,149.22	3.2%
FACILITIES/CONST. OTHER	\$ 633,066.00	\$ 51,911.04	\$ 543,614.76	\$ 89,451.24	14.1%
TOTAL DIRECT COSTS	\$ 5,896,195.00	\$ 419,931.03	\$ 4,621,158.63	\$ 1,275,036.37	21.6%
ADMIN COSTS (9.0%)	\$ 454,293.00	\$ 62,140.21	\$ 352,200.94	\$ 102,092.06	22.5%
GRAND TOTAL	\$ 6,350,488.00	\$ 482,071.24	\$ 4,973,359.57	\$ 1,377,128.43	21.7%
IN KIND NEEDED	\$ 1,587,622.00				
IN KIND GENERATED	\$ 1,591,783.00				
IN KIND (SHORT)/LONG	\$ 4,161.00				
PROCUREMENT CARD EXPENSE	\$ -	0% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	523.22	11,051.67	3,438.69	2,187.01	185,493.84

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,454.00	\$ 1,503.50	\$ 30,245.18	\$ 7,208.82	19.2%
SUPPLIES	\$ 2,903.00	\$ -	\$ 5,479.83	\$ (2,576.83)	-88.8%
OTHER	\$ 26,217.00	\$ 143.87	\$ 14,165.37	\$ 12,051.63	46.0%
GRAND TOTAL	\$ 66,574.00	\$ 1,647.37	\$ 49,890.38	\$ 16,683.62	25.1%
IN KIND NEEDED	\$ 16,644.00				
IN KIND GENERATED	\$ 60,406.00				
IN KIND (SHORT)/LONG	\$ 43,762.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 761,437.00	\$ 55,744.92	\$ 632,466.35	\$ 128,970.65	16.9%
BENEFITS	\$ 446,988.00	\$ 27,477.12	\$ 322,696.35	\$ 124,291.65	27.8%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 47,773.00	\$ 345.00	\$ 42,236.52	\$ 5,536.48	11.6%
SUPPLIES	\$ 22,562.00	\$ 2,601.72	\$ 21,149.57	\$ 1,412.43	6.3%
FACILITIES/CONST.					
OTHER	\$ 69,581.00	\$ 8,768.26	\$ 93,416.16	\$ (23,835.16)	-34.3%
TOTAL DIRECT COSTS	\$ 1,348,341.00	\$ 94,937.02	\$ 1,111,964.95	\$ 236,376.05	17.5%
ADMIN COSTS (9.0%)	\$ 108,758.00	\$ 13,529.59	\$ 85,152.06	\$ 23,605.94	21.7%
GRAND TOTAL	\$ 1,457,099.00	\$ 108,466.61	\$ 1,197,117.01	\$ 259,981.99	17.8%
IN KIND NEEDED	\$ 364,274.00				
IN KIND GENERATED	\$ 561,224.60				
IN KIND (SHORT)/LONG	\$ 196,950.60				
CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 89.78	\$ 464.33	\$ 315.44	\$ 869.55	\$ 10,898.93

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,925.00	\$ 420.50	\$ 18,308.72	\$ (2,383.72)	-15.0%
SUPPLIES	\$ 1,479.00	\$ -	\$ 495.89	\$ 983.11	66.5%
OTHER	\$ 11,523.00	\$ -	\$ 8,662.80	\$ 2,860.20	24.8%
GRAND TOTAL	\$ 28,927.00	\$ 420.50	\$ 27,467.41	\$ 1,459.59	5.0%
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 2,679.00				
IN KIND (SHORT)/LONG	\$ (4,553.00)				

CATEGORY	HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 185,963.00	\$ -	\$ 68,374.14	\$ 117,588.86	63.2%
SUPPLIES	\$ 84,330.00	\$ -	\$ -	\$ 84,330.00	100.0%
FACILITIES	\$ 923,003.00	\$ -	\$ 11,288.58	\$ 911,714.42	98.8%
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>\$ -</u>	<u>\$ 79,662.72</u>	<u>\$ 1,200,280.28</u>	<u>93.8%</u>
GRAND TOTAL	<u>\$ 1,279,943.00</u>	<u>\$ -</u>	<u>\$ 79,662.72</u>	<u>\$ 1,200,280.28</u>	<u>93.8%</u>
IN KIND NEEDED	\$ 319,986.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (319,986.00)</u>				

CATEGORY	EARLY HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 54,000.00	\$ -	\$ 45,454.00	\$ 8,546.00	15.8%
SUPPLIES	\$ 32,832.00	\$ -	\$ 244.64	\$ 32,587.36	99.3%
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>\$ -</u>	<u>\$ 48,733.49</u>	<u>\$ 115,581.51</u>	<u>70.3%</u>
GRAND TOTAL	<u>\$ 164,315.00</u>	<u>\$ -</u>	<u>\$ 48,733.49</u>	<u>\$ 115,581.51</u>	<u>70.3%</u>
IN KIND NEEDED	\$ 41,079.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (41,079.00)</u>				

January 13, 2020

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

From: Jeffrey M. Harmon 

Re: Minidoka Head Start/Early Head Start Building Remodel

We received three bids for the specified Minidoka Head Start/Early Head Start Building Remodel project. The bids are as follows:

Hayes Construction	\$ 336,078
Peterson Brothers Construction	\$ 367,600
Century Construction	\$ 405,074

The bid range among bidders is close indicating that they were interpreting the plans and project costs in the same manner. This gives us confidence in the validity of the low bid.

All proposals have been reviewed by Ruby Allen, Jay Thurber, and Richard Creason, our architect on the project. I respectfully request that the Board, contingent upon verification of all licenses, insurance and bonding, approve the selection of the low bidder, Hayes Construction, as the general contractor for the Minidoka Head Start/Early Head Start Building Remodel project for the total contract amount of \$ 336,078 contingent upon the approval of funding.

Funding for this project will come from carryover funds still to be approved by Region 10 of the Office of Head Start. Construction will not begin until the use of these carryover funds has been approved.