



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

September 19, 2016

## EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

## BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Taylor 277

# AGENDA

## CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – AUGUST 15<sup>TH</sup>, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – AUGUST 15<sup>TH</sup>, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

HEAD START/EARLY HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

## OPEN FORUM

## UNFINISHED BUSINESS

## NEW BUSINESS

CHOBANI GREEK YOGURT GIVEAWAY: (I) *Stephanie Hudson*

HERRETT CENTER AUDIO/VIDEO UPGRADE: (A) *Jeff Harmon*

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**AGENDA**  
**CSI BOARD OF TRUSTEES MEETING**  
**SEPTEMBER 19, 2016**

**STUDENT RESIDENCY: (I) *Dr. Schwarz, Dr. Schutt & Dr. McFarlane***

**DUAL CREDIT PROGRAM UPDATE: (I) *Cesar Perez***

**PACE PERFORMANCE ADVANCEMENT : (I) *President Fox***

**COLLEGE FLAG REDESIGN WITH NEW CSI LOGO: (I) *Kim Lapray***

**REMARKS FOR THE GOOD OF THE ORDER**

**PRESIDENT'S REPORT: (I) *President Fox***

**ADJOURNMENT**

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
SEPTEMBER REGULAR BOARD OF TRUSTEES MEETING  
September 19, 2016

CALL TO ORDER: 4:00 p.m. Presiding: Karl Kleinkopf

ATTENDING:

Trustees: Karl Kleinkopf, Dr. Thad Scholes, Laird Stone,  
Bob Keegan, and Jan Mittleider

College Administration: Dr. Jeff Fox, President  
Robert Alexander, Board Attorney  
Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer  
Jeff Harmon, Vice President of Finance and Administration  
Dr. Michelle Schutt, Associate Vice President of Student Services  
Employees, visitors and media - Attached List

APPROVAL OF AGENDA: The agenda was approved as written on MOTION by  
Dr. Thad Scholes. Affirmative vote was unanimous.

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

August 15, 2016	Executive Session
August 15, 2016	Regular Session

TREASURER'S REPORT: The Treasurer's report was accepted by the Board  
on MOTION by Bob Keegan. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board was provide the Head  
Start/Early Head Start monthly fiscal and operational reports for  
Head Start/Early Head Start.

OPEN FORUM:  
None


UNFINISHED BUSINESS:  
None

NEW BUSINESS:

1. The Board approved the bid for the Audio/Video upgrade to the Herrett Center's Rick Allen room from AAtronics in the amount of \$47,411.77 on MOTION by Laird Stone. Affirmative vote was unanimous.
2. Zeze Rwasama Director of the CSI Refugee Services Center, was recognized as one of the 2016 medalist for the "Idaho's Hometown Hero Medal" award.
2. Kim LaPray updated the Board on the CSI flag redesign with our new logo.

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT was declared at 4:51 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: October 17, 2016



Chairman, Karl Kleinkopf

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
September 19, 2016

Monthly Board Meeting List of Ateendees

Terry Patterson, Dean of Instruction  
Jason Ostrowski, Dean of Student Affairs  
Chris Bragg, Associate Dean of Institutional Effectiveness  
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  
Michele McFarlane, Registrar  
Allen Scherbinske, Interim Director of Physical Plant  
Debra Wilson, Executive Director Foundation  
Doug Maughan, Director of Public Information  
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  
Karrie Hornbacher, Coordinator for Accelerated Learning  
Kendal Nield, Advanced Opportunities Dual Credit Coordinator  
Melissa Miller, Advanced Opportunities Dual Credit Coordinator  
Ella Johnson, Advanced Opportunities Dual Credit Coordinator  
Nikcole Zamarripa, Advanced Opportunities Dual Credit Coordinator  
Faculty Representative: R.D. Van Noy  
PACE Representatives: Ansina Durham, Cindy Flowers, Dawn Wendland  
and Larisa Alexander  
Refugee Center: Zeze Rwasama

Media & Visitors:

Stephanie Hudson, Chobani  
Jack Nelson  
Rick Martin

**General Fund YTD Board**

YEAR: 1617

**Statement of Revenue and Expenses**

Acct Month: 2

Tuesday, September 13, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$1,113,950.75)	(\$3,825,202.04)	\$0.00	\$3,825,202.04	0.00%
County Tuition	(\$647,756.68)	(\$704,779.15)	\$0.00	\$704,779.15	0.00%
State Funds	(\$18,389,699.08)	(\$20,070,011.42)	\$0.00	\$20,070,011.42	0.00%
County Property Tax	(\$140,392.26)	(\$97,274.57)	\$0.00	\$97,274.57	0.00%
Grant Management Fees	(\$71,853.99)	(\$42,341.59)	\$0.00	\$42,341.59	0.00%
Other	(\$46,043.29)	(\$140,937.81)	\$0.00	\$140,937.81	0.00%
Unallocated Tuition	(\$5,318,268.35)	(\$1,470,874.48)	\$0.00	\$1,470,874.48	0.00%
Departmental Revenues	(\$374,380.61)	(\$390,636.97)	\$0.00	\$390,636.97	0.00%

<b>Total Revenue</b>	<b>(\$26,102,345.01)</b>	<b>(\$26,742,058.03)</b>	<b>\$0.00</b>	<b>\$26,742,058.03</b>	<b>0.00%</b>
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**Expenditures****Personnel**

Salaries	\$2,950,964.63	\$3,150,983.71	\$0.00	(\$3,150,983.71)	0.00%
Variable Fringe	\$637,752.49	\$676,381.14	\$0.00	(\$676,381.14)	0.00%
Health Insurance	\$592,763.44	\$711,981.72	\$0.00	(\$711,981.72)	0.00%
<b>Total Personnel</b>	<b>\$4,181,480.56</b>	<b>\$4,539,346.57</b>	<b>\$0.00</b>	<b>(\$4,539,346.57)</b>	<b>0.00%</b>

**Expense Categories**

Services	\$423,649.99	\$749,110.95	\$0.00	(\$749,035.02)	0.00%
Supplies	\$75,944.33	\$187,255.65	\$0.00	(\$187,255.65)	0.00%
Other	\$154,263.97	\$134,875.79	\$0.00	(\$134,875.79)	0.00%
Capital	\$61,943.43	\$361,878.21	\$0.00	(\$361,878.21)	0.00%
Institutional Support	\$2,991,266.57	\$447,651.34	\$0.00	(\$447,651.34)	0.00%
Transfers	(\$993.34)	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expense Categories</b>	<b>\$3,706,074.95</b>	<b>\$1,880,771.94</b>	<b>\$0.00</b>	<b>(\$1,880,696.01)</b>	<b>0.00%</b>

<b>Total Expenditures</b>	<b>\$7,887,555.51</b>	<b>\$6,420,118.51</b>	<b>\$0.00</b>	<b>(\$6,420,042.58)</b>	<b>0.00%</b>
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<b>Rev/Expense Total</b>	<b>(\$18,214,789.50)</b>	<b>(\$20,321,939.52)</b>	<b>\$0.00</b>	<b>\$20,322,015.45</b>	<b>0.00%</b>
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**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For August 2016**

**Enrollment**

Head Start ACF Federal Funded	*Out for Summer Break
Head Start TANF	*Out for Summer Break
Early Head Start	82
<b>Total</b>	<b>82</b>

**Program Options**

Part-day/ Part-year, 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	81%

**Meals and Snacks**

Total meals served for July	*Unavailable- Will report in October
Total snacks served for July	*Unavailable- Will report in October

**Program Notes**

Children began attending class September 6th. 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 22nd. 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
- Certification of Governance and Leadership Capacity Screener

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,076,475.00	\$ 87,729.59	\$ 165,040.38	\$ 911,434.62	84.7%
BENEFITS	\$ 704,618.00	\$ 43,795.94	\$ 80,365.11	\$ 624,252.89	88.6%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 25,717.00	\$ 6,764.90	\$ 8,636.44	\$ 17,080.56	66.4%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 187,462.00	\$ 24,976.08	\$ 48,354.19	\$ 139,107.81	74.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,994,272.00</b>	<b>\$ 163,266.51</b>	<b>\$ 302,396.12</b>	<b>\$ 1,691,875.88</b>	<b>84.8%</b>
ADMIN COSTS (8.228%)	\$ 144,514.00	\$ 10,821.92	\$ 20,191.96	\$ 124,322.04	86.0%
<b>GRAND TOTAL</b>	<b>\$ 2,138,786.00</b>	<b>\$ 174,088.43</b>	<b>\$ 322,588.08</b>	<b>\$ 1,816,197.92</b>	<b>84.9%</b>
IN KIND NEEDED	\$ 534,696.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (534,696.00)				
PROCUREMENT CARD EXPENSE	\$ 8,920.94	2% of Total Expense. Detailed report available upon request.			

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	-	(274.10)	121.05	(153.05)	129.47

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,431.00	\$ 7,047.19	\$ 7,047.19	\$ 8,383.81	54.3%
SUPPLIES	\$ 1,897.00	\$ -	\$ -	\$ 1,897.00	100.0%
OTHER	\$ 6,423.00	\$ 4,022.94	\$ 4,403.71	\$ 2,019.29	31.4%
<b>GRAND TOTAL</b>	<b>\$ 23,751.00</b>	<b>\$ 11,070.13</b>	<b>\$ 11,450.90</b>	<b>\$ 12,300.10</b>	<b>51.8%</b>
IN KIND NEEDED	\$ 5,938.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (5,938.00)				



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 275,456.00	\$ 40,085.71	\$ 79,251.17	\$ 196,204.83	71.2%
BENEFITS	\$ 170,225.00	\$ 24,583.12	\$ 44,646.28	\$ 125,578.72	73.8%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 11,000.00	\$ 1,527.56	\$ 2,572.38	\$ 8,427.62	76.6%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 56,932.00	\$ 12,770.49	\$ 15,801.50	\$ 41,130.50	72.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 513,613.00</b>	<b>\$ 78,966.88</b>	<b>\$ 142,271.33</b>	<b>\$ 371,341.67</b>	<b>72.3%</b>
ADMIN COSTS (8.228%)	\$ 36,670.00	\$ 5,320.95	\$ 10,194.28	\$ 26,475.72	72.2%
<b>GRAND TOTAL</b>	<b>\$ 550,283.00</b>	<b>\$ 84,287.83</b>	<b>\$ 152,465.61</b>	<b>\$ 397,817.39</b>	<b>72.3%</b>
IN KIND NEEDED	\$ 137,571.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (137,571.00)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 387.66	\$ 212.79	\$ -	\$ 600.45	\$ 600.45

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 6,886.00	\$ 5,403.99	\$ 5,403.99	\$ 1,482.01	21.5%
SUPPLIES	\$ 691.00	\$ -	\$ -	\$ 691.00	100.0%
OTHER	\$ 5,937.00	\$ 846.89	\$ 973.81	\$ 4,963.19	83.6%
<b>GRAND TOTAL</b>	<b>\$ 13,514.00</b>	<b>\$ 6,250.88</b>	<b>\$ 6,377.80</b>	<b>\$ 7,136.20</b>	<b>52.8%</b>
IN KIND NEEDED	\$ 3,379.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (3,379.00)				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	100.0%
OTHER					
FACILITIES/CONST.	\$ 30,000.00	\$ 12,501.71	\$ 12,501.71	\$ 17,498.29	58.3%
TOTAL DIRECT COSTS	<u>\$ 150,000.00</u>	<u>\$ 12,501.71</u>	<u>\$ 12,501.71</u>	<u>\$ 137,498.29</u>	<u>91.7%</u>
GRAND TOTAL	<u>\$ 150,000.00</u>	<u>\$ 12,501.71</u>	<u>\$ 12,501.71</u>	<u>\$ 137,498.29</u>	<u>91.7%</u>
IN KIND NEEDED	\$ 37,500.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (37,500.00)</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 19, 2016

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 non-competitive continuation grant for FY2017.

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,

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

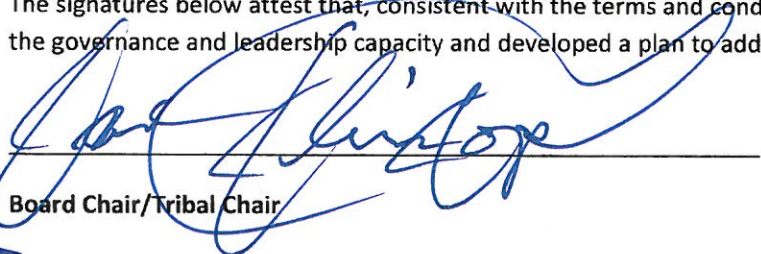


### Certification of Governance and Leadership Capacity Screening

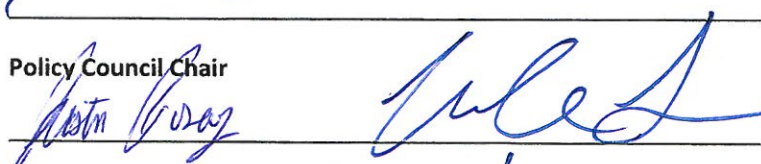
Grant Number: 10CH010422

Grantee Name: College of Southern Idaho

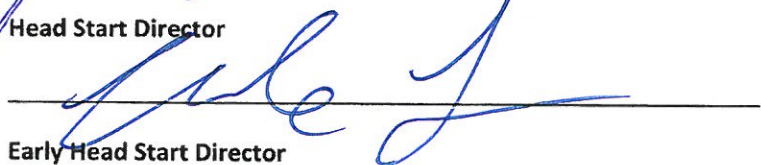
The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NoA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

  
Board Chair/Tribal Chair

9/19/16  
Date  
9/19/16

  
Policy Council Chair

Date  
9/20/16

  
Head Start Director

Date  
9/19/16

Early Head Start Director

Date



COMMITTEE  
MEMBERS

August 25, 2016

Fahim Rahim, MD  
FASN

Naeem Rahim, MD  
FASN

Mike Sanders

Beena Rahim

Anina Rahim

Charity Haderlie

Michael Haderlie, MD

Safdar Janshaid

Linda Hatzembuehler

Sharon Price

Fahana Hibbert

David Martinez

Ali Khan

Nida Mannan

Mona Mannan

Berkeley Willmore

Amber Vaughan

Dear Mr. Rwasama:

The organizers of Idaho's Hometown Hero Medal are pleased to announce that you have been nominated and selected as one of our 2016 medalists.

Established in 2011, Idaho's Hometown Hero Medal pays tribute to individuals that comprise Idaho's unique characteristics and achievements. The honorees are remarkable Idahoans who exemplify outstanding qualities in both their personal and professional lives, while continuing to preserve and promote the richness of Idaho and create a better world for all of us in the future by the work they do today. Idaho is a place, but it is the people of Idaho that make it a great state.

The medal ceremony will be held on September 17, 2016 at 6pm at the L.E. and Thelma E. Stephens Performing Arts Center on the campus of Idaho State University in Pocatello, Idaho. The medal ceremony will be held in the Jensen Grand Concert Hall. The ceremony is open to the public and we encourage you to invite your family and friends to attend.

You and a guest are also invited to join us for dinner and gala celebration in the Rotunda immediately following the medal ceremony.

We would like to thank you for your spirited contribution to your local community and our great state. If you have any questions, feel free to contact us via email at [idahohometownhero@gmail.com](mailto:idahohometownhero@gmail.com). We look forward to seeing you at the medal ceremony in September.

Sincerely,

Dr. Fahim Rahim and Dr. Naeem Rahim  
Co-Founders, Idaho's Hometown Hero Medal

[www.idahohometownhero.org](http://www.idahohometownhero.org)



September 19, 2016

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

From: Jeff M. Harmon



Re: Audio/Video Upgrade to the Herrett Center's Rick Allen Room

We advertised for the upgrade to the audio/video system in the Rick Allen room at the Herrett Center. We received two bids:

AAtronics, LLC	Boise, Idaho	\$47,410.77
Neurilink Connected	Boise, Idaho	\$72,439.62

Based on the review of the proposals by Kevin Mark and Bruce Nukaya, I recommend that we accept the low bid from AAtronics, LLC of Boise, Idaho in the amount of \$47,410.77.

Funding for this comes from the plant facilities fund and a \$10,000 earmark donation from a donor.

CSA

The image features a stylized logo on a black background. The letters 'C', 'S', and 'A' are rendered in a bold, white, sans-serif font. A thick, yellow, curved swoosh or underline passes behind the letters, starting from the left side of the 'C' and extending to the right, ending in a thin, tapered point. The swoosh is positioned between the top and bottom of the letters, creating a sense of motion and unity.