



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

July 17, 2017

**EXECUTIVE SESSION**  
**3:00 P.M.**  
**Taylor Building – President’s Board Room**

**BOARD OF TRUSTEES REGULAR MEETING**  
**4:00 P.M.**  
**Taylor Building – Taylor 248**

## **AGENDA**

### **CALL TO ORDER**

**APPROVAL OF MEETING AGENDA:** (A) *Chairman Kleinkopf*  
**MINUTES – EXECUTIVE SESSION – JUNE 19<sup>TH</sup>, 2017:** (A) *Jeff Harmon*  
**MINUTES – REGULAR MEETING – JUNE 19<sup>TH</sup>, 2017:** (A) *Jeff Harmon*  
**TREASURER’S REPORT:** (A) *Jeff Harmon*  
**HEAD START/EARLY HEAD START REPORT:** (A) *Mancole Fedder*

### **OPEN FORUM**

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

**COLLEGE OF EASTERN IDAHO PROGRESS REPORT:** (I) *President Fox*  
**SUMMER MAINTENANCE PROJECTS:** (I) *Allen Scherbinske*  
**OFFICE ON AGING UPDATE:** (I) *Suzanne McCampbell*  
**P20 CONFERENCE REPORT:** (I) *Dr. Evin Fox*  
**SOUTHERN IDAHO CHAPTER – AMERICAN ASSOCIATION FOR WOMEN IN COMMUNITY COLLEGES (AAWCC) REPORT:** (I) *Larisa Alexander and Jennifer Zimmers*

### **REMARKS FOR THE GOOD OF THE ORDER**

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

### **ADJOURNMENT**

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
JULY REGULAR BOARD OF TRUSTEES MEETING  
July 17, 2017

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

ATTENDING:

Trustees: Karl Kleinkopf, Laird Stone, Bob Keegan  
Jan Mittleider, and Jack Nelsen

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, Associate Vice President of Student Services

Robert Alexander, Board Attorney

Employees, visitors and media - Attached List

APPROVAL OF AGENDA: The agenda was approved as amended on MOTION by Bob Keegan. Affirmative vote was unanimous.

BOARD MINUTES:

The Board accepted the following Board minutes as written.

June 19, 2017 Executive Session

June 19, 2017 Regular Session

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

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports. The Board also approved the purchase not to exceed \$5,000 for a new heating and Air conditioning system for the Orchard Valley center in Wendell Idaho, on MOTION by Jan Mittleider. Affirmative vote was unanimous.

OPEN FORUM:

NONE

UNFINISHED BUSINESS:

NONE

CSI Trustees

July 17, 2017

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NEW BUSINESS:

1. The President updated the Board on the progress of the College of Eastern Idaho.
2. Allen Scherbinske, the college's Physical Plant Director updated the Board on summer projects for the college.
3. Susanne McCampbell, the Director of Office on Aging provided an annual update to the Board.
4. Dr. Evin Fox, Professor of Early Childhood Education and Teacher Education, gave the Board a report on the second annual P20 conference that was held on campus in July. The conference had 625 participants from throughout Idaho and the surrounding states to attend a selection of 128 sessions, all aimed at sharing best practices for teachers from preschool through college.
5. Larisa Alexander gave a report on CSI's chapter of American Association of Women in Community Colleges.

REMARKS FOR THE GOOD OF THE ORDER

President's Report

ADJOURNMENT declared at 5:10 p.m.

  
\_\_\_\_\_  
Jeffrey M. Harmon, Secretary Treasurer

Approved: August 22, 2017

  
\_\_\_\_\_  
Karl Kleinkopf, Chairman

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
July 17, 2017

Monthly Board Meeting List of Attendees

**Employees**

Terry Patterson, Dean of Instruction  
Jason Ostrowski, Dean of Student Affairs  
Kevin Mark, Chief Technology Officer  
Kristy Carpenter, Controller  
Chris Bragg, Associate Dean of Institutional Effectiveness  
John Hughes, Associate Dean of Student Success  
Dr. Heidi Campbell, Associate Dean of STEM  
Dr. Teri Fattig, Director, Library & Herrett Center  
Dr. Michele McFarlane, Registrar  
Allen Scherbinske, Director of Physical Plant  
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  
Ed Ditlefson, Director, Application & Data Architecture  
Larisa Alexander, AAWCC Representative  
Jennifer Zimmer, Financial Aid Director  
Dr. Evin Fox, Professor  
Suzanne McCampbell, Office on Aging Director  
Spencer Cutler, Assistant Director of Physical Plant

**Media & Visitors:**

Julie Wootton, Times News

**General Fund YTD Board**

YEAR: 1617

**Statement of Revenue and Expenses**

Acct Month: 12

Wednesday, July 12, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$11,712,745.55)	(\$11,020,255.47)	(\$11,713,000.00)	(\$692,744.53)	5.91%
County Tuition	(\$1,580,619.17)	(\$1,967,029.87)	(\$1,632,000.00)	\$335,029.87	-20.53%
State Funds	(\$18,903,758.66)	(\$20,971,830.47)	(\$20,648,000.00)	\$323,830.47	-1.57%
County Property Tax	(\$6,816,136.28)	(\$4,782,960.79)	(\$6,870,400.00)	(\$2,087,439.21)	30.38%
Grant Management Fees	(\$567,395.72)	(\$496,440.45)	(\$560,000.00)	(\$63,559.55)	11.35%
Other	(\$463,511.78)	(\$604,088.54)	(\$443,600.00)	\$160,488.54	-36.18%
Unallocated Tuition	\$0.00	(\$1,027,789.43)	\$0.00	\$1,027,789.43	0.00%
Departmental Revenues	(\$840,393.89)	(\$1,449,860.99)	(\$808,000.00)	\$641,860.99	-79.44%

**Total Revenue** (\$40,884,561.05) (\$42,320,256.01) (\$42,675,000.00) (\$354,743.99) 0.83%

**Expenditures****Personnel**

Salaries	\$20,672,720.59	\$21,476,834.52	\$22,069,200.00	\$592,365.48	2.68%
Variable Fringe	\$4,211,433.78	\$4,383,322.15	\$4,513,400.00	\$130,077.85	2.88%
Health Insurance	\$3,738,220.04	\$4,410,537.42	\$4,799,800.00	\$389,262.58	8.11%
<b>Total Personnel</b>	<b>\$28,622,374.41</b>	<b>\$30,270,694.09</b>	<b>\$31,382,400.00</b>	<b>\$1,111,705.91</b>	<b>3.54%</b>

**Expense Categories**

Services	\$2,665,030.73	\$3,599,980.72	\$2,955,450.00	(\$644,530.72)	-21.81%
Supplies	\$1,045,790.32	\$1,336,593.97	\$1,259,750.00	(\$76,843.97)	-6.10%
Other	\$1,058,879.21	\$632,885.47	\$571,000.00	(\$61,885.47)	-10.84%
Capital	\$752,833.85	\$722,435.71	\$1,523,000.00	\$800,564.29	52.56%
Institutional Support	\$4,646,281.47	\$4,434,130.99	\$4,983,400.00	\$549,269.01	11.02%
Transfers	\$37,313.71	(\$29,150.15)	\$0.00	\$29,150.15	0.00%
<b>Total Expense Categories</b>	<b>\$10,206,129.29</b>	<b>\$10,696,876.71</b>	<b>\$11,292,600.00</b>	<b>\$595,723.29</b>	<b>5.28%</b>

**Total Expenditures** \$38,828,503.70 \$40,967,570.80 \$42,675,000.00 \$1,707,429.20 4.00%

**Rev/Expense Total** (\$2,056,057.35) (\$1,352,685.21) \$0.00 \$1,352,685.21 0.00%

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

**Enrollment**

Head Start ACF Federal Funded	*Out for Summer Break
Head Start TANF	*Out for Summer Break
Early Head Start	92
<b>Total</b>	<b>92</b>

**Program Options**

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

**Head Start Attendance**

June Head Start Overall Attendance	*Out for Summer Break
June Head Start Self Transport Attendance	*Out for Summer Break
June EHS Toddler Combo Attendance	84%

**Meals and Snacks**

Total meals served for June	365
Total snacks served for June	350

**Program Notes**

Pre-Service training for staff is August 1-3, 2017.

The Program would like to replace the heating system at the Orchard Valley facility in Wendell. Currently we are looking at bids not exceeding \$12,000 for an energy efficient heating and air conditioning system. This is a renovation requiring approval from the board and policy council as the equipment total is over the \$5,000 threshold and requires a budget modification. The funds are made available because of a robust savings year to date in personnel costs.

The Program is making some changes to its requirements related to Bus driver qualifications with the addition of a Post-Offer Job Employment Screening developed by St. Luke's. The assessment will be performed while staff completes their DOT physicals. It is designed to analyze an applicant's or current staff's ability to complete necessary physical demands required by the job description and Head Start Performance Standards. The desired result is that the program can ensure the safety of all children receiving transportation services while enrolled in the College of Southern Idaho's Head Start and Early Head Start program.

**Early Head Start**

Early Head Start staff are completing the program year on July 31<sup>st</sup>. They are finishing up the Program Information Report for their program. Children are being transitioned to Head Start if age and income eligible, age 3 by August. If they are not eligible they are being transitioned to child care or other options for the parent. New families will be enrolled the first week of August.

**Documents for Board Review and Approval:** Financial Reports; HVAC system purchase for Orchard Valley.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,339,920.00	\$ 232,654.76	\$ 1,122,319.14	\$ 1,217,600.86	52.0%
BENEFITS	\$ 1,586,210.00	\$ 130,082.14	\$ 647,878.80	\$ 938,331.20	59.2%
OUT OF AREA TRAVEL	\$ -	\$ 288.00	\$ 5,186.67	\$ (5,186.67)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 16,454.50	\$ 47,250.80	\$ 8,207.20	14.8%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 426,580.00	\$ 33,833.02	\$ 233,538.42	\$ 193,041.58	45.3%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,408,168.00</b>	<b>\$ 413,312.42</b>	<b>\$ 2,056,173.83</b>	<b>\$ 2,351,994.17</b>	<b>53.4%</b>
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ 28,835.33	\$ 158,521.34	\$ 195,278.66	55.2%
<b>GRAND TOTAL</b>	<b>\$ 4,761,968.00</b>	<b>\$ 442,147.75</b>	<b>\$ 2,214,695.17</b>	<b>\$ 2,547,272.83</b>	<b>53.5%</b>

IN KIND NEEDED	\$ 1,190,492.00
IN KIND GENERATED	\$ 664,518.85
IN KIND (SHORT)/LONG	\$ (525,973.15)

PROCUREMENT CARD EXPENSE \$ 13,184.55 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	5,912.79	1,067.35	845.24	7,825.38	86,755.67

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 1,172.36	\$ 18,539.03	\$ 8,800.97	32.2%
SUPPLIES	\$ 3,434.00	\$ -	\$ 185.00	\$ 3,249.00	94.6%
OTHER	\$ 20,776.00	\$ 1,496.08	\$ 21,089.72	\$ (313.72)	-1.5%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 2,668.44</b>	<b>\$ 39,813.75</b>	<b>\$ 11,736.25</b>	<b>22.8%</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	\$ 553,707.00	\$ 50,321.18	\$ 280,368.26	\$ 273,338.74	49.4%
BENEFITS	\$ 357,120.00	\$ 28,325.56	\$ 163,134.18	\$ 193,985.82	54.3%
OUT OF AREA TRAVEL		\$ 38.42	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 2,830.55	\$ 9,449.65	\$ 23,610.35	71.4%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,125.00	\$ 10,496.55	\$ 58,013.69	\$ 93,111.31	61.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,095,012.00</b>	<b>\$ 92,012.26</b>	<b>\$ 511,004.20</b>	<b>\$ 584,007.80</b>	<b>53.3%</b>
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ 7,078.21	\$ 39,915.22	\$ 42,969.78	51.8%
<b>GRAND TOTAL</b>	<b>\$ 1,177,897.00</b>	<b>\$ 99,090.47</b>	<b>\$ 550,919.42</b>	<b>\$ 626,977.58</b>	<b>53.2%</b>
IN KIND NEEDED	\$ 294,474.00				
IN KIND GENERATED	\$ 253,690.38				
IN KIND (SHORT)/LONG	\$ (40,783.62)				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 8.76	\$ 334.34	\$ 93.01	\$ 436.11	\$ 3,351.21

**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	\$ 170.42	\$ 6,615.11	\$ 6,034.89	47.7%
SUPPLIES	\$ 1,480.00	\$ -	\$ 180.87	\$ 1,299.13	87.8%
OTHER	\$ 14,797.00	\$ 321.08	\$ 4,038.69	\$ 10,758.31	72.7%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 491.50</b>	<b>\$ 10,834.67</b>	<b>\$ 18,092.33</b>	<b>62.5%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 11,732.00
IN KIND (SHORT)/LONG	\$ 4,500.00



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	\$ 18,240.24	\$ 21,725.04	\$ 21,859.96	50.2%
FACILITIES	\$ 48,291.00	\$ -	\$ -	\$ 48,291.00	100.0%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 18,240.24</u>	<u>\$ 21,725.04</u>	<u>\$ 379,450.96</u>	<u>94.6%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 18,240.24</u>	<u>\$ 21,725.04</u>	<u>\$ 379,450.96</u>	<u>94.6%</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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July 17, 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 Board of Trustees reviewed and approved at the regularly scheduled Board meeting on July 17, 2017, the request for budget modification in order to purchase and install a new HVAC system for its Orchard Valley facility in Wendell. The equipment purchase is above the \$5,000 threshold thus needing prior approval for purchase.

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 'Jeffery M. Harmon'.

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