

**AGENDA**

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

**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.

- |   |                              |
|---|------------------------------|
| <b>I. CALL TO ORDER</b>                       | <b>Chairman Kleinkopf</b>    |
| <b>II. APPROVAL OF MEETING AGENDA</b>         | <b>Chairman Kleinkopf</b>    |
| <b>III. MINUTES &amp; BUSINESS REPORTS</b>    |                              |
| <b>A. Approval of Minutes</b>                 | <b>Jeff Harmon</b>           |
| ◆ September 18, 2017 – Regular Meeting        |                              |
| <b>B. Approval of Treasurer’s Report</b>      | <b>Jeff Harmon</b>           |
| <b>C. Head Start/Early Head Start Report</b>  | <b>Mancole Fedder</b>        |
| <b>IV. OPEN FORUM</b>                         | <b>Chairman Kleinkopf</b>    |
| <b>V. UNFINISHED BUSINESS</b>                 |                              |
| <b>VI. NEW BUSINESS</b>                       |                              |
| <b>A. Action Items</b>                        |                              |
| ◆ Maintenance Wood Shop Bid                   | <b>Jeff Harmon</b>           |
| ◆ FY17 Audit Report                           | <b>Jeff Harmon/Dale Bunn</b> |
| <b>B. Information Items</b>                   |                              |
| ◆ Fall 2017 Enrollment Update                 | <b>Chris Bragg</b>           |
| ◆ ASCSI Student Leadership Retreat            | <b>Jason Ostrowski</b>       |
| <b>VII. REMARKS FOR THE GOOD OF THE ORDER</b> | <b>Chairman Kleinkopf</b>    |
| <b>VIII. PRESIDENT’S REPORT</b>               | <b>President Fox</b>         |
| <b>IX. ADJOURNMENT</b>                        | <b>Chairman Kleinkopf</b>    |

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

**ATTENDING:**

Trustees:

Karl Kleinkopf, Chairman  
Bob Keegan, Vice Chairman  
Laird Stone, Clerk  
Jan Mittleider, Trustee  
Jack Nelsen, Trustee

College Administration:

Dr. Jeff Fox, President  
Dr. Todd Schwarz, Executive Vice President, Chief Academic Officer  
Jeff Harmon, Vice President of Finance & Administration  
Dr. Michelle Schutt, Vice President of Student Services  
Robert Alexander, Board Attorney

Employees, visitors and media:

Attached List

**APPROVAL OF AGENDA:** The agenda was approved on MOTION by Jan Mittleider. Affirmative vote was unanimous.

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

September 18, 2017 – Regular Meeting

**TREASURER'S REPORT:** The Treasurer's report was accepted on MOTION by Bob Keegan. 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:**

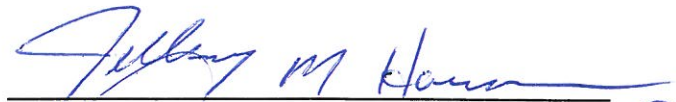
1. The Board was updated on the proposed maintenance woodshop to be constructed adjacent to the existing shop. Funding for this project is from the Plant Facilities Fund in the amount of \$323,000 which includes construction cost along with architect fees, testing and inspections and a construction contingency. The Board approved the low bid from Peterson Brother Construction of Twin Falls, Idaho in the amount of \$293,500 on MOTION by Jack Nelsen. Affirmative vote was unanimous.
2. Dale Bunn, Certified Public Accountant, of France, Basterrechea, Wagner & Bunn Chtd. presented the fiscal year 2017 audit to the Board. The Board approved the audit on MOTION by Jan Mittleider. Affirmative vote was unanimous.
3. A report was presented to the Board by Chris Bragg, Associate Dean of Institutional Effectiveness, regarding Fall 2017 enrollment.
4. A report was presented to the Board by Jason Ostrowski, Dean of Students, and Student Body President, Lance Teske, regarding the ASCSI Student Retreat held at Living Waters Ranch in Challis, Idaho.

**REMARKS FOR THE GOOD OF THE ORDER**

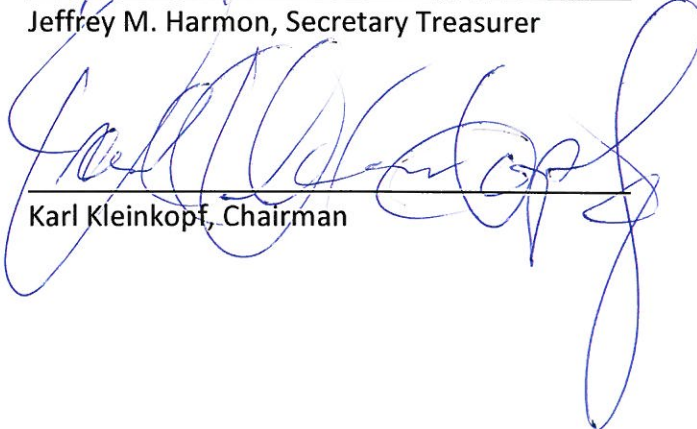
**PRESIDENT'S REPORT**

**ADJOURNMENT DECLARED:** 4:52 p.m.

Approved: November 20, 2017



Jeffrey M. Harmon, Secretary Treasurer



Karl Kleinkopf, Chairman

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

Monday, October 16, 2017 – 4:00p.m.

315 Falls Ave. – Twin Falls, ID 83301

**Monthly Board Meeting List of Additional Attendees**

**Employees**

Dr. Cindy Bond, Dean of Instruction

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

Jennifer Zimmers, Director of Financial Aid

Spencer Cutler, Director of Physical Plant

Theo Schut, Assistant Director of Physical Plant

Kim LaPray, Director of Public Information

Jim Munn, Interim Director of Public Safety

Chance Munns, Faculty Senate President

Mancole Fedder, Director of Head Start

Suzanne McCampbell, Director of Office on Aging

Ed Ditlefsen, Director IT Application and Data

Larisa Alexander, IT Service Owner/Business Operations

Kathy Deahl, Executive Administrative Assistant to the President

**Media and Visitors**

Lance Teske, ASCSI Student Body President

Dale Bunn, CPA/CIA for France, Basterrechea, Wagner & Bunn, CHTD

Zach Schaal, Staff Accountant for France, Basterrechea, Wagner & Bunn, CHTD

**General Fund YTD Board**

YEAR: 1718

**Statement of Revenue and Expenses**

Acct Month: 3

Thursday, October 12, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$4,243,887.04)	(\$4,816,193.75)	(\$11,206,200.00)	(\$6,390,006.25)	57.02%
County Tuition	(\$872,329.15)	(\$743,850.00)	(\$1,698,700.00)	(\$954,850.00)	56.21%
State Funds	(\$20,086,979.42)	(\$21,269,817.72)	(\$21,472,200.00)	(\$202,382.28)	0.94%
County Property Tax	(\$121,296.15)	(\$134,278.38)	(\$7,179,900.00)	(\$7,045,621.62)	98.13%
Grant Management Fees	(\$85,106.33)	(\$131,534.36)	(\$540,000.00)	(\$408,465.64)	75.64%
Other	(\$177,139.50)	(\$187,190.31)	(\$411,000.00)	(\$223,809.69)	54.45%
Unallocated Tuition	(\$1,383,503.74)	(\$884,884.28)	\$0.00	\$884,884.28	0.00%
Departmental Revenues	(\$443,767.37)	(\$316,409.84)	(\$715,000.00)	(\$398,590.16)	55.75%

**Total Revenue** (\$27,414,008.70) (\$28,484,158.64) (\$43,223,000.00) (\$14,738,841.36) 34.10%

**Expenditures**

**Personnel**

Salaries	\$5,030,377.13	\$5,191,261.97	\$22,387,600.00	\$17,196,338.03	76.81%
Variable Fringe	\$1,053,216.86	\$1,084,521.51	\$4,588,000.00	\$3,503,478.49	76.36%
Health Insurance	\$1,081,295.81	\$1,129,635.43	\$5,017,400.00	\$3,887,764.57	77.49%
<b>Total Personnel</b>	<b>\$7,164,889.80</b>	<b>\$7,405,418.91</b>	<b>\$31,993,000.00</b>	<b>\$24,587,581.09</b>	<b>76.85%</b>

**Expense Catagories**

Services	\$987,877.76	\$1,210,379.48	\$3,431,300.00	\$2,220,920.52	64.73%
Supplies	\$325,084.70	\$395,341.60	\$1,608,700.00	\$1,213,358.40	75.42%
Other	\$187,906.32	(\$3,709.66)	\$0.00	\$3,709.66	0.00%
Capital	\$424,208.52	\$116,137.10	\$1,068,600.00	\$952,462.90	89.13%
Institutional Support	\$3,706,273.51	\$3,942,884.07	\$5,121,400.00	\$1,178,515.93	23.01%
Transfers	\$309.54	\$255.32	\$0.00	(\$255.32)	0.00%
<b>Total Expense Catagories</b>	<b>\$5,631,660.35</b>	<b>\$5,661,287.91</b>	<b>\$11,230,000.00</b>	<b>\$5,568,712.09</b>	<b>49.59%</b>

**Total Expenditures** \$12,796,550.15 \$13,066,706.82 \$43,223,000.00 \$30,156,293.18 69.77%

**Rev/Expense Total** (\$14,617,458.55) (\$15,417,451.82) \$0.00 \$15,417,451.82 0.00%



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

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
<b>Total</b>	<b>561</b>

**Program Options**

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

**Head Start Attendance**

September Head Start Overall Attendance	88%
September Head Start Self Transport Attendance	88%
September EHS Toddler Combo Attendance	88%

**Meals and Snacks**

Total meals served for September	4,315
Total snacks served for September	2,618

**Program Notes**

Classroom staff are completing anecdotal information for the first nine weeks of the program year on the COR (Child Observation Record). This establishes a baseline of the children's learning when they enter the program. The information is compiled four times for Early Head Start and three times for Head Start over the course of the program year. Children in Early Head Start are evaluated on 28 items that cover six categories: sense of self, social relations, creative representation, movement, communication and language, and exploration and early logic. Children in Head Start are evaluated in 32 items that cover six categories: initiative; social relations; creative representation; music and movement; language and literacy; and mathematics and science.

October is National Head Start month. Each center has conducted elections for Parent Committee and Policy Council Representatives. Policy Council Retreat will be held October 6th and 7th in Albion, Idaho. At Retreat, Policy Council Members will be trained on their roles and responsibilities and participate in fun hands-on learning activities.

**Documents for Board Review and Approval:**

Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,586,240.00	\$ 205,291.97	\$ 1,756,795.66	\$ 829,444.34	32.1%
BENEFITS	\$ 1,532,740.00	\$ 124,084.69	\$ 1,032,266.70	\$ 500,473.30	32.7%
OUT OF AREA TRAVEL	\$ 11,338.00	\$ -	\$ 5,391.84	\$ 5,946.16	
EQUIPMENT	\$ 41,767.00	\$ -	\$ -	\$ 41,767.00	
SUPPLIES	\$ 100,118.00	\$ 16,314.00	\$ 80,292.24	\$ 19,825.76	19.8%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 783,506.00	\$ 37,629.08	\$ 346,799.39	\$ 436,706.61	55.7%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,055,709.00</b>	<b>\$ 383,319.74</b>	<b>\$ 3,221,545.83</b>	<b>\$ 1,834,163.17</b>	<b>36.3%</b>
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 28,636.58	\$ 249,903.44	\$ 117,847.56	32.0%
<b>GRAND TOTAL</b>	<b>\$ 5,423,460.00</b>	<b>\$ 411,956.32</b>	<b>\$ 3,471,449.27</b>	<b>\$ 1,952,010.73</b>	<b>36.0%</b>
IN KIND NEEDED	\$ 1,471,991.00				
IN KIND GENERATED	\$ 700,185.37				
IN KIND (SHORT)/LONG	\$ (771,805.63)				

PROCUREMENT CARD EXPENSE \$ 23,738.21 6% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	17,169.68	6,837.13	1,038.16	25,044.97	104,117.31

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 2,754.46	\$ 22,866.31	\$ 4,473.69	16.4%
SUPPLIES	\$ 3,434.00	\$ 213.28	\$ 2,603.44	\$ 830.56	24.2%
OTHER	\$ 20,776.00	\$ 417.89	\$ 24,184.34	\$ (3,408.34)	-16.4%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 3,385.63</b>	<b>\$ 49,654.09</b>	<b>\$ 1,895.91</b>	<b>3.7%</b>

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 15,324.00
IN KIND (SHORT)/LONG	\$ 2,436.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 561,596.00	\$ 44,449.25	\$ 420,326.57	\$ 141,269.43	25.2%
BENEFITS	\$ 367,375.00	\$ 25,373.23	\$ 243,922.70	\$ 123,452.30	33.6%
OUT OF AREA TRAVEL		\$ -	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 9,383.52	\$ 21,260.14	\$ 11,799.86	35.7%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 151,126.00	\$ 5,557.12	\$ 90,732.45	\$ 60,393.55	40.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,113,157.00</b>	<b>\$ 84,763.12</b>	<b>\$ 776,280.28</b>	<b>\$ 336,876.72</b>	<b>30.3%</b>
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,061.58	\$ 59,662.68	\$ 16,856.32	22.0%
<b>GRAND TOTAL</b>	<b>\$ 1,189,676.00</b>	<b>\$ 90,824.70</b>	<b>\$ 835,942.96</b>	<b>\$ 353,733.04</b>	<b>29.7%</b>
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 369,153.21				
IN KIND (SHORT)/LONG	\$ 71,734.21				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 20.26	\$ 721.70	\$ 189.38	\$ 931.34	\$ 4,840.58

**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	\$ 645.96	\$ 7,566.17	\$ 5,083.83	40.2%
SUPPLIES	\$ 1,480.00	\$ -	\$ 395.11	\$ 1,084.89	73.3%
OTHER	\$ 14,797.00	\$ 7.00	\$ 5,180.69	\$ 9,616.31	65.0%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 652.96</b>	<b>\$ 13,141.97</b>	<b>\$ 15,785.03</b>	<b>54.6%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 14,047.00
IN KIND (SHORT)/LONG	\$ 6,815.00



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ 226,600.27	\$ 226,600.27	\$ 66,699.73	22.7%
SUPPLIES	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	100.0%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 1,813.00	\$ 31,399.52	\$ 12,185.48	28.0%
FACILITIES	\$ 48,291.00	\$ -	\$ 13,521.61	\$ 34,769.39	72.0%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 228,413.27</u>	<u>\$ 271,521.40</u>	<u>\$ 129,654.60</u>	<u>32.3%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 228,413.27</u>	<u>\$ 271,521.40</u>	<u>\$ 129,654.60</u>	<u>32.3%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (100,294.00)</u>				

October 17, 2017

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

From: Jeffrey M. Harmon 

Re: Maintenance Wood Shop

We advertised for the construction of a maintenance wood shop, to be constructed on the northeast side of the McManaman building. We received three bids as follows.

Peterson Brothers Construction	Twin Falls, Idaho	\$ 293,500.00
Stanley Associates, Inc.	Twin Falls, Idaho	\$ 294,950.00
Don Anderson Construction	Twin Falls, Idaho	\$ 316,900.00

Based on the review of the proposals by Spencer Cutler and our architect Richard Creason, I recommend that we accept the low bid from Peterson Brothers Construction of Twin Falls, Idaho in the amount of \$ 293,500.00.

The total budget for the project is \$323,000.00. This includes construction costs along with architect fees, testing and inspections, and a construction contingency.

Funding for this project is from the Plant Facility Fund.