

**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.

- |   |   |
|---|---|
| <b>I. CALL TO ORDER</b>   | <b>Chairman Mittleider</b><br>3:00PM/President’s Board Room |
| <b>II. RECESS TO EXECUTIVE SESSION</b><br><i>Motion to convene in Executive Session</i> | <b>Chairman Mittleider</b>                                  |
| <b>III. RECONVENE REGULAR MEETING</b>   | <b>Chairman Mittleider</b><br>4:00PM/Taylor Bldg Room 276   |
| <b>IV. APPROVAL OF MEETING AGENDA</b>   | <b>Chairman Mittleider</b>                                  |
| <b>V. MINUTES &amp; BUSINESS REPORTS</b>  |   |
| <b>Approval of Minutes</b>  | <b>Jeff Harmon</b>  |
| August 19, 2019   |   |
| <b>Approval of Treasurer’s Report</b>   | <b>Jeff Harmon</b>  |
| <b>Approval of Head Start/Early Head Start Report</b>                                   | <b>Ruby Allen</b>   |
| <b>VI. OPEN FORUM</b>   | <b>Chairman Mittleider</b>                                  |
| <b>VII. UNFINISHED BUSINESS</b>   |   |
| <b>VIII. NEW BUSINESS</b>   |   |
| <b>Action Items</b>   |   |
| 1. Head Start / Early Head Start 2018-2019 Annual Report                                | <b>Ruby Allen</b>   |
| 2. Head Start / Early Head Start Non-Competitive Continuation Grant for FY2020          | <b>Ruby Allen</b>   |
| <b>Information Items</b>  |   |
| 1. Mini-Cassia Center Annual Report   | <b>Amy Christopherson</b>                                   |
| 2. Office of Instruction and Academic Affairs Report                                    | <b>Todd Schwarz</b>   |
| <b>IX. REMARKS FOR THE GOOD OF THE ORDER</b>  | <b>Chairman Mittleider</b>                                  |
| <b>X. CSI STUDENT BODY PRESIDENT REPORT</b>   | <b>Sammy Sanchez</b>  |
| <b>XI. PRESIDENT’S REPORT</b>   | <b>President Fox</b>  |
| <b>XII. ADJOURNMENT</b>   | <b>Chairman Mittleider</b>                                  |

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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:** 3:00p.m.

**EXECUTIVE SESSION:** 3:01p.m.

**EXECUTIVE SESSION ATTENDEES:**

Trustees:

Jan Mittleider, Chairwoman  
Jack Nelsen, Clerk  
Anna Scholes, Trustee  
Scott McClure, Trustee

College Administration:

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
- Jack Nelsen             Aye
- Anna Scholes           Aye
- Scott McClure          Aye

The Board returned to public session at 4:02p.m.

**APPROVAL OF AGENDA:** The agenda was approved as written.

**BOARD MINUTES:** The following Board of Trustee meeting minutes were accepted as written.

August 19, 2019 (Regular Meeting)

**TREASURER'S REPORT:** The Treasurer's report was accepted on MOTION by Anna Scholes. Affirmative vote was unanimous.

**HEAD START/EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head Start monthly fiscal and operational reports and the Head Start Annual Report on MOTION by Anna Scholes. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items**

1. **HEAD START/EARLY HEAD START Non-Competitive Continuation Grant for FY2020:** The Board approved the Head Start/Early Head Start non-competitive continuation grant for FY2020 on MOTION by Jack Nelsen. Affirmative vote was unanimous.

**Information Items**

1. Amy Christopherson, Director of the Mini-Cassia Center presented her annual report for the Mini-Cassia Center. She talked about the great connections the center has with Student Senate and many other offices and departments from the main campus in Twin Falls. She noted Summer enrollment was strong with the academic classes, Active Aging Yoga, CNA Workforce, Bridge Program, Community Ed, and Weekend College Plus. She concluded her report highlighting examples of student successes.
2. Dr. Todd Schwarz, Executive Vice President, shared information regarding CSI UpLink. He noted that UpLink is different than Dual Credit as it offers high school students an entire CSI CTE program rather than just academic classes. This program is designed to help high school students get a head start on career technical education programs.

**REMARKS FOR THE GOOD OF THE ORDER**

**CSI STUDENT BODY PRESIDENT REPORT**

**PRESIDENT'S REPORT**

**ADJOURNMENT DECLARED:** 4:59 p.m.



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Jeffrey M. Harmon, Secretary Treasurer

Approved: October 21<sup>st</sup>, 2019



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Jan Middleider, Chairman

**COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES**  
Monday September 16, 2019 – 4:00p.m.  
315 Falls Ave. – Twin Falls, ID 83301

**Monthly Board Meeting List of Additional Attendees**

**Employees**

Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer  
Dr. Michelle Schutt, Vice President of Student Services  
Dr. Barry Pate, Associate Dean of STEM  
Jayson Lloyd, Dean of Instruction  
John Hughes, Dean of Instruction – Student Success  
Dr. Jonathan Lord, Associate Dean of Early College  
Jennifer Zimmers, Director of Financial Aid  
Spencer Cutler, Director of Physical Plant  
Kim LaPray, Director of Public Information  
Jim Munn, Director of Public Safety  
Ruby Allen, Director of Head Start  
Larisa Alexander, IT Service Owner/Business Operations  
Ginger Nukaya, Executive Administrative Assistant to the President  
Suzanne Campbell, Director of Office on Aging  
Candace Boesiger, Assistant Professor Accounting  
Tiffany Seeley-Case, Instructional Dean  
Tamara Harmon, Assistant Director of Foundation  
Amy Christopherson, Director Mini-Cassia Center  
Bethany White, Service Owner IT

**Media and Visitors**

Ryan Blake, Times News



## General Fund Board Report

As of August 31, 2019

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$4,121,636)	(\$4,014,718)	\$0	\$4,014,718	-
County Tuition	(\$725,400)	(\$582,950)	\$0	\$582,950	-
State Funds	(\$21,235,633)	(\$21,434,534)	\$0	\$21,434,534	-
County Property Tax	(\$169,615)	(\$186,981)	\$0	\$186,981	-
Grant Management Fees	(\$87,329)	(\$81,451)	\$0	\$81,451	-
Other	(\$91,514)	(\$173,801)	\$0	\$173,801	-
Unallocated Tuition	(\$1,339,183)	(\$1,549,589)	\$0	\$1,549,589	-
Departmental Revenues	(\$322,405)	(\$328,081)	\$0	\$328,081	-
<b>Total Revenue</b>	<b>(\$28,092,715)</b>	<b>(\$28,352,106)</b>	<b>\$0</b>	<b>\$28,352,106</b>	<b>-</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$3,329,903	\$3,430,518	\$0	(\$3,430,518)	-
Variable Fringe	\$715,780	\$742,423	\$0	(\$742,423)	-
Health Insurance	\$727,623	\$756,459	\$0	(\$756,459)	-
<b>Total Personnel Expense</b>	<b>\$4,773,306</b>	<b>\$4,929,400</b>	<b>\$0</b>	<b>(\$4,929,400)</b>	<b>-</b>
Operating Expense					
Services	\$850,329	\$1,083,370	\$0	(\$1,083,370)	-
Supplies	\$208,634	\$253,174	\$0	(\$253,174)	-
Other	\$2,664	\$1,198	\$0	(\$1,198)	-
Capital	(\$74,379)	\$65,913	\$0	(\$65,913)	-
Institutional Support	\$4,146,210	\$4,208,536	\$0	(\$4,208,536)	-
Transfers	\$30,000	\$33,390	\$0	(\$33,390)	-
<b>Total Operating Expense</b>	<b>\$5,163,459</b>	<b>\$5,645,582</b>	<b>\$0</b>	<b>(\$5,645,582)</b>	<b>-</b>
<b>Total Expense</b>	<b>\$9,936,765</b>	<b>\$10,574,982</b>	<b>\$0</b>	<b>(\$10,574,982)</b>	<b>-</b>
<b>Rev/Expense Total</b>	<b>(\$18,155,951)</b>	<b>(\$17,777,124)</b>	<b>\$0</b>	<b>\$17,777,124</b>	<b>-</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,960,213.00	\$ 207,070.19	\$ 1,597,780.09	\$ 1,362,432.91	46.0%
BENEFITS	\$ 2,087,485.00	\$ 121,258.73	\$ 886,943.90	\$ 1,200,541.10	57.5%
EQUIPMENT	\$ 56,026.00	\$ -	\$ -	\$ 56,026.00	
CONTRACTUAL	\$ 28,000.00	\$ 913.81	\$ 7,638.35	\$ 20,361.65	72.7%
SUPPLIES	\$ 131,405.00	\$ 18,220.35	\$ 75,720.28	\$ 55,684.72	42.4%
FACILITIES/CONST.			\$ -		
OTHER	\$ 633,066.00	\$ 77,671.29	\$ 322,478.61	\$ 310,587.39	49.1%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,896,195.00</b>	<b>\$ 425,134.37</b>	<b>\$ 2,890,561.23</b>	<b>\$ 3,005,633.77</b>	<b>51.0%</b>
ADMIN COSTS (9.0%)	\$ 454,293.00	\$ 31,506.35	\$ 226,403.39	\$ 227,889.61	50.2%
<b>GRAND TOTAL</b>	<b>\$ 6,350,488.00</b>	<b>\$ 456,640.72</b>	<b>\$ 3,116,964.62</b>	<b>\$ 3,233,523.38</b>	<b>50.9%</b>
IN KIND NEEDED	\$ 1,587,622.00				
IN KIND GENERATED	\$ 788,281.79				
IN KIND (SHORT)/LONG	\$ (799,340.21)				
PROCUREMENT CARD EXPENSE	\$ 8,978.20	2% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	380.63	15,126.05	5,881.69	4,224.75	105,863.18

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,454.00	\$ 8,096.01	\$ 19,911.99	\$ 17,542.01	46.8%
SUPPLIES	\$ 2,903.00	\$ (3.50)	\$ 472.76	\$ 2,430.24	83.7%
OTHER	\$ 26,217.00	\$ 471.23	\$ 11,255.06	\$ 14,961.94	57.1%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 8,563.74</b>	<b>\$ 31,639.81</b>	<b>\$ 34,934.19</b>	<b>52.5%</b>
IN KIND NEEDED	\$ 16,644.00				
IN KIND GENERATED	\$ 52,472.00				
IN KIND (SHORT)/LONG	\$ 35,828.00				



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 761,437.00	\$ 51,558.87	\$ 421,455.87	\$ 339,981.13	44.6%
BENEFITS	\$ 446,988.00	\$ 26,317.03	\$ 215,133.60	\$ 231,854.40	51.9%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 47,773.00	\$ 4,965.60	\$ 30,719.37	\$ 17,053.63	35.7%
SUPPLIES	\$ 22,562.00	\$ 4,020.66	\$ 15,013.34	\$ 7,548.66	33.5%
FACILITIES/CONST.			\$ -		
OTHER	\$ 69,581.00	\$ 16,754.07	\$ 62,730.72	\$ 6,850.28	9.8%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,348,341.00</b>	<b>\$ 103,616.23</b>	<b>\$ 745,052.90</b>	<b>\$ 603,288.10</b>	<b>44.7%</b>
ADMIN COSTS (9.0%)	\$ 108,758.00	\$ 7,008.83	\$ 57,456.34	\$ 51,301.66	47.2%
<b>GRAND TOTAL</b>	<b>\$ 1,457,099.00</b>	<b>\$ 110,625.06</b>	<b>\$ 802,509.24</b>	<b>\$ 654,589.76</b>	<b>44.9%</b>
IN KIND NEEDED	\$ 364,274.00				
IN KIND GENERATED	\$ 388,781.12				
IN KIND (SHORT)/LONG	\$ 24,507.12				
<b>CACFP</b>	<b>Repair/Maint</b>	<b>Food</b>	<b>Non-Food</b>	<b>Total for Month</b>	<b>YTD Expense</b>
Total All Centers	\$ 30.83	\$ 892.31	\$ 267.95	\$ 1,191.09	\$ 7,370.36

**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	\$ 9,253.89	\$ 18,379.41	\$ (2,454.41)	-15.4%
SUPPLIES	\$ 1,479.00	\$ -	\$ 395.19	\$ 1,083.81	73.3%
OTHER	\$ 11,523.00	\$ 356.40	\$ 5,692.80	\$ 5,830.20	50.6%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 9,610.29</b>	<b>\$ 24,467.40</b>	<b>\$ 4,459.60</b>	<b>15.4%</b>
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	\$ 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%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,279,943.00</b>	<b>\$ 45,454.00</b>	<b>\$ 61,715.00</b>	<b>\$ 1,218,228.00</b>	<b>95.2%</b>
<b>GRAND TOTAL</b>	<b>\$ 1,279,943.00</b>	<b>\$ 45,454.00</b>	<b>\$ 61,715.00</b>	<b>\$ 1,218,228.00</b>	<b>95.2%</b>
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	\$ 31,273.00	57.9%
SUPPLIES	\$ 32,832.00	\$ 244.64	\$ 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%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 164,315.00</b>	<b>\$ 244.64</b>	<b>\$ 26,006.49</b>	<b>\$ 138,308.51</b>	<b>84.2%</b>
<b>GRAND TOTAL</b>	<b>\$ 164,315.00</b>	<b>\$ 244.64</b>	<b>\$ 26,006.49</b>	<b>\$ 138,308.51</b>	<b>84.2%</b>
IN KIND NEEDED	\$ 41,079.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (41,079.00)				



College of Southern Idaho  
Head Start/Early Head Start

## Program Summary for August 2019



### 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), Early Head Start -Home Based, Early Head Start Toddler Combo.

### Head Start Attendance

August Head Start Overall Attendance	90%
August Head Start Self Transport Attendance	90%
August EHS Toddler Combo Attendance	88%

### Meals and Snacks

Total meals served for August	3,411
Total snacks served for August	413

### Program Notes

All Head Start/Early Head Start classes are in session except one class in Orchard Valley (Wendell). Four positions in Wendell have not been filled, a bus driver and 3 classroom staff. Region X has approved a late start for 17 children which will start receiving services October 15<sup>th</sup>. Interviews are scheduled and it is the programs hope that all four positions will be filled before that date.

Centers held Open Houses 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 within 45 days of enrollment for each 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 2019-2020 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.

**\*FY2019 OHS Grant Summary to be presented to the Board of Trustees during the meeting**

**Documents for Board Review and Approval: Financial Reports; FY2019 OHS Head Start Grant; 2018-19 Annual Program Report**



**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 16, 2019

Jeff Newton  
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 FY2020.

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 CPA  
Vice President of Finance & Administration  
College of Southern Idaho  
Head Start /Early Head Start