



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 15TH, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – AUGUST 15TH, 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

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%

Total Revenue (\$26,102,345.01) (\$26,742,058.03) \$0.00 \$26,742,058.03 0.00%

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%

Total Personnel \$4,181,480.56 \$4,539,346.57 \$0.00 (\$4,539,346.57) 0.00%

Expense Catagories

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%

Total Expense Catagories \$3,706,074.95 \$1,880,771.94 \$0.00 (\$1,880,696.01) 0.00%

Total Expenditures \$7,887,555.51 \$6,420,118.51 \$0.00 (\$6,420,042.58) 0.00%

Rev/Expense Total (\$18,214,789.50) (\$20,321,939.52) \$0.00 \$20,322,015.45 0.00%

**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
Total	82

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%
TOTAL DIRECT COSTS	\$ 1,994,272.00	\$ 163,266.51	\$ 302,396.12	\$ 1,691,875.88	84.8%
ADMIN COSTS (8.228%)	\$ 144,514.00	\$ 10,821.92	\$ 20,191.96	\$ 124,322.04	86.0%
GRAND TOTAL	\$ 2,138,786.00	\$ 174,088.43	\$ 322,588.08	\$ 1,816,197.92	84.9%

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%
GRAND TOTAL	\$ 23,751.00	\$ 11,070.13	\$ 11,450.90	\$ 12,300.10	51.8%

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%
TOTAL DIRECT COSTS	\$ 513,613.00	\$ 78,966.88	\$ 142,271.33	\$ 371,341.67	72.3%
ADMIN COSTS (8.228%)	\$ 36,670.00	\$ 5,320.95	\$ 10,194.28	\$ 26,475.72	72.2%
GRAND TOTAL	\$ 550,283.00	\$ 84,287.83	\$ 152,465.61	\$ 397,817.39	72.3%
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%
GRAND TOTAL	\$ 13,514.00	\$ 6,250.88	\$ 6,377.80	\$ 7,136.20	52.8%
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



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,

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

Resident Status for Tuition Purposes

CSI Policy	State Policy	Differences
<p>Student who domiciled in the State of Idaho/district primarily for purposes other than education for at least twelve (12) months continuously next preceding the opening day of the term for which the student matriculates at the College of Southern Idaho <u>and</u> who receives less than fifty percent (50%) of his/her support from a parent, parents or legal guardians who are not Idaho/district residents for voting purposes.</p>	<p>Independent Student: Any student receives less than 50% financial support from a parent/guardian; has continuously resided in, and maintained a bona fide domicile in Idaho for purposes other than education for at least 12 months prior to the term in which the student is applying for residency.</p>	<p>Simplification of Language</p>
<p>Student who has domiciled in Idaho/district, who has qualified or would otherwise be qualified under the provisions of this policy, and who is away from Idaho/district for a period of less than one (1) calendar year and has not established legal residence elsewhere provided a twelve (12) month period of continuous residence has been established immediately prior to departure.</p>		
<p>Student whose parent, parents or court-appointed guardians are domiciled in Idaho/district for at least twelve (12) months continuously next preceding the opening day of the term for which the student matriculates <u>and</u> provide more than fifty percent (50%) of the student's support.</p>	<p>Dependent Student: Any student who has one or more parent(s)/legal guardian(s) ("parent/guardian") who is domiciled in Idaho and provides at least 50% of the student's financial support. The parent/guardian must have maintained a bona fide domicile in Idaho for at least 12 months prior to the term in which the student is applying for residency.</p>	<p>Simplification of Language</p>
<p>Student whose spouse is classified, or is eligible for classification, as a resident of Idaho/district for tuition purposes.</p>	<p>Married to an Idaho Resident. Any student who is married to a person who is classified, or eligible for classification, as an Idaho resident for the purpose of attending an Institution, except that a student who was enrolled as a full-time student in any term during the 12 month period before the term in which the student proposes to enroll as a resident student must independently establish domicile.</p>	<p>If the out-of-state student was a full-time student in the 12 months prior they no longer qualify under state policy.</p>

<p>Student who, regardless of current domicile, is a member of one the following Idaho American Indian tribes whose traditional and customary tribal boundaries included portions of the state of Idaho, or whose Indian tribe was granted reserved lands within the state of Idaho: (i) Coeur d’Alene tribe, (ii) Shoshone-Bannock tribes, (iii) Shoshone-Paiute tribes, (iv) Nez Perce tribe, and (v) Kootenai tribe shall be considered Idaho resident for purposes of tuition.</p>	<p>Member of the following Idaho Native American Indian Tribes. Members of the following Idaho Native American Indian Tribes “whose traditional and customary tribal boundaries included portions of the state of Idaho, or whose Indian tribe was granted reserved lands within the state of Idaho”: a. Coeur d’Alene; b. Shoshone-Paiute; c. Nez Perce; d. Shoshone-Bannock; e. Kootenai; or f. Eastern Shoshone</p>	<p>Simplification of Language</p>
<p>Student who is a member of the United States Armed Forces, stationed in Idaho/district on military orders.</p>	<p>Armed Forces. Any student, the spouse of the student, or the parent/guardian of a dependent student who meets one of the following criteria:</p> <ul style="list-style-type: none"> a) Member of the Armed Forces who entered service as an Idaho resident, has maintained Idaho resident status, but is stationed outside of Idaho on military orders. b) Member of the Armed Forces stationed in Idaho on military orders. c) Officer or enlisted member of the Idaho National Guard. d) Member who has been separated, under honorable conditions, from the Armed Forces after at least 2 years of service <ul style="list-style-type: none"> i. Who at the time of separation designated Idaho as the intended domicile, and within 1 year of the date of separation enters an Institution; or ii. Who listed Idaho as the home of record in service, and within 1 year of the date of separation enters an Institution; or iii. Who moves to Idaho for the purpose of establishing domicile; provided however, to maintain status as a resident student, such person must actively establish domicile in Idaho within 1 year of registration at an Institution. 	<p>Simplification of Language</p>
<p>Student who is an officer or enlisted member of the Idaho National Guard.</p>		
<p>Student whose parent, parents or legal guardians are members of the United States Armed Forces and stationed in Idaho/district on military orders <u>and</u> who receives fifty percent (50%) or more of support from parents or legal guardians. The student, while in continuous attendance, shall not lose his/her residency status when his/her parents are transferred on military orders.</p>		
<p>Student who separated, under honorable conditions, from the United States Armed Forces after at least two (2) years of active service, who at the time of separation designates Idaho/district as his/her intended domicile or who has Idaho/ district as the home of record in service <u>and</u> enters CSI within one (1) year of the date of separation.</p>		

	Completed 6 Years of Elementary and Secondary Education in Idaho. Any student who completed 6 years of elementary and secondary education in Idaho, is domiciled in Idaho, and matriculates at an Institution within 6 years following completion of secondary education.	New Provision at the state
Student who graduated from an accredited Idaho secondary school and enrolls at CSI the term immediately following graduation (does not include summer term) is considered an Idaho resident for tuition purposes.	Graduate of an Idaho High School. Any student who is a graduate from an accredited Idaho high school, is domiciled in Idaho, and who enrolls in an Institution within six years immediately following secondary school graduation regardless of the domicile of the student's parent or guardian (except if a non-US citizen (see, definition of non-resident below)).	No Change
Definition of Primarily educational purposes means a student enrolled for more than six (6) credit hours in any semester during the past twelve (12) month period.	Primarily Educational Purposes means enrollment in 12 or more credit hours in any term during the past 12 months.	Moves the credit threshold from 6 credits to 11 under state policy.

Summary of Major Differences

- a) Under state policy, students attending 6 years at an Idaho elementary or secondary school qualify as an in-state resident.
- b) Under state policy, the number of credits out-of-state students are allowed to take while establishing residency is 11; CSI policy allows student to enroll in 6.
- c) Under state policy, full-time students who marry an Idaho resident must establish residency independently. Under CSI policy, student who marry an Idaho resident may immediately claim in-state residency.

Institution determines student a non-resident

Student bears the burden of proof in requesting reclassification

Choose one of the following options for proving Idaho residency for tuition purposes

Dependent Student

Student receives more than 50% of financial support from parent/guardian who has been domiciled in Idaho for prior 12 months

Independent Student

Student receives less than 50% of financial support from parent/guardian; has been domiciled and physically resided in Idaho for purposes other than educational for 12 months prior to the first day of the term

Idaho Elementary/Secondary Student

Student graduated from Idaho high school, or completed 6 years of elementary and secondary school in Idaho, is domiciled in Idaho, and is matriculating within 6 years immediately following high school graduation

Married to an Idaho Resident, except a student who was enrolled as a full time student during the 12 months before the term in which the student proposes to enroll as a resident student must independently establish residency

Armed Forces (U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, or the reserve forces of those groups)

Student is a member, spouse or dependent child of a member of the Armed Forces ("AF") and the member:

- 1) Entered the AF as an Idaho resident, has maintained Idaho residency but is stationed outside of Idaho;
- 2) Is stationed in Idaho on military orders;
- 3) Is in the Idaho National Guard;
- 4) Separated honorably from AF after at least 2 years of service and at time of separation designated Idaho as intended domicile or has Idaho as home of record in service, and enrolls within 1 year of date of separation;
- 5) Is an AF veteran, served for at least 2 years, separated under honorable conditions, and moved to Idaho for the purpose of establishing domicile and will take steps to establish domicile in Idaho within one (1) year of registration at this institution

Idaho Native American Tribe(s)

Member of one of the following Idaho Native American Tribes: Nez-Perce, Coeur d'Alene, Shoshone-Paiute, Kootenai, Shoshone-Bannock, Eastern Shoshone

"Domicile" means the "individual's true, fixed and permanent home and place of habitation. It is the place where that individual intends to remain, and to which that individual expects to return when that individual leaves without intending to establish a new domicile elsewhere." Idaho Code, 37-3717B(1)(a). The establishment of a new domicile in Idaho by a person formerly domiciled elsewhere has occurred if the person is physically present in Idaho for purposes other than educational. The statutory presumption is that a student who is enrolled full time in any term during a twelve (12) month period prior to the term for which residency is sought shall be presumed to be in Idaho for primarily educational purposes. The statutory presumption is rebutted if the student can provide proof of full time employment in Idaho for 12 months before the term for which residency is sought and the filing of an Idaho state resident income tax return for the prior tax year.

Factors for determining domicile (timeframe: prior 12 months):

1. Permanent full-time employment or the hourly equivalent thereof in Idaho.



2. Filing of Idaho state income tax return covering



5 of the following, if you were not attending school full-time in the prior year:

1) Ownership or leasing of a residence in Idaho

2) Registration and payment of Idaho taxes or fees, other than sales or income tax, including registration and payment of Idaho taxes or fees on a motor vehicle, mobile home, travel trailer, or other item of personal property

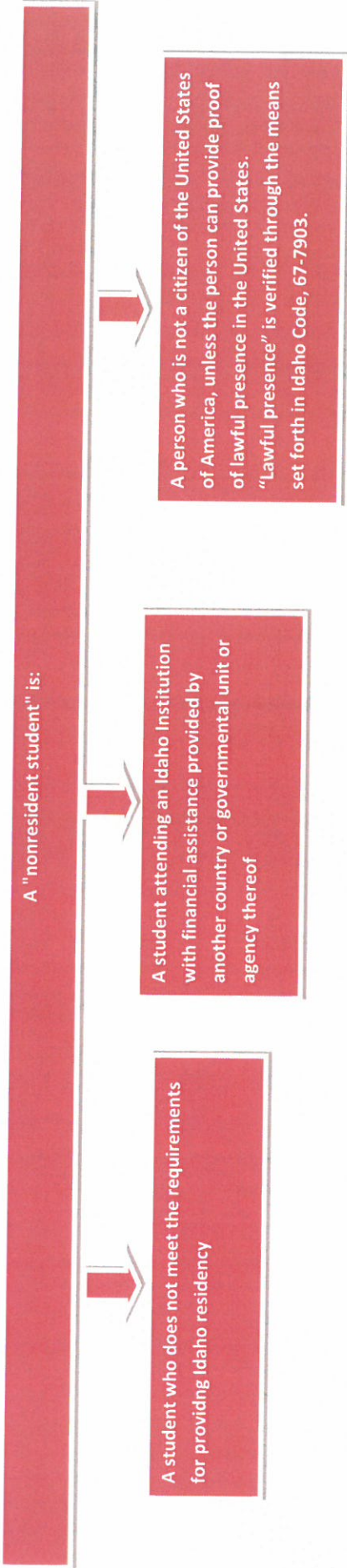
3) Registration to vote for state elected officials in Idaho at a general election

4) Holding of an Idaho's driver's license or state-issued identification card

5) Evidence of the abandonment of a previous domicile.

6) Establishment of accounts with financial institutions in Idaho

7) Other similar factors indicating intent to be domiciled in Idaho and the maintenance of such a domicile.



Relevant Law and Regulations. The statutory and regulatory provisions relevant to residency determinations may be found at:

- Idaho Code Section 33-3717B (institutions other than community colleges)
- Idaho Code Section 33-2110A (community colleges)
- IDAPA 08.01.04