

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.

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|---|--|
| I. CALL TO ORDER | Chairman Kleinkopf
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION | Chairman Kleinkopf
President’s Board Room |
| III. RECONVENE REGULAR MEETING | Chairman Kleinkopf
4:00PM/Taylor SUB 248 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Kleinkopf |
| V. MINUTES & BUSINESS REPORTS | |
| A. Approval of Minutes | Jeff Harmon |
| ◆ August 22, 2017 | |
| B. Approval of Treasurer’s Report | Jeff Harmon |
| C. Head Start/Early Head Start Report | Mancole Fedder |
| VI. OPEN FORUM | Chairman Kleinkopf |
| VII. UNFINISHED BUSINESS | |
| VIII. NEW BUSINESS | |
| A. Action Items | |
| ◆ None | |
| B. Information Items | |
| ◆ Campus Technology Update | Kevin Mark |
| ◆ Strategic Planning Process and Metrics Update | Chris Bragg |
| ◆ Community College Survey of Student Engagement (CCSSE) Update | Chris Bragg |
| ◆ Review of CSI Presentation for the Magic Valley Chambers Legislative Tour | President Fox and Dr. Todd Schwarz |
| IX. REMARKS FOR THE GOOD OF THE ORDER | Chairman Kleinkopf |
| X. PRESIDENT’S REPORT | President Fox |
| XI. ADJOURNMENT | Chairman Kleinkopf |

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I. CALL TO ORDER

Chairman Kleinkopf
3:05 PM/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 an interest in real property [Idaho Code 74-206 (1)(c)]

II. ADJOURNMENT

Chairman Kleinkopf

General Fund YTD Board

YEAR: 1718

Statement of Revenue and Expenses

Acct Month: 2

Tuesday, September 12, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$3,825,202.04)	(\$4,028,602.24)	\$0.00	\$4,028,602.24	0.00%
County Tuition	(\$704,779.15)	(\$581,700.00)	\$0.00	\$581,700.00	0.00%
State Funds	(\$20,070,011.42)	(\$21,252,849.72)	\$0.00	\$21,252,849.72	0.00%
County Property Tax	(\$97,274.57)	(\$95,968.99)	\$0.00	\$95,968.99	0.00%
Grant Management Fees	(\$42,341.59)	(\$85,198.35)	\$0.00	\$85,198.35	0.00%
Other	(\$146,937.81)	(\$107,127.25)	\$0.00	\$107,127.25	0.00%
Unallocated Tuition	(\$1,470,874.48)	(\$1,472,496.79)	\$0.00	\$1,472,496.79	0.00%
Departmental Revenues	(\$389,748.38)	(\$274,215.89)	\$0.00	\$274,215.89	0.00%

Total Revenue (\$26,747,169.44) (\$27,898,159.23) \$0.00 \$27,898,159.23 0.00%

Expenditures

Personnel

Salaries	\$3,150,983.71	\$3,268,163.35	\$0.00	(\$3,268,163.35)	0.00%
Variable Fringe	\$676,381.14	\$700,175.98	\$0.00	(\$700,175.98)	0.00%
Health Insurance	\$711,981.72	\$751,285.37	\$0.00	(\$751,285.37)	0.00%
Total Personnel	\$4,539,346.57	\$4,719,624.70	\$0.00	(\$4,719,624.70)	0.00%

Expense Categories

Services	\$752,408.24	\$927,581.52	\$0.00	(\$927,581.52)	0.00%
Supplies	\$185,992.71	\$229,070.35	\$0.00	(\$229,070.35)	0.00%
Other	\$134,875.79	\$5,695.40	\$0.00	(\$5,695.40)	0.00%
Capital	\$363,027.21	\$69,281.61	\$0.00	(\$69,281.61)	0.00%
Institutional Support	\$447,651.34	\$464,290.02	\$0.00	(\$464,290.02)	0.00%
Transfers	\$0.00	\$199.00	\$0.00	(\$199.00)	0.00%
Total Expense Categories	\$1,883,955.29	\$1,696,117.90	\$0.00	(\$1,696,117.90)	0.00%

Total Expenditures \$6,423,301.86 \$6,415,742.60 \$0.00 (\$6,415,742.60) 0.00%

Rev/Expense Total (\$20,323,867.58) (\$21,482,416.63) \$0.00 \$21,482,416.63 0.00%

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

Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
Total	561

Program Options

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

Head Start Attendance

August Head Start Overall Attendance	86%
August Head Start Self Transport Attendance	85%
August EHS Toddler Combo Attendance	81%

Meals and Snacks

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

Program Notes

Children began attending class August 17th. 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 21st. 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

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,690,047.00	\$ 225,393.42	\$ 1,551,503.69	\$ 1,138,543.31	42.3%
BENEFITS	\$ 1,832,591.00	\$ 129,121.55	\$ 908,182.01	\$ 924,408.99	50.4%
OUT OF AREA TRAVEL	\$ -	\$ 212.45	\$ 5,391.84	\$ (5,391.84)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 63,118.00	\$ 11,015.73	\$ 63,978.24	\$ (860.24)	-1.4%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 469,953.00	\$ 55,428.56	\$ 309,170.31	\$ 160,782.69	34.2%
TOTAL DIRECT COSTS	\$ 5,055,709.00	\$ 421,171.71	\$ 2,838,226.09	\$ 2,217,482.91	43.9%
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 31,480.94	\$ 221,266.86	\$ 146,484.14	39.8%
GRAND TOTAL	\$ 5,423,460.00	\$ 452,652.65	\$ 3,059,492.95	\$ 2,363,967.05	43.6%

IN KIND NEEDED	\$ 1,471,991.00
IN KIND GENERATED	\$ 673,310.18
IN KIND (SHORT)/LONG	\$ (798,680.82)

PROCUREMENT CARD EXPENSE \$ 9,547.10 2% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	10,633.06	2,606.55	690.09	13,929.70	93,002.04

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 342.74	\$ 20,111.85	\$ 7,228.15	26.4%
SUPPLIES	\$ 3,434.00	\$ 1,780.16	\$ 2,390.16	\$ 1,043.84	30.4%
OTHER	\$ 20,776.00	\$ 1,430.00	\$ 23,766.45	\$ (2,990.45)	-14.4%
GRAND TOTAL	\$ 51,550.00	\$ 3,552.90	\$ 46,268.46	\$ 5,281.54	10.2%

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	\$ 561,596.00	\$ 46,842.73	\$ 375,877.32	\$ 185,718.68	33.1%
BENEFITS	\$ 367,375.00	\$ 25,533.53	\$ 218,549.47	\$ 148,825.53	40.5%
OUT OF AREA TRAVEL		\$ -	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 1,169.76	\$ 11,876.62	\$ 21,183.38	64.1%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 151,126.00	\$ 19,261.55	\$ 85,175.33	\$ 65,950.67	43.6%
TOTAL DIRECT COSTS	\$ 1,113,157.00	\$ 92,807.57	\$ 691,517.16	\$ 421,639.84	37.9%
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,513.86	\$ 53,601.10	\$ 22,917.90	30.0%
GRAND TOTAL	\$ 1,189,676.00	\$ 99,321.43	\$ 745,118.26	\$ 444,557.74	37.4%

IN KIND NEEDED	\$ 297,419.00
IN KIND GENERATED	\$ 332,745.54
IN KIND (SHORT)/LONG	\$ 35,326.54

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 40.71	\$ 674.02	\$ 66.94	\$ 781.67	\$ 3,909.24

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	\$ 40.41	\$ 6,920.21	\$ 5,729.79	45.3%
SUPPLIES	\$ 1,480.00	\$ 214.24	\$ 395.11	\$ 1,084.89	73.3%
OTHER	\$ 14,797.00	\$ 1,075.00	\$ 5,173.69	\$ 9,623.31	65.0%
GRAND TOTAL	\$ 28,927.00	\$ 1,329.65	\$ 12,489.01	\$ 16,437.99	56.8%

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	\$ -	\$ -	\$ 293,300.00	100.0%
SUPPLIES	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	100.0%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 6,712.48	\$ 29,586.52	\$ 13,998.48	32.1%
FACILITIES	\$ 48,291.00	\$ 9,296.24	\$ 13,521.61	\$ 34,769.39	72.0%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 16,008.72</u>	<u>\$ 43,108.13</u>	<u>\$ 358,067.87</u>	<u>89.3%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 16,008.72</u>	<u>\$ 43,108.13</u>	<u>\$ 358,067.87</u>	<u>89.3%</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



September 21, 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 Policy Council reviewed and approved the non-competitive continuation grant for FY2018.

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,

Justin Posey
Policy Council Chair
College of Southern Idaho
Head Start /Early Head Start



COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START
998 Washington St. N.
Twin Falls, Idaho 83303-1238
(208) 736-0741



September 18, 2017

Patricia Fisher
Grants Officer
Administration for Children and Families
Office of Grants Management
701 Fifth Avenue, Suite 1600, MS-72
Seattle, WA 98104

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Sincerely,

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