



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

NOVEMBER 21, 2016

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Room 277

## AGENDA

### CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

CERTIFIED ELECTION RESULTS: (A) *Jeff Harmon*

TRUSTEE OATH: (A) *Jeff Harmon*

BOARD REORGANIZATION: (A) *Board Members*

- *Chairman*
- *Vice-Chairman*
- *Clerk*
- *Trustee*
- *Trustee*
- *Trustee Designated as CSI Foundation Representative*
- *Trustee Designated as Head Start Representative*
- *Trustee Designated as Athletics Representative*
- *Secretary Treasurer*

PAGE 2  
AGENDA  
CSI BOARD OF TRUSTEES MEETING  
NOVEMBER 21, 2016

MINUTES – EXECUTIVE SESSION – OCTOBER 17<sup>TH</sup>, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – OCTOBER 17<sup>TH</sup>, 2016: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – NOVEMBER 14<sup>TH</sup>, 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

APPROVAL OF EXECUTIVE SESSION DISCUSSIONS: (A) *Chairman Kleinkopf*

CUTAWAY TRANSIT BUS BID FOR TRANS IV: (A) *Jeff Harmon*

PURPLE HEART CAMPUS DESIGNATION: (A) *Shannon Kerr & Miguel Dominic*

ENTERING STUDENT SUCCESS INSTITUTE (ESSI) REPORT: (I) *Chris Bragg*

IDAHO INBRE PROGRAMS ON CAMPUS: (I) *Dr. Amy Doetsch and Eric Higbee*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
NOVEMBER REGULAR BOARD OF TRUSTEES MEETING  
November 21, 2016

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

ATTENDING:

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

College Administration: Dr. Jeff Fox, President  
Robert Alexander, Board Attorney  
Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer  
Jeff Harmon, Vice President of Finance and Administration  
Dr. Michelle Schutt, Associate Vice President of Student Services  
Employees, visitors and media - Attached List

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

1. The Board certified the November 8, 2016 election results on MOTION by Laird Stone. Affirmative vote was unanimous. As a result of the election, Laird Stone (zone two), Jack Nelsen(zone three), and Jan Mittleider (zone four), were elected to four year terms on the College of Southern Idaho Board of Trustees.

2. The Board was reorganized as follows:

Bob Keegan nominated Karl Kleinkopf for Board Chairman.

Affirmative vote was unanimous.

Laird Stone nominated Bob Keegan for Vice Chairman. Affirmative vote was unanimous.

Jan Mittleider nominated Laird Stone for Board Clerk.

Affirmative vote was unanimous.

Bob Keegan nominated Jeff Harmon for Secretary Treasurer of the Board. Affirmative vote was unanimous.

Jan Mittleider was designated as the College of Southern Idaho Board of Trustee representative to the College of Southern Idaho Foundation and Herrett Center.

Bob Keegan was designated as the College of Southern Idaho Board of Trustee representative to Head Start/Early Head Start.

Karl Kleinkopf was designated as the College of Southern Idaho Board of Trustee representative for athletics.

Jack Nelsen was designated as the College of Southern Idaho Board of Trustee representative for facilities.

Robert Alexander, accepted the request to continue serving as the Board Attorney.

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

October 17, 2016      Executive Session  
October 17, 2016      Regular Session  
November 14, 2016    Special Session

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

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports for Head Start/Early Head Start as presented on MOTION by Jan Mittleider. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. The Board approved the bid for a Cutaway transit bus from Intermountain Coach Leasing, Inc. in the amount of \$53,875 on MOTION by Laird Stone. Affirmative vote was unanimous.

2. A presentation was made by Shannon Kerr to request that the college be designated as a Purple Heart Campus the Board approved the designation request on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.


REMARKS FOR THE GOOD OF THE ORDER

1. The President reported on his activities for the month.

ADJOURNMENT was declared at 5:00 p.m.

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

Approved: December 19, 2016

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

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
November 21, 2016

Monthly Board Meeting List of Ateendees

Terry Patterson, Dean of Instruction  
Jason Ostrowski, Dean of Student Affairs  
Kevin Mark, Chief Technology Officer  
Chris Bragg, Associate Dean of Institutional Effectiveness  
Eric Nielson, Director of Human Resources  
Dr. Teri Fattig, Director, Library & Herrett Center  
Allen Scherbinske, Interim Director of Physical Plant  
Debra Wilson, Executive Director Foundation  
Doug Maughan, Director of Public Information  
Mancole Fedder, Director of Head Start  
Kathy Deahl, Executive Administrative Assistant to the President  
Kim LaPray, Public Information Specialist  
Ginger Narum, Faculty Representative  
Larisa Alexander, PACE Representative  
Suzanne McCampbell, OOA Director  
Amy Rice Doetsch  
Shannon Kerr  
Don Hall  
Jennifer Zimmers

Media & Visitors:

Eric Higbee, CSI Student  
Julie Wootton, Times News

November 21, 2016

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

From: Jeffrey M. Harmon

Re: 2016 Trustee Election

Twin Falls County Clerk Kristina Glascock and Jerome County Clerk Michelle Emerson certified the following trustee election results for the College of Southern Idaho Community College District:

<u>Trustee Zone 2</u>	Laird Stone	Rick Martin
Twin Falls County	14,123	11,513
Jerome County	<u>2,669</u>	<u>3,181</u>
Totals	16,792	14,694

<u>Trustee Zone 3</u>	Jack Nelsen
Twin Falls County	23,271
Jerome County	<u>5,705</u>
Totals	28,976

<u>Trustee Zone 4</u>	Jan Mittleider
Twin Falls County	23,824
Jerome County	<u>5,590</u>
Totals	29,414

Upon certification of the above election results by the College of Southern Idaho Board of Trustees, Laird Stone, Jack Nelsen and Jan Mittleider will be elected to four year terms commencing November 21, 2016.



COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
TRUSTEE'S OATH OF OFFICE

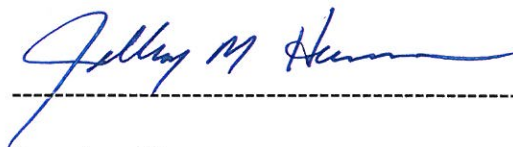
I do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Idaho; that I will faithfully discharge all of the duties for the Office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.



---

Trustee Signature

SUBSCRIBED AND SWORN to before me on this 21<sup>h</sup> day of November, 2016



---

Secretary/Treasurer

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
TRUSTEE'S OATH OF OFFICE

I do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Idaho; that I will faithfully discharge all of the duties for the Office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.



-----  
Trustee Signature

SUBSCRIBED AND SWORN to before me on this 21<sup>h</sup> day of November, 2016

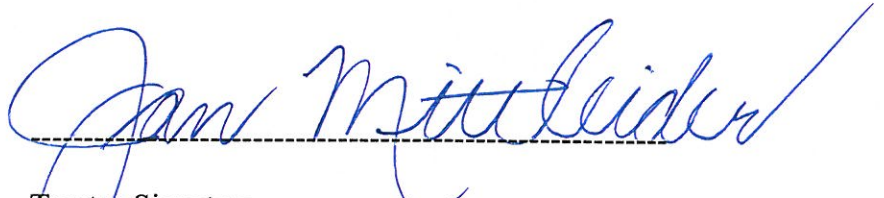


-----  
Secretary/Treasurer




COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
TRUSTEE'S OATH OF OFFICE

I do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Idaho; that I will faithfully discharge all of the duties for the Office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.

  
-----  
Trustee Signature

SUBSCRIBED AND SWORN to before me on this 21<sup>h</sup> day of November, 2016

  
-----  
Secretary/Treasurer

**General Fund YTD Board**

YEAR: 1617

**Statement of Revenue and Expenses**

Acct Month: 4

Tuesday, November 15, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$4,776,505.26)	(\$4,605,799.16)	(\$11,713,000.00)	(\$7,107,200.84)	60.68%
County Tuition	(\$849,849.18)	(\$891,332.79)	(\$1,632,000.00)	(\$740,667.21)	45.38%
State Funds	(\$18,746,339.08)	(\$20,136,979.42)	(\$20,648,000.00)	(\$511,020.58)	2.47%
County Property Tax	(\$185,931.33)	(\$146,671.41)	(\$6,870,400.00)	(\$6,723,728.59)	97.87%
Grant Management Fees	(\$173,454.86)	(\$134,619.00)	(\$560,000.00)	(\$425,381.00)	75.96%
Other	(\$152,237.02)	(\$243,476.09)	(\$443,600.00)	(\$200,123.91)	45.11%
Unallocated Tuition	(\$1,490,744.32)	(\$982,936.79)	\$0.00	\$982,936.79	0.00%
Departmental Revenues	(\$483,549.01)	(\$491,932.58)	(\$808,000.00)	(\$316,067.42)	39.12%

**Total Revenue** (\$26,858,610.06) (\$27,633,747.24) (\$42,675,000.00) (\$15,041,252.76) 35.25%

**Expenditures**

**Personnel**

Salaries	\$6,572,069.67	\$6,926,327.50	\$22,064,200.00	\$15,137,872.50	68.61%
Variable Fringe	\$1,360,968.20	\$1,433,219.62	\$4,513,400.00	\$3,080,180.38	68.25%
Health Insurance	\$1,211,693.97	\$1,456,263.69	\$4,799,800.00	\$3,343,536.31	69.66%
<b>Total Personnel</b>	<b>\$9,144,731.84</b>	<b>\$9,815,810.81</b>	<b>\$31,377,400.00</b>	<b>\$21,561,589.19</b>	<b>68.72%</b>

**Expense Catagories**

Services	\$942,817.28	\$1,230,214.21	\$2,955,450.00	\$1,725,235.79	58.37%
Supplies	\$277,554.95	\$441,041.44	\$1,264,750.00	\$823,708.56	65.13%
Other	\$336,169.63	\$217,782.15	\$571,000.00	\$353,217.85	61.86%
Capital	\$108,875.63	\$442,031.09	\$1,523,000.00	\$1,080,968.91	70.98%
Institutional Support	\$3,727,679.21	\$3,821,785.67	\$4,983,400.00	\$1,161,614.33	23.31%
Transfers	\$32,013.54	(\$88,240.46)	\$0.00	\$88,240.46	0.00%
<b>Total Expense Catagories</b>	<b>\$5,425,110.24</b>	<b>\$6,064,614.10</b>	<b>\$11,297,600.00</b>	<b>\$5,232,985.90</b>	<b>46.32%</b>

**Total Expenditures** \$14,569,842.08 \$15,880,424.91 \$42,675,000.00 \$26,794,575.09 62.79%

**Rev/Expense Total** (\$12,288,767.98) (\$11,753,322.33) \$0.00 \$11,753,322.33 0.00%

**College of Southern Idaho Head Start/ Early Head Start  
Program Summary For October 2016**

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
<b>Total</b>	<b>576</b>

**Program Options**

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

**Head Start Attendance**

October Head Start Overall Attendance	87%
October Head Start Self Transport Attendance	86%
October EHS Toddler Combo Attendance	87%

**Meals and Snacks**

Total meals served for October	6,886
Total snacks served for October	6,451

**Program Notes**

**Governing Board, Policy Council, and Advisory Boards**

Governance in Head Start is a partnership between the Grantee Board of Trustees, Policy Council, and Management Staff. Each of these groups has a unique and complimentary role to play in effective decision making for the College of Southern Idaho Head Start/Early Head Start program. Our annual training will be on November 17, 2016 in the Taylor Building room #277.

**Governing Board**

The Board of Trustees has the responsibility for stewardship and monitors the overall organization and operation of CSI Head Start/ Early Head Start. The Board of Trustees has legal, fiscal and fiduciary responsibility for administering and overseeing the program, including the safeguarding of Federal funds. The governing board ensures active, independent, informed governance and as recommended by the Office of Head Start fully participates in the planning and evaluation of the Head Start Program.

**Policy Council**

The Policy Council is responsible for the direction of the program including reviewing program design and operation and long and short term goals and objectives. Policy Council is comprised of parent representatives and a community representative elected from each of the eleven Head Start centers and the three Early Head Start sites. Policy Council members provide valuable feedback on recruitment, personnel policies, hiring, budget, and all services provided to children and families. Policy Council also serves another function in fostering parent leadership and empowerment. This sense of confidence is intended to allow parents to continue to take a leading role in their child's education and care well after Head Start.

**Parent Committee**

Each Center has a Parent Committee with elected officers. These officers conduct monthly parent meetings. At these meetings, training is provided on various child development and self sufficiency topics. Parents also plan parent/ child activities held at the center. Parent Committees also provide input and feedback for Policy Council members to better represent their centers.

**Advisory Boards**

**Health**– Health Advisory helps plan and evaluate the health services provided by the program. The committee is compromised of Head Start/ Early Head Start parents and staff from each center as well as local health professionals.

**Education**- Education Advisory provides guidance on the educational needs and policies within the program. This committee includes representatives from early childhood institutions, public schools, and Head Start/ Early Head Start parents.

**Family Services**– Family Services Advisory is actively involved in planning and reviewing services to families. Head Start/ Early Head Start parents and various professionals from the community serve on this committee.

**Documents for Board Review and Approval:** Financial Reports



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,076,475.00	\$ 210,129.99	\$ 564,096.19	\$ 512,378.81	47.6%
BENEFITS	\$ 704,618.00	\$ 124,254.05	\$ 320,434.64	\$ 384,183.36	54.5%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 25,717.00	\$ 2,795.96	\$ 18,274.66	\$ 7,442.34	28.9%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 187,462.00	\$ 26,032.26	\$ 102,951.73	\$ 84,510.27	45.1%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,994,272.00</b>	<b>\$ 363,212.26</b>	<b>\$ 1,005,757.22</b>	<b>\$ 988,514.78</b>	<b>49.6%</b>
ADMIN COSTS (8.228%)	\$ 144,514.00	\$ 28,094.53	\$ 75,710.67	\$ 68,803.33	47.6%
<b>GRAND TOTAL</b>	<b>\$ 2,138,786.00</b>	<b>\$ 391,306.79</b>	<b>\$ 1,081,467.89</b>	<b>\$ 1,057,318.11</b>	<b>49.4%</b>
IN KIND NEEDED	\$ 534,696.00				
IN KIND GENERATED	\$ 24,292.02				
IN KIND (SHORT)/LONG	\$ (510,403.98)				

PROCUREMENT CARD EXPENSE \$ 9,435.55 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	18,704.27	1,876.53	1,494.80	22,075.60	59,358.11

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,431.00	\$ -	\$ 8,693.43	\$ 6,737.57	43.7%
SUPPLIES	\$ 1,897.00	\$ -	\$ -	\$ 1,897.00	100.0%
OTHER	\$ 6,423.00	\$ 2,309.42	\$ 13,536.91	\$ (7,113.91)	-110.8%
<b>GRAND TOTAL</b>	<b>\$ 23,751.00</b>	<b>\$ 2,309.42</b>	<b>\$ 22,230.34</b>	<b>\$ 1,520.66</b>	<b>6.4%</b>

IN KIND NEEDED	\$ 5,938.00
IN KIND GENERATED	\$ 11,730.00
IN KIND (SHORT)/LONG	\$ 5,792.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 275,456.00	\$ 48,169.01	\$ 172,280.74	\$ 103,175.26	37.5%
BENEFITS	\$ 170,225.00	\$ 27,435.38	\$ 97,195.79	\$ 73,029.21	42.9%
OUT OF AREA TRAVEL		\$ -	\$ 2,162.58	\$ (2,162.58)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 11,000.00	\$ 1,498.65	\$ 4,843.90	\$ 6,156.10	56.0%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 56,932.00	\$ 6,275.32	\$ 33,474.13	\$ 23,457.87	41.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 513,613.00</b>	<b>\$ 83,378.36</b>	<b>\$ 309,957.14</b>	<b>\$ 203,655.86</b>	<b>39.7%</b>
ADMIN COSTS (8.228%)	\$ 36,670.00	\$ 6,220.73	\$ 22,172.53	\$ 14,497.47	39.5%
<b>GRAND TOTAL</b>	<b>\$ 550,283.00</b>	<b>\$ 89,599.09</b>	<b>\$ 332,129.67</b>	<b>\$ 218,153.33</b>	<b>39.6%</b>
IN KIND NEEDED	\$ 137,571.00				
IN KIND GENERATED	\$ 44,305.68				
IN KIND (SHORT)/LONG	\$ (93,265.32)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 337.45	\$ 240.33	\$ -	\$ 577.78	\$ 1,400.25

**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	\$ -	\$ 3,758.39	\$ 3,127.61	45.4%
SUPPLIES	\$ 691.00	\$ -	\$ -	\$ 691.00	100.0%
OTHER	\$ 5,937.00	\$ 920.00	\$ 6,449.08	\$ (512.08)	-8.6%
<b>GRAND TOTAL</b>	<b>\$ 13,514.00</b>	<b>\$ 920.00</b>	<b>\$ 10,207.47</b>	<b>\$ 3,306.53</b>	<b>24.5%</b>

IN KIND NEEDED	\$ 3,379.00
IN KIND GENERATED	\$ 8,352.00
IN KIND (SHORT)/LONG	\$ 4,973.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 120,000.00	\$ 24,998.49	\$ 24,998.49	\$ 95,001.51	79.2%
OTHER					
FACILITIES/CONST.	\$ 30,000.00	\$ 1,375.00	\$ 16,624.74	\$ 13,375.26	44.6%
TOTAL DIRECT COSTS	<u>\$ 150,000.00</u>	<u>\$ 26,373.49</u>	<u>\$ 41,623.23</u>	<u>\$ 108,376.77</u>	<u>72.3%</u>
GRAND TOTAL	<u>\$ 150,000.00</u>	<u>\$ 26,373.49</u>	<u>\$ 41,623.23</u>	<u>\$ 108,376.77</u>	<u>72.3%</u>
IN KIND NEEDED	\$ 37,500.00				
IN KIND GENERATED	\$ 49,739.22				
IN KIND (SHORT)/LONG	<u>\$ 12,239.22</u>				



November 21, 2016

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

From: Jeffrey M. Harmon 

Re: Cutaway Transit Bus for Trans IV

In May of 2016 we received bids for three 2016 cutaway transit busses, of which we purchased two. The low bid was from Intermountain Coach Leasing, Inc. of Colorado Springs, Colorado for \$53,875.00.

The funding for these buses came from the Federal Transit Administration (FTA) and the Idaho Transportation Department (ITD). Since the May board meeting, the FTA and ITD have released additional funds which provides Trans IV sufficient funds to purchase the third bus.

I recommend we exercise the option to purchase the third 2016 cutaway transit bus for \$53,875.00 with the new ITD funds.