

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.

- | | |
|---|---|
| I. CALL TO ORDER | Chairman Mittleider 3:00PM/President's Board Room |
| II. RECESS TO EXECUTIVE SESSION <i>Motion to convene in Executive Session</i> | Chairman Mittleider |
| III. RECONVENE REGULAR MEETING | Chairman Mittleider 4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Mittleider |
| V. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| November 18 th , 2019 | |
| Approval of Treasurer's Report | Jeff Harmon |
| Approval of Head Start/Early Head Start Report | Ruby Allen |
| VI. OPEN FORUM | Chairman Mittleider |
| VII. UNFINISHED BUSINESS | |
| VIII. NEW BUSINESS | |
| Action Items | |
| 1. 2019 Herrett Center Acquisition | Teri Fattig |
| Information Items | |
| 1. GNED 101 Presentation | Whitney Smith |
| 2. Student Success Story | Jeff Harmon |
| 3. Blaine County Center Annual Report | Hallie Star |
| IX. CSI STUDENT BODY PRESIDENT REPORT | Sammy Sanchez |
| X. PRESIDENT'S REPORT | President Fox |
| XI. REMARKS FOR THE GOOD OF THE ORDER | Chairman Mittleider |
| XII. ADJOURNMENT | Chairman Mittleider |

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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: 3:03p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
Anna Scholes, Trustee
Scott McClure, Trustee

College Administration:

Dr. Jeff Fox, President
Jeff Harmon, Vice President of Finance and Administration
Eric Nielson, Director of Human Resources

Guest:

Tyler Davis-Jeffers

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

The Board returned to public session at 4:00p.m.

BOARD MEETING ATTENDEES:

Trustees:

Jan Middleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
Anna Scholes, Trustee
Scott McClure, Trustee

College Administration:

Dr. Jeff Fox, President
Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
Jeff Harmon, Vice President of Finance and Administration
Dr. Michelle Schutt, Vice President of Student Services

Employees, visitors and media:

Attached List

APPROVAL OF AGENDA: The agenda was approved on MOTION by Anna Scholes. Affirmative vote was unanimous.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written on MOTION by Laird Stone.

November 18, 2019 (Regular Meeting)

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

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. The Board approved the Herrett Center collection acquisitions from Dr. Jeffrey Flennaken on MOTION by Laird Stone. Affirmative vote was unanimous.

Information Items

1. CSI Department Chair, Whitney Schuler-Smith gave an update on the General Education program. Highlighted in her report were student stories and how they have been positively impacted by the classes they have taken.
2. CSI Assistant Professor, Mike Pohanka introduced Riley Cottom who shared his experiences while attending CSI. The Board presented him with a scholarship and thanked him for his passion regarding education and building community relationships.
3. CSI Blaine County Director, Hallie Star presented the Board with a report on the Blaine County Center located in Hailey. The center offers a multitude of opportunities for the community and students including academic, telecom, and community education courses. She noted the center also provides advising, registration, financial aid, bookstore and testing center services.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 5:05 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: January 13, 2020



Jan Mittleider, Chairwoman

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

Monday December 16, 2019 – 4:00p.m.

315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Chris Bragg, Associate Dean of Institutional Effectiveness
Heidi Adams, Associate Dean of STEM
Jennifer Zimmers, Director of Financial Aid
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Ginger Nukaya, Executive Administrative Assistant to the President
Teri Fattig, Director, Library and Museum Department Chair, Information Science
Andy Williams, IT Service Owner
John Hughes, Dean of Instruction – Student Success
Jason Ostrowski, Dean of Student Affairs
Kristy Carpenter, Controller
Jimi Munn, Directory of Public Safety
Debra Wilson, Executive Director CSI Foundation
Ruby Allen, Director of Head Start
Suzanne McCampbell, Director of Office on Aging
Tiffany Seeley-Case, Instructional Dean
Tamara Harmon, Asst. Director CSI Foundation
Evin Fox, Professor
Joey Heck, Exhibits/Collection Manager Herrett Center
Cindy Harmon, Professor
Mike Pohanka, Asst. Professor
Jaime Tigue, Professor
Whitney Schuler-Smith, Department Chair, Professor
Amy Barker, Administrative Assistant
Amy Christopherson, Director Mini-Cassia Center
Hallie Star, Director Blaine County Center
Bethany White, Service Owner

Media and Visitors

Courtney Campbell
Eric Hess
Kalani Hess
Riley Cottom
Jessie Estrada
Toni Proost
Nick Proost
Bianca Flores
Heather Williams
Saisha Serratos
Britt Tirado



General Fund Board Report

As of November 30, 2019

| | Prior Year | Current Year | Budget | Remaining | Remaining % |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|
| Revenue | | | | | |
| Tuition & Fees | (\$5,530,637) | (\$6,053,833) | (\$11,750,000) | (\$5,696,167) | 48.48% |
| County Tuition | (\$903,700) | (\$856,450) | (\$1,910,000) | (\$1,053,550) | 55.16% |
| State Funds | (\$21,307,965) | (\$21,340,267) | (\$22,013,000) | (\$672,733) | 3.06% |
| County Property Tax | (\$510,274) | (\$537,242) | (\$7,883,000) | (\$7,345,758) | 93.18% |
| Grant Management Fees | (\$230,293) | (\$183,734) | (\$520,000) | (\$336,266) | 64.67% |
| Other | (\$342,265) | (\$336,580) | (\$460,000) | (\$123,420) | 26.83% |
| Unallocated Tuition | (\$170,082) | (\$103,464) | \$0 | \$103,464 | - |
| Departmental Revenues | (\$493,441) | (\$479,046) | (\$797,000) | (\$317,954) | 39.89% |
| Total Revenue | (\$29,488,658) | (\$29,890,617) | (\$45,333,000) | (\$15,442,383) | 34.06% |
| Expenses | | | | | |
| Personnel Expense | | | | | |
| Salaries | \$9,223,094 | \$9,449,516 | \$23,539,900 | \$14,090,384 | 59.86% |
| Variable Fringe | \$1,890,400 | \$1,979,508 | \$5,140,700 | \$3,161,192 | 61.49% |
| Health Insurance | \$1,818,107 | \$1,920,424 | \$4,932,500 | \$3,012,076 | 61.07% |
| Total Personnel Expense | \$12,931,602 | \$13,349,447 | \$33,613,100 | \$20,263,653 | 60.28% |
| Operating Expense | | | | | |
| Services & Supplies | \$2,353,445 | \$2,584,358 | \$5,637,400 | \$3,053,042 | 54.16% |
| Other | \$1,582 | \$2,988 | \$0 | (\$2,988) | - |
| Capital | \$114,812 | \$468,115 | \$452,500 | (\$15,615) | (3.45)% |
| Institutional Support | \$4,437,742 | \$4,419,543 | \$5,600,000 | \$1,180,457 | 21.08% |
| Transfers | \$30,000 | \$30,000 | \$30,000 | \$0 | 0.00% |
| Total Operating Expense | \$6,937,580 | \$7,505,005 | \$11,719,900 | \$4,214,895 | 35.96% |
| Total Expense | \$19,869,182 | \$20,854,452 | \$45,333,000 | \$24,478,548 | 54.00% |
| Rev/Expense Total | (\$9,619,476) | (\$9,036,164) | \$0 | \$9,036,164 | - |



**College of Southern Idaho
Head Start/Early Head Start
Program Summary for November 2019
Reported at December Board Meeting**



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

Head Start Attendance

| | |
|---|-----|
| November Head Start Overall Attendance | 84% |
| November Head Start Self Transport Attendance | 84% |
| November EHS Toddler Combo Attendance | 80% |
| November IEP/IFSP Totals | 5% |
| November Over Income Enrollment | 2% |

Meals and Snacks

| | |
|----------------------------------|-------|
| Total meals served for November | 6,265 |
| Total snacks served for November | 533 |

Program Updates

The program has been short staff since the beginning of the year. Everyone has stepped up to help fill in the holes left by open positions. The fall break was helpful for staff to refocus and we are thankful for the two-week winter break. Slowly we have been able to fill positions, but it has been a challenge with wages being the number one reason people are declining positions. The Leadership Team is currently working on updating the Salary Administration Plan to increase starting pay in frontline staff.

Facility Updates

Rupert facility remodel advertisement for bids opened and will close January 9, 2020. Meyers-Anderson will complete a Pre-Bid Conference on December 19th at 2 PM. It is proposed that renovations would start early February. It is unlikely that the remodel will be complete before classes end in May, so duration services will start in the Fall.

Twin Falls Facility construction project is moving along quickly. It seems the biggest hurdle at this time will be the Special Use Hearing with Twin Falls Planning and Zoning on January 14th. Advertising for Bids is scheduled for February 24th and project close out October 30th. Duration classes would commence once the facility is complete and ready for classes.

Buhl land purchase and One Time Funding request has been submitted to Region X.

Documents for Board Review and Approval: Board Report and Financial Report

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE OF BUDGET | REMAINING BUDGET % |
|---------------------------|------------------------|--|------------------------|------------------------|--------------------|
| SALARIES | \$ 2,960,213.00 | \$ 225,652.12 | \$ 2,268,824.40 | \$ 691,388.60 | 23.4% |
| BENEFITS | \$ 2,087,485.00 | \$ 128,266.77 | \$ 1,268,834.23 | \$ 818,650.77 | 39.2% |
| EQUIPMENT | \$ 56,026.00 | \$ 52,087.86 | \$ 52,087.86 | \$ 3,938.14 | |
| CONTRACTUAL | \$ 28,000.00 | \$ 22.66 | \$ 14,527.70 | \$ 13,472.30 | 48.1% |
| SUPPLIES | \$ 131,405.00 | \$ 7,719.31 | \$ 105,249.69 | \$ 26,155.31 | 19.9% |
| FACILITIES/CONST. | | | | | |
| OTHER | \$ 633,066.00 | \$ 26,888.19 | \$ 491,703.72 | \$ 141,362.28 | 22.3% |
| TOTAL DIRECT COSTS | \$ 5,896,195.00 | \$ 440,636.91 | \$ 4,201,227.60 | \$ 1,694,967.40 | 28.7% |
| ADMIN COSTS (9.0%) | \$ 454,293.00 | \$ - | \$ 290,060.73 | \$ 164,232.27 | 36.2% |
| GRAND TOTAL | \$ 6,350,488.00 | \$ 440,636.91 | \$ 4,491,288.33 | \$ 1,859,199.67 | 29.3% |
| IN KIND NEEDED | \$ 1,587,622.00 | | | | |
| IN KIND GENERATED | \$ 1,164,075.10 | | | | |
| IN KIND (SHORT)/LONG | \$ (423,546.90) | | | | |
| PROCUREMENT CARD EXPENSE | \$ 10,382.19 | 2% of Total Expense. Detailed report available upon request. | | | |

| CACFP | Repair/Maint | Food | Non-Food | Total for Month | YTD Expense |
|-------------------|--------------|-----------|----------|-----------------|-------------|
| Total All Centers | 584.20 | 12,682.40 | 1,194.45 | 3,263.75 | 170,480.26 |

HEAD START T/TA

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE | REMAINING BUDGET % |
|----------------------|---------------------|--------------------|---------------------|---------------------|--------------------|
| OUT OF AREA TRAVEL | \$ 37,454.00 | \$ 1,858.78 | \$ 28,741.68 | \$ 8,712.32 | 23.3% |
| SUPPLIES | \$ 2,903.00 | \$ 281.16 | \$ 5,479.83 | \$ (2,576.83) | -88.8% |
| OTHER | \$ 26,217.00 | \$ 52.70 | \$ 14,021.50 | \$ 12,195.50 | 46.5% |
| GRAND TOTAL | \$ 66,574.00 | \$ 2,192.64 | \$ 48,243.01 | \$ 18,330.99 | 27.5% |
| 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 | \$ 51,097.85 | \$ 576,721.43 | \$ 184,715.57 | 24.3% |
| BENEFITS | \$ 446,988.00 | \$ 26,851.92 | \$ 295,219.23 | \$ 151,768.77 | 34.0% |
| EQUIPMENT | | \$ - | \$ - | \$ - | |
| CONTRACTUAL | \$ 47,773.00 | \$ 686.75 | \$ 41,891.52 | \$ 5,881.48 | 12.3% |
| SUPPLIES | \$ 22,562.00 | \$ 854.73 | \$ 18,547.85 | \$ 4,014.15 | 17.8% |
| FACILITIES/CONST. OTHER | \$ 69,581.00 | \$ 5,225.05 | \$ 84,647.90 | \$ (15,066.90) | -21.7% |
| TOTAL DIRECT COSTS | \$ 1,348,341.00 | \$ 84,716.30 | \$ 1,017,027.93 | \$ 331,313.07 | 24.6% |
| ADMIN COSTS (9.0%) | \$ 108,758.00 | \$ - | \$ 71,622.47 | \$ 37,135.53 | 34.1% |
| GRAND TOTAL | \$ 1,457,099.00 | \$ 84,716.30 | \$ 1,088,650.40 | \$ 368,448.60 | 25.3% |
| IN KIND NEEDED | \$ 364,274.00 | | | | |
| IN KIND GENERATED | \$ 483,443.83 | | | | |
| IN KIND (SHORT)/LONG | \$ 119,169.83 | | | | |

| CACFP | Repair/Maint | Food | Non-Food | Total for Month | YTD Expense |
|-------------------|--------------|-----------|-----------|-----------------|--------------|
| Total All Centers | \$ 49.46 | \$ 540.24 | \$ 140.82 | \$ 730.52 | \$ 10,029.38 |

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 | \$ (233.68) | \$ 17,888.22 | \$ (1,963.22) | -12.3% |
| SUPPLIES | \$ 1,479.00 | \$ 100.70 | \$ 495.89 | \$ 983.11 | 66.5% |
| OTHER | \$ 11,523.00 | \$ - | \$ 8,662.80 | \$ 2,860.20 | 24.8% |
| GRAND TOTAL | \$ 28,927.00 | \$ (132.98) | \$ 27,046.91 | \$ 1,880.09 | 6.5% |

| | |
|----------------------|---------------|
| IN KIND NEEDED | \$ 7,232.00 |
| IN KIND GENERATED | \$ 2,679.00 |
| IN KIND (SHORT)/LONG | \$ (4,553.00) |

| CATEGORY | HEAD START | | | | | REMAINING BUDGET % |
|----------------------|------------------------|---------------------|------------------------|------------------------|--------------|-----------------------|
| | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE OF BUDGET | | |
| EQUIPMENT | \$ 185,963.00 | \$ - | \$ 68,374.14 | \$ 117,588.86 | 63.2% | |
| SUPPLIES | \$ 84,330.00 | \$ - | \$ - | \$ 84,330.00 | 100.0% | |
| FACILITIES | \$ 923,003.00 | \$ - | \$ 11,288.58 | \$ 911,714.42 | 98.8% | |
| OTHER | | | | | | |
| FACILITIES | \$ 85,432.00 | \$ - | \$ - | \$ 85,432.00 | 100.0% | |
| OTHER | \$ 1,215.00 | \$ - | \$ - | \$ 1,215.00 | 100.0% | |
| TOTAL DIRECT COSTS | <u>\$ 1,279,943.00</u> | <u>\$ -</u> | <u>\$ 79,662.72</u> | <u>\$ 1,200,280.28</u> | <u>93.8%</u> | |
| GRAND TOTAL | <u>\$ 1,279,943.00</u> | <u>\$ -</u> | <u>\$ 79,662.72</u> | <u>\$ 1,200,280.28</u> | <u>93.8%</u> | |
| IN KIND NEEDED | \$ 319,986.00 | | | | | |
| IN KIND GENERATED | \$ - | | | | | |
| IN KIND (SHORT)/LONG | <u>\$ (319,986.00)</u> | | | | | |

| CATEGORY | EARLY HEAD START | | | | | REMAINING BUDGET % |
|----------------------|-----------------------|---------------------|------------------------|----------------------|--------------|-----------------------|
| | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE OF BUDGET | | |
| EQUIPMENT | \$ 54,000.00 | \$ - | \$ 45,454.00 | \$ 8,546.00 | 15.8% | |
| SUPPLIES | \$ 32,832.00 | \$ - | \$ 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% | |
| TOTAL DIRECT COSTS | <u>\$ 164,315.00</u> | <u>\$ -</u> | <u>\$ 48,733.49</u> | <u>\$ 115,581.51</u> | <u>70.3%</u> | |
| GRAND TOTAL | <u>\$ 164,315.00</u> | <u>\$ -</u> | <u>\$ 48,733.49</u> | <u>\$ 115,581.51</u> | <u>70.3%</u> | |
| IN KIND NEEDED | \$ 41,079.00 | | | | | |
| IN KIND GENERATED | \$ - | | | | | |
| IN KIND (SHORT)/LONG | <u>\$ (41,079.00)</u> | | | | | |

HERRETT
CENTER **New Acquisitions Summary, 2019**

On December 4th, 2019, the Herrett Center for Arts & Science Collections Committee met to review potential acquisitions to Herrett Center collections. The following is a summary of items considered and action taken.

COLLECTIONS COMMITTEE MEMBERS PRESENT:

Joey Heck, Kindy Combe, Crystal Ayers, Shelley McEuen, Fran Frost, Teri Fattig

DONOR: Twin Falls Public Library

OBJECTS:

- Three (3) kachina dancer paintings by Hopi artist Richard Joshua. **(ACCEPTED)**

COMMENTS:

Kachinas are spiritual beings in the religious beliefs of many Pueblo cultures. The spirits are impersonated by men who perform dances at ceremonial events throughout the year. These paintings depict those dancers in costume.

Hopi artist Richard Joshua was a long-time, transient acquaintance of Norman Herrett, the museum founder, often exchanging artwork, such as kachina dolls and paintings, for lodging, funds, and food. According to the staff at the Twin Falls Public Library, Mr. Joshua often did the same with the director of the library in the 1970s and 1980s. Although the museum has approximately 30 existing kachina dancer paintings, these paintings are from a time period in Mr. Joshua's career which is not currently represented in Herrett Center collections.



DONOR: Nick Peterson

OBJECT:

- African mask from the Chokwe tribe. **(ACCEPTED)**

COMMENTS:

This Chokwe mask appears relatively modern, probably 20th century, but is in good condition and exhibits characteristics typical of the style and culture. The mask is a nice addition to existing African collections, as well as an existing contemporary mask collection. It is believed this mask could represent *pwo*, an ancestral female figure in Chokwe culture.



DONOR: Dr. J. Jeffrey Flenniken

OBJECT:

- 41 Eichenberger casts with original sleeves and notecards from the Denver Museum of Natural History, 1 Acheulian Hand Axe cast and 1 Abbevillian Hand Axe cast by Kay Irwin (Denver Museum), and 1 Kimberley Point cast made by an Australian Aborigine (originally made from whiskey bottle, Australian National Museum.)
(ACCEPTED)

COMMENTS:

J. A. Eichenberger was the father of modern lithic casting technology. He perfected the art of mixing resin for accurate color and texture in the casting of archaeologically significant objects. He was entrusted to cast the Simon Clovis Collection by the Simon Family several decades ago. Many of his original molds from the Denver Museum of Natural History were reportedly lost or destroyed in a house fire at a museum curator's home, making original Eichenberger casts increasingly rare. This set of points includes his original hand-typed notecards.

Donor J. Jeffrey Flenniken is a well-known flintknapper and professor of archaeology at Washington State University. These casts are from his personal teaching collection.







