

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 | Chairwoman Mittleider
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairwoman Mittleider |
| III. RECONVENE REGULAR MEETING | Chairwoman Mittleider
4:00PM/Taylor Bldg Room 276 /
Virtual Webinar |
| IV. APPROVAL OF MEETING AGENDA | Chairwoman Mittleider |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. CERTIFIED ELECTION RESULTS | Jeff Harmon |
| VII. BOARD REORGANIZATION | Board Members |
| <ol style="list-style-type: none"> 1. Chairman 2. Vice Chairman 3. Clerk 4. Secretary / Treasurer | |
| VIII. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes
October 19, 2020 – Regular Meeting
October 21, 2020 – Special Meeting | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| IX. OPEN FORUM | Chair |
| X. UNFINISHED BUSINESS | |
| XI. NEW BUSINESS | |
| Action Items | |
| <ol style="list-style-type: none"> 1. Head Start/Early Head Start Report | Ruby Allen |
| Information Items | |
| <ol style="list-style-type: none"> 1. Mini Cassia Center Presentation | Amy Christopherson |
| XII. PRESIDENT’S REPORT | President Fisher |
| XIII. CSI STUDENT BODY PRESIDENT REPORT | Angel Montes De Oca |

XIV. REMARKS FOR THE GOOD OF THE ORDER**Chair****XV. ADJOURNMENT****Chair**

AGENDA**Board of Trustees**

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Scott McClure

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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)]

II. ADJOURNMENT

Chairman Mittleider

November 16, 2020

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

From: Jeffrey M. Harmon

Re: 2020 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
Twin Falls County	27,142
Jerome County	<u>6,535</u>
Totals	33,677

<u>Trustee Zone 3</u>	Jack Nelsen
Twin Falls County	26,416
Jerome County	<u>6,569</u>
Totals	32,985

<u>Trustee Zone 4</u>	Jan Mittleider	Doug Howard
Twin Falls County	15,095	12,163
Jerome County	<u>3,335</u>	<u>3,138</u>
Totals	18,430	15,301

CALL TO ORDER: 4:05 p.m.

BOARD MEETING ATTENDEES:

Trustees:

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

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
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 Trustee Nelsen. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher awarded recognition certificates to CSI Cross Country athlete, Maura Williams for earning the National Junior College Athletic Association's (NJCAA) Athlete of the Week, and to CSI Faculty Serena Jenkins-Clark for her exemplary teaching award in Humanistic and Artistic Ways.

CERTIFIED ELECTION RESULTS: Vice President of Administration and Finance, Jeff Harmon briefed the Board on the certified election results.

BOARD REORGANIZATION: The CSI Board of Trustees was reorganized as follows:

Chairwoman Mittleider nominated Trustee Stone for Board Chairman. Affirmative vote was unanimous.

Chairwoman Mittleider nominated Trustee Nelsen for Vice Chairman. Affirmative vote was unanimous.

Chairwoman Mittleider nominated Trustee Scholes for Clerk. Affirmative vote was unanimous.

Chairwoman Mittleider nominated Jeff Harmon for Secretary / Treasurer. Affirmative vote was unanimous.

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

October 19, 2020 – Regular Meeting
October 21, 2020 – Special Session

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Chairwoman Mittleider. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

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

Information Items

1. Director of Mini-Cassia Center, Amy Christopherson presented the board an update on the Mini-Cassia Center.

PRESIDENT'S REPORT: President Fisher gave his monthly President's report.

CSI STUDENT BODY PRESIDENT'S REPORT: Student Body President, Angel Montes De Oca gave his monthly Student Body President's report.

REMARKS FOR THE GOOD OF THE ORDER:

ADJOURNMENT DECLARED: 5:01 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: December 21, 2020



Laird Stone, Chairman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
Monday, November 16, 2020 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301**

Monthly Board Meeting List of Additional Attendees

Employees

Chris Bragg, Dean of Institutional Effectiveness
Ruby Allen, Director Head Start
Amy Christopherson, Director Mini-Cassia Center
Cesar Perez, Director Jerome/Gooding Centers and Hispanic Community Liaison
Eric Nielson, Director of Human Resources
Jayson Lloyd, Dean of Instruction
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Ed Ditlefsen, Director IT Application and Data
Ginger Nukaya, Executive Administrative Assistant to the President
Teri Fattig, Director, Library and Museum Department Chair, Information Science
Anne McMurry, Student Services Coordinator
Barry Pate, Instructional Dean
Brandi Turnipseed, Director Foundation
Crystal Ayers, Department Chair
Connie Stopher, Director Southern Idaho Economic Development (SIED)
David Horalek, Assistant Reference Librarian
LueLinda Egbert, Professor
Em English, Grant Writer
Jan Carpenter, Professor
Janet Pretti, Director Workforce Development
Jennifer Hall, Director, CCR / ABE
Jim Boehm, Trans IV Director
John Hughes, Instructional Dean
Jonathan Lord, Dean Early College
Laura Erickson, Professor
Rae Jean Larsen, Office Manager
Steve Korecki, Lab Manager
Suzanne McCampbell, Director Office on Aging
Gary Baum, IT Operations Manager
Stephanie Xander, Library Technician III
Tenille Claridge, Student Advisor
Tiffany Seeley-Case, Instructional Dean
Jerry Fattig, Multimedia Services Analyst

Media and Visitors

Angel Montes De Oca, Student Body President



General Fund Board Report

As of October 31, 2020

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,695,292)	(\$5,185,973)	(\$11,280,000)	(\$6,094,027)	54.03%
County Tuition	(\$854,750)	(\$817,350)	(\$1,883,000)	(\$1,065,650)	56.59%
State Funds	(\$21,484,534)	(\$20,368,100)	(\$20,859,200)	(\$491,100)	2.35%
County Property Tax	(\$245,700)	(\$216,047)	(\$9,383,300)	(\$9,167,253)	97.70%
Grant Management Fees	(\$176,602)	(\$183,251)	(\$520,000)	(\$336,749)	64.76%
Other	(\$321,814)	(\$124,303)	(\$350,000)	(\$225,697)	64.48%
Unallocated Tuition	(\$342,830)	(\$463,293)	\$0	\$463,293	-
Departmental Revenues	(\$428,077)	(\$265,732)	(\$630,000)	(\$364,268)	57.82%
Total Revenue	(\$29,549,599)	(\$27,624,047)	(\$44,905,500)	(\$17,281,453)	38.48%
Expenses					
Personnel Expense					
Salaries	\$7,398,505	\$6,978,042	\$22,568,800	\$15,590,758	69.08%
Variable Fringe	\$1,560,553	\$1,498,822	\$4,899,100	\$3,400,278	69.41%
Health Insurance	\$1,528,436	\$1,467,885	\$4,716,200	\$3,248,316	68.88%
Total Personnel Expense	\$10,487,493	\$9,944,748	\$32,184,100	\$22,239,352	69.10%
Operating Expense					
Services & Supplies	\$2,161,128	\$1,999,075	\$6,559,200	\$4,560,125	69.52%
Other	\$2,788	\$7,544	\$0	(\$7,544)	-
Capital	\$228,857	\$386,107	\$358,000	(\$28,107)	(7.85)%
Institutional Support	\$4,433,404	\$4,496,953	\$5,774,200	\$1,277,247	22.12%
Transfers	\$30,000	\$30,000	\$30,000	\$0	0.00%
Total Operating Expense	\$6,856,177	\$6,919,679	\$12,721,400	\$5,801,721	45.61%
Total Expense	\$17,343,670	\$16,864,427	\$44,905,500	\$28,041,073	62.44%
Rev/Expense Total	(\$12,205,929)	(\$10,759,620)	\$0	\$10,759,620	-



**College of Southern Idaho
Head Start/Early Head Start**



Program Summary for October 2020
Reported at November Board Meeting

Enrollment		Modified Enrollment Number
Head Start ACF Federal Funded	457	298
Head Start TANF	12	6
Early Head Start ACF Federal Funded	92	92
Total	561	396 71%

Program Options

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

Head Start Attendance (Based on Modified Enrollment)

October Head Start Overall Attendance	80%
October EHS Toddler Combo Attendance	81%
October 100-130% Poverty Level	21%
October IEP/IFSP Enrollment	7%
October Over Income Enrollment	3%

Meals and Snacks

Total meals served for October	1,995
Total snacks served for October	278

Program Notes

All 45 Day Screenings were 100% complete. Head Start Performance Standards mandate that all children must have a vision, hearing, height/weight, developmental and social/emotional screener completed within 45 days of enrollment.

Immunizations: 95.2% of children are current/complete for their age and 11 children have exemptions.

90 Day Screeners (current well child exam, dental exam, lead testing and hematocrit) are due on November 20th.

Initial parent/child visits at the center before school started in September has proven successful for completing and gathering documentation for 45 and 90 day screeners. The plan was put together to complete these health visits to ensure screeners were complete if the program had to return to virtual learning within the first 90 days of school.

October proved to be another difficult month navigating COVID throughout the program.

- Burley Unit 1 virtual services (20 children) 10/6/20 – 10/19/20
- Burley Unit 2 virtual services (20 children) 10/29/20 -11/12/20
- Shoshone center receiving virtual services (20 children) 10/8/20-10/21/20
- Rupert Unit 2 receiving virtual services (10 children) 10/6/20 – 10/20/20
- Rupert School District Closed 74 children receiving virtual services 10/19/20 – 11/9/20
- American Falls center closed 23 children receiving virtual services 10/26/20 – 11/9/20
- Twin Falls center closed 71 children receiving virtual services 10/30/20 – 11/12/20

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

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,186,946.00	\$ 234,655.72	\$ 2,383,834.25	\$ 803,111.75	25.2%
BENEFITS	\$ 1,975,897.00	\$ 133,873.06	\$ 1,359,555.00	\$ 616,342.00	31.2%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 43,000.00	\$ 774.66	\$ 7,684.47	\$ 35,315.53	82.1%
SUPPLIES	\$ 199,359.00	\$ 13,284.14	\$ 111,590.00	\$ 87,769.00	44.0%
FACILITIES/CONST.	\$ 1,066,417.00	\$ 7,483.35	\$ 1,583,798.71	\$ (517,381.71)	-48.5%
OTHER	\$ 764,940.00	\$ 5,336.40	\$ 579,723.28	\$ 185,216.72	24.2%
TOTAL DIRECT COSTS	\$ 7,236,559.00	\$ 395,407.33	\$ 6,026,185.71	\$ 1,210,373.29	16.7%
ADMIN COSTS (9.0%)	\$ 464,656.00	\$ 33,790.93	\$ 301,723.43	\$ 162,932.57	35.1%
GRAND TOTAL	\$ 7,701,215.00	\$ 429,198.26	\$ 6,327,909.14	\$ 1,373,305.86	17.8%
IN KIND NEEDED	\$ 1,675,343.00				
IN KIND GENERATED	\$ 1,282,500.76				
IN KIND (SHORT)/LONG	\$ (392,842.24)				
PROCUREMENT CARD EXPENSE	\$ 17,333.83	2% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	265.62	7,219.32	850.20	8,335.14	150,032.64

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,854.00	\$ -	\$ 4,605.09	\$ 33,248.91	12.2%
SUPPLIES	\$ 3,303.00	\$ 140.99	\$ 1,731.52	\$ 1,571.48	52.4%
OTHER	\$ 25,417.00	\$ (3,700.34)	\$ 22,636.22	\$ 2,780.78	89.1%
GRAND TOTAL	\$ 66,574.00	\$ (3,113.11)	\$ 28,972.83	\$ 37,601.17	43.5%
IN KIND NEEDED	\$ 16,644.00				
IN KIND GENERATED	\$ 12,835.88				
IN KIND (SHORT)/LONG	\$ (3,808.12)				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 865,879.00	\$ 53,557.76	\$ 548,192.94	\$ 317,686.06	36.7%
BENEFITS	\$ 471,404.00	\$ 27,615.70	\$ 278,994.42	\$ 192,409.58	40.8%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 58,400.00	\$ -	\$ 17,208.59	\$ 41,191.41	70.5%
SUPPLIES	\$ 27,200.00	\$ -	\$ 17,243.48	\$ 9,956.52	36.6%
FACILITIES/CONST.	\$ 246,908.00	\$ 320.09	\$ 134,733.74	\$ 112,174.26	45.4%
OTHER	\$ 102,520.00	\$ 391.52	\$ 45,123.28	\$ 57,396.72	56.0%
TOTAL DIRECT COSTS	\$ 1,772,311.00	\$ 81,885.07	\$ 1,041,496.45	\$ 730,814.55	41.2%
ADMIN COSTS (9.0%)	\$ 120,356.00	\$ 7,305.61	\$ 74,357.59	\$ 45,998.41	38.2%
GRAND TOTAL	\$ 1,892,667.00	\$ 89,190.68	\$ 1,115,854.04	\$ 776,812.96	41.0%
IN KIND NEEDED	\$ 418,672.00				
IN KIND GENERATED	\$ 147,258.53				
IN KIND (SHORT)/LONG	\$ (271,413.47)				
CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ -	\$ 405.92	\$ 49.53	\$ 455.45	\$ 5,936.80

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 16,176.00	\$ -	\$ 2,974.87	\$ 13,201.13	18.4%
SUPPLIES	\$ 1,428.00	\$ -	\$ 383.40	\$ 1,044.60	26.8%
OTHER	\$ 11,323.00	\$ (2,038.15)	\$ 7,889.25	\$ 3,433.75	69.7%
GRAND TOTAL	\$ 28,927.00	\$ (2,038.15)	\$ 11,247.52	\$ 17,679.48	38.9%
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 1,400.00				
IN KIND (SHORT)/LONG	\$ (5,832.00)				

CATEGORY	HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 116,451.00	\$ -	\$ -	\$ 116,451.00	100.0%
SUPPLIES	\$ 83,581.00		\$ 3,841.40	\$ 79,739.60	67.0%
FACILITIES/CONSTRUCTIC	\$ 990,561.00	\$ 291,640.49	\$ 377,072.49	\$ 613,488.51	61.9%
OTHER	\$ 1,215.00	\$ -	\$ -	\$ 1,215.00	100.0%
TOTAL DIRECT COSTS	\$ 1,191,808.00	\$ 291,640.49	\$ 380,913.89	\$ 810,894.11	66.0%
GRAND TOTAL	\$ 1,191,808.00	\$ 291,640.49	\$ 380,913.89	\$ 810,894.11	66.05%
IN KIND NEEDED	\$ 297,952.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (297,952.00)				

CATEGORY	EARLY HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SUPPLIES	\$ 32,587.00	\$ -	\$ 6,431.48	\$ 26,155.52	80.3%
FACILITIES/CONSTRUCTIC	\$ 73,893.00	\$ 28,843.56	\$ 102,736.56	\$ (28,843.56)	-39.0%
GRAND TOTAL	\$ 106,480.00	\$ 28,843.56	\$ 73,893.00	\$ 32,587.00	30.6%
IN KIND NEEDED	\$ 26,620.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (26,620.00)				

CATEGORY	HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SUPPLIES	\$ 132,530.00	\$ 2,367.27	\$ 119,616.97	\$ 12,913.03	9.7%
OTHER	\$ 269,085.00	\$ 13,605.34	\$ 119,064.25	\$ 150,020.75	55.8%
GRAND TOTAL	\$ 401,615.00	\$ 15,972.61	\$ 238,681.22	\$ 162,933.78	40.6%
IN KIND NEEDED	\$ -				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ -				

CATEGORY	EARLY HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SUPPLIES	\$ 26,680.00	\$ 2,651.25	\$ 149,223.64	\$ 11,756.36	44.1%
OTHER	\$ 54,170.00	\$ 424.96	\$ 1,887.05	\$ 52,282.95	96.5%
GRAND TOTAL	\$ 80,850.00	\$ 3,076.21	\$ 151,110.69	\$ 64,039.31	79.2%
IN KIND NEEDED	\$ -				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ -				