

AGENDA

Board of Trustees
Laird Stone, Chair
Jan Mittleider
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 Stone
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairman Stone |
| III. RECONVENE REGULAR MEETING | Chairman Stone
4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes
December 20, 2021 | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Ruby Allen |
| 2. Shields Building Elevator Project | Jeff Harmon |
| Information Items | |
| 1. Jerome Center Update | Cesar Perez |
| 2. Project Z | Todd Schwarz |
| 3. Project Polaris | Larisa Alexander |
| 4. Spring 2022 Enrollment | Chris Bragg |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Skyler Bollar |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

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I. CALL TO ORDER

Chairman Stone
3:00 p.m.

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 Stone

CALL TO ORDER: 2:04 p.m.

EXECUTIVE SESSION: 2:05 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk (Remote)
Jan Mittleider, Trustee
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President
Jeff Harmon, Vice President of Finance and Administration

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)]

Trustee Mittleider moved to go into Executive Session.

The vote to do so by roll call:

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

The Board returned to public session at 4:00 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

APPROVAL OF AGENDA: The agenda was approved on MOTION by Trustee McClure. Affirmative vote was unanimous.

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

December 20, 2022

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Kayden Driggs and Kennedy Farden for their support in FFA. Also recognized were students from the Dental Hygiene Program for their accomplishments at the state competitions sponsored by the Idaho Dental Hygiene Association. Congratulations were given to: Ashlei Babich, Madi Sain, Avere Lund and Taylin Howell.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Trustee 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 Mittleider. Affirmative vote was unanimous.
2. Jeff Harmon, Vice President of Finance and Administration, presented a request to approve the use of plant facilities funds in the amount of \$209,500 to assist in financing an elevator project in the Shields Building. The Board approved the use of plant facilities funds in the amount of \$209,500 to assist in financing an elevator project in the Shields Building on MOTION by Trustee Nelsen. Affirmative vote was unanimous.

Information Items

1. Off Campus Center Director/Hispanic Community Liaison Cesar Perez provided an annual update on the Jerome Center and on a variety of activities that have been happening in Jerome County.
2. Provost Todd Schwarz shared a report about "Project Z Degree," and the progress being made on it by the four community colleges in Idaho. Project Z Degree is a one-time appropriation from Governor Little and the Idaho Legislature to aid in the development of associate degree programs that require no (or very low) textbook and course material costs for students.
3. Director of Projects and Support Services Larisa Alexander provided an update on Project Polaris, the digital transformation effort for the College of Southern Idaho.
4. Dean of Institutional Effectiveness and Communication Chris Bragg provided a preliminary report on Spring 2022 enrollment. Final figures will not be available until after the March 15 enrollment census date.

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

CSI STUDENT BODY PRESIDENT'S REPORT: CSI Student Body Vice President, Maddie Wherry sat in for Skyler Boller to present her monthly report.

REMARKS FOR THE GOOD OF THE ORDER: The Board of Trustees presented remarks for the good of the order.

ADJOURNMENT DECLARED: 5:15 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: February 28, 2022



Laird Stone, Chairman

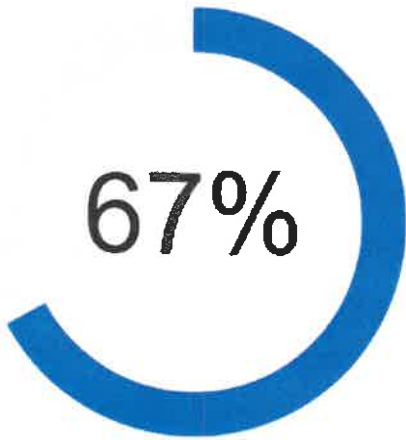


General Fund Board Report

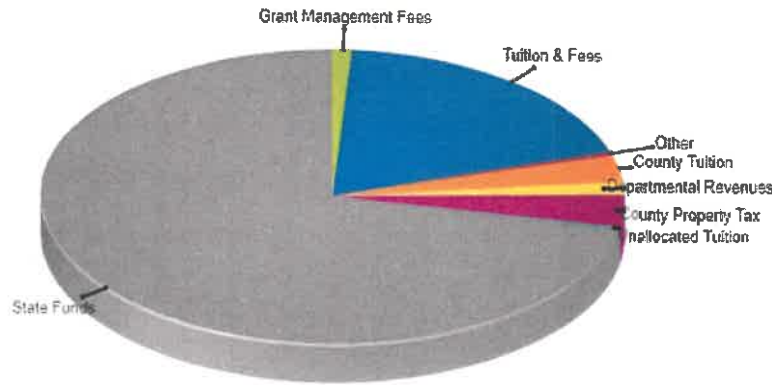
As of December 31, 2021

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,618,140)	(\$5,868,622)	(\$10,941,600)	(\$5,072,978)	46.36%
County Tuition	(\$810,100)	(\$922,150)	(\$1,826,500)	(\$904,350)	49.51%
State Funds	(\$20,418,100)	(\$22,303,600)	(\$22,817,900)	(\$514,300)	2.25%
County Property Tax	(\$901,875)	(\$1,080,487)	(\$9,866,000)	(\$8,785,513)	89.05%
Grant Management Fees	(\$242,567)	(\$328,941)	(\$550,000)	(\$221,059)	40.19%
Other	(\$180,223)	(\$123,202)	(\$260,000)	(\$136,798)	52.61%
Unallocated Tuition	(\$62,827)	(\$79,513)	\$0	\$79,513	-
Departmental Revenues	(\$289,731)	(\$417,063)	(\$180,000)	\$237,063	(131.70)%
Total Revenue	(\$28,523,562)	(\$31,123,578)	(\$46,442,000)	(\$15,318,422)	32.98%
Expenses					
Personnel Expense					
Salaries	\$10,573,230	\$11,037,114	\$23,189,000	\$12,151,886	52.40%
Variable Fringe	\$2,269,190	\$2,314,204	\$5,038,100	\$2,723,896	54.07%
Health Insurance	\$2,197,257	\$2,113,118	\$4,591,700	\$2,478,582	53.98%
Total Personnel Expense	\$15,039,677	\$15,464,436	\$32,818,800	\$17,354,364	52.88%
Operating Expense					
Services & Supplies	\$2,716,017	\$4,235,653	\$6,841,000	\$2,605,347	38.08%
Other	\$9,067	\$6,105	\$0	(\$6,105)	-
Capital	\$419,561	\$551,530	\$493,300	(\$58,230)	(11.80)%
Institutional Support	\$4,603,822	\$5,222,726	\$6,288,900	\$1,066,174	16.95%
Transfers	\$30,000	\$0	\$0	\$0	-
Total Operating Expense	\$7,778,467	\$10,016,015	\$13,623,200	\$3,607,185	26.48%
Total Expense	\$22,818,144	\$25,480,450	\$46,442,000	\$20,961,550	45.13%
Rev/Expense Total	(\$5,705,418)	(\$5,643,128)	\$0	\$5,643,128	-

% Revenue Received



General Fund Revenue



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET

\$46,442,000

TOTAL ANNUAL REVENUE

\$31,123,578

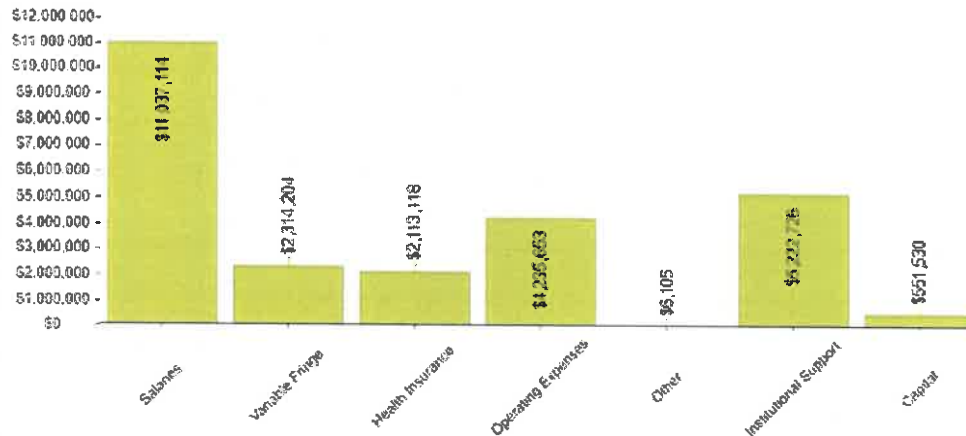
TOTAL REMAINING

\$15,318,422

% Budget Spent



General Fund Expenses



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET

\$46,442,000

TOTAL YTD EXPENSES

\$25,480,450

TOTAL AVAILABLE

\$20,961,550



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



Program Summary for December 2021
Reported at January Board Meeting

Enrollment

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

Modified Enrollment

245
12
92
350

Program Options

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

Head Start Overall Attendance	81%
EHS Toddler Combo Attendance	80%
IEP/IFSP Enrollment	5%
Over Income Enrollment	1%
100-130% Poverty Level	15%
Meals and Snacks	
Total meals served	3687

Documents for Board Review and Approval: Board / Financial Report

December 23rd the program received the Notice of Award for the new 5-year grant cycle. The new project period requires 2 certifications to be completed. (1) Within 45 days all centers must receive a Health and Safety Environment Screening. (2) Within 60 days conduct a screening of the organization’s governance and leadership capacity. The second screening requires the Board Chair, Executive Director, Policy Council Chair, and the Program Director to review the governance practices and regulations to ensure the program is in compliance.

The final financial report of 2021 reflects the budget modification approved by Region X on December 17th. Since 2021 was the last year of the grant cycle the program requested a One Time No Cost Extension so 2021 funds can be used to complete the addition to the Twin Falls Center. The program has until June 29, 2022, to obligate the funds to the facility project. Currently, the building plans are under review by Idaho Department of Building Safety which is in line with LKV Construction Schedule. The first bid advertisement is tentatively set for January 20th with bid opening on February 17th. This timetable will allow the bid to be reviewed and awarded by the Board at the February 28th meeting.

December 21st Office of Head Start pulled back the full enrollment initiative for January 2022 citing that the public health emergency continues throughout the country. This was a welcomed message as it has been a stressful time trying to fully enroll classrooms with the looming vaccination deadline. The program vaccination rate is 85% with another 12% that has stated they will claim an exemption and test weekly. CSI Attorney, Mr. Kirtlan Naylor has approved the Religious/Medical Exemptions and provided a Weekly Exemption Testing Procedure template. Delia, the Health Specialist continues to work with South Central Health District to develop the testing and documentation procedures. Religious and Medical Exemptions will be available for staff by January 14th with a return date of January 24th.

ABC news reported, on January 2, 2022. A Louisiana federal judge blocked President Biden's Head Start vaccination and mask mandate, 24 states were part of the lawsuit, but Idaho was not one of those states. President Fisher has reached out to Governor Little for assistance on behalf of Head Start. Head Start staff are very appreciative of the Board and President Fisher’s support through this process.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,219,256.00	\$ 284,130.08	\$ 3,059,558.97	\$ 159,697.03	5.0%
BENEFITS	\$ 1,768,181.00	\$ 148,508.38	\$ 1,644,478.69	\$ 123,702.31	7.0%
EQUIPMENT	\$ 75,000.00	\$ -	\$ 68,152.44	\$ 6,847.56	9.1%
CONTRACTUAL	\$ 20,000.00	\$ 555.42	\$ 9,704.75	\$ 10,295.25	51.5%
SUPPLIES	\$ 286,359.00	\$ 37,256.87	\$ 204,408.76	\$ 81,950.24	28.6%
FACILITIES/CONST.	\$ 1,555,930.00	\$ -	\$ 143,362.20	\$ 1,412,567.80	0.0%
OTHER	\$ 783,037.00	\$ 48,104.03	\$ 753,418.60	\$ 29,618.40	3.8%
TOTAL DIRECT COSTS	\$ 7,707,763.00	\$ 518,554.78	\$ 5,883,084.41	\$ 1,824,678.59	23.7%
ADMIN COSTS (9.0%)	\$ 451,269.00	\$ 39,669.22	\$ 427,053.43	\$ 24,215.57	5.4%
GRAND TOTAL	\$ 8,159,032.00	\$ 558,224.00	\$ 6,310,137.84	\$ 1,848,894.16	22.7%
IN KIND NEEDED	\$ 1,738,907.00				
IN KIND GENERATED	\$ 2,381,841.06				
IN KIND (SHORT)/LONG	\$ 642,934.06				
PROCUREMENT CARD EXPENSE	\$ 7,094.12	1% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	4,994.58	6,764.86	2,872.87	14,632.31	143,790.54

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 46,824.00	\$ -	\$ 54.56	\$ 46,769.44	99.9%
SUPPLIES	\$ 3,303.00	\$ -	\$ 9,934.03	\$ (6,631.03)	-200.8%
OTHER	\$ 16,447.00	\$ 440.44	\$ 50,030.14	\$ (33,583.14)	-204.2%
GRAND TOTAL	\$ 66,574.00	\$ 440.44	\$ 60,018.73	\$ 6,555.27	9.8%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 776,547.00	\$ 65,695.89	\$ 756,525.59	\$ 20,021.41	2.6%
BENEFITS	\$ 402,807.00	\$ 33,827.98	\$ 385,443.91	\$ 17,363.09	4.3%
EQUIPMENT	\$ 175,000.00	\$ -	\$ 69,942.00	\$ 105,058.00	
CONTRACTUAL	\$ 45,110.00	\$ 2,204.80	\$ 24,225.54	\$ 20,884.46	46.3%
SUPPLIES	\$ 57,200.00	\$ 1,272.11	\$ 37,185.43	\$ 20,014.57	35.0%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	
OTHER	\$ 161,431.00	\$ 9,351.04	\$ 104,135.46	\$ 57,295.54	35.5%
TOTAL DIRECT COSTS	\$ 1,618,095.00	\$ 112,351.82	\$ 1,377,457.93	\$ 240,637.07	14.9%
ADMIN COSTS (9.0%)	\$ 115,142.00	\$ 8,957.15	\$ 102,289.36	\$ 12,852.64	11.2%
GRAND TOTAL	\$ 1,733,237.00	\$ 121,308.97	\$ 1,479,747.29	\$ 253,489.71	14.6%
IN KIND NEEDED	\$ 435,319.00				
IN KIND GENERATED	\$ 609,613.52				
IN KIND (SHORT)/LONG	\$ 174,294.52				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 466.40	\$ 495.88	\$ 192.92	\$ 1,155.20	\$ 8,763.55

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	\$ -	\$ -	\$ 16,176.00	100.0%
SUPPLIES	\$ 1,428.00	\$ -	\$ 3,294.11	\$ (1,866.11)	-130.7%
OTHER	\$ 11,323.00	\$ 116.00	\$ 21,769.94	\$ (10,446.94)	-92.3%
GRAND TOTAL	\$ 28,927.00	\$ 116.00	\$ 25,064.05	\$ 3,862.95	13.4%

January 18, 2022

To: President Fisher and the College of Southern Idaho Board of Trustees
From: Jeffrey M. Harmon
Re: Shields Elevator Replacement

The college received funding authorization (Project 21095 FY21-22) from Idaho Department of Public Works (DPW) for the replacement of the elevator in the Shields Building in the amount of \$325,000. Funding included \$261,000 for construction and \$64,000 for engineering, permitting and contingency. During the engineering and design phase of the project it was decided that building a new elevator in the southeast corner of the building would allow for a larger ADA accessible elevator that would better serve the various uses of the building. The new larger elevator will allow for items and equipment that are too large to fit in the original elevator to safely be moved between floors. The original elevator is anticipated to remain in place and be a backup to the newly constructed elevator.

DPW has agreed to change the scope of the project from replacement of the existing elevator to the construction of a new elevator in the new location.

Department of Public works advertised and published bid requirements and received a single bid from Peterson Brothers Construction of Twin Falls Idaho in the amount of \$470,500 to construct the new elevator. We are requesting board approval to use \$209,500 from the Plant Facilities Fund to supplement the funds we received from DPW for the construction of the new elevator.