

**AGENDA****Board of Trustees**

Laird Stone, Chair  
Jack Nelsen  
Anna Scholes  
Jan Mittleider  
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**  
3:00p.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 Stone**

**AGENDA**

**Board of Trustees**  
Laird Stone, Chair  
Jack Nelsen  
Anna Scholes  
Jan Mittleider  
Scott McClure

**CSI Mission Statement:**  
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**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.

- |   |  |
|---|--|
| <b>I. CALL TO ORDER</b>   | <b>Chairman Stone</b><br>3:00PM/President’s Board Room |
| <b>II. RECESS TO EXECUTIVE SESSION</b><br><i>Motion to convene in Executive Session</i> | <b>Chairman Stone</b>                                  |
| <b>III. RECONVENE REGULAR MEETING</b>   | <b>Chairman Stone</b><br>4:00PM/Taylor Bldg Room 276   |
| <b>IV. APPROVAL OF MEETING AGENDA</b>   | <b>Chairman Stone</b>                                  |
| <b>V. STUDENT/FACULTY/STAFF ACHIEVEMENTS</b>  | <b>President Fisher</b>                                |
| <b>VI. MINUTES &amp; BUSINESS REPORTS</b>   |  |
| <b>Approval of Minutes</b>  | <b>Jeff Harmon</b>                                     |
| March 21, 2022  |  |
| April 12, 2022 (Special Session)  |  |
| <b>Approval of Treasurer’s Report</b>   | <b>Jeff Harmon</b>                                     |
| <b>VII. OPEN FORUM</b>  | <b>Chairman Stone</b>                                  |
| <b>VIII. UNFINISHED BUSINESS</b>  |  |
| <b>IX. NEW BUSINESS</b>   |  |
| <b>Action Items</b>   |  |
| 1. Head Start/Early Head Start Report   | <b>Ruby Allen</b>                                      |
| 2. 2022-2023 Board Meeting Schedule   | <b>President Fisher</b>                                |
| 3. Request for Approval to Engage in Auction Services for Disposal of Personal Property | <b>Jeff Harmon</b>                                     |
| <b>Information Items</b>  |  |
| 1. Commencement Planning Update   | <b>Jonathan Lord</b>                                   |
| 2. Campus Safety Update   | <b>Keith Thompson</b>                                  |
| <b>X. PRESIDENT’S REPORT</b>  | <b>President Fisher</b>                                |
| <b>XI. CSI STUDENT BODY PRESIDENT REPORT</b>  | <b>Skyler Bollar</b>                                   |
| <b>XII. REMARKS FOR THE GOOD OF THE ORDER</b>   | <b>Chairman Stone</b>                                  |
| <b>XIII. ADJOURNMENT</b>  | <b>Chairman Stone</b>                                  |

**CALL TO ORDER:** 3:00p.m.

**EXECUTIVE SESSION:** 3:01p.m.

**EXECUTIVE SESSION ATTENDEES:**

Trustees:

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

College Administration:

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

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:

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

The Board returned to public session at 4:10 p.m.

CSI Trustees

April 18, 2022

Page 2

**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 Jan Mittleider. Affirmative vote was unanimous.

**STUDENT/FACULTY/STAFF ACHIEVEMENTS:** President Fisher recognized Events Coordinator Katie Jones, Construction Specialist Dale Ficklin, and Campus Safety Officer Scott McClure for their leadership in organizing the Idaho State FFA Conference. He also thanked staff members from Idaho Senators Mike Crapo, Jim Risch and Congressman Mike Simpson's offices who presented CSI with a Congressional Record statement in celebration of Idaho Community College Month.

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

March 21, 2022 – Regular Meeting  
April 12, 2022 – Special Session

**TREASURER'S REPORT:** The Treasurer's report was accepted on MOTION by Trustee Scholes. 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. President Fisher presented the Board with a proposed schedule for 2022-2023 Board of Trustees meetings. The board approved the 2022-2023 schedule on MOTION by Trustee Nelsen. Affirmative vote was unanimous.
3. Vice President Jeff Harmon presented the Board with a request for approval to engage in auction services for disposal of CSI's personal property. The Board approved the request on MOTION by Chairman Stone. Affirmative vote was unanimous.

**Information Items**


1. Dean of Student Access Dr. Jonathan Lord presented a commencement update to the Board. CSI will host four commencement events on Friday, May 6<sup>th</sup> as well as the GED graduation on Saturday, May 7<sup>th</sup>.
2. Director of Campus Safety Keith Thomson provided a report on the overview of safety-related matters across CSI locations.

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

**CSI STUDENT BODY PRESIDENT REPORT:** Student Body President Skyler Bollar provided his monthly report.

**REMARKS FOR THE GOOD OF THE ORDER:** Board members provided remarks for the Good of the Order.

**ADJOURNMENT DECLARED:** 5:07 p.m.

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

Approved: May 16, 2022

  
\_\_\_\_\_  
Laird Stone, Chairman

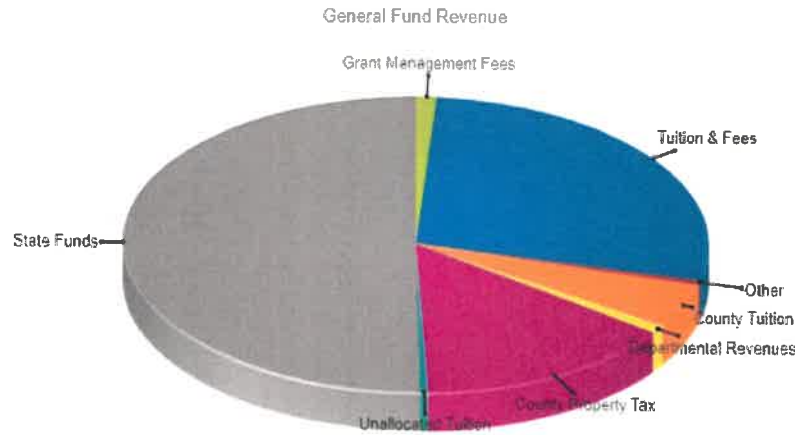
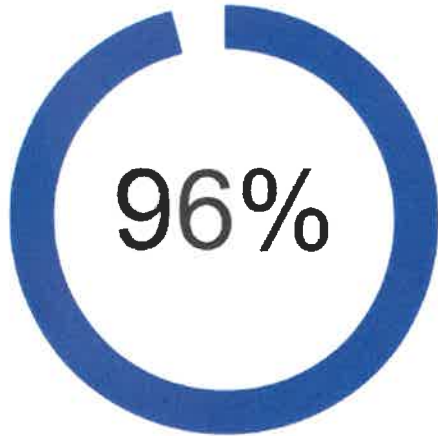


## General Fund Board Report

As of March 31, 2022

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$11,749,678)	(\$12,334,505)	(\$10,941,600)	\$1,392,905	(12.73)%
County Tuition	(\$1,834,275)	(\$2,148,900)	(\$1,826,500)	\$322,400	(17.65)%
State Funds	(\$20,809,200)	(\$22,303,600)	(\$22,817,900)	(\$514,300)	2.25%
County Property Tax	(\$5,975,454)	(\$6,364,056)	(\$9,866,000)	(\$3,501,944)	35.50%
Grant Management Fees	(\$430,280)	(\$489,837)	(\$550,000)	(\$60,163)	10.94%
Other	(\$252,421)	(\$175,067)	(\$260,000)	(\$84,933)	32.67%
Unallocated Tuition	(\$136,836)	(\$186,483)	\$0	\$186,483	-
Departmental Revenues	(\$565,425)	(\$386,971)	(\$180,000)	\$206,971	(114.98)%
<b>Total Revenue</b>	<b>(\$41,753,569)</b>	<b>(\$44,389,419)</b>	<b>(\$46,442,000)</b>	<b>(\$2,052,581)</b>	<b>4.42%</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$16,195,084	\$16,822,975	\$23,189,000	\$6,366,025	27.45%
Variable Fringe	\$3,447,685	\$3,515,764	\$5,038,100	\$1,522,336	30.22%
Health Insurance	\$3,300,862	\$3,159,694	\$4,591,700	\$1,432,006	31.19%
<b>Total Personnel Expense</b>	<b>\$22,943,631</b>	<b>\$23,498,433</b>	<b>\$32,818,800</b>	<b>\$9,320,367</b>	<b>28.40%</b>
Operating Expense					
Services & Supplies	\$4,012,418	\$5,898,949	\$6,841,000	\$942,051	13.77%
Other	\$9,877	\$6,168	\$0	(\$6,168)	-
Capital	\$562,582	\$689,215	\$493,300	(\$195,915)	(39.72)%
Institutional Support	\$4,947,001	\$5,675,477	\$6,288,900	\$613,423	9.75%
Transfers	\$30,000	\$0	\$0	\$0	-
<b>Total Operating Expense</b>	<b>\$9,561,877</b>	<b>\$12,269,809</b>	<b>\$13,623,200</b>	<b>\$1,353,391</b>	<b>9.93%</b>
<b>Total Expense</b>	<b>\$32,505,507</b>	<b>\$35,768,242</b>	<b>\$46,442,000</b>	<b>\$10,673,758</b>	<b>22.98%</b>
<b>Rev/Expense Total</b>	<b>(\$9,248,062)</b>	<b>(\$8,621,177)</b>	<b>\$0</b>	<b>\$8,621,177</b>	<b>-</b>

% Revenue Received



**GENERAL FUND REVENUE SUMMARY**

TOTAL ANNUAL BUDGET

**\$46,442,000**

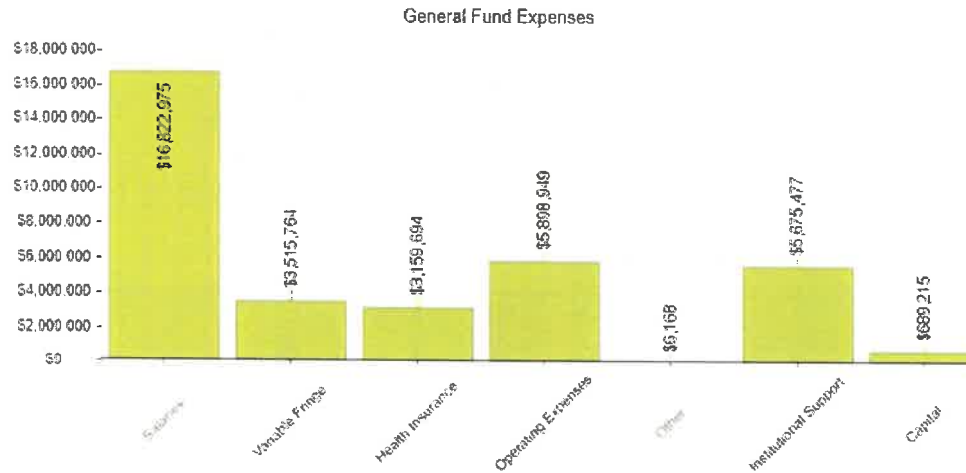
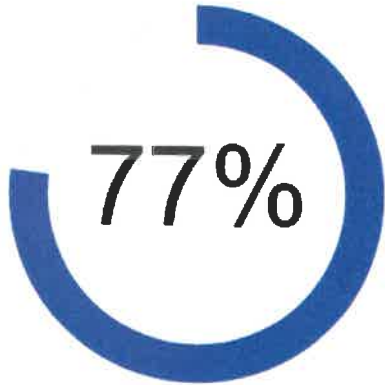
TOTAL ANNUAL REVENUE

**\$44,389,419**

TOTAL REMAINING

**\$2,052,581**

% Budget Spent



**GENERAL FUND EXPENSE SUMMARY**

TOTAL YEARLY BUDGET

**\$46,442,000**

TOTAL YTD EXPENSES

**\$35,768,242**

TOTAL AVAILABLE

**\$10,673,758**





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

**Program Summary for March 2022**  
Reported at April Board Meeting



<b>Enrollment</b>		<b>Modified Enrollment</b>
Head Start ACF Federal Funded	457	245
Head Start TANF	12	12
Early Head Start ACF Federal Funded	92	92
<b>Total</b>	<b>561</b>	<b>350</b>
<b>Program Options</b>		
Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.		
Head Start Overall Attendance		80%
EHS Toddler Combo Attendance		76%
IEP/IFSP Enrollment		6%
Over Income Enrollment		1%
100-130% Poverty Level		10%
<b>Meals and Snacks</b>		
Total meals served		5176

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

Southern Idaho COVID risk has moved to Minimal Risk which allowed the program to move out of COVID Orange Operational Protocol, to Yellow, for the first time in 18 months. If we remain at minimal risk the program will move to Green on June 1, 2022. This will allow us time to train new staff on traditional Head Start Services at Pre-Service and eliminate confusion late in the Program year.

Head Start Performance Standard 1302.14 (b)(1) A program must ensure at least 10% of its total funded enrollment is filled by children eligible for services under the Individuals with Disabilities Education Act (IDEA), unless the responsible HHS official grants a waiver. A Disability Wavier will be requested this program year even though we have many children referred to local school districts for testing, the testing process has been backed up which has caused a delay in meeting the 10% disability requirement. During the monthly Leadership meeting with Region X, Melanie Krevitz, Program Specialist said that this is a nationwide trend and does not see a problem with the waiver being granted.

The program will be advertising for Proposals, from qualified consultants experienced in data collection software, in the Times News. Publication dates are April 20<sup>th</sup> and 27<sup>th</sup>. CSI HS/EHS desires to obtain a consultant who will assist the program in updating and improving our data collection system. This will ensure that the Annual Program Information Report can be pulled from the Child Plus program as it is designed to do.

Head Start is partnering with idaeyc in April and May to encourage all parents to join the “Ready for Kindergarten” virtual workshops. Program families will receive a free book called, “Shapes, Shapes, Shapes” with an invitation to the workshops attached. Each workshop will provide parents with free math and social/emotional materials to use with their children this summer.

Updates from the Idaho Head Start Association Directors meeting on April 13<sup>th</sup> will be presented to the Board during the April Board Meeting.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,563,714.00	\$ 260,819.89	\$ 645,616.42	\$ 2,918,097.58	81.9%
BENEFITS	\$ 1,998,481.00	\$ 130,172.42	\$ 325,126.29	\$ 1,673,354.71	83.7%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 27,500.00	\$ 814.49	\$ 1,399.34	\$ 26,100.66	94.9%
SUPPLIES	\$ 222,500.00	\$ (51,197.68)	\$ (28,325.29)	\$ 250,825.29	112.7%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER	\$ 660,309.00	\$ 60,891.43	\$ 118,526.19	\$ 541,782.81	82.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,472,504.00</b>	<b>\$ 401,500.55</b>	<b>\$ 1,062,342.95</b>	<b>\$ 5,410,161.05</b>	<b>83.6%</b>
ADMIN COSTS (9.0%)	\$ 500,598.00	\$ 35,850.62	\$ 88,951.40	\$ 411,646.60	82.2%
<b>GRAND TOTAL</b>	<b>\$ 6,973,102.00</b>	<b>\$ 437,351.17</b>	<b>\$ 1,151,294.35</b>	<b>\$ 5,821,807.65</b>	<b>83.5%</b>
IN KIND NEEDED	\$ 1,759,919.00				
IN KIND GENERATED	\$ 572,148.95				
IN KIND (SHORT)/LONG	\$ (1,187,770.05)				
PROCUREMENT CARD EXPENSE	\$ 21,479.32	3% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	2,973.46	10,626.42	3,687.42	17,287.30	53,778.30

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 32,200.00	\$ 3,686.65	\$ 3,686.65	\$ 28,513.35	88.6%
SUPPLIES	\$ 3,500.00	\$ 221.88	\$ 370.69	\$ 3,129.31	89.4%
OTHER	\$ 30,874.00	\$ 3,810.77	\$ 6,800.21	\$ 24,073.79	78.0%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 7,719.30</b>	<b>\$ 10,857.55</b>	<b>\$ 55,716.45</b>	<b>83.7%</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 892,762.00	\$ 64,808.72	\$ 196,006.38	\$ 696,755.62	78.0%
BENEFITS	\$ 490,732.00	\$ 29,869.32	\$ 95,658.07	\$ 395,073.93	80.5%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 4,988.64	\$ 9,025.76	\$ 43,974.24	83.0%
SUPPLIES	\$ 34,039.00	\$ 1,346.96	\$ 6,542.73	\$ 27,496.27	80.8%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	
OTHER	\$ 138,190.00	\$ 11,180.29	\$ 23,403.41	\$ 114,786.59	83.1%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,608,723.00</b>	<b>\$ 112,193.93</b>	<b>\$ 330,636.35</b>	<b>\$ 1,278,086.65</b>	<b>79.4%</b>
<b>ADMIN COSTS (9.0%)</b>	<b>\$ 124,514.00</b>	<b>\$ 8,521.02</b>	<b>\$ 26,227.20</b>	<b>\$ 98,286.80</b>	<b>78.9%</b>
<b>GRAND TOTAL</b>	<b>\$ 1,733,237.00</b>	<b>\$ 120,714.95</b>	<b>\$ 356,863.55</b>	<b>\$ 1,376,373.45</b>	<b>79.4%</b>
IN KIND NEEDED	\$ 440,541.08				
IN KIND GENERATED	\$ 101,782.79				
IN KIND (SHORT)/LONG	\$ (338,758.29)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 75.27	\$ 465.84	\$ 187.03	\$ 728.14	\$ 2,274.75

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 24,200.00	\$ 1,111.12	\$ 1,111.12	\$ 23,088.88	95.4%
SUPPLIES	\$ 1,000.00	\$ 40.18	\$ 113.21	\$ 886.79	88.7%
OTHER	\$ 3,727.00	\$ 1,592.17	\$ 2,330.02	\$ 1,396.98	37.5%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 2,743.47</b>	<b>\$ 3,554.35</b>	<b>\$ 25,372.65</b>	<b>87.7%</b>

## Notice of Regular Meetings 2022-23

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday or rescheduled at an appropriate time.

The 2022-23 regular meeting schedule is as follows:

July 18, 2022	January 17, 2023 (Tuesday)
August 15, 2022	February 21, 2023 (Tuesday)
September 19, 2022	March 27, 2023
October 17, 2022	April 17, 2023
November 14, 2022	May 15, 2023
December 12, 2022	June 20, 2023

The fiscal year 2023 budget hearing date is set for June 21, 2022. Information concerning specific meeting times and places may be obtained by contacting Jeff Harmon at (208)732-6210 or [jharmon@csi.edu](mailto:jharmon@csi.edu).

Jeffrey M. Harmon  
Vice President of Finance and Administration

April 18, 2022

To: President Fisher and the College of Southern Idaho Board of Trustees  
From: Jeffrey M. Harmon  
Re: **Auction to dispose of surplus college property**

The college is replacing classroom furniture in over 40 classrooms on campus. The college has also accumulated obsolete furniture, fixtures, and equipment due to remodels, renovations, and changing educational requirements.

We are requesting the Board approval to dispose of the surplus property. Upon Board approval, all surplus property will be offered as donation to public school districts within the Twin Falls and Jerome County taxing districts. All surplus property not accepted by the schools would then be offered at public auction.