

AGENDA

Board of Trustees
Laird Stone, Chair
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.

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|---|--|
| 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 |
| <ul style="list-style-type: none"> ◆ 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)] | |
| 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 | |
| <p>Approval of Minutes Jeff Harmon
 April 6, 2023 (Special Session)
 April 17, 2023 (Special Session, Executive Session, Regular Session)</p> <p>Approval of Treasurer’s Report Jeff Harmon</p> | |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| <ul style="list-style-type: none"> 1. Zone Three Trustee Replacement Trustees | |
| IX. NEW BUSINESS | |
| <p>Action Items</p> <ul style="list-style-type: none"> 1. Head Start/Early Head Start Report Ruby Behm 2. Request for Approval – Jerome URA MOU President Fisher <p>Information Items</p> <ul style="list-style-type: none"> 1. Soccer Update President Fisher 2. Textbook Affordability Update Todd Schwarz 3. Facilities Update Spencer Cutler | |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Dylan Ray |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

CALL TO ORDER: 3:02p.m.

EXECUTIVE SESSION: 3:07p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Anna Scholes, Vice Chairwoman
Scott McClure, Clerk
Jan Mittleider, 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
- Anna Scholes Aye
- Jan Mittleider Aye
- Scott McClure Aye

The Board returned to public session at 4:07p.m.

BOARD MEETING ATTENDEES:

Trustees:

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

College Administration:

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

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

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Associate Professor Travis Bunker and Course Specialist/CTE Assessment Coordinator Kara McCurdy for their leadership for the Faculty Staff Connections Committee this last year and for the wonderful success of this year's Gilbert Achievement Awards. Director CCR/ABE Jennifer Hall thanked the College and the Board for their past support for the Job Corps program. President Fisher congratulated several colleagues who recently completed a new degree of study.

BOARD MINUTES:

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

April 6th – (Special Session)

The following Board of Trustee meeting minutes were accepted as written on MOTION by Vice Chairwoman Scholes.

April 17th, 2023 (Executive and Regular Session)

TREASURER'S REPORT: The Treasurer's report was accepted as written on MOTION by Vice Chairwoman Scholes.

OPEN FORUM: None

UNFINISHED BUSINESS: Chairman Stone moved to appoint Dr. Joshua Kern to complete the unexpired term for Zone Three. The vote to do so by roll call was:

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

NEW BUSINESS:

Action Items

1. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Vice Chairwoman Scholes. Affirmative vote was unanimous.
2. President Fisher presented a Memorandum of Understanding between the College and the City of Jerome Urban Renewal Agency asking for approval to execute an agreement allowing CSI use of the soccer field at the planned City of Jerome's soccer facility beginning Fall 2024. The Board approved the execution of the MOU on MOTION by Vice Chairman Scholes. Affirmative vote was unanimous.

Information Items

1. President Fisher presented an update on CSI's plan to implement a soccer program beginning Fall 2024.
2. Provost Todd Schwarz presented a report regarding CSI's efforts to reduce the cost of textbooks by using Open Educational Resources and adoption of Inclusive Access Digital version of textbooks.
3. Director of Physical Plant Spencer Cutler gave an update on the current facilities projects happening across campus.

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

CSI STUDENT BODY PRESIDENT REPORT: Student Body President Dylan Ray provided his monthly report.

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

ADJOURNMENT DECLARED: 5:10 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: June 20, 2023



Laird Stone, Chairman

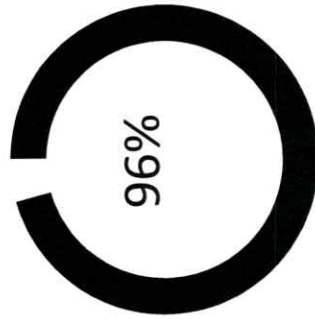


General Fund Board Report

As of April 30, 2023

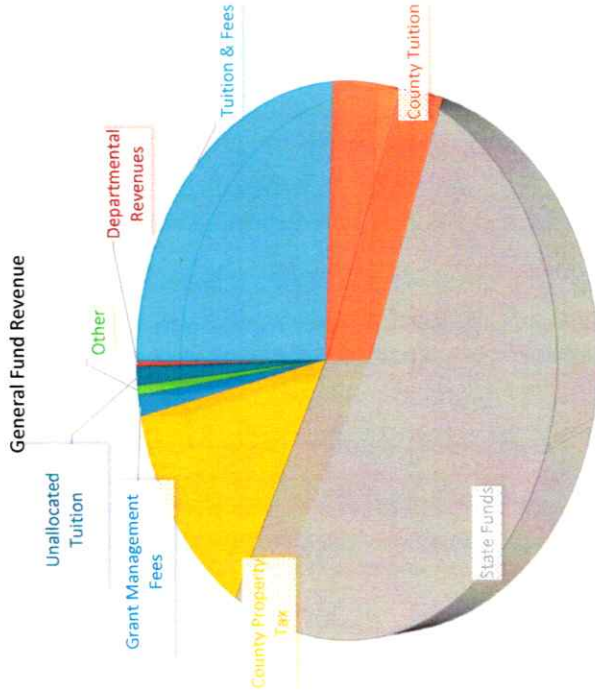
	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$12,369,178)	(\$12,432,946)	(\$12,192,000)	\$240,946	(1.98)%
County Tuition	(\$2,152,950)	(\$2,444,421)	(\$1,972,600)	\$471,821	(23.92)%
State Funds	(\$22,717,900)	(\$25,197,266)	(\$25,258,400)	(\$61,134)	0.24%
County Property Tax	(\$6,433,553)	(\$6,699,658)	(\$10,447,000)	(\$3,747,342)	35.87%
Grant Management Fees	(\$544,975)	(\$659,897)	(\$500,000)	\$159,897	(31.98)%
Other	(\$169,050)	(\$299,945)	(\$180,000)	\$119,945	(66.64)%
Unallocated Tuition	(\$132,889)	(\$569,774)	\$0	\$569,774	0.00%
Departmental Revenues	(\$378,811)	(\$204,997)	(\$100,000)	\$104,997	(105.00)%
Total Revenue	(\$44,899,306)	(\$48,508,904)	(\$50,650,000)	(\$2,141,096)	4.23%
Expenses					
Personnel Expense					
Salaries	\$18,808,266	\$19,942,787	\$25,295,200	\$5,352,413	21.16%
Variable Fringe	\$3,917,553	\$4,208,930	\$5,513,200	\$1,304,270	23.66%
Health Insurance	\$3,510,999	\$3,543,293	\$4,720,300	\$1,177,007	24.94%
Total Personnel Expense	\$26,236,818	\$27,695,010	\$35,528,700	\$7,833,690	22.05%
Operating Expense					
Operating Expenses	\$6,643,859	\$8,399,451	\$7,467,900	(\$931,551)	(12.47)%
Other	\$6,171	\$219	\$0	(\$219)	0.00%
Capital	\$704,253	\$851,935	\$762,000	(\$89,935)	(11.80)%
Institutional Support	\$5,769,477	\$6,363,058	\$6,891,400	\$528,342	7.67%
Transfers	\$0	\$5,000	\$0	(\$5,000)	0.00%
Total Operating Expense	\$13,123,760	\$15,619,663	\$15,121,300	(\$498,363)	(3.30)%
Total Expense	\$39,360,578	\$43,314,673	\$50,650,000	\$7,335,327	14.48%
Rev/Expense Total	(\$5,538,728)	(\$5,194,231)	\$0	\$5,194,231	-

% Revenue Received



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET	\$ 50,650,000
TOTAL ANNUAL REVENUE	\$ 48,508,904
TOTAL REMAINING	\$ 2,141,096

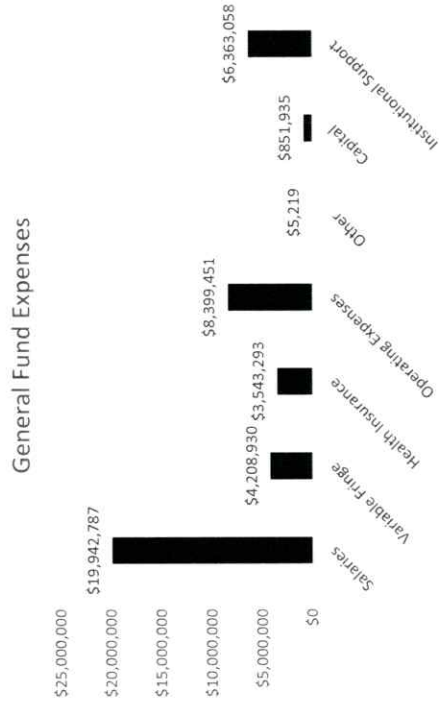


% Budget Spent



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET	\$ 50,650,000
TOTAL YTD EXPENSES	\$ 43,314,673
TOTAL AVAILABLE	\$ 7,335,327





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

Program Summary for April 2023

Reported at May Board Meeting



Enrollment

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

Modified Enrollment

345
12
59
416

Program Options

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	79%
IEP/IFSP Enrollment	6%
Over Income Enrollment	3%
100-130% Poverty Level	11%

Meals and Snacks

Total meals served	6362
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Documents for Board Review and Approval: Board and Financial Report

Program Updates

Office of Head Start (OHS) program review period was March 1st – May 4th for the 3 inappropriate teacher/child interactions that occurred in 2022. Leadership, Board and Policy Council Representation met via Zoom with reviewers from Region X and DHL (contract reviewer for OHS) on May 4, 2023. Written and verbal information was collected which they will use to formulate a review report for OHS. The program should receive written guidance within 45 days which could require additional follow-up or closing the concern. The following is not a comprehensive list but highlights action taken by the program to remedy the issues.

- Creating a Culture of Safety Training provided to leadership and management by Carolyn Ferguson, Region X T/TA
- All classroom staff training Building a Culture of Safety and Moving from Concern to Influence
- New Teacher On-Boarding Checklist to ensure all teachers receive required trainings.
- Update to Standard of Conduct which included OHS guidance on inappropriate discipline.
- Reporting Procedures were created which included reporting to the Board and Policy Council
- Developed Daily Debrief for classroom staff, Center Supervisors will join once per week.

The ten-page report is available if anyone would like to view the document. The process was extensive, but we do feel it has brought awareness and strengthened some systems that fell short. The focus on creating a culture of safety revolves around providing a safe space to speak up about early indicator signs of burnout and frustrations in the classrooms. This allows us to get resources to classrooms before the climate becomes negative.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,841,024.00	\$ 284,409.91	\$ 1,007,725.56	\$ 2,833,298.44	73.8%
BENEFITS	\$ 1,987,546.00	\$ 148,643.71	\$ 509,985.65	\$ 1,477,560.35	74.3%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 22,500.00	\$ 704.38	\$ 5,581.53	\$ 16,918.47	75.2%
SUPPLIES	\$ 201,332.00	\$ 5,861.79	\$ 32,976.29	\$ 168,355.71	83.6%
FACILITIES/CONST.		\$ -	\$ -	\$ -	0.0%
OTHER	\$ 578,900.00	\$ 37,933.90	\$ 314,743.82	\$ 264,156.18	45.6%
TOTAL DIRECT COSTS	\$ 6,631,302.00	\$ 477,553.69	\$ 1,871,012.85	\$ 4,760,289.15	71.8%
ADMIN COSTS (9.0%)	\$ 524,571.00	\$ 77,770.91	\$ 136,612.09	\$ 387,958.91	74.0%
GRAND TOTAL	\$ 7,155,873.00	\$ 555,324.60	\$ 2,007,624.94	\$ 5,148,248.06	71.9%
IN KIND NEEDED	\$ 1,805,612.00				
IN KIND GENERATED	\$ 794,509.85				
IN KIND (SHORT)/LONG	\$ (1,011,102.15)				

PROCUREMENT CARD EXPENSE

\$ 14,465.85 2% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	677.46	18,054.28	1,639.06	20,370.80	74,184.47

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 49,000.00	\$ 3,325.67	\$ 14,154.87	\$ 34,845.13	71.1%
SUPPLIES	\$ 5,324.00	\$ -	\$ 151.04	\$ 5,172.96	97.2%
OTHER	\$ 12,250.00	\$ 1,628.38	\$ 9,950.18	\$ 2,299.82	18.8%
GRAND TOTAL	\$ 66,574.00	\$ 4,954.05	\$ 24,256.09	\$ 42,317.91	63.6%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 952,868.00	\$ 67,239.46	\$ 264,196.45	\$ 688,671.55	72.3%
BENEFITS	\$ 451,648.00	\$ 33,463.21	\$ 130,546.52	\$ 321,101.48	71.1%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 710.24	\$ 7,091.79	\$ 45,908.21	86.6%
SUPPLIES	\$ 38,539.00	\$ 1,264.53	\$ 6,403.00	\$ 32,136.00	83.4%
FACILITIES/CONST.		\$ -	\$ -	\$ -	
OTHER	\$ 157,609.00	\$ 5,250.27	\$ 30,410.32	\$ 127,198.68	80.7%
TOTAL DIRECT COSTS	\$ 1,653,664.00	\$ 107,927.71	\$ 438,648.08	\$ 1,215,015.92	73.5%
ADMIN COSTS (9.0%)	\$ 126,406.00	\$ 17,930.28	\$ 35,526.87	\$ 90,879.13	71.9%
GRAND TOTAL	\$ 1,780,070.00	\$ 125,857.99	\$ 474,174.95	\$ 1,305,895.05	73.4%
IN KIND NEEDED	\$ 452,250.00				
IN KIND GENERATED	\$ 182,541.51				
IN KIND (SHORT)/LONG	\$ (269,708.49)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 19.41	\$ 988.02	\$ 88.90	\$ 1,096.33	\$ 4,180.74

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 24,500.00	\$ 248.93	\$ 2,627.67	\$ 21,872.33	89.3%
SUPPLIES	\$ 2,427.00	\$ -	\$ 390.47	\$ 2,036.53	83.9%
OTHER	\$ 2,000.00	\$ 59.19	\$ 1,877.97	\$ 122.03	6.1%
GRAND TOTAL	\$ 28,927.00	\$ 308.12	\$ 4,896.11	\$ 24,030.89	83.1%

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is reached this 17th of April, 2023, by, between, and among the city of Jerome, Idaho, an Idaho Municipal Corporation, (hereinafter “City”) and the Jerome Urban Renewal Agency, an independent public body corporate and politic, (hereinafter “Agency”), the Jerome Recreation District (hereinafter “District”), and the College of Southern Idaho, a community college district and public corporation (hereinafter “CSI”), collectively the “Parties.”

The purpose of this MOU is to describe and formalize the understanding of the Parties relative to the park project defined herein and located within the City.

RECITALS

City is a duly organized and existing municipal corporation of the state of Idaho, located in Jerome County, Idaho.

Agency is an independent public body corporate and politic, organized and existing pursuant to Idaho Code § 50-2001 *et seq.*

District is a duly organized and existing municipal corporation of the state of Idaho, located in Jerome County, Idaho

CSI is a community college district and a public corporation, organized and existing pursuant to Idaho Code § 33-2101 *et seq.*

Pursuant to Idaho Code §§ 50-2007(f) and 50-2015, City and Agency are authorized and empowered to enter into such contracts as may be necessary to carry out the purposes of the Idaho Urban Renewal Law.

The Agency owns undeveloped property located at approximately 450 East Nez Perce Ave, Jerome, Idaho (the “Real Property”) and is pursuing the development of a park facility which includes two full size soccer fields. See Exhibit A. The Agency is partnering with the City, District, and CSI in the development of the park facility (hereinafter “Site”).

CSI desires to utilize one of the soccer fields as described in Exhibit A as their ‘home field’ for their newly formed men’s and women’s collegiate soccer program (hereinafter CSI Field).

The Real Property is located within the Jerome Urban Renewal Plan for the Area 5 Urban Renewal Project approved by the City Council on December 2, 2014. The Plan provides for various measures to acquire property, develop infrastructure and build a park facility within the district. The City, Agency, District, and CSI are desirous to have the Real Property developed.

Idaho Code Sections 50-2011(e) and 50-2015(f) allow for the Agency to dispose of property to another public entity without consideration subject to complying with the Plan and developing the property through a schedule of performance. The Agency is prepared to dispose the property to the District upon completion of improvements and development.

The Parties wish to formalize the terms and conditions of their mutual understanding.

The City, CSI District, and the Agency have, during duly noticed public meetings, authorized execution of this MOU.

IT IS THEREFORE UNDERSTOOD AS FOLLOWS:

1. The City will oversee the development of the Site including procuring/bidding services for design, construction, and inspection. The city will contribute approximately \$2.3 million in American Rescue Plan (ARPA) funds to the project. The Agency will contribute \$1.5 million to the project to construct required public infrastructure. The District will have considerable input into the planning, design and construction of the Site. CSI will have considerable input on the design and construction of the CSI field and supporting amenities. Upon completion of the project the Agency will convey the park facility to the District for no consideration; the District will be assume the responsibility for maintenance and upkeep of the Site in perpetuity. CSI will fund accessory improvements to the CSI field including fencing, scoreboard, seating areas, dugouts, and storage units, and any other desired improvements specific to the CSI field. CSI and the District will enter into a maintenance and use agreement for access to the CSI field for home games or special events.

2. It is anticipated that construction of the Site will commence in 2023 and that the Site will be available for public use and competition on the CSI field by August of 2024.

3. Upon completion of the improvements and inspection by the District, the Agency shall convey the Site to the District upon satisfaction of the following additional conditions:

A. All public infrastructure improvements associated with the project have been inspected and accepted by the City;

B. Site improvements have been completed to specification;

C. Agreements with contractors, engineers, and others associated with the project have been settled and contracts paid in full;

4. Following execution of this MOU, CSI agrees to enter into a use and maintenance agreement with the District. The District intends to maintain the CSI field to a high standard for game day use for both the men's and women's soccer teams. CSI intends to compensate the District for costs associated with upkeep and field preparation.

5. The term of this MOU shall be for a period of eighteen (18) months from the effective date of this MOU or until City, CSI, District and Agency mutually agree to terminate this MOU.

6. This MOU constitutes the entire agreement among the Parties and supersedes all other agreements and understandings, written and oral, among the Parties with respect to the subject matter hereof. The Parties hereto may, at any time hereafter, modify or amend this MOU by a subsequent written agreement executed by all Parties. This MOU may not, however, be modified or amended orally, nor shall this MOU be deemed modified or amended in any way by any act of either of the Parties hereto.

7. All Parties hereto are or have been afforded the opportunity to be represented by counsel in the course of the negotiations for and the preparation of this MOU; accordingly, in all cases, the language of this MOU will be construed simply, according to its fair meaning, and not strictly for or against any party.

8. No covenant, term, or condition, or breach thereof, shall be deemed waived, except by written consent of the party against whom waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any other covenant, term, or condition herein or of any future breach of the provision in question. Acceptance by a party of any performance by another party after the time the same shall have become due shall not constitute a waiver by the first party of the breach or default of any such covenant, term, or condition unless otherwise expressly agreed to in writing by the first party.

9. This MOU may be executed in counterparts, and once so executed by all Parties hereto, each such counterpart shall be deemed to be an original, but all such counterparts together shall constitute but one agreement.

10. If any provision of this MOU or its application to any person or circumstance is held invalid, the remainder of this MOU or the application to other persons or circumstances shall not be affected.

11. The Parties represent and warrant that they are authorized to execute this Agreement on behalf of the entities indicated below.

(signatures on following page)

IN WITNESS WHEREOF the Parties hereto cause this agreement to be duly executed on this 17th day of June, 2022, in Jerome & Twin Falls, Idaho.

By: _____ Date _____
College of Southern Idaho – CSI
Dr. L. Dean Fisher, President

By: _____ Date _____
Kathy Cone, Agency Chair

DRAFT

ATTEST:

Bernadette Gomes, Secretary

By: _____ Date _____
DAVID M. DAVIS, Mayor, City of Jerome

ATTEST:

BERNADETTE GOMES, City Clerk

By: _____
Tyson Carpenter, District Board Chairman

_____ Date

4888-7394-0767, v. 3

DRAFT