

AGENDA

Board of Trustees
Anna Scholes, Chair
Jan Mittleider
Laird Stone
Joshua Kern
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 | Chair Scholes
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chair Scholes |
| III. RECONVENE REGULAR MEETING | Chair Scholes
4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chair Scholes |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| November 13, 2023 (Special, Executive, Regular Sessions) | |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chair Scholes |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Ruby Behm |
| 2. Refugee Center MOU | Jeff Harmon |
| 3. Bid for Automation Engineering Food Training | Jeff Harmon |
| Information Items | |
| 1. CSI Campus Safety Update | Keith Thompson |
| 2. 2024 Legislative Session Update | President Fisher |
| 3. Alcohol Consumption Policy Implementation | Harmon/Jones |
| 4. College and Career Readiness Update | Jennifer Hall |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Dylan Ray |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chair Scholes |
| XIII. ADJOURNMENT | Chair Scholes |

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I. CALL TO ORDER

Chair Scholes

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

Chair Scholes

CALL TO ORDER: 3:04 p.m.

EXECUTIVE SESSION: 3:05 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Anna Scholes, Chair
Jan Mittleider, Vice-Chair
Scott McClure, Clerk
Joshua Kern, Trustee
Laird Stone, 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)]

Vice-Chair Mittleider moved to go into Executive Session.

The vote to do so by roll call:

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

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

BOARD MEETING ATTENDEES:

Trustees:

Anna Scholes, Chair
Jan Mittleider, Vice-Chair
Scott McClure, Clerk
Joshua Kern, Trustee
Laird Stone, Trustee

College Administration:

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

APPROVAL OF AGENDA: The agenda was approved on MOTION by Vice-Chair Mittleider. Affirmative vote was unanimous.

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

November 13, 2023 (Executive and Regular Sessions)

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

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized the following individuals:

- Several CSI dental hygiene students were successful in recent state competitions. Those students were recognized and congratulated at the meeting.
- CSI Head Volleyball Coach Jim Cartisser and Assistant Coach Babes Sugai were recognized for CSI Volleyball's 7th place finish at the National Junior College Athletic Association (NJCAA) Volleyball Championship Tournament this fall and for their excellent 2023 season.
- CSI Head Cross Country Coach Janae Richardson and Assistant Coach Libby Bigelow were recognized for the 4th place finish by CSI Women's Cross Country and the 6th place finish by CSI Men's Cross Country at the NJCAA Division One Cross Country National Championships this fall.
- Dean of Career and Technical Education Dr. Barry Pate was recognized for his current role as Chair of the Idaho Technical Colleges Leadership Council.
- CSI History Instructor Justin Vipperman was recognized for his recent appointment to the Idaho Humanities Council.
- CSI Assistant Professor of Agriculture Jaysa Fillmore assisted President Fisher in recognizing a representative group of agriculture students who achieved distinction throughout the fall semester at the National FFA Convention, the Idaho Cattle Association (ICA) Convention, as Farm Bureau Discussion Meet participants, or as participants in the ICA Quiz Bowl Competition.
- The 2023 recipient of the Representative Maxine Bell Education Advocate Award, Dr. Carolyn Bohach was recognized for her long-time leadership for the Idaho IDeA Network for Biomedical Research Excellence (INBRE) which has impacted thousands of students with opportunities for undergraduate research.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Head Start/Early Head Start Director Ruby Behm presented the Head Start/Early Head Start financial report. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee Kern. Affirmative vote was unanimous.
2. The Board reviewed the Memorandum of Understanding (MOU) between CSI and the Refugee Center. The MOU engages the United States Commission for Refugees and Immigrants (USCRI) for the direct operation of the existing Refugee Center. CSI will remain as an educational partner with the Refugee Center and the daily operations of the Center will be handled by USCRI. The Board approved Refugee MOU as presented on MOTION by Trustee Stone. Affirmative vote was unanimous.
3. Vice President of Finance and Administration Jeff Harmon presented a request to purchase an Automation Engineering Trainer to be used in CSI's Automation Engineering program. The Board approved the request to purchase an Automation Engineering Trainer from X-Cal Corporation of Houston, Texas in the amount of \$189,170.00, on MOTION by Vice-Chair Mittleider. Affirmative vote was unanimous.

Information Items

1. Director of CSI Security Keith Thompson presented the annual Campus Safety report. He noted that CSI is currently working to get cameras installed around the campus. Also included in his report was an update on the CSI Building Captains Program.
2. President Fisher gave a brief update on the current status of the 2024 Legislative Session.
3. CSI Events Coordinator Katie Jones introduced the proposed Alcohol Consumption policy implementation. Following some suggested modifications from the board, the finalized approval will be forwarded to President Fisher and made available for the community to request alcohol service at their CSI function.
4. Director of College and Career Readiness Jennifer Hall presented the annual College and Career Readiness report.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 5:25 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: January 16, 2024



Anna Scholes, Chair



General Fund Board Report

As of November 30, 2023

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,965,574)	(\$5,996,322)	(\$14,400,000)	(\$8,403,678)	58.36%
County Tuition	(\$950,700)	(\$1,005,250)	(\$2,400,000)	(\$1,394,750)	58.11%
State Funds	(\$24,703,666)	(\$26,385,866)	(\$26,959,600)	(\$573,734)	2.13%
County Property Tax	(\$517,870)	(\$611,473)	(\$10,870,400)	(\$10,258,927)	94.37%
Grant Management Fees	(\$327,267)	(\$309,417)	(\$600,000)	(\$290,583)	48.43%
Other	(\$262,093)	(\$277,608)	(\$280,000)	(\$2,392)	0.85%
Unallocated Tuition	(\$22,772)	(\$204,073)	\$0	\$204,073	-
Departmental Revenues	(\$81,725)	(\$84,258)	(\$100,000)	(\$15,742)	15.74%
Total Revenue	(\$32,831,667)	(\$34,874,267)	(\$55,610,000)	(\$20,735,733)	37.29%
Expenses					
Personnel Expense					
Salaries	\$9,838,747	\$10,293,278	\$26,892,700	\$16,599,422	61.72%
Variable Fringe	\$2,088,606	\$2,104,156	\$5,659,300	\$3,555,144	62.82%
Health Insurance	\$1,754,193	\$1,894,060	\$4,597,700	\$2,703,640	58.80%
Total Personnel Expense	\$13,681,546	\$14,291,494	\$37,149,700	\$22,858,206	61.53%
Operating Expense					
Operating Expenses	\$4,338,294	\$4,382,100	\$10,568,000	\$6,185,900	58.53%
Other	(\$68)	\$25,997	\$40,600	\$14,603	35.97%
Capital	\$387,208	\$464,920	\$740,700	\$275,780	37.23%
Institutional Support	\$5,743,620	\$5,385,249	\$7,111,000	\$1,725,751	24.27%
Transfers	\$0	\$7,000	\$0	(\$7,000)	-
Total Operating Expense	\$10,469,054	\$10,265,266	\$18,460,300	\$8,195,034	44.39%
Total Expense	\$24,150,600	\$24,556,760	\$55,610,000	\$31,053,240	55.84%
Rev/Expense Total	(\$8,681,067)	(\$10,317,507)	\$0	\$10,317,507	-

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 4,067,951.00	\$ 298,997.17	\$ 3,183,533.59	\$ 884,417.41	21.7%
BENEFITS	\$ 2,115,734.00	\$ 144,489.78	\$ 1,562,625.37	\$ 553,108.63	26.1%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 22,500.00	\$ (19.11)	\$ 9,391.57	\$ 13,108.43	58.3%
SUPPLIES	\$ 201,332.00	\$ 12,039.36	\$ 107,528.03	\$ 93,803.97	46.6%
FACILITIES/CONST.	\$ 1,537,699.00	\$ 275,817.38	\$ 281,785.06	\$ 1,255,913.94	0.0%
OTHER	\$ 713,900.00	\$ 34,801.00	\$ 733,541.74	\$ (19,641.74)	-2.8%
TOTAL DIRECT COSTS	\$ 8,659,116.00	\$ 766,125.58	\$ 5,878,405.36	\$ 2,780,710.64	32.1%
ADMIN COSTS (9.0%)	\$ 564,525.00	\$ 40,626.13	\$ 424,853.65	\$ 139,671.35	24.7%
GRAND TOTAL	\$ 9,223,641.00	\$ 806,751.71	\$ 6,303,259.01	\$ 2,920,381.99	31.7%
IN KIND NEEDED	\$ 1,938,129.00				
IN KIND GENERATED	\$ 1,905,396.50				
IN KIND (SHORT)/LONG	\$ (32,732.50)				
PROCUREMENT CARD EXPENSE	\$ 11,222.20	1% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	404.11	8,566.85	890.69	9,861.65	161,853.91

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 49,000.00	\$ 1,270.48	\$ 38,704.51	\$ 10,295.49	21.0%
SUPPLIES	\$ 5,324.00	\$ 46.07	\$ 2,144.92	\$ 3,179.08	59.7%
OTHER	\$ 12,250.00	\$ (69.71)	\$ 18,377.41	\$ (6,127.41)	-50.0%
GRAND TOTAL	\$ 66,574.00	\$ 1,246.84	\$ 59,226.84	\$ 7,347.16	11.0%

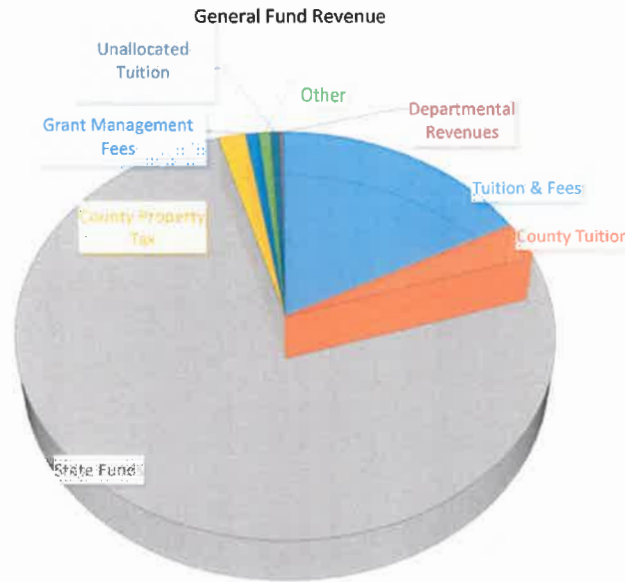
CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,030,154.00	\$ 81,646.10	\$ 851,429.42	\$ 178,724.58	17.3%
BENEFITS	\$ 501,405.00	\$ 39,438.29	\$ 413,981.08	\$ 87,423.92	17.4%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ -	\$ 23,121.79	\$ 29,878.21	56.4%
SUPPLIES	\$ 38,539.00	\$ 2,724.39	\$ 23,425.08	\$ 15,113.92	39.2%
FACILITIES/CONST.		\$ -	\$ -	\$ -	
OTHER	\$ 157,609.00	\$ 10,263.15	\$ 106,960.36	\$ 50,648.64	32.1%
TOTAL DIRECT COSTS	\$ 1,780,707.00	\$ 134,071.93	\$ 1,418,917.73	\$ 361,789.27	20.3%
ADMIN COSTS (9.0%)	\$ 137,840.00	\$ 10,897.60	\$ 113,288.12	\$ 24,551.88	17.8%
GRAND TOTAL	\$ 1,918,547.00	\$ 144,969.53	\$ 1,532,205.85	\$ 386,341.15	20.1%
IN KIND NEEDED	\$ 487,166.00				
IN KIND GENERATED	\$ 441,106.65				
IN KIND (SHORT)/LONG	\$ (46,059.35)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ -	\$ 1,422.49	\$ 6.24	\$ 87.88	\$ 14,660.69

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	\$ 350.92	\$ 6,060.42	\$ 18,439.58	75.3%
SUPPLIES	\$ 2,427.00	\$ 127.45	\$ 766.26	\$ 1,660.74	68.4%
OTHER	\$ 2,000.00	\$ 2,445.25	\$ 6,332.50	\$ (4,332.50)	-216.6%
GRAND TOTAL	\$ 28,927.00	\$ 2,923.62	\$ 13,159.18	\$ 15,767.82	54.5%

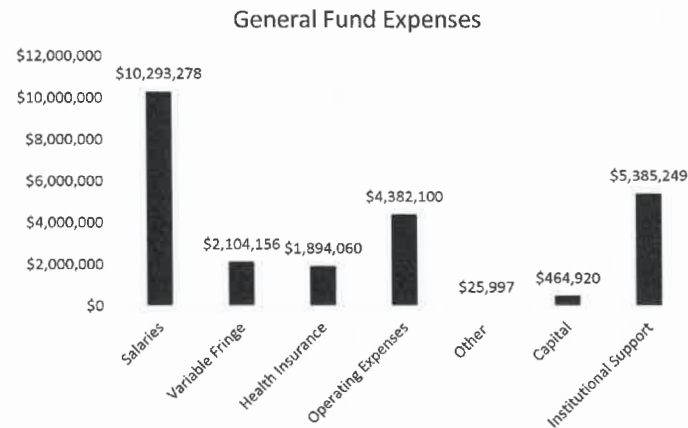
% Revenue Received



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET	\$ 55,610,000
TOTAL ANNUAL REVENUE	\$ 34,874,267
TOTAL REMAINING	\$ 20,735,733

% Budget Spent



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET	\$ 55,610,000
TOTAL YTD EXPENSES	\$ 24,556,760
TOTAL AVAILABLE	\$ 31,053,240



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

Program Summary for November 2023

Reported at December Board Meeting



	Funded Enrollment	Current Enrollment
Head Start ACF Federal Funded	399	313
Head Start TANF	12	12
Early Head Start ACF Federal Funded	92	65
Total	503	390

Program Options

Center Based - Part Day, Full Day Early Head Start -Home Based, Toddler Combo Full Day.

Head Start Overall Attendance	84%
Early Head Start Overall Attendance	80%
IEP/IFSP Enrollment	4%
Over Income Enrollment	2%
100-130% Poverty Level	13%

Meals and Snacks

Total meals served	5378
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Documents for Board Review and Approval: Board and Financial Reports

Program Report

The Office of Head Start completed the Focus Area 1 review on November 27th and 28th. No follow-up was needed on the 29th, it seemed to go well. Everyone was able to articulate policies and procedures and provide the needed documentation requested. It can take up to 6 weeks for the results. A big thank you to Trustee Mittleider for representing the CSI Board.

At the end of the class time in Wendell on 11/29 a child was left on the playground for just over 3 minutes. Parents pick their children up on the playground at the end of the day. A few parents were late picking up their children and the children were getting cold, so the teachers took 2 children inside to wait for the parents. One child was hiding behind the playhouse and was not noticed by the teachers. The teachers failed to do a sweep of the playground to ensure they had all the children with them when they went inside. Camera footage shows the child peeking around the playhouse several times before being found. The playground gate was locked, so the child could not leave the property. The child was found because the parent arrived to pick up their child and the child was not inside. The parent was upset but will talk to their child about hiding from teachers. Region X was notified and does not require any follow-up. I sent an email to teaching staff and center supervisors the next morning outlining the Active Supervision Policy which includes visually inspecting all areas before transition to another.

The first three months of the program year staff are busy collecting baseline scores and data for all components of the program; Education, Family Services, and Health. Performance Standards require this information to be shared with the Board of Trustee’s and Policy Council. This month’s Board Report consists of a significant amount of data.

Memorandum of Understanding
Between
U.S. Committee for Refugee and Immigrants
And
College of Southern Idaho

I. INTRODUCTION

The Memorandum of Understanding ("MOU") is entered into between the College of Southern Idaho (CSI) and the U.S. Committee for Refugees, a non-profit organization located in Arlington, Virginia, collectively referred to herein as the "Parties."

II. OBJECTIVE

This MOU aims to establish the terms and conditions for the complete transfer of CSI's Refugee Program operations to USCRI. This MOU will help define the process for a smooth transition of some staff, state, and foundation funding streams, space for rent, and other assets restricted for the current program operated by CSI. USCRI's intent with the complete transfer of program operations, including but not limited to client, federal, state, and foundation designated, is to provide continued support for refugee resettlement and support services in the Twin Falls area.

III. SCOPES AND SERVICES

Under the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF USCRI

1. USCRI will assume sole responsibility for assessing the current staff structure and onboarding employees, thus ending the current contract with Gem State Staffing and CSI. Within the confines of current funding, some staff will become USCRI employees immediately upon approval of the transfer of operations by both USCRI and CSI board of trustees, where applicable wages and benefits will be adjusted at the discretion of USCRI.
2. USCRI Erie will consider leasing the current office space from CSI – not to exceed fair market value. The rate is to be determined.
3. CSI will transfer the current office equipment to USCRI, including but not limited to computers, furniture, and vehicles.
3. USCRI will work with staff to develop an advisory committee, which may include representative(s) from CSI.
4. USCRI will assess the current English as a Second Language Program applicable staff and subcontract with CSI to continue providing education opportunities.

B. RESPONSIBILITIES OF CSI

1. CSI will provide USCRI with a complete list of all assets that USCRI would assume.
2. CSI will close any open liability not considered for transfer to USCRI and hold USCRI harmless for future commitment of said liability.
3. CSI will disclose any legal obligations, pending lawsuits, outstanding liabilities, etc... as requested by USCRI and hold USCRI harmless.

IV. DURATION OF MOU

The period of this MOU shall begin on January 1, 2024, with full transfer of operations completed within 90 days.

V. CONFIDENTIAL INFORMATION

The Parties of this MOU will use, safeguard, and dispose of all information related to services provided by this MOU in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with implementing this MOU shall remain the property of USCRI.

VI. NOTICE

Dylanna Grasinger Senior Director of Field Offices, 517 East 26th Street Erie, PA Phone: 814-452-3935 ext. 2010; CSI Information pending.

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. This provisional MOU is presented in draft form for the CSI Board of Trustees to facilitate said transfer.

IX. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

_____ [Signature] [Date]

Eskinder Negash, President and CEO of the U.S. Committee for Refugees and Immigrants

_____ [Signature] [Date]

CSI

December 11, 2023

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

From: Jeffrey M. Harmon

A handwritten signature in blue ink, appearing to read 'Jeff', is placed to the right of the name Jeffrey M. Harmon.

Re: Perkins Automation Engineering Trainers

We applied for and received a Perkins Postsecondary grant through Idaho Career Technical Education. This grant will help CSI purchase equipment that will modernize and expand our current CTE programs. As part of this grant, we advertised for the purchase of a Automation Engineering Trainers to be used in CSI's Automation Engineering program. We received one bid as follows:

X-Cal Corporation

Houston, Texas

\$ 189,170.00

Based on the review of the proposal by Alan Heck and Ben Hamlett, I recommend that we accept this bid from X-Cal Corporation of Houston, Texas for \$189,170.00.