

Board of Trustees
Anna Scholes, Chair
Jan Mittleider
Scott McClure
Joshua Kern
Laird Stone

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.

AGENDA

- | | | |
|--------------|---|--|
| 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>
Pursuant to Idaho Code 74-206, the Board will convene to: <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)] | 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
February 20, 2024
Tuesday, March 5, 2024 (Special Session)
Approval of Treasurer’s Report | Jeff Harmon

Jeff Harmon |
| VII. | OPEN FORUM | Chair Scholes |
| VIII. | UNFINISHED BUSINESS | |
| IX. | NEW BUSINESS | |
| | Action Items | |
| | <ol style="list-style-type: none"> 1. Head Start/Early Head Start Report 2. Board of Trustees 2024-25 Meeting Schedule 3. Community College Month Resolution | Ruby Behm
Chair Scholes
President Fisher |
| | Information Items | |
| | <ol style="list-style-type: none"> 1. Sabbatical Activity Update 2. Enrollment Services 3. Spring 2024 Enrollment Snapshot 4. Commencement Report 5. Instructional Plan | Shawn Willsey
Monze Stark
Chris Bragg
Jonathan Lord/Bethany Parmer
Todd Schwarz |
| 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 |

CALL TO ORDER: 3:03 p.m.

EXECUTIVE SESSION: 3:07 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Anna Scholes, Chair
Jan Middleider, 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 Middleider moved to go into Executive Session.

The vote to do so by roll call:

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

The Board returned to public session at 3:56 p.m.

BOARD MEETING ATTENDEES:

Trustees:

Anna Scholes, Chair
Jan Middleider, 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 Trustee Mittleider. Affirmative vote was unanimous.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written.

February 20, 2024 – Executive and Regular Meeting on MOTION by Trustee McClure. Affirmative vote was unanimous.

March 5, 2024 – Special Session on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized CSI Learning Designer Bethany White for her recent presentation regarding Effective Online Pedagogy at a learning conference hosted at Brigham Young University-Idaho. Also recognized was College and Career Readiness/GED Test Coordinator Ginger Narum for her service as a 2024 State Advocate for Adult Education through the Coalition for Adult Basic Education.

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

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee McClure. Affirmative vote was unanimous.
2. Chair Scholes presented a Draft Board of Trustees meeting schedule for the 2024-2025 academic year. The proposed schedule included two changes due to holiday conflicts. (Tuesday, January 21, 2025 and Tuesday, February 18, 2025.) The Board approved the schedule as presented on MOTION by Trustee Mittleider. Affirmative vote was unanimous.
3. President Fisher presented Community College Month Proclamation to the Board. The board approved the Proclamation on MOTION by Chair Scholes. Affirmative vote was unanimous.

Information Items

1. CSI Professor of Geology Shawn Willsey provided the Board with a report on the activities that he undertook while on sabbatical during Fall 2023. While on sabbatical, he created several videos that support CSI's Geology of the National Parks course.
2. Dean of Enrollment Services Monze Stark-Magana presented a report on the great work that is being done in the areas that she leads at the College.
3. Dean of Institutional Effectiveness and Communication Chris Bragg presented a report to the Trustees for Spring 2024 enrollment. Headcount increased 12.1% this spring while the number of credit hours taken increased 11.9%.
4. Vice President for Student Affairs and Enrollment Management Dr. Jonathan Lord and Registrar Dr. Bethany Parmer presented information on plans for Commencement on May 10th. Their report indicated that 677 students plan to attend.
5. Provost Dr. Todd Schwarz presented the College's three-year instructional plan to the Trustees.

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: 5:24 p.m.



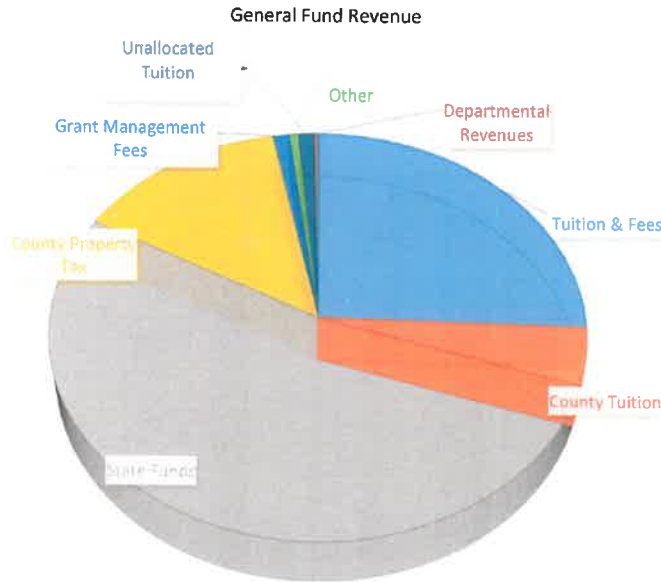
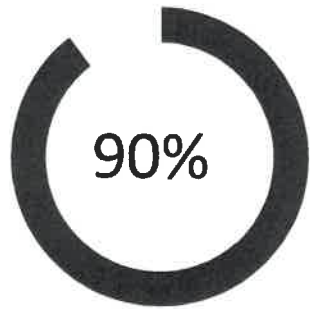
Jeffrey M. Harmon, Secretary Treasurer

Approved: April 15, 2024



Anna Scholes, Chair

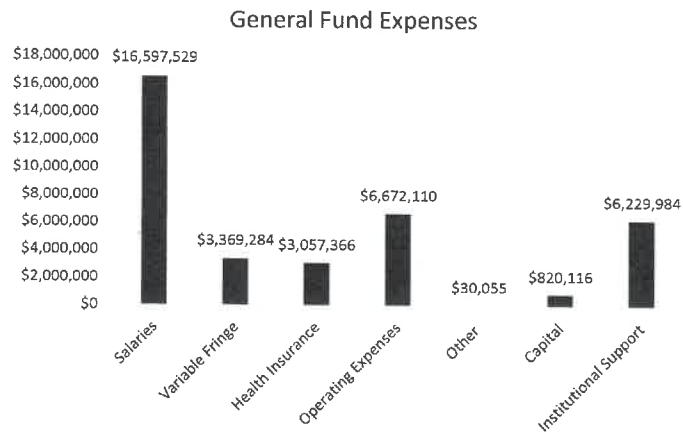
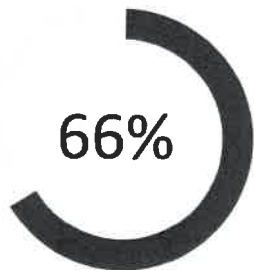
% Revenue Received



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET	\$ 55,610,000
TOTAL ANNUAL REVENUE	\$ 49,884,465
TOTAL REMAINING	\$ 5,725,535

% Budget Spent



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET	\$ 55,610,000
TOTAL YTD EXPENSES	\$ 36,783,444
TOTAL AVAILABLE	\$ 18,826,556



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

Program Summary for February 2024

Reported at March Board Meeting



	Funded Enrollment	Current Enrollment
Head Start ACF Federal Funded	399	321
Head Start TANF	12	12
Early Head Start ACF Federal Funded	92	72
Total	503	405
Program Options		
Center Based - Part Day, Full Day Early Head Start -Home Based, Toddler Combo Full Day.		
Head Start Overall Attendance		82%
Early Head Start Overall Attendance		79%
IEP/IFSP Enrollment		6%
Over Income Enrollment		3%
100-130% Poverty Level		13%
Meals and Snacks		
Total meals served		7101

Documents for Board Review and Approval: Board and Financial Reports

Program Report

After Region X review, I was encouraged to file an appeal regarding the Focus Area 1 Non-Compliance finding. That appeal was sent on February 22nd, and the appeal was accepted by the Office of Head Start. The appeal process can take up to 45 days. I will keep the board informed of updates.

On March 4th the program received correspondence from the Administration for Children and Family which stated that the monitoring review conducted in February found that the program has corrected the Non-Compliance issue regarding Supervision. The program continues to be vigilant to ensure that children safety is top priority.

The Department of Education completed a Child and Adult Care Food Program (CACFP) review on February 23rd. The review went well, but there were 4 findings that required corrective action.

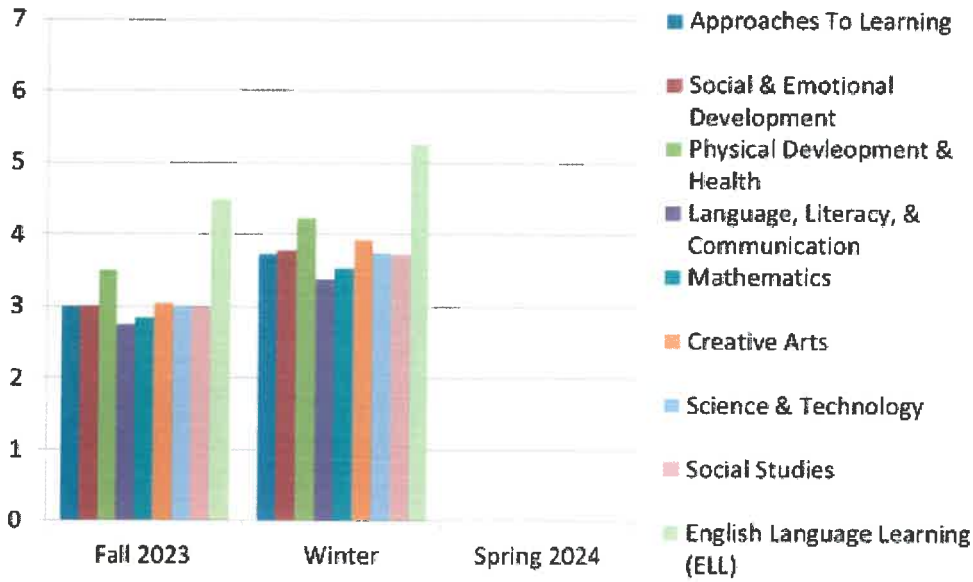
- Update procedure to ensure all food invoices are paid within the month the food was served.
- Retrain food service staff on the process to complete the monthly food inventory and cost of food worksheet.
- Procurement procedures were not used to select Shamrock Food as a vendor, 3 quotes must be received to ensure they are the most cost effective.
- An outdated non-discrimination statement was on printed recruitment material and website.

All findings have been corrected and evidence uploaded to the CACFP website.

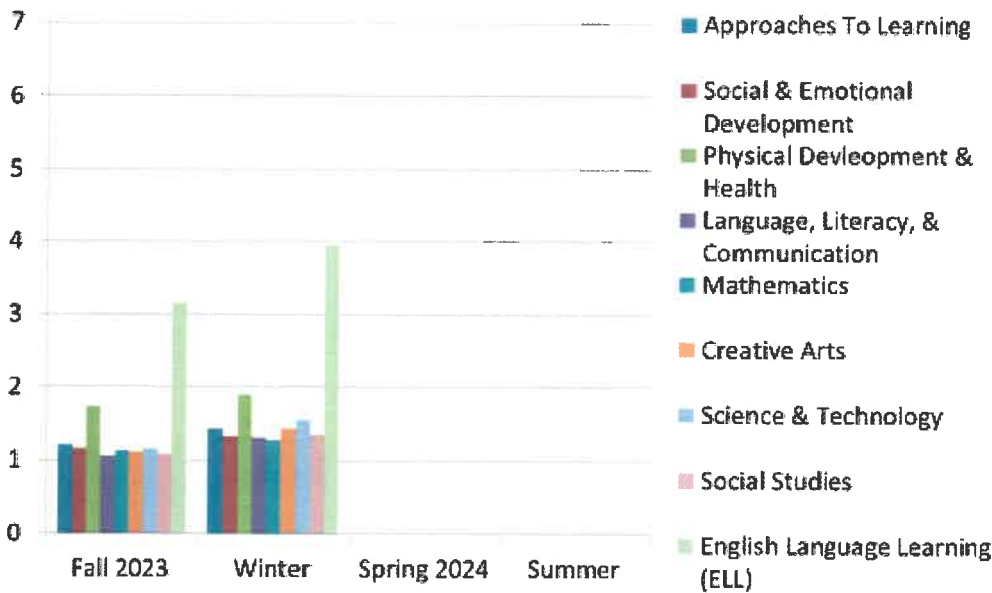
Mid-Year Educational Outcomes 2023-2024

Child Observation Record (COR) measures developmental milestones, kindergarten preparedness and overall school readiness for children ages 0-5 in skill development. Classroom staff gather anecdotal information for the first nine weeks of the program year on the. This establishes a baseline of the children’s learning when they enter the program. This information is compiled 3 times during the program year for Head Start and 4 times for Early Head Start.

Program Mid-Year Summary for Head Start Children



Program Mid-Year Summary for Early Head Start Children



Continuous Improvement Plan for Program Year 2023-2024

Head Start

- 1) In January all teachers attended HighScope Regional Training, focusing on intentional planning for adult-child interactions.
- 2) In December Head Start teachers attended professional development about creating supportive environments, sense of community, conflict resolution, and scaffolding children's knowledge.
- 3) Lead Teachers will participate in a round-table discussion with the Children's Services Specialist to identify common barriers to language, literacy, and communication instruction and develop solutions based in HighScope principles and effective practices backed by research.
- 4) Coaches are supporting teacher goals around Language/Literacy.
- 5) Coaches are helping teachers use data from child outcomes for daily lesson planning and individualization to scaffold children's learning.
- 6) CLASS and PQA assessment information will be sent to teachers in the Fall/Spring so teachers can see growth.

Early Head Start

- 1) In January teachers attended HighScope Regional Training, focusing on intentional planning for adult-child interactions.
- 2) In December Early Head Start Teachers attended professional development about designing learning environments for toddlers, with a focus on sensory and art experiences.
- 3) Program coach is supporting goals focused on cognitive development and language development.
- 4) Program coach is helping teachers make connections between support children's intentions and child-outcomes.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 4,224,456.00	\$ 295,723.58	\$ 465,774.00	\$ 3,758,682.00	89.0%
BENEFITS	\$ 2,086,292.00	\$ 147,476.99	\$ 226,593.70	\$ 1,859,698.30	89.1%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 20,000.00	\$ 721.07	\$ 1,072.64	\$ 18,927.36	94.6%
SUPPLIES	\$ 208,332.00	\$ 11,991.24	\$ 19,781.19	\$ 188,550.81	90.5%
FACILITIES/CONST.		\$ -	\$ -	\$ -	0.0%
OTHER	\$ 578,895.00	\$ 49,602.53	\$ 94,813.47	\$ 484,081.53	83.6%
TOTAL DIRECT COSTS	\$ 7,117,975.00	\$ 505,515.41	\$ 808,035.00	\$ 6,309,940.00	88.6%
ADMIN COSTS (9.0%)	\$ 567,967.00	\$ 39,975.75	\$ 62,464.14	\$ 505,502.86	89.0%
GRAND TOTAL	\$ 7,685,942.00	\$ 545,491.16	\$ 870,499.14	\$ 6,815,442.86	88.7%
IN KIND NEEDED	\$ 1,938,129.00				
IN KIND GENERATED	\$ 102,592.25				
IN KIND (SHORT)/LONG	\$ (1,835,536.75)				

PROCUREMENT CARD
EXPENSE

\$ 15,427.04 2% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	1,293.65	15,018.20	1,555.52	17,867.37	41,560.84

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 50,000.00	\$ 1,310.65	\$ 1,310.65	\$ 48,689.35	97.4%
SUPPLIES	\$ 5,224.00	\$ 90.21	\$ 315.68	\$ 4,908.32	94.0%
OTHER	\$ 11,350.00	\$ 12,661.34	\$ 13,039.16	\$ (1,689.16)	-14.9%
GRAND TOTAL	\$ 66,574.00	\$ 14,062.20	\$ 14,665.49	\$ 51,908.51	78.0%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,070,899.00	\$ 79,009.91	\$ 156,571.88	\$ 914,327.12	85.4%
BENEFITS	\$ 522,576.00	\$ 39,051.18	\$ 77,590.36	\$ 444,985.64	85.2%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 39,500.00	\$ 2,921.71	\$ 3,000.91	\$ 36,499.09	92.4%
SUPPLIES	\$ 23,839.00	\$ 3,229.25	\$ 4,718.92	\$ 19,120.08	80.2%
FACILITIES/CONST.		\$ -	\$ -	\$ -	
OTHER	\$ 118,320.00	\$ 11,006.02	\$ 21,712.11	\$ 96,607.89	81.6%
TOTAL DIRECT COSTS	\$ 1,775,134.00	\$ 135,218.07	\$ 263,594.18	\$ 1,511,539.82	85.2%
ADMIN COSTS (9.0%)	\$ 143,413.00	\$ 10,625.50	\$ 21,074.60	\$ 122,338.40	85.3%
GRAND TOTAL	\$ 1,918,547.00	\$ 145,843.57	\$ 284,668.78	\$ 1,633,878.22	85.2%
IN KIND NEEDED	\$ 486,868.00				
IN KIND GENERATED	\$ 53,735.38				
IN KIND (SHORT)/LONG	\$ (433,132.62)				
CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 504.99	\$ 3,214.82	\$ 202.02	\$ 3,921.83	\$ 7,146.82

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	\$ 851.53	\$ 934.53	\$ 23,565.47	96.2%
SUPPLIES	\$ 1,977.00	\$ 97.22	\$ 140.50	\$ 1,836.50	92.9%
OTHER	\$ 2,450.00	\$ 3,121.20	\$ 3,742.20	\$ (1,292.20)	-52.7%
GRAND TOTAL	\$ 28,927.00	\$ 4,069.95	\$ 4,817.23	\$ 24,109.77	83.3%

Action Item

2024-2025 Board of Trustees Meeting Schedule

Analysis

The Bylaws for the Trustees identify that a Board of Trustees Meeting Schedule for the ensuing fiscal year is approved by the Trustees. The Master Schedule for topics provides that the schedule is brought to the Board each March. Accompanying this document is a proposed schedule. The following analysis may be helpful:

- The Bylaws provide that the standard meeting occur on the third Monday each month unless such meeting interferes with a holiday, or the Trustees modify the meeting schedule in a public meeting. Consequently, the accompanying calendar provides recommendations for the period from July 1, 2024, to June 30, 2025. Recommended dates for regular monthly Board meetings are identified by the green highlighting.
- The orange/salmon-colored items are holidays.
- You will note in March 2025 a series of dates highlighted in yellow that correspond with Spring Break.
- There are two occasions for 2024-2025 when the third Monday occurs on a holiday (in January and February). January 20, 2025, is Dr. Martin Luther King, Jr. Day; it is recommended that the Board meeting occur on January 21, 2025. Presidents Day will occur on February 17, 2025; the recommended meeting date is February 18, 2025.

Recommended Motion

I move to approve the 2024-2025 Board of Trustees Meeting Schedule as presented.

Notice of Regular Meetings 2024-25

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 2024-25 regular meeting schedule is as follows:

July 15, 2024	January 21, 2025 (Tuesday)
August 19, 2024	February 18, 2025 (Tuesday)
September 16, 2024	March 17, 2025
October 21, 2024	April 21, 2025
November 18, 2024	May 19, 2025
December 16, 2024	June 16, 2025

The fiscal year 2024-2025 budget hearing date is set for June 17, 2024. Information concerning specific meeting times and places may be obtained by contacting Jeff Harmon at (208)732-6210 or jharmon@csi.edu.

Jeffrey M. Harmon
Vice President of Finance and Administration