

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
2:30PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i>
Pursuant to <u>Idaho Code 74-206</u>, the Board will convene to: | Chair Scholes |
| <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 | 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 | |
| <ul style="list-style-type: none"> Approval of Minutes
March 18, 2024 Approval of Treasurer’s Report | <ul style="list-style-type: none"> Jeff Harmon Jeff Harmon |
| VII. OPEN FORUM | Chair Scholes |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| <ul style="list-style-type: none"> 1. Head Start/Early Head Start Report 2. Approval to Demolish Head Start Real Property 3. Passenger Van Replacement Purchase Approval 4. Related Project Architectural Contract Approval 5. Endorsement Policy | <ul style="list-style-type: none"> Ruby Behm Ruby Behm Jeff Harmon Jeff Harmon President Fisher |
| Information Items | |
| <ul style="list-style-type: none"> 1. Refugee Center Update 2. CSI Foundation Update 3. Legislative Update | <ul style="list-style-type: none"> Jeff Harmon Erika Allen/Shawnee Powers President Fisher |
| 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: 2:35 p.m.

EXECUTIVE SESSION: 2:40 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
- Scott McClure Aye
- Jack Nelsen Aye
- Laird Stone 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 Chair Scholes. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Serena Jenkins Clark for being awarded with the 2023 Pearson Excellence in Higher Education Award. Also recognized was CSI Women's Basketball for their efforts competing at the NJCAA National Women's Basketball tournament.

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

March 18, 2024 – Executive and Regular Sessions

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. Head Start Director Ruby Behm presented the Board with the Head Start/Early Head Start month fiscal and operational reports. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports as presented on MOTION by Trustee Kern. Affirmative vote was unanimous.
2. Director Behm also requested approval to demolish the old Head Start building located at 296 Falls Ave. in Twin Falls. The Board approved the request as presented on MOTION by Trustee Mittleider. Affirmative vote was unanimous.
3. Vice President for Finance and Administration Jeff Harmon presented a request to purchase four passenger vans from Middlekauf Automall of Twin Falls in the amount of \$217,868.00 with funds from the CSI Motor Pool. The Board approved the request as presented on MOTION by Trustee Kern. Affirmative vote was unanimous.

4. Vice President Jeff Harmon also presented a request to enter into a contract with Lombard Conrad Associates for design services to remodel the old kitchen space on the second floor of the Taylor/Student Union building. The Board approved the request as presented on MOTION by Trustee McClure. Affirmative vote was unanimous.
5. President Fisher presented the Draft Endorsement Policy. The policy addresses regulation activity on memberships, sponsorships, donations, and endorsements. The Board approved the Endorsement Policy with a potential amendment that would clarify that advertising accepted by the college from a third party would not constitute an endorsement on MOTION by Trustee Stone. Affirmative vote was unanimous.

Information Items

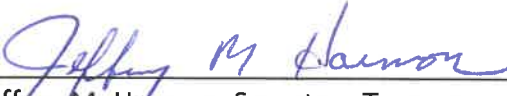
1. Vice President Harmon and Senior Director of Field Office for the United States Committee for Refugees and Immigrants (USCRI) presented an update on the transition of the administration of the Refugee Center from CSI to USCRI. USCRI will continue to support refugee resettlement in the region and CSI will continue to partner with USCRI on matters of training and instruction.
2. CSI Foundation Board Chair Shawnee Powers and CSI Foundation Executive Director Erika Allen presented a report on the CSI Foundation. The Foundation projects the value of the scholarships that it will distribute to CSI students in 2024-25 will exceed \$3 million.
3. President Fisher presented the Trustees with an update on new items of legislation that were passed in the most recent session, and will impact CSI in the future.

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: 5:31 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: May 20, 2024



Anna Scholes, Chair

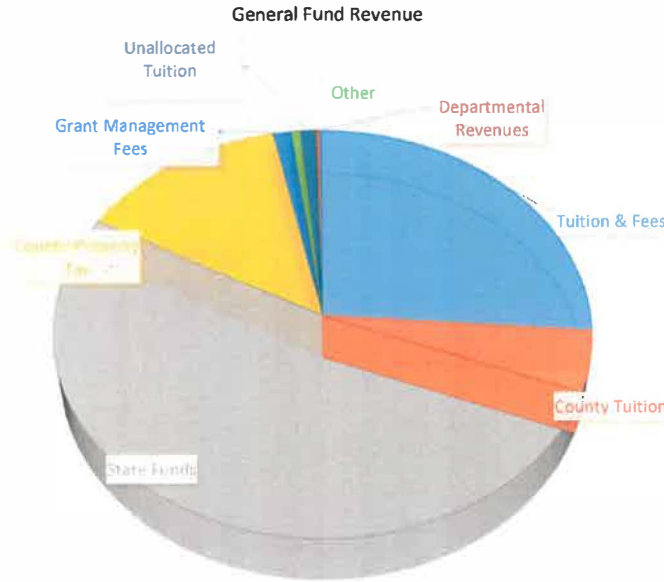
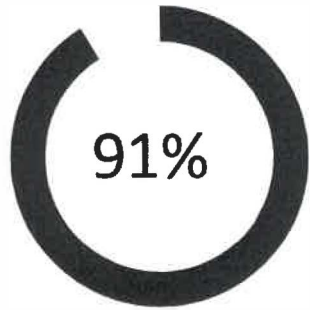


General Fund Board Report

As of March 31, 2024

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$12,364,586)	(\$13,304,119)	(\$14,400,000)	(\$1,095,881)	7.61%
County Tuition	(\$2,405,671)	(\$2,448,225)	(\$2,400,000)	\$48,225	(2.01)%
State Funds	(\$25,197,266)	(\$26,485,866)	(\$26,959,600)	(\$473,734)	1.76%
County Property Tax	(\$6,639,762)	(\$6,950,083)	(\$10,870,400)	(\$3,920,317)	36.06%
Grant Management Fees	(\$546,494)	(\$619,736)	(\$600,000)	\$19,736	(3.29)%
Other	(\$298,885)	(\$316,746)	(\$280,000)	\$36,746	(13.12)%
Unallocated Tuition	(\$564,390)	(\$500,335)	\$0	\$500,335	-
Departmental Revenues	(\$206,700)	(\$185,394)	(\$100,000)	\$85,394	(85.39)%
Total Revenue	(\$48,223,754)	(\$50,810,504)	(\$55,610,000)	(\$4,799,496)	8.63%
Expenses					
Personnel Expense					
Salaries	\$17,819,937	\$18,804,861	\$26,892,700	\$8,087,839	30.07%
Variable Fringe	\$3,768,089	\$3,808,847	\$5,659,300	\$1,850,453	32.70%
Health Insurance	\$3,182,097	\$3,436,861	\$4,597,700	\$1,160,839	25.25%
Total Personnel Expense	\$24,770,123	\$26,050,569	\$37,149,700	\$11,099,131	29.88%
Operating Expense					
Operating Expenses	\$7,151,615	\$7,495,627	\$10,568,000	\$3,072,373	29.07%
Other	\$191	\$35,461	\$40,600	\$5,139	12.66%
Capital	\$711,186	\$829,991	\$740,700	(\$89,291)	(12.05)%
Institutional Support	\$6,340,068	\$6,459,469	\$7,111,000	\$651,531	9.16%
Transfers	\$5,000	\$7,500	\$0	(\$7,500)	-
Total Operating Expense	\$14,208,060	\$14,828,048	\$18,460,300	\$3,632,252	19.68%
Total Expense	\$38,978,183	\$40,878,617	\$55,610,000	\$14,731,383	26.49%
Rev/Expense Total	(\$9,245,571)	(\$9,931,887)	\$0	\$9,931,887	-

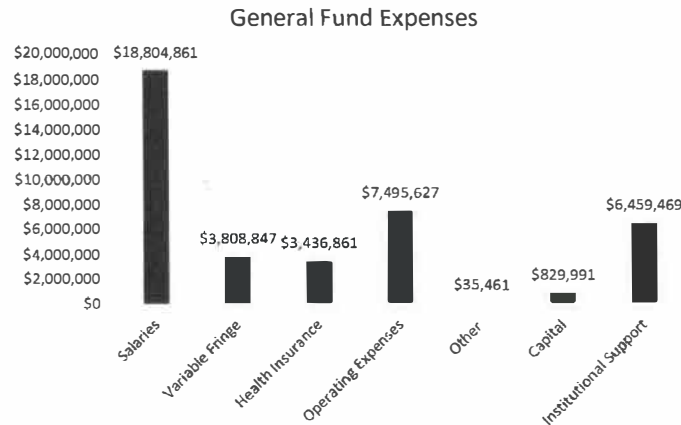
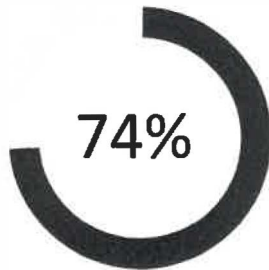
% Revenue Received



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET	\$ 55,610,000
TOTAL ANNUAL REVENUE	\$ 50,810,504
TOTAL REMAINING	\$ 4,799,496

% Budget Spent



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET	\$ 55,610,000
TOTAL YTD EXPENSES	\$ 40,878,617
TOTAL AVAILABLE	\$ 14,731,383



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



Program Summary for March 2024

Reported at April Board Meeting

	Funded Enrollment	Current Enrollment
Head Start ACF Federal Funded	399	314
Head Start TANF	12	12
Early Head Start ACF Federal Funded	92	75
Total	503	401
Program Options		
Center Based - Part Day, Full Day Early Head Start -Home Based, Toddler Combo Full Day.		
Head Start Overall Attendance		81%
Early Head Start Overall Attendance		78%
IEP/IFSP Enrollment		9%
Over Income Enrollment		3%
100-130% Poverty Level		13%
Meals and Snacks		
Total meals served		5243

Documents for Board Review and Approval: Board and Financial Reports and Demolition of building at 296 Falls Avenue West in Twin Falls

Program Report

As stated in the February Board report an appeal regarding the Focus Area 1 Non-Compliance finding was submitted on February 22nd on March 21st, a letter was received from the Office of Head Start stating that the Non-Compliance will be dropped and a revised FA1 report will be issued.

Head Start received some good news when President Biden signed into law the final Fiscal Year 2024 appropriations legislation which will provide an increase of funding for Head Start. It was believed that Head Start would lose funding with the legislation. The increased funding will allow for an approximate 2.3% cost of living adjustment (COLA).

Seeking Approval - In February we were alerted of a major water leak at the old TF building located at 296 Falls Avenue West, and water has been turned off to that building. The water leak is happening somewhere at the site where the plumbing was connected for the two modular units attached to the original building. The estimate to find and fix is just under \$10k. In the past we have thought about renovating this building for either administration or training, but the cost of renovation or new build, per square foot, is the same. The unknown of what lies behind the interior/exterior walls worries me. The building has been tested for asbestos and the cost of remediation before renovation or demolition would be \$21,400. A bid to demo the building was obtained by Rock Mountain Excavation, the cost \$44,700 that includes backfill basement area up to level of existing grade. At this time the building costs \$1200 a month to sit empty, I believe the best option is to demo for the price as any change orders during renovation could be at least that much. CSI Maintenance has worked with Rocky Mountain Transport and Excavation on several projects and has always been satisfied with their work. If CSI Board of Trustee’s approves, I would like to move forward with demolition of the building in July.



COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START
390 Falls Avenue
Twin Falls, Idaho 83303-1238
(208) 736-0741



Grants Management Officer
Administration for Children and Families
Office of Grants Management
701 Fifth Avenue, Suite 1600, MS-72
Seattle, WA 98104

RE: Grant No. 10CH012144

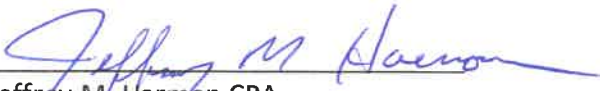
To whom it may concern:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees and Policy Council reviewed and approved the demolition plan for CSI HS/EHS property located at 296 Falls Avenue West, Twin Falls Idaho. The building contains asbestos and needs significant upgrades to be brought up to Idaho State Building Code. Asbestos will be remediated before demolition.

We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

April 15, 2024

April 18, 2024



Jeffrey M. Harmon CPA
Vice President of Finance & Administration
College of Southern Idaho



Rilee Giles
Policy Council Chair
College of Southern Idaho
Head Start/Early Head Start

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 4,224,456.00	\$ 298,756.06	\$ 764,530.06	\$ 3,459,925.94	81.9%
BENEFITS	\$ 2,086,292.00	\$ 146,105.96	\$ 372,699.66	\$ 1,713,592.34	82.1%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 20,000.00	\$ -	\$ 1,072.64	\$ 18,927.36	94.6%
SUPPLIES	\$ 208,332.00	\$ 7,334.01	\$ 27,115.20	\$ 181,216.80	87.0%
FACILITIES/CONST.		\$ -	\$ -	\$ -	0.0%
OTHER	\$ 578,895.00	\$ 31,376.53	\$ 126,190.00	\$ 452,705.00	78.2%
TOTAL DIRECT COSTS	\$ 7,117,975.00	\$ 483,572.56	\$ 1,291,607.56	\$ 5,826,367.44	81.9%
ADMIN COSTS (9.0%)	\$ 567,967.00	\$ 40,037.58	\$ 102,501.72	\$ 465,465.28	82.0%
GRAND TOTAL	\$ 7,685,942.00	\$ 523,610.14	\$ 1,394,109.28	\$ 6,291,832.72	81.9%
IN KIND NEEDED	\$ 1,938,129.00				
IN KIND GENERATED	\$ 480,025.91				
IN KIND (SHORT)/LONG	\$ (1,458,103.09)				

PROCUREMENT CARD
EXPENSE

\$ 17,816.16 3% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	790.48	9,867.21	897.69	11,555.38	53,116.22

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 50,000.00	\$ 4,322.35	\$ 5,633.00	\$ 44,367.00	88.7%
SUPPLIES	\$ 5,224.00	\$ 127.33	\$ 443.01	\$ 4,780.99	91.5%
OTHER	\$ 11,350.00	\$ 4,280.01	\$ 17,319.17	\$ (5,969.17)	-52.6%
GRAND TOTAL	\$ 66,574.00	\$ 8,729.69	\$ 23,395.18	\$ 43,178.82	64.9%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,070,899.00	\$ 80,289.28	\$ 236,861.16	\$ 834,037.84	77.9%
BENEFITS	\$ 522,576.00	\$ 39,879.88	\$ 117,470.24	\$ 405,105.76	77.5%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 39,500.00	\$ 5,858.36	\$ 8,859.27	\$ 30,640.73	77.6%
SUPPLIES	\$ 23,839.00	\$ 2,027.06	\$ 6,745.98	\$ 17,093.02	71.7%
FACILITIES/CONST.		\$ -	\$ -	\$ -	
OTHER	\$ 118,320.00	\$ 5,101.79	\$ 26,813.90	\$ 91,506.10	77.3%
TOTAL DIRECT COSTS	\$ 1,775,134.00	\$ 133,156.37	\$ 396,750.55	\$ 1,378,383.45	77.6%
ADMIN COSTS (9.0%)	\$ 143,413.00	\$ 10,815.22	\$ 31,889.82	\$ 111,523.18	77.8%
GRAND TOTAL	\$ 1,918,547.00	\$ 143,971.59	\$ 428,640.37	\$ 1,489,906.63	77.7%
IN KIND NEEDED	\$ 486,868.00				
IN KIND GENERATED	\$ 158,448.68				
IN KIND (SHORT)/LONG	\$ (328,419.32)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 120.25	\$ 1,565.76	\$ 232.63	\$ 1,918.64	\$ 9,065.46

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	\$ 1,482.79	\$ 2,417.32	\$ 22,082.68	90.1%
SUPPLIES	\$ 1,977.00	\$ 56.20	\$ 196.70	\$ 1,780.30	90.1%
OTHER	\$ 2,450.00	\$ 1,662.60	\$ 5,404.80	\$ (2,954.80)	-120.6%
GRAND TOTAL	\$ 28,927.00	\$ 3,201.59	\$ 8,018.82	\$ 20,908.18	72.3%

April 15, 2024

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

From: Jeffrey M. Harmon



Re: Passenger Vans

We recently reviewed our current fleet of motor pool vehicles to address aging vehicles and maintenance issues. Based on our review, we determined that our passenger van fleet should be refreshed. We requested bids for multiple passenger vans and received a single qualified bid as follows:

Middlekauff Automall
Twin Falls, Idaho
\$ 54,467.00 per van

Based on recommendation by Director Cutler and Head Mechanic Miller, I recommend that we accept the bid from Middlekauff Automall of Twin Falls, Idaho in the amount \$217,868.00 for four passenger vans. Funding for this purchase will come from the CSI Motor Pool account.

TO: Board of Trustees
FROM: Jeffrey M. Harmon *JMH*
DATE: 04/15/2024
RE: Related Project Architectural Approval

I am requesting approval to enter into an agreement with Lombard Conrad Architects for design services to remodel the decommissioned kitchen on the second floor of the Taylor/Student Union Building.

Lombard Conrad performed design services for the renovation of the first floor of the Taylor/Student Union Building. They are well-studied in the existing conditions of the second floor and are knowledgeable about work related to existing systems that must be performed to maintain functionality of building mechanical systems, and issues that must be addressed to satisfy building safety codes.

Idaho Statute 67-2320(4) allows public agencies to negotiate new or extended professional services contracts with firms that were previously awarded contracts for an associated or phased project.

Endorsements Policy

1. **Prior Approval Required:** All forms of endorsements or representations made in the name of the College of Southern Idaho must be pre-approved. This includes, **but is not limited to**, public statements, and/or use of the College's logo or branding, that would form an endorsement of a business or non-profit entity.
2. **Approval Process:** Requests for endorsements or representations must be submitted in writing to the Office of the President through the organizational processes of the College. The submission should detail the nature of the endorsement, the entities involved, the expected benefits to the College, and how it aligns with our institutional mission and values. Please allow sufficient time for review and decision-making.
3. **Responsibility and Accountability:** It is the responsibility of each member of our institutional community to ensure compliance with this policy. Unauthorized endorsements or representations may result in disciplinary action and could adversely affect the College's standing and relationships. No actions shall be taken to communicate an endorsement until approval is accomplished from the President or by collective action of the Trustees.
4. **Guidance and Support:** The Office of the President is available to provide guidance and support in preparing endorsement requests. If you are uncertain about whether an endorsement requires approval, please err on the side of caution, and seek advice.
5. **Approval Process:** The Board delegates discretion to the President to approve endorsements but requires that approvals of endorsements be communicated to the Board in a timely manner. It is also acknowledged that the President may at his discretion decline to make a final decision on some approval requests and schedule those as an action item for discussion at a regular meeting of the Board of Trustees.