

**AGENDA**

**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.

- |              |   |                               |
|--------------|---|-------------------------------|
| <b>I.</b>    | <b>CALL TO ORDER</b>  | <b>Chair Scholes</b>          |
|              |   | 3:00PM/President’s Board Room |
| <b>II.</b>   | <b>RECESS TO EXECUTIVE SESSION</b><br><i>Motion to convene in Executive Session</i> | <b>Chair Scholes</b>          |
| <b>III.</b>  | <b>RECONVENE REGULAR MEETING</b>  | <b>Chair Scholes</b>          |
|              |   | 4:00PM/Taylor Bldg Room 276   |
| <b>IV.</b>   | <b>APPROVAL OF MEETING AGENDA</b>   | <b>Chair Scholes</b>          |
| <b>V.</b>    | <b>STUDENT/FACULTY/STAFF ACHIEVEMENTS</b>   | <b>President Fisher</b>       |
| <b>VI.</b>   | <b>MINUTES &amp; BUSINESS REPORTS</b>   |                               |
|              | Approval of Minutes   | <b>Jeff Harmon</b>            |
|              | April 15, 2024  |                               |
|              | Approval of Treasurer’s Report  | <b>Jeff Harmon</b>            |
| <b>VII.</b>  | <b>OPEN FORUM</b>   | <b>Chair Scholes</b>          |
| <b>VIII.</b> | <b>UNFINISHED BUSINESS</b>  |                               |
| <b>IX.</b>   | <b>NEW BUSINESS</b>   |                               |
|              | <b>Action Items</b>   |                               |
|              | 1. Head Start/Early Head Start Report   | <b>Ruby Behm</b>              |
|              | 2. American Falls Head Start Contractor Approval                                    | <b>Jeff Harmon</b>            |
|              | 3. Renewal of President’s Contract  | <b>Trustees</b>               |
|              | 4. Revision of Endorsement Policy   | <b>President Fisher</b>       |
|              | <b>Information Items</b>  |                               |
|              | 1. Facilities Update  | <b>Spencer Cutler</b>         |
|              | 2. Instruction and Academic Affairs Update  | <b>Tiffany Seeley-Case</b>    |
|              | 3. Faculty Staff Connections Committee Report                                       | <b>Kara McCurdy</b>           |
| <b>X.</b>    | <b>PRESIDENT’S REPORT</b>   | <b>President Fisher</b>       |
| <b>XI.</b>   | <b>2024-25 CSI STUDENT BODY PRESIDENT REPORT</b>                                    | <b>Valeria Rodriguez</b>      |
| <b>XII.</b>  | <b>REMARKS FOR THE GOOD OF THE ORDER</b>  | <b>Chair Scholes</b>          |
| <b>XIII.</b> | <b>ADJOURNMENT</b>  | <b>Chair Scholes</b>          |

**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
- Scott McClure        Aye
- Jack Nelsen           Aye
- Laird Stone           Aye

The Board returned to public session at 4:06 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 McClure.

April 15, 2024 – Executive and Regular Sessions

**TREASURER’S REPORT:** The Treasurer’s report was accepted on MOTION by Trustee Kern. Affirmative vote was unanimous.

**STUDENT/FACULTY/STAFF ACHIEVEMENTS:** President Fisher recognized Digital Initiatives and Open Educational Resources Librarian Reed Hepler for authoring a chapter on Artificial Intelligence in a book recently published by Utah State University. Vice President of Instruction Tiffany Seeley-Case was recognized for her acceptance into an instructional leadership academy organized by the Western Interstate Commission on Higher Education (WICHE). Assistant Professor of Agriculture Jaysa Fillmore was recognized for her efforts with other members in the CSI Agriculture Department for successfully hosting the North American Colleges and Teachers of Agriculture Judging Conference.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items**

1. Head Start/Early Head Start Director Ruby Behm presented the Board with the Head Start/Early Head Start monthly fiscal and operation reports. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee Kern. Affirmative vote was unanimous. Director Behm also presented a request to allow the office of Head Start/Early Head Start to use One-Time funds for program improvements. The BOARD approved for the office of Head Start/Early Head Start to use One-Time funds for program improvements as presented on MOTION by Chair Scholes. Affirmative vote was unanimous.
2. Vice President of Finance and Administration Jeff Harmon presented the board with a recommendation for the selection of Gary Jones Construction as the General Contractor for the construction of the new Head Start/Early Head Start facility in American Falls. The Board approved the recommendation on MOTION by Vice-Chair Mittleider. Affirmative vote was unanimous.

3. The Board approved President Fisher's 2024-2025 contract on MOTION by Trustee Stone. Affirmative vote was unanimous.
4. President Fisher presented the revised CSI Endorsements Policy to the Board for final approval. The Board approved the revised CSI Endorsements Policy on MOTION by Vice-Chair Mittleider. Affirmative vote was unanimous.

**Information Items**


1. Physical Plant Director Spencer Cutler presented the Board with an update on CSI facilities. The report included information on the Hepworth Building asbestos abatement project, the Eagle Hall Sewer Line project, and multiple projects that are underway.
2. Vice President Seeley-Case presented the Board with an update on CSI's use of Open Educational Resources, efforts that have brought average textbooks prices down by approximately 50% over the last five years. Dean of Career and Technical Education Dr. Barry Pate presented information on the microcredentials and partnerships with area employers. Dean of Health Sciences and Human Services Dr. Jayson Lloyd presented information related to faculty and staff efforts to support student retention.
3. Course Specialist and CTE Assessment Coordinator Kara McCurdy presented a summary of the activities and accomplishments of the Faculty Staff Connections Committee over the past year.

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

**CSI STUDENT BODY PRESIDENT REPORT:** Student Body President Valeria Rodriguez provided her monthly report.

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

**ADJOURNMENT DECLARED:** 5:22 p.m.

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

Approved: June 17, 2024

  
\_\_\_\_\_  
Anna Scholes, Chair

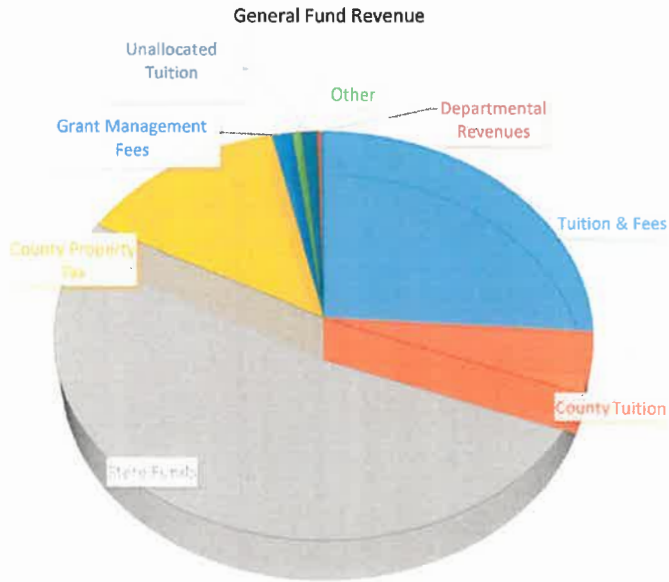


# General Fund Board Report

As of April 30, 2024

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$12,432,946)	(\$13,304,099)	(\$14,400,000)	(\$1,095,901)	7.61%
County Tuition	(\$2,444,421)	(\$2,448,770)	(\$2,400,000)	\$48,770	(2.03)%
State Funds	(\$25,197,266)	(\$26,485,866)	(\$26,959,600)	(\$473,734)	1.76%
County Property Tax	(\$6,699,658)	(\$7,001,623)	(\$10,870,400)	(\$3,868,777)	35.59%
Grant Management Fees	(\$659,897)	(\$685,933)	(\$600,000)	\$85,933	(14.32)%
Other	(\$299,945)	(\$320,214)	(\$280,000)	\$40,214	(14.36)%
Unallocated Tuition	(\$569,774)	(\$510,863)	\$0	\$510,863	-
Departmental Revenues	(\$204,997)	(\$201,584)	(\$100,000)	\$101,584	(101.58)%
<b>Total Revenue</b>	<b>(\$48,508,904)</b>	<b>(\$50,958,952)</b>	<b>(\$55,610,000)</b>	<b>(\$4,651,048)</b>	<b>8.36%</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$19,942,787	\$20,914,607	\$26,892,700	\$5,978,093	22.23%
Variable Fringe	\$4,208,930	\$4,238,487	\$5,659,300	\$1,420,813	25.11%
Health Insurance	\$3,543,293	\$3,823,874	\$4,597,700	\$773,826	16.83%
<b>Total Personnel Expense</b>	<b>\$27,695,010</b>	<b>\$28,976,968</b>	<b>\$37,149,700</b>	<b>\$8,172,732</b>	<b>22.00%</b>
Operating Expense					
Operating Expenses	\$8,399,451	\$8,185,697	\$10,568,000	\$2,382,303	22.54%
Other	\$219	\$42,030	\$40,600	(\$1,430)	(3.52)%
Capital	\$851,935	\$846,947	\$740,700	(\$106,247)	(14.34)%
Institutional Support	\$6,363,058	\$6,495,501	\$7,111,000	\$615,499	8.66%
Transfers	\$5,000	\$7,500	\$0	(\$7,500)	-
<b>Total Operating Expense</b>	<b>\$15,619,663</b>	<b>\$15,577,675</b>	<b>\$18,460,300</b>	<b>\$2,882,625</b>	<b>15.62%</b>
<b>Total Expense</b>	<b>\$43,314,673</b>	<b>\$44,554,643</b>	<b>\$55,610,000</b>	<b>\$11,055,357</b>	<b>19.88%</b>
<b>Rev/Expense Total</b>	<b>(\$5,194,231)</b>	<b>(\$6,404,309)</b>	<b>\$0</b>	<b>\$6,404,309</b>	<b>-</b>

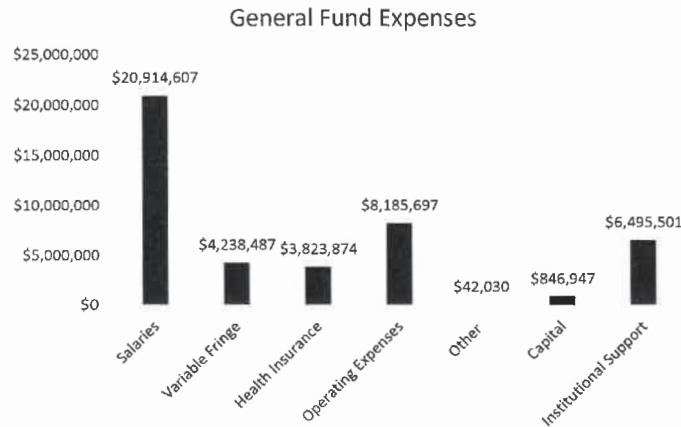
% Revenue Received



**GENERAL FUND REVENUE SUMMARY**

<b>TOTAL ANNUAL BUDGET</b>	<b>\$ 55,610,000</b>
<b>TOTAL ANNUAL REVENUE</b>	<b>\$ 50,958,952</b>
<b>TOTAL REMAINING</b>	<b>\$ 4,651,048</b>

% Budget Spent



**GENERAL FUND EXPENSE SUMMARY**

<b>TOTAL YEARLY BUDGET</b>	<b>\$ 55,610,000</b>
<b>TOTAL YTD EXPENSES</b>	<b>\$ 44,554,643</b>
<b>TOTAL AVAILABLE</b>	<b>\$ 11,055,357</b>



**College of Southern Idaho  
Head Start/Early Head Start  
Program Summary for April 2024  
Reported at May Board Meeting**



	<b>Funded Enrollment</b>	<b>Current Enrollment</b>
Head Start ACF Federal Funded	399	314
Head Start TANF	12	12
Early Head Start ACF Federal Funded	92	75
<b>Total</b>	<b>503</b>	<b>401</b>
<b>Program Options</b>		
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		79%
IEP/IFSP Enrollment		9%
Over Income Enrollment		3%
100-130% Poverty Level		13%
<b>Meals and Snacks</b>		
Total meals served		5243

**Documents for Board Review and Approval: Board and Financial Reports / Apply for One-Time Funds Seeking Approval** – The COLA Funding Guidance letter included an invitation for programs to apply for Program Improvement (One Time) Funding. The American Falls construction bid was \$628,849 above the preliminary cost estimate that was completed in March of 2023. The program has the money to cover that cost, but this will take a large portion of the funds that would be used for program facility improvements. I am seeking approval to request One-Time funds for program improvements from the Office of Head Start.

**Program Report**

The program received the Notice of Award allowing the program to reduce Head Start slots and use those funds to increase Early Head Start operation hours. All classrooms will move to full day services in August. With the reduction of slots, Head Start will be fully enrolled. The award is effective May 1, 2024, so the May Board Report will reflect the updated funded enrollment numbers.

The Cost-of-Living Adjustment (COLA) NOA was received on April 27<sup>th</sup> in the amount of \$225,706 which supports a 2.35% adjustment above the FY 2023 funding levels to increase the pay for all staff. The adjustment is retroactive to January 1, 2024. The Office of Head Start is not requiring programs to request funds this year, so Board approval is not required as in past years.

To follow up with Trustee Kern’s question during the April Board Meeting, the Board receives an abbreviated budget in the board packet. The other category, in the Budget Report, encompasses equipment, utilities, depreciation, facility maintenance, rent and other expenditures that do not fall within the categories of salaries, benefits, equipment and supplies. The other category takes an early hit because the American Falls rent is paid in January.





**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 request to apply for a One-Time Funding which includes a waiver of non-federal match.

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

May 20, 2024

May 16, 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	\$ 304,676.11	\$ 1,069,206.17	\$ 3,155,249.83	74.7%
BENEFITS	\$ 2,086,292.00	\$ 149,291.90	\$ 521,991.56	\$ 1,564,300.44	75.0%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 20,000.00	\$ 49.62	\$ 1,122.26	\$ 18,877.74	94.4%
SUPPLIES	\$ 208,332.00	\$ 6,433.13	\$ 33,548.33	\$ 174,783.67	83.9%
FACILITIES/CONST.		\$ -	\$ -	\$ -	0.0%
OTHER	\$ 578,895.00	\$ 45,722.64	\$ 171,912.64	\$ 406,982.36	70.3%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 7,117,975.00</b>	<b>\$ 506,173.40</b>	<b>\$ 1,797,780.96</b>	<b>\$ 5,320,194.04</b>	<b>74.7%</b>
ADMIN COSTS (9.0%)	\$ 567,967.00	\$ 40,857.11	\$ 143,358.83	\$ 424,608.17	74.8%
<b>GRAND TOTAL</b>	<b>\$ 7,685,942.00</b>	<b>\$ 547,030.51</b>	<b>\$ 1,941,139.79</b>	<b>\$ 5,744,802.21</b>	<b>74.7%</b>
IN KIND NEEDED	\$ 1,938,129.00				
IN KIND GENERATED	\$ 659,338.64				
IN KIND (SHORT)/LONG	\$ (1,278,790.36)				

PROCUREMENT CARD  
EXPENSE

\$ 14,546.46 2% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	(194.67)	14,870.70	1,168.95	15,844.98	68,961.20

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
TRAINING/TRAVEL	\$ 50,000.00	\$ 2,119.46	\$ 7,752.46	\$ 42,247.54	84.5%
SUPPLIES	\$ 5,224.00	\$ -	\$ 443.01	\$ 4,780.99	91.5%
OTHER	\$ 11,350.00	\$ 724.43	\$ 18,043.60	\$ (6,693.60)	-59.0%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 2,843.89</b>	<b>\$ 26,239.07</b>	<b>\$ 40,334.93</b>	<b>60.6%</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,070,899.00	\$ 78,695.11	\$ 315,556.27	\$ 755,342.73	70.5%
BENEFITS	\$ 522,576.00	\$ 38,348.31	\$ 155,818.55	\$ 366,757.45	70.2%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 39,500.00	\$ 650.48	\$ 9,509.75	\$ 29,990.25	75.9%
SUPPLIES	\$ 23,839.00	\$ 1,182.73	\$ 7,928.71	\$ 15,910.29	66.7%
FACILITIES/CONST.		\$ -	\$ -	\$ -	
OTHER	\$ 118,320.00	\$ 18,668.54	\$ 45,482.44	\$ 72,837.56	61.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,775,134.00</b>	<b>\$ 137,545.17</b>	<b>\$ 534,295.72</b>	<b>\$ 1,240,838.28</b>	<b>69.9%</b>
<b>ADMIN COSTS (9.0%)</b>	<b>\$ 143,413.00</b>	<b>\$ 10,533.90</b>	<b>\$ 42,423.72</b>	<b>\$ 100,989.28</b>	<b>70.4%</b>
<b>GRAND TOTAL</b>	<b>\$ 1,918,547.00</b>	<b>\$ 148,079.07</b>	<b>\$ 576,719.44</b>	<b>\$ 1,341,827.56</b>	<b>69.9%</b>
IN KIND NEEDED	\$ 486,868.00				
IN KIND GENERATED	\$ 174,597.82				
IN KIND (SHORT)/LONG	\$ (312,270.18)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ (152.69)	\$ 2,640.19	\$ 167.86	\$ 2,655.36	\$ 11,720.82

**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	\$ 990.32	\$ 3,407.64	\$ 21,092.36	86.1%
SUPPLIES	\$ 1,977.00	\$ -	\$ 196.70	\$ 1,780.30	90.1%
OTHER	\$ 2,450.00	\$ 160.62	\$ 5,565.42	\$ (3,115.42)	-127.2%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 1,150.94</b>	<b>\$ 9,169.76</b>	<b>\$ 19,757.24</b>	<b>68.3%</b>

May 20, 2024

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

From: Jeffrey M. Harmon 

Re: American Falls Head Start/Early Head Start Building

We received four bids for the specified American Falls Head Start/Early Head Start Building project. The bids are as follows:

Gary Jones Construction	\$ 3,318,849
ESI Construction	\$ 3,366,588
CM Company	\$ 3,369,400
EKC, Inc.	\$ 3,473,339

The bid range among bidders is close indicating that they were interpreting the plans and project costs in the same manner. This gives us confidence in the validity of the low bid.

All proposals have been reviewed by Ruby Behm, Perry Vance, Spencer Cutler, and Wayne Thowless our architect on the project. I respectfully request that the Board, contingent upon verification of all licenses, insurance and bonding, approve the selection of the low bidder, Gary Jones Construction, as the general contractor for the American Falls Head Start/Early Head Start Building project for the total contract amount of \$ 3,318,849 contingent upon the approval of funding.

Funding for this project will come from Federal Head Start/Early Head Start carryover funds.

## 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. The acceptance of advertising by the College does not constitute an endorsement, providing that no imagery or language in advertisement implies a College endorsement.
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.