

**AGENDA**

**Board of Trustees**  
 Laird Stone, Chair  
 Jan Mittleider  
 Jack Nelsen  
 Anna Scholes  
 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.

- |  |   |
|--|---|
| <b>I. CALL TO ORDER</b>  | <b>Chairman Stone</b><br>3:00PM/President's Board Room  |
| <b>II. RECESS TO EXECUTIVE SESSION</b><br><i>Motion to convene in Executive Session</i>  | <b>Chairman Stone</b>   |
| <b>III. RECONVENE REGULAR MEETING</b>  | <b>Chairman Stone</b><br>4:00PM/Taylor Bldg Room 276  |
| <b>IV. APPROVAL OF MEETING AGENDA</b>  | <b>Chairman Stone</b>   |
| <b>V. STUDENT/FACULTY/STAFF ACHIEVEMENTS</b>   | <b>President Fisher</b>   |
| <b>VI. BOARD REORGANIZATION</b>  | <b>Board Members</b>  |
| <ol style="list-style-type: none"> <li>1. Chairman</li> <li>2. Vice Chairman</li> <li>3. Clerk</li> <li>4. Secretary / Treasurer</li> </ol>          |   |
| <b>VII. MINUTES &amp; BUSINESS REPORTS</b>   |   |
| <b>Approval of Minutes</b><br>October 18, 2021   | <b>Jeff Harmon</b>  |
| <b>Approval of Treasurer's Report</b>  | <b>Jeff Harmon</b>  |
| <b>VIII. OPEN FORUM</b>  | <b>Chairman Stone</b>   |
| <b>IX. UNFINISHED BUSINESS</b>   |   |
| <b>X. NEW BUSINESS</b>   |   |
| <b>Action Items</b>  |   |
| <ol style="list-style-type: none"> <li>1. Head Start/Early Head Start Report</li> <li>2. Personnel Policy</li> </ol>                                 | <b>Ruby Allen</b><br><b>Eric Nielson</b>  |
| <b>Information Items</b>   |   |
| <ol style="list-style-type: none"> <li>1. Project Polaris Update</li> <li>2. Academic Assessment</li> <li>3. CSI Foundation Annual Report</li> </ol> | <b>Kevin Mark</b><br><b>Whitney Smith-Schuler &amp; Tiffany Seeley-Case</b><br><b>Erika Allen</b> |
| <b>XI. PRESIDENT'S REPORT</b>  | <b>President Fisher</b>   |
| <b>XII. CSI STUDENT BODY PRESIDENT REPORT</b>  | <b>Skyler Bollar</b>  |
| <b>XIII. REMARKS FOR THE GOOD OF THE ORDER</b>   | <b>Chairman Stone</b>   |
| <b>XIV. ADJOURNMENT</b>  | <b>Chairman Stone</b>   |

## AGENDA

### Board of Trustees

Laird Stone, Chair  
Jan Mittleider  
Jack Nelsen  
Anna Scholes  
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

**Chairman Stone**  
3:00 p.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

**Chairman Stone**

**CALL TO ORDER:** 3:00p.m.

**EXECUTIVE SESSION:** 3:04p.m.

**EXECUTIVE SESSION ATTENDEES:**

Trustees:

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

College Administration:

Dr. Dean Fisher, President  
Jeff Harmon, Vice President of Finance and Administration  
Eric Nielson, Director of Human Resources

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)]

Jan 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 4:00p.m.

**BOARD MEETING ATTENDEES:**

Trustees:

Laird Stone, Chairman  
Anna Scholes, Clerk  
Jan Mittleider, Trustee  
Scott McClure, 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 on MOTION by Trustee Mittleider.

October 18, 2021 – Regular Meeting

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

**STUDENT/FACULTY/STAFF ACHIEVEMENTS:** President Fisher recognized CSI’s Cross Country Team for their accomplishments at the National tournament recently held in Richmond, VA. Head Coach Lindsey Anderson was also congratulated for receiving “Coach of the Year.” President Fisher also recognized Planetarium Manager, Rick Greenawald for receiving the Hashimoto Award in recognition of his service to the Digistar community.

**BOARD REORGANIZATION:** The CSI Board of Trustees was reorganized as follows:

Trustee Mittleider nominated Chairman Stone to serve another year as Board Chairman. Affirmative vote was unanimous.

Trustee Mittleider nominated Vice Chairman Nelsen to serve another year as Vice Chairman. Affirmative vote was unanimous.

Trustee Mittleider nominated Clerk Scholes to serve another year as Clerk. Affirmative vote was unanimous.

Trustee Mittleider nominated Jeff Harmon for Secretary / Treasurer. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items**

1. **HEAD START/EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Chairman Stone. Affirmative vote was unanimous. The Board also approved the disposition of 8 buses and 2 cars on MOTION by Trustee Mittleider. Affirmative vote was unanimous. The Board also approved a one time No Cost Extension of grant funds from 2016-2021 grant to complete the addition to the Falls West Center on MOTION by Trustee Scholes. Affirmative vote was unanimous.

2. Director of Human Resources, Eric Nielson presented updated information in the Personnel Policy. The Board approved the updated information in the Personnel Policy on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

**Information Items**

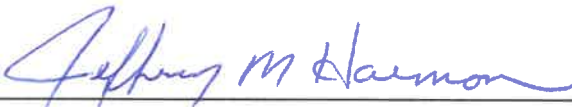
1. Chief Information Officer, Kevin Mark updated the board on Project Polaris. The Customer Relationship Management (CRM) tool is now live, and the implementation of the HR, Finance, Payroll, and Time Entry components is planned for mid-2022.
2. General Education and Transfer Dean Tiffany Seeley-Case and General Education and Assessment Department Chair Whitney Smith-Schuler presented an overview of the ways that the College ensures our students are learning.
3. CSI Foundation Director Erika Allen presented a Foundation Update. She reported the Foundation is doing well, exceeding \$50 million. She reported the Foundation is close to reaching their goal of providing aid to at least half of CSI students in the Spring 2022 semester.

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

**CSI STUDENT BODY PRESIDENT'S REPORT:** Skylar Bollar presented his monthly report.

**REMARKS FOR THE GOOD OF THE ORDER:** The Board of Trustees presented remarks for the good of the order.

**ADJOURNMENT DECLARED:** 5:18 p.m.

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

Approved: December 20, 2021

  
\_\_\_\_\_  
Laird Stone, Chairman



## General Fund Board Report

As of October 31, 2021

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$5,185,973)	(\$5,763,622)	(\$10,941,600)	(\$5,177,978)	47.32%
County Tuition	(\$817,350)	(\$923,300)	(\$1,826,500)	(\$903,200)	49.45%
State Funds	(\$20,368,100)	(\$22,303,600)	(\$22,817,900)	(\$514,300)	2.25%
County Property Tax	(\$216,047)	(\$314,160)	(\$9,866,000)	(\$9,551,840)	96.82%
Grant Management Fees	(\$183,251)	(\$215,368)	(\$550,000)	(\$334,632)	60.84%
Other	(\$124,303)	(\$103,402)	(\$260,000)	(\$156,598)	60.23%
Unallocated Tuition	(\$463,293)	(\$212,308)	\$0	\$212,308	-
Departmental Revenues	(\$265,732)	(\$372,463)	(\$180,000)	\$192,463	(106.92)%
<b>Total Revenue</b>	<b>(\$27,624,047)</b>	<b>(\$30,208,223)</b>	<b>(\$46,442,000)</b>	<b>(\$16,233,777)</b>	<b>34.95%</b>
<b>Expenses</b>					
<b>Personnel Expense</b>					
Salaries	\$6,973,882	\$7,249,379	\$23,189,000	\$15,939,621	68.74%
Variable Fringe	\$1,497,715	\$1,525,184	\$5,038,100	\$3,512,916	69.73%
Health Insurance	\$1,466,398	\$1,401,721	\$4,591,700	\$3,189,979	69.47%
<b>Total Personnel Expense</b>	<b>\$9,937,995</b>	<b>\$10,176,285</b>	<b>\$32,818,800</b>	<b>\$22,642,515</b>	<b>68.99%</b>
<b>Operating Expense</b>					
Services & Supplies	\$2,014,075	\$2,800,441	\$6,841,000	\$4,040,559	59.06%
Other	\$7,544	\$6,016	\$0	(\$6,016)	-
Capital	\$386,107	\$499,555	\$493,300	(\$6,255)	(1.27)%
Institutional Support	\$4,496,953	\$5,031,646	\$6,288,900	\$1,257,254	19.99%
Transfers	\$30,000	\$0	\$0	\$0	-
<b>Total Operating Expense</b>	<b>\$6,934,679</b>	<b>\$8,337,657</b>	<b>\$13,623,200</b>	<b>\$5,285,543</b>	<b>38.80%</b>
<b>Total Expense</b>	<b>\$16,872,674</b>	<b>\$18,513,942</b>	<b>\$46,442,000</b>	<b>\$27,928,058</b>	<b>60.14%</b>
<b>Rev/Expense Total</b>	<b>(\$10,751,373)</b>	<b>(\$11,694,281)</b>	<b>\$0</b>	<b>\$11,694,281</b>	<b>-</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,279,256.00	\$ 279,015.58	\$ 2,495,475.88	\$ 783,780.12	23.9%
BENEFITS	\$ 2,068,181.00	\$ 145,367.20	\$ 1,350,189.97	\$ 717,991.03	34.7%
EQUIPMENT	\$ 75,000.00	\$ 20,584.25	\$ 88,736.69	\$ (13,736.69)	-18.3%
CONTRACTUAL	\$ 60,000.00	\$ 711.40	\$ 9,000.32	\$ 50,999.68	85.0%
SUPPLIES	\$ 226,359.00	\$ 16,976.63	\$ 150,638.17	\$ 75,720.83	33.5%
FACILITIES/CONST.	\$ 1,185,930.00	\$ -	\$ 50.00	\$ 1,185,880.00	0.0%
OTHER	\$ 783,037.00	\$ 166,785.57	\$ 762,887.68	\$ 20,149.32	2.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 7,677,763.00</b>	<b>\$ 629,440.63</b>	<b>\$ 4,856,978.71</b>	<b>\$ 2,820,784.29</b>	<b>36.7%</b>
ADMIN COSTS (9.0%)	\$ 481,269.00	\$ 37,916.63	\$ 308,387.79	\$ 172,881.21	35.9%
<b>GRAND TOTAL</b>	<b>\$ 8,159,032.00</b>	<b>\$ 667,357.26</b>	<b>\$ 5,165,366.50</b>	<b>\$ 2,993,665.50</b>	<b>36.7%</b>
IN KIND NEEDED	\$ 1,738,907.00				
IN KIND GENERATED	\$ 2,019,135.80				
IN KIND (SHORT)/LONG	\$ 280,228.80				

PROCUREMENT CARD EXPENSE \$ 21,476.90 3% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	10,497.61	7,778.32	9,903.97	28,179.90	110,943.07

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 46,824.00	\$ -	\$ 27.28	\$ 46,796.72	99.9%
SUPPLIES	\$ 3,303.00	\$ 6,154.00	\$ 9,530.27	\$ (6,227.27)	-188.5%
OTHER	\$ 16,447.00	\$ 2,250.00	\$ 49,217.58	\$ (32,770.58)	-199.2%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 8,404.00</b>	<b>\$ 58,775.13</b>	<b>\$ 7,798.87</b>	<b>11.7%</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 806,547.00	\$ 71,421.37	\$ 623,119.39	\$ 183,427.61	22.7%
BENEFITS	\$ 472,807.00	\$ 35,364.83	\$ 317,135.76	\$ 155,671.24	32.9%
EQUIPMENT	\$ 75,000.00	\$ 714.75	\$ 70,656.75	\$ 4,343.25	
CONTRACTUAL	\$ 65,110.00	\$ 3,546.04	\$ 20,847.14	\$ 44,262.86	68.0%
SUPPLIES	\$ 37,200.00	\$ 1,366.35	\$ 33,573.88	\$ 3,626.12	9.7%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	
OTHER	\$ 161,431.00	\$ 5,769.94	\$ 85,663.01	\$ 75,767.99	46.9%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,618,095.00</b>	<b>\$ 118,183.28</b>	<b>\$ 1,150,995.93</b>	<b>\$ 467,099.07</b>	<b>28.9%</b>
ADMIN COSTS (9.0%)	\$ 115,142.00	\$ 9,610.75	\$ 84,135.06	\$ 31,006.94	26.9%
<b>GRAND TOTAL</b>	<b>\$ 1,733,237.00</b>	<b>\$ 127,794.03</b>	<b>\$ 1,235,130.99</b>	<b>\$ 498,106.01</b>	<b>28.7%</b>
IN KIND NEEDED	\$ 435,319.00				
IN KIND GENERATED	\$ 522,783.14				
IN KIND (SHORT)/LONG	\$ 87,464.14				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 653.56	\$ 506.75	\$ 138.59	\$ 1,298.90	\$ 6,556.21

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 16,176.00	\$ -	\$ -	\$ 16,176.00	100.0%
SUPPLIES	\$ 1,428.00	\$ 1,235.19	\$ 3,163.83	\$ (1,735.83)	-121.6%
OTHER	\$ 11,323.00	\$ 5,750.00	\$ 21,647.94	\$ (10,324.94)	-91.2%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 6,985.19</b>	<b>\$ 24,811.77</b>	<b>\$ 4,115.23</b>	<b>14.2%</b>





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



**Program Summary for October 2021**  
Reported at November Board Meeting

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start ACF Federal Funded	92
<b>Total</b>	<b>561</b>

**Modified Enrollment**

245
12
92
<b>350</b>

**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	78%
IEP/IFSP Enrollment	5%
Over Income Enrollment	1%
100-130% Poverty Level	15%

**Meals and Snacks**

Total meals served	5171
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**Documents for Board Review and Approval: Vehicle Disposition Request, Budget Modification, Budget / Financial Report**

**Requests for Approval**

In the last five years it hasn't been possible to hire a bus driver. As the positions have set vacant, transportation for children in those areas, without a bus driver, has been discontinued. Parents have found ways to get their children to school. It is very rare that we get parents that say they can't transport their child to school. At this time the program has 13 buses, 8 of those have not been driven for several years, but the buses must be maintained. I am requesting the Board approve the disposition of the following 8 buses and 2 cars:

- 1996 International/Thomas Bus
- 1998 Freightliner/Thomas Bus
- 2001 Freightliner/Bluebird Bus
- 2002 Freightliner/Bluebird Bus
- 2004 Freightliner/Thomas Bus
- 2004 International/Thomas Bus
- 2006 Freightliner/Thomas Bus
- 2007 Freightliner/Thomas Bus
- 2005 Ford Taurus
- 2000 Dodge Caravan

Region X is supporting a one time No Cost Extension of grant funds from 2016-2021 grant to complete the addition to the Falls West Center. The extension requires a budget modification with Board Approval at least 45 days prior to the ending of the grant period. The Budget Modification will move 2021 Direct Service and Operational funds to Equipment and Construction.



**COLLEGE OF SOUTHERN IDAHO  
HEAD START/ EARLY HEAD START**  
998 Washington St. N.  
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. 10CH010422**


To whom it may concern:

The College of Southern Idaho Head Start/Early Head Start Board of Trustees and Policy Council reviewed and approved the following requests at their regularly scheduled November Meetings.

- Vehicle Disposition of 8 buses and 2 cars.
- Budget Modification to move 2021 Direct Service and Operational funds to Equipment and Construction.

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

November 15, 2021

  
Jeffrey M. Harmon CPA  
Vice President of Finance & Administration  
College of Southern Idaho  
Head Start/Early Head Start

November 18, 2021

  
Betty Maciel  
Policy Council Chair  
College of Southern Idaho  
Head Start/Early Head Start