

AGENDA

Board of Trustees
 Laird Stone, Chair
 Jan Mittleider
 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.

CALL TO ORDER		Chairman Stone
		2:30PM/President's Board Room
RECESS TO EXECUTIVE SESSION		Chairman Stone
	<i>Motion to convene in Executive Session</i>	
RECONVENE REGULAR MEETING		Chairman Stone
		4:00PM/Taylor Bldg Room #276/277
APPROVAL OF MEETING AGENDA		Chairman Stone
STUDENT/FACULTY/STAFF ACHIEVEMENTS		President Fisher
MINUTES & BUSINESS REPORTS		
	Approval of Minutes	Jeff Harmon
	February 21, 2023	
	Approval of Treasurer's Report	Jeff Harmon
OPEN FORUM		Chairman Stone
UNFINISHED BUSINESS		
	1. Appointment of Zone 3 Trustee	Chairman Stone
NEW BUSINESS		
	Action Items	
	1. Head Start/Early Head Start Report	Ruby Behm
	2. Title V Grant Evaluator - Bid	Jeff Harmon
	3. Instructional Three-Year Program Plan	Provost Schwarz
	4. Community College Month Proclamation	Chair Stone and Trustees
	5. Board Meeting Schedule	President Fisher
	Information Items	
	1. Spring 2023 Enrollment Report	Chris Bragg
	2. Legislative Update	President Fisher
	3. Enrollment Services Report	Monze Stark / Jonathan Lord
PRESIDENT'S REPORT		President Fisher
CSI STUDENT BODY PRESIDENT REPORT		Aurora Berumen Ortiz
REMARKS FOR THE GOOD OF THE ORDER		Chairman Stone
ADJOURNMENT		Chairman Stone

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I. CALL TO ORDER

Chairman Stone
2:30 p.m.

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: 2:30 p.m.

EXECUTIVE SESSION: 2:33 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Anna Scholes, Vice-Chairman
Scott McClure, Clerk
Jan Mittleider, 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)]

Trustee 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 4:11 p.m.

BOARD MEETING ATTENDEES:

Trustees:

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

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration
Dr. Jonathan Lord, Vice President Student Life and Enrollment Services

APPROVAL OF AGENDA: The agenda was amended to remove the “Appointment of Zone 3 Trustee” item under Other Business on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Assistant Professor of Biology Dr. RoseAnna Holliday and congratulated her on being elected to the Board of Directors for the Academy of Nutrition and Dietetics. Also congratulated was Professor Hospitality Management/Culinary Arts Dianne Jolovich on her service as the new Idaho Chair for SkillsUSA.

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

February 21, 2023 (Special, Executive & Regular Sessions)

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

OPEN FORUM: None

UNFINISHED BUSINESS: Zone 3 Representative tabled.

NEW BUSINESS:

Action Items

1. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee Mittleider. Affirmative vote was unanimous.
2. Vice President of Finance and Administration Jeff Harmon explained that CSI is required by U.S. Department of Education to have an external evaluator perform evaluations of our Title V grant. He recommended that we accept the bid from MN Associates, Inc. for \$127,500.00. The Board approved the recommendation on MOTION by Trustee Scholes. Affirmative vote was unanimous.
3. Provost Todd Schwarz presented the College’s Three-Year Plan. After a brief discussion, the plan was approved on MOTION by Trustee Scholes. Affirmative vote was unanimous.
4. President Fisher presented a Community College Month Proclamation to the Board. The Proclamation recognizes April as Community College Month at CSI. The Board approved the Proclamation on MOTION by Trustee Mittleider. Affirmative vote was unanimous.
5. A draft Board of Trustees Meeting Schedule was presented by President Fisher. After reviewing the schedule and making changes to reflect meeting change from November 20th to November 13th and from December 18th to December 11th. The Board approved the schedule on MOTION by Chairman Stone. Affirmative vote was unanimous.

Information Items

1. President Fisher presented the Spring 2023 final enrollment report. The report reflects CSI is up in degree-seeking students and up in dual enrollment.
2. President Fisher also provided the most recent Legislative Update, which is primarily focuses on appropriation and Idaho Launch.
3. Vice President for Student Life and Enrollment Services Dr. Jonathan Lord presented a report on Enrollment Services activities and initiatives at the CSI.

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

CSI STUDENT BODY PRESIDENT REPORT: Student Body President Aurora Berumen Ortiz provided her monthly report.

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

ADJOURNMENT DECLARED: 5:14 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: April 17, 2023



Laird Stone, Chairman



General Fund Board Report

As of February 28, 2023

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,891,625)	(\$12,061,815)	(\$12,192,000)	(\$130,185)	1.07%
County Tuition	(\$2,067,200)	(\$2,299,771)	(\$1,972,600)	\$327,171	(16.59)%
State Funds	(\$22,303,600)	(\$24,753,666)	(\$25,258,400)	(\$504,734)	2.00%
County Property Tax	(\$6,315,108)	(\$6,586,920)	(\$10,447,000)	(\$3,860,080)	36.95%
Grant Management Fees	(\$435,312)	(\$530,025)	(\$500,000)	\$30,025	(6.01)%
Other	(\$141,343)	(\$297,164)	(\$180,000)	\$117,164	(65.09)%
Unallocated Tuition	(\$375,140)	(\$571,676)	\$0	\$571,676	0.00%
Departmental Revenues	(\$604,972)	(\$174,020)	(\$100,000)	\$74,020	(74.02)%
Total Revenue	(\$44,134,300)	(\$47,275,057)	(\$50,650,000)	(\$3,374,943)	6.66%
Expenses					
Personnel Expense					
Salaries	\$14,728,671	\$15,768,957	\$25,295,200	\$9,526,243	37.66%
Variable Fringe	\$3,081,413	\$3,334,402	\$5,513,200	\$2,178,798	39.52%
Health Insurance	\$2,811,523	\$2,825,971	\$4,720,300	\$1,894,329	40.13%
Total Personnel Expense	\$20,621,607	\$21,929,330	\$35,528,700	\$13,599,370	38.28%
Operating Expense					
Operating Expenses	\$5,515,224	\$6,296,597	\$7,467,900	\$1,171,303	15.68%
Other	\$6,078	\$275	\$0	(\$275)	0.00%
Capital	\$655,984	\$570,670	\$762,000	\$191,330	25.11%
Institutional Support	\$5,509,149	\$6,137,211	\$6,891,400	\$754,189	10.94%
Transfers	\$0	\$5,000	\$0	(\$5,000)	0.00%
Total Operating Expense	\$11,686,435	\$13,009,753	\$15,121,300	\$2,111,547	13.96%
Total Expense	\$32,308,042	\$34,939,083	\$50,650,000	\$15,710,917	31.02%
Rev/Expense Total	(\$11,826,258)	(\$12,335,974)	\$0	\$12,335,974	-

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,841,024.00	\$ 285,458.21	\$ 439,296.12	\$ 3,401,727.88	88.6%
BENEFITS	\$ 1,987,546.00	\$ 144,556.68	\$ 217,048.57	\$ 1,770,497.43	89.1%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 22,500.00	\$ 274.05	\$ 274.05	\$ 22,225.95	98.8%
SUPPLIES	\$ 201,332.00	\$ 9,394.65	\$ 17,178.35	\$ 184,153.65	91.5%
FACILITIES/CONST.		\$ -	\$ -	\$ -	0.0%
OTHER	\$ 578,900.00	\$ 49,601.95	\$ 235,616.12	\$ 343,283.88	59.3%
TOTAL DIRECT COSTS	\$ 6,631,302.00	\$ 489,285.54	\$ 909,413.21	\$ 5,721,888.79	86.3%
ADMIN COSTS (9.0%)	\$ 524,571.00	\$ 38,471.50	\$ 58,841.18	\$ 465,729.82	88.8%
GRAND TOTAL	\$ 7,155,873.00	\$ 527,757.04	\$ 968,254.39	\$ 6,187,618.61	86.5%
IN KIND NEEDED	\$ 1,805,612.00				
IN KIND GENERATED	\$ 205,083.66				
IN KIND (SHORT)/LONG	\$ (1,600,528.34)				
PROCUREMENT CARD EXPENSE	\$ 15,632.36	2% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	179.79	17,236.68	1,492.56	18,909.03	36,383.77

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 49,000.00	\$ 1,837.98	\$ 1,939.09	\$ 47,060.91	96.0%
SUPPLIES	\$ 5,324.00	\$ 14.80	\$ 40.61	\$ 5,283.39	99.2%
OTHER	\$ 12,250.00	\$ 1,606.00	\$ 3,850.22	\$ 8,399.78	68.6%
GRAND TOTAL	\$ 66,574.00	\$ 3,458.78	\$ 5,829.92	\$ 60,744.08	91.2%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 952,868.00	\$ 69,725.61	\$ 131,349.56	\$ 821,518.44	86.2%
BENEFITS	\$ 451,648.00	\$ 34,111.88	\$ 64,168.06	\$ 387,479.94	85.8%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 3,360.58	\$ 3,360.58	\$ 49,639.42	93.7%
SUPPLIES	\$ 38,539.00	\$ 1,589.04	\$ 2,881.69	\$ 35,657.31	92.5%
FACILITIES/CONST.		\$ -	\$ -	\$ -	
OTHER	\$ 157,609.00	\$ 8,278.36	\$ 18,591.65	\$ 139,017.35	88.2%
TOTAL DIRECT COSTS	\$ 1,653,664.00	\$ 117,065.47	\$ 220,351.54	\$ 1,433,312.46	86.7%
ADMIN COSTS (9.0%)	\$ 126,406.00	\$ 9,345.37	\$ 17,596.59	\$ 108,809.41	86.1%
GRAND TOTAL	\$ 1,780,070.00	\$ 126,410.84	\$ 237,948.13	\$ 1,542,121.87	86.6%
IN KIND NEEDED	\$ 452,250.00				
IN KIND GENERATED	\$ 57,248.49				
IN KIND (SHORT)/LONG	\$ (395,001.51)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 12.03	\$ 979.99	\$ 56.42	\$ 1,048.44	\$ 1,995.91

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	\$ 262.96	\$ 262.96	\$ 24,237.04	98.9%
SUPPLIES	\$ 2,427.00	\$ 333.35	\$ 333.35	\$ 2,093.65	86.3%
OTHER	\$ 2,000.00	\$ 222.93	\$ 517.78	\$ 1,482.22	74.1%
GRAND TOTAL	\$ 28,927.00	\$ 819.24	\$ 1,114.09	\$ 27,812.91	96.1%



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 the Cost-of-Living Adjustment and Quality Improvement Funding totaling \$668,546.

Also, the Board and Policy Council are in support of the Head Start Enrollment Enhancement Plan that will increase service hours for 40 Head Start Children. The fifty-eight-slot reduction will move 2 part-day (3 ½) classrooms to 7 hour classrooms. One Head Start classroom will be moved vacated in hopes to increase Early Head Start services when EHS duration funding becomes available this Fall.

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

March 27, 2023

March 16, 2023

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

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

March 27, 2023

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

From: Jeff Harmon



Re: Title V Grant Evaluator

We advertised for an external grant evaluator to perform the evaluation of our newly awarded Title V grant the, *Strengthening Hispanic Serving Institutions* project. We received two bids to evaluate the grant from the following contractors:

Illuminate Evaluation Services, LLC	Seattle, Washington	\$ 91,060.00
MN Associates, Inc.	Fairfax, Virginia	\$ 127,500.00

Based on the review of the proposals by Alan Heck, Tiffany Seeley-Case, Jon Lord, and Eduardo Reyes, I recommend that we accept the bid from MN Associates, Inc. for \$127,500.00. The reason for recommending the more expensive option is due to their much larger experience with other Title V and Title III grants. Our Title V team, while great, lack specific Title V experience that can be filled in by MN Associates, Inc. MN associates also speaks directly to their inclusion of culturally relevant assessment, which is a pillar of this particular grant. It is believed that these advantages warrant the increased costs of their services. When writing for this particular grant 5% of the total budget was set aside to pay an evaluator throughout the five year process. This amounted to \$127,500.00. Paying for the more expensive evaluator would still stay within our original budget.

Funding for this will be provided by the Title V grant, *Strengthening Hispanic Serving Institutions*.

2022 PLAN OVERVIEW



Health Professions	Education	Engineering	Business & Econ
<p>AAS Medical Lab Technician, 2022</p> <p>AAS Community Emergency Medical Service, 2024</p> <p>BTC Emergency Dispatch, 2024</p>	<p>BAS Teacher Education, 2024</p>	<p>AAS/ITC/BTC Civil Engineering Technician, 2023</p> <p>AS Construction Management, 2023</p> <p>AS/AAS Geospatial Technology, 2023</p>	<p>BAS Operations Management, 2022 (modification)</p>
Sciences	Agriculture	Info Tech	Liberal Arts
<p>AAS/ITC/BTC Chemical Technician, 2023</p>	<p>AAS/ITC/BTC Resource Conservation Management, 2023</p>	<p>AS/AAS Extended Reality (XR) Design, 2023</p>	<p>AA Spanish for Heritage Speakers, 2024</p>

2022-2023 ACTION



Health Professions	Education	Engineering	Business & Econ
AAS Medical Lab Technician		AS Construction Management AS/AAS Geospatial Technology	BAS Operations Management, (modification)
Sciences	Agriculture	Other	Liberal Arts
		AAS/TC Automotive Resource Conservation Management*	AA Spanish for Heritage Speakers

*approval pending

2023 PLAN OVERVIEW



Health Professions	Education	Engineering	Business & Econ
AAS Community Emergency Medical Service, 2023 BTC Emergency Dispatch, 2024	BAS Teacher Education, 2024 Teacher Ed Apprenticeship, 2024	AAS/ITC/BTC Civil Engineering Technician, 2024	
Sciences	Agriculture	Other	Liberal Arts
AAS/ITC/BTC Chemical Technician, 2024		AS/AAS Extended Reality (XR) Design, 2024 AS Project Management, 2024 Program expansions	

Notice of Regular Meetings 2023-24

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 2023-24 regular meeting schedule is as follows:

July 17, 2023	January 16, 2024 (Tuesday)
August 21, 2023	February 20, 2024 (Tuesday)
September 18, 2023	March 18, 2024
October 16, 2023	April 15, 2024
November 27, 2023 or November 13, 2023 (2 nd Week)	May 20, 2024
December 18, 2023 or 11, 2023 (2 nd Week)	June 17, 2024

The fiscal year 2023-2024 budget hearing date is set for June 20, 2023. 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