

**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.

- |              |   |  |
|--------------|---|--|
| <b>I.</b>    | <b>CALL TO ORDER SPECIAL SESSION</b>  | <b>Chairman Stone</b><br>2:00PM/President’s Board Room |
| <b>II.</b>   | <b>APPROVAL OF SPECIAL SESSION MEETING AGENDA</b>   | <b>Chairman Stone</b>                                  |
|              | 1. Trustee Liaisons   | <b>Trustees</b>  |
|              | 2. Budget Overview  | <b>President Fisher / Jeff Harmon</b>                  |
| <b>III.</b>  | <b>RECESS TO EXECUTIVE SESSION</b>  | <b>Chairman Stone</b><br>3:00PM/President’s Board Room |
|              | <i>Motion to convene in Executive Session</i>   |  |
|              | <b>Pursuant to <u>Idaho Code 74-206</u>, the Board will convene to:</b>                           |  |
|              | ◆ Consider personnel matters<br>[Idaho Code §74-206(1)(a) & (b)]                                  |  |
|              | ◆ Deliberate regarding an acquisition of interest in real property<br>[Idaho Code § 74-206(1)(c)] |  |
| <b>IV.</b>   | <b>RECONVENE REGULAR MEETING</b>  | <b>Chairman Stone</b><br>4:00PM/Taylor Bldg Room 276   |
| <b>V.</b>    | <b>APPROVAL OF MEETING AGENDA</b>   | <b>Chairman Stone</b>                                  |
| <b>VI.</b>   | <b>STUDENT/FACULTY/STAFF ACHIEVEMENTS</b>   | <b>President Fisher</b>                                |
| <b>VII.</b>  | <b>MINUTES &amp; BUSINESS REPORTS</b>   |  |
|              | <b>Approval of Minutes</b><br>March 27, 2023  | <b>Jeff Harmon</b>                                     |
|              | <b>Approval of Treasurer’s Report</b>   | <b>Jeff Harmon</b>                                     |
| <b>VIII.</b> | <b>OPEN FORUM</b>   | <b>Chairman Stone</b>                                  |
| <b>IX.</b>   | <b>UNFINISHED BUSINESS</b>  |  |
|              | 1. Zone Three Trustee Replacement   | <b>Trustees</b>  |
| <b>X.</b>    | <b>NEW BUSINESS</b>   |  |
|              | <b>Action Items</b>   |  |
|              | 1. Head Start/Early Head Start Report   | <b>Ruby Behm</b>                                       |
|              | <b>Information Items</b>  |  |
|              | 1. Commencement   | <b>President Fisher</b>                                |
|              | 2. Refugee Center Annual Update   | <b>Zeze Rwasama</b>                                    |
|              | 3. Foundation Update  | <b>Erika Allen</b>                                     |
|              | 4. Idaho Launch and NextGen   | <b>President Fisher</b>                                |

<b>XI. PRESIDENT'S REPORT</b>	<b>President Fisher</b>
<b>XII. CSI STUDENT BODY PRESIDENT REPORT</b>	<b>Aurora Berumen Ortiz</b>
<b>XIII. REMARKS FOR THE GOOD OF THE ORDER</b>	<b>Chairman Stone</b>
<b>XIV. ADJOURNMENT</b>	<b>Chairman Stone</b>

**CALL TO ORDER SPECIAL SESSION:** 2:03 p.m.**SPECIAL SESSION ATTENDEES:**

## Trustees:

Laird Stone, Chairman  
Anna Scholes, Clerk  
Jan Mittleider, Trustee  
Scott McClure, Trustee (Arrived at 2:34 p.m.)

## College Administration:

Dr. L. Dean Fisher, President  
Jeff Harmon, Vice President of Finance and Administration

Chairman Stone moved to go into Special Session.

**NEW BUSINESS:**

The agenda was amended to move item number one to item number two.

Jeff Harmon Vice President of Finance and Administration reviewed the General Fund budget proposal. Included in his update was the selection process of the college's health insurance.

The Trustee Liaisons discussion was tabled for a later date.

**EXECUTIVE SESSION:** 3:06**EXECUTIVE SESSION ATTENDEES:**

## Trustees:

Laird Stone, Chairman  
Anna Scholes, Vice Chairwoman  
Jan Mittleider, Trustee  
Scott McClure, 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)]

Chairman Stone 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 4:05 p.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 Vice-Chairman Anna Scholes. Affirmative vote was unanimous.

**STUDENT/FACULTY/STAFF ACHIEVEMENTS:** President Fisher recognized newly elected representatives from student government. President Dylan Ray and Vice President Matty McFarlane. He acknowledged and thanked Aurora Berumen Ortiz and Jesus Garcia for their service throughout the past year. CSI Head Coaches Randy Rogers, Boomer Walker and Nick Baumert we recognized for their career wins as of date. CSI Information Technology Solutions Developer Gio Plascencia was recognized for his completion of a baccalaureate degree. Surgical Technology student James Hernandez was recognized for his completion of a Surgical Tech clinical rotation at the Mayo Clinic.

**BOARD MINUTES:** The following Board of Trustee meeting minutes were accepted as written on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

March 27, 2023

**TREASURER'S REPORT:** The Treasurer's report was accepted on MOTION by Vice-Chairman Scholes. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:**

1. The replacement for Zone 3 Trustee position was tabled until the May Board meeting.

**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.

**Information Items**

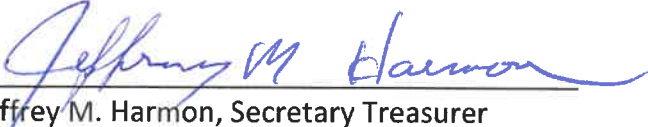
1. Vice President for Student Life and Enrollment Services Dr. Jon Lord and President Fisher updated the Trustees on CSI's four Commencement events planned for May 5<sup>th</sup>, as well as the GED graduation on May 6<sup>th</sup>.
2. CSI Refugee Center Director Zeze Rwasama presented his annual report.
3. CSI Foundation Executive Director Erika Allen reported on some changes in fees that will be charged by the Foundation. She also informed the Board about a significant endowment that was recently given to the Foundation to support ongoing scholarships to Vet Tech students.
4. President Fisher gave an update on Idaho Launch and provided details about a pending grant application with the U.S. Department of Agriculture that will support building the next generation of workers in agricultural-related sectors of the economy.

**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:** 4:58 p.m.

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

Approved: May 15, 2023

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

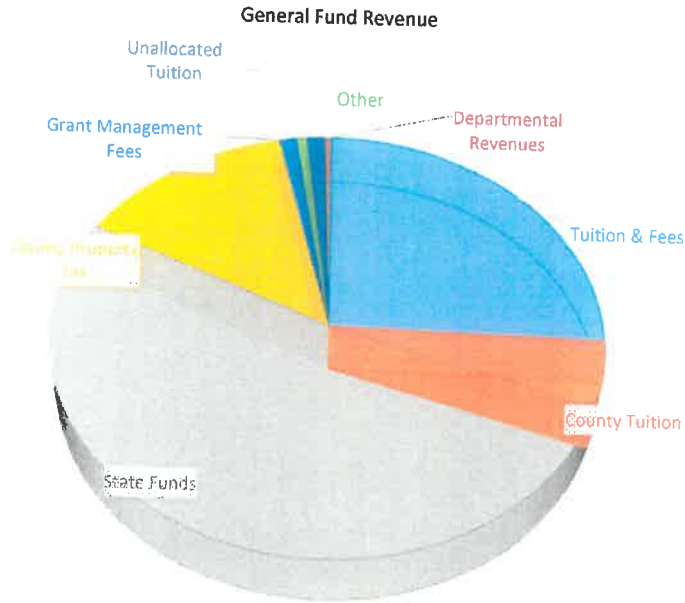
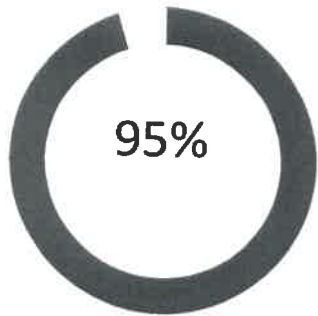


# General Fund Board Report

As of March 31, 2023

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$12,334,505)	(\$12,364,586)	(\$12,192,000)	\$172,586	(1.42)%
County Tuition	(\$2,148,900)	(\$2,405,671)	(\$1,972,600)	\$433,071	(21.95)%
State Funds	(\$22,303,600)	(\$25,197,266)	(\$25,258,400)	(\$61,134)	0.24%
County Property Tax	(\$6,364,056)	(\$6,639,762)	(\$10,447,000)	(\$3,807,238)	36.44%
Grant Management Fees	(\$489,837)	(\$546,494)	(\$500,000)	\$46,494	(9.30)%
Other	(\$155,067)	(\$298,885)	(\$180,000)	\$118,885	(66.05)%
Unallocated Tuition	(\$186,483)	(\$564,390)	\$0	\$564,390	0.00%
Departmental Revenues	(\$386,971)	(\$206,700)	(\$100,000)	\$106,700	(106.70)%
<b>Total Revenue</b>	<b>(\$44,369,419)</b>	<b>(\$48,223,754)</b>	<b>(\$50,650,000)</b>	<b>(\$2,426,246)</b>	<b>4.79%</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$16,822,147	\$17,819,937	\$25,295,200	\$7,475,263	29.55%
Variable Fringe	\$3,515,095	\$3,768,089	\$5,513,200	\$1,745,111	31.65%
Health Insurance	\$3,159,051	\$3,182,097	\$4,720,300	\$1,538,203	32.59%
<b>Total Personnel Expense</b>	<b>\$23,496,293</b>	<b>\$24,770,123</b>	<b>\$35,528,700</b>	<b>\$10,758,577</b>	<b>30.28%</b>
Operating Expense					
Operating Expenses	\$5,898,949	\$7,151,615	\$7,467,900	\$316,285	4.24%
Other	\$6,168	\$191	\$0	(\$191)	0.00%
Capital	\$689,215	\$711,186	\$762,000	\$50,814	6.67%
Institutional Support	\$5,675,477	\$6,340,068	\$6,891,400	\$551,332	8.00%
Transfers	\$0	\$5,000	\$0	(\$5,000)	0.00%
<b>Total Operating Expense</b>	<b>\$12,269,809</b>	<b>\$14,208,060</b>	<b>\$15,121,300</b>	<b>\$913,240</b>	<b>6.04%</b>
<b>Total Expense</b>	<b>\$35,766,102</b>	<b>\$38,978,183</b>	<b>\$50,650,000</b>	<b>\$11,671,817</b>	<b>23.04%</b>
<b>Rev/Expense Total</b>	<b>(\$8,603,317)</b>	<b>(\$9,245,571)</b>	<b>\$0</b>	<b>\$9,245,571</b>	<b>-</b>

% Revenue Received



**GENERAL FUND REVENUE SUMMARY**

**TOTAL ANNUAL BUDGET**

**\$ 50,650,000**

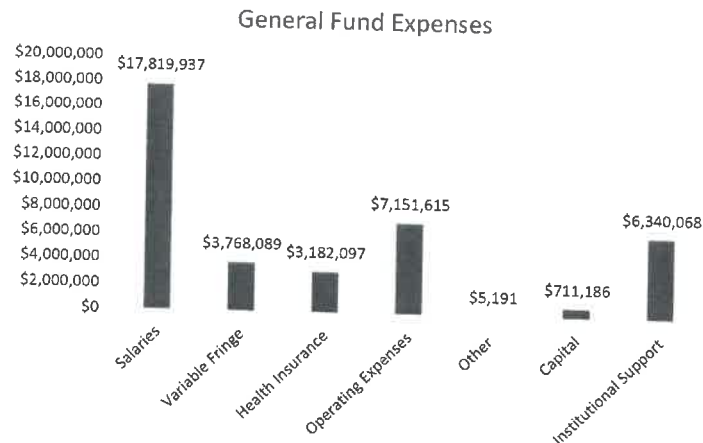
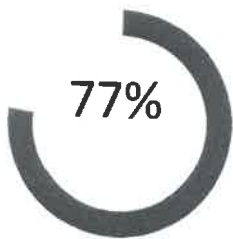
**TOTAL ANNUAL REVENUE**

**\$ 48,223,754**

**TOTAL REMAINING**

**\$ 2,426,246**

% Budget Spent



**GENERAL FUND EXPENSE SUMMARY**

**TOTAL YEARLY BUDGET**

**\$ 50,650,000**

**TOTAL YTD EXPENSES**

**\$ 38,978,183**

**TOTAL AVAILABLE**

**\$ 11,671,817**



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



**Program Summary for March 2023**  
Reported at April 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**

345
12
59
<b>416</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	79%
IEP/IFSP Enrollment	6%
Over Income Enrollment	2%
100-130% Poverty Level	10%

**Meals and Snacks**

Total meals served	6052
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**Documents for Board Review and Approval: Board and Financial Report**

**Program Updates**

Great news received on April 6<sup>th</sup>, the United States District Court for the Northern District of Texas vacated the Head Start Vaccine and Mask Requirements to Mitigate the Spread of COVID-19. Because of this ruling, as of April 7<sup>th</sup>, there will not be a Head Start requirement for vaccination and testing for Head Start and Early Head Start grant recipients in all states, tribes and territories. Current unvaccinated staff, that test weekly, are very excited about this news and the program is excited as this will help in our recruitment efforts.

**On-Going Monitoring**

Following are the second round of the Child Observation Record and Classroom Assessment Scoring System Results.

Classroom staff gather anecdotal information for the first nine weeks of the program year on the Child Observation Record (COR). 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. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

CLASS (Classroom Assessment Scoring System) is an instrument used to assess preschool classroom quality in the areas of Emotional Support, Classroom Organization, and Instructional Support. Toddler classrooms are assessed in the areas of Emotional & Behavioral Support and Engaged Support for Learning. Assessments are conducted three times each school year and scores are assigned between a 1 (low evidence of occurrence) to 7 (high evidence of occurrence).



## **Head Start's Domains of Child Development and Early Learning**

### **Item Level Report**

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items)).

**Strengths** – *English Language Learning, Physical Development & Health, Creative Arts*

**Area of Need** – *Mathematics, Language, Literacy, & Communication*

### **Head Start Child Development and Early Learning Framework**

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor, and Physical Development. Within each of the domains are sub domains.

**Strengths** – *Perceptual, Motor & Physical Development, Approaches to Learning*

**Area of Need** – *Cognition, Social and Emotional Development, Language and Literacy*

### **Goals and Objectives**

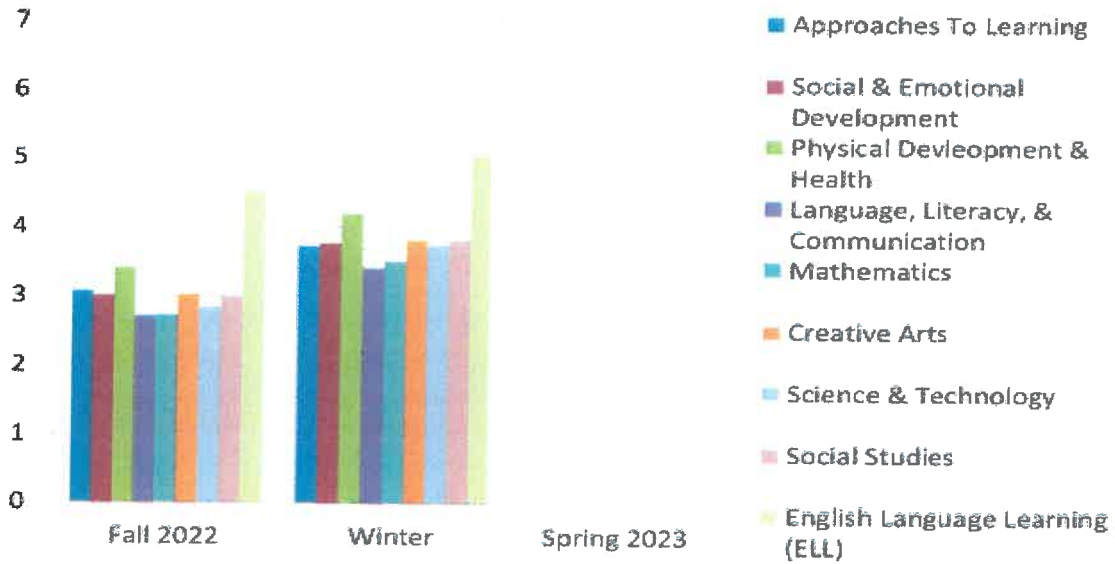
- 1) CLASS assessments provide teachers with a Language and Literacy goal to add to daily routine – *Goals are based on CLASS assessment results were established for classrooms with lower Language and Literacy scores. Coaches will support and monitor these goals.*
- 2) Provide HighScope Training for Head Start teaching staff on December 5<sup>th</sup>, 2022 focused on Language, Literacy, & Communication. The emphasis will be on adult/child interactions that strengthen listening, comprehension, speaking, and asking questions to deepen understanding. *This training was provided, and coaches are providing follow-up support.*
- 3) Staff are offered a ZOOM Workshop on January 23, 2023 on how to extend learning and understanding using our Interactive Read Aloud curriculum. *This workshop was well-attended, and coaches continue to provide support and training in this area.*
- 4) Classroom staff will be required to attend a HighScope training on January 30, 2022 focused on math concepts, such as numbers and counting, patterns, and data analysis. *This training has been postponed until Fall 2023*

### **Continuous Improvement Plan for Rest of Program Year 2022-2023**

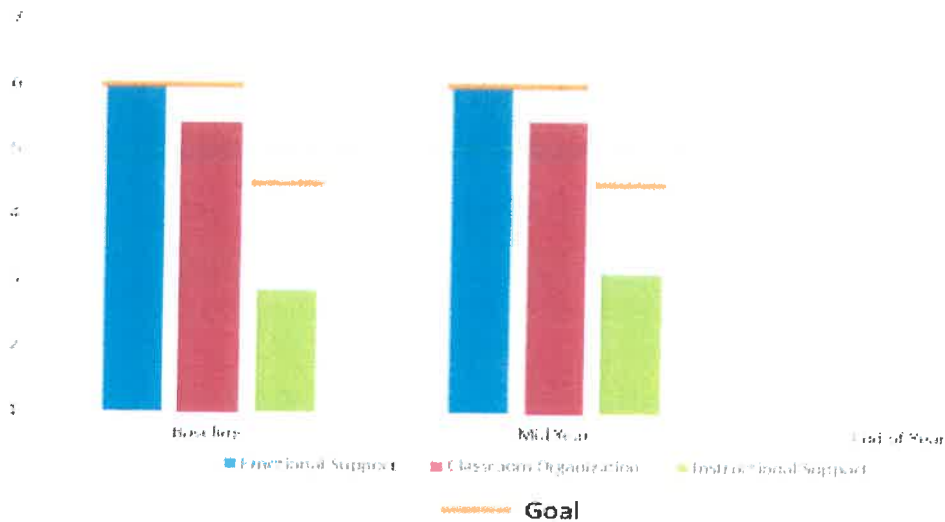
#### **Head Start**

- 1) Coaches will support teacher goals around Language/Literacy.
- 2) Coaches will help teachers use data from child outcomes for daily lesson planning and individualization to scaffold children's learning.
- 3) Training from HighScope trainers focused on Language, Literacy, and Communication.
- 4) Training from CS Coordinator focused on Math Concepts.
- 5) CLASS and PQA assessment information will be sent to teachers in the Fall/Spring so teachers can see growth.

## Program Mid-Year Summary for Head Start Children



## Preschool CLASS





CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,841,024.00	\$ 284,019.53	\$ 723,315.65	\$ 3,117,708.35	81.2%
BENEFITS	\$ 1,987,546.00	\$ 144,293.37	\$ 361,341.94	\$ 1,626,204.06	81.8%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 22,500.00	\$ 4,603.10	\$ 4,877.15	\$ 17,622.85	78.3%
SUPPLIES	\$ 201,332.00	\$ 9,936.15	\$ 27,114.50	\$ 174,217.50	86.5%
FACILITIES/CONST.		\$ -	\$ -	\$ -	0.0%
OTHER	\$ 578,900.00	\$ 41,193.80	\$ 276,809.92	\$ 302,090.08	52.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,631,302.00</b>	<b>\$ 484,045.95</b>	<b>\$ 1,393,459.16</b>	<b>\$ 5,237,842.84</b>	<b>79.0%</b>
ADMIN COSTS (9.0%)	\$ 524,571.00	\$ -	\$ 58,841.18	\$ 465,729.82	88.8%
<b>GRAND TOTAL</b>	<b>\$ 7,155,873.00</b>	<b>\$ 484,045.95</b>	<b>\$ 1,452,300.34</b>	<b>\$ 5,703,572.66</b>	<b>79.7%</b>
IN KIND NEEDED	\$ 1,805,612.00				
IN KIND GENERATED	\$ 461,882.64				
IN KIND (SHORT)/LONG	\$ (1,343,729.36)				

PROCUREMENT CARD  
EXPENSE

\$ 25,402.50 4% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	489.55	15,761.59	1,178.76	17,429.90	53,813.67

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 49,000.00	\$ 8,890.11	\$ 10,829.20	\$ 38,170.80	77.9%
SUPPLIES	\$ 5,324.00	\$ 110.43	\$ 151.04	\$ 5,172.96	97.2%
OTHER	\$ 12,250.00	\$ 4,471.58	\$ 8,321.80	\$ 3,928.20	32.1%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 13,472.12</b>	<b>\$ 19,302.04</b>	<b>\$ 47,271.96</b>	<b>71.0%</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 952,868.00	\$ 65,607.43	\$ 196,956.99	\$ 755,911.01	79.3%
BENEFITS	\$ 451,648.00	\$ 32,915.25	\$ 97,083.31	\$ 354,564.69	78.5%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 3,020.97	\$ 6,381.55	\$ 46,618.45	88.0%
SUPPLIES	\$ 38,539.00	\$ 2,256.78	\$ 5,138.47	\$ 33,400.53	86.7%
FACILITIES/CONST.		\$ -	\$ -	\$ -	
OTHER	\$ 157,609.00	\$ 6,568.40	\$ 25,160.05	\$ 132,448.95	84.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,653,664.00</b>	<b>\$ 110,368.83</b>	<b>\$ 330,720.37</b>	<b>\$ 1,322,943.63</b>	<b>80.0%</b>
ADMIN COSTS (9.0%)	\$ 126,406.00	\$ -	\$ 17,596.59	\$ 108,809.41	86.1%
<b>GRAND TOTAL</b>	<b>\$ 1,780,070.00</b>	<b>\$ 110,368.83</b>	<b>\$ 348,316.96</b>	<b>\$ 1,431,753.04</b>	<b>80.4%</b>
IN KIND NEEDED	\$ 452,250.00				
IN KIND GENERATED	\$ 122,890.59				
IN KIND (SHORT)/LONG	\$ (329,359.41)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 49.68	\$ 972.89	\$ 65.93	\$ 1,088.50	\$ 3,084.41

**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	\$ 2,115.78	\$ 2,378.74	\$ 22,121.26	90.3%
SUPPLIES	\$ 2,427.00	\$ 57.12	\$ 390.47	\$ 2,036.53	83.9%
OTHER	\$ 2,000.00	\$ 1,301.00	\$ 1,818.78	\$ 181.22	9.1%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 3,473.90</b>	<b>\$ 4,587.99</b>	<b>\$ 24,339.01</b>	<b>84.1%</b>