

**AGENDA**

**Board of Trustees**  
Laird Stone, Chair  
Anna Scholes  
Jan Mittleider  
Scott McClure  
Joshua Kern

**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>Chair Stone</b><br>2:00 p.m./President’s Board Room |
| <b>II. APPROVAL OF AGENDA FOR WORK SESSION</b><br>1. CSI Strategic Plan   | <b>Chair Stone</b><br><b>Chris Bragg</b>               |
| <b>III. RECESS TO EXECUTIVE SESSION</b><br><br><i>Motion to convene in Executive Session</i><br><br><b>Pursuant to Idaho Code 74-206, the Board will convene to:</b><br><ul style="list-style-type: none"> <li>▪ Consider personnel matters [Idaho Code §74-206(1)(a) &amp; (b)]</li> <li>▪ Deliberate regarding an acquisition of interest in real property [Idaho Code § 74-206(1)(c)]</li> </ul> | <b>Chair Stone</b>                                     |
| <b>IV. RECONVENE REGULAR MEETING</b>  | <b>Chair Stone</b><br>4:00 p.m./Taylor Bldg Room 276   |
| <b>V. APPROVAL OF MEETING AGENDA</b>  | <b>Chair Stone</b>                                     |
| <b>VI. STUDENT/FACULTY/STAFF ACHIEVEMENTS</b>   | <b>President Fisher</b>                                |
| <b>VII. MINUTES &amp; BUSINESS REPORTS</b><br><br><b>Approval of Minutes</b><br>August 21, 2023<br><br><b>Approval of Treasurer’s Report</b>  | <b>Jeff Harmon</b><br><br><b>Jeff Harmon</b>           |
| <b>VIII. OPEN FORUM</b>   | <b>Chair Stone</b>                                     |
| <b>IX. UNFINISHED BUSINESS</b><br>1. Alcohol Consumption Policy   | <b>Chair Stone</b>                                     |
| <b>X. NEW BUSINESS</b><br><br><b>Action Items</b><br>1. Head Start/Early Head Start Report<br>2. Managed Detection and Response Bid   | <b>Ruby Behm</b><br><b>Jeff Harmon</b>                 |

**Information Items**

- |   |                         |
|---|-------------------------|
| 1. Office on Aging Update   | <b>David Thompson</b>   |
| 2. Library Update   | <b>Reba Puente</b>      |
| 3. CSI Foundation Update  | <b>Erika Allen</b>      |
| 4. Evergreen Remodel Division of Public Works Request For Proposals | <b>Jeff Harmon</b>      |
| <b>XI. PRESIDENT'S REPORT</b>                                       | <b>President Fisher</b> |
| <b>XII. CSI STUDENT BODY PRESIDENT REPORT</b>                       | <b>Dylan Ray</b>        |
| <b>XIII. REMARKS FOR THE GOOD OF THE ORDER</b>                      | <b>Chair Stone</b>      |
| <b>XIV. ADJOURNMENT</b>   | <b>Chair Stone</b>      |

**CALL TO ORDER SPECIAL SESSION:** 2:08 p.m.

**SPECIAL SESSION ATTENDEES:**

Trustees:

Laird Stone, Chair  
Anna Scholes, Vice-Chair  
Jan Mittleider, Trustee  
Scott McClure, Trustee  
Joshua Kern, Trustee

College Administration:

Dr. L. Dean Fisher, President  
Jeff Harmon, Vice President of Finance and Administration  
Chris Bragg, Dean of Institutional Effectiveness and Communication/ALO

Trustee Mittleider moved to go into Special Session

**NEW BUSINESS:**

Dean of Institutional Effectiveness Chris Bragg led the discussion regarding the work currently being done to revise CSI's Strategic Plan. The Northwest Commission on Colleges and Universities (NWCCU) accreditation team gave feedback on the importance of being able to measure the success of our Strategic Plan, and that has been one of the areas of focus during the revision process. Highlighted in the revised draft include:

“Community” has been added as an institutional value.  
The number of Strategic Goals has been reduced from 4 to 3. The “community” and “institutional stability” goals have been removed, and a “student retention” goal has been added.  
The new draft has 19 quantitative metrics.

Special Session adjourned at 2:59 p.m.

**EXECUTIVE SESSION:** 3:00 p.m.

**EXECUTIVE SESSION ATTENDEES:**

Trustees:

Laird Stone, Chair  
Anna Scholes, Vice Chair  
Jan Mittleider, Trustee  
Scott McClure, Trustee  
Joshua Kern, 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 Kern 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
- Joshua Kern                 Aye

The Board returned to public session at 4:02 p.m.

**BOARD MEETING ATTENDEES:**

Trustees:

- Laird Stone, Chair
- Anna Scholes, Vice-Chair
- Jan Mittleider, Trustee
- Scott McClure, Trustee
- Joshua Kern, Trustee

College Administration:

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

**APPROVAL OF AGENDA:** The agenda was amended to add “Voluntary Retirement Incentive” as an action item and approved on MOTION by Chair Stone. Affirmative vote was unanimous.

**STUDENT/FACULTY/STAFF ACHIEVEMENTS:** President Fisher highlighted CSI Learning Designer Candace Boesiger for being nationally recognized by the Association for Educational Communications and Technology for the innovative work in creating employee on-boarding plans. She will present that work at the 2023 Association for Educational Communications and Technology International Convention. History Instructor Justin Vipperman was congratulated for being chosen for a state scholar for the Smithsonian Traveling Exhibit Series titled, “Spark! Places of Innovation.” Justin and his colleagues, Associate Professor of Political Science Perri Gardner, and Assistant Professor of Education Dr. Samra Culum were recognized for their assistance to the City of Twin Falls by creating a student Community Service Committee which has been working to record the historical neighborhoods in Twin Falls. Music Professor Serena Jenkins Clark was recognized for being selected to serve a two-year term as President of the Idaho State Chapter of the American Choral Directors Association.

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

August 21, 2023

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

**OPEN FORUM:** None

**UNFINISHED BUSINESS:**

1. The draft Alcohol Consumption Policy was discussed. No action was taken and may be addressed at a future Board of Trustees meeting.

**NEW BUSINESS:**

**Action Items**

1. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Chair Stone. Affirmative vote was unanimous.
2. Vice President Jeff Harmon advanced a recommendation to the Trustees for approval of a Managed Detection and Response contract. The response platform provides real-time threat detection of CSI's systems against intrusion and other cyber threats and creates response mechanisms. The trustees approved the contract from Arctic Wolf in the amount of \$309,734.13 to be paid over three years as follows:

a. FY23	\$ 99,571.25
b. FY24	\$102,518.48 (Estimate)
c. FY25	<u>\$107,644.40</u> (Estimate)
TOTAL	\$309,734.13

On MOTION by Trustee Kern. Affirmative vote was unanimous.

3. The board approved for President Fisher to develop and offer a retirement incentive with total cost not to exceed \$350,000 on MOTION by Chair Stone. Affirmative vote was unanimous.

**Information Items**

1. Office on Aging Interim Director and Financial Specialist David Thompson provided a report on the services provided to senior adults within our service region. The Office on Aging strives to improve the quality of life for seniors in the Magic Valley.
2. CSI Library Director Reba Puente presented the trustees a report on the CSI Library and some of its current planning and outreach efforts.
3. CSI Foundation Executive Director Erika Allen presented a report on the Foundation and its many ongoing efforts to advance CSI.

4. Vice President Harmon updated the Board regarding the Evergreen Building renovation project. Idaho Department of Public Works (DPW) is managing the project that was awarded to CSI from the State of Idaho in the amount of \$9 million dollars to renovate the east and west corridors of the Evergreen Building. The College is contributing \$600,000 toward the project. DPW will publish a qualification-based request and select an architectural and engineering firm and Construction Manager/General Contractor team to assist in the design and renovation of the building. It is anticipated DPW will begin the process of selecting a design firm in November. Then design professionals will meet with CSI stakeholders in early 2024. The Board will be updated as the process continues.

**CSI STUDENT BODY PRESIDENT REPORT:** Student Body President Dylan Ray provided his monthly report.

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

**ADJOURNMENT DECLARED:** 5:11 p.m.

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

Approved: October 16, 2023

  
\_\_\_\_\_  
Laird Stone, Chair



## General Fund Board Report

As of August 31, 2023

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$3,274,874)	(\$4,397,502)	(\$14,400,000)	(\$10,002,498)	69.46%
County Tuition	(\$631,450)	(\$685,500)	(\$2,400,000)	(\$1,714,500)	71.44%
State Funds	(\$24,636,666)	(\$18,496,666)	(\$26,959,600)	(\$8,462,934)	31.39%
County Property Tax	(\$143,827)	(\$214,446)	(\$10,870,400)	(\$10,655,954)	98.03%
Grant Management Fees	(\$109,251)	(\$124,364)	(\$600,000)	(\$475,636)	79.27%
Other	(\$56,278)	(\$92,171)	(\$280,000)	(\$187,829)	67.08%
Unallocated Tuition	(\$2,346,238)	(\$1,208,236)	\$0	\$1,208,236	-
Departmental Revenues	(\$42,351)	(\$43,720)	(\$100,000)	(\$56,280)	56.28%
<b>Total Revenue</b>	<b>(\$31,240,935)</b>	<b>(\$25,262,605)</b>	<b>(\$55,610,000)</b>	<b>(\$30,347,395)</b>	<b>54.57%</b>
<b>Expenses</b>					
<b>Personnel Expense</b>					
Salaries	\$3,525,648	\$3,765,982	\$26,892,700	\$23,126,718	86.00%
Variable Fringe	\$772,835	\$790,960	\$5,659,300	\$4,868,340	86.02%
Health Insurance	\$685,462	\$750,179	\$4,597,700	\$3,847,521	83.68%
<b>Total Personnel Expense</b>	<b>\$4,983,945</b>	<b>\$5,307,121</b>	<b>\$37,149,700</b>	<b>\$31,842,579</b>	<b>85.71%</b>
<b>Operating Expense</b>					
Operating Expenses	\$1,779,286	\$1,879,004	\$10,534,200	\$8,655,196	82.16%
Other	\$0	\$21,603	\$40,600	\$18,997	46.79%
Capital	\$164,813	\$73,839	\$774,500	\$700,661	90.47%
Institutional Support	\$5,373,996	\$5,069,492	\$7,111,000	\$2,041,508	28.71%
Transfers	\$0	\$7,000	\$0	(\$7,000)	-
<b>Total Operating Expense</b>	<b>\$7,318,095</b>	<b>\$7,050,938</b>	<b>\$18,460,300</b>	<b>\$11,409,362</b>	<b>61.80%</b>
<b>Total Expense</b>	<b>\$12,302,040</b>	<b>\$12,358,059</b>	<b>\$55,610,000</b>	<b>\$43,251,941</b>	<b>77.78%</b>
<b>Rev/Expense Total</b>	<b>(\$18,938,895)</b>	<b>(\$12,904,546)</b>	<b>\$0</b>	<b>\$12,904,546</b>	<b>-</b>



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



**Program Summary for August 2023**  
Reported at September Board Meeting

	<b>Funded Enrollment</b>	<b>Current Enrollment</b>
Head Start ACF Federal Funded	399	290
Head Start TANF	12	12
Early Head Start ACF Federal Funded	92	56
<b>Total</b>	<b>503</b>	<b>358</b>
<b>Program Options</b>		
Center Based - Part Day, Full Day Early Head Start -Home Based, Toddler Combo Full Day.		
Head Start Overall Attendance		90%
Early Head Start Overall Attendance		85%
IEP/IFSP Enrollment		4%
Over Income Enrollment		3%
100-130% Poverty Level		16%
<b>Meals and Snacks</b>		
Total meals served		4024

**Documents for Board Review and Approval: Annual Report, Board and Financial Reports**

**Approval for Annual Report** 2022-2023 Program Annual Report attached for review. Highlights - The program provided services to 9% of the low-income population in Southern Idaho: 428 Head Start and 80 Early Head Start Children. (85% received a well child exam, 88% received a dental exam, and 91% were current on their Immunizations). The highest educational gains were in English Language, Physical Development & Health, Science & Technology, Social Studies, and Creative Arts.

**Program Updates**

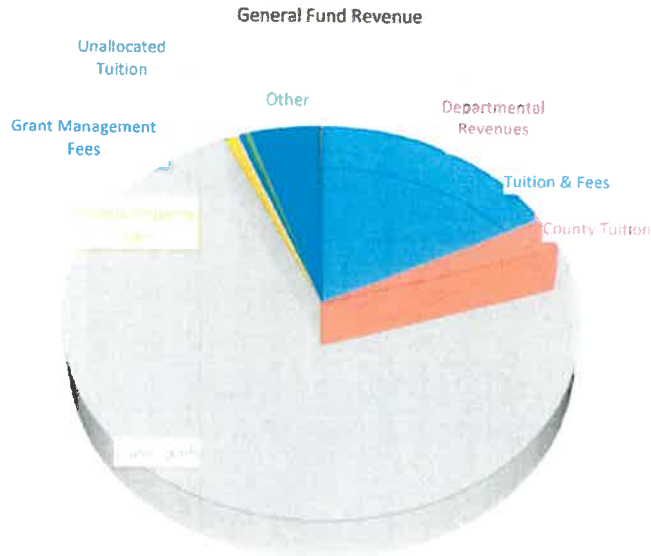
August 24<sup>th</sup> there was an Active Supervision incident at the Cassia (Burley) Head Start Center. The classroom transitioned outside at 2:36 PM, and a child was left in the classroom alone sleeping for 5 minutes. One teacher was in the hallway waiting for 3 children in the restroom and the other 2 teachers and children went to the playground. The Active Supervision Policy was not followed when leaving the classroom which caused the incident. Region X was notified the same day and the incident has been elevated to a risk assessment review. The Office of Head Start will send correspondence when a final determination has been made. All Center Supervisors reviewed the Active Supervision Policy with all staff on Monday August 28<sup>th</sup> at their weekly staff meeting. The teachers involved have received a Notice of Violation and received intensive coaching for active supervision.

Current positions unfilled – 5 Lead Teachers (2 of these positions are being covered by Center Supervisors so the class can operate), 1 Assistant Teacher and 4 Classroom Assistants. At this time Early Head Start is fully staffed and will be fully enrolled by October 1<sup>st</sup>. Head Start 1 Lead Teacher and Assistant Teacher is in the hiring process. Minidoka Unit 2 will return to full day service starting September 18<sup>th</sup> and hopeful to open one of the part day classrooms in Twin Falls October 1<sup>st</sup>.



% Revenue Received

45%



### GENERAL FUND REVENUE SUMMARY

**TOTAL ANNUAL BUDGET**

**\$ 55,610,000**

**TOTAL ANNUAL REVENUE**

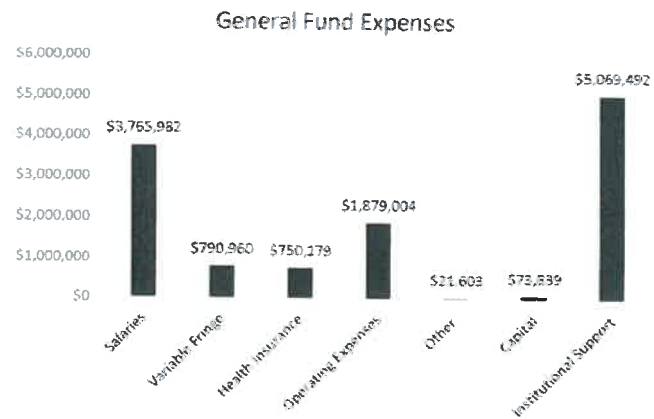
**\$ 25,262,605**

**TOTAL REMAINING**

**\$ 30,347,395**

% Budget Spent

22%



### GENERAL FUND EXPENSE SUMMARY

**TOTAL YEARLY BUDGET**

**\$ 55,610,000**

**TOTAL YTD EXPENSES**

**\$ 12,358,059**

**TOTAL AVAILABLE**

**\$ 43,251,941**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 4,202,951.00	\$ 428,011.09	\$ 2,286,755.58	\$ 1,916,195.42	45.6%
BENEFITS	\$ 2,115,734.00	\$ 172,920.85	\$ 1,128,944.67	\$ 986,789.33	46.6%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 22,500.00	\$ 3,153.56	\$ 10,944.67	\$ 11,555.33	51.4%
SUPPLIES	\$ 201,332.00	\$ 20,114.24	\$ 79,876.53	\$ 121,455.47	60.3%
FACILITIES/CONST.		\$ -	\$ -	\$ -	0.0%
OTHER	\$ 578,900.00	\$ 150,967.37	\$ 646,980.11	\$ (68,080.11)	-11.8%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 7,121,417.00</b>	<b>\$ 775,167.11</b>	<b>\$ 4,153,501.56</b>	<b>\$ 2,967,915.44</b>	<b>41.7%</b>
ADMIN COSTS (9.0%)	\$ 564,525.00	\$ 54,083.87	\$ 306,802.96	\$ 257,722.04	45.7%
<b>GRAND TOTAL</b>	<b>\$ 7,685,942.00</b>	<b>\$ 829,250.98</b>	<b>\$ 4,460,304.52</b>	<b>\$ 3,225,637.48</b>	<b>42.0%</b>
IN KIND NEEDED	\$ 1,938,129.00				
IN KIND GENERATED	\$ 1,577,746.68				
IN KIND (SHORT)/LONG	\$ (360,382.32)				

PROCUREMENT CARD EXPENSE \$ 18,941.61 1% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers		-			

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 49,000.00	\$ 975.00	\$ 24,768.99	\$ 24,231.01	49.5%
SUPPLIES	\$ 5,324.00	\$ 90.10	\$ 1,923.11	\$ 3,400.89	63.9%
OTHER	\$ 12,250.00	\$ 6,291.03	\$ 11,144.42	\$ 1,105.58	9.0%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 7,356.13</b>	<b>\$ 45,192.65</b>	<b>\$ 21,381.35</b>	<b>32.1%</b>

September 18, 2023

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

From: Jeffrey M. Harmon



Re: Managed Detection and Response Service Contract

At the July 2023 Board of Trustees meeting Chief Information Office Ryan Jund presented four recommendations to provide enhanced Cyber Security solutions for the college.

One of the recommendations was to purchase a Managed Detection and Response (MDR) service. MDR is a cloud-based service that provides a comprehensive solution to real-time threat detection, rapid incident notification and response, system restoration, and continuous monitoring of CSI's critical software system and on-premises tools.

A team of external consultants and internal stakeholders evaluated five vendors and narrowed the group to the top three vendors. Each of the three vendors provided a comprehensive proposal detailing services, features, Service Level Agreement (SLA), and pricing.

Based on the evaluation of our external consultants and the Information Technology team I recommend we accept the best fit and the low cost bid from Arctic Wolf in the amount of \$309,734.13 to be paid over three years as follows:

FY23	\$ 99,571.25
FY24	\$102,518.48 Estimate
FY25	\$107,644.40 Estimate
Total	\$309,734.13

Funding for this purchase is included in the Information Technology ongoing Budget.