COLLEGE OF SOUTHERN IDAHO

**BOARD OF TRUSTEES**
**REGULAR MEETING**
Monday, October 16, 2023 – 2:00 p.m.
President's Boardroom – Taylor Building Rm# 112

**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.

## AGENDA

**I. CALL TO ORDER** — **Chair Stone**
2:00 p.m./President's Board Room

**II. APPROVAL OF AGENDA FOR WORK SESSION** — **Chair Stone**
1. Trusteeship in Community College Book Discussion — **All**

**III. RECESS TO EXECUTIVE SESSION** — **Chair Stone**

*Motion to convene in Executive Session*

**Pursuant to Idaho Code 74-206, the Board will convene to:**
- Consider personnel matters
  [Idaho Code §74-206(1)(a) & (b)]

**IV. RECONVENE REGULAR MEETING** — **Chair Stone**
4:00 p.m./Taylor Bldg Room 276

**V. APPROVAL OF MEETING AGENDA** — **Chair Stone**

**VI. STUDENT/FACULTY/STAFF ACHIEVEMENTS** — **President Fisher**

**VII. MINUTES & BUSINESS REPORTS**

**Approval of Minutes** — **Jeff Harmon**

September 18, 2023

**Approval of Treasurer's Report** — **Jeff Harmon**

**VIII. OPEN FORUM** — **Chair Stone**

**IX. UNFINISHED BUSINESS**

1. Alcohol Consumption Policy — **Chair Stone**

**X. NEW BUSINESS**

**Action Items**

1. Head Start/Early Head Start Report — **Ruby Behm**
2. Annual Audit Report — **Jeff Harmon/Eide Bailly**

**Information Items**

1. INBRE Presentation — **Megan Jacobson**
2. Fall Enrollment Snapshot — **President Fisher**
3. Refugee Center Proposed Relationship — **Dylanna Grasinger**

COLLEGE OF SOUTHERN IDAHO

**BOARD OF TRUSTEES**
**REGULAR MEETING**
Monday, October 16, 2023 – 2:00 p.m.
President's Boardroom – Taylor Building Rm# 112

| | | |
|---|---|---|
| **XI.** | **PRESIDENT'S REPORT** | **President Fisher** |
| **XII.** | **CSI STUDENT BODY PRESIDENT REPORT** | **Dylan Ray** |
| **XIII.** | **REMARKS FOR THE GOOD OF THE ORDER** | **Chair Stone** |
| **XIV.** | **ADJOURNMENT** | **Chair Stone** |

COLLEGE OF SOUTHERN IDAHO

**COLLEGE OF SOUTHERN IDAHO**
**COMMUNITY COLLEGE DISTRICT**
**BOARD OF TRUSTEES MEETING MINUTES**
Monday, October 16, 2023
315 Falls Ave. – Twin Falls, ID 83301

**CALL TO ORDER SPECIAL SESSION:** 2:09 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

Chair Stone moved to go into Special Session

**NEW BUSINESS:**

Board members discussed the book, "Trusteeship in Community College."

Special Session adjourned at 3:20 p.m.

**EXECUTIVE SESSION:** 3:21 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)]

Chair 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
- 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 approved on MOTION by Trustee Scholes. Affirmative vote was unanimous.

**STUDENT/FACULTY/STAFF ACHIEVEMENTS:** President Fisher congratulated Dean of Enrollment Services Monze Stark-Magana for her acceptance into HACU's Leadership Academy. Instructor Tandace Crane and Professor Shawn Willsey were congratulated for be this year's winners of the annual General Education Teaching Awards. Rick Greenawald was congratulated for winning the Digistar Users Group (DUG) award. He accepted the award in August.

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

September 18, 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. Changes were made to the following:
    1. The use of alcohol at private events shall be limited to events held at designated portions of the college, subject to the approval of the President.
    15. The President is directed by the Trustees to develop implementation of this policy through college staff and to provide an annual update on this policy. The policy shall be implemented by January 1, 2024.

   The Board approved the Alcohol Consumption Policy on MOTION by Trustee Kern with a 4-0-1 vote. Chair Stone abstained from voting.

**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. Ruby asked for approval to dispose of three busses that have not been used in the last two years. The Board approved the disposal of three busses as presented on MOTION by Chair Stone. Affirmative vote was unanimous.
2. Representatives from Eide Bailly, (CSI's audit firm) presented the results of their audit to the Trustees. It was a "clean" audit for the fiscal year that closed June 30, 2023. The board accepted the audit on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

**Information Items**

1. CSI Chemistry Professor Megan Jacobson described the College's participation in the IdEA Network of Biomedical Research Excellence (INBRE) Program to the Trustees, and tow of last summer's INBRE interns briefly highlighted their projects.
2. President Fisher relayed CSI's Fall 2023 Enrollment Snapshot to the Trustees. CSI ended with 9.9% growth in student headcount and 7.0% growth in credit hours compared to a year ago.
3. Representatives from the United States Commission for Refugees and Immigrants (USCRI) presented the Trustees with options for improving how we support refugees in our area. Trustees requested that additional information be provided to help best serve the population and inform future discussions.

**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:** 5:30 p.m.

Jeffrey M. Harmon, Secretary Treasurer

Approved: November 13, 2023

Laird Stone, Chair

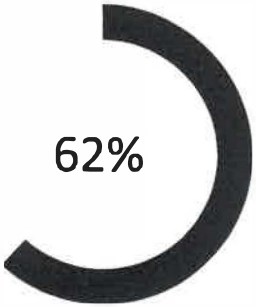
COLLEGE OF SOUTHERN IDAHO

# General Fund Board Report

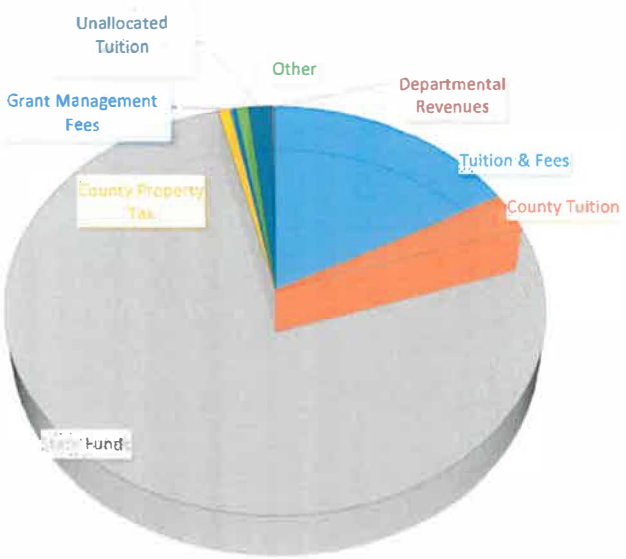
**As of September 30, 2023**

| | Prior Year | Current Year | Budget | Remaining | Remaining % |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| Tuition & Fees | ($5,489,306) | ($5,817,069) | ($14,400,000) | ($8,582,931) | 59.60% |
| County Tuition | ($936,700) | ($1,015,950) | ($2,400,000) | ($1,384,050) | 57.67% |
| State Funds | ($24,636,666) | ($26,335,866) | ($26,959,600) | ($623,734) | 2.31% |
| County Property Tax | ($197,176) | ($260,987) | ($10,870,400) | ($10,609,413) | 97.60% |
| Grant Management Fees | ($179,516) | ($136,048) | ($600,000) | ($463,952) | 77.33% |
| Other | ($152,255) | ($289,482) | ($280,000) | $9,482 | (3.39)% |
| Unallocated Tuition | ($582,233) | ($519,661) | $0 | $519,661 | - |
| Departmental Revenues | ($55,675) | ($51,496) | ($100,000) | ($48,504) | 48.50% |
| **Total Revenue** | **($32,229,527)** | **($34,426,559)** | **($55,610,000)** | **($21,183,441)** | **38.09%** |
| **Expenses** | | | | | |
| Personnel Expense | | | | | |
| Salaries | $5,606,774 | $5,934,792 | $26,892,700 | $20,957,908 | 77.93% |
| Variable Fringe | $1,207,314 | $1,226,967 | $5,659,300 | $4,432,333 | 78.32% |
| Health Insurance | $1,042,356 | $1,130,364 | $4,597,700 | $3,467,336 | 75.41% |
| Total Personnel Expense | **$7,856,444** | **$8,292,123** | **$37,149,700** | **$28,857,577** | **77.68%** |
| Operating Expense | | | | | |
| Operating Expenses | $2,733,661 | $2,724,021 | $10,534,200 | $7,810,179 | 74.14% |
| Other | $0 | $24,099 | $40,600 | $16,501 | 40.64% |
| Capital | $214,271 | $100,704 | $774,500 | $673,796 | 87.00% |
| Institutional Support | $5,549,358 | $5,247,636 | $7,111,000 | $1,863,364 | 26.20% |
| Transfers | $0 | $7,000 | $0 | ($7,000) | - |
| Total Operating Expense | **$8,497,290** | **$8,103,460** | **$18,460,300** | **$10,356,840** | **56.10%** |
| **Total Expense** | **$16,353,734** | **$16,395,583** | **$55,610,000** | **$39,214,417** | **70.52%** |
| **Rev/Expense Total** | **($15,875,793)** | **($18,030,976)** | **$0** | **$18,030,976** | **-** |

% Revenue Recieved




General Fund Revenue




## GENERAL FUND REVENUE SUMMARY

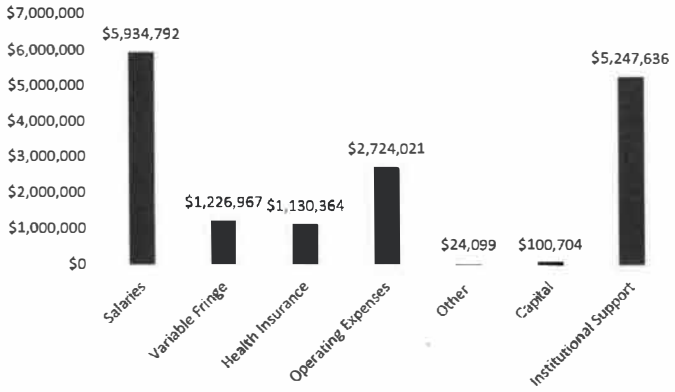
**TOTAL ANNUAL BUDGET**
**$ 55,610,000**

**TOTAL ANNUAL REVENUE**
**$ 34,426,559**

**TOTAL REMAINING**
**$ 21,183,441**

% Budget Spent

General Fund Expenses




## GENERAL FUND EXPENSE SUMMARY

**TOTAL YEARLY BUDGET**
**$ 55,610,000**

**TOTAL YTD EXPENSES**
**$ 16,395,583**

**TOTAL AVAILABLE**
**$ 39,214,417**

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

## Program Summary for September 2023

**Reported at October Board Meeting**

| | Funded Enrollment | Current Enrollment |
|---|---|---|
| Head Start ACF Federal Funded | 399 | 319 |
| Head Start TANF | 12 | 12 |
| Early Head Start ACF Federal Funded | 92 | 75 |
| **Total** | **503** | **406** |
| **Program Options** | | |
| Center Based - Part Day, Full Day Early Head Start -Home Based, Toddler Combo Full Day. | | |
| Head Start Overall Attendance | | 87% |
| Early Head Start Overall Attendance | | 83% |
| IEP/IFSP Enrollment | | 3% |
| Over Income Enrollment | | 2% |
| 100-130% Poverty Level | | 11% |
| **Meals and Snacks** | | |
| Total meals served | | 7351 |

**Documents for Board Review and Approval: Vehicle Disposition, Board and Financial Reports**

**Vehicle Disposition** The Program continues to move away from child transportation. Currently, only two bus routes remain, a Head Start route in American Falls due to the remote location of some children and there is a bus driver employed. The second is an Early Head Start route in Jerome also because there is a bus driver. The Jerome driver plans on retiring at the end of 2024 so that bus route will end at that time. Parents have found ways to get their children to school, especially for full day classes. It is rare that we get parents that say they can't transport their child. Most Idaho programs have moved away from transportation because of cost and the lack of qualified applicants. Our program has not been successful in hiring a bus driver since September of 2019 and most staff that had their CDL have chosen to remove the endorsement from their Driver's License. There are 6 buses in inventory, so I would like approval to send the 3 oldest to auction and keep the 3 newest buses (all 2018 with less than 43,000 miles). The buses listed below have not been driven in the last 2 years, but we must maintain and keep annual inspections current, which is costly.

| | Mileage | VIN |
|---|---|---|
| 2002 Chevrolet Bluebird | 178,526 | 1GBJG31F711203763 |
| 2008 Thomas Freightliner | 159,750 | 4UZABPDDXSCZ27193 |
| 2008 Thomas Saf-T-Liner | 186,310 | 4UZABPDK28CZ46271 |

**Program Updates**

September program enrollment 80% up from 71% in August. We continue to have success in hiring teachers. Currently, there are 3 lead teacher positions, 4 assistant teachers and 1 EHS classroom assistant position open. Interviews for assistant teachers are scheduled for October 11th. A new assistant teacher and lead teacher will be starting in Twin Falls by the end of October, so it is planned to open 1 of the part-day classrooms in November which will provide 20 more children services. At this time, we still have 2 part-day classrooms in Twin Falls, 1 part-day classroom in Jerome and 1 full-day classroom in Rupert closed. All other classrooms are fully enrolled.

HEAD START
January 1, 2023-December 31, 2023

MONTHLY FINANCIAL REPORTS
COLLEGE OF SOUTHERN IDAHO

September 2023

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE OF BUDGET | REMAINING BUDGET % |
|---|---|---|---|---|---|
| SALARIES | $ 4,202,951.00 | $ 299,754.82 | $ 2,575,559.15 | $ 1,627,391.85 | 38.7% |
| BENEFITS | $ 2,115,734.00 | $ 144,926.30 | $ 1,269,446.52 | $ 846,287.48 | 40.0% |
| EQUIPMENT | $ - | $ - | $ - | $ - | |
| CONTRACTUAL | $ 22,500.00 | $ 40.54 | $ 8,663.81 | $ 13,836.19 | 61.5% |
| SUPPLIES | $ 201,332.00 | $ 9,714.71 | $ 83,461.77 | $ 117,870.23 | 58.5% |
| FACILITIES/CONST. | $ 1,537,699.00 | $ - | $ - | $ 1,537,699.00 | 0.0% |
| OTHER | $ 578,900.00 | $ 39,630.34 | $ 639,551.45 | $ (60,651.45) | -10.5% |
| TOTAL DIRECT COSTS | $ 8,659,116.00 | $ 494,066.71 | $ 4,576,682.70 | $ 4,082,433.30 | 47.1% |
| ADMIN COSTS (9.0%) | $ 564,525.00 | $ 40,021.31 | $ 344,091.46 | $ 220,433.54 | 39.0% |
| GRAND TOTAL | $ 9,223,641.00 | $ 534,088.02 | $ 4,920,774.16 | $ 4,302,866.84 | 46.7% |

| | |
|---|---|
| IN KIND NEEDED | $ 1,938,129.00 |
| IN KIND GENERATED | $ 1,614,015.90 |
| IN KIND (SHORT)/LONG | $ (324,113.10) |

PROCUREMENT CARD EXPENSE $ 14,321.19 2% of Total Expense. Detailed report available upon request.

| CACFP | Repair/Maint | Food | Non-Food | Total for Month | YTD Expense |
|---|---|---|---|---|---|
| Total All Centers | 1,263.43 | 15,275.90 | 2,273.85 | 18,813.18 | 129,015.34 |

**HEAD START T/TA**

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE | REMAINING BUDGET % |
|---|---|---|---|---|---|
| OUT OF AREA TRAVEL | $ 49,000.00 | $ 4,823.51 | $ 34,443.03 | $ 14,556.97 | 29.7% |
| SUPPLIES | $ 5,324.00 | $ 31.24 | $ 2,075.03 | $ 3,248.97 | 61.0% |
| OTHER | $ 12,250.00 | $ 681.83 | $ 18,377.41 | $ (6,127.41) | -50.0% |
| GRAND TOTAL | $ 66,574.00 | $ 5,536.58 | $ 54,895.47 | $ 11,678.53 | 17.5% |

EARLY HEAD START
January 1, 2023-December 31, 2023

MONTHLY FINANCIAL REPORTS
COLLEGE OF SOUTHERN IDAHO

September 2023

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE OF BUDGET | REMAINING BUDGET % |
|---|---|---|---|---|---|
| SALARIES | $ 1,030,154.00 | $ 80,348.47 | $ 689,509.68 | $ 340,644.32 | 33.1% |
| BENEFITS | $ 501,405.00 | $ 39,764.46 | $ 334,779.31 | $ 166,625.69 | 33.2% |
| EQUIPMENT | $ - | $ - | $ - | $ - | |
| CONTRACTUAL | $ 53,000.00 | $ - | $ 18,670.29 | $ 34,329.71 | 64.8% |
| SUPPLIES | $ 38,539.00 | $ 2,237.03 | $ 17,165.48 | $ 21,373.52 | 55.5% |
| FACILITIES/CONST. | | $ - | $ - | $ - | |
| OTHER | $ 157,609.00 | $ 7,390.96 | $ 88,026.55 | $ 69,582.45 | 44.1% |
| TOTAL DIRECT COSTS | $ 1,780,707.00 | $ 129,740.92 | $ 1,148,151.31 | $ 632,555.69 | 35.5% |
| ADMIN COSTS (9.0%) | $ 137,840.00 | $ 10,810.43 | $ 91,591.23 | $ 46,248.77 | 33.6% |
| GRAND TOTAL | $ 1,918,547.00 | $ 140,551.35 | $ 1,239,742.54 | $ 678,804.46 | 35.4% |

| | |
|---|---|
| IN KIND NEEDED | $ 487,166.00 |
| IN KIND GENERATED | $ 408,439.90 |
| IN KIND (SHORT)/LONG | $ (78,726.10) |

| CACFP | Repair/Maint | Food | Non-Food | Total for Month | YTD Expense |
|---|---|---|---|---|---|
| Total All Centers | $ 120.48 | $ 964.11 | $ 481.18 | $ 1,565.77 | $ 11,694.84 |

## 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 | $ 698.61 | $ 5,607.00 | $ 18,893.00 | 77.1% |
| SUPPLIES | $ 2,427.00 | $ - | $ 623.47 | $ 1,803.53 | 74.3% |
| OTHER | $ 2,000.00 | $ 198.25 | $ 3,744.75 | $ (1,744.75) | -87.2% |
| GRAND TOTAL | $ 28,927.00 | $ 896.86 | $ 9,975.22 | $ 18,951.78 | 65.5% |

**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. 10CH012144**

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 disposition request for three buses at their regularly scheduled October Meetings.

| | Mileage | VIN |
|---|---|---|
| 2002 Chevrolet Bluebird | 178,526 | 1GBJG31F711203763 |
| 2008 Thomas Freightliner | 159,750 | 4UZABPDDXSCZ27193 |
| 2008 Thomas Saf-T-Liner | 186,310 | 4UZABPDK28CZ46271 |

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

October 16, 2023

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

October 19, 2023

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