

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
3:00PM/Jerome School District Office Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairman Stone |
| III. RECONVENE REGULAR MEETING | Chairman Stone
3:00PM/Jerome School District Office Board Room |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes
August 15, 2022 | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Jeff Harmon |
| 2. Jerome Center Architect Selection | Jeff Harmon |
| 3. Elmore County Petition | Jeff Harmon |
| 4. Budget Authorization for Southern Idaho Economic Development Organization | Jeff Harmon |
| Information Items | |
| 1. Office on Aging Update | Jeff Harmon |
| 2. CSI Foundation Update | Erika Allen |
| 3. College & Career Readiness Update | Jennifer Hall |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Aurora Berumen Ortiz |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

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I. CALL TO ORDER

Chairman Stone
3:00 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: 3:14 p.m.

EXECUTIVE SESSION: 3:15 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk
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)]

Trustee Mittleider moved to go into Executive Session.

The vote to do so by roll call:

- Laird Stone Aye
- Jack Nelsen Aye
- Anna Scholes Aye
- Jan Mittleider Aye
- Scott McClure Aye

The Board returned to public session at 3:57 p.m.

BOARD MEETING ATTENDEES:

Trustees:

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

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
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 Vice-Chairman Nelsen.

August 15, 2022 – Regular Meeting

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

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Professor of English Kimberly Madsen Dill for being chosen as Idaho's Innovative Educator for Written Communication by the Idaho State Board of Education. Also recognized was CSI Foundation Executive Director Erika Allen for her recent selection for a Hispanic Association of Colleges and Universities Leadership Fellowship.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports as presented in report on MOTION by Vice-Chairman Nelsen. Affirmative vote was unanimous.
2. The Board approved the Head Start/Early Head Start 2021-2022 Program Annual Report as presented in report on MOTION by Vice-Chairman Nelsen. Affirmative vote was unanimous.
3. The Board approved the Head Start/Early Head Start 2023 Funding Application as presented in report on MOTION by Vice-Chairman Nelsen. Affirmative vote was unanimous.
4. Vice President of Finance and Administration Jeff Harmon presented a recommendation to authorize College Administration to enter into an agreement with the Architect firm LKV to design a facility of Higher Education on the property in Jerome County located at third and Lincoln. The Board approved the recommendation on MOTION by Vice-Chairman Nelsen and Trustee McClure. Affirmative vote was unanimous.

5. Jeff Harmon presented a petition from Elmore County to seek inclusion in the College's taxing district. The submitted petition seeks to add Elmore County to the taxing district currently made up of Twin Falls and Jerome counties. After discussion, the action item was tabled until the October meeting on MOTION by Chairman Stone. Affirmative vote was unanimous.
6. Jeff Harmon presented a recommendation for ongoing budget support for the Southern Idaho Economic Development Organization (SIED) as it organizes as a non-profit 501C(3) entity. CSI will pay in membership fees/dues in an amount as budgeted and approved by the Board of Trustees, currently \$110,000, and to authorize future payments as is approved by the Board of Trustees in the budgetary process for CSI as an identified expenditure. The Board approved the recommendation on MOTION by Trustee McClure. Affirmative vote was unanimous.

Information Items

1. Jeff Harmon provided a summary of activities accomplished by the CSI Office on Aging. Another report will be scheduled at the November meeting to highlight additional activities.
2. CSI Foundation Executive Director Erika Allen provided a report on activities of the CSI Foundation. Approximately 1,600 students received support from the Foundation, with an average scholarship of about \$1,200.
3. College and Career Readiness Director Jennifer Halls and Idaho Job Corps Program Coordinator Silvan Dice provided a report on program activity in College and Career Readiness. These areas of the College support learners through adult basic education, acquisition of the high school equivalency, and learner and social support for CCR and Job Corps participants.

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: 5:41 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: October 17, 2022



Laird Stone, Chairman



2 Months

General Fund Board Report

As of August 31, 2022

	Prior Year	Current Year	Budget	Remaining	Remaining %	
Revenue						
Tuition & Fees	(\$4,519,761)	(\$3,274,874)	(\$12,192,000)	(\$8,917,126)	73.14%	
County Tuition	(\$670,400)	(\$631,450)	(\$1,972,600)	(\$1,341,150)	67.99%	
State Funds	(\$15,304,666)	(\$24,636,666)	(\$25,258,400)	(\$621,734)	2.46%	
County Property Tax	(\$252,803)	(\$143,827)	(\$10,447,000)	(\$10,303,173)	98.62%	
Grant Management Fees	(\$101,716)	(\$109,251)	(\$500,000)	(\$390,749)	78.15%	
Other	(\$28,051)	(\$56,278)	(\$180,000)	(\$123,722)	68.73%	
Unallocated Tuition	(\$1,048,577)	(\$2,346,238)	\$0	\$2,346,238	0.00%	
Departmental Revenues	(\$342,092)	(\$42,351)	(\$100,000)	(\$57,649)	57.65%	
Total Revenue	(\$22,268,066)	(\$31,240,935)	(\$50,650,000)	(\$19,409,065)	38.32%	61.68%
Expenses						
Personnel Expense						
Salaries	\$3,285,403	\$3,525,648	\$25,295,200	\$21,769,552	86.06%	
Variable Fringe	\$712,339	\$772,835	\$5,513,200	\$4,740,365	85.98%	
Health Insurance	\$675,492	\$685,462	\$4,720,300	\$4,034,838	85.48%	
Total Personnel Expense	\$4,673,234	\$4,983,945	\$35,528,700	\$30,544,755	85.97%	
Operating Expense						
Operating Expenses	\$1,409,806	\$1,779,286	\$7,467,900	\$5,688,614	76.17%	
Other	\$1,278	\$0	\$0	\$0	0.00%	
Capital	\$244,607	\$164,813	\$762,000	\$597,187	78.37%	
Institutional Support	\$4,741,599	\$5,373,996	\$6,891,400	\$1,517,404	22.02%	
Transfers	\$0	\$0	\$0	\$0	0.00%	
Total Operating Expense	\$6,397,290	\$7,318,095	\$15,121,300	\$7,803,205	51.60%	
Total Expense	\$11,070,524	\$12,302,040	\$50,650,000	\$38,347,960	75.71%	24.29%
Rev/Expense Total	(\$11,197,542)	(\$18,938,895)	\$0	\$18,938,895	-	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,649,248.00	\$ 276,547.84	\$ 1,699,165.25	\$ 1,950,082.75	53.4%
BENEFITS	\$ 2,080,627.00	\$ 141,582.87	\$ 865,604.03	\$ 1,215,022.97	58.4%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 27,500.00	\$ 892.67	\$ 8,113.07	\$ 19,386.93	70.5%
SUPPLIES	\$ 222,500.00	\$ 17,678.65	\$ 71,474.20	\$ 151,025.80	67.9%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER	\$ 660,309.00	\$ 54,740.57	\$ 206,057.20	\$ 454,251.80	68.8%
TOTAL DIRECT COSTS	\$ 6,640,184.00	\$ 491,442.60	\$ 2,850,413.75	\$ 3,789,770.25	57.1%
ADMIN COSTS (9.0%)	\$ 515,689.00	\$ 37,631.77	\$ 232,317.61	\$ 283,371.39	55.0%
GRAND TOTAL	\$ 7,155,873.00	\$ 529,074.37	\$ 3,082,731.36	\$ 4,073,141.64	56.9%
IN KIND NEEDED	\$ 1,805,612.00				
IN KIND GENERATED	\$ 1,270,634.90				
IN KIND (SHORT)/LONG	\$ (534,977.10)				

PROCUREMENT CARD
EXPENSE

\$ 21,867.56 1% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	379.24	15,204.59	3,292.81	18,876.64	98,230.86

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 32,200.00	\$ 4,078.94	\$ 20,603.78	\$ 11,596.22	36.0%
SUPPLIES	\$ 3,500.00	\$ 123.38	\$ 885.51	\$ 2,614.49	74.7%
OTHER	\$ 30,874.00	\$ 2,979.94	\$ 11,376.72	\$ 19,497.28	63.2%
GRAND TOTAL	\$ 66,574.00	\$ 7,182.26	\$ 32,866.01	\$ 33,707.99	50.6%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 913,380.00	\$ 72,273.01	\$ 478,863.28	\$ 434,516.72	47.6%
BENEFITS	\$ 513,080.00	\$ 33,676.54	\$ 227,189.17	\$ 285,890.83	55.7%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 3,369.60	\$ 26,159.42	\$ 26,840.58	50.6%
SUPPLIES	\$ 34,039.00	\$ 2,942.82	\$ 15,800.83	\$ 18,238.17	53.6%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	
OTHER	\$ 138,190.00	\$ 10,889.86	\$ 48,330.02	\$ 89,859.98	65.0%
TOTAL DIRECT COSTS	\$ 1,651,689.00	\$ 123,151.83	\$ 796,342.72	\$ 855,346.28	51.8%
ADMIN COSTS (9.0%)	\$ 128,381.00	\$ 9,535.46	\$ 63,569.81	\$ 64,811.19	50.5%
GRAND TOTAL	\$ 1,780,070.00	\$ 132,687.29	\$ 859,912.53	\$ 920,157.47	51.7%
IN KIND NEEDED	\$ 452,250.00				
IN KIND GENERATED	\$ 458,436.36				
IN KIND (SHORT)/LONG	\$ 6,186.36				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ -	\$ 1,245.81	\$ 139.92	\$ 1,385.73	\$ 8,449.07

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 24,200.00	\$ 2,006.69	\$ 7,297.32	\$ 16,902.68	69.8%
SUPPLIES	\$ 1,000.00	\$ 22.34	\$ 171.30	\$ 828.70	82.9%
OTHER	\$ 3,727.00	\$ 590.13	\$ 3,545.94	\$ 181.06	4.9%
GRAND TOTAL	\$ 28,927.00	\$ 2,619.16	\$ 11,014.56	\$ 17,912.44	61.9%

September 19, 2022

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

From: Jeffrey M. Harmon

Re: Jerome Center Architect Selection

On June 21, 2022, CSI and the City of Jerome executed a Memorandum of Understanding (MOU) with the City of Jerome regarding development of a vacant parcel in Jerome located at 3rd and Lincoln. According to the MOU, CSI agreed to retain professional services for designing a facility of higher education on the referenced parcel. Complying with Idaho Code Sections 50-2011(e) and 50-2015 (f) Jerome is prepared to dispose and transfer property to the College of Southern Idaho for the purpose of establishing a Higher Education facility on this property.

After execution of the MOU, CSI staff published a Request for Qualifications (RFQ) for Design Professional services for a new training and instruction facility. Five design firms submitted Statements of Qualifications in response to the RFQ.

An evaluation committee was assembled comprised of Jeff Harmon, Vice President of Finance and Administration; Spencer Cutler, Physical Plant Director; Dr. Barry Pate, Dean of Career and Technical Education; Polly Hulsey, Assistant Dean of Student Access; Janet Pretti, Senior Director of Workforce Development and Training; and Mike Williams, Jerome City Administrator. The committee evaluated the statements of qualifications and selected four of the five firms to be interviewed for further consideration. After the interviews, the committee ranked LKV Architects of Boise, Idaho as the firm best suited for this project.

I am requesting authorization from the Board of Trustees enter into an agreement with LKV Architects to provide comprehensive design services for a new facility to be located on the subject property in Jerome, Idaho.

Elmore County Petition

Individuals from a citizens-based grass root committee from Elmore County presented College Administration petitions to Support the college district and **“Proposed College District to encompass all of Elmore County”**.

Idaho Code section 33-2101 allows the State Board of Education to create and change Junior College District Boundaries

Elmore County is currently split between Area #3 and Area #4.

Idaho code 33-2105 requires petitions to be signed by 100 electors of the territory wishing to join a taxing district. The Committee present 198 valid signatures based on the certification from the Clerk of Elections from Elmore County.

If the college proceeds with forwarding the petitions to the State Board of Education the voters of Elmore County would vote to join Twin Fall and Jerome County's to support the College of Southern Idaho

the ultimate decision would reside with Elmore County voters

September 19, 2022

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

From: Jeffrey M. Harmon

Re: Economic support for Southern Idaho Economic Development

After discussions with the college attorney and the Southern Idaho Economic Development Organization (SIEDO) advisory board it has become clear that for business purposes that SIEDO should become its own non-profit entity organized as a 501C(3) entity.

I am requesting board approval to continue financially supporting the activities of SIEDO with board approved payments for fees & dues as approved annually during the budget hearing process.

Action item 6. Economic support for Southern Idaho Economic Development

BY: _____

“Southern Idaho Economic Development (SIED) has historically provided benefits to CSI and there is a mutual longstanding relationship in encouraging economic development in the Magic Valley. I move that at such time as SIED organizes as a non-profit 501C(3) entity, CSI will continue its support, and pay in membership fees/dues in an amount as budgeted and approved by the Board of Trustees, which is currently \$110,000, and to authorize future payments as is approved by the Board of Trustees in the budgetary process for CSI as an identified expenditure.”

Jeff,

Here are the Office on Aging talking points for the Trustee meeting.

- I. PSA Boundary Work Group
 - a. Review and evaluate the current PSA boundaries to determine if consolidation of boundaries is beneficial to the State.

- II. Adult Protection Services - Good And Service Program
 - a. The goods and service program is an APS program designed to provide APS clients with essential or needed goods or service.
 - b. Example One: Helped an elderly gentleman who had been involved in an elaborate scam and as a result fell behind on his rent. Through the goods and services program, the Office on Aging provided information to the client through law enforcement and paid the back rent.
 - c. Example Two: An elderly lady fell behind on her water bill and the Office on Aging paid the past due balance as a onetime payment.
 - d. Example Three: An elderly gentleman could not pay his power bill and face disconnection. He had fallen behind and would not have been able to bring his account current due to the additional late fees. Through the goods and services program, the Office on Aging was able to pay the past due amount as a onetime payment.

- III. Meals
 - a. The office on aging will spend nearly \$450,000 on meals this year in south central Idaho's eight counties. This includes Meals on wheels.
 - Congret
 - Home Delivered

 - b. Meals are the cornerstone service provided to at risk adults in Idaho and in many cases are a lifeline to those unable to access food.

This should cover it for three minutes. If there are questions that you are unable to answer let me know and I can draft responses that you can provide to the Trustees.

Cory

Overview of Head Start Board Report

Head Start is excited that we were able to work with South Central Community Health District to remove masks from the classroom using CDC guidance. As stated in the Board Report we will move back to mask usage if the County Risk Level returns to Orange or Red. The County Risk Level is monitored by the Head Start Health Specialist to ensure we comply.

Fiscal

Early Head Start In-Kind has been met and we are on track to have Head Start In-Kind met by November. The programs budget is underspent, so we will be completing a budget modification and a request to carry over funds to FY 23 for facility projects, this will come to the board in the near future.

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Annual Report - Approval

The Annual Report is attached to your Board packet for review. We are thankful to move past low enrollment due to COVID, returning to full enrollment this program year. Better gains will come with full services, Family Service Workers in participants home and with parents in the classrooms.

Continuation Grant - Approval

Although, we complete the Five-Year Grant Application, the Office of Head Start (OHS) requires a yearly continuation of funding application be completed. This allows the program to update Region X and OHS on updates and/or changes to Program Goals and present the yearly budget. The budget will support a Merit increase of 3% for employees at level 6 or below and a 1.5% for employees at 7 or above. Level 16 was added to the Salary Administration Plan.

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