

Board of Trustees
Laird Stone, Chair
Jack Nelsen
Anna Scholes
Jan Mittleider
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.

AGENDA

- | | |
|--|--|
| I. CALL TO ORDER | Chairman Stone
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairman Stone |
| III. RECONVENE REGULAR MEETING | Chairman Stone
4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| May 18, 2021 (Regular Meeting and Executive Session)
May 26, 2021 (Executive Session) | |
| 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. Facility Application – Budget Revision, Carry Over and Waiver of Carryover | Jeff Harmon |
| 3. FY22 Continuing Budget Resolution | Jeff Harmon |
| 4. 2021-22 Presidential Contract | Chairman Stone |
| Information Items | |
| 1. Project Polaris Update | Kevin Mark |
| 2. Job Corps (One Year Later Update) | Jennifer Hall |
| 3. Summer 2021 Enrollment Update | Chris Bragg |
| 4. Community Service Update | Michelle Schutt |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Skyler Bollar |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

AGENDA**Board of Trustees**

Laird Stone, Chair
Jack Nelsen
Anna Scholes
Jan Mittleider
Scott McClure

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I. CALL TO ORDER**Chairman Stone**

3:00 p.m. - Taylor Building Rm #112

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: 3:01 p.m.

EXECUTIVE SESSION: 3:02 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
Dr. Todd Schwarz, Provost
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)]

Jan 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 4:10 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
Dr. Michelle Schutt, Vice President of Student Services

Employees, visitors and media:

Barry Pate	CSI Employee	Larisa Alexander	CSI Employee
John Hughes	CSI Employee	Polly Hulsey	CSI Employee
Jason Ostrowski	CSI Employee	Rosie Alberdi	CSI Employee
Kevin Mark	CSI Employee	Silvana Dice	CSI Employee
Chris Bragg	CSI Employee	LueLinda Egbert	CSI Employee
Jonathan Lord	CSI Employee	Ginger Nukaya	CSI Employee
Eric Nielson	CSI Employee	Ed Ditlefsen	CSI Employee
Jennifer Zimmers	CSI Employee	Jayson Lloyd	CSI Employee
Kimberlee LaPray	CSI Employee	Zach Ezzone	Times News
Suzanne McCampbell	CSI Employee		

APPROVAL OF AGENDA: The agenda was approved on MOTION by Trustee Scholes. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Rosey Alberdi, CSI Bridge to Success Coordinator, for her achievement with excellent enrollment numbers this summer.

BOARD MINUTES: The following Board of Trustee Regular meeting minutes were accepted as written on MOTION by Trustee Nelsen. The following Board of Trustee Executive meeting minutes were accepted as written on MOTION by Trustee Mittleider.

May 18, 2021 – Regular Meeting
May 26, 2021 – Executive Session

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

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee Mittleider. Affirmative vote was unanimous. The Board approved the facilities application, budget modification, carry-over request and the in-kind waiver of those funds on MOTION by Trustee Nelsen. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. The Board approved a continuing budget resolution to allow CSI to operate on the previous year’s budget for July of 2021 on MOTION by Trustee Scholes. Affirmative vote was unanimous.
2. The Board approved the 2021-22 Presidential contract on MOTION by Chairman Stone. Affirmative vote was unanimous.

Information Items


1. Kevin Mark, Chief Information Officer updated the Board on the progress of Project Polaris. Highlighted in his report was the deployment of the Anthology mobile app scheduled for fall 2021. Also, soon a Customer Relationship Management platform will be deployed. Following that, the Human Resources and Financial components are on schedule for a December or January deployment. Training CSI employees will begin in the very near future.
2. Jennifer Hall, CCR/ABE Director and Silvana Dice, Job Corps Program Coordinator gave the Board an update on the Job Corps program. Jennifer noted Idaho Job Corps is funded by Idaho Department of Labor which focuses on providing financial support and CSI is designed to serve up to 50 students. Currently, CSI serves 38 students and is on track to meet the expected outcome metrics for the program.
3. Chris Bragg, Dean of Institutional Effectiveness and Communications presented the Summer 2021 enrollment data report. The report reflects a dramatic increase in headcount and credits taken by students when compared to 2019 and 2020. The 15 to Finish or Think 30 campaigns, Summer Bridge, marketing emails, phone calls and direct mail efforts were a few strategies CSI used to help increase enrollment.
4. Michelle Schutt, Vice President of Student Services presented a report on community engagement at CSI. The Herrett Center is open and receiving a lot of patrons. The Centennial Observatory is open for weekly showings with an upgraded telescope and operating system. Events are again taking place in the Rick Allen room after being closed due to the pandemic.

PRESIDENT'S REPORT: President Fisher gave his monthly report.

CSI STUDENT BODY PRESIDENT REPORT: Skyler Bollar gave his monthly report.

REMARKS FOR THE GOOD OF THE ORDER: Board members gave remarks for the good of the order.

ADJOURNMENT DECLARED: 5:15 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: July 19, 2021



Laird Stone, Chairman

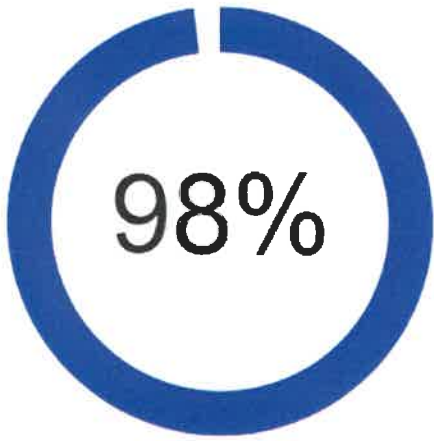


General Fund Board Report

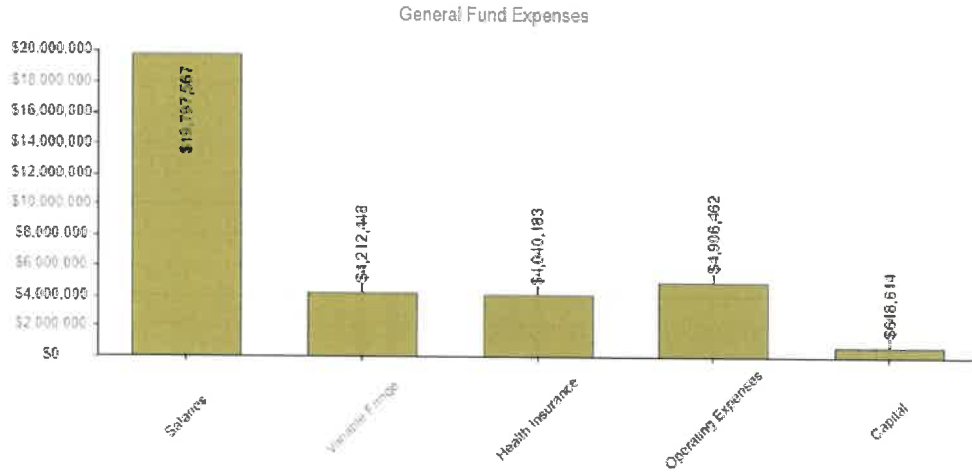
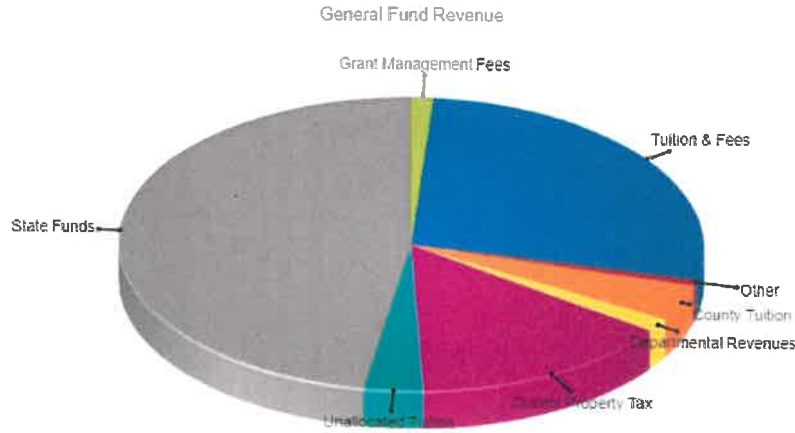
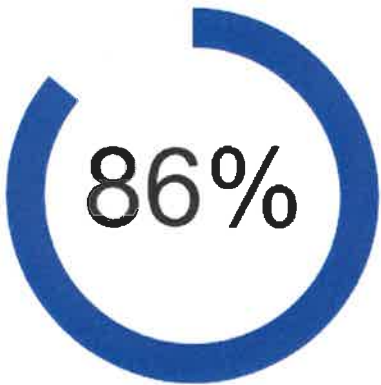
As of May 31, 2021

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,928,628)	(\$12,010,411)	(\$11,280,000)	\$730,411	(6.48)%
County Tuition	(\$1,888,475)	(\$1,811,525)	(\$1,883,000)	(\$71,475)	3.80%
State Funds	(\$21,483,234)	(\$20,809,200)	(\$20,859,200)	(\$50,000)	0.24%
County Property Tax	(\$5,311,956)	(\$6,363,283)	(\$9,383,300)	(\$3,020,017)	32.19%
Grant Management Fees	(\$482,806)	(\$532,379)	(\$520,000)	\$12,379	(2.38)%
Other	(\$436,175)	(\$262,480)	(\$350,000)	(\$87,520)	25.01%
Unallocated Tuition	(\$1,428,434)	(\$1,431,989)	\$0	\$1,431,989	-
Departmental Revenues	(\$753,379)	(\$652,944)	(\$630,000)	\$22,944	(3.64)%
Total Revenue	(\$43,713,088)	(\$43,874,211)	(\$44,905,500)	(\$1,031,289)	2.30%
Expenses					
Personnel Expense					
Salaries	\$20,510,014	\$19,797,567	\$22,568,800	\$2,771,233	12.28%
Variable Fringe	\$4,274,521	\$4,212,448	\$4,899,100	\$686,652	14.02%
Health Insurance	\$4,224,591	\$4,040,183	\$4,716,200	\$676,017	14.33%
Total Personnel Expense	\$29,009,126	\$28,050,198	\$32,184,100	\$4,133,902	12.84%
Operating Expense					
Services & Supplies	\$5,033,342	\$4,906,462	\$6,559,200	\$1,652,738	25.20%
Other	\$4,866	\$13,784	\$0	(\$13,784)	-
Capital	\$603,483	\$648,614	\$358,000	(\$290,614)	(81.18)%
Institutional Support	\$4,918,060	\$5,075,238	\$5,774,200	\$698,962	12.10%
Transfers	\$30,500	\$30,000	\$30,000	\$0	0.00%
Total Operating Expense	\$10,590,251	\$10,674,098	\$12,721,400	\$2,047,302	16.09%
Total Expense	\$39,599,377	\$38,724,296	\$44,905,500	\$6,181,204	13.76%
Rev/Expense Total	(\$4,113,711)	(\$5,149,916)	\$0	\$5,149,916	-

% Revenue Received



% Budget Spent



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET
\$44,905,500

TOTAL ANNUAL REVENUE
\$43,874,211

TOTAL REMAINING
\$1,031,289

GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET
\$44,905,500

TOTAL YTD EXPENSES
\$38,724,296

TOTAL AVAILABLE
\$6,181,204



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



Program Summary for May 2021

Reported at June Board Meeting

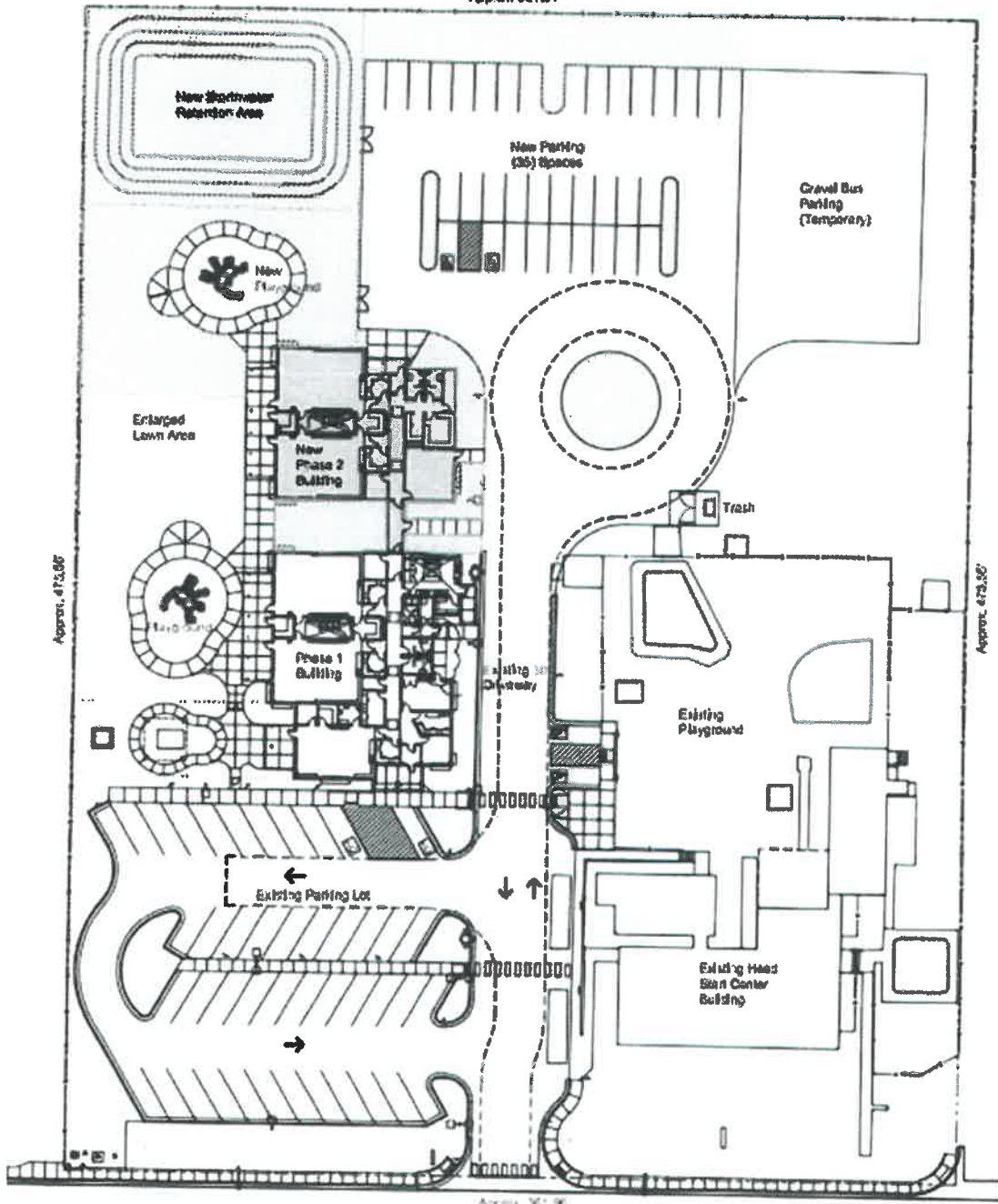
Enrollment		Modified Enrollment Number
Head Start ACF Federal Funded	457	323
Head Start TANF	12	6
Early Head Start ACF Federal Funded	92	92
Total	561	421 75%
Program Options		
Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.		
Head Start Attendance (Based on Modified Enrollment)		
Head Start Overall Attendance		82%
EHS Toddler Combo Attendance		81%
100-130% Poverty Level		12%
IEP/IFSP Enrollment		7%
Over Income Enrollment		2%
100-130% Poverty Level		13%
Meals and Snacks		
Total meals served		1714
Total snacks served		281

Documents for Board Review and Approval: Board / Financial Reports and Facility Construction (*Budget Modification, Carry Over of FY 20 Funds, and In-kind Waiver of Carry-Over Funds*)

FACILITY

This is the last year of the Head Start 5-year grant cycle, so funds are usually not able to be carried over into a new 5-year grant cycle. I have been in contact with Region X because we have an excess of funds of \$1,209,054 due to duration services not fully implemented until January 2021 and COVID restrictions. With current construction limitations on product and services it has proven difficult to get bids to renovate the old Twin Falls Center which a low estimate of renovation would be \$750,000 and we would still have the issue of bathrooms and playground not connected to the classrooms. The connection of bathrooms and playground reduces several transitions throughout the day and aids in supervision of children. With the low estimate of renovation being so high, I reached out to Wayne Thowless of LKV Architects about the cost of the building the addition that was part of the future development plan of the lot. His estimate to build the addition is \$1.2 million which includes extension of playground and parking lot. After discussion with Jeff Harmon and Spencer Cutler about renovation versus construction. The smartest decision and the most beneficial to the program would be to move forward with the new addition and forgo the renovation to the old building. Region X was contacted about the possibility of a no cost extension of grant funds into the new 5-year grant cycle and I have been given permission to move forward with a facility application for new construction of the Twin Falls addition. The facility application, budget modification, carry-over request and the In-Kind waiver of those funds all need CSI Board approval and Policy Council approval. I have attached the preliminary drawings by LKV to assist in your decision. With the no cost extension of funds only available until June of 2022 this is the most viable way to spend the funds quickly. If we move forward with the plan it will only leave one facility within the program that does not have bathrooms and playground attached to classrooms. That facility would be in our program goals to update next.

Approx. 361.51



Approx. 472.86

Approx. 472.86

Approx. 361.51

Falls Avenue West


Site Plan
 1" = 30'-0"

EDUCATION

Classroom staff gather anecdotal information for the first nine weeks of the program year on the COR (Child Observation Record). 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.

Baseline COR Advantage Outcomes Report 2020-2021

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*

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

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 – *Language, Literacy, & Communication*

Early Head Start's Five Essential 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, Social and Emotional Development*

Area of Need – *Mathematics*

The 5 domains for Early Head Start are: Approaches to Learning, Social/Emotional Development, Language and Communication, Cognition, and Perceptual, Motor, & Physical Development. Within each of the domains are sub domains.

Strengths – *Perceptual, Motor & Physical Development, Social and Emotional Development*

Area of Need – *Cognition*

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,236,933.00	\$ 265,553.14	\$ 894,652.04	\$ 2,342,280.96	72.4%
BENEFITS	\$ 2,033,397.00	\$ 142,727.27	\$ 485,123.62	\$ 1,548,273.38	76.1%
EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
CONTRACTUAL	\$ 60,000.00	\$ 1,165.03	\$ 4,059.58	\$ 55,940.42	93.2%
SUPPLIES	\$ 226,359.00	\$ 16,410.43	\$ 72,145.42	\$ 154,213.58	68.1%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER	\$ 783,037.00	\$ 56,168.71	\$ 193,661.32	\$ 589,375.68	75.3%
TOTAL DIRECT COSTS	\$ 6,414,726.00	\$ 482,024.58	\$ 1,649,641.98	\$ 4,765,084.02	74.3%
ADMIN COSTS (9.0%)	\$ 474,330.00	\$ 36,745.23	\$ 124,873.62	\$ 349,456.38	73.7%
GRAND TOTAL	\$ 6,889,056.00	\$ 518,769.81	\$ 1,774,515.60	\$ 5,114,540.40	74.2%
IN KIND NEEDED	\$ 1,738,907.00				
IN KIND GENERATED	\$ 1,229,780.56				
IN KIND (SHORT)/LONG	\$ (509,126.44)				

PROCUREMENT CARD
EXPENSE

\$ 18,510.65 2% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	348.00	3,273.43	479.77	4,101.20	89,461.47

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 46,824.00	\$ -	\$ -	\$ 46,824.00	100.0%
SUPPLIES	\$ 3,303.00	\$ 369.54	\$ 1,802.00	\$ 1,501.00	45.4%
OTHER	\$ 16,447.00	\$ 2,505.00	\$ 11,986.77	\$ 4,460.23	27.1%
GRAND TOTAL	\$ 66,574.00	\$ 2,874.54	\$ 13,788.77	\$ 52,785.23	79.3%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 796,481.00	\$ 58,573.89	\$ 229,763.52	\$ 566,717.48	71.2%
BENEFITS	\$ 463,707.00	\$ 30,704.20	\$ 118,563.85	\$ 345,143.15	74.4%
EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
CONTRACTUAL	\$ 65,110.00	\$ 1,391.61	\$ 4,393.02	\$ 60,716.98	93.3%
SUPPLIES	\$ 37,200.00	\$ 1,544.96	\$ 20,043.40	\$ 17,156.60	46.1%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OTHER	\$ 161,431.00	\$ 8,126.80	\$ 23,784.76	\$ 137,646.24	85.3%
TOTAL DIRECT COSTS	\$ 1,598,929.00	\$ 100,341.46	\$ 396,548.55	\$ 1,202,380.45	75.2%
ADMIN COSTS (9.0%)	\$ 113,417.00	\$ 8,035.03	\$ 31,430.35	\$ 81,986.65	72.3%
GRAND TOTAL	\$ 1,712,346.00	\$ 108,376.49	\$ 427,978.90	\$ 1,284,367.10	75.0%
IN KIND NEEDED	\$ 435,319.00				
IN KIND GENERATED	\$ 260,638.64				
IN KIND (SHORT)/LONG	\$ (174,680.36)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ -	\$ 360.73	\$ 4.44	\$ 365.17	\$ 3,282.11

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 16,176.00	\$ -	\$ -	\$ 16,176.00	100.0%
SUPPLIES	\$ 1,428.00	\$ 65.21	\$ 231.71	\$ 1,196.29	83.8%
OTHER	\$ 11,323.00	\$ 4,295.00	\$ 6,698.29	\$ 4,624.71	40.8%
GRAND TOTAL	\$ 28,927.00	\$ 4,360.21	\$ 6,930.00	\$ 21,997.00	76.0%



**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. 10CH010422

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 forgo the renovation of the Twin Falls Head Start Center due to the cost of renovation versus construction. The Boards approve the submission of the 1303.44 Facility Construction Application. To finance the facility construction the Boards, approve to modify the Head Start/Early Head Start 2020 budget to move Operation funds to Construction. Those funds are then requested to be carried over to FY 2021 with a waiver of non-federal match. A waiver is being requested because of restrictions due to COVID Protocol which disallows volunteers in centers at this time.

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

June 21, 2021

A handwritten signature in blue ink, reading 'Jeffrey M. Harmon'.

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

June 18, 2021

A handwritten signature in black ink, reading 'Betty Maciel'.

Betty Maciel
Policy Council Chair
College of Southern Idaho
Head Start/Early Head Start

June 21, 2021

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

From: Jeffrey M. Harmon

Re: Continuing Budget Resolution

Each year we ask the Board for a continuing budget resolution to allow us to operate on the previous year's budget for July of the next fiscal year. While much of the budget work has been completed prior to issuing salary contracts in May, there are still several outstanding issues that preclude us from setting an accurate budget. The primary issues are listed below:

1. Many expenditures related to FY21 will be paid the first week of July. We need this check run to provide the most accurate pre-closing amounts to make projections on future expenditures.
2. We need accurate balances for revenue accruals of expenditure-based grants to request reimbursements from granting agencies.
3. We use a partial pay period to process timesheets for compensation paid from the June 15 2021 pay period through June 30, 2021.
4. We will get the most current estimates from our counties for new construction dollar values early July. We need these numbers to certify our property tax assessment.
5. Ramifications of the State of Idaho reduced funding for Higher Education.
6. Consideration of need to fill open positions.

Based upon the above, I respectfully request the Board approve a continuing budget resolution to July 2021 to certify our fiscal year 2022 budget.