

AGENDA

Board of Trustees
Anna Scholes, Chair
Jan Mittleider
Laird Stone
Joshua Kern
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 | Vice-Chair Mittleider
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Vice-Chair Mittleider |
| III. RECONVENE REGULAR MEETING | Vice-Chair Mittleider
4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Vice-Chair Mittleider |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| December 11, 2023 (Executive & Regular Sessions) | |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Vice-Chair Mittleider |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Ruby Behm |
| 2. Dental Hygiene Chairs Bid Recommendation | Jeff Harmon |
| Information Items | |
| 1. Information Technology Update | Ryan Jund |
| 2. 2024 Legislative Session Update | President Fisher |
| 3. Teaching Innovations | Tiffany Seeley-Case |
| 4. Twin Falls TFT | Matt Hartgrave/Maxine Durand |
| 5. CSI Strategic Plan Overview | Chris Bragg |
| 6. Spring 2024 Preliminary Enrollment Report | Chris Bragg |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Dylan Ray |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Vice-Chair Mittleider |
| XIII. ADJOURNMENT | Vice-Chair Mittleider |

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I. CALL TO ORDER

Chairman Mittleider
3:00p.m./President's Board Room

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 Mittleider

CALL TO ORDER: 3:01 p.m.

EXECUTIVE SESSION: 3:23 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

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

Vice-Chair Mittleider moved to go into Executive Session.

The vote to do so by roll call:

- Anna Scholes Aye
- Jan Mittleider Aye
- Laird Stone Aye
- Josh Kern Aye
- Scott McClure Aye

The Board returned to public session at 4:00 p.m.

BOARD MEETING ATTENDEES:

Trustees:

Anna Scholes, Chair
Jan Mittleider, Vice-Chair
Scott McClure, Clerk
Joshua Kern, Trustee
Laird Stone, 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 McClure. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized the 2024 Faculty Senate Executive Committee. Also recognized was Dean of Student Access and Outreach Polly Hulseley for her recent Strategic Enrollment Management Certification through the American Association of Collegiate Registrars and Admissions Officers.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written on MOTION by Trustee Stone.

December 11, 2023 (Executive and Regular Sessions)

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

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Head Start/Early Head Start_Director Ruby Behm presented the Head Start/Early Head Start financial report. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee McClure. Affirmative vote was unanimous.
2. Vice President Harmon presented the outcome of a bid process for the replacement of the dental chairs in the Dental Hygiene Program. Harmon recommended that the board accept the low bid from Burkhardt Dental Supply of Meridian, Idaho for \$163,700.28 for the purchase of eight (8) Adec brand dental chairs. The Board approved the purchase as presented on MOTION by Vice-Chair Mittleider. Affirmative vote was unanimous.

Information Items

1. Chief Information Office Ryan Jund presented an Information Technology report to the Trustees. Included in his report was the progress with Project Polaris as well as cybersecurity awareness.
2. President Fisher provided an update on the Legislative Session.
3. Director of Marketing Matt Hartgrave and City of Twin Falls Transit Director Maxine Durand presented information about the City of Twin Falls mass transit system, Ride TFT. Twin Falls is seeing positive results with the growing numbers of riders each month. It is estimated that approximately 300 rides a month are to/from CSI.
4. Dean of Institutional Effectiveness and Communications Chris Bragg presented an information regarding the College's Strategic Plan.
5. Dean Bragg also presented information on CSI's Spring 2024 enrollment. CSI is tracking very well in student headcount as well as credits being taken.

CSI STUDENT BODY VICE PRESIDENT REPORT: Student Body Vice President Mattisen McFarlane provided the monthly report.

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

ADJOURNMENT DECLARED: 5:38 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: February 20, 2024



Anna Scholes, Chair

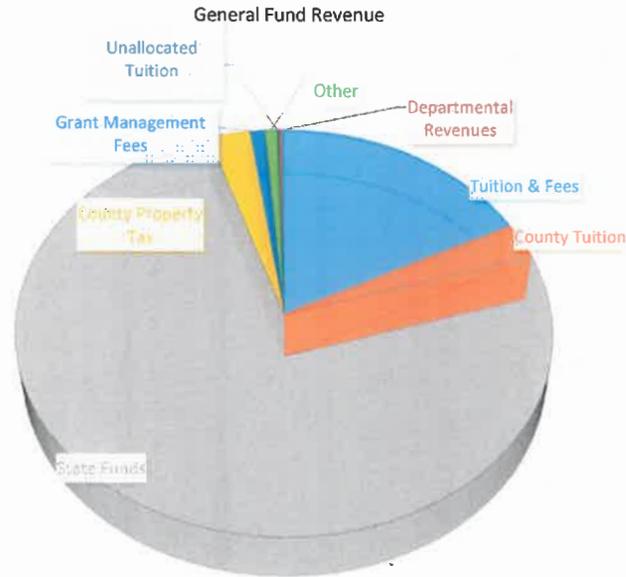


General Fund Board Report

As of December 31, 2023

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,965,108)	(\$6,125,192)	(\$14,400,000)	(\$8,274,808)	57.46%
County Tuition	(\$951,150)	(\$1,006,250)	(\$2,400,000)	(\$1,393,750)	58.07%
State Funds	(\$24,703,666)	(\$26,385,866)	(\$26,959,600)	(\$573,734)	2.13%
County Property Tax	(\$1,295,174)	(\$947,261)	(\$10,870,400)	(\$9,923,139)	91.29%
Grant Management Fees	(\$392,780)	(\$365,894)	(\$600,000)	(\$234,106)	39.02%
Other	(\$263,380)	(\$278,406)	(\$280,000)	(\$1,594)	0.57%
Unallocated Tuition	(\$19,091)	(\$35,289)	\$0	\$35,289	-
Departmental Revenues	(\$116,131)	(\$100,061)	(\$100,000)	\$61	(0.06)%
Total Revenue	(\$33,706,480)	(\$35,244,219)	(\$55,610,000)	(\$20,365,781)	36.62%
Expenses					
Personnel Expense					
Salaries	\$11,736,568	\$12,211,207	\$26,892,700	\$14,681,493	54.59%
Variable Fringe	\$2,489,497	\$2,506,585	\$5,659,300	\$3,152,715	55.71%
Health Insurance	\$2,108,544	\$2,283,010	\$4,597,700	\$2,314,690	50.34%
Total Personnel Expense	\$16,334,609	\$17,000,802	\$37,149,700	\$20,148,898	54.24%
Operating Expense					
Operating Expenses	\$5,118,337	\$4,988,259	\$10,568,000	\$5,579,741	52.80%
Other	\$0	\$26,507	\$40,600	\$14,093	34.71%
Capital	\$487,761	\$634,122	\$740,700	\$106,578	14.39%
Institutional Support	\$5,763,830	\$5,732,485	\$7,111,000	\$1,378,515	19.39%
Transfers	\$0	\$7,000	\$0	(\$7,000)	-
Total Operating Expense	\$11,369,928	\$11,388,373	\$18,460,300	\$7,071,927	38.31%
Total Expense	\$27,704,537	\$28,389,175	\$55,610,000	\$27,220,825	48.95%
Rev/Expense Total	(\$6,001,943)	(\$6,855,044)	\$0	\$6,855,044	-

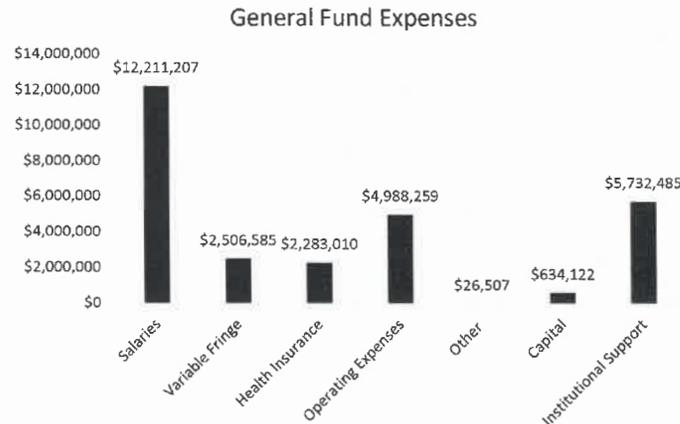
% Revenue Received



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET	\$ 55,610,000
TOTAL ANNUAL REVENUE	\$ 35,244,219
TOTAL REMAINING	\$ 20,365,781

% Budget Spent



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET	\$ 55,610,000
TOTAL YTD EXPENSES	\$ 28,389,175
TOTAL AVAILABLE	\$ 27,220,825



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



Program Summary for December 2023

Reported at January Board Meeting

	Funded Enrollment	Current Enrollment
Head Start ACF Federal Funded	399	321
Head Start TANF	12	12
Early Head Start ACF Federal Funded	92	72
Total	503	405
Program Options		
Center Based - Part Day, Full Day Early Head Start -Home Based, Toddler Combo Full Day.		
Head Start Overall Attendance		83%
Early Head Start Overall Attendance		80%
IEP/IFSP Enrollment		4%
Over Income Enrollment		2%
100-130% Poverty Level		12%
Meals and Snacks		
Total meals served		3259

Documents for Board Review and Approval: Board and Financial Reports

Program Report

2024 Notice of Award was received on December 13th and the 2023 Budget Modification Notice of Award was received on December 14th. The 2023 remaining budget will be carried forward for the American Falls Construction Project.

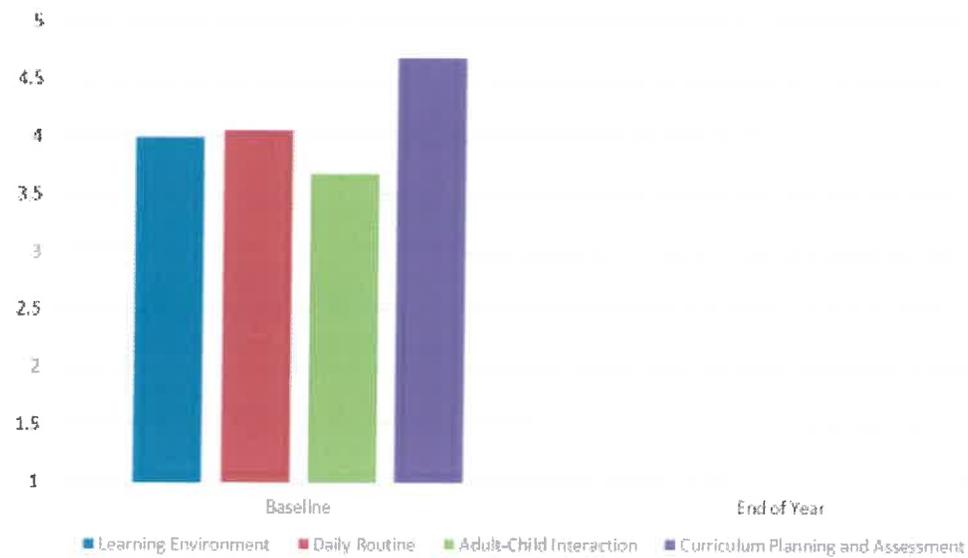
At the end of November, the Office of Head Start outlined a Notice of Proposed Rulemaking (NPRM) aka new Performance Standards for Head Start. The NPRM focuses on supporting the Head Start workforce and consistent quality programming. Our program will not have any problems with the wages and benefit portion of the NPRM. With the Change of Scope approved earlier in 2023 the program is very close to meeting the wages set forth and CSI provides employees with all the benefits that are outlined. Leadership will spend a great deal of time working through the integration of mental health services and the enhanced standards outlined. This will be a great opportunity to improve our program.

The full enrollment initiative is stalled as the program is still short 4 lead teachers to open the 4 closed Head Start classrooms. Some other positions have been filled so progress has been made. Currently, to be staffed we need 6 Lead Teachers, and 1 Classroom Assistants.

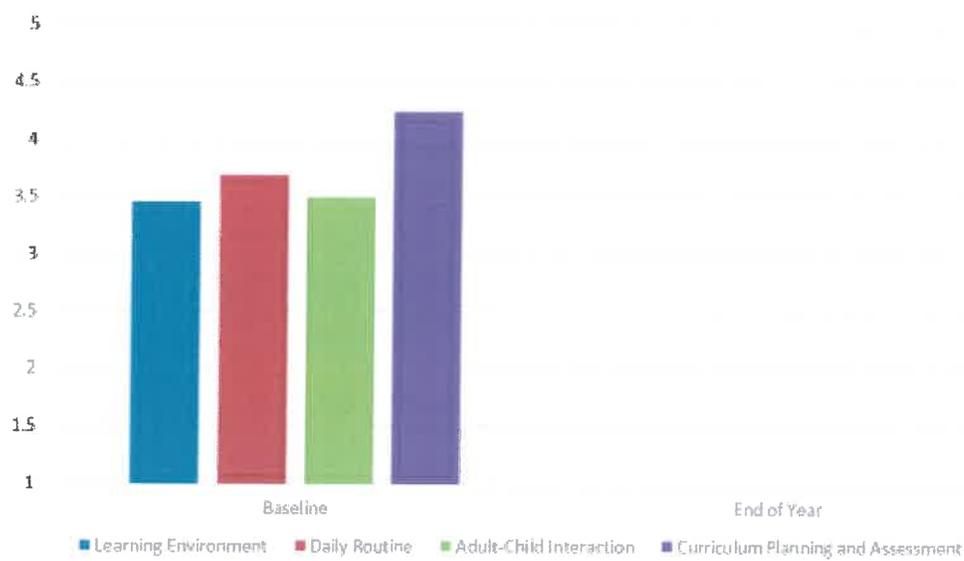
Following are the first round of Preschool Quality Assessment (PQA) and Classroom Assessment Scoring System (CLASS) Results.

The Preschool Quality Assessment (PQA) is a tool for program assessment based on principles of the HighScope curriculum. Both preschool and toddler classrooms are assessed in the areas of Learning Environment, Daily Routine, Adult-Child Interaction, and Curriculum Planning & Assessment twice a year. Scores are assigned from 1 (indication of low quality) to 5 (indication of high quality).

Preschool Program Quality Assessment



Infant and Toddler Program Quality Assessment



HEAD START CLASS RESULTS

Classroom Assessment Scoring System (CLASS) is an observation instrument that assesses the quality of teacher-child interactions in center-based preschool classrooms. CLASS includes three domains or categories of teacher-child interactions that support children's learning and development: Emotional Support, Classroom Organization, and Instructional Support. Within each domain are dimensions that capture more specific details about teachers' interactions with children. The last CLASS national average scores were collected in 2020, due to travel restrictions during the COVID Pandemic. It is believed that national averages will be lower when assessment resumes due to classroom disruptions and staffing issues. The programs recent scores are in line with the Median national average scores in 2020.

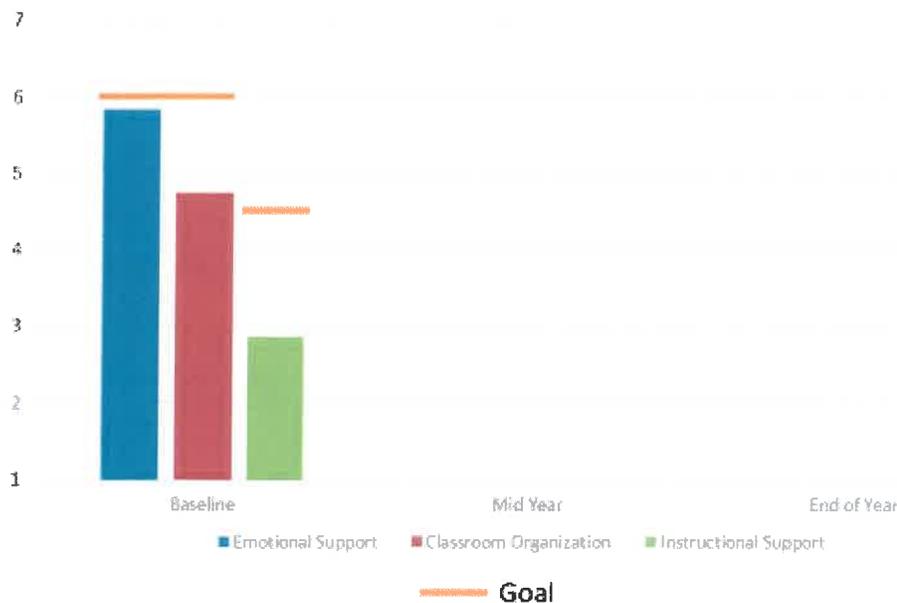
2020 National Average

Emotional Support 6.03, Classroom Organization 5.78, and Instructional Support 2.94

2023 CSI Head Start

Emotional Support 5.85, Classroom Organization 4.75, and Instructional Support 2.87

Preschool CLASS



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,479,961.66	\$ 296,428.07	\$ 3,479,961.66	\$ -	0.0%
BENEFITS	\$ 1,715,734.00	\$ 145,401.99	\$ 1,708,027.36	\$ 7,706.64	0.4%
EQUIPMENT	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00	
CONTRACTUAL	\$ 13,500.00	\$ 359.92	\$ 9,751.49	\$ 3,748.51	27.8%
SUPPLIES	\$ 138,332.00	\$ 1,808.89	\$ 109,336.92	\$ 28,995.08	21.0%
FACILITIES/CONST.	\$ 2,632,375.77	\$ -	\$ 281,785.06	\$ 2,350,590.71	0.0%
OTHER	\$ 765,712.57	\$ 32,170.83	\$ 765,712.57	\$ -	0.0%
TOTAL DIRECT COSTS	\$ 8,754,116.00	\$ 476,169.70	\$ 6,354,575.06	\$ 2,399,540.94	27.4%
ADMIN COSTS (9.0%)	\$ 469,525.00	\$ 39,764.69	\$ 464,618.34	\$ 4,906.66	1.0%
GRAND TOTAL	\$ 9,223,641.00	\$ 515,934.39	\$ 6,819,193.40	\$ 2,404,447.60	26.1%
IN KIND NEEDED	\$ 1,938,129.00				
IN KIND GENERATED	\$ 2,467,909.00				
IN KIND (SHORT)/LONG	\$ 529,780.00				

PROCUREMENT CARD
EXPENSE

\$ 2,429.75 1% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	3,632.13	3,835.94	293.44	7,761.51	169,615.42

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 49,000.00	\$ -	\$ 38,704.51	\$ 10,295.49	21.0%
SUPPLIES	\$ 5,324.00	\$ -	\$ 2,144.92	\$ 3,179.08	59.7%
OTHER	\$ 12,250.00	\$ 136.42	\$ 18,513.83	\$ (6,263.83)	-51.1%
GRAND TOTAL	\$ 66,574.00	\$ 136.42	\$ 59,363.26	\$ 7,210.74	10.8%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 933,651.34	\$ 82,221.92	\$ 933,651.34	\$ -	0.0%
BENEFITS	\$ 453,951.42	\$ 39,970.34	\$ 453,951.42	\$ -	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 25,715.75	\$ 2,593.96	\$ 25,715.75	\$ -	0.0%
SUPPLIES	\$ 23,736.72	\$ 311.64	\$ 23,736.72	\$ -	0.0%
FACILITIES/CONST.	\$ 236,597.35	\$ -	\$ -	\$ 236,597.35	100.0%
OTHER	\$ 120,609.00	\$ 6,904.36	\$ 113,864.72	\$ 6,744.28	5.6%
TOTAL DIRECT COSTS	\$ 1,794,261.58	\$ 132,002.22	\$ 1,550,919.95	\$ 243,341.63	13.6%
ADMIN COSTS (9.0%)	\$ 124,285.42	\$ 10,997.30	\$ 124,285.42	\$ -	0.0%
GRAND TOTAL	\$ 1,918,547.00	\$ 142,999.52	\$ 1,675,205.37	\$ 243,341.63	12.7%
IN KIND NEEDED	\$ 487,166.00				
IN KIND GENERATED	\$ 514,459.49				
IN KIND (SHORT)/LONG	\$ 27,293.49				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 1,492.65	\$ 792.51	\$ 12.64	\$ 2,297.80	\$ 16,958.49

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	\$ -	\$ 6,060.42	\$ 18,439.58	75.3%
SUPPLIES	\$ 2,427.00	\$ (269.35)	\$ 496.91	\$ 1,930.09	79.5%
OTHER	\$ 2,000.00	\$ 70.00	\$ 6,402.50	\$ (4,402.50)	-220.1%
GRAND TOTAL	\$ 28,927.00	\$ (199.35)	\$ 12,959.83	\$ 15,967.17	55.2%

December 16, 2024

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

From: Jeffrey M. Harmon



Re: Perkins Dental Hygiene Chairs

We applied for and received a Perkins Postsecondary grant through Idaho Career Technical Education. This grant will help CSI purchase equipment that will modernize our current CTE programs.

As part of this grant, we received three quotes to replace eight(8) Adec brand dental chairs used in the Dental Hygiene Clinic. Our original chairs were purchased with a grant when the Dental Hygiene program was created. Over the past two years we have been working toward replacing all of the chairs to improve student experiences and update to current technology. These final 8 chairs will complete this effort.

We received these quotes from the following vendors:

Burkhardt Dental Supply	Meridian, Idaho	\$ 163,700.28
Patterson Dental	Saint Paul, Minnesota	\$ 166,435.20
Henry Schein	Melville, New York	\$ 167,360.00

Based on the review of the proposal by Tiffany Clark, Brent Clayton, and Jayson Lloyd, I recommend that we accept the low bid from Burkhardt Dental Supply of Meridian, Idaho for \$163,700.28.