

**AGENDA**

**Board of Trustees**  
Jan Mittleider, Chair  
Laird Stone  
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.

- |   |   |
|---|---|
| <b>I. CALL TO ORDER</b>   | <b>Chairwoman Mittleider</b><br>3:00pm/President’s Board Room |
| <b>II. RECESS TO EXECUTIVE SESSION</b><br><i>Motion to convene in Executive Session</i> | <b>Chairwoman Mittleider</b>                                  |
| <b>III. RECONVENE REGULAR MEETING</b>   | <b>Chairwoman Mittleider</b><br>4:00pm/Taylor Bldg Room 276   |
| <b>IV. APPROVAL OF MEETING AGENDA</b>   | <b>Chairwoman Mittleider</b>                                  |
| <b>V. MINUTES &amp; BUSINESS REPORTS</b>  |   |
| <b>Approval of Minutes</b>  | <b>Jeff Harmon</b>  |
| February 24, 2020 (Regular Meeting)   |   |
| February 24, 2020 (Special Session)   |   |
| <b>Approval of Treasurer’s Report</b>   | <b>Jeff Harmon</b>  |
| <b>Approval of Head Start/Early Head Start Report</b>                                   | <b>Ruby Allen</b>   |
| <b>VI. OPEN FORUM</b>   | <b>Chairwoman Mittleider</b>                                  |
| <b>VII. UNFINISHED BUSINESS</b>   |   |
| <b>VIII. NEW BUSINESS</b>   |   |
| <b>Action Items</b>   |   |
| 1. Consideration of Appointment for New CSI President                                   | <b>Chairwoman Mittleider</b>                                  |
| 2. Reroof Physical Education Building   | <b>Jeff Harmon</b>  |
| 3. Idaho Power Upgrades   | <b>Jeff Harmon</b>  |
| 4. FY 2021 Health Insurance   | <b>Jeff Harmon</b>  |
| 5. FY 2021 Employee Compensation and Contracts  | <b>Jeff Harmon</b>  |
| <b>Information Items</b>  |   |
| 1. COVID-19 Update  | <b>President Fox</b>  |
| 2. FY 2021 Tuition and Fees   | <b>Jeff Harmon</b>  |
| 3. 2020 Spring Enrollment Update  | <b>Chris Bragg</b>  |
| 4. Innovative Programs Update   | <b>Todd Schwarz</b>   |
| <b>IX. PRESIDENT’S REPORT</b>   | <b>President Fox</b>  |
| <b>X. CSI STUDENT BODY PRESIDENT REPORT</b>   | <b>Sammi Sanchez</b>  |
| <b>XI. REMARKS FOR THE GOOD OF THE ORDER</b>  | <b>Chairwoman Mittleider</b>                                  |
| <b>XII. ADJOURNMENT</b>   | <b>Chairwoman Mittleider</b>                                  |

**AGENDA****Board of Trustees**

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

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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****Chairwoman 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****Chairwoman Mittleider**

**CALL TO ORDER:** 3:02p.m.

**EXECUTIVE SESSION:** 3:19p.m.

**EXECUTIVE SESSION ATTENDEES:**

Trustees:

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

College Administration:

Dr. Jeff Fox, 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)]

Jan Mittleider moved to go into Executive Session.

The vote to do so by roll call:

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

The Board returned to public session at 4:04p.m.

**BOARD MEETING ATTENDEES:**

Trustees:

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

College Administration:

Dr. Jeff Fox, President  
Jeff Harmon, Vice President of Finance and Administration

Employees, visitors and media:

Attached List

**APPROVAL OF AGENDA:** The agenda was approved as amended on MOTION by Jan Mittleider. Affirmative vote was unanimous.

**BOARD MINUTES:** The following Board of Trustee meeting minutes were accepted as written on MOTION by Jack Nelsen

February 24, 2020 – Regular Meeting

February 24, 2020 – Special Session

**TREASURER'S REPORT:** The Treasurer's report was accepted on MOTION by Anna 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 Vice Chairman Laird Stone. Affirmative vote was unanimous.

Jeff Harmon, Vice President of Finance and Administration asked for the FY 2019-20 money be moved forward to next year to be utilized for Capital projects. Motion by Trustee Scott McClure to allow Head Start to move monies from FY 2019-20 to FY 2020-21 to be used for Capital projects. Affirmative vote was unanimous.

Jeff Harmon, Vice President of Finance and Administration asked for authorization to offer Cost of Living increases as approved through Region 10 amounting to approximately a 2.7% increase. The increases are strictly associated through Head Start guidelines and not funded by CSI. The Board gave approval for Head Start to authorize Cost of Living increases as approved by Region 10 on Motion by Trustee Anna Scholes. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items**

1. Chairwoman Jan Mittleider recommended the appointment of Dr. Dean Fisher as the new CSI President. The Board approved the appointment of Dr. Dean Fisher as the new CSI President on MOTION by Vice Chairman Laird Stone. Affirmative vote was unanimous.
2. Jeff Harmon, Vice President of Finance and Administration presented information regarding bid proposals for the reroofing the Physical Education Building. He noted the three businesses who presented proposals and recommended the Board to approve the bid from Signature Roofing of Eagle, Idaho in the amount of \$207,900.00. The Board approved the bid from Signature Roofing to reroof the Physical Education Building in the amount of \$207,900.00 on MOTION by Vice Chairman, Laird Stone. Affirmative vote was unanimous.

3. Jeff Harmon, Vice President of Finance and Administration presented information regarding a need for Idaho Power to upgrade the power grid on the CSI campus to include the installation of secondary feeder conductors and new service disconnect devices to the existing switchgear in the Shields Building and Chiller Plant. He noted the two bid proposals and asked the board to approve the bid from Heider Electric, Inc. from Twin Falls, Idaho in the amount of \$103,089.12 to come from the CSI Plant Facility Fund. Trustee Jack Nelsen MOTIONED to accept the bid from Heider Electric in the amount of \$103,089.12. Trustee McClure noted concern regarding installing meters. Trustee Scott McClure motioned to table the Idaho Power Upgrade until Director of Physical Plant, Spencer Cutler could attend and give clarification. Three trustees in favor, two opposed. Motion passed. Spencer Cutler clarified the physical pieces being installed are not going to be in the exact spot where the meters would go, however if meters were a possibility, they would be installed near and would be advantageous for CSI to have. Spencer reported he is planning soon to solicit qualified firms to help CSI do an energy study on the Chiller Plant and would seriously consider their recommendations on placement of those meter(s). He feels it is important to wait on their recommendation for that. The board approved the matter of the Idaho Power upgrades back on the table for action on MOTION by Vice Chairman Laird Stone. Affirmative vote was unanimous. The board approved the bid from Heider Electric in the amount of \$103,089.12 to proceed to work on Idaho Power upgrades with the authority given to Spencer Cutler and other appropriate individuals of CSI to negotiate a change order to include the metering as discussed under applicable Idaho law on MOTION by Vice Chairman Laird Stone. Affirmative vote was unanimous.
4. Jeff Harmon, Vice President of Finance and Administration presented information regarding CSI's FY 2021 health insurance policy. He recommends the cost allocation between CSI employees and CSI remain the same as FY 2020 with CSI covering 85% of the insurance cost for the employees and 70% of the cost for the employee's family. The contract would extend for two additional years with a guarantee not to exceed cost escalation of four percent per year. He asked Board members to authorize him to finalize negotiations for the three-year term. The Board approved to give authority to Jeff Harmon to proceed with finalizing negotiations on behalf of health insurance and employee benefits on MOTION by Trustee Anna Scholes. Affirmative vote was unanimous.
5. Jeff Harmon, Vice President of Finance and Administration presented information regarding the Joint Finance Appropriations Committees FY 2021 recommendations of CSI's employee's compensation. He asked the Board's approval to allow President Fox to work within the current budget parameters providing increases for merit, changes in duties, rank advancement and additional degrees earned. In addition to that, he asked approval for him and President Fox to move forward with the process of issuing contracts for the 2020-2021 academic year. The Board approved Jeff Harmon and President Fox to move forward with negotiations for change in employee compensation and contracts on MOTION by Trustee Scott McClure. Affirmative vote was unanimous.

**Information Items**

1. President Fox updated the Board on the current status of the COVID-19 virus. CSI will be implementing strategies in order to comply with the Governor's request. He updated the Board on CSI events being cancelled. He noted CSI is currently working to maintain protections of students, faculty and staff as well as community.
2. President Fox recommended there be no changes to CSI's tuition and fees for the 2020-2021 academic year. The current fee is \$140/credit.
3. President Fox gave the 2020 Spring Enrollment summary as of today, in Chris Bragg's absence. Key takeaways from report include: CSI's headcount is up by 6.26%, Full Time Equivalency (FTE) is up 6.10%, Career-Technical Education is up 8.07%, Academic and Degree seeking headcount is up 5.73%. Early College is up 10.24%, and non-dual credit headcount has dropped 2.3% continuing a trend for this area. President Fox noted that is a small decrease.

**CSI STUDENT BODY PRESIDENT REPORT** – President Fox read a letter written by Sammi Sanchez regarding students concerns for the remainder of the CSI Academic Semester.

**PRESIDENT'S REPORT**

**REMARKS FOR THE GOOD OF THE ORDER**

**ADJOURNMENT DECLARED:** 5:10 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: April 20, 2020



Jan Mittleider, Chairwoman

**COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
Monday March 16, 2020 – 4:00p.m.  
315 Falls Ave. – Twin Falls, ID 83301**

**Monthly Board Meeting List of Additional Attendees**

**Employees**

Ginger Nukaya, Executive Administrative Assistant to the President  
Mike Crane, Technology Coordinator  
Dan MacLerran, Lead Technical Coordinator  
Meghan Burnham, Technology Coordinator  
Jerry Fattig, Multimedia Services Analyst

**Media and Visitors**



## General Fund Board Report

As of February 29, 2020

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$10,841,349)	(\$11,741,246)	(\$11,750,000)	(\$8,754)	0.07%
County Tuition	(\$1,860,350)	(\$1,845,250)	(\$1,910,000)	(\$64,750)	3.39%
State Funds	(\$21,357,965)	(\$21,390,267)	(\$22,013,000)	(\$622,733)	2.83%
County Property Tax	(\$4,722,352)	(\$4,940,793)	(\$7,883,000)	(\$2,942,207)	37.32%
Grant Management Fees	(\$335,593)	(\$342,267)	(\$520,000)	(\$177,733)	34.18%
Other	(\$724,322)	(\$491,956)	(\$460,000)	\$31,956	(6.95)%
Unallocated Tuition	(\$700,262)	(\$506,514)	\$0	\$506,514	-
Departmental Revenues	(\$687,933)	(\$708,677)	(\$797,000)	(\$88,323)	11.08%
<b>Total Revenue</b>	<b>(\$41,230,126)</b>	<b>(\$41,966,970)</b>	<b>(\$45,333,000)</b>	<b>(\$3,366,030)</b>	<b>7.43%</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$14,553,999	\$14,923,080	\$23,539,900	\$8,616,820	36.61%
Variable Fringe	\$2,993,378	\$3,115,098	\$5,140,700	\$2,025,602	39.40%
Health Insurance	\$2,908,410	\$3,071,677	\$4,932,500	\$1,860,823	37.73%
<b>Total Personnel Expense</b>	<b>\$20,455,787</b>	<b>\$21,109,855</b>	<b>\$33,613,100</b>	<b>\$12,503,245</b>	<b>37.20%</b>
Operating Expense					
Services & Supplies	\$3,635,173	\$3,769,608	\$5,637,400	\$1,867,792	33.13%
Other	(\$76,191)	\$3,837	\$0	(\$3,837)	-
Capital	\$323,090	\$517,913	\$452,500	(\$65,413)	(14.46)%
Institutional Support	\$4,707,351	\$4,665,078	\$5,600,000	\$934,922	16.70%
Transfers	\$31,200	\$30,500	\$30,000	(\$500)	(1.67)%
<b>Total Operating Expense</b>	<b>\$8,620,622</b>	<b>\$8,986,936</b>	<b>\$11,719,900</b>	<b>\$2,732,964</b>	<b>23.32%</b>
<b>Total Expense</b>	<b>\$29,076,409</b>	<b>\$30,096,791</b>	<b>\$45,333,000</b>	<b>\$15,236,209</b>	<b>33.61%</b>
<b>Rev/Expense Total</b>	<b>(\$12,153,717)</b>	<b>(\$11,870,179)</b>	<b>\$0</b>	<b>\$11,870,179</b>	<b>-</b>





College of Southern Idaho  
Head Start/Early Head Start



**Program Summary for February 2020**

Reported at March Board Meeting

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
<b>Total</b>	<b>561</b>

**Program Options**

Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.

**Head Start Attendance**

February Head Start Overall Attendance	81%
February Head Start Self Transport Attendance	81%
February EHS Toddler Combo Attendance	78%
February IEP/IFSP Totals	9%
February Over Income Enrollment	3%

**Meals and Snacks**

Total meals served for February	7536
Total snacks served for February	716

**Program Notes**

Attendance continues to improve; February average attendance rate was the same as last year. Centers are still battling the flu though. American Falls and Burley centers had to cancel classes for two days due to the number of sick children and staff. This gave staff that were well time to sanitize thoroughly.

Region X Children Service Specialist will be completing Active Supervision Training with all staff that supervise children on March 30<sup>th</sup>.

A team of four (Program Director and 3 Center Supervisors) was selected to attend the Office of Head Start Leadership Institute in Washington DC April 21<sup>st</sup> and 22<sup>nd</sup>. This was a competitive process and we are excited to be chosen and attend.

The Program Children Service Specialist resigned his position February 1<sup>st</sup>. Many have stepped up to fill the gaps. The position is open within the community, Region X and Nationwide.

**Fiscal**

Request Board approval to modify the Head Start/Early Head Start budgets to move FY 2019 operational money to construction category to complete the Rupert Renovation and to construct the new center in Twin Falls.

**Facilities**

Renovation construction started in Rupert on February 24<sup>th</sup> and progressing quickly.

Twin Falls Design Plans are at Division of Building Safety for review and approval.

**Documents for Board Review and Approval: Financial Reports; Budget Modification**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,186,946.00	\$ 218,924.62	\$ 317,652.07	\$ 2,869,293.93	90.0%
BENEFITS	\$ 1,975,897.00	\$ 120,086.13	\$ 169,094.71	\$ 1,806,802.29	91.4%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 43,000.00	\$ -	\$ -	\$ 43,000.00	100.0%
SUPPLIES	\$ 199,359.00	\$ 14,818.67	\$ 20,261.34	\$ 179,097.66	89.8%
FACILITIES/CONST.			\$ -		
OTHER	\$ 764,940.00	\$ 30,088.01	\$ 62,885.01	\$ 702,054.99	91.8%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,170,142.00</b>	<b>\$ 383,917.43</b>	<b>\$ 569,893.13</b>	<b>\$ 5,600,248.87</b>	<b>90.8%</b>
ADMIN COSTS (9.0%)	\$ 464,656.00	\$ 24,245.26	\$ 35,738.87	\$ 428,917.13	92.3%
<b>GRAND TOTAL</b>	<b>\$ 6,634,798.00</b>	<b>\$ 408,162.69</b>	<b>\$ 605,632.00</b>	<b>\$ 6,029,166.00</b>	<b>90.9%</b>
IN KIND NEEDED	\$ 1,675,343.00				
IN KIND GENERATED	\$ 105,061.09				
IN KIND (SHORT)/LONG	\$ (1,570,281.91)				
PROCUREMENT CARD EXPENSE	\$ 11,474.55	3% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	1,320.40	16,597.21	3,231.22	21,148.83	21,148.83

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,854.00	\$ 4,751.81	\$ 5,242.18	\$ 32,611.82	86.2%
SUPPLIES	\$ 3,303.00	\$ 32.88	\$ 32.88	\$ 3,270.12	99.0%
OTHER	\$ 25,417.00	\$ 214.13	\$ 1,371.25	\$ 24,045.75	94.6%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 4,998.82</b>	<b>\$ 6,646.31</b>	<b>\$ 59,927.69</b>	<b>90.0%</b>
IN KIND NEEDED	\$ 16,644.00				
IN KIND GENERATED	\$ 6,587.88				
IN KIND (SHORT)/LONG	\$ (10,056.12)				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 865,879.00	\$ 49,382.33	\$ 95,510.42	\$ 770,368.58	89.0%
BENEFITS	\$ 471,404.00	\$ 24,334.33	\$ 47,762.49	\$ 423,641.51	89.9%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 58,400.00	\$ -	\$ -	\$ 58,400.00	100.0%
SUPPLIES	\$ 27,200.00	\$ 3,321.48	\$ 3,931.35	\$ 23,268.65	85.5%
FACILITIES/CONST.			\$ -		
OTHER	\$ 102,520.00	\$ 4,273.80	\$ 6,238.59	\$ 96,281.41	93.9%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,525,403.00</b>	<b>\$ 81,311.94</b>	<b>\$ 153,442.85</b>	<b>\$ 1,371,960.15</b>	<b>89.9%</b>
ADMIN COSTS (9.0%)	\$ 120,356.00	\$ 6,260.06	\$ 12,520.12	\$ 107,835.88	89.6%
<b>GRAND TOTAL</b>	<b>\$ 1,645,759.00</b>	<b>\$ 87,572.00</b>	<b>\$ 165,962.97</b>	<b>\$ 1,479,796.03</b>	<b>89.9%</b>
IN KIND NEEDED	\$ 418,672.00				
IN KIND GENERATED	\$ 22,633.82				
IN KIND (SHORT)/LONG	\$ (396,038.18)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 101.43	\$ 689.51	\$ 85.16	\$ 876.10	\$ 1,866.57

**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	\$ 1,458.66	\$ 1,547.31	\$ 14,628.69	90.4%
SUPPLIES	\$ 1,428.00	\$ -	\$ 171.99	\$ 1,256.01	88.0%
OTHER	\$ 11,323.00	\$ 5.25	\$ 315.71	\$ 11,007.29	97.2%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 1,463.91</b>	<b>\$ 2,035.01</b>	<b>\$ 26,891.99</b>	<b>93.0%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 1,400.00
IN KIND (SHORT)/LONG	\$ (5,832.00)



**COLLEGE OF SOUTHERN IDAHO  
HEAD START/ EARLY HEAD START**  
998 Washington St. N.  
Twin Falls, Idaho 83303-1238  
(208) 736-0741



March 16, 2020

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 reviewed and approved at the regularly scheduled Board Meeting on March 16, 2020, the request to modify the Head Start/Early Head Start 2019 budget to move Operation funds to Construction. These funds are then approved to be carried over from FY2019 to FY2020 to complete Head Start/Early Head Start Duration classroom renovation and to construct the new facility in Twin Falls to expand Duration Services. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

A handwritten signature in blue ink that reads 'Jeffrey M. Harmon'.

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



**COLLEGE OF SOUTHERN IDAHO**  
**HEAD START/ EARLY HEAD START**  
998 Washington St. N.  
Twin Falls, Idaho 83303-1238  
(208) 736-0741



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March 16, 2020

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 reviewed and approved at the regularly scheduled Board Meeting on March 16, 2020, the request for Cost of Living Adjustment (COLA) and Quality Improvement Funding per Program Instruction ACF-PI-HS-20-02.

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

Sincerely,

A handwritten signature in blue ink that reads 'Jeffrey M. Harmon'. The signature is fluid and cursive.

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

March 16, 2020

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

From: Jeffrey M. Harmon 

Re: Reroof Physical Education Building

We advertised for the replacement of the Physical Education building roof. We received three bids as follows:

Thomas D. Robison Roofing, Inc.	Blackfoot, Idaho	\$ 221,388.00
Upton Company	Caldwell, Idaho	\$ 219,300.00
Signature Roofing	Eagle, Idaho	\$ 207,900.00

Based on the review of the proposals by Theo Schut and Greg Bush of LKV architects, I recommend that we accept the low bid from Signature Roofing of Eagle, Idaho in the amount of \$207,900.00.

Funding for this project is from the Plant Facility Fund.

March 16, 2020

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

From: Jeffrey M. Harmon



Re: Idaho Power Upgrades

In order to ensure a more stable power grid on campus we need to replace some Idaho Power related Infrastructure. A large amount of the current infrastructure has original direct bury cabling with aged transformers that are no longer viable and no direct replacements are available. Idaho Power along with the CSI Maintenance Department is taking a proactive measure to minimize the need for emergency repairs and uncontrolled outages, which causes major disruptions to everyone on campus.

We advertised for installation of secondary feeder conductors and new service disconnect devices to the existing switchgear in the Shields Building and Chiller Plant. Three contractors attended the pre-bid conference. We received two bids as follows:

Heglar Creek Electric	Heyburn, Idaho	\$ 167,723.00
Heider Electric, Inc.	Twin Falls, Idaho	\$ 103,089.12

Based on the review of the proposals by Theo Schut and Bradley Engineering, I recommend that we accept the low bid from Heider Electric, Inc. of Twin Falls, Idaho in the amount of \$ 103,089.12.

Funding for this project is from the Plant Facility Fund.

March 23, 2020

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

From: Jeffrey M. Harmon 

Re: FY21 Employee Benefits

Each year we meet with Select Health and our insurance broker from HUB International to review the colleges health insurance policy. Based on prior year utilization Select Health has recommended a premium increase of 2.7% for FY21 with no reduction to coverage in our health benefit plan. Enhancements to the policy have been made by eliminating the maximum number of chiropractic visits that are covered and adding coverage for certain types of bariatric surgeries. This year Select Health is including a “Wellness Rewards” program where employees can receive reimbursement for joining a gym or maintaining a set of activity goals. The amount an employee could be reimbursed would be \$240 per year.

We recommend the cost allocation between our employees and CSI remain the same as FY20 with CSI covering 85% of the insurance cost for the employee and 70% of the cost to cover the employee’s family.

The contract that is being offered would extend for two additional years with a guaranteed not to exceed cost escalation of four percent per year. I respectfully request that the Board authorize me to finalize negotiations for the three-year term.



March 23, 2020

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

From: Jeffrey M. Harmon 

Re: Change in Employee Compensation and Contracts

The Governor's Office and the Joint Finance Appropriations Committee recommend providing partial funding for changes in employee compensation for FY21. The State of Idaho provides funding for approximately forty percent of our General Fund employees with the remaining sixty percent coming from property tax revenue, student tuition and other operating revenues.

I respectfully request Board approval to allow the President to work within the current budget parameters providing increases for merit, changes in duties, rank advancement and additional degrees earned. I am also requesting Board approval to move forward with the process of issuing contracts for the 2020-2021 academic year.