AGENDA

I. CALL TO ORDER

Chairwoman Mittleider
4:00PM/Taylor Building Room #276

II. APPROVAL OF MEETING AGENDA

Chairwoman Mittleider

III. MINUTES & BUSINESS REPORTS

Approval of Minutes
May 18, 2020
June 9, 2020 (Special Session)

Approval of Treasurer’s Report

Approval of Head Start/Early Head Start Report

Jeff Harmon

IV. OPEN FORUM

Chairwoman Mittleider

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

Action Items

1. FY 2021 Continuing Budget Resolution
2. Buhl Head Start Center Purchase
3. Head Start Central Office Purchase
4. Office on Aging Nutrition Contract Vendor Selection
5. Board of Trustee Election
6. President Emeritus Resolution

Jeff Harmon

Jeff Harmon

Jeff Harmon

Jeff Harmon

Chairwoman Mittleider

Information Items

1. Job Corps Formal Agreement Update
2. Instructional Affairs Update
3. Summer 2020 Enrollment Update

Todd Schwarz

Todd Schwarz

Chris Bragg

President Fisher

VII. PRESIDENT’S REPORT

VIII. REMARKS FOR THE GOOD OF THE ORDER

Chairwoman Mittleider

IX. ADJOURNMENT

Chairwoman Mittleider
CALL TO ORDER: 4:00p.m.

BOARD MEETING ATTENDEES:
Trustees:
   Jan Mittleider, Chairman
   Laird Stone, Vice Chairman
   Jack Nelsen, Clerk
   Anna Scholes, Trustee (Via ZOOM)
   Scott McClure, Trustee

College Administration:
   Dr. Dean Fisher, President
   Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
   Jeff Harmon, Vice President of Finance and Administration
   Dr. Michelle Schutt, Vice President of Student Services

Employees, visitors and media:
   Attached List

APPROVAL OF AGENDA: Vice President of Finance and Administration, Jeff Harmon asked to amend the agenda to reflect action item 5 – Board of Trustees Election, as an information item. The amended agenda was approved on MOTION by Scott McClure. Affirmative vote was unanimous.

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

   May 18, 2020 – Regular Meeting
   June 9, 2020 – Special Session

TREASURER’S REPORT: The Treasurer’s report was accepted on MOTION by Jack Nelsen. 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 Scott McClure. 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 2020 on MOTION by Laird Stone. Affirmative vote was unanimous.

2. Vice President of Finance and Administration, Jeff Harmon requested permission from the Board to purchase the property located at 1206 Main Street, in Buhl Idaho, for $305,000 plus miscellaneous negotiated closing costs. The building will serve as the Head Start in Buhl Center and will be funded from dedicated Head Start Duration Grant carryover funds. The Board approved the purchase of the property located at 1206 Main Street in Buhl Idaho in the amount of $305,000 funded from FY20 Operation funds saved due to open positions January through June. A budget revision will be completed to move Operational funds for purchase of the property on MOTION by Jack Nelsen. Affirmative vote was unanimous.

3. Vice President of Finance and Administration, Jeff Harmon requested permission from the Board to purchase the property located at 390 Falls Avenue in Twin Falls Idaho, for $475,000 plus miscellaneous negotiated closing costs. The purchase is contingent on the College of Southern Idaho Board of Trustees approval, obtaining a commercial real-estate appraisal for no less than the purchase price, and Environmental Phase 1 engineering study, and final approval of Region 10 Head Start. The building will serve as the Head Start/Early Head Start administrative services building and will be funded from dedicated Head Start Duration Grant carryover funds. The Board approved the purchase of the property located at 390 Falls Avenue in Twin Falls Idaho, in the amount of $475,000 funded from FY20 Operation funds saved due to open positions January through June. A budget revision will be completed to move Operational funds for purchase of the property on MOTION by Scott McClure. Trustee Laird Stone abstained due to conflict of interest. Motion passed with 4 in favor, and 1 abstention.

4. Vice President of Finance and Administration, Jeff Harmon reported that the CSI Office on Aging has advertised for services of qualified vendors who provide congregate and home delivered meals to qualifying clients. The proposed contract will provide meals to senior citizens who fall within the service area of local senior centers. He noted all 16 senior centers qualify and will be awarded a four-year contract beginning July 1, 2020. Funding for these contracts are from a state grant, the Senior Nutrition and Nutritional Health Education programs, administered through the CSI Office on Aging. The Board approved the Nutrition Contract Vendor Selection on motion by Laird Stone. Affirmative vote was unanimous.

5. The CSI Board of Trustees through a Board of Trustees Resolution granted Dr. Jeff Fox, President Emeritus status. Fox was awarded the honor in recognition of his 33 years of
dedicated service as a faculty and administrator on motion by Chairwoman, Jan Mittleider. Affirmative vote was unanimous.

Information Items

1. CSI Vice President of Finance and Administration, Jeff Harmon presented the 2020 CSI Trustee Election Schedule for the November 2020 election. There are three positions up for election in November. He announced that any interested applicants can pick up packets from the CSI Business office.

2. CSI Executive Vice President and Chief Academic Officer, Todd Schwarz announced CSI has entered into an agreement with the Idaho Department of Labor to be the South-Central Idaho location for Job Corps. The Job Corps office will include five full time employees and will serve as the Student Success and Career Readiness Center.

3. CSI Executive Vice President and Chief Academic Officer, Todd Schwarz introduced Brandi Turnipseed as the new CSI Foundation Executive Director replacing Deb Wilson who officially retires on June 30, 2020.

4. CSI Associate Dean of Institutional Effectiveness, Chris Bragg presented a report on summer enrollment. The report indicates enrollment is down from last year at this time.

PRESIDENT’S REPORT: CSI President, Dean Fisher gave his monthly report. Highlights include: discussion of creating a ninth institution in Idaho, Governor’s Emergency Education Relief funds (GEER), President’s notes, and the Retention and Recruitment “Huddles.”

REMARKS FOR THE GOOD OF THE ORDER: Each of the board members gave a brief remark.

ADJOURNMENT DECLARED: 5:25 p.m.

Jeffrey M. Harmon, Secretary Treasurer

Approved: July 20, 2020

Jan Mittleider, Chairwoman
Employees, Media and Visitors

32 Virtual Attendees
## General Fund Board Report

As of May 31, 2020

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>($11,436,665)</td>
<td>($11,928,828)</td>
<td>($11,750,000)</td>
<td>$178,628</td>
<td>(1.52)%</td>
</tr>
<tr>
<td>County Tuition</td>
<td>($1,905,600)</td>
<td>($1,888,475)</td>
<td>($1,910,000)</td>
<td>($21,525)</td>
<td>1.13%</td>
</tr>
<tr>
<td>State Funds</td>
<td>($21,774,000)</td>
<td>($21,483,234)</td>
<td>($22,013,000)</td>
<td>($529,766)</td>
<td>2.41%</td>
</tr>
<tr>
<td>County Property Tax</td>
<td>($5,082,368)</td>
<td>($5,311,956)</td>
<td>($7,883,000)</td>
<td>($2,571,044)</td>
<td>32.62%</td>
</tr>
<tr>
<td>Grant Management Fees</td>
<td>($503,041)</td>
<td>($482,806)</td>
<td>($520,000)</td>
<td>($37,194)</td>
<td>7.15%</td>
</tr>
<tr>
<td>Other</td>
<td>($492,575)</td>
<td>($436,175)</td>
<td>($460,000)</td>
<td>($23,825)</td>
<td>5.18%</td>
</tr>
<tr>
<td>Unallocated Tuition</td>
<td>($1,245,114)</td>
<td>($1,428,434)</td>
<td>$0</td>
<td>$1,428,434</td>
<td>-</td>
</tr>
<tr>
<td>Departmental Revenues</td>
<td>($871,972)</td>
<td>($753,379)</td>
<td>($797,000)</td>
<td>($43,621)</td>
<td>5.47%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>($43,311,335)</td>
<td>($43,713,088)</td>
<td>($45,333,000)</td>
<td>($1,619,912)</td>
<td>3.57%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$20,281,397</td>
<td>$20,510,014</td>
<td>$23,539,900</td>
<td>$3,029,886</td>
<td>12.87%</td>
</tr>
<tr>
<td>Variable Fringe</td>
<td>$4,128,293</td>
<td>$4,274,521</td>
<td>$5,140,700</td>
<td>$866,179</td>
<td>16.85%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$3,997,124</td>
<td>$4,224,591</td>
<td>$4,932,500</td>
<td>$707,909</td>
<td>14.35%</td>
</tr>
<tr>
<td><strong>Total Personnel Expense</strong></td>
<td>$28,406,814</td>
<td>$29,009,126</td>
<td>$33,613,100</td>
<td>$4,603,974</td>
<td>13.70%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expense</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Services &amp; Supplies</td>
<td>$4,975,742</td>
<td>$5,033,342</td>
<td>$5,637,400</td>
<td>$604,058</td>
<td>10.72%</td>
</tr>
<tr>
<td>Other</td>
<td>$5,948</td>
<td>$4,866</td>
<td>$0</td>
<td>($4,866)</td>
<td>-</td>
</tr>
<tr>
<td>Capital</td>
<td>$414,492</td>
<td>$603,483</td>
<td>$452,500</td>
<td>($150,983)</td>
<td>(33.37)%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$4,936,032</td>
<td>$4,918,060</td>
<td>$5,600,000</td>
<td>$681,940</td>
<td>12.18%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$37,200</td>
<td>$30,500</td>
<td>$30,000</td>
<td>($500)</td>
<td>(1.67%)</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td>$10,369,415</td>
<td>$10,590,251</td>
<td>$11,719,900</td>
<td>$1,129,649</td>
<td>9.64%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Expense</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$38,776,229</td>
<td>$39,599,377</td>
<td>$45,333,000</td>
<td>$5,733,623</td>
<td>12.65%</td>
</tr>
</tbody>
</table>

| Rev/Expense Total         | ($4,535,107) | ($4,113,711) | $0       | $4,113,711 | -           |
GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET
$45,333,000

TOTAL ANNUAL REVENUE
$43,713,088

TOTAL REMAINING
$1,619,912

GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET
$45,333,000

TOTAL YTU EXPENSES
$39,599,377

TOTAL AVAILABLE
$5,733,623
College of Southern Idaho
Head Start/Early Head Start

Program Summary for May 2020
Reported at June Board Meeting

Enrollment
Head Start ACF Federal Funded  457
Head Start TANF  12
Early Head Start  92
Total  561

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

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

Meals and Snacks
Total meals served for May  0
Total snacks served for May  0

Program Notes
Head Start distance learning services came to an end in May and all Head Start center staff are on summer break. Early Head Start will resume Home Visits in June. We’ve worked closely with South Central Public Health to follow guidelines to ensure safe delivery of service. Porch Home Visits will only be completed if parents and staff are comfortable meeting in person. Staff will provide the family with masks and practice social distancing through-out the visit. Early Head Start Toddler classes will not start until August.

Administration staff are busy working on plans for resuming services in August. Program Director is working with School Districts to gain knowledge of their back to school plans and South-Central Public Health to stay current on recommendations. Plan A is to start as usual with extra sanitation guidelines, no tooth brushing and pre-plated meals. Plan B would include limiting class sizes to 10 reducing hours of services with supported home visits.

Facilities
Program seeks Board Approval to move forward on purchasing office building at 390 Falls Avenue in Twin Falls. Spencer, CSI Physical Plant Director made us aware of the failing foundation on the current Administration Building last summer and we have been given a timeline to vacate the building. The new building is across the street from the campus, so it will be easy for us to continue our daily work with the college. FY20 savings of salary and fringe from open positions will fund the purchase of $475,000. This is a rare opportunity that these funds are available, so we would like to move on the purchase while the funds are available.

Documents for Board Review and Approval: Financial Reports, Purchase of Twin Falls Administration Building
## MONTHLY FINANCIAL REPORTS

**COLLEGE OF SOUTHERN IDAHO**  
**May 2020**  
**January 1, 2020-December 31, 2020**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>$3,186,946.00</td>
<td>$225,123.76</td>
<td>$979,576.04</td>
<td>$2,207,369.96</td>
<td>69.3%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>$1,975,897.00</td>
<td>$131,113.35</td>
<td>$554,334.41</td>
<td>$1,421,562.59</td>
<td>71.9%</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>CONTRACTUAL</td>
<td>$43,000.00</td>
<td>$</td>
<td>$1,397.52</td>
<td>$41,602.48</td>
<td>96.7%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$199,359.00</td>
<td>$12,215.08</td>
<td>$43,992.61</td>
<td>$155,366.39</td>
<td>77.9%</td>
</tr>
<tr>
<td>FACILITIES/CONST.</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>$764,940.00</td>
<td>$107,637.43</td>
<td>$326,818.65</td>
<td>$438,121.35</td>
<td>57.3%</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td><strong>$6,170,142.00</strong></td>
<td><strong>$476,089.62</strong></td>
<td><strong>$1,906,119.23</strong></td>
<td><strong>$4,264,022.77</strong></td>
<td><strong>69.1%</strong></td>
</tr>
</tbody>
</table>

| ADMIN COSTS (9.0%)       | $464,656.00     | $39,414.30       | $138,505.18         | $326,150.82       | 70.2%             |
| **GRAND TOTAL**          | **$6,634,798.00**| **$515,503.92**  | **$2,044,624.41**   | **$4,590,173.59** | **69.2%**         |

**IN KIND NEEDED**  
$1,675,343.00

**IN KIND GENERATED**  
$854,145.39

**IN KIND (SHORT)/LONG**  
$(821,197.61)

### PROCUREMENT CARD EXPENSE

$3,089.48  1% of Total Expense. Detailed report available upon request.

<table>
<thead>
<tr>
<th>CACFP</th>
<th>Repair/Maint</th>
<th>Food</th>
<th>Non-Food</th>
<th>Total for Month</th>
<th>YTD Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total All Centers</td>
<td>-</td>
<td>79.29</td>
<td>364.07</td>
<td>443.36</td>
<td>66,486.99</td>
</tr>
</tbody>
</table>

## HEAD START T/TA

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUT OF AREA TRAVEL</td>
<td>$37,854.00</td>
<td>$(754.24)</td>
<td>$10,113.56</td>
<td>$27,740.44</td>
<td>73.3%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$3,303.00</td>
<td>$-</td>
<td>$96.18</td>
<td>$3,206.82</td>
<td>97.1%</td>
</tr>
<tr>
<td>OTHER</td>
<td>$25,417.00</td>
<td>$290.12</td>
<td>$12,951.51</td>
<td>$12,465.49</td>
<td>49.0%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$66,574.00</strong></td>
<td><strong>$(464.12)</strong></td>
<td><strong>$23,161.25</strong></td>
<td><strong>$43,412.75</strong></td>
<td><strong>65.2%</strong></td>
</tr>
</tbody>
</table>

**IN KIND NEEDED**  
$16,644.00

**IN KIND GENERATED**  
$6,587.88

**IN KIND (SHORT)/LONG**  
$(10,056.12)
### EARLY HEAD START MONTHLY FINANCIAL REPORTS

**January 1, 2020-December 31, 2020**

**College of Southern Idaho**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$ 865,879.00</td>
<td>$ 45,599.83</td>
<td>$ 233,396.88</td>
<td>$ 632,482.12</td>
<td>73.0%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$ 471,404.00</td>
<td>$ 24,598.14</td>
<td>$ 121,135.96</td>
<td>$ 350,268.04</td>
<td>74.3%</td>
</tr>
<tr>
<td>Equipment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Contractual</td>
<td>$ 58,400.00</td>
<td>$ 120.00</td>
<td>$ 11,063.81</td>
<td>$ 47,336.19</td>
<td>81.1%</td>
</tr>
<tr>
<td>Supplies</td>
<td>$ 27,200.00</td>
<td>$ 3,936.19</td>
<td>$ 8,905.37</td>
<td>$ 18,294.63</td>
<td>67.3%</td>
</tr>
<tr>
<td>Facilities/Const.</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>$ 102,520.00</td>
<td>$ 23,342.88</td>
<td>$ 73,772.95</td>
<td>$ 28,747.05</td>
<td>28.0%</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>$ 1,525,403.00</td>
<td>$ 97,597.04</td>
<td>$ 448,274.97</td>
<td>$ 1,077,128.03</td>
<td>70.6%</td>
</tr>
</tbody>
</table>

| Admin Costs (9.0%)        | $ 120,356.00   | $ 6,692.26       | $ 31,907.96         | $ 88,448.04       | 73.5%              |

| **Grand Total**           | $ 1,645,759.00 | $ 104,289.30     | $ 480,182.93        | $ 1,165,576.07    | 70.8%              |

| In Kind Needed            | $ 418,672.00   |                  |                     |                   |                    |
| In Kind Generated         | $ 96,520.44    |                  |                     |                   |                    |
| In Kind (Short)/Long      | $(322,151.56)  |                  |                     |                   |                    |

<table>
<thead>
<tr>
<th>CACFP</th>
<th>Repair/Maint</th>
<th>Food</th>
<th>Non-Food</th>
<th>Total for Month</th>
<th>YTD Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total All Centers</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 18.83</td>
<td>$ 18.83</td>
<td>$ 4,484.24</td>
</tr>
</tbody>
</table>

### EARLY HEAD START T/TA

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of Area Travel</td>
<td>$ 16,176.00</td>
<td>$ -</td>
<td>$ 2,334.91</td>
<td>$ 13,841.09</td>
<td>85.6%</td>
</tr>
<tr>
<td>Supplies</td>
<td>$ 1,428.00</td>
<td>$ -</td>
<td>$ 171.99</td>
<td>$ 1,256.01</td>
<td>88.0%</td>
</tr>
<tr>
<td>Other</td>
<td>$ 11,323.00</td>
<td>$ 173.78</td>
<td>$ 3,729.49</td>
<td>$ 7,593.51</td>
<td>67.1%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$ 28,927.00</td>
<td>$ 173.78</td>
<td>$ 6,236.39</td>
<td>$ 22,690.61</td>
<td>78.4%</td>
</tr>
</tbody>
</table>

| In Kind Needed            | $ 7,232.00     |                  |                     |         |                    |
| In Kind Generated         | $ 1,400.00     |                  |                     |         |                    |
| In Kind (Short)/Long      | $(5,832.00)    |                  |                     |         |                    |
June 15, 2020

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 to be 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 FY20 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 2020 pay period through June 30, 2020.
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 July 2020 until our fiscal year 2021 budget is set.
June 15, 2020

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

From: Jeffrey M. Harmon

Re: Purchase of Buhl Head Start Center

The College of Southern Idaho Head Start Buhl Center was closed due to inadequate facilities. Students that live in the Buhl service area are currently are transported to the Twin Falls facility.

We have identified a commercial building located at 1206 Main Street Buhl Idaho, consisting of 1,998 square feet on .49 acres. Spencer Cutler CSI’s Physical Plant Director toured the facility and suggest minor items of repair.

The owners of the property have accepted our offer of $305,000 for the building as is. Based upon our need to serve the student in the communities they live, I respectfully request permission to purchase the property located 1206 Main Street Buhl Idaho, for $305,000 plus miscellaneous negotiated closing costs. This purchase is contingent on the College of Southern Idaho Board of Trustee approval, obtaining a Commercial Real Estate Appraisal for no less than the purchase price, an Environmental Phase 1 Engineering Study, and final Approval of Region 10 Head Start.

Funding for this purchase is from FY20 Operational funds saved due to open positions January thru June. A budget revision will be completed to move Operational funds for purchase of the property.
June 15, 2020

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

From: Jeffrey M. Harmon

Re: Purchase of Head Start Central Office

The College of Southern Idaho Head Start Central Office currently occupies a converted house located at 998 Washington Street North on the West side of Campus. The current amount of usable space is not sufficient to accommodate the staffing needs of Head Start/Early Head Start administrative services. The building is ageing and the cost to bring it to current standards is not justified.

We have identified a commercial office building located at 390 Falls Avenue consisting of 2,444 square feet on the main floor and 1,266 square feet in the basement. Spencer Cutler CSI’s Physical Plant Director toured the facility and suggest minor items of repair.

The owners of the property have accepted our offer of $475,000 for the building as is. Based upon our need to relocate the existing Head Start Central Office, I respectfully request permission to purchase the property located at 390 Falls Avenue for $475,000 plus miscellaneous negotiated closing costs. This purchase is contingent on the College of Southern Idaho Board of Trustee approval, obtaining a Commercial Real Estate Appraisal for no less than the purchase price, an Environmental Phase 1 Engineering Study, and final Approval of Region 10 Head Start.

Funding for this purchase is from FY20 Operational funds saved due to open positions January thru June. A budget revision will be completed to move Operational funds for purchase of the property.
June 15, 2020

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

From: Jeffrey M. Harmon

Re: Nutrition Contract Vendor Selection

We advertised for the services of qualified vendors to provide congregate and home delivered meals to qualified clients. The program is part of our College of Southern Idaho Office on Aging which administers funds provided by the Idaho Commission on Aging.

The proposed contract will provide meals to seniors who fall within the service area of local senior centers. We received 16 notices of qualifications from various senior centers throughout the Magic Valley.

Ageless Senior Citizens, Inc.          Kimberly, Idaho  
Blaine County Senior Connection        Hailey, Idaho  
Camas County Senior Center            Fairfield, Idaho    
Filer Senior Haven                    Filer, Idaho  
Golden Heritage Senior Center         Burley, Idaho  
Golden Years Senior Center            Shoshone, Idaho  
Gooding Senior Center                 Gooding, Idaho  
Hagerman Valley Senior Center         Hagerman, Idaho  
Jerome Senior Citizen Center          Jerome, Idaho  
Loma Reeder Senior Center             Albion, Idaho  
Minidoka County Senior Center         Rupert, Idaho  
Oakley Valley Senior Center           Oakley, Idaho  
Silver & Gold Senior Center           Eden, Idaho  
Twin Falls Senior Citizen Federation  Twin Falls, Idaho  
Wendell Senior Center                 Wendell, Idaho  
West End Senior Citizen’s Center      Buhl, Idaho

Based on the review and analysis of the proposals by Suzanne McCampbell, CSI Office on Aging Director, all 16 senior centers were found to qualify and will be awarded 4 year contracts beginning on July 1, 2020.

Funding for these contracts is from grant funds for Senior Nutrition and Nutrition Health Education programs administered through the CSI Office on Aging.
July 15, 2020

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

From: Jeffrey M. Harmon

Re: Trustee Election

The Trustee positions held by Laird Stone (Zone #2), Jack Nelsen (Zone #3) and Jan Mittleider (Zone #4) are up for election this year. The following is general information concerning the election:

1. Our election will be held on the first Tuesday after the first Monday in November (November 3, 2020) in conjunction with the general election. (§34-1101, Idaho Code)

2. Petitions for candidates turned in to me by 5:00 p.m. on Tuesday September 1, 2020. (§34-1404, Idaho Code)

3. The notice of deadline for filing a declaration of candidacy will be published by each county in the local newspaper not more than 14 nor less than 7 days prior to the filing deadline. (§34-1405, Idaho Code)

4. The notice of election will be published by each county not less than 12 days prior to the election and the last publication must be not less than 5 days prior to the election. (§34-602 and §34-1406, Idaho Code)

5. Deadline for the declaration of write in candidates is Monday, September 18, 2020. (§34-1405A, Idaho Code)

Kristina Glascock and Michelle Emerson (Twin Falls and Jerome County Clerks) will run our election for us again this year.
College of Southern Idaho

Trustee Election Calendar

2020

Based upon the preceding information, the schedule of events concerning the election is as follows:

**September 1, 2020** Nonpartisan Candidate Filing Deadline: Petitions must be filed by 5 p.m. — with the clerk of the political subdivision — to nominate political subdivision candidates — for the Nov. 3 election. [§34-1404, Idaho Code] The college is required to certify that each candidate resides in the appropriate Zone that they are running for.

**September 8, 2020** - Nonpartisan Nominee Certification: Deadline for the clerk of the political subdivision to certify nominees — to be placed on the ballot — for the Nov. 3 election. [§34-1404, Idaho Code]

**September 18, 2020** - 5:00 pm Deadline for filing Declaration of Intent for write in candidates

**November 3, 2020** - Election

If you have questions, please contact me at 208-732-6210.
Notice of Regular Meetings

2020-21

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday or rescheduled at an appropriate time.

The 2020-21 regular meeting schedule is as follows:

July 20, 2020
August 17, 2020
September 21, 2020
October 19, 2020
November 16, 2020
December 21, 2020
January 11, 2021
February 22, 2021
March 15, 2021
April 19, 2021
May 17, 2021
June 21, 2021

The fiscal year 2021 budget hearing date is set for July 20, 2020. Information concerning specific meeting times and places may be obtained by contacting Jeff Harmon at (208) 732-6210 or jharmon@csi.edu.

Jeffrey M. Harmon
Vice President of Finance and Administration