

Board of Trustees

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

CSI Mission Statement:

To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

Board Mission Statement:

The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

AGENDA

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| I. CALL TO ORDER | Chairman Stone
3:00 p.m. / Virtual |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairman Stone |
| III. RECONVENE REGULAR MEETING | Chairman Stone
4:00 p.m./ Virtual |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| <ul style="list-style-type: none"> Monday, December 21, 2020 (Regular Meeting) Monday, January 11, 2021 (Executive Session) Thursday, January 14, 2021 (Special Session) | |
| Approval of Treasurer's Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| <ul style="list-style-type: none"> 1. Head Start/Early Head Start Report 2. Recommended Program Closures | Ruby Allen
Provost Schwarz |
| Information Items | |
| <ul style="list-style-type: none"> 1. Refugee Center Annual Report 2. Spring 2021 Enrollment Update 3. CSI Strategic Plan Update 4. Project Polaris Update | Zeze Rwasama
Chris Bragg
Chris Bragg
President Fisher |
| X. PRESIDENT'S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Angel Montes De Oca |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

AGENDA**Board of Trustees**

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

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I. CALL TO ORDER

Chairman Stone
Virtual - ZOOM

A. Pursuant to Idaho Code 74-206, the Board will convene to:

- ◆ Consider personnel matters
[Idaho Code §74-206(1)(a) & (b)]

- ◆ Communicate with legal counsel regarding pending/imminently-likely litigation
[Idaho Code §74-206(1)(f)]

II. ADJOURNMENT

Chairman Stone

CALL TO ORDER: 3:00p.m.

EXECUTIVE SESSION: 3:01p.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
Eric Nielson, Director of Human Resources

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)]
- ◆ Communicate with legal counsel regarding pending/imminently-likely litigation
[Idaho Code §74-206(1)(f)]

Jack Nelsen 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 Absent
- Scott McClure Absent

The Board returned to public session at 3:55p.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

Employees, visitors and media:

Brandi Turnipseed	Bethany White
Chance Munns	Courtney Bingham
Crystal Ayers	Ed Ditlefsen
Elijah Jensen	Eva Lopez
Jack Keys	Jennifer Hall
Jentri King	Kory Lloyd
Kristy Carpenter	Lacey
Larisa Alexander	Mark Holte
Matthew Quesnell	Mike LaPray
Pam O'Dell	Polly Hulsey
Ron Krempasky	Scott ?
Shelly Wright	Spencer Cutler
Teri Fattig	Tiffany Seeley-Case
Ginger Nukaya	Jerry Fattig
Kevin Mark	Angel Montes De Oca
Barry Pate	Chris Bragg
Eric Nielson	Heidi Hawkins
Kimberlee LaPray	Michelle Schutt
Ruby Allen	Thalia Lopez – Student
Zeze Rwasama	

APPROVAL OF AGENDA: The agenda was approved 4-0 (Scott McClure was absent for vote) on MOTION by Jan Mittleider. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Heidi Hawkins, CSI Faculty member, for being a faculty representative on President's Cabinet. Her time was appreciated and respected by Cabinet Members. President Fisher recognized Valeria Cardona-Lopez, CSI student, for her tireless work last semester in keeping students engaged in safe social activities to allow growth outside of the classroom.

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

December 21, 2020 – Regular Meeting
January 11, 2021 – Executive Session
January 14, 2021 – Special Session

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

OPEN FORUM: Thalia Lopez, CSI Horticulture Club President, spoke during the Open Forum. Lopez informed the board how important the Horticulture program is to her and the community. Lopez advocated for the Horticulture program to continue.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. **HEAD START/EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Laird Stone. Affirmative vote was unanimous.
2. Todd Schwarz, CSI Provost, brought a recommendation to the board to discontinue the Equine Studies and the Horticulture program due to lack of resources and funding from low enrollment. Provisions will be made for students currently in the programs. The Board accepted the recommendation to discontinue the CSI Equine program and the Horticulture Program on MOTION by Laird Stone. Affirmative vote was unanimous.

Information Items

1. Zeze Rwasama, CSI Refugee Director, gave the annual Refugee Center report. Zeze commented the Center has received the lowest number of refugees to date. He noted that workshops and information sessions were held to teach all refugees how to prevent the spread of the COVID virus. The center is still actively engaged in helping refugee youth with afterschool programs to assist children with their homework.
2. Chris Bragg, Dean of Institutional Research and Communication, shared a spring enrollment update. Bragg noted official numbers will not be submitted until March 15, 2021. Overall enrollment is looking positive.
3. Bragg shared a CSI Strategic Plan update. Three draft versions were shared with the board. All three versions were developed around the four strategic goals to: Optimize Student Access, Drive Student Success, Ensure Stability, and Cultivate Community. A draft Student Commitment Statement was also shared. A list of Peer Institutions was included in the board packet.
4. President Fisher gave the board an update on Project Polaris. CSI will move forward with the contract negotiations with Anthology as the new Enterprise Resource Platform provider.

PRESIDENT'S REPORT: President Fisher gave his monthly report

CSI STUDENT BODY PRESIDENT REPORT: Angel Montes De Oca, CSI Student Body President, gave the board a student update.

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT DECLARED: 5:07 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: February 22, 2021



Laird Stone, Chairman

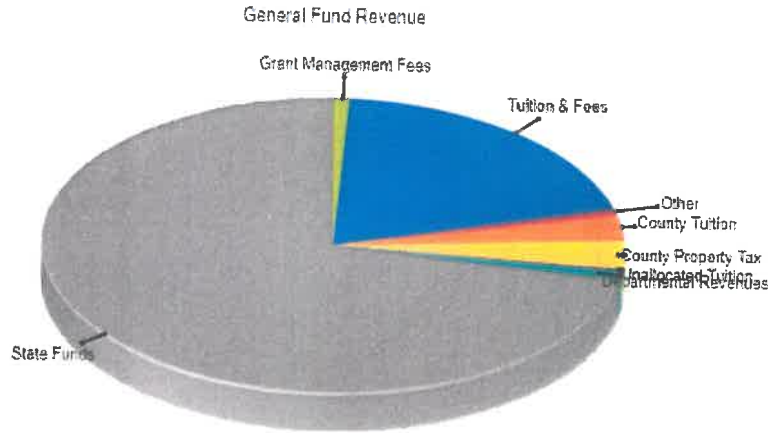
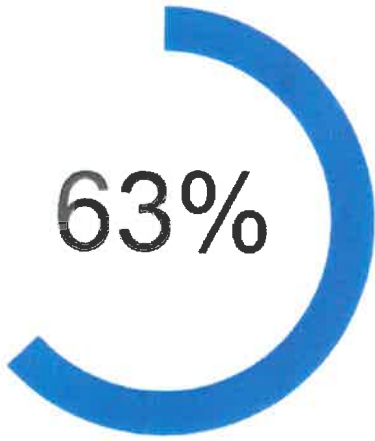


General Fund Board Report

As of December 31, 2020

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,958,114)	(\$5,618,140)	(\$11,280,000)	(\$5,661,860)	50.19%
County Tuition	(\$853,450)	(\$810,100)	(\$1,883,000)	(\$1,072,900)	56.98%
State Funds	(\$21,340,267)	(\$20,418,100)	(\$20,859,200)	(\$441,100)	2.11%
County Property Tax	(\$986,220)	(\$901,875)	(\$9,383,300)	(\$8,481,425)	90.39%
Grant Management Fees	(\$265,530)	(\$242,567)	(\$520,000)	(\$277,433)	53.35%
Other	(\$354,062)	(\$180,223)	(\$350,000)	(\$169,777)	48.51%
Unallocated Tuition	(\$101,580)	(\$62,827)	\$0	\$62,827	-
Departmental Revenues	(\$506,643)	(\$289,731)	(\$630,000)	(\$340,269)	54.01%
Total Revenue	(\$30,365,866)	(\$28,523,562)	(\$44,905,500)	(\$16,381,938)	36.48%
Expenses					
Personnel Expense					
Salaries	\$11,183,563	\$10,575,985	\$22,568,800	\$11,992,815	53.14%
Variable Fringe	\$2,354,257	\$2,269,759	\$4,899,100	\$2,629,341	53.67%
Health Insurance	\$2,305,536	\$2,198,058	\$4,716,200	\$2,518,142	53.39%
Total Personnel Expense	\$15,843,356	\$15,043,802	\$32,184,100	\$17,140,298	53.26%
Operating Expense					
Services & Supplies	\$2,976,531	\$2,716,017	\$6,559,200	\$3,843,183	58.59%
Other	\$2,873	\$9,067	\$0	(\$9,067)	-
Capital	\$475,180	\$419,561	\$358,000	(\$61,561)	(17.20)%
Institutional Support	\$4,493,327	\$4,603,822	\$5,774,200	\$1,170,378	20.27%
Transfers	\$30,000	\$30,000	\$30,000	\$0	0.00%
Total Operating Expense	\$7,977,910	\$7,778,467	\$12,721,400	\$4,942,933	38.86%
Total Expense	\$23,821,267	\$22,822,269	\$44,905,500	\$22,083,231	49.18%
Rev/Expense Total	(\$6,544,599)	(\$5,701,293)	\$0	\$5,701,293	-

% Revenue Received



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET

\$44,905,500

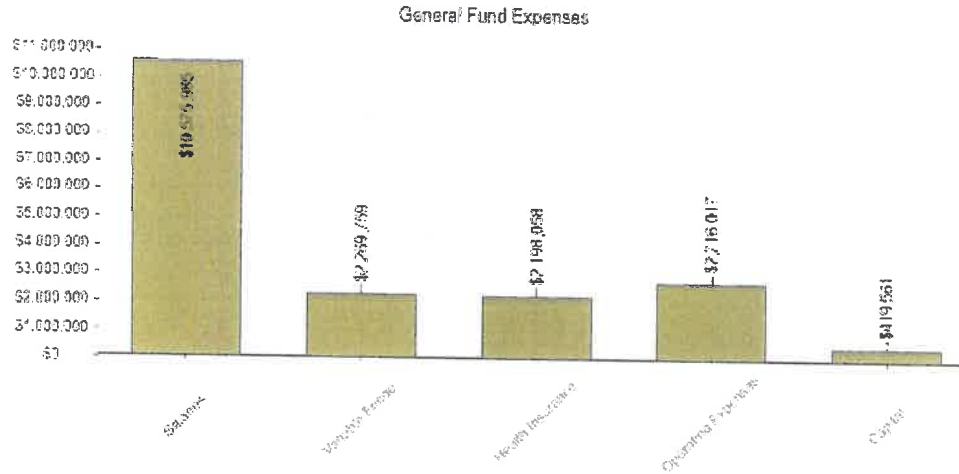
TOTAL ANNUAL REVENUE

\$28,523,562

TOTAL REMAINING

\$16,381,938

% Budget Spent



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET

\$44,905,500

TOTAL YTD EXPENSES

\$22,822,269

TOTAL AVAILABLE

\$22,083,231



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



Program Summary for December 2020

Reported at January Board Meeting

Enrollment

Modified Enrollment Number

Head Start ACF Federal Funded	457	298
Head Start TANF	12	6
Early Head Start ACF Federal Funded	92	92
Total	561	396 71%

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)

December Head Start Overall Attendance	79%
December EHS Toddler Combo Attendance	82%
December 100-130% Poverty Level	17%
December IEP/IFSP Enrollment	5%
December Over Income Enrollment	2%

Meals and Snacks

Total meals served for December	1376
Total snacks served for December	214

Program Notes

To date, January services to children have not been disrupted due to COVID, so I hope this will be a continued trend and we can increase class sizes. The Children Service Specialist will reevaluate the current modified schedule mid-February, but any increase in number of children in a classrooms will depend on the Governor moving us from Stage 2 and South-Central Public Health recommendations.

COVID prevented many services to be fully implemented in 2020 combined with staff shortage, the program will have a significant carry-over of funds from 2020 to 2021. Currently we are in the planning phase of projects that can be completed with carry-over funds. The plan plus the carry-over request will be presented to the Board at the March Meeting.

Finding and retaining qualified staff continues to be an issue in Early Childhood Education. I have spoken with Jeff Harmon and we agree that Head Start Salary Administration Plan needs to increase for frontline workers to gain interest in those positions. It is evident that the budget will withstand an appropriate increase. The program previously used projected cost of insurance to create the annual budget. I believe using actual benefit costs will get us closer to an appropriate budget which will lessen the continued carry-over of funds and help retain staff. My goal is to present an updated Salary Administration Plan to the Board in April.

Facility Notes

Buhl children were returned to service in their community on January 11th
Service will begin at the new Twin Falls Facility on February 2nd.

Documents for Board Review and Approval: Board Report and Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,913,138.00	\$ 243,274.41	\$ 2,646,900.76	\$ 266,237.24	9.1%
BENEFITS	\$ 1,834,070.00	\$ 140,601.00	\$ 1,505,987.31	\$ 328,082.69	17.9%
EQUIPMENT	\$ 31,331.00	\$ 28,158.08	\$ 28,158.08	\$ 3,172.92	
CONTRACTUAL	\$ 43,000.00	\$ -	\$ 30,030.06	\$ 12,969.94	30.2%
SUPPLIES	\$ 199,359.00	\$ 19,432.76	\$ 132,317.22	\$ 67,041.78	33.6%
FACILITIES/CONST.	\$ 1,767,124.00	\$ 40,416.54	\$ 1,682,184.73	\$ 84,939.27	4.8%
OTHER	\$ 841,456.00	\$ 44,618.30	\$ 650,881.23	\$ 190,574.77	22.6%
TOTAL DIRECT COSTS	\$ 7,629,478.00	\$ 516,501.09	\$ 6,676,459.39	\$ 953,018.61	12.5%
ADMIN COSTS (9.0%)	\$ 485,650.00	\$ 34,548.83	\$ 338,621.68	\$ 147,028.32	30.3%
GRAND TOTAL	\$ 8,115,128.00	\$ 551,049.92	\$ 7,015,081.07	\$ 1,100,046.93	13.6%

IN KIND NEEDED	\$ 2,553,292.80
IN KIND GENERATED	\$ 1,957,649.60
IN KIND (SHORT)/LONG	\$ (595,643.20)

PROCUREMENT CARD EXPENSE \$ 10,664.03 2% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	-	4,040.21	6,107.66	10,147.87	150,032.64

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,854.00	\$ -	\$ 4,604.99	\$ 33,249.01	87.8%
SUPPLIES	\$ 3,303.00	\$ 246.64	\$ 2,133.08	\$ 1,169.92	35.4%
OTHER	\$ 25,417.00	\$ 10,142.28	\$ 36,624.33	\$ (11,207.33)	-44.1%
GRAND TOTAL	\$ 66,574.00	\$ 10,388.92	\$ 43,362.40	\$ 23,211.60	34.9%

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	-
IN KIND (SHORT)/LONG	\$ (16,644.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 871,018.00	\$ 56,222.38	\$ 605,991.04	\$ 265,026.96	30.4%
BENEFITS	\$ 457,523.00	\$ 28,897.02	\$ 307,797.70	\$ 149,725.30	32.7%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 58,400.00	\$ -	\$ 20,909.94	\$ 37,490.06	64.2%
SUPPLIES	\$ 27,200.00	\$ 3,621.55	\$ 21,795.01	\$ 5,404.99	19.9%
FACILITIES/CONST.	\$ 316,739.00		\$ 185,655.70	\$ 131,083.30	41.4%
OTHER	\$ 102,520.00	\$ 13,436.11	\$ 63,396.40	\$ 39,123.60	38.2%
TOTAL DIRECT COSTS	\$ 1,833,400.00	\$ 102,177.06	\$ 1,205,545.79	\$ 627,854.21	34.2%
ADMIN COSTS (9.0%)	\$ 125,854.00	\$ 7,660.74	\$ 82,151.72	\$ 43,702.28	34.7%
GRAND TOTAL	\$ 1,959,254.00	\$ 109,837.80	\$ 1,287,697.51	\$ 671,556.49	34.3%
IN KIND NEEDED	\$ 638,323.20				
IN KIND GENERATED	\$ 178,859.77				
IN KIND (SHORT)/LONG	\$ (459,463.43)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ -	\$ 201.47	\$ 931.30	\$ 1,132.77	\$ 7,583.48

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	\$ 118.26	\$ 1,885.63	\$ 14,290.37	88.3%
SUPPLIES	\$ 1,428.00	\$ -	\$ 563.47	\$ 864.53	60.5%
OTHER	\$ 11,323.00	\$ 119.70	\$ 9,695.00	\$ 1,628.00	14.3%
GRAND TOTAL	\$ 28,927.00	\$ 237.96	\$ 12,144.10	\$ 16,782.90	83.3%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	
IN KIND (SHORT)/LONG	\$ 7,232.00

CATEGORY	HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SUPPLIES	\$ 132,530.00	\$ 2,595.31	\$ 120,118.08	\$ 12,411.92	9.4%
OTHER	\$ 269,085.00	\$ 10,389.55	\$ 151,702.10	\$ 117,382.90	43.6%
GRAND TOTAL	\$ 401,615.00	\$ 12,984.86	\$ 271,820.18	\$ 129,794.82	32.3%
IN KIND NEEDED	\$ -				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ -				

CATEGORY	EARLY HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SUPPLIES	\$ 26,680.00	\$ 365.92	\$ 5,600.99	\$ 21,079.01	79.0%
OTHER	\$ 54,170.00	\$ 1,833.45	\$ 15,792.56	\$ 38,377.50	70.8%
GRAND TOTAL	\$ 80,850.00	\$ 2,199.37	\$ 21,393.55	\$ 59,456.51	73.5%
IN KIND NEEDED	\$ -				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ -				