AGENDA

I. CALL TO ORDER
   Chairman Stone
   2:00PM - Taylor Building Rm# 276-277

II. APPROVAL OF MEETING AGENDA
    Chairman Stone

III. CAMPUS BUILDINGS TOUR
     Spencer Cutler

IV. RECESS TO EXECUTIVE SESSION
    Motion to convene in Executive Session
    Chairman Stone
    3:00PM - Taylor Building Rm# 276-277

V. RECONVENE REGULAR MEETING
   Chairman Stone
   4:00 p.m. - Taylor Building Rm# 276-277

VI. STUDENT/FACULTY/STAFF ACHIEVEMENTS
    President Fisher

VII. MINUTES & BUSINESS REPORTS
     Approval of Minutes
     Jeff Harmon
     March 15, 2021
     Approval of Treasurer’s Report
     Jeff Harmon

VIII. OPEN FORUM
      Chairman Stone

IX. UNFINISHED BUSINESS

X. NEW BUSINESS
   Action Items
      Ruby Allen
   2. 2021-2022 Board Meeting Schedule
      Jeff Harmon
   3. Idaho Power Primary Electrical Upgrade
      Jeff Harmon
   Information Items
   1. Higher Education Emergency Relief Funds Update
      Devon Jenks
   2. Commencement Planning Update
      Michele McFarlane

XI. PRESIDENT’S REPORT
    President Fisher

XII. CSI STUDENT BODY PRESIDENT REPORT
     Angel Montes De Oca

XIII. REMARKS FOR THE GOOD OF THE ORDER
      Chairman Stone

XIV. ADJOURNMENT
     Chairman Stone
AGENDA

I. CALL TO ORDER

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
CALL TO ORDER:  2:05 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
  Jeff Harmon, Vice President of Finance and Administration

Employees, visitors and media:
  Attached List

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

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

  March 15, 2021

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

OPEN FORUM: None

UNFINISHED BUSINESS: None
NEW BUSINESS:

Action Items

1. Ruby Allen, Director of Head Start/Early Head Start, presented the monthly and operation financial reports to the Board. The Board approved the Head Start/Early Head Start monthly and operational financial reports on MOTION by Trustee Scott McClure. Affirmative vote was unanimous.

2. Jeff Harmon, Vice President of Finance and Administration presented two options for the 2021-2022 Board Meeting Schedule. The option which moved the traditional dates for the January and February meetings to avoid conflicts with Idaho Human Rights Day and President’s Day, was approved on MOTION by Chairman Stone. Affirmative vote was unanimous.

3. Jeff Harmon presented the Idaho Power Primary Electrical Upgrade bid. This is the second phase of this project. Probst Electric, the same contractor that completed phase one of the project, was the only contractor to bid on phase two. The Board approved the Idaho Power Primary Electrical Upgrade bid of $641,235 to Probst Electric for phase two on MOTION by Trustee McClure. Affirmative vote was unanimous.

Information Items

1. Senior Accountant, Devon Jenks reported on the various Higher Education Emergency Relief Funds (HEERF) that have been awarded to CSI since the start of the pandemic. There have been three different awards, each broken into three parts (student relief, institutional relief, and minority-serving institution support). Funds have been spent as required by the Grants.

2. Registrar, Michele McFarlane reported on commencement plans. There will be 12 ceremonies in total with six on Friday and six on Saturday in the Fine Arts building. Capacity restrictions will limit each ceremony to 150 participants (includes guests). The 2021 graduations will be the largest in CSI’s history. Ceremonies will be live streamed.

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

CSI STUDENT BODY PRESIDENT REPORT: Angel Montes De Oca gave his last report to the Board. He will be leaving CSI at the end of the semester.

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT DECLARED: 4:47 p.m.
EXECUTIVE SESSION: 3:04 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
   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)]

Laird Stone 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 3:56 p.m.

Jeffrey M. Harmon, Secretary Treasurer

Approved: May 18, 2021

Laird Stone, Chairman
COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
Monday, April 19, 2021 – 3:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Jerry Fattig
Rae Jean
Shawna Jacobson
Polly Hulsey
Suzanne McCampbell
Jentri King
Cesar Perez
Crystal Ayers
Shelly Wright
Ed Dittlefsen
Bruce Nukaya
Shelley McEuen
Kevin Mark
Jennifer Zimmers
Gena Laird
Ginger Nukaya

Media and Visitors
GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET
$44,905,500

TOTAL ANNUAL REVENUE
$41,753,569

TOTAL REMAINING
$3,151,931

GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET
$44,905,500

TOTAL YTD EXPENSES
$32,505,494

TOTAL AVAILABLE
$12,400,006
College of Southern Idaho  
Head Start/Early Head Start  
Program Summary for March 2021  
Reported at April Board Meeting

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Modified Enrollment Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start ACF Federal Funded</td>
<td>457</td>
</tr>
<tr>
<td>Head Start TANF</td>
<td>12</td>
</tr>
<tr>
<td>Early Head Start ACF Federal Funded</td>
<td>92</td>
</tr>
<tr>
<td>Total</td>
<td>561</td>
</tr>
</tbody>
</table>

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: 84%
- EHS Toddler Combo Attendance: 82%
- 100-130% Poverty Level: 18%
- IEP/IFSP Enrollment: 7%
- Over Income Enrollment: 3%

**Meals and Snacks**
- Total meals served: 2117
- Total snacks served: 308

Program Notes
I am happy to report that Head Start staff and Ellen, CSI Early Childhood Education (ECE) Professor/Program Manager met to finalize details of the offsite Curriculum and Practicum Collaboration Project for students to complete Associate degree requirements. Many of our teachers struggle with completing degree requirements while trying to balance work and home life. To support our student teachers in reaching their educational goals Head Start is excited to work with the CSI ECE program to pilot the first cohort. Throughout the fall semester Ellen will provide 16 modules of course content and mentoring within Head Start Centers. Head Start student teachers, will attend in person instruction with Ellen on Mondays from 3 to 5 at the Twin Falls Facility. The program will also provide reimbursement for instructor travel to rural centers to complete practicum visits.

Cost of Living Adjustment (COLA) application has been completed and submitted to Region X. The COLA increases the Head Start grant by $104,937 which must go to increase staff salaries by 1.22% and fringe benefit increase. Extra funding can be used to offset higher operating costs. The program cost for the 1.22% wage and benefit increase is $64,214 the remaining $40,723 will be added to salaries budget line to increase the Salary Administration Plan.

New COVID Relief Funding request was successfully submitted. The one-time funding of $165,232 is available until March 2023. The program will continue to use these funds to support Mental Health, updates to program technology to support on-line learning and making improvements to HVAC systems to provide clean air to buildings.

Documents for Board Review and Approval: Board Report and Financial Reports
## General Fund Board Report

As of March 31, 2021

<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>($12,143,659)</td>
<td>($11,749,678)</td>
<td>($11,280,000)</td>
<td>($469,678)</td>
<td>(4.16)%</td>
</tr>
<tr>
<td>County Tuition</td>
<td>($1,907,925)</td>
<td>($1,634,275)</td>
<td>($1,883,000)</td>
<td>($48,725)</td>
<td>2.59%</td>
</tr>
<tr>
<td>State Funds</td>
<td>($21,721,267)</td>
<td>($20,809,200)</td>
<td>($20,859,200)</td>
<td>($50,000)</td>
<td>0.24%</td>
</tr>
<tr>
<td>County Property Tax</td>
<td>($4,994,794)</td>
<td>($5,975,454)</td>
<td>($9,383,300)</td>
<td>($3,407,846)</td>
<td>36.32%</td>
</tr>
<tr>
<td>Grant Management Fees</td>
<td>($387,268)</td>
<td>($430,280)</td>
<td>($520,000)</td>
<td>($89,720)</td>
<td>17.25%</td>
</tr>
<tr>
<td>Other</td>
<td>($518,172)</td>
<td>($252,421)</td>
<td>($350,000)</td>
<td>($97,579)</td>
<td>27.88%</td>
</tr>
<tr>
<td>Unallocated Tuition</td>
<td>($213,718)</td>
<td>($136,836)</td>
<td>$0</td>
<td>$136,836</td>
<td>-</td>
</tr>
<tr>
<td>Departmental Revenues</td>
<td>($714,208)</td>
<td>($565,425)</td>
<td>($630,000)</td>
<td>($64,575)</td>
<td>10.25%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>($42,601,012)</td>
<td>($41,753,569)</td>
<td>($44,905,500)</td>
<td>($3,151,931)</td>
<td>7.02%</td>
</tr>
</tbody>
</table>

### Expenses

**Personnel Expense**

<table>
<thead>
<tr>
<th></th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$16,913,517</td>
<td>$16,195,084</td>
<td>$22,568,800</td>
<td>$6,373,716</td>
<td>28.24%</td>
</tr>
<tr>
<td>Variable Fringe</td>
<td>$3,510,593</td>
<td>$3,447,672</td>
<td>$4,899,100</td>
<td>$1,451,428</td>
<td>29.63%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$3,458,588</td>
<td>$3,300,862</td>
<td>$4,716,200</td>
<td>$1,415,338</td>
<td>30.01%</td>
</tr>
<tr>
<td><strong>Total Personnel Expense</strong></td>
<td>$23,882,698</td>
<td>$22,943,618</td>
<td>$32,184,100</td>
<td>$9,240,482</td>
<td>28.71%</td>
</tr>
</tbody>
</table>

**Operating Expense**

<table>
<thead>
<tr>
<th></th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services &amp; Supplies</td>
<td>$4,119,347</td>
<td>$4,012,418</td>
<td>$6,559,200</td>
<td>$2,546,782</td>
<td>38.83%</td>
</tr>
<tr>
<td>Other</td>
<td>$3,836</td>
<td>$9,877</td>
<td>$0</td>
<td>($9,877)</td>
<td>-</td>
</tr>
<tr>
<td>Capital</td>
<td>$527,219</td>
<td>$562,582</td>
<td>$358,000</td>
<td>($204,582)</td>
<td>(57.15)%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$4,753,086</td>
<td>$4,947,001</td>
<td>$5,774,200</td>
<td>$827,199</td>
<td>14.33%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$30,500</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td>$9,433,988</td>
<td>$9,561,877</td>
<td>$12,721,400</td>
<td>$3,159,523</td>
<td>24.84%</td>
</tr>
</tbody>
</table>

**Total Expense**

<table>
<thead>
<tr>
<th></th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expense</strong></td>
<td>$33,316,686</td>
<td>$32,505,494</td>
<td>$44,905,500</td>
<td>$12,400,006</td>
<td>27.61%</td>
</tr>
</tbody>
</table>

**Rev/Expense Total**

<table>
<thead>
<tr>
<th></th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rev/Expense Total</strong></td>
<td>($9,284,326)</td>
<td>($9,248,075)</td>
<td>$0</td>
<td>$9,248,075</td>
</tr>
</tbody>
</table>
### Monthly Financial Reports

**Head Start**
January 1, 2021-December 31, 2021

**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><strong>Salaries</strong></td>
<td>$3,236,933.00</td>
<td>$253,006.68</td>
<td>$637,516.87</td>
<td>$2,599,416.13</td>
<td>80.3%</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>$2,033,397.00</td>
<td>$136,841.40</td>
<td>$342,794.85</td>
<td>$1,690,602.15</td>
<td>83.1%</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>$75,000.00</td>
<td>-</td>
<td>-</td>
<td>$75,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Contractual</strong></td>
<td>$60,000.00</td>
<td>$1,778.31</td>
<td>$3,705.12</td>
<td>$56,294.88</td>
<td>93.8%</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>$226,359.00</td>
<td>$24,248.65</td>
<td>$62,938.43</td>
<td>$163,420.57</td>
<td>72.2%</td>
</tr>
<tr>
<td><strong>Facilities/Const.</strong></td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>$783,037.00</td>
<td>$66,948.27</td>
<td>$147,591.86</td>
<td>$635,445.14</td>
<td>81.2%</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>$6,414,726.00</td>
<td>$482,823.31</td>
<td>$1,194,547.13</td>
<td>$5,220,178.87</td>
<td>81.4%</td>
</tr>
<tr>
<td><strong>Admin Costs (9.0%)</strong></td>
<td>$474,330.00</td>
<td>$34,810.03</td>
<td>$88,862.10</td>
<td>$385,467.90</td>
<td>81.3%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$6,889,056.00</td>
<td>$517,633.34</td>
<td>$1,283,409.23</td>
<td>$5,605,646.77</td>
<td>81.4%</td>
</tr>
</tbody>
</table>

| **In Kind Needed**   | $1,738,907.00  |
| **In Kind Generated**| $534,502.12    |
| **In Kind (Short/Long)** | $(1,204,404.88) |

**Procurement Card Expense**

$8,655.93 2% 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>563.46</td>
<td>9,364.81</td>
<td>2,980.12</td>
<td>12,908.39</td>
<td>32,890.58</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><strong>Out of Area Travel</strong></td>
<td>$46,824.00</td>
<td>-</td>
<td>$-</td>
<td>$46,824.00</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>$3,303.00</td>
<td>-</td>
<td>$1,370.41</td>
<td>$1,932.59</td>
<td>58.5%</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>$16,447.00</td>
<td>$1,542.64</td>
<td>$4,503.15</td>
<td>$11,943.85</td>
<td>72.6%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$66,574.00</td>
<td>$1,542.64</td>
<td>$5,873.56</td>
<td>$60,700.44</td>
<td>91.2%</td>
</tr>
</tbody>
</table>
### EARLY HEAD START

**MONTHLY FINANCIAL REPORTS**  
**COLLEGE OF SOUTHERN IDAHO**  
January 1, 2021-December 31, 2021

<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>$ 796,481.00</td>
<td>$ 64,338.13</td>
<td>$ 106,048.06</td>
<td>$ 690,432.94</td>
<td>86.7%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>$ 463,707.00</td>
<td>$ 32,385.61</td>
<td>$ 55,276.49</td>
<td>$ 408,430.51</td>
<td>88.1%</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>$ 75,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 75,000.00</td>
<td></td>
</tr>
<tr>
<td>CONTRACTUAL</td>
<td>$ 65,110.00</td>
<td>$ 2,327.00</td>
<td>$ 33.00</td>
<td>$ 65,077.00</td>
<td>99.9%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$ 37,200.00</td>
<td>$ 2,638.69</td>
<td>$ 16,390.79</td>
<td>$ 20,809.21</td>
<td>55.9%</td>
</tr>
<tr>
<td>FACILITIES/CONST.</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>OTHER</td>
<td>$ 161,431.00</td>
<td>$ 9,838.86</td>
<td>$ 7,954.17</td>
<td>$ 153,476.83</td>
<td>95.1%</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td><strong>$ 1,598,929.00</strong></td>
<td><strong>$ 111,528.29</strong></td>
<td><strong>$ 185,702.51</strong></td>
<td><strong>$ 1,413,226.49</strong></td>
<td><strong>88.4%</strong></td>
</tr>
<tr>
<td>ADMIN COSTS (9.0%)</td>
<td>$ 113,417.00</td>
<td>$ 8,705.13</td>
<td>$ 14,600.10</td>
<td>$ 98,816.90</td>
<td>87.1%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$ 1,712,346.00</strong></td>
<td><strong>$ 120,233.42</strong></td>
<td><strong>$ 200,302.61</strong></td>
<td><strong>$ 1,512,043.39</strong></td>
<td><strong>88.3%</strong></td>
</tr>
</tbody>
</table>

| IN KIND NEEDED            | $ 435,319.00   |                  |                    |                   |                    |
| IN KIND GENERATED         | $ 130,747.85   |                  |                    |                   |                    |
| IN KIND (SHORT)/LONG      | $ (304,571.15) |                  |                    |                   |                    |

<table>
<thead>
<tr>
<th>CACFP</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total All Centers</td>
<td>$ 45.88</td>
<td>$ 348.28</td>
<td>$ 87.42</td>
<td>$ 481.58</td>
<td>$ 1,779.39</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>$ -</td>
<td>$ 16,176.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$ 1,428.00</td>
<td>$ -</td>
<td>$ 166.50</td>
<td>$ 1,261.50</td>
<td>88.3%</td>
</tr>
<tr>
<td>OTHER</td>
<td>$ 11,323.00</td>
<td>$ 137.25</td>
<td>$ 1,089.31</td>
<td>$ 10,233.69</td>
<td>90.4%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$ 28,927.00</strong></td>
<td><strong>$ 137.25</strong></td>
<td><strong>$ 1,255.81</strong></td>
<td><strong>$ 27,671.19</strong></td>
<td><strong>95.7%</strong></td>
</tr>
</tbody>
</table>
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:


Thank you for your consideration and continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

[Signature]

Jeffrey M. Harmon CPA
Vice President of Finance & Administration
College of Southern Idaho
Head Start/Early Head Start
March 15, 2021

Grant No. 10CH010422

Dear Head Start Grantee:

The Consolidated Appropriations Act, 2021, contains an increase of approximately $123 million for a cost-of-living adjustment (COLA) for all Head Start grantees, inclusive of all Early Head Start - Child Care Partnerships, with the exception of new awards made in fiscal year (FY) 2021. The COLA supports a 1.22 percent increase above FY 2020 funding levels to increase staff salaries and fringe benefits, and offset higher operating costs. The funds are effective with the start of the FY 2021 budget period and are retroactive if this period has already commenced.

The following table reflects the increase(s) available for FY 2021.

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Head Start</th>
<th>Early Head Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost-of-Living Adjustment (COLA)</td>
<td>$84,046</td>
<td>$20,891</td>
</tr>
<tr>
<td><strong>Total Funding</strong></td>
<td><strong>$104,937</strong></td>
<td></td>
</tr>
</tbody>
</table>

Please note, allocations are subject to change if adjustments are made to annual funding levels.

**Submission Requirements**

Program Instruction ACF-PI-HS-21-01 informed grantees and delegate agencies of the intended uses of COLA funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due April 15, 2021 and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the Financials tab, Grant Application tab, Fiscal Year 2021, and add the ‘Supplement - COLA’ amendment type. No other application type for these funds will be accepted.

**Content of ‘Supplement - COLA’ Application**

Applications must include a narrative and detailed budget justification by program, Head Start and/or Early Head Start and demonstrate the following:
• An increase of no less than 1.22 percent of the current pay scale for Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
• The rationale and documentation detailing agency policies and procedures if employees are receiving less than the 1.22 percent COLA or differential COLA increases;
• The provision of a no less than 1.22 percent increase to all delegate agencies and partners or justification if less than 1.22 percent or differential increases are provided to delegate agencies and partners;
• The planned uses for the balance of the COLA funds to offset higher operating costs.

Non-Federal Match
The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency for the 2019 novel coronavirus. To request a waiver, enter $0 in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents
Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group’s participation in the development and approval of the supplemental application must be provided. Through the public health emergency for the 2019 novel coronavirus, at a minimum a statement confirming the approval of Governing Body and Policy Council members available for contact will be accepted.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. Incomplete applications will not be processed.

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Melanie Krevitz, Head Start Program Specialist, at 206-615-2603 or melanie.krevitz@acf.hhs.gov or Patricia Roberts, Grants Management Specialist, at 206-615-3670 or patricia.roberts@acf.hhs.gov.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,
Kathy Schuknecht
Regional Program Manager
Office of Head Start
Notice of Regular Meetings
2021-22

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 2021-22 regular meeting schedule is as follows:

- **July 19, 2021**
  - **Option 1** - January 17th (Martin Luther King Day)
  - **Option 2** - January 24, 2022

- **August 16, 2021**
  - **Option 1** – February 21st (President’s Day)
  - **Option 2** - February 28, 2022

- **September 20, 2021**
  - March 21, 2022

- **October 18, 2021**
  - April 18, 2022

- **November 15, 2021**
  - May 16, 2022

- **December 20, 2021**
  - June 20, 2022

The fiscal year 2022 budget hearing date is set for July 19, 2021. 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
April 19, 2021

To: President Fisher and the College of Southern Idaho Board of Trustees
From: Jeffrey M. Harmon
Re: Idaho Power Primary Electrical Upgrade Phase 2

This project consists of upgrading conduits, conductors, transformers, and equipment related to the primary electrical power infrastructure on CSI Campus. This is the second phase of a two-phase project.

An Invitation to Bid was publicly advertised to solicit bids for our primary electrical power upgrade Phase 2 project. Idaho Power only allows approved contractors to install conduit which will house Idaho Power conductor. Probst Electric is an approved Idaho Power contractor. Probst Electric was the only bidder and was the successful bidder for Phase 1 of this project and completed Phase 1 in accordance with plans and specifications.

Idaho Power provided seven approved contractors. The design engineer contacted each contractor and invited them to bid. Several indicated they did not intend to bid because of an existing backlog of work.

An error occurred during bidding. The contractor did not acknowledge Addendum 1 on the bid form. The error occurred because of a clerical mistake by the Engineer of Record and not the contractor’s oversight. We verified that the engineer emailed the addendum to an incorrect email address and the contractor did not receive it. The addendum directed the contractor to replace a specified section of existing conduit if it was found to be in unsatisfactory condition after being exposed during construction. Probst Electric has agreed to include the additional work in their base bid of $641,235 excluding rock excavation if encountered. Bid documents provide CSI the right to waive minor deviations and bid informalities.

I am requesting that the College of Southern Idaho award a contract to Probst Electric, Inc. for the amount of $641,235 for CSI’s Idaho Power Primary Electrical Upgrade Phase 2 project.

Funding for this project will come from the Plant Facilities Fund.