

**AGENDA**

**Board of Trustees**  
Laird Stone, Chair  
Jack Nelsen, Vice Chair  
Anna Scholes  
Jan Mittleider  
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.</b>    | <b>CALL TO ORDER</b>  | <b>Chairman Stone</b>                   |
|              |   | 2:00PM - Taylor Building Rm# 276-277    |
| <b>II.</b>   | <b>APPROVAL OF MEETING AGENDA</b>   | <b>Chairman Stone</b>                   |
| <b>III.</b>  | <b>CAMPUS BUILDINGS TOUR</b>  | <b>Spencer Cutler</b>                   |
| <b>IV.</b>   | <b>RECESS TO EXECUTIVE SESSION</b><br><i>Motion to convene in Executive Session</i> | <b>Chairman Stone</b>                   |
|              |   | 3:00PM - Taylor Building Rm# 276-277    |
| <b>V.</b>    | <b>RECONVENE REGULAR MEETING</b>  | <b>Chairman Stone</b>                   |
|              |   | 4:00 p.m. - Taylor Building Rm# 276-277 |
| <b>VI.</b>   | <b>STUDENT/FACULTY/STAFF ACHIEVEMENTS</b>   | <b>President Fisher</b>                 |
| <b>VII.</b>  | <b>MINUTES &amp; BUSINESS REPORTS</b>   |   |
|              | <b>Approval of Minutes</b>  | <b>Jeff Harmon</b>                      |
|              | March 15, 2021  |   |
|              | <b>Approval of Treasurer’s Report</b>   | <b>Jeff Harmon</b>                      |
| <b>VIII.</b> | <b>OPEN FORUM</b>   | <b>Chairman Stone</b>                   |
| <b>IX.</b>   | <b>UNFINISHED BUSINESS</b>  |   |
| <b>X.</b>    | <b>NEW BUSINESS</b>   |   |
|              | <b>Action Items</b>   |   |
|              | 1. Head Start/Early Head Start Report   | <b>Ruby Allen</b>                       |
|              | 2. 2021-2022 Board Meeting Schedule   | <b>Jeff Harmon</b>                      |
|              | 3. Idaho Power Primary Electrical Upgrade   | <b>Jeff Harmon</b>                      |
|              | <b>Information Items</b>  |   |
|              | 1. Higher Education Emergency Relief Funds Update                                   | <b>Devon Jenks</b>                      |
|              | 2. Commencement Planning Update   | <b>Michele McFarlane</b>                |
| <b>XI.</b>   | <b>PRESIDENT’S REPORT</b>   | <b>President Fisher</b>                 |
| <b>XII.</b>  | <b>CSI STUDENT BODY PRESIDENT REPORT</b>  | <b>Angel Montes De Oca</b>              |
| <b>XIII.</b> | <b>REMARKS FOR THE GOOD OF THE ORDER</b>  | <b>Chairman Stone</b>                   |
| <b>XIV.</b>  | <b>ADJOURNMENT</b>  | <b>Chairman Stone</b>                   |

## AGENDA

**Board of Trustees**

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

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**Board Mission Statement:**

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**I. CALL TO ORDER**

**Chairman Stone**  
3:00 p.m. Taylor Bldg. Rm #276-277

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

- ◆ Consider personnel matters  
[Idaho Code §74-206(1)(a) & (b)]
- ◆ Deliberate regarding an acquisition of interest in real property  
[Idaho Code § 74-206(1)(c)]

**II. ADJOURNMENT**

**Chairman Stone**

**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 3:56p.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

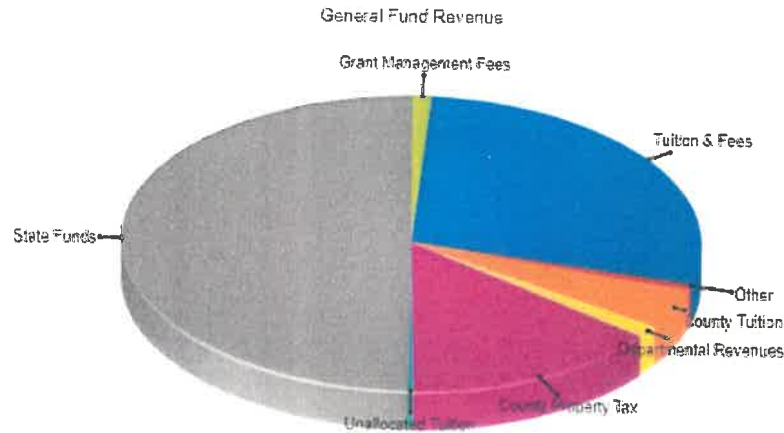
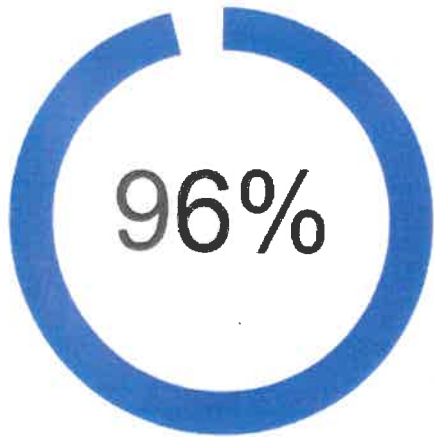
**Monthly Board Meeting List of Additional Attendees**

**Employees**

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

**Media and Visitors**

% Revenue Received



**GENERAL FUND REVENUE SUMMARY**

TOTAL ANNUAL BUDGET

**\$44,905,500**

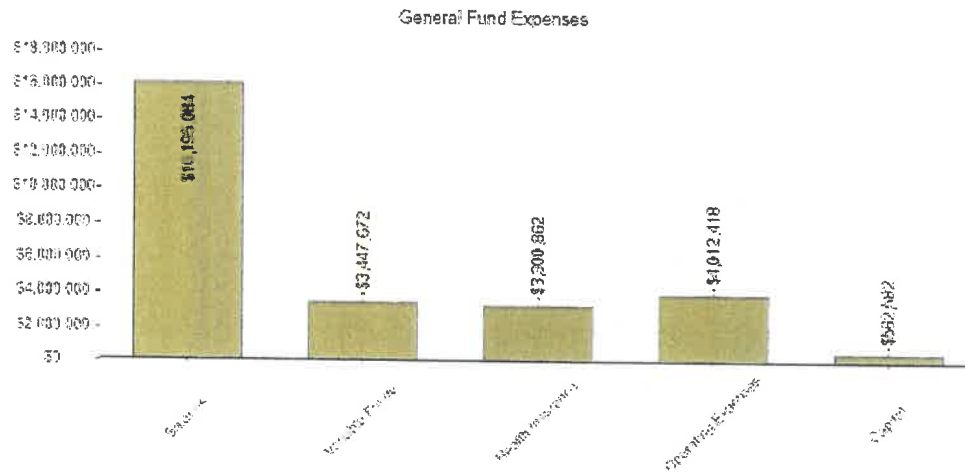
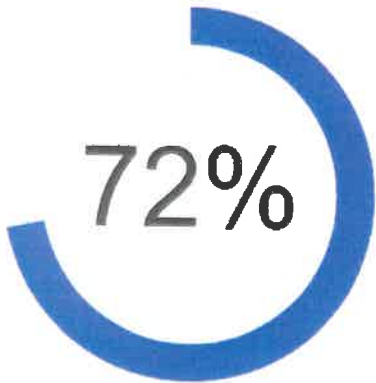
TOTAL ANNUAL REVENUE

**\$41,753,569**

TOTAL REMAINING

**\$3,151,931**

% Budget Spent



**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

### Enrollment

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

### Modified Enrollment Number

323
6
92
<b>421 75%</b>

### 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.





## General Fund Board Report

As of March 31, 2021

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$12,143,659)	(\$11,749,678)	(\$11,280,000)	\$469,678	(4.16)%
County Tuition	(\$1,907,925)	(\$1,834,275)	(\$1,883,000)	(\$48,725)	2.59%
State Funds	(\$21,721,267)	(\$20,809,200)	(\$20,859,200)	(\$50,000)	0.24%
County Property Tax	(\$4,994,794)	(\$5,975,454)	(\$9,383,300)	(\$3,407,846)	36.32%
Grant Management Fees	(\$387,268)	(\$430,280)	(\$520,000)	(\$89,720)	17.25%
Other	(\$518,172)	(\$252,421)	(\$350,000)	(\$97,579)	27.88%
Unallocated Tuition	(\$213,718)	(\$136,836)	\$0	\$136,836	-
Departmental Revenues	(\$714,208)	(\$565,425)	(\$630,000)	(\$64,575)	10.25%
<b>Total Revenue</b>	<b>(\$42,601,012)</b>	<b>(\$41,753,569)</b>	<b>(\$44,905,500)</b>	<b>(\$3,151,931)</b>	<b>7.02%</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$16,913,517	\$16,195,084	\$22,568,800	\$6,373,716	28.24%
Variable Fringe	\$3,510,593	\$3,447,672	\$4,899,100	\$1,451,428	29.63%
Health Insurance	\$3,458,588	\$3,300,862	\$4,716,200	\$1,415,338	30.01%
<b>Total Personnel Expense</b>	<b>\$23,882,698</b>	<b>\$22,943,618</b>	<b>\$32,184,100</b>	<b>\$9,240,482</b>	<b>28.71%</b>
Operating Expense					
Services & Supplies	\$4,119,347	\$4,012,418	\$6,559,200	\$2,546,782	38.83%
Other	\$3,836	\$9,877	\$0	(\$9,877)	-
Capital	\$527,219	\$562,582	\$358,000	(\$204,582)	(57.15)%
Institutional Support	\$4,753,086	\$4,947,001	\$5,774,200	\$827,199	14.33%
Transfers	\$30,500	\$30,000	\$30,000	\$0	0.00%
<b>Total Operating Expense</b>	<b>\$9,433,988</b>	<b>\$9,561,877</b>	<b>\$12,721,400</b>	<b>\$3,159,523</b>	<b>24.84%</b>
<b>Total Expense</b>	<b>\$33,316,686</b>	<b>\$32,505,494</b>	<b>\$44,905,500</b>	<b>\$12,400,006</b>	<b>27.61%</b>
<b>Rev/Expense Total</b>	<b>(\$9,284,326)</b>	<b>(\$9,248,075)</b>	<b>\$0</b>	<b>\$9,248,075</b>	<b>-</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,236,933.00	\$ 253,006.68	\$ 637,516.87	\$ 2,599,416.13	80.3%
BENEFITS	\$ 2,033,397.00	\$ 136,841.40	\$ 342,794.85	\$ 1,690,602.15	83.1%
EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
CONTRACTUAL	\$ 60,000.00	\$ 1,778.31	\$ 3,705.12	\$ 56,294.88	93.8%
SUPPLIES	\$ 226,359.00	\$ 24,248.65	\$ 62,938.43	\$ 163,420.57	72.2%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER	\$ 783,037.00	\$ 66,948.27	\$ 147,591.86	\$ 635,445.14	81.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,414,726.00</b>	<b>\$ 482,823.31</b>	<b>\$ 1,194,547.13</b>	<b>\$ 5,220,178.87</b>	<b>81.4%</b>
ADMIN COSTS (9.0%)	\$ 474,330.00	\$ 34,810.03	\$ 88,862.10	\$ 385,467.90	81.3%
<b>GRAND TOTAL</b>	<b>\$ 6,889,056.00</b>	<b>\$ 517,633.34</b>	<b>\$ 1,283,409.23</b>	<b>\$ 5,605,646.77</b>	<b>81.4%</b>
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.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	563.46	9,364.81	2,980.12	12,908.39	32,890.58

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 46,824.00	\$ -	\$ -	\$ 46,824.00	100.0%
SUPPLIES	\$ 3,303.00	\$ -	\$ 1,370.41	\$ 1,932.59	58.5%
OTHER	\$ 16,447.00	\$ 1,542.64	\$ 4,503.15	\$ 11,943.85	72.6%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 1,542.64</b>	<b>\$ 5,873.56</b>	<b>\$ 60,700.44</b>	<b>91.2%</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 796,481.00	\$ 64,338.13	\$ 106,048.06	\$ 690,432.94	86.7%
BENEFITS	\$ 463,707.00	\$ 32,385.61	\$ 55,276.49	\$ 408,430.51	88.1%
EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
CONTRACTUAL	\$ 65,110.00	\$ 2,327.00	\$ 33.00	\$ 65,077.00	99.9%
SUPPLIES	\$ 37,200.00	\$ 2,638.69	\$ 16,390.79	\$ 20,809.21	55.9%
FACILITIES/CONST.	\$ -		\$ -	\$ -	#DIV/0!
OTHER	\$ 161,431.00	\$ 9,838.86	\$ 7,954.17	\$ 153,476.83	95.1%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,598,929.00</b>	<b>\$ 111,528.29</b>	<b>\$ 185,702.51</b>	<b>\$ 1,413,226.49</b>	<b>88.4%</b>
ADMIN COSTS (9.0%)	\$ 113,417.00	\$ 8,705.13	\$ 14,600.10	\$ 98,816.90	87.1%
<b>GRAND TOTAL</b>	<b>\$ 1,712,346.00</b>	<b>\$ 120,233.42</b>	<b>\$ 200,302.61</b>	<b>\$ 1,512,043.39</b>	<b>88.3%</b>
IN KIND NEEDED	\$ 435,319.00				
IN KIND GENERATED	\$ 130,747.85				
IN KIND (SHORT)/LONG	\$ (304,571.15)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 45.88	\$ 348.28	\$ 87.42	\$ 481.58	\$ 1,779.39

**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	\$ -	\$ -	\$ 16,176.00	100.0%
SUPPLIES	\$ 1,428.00	\$ -	\$ 166.50	\$ 1,261.50	88.3%
OTHER	\$ 11,323.00	\$ 137.25	\$ 1,089.31	\$ 10,233.69	90.4%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 137.25</b>	<b>\$ 1,255.81</b>	<b>\$ 27,671.19</b>	<b>95.7%</b>



**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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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:

The College of Southern Idaho Head Start/Early Head Start Board of Trustee's approved the March Head Start/Early Head Start Board Report at the regularly scheduled Board Meeting on April 19, 2021. The Board Report contained Cost-of-Living Adjustment per Program Instruction ACF-PI-HS-21-01.

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

Sincerely,

A handwritten signature in blue ink, which appears to read 'Jeffrey M. Harmon', is written over a light blue horizontal line.

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



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

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.

<b>Funding Type</b>	<b>Head Start</b>	<b>Early Head Start</b>
Cost-of-Living Adjustment (COLA)	\$84,046	\$20,891
<b>Total Funding</b>		<b>\$104,937</b>

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](mailto:melanie.krevitz@acf.hhs.gov) or Patricia Roberts, Grants Management Specialist, at 206-615-3670 or [patricia.roberts@acf.hhs.gov](mailto:patricia.roberts@acf.hhs.gov).

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

Sincerely,

*/Kathy Schuknecht/*

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	<b>Option 1</b> - January 17 <sup>th</sup> (Martin Luther King Day)
	<b>Option 2</b> - January 24, 2022
August 16, 2021	<b>Option 1</b> – February 21 <sup>st</sup> (President’s Day)
	<b>Option 2</b> - 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](mailto: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.