

**AGENDA**

**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.

- |   |  |
|---|--|
| <b>I. CALL TO ORDER</b>   | <b>Chairman Stone</b><br>3:00PM/President’s Board Room |
| <b>II. RECESS TO EXECUTIVE SESSION</b><br><i>Motion to convene in Executive Session</i> | <b>Chairman Stone</b>                                  |
| <b>III. RECONVENE REGULAR MEETING</b>   | <b>Chairman Stone</b><br>4:00PM/Taylor Bldg Room 276   |
| <b>IV. APPROVAL OF MEETING AGENDA</b>   | <b>Chairman Stone</b>                                  |
| <b>V. STUDENT/FACULTY/STAFF ACHIEVEMENTS</b>  | <b>President Fisher</b>                                |
| <b>VI. MINUTES &amp; BUSINESS REPORTS</b>   |  |
| Approval of Minutes   | <b>Jeff Harmon</b>                                     |
| September 20, 2021  |  |
| Approval of Treasurer’s Report  | <b>Jeff Harmon</b>                                     |
| <b>VII. OPEN FORUM</b>  | <b>Chairman Stone</b>                                  |
| <b>VIII. UNFINISHED BUSINESS</b>  |  |
| <b>IX. NEW BUSINESS</b>   |  |
| <b>Action Items</b>   |  |
| 1. Head Start/Early Head Start Report   | <b>Ruby Allen</b>                                      |
| 2. CSI FY 2021 Audit Report   | <b>Jeff Harmon</b>                                     |
| 3. Board of Trustee Zone Redistricting  | <b>Jeff Harmon/Jeff Cooper</b>                         |
| 4. 5 <sup>th</sup> Axis Milling Machine   | <b>Jeff Harmon</b>                                     |
| 5. Lathe with Live Tooling  | <b>Jeff Harmon</b>                                     |
| <b>Information Items</b>  |  |
| 1. Mini-Cassia Center Annual Report   | <b>Amy Christopherson</b>                              |
| 2. PSR-1 Fall Enrollment Update   | <b>Chris Bragg</b>                                     |
| 3. College and Career Readiness Program Update  | <b>Jennifer Hall</b>                                   |
| <b>X. PRESIDENT’S REPORT</b>  | <b>President Fisher</b>                                |
| <b>XI. CSI STUDENT BODY PRESIDENT REPORT</b>  | <b>Skyler Bollar</b>                                   |
| <b>XII. REMARKS FOR THE GOOD OF THE ORDER</b>   | <b>Chairman Stone</b>                                  |
| <b>XIII. ADJOURNMENT</b>  | <b>Chairman Stone</b>                                  |

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

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

**I. CALL TO ORDER**

**Chairman Stone**  
3:00p.m./President's Board Room

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

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

**II. ADJOURNMENT**

**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

Others:

Joan Callahan, Naylor and Hales Attorneys at Law

Pursuant to Idaho Code § 77-206 the Board agreed to convene in Executive Session to Consider:

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

Jan Mittleider moved to go into Executive Session.

The vote to do so by roll call:

- Laird Stone           Aye
- Jack Nelsen         Aye
- Anna Scholes       Aye
- Jan Mittleider      Aye
- Scott McClure       Not in attendance for vote

The Board returned to public session at 4:05p.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

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

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

September 20, 2021 – Regular Meeting

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

**STUDENT/FACULTY/STAFF ACHIEVEMENTS:** President Fisher recognized Agriculture Instructor Jaysa Fillmore for her recent acceptance as Idaho’s Outstanding Postsecondary CTE Instructor.

**OPEN FORUM:** None

**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 Trustee Mittleider. Affirmative vote was unanimous.
2. Representatives from Eide Baillie, the College’s external audit firm, presented their report on the CSI’s annual audit. The audit report indicated CSI is in full compliance and that accounting systems are supported by sufficient internal controls. The Board approved CSI’s FY 2021 Audit report on MOTION by Trustee McClure. Affirmative vote was unanimous.
3. Professor of Water Resource Management and Agriculture, Jeff Cooper and Vice President of Administration Jeff Harmon presented information regarding the recent 2020 U.S. census, requiring the College to define new trustee zones from which CSI Board members are elected. This is to ensure there is a proportional representation throughout the taxing district. The report proposed a new set of trustee boundaries, to be moved forward to the Idaho State Board of Education (SBOE) for their review and approval. The Board approved the proposed boundaries, with an allowance for minor boundary adjustments for SBOE approval on MOTION by Vice-Chairman Nelsen. Affirmative vote was unanimous.

4. Vice President of Administration, Jeff Harmon presented one bid from Haas Factory Outlet for the purchase of a 5<sup>th</sup> Axis Milling Machine, estimate cost is \$123,370. The board approved the purchase of a 5<sup>th</sup> Axis Milling Machine from Haas Factory Outlet costing \$123,370 on MOTION by Trustee Mittleider. Affirmative vote was unanimous.
5. Vice President of Administration, Jeff Harmon presented one bid from Haas Factory Outlet for the purchase of a Lathe with Live Tooling, estimate cost is \$124,078. The board approved the purchase of a Lathe with Live Tooling from Haas Factory Outlet costing \$124,078 on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

**Information Items**

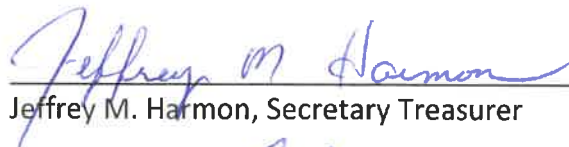
1. Off-Campus Center Director, Amy Christopherson presented her annual report for the Mini-Cassia Center.
2. College and Career Readiness (CCR) and Adult Basic Education (ABE) Director, Jennifer Hall reported on various ways that we are serving learners within these areas of the College. Jennifer, CCR/GED Testing Coordinator Ginger Narum, and Industry Training Coordinator Philip Valenta provided a compelling report demonstrating how the programs and services in CCR/ABE are transformative for our students.
3. Dean of Institutional Effectiveness and Communication Chris Bragg presented the final "census date" enrollment report to the Trustees. For Fall 2021, the College is up 7% in headcount and 3% in credit hours produced.

**PRESIDENT'S REPORT:** President Fisher gave his monthly report.

**CSI STUDENT BODY PRESIDENT'S REPORT:** Skyler Bollar gave his monthly report.

**REMARKS FOR THE GOOD OF THE ORDER:** Board members gave remarks for the good of the order.

**ADJOURNMENT DECLARED:** 5:20 p.m.

  
\_\_\_\_\_  
Jeffrey M. Harmon, Secretary Treasurer

Approved: November 15, 2021

  
\_\_\_\_\_  
Laird Stone, Chairman

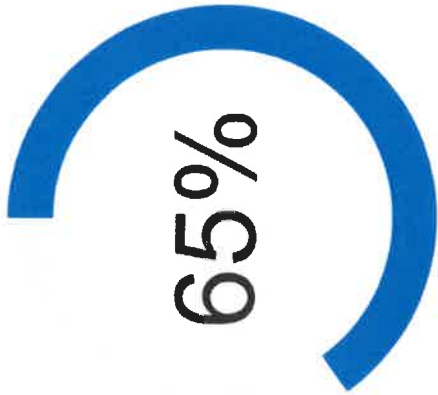


## General Fund Board Report

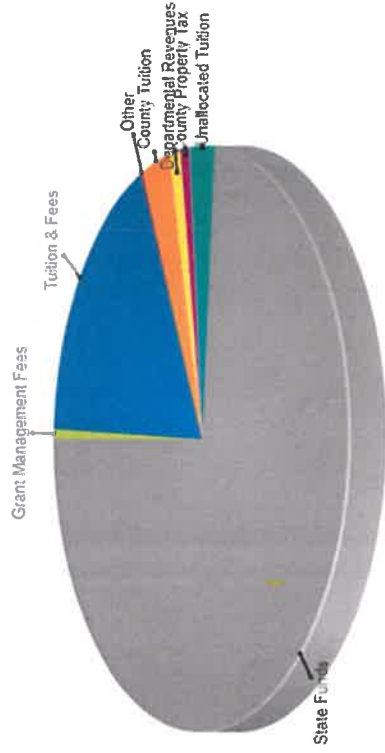
As of September 30, 2021

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$5,092,071)	(\$5,260,013)	(\$10,941,600)	(\$5,681,587)	51.93%
County Tuition	(\$818,100)	(\$923,250)	(\$1,826,500)	(\$903,250)	49.45%
State Funds	(\$20,318,100)	(\$22,292,434)	(\$22,817,900)	(\$525,466)	2.30%
County Property Tax	(\$200,983)	(\$291,794)	(\$9,866,000)	(\$9,574,206)	97.04%
Grant Management Fees	(\$135,284)	(\$159,668)	(\$550,000)	(\$390,332)	70.97%
Other	(\$90,807)	(\$73,294)	(\$260,000)	(\$186,706)	71.81%
Unallocated Tuition	(\$736,740)	(\$808,194)	\$0	\$808,194	-
Departmental Revenues	(\$255,671)	(\$364,930)	(\$180,000)	\$184,930	(102.74)%
<b>Total Revenue</b>	<b>(\$27,647,755)</b>	<b>(\$30,173,577)</b>	<b>(\$46,442,000)</b>	<b>(\$16,268,423)</b>	<b>35.03%</b>
<b>Expenses</b>					
<b>Personnel Expense</b>					
Salaries	\$5,123,397	\$5,273,846	\$23,189,000	\$17,915,154	77.26%
Variable Fringe	\$1,108,125	\$1,122,124	\$5,038,100	\$3,915,976	77.73%
Health Insurance	\$1,100,593	\$1,041,315	\$4,591,700	\$3,550,385	77.32%
<b>Total Personnel Expense</b>	<b>\$7,332,115</b>	<b>\$7,437,285</b>	<b>\$32,818,800</b>	<b>\$25,381,515</b>	<b>77.34%</b>
<b>Operating Expense</b>					
Services & Supplies	\$1,654,947	\$2,318,506	\$6,832,100	\$4,513,594	66.06%
Other	\$23	\$2,162	\$0	(\$2,162)	-
Capital	\$345,101	\$463,342	\$502,200	\$38,858	7.74%
Institutional Support	\$4,424,930	\$4,943,318	\$6,288,900	\$1,345,582	21.40%
Transfers	\$30,000	\$0	\$0	\$0	-
<b>Total Operating Expense</b>	<b>\$6,455,000</b>	<b>\$7,727,327</b>	<b>\$13,623,200</b>	<b>\$5,895,873</b>	<b>43.28%</b>
<b>Total Expense</b>	<b>\$13,787,115</b>	<b>\$15,164,612</b>	<b>\$46,442,000</b>	<b>\$31,277,388</b>	<b>67.35%</b>
<b>Rev/Expense Total</b>	<b>(\$13,860,640)</b>	<b>(\$15,008,964)</b>	<b>\$0</b>	<b>\$15,008,964</b>	<b>-</b>

% Revenue Received



General Fund Revenue



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET

**\$46,442,000**

TOTAL ANNUAL REVENUE

**\$30,173,577**

TOTAL REMAINING

**\$16,268,423**

% Budget Spent

33%

GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET

**\$46,442,000**

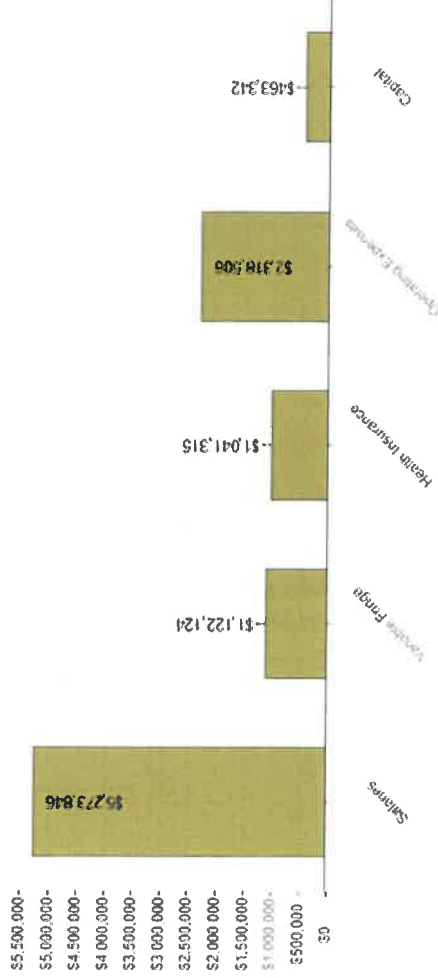
TOTAL YTD EXPENSES

**\$15,164,612**

TOTAL AVAILABLE

**\$31,277,388**

General Fund Expenses







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

**Program Summary for September 2021**  
Reported at September Board Meeting



<b>Enrollment</b>		<b>Modified Enrollment</b>
Head Start ACF Federal Funded	457	246
Head Start TANF	12	12
Early Head Start ACF Federal Funded	92	92
<b>Total</b>	<b>561</b>	<b>350</b>
<b>Program Options</b>		
Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.		
Head Start Overall Attendance		81%
EHS Toddler Combo Attendance		76%
IEP/IFSP Enrollment		5%
Over Income Enrollment		1%
100-130% Poverty Level		15%
<b>Meals and Snacks</b>		
Total meals served		4690
Total snacks served		143

**Documents for Board Review and Approval: Board / Financial Reports**

**Program Notes**

As you will see from the equipment line of the financial report the 6 new 2021 Ford Escapes that were ordered in May arrived early September. Registration is complete and they have been distributed to centers.

Attendance continues to be low with many children and staff out with a variety of health issues. With attendance low it is possible to start increasing enrollment with minimal impact to teaching staff. We have started to increase enrollment in October. Small centers with teachers vaccinated will be fully enrolled by January. Larger centers with low vaccination rate, enrollment will not be increased in case some teachers leave at the end of December. This will allow us to combine classes to ensure students still receive services.

The new application for funding was submitted on September 27<sup>th</sup>, Region X has reviewed and found it to be very detailed and didn't require additional information.

Each year Head Start provides a Leadership Training for Policy Council and the Governing Board. In an effort to get the information to a very busy Governing Body I have attached the training information that will be reviewed at the Leadership Training in November.

As per Head Start Performance Standards 1302.12 (m)(1) A Program must train all governing body (CSI Board of Trustee's), policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures.

Thank you for your continued commitment to Head Start/Early Head Start Program.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,279,256.00	\$ 276,750.27	\$ 2,216,460.30	\$ 1,062,795.70	32.4%
BENEFITS	\$ 2,068,181.00	\$ 148,204.38	\$ 1,204,822.77	\$ 863,358.23	41.7%
EQUIPMENT	\$ 75,000.00	\$ 68,152.44	\$ 68,152.44	\$ 6,847.56	9.1%
CONTRACTUAL	\$ 60,000.00	\$ 862.98	\$ 8,288.92	\$ 51,711.08	86.2%
SUPPLIES	\$ 226,359.00	\$ 16,763.61	\$ 133,661.54	\$ 92,697.46	41.0%
FACILITIES/CONST.	\$ 1,185,930.00	\$ -	\$ 50.00	\$ 1,185,880.00	0.0%
OTHER	\$ 783,037.00	\$ 59,546.06	\$ 596,102.11	\$ 186,934.89	23.9%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 7,677,763.00</b>	<b>\$ 570,279.74</b>	<b>\$ 4,227,538.08</b>	<b>\$ 3,450,224.92</b>	<b>44.9%</b>
ADMIN COSTS (9.0%)	\$ 481,269.00	\$ 38,964.70	\$ 309,435.86	\$ 171,833.14	35.7%
<b>GRAND TOTAL</b>	<b>\$ 8,159,032.00</b>	<b>\$ 609,244.44</b>	<b>\$ 4,536,973.94</b>	<b>\$ 3,622,058.06</b>	<b>44.4%</b>
IN KIND NEEDED	\$ 1,738,907.00				
IN KIND GENERATED	\$ 1,688,504.35				
IN KIND (SHORT)/LONG	\$ (50,402.65)				
PROCUREMENT CARD EXPENSE	\$ 20,959.98	3% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	4,649.21	17,111.12	4,822.96	26,583.29	82,763.17

**HEAD START T/TA**

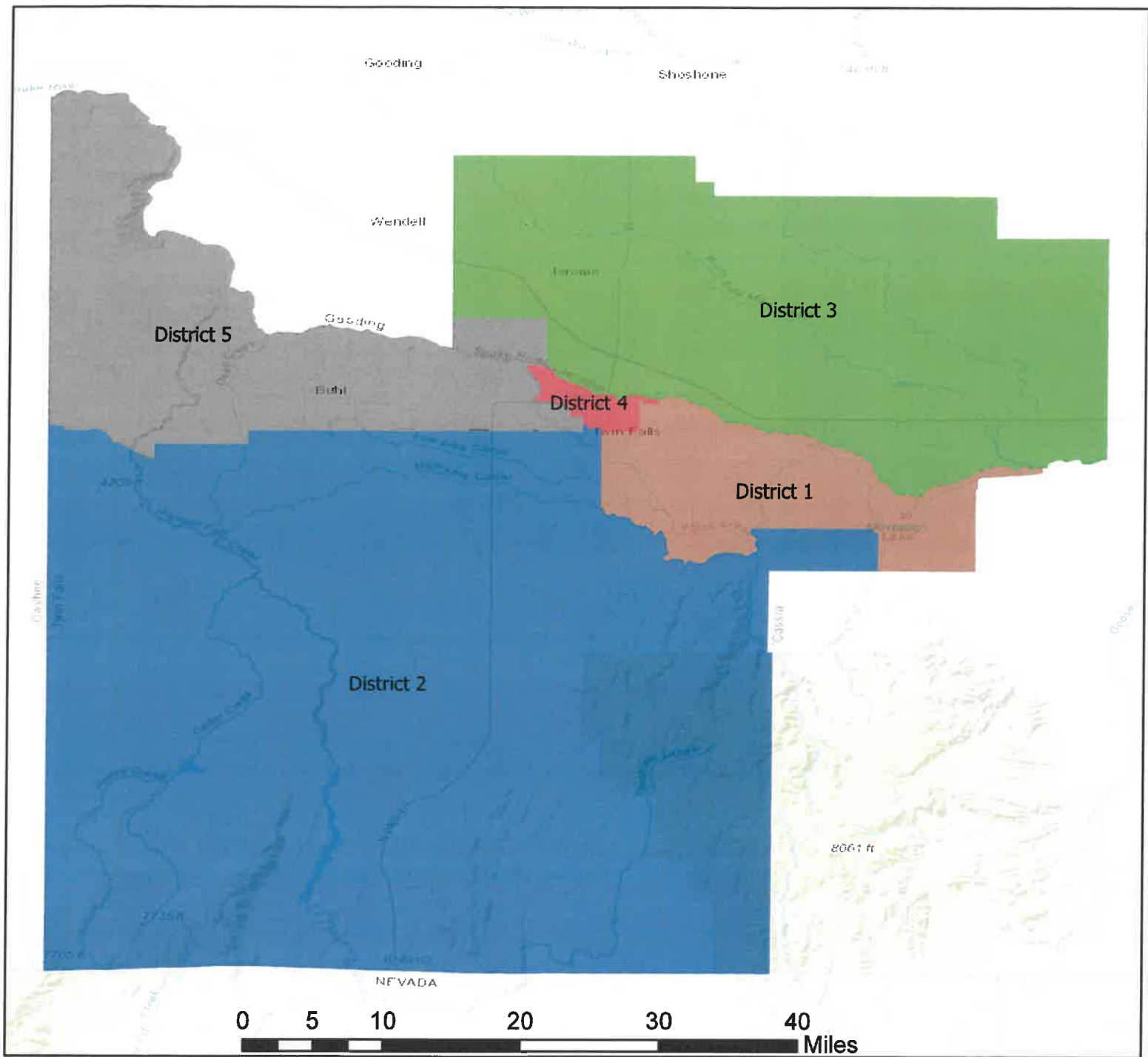
CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 46,824.00	\$ 27.28	\$ 27.28	\$ 46,796.72	99.9%
SUPPLIES	\$ 3,303.00	\$ 866.16	\$ 3,376.27	\$ (73.27)	-2.2%
OTHER	\$ 16,447.00	\$ 8,893.79	\$ 46,967.58	\$ (30,520.58)	-185.6%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 9,787.23</b>	<b>\$ 50,371.13</b>	<b>\$ 16,202.87</b>	<b>24.3%</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 806,547.00	\$ 64,589.78	\$ 551,698.02	\$ 254,848.98	31.6%
BENEFITS	\$ 472,807.00	\$ 32,341.00	\$ 281,770.93	\$ 191,036.07	40.4%
EQUIPMENT	\$ 75,000.00	\$ 69,942.00	\$ 69,942.00	\$ 5,058.00	
CONTRACTUAL	\$ 65,110.00	\$ 2,583.08	\$ 17,301.10	\$ 47,808.90	73.4%
SUPPLIES	\$ 37,200.00	\$ 2,905.58	\$ 32,207.53	\$ 4,992.47	13.4%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	
OTHER	\$ 161,431.00	\$ 8,732.23	\$ 79,893.07	\$ 81,537.93	50.5%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,618,095.00</b>	<b>\$ 181,093.67</b>	<b>\$ 1,032,812.65</b>	<b>\$ 585,282.35</b>	<b>36.2%</b>
ADMIN COSTS (9.0%)	\$ 115,142.00	\$ 8,723.76	\$ 74,524.31	\$ 40,617.69	35.3%
<b>GRAND TOTAL</b>	<b>\$ 1,733,237.00</b>	<b>\$ 189,817.43</b>	<b>\$ 1,107,336.96</b>	<b>\$ 625,900.04</b>	<b>36.1%</b>
IN KIND NEEDED	\$ 435,319.00				
IN KIND GENERATED	\$ 496,369.02				
IN KIND (SHORT)/LONG	\$ 61,050.02				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 18.59	\$ 398.18	\$ 344.74	\$ 761.51	\$ 5,257.31

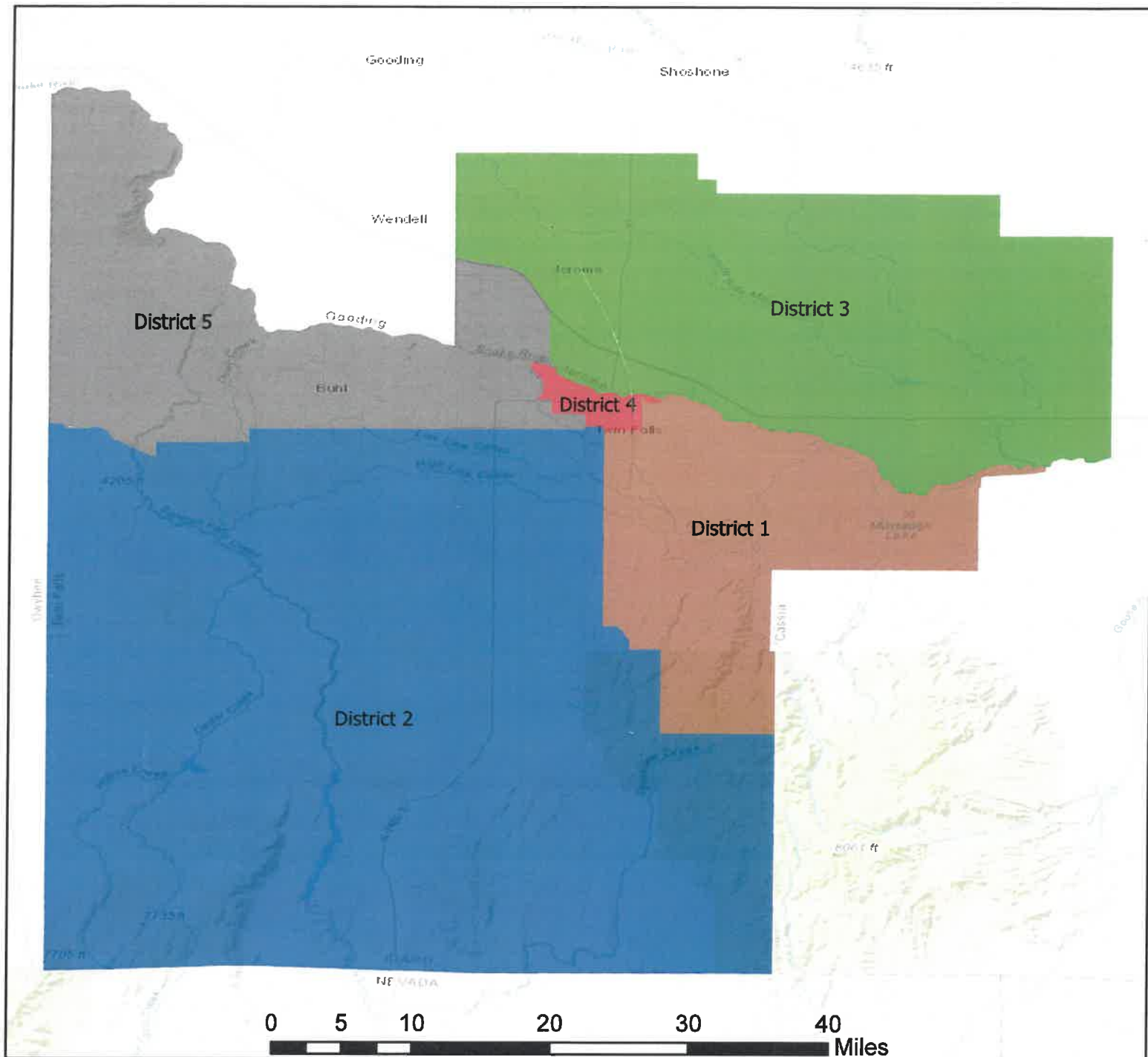
**EARLY HEAD START T/TA**

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	\$ 271.50	\$ 1,928.64	\$ (500.64)	-35.1%
OTHER	\$ 11,323.00	\$ 5,225.42	\$ 15,897.94	\$ (4,574.94)	-40.4%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 5,496.92</b>	<b>\$ 17,826.58</b>	<b>\$ 11,100.42</b>	<b>38.4%</b>



## DRAFT Proposal for Revised Trustee Boundaries

	<i><b>Total Population</b></i>	<i><b>Target Population</b></i>	<i><b>Deviation from Target</b></i>	<i><b>% From Target</b></i>
<i><b>District 1</b></i>	22,863	22,857	6	0.0%
<i><b>District 2</b></i>	22,848	22,857	-9	0.0%
<i><b>District 3</b></i>	22,827	22,857	-30	-0.1%
<i><b>District 4</b></i>	22,984	22,857	127	0.6%
<i><b>District 5</b></i>	22,761	22,857	-96	-0.4%



## 2020 Population Analysis Utilizing Previous Trustee Zone Boundaries

	<i><b>Total Population</b></i>	<i><b>Target Population</b></i>	<i><b>Deviation from Target</b></i>	<i><b>% From Target</b></i>
<i><b>District 1</b></i>	23,586	22,857	729	3.2%
<i><b>District 2</b></i>	21,606	22,857	-1,251	-5.5%
<i><b>District 3</b></i>	21,217	22,857	-1,640	-7.2%
<i><b>District 4</b></i>	25,383	22,857	2,526	11.1%
<i><b>District 5</b></i>	22,491	22,857	-366	-1.6%

October 18, 2021

To the Board of Trustees  
College of Southern Idaho  
Twin Falls, Idaho

We have audited the financial statements of College of Southern Idaho (the College) and the discretely presented component unit of the College as of and for the year ended June 30, 2021 and have issued our report thereon dated October 18, 2021. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards* and our Compliance Audit under the Uniform Guidance**

As communicated in our letter dated May 17, 2021 our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and to express an opinion on whether the College complied with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the College major federal programs. Our audit of the financial statements and major program compliance does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the College solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Our responsibility, as prescribed by professional standards as it relates to the audit of College's major federal program compliance, is to express an opinion on the compliance for each of College's major federal programs based on our audit of the types of compliance requirements referred to above. An audit of major program compliance includes consideration of internal control over compliance with the types of compliance requirements referred to above as a basis for designing audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, as a part of our major program compliance audit, we considered internal control over compliance for these purposes and not to provide any assurance on the effectiveness of the College's internal control over compliance.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated October 18, 2021. We have also provided our comments regarding compliance with the types of compliance requirements referred to above and internal controls over compliance during our audit in our Independent Auditor's Report on Compliance with Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance dated October 18, 2021.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

### **Qualitative Aspects of the Entity's Significant Accounting Practices**

#### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the College is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2021. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements were:

- Management's estimate of the other post-employment benefit (OPEB) liability and the deferred inflows/outflows of resources related to the liability is based on actuarial estimates provided by Milliman to the College. We evaluated the key factors and assumptions used to develop the OPEB liability and determined it is reasonable in relation to the basic financial statements taken as a whole.

- Management's estimate of the other post-employment benefit (OPEB) asset for sick leave insurance and the deferred inflows/outflows of resources related to the asset is based on actuarial estimates provided by Milliman to PERSI. We evaluated the key factors and assumptions used to develop the OPEB liability and determined it is reasonable in relation to the basic financial statements taken as a whole.
- Management's estimate of the employer pension assumption is based on actuarial estimates provided by PERSI. We evaluated the key factors and assumptions used to develop the employer pension assumption in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of lost revenue for HEERF funding. The College computed lost revenue by projecting what total lost revenue would be for the 2020-2021 school year as a result of the drop in attendance and the decrease in funding from the state of Idaho for fiscal year 2021.

#### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the College's financial statements were:

- The disclosure of the other post-employment benefit obligations in Note 7 and 8 to the financial statements is sensitive as these footnotes support the assumptions made and inputs used to determine the other post-employment liability. The disclosure of the employer pension assumption in Note 6 to the financial statements is sensitive as this footnote supports the assumptions made and inputs used to determine the employer pension assumption.

#### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

#### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. There were no corrected misstatements identified as a result of our audit procedures.



The following summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. They are as follows:

- To reclassify credit balances in student accounts receivable to a payable in the amount of \$293,055. This resulted in assets being understated by \$293,055 and payables being understated by \$293,055.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain written representations from management that are included in the management representation letter dated October 18, 2021.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the College, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the College, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the College's auditors.

The financial statements include the financial statements of College of Southern Idaho Foundation (the Foundation), which we considered to be a significant component of the financial statements of the College. Consistent with the audit of the College's financial statements as a whole, our audit included obtaining an understanding of the Foundation and their environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements of the College and completion of further audit procedures.

This report is intended solely for the information and use of the Board of Trustees and management of the College and is not intended to be and should not be used by anyone other than these specified parties.

Boise, Idaho

October 18, 2021

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

From: Jeffrey M. Harmon



Re: 5<sup>th</sup> Axis Milling Machine

We advertised for the purchase of a 5<sup>th</sup> axis milling machine to be used in CSI's Manufacturing Technology program. We received one bids as follows:

Haas Factory Outlet	Meridian, Idaho	\$ 123,370.00
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Based on the review of the proposal by Jim Kellis, I recommend that we accept this bid from Haas Factory Outlet of Meridian, Idaho in the amount of \$123,370.00.

Funding for this project comes from our annual Perkins funding from the Carl D. Perkins Career and Technical Education Act of 2006. This funding is pass through to us from Idaho Career Technical Education and is used to expand and enhance Career and Technical Education programs.

October 18, 2021

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

From: Jeffrey M. Harmon



Re: Lathe with Live Tooling

We advertised for the purchase of a Lathe with Live Tooling to be used in CSI's Manufacturing Technology program. We received one bids as follows:

Haas Factory Outlet	Meridian, Idaho	\$ 124,078.00
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Based on the review of the proposal by Jim Kellis, I recommend that we accept this bid from Haas Factory Outlet of Meridian, Idaho in the amount of \$124,078.00.

Funding for this project comes from our annual Perkins funding from the Carl D. Perkins Career and Technical Education Act of 2006. This funding is pass through to us from Idaho Career Technical Education and is used to expand and enhance Career and Technical Education programs.