

AGENDA

Board of Trustees
Laird Stone, Chair
Jack Nelsen
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.

- | | |
|---|---|
| I. CALL TO ORDER | Chairman Stone
3:00 p.m. / President’s Board Room |
| 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. / Fine Arts Building Room #119 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| September 19, 2022 | |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| 1. Elmore County Petition | President Fisher |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Ruby Behm |
| 2. CSI FY 2022 Audit Report | Jeff Harmon/Kristen Diggs |
| Information Items | |
| 1. INBRE Presentation | Amy Rice Doetsch / Megan Jacobsen |
| 2. New Faculty Introductions | Tiffany Seeley-Case |
| 3. PSR-1 Fall Enrollment Update | Chris Bragg |
| 4. Mini Cassia Center Annual Report | Amy Christopherson |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Aurora Berumen Ortiz |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

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I. CALL TO ORDER

Chairman Stone
3:00 p.m.

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: 3:00 p.m.

EXECUTIVE SESSION: 3:00 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Anna Scholes, Clerk
Jan Middleider, 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)]

Jan Middleider moved to go into Executive Session.

The vote to do so by roll call:

- Laird Stone Aye
- Anna Scholes Aye
- Jan Middleider Aye
- Scott McClure Aye

The Board returned to public session at 4:02 p.m.

BOARD MEETING ATTENDEES:

Trustees:

Laird Stone, Chairman
Anna Scholes, Clerk
Jan Middleider, Trustee
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration
Dr. Jonathan Lord, Vice President of Student Life and Enrollment Services

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 Scholes.

September 19, 2022 – Regular Meeting

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Automotive Technology Professor David Rodriguez for recently being identified as an exemplary faculty member in automotive technology by Cengage / Automotive Service Excellence (ASE). Also recognized was CSI Foundation Executive Director Erika Allen for recently starting her leadership development experience as a Hispanic Association of Colleges and Universities Leadership Fellow.

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

OPEN FORUM: None

UNFINISHED BUSINESS: Elmore County Petition

NEW BUSINESS:

Action Items

1. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee Scholes. Affirmative vote was unanimous.
2. Vice President of Administration Jeff Harmon and Eide Bailey Firm CPA Kristen Diggs presented CSI’s Year Ended June 30, 2022, Audit Report. CSI was found to follow all audit standards and received an unqualified opinion. The report was accepted on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

Information Items

1. Chemistry Professor Megan Jacobsen presented the Trustees with an overview of the College’s participation in Idaho Idea Network of Biomedical Research (INBRE), a consortium of Idaho’s higher education institutions with a collective mission to advance biomedical research and instruction. Three of our students who recently participated in INBRE internships presented their experiences to the Trustees.

2. Dean of Transfer and General Education Tiffany Seeley-Case introduced eight faculty who are new to CSI and are teaching in General Education.
3. Dean of Institutional Effectiveness and Communication Chris Bragg presented the College's final enrollment report for Fall 2022.
4. Off Campus Director Any Christopherson presented her annual report about the Mini-Cassia Center and how it supports access, opportunity, and workforce training needs in the region it serves.

PRESIDENT'S REPORT: President Fisher provided his monthly President's report.

CSI STUDENT BODY PRESIDENT REPORT: Student Body President Aurora Berumen Ortiz provided her monthly report.

REMARKS FOR THE GOOD OF THE ORDER: Board members provided remarks for the Good of the Order.

ADJOURNMENT DECLARED: 5:03 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: November 14, 2022



Laird Stone, Chairman



General Fund Board Report

As of September 30, 2022

	Prior Year	Current Year	Budget	Remaining	Remaining %	
Revenue						
Tuition & Fees	(\$5,260,013)	(\$5,489,306)	(\$12,192,000)	(\$6,702,694)	54.98%	
County Tuition	(\$923,250)	(\$936,700)	(\$1,972,600)	(\$1,035,900)	52.51%	
State Funds	(\$22,292,434)	(\$24,636,666)	(\$25,258,400)	(\$621,734)	2.46%	
County Property Tax	(\$291,794)	(\$197,176)	(\$10,447,000)	(\$10,249,824)	98.11%	
Grant Management Fees	(\$159,668)	(\$179,516)	(\$500,000)	(\$320,484)	64.10%	
Other	(\$53,294)	(\$152,255)	(\$180,000)	(\$27,745)	15.41%	
Unallocated Tuition	(\$808,194)	(\$582,233)	\$0	\$582,233	0.00%	
Departmental Revenues	(\$364,930)	(\$55,675)	(\$100,000)	(\$44,325)	44.33%	
Total Revenue	(\$30,153,577)	(\$32,229,527)	(\$50,650,000)	(\$18,420,473)	36.37%	63.63%
Expenses						
Personnel Expense						
Salaries	\$5,273,846	\$5,606,774	\$25,295,200	\$19,688,426	77.83%	
Variable Fringe	\$1,122,124	\$1,207,314	\$5,513,200	\$4,305,886	78.10%	
Health Insurance	\$1,041,315	\$1,042,356	\$4,720,300	\$3,677,944	77.92%	
Total Personnel Expense	\$7,437,285	\$7,856,444	\$35,528,700	\$27,672,256	77.89%	
Operating Expense						
Operating Expenses	\$2,318,505	\$2,733,661	\$7,467,900	\$4,734,239	63.39%	
Other	\$3,002	\$0	\$0	\$0	0.00%	
Capital	\$463,342	\$214,271	\$762,000	\$547,729	71.88%	
Institutional Support	\$4,943,318	\$5,549,358	\$6,891,400	\$1,342,042	19.47%	
Transfers	\$0	\$0	\$0	\$0	0.00%	
Total Operating Expense	\$7,728,167	\$8,497,290	\$15,121,300	\$6,624,010	43.81%	
Total Expense	\$15,165,452	\$16,353,734	\$50,650,000	\$34,296,266	67.71%	32.29%
Rev/Expense Total	(\$14,988,125)	(\$15,875,793)	\$0	\$15,875,793	-	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,649,248.00	\$ 277,262.61	\$ 2,252,975.70	\$ 1,396,272.30	38.3%
BENEFITS	\$ 2,080,627.00	\$ 141,658.20	\$ 1,148,845.10	\$ 931,781.90	44.8%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 27,500.00	\$ -	\$ 9,005.74	\$ 18,494.26	67.3%
SUPPLIES	\$ 222,500.00	\$ 10,671.99	\$ 99,824.84	\$ 122,675.16	55.1%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER	\$ 660,309.00	\$ 31,789.20	\$ 292,586.97	\$ 367,722.03	55.7%
TOTAL DIRECT COSTS	\$ 6,640,184.00	\$ 461,382.00	\$ 3,803,238.35	\$ 2,836,945.65	42.7%
ADMIN COSTS (9.0%)	\$ 515,689.00	\$ 37,702.87	\$ 307,652.25	\$ 208,036.75	40.3%
GRAND TOTAL	\$ 7,155,873.00	\$ 499,084.87	\$ 4,110,890.60	\$ 3,044,982.40	42.6%

IN KIND NEEDED	\$ 1,805,612.00
IN KIND GENERATED	\$ 1,418,114.44
IN KIND (SHORT)/LONG	\$ (387,497.56)

PROCUREMENT CARD EXPENSE \$ 21,867.56 4% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	1,242.59	15,574.25	2,145.12	18,961.96	117,192.82

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 32,200.00	\$ 1,578.48	\$ 22,182.26	\$ 10,017.74	31.1%
SUPPLIES	\$ 3,500.00	\$ -	\$ 885.51	\$ 2,614.49	74.7%
OTHER	\$ 30,874.00	\$ 2,081.39	\$ 13,458.11	\$ 17,415.89	56.4%
GRAND TOTAL	\$ 66,574.00	\$ 3,659.87	\$ 36,525.88	\$ 30,048.12	45.1%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 913,380.00	\$ 66,681.13	\$ 617,817.42	\$ 295,562.58	32.4%
BENEFITS	\$ 513,080.00	\$ 33,035.33	\$ 293,901.04	\$ 219,178.96	42.7%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 7.80	\$ 29,536.82	\$ 23,463.18	44.3%
SUPPLIES	\$ 34,039.00	\$ 1,580.79	\$ 20,324.44	\$ 13,714.56	40.3%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	
OTHER	\$ 138,190.00	\$ 7,165.55	\$ 66,385.43	\$ 71,804.57	52.0%
TOTAL DIRECT COSTS	\$ 1,651,689.00	\$ 108,470.60	\$ 1,027,965.15	\$ 623,723.85	37.8%
ADMIN COSTS (9.0%)	\$ 128,381.00	\$ 8,974.48	\$ 82,079.75	\$ 46,301.25	36.1%
GRAND TOTAL	\$ 1,780,070.00	\$ 117,445.08	\$ 1,110,044.90	\$ 670,025.10	37.6%
IN KIND NEEDED	\$ 452,250.00				
IN KIND GENERATED	\$ 490,710.98				
IN KIND (SHORT)/LONG	\$ 38,460.98				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 60.37	\$ 816.37	\$ 187.44	\$ 1,064.18	\$ 9,513.25

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 24,200.00	\$ 1,504.37	\$ 8,801.69	\$ 15,398.31	63.6%
SUPPLIES	\$ 1,000.00	\$ -	\$ 171.30	\$ 828.70	82.9%
OTHER	\$ 3,727.00	\$ 3,455.70	\$ 7,001.64	\$ (3,274.64)	-87.9%
GRAND TOTAL	\$ 28,927.00	\$ 4,960.07	\$ 15,974.63	\$ 12,952.37	44.8%



COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START
998 Washington St. N.
Twin Falls, Idaho 83303-1238
(208) 736-0741



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. 10CH012144

To whom it may concern:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees and Policy Council reviewed and approved the request to Modify the Head Start/Early Head Start FY 2022 budget to move Operation funds to Construction and carry those funds into FY 2023 for construction.

We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

October 17, 2022

A handwritten signature in blue ink that reads 'Jeffrey M. Harmon'.

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

October 22, 2022

A handwritten signature in black ink that reads 'Betty Maciel'.

Betty Maciel
Policy Council Chair
College of Southern Idaho
Head Start/Early Head Start