

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.

- | | |
|---|--|
| I. CALL TO ORDER | Chairman Stone 3:00PM/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 4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes November 15, 2021 December 7, 2021 (Executive Session) | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Ruby Allen |
| 2. January Board of Trustees Meeting Date Change | President Fisher |
| Information Items | |
| 3. Education Week Update | President Fisher |
| 4. Teaching Learning Center Update | Chris Harper |
| 5. Office On Aging Update | Cory Stokesberry |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Skyler Bollar |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

AGENDA**Board of Trustees**

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Scott McClure

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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: 3:02 p.m.

EXECUTIVE SESSION: 3:02 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
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration
Chris Bragg, Dean of Institutional Effectiveness and Communication / ALO
Eric Nielson, Director of Human Resources
Ruby Allen, Director of Head Start

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)]

Trustee Scholes 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 4:05 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
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration
Chris Bragg, Dean of Institutional Effectiveness and Communication / ALO
Eric Nielson, Director of Human Resources

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

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized and thanked Allied Health Assistant Professor, Sarah Renaldi for serving on President's Cabinet for the last year on behalf of faculty.

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

November 15, 2021 – Regular Meeting

December 7, 2021 – Executive Session

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. **HEAD START/EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee Scholes. Affirmative vote was unanimous.
2. President Fisher proposed a Board of Trustees meeting date change in January to avoid scheduling conflicts with Idaho Legislature Education Week. The proposed new date is Tuesday, January 18. The Board approved to hold the January meeting on Tuesday, January 18, 2022, on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

Information Items

1. President Fisher provided an overview of the activities for Idaho Legislature's Education Week to be held the week of January 24th. CSI will present the budget presentation to the Joint Finance and Appropriations Committee (JFAC) on Wednesday, January 26th at 8:00 a.m.
2. Chris Harper, Director of Teaching & Learning Center presented an overview of the programs and support activities that are being provided by the CSI Teaching and Learning Center. He reported that his team provides ongoing professional development that improves pedagogy and supports service improvement.


3. Cory Stokesberry, Director of Office on Aging (OOA) gave his annual report on the services currently provided. He indicated they are making great strides to better improve the services, including the purchase of three new vehicles and helped with upgrades to senior centers serving Magic Valley's eight counties.

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

CSI STUDENT BODY PRESIDENT'S REPORT: CSI Student Body President, Skylar Bollar presented his monthly report.

REMARKS FOR THE GOOD OF THE ORDER: The Board of Trustees presented remarks for the good of the order.

ADJOURNMENT DECLARED: 4:54 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: January 18, 2022



Laird Stone, Chairman

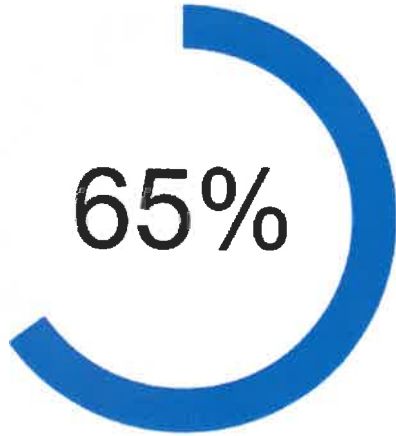


General Fund Board Report

As of November 30, 2021

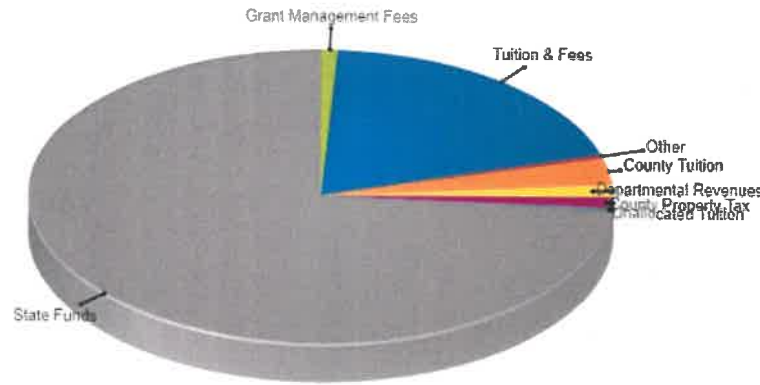
| | Prior Year | Current Year | Budget | Remaining | Remaining % |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|
| Revenue | | | | | |
| Tuition & Fees | (\$5,616,934) | (\$5,874,976) | (\$10,941,600) | (\$5,066,624) | 46.31% |
| County Tuition | (\$810,650) | (\$913,050) | (\$1,826,500) | (\$913,450) | 50.01% |
| State Funds | (\$20,368,100) | (\$22,303,600) | (\$22,817,900) | (\$514,300) | 2.25% |
| County Property Tax | (\$433,293) | (\$372,823) | (\$9,866,000) | (\$9,493,177) | 96.22% |
| Grant Management Fees | (\$233,337) | (\$273,267) | (\$550,000) | (\$276,733) | 50.32% |
| Other | (\$161,254) | (\$111,814) | (\$260,000) | (\$148,186) | 56.99% |
| Unallocated Tuition | (\$73,178) | (\$80,736) | \$0 | \$80,736 | - |
| Departmental Revenues | (\$277,280) | (\$401,630) | (\$180,000) | \$221,630 | (123.13)% |
| Total Revenue | (\$27,974,026) | (\$30,331,896) | (\$46,442,000) | (\$16,110,104) | 34.69% |
| Expenses | | | | | |
| Personnel Expense | | | | | |
| Salaries | \$8,880,844 | \$9,260,575 | \$23,189,000 | \$13,928,425 | 60.06% |
| Variable Fringe | \$1,903,245 | \$1,939,581 | \$5,038,100 | \$3,098,519 | 61.50% |
| Health Insurance | \$1,830,544 | \$1,758,692 | \$4,591,700 | \$2,833,008 | 61.70% |
| Total Personnel Expense | \$12,614,633 | \$12,958,847 | \$32,818,800 | \$19,859,953 | 60.51% |
| Operating Expense | | | | | |
| Services & Supplies | \$2,408,705 | \$3,403,640 | \$6,841,000 | \$3,437,360 | 50.25% |
| Other | \$7,550 | \$6,105 | \$0 | (\$6,105) | - |
| Capital | \$388,472 | \$583,915 | \$493,300 | (\$90,615) | (18.37)% |
| Institutional Support | \$4,471,978 | \$5,050,049 | \$6,288,900 | \$1,238,851 | 19.70% |
| Transfers | \$30,000 | \$0 | \$0 | \$0 | - |
| Total Operating Expense | \$7,306,705 | \$9,043,710 | \$13,623,200 | \$4,579,490 | 33.62% |
| Total Expense | \$19,921,337 | \$22,002,558 | \$46,442,000 | \$24,439,442 | 52.62% |
| Rev/Expense Total | (\$8,052,689) | (\$8,329,338) | \$0 | \$8,329,338 | - |

% Revenue Received



65%

General Fund Revenue



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET

\$46,442,000

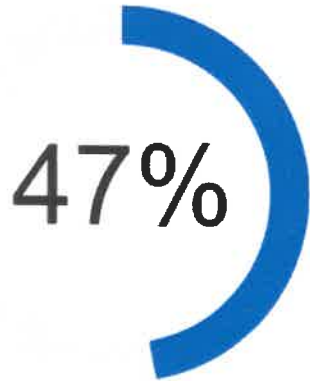
TOTAL ANNUAL REVENUE

\$30,331,896

TOTAL REMAINING

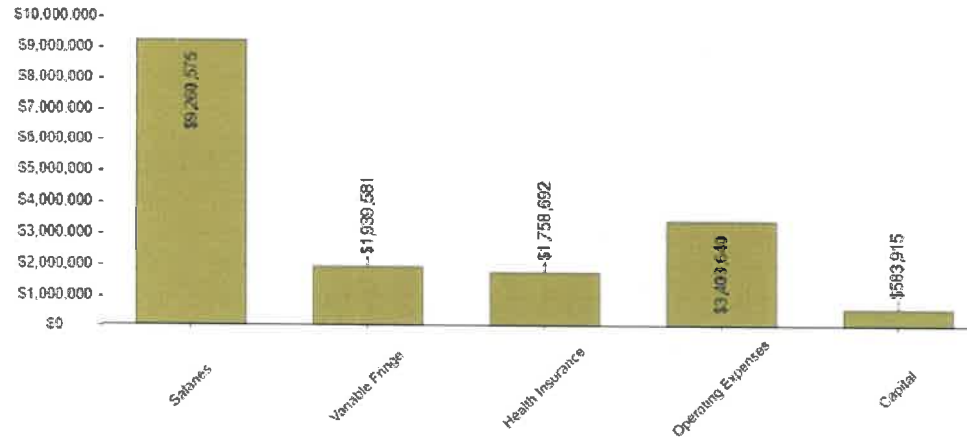
\$16,110,104

% Budget Spent



47%

General Fund Expenses



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET

\$46,442,000

TOTAL YTD EXPENSES

\$22,002,558

TOTAL AVAILABLE

\$24,439,442



College of Southern Idaho
Head Start/Early Head Start



Program Summary for November 2021
Reported at December Board Meeting

Enrollment

| | |
|-------------------------------------|------------|
| Head Start ACF Federal Funded | 457 |
| Head Start TANF | 12 |
| Early Head Start ACF Federal Funded | 92 |
| Total | 561 |

Modified Enrollment

| |
|------------|
| 245 |
| 12 |
| 92 |
| 350 |

Program Options

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 79%

IEP/IFSP Enrollment 5%

Over Income Enrollment 1%

100-130% Poverty Level 15%

Meals and Snacks

Total meals served 3662

Documents for Board Review and Approval: Board / Financial Report

OHS (Office of Head Start) presented the new standards for vaccination and masking through a webinar at 12PM on 11/29/21 we received notice of this webinar 2 hours earlier. Below is a summary of the new Performance Standards provided:

Mask Requirement - Compliance Date 11/30/2021

1302.47 (b)(5)(vi) Safety

All individuals 2 years of age or older must wear a face mask when Head Start services are provided.

Exceptions: eating, drinking, napping or children with special health care needs.

Teachers introduced masks to children on 12/6/2021

Vaccine Requirement - Compliance Date 01/31/2022 (The second shot must be administered on or before this date) 1302.93 (a)(1) Staff Health and Wellness

- All HS/EHS Staff
- Contractors who have direct contact with children and families
- Volunteers who work directly with children

Exemptions: Medical (documented by a medical provider) or Sincerely held Religious Belief.

Those granted exemption must undergo SARS-CoV-2 testing weekly.

It is the responsibility of Head Start programs to establish a process for reviewing and granting the exemptions. Additionally, programs should develop and implement a written COVID-19 testing protocol for those granted vaccine exemptions. Programs should consult with their Board, Policy Council, Health Advisory Committee, and local public health officials, along with recommendations from their agency's legal counsel and Human Resources department in the development of a COVID -19 testing protocol.

CSI HS/EHS Vaccination Status by Center

| | | | | |
|-----------------------|------------|-----|------|---------------------------------|
| Administrative Office | 22 of 23 | EX | LV | |
| Burley | 13 of 21 | (2) | | *One classroom possible closure |
| Hansen | 10 of 10 | | | |
| Twin Falls | 15 of 24 | (6) | (1) | *One classroom possible closure |
| Shoshone | 5 of 6 | (1) | | |
| Rupert | 18 of 21 | (3) | | |
| Jerome | 13 of 19 | (3) | (2) | *One classroom possible closure |
| Wendell | 5 of 7 | (1) | (1) | |
| American Falls | 9 of 9 | | | |
| Buhl | 5 of 7 | (1) | | |
| Total | 116 of 147 | 79% | (18) | (4) |

*If classrooms are closed children would be integrated into existing classrooms, no children would be dropped.

EX – Planning to request medical or religious exemption LV- Will end employment with Head Start

Full Enrollment monitoring will start January 2022, OHS will allow 4 months of under enrollment before a plan is developed.

Region X Idaho Director Meeting Notes

Interim Final Rule embedded Vaccine and Mask Mandates into Head Start Performance Standards all programs must comply.

Three Options to Interim Final Rule

- Comply with mask and vaccine mandates
- Grantee can relinquish grant if they do not want to comply
- OHS can terminate grant for non-compliance

If a program relinquishes grant or it is terminated the Child Development Institute (CDI) will be hired to run program on interim basis until new grant is awarded. The current grantee would finish out the program or fiscal year.

CSI is a Head Start Grant recipient not a federal contract. Kathy Schuknecht, OHS Region X Director will send out guidance to all Directors on this definition.

Kathy invited programs to schedule individual meetings with her if Board/PC had questions and needed to hear answers directly from her.

Office of Head Start answers to questions on the Interim Final Rule: Vaccine and Masking Requirements.

- Staff hired after 1/31/22 must be vaccinated.
- COVID vaccination is required of all HS staff regardless of leave status.
- The vaccine requirements do not apply to parents unless they volunteer at the center.
- Families and children receiving Home Based services must wear masks in their home while the home visitor is present.
- Head Start funds can be used to pay for weekly COVID testing if it is included in a program's policies and procedures.
- The Vaccine and Mask Rule can change based on comments received throughout the 30-day comment period of the emergency regulation. The comment period will close on 12/31/21.

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE OF BUDGET | REMAINING BUDGET % |
|---------------------------|------------------------|--|------------------------|------------------------|--------------------|
| SALARIES | \$ 3,279,256.00 | \$ 287,092.00 | \$ 2,775,428.89 | \$ 503,827.11 | 15.4% |
| BENEFITS | \$ 2,068,181.00 | \$ 149,499.78 | \$ 1,495,970.31 | \$ 572,210.69 | 27.7% |
| EQUIPMENT | \$ 75,000.00 | \$ - | \$ 68,152.44 | \$ 6,847.56 | 9.1% |
| CONTRACTUAL | \$ 60,000.00 | \$ 167.21 | \$ 9,149.33 | \$ 50,850.67 | 84.8% |
| SUPPLIES | \$ 226,359.00 | \$ 7,661.50 | \$ 167,151.89 | \$ 59,207.11 | 26.2% |
| FACILITIES/CONST. | \$ 1,185,930.00 | \$ 22,801.28 | \$ 143,362.20 | \$ 1,042,567.80 | 0.0% |
| OTHER | \$ 783,037.00 | \$ 42,343.29 | \$ 705,314.57 | \$ 77,722.43 | 9.9% |
| TOTAL DIRECT COSTS | \$ 7,677,763.00 | \$ 509,565.06 | \$ 5,364,529.63 | \$ 2,313,233.37 | 30.1% |
| ADMIN COSTS (9.0%) | \$ 481,269.00 | \$ 40,031.72 | \$ 387,384.21 | \$ 93,884.79 | 19.5% |
| GRAND TOTAL | \$ 8,159,032.00 | \$ 549,596.78 | \$ 5,751,913.84 | \$ 2,407,118.16 | 29.5% |
| IN KIND NEEDED | \$ 1,738,907.00 | | | | |
| IN KIND GENERATED | \$ 2,381,841.06 | | | | |
| IN KIND (SHORT)/LONG | \$ 642,934.06 | | | | |
| PROCUREMENT CARD EXPENSE | \$ 8,992.56 | 1% of Total Expense. Detailed report available upon request. | | | |

| CACFP | Repair/Maint | Food | Non-Food | Total for Month | YTD Expense |
|-------------------|--------------|-----------|----------|-----------------|-------------|
| Total All Centers | 381.97 | 10,518.31 | 1,834.90 | 12,735.18 | 129,158.23 |

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 | \$ 54.56 | \$ 46,769.44 | 99.9% |
| SUPPLIES | \$ 3,303.00 | \$ 158.17 | \$ 9,934.03 | \$ (6,631.03) | -200.8% |
| OTHER | \$ 16,447.00 | \$ - | \$ 49,589.70 | \$ (33,142.70) | -201.5% |
| GRAND TOTAL | \$ 66,574.00 | \$ 185.45 | \$ 59,578.29 | \$ 6,995.71 | 10.5% |

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE OF BUDGET | REMAINING BUDGET % |
|---------------------------|------------------------|----------------------|------------------------|------------------------|--------------------|
| SALARIES | \$ 806,547.00 | \$ 67,710.31 | \$ 690,829.70 | \$ 115,717.30 | 14.3% |
| BENEFITS | \$ 472,807.00 | \$ 34,480.17 | \$ 351,615.93 | \$ 121,191.07 | 25.6% |
| EQUIPMENT | \$ 75,000.00 | \$ - | \$ 69,942.00 | \$ 5,058.00 | |
| CONTRACTUAL | \$ 65,110.00 | \$ 1,173.60 | \$ 22,020.74 | \$ 43,089.26 | 66.2% |
| SUPPLIES | \$ 37,200.00 | \$ 1,208.16 | \$ 35,913.32 | \$ 1,286.68 | 3.5% |
| FACILITIES/CONST. | \$ - | \$ - | \$ - | \$ - | |
| OTHER | \$ 161,431.00 | \$ 7,946.95 | \$ 94,784.42 | \$ 66,646.58 | 41.3% |
| TOTAL DIRECT COSTS | \$ 1,618,095.00 | \$ 112,519.19 | \$ 1,265,106.11 | \$ 352,988.89 | 21.8% |
| ADMIN COSTS (9.0%) | \$ 115,142.00 | \$ 9,197.15 | \$ 93,332.21 | \$ 21,809.79 | 18.9% |
| GRAND TOTAL | \$ 1,733,237.00 | \$ 121,716.34 | \$ 1,358,438.32 | \$ 374,798.68 | 21.6% |
| IN KIND NEEDED | \$ 435,319.00 | | | | |
| IN KIND GENERATED | \$ 609,613.52 | | | | |
| IN KIND (SHORT)/LONG | \$ 174,294.52 | | | | |
| CACFP | Repair/Maint | Food | Non-Food | Total for Month | YTD Expense |
| Total All Centers | \$ 653.56 | \$ 750.05 | \$ 60.02 | \$ 810.07 | \$ 7,608.35 |

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 | \$ 28.64 | \$ 3,294.11 | \$ (1,866.11) | -130.7% |
| OTHER | \$ 11,323.00 | \$ - | \$ 21,653.94 | \$ (10,330.94) | -91.2% |
| GRAND TOTAL | \$ 28,927.00 | \$ 28.64 | \$ 24,948.05 | \$ 3,978.95 | 13.8% |