

AGENDA

Board of Trustees
Laird Stone, Chair
Anna Scholes
Jan Mittleider
Scott McClure
Joshua Kern

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 | Chair Stone
2:00 p.m./President’s Board Room |
| II. APPROVAL OF AGENDA FOR WORK SESSION | Chair Stone |
| 1. Trusteeship in Community College Book Discussion | All |
| III. RECESS TO EXECUTIVE SESSION | Chair Stone |
| <i>Motion to convene in Executive Session</i> | |
| Pursuant to Idaho Code 74-206, the Board will convene to: | |
| <ul style="list-style-type: none"> ▪ Consider personnel matters
[Idaho Code §74-206(1)(a) & (b)] | |
| IV. RECONVENE REGULAR MEETING | Chair Stone
4:00 p.m./Taylor Bldg Room 276 |
| V. APPROVAL OF MEETING AGENDA | Chair Stone |
| VI. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VII. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| October 16, 2023 (Special, Executive, Regular) | |
| Approval of Treasurer’s Report | Jeff Harmon |
| VIII. OPEN FORUM | Chair Stone |
| IX. UNFINISHED BUSINESS | |
| 1. Proposal from U.S. Commission on Refugees and Immigrants | Jeff Harmon |
| X. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Ruby Behm |
| 2. Representative Maxine Bell Education Advocate Award | President Fisher |
| 3. Leading Idaho 2.0 Welding Equipment | Jeff Harmon |
| 4. Board of Trustee Election of Officers | All Trustees |
| Information Items | |
| 1. Jerome Center Update | Polly Hulsey |
| 2. Mini-Cassia Center Update | Amy Christopherson |
| 3. Strategic Planning Performance Scorecard | Chris Bragg |
| 4. Diesel Technology Building Update | Kandis Larsen/Margie Kennedy |

XI. PRESIDENT’S REPORT	President Fisher
XII. CSI STUDENT BODY PRESIDENT REPORT	Dylan Ray
XIII. REMARKS FOR THE GOOD OF THE ORDER	Chair Stone
XIV. ADJOURNMENT	Chair Stone

CALL TO ORDER SPECIAL SESSION: 2:05 p.m.

SPECIAL SESSION ATTENDEES:

Trustees:

Laird Stone, Chair
Anna Scholes, Vice-Chair
Jan Mittleider, Trustee
Scott McClure, Trustee
Joshua Kern, Trustee

College Administration:

Dr. L. Dean Fisher, President
Jeff Harmon, Vice President of Finance and Administration

Chair Stone moved to go into Special Session

NEW BUSINESS:

Board members continued discussion on the book, "Trusteeship in Community College."

Special Session adjourned at 3:09 p.m.

EXECUTIVE SESSION: 3:10 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chair
Anna Scholes, Vice Chair
Jan Mittleider, Trustee
Scott McClure, Trustee
Joshua Kern, 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)]

CSI Trustees

November 13, 2023

Page 2

Chair Stone moved to go into Executive Session.

The vote to do so by roll call:

- Laird Stone Aye
- Anna Scholes Aye
- Jan Mittleider Aye
- Scott McClure Aye
- Joshua Kern Aye

The Board returned to public session at 4:08 p.m.

BOARD MEETING ATTENDEES:

Trustees:

Laird Stone, Chair
Anna Scholes, Vice-Chair
Jan Mittleider, Trustee
Scott McClure, Trustee
Joshua Kern, Trustee

College Administration:

Dr. Dean Fisher, President
Jeff Harmon, Vice President of Finance and Administration

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

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher congratulated Instructor Brad Buehler for being selected as Outstanding Postsecondary Teacher by the Career and Technical Educators of Idaho. Registrar Dr. Bethany Parmer was congratulated for her acceptance by the American Association of College Registrars and Admissions Officers into its Ascend Leadership Program. Dean of Enrollment Services Monze Stark-Magana, Senior Admissions Coordinator Martiza Vega, Director of Marketing and Communication Matt Hartgrave, Multimedia Production Specialist Alex Daw and Graphic Design Specialist Rosa Jacques, were recognized for receiving several medals from the District Seven Council for Marketing and Public Relations.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written on MOTION by Trustee McClure. Affirmative vote was unanimous.

October 13, 2023 (Special, Executive, Regular Sessions)

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

OPEN FORUM: None

UNFINISHED BUSINESS:

1. The Trustees reviewed a proposal from the United States Commission on Refugees and Immigrants (USCRI) that would establish it as the direct administrator of the existing Refugee Center. The proposal would allow CSI to partner with USCRI for educational purposes. The Trustees requested that a draft Memorandum of Understanding be developed and brought back to them at a future meeting.

NEW BUSINESS:

Action Items

1. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports presented by Head Start Director Ruby Behm on MOTION by Chair Stone. Affirmative vote was unanimous. Director Behm also requested to modify the Head Start/Early Head Start FY 2023 budget to move Operation funds to Construction and carry those funds into FY 2024 for construction and equipment. The Board approved the request as presented on MOTION by Chair Stone. Affirmative vote was unanimous.
2. President Fisher proposed Dr. Carolyn Hovde Bohach from University of Idaho as the 2023 Recipient of the Representative Maxine Bell Education Advocate Award. The Board approved the recommendation on MOTION by Trustee McClure. Affirmative vote was unanimous.
3. Vice President Jeff Harmon presented the results of a bid process that the College conducted to purchase welding equipment as part of the Leading Idaho grant. After a brief discussion the Board approved the bid from Norco, Inc. in the amount of \$172,689.52 on MOTION by Trustee Kern. Affirmative vote was unanimous.
4. The CSI Board of Trustees was reorganized as follows:
 - Trustee Kern nominated Trustee Scholes to serve as Board Chairman. Affirmative vote was unanimous.
 - Trustee Kern nominated Trustee Mittleider to serve as Vice Chairman. Affirmative vote was unanimous.
 - Trustee Kern nominated Trustee McClure to serve as Clerk. Affirmative vote was unanimous.
 - Trustee Kern nominated Jeff Harmon to serve as Secretary / Treasurer. Affirmative vote was unanimous.

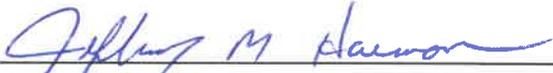
Information Items

1. Dean of Student Access and Outreach Polly Hulsey presented an update on the Jerome Center.
2. Off Campus Center Director Amy Christopherson presented an update on the Mini-Cassia Center.
3. Dean of Institutional Effectiveness and Communication Chris Bragg presented the Strategic Planning Scorecard to the Trustees.
4. Representatives from the Idaho Division of Public Works and LKV Architects provided the Trustees with an update on the Diesel Technology Building that will soon begin construction. Occupancy of the building is anticipated for August 2025.

CSI STUDENT BODY PRESIDENT REPORT: Student Body President Dylan Ray provided his monthly report.

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

ADJOURNMENT DECLARED: 5:28 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: December 11, 2023



Anna Scholes, Chair

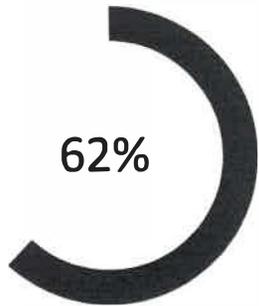


General Fund Board Report

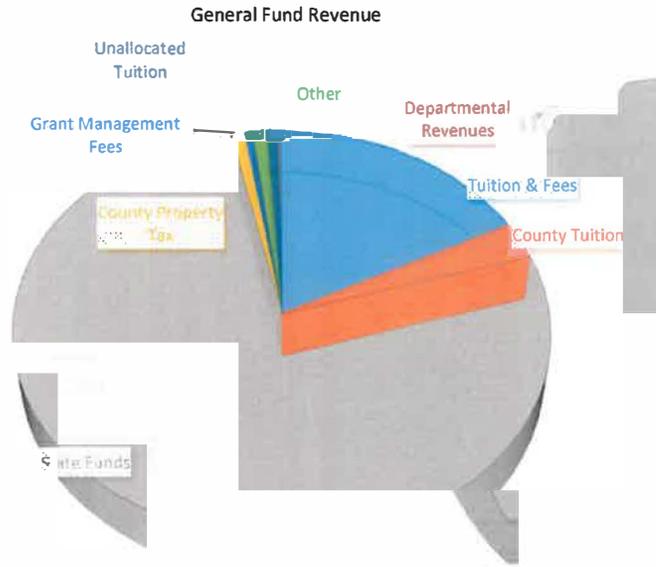
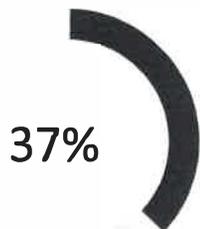
As of October 31, 2023

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,522,267)	(\$5,998,878)	(\$14,400,000)	(\$8,401,122)	58.34%
County Tuition	(\$944,850)	(\$1,000,300)	(\$2,400,000)	(\$1,399,700)	58.32%
State Funds	(\$24,703,666)	(\$26,385,866)	(\$26,959,600)	(\$573,734)	2.13%
County Property Tax	(\$213,707)	(\$286,732)	(\$10,870,400)	(\$10,583,668)	97.36%
Grant Management Fees	(\$256,009)	(\$197,193)	(\$600,000)	(\$402,807)	67.13%
Other	(\$261,469)	(\$322,122)	(\$280,000)	\$42,122	(15.04)%
Unallocated Tuition	(\$522,121)	(\$239,974)	\$0	\$239,974	-
Departmental Revenues	(\$61,678)	(\$61,668)	(\$100,000)	(\$38,332)	38.33%
Total Revenue	(\$32,485,767)	(\$34,492,733)	(\$55,610,000)	(\$21,117,267)	37.97%
Expenses					
Personnel Expense					
Salaries	\$7,694,409	\$8,091,223	\$26,892,700	\$18,801,477	69.91%
Variable Fringe	\$1,640,302	\$1,656,600	\$5,659,300	\$4,002,700	70.73%
Health Insurance	\$1,398,101	\$1,511,585	\$4,597,700	\$3,086,115	67.12%
Total Personnel Expense	\$10,732,812	\$11,259,408	\$37,149,700	\$25,890,292	69.69%
Operating Expense					
Operating Expenses	\$3,503,772	\$3,480,432	\$10,534,200	\$7,053,768	66.96%
Other	\$0	\$25,154	\$40,600	\$15,446	38.04%
Capital	\$286,581	\$443,300	\$774,500	\$331,200	42.76%
Institutional Support	\$5,564,914	\$5,353,438	\$7,111,000	\$1,757,562	24.72%
Transfers	\$0	\$7,000	\$0	(\$7,000)	-
Total Operating Expense	\$9,355,267	\$9,309,324	\$18,460,300	\$9,150,976	49.57%
Total Expense	\$20,088,079	\$20,568,732	\$55,610,000	\$35,041,268	63.01%
Rev/Expense Total	(\$12,397,688)	(\$13,924,001)	\$0	\$13,924,001	-

% Revenue Received

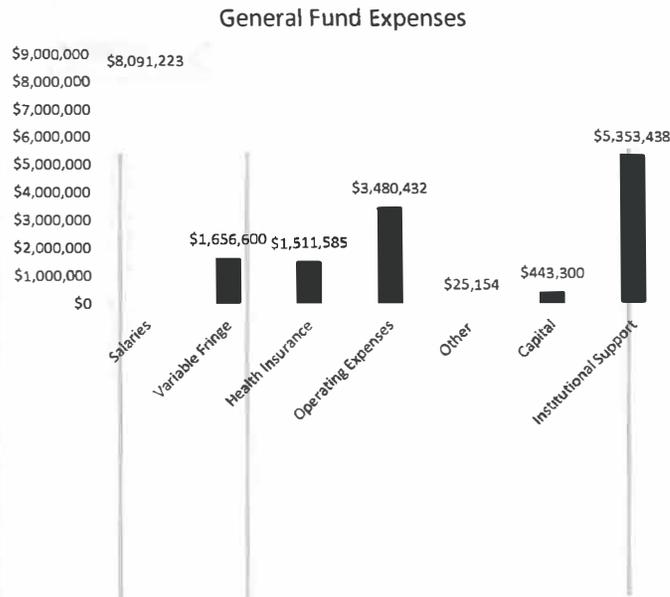


% Budget Spent



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET	\$ 55,610,000
TOTAL ANNUAL REVENUE	\$ 34,492,733
TOTAL REMAINING	\$ 21,117,267



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET	\$ 55,610,000
TOTAL YTD EXPENSES	\$ 20,568,732
TOTAL AVAILABLE	\$ 35,041,268

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 4,067,951.00	\$ 308,977.27	\$ 2,884,536.42	\$ 1,183,414.58	29.1%
BENEFITS	\$ 2,115,734.00	\$ 148,689.07	\$ 1,418,135.59	\$ 697,598.41	33.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 22,500.00	\$ 746.87	\$ 9,410.68	\$ 13,089.32	58.2%
SUPPLIES	\$ 201,332.00	\$ 12,026.90	\$ 95,488.67	\$ 105,843.33	52.6%
FACILITIES/CONST.	\$ 1,537,699.00	\$ 5,967.68	\$ 5,967.68	\$ 1,531,731.32	0.0%
OTHER	\$ 713,900.00	\$ 59,189.29	\$ 698,740.74	\$ 15,159.26	2.1%
TOTAL DIRECT COSTS	\$ 8,659,116.00	\$ 535,597.08	\$ 5,112,279.78	\$ 3,546,836.22	41.0%
ADMIN COSTS (9.0%)	\$ 564,525.00	\$ 40,136.06	\$ 384,227.52	\$ 180,297.48	31.9%
GRAND TOTAL	\$ 9,223,641.00	\$ 575,733.14	\$ 5,496,507.30	\$ 3,727,133.70	40.4%
IN KIND NEEDED	\$ 1,938,129.00				
IN KIND GENERATED	\$ 1,905,396.50				
IN KIND (SHORT)/LONG	\$ (32,732.50)				

PROCUREMENT CARD
EXPENSE

\$ 12,717.55 2% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	299.72	20,781.98	1,895.22	22,976.92	151,992.26

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 49,000.00	\$ 2,991.00	\$ 37,434.03	\$ 11,565.97	23.6%
SUPPLIES	\$ 5,324.00	\$ 69.89	\$ 2,144.92	\$ 3,179.08	59.7%
OTHER	\$ 12,250.00	\$ -	\$ 18,377.41	\$ (6,127.41)	-50.0%
GRAND TOTAL	\$ 66,574.00	\$ 3,060.89	\$ 57,956.36	\$ 8,617.64	12.9%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,030,154.00	\$ 80,273.64	\$ 769,783.32	\$ 260,370.68	25.3%
BENEFITS	\$ 501,405.00	\$ 39,763.48	\$ 374,542.79	\$ 126,862.21	25.3%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 4,451.50	\$ 23,121.79	\$ 29,878.21	56.4%
SUPPLIES	\$ 38,539.00	\$ 3,535.21	\$ 20,700.69	\$ 17,838.31	46.3%
FACILITIES/CONST.		\$ -	\$ -	\$ -	
OTHER	\$ 157,609.00	\$ 8,670.66	\$ 96,697.21	\$ 60,911.79	38.6%
TOTAL DIRECT COSTS	\$ 1,780,707.00	\$ 136,694.49	\$ 1,284,845.80	\$ 495,861.20	27.8%
ADMIN COSTS (9.0%)	\$ 137,840.00	\$ 10,799.29	\$ 102,390.52	\$ 35,449.48	25.7%
GRAND TOTAL	\$ 1,918,547.00	\$ 147,493.78	\$ 1,387,236.32	\$ 531,310.68	27.7%
IN KIND NEEDED	\$ 487,166.00				
IN KIND GENERATED	\$ 441,106.65				
IN KIND (SHORT)/LONG	\$ (46,059.35)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 40.54	\$ 1,335.13	\$ 73.57	\$ 1,449.24	\$ 13,144.08

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 24,500.00	\$ 102.50	\$ 5,709.50	\$ 18,790.50	76.7%
SUPPLIES	\$ 2,427.00	\$ 15.34	\$ 638.81	\$ 1,788.19	73.7%
OTHER	\$ 2,000.00	\$ 142.50	\$ 3,887.25	\$ (1,887.25)	-94.4%
GRAND TOTAL	\$ 28,927.00	\$ 260.34	\$ 10,235.56	\$ 18,691.44	64.6%



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 2023 budget to move Operation funds to Construction and carry those funds into FY 2024 for construction and equipment.

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

November 13, 2023

October 19, 2023

A handwritten signature in blue ink, reading 'Jeffrey M. Harmon'.

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

A handwritten signature in blue ink, reading 'Riley Giles'.

Riley Giles
Policy Council Chair
College of Southern Idaho
Head Start/Early Head Start

Representative Maxine Bell Education Advocate Award

As the Board of Trustees will recall, it established the Representative Maxine Bell Education Advocate Award in May 2022. The criteria to be used for selection for the award recipient are:

- Evidence that contributions are significant as an advocate for education within the public sector of Idaho; and
- Evidence that contributions have been sustained over time; and
- Evidence that the contributions have markedly improved education within Idaho, and specifically the region served by the College of Southern Idaho.

Nominations are solicited and collected by the Office of the President, and a review committee is established to review the nominations. The approved protocols for the award charge the review committee with advancing a single recommendation to the President who advances it to the Board for their consideration to approve.

Following this summary on the next page is a document that details the work of the committee and its recommendation. The committee recommends that Dr. Carolyn Hovde Bohach (University of Idaho) be approved. The nomination letter is also provided for your review. **NOTE: The committee used a scoring rubric with the lower number identifying a greater priority by the reader on the selection of a particular nominee.**

Recommended Motion

I move to approve Dr. Carolyn Hovde Bohach as the 2023 recipient of the Representative Maxine Bell Education Advocate Award.

Representative Maxine Bell Education Advocate Award

Tiffany Seeley-Case <tseeley@csi.edu>

Tue 10/24/2023 4:56 PM

To: Dean Fisher <DeanFisher@csi.edu>

Cc: Ginger K Nukaya <gnukaya@csi.edu>

President Fisher,

Please accept the recommendation of Dr. Carolyn Hovde Bohach as this year's recipient of the *Representative Maxine Bell Education Advocate Award*.

The committee (Polly D Hulsey; Michael D. Konrad; Anna Hegsted; Kim Prestwich; Eric Nielson) ranked the three candidates according to the criteria offered in this way:

	Reader #1	Reader #2	Reader #3	Reader #4	Reader #5	
						Total
Parker	3	3	2	1	1	10
Brulotte	1	2	3	3	3	12
Bohach	2	1	1	2	2	8 (Winner)

Everyone then agreed with Dr. Bohach as the nominee for the award.

If you need anything else, please let me know.

Thanks,
Tiffany

Tiffany Seeley-Case
Dean of General and Transfer Education
College of Southern Idaho
208-732-6779

November 13, 2023

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

From: Jeffrey M. Harmon

Re: Leading Idaho 2.0 Welding Equipment

We applied for and received a Leading Idaho 2.0 postsecondary grant through Idaho Career Technical Education. This grant will help CSI purchase equipment that will modernize and expand our current CTE programs. As part of this grant, we advertised for the purchase of a robotic welder and four wireless foot control welders to be used in CSI's Welding program. We received two bids as follows:

Norco, Inc.	Twin Falls, Idaho	\$ 172,689.52
Airgas USA, LLC	Burley, Idaho	\$ 195,508.77

Based on the review of the proposal by Alan Heck and Clay Wilkie, I recommend that we accept this bid from Norco, Inc. of Twin Falls, Idaho in the amount of \$172,689.52.

MEMO:

DATE: 11/13/2023

RE: Board of Trustee Election of Officers

**Trustee Kern made a motion to elect the following positions for Board of Trustee Officers
Vote 5 to 0**

**Anna Scholes - Chairperson
Jan Mittleider – Vice Chairperson
Scott McClure – Clerk
Jeff Harmon – Secretary Treasurer**