

AGENDA

Board of Trustees

Laird Stone, Chair

Jack Nelsen

Anna Schöles

Jan Mittleider

Scott McClure

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

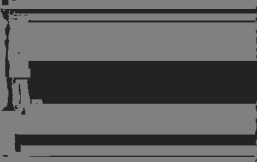
CSI Mission Statement:

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



CALL TO ORDER: 3:00 p.m.

EXECUTIVE SESSION: 3:01 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk
Jan Mittleider, Trustee

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
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:

[REDACTED]

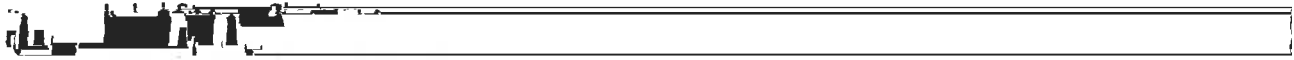
CSI Trustees

July 19, 2021

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BOARD MEETING ATTENDEES:

Trustees:



Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk
Jan Mittleider, Trustee

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration
Dr. Michelle Schutt, Vice President of Student Services

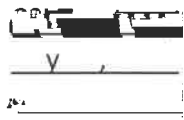
Employees, visitors and media:



Jason Ostrowski	CSI Employee	Chris Bragg	CSI Employee
Jonathan Lord	CSI Employee	Spencer Cutler	CSI Employee
Kim LaPray	CSI Employee	Ruby Allen	CSI Employee
Ginger Nukaya	CSI Employee	Jayson Lloyd	CSI Employee
Larisa Alexander	CSI Employee	Tiffany Seeley-Case	CSI Employee



Alan Heck	CSI Employee	Tracey Meyerhoeffer	CSI Employee
Matt Hartgrave	CSI Employee	Cindy Dickson	CSI Employee



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

STUDENT FACULTY STAFF ACHIEVEMENTS: President Fisher recognized Cindy Dickson and Andy Orr for their recent selection of 2021 Innovative Educator by the Idaho State Board of Education. Also recognized was Tracev Meverhoeffler and Jonathan Lord for the role framing the

[REDACTED]

relationship with LCC that allow students to stay in the Magic Valley to complete their

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. **HEAD START EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head

[REDACTED]

Start monthly fiscal and operational reports on MOTION by Trustee Scholes. Affirmative vote was unanimous.


2. President Fisher presented a resolution of appreciation to South Central Public Health District

[REDACTED]

Information Items

1. Jeff Harmon, Devon Jenks, Senior Accountant and Alan Heck, Grant Project Manager gave an update on the most current spending of the federal stimulus funds. He noted the fuds are used to positively impact learning environments, teacher improvements and student

[REDACTED]


Jeffrey M. Harmon, Secretary Treasurer

Approved: August 16, 2021

Laird Stone, Chairman



COLLEGE OF SOUTHERN IDAHO

General Fund Board Report

As of June 30, 2021

	2020	2021	2022	2023	2024
Revenue					
Tuition & Fees					
County Tuition					
Other Revenue					
Expenses					
Salaries					
Benefits					
Travel					
Supplies					
Utilities					
Depreciation					
Other Expenses					
Net Change					

Revenue

Tuition & Fees	(\$12,919,209)	(\$12,642,407)	(\$11,280,000)	\$1,362,407	(12.08)%
County Tuition	(\$1,881,501)	(\$1,812,275)	(\$1,883,000)	(\$70,725)	3.76%
Other Revenue	(\$1,554,000)	(\$1,888,000)	(\$1,888,000)	(\$334,000)	21.45%

0 %



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET

\$44,905,500

TOTAL ANNUAL REVENUE

\$45,357,050

TOTAL REMAINING

(\$451,550)

GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET

\$44,905,500

TOTAL YTD EXPENSES

\$44,297,071

TOTAL AVAILABLE

\$608,429

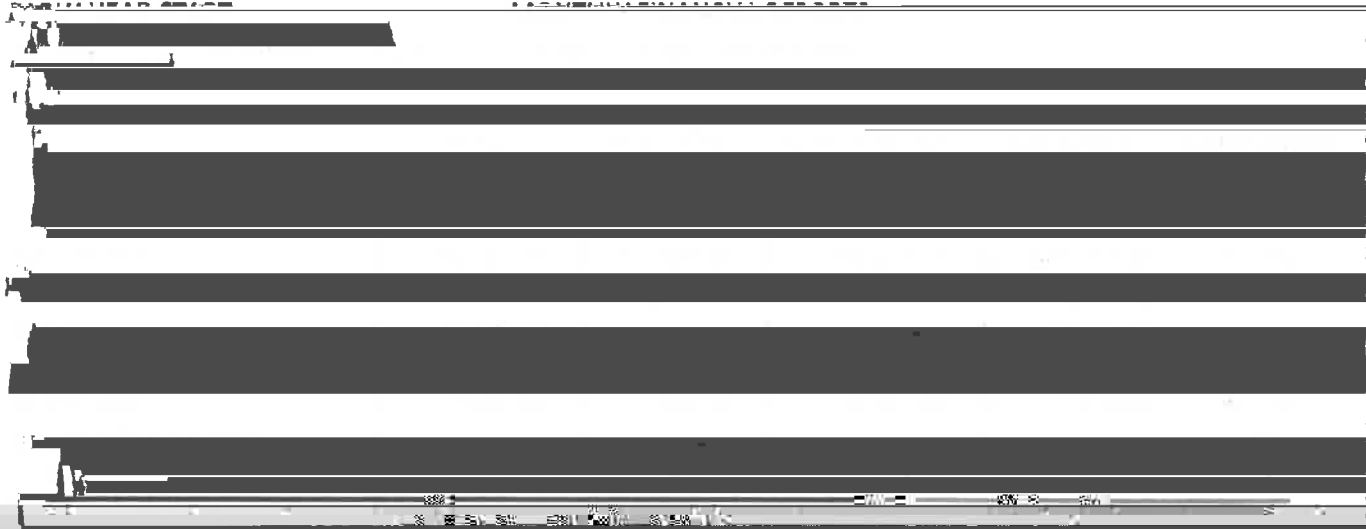
CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,236,933.00	\$ 265,644.66	\$ 1,425,849.84	\$ 1,811,083.16	56.0%
BENEFITS	\$ 2,033,397.00	\$ 145,519.45	\$ 773,370.34	\$ 1,260,026.66	62.0%
EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
CONTRACTUAL	\$ 60,000.00	\$ 1,594.50	\$ 6,819.11	\$ 53,180.89	88.6%
SUPPLIES	\$ 226,359.00	\$ 3,875.44	\$ 92,431.29	\$ 133,927.71	59.2%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER	\$ 783,037.00	\$ 85,917.17	\$ 337,321.49	\$ 445,715.51	56.9%
TOTAL DIRECT COSTS	\$ 6,414,726.00	\$ 502,551.22	\$ 2,635,792.07	\$ 3,778,933.93	58.9%
ADMIN COSTS (9.0%)	\$ 474,330.00	\$ 35,902.85	\$ 197,521.70	\$ 276,808.30	58.4%
GRAND TOTAL	\$ 6,889,056.00	\$ 538,454.07	\$ 2,833,313.77	\$ 4,055,742.23	58.9%
IN KIND NEEDED	\$ 1,738,907.00				
IN KIND GENERATED	\$ 1,460,167.83				
IN KIND (SHORT)/LONG	\$ (278,739.17)				

PROCUREMENT CARD

EXPENSE	\$ 19,510.66	3% of Total Expense	Detailed report available
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HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %



January 1, 2021-December 31, 2021

COLLEGE OF SOUTHERN IDAHO

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
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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	\$ 1,320.20	\$ 1,551.91	\$ (123.91)	-8.7%



Comprehensive Community Assessment Summary

A community wide strategic planning and needs assessment is expected to be conducted at least once over the five-year grant period according to Head Start Performance Standard

past year and it covers:

Sanon

Self-Assessment Summary

2020-2021

The CSI HS/EHS program's annual Self-Assessment process started February 2021. Although the past year has been volatile, the program remained open the full school year, 2020-2021, and only closed some

classrooms as needed due to COVID exposure. The COVID-19 Protocol was developed internally with the aid of the CDC guidelines and the local Public Health District guided the cleaning and disinfecting

support for parents.

Facilities, Materials, Equipment & Safety – No out of compliance issues found.

[redacted] No out of compliance issues found.

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

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

disruptions to the operations and

Southern Idaho is of vital importance to

the mission to educate students and
the community during the last academic year;

During the pandemic was the South

the public health guidance to the

message to employees, students, and the

the college's collaboration and assistance in
we commend the leadership of the District
for the past year.

**BOARD OF TRUSTEES
COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT**

DRAFT

**GENERAL FUND BUDGET
FISCAL YEAR ENDING JUNE 30, 2022**

APPROVED:

Laird Stone, Chairman, Board of Trustees

ATTEST

I HEREBY CERTIFY THAT THE ATTACHED IS THE BUDGET APPROVED
BY THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES ON

Jeffrey M. Harmon, Secretary/Treasurer

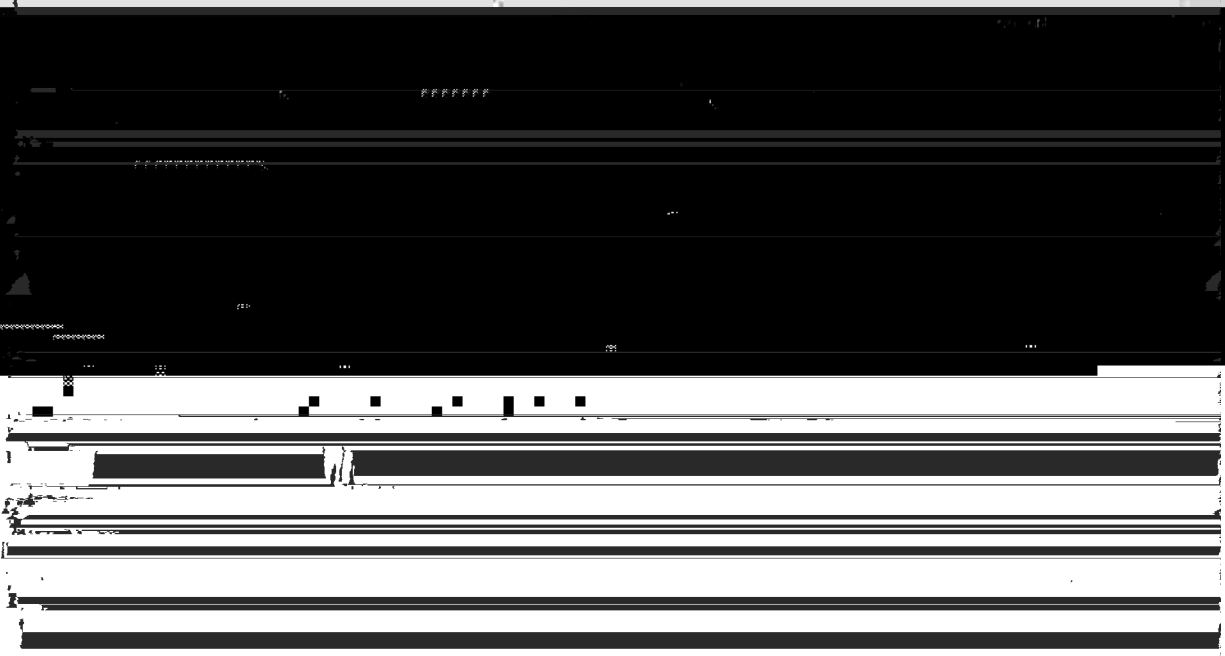
COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET NARRATIVE
 JULY 1, 2021 TO JUNE 30, 2022

	<u>Twin Falls County</u>	<u>Jerome County</u>
FY22	\$156,570,787	\$19,636,274
FY21	\$139,772,705	\$22,777,358
FY20	\$116,172,192	\$17,530,610
FY19	\$ 88,662,506	\$19,690,338
FY18	\$ 87,948,561	\$ 7,531,147
FY17	\$104,908,934	\$ 5,596,614
FY 16	\$ 58,844,382	\$18,664,039
FY 15	\$ 59,607,968	\$ 5,595,710
FY 14	\$ 47,312,183	\$ 3,881,471
FY 13	\$ 41,535,590	\$ 9,466,581
FY 12	\$ 41,152,460	\$ 8,195,222
FY 11	\$106,953,356	\$13,308,454
FY 10	\$124,060,336	\$21,282,302

Based on last year's assessments and prorated new construction, we are budgeting to collect \$9,074,000 in property tax from Twin Falls and Jerome counties in FY22. This is an increase of \$423,900 or 4.90% over last year.

6. INVENTORY PHASEOUT TAX

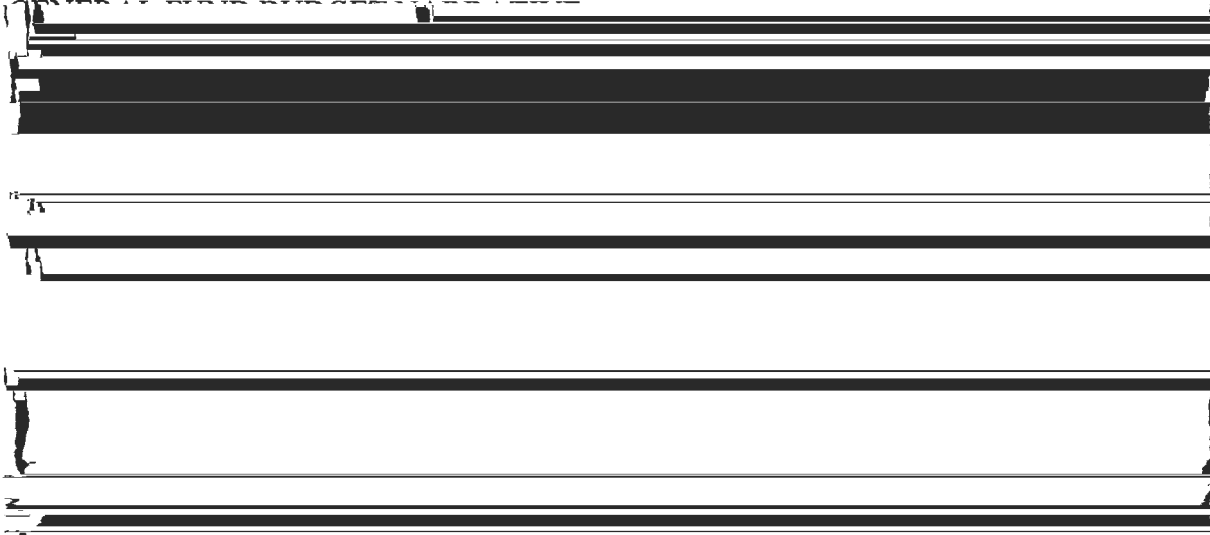
The formula for Inventory Tax Phaseout is complex and involves sales tax revenues and some base distributions. Based on current estimates, we are budgeting an increase of



EXPENDITURES

1. SALARIES

For FY22 Change in Employee Compensation (CEC) salary adjustments were made. A 3% plus \$500 increase was included in base compensation. This budget reflects salary changes as a result of changes in work, changes in duties or responsibilities, or other



JULY 1, 2021 TO JUNE 30, 2022

- d. The Library budget has been set at \$611,600. Based on reorganization and retirements in the library two positions are not scheduled to be replace. This is a savings of \$130,600. The operating budget remains unchanged from the prior year.
- e. The Enrollment Services budget has been set at \$4,839,500. This is a unit that was formed by consolidating multiple departments and streamlining the student experience. This unit brings together the Outreach Centers, Early College, Records, Admissions and, Financial Aid.
- f. The Learner & Community Services budget has been set at \$1,302,500. This unit included the Tutoring and Testing Centers, Veterans Advocacy, Counseling, Disability Services and Student Activities.
- g. The Information Technology Department budget has been set at \$4,372,000. The college is continuing its digital transformation by implementing various projects in





	BUDGET FY21	BUDGET FY22	PERCENT CHANGE	DOLLAR CHANGE	PERCENT OF BUDGET
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GENERAL FUND REVENUE

TUITION AND FEES	11,280,000	10,941,600	-3.00%	(338,400)	23.65%
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COUNTY TUITION	1,883,000	1,826,500	-3.00%	(56,500)	3.95%
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STATE APPROPRIATION ACADEMIC	10,705,500	15,000,500	13.92%	4,295,000	33.00%
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TOTALS	44,275,500	46,262,000	4.49%	1,986,500	100.00%
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COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2021 TO JUNE 30, 2022

	BUDGET FY21	BUDGET FY22	PERCENT CHANGE	DOLLAR CHANGE
ADMINISTRATION				

PERSONNEL	890,600	926,500	4.03%	35,900
FRINGE BENEFITS	225,700	244,000	5.60%	18,300
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MARKETING				

PERSONNEL	168,900	225,200	33.33%	56,300
FRINGE BENEFITS	78,600	108,500	38.04%	29,900
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HUMAN RESOURCES				

PERSONNEL	222,000	175,000	20.00%	(47,000)

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2021 TO JUNE 30, 2022

	BUDGET FY21	BUDGET FY22	PERCENT CHANGE	DOLLAR CHANGE
LIBRARY				
REVENUES	-	-	0.00%	0
PERSONNEL	422,600	292,000	-30.90%	(130,600)
FRINGE BENEFITS	170,900	119,600	-30.02%	(51,300)
OPERATING EXPENSE	200,000	200,000	0.00%	0
CAPITAL OUTLAY				

ENROLLMENT SERVICES				
REVENUES	-	-	0.00%	0
PERSONNEL	1,782,500	3,143,400	76.35%	1,360,900
FRINGE BENEFITS	877,800	1,236,100	40.82%	358,300
OPERATING EXPENSE	350,000	460,000	31.43%	110,000
CAPITAL OUTLAY	-	-	0.00%	0
TOTALS	3,010,300	4,839,500	60.76%	1,829,200

	BUDGET FY22	BUDGET FY22	PERCENT CHANGE	DOLLAR CHANGE
LEARNER & COMMUNITY SERVICES				
REVENUES	-	-	0.00%	0
PERSONNEL		863,900	0.00%	863,900
OPERATING EXPENSE				
CAPITAL OUTLAY				
TOTALS				

BUDGET BUDGET PERCENT DOLLAR

INFORMATION TECHNOLOGY

REVENUES	-	-	0.00%	0
PERSONNEL	1,351,700	1,451,000	7.30%	99,300
OPERATING EXPENSE				
FRINGE BENEFITS	561,100	586,500	4.53%	25,400
	1,000,000	1,000,000	0.00%	0

INSTITUTIONAL EFFECTIVENESS

PERSONNEL	355,200	377,100	6.17%	21,900
FRINGE BENEFITS	150,000	154,500	1.00%	4,500

PHYSICAL PLANT & SECURITY

REVENUES	(100,000)	(50,000)	-50.00%	50,000
PERSONNEL	2,462,100	2,673,300	8.58%	211,200
FRINGE BENEFITS	1,434,900	1,435,300	0.03%	400
OPERATING EXPENSE	1,015,000	1,265,000	24.63%	250,000
CAPITAL OUTLAY	325,000	325,000	0.00%	0
TOTALS	5,137,000	5,648,600	9.96%	511,600

COLLEGE OF SOUTHERN IDAHO
GENERAL FUND BUDGET
JULY 1, 2021 TO JUNE 30, 2022

	BUDGET FY21	BUDGET FY22	PERCENT CHANGE	DOLLAR CHANGE
INSTITUTIONAL SUPPORT				
GENERAL FUND				
TELEPHONE	80,000	80,000	0.00%	0
LEGAL & AUDIT	200,000	200,000	0.00%	0
UTILITIES	1,037,000	1,089,000	5.01%	52,000
INSURANCE	241,100	253,200	5.02%	12,100
PRESIDENTIAL SCHOLARSHIPS	400,000	400,000	0.00%	0
PRINCIPAL AND GOVERNMENT	42,000	42,000	0.00%	0
INNOVATION GRANTS & FSCC	63,000	30,000	-52.38%	(33,000)
WELLNESS	52,000	22,000	-57.69%	(30,000)
FOUNDATION SUPPORT	218,900	246,400	12.56%	27,500
CONTINGENCY	150,000	325,000	116.67%	175,000
GENERAL FUND	<u>2,482,000</u>	<u>2,685,600</u>	<u>8.20%</u>	<u>203,600</u>
TRANSFERS				
PLANT FACILITY	1,351,000	1,500,000	11.03%	149,000
HERRETT MUSEUM / ARTS & CULTURE	380,000	500,000	31.58%	120,000
SMALL BUSINESS CENTER	63,000	63,000	0.00%	0
ECONOMIC DEVELOPMENT	102,300	110,000	7.53%	7,700
PACE	10,000	10,000	0.00%	0
HEADSTART	57,700	57,700	0.00%	0
AG ENDOWMENT	20,000	20,000	0.00%	0
ATHLETICS	1,759,100	1,933,000	9.89%	173,900
SENIOR PROGRAM SUPPORT	33,000	33,000	0.00%	0
TRANSFERS	<u>3,776,100</u>	<u>4,226,700</u>	<u>11.93%</u>	<u>450,600</u>
TOTALS	<u>6,258,100</u>	<u>6,912,300</u>	<u>10.45%</u>	<u>654,200</u>

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2021 TO JUNE 30, 2022

	BUDGET FY21	BUDGET FY22	PERCENT CHANGE	DOLLAR CHANGE
ACADEMIC INSTRUCTION				

REVENUES	(130,000)	(130,000)	0.00%	0
PERSONNEL	10,458,400	8,481,600	-18.90%	(1,976,800)
FRINGE BENEFITS	3,978,200	3,275,600	-17.66%	(702,600)
OPERATING EXPENSE	776,000	625,000	-19.46%	(151,000)
CAPITAL OUTLAY	-	-	0.00%	0
TOTALS	<u>15,082,600</u>	<u>12,252,200</u>	<u>-18.77%</u>	<u>(2,830,400)</u>

CARREER TECHNICAL INSTRUCTION

PERSONNEL	4,158,700	4,207,300	5.74%	48,600
FRINGE BENEFITS	1,100,000	1,100,000	0.00%	0
OPERATING EXPENSE	1,563,700	1,977,800	25.84%	414,100
CAPITAL OUTLAY	-	-	0.00%	0
TOTALS	<u>6,822,400</u>	<u>7,285,100</u>	<u>6.78%</u>	<u>462,700</u>

College of Southern Idaho

Higher Education Emergency Relief Funds

As of 7/8/2021

Source	Allocated Amount	Last Day to Spend	Percentage of Allocation
State Allocations	\$ 1,433,332	12/11/20	
CARES Act Institutional	1,038,459	05/05/21	
CARES Act MSI	138,872	06/07/21	
CRRSAA Student	1,038,459	01/17/22	
CRRSAA Institutional	4,530,997	01/17/22	
CRRSAA MSI	316,475	02/01/22	
ARP Student	5,131,840	05/12/22	
ARP Institutional	4,984,007	05/14/22	
ARP MSI*	500,000	07/08/22	
Total	\$ 20,150,900		86%

CARES Act Institutional	1,038,459	05/05/21
CARES Act MSI	138,872	06/07/21
CRRSAA Student	1,038,459	01/17/22
CRRSAA Institutional	4,530,997	01/17/22
CRRSAA MSI	316,475	02/01/22
ARP Student	5,131,840	05/12/22
ARP Institutional	4,984,007	05/14/22
ARP MSI*	500,000	07/08/22
Total	\$ 20,150,900	

* Amounts and dates are estimated

Higher Education Emergency Relief Fund Spent/Planned

\$186,559
\$98,154

\$34,788
\$264,091
\$260,645

Advised Students	Total Available Funds	Total Spent	Total Available