

AGENDA

Board of Trustees

I. CALL TO ORDER

Chairman Stone

3:00PM/President's Board Room

Jan Mittleider  
Jack Nelsen  
Anna Scholes  
Scott McClure

II. RECESS TO EXECUTIVE SESSION

Chairman Stone

*Motion to convene in Executive Session*

III. RECONVENE REGULAR MEETING

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.

IV. APPROVAL OF MEETING AGENDA

Chairman Stone

V. STUDENT/FACULTY/STAFF ACHIEVEMENTS

President Fisher

VI. MINUTES & BUSINESS REPORTS

**Approval of Minutes**

Jeff Harmon

July 18, 2022

July 18, 2022 (Special Session)

Jeff Harmon

**Approval of Treasurer's Report**

Jeff Harmon

VII. OPEN FORUM

Chairman Stone

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

**Board Mission Statement:**

The mission of the Board of Trustees of the

**Action Items**

1. Award Construction Contract to Clean Building Care



[Redacted]

**Board of Trustees**  
Laird Stone, Chair  
Jack Nelsen  
Anna Scholes  
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)]

[Redacted]

**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

- ◆ Deliberate regarding an acquisition of interest in real property [Idaho Code § 74-206(1)(c)]

[Redacted]

**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

Scott McClure, Trustee

**College Administration:**

Dr. Dean Fisher, President

Jeff Harmon, Vice President of Finance and Administration

Pursuant to Idaho Code § 77-205 the Board agreed to convene its Executive Session to Consider

◆ Consider personnel matters

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

**BOARD MINUTES:** The Board of Trustees Regular meeting minutes were accepted as written on MOTION by Trustee Nelsen.

July 18, 2022 – Regular Meeting

July 18, 2022 – Special Session

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items**

1. Vice President of Administration Jeff Harmon proposed a recommendation to accept the low bid from Cleary Building Corporation in the amount of \$131,282, to construct a maintenance shop for the Head Start/Early Head Start programs. The Board approved to accept the low qualified bid of \$131,282 from Cleary Building Corporation to construct a building on Head Start Property located at 296 Falls Avenue West for the purpose of a building maintenance shop, using funds from the American Rescue Plan designated for the Head Start Program, on MOTION by Trustee Scholes. Affirmative vote was unanimous.

[REDACTED]

3. Ruby Behm presented the Community Assessment for the Head Start/Early Head Start program to the board for approval. The Board approved the Community Assessment for Head Start/Early Head Start on MOTION by Trustee Scholes. Affirmative vote was unanimous.

4. The Board approved the Head Start/Early Head Start monthly fiscal and operational

[REDACTED]

[REDACTED]

[REDACTED]

reports on MOTION by Trustee McClure. Affirmative vote was unanimous.

5. President Dean Fisher asked the Board to accept the May 16, 2022 minutes as amended. The Board approved to accept the May 16, 2022 minutes as amended on MOTION by Trustee Nelsen. Affirmative vote was unanimous.

6. CSI Foundation Executive Director Erika Allen advanced to the Trustees a Naming Policy to be followed when potential donors seek to associate naming opportunities with college buildings, areas, and units. The Board approved to adopt the naming policy to establish criteria for naming physical facilities, outdoor and interior areas, and spaces, as well as administrative and academic units, and programs in recognition of donors who have made significant gifts supporting the mission of the College of Southern Utah.

[REDACTED]

[REDACTED]



COLLEGE OF  
SOUTHERN IDAHO

General Fund Board Report

As of July 31, 2022

	<u>Prior Year</u>	<u>Current Year</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining %</u>
<b>Revenue</b>					
Tuition Revenue	(970)	57,530	0	(56,560)	-
County Tuition	\$750	\$5,650	\$0	(\$5,650)	-
State Funds	(\$15,293,500)	(\$24,625,500)	\$0	\$24,625,500	-
County Property Tax	\$185,636	\$196,245	\$0	(\$196,245)	-
Grant Management Fees	(\$45,227)	(\$50,123)	\$0	\$50,123	-
Other	(\$8,090)	(\$903)	\$0	\$903	-
Unallocated Tuition	(\$59,032)	(\$8,403)	\$0	\$8,403	-
Departmental Revenues	\$72,812	\$14,514	\$0	\$14,514	-
<b>Total Revenue</b>	<b>(\$15,293,031)</b>	<b>(\$24,479,970)</b>	<b>\$0</b>	<b>\$24,479,970</b>	<b>-</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$1,595,032	\$1,679,181	\$0	(\$1,679,181)	-
Variable Fringe	\$348,241	\$370,017	\$0	(\$370,017)	-
Health Insurance	\$205,000	\$200,150	\$0	(\$200,150)	-



6/1/2022 6/30/2022 COLLEGE OF SOUTHERN ILLINOIS
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CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	BALANCE	REMAINING
	APPROVED	MONTH	TO DATE	OF BUDGET	BUDGET %
SALARIES	\$ 3,649,248.00	\$ 283,272.39	\$ 1,699,165.25	\$ 1,950,082.75	53.4%
BENEFITS	\$ 2,080,627.00	\$ 140,881.46	\$ 865,604.03	\$ 1,215,022.97	58.4%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 27,500.00	\$ 565.55	\$ 8,113.07	\$ 19,386.93	70.5%
SUPPLIES	\$ 222,500.00	\$ 12,908.90	\$ 71,474.20	\$ 151,025.80	67.9%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER	\$ 660,309.00	\$ 44,521.38	\$ 278,017.80	\$ 382,291.20	57.9%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,640,184.00</b>	<b>\$ 482,149.68</b>	<b>\$ 2,922,374.35</b>	<b>\$ 3,717,809.65</b>	<b>56.0%</b>

HEAD START T/TA

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	BALANCE	REMAINING
	APPROVED	MONTH	TO DATE		BUDGET %
OUT OF AREA TRAVEL	\$ 32,200.00	\$ 941.66	\$ 16,524.84	\$ 15,675.16	48.7%
SUPPLIES	\$ 3,500.00	\$ 391.44	\$ 762.13	\$ 2,737.87	78.2%
OTHER	\$ 30,874.00	\$ -	\$ 8,396.78	\$ 22,477.22	72.8%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 1,333.10</b>	<b>\$ 25,683.75</b>	<b>\$ 40,890.25</b>	<b>61.4%</b>

PERIOD: 1/2022 December 31, 2022

COLLEGE OF SOUTHERN IDAHO

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 913,380.00	\$ 75,828.53	\$ 478,863.28	\$ 434,516.72	47.6%
BENEFITS	\$ 513,080.00	\$ 34,686.37	\$ 227,189.17	\$ 285,890.83	55.7%
EQUIPMENT	\$	\$	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 3,603.02	\$ 26,150.42	\$ 26,849.58	50.6%

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	\$ 475.75	\$ 5,290.63	\$ 18,909.37	78.1%
SUPPLIES	\$ 1,000.00	\$ 35.75	\$ 148.96	\$ 851.04	85.1%
OTHER	\$ 3,727.00	\$ -	\$ 2,955.81	\$ 771.19	20.7%

\*\*Salaries, Benefits, Admin Costs and Travel Costs are COA 100% Match

College of Southern Idaho  
Head Start/Early Head Start

**Program Summary for July 2022**

COLLEGE OF  
SOUTHERN IDAHO

Reported at August Board Meeting

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start ACF Federal Funded	92
<b>Total</b>	<b>561</b>

**Program Options**

Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Overall Attendance Summer Break

EHS Toddler Combo Attendance 75%

IEP/IFSP Enrollment 4%

Over Income Enrollment 1%

100-130% Poverty Level 13%

**Meals and Snacks**

Total meals served 727

Approval for Self-Assessment Report

Self-Assessment, Community Assessment, Board and Financial

**Report**

2021-2022 Self-Assessment Summary attached for your review

Head Start Performance Standard 1202.102(b)(2)(iv) Conduct self-assessment that uses program data to...

Approval for Community Assessment

Self Assessment Summary

**2021-2022**

The CSI HS/EHS program's annual Self-Assessment process began in March 2022. Although the past year has still been volatile due to circumstances surrounding COVID protocols, the program remained open the full school year 2021-2022 and only closed some classrooms as needed due to COVID exposure. The

COVID-19 Protocol guidelines were utilized with both the Orange and Yellow coded protocols. In



Jeffrey Haemon CPA

Vice President of Finance & Administration



Betty Maciel

Principal

COLLEGE OF  
SOUTHERN  
IDAHO

August 15, 2022

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

From: Jeffrey M. Harmon

Re: Headstart/Early Headstart Maintenance Shop

We advertised for the construction of a maintenance shop for the Headstart/Early Headstart programs. No acceptable bids were presented by May 18, 2022 when they were due. We contacted additional contractors requesting bid proposals and two firms responded with bids.

Clear Building Corp                      Twin Falls Idaho                      \$121,000

[Redacted]

## Community Assessment Update Summary

2021-2022

Head Start Performance Standards 1302.11 (b) states: A program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources. CSI Head Start/Early Head Start program conducted an updated Community Assessment for this past year that covered the information below.

Our community assessment includes statistics on Southern Idaho demographics, homelessness, substance

[REDACTED]

care, disabilities, education, health, nutrition, and social services. In the past two years we have seen a 117,000 population increase in the state of Idaho. Twenty four percent of 1,000,000 make up children

[REDACTED]

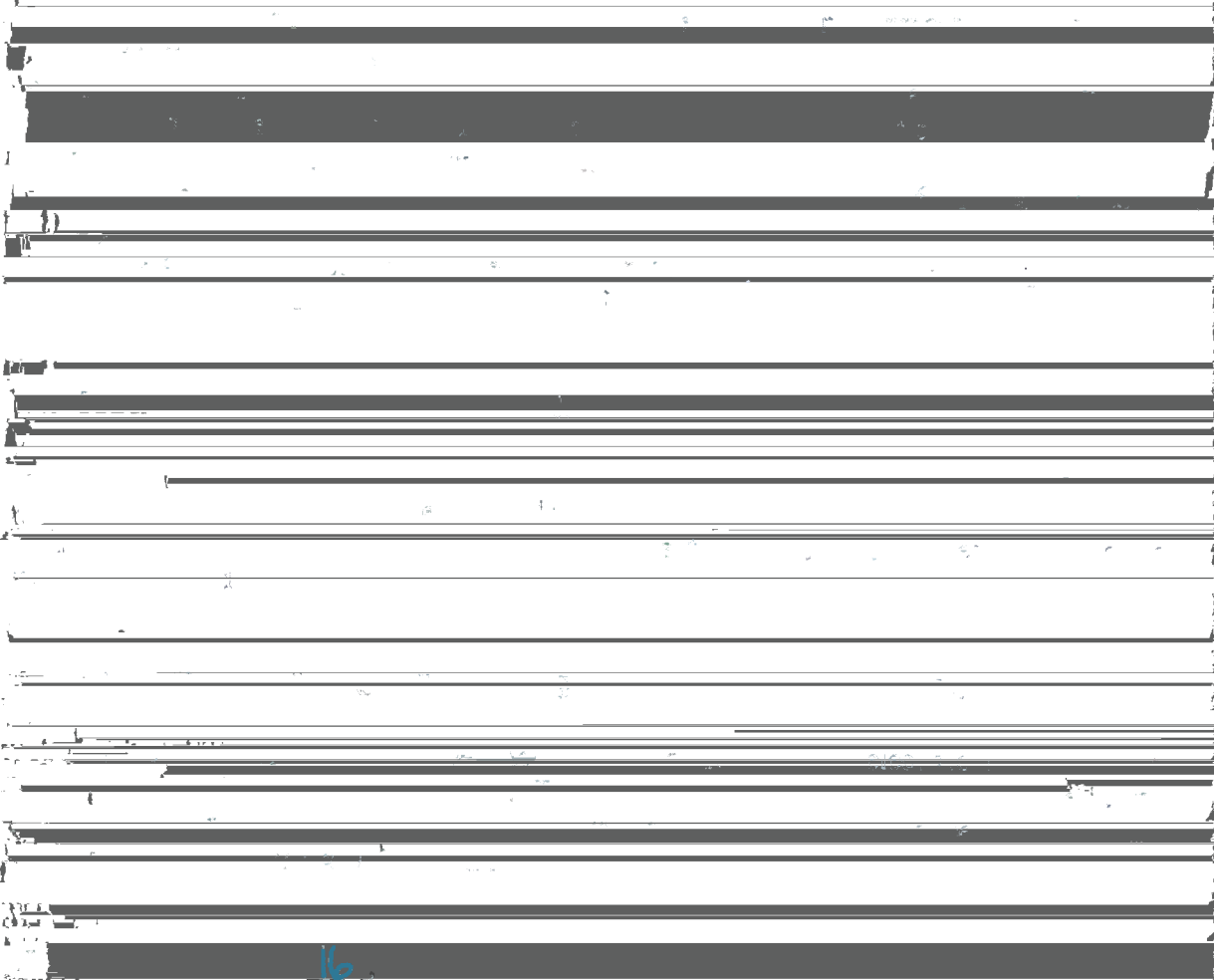
[REDACTED]

[REDACTED]

AMENDMENTS TO CSI PERSONNEL POLICIES APPROVED MAY 2022

**6.05 GRIEVANCE POLICY (Rev: 05/22)**

The College of Southern Idaho is committed to supporting students, faculty and staff in and outside the classroom. Grievance Policies exist to ensure students, faculty and staff have avenues to voice concerns and address both academic and non-academic matters in safe, unbiased environments. CSI Faculty and staff strive to maintain a safe learning environment conducive to



Aird Stone, Chairman

Jack Nelsen

Scott McClure

VERBA APPROVAL VIA COM  
Anna Scholes witness M am

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RE E, CLERK OF THE BOARD