



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

MAY 16, 2016

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – SUB 277

AGENDA

CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – APRIL 18, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – APRIL 18, 2016: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – MAY 2, 2016: (A) *Jeff Harmon*

MINUTES – EXECUTIVE SESSION – MAY 2, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

TRANS IV CUTAWAY TRANSIT BUS BID: (A) *Jeff Harmon*

JULY AND AUGUST 2016 CONTINUING BUDGET RESOLUTION: (A) *Jeff Harmon*

GENERAL FUND TRANSFER: (A) *Jeff Harmon*

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AGENDA
CSI BOARD OF TRUSTEES
MAY 16, 2016**

APPROVAL OF FY17 EMPLOYEE CONTRACTS: (A) *President Fox and Jeff Harmon*

CSI BOARD OF TRUSTEES SELF-EVALUATION: (I) *Chairman Kleinkopf*

**POLICY CONSOLIDATION AND MANAGEMENT PROJECT:
(I) *Dr. Todd Schwarz, Scott Farkas and Eric Nielson***

CSI ELECTRONIC MESSAGE CENTERS PROPOSAL: (I) *Doug Maughan and Kim LaPray*

CSI EXPO ENTRANCE SIGNAGE PROPOSAL: (I) *Steve Birnie*

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT: (I) *President Fox*

ADJOURNMENT

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For April 2016**

Enrollment

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
Total	669

Program Options

Part-day/ Part-year, Home Based/School District Enhanced, Pre- K, Early Head Start - Home Based, Early Head Start Toddler Combo.

Head Start Attendance

April Head Start Overall Attendance	85%
April Head Start Self Transport Attendance	84%
April EHS Toddler Combo Attendance	78%

Meals and Snacks

Total meals served for April	6965
Total snacks served for April	6751

Program Notes

May 19th will be the last day for the Head Start program year for the Center Based classrooms and June 1st and 3rd respectively will be the last day of classes for the Combination Model classrooms. Currently, teachers and home visitors are finishing up the third and final collection of data for the Child Observation Record, an ongoing assessment of each child's learning development. Lead teachers completed a second home visit with families along with parent teacher conferences. The main topic for this home visit and conference was around transitions to kindergarten.

TANF UPDATE*

The Idaho Head Start Association will seek to re-negotiate the TANF contract for 2017/18 to serve a minimum of 160 TANF kids. All programs will receive the same cost per child of approximately \$9,000 per slot. We will allocate 12 to 13 TANF slots per program, and programs can negotiate up or down depending upon capacity.

DRS UPDATE*

The program continues to have back and forth positive communication with Region X Office of Head Start. More information will be provided as soon as it is approved to be shared by Region X OHS.

Documents for Board review and Approval:

- Financial Reports
- COLA (1.8%) Grant Request

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,898,012.00	\$ 200,519.60	\$ 3,335,081.60	\$ 562,930.40	14.4%
BENEFITS	\$ 2,243,194.00	\$ 111,384.77	\$ 1,789,615.76	\$ 453,578.24	20.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ 68,000.00	\$ -	\$ 36,365.63	\$ 31,634.37	46.5%
SUPPLIES	\$ 102,562.00	\$ 5,043.35	\$ 149,213.09	\$ (46,651.09)	-45.5%
CONTRACTUAL				\$ -	
FACILITIES/CONST.				\$ -	
OTHER	\$ 628,737.00	\$ 37,075.89	\$ 651,130.53	\$ (22,393.53)	-3.6%
TOTAL DIRECT COSTS	\$ 6,940,505.00	\$ 354,023.61	\$ 5,961,406.61	\$ 979,098.39	14.1%
ADMIN COSTS (8.228%)	\$ 508,386.00	\$ 25,663.49	\$ 420,573.41	\$ 87,812.59	17.3%
GRAND TOTAL	\$ 7,448,891.00	\$ 379,687.10	\$ 6,381,980.02	\$ 1,066,910.98	14.3%

IN KIND NEEDED	\$ 1,862,223.00
IN KIND GENERATED	\$ 1,705,000.22
IN KIND (SHORT)/LONG	\$ (157,222.78)

PROCUREMENT CARD EXPENSE \$ 9,524.52 2% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	12,425.52	1,030.93	691.91	14,148.36	220,447.81

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 52,779.00	\$ 199.35	\$ 31,034.92	\$ 21,744.08	41.2%
SUPPLIES	\$ 6,424.00	\$ 425.00	\$ 3,985.64	\$ 2,438.36	38.0%
OTHER	\$ 25,004.00	\$ (25.00)	\$ 49,054.87	\$ (24,050.87)	-96.2%
GRAND TOTAL	\$ 84,207.00	\$ 599.35	\$ 84,075.43	\$ 131.57	0.2%

IN KIND NEEDED	\$ 21,052.00
IN KIND GENERATED	\$ 35,937.00
IN KIND (SHORT)/LONG	\$ 14,885.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 809,470.00	\$ 41,806.33	\$ 722,878.85	\$ 86,591.15	10.7%
BENEFITS	\$ 411,003.00	\$ 18,754.64	\$ 353,592.77	\$ 57,410.23	14.0%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ 50,000.00	\$ -	\$ 15,160.48	\$ 34,839.52	69.7%
SUPPLIES	\$ 43,663.00	\$ 1,367.85	\$ 27,751.22	\$ 15,911.78	36.4%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 161,415.00	\$ 6,397.02	\$ 176,241.74	\$ (14,826.74)	-9.2%
TOTAL DIRECT COSTS	\$ 1,475,551.00	\$ 68,325.84	\$ 1,295,625.06	\$ 179,925.94	12.2%
ADMIN COSTS (8.228%)	\$ 103,712.00	\$ 4,982.96	\$ 88,871.49	\$ 14,840.51	14.3%
GRAND TOTAL	\$ 1,579,263.00	\$ 73,308.80	\$ 1,384,496.55	\$ 194,766.45	12.3%
IN KIND NEEDED	\$ 394,816.00				
IN KIND GENERATED	\$ 649,371.52				
IN KIND (SHORT)/LONG	\$ 254,555.52				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 466.37	\$ 5.17	\$ 2.90	\$ 474.44	\$ 8,901.36

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 20,212.00	\$ 745.07	\$ 21,841.47	\$ (1,629.47)	-8.1%
SUPPLIES	\$ 2,149.00	\$ -	\$ 17.95	\$ 2,131.05	99.2%
OTHER	\$ 17,121.00	\$ 399.00	\$ 16,115.27	\$ 1,005.73	5.9%
GRAND TOTAL	\$ 39,482.00	\$ 1,144.07	\$ 37,974.69	\$ 1,507.31	3.8%

IN KIND NEEDED	\$ 9,871.00
IN KIND GENERATED	\$ 1,150.00
IN KIND (SHORT)/LONG	\$ (8,721.00)

General Fund YTD Board
Statement of Revenue and Expenses

YEAR: 1516

Acct Month: 10

Monday, May 09, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,265,844.88)	(\$10,392,176.91)	(\$10,543,400.00)	(\$151,223.09)	1.43%
County Tuition	(\$1,498,396.00)	(\$1,610,398.16)	(\$1,356,000.00)	\$254,398.16	-18.76%
State Funds	(\$17,608,577.27)	(\$18,874,473.08)	(\$18,793,300.00)	\$81,173.08	-0.43%
County Property Tax	(\$4,018,819.76)	(\$4,192,016.38)	(\$6,602,700.00)	(\$2,410,683.62)	36.51%
Grant Management Fees	(\$490,737.59)	(\$451,613.26)	(\$550,000.00)	(\$98,386.74)	17.89%
Other	(\$508,585.10)	(\$410,218.60)	(\$407,600.00)	\$2,618.60	-0.64%
Unallocated Tuition	(\$556,382.66)	(\$1,042,283.58)	\$0.00	\$1,042,283.58	0.00%
Departmental Revenues	(\$892,381.94)	(\$822,565.86)	(\$713,100.00)	\$109,465.86	-15.35%

Total Revenue	(\$35,839,725.20)	(\$37,795,745.83)	(\$38,966,100.00)	(\$1,170,354.17)	3.00%
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Expenditures

Personnel

Salaries	\$16,704,245.27	\$16,909,770.11	\$20,799,200.00	\$3,889,429.89	18.70%
Variable Fringe	\$3,402,923.40	\$3,457,344.39	\$4,263,200.00	\$805,855.61	18.90%
Health Insurance	\$2,835,712.72	\$3,054,487.28	\$3,929,300.00	\$874,812.72	22.26%
Total Personnel	\$22,942,881.39	\$23,421,601.78	\$28,991,700.00	\$5,570,098.22	19.21%

Expense Categories

Services	\$1,720,834.31	\$2,235,499.46	\$2,689,300.00	\$453,800.54	16.87%
Supplies	\$771,815.47	\$780,664.61	\$1,061,200.00	\$280,535.39	26.44%
Other	\$550,946.75	\$776,161.46	\$561,400.00	(\$214,761.46)	-38.25%
Capital	\$306,689.76	\$705,450.71	\$749,300.00	\$43,849.29	5.85%
Institutional Support	\$4,195,208.90	\$4,331,575.15	\$4,913,200.00	\$581,624.85	11.84%
Transfers	\$16,967.50	\$32,226.68	\$0.00	(\$32,226.68)	0.00%
Total Expense Categories	\$7,562,462.69	\$8,861,578.07	\$9,974,400.00	\$1,112,821.93	11.16%

Total Expenditures	\$30,505,344.08	\$32,283,179.85	\$38,966,100.00	\$6,682,920.15	17.15%
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Rev/Expense Total	(\$5,334,381.12)	(\$5,512,565.98)	\$0.00	\$5,512,565.98	0.00%
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May 16, 2016

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

From: Jeffrey M. Harmon

Re: Cutaway Transit Buses for Trans IV

We received bids for two 2016 cutaway transit busses from the following vendors:

Intermountain Coach Leasing, Inc. - Colorado Springs, Colorado	\$107,750
Davey Coach Sales Inc. – Sedalia, Colorado	\$120,009

Based on the review of the bids by Tim Knight and Lynn Baird, I recommend we accept the low bid for two cutaway busses from Intermountain Coach Leasing, Inc. from Colorado Springs, Colorado in the amount of \$107,750.

These busses will replace two older busses that are over ten years old. Funding for this purchase will come from the Federal Transit Administration (FTA) and the Idaho Transportation Department (ITD). FTA funding administered by ITD, provides 80% of the purchase price for these accessible rural busses. The remaining 20% comes from Trans IV funds.



May 16, 2016

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

From: Jeff Harmon

Re: Continuing Budget Resolution

Each year we ask the Board for a continuing budget resolution to allow us to operate on the previous year's budget for the months of July and August. While much of the budget work has to be completed prior to issuing salary contracts in May, there are still several outstanding issues that preclude us from setting an accurate budget. The primary issues are listed below:

1. By August 1st, we have enough of our close out for the previous year completed to make accurate projections on future expenditures.
2. We will have current projections on enrollment which will allow us to project tuition and fee revenue more accurately.
3. Enrollment numbers closer to the start of school also assist in determining staffing along with faculty and part time instructor overload projections.
4. We will not get the most current numbers from our counties for new construction dollar values until late July. We need these numbers to certify our property tax assessment. If we set the budget prior to August, we would have to open the budget up again in August for the Board to properly approve the amount we levy for property tax.

Based upon the above, I respectfully request the Board approve a continuing budget resolution for the months of July and August 2016 until our fiscal year 2017 budget is set.



May 16, 2016

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

From: Jeff Harmon

Re: General Fund Transfer

The General Fund balance is the cumulative balance of net difference between revenues and expenditures at year end. Traditionally, we have always tried to budget and spend in a manner that will add to fund balance each year. Over the years, these funds build up to a point in excess of what we need for operational reserves.

Nearly all of the expenditures in the General Fund are ongoing expenditures. The General Fund balance is onetime money. Based upon this, we are careful not to obligate the General Fund balance to ongoing expenditures.

Expenditures from the Plant Facility Fund are generally utilized for preventative maintenance, major maintenance projects, remodels, new buildings and property acquisition. Occasionally, equipment that is expected to last over a number of years is also purchased from this fund. Expenditures from the Plant Facility Fund are largely responsible for the low amount of deferred maintenance we have on the campus. Plant Facility Funds are expended more as one time funds for purchases or repairs that will last a number of years.

The College of Southern Idaho General Fund balance amounted to \$11,536,057 as of June 30, 2015. On June 15, 1981, the College of Southern Idaho Board of Trustees passed a resolution directing the college administration to maintain a fund balance of between one and one half months and two and one half months of general operating funds.

The general fund operating budget for fiscal year 2015 was \$38,086,600 which would put our target General Fund balance range at between \$4,760,800 and \$7,934,700. Based upon the expectation of again adding to the General Fund balance at the end of this year (Fy 2016), I respectfully request permission to transfer \$5,000,000 from the General Fund to the Plant Facility Fund. This will leave a minimum of \$6,536,057.05 in the General Fund balance which is adequate to meet our operational and cash flow needs.