



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

NOVEMBER 21, 2016

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Room 277

AGENDA

CALL TO ORDER

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

CERTIFIED ELECTION RESULTS: (A) *Jeff Harmon*

TRUSTEE OATH: (A) *Jeff Harmon*

BOARD REORGANIZATION: (A) *Board Members*

- *Chairman*
- *Vice-Chairman*
- *Clerk*
- *Trustee*
- *Trustee*
- *Trustee Designated as CSI Foundation Representative*
- *Trustee Designated as Head Start Representative*
- *Trustee Designated as Athletics Representative*
- *Secretary Treasurer*

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AGENDA
CSI BOARD OF TRUSTEES MEETING
NOVEMBER 21, 2016

MINUTES – EXECUTIVE SESSION – OCTOBER 17TH, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – OCTOBER 17TH, 2016: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – NOVEMBER 14TH, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

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

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

APPROVAL OF EXECUTIVE SESSION DISCUSSIONS: (A) *Chairman Kleinkopf*

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

PURPLE HEART CAMPUS DESIGNATION: (A) *Shannon Kerr & Miguel Dominic*

ENTERING STUDENT SUCCESS INSTITUTE (ESSI) REPORT: (I) *Chris Bragg*

IDAHO INBRE PROGRAMS ON CAMPUS: (I) *Dr. Amy Doetsch and Eric Higbee*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

November 21, 2016

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

From: Jeffrey M. Harmon

Re: 2016 Trustee Election

Twin Falls County Clerk Kristina Glascock and Jerome County Clerk Michelle Emerson certified the following trustee election results for the College of Southern Idaho Community College District:

<u>Trustee Zone 2</u>	Laird Stone	Rick Martin
Twin Falls County	14,123	11,513
Jerome County	<u>2,669</u>	<u>3,181</u>
Totals	16,792	14,694

<u>Trustee Zone 3</u>	Jack Nelsen
Twin Falls County	23,271
Jerome County	<u>5,705</u>
Totals	28,976

<u>Trustee Zone 4</u>	Jan Mittleider
Twin Falls County	23,824
Jerome County	<u>5,590</u>
Totals	29,414

Upon certification of the above election results by the College of Southern Idaho Board of Trustees, Laird Stone, Jack Nelsen and Jan Mittleider will be elected to four year terms commencing November 21, 2016.

General Fund YTD Board

YEAR: 1617

Statement of Revenue and Expenses

Acct Month: 4

Tuesday, November 15, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$4,776,505.26)	(\$4,605,799.16)	(\$11,713,000.00)	(\$7,107,200.84)	60.68%
County Tuition	(\$849,849.18)	(\$891,332.79)	(\$1,632,000.00)	(\$740,667.21)	45.38%
State Funds	(\$18,746,339.08)	(\$20,136,979.42)	(\$20,648,000.00)	(\$511,020.58)	2.47%
County Property Tax	(\$185,931.33)	(\$146,671.41)	(\$6,870,400.00)	(\$6,723,728.59)	97.87%
Grant Management Fees	(\$173,454.86)	(\$134,619.00)	(\$560,000.00)	(\$425,381.00)	75.96%
Other	(\$152,237.02)	(\$243,476.09)	(\$443,600.00)	(\$200,123.91)	45.11%
Unallocated Tuition	(\$1,490,744.32)	(\$982,936.79)	\$0.00	\$982,936.79	0.00%
Departmental Revenues	(\$483,549.01)	(\$491,932.58)	(\$808,000.00)	(\$316,067.42)	39.12%

Total Revenue (\$26,858,610.06) (\$27,633,747.24) (\$42,675,000.00) (\$15,041,252.76) 35.25%

Expenditures

Personnel

Salaries	\$6,572,069.67	\$6,926,327.50	\$22,064,200.00	\$15,137,872.50	68.61%
Variable Fringe	\$1,360,968.20	\$1,433,219.62	\$4,513,400.00	\$3,080,180.38	68.25%
Health Insurance	\$1,211,693.97	\$1,456,263.69	\$4,799,800.00	\$3,343,536.31	69.66%

Total Personnel \$9,144,731.84 \$9,815,810.81 \$31,377,400.00 \$21,561,589.19 68.72%

Expense Catagories

Services	\$942,817.28	\$1,230,214.21	\$2,955,450.00	\$1,725,235.79	58.37%
Supplies	\$277,554.95	\$441,041.44	\$1,264,750.00	\$823,708.56	65.13%
Other	\$336,169.63	\$217,782.15	\$571,000.00	\$353,217.85	61.86%
Capital	\$108,875.63	\$442,031.09	\$1,523,000.00	\$1,080,968.91	70.98%
Institutional Support	\$3,727,679.21	\$3,821,785.67	\$4,983,400.00	\$1,161,614.33	23.31%
Transfers	\$32,013.54	(\$88,240.46)	\$0.00	\$88,240.46	0.00%

Total Expense Catagories \$5,425,110.24 \$6,064,614.10 \$11,297,600.00 \$5,232,985.90 46.32%

Total Expenditures \$14,569,842.08 \$15,880,424.91 \$42,675,000.00 \$26,794,575.09 62.79%

Rev/Expense Total (\$12,288,767.98) (\$11,753,322.33) \$0.00 \$11,753,322.33 0.00%

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

Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
Total	576

Program Options

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

Head Start Attendance

October Head Start Overall Attendance	87%
October Head Start Self Transport Attendance	86%
October EHS Toddler Combo Attendance	87%

Meals and Snacks

Total meals served for October	6,886
Total snacks served for October	6,451

Program Notes

Governing Board, Policy Council, and Advisory Boards

Governance in Head Start is a partnership between the Grantee Board of Trustees, Policy Council, and Management Staff. Each of these groups has a unique and complimentary role to play in effective decision making for the College of Southern Idaho Head Start/Early Head Start program. Our annual training will be on November 17, 2016 in the Taylor Building room #277.

Governing Board

The Board of Trustees has the responsibility for stewardship and monitors the overall organization and operation of CSI Head Start/ Early Head Start. The Board of Trustees has legal, fiscal and fiduciary responsibility for administering and overseeing the program, including the safeguarding of Federal funds. The governing board ensures active, independent, informed governance and as recommended by the Office of Head Start fully participates in the planning and evaluation of the Head Start Program.

Policy Council

The Policy Council is responsible for the direction of the program including reviewing program design and operation and long and short term goals and objectives. Policy Council is comprised of parent representatives and a community representative elected from each of the eleven Head Start centers and the three Early Head Start sites. Policy Council members provide valuable feedback on recruitment, personnel policies, hiring, budget, and all services provided to children and families. Policy Council also serves another function in fostering parent leadership and empowerment. This sense of confidence is intended to allow parents to continue to take a leading role in their child's education and care well after Head Start.

Parent Committee

Each Center has a Parent Committee with elected officers. These officers conduct monthly parent meetings. At these meetings, training is provided on various child development and self sufficiency topics. Parents also plan parent/ child activities held at the center. Parent Committees also provide input and feedback for Policy Council members to better represent their centers.

Advisory Boards

Health– Health Advisory helps plan and evaluate the health services provided by the program. The committee is compromised of Head Start/ Early Head Start parents and staff from each center as well as local health professionals.

Education- Education Advisory provides guidance on the educational needs and policies within the program. This committee includes representatives from early childhood institutions, public schools, and Head Start/ Early Head Start parents.

Family Services– Family Services Advisory is actively involved in planning and reviewing services to families. Head Start/ Early Head Start parents and various professionals from the community serve on this committee.

Documents for Board Review and Approval: Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,076,475.00	\$ 210,129.99	\$ 564,096.19	\$ 512,378.81	47.6%
BENEFITS	\$ 704,618.00	\$ 124,254.05	\$ 320,434.64	\$ 384,183.36	54.5%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 25,717.00	\$ 2,795.96	\$ 18,274.66	\$ 7,442.34	28.9%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 187,462.00	\$ 26,032.26	\$ 102,951.73	\$ 84,510.27	45.1%
TOTAL DIRECT COSTS	\$ 1,994,272.00	\$ 363,212.26	\$ 1,005,757.22	\$ 988,514.78	49.6%
ADMIN COSTS (8.228%)	\$ 144,514.00	\$ 28,094.53	\$ 75,710.67	\$ 68,803.33	47.6%
GRAND TOTAL	\$ 2,138,786.00	\$ 391,306.79	\$ 1,081,467.89	\$ 1,057,318.11	49.4%

IN KIND NEEDED	\$ 534,696.00
IN KIND GENERATED	\$ 24,292.02
IN KIND (SHORT)/LONG	\$ (510,403.98)

PROCUREMENT CARD EXPENSE \$ 9,435.55 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	18,704.27	1,876.53	1,494.80	22,075.60	59,358.11

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,431.00	\$ -	\$ 8,693.43	\$ 6,737.57	43.7%
SUPPLIES	\$ 1,897.00	\$ -	\$ -	\$ 1,897.00	100.0%
OTHER	\$ 6,423.00	\$ 2,309.42	\$ 13,536.91	\$ (7,113.91)	-110.8%
GRAND TOTAL	\$ 23,751.00	\$ 2,309.42	\$ 22,230.34	\$ 1,520.66	6.4%

IN KIND NEEDED	\$ 5,938.00
IN KIND GENERATED	\$ 11,730.00
IN KIND (SHORT)/LONG	\$ 5,792.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 275,456.00	\$ 48,169.01	\$ 172,280.74	\$ 103,175.26	37.5%
BENEFITS	\$ 170,225.00	\$ 27,435.38	\$ 97,195.79	\$ 73,029.21	42.9%
OUT OF AREA TRAVEL		\$ -	\$ 2,162.58	\$ (2,162.58)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 11,000.00	\$ 1,498.65	\$ 4,843.90	\$ 6,156.10	56.0%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 56,932.00	\$ 6,275.32	\$ 33,474.13	\$ 23,457.87	41.2%
TOTAL DIRECT COSTS	\$ 513,613.00	\$ 83,378.36	\$ 309,957.14	\$ 203,655.86	39.7%
ADMIN COSTS (8.228%)	\$ 36,670.00	\$ 6,220.73	\$ 22,172.53	\$ 14,497.47	39.5%
GRAND TOTAL	\$ 550,283.00	\$ 89,599.09	\$ 332,129.67	\$ 218,153.33	39.6%
IN KIND NEEDED	\$ 137,571.00				
IN KIND GENERATED	\$ 44,305.68				
IN KIND (SHORT)/LONG	\$ (93,265.32)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 337.45	\$ 240.33	\$ -	\$ 577.78	\$ 1,400.25

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 6,886.00	\$ -	\$ 3,758.39	\$ 3,127.61	45.4%
SUPPLIES	\$ 691.00	\$ -	\$ -	\$ 691.00	100.0%
OTHER	\$ 5,937.00	\$ 920.00	\$ 6,449.08	\$ (512.08)	-8.6%
GRAND TOTAL	\$ 13,514.00	\$ 920.00	\$ 10,207.47	\$ 3,306.53	24.5%

IN KIND NEEDED	\$ 3,379.00
IN KIND GENERATED	\$ 8,352.00
IN KIND (SHORT)/LONG	\$ 4,973.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 120,000.00	\$ 24,998.49	\$ 24,998.49	\$ 95,001.51	79.2%
OTHER					
FACILITIES/CONST.	\$ 30,000.00	\$ 1,375.00	\$ 16,624.74	\$ 13,375.26	44.6%
TOTAL DIRECT COSTS	<u>\$ 150,000.00</u>	<u>\$ 26,373.49</u>	<u>\$ 41,623.23</u>	<u>\$ 108,376.77</u>	<u>72.3%</u>
GRAND TOTAL	<u>\$ 150,000.00</u>	<u>\$ 26,373.49</u>	<u>\$ 41,623.23</u>	<u>\$ 108,376.77</u>	<u>72.3%</u>
IN KIND NEEDED	\$ 37,500.00				
IN KIND GENERATED	<u>\$ 49,739.22</u>				
IN KIND (SHORT)/LONG	\$ 12,239.22				

November 21, 2016

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

From: Jeffrey M. Harmon 

Re: Cutaway Transit Bus for Trans IV

In May of 2016 we received bids for three 2016 cutaway transit busses, of which we purchased two. The low bid was from Intermountain Coach Leasing, Inc. of Colorado Springs, Colorado for \$53,875.00.

The funding for these buses came from the Federal Transit Administration (FTA) and the Idaho Transportation Department (ITD). Since the May board meeting, the FTA and ITD have released additional funds which provides Trans IV sufficient funds to purchase the third bus.

I recommend we exercise the option to purchase the third 2016 cutaway transit bus for \$53,875.00 with the new ITD funds.