



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

September 16, 2013

EXECUTIVE SESSION

3:00 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 p.m.

Taylor Building – SUB 248

AGENDA

APPROVAL OF MEETING AGENDA: (A) *Dr. Thad Scholes*

MINUTES – EXECUTIVE SESSION OF AUGUST 19, 2013: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF AUGUST 19, 2013: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

HEAD START/EARLY HEAD START REPORT: (A) *Mike Mason*

WORKFORCE TRAINING UPDATE: (I) *President Eaton*

ECONOMIC DEVELOPMENT REPORT: (I) *Dr. Cindy Bond, Ruth Pierce & Jan Rogers*

SOFTBALL COMPLEX UPDATE: (I) *Mike Mason*

ATIC BUILDING COLOR BOARD: (I) *Mike Mason*

PRESIDENT’S REPORT: (I) *Curtis Eaton*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
SEPTEMBER REGULAR BOARD OF TRUSTEES MEETING
SEPTEMBER 16, 2013

CALL TO ORDER: 4:00 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Karl Kleinkopf,
Bob Keegan, Laird Stone and Jan Mittleider

College Administration: Curtis Eaton, President
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Jeff Fox, Executive Vice President and Chief
Academic Officer
Dr. Edit Szanto, Vice President of Student Services
and Planning and Development
Terry Patterson, Instructional Dean
Dr. Cindy Bond, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Jeff Harmon, Dean of Finance
Scott Scholes, Dean of Students
Monty Arrossa, Director of Human Resources
Randy Dill, Physical Plant Director
Gail Schull, Registrar
Doug Maughan, Public Relations Director
Teri Fattig, Library Director and Museum Department
Chair
Jennifer Zimmers, Financial Aid Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Emily Peterson

Visitors: Jan Rogers, Ruth Pierce and Kendall Lindley

Faculty Representatives: Cindy Harmon and Jim Woods

PACE Representative: None

Times News: Tetona Dunlap

The agenda was approved on MOTION by Jan Mittleider.
Affirmative vote was unanimous.

MINUTES OF THE REGULAR AND EXECUTIVE SESSION OF AUGUST 19, 2013 WERE APPROVED AS WRITTEN on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

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

Open Forum: There were no speakers for Open Forum.

Board Agenda Items:

1. The Board approved the Head Start/Early Head Start monthly operational and fiscal reports on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

2. President Eaton and Professional Technical Dean Terry Patterson advised the Board of the increased emphasis on workforce training. A full time work force development coordinator will be hired with funding coming from the Division of Professional Education Perkins fund.

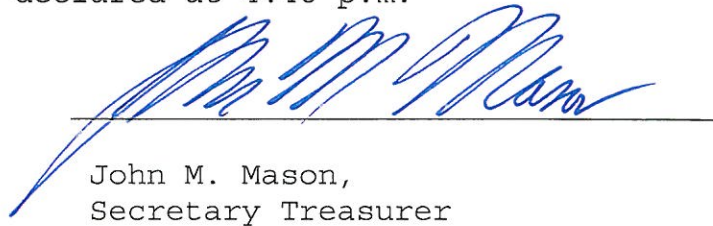
4. President Eaton introduced Ruth Pierce, Jan Rogers and Cindy Bond. Ruth Pierce, President of the Southern Idaho Economic Development Organization (SIEDO), gave a brief history of the organization. Jan Rogers, Executive Director of SIEDO, reviewed past accomplishments, regional cooperation and the potential for additional new companies coming to the area. Dr. Cindy Bond, Chairperson of the Twin Falls Urban Renewal agency, explained tax increment financing and its importance to economic development.

5. Mike Mason gave a brief report to the Board on the status of the preliminary design for the softball complex. A rendering of the proposed facility will be available in early October along with a cost estimate.

6. Trustee Laird Stone reported on the status of the free legal clinic for students and its possible expansion to the College of Western Idaho. The President and Board thanked Mr. Stone for his efforts in this area.

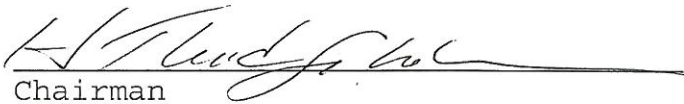
7. President Eaton noted that the October 21, 2013 regular Board of Trustees meeting will be held in Jerome, Idaho.

ADJOURNMENT was declared at 4:48 p.m.



John M. Mason,
Secretary Treasurer

Approved: October 21, 2013



Chairman

General Fund YTD Board

YEAR: 1314

Statement of Revenue and Expenses

Acct Month: 2

Thursday, September 12, 2013

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$2,779,947.76)	(\$4,009,642.91)	(\$10,860,500.00)	(\$6,850,857.09)	63.08%
County Tuition	\$94,800.00	\$43,550.00	(\$1,580,400.00)	(\$1,623,950.00)	102.76%
State Funds	(\$12,458,011.34)	(\$12,889,240.26)	(\$17,738,000.00)	(\$4,848,759.74)	27.34%
County Property Tax	(\$95,510.07)	(\$32,285.42)	(\$6,102,600.00)	(\$6,070,314.58)	99.47%
Grant Management Fees	(\$36,171.84)	(\$41,940.28)	(\$450,000.00)	(\$408,059.72)	90.68%
Other	(\$72,833.15)	(\$150,356.05)	(\$425,000.00)	(\$274,643.95)	64.62%
Unallocated Tuition	(\$3,768,993.97)	(\$2,008,198.92)	\$0.00	\$2,008,198.92	0.00%
Departmental Revenues	(\$223,011.80)	(\$259,728.68)	(\$684,600.00)	(\$424,871.32)	62.06%

Total Revenue (\$19,339,679.93) (\$19,347,842.52) (\$37,841,100.00) (\$18,493,257.48) 48.87%

Expenditures

Personnel

Salaries	\$2,913,364.29	\$3,111,794.18	\$21,677,600.00	\$18,565,805.82	85.65%
Variable Fringe	\$598,273.84	\$666,328.10	\$4,647,100.00	\$3,980,771.90	85.66%
Health Insurance	\$592,601.74	\$581,269.28	\$3,689,700.00	\$3,108,430.72	84.25%
Total Personnel	\$4,104,239.87	\$4,359,391.56	\$30,014,400.00	\$25,655,008.44	85.48%

Expense Categories

Services	\$321,556.46	\$414,010.70	\$2,246,700.00	\$1,832,689.30	81.57%
Supplies	\$111,722.05	\$118,652.51	\$999,600.00	\$880,947.49	88.13%
Other	\$161,165.25	\$155,766.31	\$632,700.00	\$476,933.69	75.38%
Capital	\$41,898.97	\$72,299.71	\$488,300.00	\$416,000.29	85.19%
Institutional Support	\$2,527,601.20	\$1,452,484.00	\$3,459,400.00	\$2,006,916.00	58.01%
Total Expense Categories	\$3,163,943.93	\$2,213,213.23	\$7,826,700.00	\$5,613,486.77	71.72%

Total Expenditures \$7,268,183.80 \$6,572,604.79 \$37,841,100.00 \$31,268,495.21 82.63%

Rev/Expense Total (\$12,071,496.13) (\$12,775,237.73) \$0.00 \$12,775,237.73 0.00%

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	BALANCE	BALANCE	PROJ	ACTUAL
	APPROVED	MONTH	TO DATE	OF BUDGET	OF BUDGET	%	%
SALARIES	\$ 2,368,792.00	\$ 199,009.56	\$ 1,588,588.55	\$ 780,203.45	\$ 780,203.45	67.0%	67.1%
BENEFITS	\$ 1,341,752.00	\$ 107,173.75	\$ 883,036.38	\$ 458,715.62	\$ 458,715.62	67.0%	65.8%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 12,351.00	\$ 4,016.19	\$ 9,344.19	\$ 3,006.81	\$ 3,006.81	67.0%	75.7%
CLASSROOM SUPPLIES	\$ 10,000.00	\$ 841.86	\$ 6,188.06	\$ 3,811.94	\$ 3,811.94	67.0%	61.9%
CENTER SUPPLIES	\$ 30,600.00	\$ 7,434.33	\$ 33,970.06	\$ (3,370.06)	\$ (3,370.06)	67.0%	111.0%
TRAINING SUPPLIES	\$ 14,500.00	\$ 1,656.47	\$ 14,752.58	\$ (252.58)	\$ (252.58)	67.0%	101.7%
FOOD	\$ 3,200.00	\$ 346.75	\$ 6,781.58	\$ (3,581.58)	\$ (3,581.58)	67.0%	211.9%
OTHER							
CONTRACTS	\$ 18,463.00	\$ 162.50	\$ 11,010.20	\$ 7,452.80	\$ 7,452.80	67.0%	59.6%
MEDICAL	\$ 4,030.00	\$ 1,174.00	\$ 3,896.88	\$ 133.12	\$ 133.12	67.0%	96.7%
DENTAL	\$ 11,600.00	\$ 1,658.99	\$ 11,648.48	\$ (48.48)	\$ (48.48)	67.0%	100.4%
CHILD TRAVEL	\$ 90,977.00	\$ 11,849.43	\$ 59,632.07	\$ 31,344.93	\$ 31,344.93	67.0%	65.5%
EMPLOYEE TRAVEL	\$ 28,680.00	\$ 4,395.48	\$ 23,020.80	\$ 5,659.20	\$ 5,659.20	67.0%	80.3%
CAREER DEVELOP	\$ 3,000.00	\$ 530.59	\$ 2,318.34	\$ 681.66	\$ 681.66	67.0%	77.3%
PARENT TRAINING	\$ 16,590.00	\$ 53.70	\$ 11,569.78	\$ 5,020.22	\$ 5,020.22	67.0%	69.7%
SPACE	\$ 48,084.00	\$ 10,411.53	\$ 39,084.66	\$ 8,999.34	\$ 8,999.34	67.0%	81.3%
DEPRECIATION	\$ 30,600.00	\$ 2,550.00	\$ 19,762.50	\$ 10,837.50	\$ 10,837.50	67.0%	64.6%
UTILITIES	\$ 45,216.00	\$ 6,028.78	\$ 38,843.36	\$ 6,372.64	\$ 6,372.64	67.0%	85.9%
TELEPHONE	\$ 32,352.00	\$ 3,297.74	\$ 25,126.33	\$ 7,225.67	\$ 7,225.67	67.0%	77.7%
OTHER	\$ 48,146.00	\$ 6,337.16	\$ 47,137.80	\$ 1,008.20	\$ 1,008.20	67.0%	97.9%
TOTAL DIRECT COSTS	\$ 4,158,933.00	\$ 368,928.81	\$ 2,835,712.60	\$ 1,323,220.40	\$ 1,323,220.40	67.0%	68.2%
ADMIN COSTS	\$ 294,171.00	\$ 24,273.29	\$ 177,544.64	\$ 116,626.36	\$ 116,626.36	58.0%	60.4%
GRAND TOTAL	\$ 4,453,104.00	\$ 393,202.10	\$ 3,013,257.24	\$ 1,439,846.76	\$ 1,439,846.76	66.6%	67.7%
IN KIND NEEDED	\$ 1,178,413.25						
IN KIND GENERATED	\$ 868,995.49						
IN KIND (SHORT)/LONG	\$ (309,417.76)						
PROCUREMENT CARD							
EXPENSE		3% of Total Expense					
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD	
Total All Centers	-	297.42	34.33	331.75	(74,340.12)	79,447.84	

** Budget numbers reflect Sequester reductions of 5.27% overall

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 36,728.00	\$ 2,138.63	\$ 19,422.53	\$ 17,305.47	67.0%	52.9%
6e. SUPPLIES						
Training Supplies	\$ 7,318.00	\$ 181.44	\$ 2,939.19	\$ 4,378.81	67.0%	40.2%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 10,115.00	\$ 149.60	\$ 5,993.82	\$ 4,121.18	67.0%	59.3%
TOTAL DIRECT COSTS	\$ 54,161.00	\$ 2,469.67	\$ 28,355.54	\$ 25,805.46	67.0%	52.4%
GRAND TOTAL	\$ 54,161.00	\$ 2,469.67	\$ 28,355.54	\$ 25,805.46	67.0%	52.4%
IN KIND NEEDED	\$ 13,540.25					
IN KIND GENERATED	\$ 19,472.50					
IN KIND (SHORT)/LONG	\$ 5,932.25					

CATEGORY	TOTAL APPROVED		TOTAL THIS MONTH		CASH OUTLAY TO DATE		BALANCE OF BUDGET		PROJ %		ACTUAL %	
SALARIES	\$ 506,488.00	\$ 45,148.86	\$ 344,721.51	\$ 161,766.49	\$ 161,766.49	\$ 67.0%	68.1%					
BENEFITS	\$ 272,042.00	\$ 22,745.09	\$ 173,610.37	\$ 98,431.63	\$ 98,431.63	\$ 67.0%	63.8%					
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	\$ 0.0%	0.0%					
EQUIPMENT	\$ -			\$ -	\$ -	\$ 0.0%	0.0%					
SUPPLIES												
OFFICE CONSUMABLES	\$ 3,420.00	\$ 1,378.02	\$ 2,190.88	\$ 1,229.12	\$ 1,229.12	\$ 67.0%	64.1%					
CENTER SUPPLIES	\$ 14,006.00	\$ 439.03	\$ 3,838.81	\$ 10,167.19	\$ 10,167.19	\$ 67.0%	27.4%					
CLASSROOM SUPPLIES	\$ 13,047.00	\$ -	\$ 714.22	\$ 12,332.78	\$ 12,332.78	\$ 67.0%	5.5%					
TRAINING SUPPLIES	\$ 2,225.00	\$ -	\$ 1,735.83	\$ 489.17	\$ 489.17	\$ 67.0%	78.0%					
FOOD	\$ 2,400.00	\$ 12.48	\$ 7,295.23	\$ (4,895.23)	\$ (4,895.23)	\$ 67.0%	304.0%					
CONTRACTUAL												
OTHER												
CONTRACTS	\$ 61,730.00	\$ 3,497.51	\$ 24,680.45	\$ 37,049.55	\$ 37,049.55	\$ 67.0%	40.0%					
MEDICAL	\$ 12,000.00	\$ 255.48	\$ 255.48	\$ 11,744.52	\$ 11,744.52	\$ 67.0%	2.1%					
DENTAL	\$ 6,000.00	\$ 411.49	\$ 1,690.49	\$ 4,309.51	\$ 4,309.51	\$ 67.0%	28.2%					
CHILD TRAVEL	\$ -	\$ -										
EMPLOYEE TRAVEL	\$ 5,404.00	\$ 982.45	\$ 3,855.81	\$ 1,548.19	\$ 1,548.19	\$ 67.0%	71.4%					
CAREER DEVELOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.0%	0.0%					
PARENT TRAINING	\$ 2,825.00	\$ 205.50	\$ 2,308.84	\$ 516.16	\$ 516.16	\$ 67.0%	81.7%					
FACILITIES/CONST.	\$ 5,500.00	\$ 260.68	\$ 3,223.31	\$ 2,276.69	\$ 2,276.69	\$ 67.0%	58.6%					
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 13,600.00	\$ 6,800.00	\$ 6,800.00	\$ 67.0%	66.7%					
UTILITIES	\$ 4,500.00	\$ 779.34	\$ 4,921.59	\$ (421.59)	\$ (421.59)	\$ 67.0%	109.4%					
TELEPHONE	\$ 4,600.00	\$ 412.80	\$ 3,081.35	\$ 1,518.65	\$ 1,518.65	\$ 67.0%	67.0%					
OTHER	\$ 2,661.00	\$ 382.17	\$ 1,678.15	\$ 982.85	\$ 982.85	\$ 67.0%	63.1%					
TOTAL DIRECT COSTS	\$ 939,248.00	\$ 78,610.90	\$ 593,402.32	\$ 345,845.68	\$ 345,845.68	\$ 67.0%	63.2%					
ADMIN COSTS	\$ 64,057.00	\$ 5,552.06	\$ 31,566.07	\$ 32,490.93	\$ 32,490.93	\$ 58.0%	49.3%					
GRAND TOTAL	\$ 1,003,305.00	\$ 84,162.96	\$ 624,968.39	\$ 378,336.61	\$ 378,336.61	\$ 66.5%	62.3%					
IN KIND NEEDED	\$ 261,576.50											
IN KIND GENERATED	\$ 298,844.14											
IN KIND (SHORT)/LONG	\$ 37,267.64											

** Budget numbers reflect 5.27% Sequester reductions

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED		ACTUAL	
							%	%
6c. OUT OF AREA TRAVEL	\$ 10,755.00	\$ 338.10	\$ 9,592.76	\$ 1,162.24	67.0%		89.2%	
6e. SUPPLIES								
Training Supplies	\$ 1,084.00	\$ -	\$ 301.59	\$ 782.41	67.0%		27.8%	
6g. OTHER								
Contracts	\$ -							
Career Development	\$ 14,319.00	\$ 20.40	\$ 10,961.53	\$ 3,357.47	67.0%		76.6%	
TOTAL DIRECT COSTS	\$ 26,158.00	\$ 358.50	\$ 20,855.88	\$ 5,302.12	58.0%		79.7%	
GRAND TOTAL	\$ 26,158.00	\$ 358.50	\$ 20,855.88	\$ 5,302.12	67.0%		79.7%	
IN KIND NEEDED	\$ 6,539.50							
IN KIND GENERATED	\$ 6,539.50							
IN KIND (SHORT)/LONG	\$ -							

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For August 2012**

Enrollment

Head Start ACF Federal Funded	486 *
Head Start TANF	27
Early Head Start	80
Total	593 *

* There are 30 School District slots not included as the School District option starts later in the program year.

Program Options

Part-day/ Part-year, Double Sessions, Center Based, Home Based School District Enhanced, Pre- K, Early Head Start -Home Based.

Program Participation for August

HS Program Wide Attendance	NA
Double Session Attendance	NA
EHS Home Visit Completion Rate	69%

Meals and Snacks

Total meals served for August	5
Total snacks served for August	3

Education

Children began attending class September 3rd. Centers held "Dinner and a Screening" night to orient parents and children to the centers. Staff started completing required screenings for children. The children are screened for vision, hearing, speech/language, development, and social emotional health (DECA). These screeners must be completed with-in 45 days of enrollment for each Head Start child. Classroom staff began documenting anecdotal information for the COR (Child Observation Record) which is our ongoing assessment for each child.

Parent Involvement

Parent Meetings at the center level have begun for the 2012-2013 program year. Each center holds elections for parents to participate in committees, advisory boards and as Policy Council Representatives for the new program year. Center Supervisors received training in August on how to engage parents and encourage them to participate in their centers through volunteering in the classroom, as a bus monitor, helping with food service, maintenance, and/or serving on parent committees or Policy Council or in other areas of interest.

Early Head Start

Early Head Start began the first round of socializations with families the week of Sept. 16th. The playgroups run in cycles of 5 week blocks of socializations on and 3 week breaks. Per federal performance standards, a minimum of 2 socializations must be offered each month. The infant/toddler COR Time 1 has been completed and a baseline of the children's skills has been established

Documents for Board Review/ Approval:

- Financial Reports
- Head Start/Early Head Start Continuation Grant Application Letter