



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

March 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*

MINUTES – EXECUTIVE SESSION – FEBRUARY 22, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – FEBRUARY 22, 2016: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – MARCH 11, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

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

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

TAYLOR BUILDING WELCOME CENTER CONSTRUCTION/REMODEL PROJECT BID:
(A) *Jeff Harmon*

FISCAL YEAR 2017 TUITION INCREASE (A) *Jeff Harmon*

FY17 BOARD MEETING SCHEDULE AND BUDGET HEARING DATE: (A) *Jeff Harmon*

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AGENDA

CSI BOARD OF TRUSTEES MEETING

MARCH 21, 2016

APPROVAL OF NEW ACADEMIC AND ATHLETIC LOGOS: (A) *Doug Maughan & Kim LaPray*

TRUSTEE ZONES LEGISLATION: (I) *President Fox & Curtis Eaton*

CSI FIVE-YEAR PROGRAM PLAN UPDATE: (I) *Dr. Todd Schwarz*

HERRETT CENTER FOR ARTS AND SCIENCE ACCREDITATION: (I) *Teri Fattig*

APRIL MEETING - NO OPEN FORUM: (I) *Karl Kleinkopf*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

General Fund YTD Board

YEAR: 1516

Statement of Revenue and Expenses

Acct Month: 8

Saturday, March 05, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$9,705,046.89)	(\$10,193,016.25)	(\$10,543,400.00)	(\$350,383.75)	3.32%
County Tuition	(\$900,675.00)	(\$1,618,094.02)	(\$1,356,000.00)	\$262,094.02	-19.33%
State Funds	(\$16,587,533.27)	(\$18,813,307.08)	(\$18,793,300.00)	\$20,007.08	-0.11%
County Property Tax	(\$3,929,566.26)	(\$4,109,589.28)	(\$6,602,700.00)	(\$2,493,110.72)	37.76%
Grant Management Fees	(\$336,665.43)	(\$324,547.25)	(\$550,000.00)	(\$225,452.75)	40.99%
Other	(\$410,608.87)	(\$321,775.73)	(\$407,600.00)	(\$85,824.27)	21.06%
Unallocated Tuition	(\$1,383,392.36)	(\$992,616.87)	\$0.00	\$992,616.87	0.00%
Departmental Revenues	(\$809,276.54)	(\$713,734.28)	(\$713,100.00)	\$634.28	-0.09%

Total Revenue (\$34,062,764.62) (\$37,086,680.76) (\$38,966,100.00) (\$1,879,419.24) 4.82%

Expenditures

Personnel

Salaries	\$13,156,502.56	\$13,315,411.97	\$20,799,200.00	\$7,483,788.03	35.98%
Variable Fringe	\$2,699,556.92	\$2,738,871.76	\$4,263,200.00	\$1,524,328.24	35.76%
Health Insurance	\$2,269,141.16	\$2,439,976.01	\$3,929,300.00	\$1,489,323.99	37.90%
Total Personnel	\$18,125,200.64	\$18,494,259.74	\$28,991,700.00	\$10,497,440.26	36.21%

Expense Categories

Services	\$1,380,212.36	\$1,792,398.11	\$2,689,300.00	\$896,901.89	33.35%
Supplies	\$605,794.15	\$599,046.62	\$1,061,200.00	\$462,153.38	43.55%
Other	\$397,157.37	\$595,188.26	\$561,400.00	(\$33,788.26)	-6.02%
Capital	\$240,245.30	\$427,297.12	\$749,300.00	\$322,002.88	42.97%
Institutional Support	\$4,078,123.23	\$4,159,078.19	\$4,913,200.00	\$754,121.81	15.35%
Transfers	\$16,967.50	\$32,226.68	\$0.00	(\$32,226.68)	0.00%
Total Expense Categories	\$6,718,499.91	\$7,605,234.98	\$9,974,400.00	\$2,369,165.02	23.75%

Total Expenditures \$24,843,700.55 \$26,099,494.72 \$38,966,100.00 \$12,866,605.28 33.02%

Rev/Expense Total (\$9,219,064.07) (\$10,987,186.04) \$0.00 \$10,987,186.04 0.00%

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

February Head Start Overall Attendance	82%
February Head Start Self Transport Attendance	82%
February EHS Toddler Combo Attendance	80%

Meals and Snacks

Total meals served for January	6,213
Total snacks served for January	6,053

Education

Midyear COR Advantage Outcomes Report 2015-2016

Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

Item Level Report

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English language learning ELL (2 items).

Strengths- *Fine-motor skills, Personal care and healthy behavior, Building relationships with other children, Movement, History, and Data analysis*

Area of Need- *Phonological awareness, Patterns, and Reading*

CLASS/PQA- The domain scores are: Emotional Support-5.86, Classroom Organization- 5.40, and Instructional Support- 3.10

Area of Need- The dimensions that have the most need are Teacher Sensitivity,

Regard for Student Perspectives, Behavior Management, Instructional Learning
Formats, Concept Development, Quality of Feedback and Language Modeling
Goals and Objectives

- 1) Provide additional training with classroom staff on Fee, Fie, Phonemics in High Scope curriculum to increase at least 11 level of development.
- 2) Provide training on March 7, 2016 on Classroom Organization (CLASS).
- 3) Provide individual outcome information to families on children and work to improve through child goals in the classroom and home visits one level of performance in patterns, reading, and phonological awareness.
- 4) Coaching and individualized classroom support to teachers during observations from March to May.

Head Start Child Development and Early Learning Framework

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor and Physical Development. Within each of the domains are sub domains.

Strengths- Fine Motor, Health/Safety and Nutrition, Attending and Understanding

Area of Need- Phonological Awareness, Operations and Algebraic Thinking, Print and Alphabet Knowledge

Early Head Start COR Advantage

Item Level Report

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning {3 items), Social and Emotional Development (5 items), Physical Development & Health {3 items), language, Literacy, & Communication {7 items), Mathematics (5 items), Creative Arts {4 items), Science & Technology (4 items), Social Studies {3 items), and English Language Learning ELL {2 items).

Strengths- *Gross-motor skills, Personal core and healthy behavior, and Building relationships with other children*

Area of Need- *Measurement, Data Analysis, and Emotions*

Head Start Child Development and Early Learning Framework

The 5 domains for Early Head Start are: Approaches to Learning, Social/Emotional Development, Language and Communication, Cognition, and Perceptual, Motor, & Physical Development. Within each of the domains are sub domains.

Strengths - Relationships with other children, Fine Motor, Health, Safety, and Nutrition, and Gross Motor

Area of Need - Emergent Mathematical Thinking, Emotional and Behavioral Self- Regulation, Attending and Understanding

School Readiness

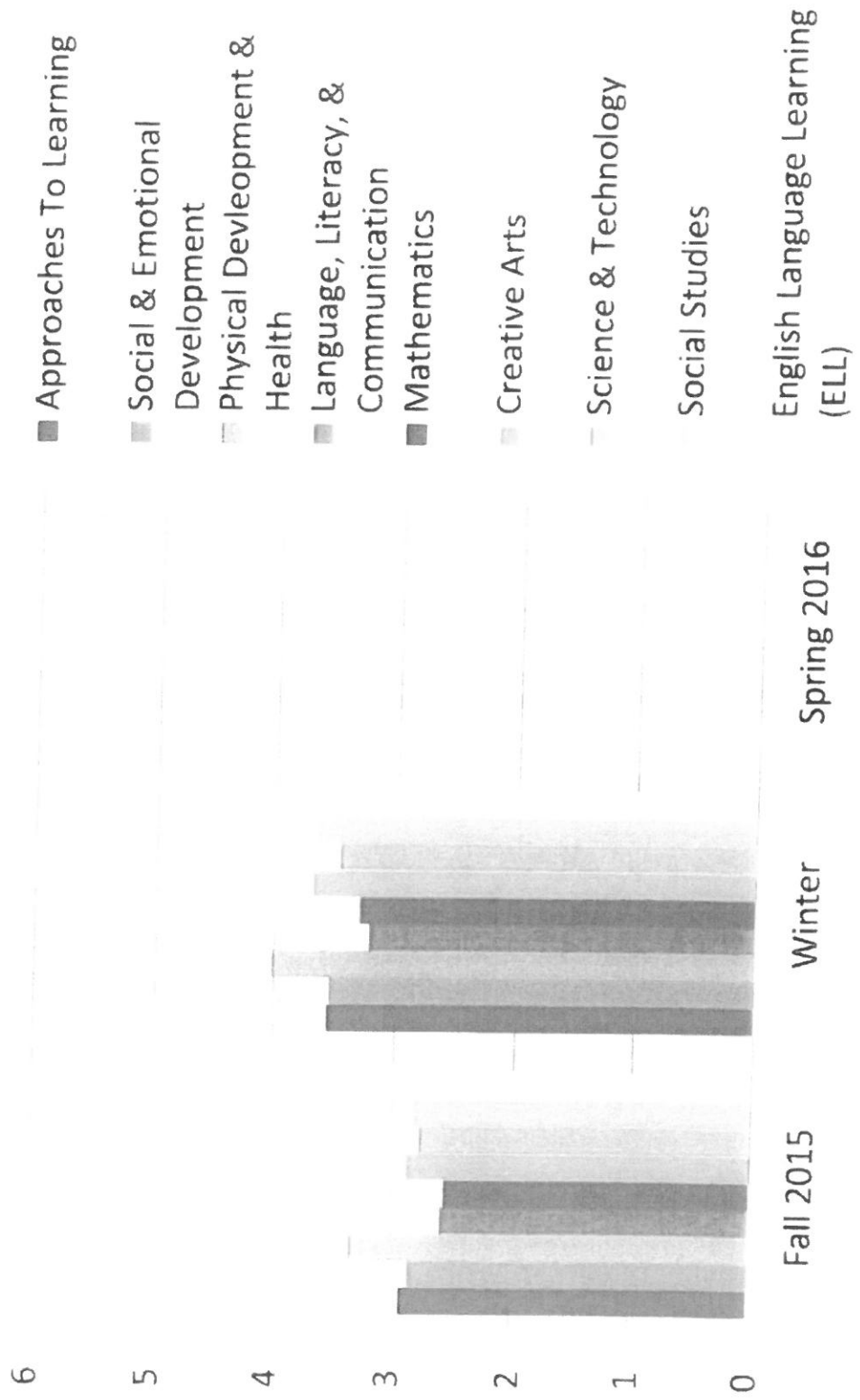
- 15% of children are currently ready for their next educational setting
- 84% of children are making progress towards their next educational setting
- Less than 1% (.03) made no progress towards their next educational setting

Continuous Improvement Plan for Rest of Program Year 2015-2016

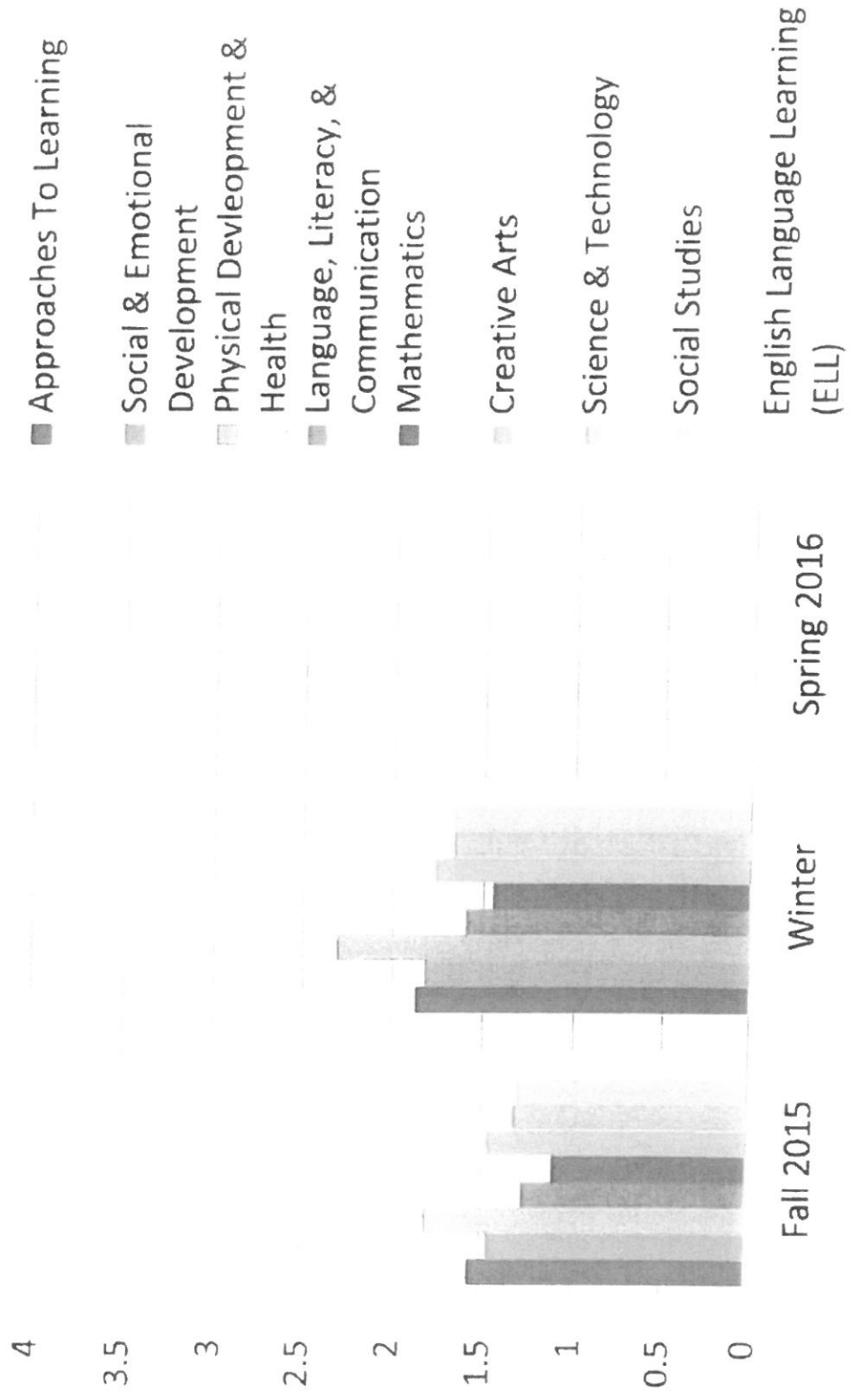
Head Start - 1) Classroom support and observation and feedback to staff.
2) CLASS observations/feedback
3) HOVERS home visit observation and feedback

Early Head Start -1) Train staff on planning around the COR Advantage for home visits, Socialization and Toddler Combo Class
2) March 7th training on Cognitive Development
3) HOVERS home visit observations and feedback

Program Mid-Year Summary for Head Start Children



Program Mid-Year Summary for Early Head Start Children



CATEGORY	TOTAL		TOTAL THIS MONTH		CASH OUTLAY		BALANCE		PROJ %	ACTUAL %
	APPROVED	MONTH	TO DATE	BALANCE OF BUDGET	BALANCE	OF BUDGET	%	%		
SALARIES	\$ 3,898,012.00	\$ 207,215.77	\$ 2,930,635.32	\$ 967,376.68	\$ 967,376.68	\$ 967,376.68	77.7%	75.2%		
BENEFITS	\$ 2,243,194.00	\$ 110,322.23	\$ 1,566,637.69	\$ 676,556.31	\$ 676,556.31	\$ 676,556.31	77.7%	69.8%		
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
EQUIPMENT SUPPLIES	\$ 68,000.00	\$ 11,800.61	\$ 36,365.63	\$ 31,634.37	\$ 31,634.37	\$ 31,634.37	77.7%	53.5%		
OFFICE SUPPLIES	\$ 18,689.00	\$ 714.15	\$ 15,865.48	\$ 2,823.52	\$ 2,823.52	\$ 2,823.52	77.7%	84.9%		
CLASSROOM SUPPLIES	\$ 30,635.00	\$ 2,395.05	\$ 30,701.05	\$ (66.05)	\$ (66.05)	\$ (66.05)	77.7%	100.2%		
CENTER SUPPLIES	\$ 42,322.00	\$ 3,838.25	\$ 72,752.94	\$ (30,430.94)	\$ (30,430.94)	\$ (30,430.94)	77.7%	171.9%		
TRAINING SUPPLIES	\$ 3,733.00	\$ 86.37	\$ 11,626.42	\$ (7,893.42)	\$ (7,893.42)	\$ (7,893.42)	77.7%	311.4%		
FOOD	\$ 7,183.00	\$ 2,915.49	\$ 5,734.56	\$ 1,448.44	\$ 1,448.44	\$ 1,448.44	77.7%	79.8%		
CONTRACTUAL										
OTHER										
CONTRACTS	\$ 15,634.00	\$ 11,998.72	\$ 21,656.38	\$ (6,022.38)	\$ (6,022.38)	\$ (6,022.38)	77.7%	138.5%		
MEDICAL	\$ 13,843.00	\$ 1,213.39	\$ 9,219.99	\$ 4,623.01	\$ 4,623.01	\$ 4,623.01	77.7%	66.6%		
DENTAL	\$ 18,772.00	\$ 606.30	\$ 6,220.18	\$ 12,551.82	\$ 12,551.82	\$ 12,551.82	77.7%	33.1%		
CHILD TRAVEL	\$ 158,148.00	\$ 9,118.78	\$ 134,218.08	\$ 23,929.92	\$ 23,929.92	\$ 23,929.92	77.7%	84.9%		
EMPLOYEE TRAVEL	\$ 41,214.00	\$ 513.70	\$ 26,967.75	\$ 14,246.25	\$ 14,246.25	\$ 14,246.25	77.7%	65.4%		
STAFF TRAINING	\$ 25,591.00	\$ 566.71	\$ 3,224.38	\$ (3,224.38)	\$ (3,224.38)	\$ (3,224.38)	77.7%			
PARENT TRAINING	\$ 84,101.00	\$ 1,228.99	\$ 17,057.48	\$ 8,533.52	\$ 8,533.52	\$ 8,533.52	77.7%	66.7%		
FACILITIES/CONST.	\$ 45,840.00	\$ 2,447.08	\$ 102,677.73	\$ (18,576.73)	\$ (18,576.73)	\$ (18,576.73)	77.7%	122.1%		
DEPRECIATION	\$ 91,286.00	\$ 4,093.56	\$ 62,084.92	\$ 29,201.08	\$ 29,201.08	\$ 29,201.08	77.7%	75.2%		
UTILITIES	\$ 53,873.00	\$ 3,045.63	\$ 46,359.25	\$ 7,513.75	\$ 7,513.75	\$ 7,513.75	77.7%	68.0%		
TELEPHONE	\$ 80,435.00	\$ 6,113.78	\$ 78,873.75	\$ 1,561.25	\$ 1,561.25	\$ 1,561.25	77.7%	86.1%		
MISC SERVICES	\$ 6,940,505.00	\$ 380,234.56	\$ 5,213,347.62	\$ 1,727,157.38	\$ 1,727,157.38	\$ 1,727,157.38	77.7%	98.1%		
TOTAL DIRECT COSTS										
ADMIN COSTS (8.228%)	\$ 508,386.00	\$ 26,127.03	\$ 368,948.94	\$ 139,437.06	\$ 139,437.06	\$ 139,437.06	77.7%	72.6%		
GRAND TOTAL	\$ 7,448,891.00	\$ 406,361.59	\$ 5,582,296.56	\$ 1,866,594.44	\$ 1,866,594.44	\$ 1,866,594.44	77.7%	74.9%		
IN KIND NEEDED	\$ 1,862,223.00									
IN KIND GENERATED	\$ 1,435,410.08									
IN KIND (SHORT)/LONG	\$ (426,812.92)									
PROCUREMENT CARD EXPENSE	\$ 16,747.07	4% of Total Expense.	Detailed report of PCARD charges available upon request.							
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue	YTD Expense				
Total All Centers	12,773.87	4,543.14	293.15	17,610.16	-	183,740.69				

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	BALANCE	PROJECTED	ACTUAL
	APPROVED	MONTH	TO DATE		%	%
OUT OF AREA TRAVEL	\$ 52,779.00	\$ 5,781.45	\$ 30,179.37	\$ 22,599.63	77.7%	57.2%
SUPPLIES			\$ -			
Training Supplies	\$ 6,424.00		\$ -	\$ 2,863.36	77.7%	55.4%
OTHER			\$ -			
Contracts	\$ -		\$ 76.82			
Staff Training	\$ 25,004.00	\$ 12,239.47	\$ 47,623.05	\$ (22,619.05)	77.7%	190.5%
TOTAL DIRECT COSTS	\$ 84,207.00	\$ 18,020.92	\$ 81,439.88	\$ 2,767.12	77.7%	96.7%
GRAND TOTAL	\$ 84,207.00	\$ 18,020.92	\$ 81,439.88	\$ 2,767.12	77.7%	96.7%
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		BALANCE OF BUDGET		PROJ %		ACTUAL %	
SALARIES	\$	809,470.00	\$	47,929.17	\$	634,885.29	\$	174,584.71	\$	174,584.71	77.7%	78.4%
BENEFITS	\$	411,003.00	\$	23,888.23	\$	312,283.44	\$	98,719.56	\$	98,719.56	77.7%	76.0%
OUT OF AREA TRAVEL	\$	-	\$	-	\$	-	\$	-	\$	-		
EQUIPMENT SUPPLIES	\$	50,000.00	\$	-	\$	15,160.48	\$	34,839.52	\$	34,839.52	77.7%	30.3%
OFFICE SUPPLIES	\$	5,305.00	\$	89.71	\$	2,120.41	\$	3,184.59	\$	3,184.59	77.7%	40.0%
CENTER SUPPLIES	\$	14,766.00	\$	454.99	\$	14,871.16	\$	(105.16)	\$	(105.16)	77.7%	100.7%
CLASSROOM SUPPLIES	\$	17,776.00	\$	959.41	\$	6,330.31	\$	11,445.69	\$	11,445.69	77.7%	35.6%
TRAINING SUPPLIES	\$	3,750.00	\$	-	\$	2,273.20	\$	1,476.80	\$	1,476.80	77.7%	60.6%
FOOD	\$	2,066.00	\$	53.93	\$	243.55	\$	1,822.45	\$	1,822.45	77.7%	11.8%
CONTRACTUAL	\$	-	\$	-	\$	-	\$	-	\$	-		
OTHER	\$	-	\$	-	\$	-	\$	-	\$	-		
CONTRACTS	\$	61,481.00	\$	4,230.94	\$	46,333.09	\$	15,147.91	\$	15,147.91	77.7%	75.4%
MEDICAL	\$	5,353.00	\$	120.00	\$	707.70	\$	4,645.30	\$	4,645.30	77.7%	13.2%
DENTAL	\$	5,853.00	\$	-	\$	1,267.74	\$	4,585.26	\$	4,585.26	77.7%	21.7%
CHILD TRAVEL	\$	6,114.00	\$	237.82	\$	6,579.40	\$	(465.40)	\$	(465.40)	77.7%	107.6%
EMPLOYEE TRAVEL	\$	5,566.00	\$	223.35	\$	12,372.31	\$	(6,806.31)	\$	(6,806.31)	77.7%	222.3%
CAREER DEVELOP	\$	-	\$	-	\$	-	\$	(2,103.82)	\$	(2,103.82)	77.7%	
PARENT TRAINING	\$	13,450.00	\$	888.07	\$	15,879.59	\$	(2,429.59)	\$	(2,429.59)	77.7%	118.1%
FACILITIES/CONST.	\$	4,481.00	\$	70.23	\$	7,287.81	\$	(2,806.81)	\$	(2,806.81)	77.7%	162.6%
DEPRECIATION	\$	30,600.00	\$	1,700.00	\$	23,800.00	\$	6,800.00	\$	6,800.00	77.7%	77.8%
UTILITIES	\$	13,024.00	\$	997.42	\$	14,133.27	\$	(1,109.27)	\$	(1,109.27)	77.7%	108.5%
TELEPHONE	\$	6,176.00	\$	475.80	\$	8,793.89	\$	(2,617.89)	\$	(2,617.89)	77.7%	142.4%
MISC SERVICES	\$	9,317.00	\$	6,450.02	\$	19,956.68	\$	(10,639.68)	\$	(10,639.68)	77.7%	214.2%
TOTAL DIRECT COSTS	\$	1,475,551.00	\$	88,769.09	\$	1,147,383.14	\$	328,167.86	\$	328,167.86	77.7%	77.8%
ADMIN COSTS (8.228%)	\$	103,712.00	\$	5,909.14	\$	78,232.45	\$	25,479.55	\$	25,479.55	77.7%	75.4%
GRAND TOTAL	\$	1,579,263.00	\$	94,678.23	\$	1,225,615.59	\$	353,647.41	\$	353,647.41	77.7%	77.6%
IN KIND NEEDED	\$	394,816.00										
IN KIND GENERATED	\$	613,315.88										
IN KIND (SHORT)/LONG	\$	218,499.88										
USDA												
Total All Centers		461.42		54.72		17.52		533.66		-		7,927.08

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	BALANCE	PROJECTED	ACTUAL
	APPROVED	MONTH	TO DATE		%	%
OUT OF AREA TRAVEL	\$ 20,212.00	\$ 3,155.16	\$ 20,485.70	\$ (273.70)	77.7%	101.4%
SUPPLIES			\$ -			
Training Supplies	\$ 2,149.00		\$ 17.95	\$ 2,131.05	77.7%	0.8%
OTHER			\$ -			
Contracts	\$ 5,960.00		\$ 36.00	\$ 5,924.00	77.7%	0.6%
Staff Training	\$ 11,161.00	\$ 2,743.01	\$ 14,315.27	\$ (3,154.27)	77.7%	128.3%
TOTAL DIRECT COSTS	\$ 39,482.00	\$ 5,898.17	\$ 34,854.92	\$ 4,627.08	77.7%	88.3%
GRAND TOTAL	\$ 39,482.00	\$ 5,898.17	\$ 34,854.92	\$ 4,627.08	77.7%	88.3%
IN KIND NEEDED	\$ 9,871.00					
IN KIND GENERATED	\$ 1,150.00					
IN KIND (SHORT)/LONG	\$ (8,721.00)					



March 21, 2016

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

From: Jeffrey M. Harmon *Jeffrey M. Harmon*

Re: Taylor Building Welcome Center - Construction/Remodel Project Bid

We received five bids for specified Taylor Building Welcome Center Construction/Remodel building project. The bids are as follows:

Don Anderson Construction	\$266,350
Excelsior Construction	\$272,500
Barry Hayes Construction	\$298,572
C-2 Construction	\$322,780
Bideganeta Construction	\$325,000

The total budget for the project is \$350,000. This includes construction costs along with architect fees and 10% construction contingency. Acceptance of this bid allows for \$25,000 to be used for furniture and fixtures.

The bid range among bidders is fairly close indicating that they were interpreting the plans and project costs in the same manner. This gives us some confidence in the validity of the low bid.

I respectfully request that the Board, contingent upon verification of all licenses, insurance and bonding, approve the selection of the low bidder, Don Anderson Construction, as the general contractor for the Taylor Building Welcome Center Construction/Remodel project for the total contract amount of \$266,350.

Funding for this project is from the Plant Facility Fund.



March 21, 2016

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

From: Jeffrey M. Harmon 

Re: Fiscal Year 2017 Tuition Increase

Nolan Goubeaux, Laird Stone and I met with the Student Senate on March 14th to discuss increasing tuition and fees up to \$10 per credit. The effect of this change would be to increase per credit tuition and fee charges from the current \$120 per credit up to \$130 per credit. Tuition represents \$79.35 of the \$120 per credit charge in tuition and fees. Idaho Code Section 33-2110 limits tuition increases to 10% per year. Any amount increased above \$7.93 would be designated as fee increase to Registration Services.

The students discussed the tuition and fee increase proposal at length and will advise the Board at the March 21st board meeting of their decision. Funds generated by an increase in tuition will provide the additional revenue needed in the General Fund for the fiscal year 2017 budget.



College of Southern Idaho
Board of Trustees
Notice of Regular Meetings

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event that the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday or rescheduled at an appropriate time.

The 2016-2017 regular meeting schedule is as follows:

July 18, 2016	January 23, 2017
August 15, 2016	February 20, 2017
September 19, 2016	March 20, 2017
October 17, 2016	April 17, 2017
November 21, 2016	May 15, 2017
December 19, 2016	June 19, 2017

The fiscal year 2017 budget hearing date is set for August 15, 2016.

Information concerning specific meeting times and places may be obtained by contacting Jeff Harmon at (208)732-6210 or jharmon@csi.edu .

Jeff Harmon
Vice President of Administration