



**COLLEGE OF SOUTHERN  
IDAHO  
BOARD OF TRUSTEES**

**MAY 15, 2017**

**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 17, 2017: (A) *Jeff Harmon***

**MINUTES – REGULAR MEETING – APRIL 17, 2017: (A) *Jeff Harmon***

**TREASURER’S REPORT: (A) *Jeff Harmon***

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

**OPEN FORUM**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**APPROVAL OF BOYS AND GIRLS CLUB FENCING PROPOSAL: (A) *Jeff Harmon***

**JULY AND AUGUST 2017 CONTINUING BUDGET RESOLUTION: (A) *Jeff Harmon***

**FISCAL YEAR 2018 TUITION INCREASE: (A) *Jeff Harmon***

**APPROVAL OF FY18 EMPLOYEE CONTRACTS: (A) *President Fox and Jeff Harmon***

**PAGE 2  
AGENDA  
CSI BOARD OF TRUSTEES  
MAY 15, 2017**

**APPROVAL OF CSI RESIDENCY DETERMINATION: (A) *Dr. Michelle Schutt***

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

**CSI GNED 101 CLASS PRESENTATION: (I) *Richard Parker***

**CSI SUMMER BRIDGE PROGRAM UPDATE: (I) *John Hughes***

**REMARKS FOR THE GOOD OF THE ORDER**

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

**ADJOURNMENT**

**General Fund YTD Board**

YEAR: 1617

**Statement of Revenue and Expenses**

Acct Month: 10

Tuesday, May 09, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$10,693,227.56)	(\$10,917,733.72)	(\$11,713,000.00)	(\$795,266.28)	6.79%
County Tuition	(\$1,610,398.16)	(\$1,967,652.95)	(\$1,632,000.00)	\$335,652.95	-20.57%
State Funds	(\$18,874,473.08)	(\$20,556,294.17)	(\$20,648,000.00)	(\$91,705.83)	0.44%
County Property Tax	(\$4,192,016.38)	(\$4,373,597.62)	(\$6,870,400.00)	(\$2,496,802.38)	36.34%
Grant Management Fees	(\$451,613.26)	(\$399,358.81)	(\$560,000.00)	(\$160,641.19)	28.69%
Other	(\$410,218.58)	(\$764,925.78)	(\$443,600.00)	\$321,325.78	-72.44%
Unallocated Tuition	(\$692,203.58)	(\$463,349.69)	\$0.00	\$463,349.69	0.00%
Departmental Revenues	(\$821,193.27)	(\$773,215.17)	(\$808,000.00)	(\$34,784.83)	4.31%

**Total Revenue** (\$37,745,343.87) (\$40,216,127.91) (\$42,675,000.00) (\$2,458,872.09) 5.76%

**Expenditures**

**Personnel**

Salaries	\$16,909,770.11	\$17,804,276.12	\$22,069,200.00	\$4,264,923.88	19.33%
Variable Fringe	\$3,457,344.39	\$3,638,443.88	\$4,513,400.00	\$874,956.12	19.39%
Health Insurance	\$3,054,487.28	\$3,661,875.44	\$4,799,800.00	\$1,137,924.56	23.71%

**Total Personnel** \$23,421,601.78 \$25,104,595.44 \$31,382,400.00 \$6,277,804.56 20.00%

**Expense Catagories**

Services	\$2,227,150.47	\$3,113,665.09	\$2,955,450.00	(\$158,215.09)	-5.35%
Supplies	\$745,975.50	\$1,115,652.79	\$1,259,750.00	\$144,097.21	11.44%
Other	\$762,296.21	\$532,791.32	\$571,000.00	\$38,208.68	6.69%
Capital	\$605,252.60	\$638,720.23	\$1,523,000.00	\$884,279.77	58.06%
Institutional Support	\$4,328,862.78	\$4,365,119.88	\$4,983,400.00	\$618,280.12	12.41%
Transfers	\$32,226.68	(\$89,400.15)	\$0.00	\$89,400.15	0.00%

**Total Expense Catagories** \$8,701,764.24 \$9,676,549.16 \$11,292,600.00 \$1,616,050.84 14.31%

**Total Expenditures** \$32,123,366.02 \$34,781,144.60 \$42,675,000.00 \$7,893,855.40 18.50%

**Rev/Expense Total** (\$5,621,977.85) (\$5,434,983.31) \$0.00 \$5,434,983.31 0.00%

**College of Southern Idaho Head Start/ Early Head Start  
Program Summary For April 2017**

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
<b>Total</b>	<b>576</b>

**Program Options**

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

**Head Start Attendance**

April Head Start Overall Attendance	87%
April Head Start Self Transport Attendance	87%
April EHS Toddler Combo Attendance	85%

**Meals and Snacks**

Total meals served for April	7,053
Total snacks served for April	6,997

**Program Notes**

May 31st will be the last day for the Head Start program year. 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.

**Update on Disabilities Numbers**

As of May 10, 2017 the program has a total of **65** children enrolled with an IEP. As noted at the February board meeting, programs must maintain 10% of their available slots with children that have an IEP or IFSP. CSI HS/EHS sits at 11% for the program year.

**Program Planning**

Currently CSI HS/EHS leadership is reviewing and making recommendations as to where to place our last duration classroom from the 2016 grant. Previously, that classroom was to be in Hailey but with the closure of that facility, a different location is required. It appears that the most likely sites would be Orchard Valley (Wendell), East End (Hansen) or West End (Buhl). Once the decision is made, a proposal must be written and approved by Region X.

Miraculously, congress passed a budget! With that budget comes a never before thought of COLA for all Head Start/EHS programs. The total amount allocated to Head Start/Early Head Start by congress is \$85 million. We do not yet know what CSI gets either in total dollars or as a percent increase. I am certain that information is forthcoming very soon.

**Documents for Board Review and Approval: Financial Reports**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,339,920.00	\$ 206,782.60	\$ 678,088.46	\$ 1,661,831.54	71.0%
BENEFITS	\$ 1,586,210.00	\$ 122,448.92	\$ 391,438.85	\$ 1,194,771.15	75.3%
OUT OF AREA TRAVEL	\$ -	\$ 1,736.16	\$ 3,143.77	\$ (3,143.77)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 4,621.06	\$ 27,581.55	\$ 27,876.45	50.3%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 426,580.00	\$ 31,325.84	\$ 164,575.17	\$ 262,004.83	61.4%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,408,168.00</b>	<b>\$ 366,914.58</b>	<b>\$ 1,264,827.80</b>	<b>\$ 3,143,340.20</b>	<b>71.3%</b>
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ 30,329.07	\$ 97,109.94	\$ 256,690.06	72.6%
<b>GRAND TOTAL</b>	<b>\$ 4,761,968.00</b>	<b>\$ 397,243.65</b>	<b>\$ 1,361,937.74</b>	<b>\$ 3,400,030.26</b>	<b>71.4%</b>

IN KIND NEEDED	\$ 1,190,492.00
IN KIND GENERATED	\$ 381,538.25
IN KIND (SHORT)/LONG	\$ (808,953.75)

PROCUREMENT CARD EXPENSE \$ 19,304.96 5% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	16,393.05	2,563.84	131.99	19,088.88	61,018.13

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 4,292.29	\$ 17,871.45	\$ 9,468.55	34.6%
SUPPLIES	\$ 3,434.00	\$ 97.89	\$ 154.50	\$ 3,279.50	95.5%
OTHER	\$ 20,776.00	\$ 619.53	\$ 18,185.74	\$ 2,590.26	12.5%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 5,009.71</b>	<b>\$ 36,211.69</b>	<b>\$ 15,338.31</b>	<b>29.8%</b>

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 9,748.00
IN KIND (SHORT)/LONG	\$ (3,140.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 553,707.00	\$ 45,176.30	\$ 181,290.71	\$ 372,416.29	67.3%
BENEFITS	\$ 357,120.00	\$ 26,228.21	\$ 105,883.73	\$ 251,236.27	70.4%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 722.41	\$ 5,791.58	\$ 27,268.42	82.5%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,125.00	\$ 14,704.26	\$ 39,156.35	\$ 111,968.65	74.1%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,095,012.00</b>	<b>\$ 86,831.18</b>	<b>\$ 332,122.37</b>	<b>\$ 762,889.63</b>	<b>69.7%</b>
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ 6,426.41	\$ 24,955.21	\$ 57,929.79	69.9%
<b>GRAND TOTAL</b>	<b>\$ 1,177,897.00</b>	<b>\$ 93,257.59</b>	<b>\$ 357,077.58</b>	<b>\$ 820,819.42</b>	<b>69.7%</b>
IN KIND NEEDED	\$ 294,474.00				
IN KIND GENERATED	\$ 143,923.88				
IN KIND (SHORT)/LONG	\$ (150,550.12)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total for All Centers	\$ 529.37	\$ 71.38	\$ -	\$ 600.75	\$ 2,217.69

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 12,650.00	\$ 2,126.66	\$ 5,978.30	\$ 6,671.70	52.7%
SUPPLIES	\$ 1,480.00	\$ 11.38	\$ 180.87	\$ 1,299.13	87.8%
OTHER	\$ 14,797.00	\$ 440.00	\$ 4,247.61	\$ 10,549.39	71.3%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 2,578.04</b>	<b>\$ 10,406.78</b>	<b>\$ 18,520.22</b>	<b>64.0%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (7,232.00)

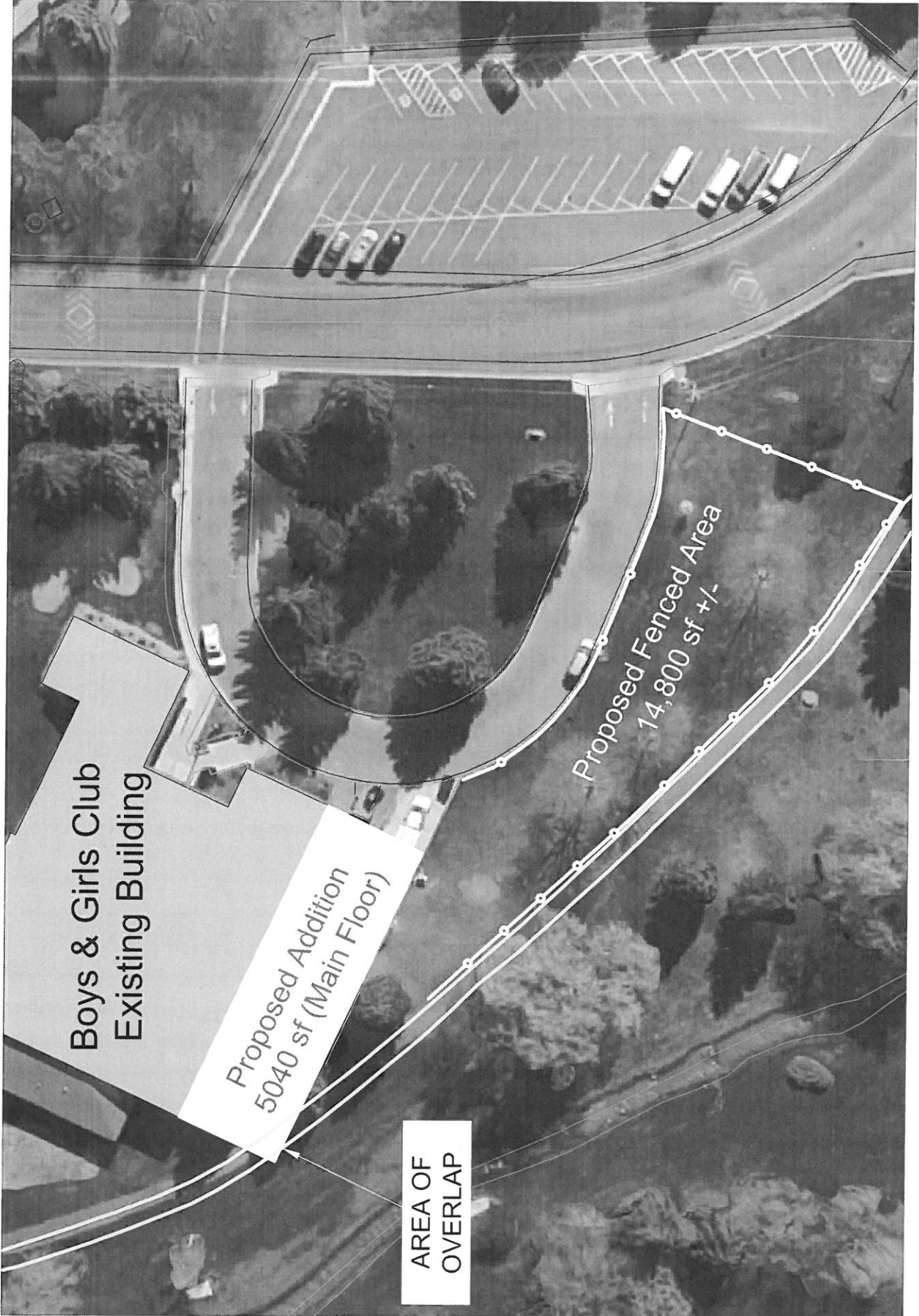
May 15, 2017

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

From: Jeff Harmon

Re: Boy's & Girl's Club of Magic Valley Fencing

The Boy's & Girl's Club of Magic Valley has requested permission to fence approximately 14,800 square feet of exterior playground space to provide a safe controlled area for their students. The area of fencing would include additional area not currently included in the current Ground Lease Agreement. I am recommending that we allow the Boy's & Girl's Club to construct and maintain a fence around the play area. Allowing the construction of the fence would not alter the existing ground lease agreement.



Boys & Girls Club  
Existing Building

Proposed Addition  
5040 sf (Main Floor)

Proposed Fenced Area  
14,800 sf +/-

AREA OF  
OVERLAP



May 15, 2017

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 1<sup>st</sup>, 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 2017 until our fiscal year 2018 budget is set.

May 15, 2017

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

From: Jeff Harmon

Re: Fiscal Year 2018 Tuition Increase

Jason Ostrowski, Laird Stone and I met with Student Senate on May 1, 2017 to discuss the possibility of increasing tuition and fees by \$5 per credit or 3.846%. The effect of this change would be to increase per credit tuition and fee charges from the current rate of \$130 per credit to \$135 per credit. Idaho Code Section 33-2110 limits tuition increases to 10% per year.

The student senate discussed the possible tuition and fee increase proposal at length and will advise the Board of Trustees at the May 15, 2017 board meeting indicating their support. Funds generated by an increase in tuition will provide the additional revenue needed in the General Fund for the fiscal year 2018 budget.

Date: May 10, 2017

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

From: Michele McFarlane, Ed.D.

Re: In-State Residency Definition

During the 2016 session, the Idaho Legislature amended the manner in which “a student enrolling in one of Idaho’s 4 year intuitions or Eastern Idaho Technical College may prove classification as an Idaho resident for tuition purposes”. I recommend the College of Southern Idaho adopt the provisions as set forth in Idaho Code section 33-3717B and IDAPA 0.0104, with one exception. Previously, if a student married an Idaho resident, they immediately became a resident as well. The 2016 legislation limits this ability to students who were not full-time in the previous 12 months. I recommend we continue to grant in-state residency to all students whose spouse is eligible for classification as a resident.

Adoption of the state provisions would lead to two changes at CSI:

1. Increase the enrolled credit threshold while establishing residency from 6 credits to 11.
2. Extend residency to students who completed 6 Years of Elementary and/or Secondary Education in Idaho.

## Resident Status for Tuition Purposes

CSI Policy	State Policy	Differences
<p>Student who domiciled in the State of Idaho/district primarily for purposes other than education for at least twelve (12) months continuously next preceding the opening day of the term for which the student matriculates at the College of Southern Idaho <u>and</u> who receives less than fifty percent (50%) of his/her support from a parent, parents or legal guardians who are not Idaho/district residents for voting purposes.</p>	<p>Independent Student: Any student receives less than 50% financial support from a parent/guardian; has continuously resided in, and maintained a bona fide domicile in Idaho for purposes other than education for at least 12 months prior to the term in which the student is applying for residency.</p>	<p>Simplification of Language</p>
<p>Student who has domiciled in Idaho/district, who has qualified or would otherwise be qualified under the provisions of this policy, and who is away from Idaho/district for a period of less than one (1) calendar year and has not established legal residence elsewhere provided a twelve (12) month period of continuous residence has been established immediately prior to departure.</p>		
<p>Student whose parent, parents or court-appointed guardians are domiciled in Idaho/district for at least twelve (12) months continuously next preceding the opening day of the term for which the student matriculates <u>and</u> provide more than fifty percent (50%) of the student's support.</p>	<p>Dependent Student: Any student who has one or more parent(s)/legal guardian(s) ("parent/guardian") who is domiciled in Idaho and provides at least 50% of the student's financial support. The parent/guardian must have maintained a bona fide domicile in Idaho for at least 12 months prior to the term in which the student is applying for residency.</p>	<p>Simplification of Language</p>
<p>Student whose spouse is classified, or is eligible for classification, as a resident of Idaho/district for tuition purposes.</p>	<p>Married to an Idaho Resident. Any student who is married to a person who is classified, or eligible for classification, as an Idaho resident for the purpose of attending an Institution, except that a student who was enrolled as a full-time student in any term during the 12 month period before the term in which the student proposes to enroll as a resident student must independently establish domicile.</p>	<p>If the out-of-state student was a full-time student in the 12 months prior they no longer qualify under state policy.</p>

<p>Student who, regardless of current domicile, is a member of one the following <b>Idaho American Indian tribes</b> whose traditional and customary tribal boundaries included portions of the state of Idaho, or whose Indian tribe was granted reserved lands within the state of Idaho: (i) Coeur d’Alene tribe, (ii) Shoshone-Bannock tribes, (iii) Shoshone-Paiute tribes, (iv) Nez Perce tribe, and (v) Kootenai tribe shall be considered Idaho resident for purposes of tuition.</p>	<p>Member of the following Idaho Native American Indian Tribes. Members of the following Idaho Native American Indian Tribes “whose traditional and customary tribal boundaries included portions of the state of Idaho, or whose Indian tribe was granted reserved lands within the state of Idaho”: a. Coeur d’Alene; b. Shoshone-Paiute; c. Nez Perce; d. Shoshone-Bannock; e. Kootenai; or f. Eastern Shoshone</p>	<p>Simplification of Language</p>
<p>Student who is a member of the United States Armed Forces, stationed in Idaho/district on military orders.</p>	<p>Armed Forces. Any student, the spouse of the student, or the parent/guardian of a dependent student who meets one of the following criteria:</p> <ul style="list-style-type: none"> <li>a) Member of the Armed Forces who entered service as an Idaho resident, has maintained Idaho resident status, but is stationed outside of Idaho on military orders.</li> <li>b) Member of the Armed Forces stationed in Idaho on military orders.</li> <li>c) Officer or enlisted member of the Idaho National Guard.</li> <li>d) Member who has been separated, under honorable conditions, from the Armed Forces after at least 2 years of service <ul style="list-style-type: none"> <li>i. Who at the time of separation designated Idaho as the intended domicile, and within 1 year of the date of separation enters an Institution; or</li> <li>ii. Who listed Idaho as the home of record in service, and within 1 year of the date of separation enters an Institution; or</li> <li>iii. Who moves to Idaho for the purpose of establishing domicile; provided however, to maintain status as a resident student, such person must actively establish domicile in Idaho within 1 year of registration at an Institution.</li> </ul> </li> </ul>	<p>Simplification of Language</p>
<p>Student who is an officer or enlisted member of the Idaho National Guard.</p>		
<p>Student whose parent, parents or legal guardians are members of the United States Armed Forces and stationed in Idaho/district on military orders <u>and</u> who receives fifty percent (50%) or more of support from parents or legal guardians. The student, while in continuous attendance, shall not lose his/her residency status when his/her parents are transferred on military orders.</p>		
<p>Student who separated, under honorable conditions, from the United States Armed Forces after at least two (2) years of active service, who at the time of separation designates Idaho/district as his/her intended domicile or who has Idaho/ district as the home of record in service <u>and</u> enters CSI within one (1) year of the date of separation.</p>		

	Completed 6 Years of Elementary and Secondary Education in Idaho. Any student who completed 6 years of elementary and secondary education in Idaho, is domiciled in Idaho, and matriculates at an Institution within 6 years following completion of secondary education.	New Provision at the state
<b>Student who graduated from an accredited Idaho secondary school</b> and enrolls at CSI the term immediately following graduation (does not include summer term) is considered an Idaho resident for tuition purposes.	<b>Graduate of an Idaho High School.</b> Any student who is a graduate from an accredited Idaho high school, is domiciled in Idaho, and who enrolls in an Institution within six years immediately following secondary school graduation regardless of the domicile of the student's parent or guardian (except if a non-US citizen (see, definition of non-resident below)).	No Change
<b>Definition of Primarily educational purposes</b> means a student enrolled for more than six (6) credit hours in any semester during the past twelve (12) month period.	Primarily Educational Purposes means enrollment in 12 or more credit hours in any term during the past 12 months.	Moves the credit threshold from 6 credits to 11 under state policy.

### Summary of Major Differences

- a) Under state policy, students attending 6 years at an Idaho elementary or secondary school qualify as an in-state resident.
- b) Under state policy, the number of credits out-of-state students are allowed to take while establishing residency is 11; CSI policy allows student to enroll in 6.
- c) Under state policy, full-time students who marry an Idaho resident must establish residency independently. Under CSI policy, student who marry an Idaho resident may immediately claim in-state residency.