

AGENDA

Board of Trustees
Bob Keegan, Chair
Jan Mittleider
Laird Stone
Jack Nelsen
Karl Kleinkopf

CSI Mission Statement:
To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

Board Mission Statement:
The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

- | | |
|--|---|
| I. CALL TO ORDER | Chairman Keegan
3:00p.m./Taylor 112 |
| II. RECESS TO EXECUTIVE SESSION | Chairman Keegan
Taylor 112 |
| III. RECONVENE REGULAR MEETING | Chairman Keegan
4:00PM/Taylor SUB 248 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Keegan |
| V. MINUTES & BUSINESS REPORTS | |
| A. Approval of Minutes | Jeff Harmon |
| December 18, 2017 – Regular Meeting | |
| January 19, 2018 – Special Session | |
| B. Approval of Treasurer’s Report | Jeff Harmon |
| C. Head Start/Early Head Start Report | Mancole Fedder |
| VI. OPEN FORUM | Chairman Keegan |
| VII. UNFINISHED BUSINESS | |
| VIII. NEW BUSINESS | |
| A. Action Items: None | |
| B. Information Items: | |
| 1. Revenue Bond for Student Housing Update | Jeff Harmon |
| 2. Taylor Building Remodel and Department Relocation | Jeff Harmon |
| 3. Campus Maintenance Update | Chris Bragg |
| 4. Legislative Update - Education Week | President Fox |
| IX. REMARKS FOR THE GOOD OF THE ORDER | Chairman Keegan |
| X. PRESIDENT’S REPORT | President Fox |
| XI. ADJOURNMENT | Chairman Keegan |

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I. CALL TO ORDER

Chairman Keegan
3:00PM/President’s Board Room

A. Pursuant to Idaho Code 74-206, the Board will convene to:

- ◆ Consider personnel matters [Idaho Code 74-206(1)(a) & (b)]

II. ADJOURNMENT

Chairman Keegan

General Fund YTD Board

YEAR: 1718

Statement of Revenue and Expenses

Acct Month: 6

Wednesday, January 10, 2018

	<i>Last Year</i>	<i>This Year</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>Rem Bud%</i>
Revenue					
Tuition & Fees	(\$4,487,953.14)	(\$5,437,881.13)	(\$11,206,200.00)	(\$5,768,318.87)	51.47%
County Tuition	(\$895,116.15)	(\$759,950.00)	(\$1,698,700.00)	(\$938,750.00)	55.26%
State Funds	(\$20,445,128.17)	(\$21,330,983.72)	(\$21,472,200.00)	(\$141,216.28)	0.66%
County Property Tax	(\$713,459.67)	(\$880,619.39)	(\$7,179,900.00)	(\$6,299,280.61)	87.73%
Grant Management Fees	(\$254,843.62)	(\$276,788.12)	(\$540,000.00)	(\$263,211.88)	48.74%
Other	(\$308,211.71)	(\$394,799.05)	(\$411,000.00)	(\$16,200.95)	3.94%
Unallocated Tuition	(\$1,204,255.62)	(\$284,675.00)	\$0.00	\$284,675.00	0.00%
Departmental Revenues	(\$544,276.38)	(\$427,277.00)	(\$715,000.00)	(\$287,723.00)	40.24%
Total Revenue	(\$28,853,244.46)	(\$29,792,973.41)	(\$43,223,000.00)	(\$13,430,026.59)	31.07%
Expenditures					
Personnel					
Salaries	\$10,516,151.21	\$10,895,527.22	\$22,387,600.00	\$11,492,072.78	51.33%
Variable Fringe	\$2,164,073.81	\$2,231,462.17	\$4,588,000.00	\$2,356,537.83	51.36%
Health Insurance	\$2,194,458.80	\$2,263,836.70	\$5,017,400.00	\$2,753,563.30	54.88%
Total Personnel	\$14,874,683.82	\$15,390,826.09	\$31,993,000.00	\$16,602,173.91	51.89%
Expense Categories					
Services	\$1,751,344.43	\$2,142,618.25	\$3,447,300.00	\$1,304,681.75	37.85%
Supplies	\$629,753.33	\$809,749.71	\$1,637,700.00	\$827,950.29	50.56%
Other	\$301,780.69	(\$533.76)	\$0.00	\$533.76	0.00%
Capital	\$463,619.37	\$378,522.15	\$1,023,600.00	\$645,077.85	63.02%
Institutional Support	\$3,895,013.32	\$4,143,651.36	\$5,121,400.00	\$977,748.64	19.09%
Transfers	(\$89,595.15)	\$255.32	\$0.00	(\$255.32)	0.00%
Total Expense Categories	\$6,951,915.99	\$7,474,263.03	\$11,230,000.00	\$3,755,736.97	33.44%
Total Expenditures	\$21,826,599.81	\$22,865,089.12	\$43,223,000.00	\$20,357,910.88	47.10%
Rev/Expense Total	(\$7,026,644.65)	(\$6,927,884.29)	\$0.00	\$6,927,884.29	0.00%

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

Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
Total	561

Program Options

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

Head Start Attendance

December Head Start Overall Attendance	80%
December Head Start Self Transport Attendance	79%
December EHS Toddler Combo Attendance	75%

Meals and Snacks

Total meals served for December	4,810
Total snacks served for December	2,603

Program Notes

Training

The Idaho Head Start Association annual training and conference will be held February 6-8, 2018, 4 staff will attend. Scheduled visits with legislators have been made; this is a rare opportunity for our parents to converse with members of our Idaho state government about early childhood education, its importance and their personal Head Start experience.

Disabilities

The program will be reaching its midpoint for the school year in January. Per performance standard, we are supposed to have 10% of our available slots enrolled by children on an Individual Education Plan (IEP) or an Individualized Family Service Plan (IFSP). For CSI Head Start/Early Head Start that would mean we had 56 children with either plan in place. As of December, the program has 62 which is 11%.

Shared Governance/Leadership Training

Our Head Start/Early Head Start program will be providing this required training on February 22, 2018 at 4:30. The intent is to have both CSI Board of Trustees and Policy Council participation in this training. We will address responsibilities of both bodies as written in the Performance Standards and provide leadership information and best practices information. We look forward to everyone's participation and the opportunity to acquaint parents with board members.

Documents for Board Review and Approval: Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,547,797.00	\$ 209,767.73	\$ 2,415,471.61	\$ 132,325.39	5.2%
BENEFITS	\$ 1,522,621.00	\$ 124,208.41	\$ 1,408,711.00	\$ 113,910.00	7.5%
OUT OF AREA TRAVEL	\$ 11,338.00	\$ 4,869.07	\$ 11,452.46	\$ (114.46)	-1.0%
EQUIPMENT	\$ 41,767.00	\$ -	\$ 12,037.19	\$ 29,729.81	71.2%
SUPPLIES	\$ 118,618.00	\$ 9,211.78	\$ 115,147.90	\$ 3,470.10	2.9%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 813,568.00	\$ 108,753.45	\$ 615,624.72	\$ 197,943.28	24.3%
TOTAL DIRECT COSTS	\$ 5,055,709.00	\$ 456,810.44	\$ 4,578,444.88	\$ 477,264.12	9.4%
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 30,647.49	\$ 344,301.91	\$ 23,449.09	6.4%
GRAND TOTAL	\$ 5,423,460.00	\$ 487,457.93	\$ 4,922,746.79	\$ 500,713.21	9.2%

IN KIND NEEDED	\$ 1,085,701.00
IN KIND GENERATED	\$ 1,180,707.22
IN KIND (SHORT)/LONG	\$ 95,006.22

PROCUREMENT CARD EXPENSE \$ 18,951.84 4% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	14,112.71	1,393.51	611.94	16,118.16	185,591.26

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ -	\$ 23,346.44	\$ 3,993.56	14.6%
SUPPLIES	\$ 3,434.00	\$ -	\$ 2,603.44	\$ 830.56	24.2%
OTHER	\$ 20,776.00	\$ -	\$ 25,792.12	\$ (5,016.12)	-24.1%
GRAND TOTAL	\$ 51,550.00	\$ -	\$ 51,742.00	\$ (192.00)	-0.4%

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 21,622.00
IN KIND (SHORT)/LONG	\$ 8,734.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 561,596.00	\$ 47,331.74	\$ 563,404.77	\$ (1,808.77)	-0.3%
BENEFITS	\$ 367,375.00	\$ 27,472.75	\$ 324,986.42	\$ 42,388.58	11.5%
OUT OF AREA TRAVEL		\$ 1,535.74	\$ 1,574.16	\$ (1,574.16)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 1,729.71	\$ 26,835.28	\$ 6,224.72	18.8%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 151,126.00	\$ 19,032.53	\$ 155,185.40	\$ (4,059.40)	-2.7%
TOTAL DIRECT COSTS	\$ 1,113,157.00	\$ 97,102.47	\$ 1,071,986.03	\$ 41,170.97	3.7%
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,755.42	\$ 79,858.48	\$ (3,339.48)	-4.4%
GRAND TOTAL	\$ 1,189,676.00	\$ 103,857.89	\$ 1,151,844.51	\$ 37,831.49	3.2%
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 458,128.50				
IN KIND (SHORT)/LONG	\$ 160,709.50				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 60.35	\$ 716.35	\$ 56.48	\$ 833.18	\$ 6,903.96

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	\$ 1,675.08	\$ 21,451.55	\$ (8,801.55)	-69.6%
SUPPLIES	\$ 1,480.00	\$ -	\$ 395.11	\$ 1,084.89	73.3%
OTHER	\$ 14,797.00	\$ -	\$ 9,159.13	\$ 5,637.87	38.1%
GRAND TOTAL	\$ 28,927.00	\$ 1,675.08	\$ 31,005.79	\$ (2,078.79)	-7.2%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 17,641.00
IN KIND (SHORT)/LONG	\$ 10,409.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ -	\$ 293,300.00	\$ -	0.0%
SUPPLIES	\$ 16,000.00	\$ -	\$ 16,000.00	\$ -	0.0%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 776.88	\$ 38,301.85	\$ 5,283.15	12.1%
FACILITIES	\$ 48,291.00	\$ 17,200.00	\$ 48,721.61	\$ (430.61)	-0.9%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 17,976.88</u>	<u>\$ 396,323.46</u>	<u>\$ 4,852.54</u>	<u>1.2%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 17,976.88</u>	<u>\$ 396,323.46</u>	<u>\$ 4,852.54</u>	<u>1.2%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	<u>\$ 83,632.50</u>				
IN KIND (SHORT)/LONG	\$ (16,661.50)				