

**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

AUGUST 21, 2000

**5:30 p.m.
TAYLOR BUILDING
PINE ROOM #258**

AGENDA

MINUTES: (A) *Mike Mason*

TREASURER'S REPORT: (A) *Mike Mason*

ARTEC Automotive Measuring System Bid: (A) *Mike Mason*

FIRST FEDERAL RESOLUTION FOR HEADSTART: (A) *Mike Mason*

FY 2001 BUDGET: (A) *Mike Mason*

**ADDITIONAL CLARIFICATION OF DRUG & ALCOHOL POLICY: (I)
*Barbara Knudson***

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 21, 2000

CALL TO ORDER: 5:30 p.m. PRESIDING: LeRoy Craig

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman,
Bill Babcock, Donna Brizee and Dr. Thad Scholes

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Vice President of Instruction
Dr. Joan Edwards, Vice President of Planning and
Development
Dr. DeVere Burton, Dean of Instruction
Dr. John Martin, Registrar
Dr. Ken Campbell, Dean of Technology
Graydon Stanley, Director of Student Information
Ron Shopbell, Director of Dual Credit
Randy Dill, Physical Plant Director
Karen Baumert, Public Information Director

CSI Staff: Barbara Knudson, Louise Flowers, Rod Pooler
and Brian Hancock

Visitors: None

Faculty Representative: Nancy Jonsson

Times News: Jennifer Sandman

MINUTES OF THE REGULAR AND EXECUTIVE SESSIONS OF JULY 17,
2000 were approved as written on MOTION by Bill Babcock.
Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's Report was approved on
MOTION by Dr. Charles Lehrman. Affirmative vote was
unanimous.

BIDS:

1. The Board approved the sole bid of Chief Automotive Systems Data of Grand Island, Nebraska in the amount of \$28,069.00 for the specified automotive electronic frame alignment machine on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this project is from the Albertson's ARTEC grant.


PRESIDENT'S REPORT:

1. The Board approved the First Federal Corporate Banking Resolution on MOTION by Bill Babcock. Affirmative vote was unanimous.

2. Barbara Knudson discussed the proposed College of Southern Idaho Drug and Alcohol Policy. She reviewed minor changes and advised the Board that the policy would be published for two weeks for comments prior to being brought back to the Board for approval.

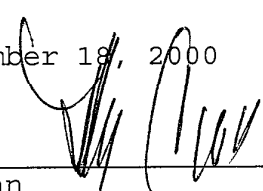
3. The Board approved the Fy 2001 operating budget on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous. A medal may be given to Dr. Beck if the Community Education program can be operated on a break-even basis.

ADJOURNMENT was declared at 6:12 p.m.



John M. Mason, Secretary-Treasurer

APPROVED September 18, 2000



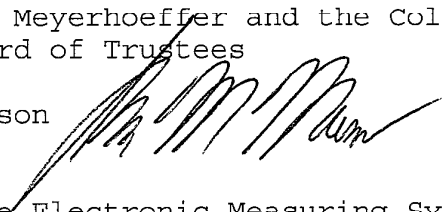
Chairman



COLLEGE OF
SOUTHERN
IDAHO

August 15, 2000

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

From: Mike Mason 

Re: Automotive Electronic Measuring System Bid

We received only one bid for the specified system.

Based upon a review of the bid by Dave White, I
recommend we accept the sole bid of Chief Automotive Systems
of Grand Island, Nebraska in the amount of \$28,069.00 for
the Genesis 2 Gold Electronic measuring system and
attachments.

Funding for this purchase is from the ARTEC Albertson's
grant.

Note to the President: This complete policy and procedures is a merging of 2.07 and 6.07 of the handbook, plus suggestions by MVRMC. Italics illustrate additions to text in order to clarify procedures, as discussed with faculty and with the Board. We indicated to faculty that we would put the changes on the web for comment, before we implemented them. Your comments, please. Thanks, Barbara 7/11/00

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

**6.07 THE COLLEGE OF SOUTHERN IDAHO DRUG AND
ALCOHOL FREE CAMPUS POLICY AND
DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES**

Revised 7/2000

PURPOSE:

The College of Southern Idaho recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol and is committed to providing a drug-free and alcohol-free educational environment which supports the mission of the College.

STATEMENT OF POLICY:

It is the policy of the College of Southern Idaho that the unlawful manufacture, distribution, dispensation, possession, use of a controlled substance, or the abuse of alcohol by students and employees is prohibited in the workplace, on College time, on College property, or in other circumstances which might adversely affect the College of Southern Idaho. This prohibition covers any individual's actions that are part of any College activities, including those occurring while on College property or in the conduct of College business away from campus. It is a condition of employment with the College that employees abide by this policy. *All employees must sign a Drug and Alcohol Free Workplace Agreement. Employees who have previously signed the Drug Free Workplace Agreement are subject to this policy. New employees will be required to sign the Agreement. A copy of this policy and these procedures are available on the CSI web site. Employees may request a hard copy from the Human Resource Department.* All employees, prospective employees, and contract employees are subject to the terms and conditions of these revised policies and procedures.

TESTING POLICY:

The State of Idaho has codified the procedure under which a political subdivision of the State of Idaho may test its employees for drugs and/or alcohol at Title 72, Chapter 17 of the Idaho Code. The Board of Trustees of the College of Southern Idaho has determined that it is in the best interests of the College, its administration, faculty and staff to have a drug and alcohol testing policy. The College may require any employee or prospective employee to submit to appropriate testing for the presence of drugs or alcohol under circumstances which may include, but not be limited to the following: post-accident, reasonable suspicion and return to duty/follow-up.

Employees will not be permitted to work with a detectable level of prohibited drugs in their system. The basis for determining "under the influence" and/or "detectable level" is, for the purposes of this policy, a positive test result for drugs and/or alcohol. A positive result for alcohol shall be .02 alcohol concentration or more. Prohibited drugs include both illegal and legal substances, including alcohol or prescription drugs that have not been specifically prescribed, or used as prescribed, by a licensed physician for specific treatment purposes of the employee at that time.

The policy of the College of Southern Idaho, which may be amended at any time, is as follows:

Post-accident:

Any employee whose performance either contributed to any accident or injury or cannot be completely discounted as a contributing factor to an accident will be tested based upon the following conditions:

- 1) If the accident caused injuries resulting in medical treatment being provided by a physician or his/her designee (other than first-aid).
- 2) If the accident resulted in significant property damage.

Reasonable suspicion:

When trained supervisory personnel determine there is reasonable suspicion to believe an employee is under the influence, or in possession, of any substance prohibited by these standards or is otherwise in violation of this policy, the *College* may:

- 1) Require the employee to submit to a drug and/or alcohol test when at least one designated/trained *employee and the President of the College, or his designee*, have reasonable suspicion to believe that an employee is under the influence of drugs and/or alcohol. These beliefs will be based upon specific physical behavioral or performance indicators.
- 2) Turn over to appropriate law enforcement agencies any illegal substance found on the premises. This may result in criminal prosecution.

Return to duty/follow-up:

An employee who tests positive for drugs or alcohol may not return to work until such employee tests negative. The College of Southern Idaho has the option of disciplinary action up to and including termination for a confirmed positive test. When disciplinary action has been chosen as an option, the employee may return to duty when the following conditions, which may be at the employee's expense, are met:

- 1) The employee must have a negative return-to-duty test for drugs and/or alcohol as specified in this policy. The sample collection and analysis of the specimen must be conducted at the company's designated site. The sample must have been collected no more than 24 hours prior to the employee's return to work.
- 2) The employee must submit to an evaluation (a copy of which is sent to the employer) by the College's designated Substance Abuse Professional/Employee Assistance Program identifying:
 - a) Recommendations for treatment, if any.

- b) A signed agreement from the employee stipulating to his/her commitment to the outlined plan/recommendations.
- c) A plan for follow-up drug/alcohol testing to be completed for a period of time not more than 60 months.

TESTING PROCEDURES:

- 1) Any testing for drugs or alcohol on current employees will be considered work time for compensation purposes. Prospective employees shall not be paid for any time spent for drug/alcohol testing. The college shall pay all initial costs of drug or alcohol testing *pursuant to this policy.*
- 2) An employee does have the right to refuse to be tested. However, refusal to submit to the test may be grounds for disciplinary action up to and including termination.
- 3) Sample collection, testing and analysis for drugs or alcohol shall be performed with the Magic Valley Regional Medical Center (MVRMC) as third party administrator and within the guidelines as set forth within a Substance Abuse and Mental Health Services Administration (SAMHSA) approved lab and Department of Health and Human Services (DHHS). MVRMC will assure validity, confidentiality and security of samples and test results. Sample selection and testing will conform to the above guidelines, including scientifically accepted analytical methods and procedures.
- 4) *MVRMC will designate a Medical Review Officer (MRO), or his designee, to interpret, evaluate and monitor the drug testing program and results. The MRO will be a licensed physician with knowledge of drugs, testing methods and drug abuse disorders.*
- 5) *The College of Southern Idaho and/or physician shall determine the drug testing technique (e.g., urine sample, breath sample, blood sample, physical examination, sobriety examination) to be administered.*
- 6) *All individuals who are required to be tested under the conditions of this policy will report to MVRMC/College of Southern Idaho's designated collection site and at the requested time.*
- 7) *If the test or retest is negative, the chain of custody form is reviewed for completeness and accuracy and the results are reported to the College of Southern Idaho.*
- 8) *If any test is positive for drugs or alcohol, the College of Southern Idaho shall receive a confirmatory test.*
- 9) *If an employee or prospective employee tests positive for drugs or alcohol:*
 - a) *The employee shall be contacted by the MRO, prior to notification of the College of Southern Idaho, so that the MRO may determine whether a legally prescribed medication resulted in the positive drug test. It is the employee's obligation to be available to the physician so the situation can be discussed.*
 - b) *Any employee or prospective employee who tests positive for drugs or alcohol must be given written notice of that test result, including the type of substance involved.*
- 10) Any employee who tests positive for drugs or alcohol may not return to the work force until such employee tests negative.
- 11) Any employee or prospective employee who has a positive test result may request that the same sample be re-tested by a mutually agreed upon laboratory. A request for retest must be made *in writing* within seven (7) working days from the date of the

first confirmed positive test notification and be paid for by the employee or prospective employee requesting the test. If the retest results in a negative test outcome for an employee, the College will reimburse the cost of the retest and/or compensate the employee for his time if suspended without pay.

- 12) Upon receipt of a confirmed positive drug or alcohol test result or other proof which indicates a violation of this policy, or upon the refusal of an employee to provide a test sample or upon an employee's alteration or attempt to alter a test sample, the College may use that test result or the employee's conduct as the basis for disciplinary or refusal-to-hire action that will result in claimant's ineligibility to receive benefits under the provisions of section 72-1336(4), (5), (6) or (7), Idaho Code. The College may require that the current employee utilize the return-to-work procedure as a condition of continued employment or reinstatement. Actions by the College may include, but are not limited to, the following:
 - a) Per the evaluation of a substance abuse counselor, the employee will enroll in a private employer-approved rehabilitation, treatment or counseling program, which may include additional drug or alcohol testing, as a condition of continued employment;
 - b) suspension of the employee with or without pay for a period of time;
 - c) termination of the employee;
 - d) other disciplinary measures as deemed appropriate by the College.
- 13) *All tests results will be maintained by the College of Southern Idaho in a manner which assures their confidentiality and will be available to other parties only upon specific written consent of the individual tested.*
- 14) This policy shall conform in all respects with the provisions of Title 72, Chapter 17, Idaho Code.
- 15) This policy shall not in any way create a physician-patient relationship with the College of Southern Idaho and a prospective or current employee.
- 16) If an employee tests positive for drugs or alcohol, such employee shall not be considered disabled by virtue of the test results alone.
- 17) All prospective and current employees will be fully informed of the Drug and Alcohol Free Workplace Policy and procedures prior to any testing being administered. All employees will be provided with a copy of this policy. No current or prospective employee will be tested until this information is provided to him/her.

The College of Southern Idaho recognizes drug and alcohol dependency as a serious problem and as a health, safety and security threat to the business of education. Employees who need help in overcoming such dependency should contact their supervisor, the Employee Assistance Program or the Director of Human Resources. A voluntary, conscious effort to seek such assistance is encouraged.

Employees are encouraged to learn more about the dangers of drug and alcohol abuse and may obtain more detailed information about available treatment and counseling options. For additional information contact the Director of Human Resources or the Employee Assistance Program.

CITATIONS AND VIOLATIONS AND CONVICTIONS OF CRIMINAL

DRUG AND ALCOHOL STATUTES:

The College serves as a public trust and it is in the public interest that all employees must report any citations for violations of this policy to their supervisor or to the President within the same work period of receiving the citation. Employees must also notify the President's Office of any criminal drug or alcohol statute conviction not later than five (5) calendar days after the employee is convicted.

ENFORCEMENT:

Persons convicted of certain criminal drug and alcohol offenses could face fines and imprisonment under Idaho law.

Convictions or violations of CSI's Drug-free and Alcohol-free policy will result in disciplinary action up to and including dismissal.

This policy complies with the requirements of PL 100-690, Title V, Section 5153.

CORPORATE RESOLUTION

The undersigned Clerk/Secretary/Assistant Clerk/Secretary of The College of Southern Idaho

("Company"), a corporation duly organized and existing under the laws of the State of Idaho hereby certifies that, at a meeting of the Board of Directors of the Company duly called and held at The College of Southern Idaho, City of Twin Falls

County of Twin Falls, State of Idaho on August 21, 2000 at which meeting a quorum was continuously present, pursuant to a unanimous written consent of all members of the Board of Directors; the following resolutions were adopted, are now in full force and effect, and have not been modified or rescinded in any manner:

- RESOLVED, that any _____ (_____) of the following persons:
- | | |
|---|---|
| <input type="checkbox"/> President | <input type="checkbox"/> any Assistant Treasurer |
| <input type="checkbox"/> any Vice President | <input type="checkbox"/> Clerk/Secretary |
| <input type="checkbox"/> any Assistant Vice President | <input type="checkbox"/> any Assistant Clerk/Secretary |
| <input checked="" type="checkbox"/> Treasurer | <input checked="" type="checkbox"/> Other: <u>Dean of Finance</u>
<u>Assistant Dean of Finance</u> |

(collectively "Authorized Party") is authorized and empowered to perform one or more of the following actions (if checked) with _____ ("First Federal" Lender); for and on behalf of the Company and on such terms and conditions as any Authorized Party may deem advisable in his sole discretion (The execution of any agreement, document or instrument shall constitute a conclusive presumption that the terms, covenants and conditions of said documents so signed are agreed to by and binding on the Company):

- Open and maintain any safety deposit boxes, lockboxes and escrow, savings, checking, depository, or other accounts;
- Assign, negotiate, endorse and deposit in and to such boxes and accounts any checks, drafts, notes, and other instruments and funds payable to or belonging to the Company;
- Withdraw any funds or draw, sign and deliver in the name of the Company any check or draft against funds of the Company in such boxes or accounts;
- Implement additional depository and funds transfer services (including, but not limited to, facsimile signature authorizations, wire transfer agreements, automated clearinghouse agreements, and payroll deposit programs);
- Obtain one or more loans or other forms of financing in any amount from the Lender (including, but not limited to, a \$ 500,000.00 promissory note or line of credit);
- Guaranty the present and future obligations of any third party to the Lender (including, but not limited to, the obligations of _____);

FURTHER RESOLVED, that with respect to the foregoing guaranty, the Board of Directors of the Company hereby determine that such guaranty may reasonably be expected to benefit, directly or indirectly, the Company.

- Assign for security purposes, pledge, hypothecate, mortgage, or grant to the Lender a lien, security interest, or other encumbrance upon any of the Company's personal or real property (including, but not limited to, the assignments for security purposes, pledges, hypothecations, mortgages, deeds of trust, liens, security interests and encumbrances contained in the loan documents pertaining to the promissory note, line of credit, or guaranty described above);
- Endorse to the Lender any checks, drafts, notes, or other instruments payable to the Company;
- Appoint the Lender as the Company's attorney-in-fact for any purpose (including, but not limited to, endorsing any checks, drafts, notes or other instruments payable to the Company);
- Assign, convey, sell, lease, or otherwise transfer to the Lender or any third party any of the Company's personal or real property; and
- Execute any document (including, but not limited to, facsimile signature authorization agreements, wire transfer agreements, automated clearinghouse agreements, payroll deposit agreements, line of credit agreements, promissory notes, security agreements, assignments for security purposes, mortgages, deeds of trust, assignments of rents, guaranties, powers of attorney, and waivers) and take or refrain from taking any action on behalf of the Company.

FURTHER RESOLVED, that any of the foregoing or related activities taken by any Authorized Party prior to the adoption of the preceding resolutions are hereby ratified and declared to be binding obligations of the Company in a full and complete manner;

FURTHER RESOLVED, that the authority and power of any Authorized Party as provided in the preceding resolutions will continue in full force and effect until the Board of Directors of the Company adopt a resolution amending, modifying or revoking one or more of the preceding resolutions and a certified copy of the properly executed resolution is received by the Lender via certified mail; and

FURTHER RESOLVED, that the Clerk/Secretary or any Assistant Clerk/Secretary of the Company is authorized to certify the adoption of the foregoing resolutions to the Lender, the continuing effect of these resolutions, and the incumbency of the various parties authorized to exercise the rights in these resolutions from time to time.

The undersigned Clerk/Secretary/Assistant Clerk/Secretary certifies that the following persons are duly elected officers or otherwise authorized to act on behalf of the Company in the capacities set forth below and that the following original signatures are genuine in all respects:

NAME	TITLE	SIGNATURE
<u>John M. Mason</u>	<u>Dean of Finance</u>	
<u>Jeffrey M. Harmon</u>	<u>Assistant Dean of Finance</u>	

The undersigned Clerk/Secretary/Assistant Clerk/Secretary certifies that the Articles of Incorporation and Bylaws of the Company attached hereto are in full force and effect and have not been amended, modified, replaced, or substituted in any manner. Clerk/Secretary/Assistant Clerk/Secretary certifies that a Certificate of Shareholder Approval is not required under the Company's Articles of Incorporation or Bylaws.

Dated this 21st day of August, 2000
 [SEAL] _____
 Clerk/Secretary/Assistant Clerk/Secretary
 Chairman- Board of Trustees

2000 DOLLAR CERTIFICATION OF BUDGET REQUEST TO BOARD OF COUNTY COMMISSIONERS L-2

DISTRICT OR TAXING AUTHORITY: College of Southern Idaho

COUNTY: Twin Falls and Jerome Counties

Department or Fund (1)	Total Approved Budget (2)	Cash Forward Balance (3)	State & Other Funds (4)	Balance to be levied on (5)	County Clerk use only Net Market Value	Maximum Levy Rates (7)
					CALCULATED LEVY RATE (6)	
General				4,144,843.00		
Tort Tax				91,400.00		
<i>* (Non-Exempt Funds) Total all funds that are not voter approved:</i>						
TOTAL EACH COLUMN				4,236,243.00		

NON-EXEMPT PROPERTY TAX BUDGET CALCULATION			
New Construction Roll Value: <u>66,023,104.00</u>	X total 1999 Non Exempt Levy Rate <u>.001345147</u>	(1) \$ <u>88,811</u>	
Annexation:			
2000 Value of 1999 Annexation: <u>0</u>	X total 1999 Non-Exempt Levy Rate <u>0</u>	(2) \$ <u>0</u>	
Highest non-exempt budget plus 3% computation:			
Enter the highest of the last three years budget only: <u>4,026,633</u>	x <u>1.03%</u>	(3) \$ <u>4,147,432</u>	
1999 Foregone Amount: (Show full eligible amount)		(4) \$ <u>511,715</u>	
MAXIMUM ALLOWABLE 2000 NON-EXEMPT PROPERTY TAX BUDGET: (Total lines 1 thru 4)			(5) \$ <u>4,747,958</u>

Multi-County Computations COUNTY CLERK USE ONLY		
County	New Const. Roll Value	Net Market Value
Total Value:		

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of section 63-803, Idaho Code, to the best of my knowledge, the CSI Community College district has established and adopted this budget in accordance with all provisions of Idaho Law.

Signature of District Representative _____ Date signed _____

John M. Mason, PO Box 1238 Twin Falls, ID
Please print Contact Name, Mailing Address. 83303-1238

Phone Number (208) 733-9554 ext. 2203

**BOARD OF TRUSTEES
COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT**

**GENERAL FUND BUDGET
FISCAL YEAR ENDING JUNE 30, 2000**

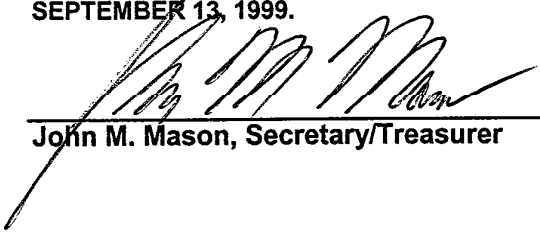
APPROVED



LeRoy Craig, Board Chairman

ATTEST:

I HEREBY CERTIFY THAT THE ATTACHED IS THE BUDGET APPROVED
BY THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES ON
SEPTEMBER 13, 1999.



John M. Mason, Secretary/Treasurer

REVENUES

1. TUITION AND FEES

Credit revenue is expected to grow by about \$49,900. Tuition was increased from \$32.50 to \$33.50 per credit or 1.51%. Tuition and fee revenue growth slowed last year and we missed meeting our budget by approximately \$17,800.

2. COUNTY TUITION

Last year we collected \$1,426,800 in county tuition as compared to the \$1,290,000 we budgeted. Increased activity in the Micron Center and dual credit students were the major factors affecting county tuition. We are estimating county tuition to remain in the \$1,400,000 range for Fy 2001.

3. STATE APPROPRIATION

The base State appropriation increased by \$742,500 over last year's appropriation. This 10.34% increase includes 3.5% raises for employees and benefit costs increases. The appropriation also included \$80,000 to be used for programs for unprepared/underprepared students. We are continuing to split the State appropriation evenly with North Idaho College.

4. COUNTY PROPERTY TAXES

Property tax revenues are estimated to increase by approximately 5.2% or \$209,600 when compared to last year's budget. This is nearly identical to last years increase. Under the current legislation, we are allowed a 3% increase over the actual Fy 00 amount assessed plus the previous year's levy rate on new construction. In Twin Falls and Jerome Counties, \$66,023,104 of new construction was added last year. This compares with \$72,020,323 of new construction added in the previous year.

We estimate our levy rate will be very close to last years rate of .001345 or slightly lower.

Revenue from the Inventory Tax Phaseout is expected to increase by approximately \$35,000.

5. INTEREST REVENUE

Base upon our anticipated fund balance and increased interest rates, we are anticipating interest earnings to increase by approximately \$41,800.

6. GRANT MANAGEMENT FEES

We are continuing to charge administrative fees to our major grantees. The 5% administration fee for Headstart should bring in approximately \$125,000 to the general fund. We are also the fiscal agent for the ARTEC program and charge them \$35,000 for an administrative fee. We collect approximately \$29,000 for administrative fees from Trans IV and the Refugee Center.

We are continuing our efforts to require grants to build in a 5% administration fee for the general fund.

7. OTHER REVENUE

As we grow, other revenue continues to increase. Items such as rental income, workman's compensation refunds and other irregular items make up this account.

EXPENDITURES

1. SALARIES

Salaries were generally increased by 3.5%. Faculty salary equity, rank and position adjustments were also made. Comparative data was utilized to bring existing positions up to market pay rates. Departmental increases in salaries also reflect staff additions.

2. FRINGE BENEFITS

Health insurance premiums increased this year by approximately 12.7%. The employer portion of the health insurance package costs approximately \$4,080 per year. Other benefit costs remained stable.

3. DEPARTMENTAL BUDGET CHANGES

Operating budgets reflect increases due to increased students and additional staff. Major capital outlay items continue to be budgeted on an as needed basis. We are building capital outlay base budgets for replacement items. Computers and technology-related equipment remain the main focus in this area.

a. The Administration department budget reflects the addition of a payroll person and a cashier. Services were increased to reflect increases associated with travel and professional services. We are continuing to use a local programmer to assist us in building reports. The addition of staff requires us to budget more for supplies, training and travel.

b. The new payroll person will be shared with Human Resources. The increases in services and supplies reflect part of the costs associated with adding this person.

c. The Library personnel budget reflects the transferring of a computer support person to the Technology budget. Supplies were increased based upon past year actual expenditures and increased student activity.

d. The Student Services budget last year was adequate to cover overall expenditures. We appropriated \$15,000 last year for development of a kiosk system. Part of that one time appropriation was for capital outlay. We reduced capital outlay back to its base.

The remaining \$10,000 needs to remain in the base to cover printing and duplicating and mailing costs.

The kiosk concept appears to have been superceded by the web module which can perform the same functions. We are continuing to develop the web module.

e. The Herrett Center budget reflects increases in personnel costs for raises and benefits.

f. The Community Education budget was adjusted last year to remove all credit generating activity and put it under the academic instruction account. To do this we moved \$660,800 of credit revenue to the general fund tuition budget and \$660,800 of expenditures to the academic instruction account.

As a result of these adjustments, Community Education was left with a net General Fund budget of \$258,500. Revenues came in as projects but changes in staffing and operations resulted in decreased costs. The actual amount spent from the General Fund was \$110,900 last year.

In FY 2001, we are attempting to make Community Education self-supporting. This will require a 46% increase in revenue and significant cost control.

g. The Computer Center budget for services reflects our costs for software maintenance for our administrative software package, financial aid software, scheduling software, campus network software and equipment maintenance. Capital outlay is used primarily for network equipment such as routers, switches, hubs and servers.

h. The Resource Development budget increases reflect travel and training costs for existing staff. The capital outlay is primarily for the upgrading of equipment and software.

i. Technology Department revenues reflect user fees and contractual payments for use of CSI licenses. The service and supply budgets were adjusted to more accurately reflect the actual operations of the department. The supply budget is for the entire telecommunications system. Repair of the system involves upgrading as well as replacing existing components. Capital outlay was reduced to reflect the estimated replacement costs next year for multi-media and telecommunications equipment.

Of the \$28,600 budgeted for administrative software last year, we spent \$24,300. This brought our total expenditures for the new system up to approximately \$500,000.

We are requesting approval of \$25,000 for continued development of the administrative software system. These funds will be used to address existing problems, purchase new software and replace critical equipment.

j. The Physical Plant personnel budget reflects the addition of 1.5 FTE to assume the custodial responsibilities of the library. Services were adjusted to remove contracted custodial services as well as reduce the amount for contracted police services. The supply budget was adjusted to more accurately reflect the actual needs of the department. Other expenditures vary significantly based upon immediate campus needs but seem to run near \$360,000.

The Physical Plant budget reflects all of the rental, repair and building operation costs of the outreach centers.

k. The Institutional Support budget increased significantly. The following areas were significantly impacted:

1. More and more issues are arising that require legal opinions and review. Our increase in Legal and Audit is primarily due to our requirements for additional legal services.
2. Increases in both natural gas and electricity prices are anticipated next year. Based upon last year's actual usage, we are anticipating a 9.3% increase.

3. The underwriter at our insurance company was transferred and we are now dealing with two new individuals. Their pricing and analysis of our premiums is based more upon book ratios and less upon our claim history. We experienced significant increases in our medical malpractice due to the increased number of students in our health occupations programs. Our building square footage increased which also drove our premiums up.
We compared our rates with competing companies and were not able to beat our current companies prices. The insurance market is tightening and prices are trending upward.
4. The Plant Facility Fund transfer was decreased by \$41,900. If surplus funds accumulate during the year, we may ask the Board to increase this transfer.
5. The Office On Aging transfer was reduced from \$14,000 to \$7,000. They are not paying administrative fees to the college.
6. The Idaho Small Business Development Center budget was increase 5% to cover increases in employee salaries.
7. The college participates in regional economic development in a variety of ways. Often these expenditures are charged to various other departments. This budget will establish the funding and accounting for those expenditures.
8. Our student population continues to require more funds for disability services. This increase reflects actual costs last year. Most of these expenditures are required to stay in compliance with the law.
9. The Child Care Center budget increase reflects the request of the department.
10. Student fees replaced the Outdoor Club transfer. The Outdoor Club was moved to the Student Association account to operate.

l. The Academic Instruction revenue budget includes funds from the Albertson's grant of approximately \$147,900 and student fees of approximately \$50,000. The personnel budget reflects the addition of three new instructional positions. The increase in services is mainly due to the professional services fees paid in association with the real estate courses. Real estate was formerly a part of Continuing Education. The increase in capital outlay is to add to the base amount required for replacement of educational instructional equipment.

The budget includes all outreach credit program costs.

m. The Technical Instruction budget shows general maintenance of current operations funding plus increases due to the capacity building formula utilized by the state. Capacity building allowed us to expand our programs in Information Technology, Drafting, Practical Nursing and Electronics. The Paramedic program was also started with capacity building funds.

SUMMARY

Our revenue base has steadily grown to meet our needs. We are adequately funded to operate for fiscal year 2001. We will continue to find ways to increase funding through more students, capacity building, grants and grant management.

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2000 TO JUNE 30, 2001

	BUDGET FY00	BUDGET FY01	PERCENT INCREASE
REVENUE			

TUITION & FEES	3,297,400	3,347,300	1.51%
TUITION COUNTY	1,290,000	1,400,000	8.53%
STATE APPROPRIATION-ACADEMIC	7,180,900	7,923,400	10.34%
LIQUOR FUND REVENUE	150,000	150,000	0.00%
STATE APPROPRIATION TECH-ED	4,127,600	4,611,100	11.71%
TECH-ED PHYSICAL PLANT	345,800	373,700	8.07%
COUNTY PROPERTY TAXES	4,026,700	4,236,300	5.21%
INVENTORY TAX PHASEOUT	450,000	485,000	7.78%
INTEREST ON INVESTMENTS	289,000	330,000	14.19%
GRANT MANAGEMENT FEES	189,000	189,000	0.00%
OTHER REVENUE	177,700	177,700	0.00%
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TOTALS	21,524,100	23,223,500	7.90%
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COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2000 TO JUNE 30, 2001

	BUDGET FY00	BUDGET FY01	PERCENT INCREASE
EXPENDITURES			

ADMINISTRATION	1,016,400	1,180,500	16.15%
HUMAN RESOURCES	94,400	103,800	9.96%
LIBRARY	533,000	525,800	-1.35%
STUDENT SERVICES	1,079,700	1,132,800	4.92%
HERRETT CENTER	436,000	468,800	7.52%
CONTINUING EDUCATION	258,500	0	-100.00%
COMPUTER CENTER	439,900	478,200	8.71%
RESOURCE DEVELOPMENT	338,300	370,200	9.43%
TECHNOLOGY DEPARTMENT	691,500	696,500	0.72%
PHYSICAL PLANT	2,956,300	3,175,400	7.41%
INSTITUTIONAL SUPPORT	1,820,500	1,906,500	4.72%
ACADEMIC INSTRUCTION	7,732,000	8,573,900	10.89%
TECHNICAL INSTRUCTION	4,127,600	4,611,100	11.71%
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TOTALS	21,524,100	23,223,500	7.90%
	=====	=====	=====

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2000 TO JUNE 30, 2001

	BUDGET FY00	BUDGET FY01	PERCENT INCREASE
ADMINISTRATION *****			
PERSONNEL	644,700	751,300	16.53%
FRINGE BENEFITS	191,700	234,200	22.17%
SERVICES	125,000	140,000	12.00%
SUPPLIES	40,000	40,000	0.00%
CAPITAL OUTLAY	15,000	15,000	0.00%
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TOTALS	1,016,400	1,180,500	16.15%
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HUMAN RESOURCES

PERSONNEL	62,300	68,400	9.79%
FRINGE BENEFITS	20,500	23,200	13.17%
SERVICES	7,800	8,000	2.56%
SUPPLIES	2,600	3,000	15.38%
CAPITAL OUTLAY	1,200	1,200	0.00%
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TOTALS	94,400	103,800	9.96%
	=====	=====	=====

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2000 TO JUNE 30, 2001

	BUDGET FY00	BUDGET FY01	PERCENT INCREASE
LIBRARY *****			
REVENUES	(8,000)	(15,000)	87.50%
PERSONNEL	275,300	270,800	-1.63%
FRINGE BENEFITS	95,200	95,500	0.32%
SERVICES	37,900	37,900	0.00%
SUPPLIES	12,400	16,400	32.26%
CAPITAL OUTLAY	120,200	120,200	0.00%
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TOTALS	533,000	525,800	-1.35%
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STUDENT SERVICES *****			
REVENUE	(38,000)	(38,000)	0.00%
PERSONNEL	676,900	716,200	5.81%
FRINGE BENEFITS	222,800	241,600	8.44%
SERVICES	120,000	120,000	0.00%
SUPPLIES	73,000	73,000	0.00%
CAPITAL OUTLAY	25,000	20,000	-20.00%
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TOTALS	1,079,700	1,132,800	4.92%
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COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2000 TO JUNE 30, 2001

	BUDGET FY00	BUDGET FY01	PERCENT INCREASE
HERRETT CENTER			

REVENUES	(60,000)	(60,000)	0.00%
PERSONNEL	337,800	354,800	5.03%
FRINGE BENEFITS	103,500	119,300	15.27%
SERVICES	22,700	22,700	0.00%
SUPPLIES	23,000	23,000	0.00%
CAPITAL OUTLAY	9,000	9,000	0.00%
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TOTALS	436,000	468,800	7.52%
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COMMUNITY EDUCATION			

OTHER REVENUE	(240,600)	(352,200)	46.38%
PERSONNEL	241,400	164,500	-31.86%
FRINGE BENEFITS	65,400	47,700	-27.06%
SERVICES	48,900	30,500	-37.63%
SUPPLIES	27,400	8,300	-69.71%
EQUIPMENT	11,000	2,500	-77.27%
SPCL PROJECTS EXPENSE	105,000	98,700	-6.00%
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TOTALS	258,500	0	-100.00%
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	BUDGET FY00	BUDGET FY01	PERCENT INCREASE
COMPUTER CENTER *****			
PERSONNEL	250,200	263,900	5.48%
FRINGE BENEFITS	77,500	84,300	8.77%
SERVICES	62,700	90,000	43.54%
SUPPLIES	19,000	10,000	-47.37%
CAPITAL OUTLAY	30,500	30,000	-1.64%
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TOTALS	439,900	478,200	8.71%
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RESOURCE DEVELOPMENT

REVENUES	(24,200)	(24,200)	0.00%
PERSONNEL	250,500	269,200	7.47%
FRINGE BENEFITS	80,300	89,200	11.08%
SERVICES	18,500	20,000	8.11%
SUPPLIES	7,200	9,000	25.00%
CAPITAL OUTLAY	6,000	7,000	16.67%
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TOTALS	338,300	370,200	9.43%
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TECHNOLOGY DEPARTMENT *****	BUDGET FY00	BUDGET FY01	PERCENT INCREASE
DEPARTMENTAL REVENUE	(35,000)	(55,000)	57.14%
PERSONNEL	374,900	418,300	11.58%
FRINGE BENEFITS	117,500	143,200	21.87%
SERVICES	78,000	25,000	-67.95%
SUPPLIES	8,200	100,000	1119.51%
CAPITAL OUTLAY	119,300	40,000	-66.47%
SOFTWARE & EQUIP PURCHASE	28,600	25,000	-12.59%
TOTALS	691,500	696,500	0.72%

PHYSICAL PLANT

PERSONNEL	1,622,300	1,759,700	8.47%
FRINGE BENEFITS	633,000	720,200	13.78%
SERVICES	145,000	145,500	0.34%
SUPPLIES	206,000	136,000	-33.98%
CAPITAL OUTLAY	50,000	54,000	8.00%
OTHER EXPENDITURES	300,000	360,000	20.00%
TOTALS	2,956,300	3,175,400	7.41%

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2000 TO JUNE 30, 2001

	BUDGET FY00	BUDGET FY01	PERCENT INCREASE
INSTITUTIONAL SUPPORT			

TELEPHONE	130,000	130,000	0.00%
LEGAL & AUDIT	46,000	55,000	19.57%
UTILITIES	435,000	475,500	9.31%
INSURANCE	135,000	178,500	32.22%
HONOR SCHOLARSHIPS - 300	97,500	100,500	3.08%
FINANCIAL AID CONTRIBUTION	156,000	156,000	0.00%
PLANT FACILITY TRANSFER	440,000	398,100	-9.52%
OFFICE ON AGING TRANSFER	14,000	7,000	-50.00%
AG ENDOWMENT TRANSFER	5,000	5,000	0.00%
PLANNING INCENTIVE MONEY	55,000	55,000	0.00%
MARKETING	25,000	25,000	0.00%
SMALL BUSINESS CENTER	57,000	59,900	5.09%
REGIONAL ECONOMIC DEVELOPMENT	7,000	40,000	471.43%
DISABILITY SERVICES	55,000	80,000	45.45%
CHILD CARE CENTER	39,000	41,000	5.13%
OUTDOOR CLUB TRANSFER	24,000	0	-100.00%
CONTINGENCY	100,000	100,000	0.00%
TOTALS	1,820,500	1,906,500	4.72%

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2000 TO JUNE 30, 2001

	BUDGET FY00	BUDGET FY01	PERCENT INCREASE
ACADEMIC INSTRUCTION *****			
REVENUE	(177,000)	(198,400)	12.09%
PERSONNEL	5,756,200	6,245,100	8.49%
FRINGE BENEFITS	1,599,200	1,910,900	19.49%
SERVICES	247,600	290,300	17.25%
SUPPLIES	176,000	176,000	0.00%
CAPITAL OUTLAY	130,000	150,000	15.38%
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TOTALS	7,732,000	8,573,900	10.89%
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TECHNICAL INSTRUCTION

PERSONNEL	2,801,000	3,023,000	7.93%
FRINGE BENEFITS	821,300	948,100	15.44%
SERVICES	176,700	182,200	3.11%
SUPPLIES	167,500	221,400	32.18%
CAPITAL OUTLAY	161,100	236,400	46.74%
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TOTALS	4,127,600	4,611,100	11.71%
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