



**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**

**April 18, 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 – MARCH 21, 2016: (A) *Jeff Harmon***

**MINUTES – REGULAR MEETING – MARCH 21, 2016: (A) *Jeff Harmon***

**MINUTES – SPECIAL SESSION – APRIL 6, 2016: (A) *Jeff Harmon***

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

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

**UNFINISHED BUSINESS**

**TRUSTEE ZONING: (I) *President Fox***

**NEW BUSINESS**

**RODEO PROGRAM HORSE BARN BID: (A) *Jeff Harmon***

**WELL ENCLOSURE BID: (A) *Jeff Harmon***

**DORMITORY, APARTMENT & MEAL PLAN PRICING: (A) *Jeff Harmon***

**FY 17 EMPLOYEE BENEFITS - SELECT HEALTH INSURANCE: (A) *Jeff Harmon***

**CAMPUS SAFETY UPDATE: (I) *Jim Munn***

**REMARKS FOR THE GOOD OF THE ORDER**

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

**ADJOURNMENT**

**General Fund YTD Board**

YEAR: 1516

**Statement of Revenue and Expenses**

Acct Month: 9

Thursday, April 07, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$10,010,670.35)	(\$10,427,126.94)	(\$10,543,400.00)	(\$116,273.06)	1.10%
County Tuition	(\$1,557,525.00)	(\$1,611,227.63)	(\$1,356,000.00)	\$255,227.63	-18.82%
State Funds	(\$17,073,055.27)	(\$18,824,473.08)	(\$18,793,300.00)	\$31,173.08	-0.17%
County Property Tax	(\$3,967,478.84)	(\$4,148,930.46)	(\$6,602,700.00)	(\$2,453,769.54)	37.16%
Grant Management Fees	(\$404,167.62)	(\$401,296.12)	(\$550,000.00)	(\$148,703.88)	27.04%
Other	(\$516,902.18)	(\$383,648.13)	(\$407,600.00)	(\$23,951.87)	5.88%
Unallocated Tuition	(\$1,067,639.60)	(\$728,419.56)	\$0.00	\$728,419.56	0.00%
Departmental Revenues	(\$861,719.36)	(\$748,422.28)	(\$713,100.00)	\$35,322.28	-4.95%

**Total Revenue** (\$35,459,158.22) (\$37,273,544.20) (\$38,966,100.00) (\$1,692,555.80) 4.34%

**Expenditures**

**Personnel**

Salaries	\$14,926,806.04	\$15,103,374.87	\$20,799,200.00	\$5,695,825.13	27.38%
Variable Fringe	\$3,050,609.92	\$3,096,626.44	\$4,263,200.00	\$1,166,573.56	27.36%
Health Insurance	\$2,552,344.41	\$2,747,262.49	\$3,929,300.00	\$1,182,037.51	30.08%
<b>Total Personnel</b>	<b>\$20,529,760.37</b>	<b>\$20,947,263.80</b>	<b>\$28,991,700.00</b>	<b>\$8,044,436.20</b>	<b>27.75%</b>

**Expense Categories**

Services	\$1,542,121.41	\$2,023,301.11	\$2,689,300.00	\$665,998.89	24.76%
Supplies	\$681,643.09	\$699,219.65	\$1,061,200.00	\$361,980.35	34.11%
Other	\$473,047.58	\$676,243.30	\$561,400.00	(\$114,843.30)	-20.46%
Capital	\$303,748.31	\$666,033.54	\$749,300.00	\$83,266.46	11.11%
Institutional Support	\$4,112,916.65	\$4,243,088.53	\$4,913,200.00	\$670,111.47	13.64%
Transfers	\$16,967.50	\$32,226.68	\$0.00	(\$32,226.68)	0.00%
<b>Total Expense Categories</b>	<b>\$7,130,444.54</b>	<b>\$8,340,112.81</b>	<b>\$9,974,400.00</b>	<b>\$1,634,287.19</b>	<b>16.38%</b>

**Total Expenditures** \$27,660,204.91 \$29,287,376.61 \$38,966,100.00 \$9,678,723.39 24.84%

**Rev/Expense Total** (\$7,798,953.31) (\$7,986,167.59) \$0.00 \$7,986,167.59 0.00%

**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For March 2016**

**Enrollment**

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
<b>Total</b>	<b>669</b>

**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**

March Head Start Overall Attendance	84%
March Head Start Self Transport Attendance	82%
March EHS Toddler Combo Attendance	78%

**Meals and Snacks**

Total meals served for March	5,583
Total snacks served for March	5,422

**Program Notes**

As the 2014-2015 program year winds down, several important projects are underway. The annual Self-Assessment process is just about complete; specialists at Central Office are now gathering all of the data collected in their respective areas and putting it into a final report to be delivered to Policy Council and the CSI Board of Trustees in May. Also, The Community Needs Assessment questionnaires to parents and community partners have been distributed and information collection is ongoing. Staff Surveys will be provided to all CSI HS/EHS staff via Survey Monkey in the near future, responses will be collected until the end of May. Staff will begin compiling data for the program's annual PIR report to the federal government with the final numbers set to be finalized and uploaded to HSES, the government reporting database.

**Documents for Board review and Approval:**

Financial Reports

**Important Program Dates**

**April**

11 Health Services Advisory Board  
Family Services Advisory Board  
Education Services Advisory Board

18 PIR Training

21 Policy Council

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,898,012.00	\$ 203,926.68	\$ 3,134,562.00	\$ 763,450.00	19.6%
BENEFITS	\$ 2,243,194.00	\$ 111,593.30	\$ 1,678,230.99	\$ 564,963.01	25.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ 68,000.00	\$ -	\$ 36,365.63	\$ 31,634.37	46.5%
SUPPLIES	\$ 102,562.00	\$ 7,489.29	\$ 144,169.74	\$ (41,607.74)	-40.6%
CONTRACTUAL				\$ -	
FACILITIES/CONST.				\$ -	
OTHER	\$ 628,737.00	\$ 71,026.11	\$ 614,054.64	\$ 14,682.36	2.3%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,940,505.00</b>	<b>\$ 394,035.38</b>	<b>\$ 5,607,383.00</b>	<b>\$ 1,333,122.00</b>	<b>20.1%</b>
ADMIN COSTS (8.228%)	\$ 508,386.00	\$ 25,960.98	\$ 394,909.92	\$ 113,476.08	22.3%
<b>GRAND TOTAL</b>	<b>\$ 7,448,891.00</b>	<b>\$ 419,996.36</b>	<b>\$ 6,002,292.92</b>	<b>\$ 1,446,598.08</b>	<b>20.6%</b>

IN KIND NEEDED	\$ 1,862,223.00
IN KIND GENERATED	\$ 1,589,501.39
IN KIND (SHORT)/LONG	\$ (272,721.61)

PROCUREMENT CARD EXPENSE

\$ 10,312.76 2% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	23,623.64	(1,108.14)	43.26	22,558.76	206,299.45

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 52,779.00	\$ 656.20	\$ 30,835.57	\$ 21,943.43	41.6%
SUPPLIES	\$ 6,424.00	\$ -	\$ 3,560.64	\$ 2,863.36	44.6%
OTHER	\$ 25,004.00	\$ 1,380.00	\$ 49,079.87	\$ (24,075.87)	-96.3%
<b>GRAND TOTAL</b>	<b>\$ 84,207.00</b>	<b>\$ 2,036.20</b>	<b>\$ 83,476.08</b>	<b>\$ 730.92</b>	<b>0.9%</b>

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 TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 809,470.00	\$ 46,187.23	\$ 681,072.52	\$ 128,397.48	15.9%
BENEFITS	\$ 411,003.00	\$ 22,554.69	\$ 334,838.13	\$ 76,164.87	18.5%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ 50,000.00	\$ -	\$ 15,160.48	\$ 34,839.52	69.7%
SUPPLIES	\$ 43,663.00	\$ 544.74	\$ 26,383.37	\$ 17,279.63	39.6%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 161,415.00	\$ 10,629.42	\$ 169,844.72	\$ (8,429.72)	-5.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,475,551.00</b>	<b>\$ 79,916.08</b>	<b>\$ 1,227,299.22</b>	<b>\$ 248,251.78</b>	<b>16.8%</b>
ADMIN COSTS (8.228%)	\$ 103,712.00	\$ 5,656.09	\$ 83,888.53	\$ 19,823.47	19.1%
<b>GRAND TOTAL</b>	<b>\$ 1,579,263.00</b>	<b>\$ 85,572.17</b>	<b>\$ 1,311,187.75</b>	<b>\$ 268,075.25</b>	<b>17.0%</b>

IN KIND NEEDED	\$ 394,816.00
IN KIND GENERATED	\$ 649,371.52
IN KIND (SHORT)/LONG	\$ 254,555.52

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	445.31	50.61	3.92	499.84	8,426.92

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 20,212.00	\$ 610.70	\$ 21,096.40	\$ (884.40)	-4.4%
SUPPLIES	\$ 2,149.00	\$ -	\$ 17.95	\$ 2,131.05	99.2%
OTHER	\$ 17,121.00	\$ 1,365.00	\$ 15,716.27	\$ 1,404.73	8.2%
<b>GRAND TOTAL</b>	<b>\$ 39,482.00</b>	<b>\$ 1,975.70</b>	<b>\$ 36,830.62</b>	<b>\$ 2,651.38</b>	<b>6.7%</b>

IN KIND NEEDED	\$ 9,871.00
IN KIND GENERATED	\$ 1,150.00
IN KIND (SHORT)/LONG	\$ (8,721.00)



April 18, 2016

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

From: Devon L. Jenks *DEVON JENKS*

Re: Rodeo Program Horse Barn

We advertised for the construction of a horse barn to be constructed on the east side of the Expo Center. We received four bids to construct the barn:

C2 Construction, Inc.	Mountain Home, Idaho	\$192,700
Peterson Brothers Construction, Inc.	Twin Falls, Idaho	\$215,000
Don Anderson Construction, Inc.	Twin Falls, Idaho	\$251,589
Brideganeta Construction, Inc.	Mountain Home, Idaho	\$252,700

Based on the review of the proposal by Allen Scherbinske, Steve Birnie, and Richard Creason, I recommend that we accept the low bid from C2 Construction, Inc. of Mountain Home, Idaho in the amount of \$192,700. This amount includes the main barn, horse stall panels and exterior fences and gates. \$28,260 may be removed from the contract pending a review of the exterior fences and gates portion of the contract.

Funding for this project is from the Rodeo account.



April 18, 2016

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

From: Jeff Harmon *Jeffrey A. Harmon*

Re: Well Enclosure

We advertised for the specified well enclosure project and received three bids.

Anderson Construction	Twin Falls, Idaho	\$61,490
Dewall Construction	Pocatello, Idaho	\$84,300
Stanley Associates, Inc.	Twin Falls, Idaho	\$86,500

Based upon the recommendation of Allen Scherbinske, I recommend that we accept the low bid from Anderson Construction of Twin Falls, Idaho in the amount of \$61,490 for the specified well enclosure project. The bid price includes construction of a new brick well enclosure located between the maintenance building and the dorms.

Funding for this project is from the Idaho State Division of Public Works project number 16093 in the amount of \$60,000 plus \$3,000 for contingency.



April 11, 2016

To: President Fox and the College of Southern Idaho Board of Trustees  
From: Kristy N. Carpenter *Kristy N. Carpenter*  
Re: Dormitory, Apartment and Meal Pricing

Occupancy in the dorms continues to run nearly full in the fall with declining occupancy in the spring due to students opting for off campus housing. We are recommending no change in pricing for dorm rates in the upcoming year.

Meal plans are recommended to increase by an average of 2.96%. This increase will add \$40.00 to each of the 100, 125, and 150 meal plans, and a \$25.00 increase to the 200 and 250 meal plans. The chart below presents a breakdown of the increase and cost per meal compared with 2014-2015.

	14-15	15-16	\$ Change	% Increase	Per Meal
100 Meals	\$910.00	\$950.00	\$40.00	4.21%	\$9.50
125 Meals	\$1,010.00	\$1,050.00	\$40.00	3.81%	\$8.40
150 Meals	\$1,160.00	\$1,200.00	\$40.00	3.33%	\$8.00
200 Meals	\$1,325.00	\$1,350.00	\$25.00	1.85%	\$6.75
250 Meals	\$1,520.00	\$1,545.00	\$25.00	1.62%	\$6.18
		<b>Average</b>	<b>Increase</b>	<b>2.96%</b>	

Dr. Michelle Schutt, AVP and for Student Services and Nolan Goubeaux, Associate Dean of Students are evaluating a plan for year-long housing contracts as well as a strategic housing master plan for future renovations.





April 18, 2016

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

From: Jeff Harmon

Re: Fy 17 Employee Benefits

Eric Nielson, Dannette Starr, Kristy Carpenter and I met with Tom Allred of Select Health and Toni Hughes, our Hub International insurance agent. Based on our usage from prior years and year to date utilization our rate proposal from Select Health would be an increase of 17.9%.

Select Health strongly recommended some changes to our plan that will hopefully mitigate some cost increases in the future and bring our policies more into line with their other clients. The three recommended changes are as follows:

1. The in network deductible be increased from \$500 to \$750 per individual and from \$1,500 to \$2,250 per family.
2. Increase the maximum out of pocket from \$3,000 to \$3,500 for individual and \$6,000 to \$7,000 per family.
3. Increase the medical office visits from \$20 to \$35 and visits to specialist from \$35 to \$50.

If we adopt these two changes, the rate increase will decrease from the proposed 17.9% increase to a 12.2% increase.

Delta Dental came in with a 5% increase based upon utilization and costs. The plan also allows the carrying forward of half of your unused benefit up to \$250 per year. Vision and our EAP program rates remained the same as last year.

With the adjustment to benefits and to limit the impact to employee monthly contributions I am recommending we hold the employee contributions the same as 2016 and cover the increased cost to the plan with institutional funds.

I respectfully request that the Board authorize me to enter into contracts for fiscal year 2017 with our health insurance providers based upon the prices listed on the attached spreadsheet.