

PUBLIC NOTICE

REGULAR MEETING OF THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

DATE: October 22, 2018
TIME: 3:00 PM
LOCATION: College of Southern Idaho
Taylor Administrative Building
President's Board Room, #112
Twin Falls, ID 83301

This notice is provided pursuant to the Idaho Open Meetings Law, Idaho Code § 74-204. A copy of the agenda for the regular meeting will be available at least forty-eight (48) hours in advance of the meeting.

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.

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| I. CALL TO ORDER | Chairman Keegan
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION | Chairman Keegan
President’s Board Room |
| III. RECONVENE REGULAR MEETING | Chairman Keegan
3:30p.m./Taylor- Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Keegan |
| V. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| September 17, 2018 – Regular Meeting | |
| September 21, 2018 – Executive Session | |
| Approval of Treasurer’s Report | Jeff Harmon |
| Head Start/Early Head Start Report | Mancole Fedder |
| VI. OPEN FORUM | Chairman Keegan |
| VII. UNFINISHED BUSINESS | |
| VIII. NEW BUSINESS | |
| Action Items | |
| 1. FY18 Audit Report | Dale Bunn |
| 2. CSI Employee Policies & Procedures Manual Update | Eric Nielson |
| 3. Taylor Kitchen & Bookstore Relocation/Remodel | Jeff Harmon |
| Information Items | |
| 1. Fall 2018 Enrollment Report | Chris Bragg |
| 2. Building Projects Overview | Jeff Harmon |
| 3. Special Announcement – Board Attorney | Bob Keegan |
| IX. REMARKS FOR THE GOOD OF THE ORDER | Chairman Keegan |
| X. PRESIDENT’S REPORT | President Fox |
| XI. ADJOURNMENT | Chairman Keegan |

PUBLIC NOTICE

EXECUTIVE SESSION

OF THE COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES

DATE: October 22, 2018
TIME: 3:00 PM
LOCATION: College of Southern Idaho
Taylor Administrative Building
President's Board Room, #112
Twin Falls, ID 83301

This notice is provided pursuant to the Idaho Open Meetings Law, Idaho Code § 74-204. A copy of the agenda for the Executive Session will be available at least twenty-four (24) hours in advance of the meeting. The Executive Session will not open to the public.

AGENDA**Board of Trustees**

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

CSI Mission Statement:

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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./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 Board Report

As of September 30, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$4,816,194)	(\$5,079,542)	(\$11,276,000)	(\$6,196,458)	54.95%
County Tuition	(\$743,850)	(\$892,950)	(\$1,720,000)	(\$827,050)	48.08%
State Funds	(\$21,269,818)	(\$21,257,965)	(\$21,824,000)	(\$566,035)	2.59%
County Property Tax	(\$134,278)	(\$196,202)	(\$7,530,000)	(\$7,333,798)	97.39%
Grant Management Fees	(\$131,534)	(\$136,860)	(\$520,000)	(\$383,140)	73.68%
Other	(\$187,390)	(\$203,831)	(\$375,000)	(\$171,169)	45.65%
Unallocated Tuition	(\$884,884)	(\$655,341)	\$0	\$655,341	-
Departmental Revenues	(\$307,862)	(\$400,088)	(\$647,100)	(\$247,012)	38.17%
Total Revenue	(\$28,475,811)	(\$28,822,779)	(\$43,892,100)	(\$15,069,321)	34.33%
Expenses					
Personnel Expense					
Salaries	\$5,191,262	\$5,241,260	\$22,936,000	\$17,694,740	77.15%
Variable Fringe	\$1,084,522	\$1,100,895	\$4,922,900	\$3,822,005	77.64%
Health Insurance	\$1,129,635	\$1,091,913	\$4,668,600	\$3,576,687	76.61%
Total Personnel Expense	\$7,405,419	\$7,434,068	\$32,527,500	\$25,093,432	77.15%
Operating Expense					
Services	\$1,143,308	\$1,134,954	\$3,850,900	\$2,715,946	70.53%
Supplies	\$339,338	\$359,707	\$1,370,300	\$1,010,593	73.75%
Other	(\$3,753)	\$1,575	\$0	(\$1,575)	-
Capital	\$39,302	(\$19,521)	\$650,000	\$669,521	103.00%
Institutional Support	\$3,931,384	\$4,238,481	\$5,493,400	\$1,254,919	22.84%
Transfers	\$299	\$30,000	\$0	(\$30,000)	-
Total Operating Expense	\$5,449,878	\$5,745,196	\$11,364,600	\$5,619,404	49.45%
Total Expense	\$12,855,297	\$13,179,265	\$43,892,100	\$30,712,835	69.97%
Rev/Expense Total	(\$15,620,514)	(\$15,643,515)	\$0	\$15,643,515	-



College of Southern Idaho
Head Start/Early Head Start

**Program Summary for September
2018**



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), Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance

September Head Start Overall Attendance	86%
September Head Start Self Transport Attendance	85%
September EHS Toddler Combo Attendance	87%
September IEP/IFSP Totals	36
September Over Income Enrollment	3%

Meals and Snacks

Total meals served for September	7,735
Total snacks served for September	4,212

Program Notes

Classroom staff are completing anecdotal information for the first nine weeks of the program year on the COR (Child Observation Record). This establishes a baseline of the children’s learning when they enter the program. The information is compiled four times for Early Head Start and three times for Head Start over the course of the program year. Children in Early Head Start are evaluated on 28 items that cover six categories: sense of self, social relations, creative representation, movement, communication and language, and exploration and early logic. Children in Head Start are evaluated in 32 items that cover six categories: initiative; social relations; creative representation; music and movement; language and literacy; and mathematics and science.

October is National Head Start month. Each center has conducted elections for Parent Committee and Policy Council Representatives. Policy Council Retreat will be held October 19th and 20th in Albion, Idaho. At Retreat, Policy Council Members will be trained on their roles and responsibilities and participate in fun hands-on learning activities.

The program is asking for budget modification in order to better ensure the possibility of spending the entire grant out by December 31, 2018. The Modification includes plans to purchase (2) Head Start vehicles and (1) Early Head Start vehicle.

Documents for Board Review and Approval: Financial Reports; Budget Modification including vehicle purchase.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,688,977.00	\$ 248,518.93	\$ 1,806,273.25	\$ 882,703.75	32.8%
BENEFITS	\$ 1,807,007.00	\$ 122,591.36	\$ 1,016,902.33	\$ 790,104.67	43.7%
OUT OF AREA TRAVEL	\$ -	\$ 8,535.71	\$ 8,535.71	\$ (8,535.71)	
EQUIPMENT	\$ -	\$ 10,556.84	\$ 10,556.84	\$ (10,556.84)	
SUPPLIES	\$ 115,205.00	\$ 31,459.58	\$ 78,111.81	\$ 37,093.19	32.2%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 626,616.00	\$ 126,997.83	\$ 414,281.44	\$ 212,334.56	33.9%
TOTAL DIRECT COSTS	\$ 5,237,805.00	\$ 548,660.25	\$ 3,334,661.38	\$ 1,903,143.62	36.3%
ADMIN COSTS (9.0%)	\$ 409,838.00	\$ 34,676.83	\$ 256,544.01	\$ 153,293.99	37.4%
GRAND TOTAL	\$ 5,647,643.00	\$ 583,337.08	\$ 3,591,205.39	\$ 2,056,437.61	36.4%

IN KIND NEEDED	\$ 1,411,911.00
IN KIND GENERATED	\$ 1,083,900.38
IN KIND (SHORT)/LONG	\$ (328,010.62)

PROCUREMENT CARD EXPENSE \$ 17,633.42 3% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	981.35	15,886.88	16,332.96	33,201.19	157,616.72

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,886.00	\$ 15,655.87	\$ 31,128.01	\$ 6,757.99	17.8%
SUPPLIES	\$ 5,771.00	\$ 4,253.15	\$ 4,367.60	\$ 1,403.40	24.3%
OTHER	\$ 22,917.00	\$ 5,687.12	\$ 27,375.08	\$ (4,458.08)	-19.5%
GRAND TOTAL	\$ 66,574.00	\$ 25,596.14	\$ 62,870.69	\$ 3,703.31	5.6%

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ 5,132.00
IN KIND (SHORT)/LONG	\$ (11,512.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 594,968.00	\$ 67,891.50	\$ 454,251.49	\$ 140,716.51	23.7%
BENEFITS	\$ 379,421.00	\$ 29,904.52	\$ 244,145.53	\$ 135,275.47	35.7%
OUT OF AREA TRAVEL		\$ (225.00)	\$ -	\$ -	
EQUIPMENT		\$ 7,828.89	\$ 7,828.89	\$ (7,828.89)	
SUPPLIES	\$ 17,562.00	\$ 11,546.50	\$ 21,919.05	\$ (4,357.05)	-24.8%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 140,962.00	\$ 16,568.23	\$ 78,276.46	\$ 62,685.54	44.5%
TOTAL DIRECT COSTS	\$ 1,132,913.00	\$ 133,514.64	\$ 806,421.42	\$ 326,491.58	28.8%
ADMIN COSTS (9.0%)	\$ 87,695.00	\$ 8,802.49	\$ 63,317.66	\$ 24,377.34	27.8%
GRAND TOTAL	\$ 1,220,608.00	\$ 142,317.13	\$ 869,739.08	\$ 350,868.92	28.7%
IN KIND NEEDED	\$ 305,152.00				
IN KIND GENERATED	\$ 307,786.09				
IN KIND (SHORT)/LONG	\$ 2,634.09				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 66.23	\$ 928.30	\$ 500.26	\$ 1,494.79	\$ 8,150.99

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 13,694.00	\$ 7,439.31	\$ 16,073.88	\$ (2,379.88)	-17.4%
SUPPLIES	\$ 2,379.00	\$ 674.90	\$ 2,127.62	\$ 251.38	10.6%
OTHER	\$ 12,854.00	\$ 4,445.90	\$ 7,000.90	\$ 5,853.10	45.5%
GRAND TOTAL	\$ 28,927.00	\$ 12,560.11	\$ 25,202.40	\$ 3,724.60	12.9%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 8,982.00
IN KIND (SHORT)/LONG	\$ 1,750.00