

**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**

**SEPTEMBER 13, 1999**

**5:30 p.m.  
PINE ROOM, #258  
2<sup>ND</sup> FLOOR TAYLOR BUILDING**

**AGENDA**

**MINUTES: (A) *Mike Mason***

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

**BUDGET: (A) *Mike Mason***

**OLD BUSINESS**

**NEW BUSINESS**

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 13, 1999

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

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

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. Ken Campbell, Dean of Technology  
Dr. John Martin, Registrar  
Ron Shopbell, Director of Dual Credit  
Randy Dill, Physical Plant Director  
Karen Baumert, Public/Sports Information Director  
Doug Maughan, Herrett Center/Public Information  
Officer

CSI Staff: Henry Jones and Louise Flowers

Visitors: None

Faculty Representative: Edit Szanto

Times News: Jennifer Sandmann

MINUTES OF AUGUST 23, 1999 were approved as written on  
MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

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

PRESIDENT'S REPORT:

1. The President reviewed the process for setting salaries  
for Fiscal Year 2000. He noted that our state appropriation  
included funds for a 3% increase in salaries. Faculty  
salaries were adjusted to meet the mean of the Mountain

CSI Trustees  
September 13, 1999  
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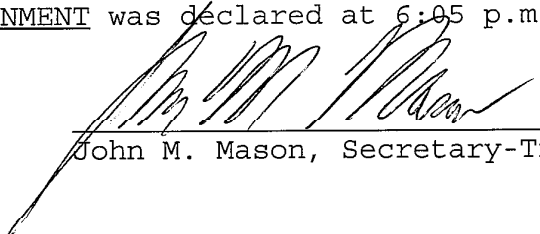
PRESIDENT'S REPORT:

1. (continued) States Community College survey. He noted that we used to be at the bottom of this survey but had now moved up to the middle. The average faculty salary is now approaching \$40,000.


President Meyerhoeffer stated that over the next year we would be reviewing nonfaculty salaries through our Human Resouces department.

2. The Fiscal Year 2000 budget was adopted on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

ADJOURNMENT was declared at 6:05 p.m.

  
\_\_\_\_\_  
John M. Mason, Secretary-Treasurer

APPROVED      October 18, 1999

  
\_\_\_\_\_  
Chairman

**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 \$154,200,000. Tuition was increased from \$30.50 to \$32.50 per credit or 6.5%. The tuition increases and a growing number of students are the major factors in tuition and fee revenue growth.

2. COUNTY TUITION

Last year we collected \$1,292,000 in county tuition. This number is difficult to estimate since a small number of students can significantly raise or lower it. Based upon past fluctuations, we are estimating county tuition to remain in the \$1,290,000 range for Fy 2000.

3. STATE APPROPRIATION

The base State appropriation increased by \$377,900 over last year's appropriation. This 5.5% increase includes 3% raises for employees and benefit costs increases. 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 5.5% or \$210,100 when compared to last year's budget. Under the current legislation, we are allowed a 3% increase over the actual Fy 99 amount assessed plus the previous year's levy rate on new construction. In Twin Falls and Jerome Counties, \$72,020,323 of new construction was added last year. This compares with \$33,520,400 of new construction added in the previous year. The major difference is due to the change in the law which now adds new construction to the tax rolls when it is completed rather than when the building permit is purchased.

This year we estimate our levy will be .001325, which is slightly down from last year's levy of .001327. Our levy rate remained fairly stable rather than declining due to the fluctuations in the way we account for new construction. If the property tax values continue to rise by more than 3% per year, our levy rate will continue to decline.

Revenue from the Inventory Tax Phaseout is expected to increase by approximately \$25,000.

5. INTEREST REVENUE

Base upon our anticipated fund balance we are anticipating interest earnings to increase by approximately \$41,000.

6. GRANT MANAGEMENT FEES

We are the grantee for the South Central Headstart program and are charging them a 5% administrative fee. This 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 also collect approximately \$29,000 for administrative fees from Trans IV and the Refugee Center.

As we manage more grants, we are attempting to charge administrative fees to help defer the costs we incur. The revenue from these fees will go into grant management fee revenue in 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%. Faculty salary equity, rank and position adjustments were also made. Departmental increases in salaries also reflect staff additions.

2. FRINGE BENEFITS

Actual health insurance increased this year by approximately 11.8%. Other benefit costs remained stable. The retirement system contribution increased by .0066 this year but it is still lower than it was two years ago.

3. DEPARTMENTAL BUDGET CHANGES

Based upon adjustments made last year, we have left operating budget levels at the same amount unless we received specific requests to change them. Capital outlay continues to be budgeted on an as needed basis. We are building capital outlay base budgets for replacement items. Computers and technology-related equipment have been the main focus in this area.

a. The Administration department budget reflects the full year funding of existing staff. Services were increased to reflect the anticipated costs of mailing statements to students and last year's actual costs. We are incurring some additional costs as we increase the number of dollars and grants we manage.

b. We provided the Human Resource department with a capital outlay base for replacement of equipment.

c. The Library budget is in accordance with the director's request. Salary savings were incurred as a result of employee turnover. Increases in services are for on line access to journals and the funding of a grants center reference section. Increases in capital outlay are for library software that will allow us to connect to other libraries throughout the state and for a new file server.

d. The Student Services budget for personnel was reduced due to reductions in temporary staff and the shifting of one position to the technical education budget. Services were increased by \$20,000 to cover printing and duplicating costs. A one-time appropriation of \$15,000 for the development of a kiosk system for students is also included. Operational cost increases are generally the result of an increase in student numbers. Our budget last year was barely adequate to cover these costs.

e. The Herrett Center budget reflects the moving of the director to part time and the addition of a staff person. Center revenues decreased from \$60,000 to \$50,000 last year.

f. The Continuing Education Other Revenue reflects the actual revenue collected last year. Credit Revenue increased due to a change in accounting method. We now credit all credit revenue earned during the summer to the Continuing Education department rather than just the academic revenue. The non-credit portion of the outreach centers are expected to at least break even.

g. The Computer Center budget shows the addition of two technical staff and an engineer. Maintenance costs for the new software system will be funded from savings on maintenance agreements from the old software and mainframe.

h. The Resource Development personnel budget reflects the addition of a web developer. It also shows full year funding for existing staff and increased travel and training costs. The capital outlay is primarily for the upgrading of equipment and software.

i. Revenue for the Technology Department decreased due to the elimination of a one-time grant from Job Service/Health and Welfare. The personnel cost reduction is due to the elimination of a vacant position and a reduction in the temporary cost budget. The capital outlay budget includes the \$80,700 the legislature gave us in Fy 99 to build four multi-media classrooms and a capital outlay base of \$34,300.

We represented to the Board that the software project would cost \$500,000. We spent \$300,800 in Fy 98 and \$170,600 in Fy 99 for a total of \$471,400. We are budgeting \$28,600 this year to complete the project.

j. The Physical Plant budget reflects the costs of the contract with Twin Falls for our police officer and the operational costs of the outreach centers. We are institutionalizing these costs as well as the rental revenues generated in the operation of our outreach centers.

The budget reflects the increased costs of campus maintenance and renovation projects. Other expenditures vary significantly based upon immediate campus needs.

k. The Institutional Support budget did not change significantly. Insurance costs increased due to the building additions and an increase in market prices. Utility increases are based upon prior year actual costs. The Office On Aging subsidy was eliminated. They are not paying administrative fees. The increase in the Small Business Center transfer is to cover increases in salaries and benefits.

k. (continued) The ChildCare Center raised fees but still needs additional funds to meet their anticipated expenditures. Outdoor Club revenues were also approximately \$9,000 short of their anticipated expenditures.

l. The Academic Instruction revenue budget includes funds from the Albertson's grant of approximately \$137,000. The personnel budget reflects the addition of six new positions.

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 implement the following programs:

1. Health and Human services program and instructor.
2. Course developer for evening programs.

#### SUMMARY

Through continued increases in state support, property taxes and tuition and fees, we are able to develop a budget to properly fund the institution. As our infrastructure grows, we will need to continue to generate revenue wherever possible and operate cost-effective programs.



	BUDGET FY99	BUDGET FY00	PERCENT INCREASE
REVENUE *****			
TUITION & FEES	2,482,400	2,636,600	6.21%
TUITION COUNTY	1,145,000	1,290,000	12.66%
STATE APPROPRIATION-ACADEMIC	6,803,000	7,180,900	5.55%
LIQUOR FUND REVENUE	150,000	150,000	0.00%
STATE APPROPRIATION TECH-ED	3,737,700	4,127,600	10.43%
TECH-ED PHYSICAL PLANT	319,900	345,800	8.10%
COUNTY PROPERTY TAXES	3,816,600	4,026,700	5.50%
INVENTORY TAX PHASEOUT	425,000	450,000	5.88%
INTEREST ON INVESTMENTS	234,000	275,000	17.52%
GRANT MANAGEMENT FEES	0	189,000	0.00%
OTHER REVENUE	150,000	177,700	18.47%
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TOTALS	19,263,600	20,849,300	8.23%
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COLLEGE OF SOUTHERN IDAHO  
 GENERAL FUND BUDGET  
 JULY 1, 1999 TO JUNE 30, 2000

	BUDGET FY99	BUDGET FY00	PERCENT INCREASE
EXPENDITURES *****			
ADMINISTRATION	915,500	1,016,400	11.02%
HUMAN RESOURCES	84,600	94,400	11.58%
LIBRARY	510,000	533,000	4.51%
STUDENT SERVICES	1,036,400	1,079,700	4.18%
HERRETT CENTER	420,500	436,000	3.69%
CONTINUING EDUCATION	308,300	258,500	-16.15%
COMPUTER CENTER	295,600	439,900	48.82%
RESOURCE DEVELOPMENT	269,100	338,300	25.72%
TECHNOLOGY DEPARTMENT	921,500	691,500	-24.96%
PHYSICAL PLANT	2,627,700	2,956,300	12.51%
INSTITUTIONAL SUPPORT	1,733,700	1,806,500	4.20%
ACADEMIC INSTRUCTION	6,403,000	7,071,200	10.44%
TECHNICAL INSTRUCTION	3,737,700	4,127,600	10.43%
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TOTALS	19,263,600	20,849,300	8.23%
	=====	=====	=====

COLLEGE OF SOUTHERN IDAHO  
 GENERAL FUND BUDGET  
 JULY 1, 1999 TO JUNE 30, 2000

	BUDGET FY99	BUDGET FY00	PERCENT INCREASE
<b>ADMINISTRATION</b> *****			
PERSONNEL	575,800	644,700	11.97%
FRINGE BENEFITS	166,600	191,700	15.07%
SERVICES	118,100	125,000	5.84%
SUPPLIES	40,000	40,000	0.00%
CAPITAL OUTLAY	15,000	15,000	0.00%
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TOTALS	915,500	1,016,400	11.02%
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**HUMAN RESOURCES**  
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PERSONNEL	55,700	62,300	11.85%
FRINGE BENEFITS	18,500	20,500	10.81%
SERVICES	7,800	7,800	0.00%
SUPPLIES	2,600	2,600	0.00%
CAPITAL OUTLAY	0	1,200	0.00%
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TOTALS	84,600	94,400	11.58%
	=====	=====	=====

COLLEGE OF SOUTHERN IDAHO  
 GENERAL FUND BUDGET  
 JULY 1, 1999 TO JUNE 30, 2000

	BUDGET FY99	BUDGET FY00	PERCENT INCREASE
<b>LIBRARY</b> *****			
REVENUES	(7,200)	(8,000)	11.11%
PERSONNEL	279,100	275,300	-1.36%
FRINGE BENEFITS	92,600	95,200	2.81%
SERVICES	30,000	37,900	26.33%
SUPPLIES	12,400	12,400	0.00%
CAPITAL OUTLAY	103,100	120,200	16.59%
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TOTALS	510,000	533,000	4.51%
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**STUDENT SERVICES**  
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REVENUE	(38,000)	(38,000)	0.00%
PERSONNEL	673,500	676,900	0.50%
FRINGE BENEFITS	217,900	222,800	2.25%
SERVICES	100,000	120,000	20.00%
SUPPLIES	68,000	73,000	7.35%
CAPITAL OUTLAY	15,000	25,000	66.67%
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TOTALS	1,036,400	1,079,700	4.18%
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COLLEGE OF SOUTHERN IDAHO  
 GENERAL FUND BUDGET  
 JULY 1, 1999 TO JUNE 30, 2000

	BUDGET FY99	BUDGET FY00	PERCENT INCREASE
<b>HERRETT CENTER</b> *****			
REVENUES	(60,000)	(60,000)	0.00%
PERSONNEL	324,100	337,800	4.23%
FRINGE BENEFITS	101,700	103,500	1.77%
SERVICES	27,000	22,700	-15.93%
SUPPLIES	18,800	23,000	22.34%
CAPITAL OUTLAY	8,900	9,000	1.12%
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TOTALS	420,500	436,000	3.69%
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<b>CONTINUING EDUCATION</b> *****			
OTHER REVENUE	(432,600)	(240,600)	-44.38%
CREDIT REVENUE	(467,400)	(660,800)	41.38%
PERSONNEL	667,000	742,000	11.24%
FRINGE BENEFITS	146,400	198,500	35.59%
SERVICES	120,800	76,000	-37.09%
SUPPLIES	113,200	27,400	-75.80%
EQUIPMENT	28,000	11,000	-60.71%
SPECIAL PROJECTS EXPENSE	132,900	105,000	-20.99%
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TOTALS	308,300	258,500	-16.15%
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COLLEGE OF SOUTHERN IDAHO  
 GENERAL FUND BUDGET  
 JULY 1, 1999 TO JUNE 30, 2000

	BUDGET FY99	BUDGET FY00	PERCENT INCREASE
<b>COMPUTER CENTER</b> *****			
PERSONNEL	141,300	250,200	77.07%
FRINGE BENEFITS	42,100	77,500	84.09%
SERVICES	62,700	62,700	0.00%
SUPPLIES	19,000	19,000	0.00%
CAPITAL OUTLAY	30,500	30,500	0.00%
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TOTALS	295,600	439,900	48.82%
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**RESOURCE DEVELOPMENT**  
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REVENUES	(24,200)	(24,200)	0.00%
PERSONNEL	201,800	250,500	24.13%
FRINGE BENEFITS	57,900	80,300	38.69%
SERVICES	16,300	18,500	13.50%
SUPPLIES	5,600	7,200	28.57%
CAPITAL OUTLAY	11,700	6,000	-48.72%
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TOTALS	269,100	338,300	25.72%
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COLLEGE OF SOUTHERN IDAHO  
 GENERAL FUND BUDGET  
 JULY 1, 1999 TO JUNE 30, 2000

TECHNOLOGY DEPARTMENT *****	BUDGET FY99	BUDGET FY00	PERCENT INCREASE
DEPARTMENTAL REVENUE	(50,000)	(35,000)	-30.00%
PERSONNEL	395,200	374,900	-5.14%
FRINGE BENEFITS	125,800	117,500	-6.60%
SERVICES	78,000	78,000	0.00%
SUPPLIES	8,200	8,200	0.00%
CAPITAL OUTLAY	114,300	119,300	4.37%
SOFTWARE & EQUIP PURCHASE	250,000	28,600	-88.56%
TOTALS	921,500	691,500	-24.96%

PHYSICAL PLANT  
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PERSONNEL	1,485,600	1,622,300	9.20%
FRINGE BENEFITS	578,000	633,000	9.52%
SERVICES	150,000	145,000	-3.33%
SUPPLIES	161,000	206,000	27.95%
CAPITAL OUTLAY	42,300	50,000	18.20%
OTHER EXPENDITURES	210,800	300,000	42.31%
TOTALS	2,627,700	2,956,300	12.51%

COLLEGE OF SOUTHERN IDAHO  
 GENERAL FUND BUDGET  
 JULY 1, 1999 TO JUNE 30, 2000

	BUDGET FY99	BUDGET FY00	PERCENT INCREASE
<b>INSTITUTIONAL SUPPORT</b>			
*****			
TELEPHONE	130,000	130,000	0.00%
LEGAL & AUDIT	43,000	46,000	6.98%
UTILITIES	399,700	435,000	8.83%
INSURANCE	125,000	135,000	8.00%
HONOR SCHOLARSHIPS - 300	91,500	97,500	6.56%
FINANCIAL AID CONTRIBUTION	156,000	156,000	0.00%
PLANT FACILITY TRANSFER	427,000	440,000	3.04%
OFFICE ON AGING TRANSFER	14,000	0	-100.00%
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	52,000	57,000	9.62%
JEROME ECONOMIC DEVELOPMENT	7,000	7,000	0.00%
INTERPRETERS	55,000	55,000	0.00%
CHILD CARE CENTER	33,500	39,000	16.42%
OUTDOOR CLUB TRANSFER	15,000	24,000	60.00%
CONTINGENCY	100,000	100,000	0.00%
<b>TOTALS</b>	<b>1,733,700</b>	<b>1,806,500</b>	<b>4.20%</b>



COLLEGE OF SOUTHERN IDAHO  
 GENERAL FUND BUDGET  
 JULY 1, 1999 TO JUNE 30, 2000

	BUDGET FY99	BUDGET FY00	PERCENT INCREASE
<b>ACADEMIC INSTRUCTION</b> *****			
REVENUE	(40,000)	(177,000)	342.50%
PERSONNEL	4,571,100	5,156,200	12.80%
FRINGE BENEFITS	1,351,900	1,565,500	15.80%
SERVICES	215,000	220,500	2.56%
SUPPLIES	175,000	176,000	0.57%
CAPITAL OUTLAY	130,000	130,000	0.00%
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TOTALS	6,403,000	7,071,200	10.44%
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**TECHNICAL INSTRUCTION**  
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PERSONNEL	2,552,000	2,801,000	9.76%
FRINGE BENEFITS	700,800	821,300	17.19%
SERVICES	149,800	176,700	17.96%
SUPPLIES	149,700	167,500	11.89%
CAPITAL OUTLAY	185,400	161,100	-13.11%
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TOTALS	3,737,700	4,127,600	10.43%
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# 1999 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)
					<b>CALCULATED LEVY RATE (6)</b>	
GENERAL				3,935,233		
TORT TAX				91,400		
<i>* (Non Exempt Funds) Total all funds that are not voter approved:</i>						
<b>TOTAL EACH COLUMN</b>				<b>4,026,633.00</b>		

### NON-EXEMPT PROPERTY TAX BUDGET CALCULATION

**New Construction Roll Value:** 72,020,323 X total 1998 Non Exempt Levy Rate .001327830 (1) \$ 95,631

**Annexation:**  
 1999 Value of 1998 Annexation: \_\_\_\_\_ X total 1998 Non-Exempt Levy Rate \_\_\_\_\_ (2) \$ 0

**Highest non-exempt budget plus 3% computation:**  
 Enter the highest of the last three years budget only: 3,933,987 X 1.03% (3) \$ 4,052,007

**1998 Foregone Amount:** (Show full eligible amount) (4) \$ 390,710

**MAXIMUM ALLOWABLE 1999 NON-EXEMPT PROPERTY TAX BUDGET: (Total lines 1 thru 4)** (5) \$ 4,538,348

County	Multi-County Computations COUNTY CLERK USE ONLY New Const. Roll Value	Net Market 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 <u>CSI COMMUNITY COLLEGE</u> district has established and adopted this budget in accordance with all provisions of Idaho Law.  Signature of District Representative _____ Date signed <u>9-13-99</u>  JOHN M. MASON PO BOX 1238, TWIN FALLS ID 83303-1238 Please print Contact Name, Mailing Address.  Phone Number (208) 733-9554 EXT 2203
<b>Total Value:</b>			

\* Do not include judgments pursuant to I.C. 63-1305.