



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

MAY 18, 2015

EXECUTIVE SESSION

2:30 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – SUB 248

## AGENDA

### CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – APRIL 20<sup>TH</sup>, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – APRIL 20<sup>TH</sup>, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

HEAD START OPERATIONAL REPORT: (A) *Mike Mason*

### OPEN FORUM

### UNFINISHED BUSINESS

### NEW BUSINESS

LEARNING MANAGEMENT SYSTEMS PROPOSAL: (A) *Mike Mason*

JULY AND AUGUST 2014 CONTINUING BUDGET RESOLUTION: (A) *Mike Mason*

APPROVAL OF FY16 EMPLOYEE CONTRACTS: (A) *President Fox*

FY17 LEGISLATIVE REQUESTS: (I) *President Fox & Mike Mason*

SUMMER MAINTENANCE PROJECTS: (I) *Randy Dill*

CSI CAMPUS MASTER PLAN UPDATE: (I) *Mike Mason*

CAMPUS SAFETY PROPOSAL: (I) *Mike Mason & Jim Ellington*

### REMARKS FOR THE GOOD OF THE ORDER

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

### ADJOURNMENT

**General Fund YTD Board**

YEAR: 1415

**Statement of Revenue and Expenses**

Acct Month: 10

Thursday, May 07, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$10,637,956.76)	(\$10,265,844.88)	(\$10,813,300.00)	(\$547,455.12)	5.06%
County Tuition	(\$1,276,210.00)	(\$1,498,396.00)	(\$1,380,000.00)	\$118,396.00	-8.58%
State Funds	(\$16,849,032.26)	(\$17,608,577.27)	(\$18,612,500.00)	(\$1,003,922.73)	5.39%
County Property Tax	(\$3,853,692.83)	(\$4,018,819.76)	(\$6,348,200.00)	(\$2,329,380.24)	36.69%
Grant Management Fees	(\$391,865.40)	(\$490,737.59)	(\$500,000.00)	(\$9,262.41)	1.85%
Other	(\$743,502.42)	(\$508,585.10)	(\$432,600.00)	\$75,985.10	-17.56%
Unallocated Tuition	(\$592,687.37)	(\$555,937.66)	\$0.00	\$555,937.66	0.00%
Departmental Revenues	(\$721,512.32)	(\$892,345.94)	(\$728,400.00)	\$163,945.94	-22.51%

**Total Revenue** (\$35,066,459.36) (\$35,839,244.20) (\$38,815,000.00) (\$2,975,755.80) 7.67%

**Expenditures**

**Personnel**

Salaries	\$17,315,061.74	\$16,704,245.27	\$21,188,800.00	\$4,484,554.73	21.16%
Variable Fringe	\$3,528,756.32	\$3,402,923.40	\$4,345,900.00	\$942,976.60	21.70%
Health Insurance	\$2,967,066.52	\$2,835,712.72	\$3,579,600.00	\$743,887.28	20.78%

**Total Personnel** \$23,810,884.58 \$22,942,881.39 \$29,114,300.00 \$6,171,418.61 21.20%

**Expense Categories**

Services	\$1,821,857.31	\$1,729,918.66	\$2,443,200.00	\$713,281.34	29.19%
Supplies	\$761,748.72	\$798,136.50	\$1,002,100.00	\$203,963.50	20.35%
Other	\$500,126.15	\$555,578.27	\$561,400.00	\$5,821.73	1.04%
Capital	\$350,107.27	\$490,360.37	\$802,400.00	\$312,039.63	38.89%
Institutional Support	\$3,014,759.72	\$4,195,208.90	\$4,891,600.00	\$696,391.10	14.24%
Transfers	\$40,855.76	\$16,967.50	\$0.00	(\$16,967.50)	0.00%

**Total Expense Categories** \$6,489,454.93 \$7,786,170.20 \$9,700,700.00 \$1,914,529.80 19.74%

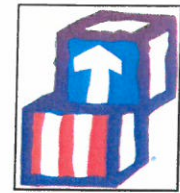
**Total Expenditures** \$30,300,339.51 \$30,729,051.59 \$38,815,000.00 \$8,085,948.41 20.83%

**Rev/Expense Total** (\$4,766,119.85) (\$5,110,192.61) \$0.00 \$5,110,192.61 0.00%

# PROUD TO BE PART OF THE CSI FAMILY



**COLLEGE OF SOUTHERN IDAHO  
HEAD START/EARLY HEAD START**



## **From the White House Rose Garden to Your Garden!** *Celebrating Head Start's 50<sup>th</sup> Anniversary*

**Head Start, the nation's prime early learning model for providing our nation's most at-risk children with an opportunity for success, is celebrating its 50th Anniversary this year. On May 18th, 1965, in a Rose Garden ceremony, President Lyndon B. Johnson announced Project Head Start. Fifty years later, 32 million children and their families have benefited from Head Start – in our local communities throughout the Magic Valley we currently serve 669 children and their families. For the past 50 years, Head Start's two generation approach has helped our nation's most at risk families become self-sufficient and achieve the American Dream. Head Start has provided comprehensive services including: education, nutrition, mental health, hearing, dental and vision services - to our nation's most vulnerable children. "...Less than 3 months ago... we opened a new war front on poverty. We set out to make certain that poverty's children would not be forevermore poverty's captives." (President Lyndon B. Johnson May 1965)**



**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For April 2015**

**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, Double Sessions, Home Based/School District Enhanced, Pre- K,  
Early Head Start -Home Based, EHS Infant and Toddler Combo

**Head Start Attendance**

Head Start April Overall Attendance	84%
Head Start Self Transport Attendance	82%
Early Head Start Home Visit Participation	79%

**Meals and Snacks**

Total meals served for April	6,534
Total snacks served for April	6,397

**Education**

May 27th will be the last day for the Head Start program year for the Tuesday/  
Wednesday classes and May 28th will be the last day for the Thursday/Friday classes.  
Currently, teachers and home visitors are finishing up the third and final collection of  
data for the Child Observation Record, an ongoing assessment of each child's learning  
development. Lead teachers completed a second home visit with families along with  
parent teacher conferences. The main topic for this home visit and conference was  
around transitions to kindergarten.

**Early Head Start**

Two EHS staff attended the High Scope Conference in May. They were trained on dual  
language development, sensory integration, curriculum, and home visits. All EHS staff  
will be attending training on domestic violence (Healthy Moms, Healthy Babies) in  
Pocatello May 28<sup>th</sup>. The mental health professional will be working more with staff over  
the summer on reflective supervision and coaching with home visitors and supervisors.

**TANF**

We have not received any word yet on the TANF funding for 2016. Keep in mind that if  
we lose those funds, the program would lose approximately \$206,000 which equates to  
27 TANF only funded slots. Budget, classroom and staff changes would need to be  
made if the money is lost.

**Documents for Board Review/ Approval:**

Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY		BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
		MONTH	TO DATE	BALANCE				
SALARIES	\$ 2,571,670.00	\$ 203,378.87	\$ 816,053.34	\$ 1,755,616.66	\$ 1,755,616.66		33.0%	31.7%
BENEFITS	\$ 1,410,617.00	\$ 106,227.64	\$ 426,434.47	\$ 984,182.53	\$ 984,182.53		33.0%	30.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	0.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -			
SUPPLIES								
OFFICE CONSUMABLES	\$ 14,106.00	\$ 529.90	\$ 1,857.22	\$ 12,248.78	\$ 12,248.78		33.0%	13.2%
CLASSROOM SUPPLIES	\$ 15,000.00	\$ 593.43	\$ 4,864.67	\$ 10,135.33	\$ 10,135.33		33.0%	32.4%
CENTER SUPPLIES	\$ 33,216.00	\$ 10,655.20	\$ 19,063.92	\$ 14,152.08	\$ 14,152.08		33.0%	57.4%
TRAINING SUPPLIES	\$ 3,000.00	\$ 574.05	\$ 1,503.05	\$ 1,496.95	\$ 1,496.95		33.0%	50.1%
FOOD	\$ 3,000.00	\$ 172.61	\$ 682.15	\$ 2,317.85	\$ 2,317.85		33.0%	22.7%
OTHER								
CONTRACTS	\$ 10,000.00	\$ 738.47	\$ 2,022.64	\$ 7,977.36	\$ 7,977.36		33.0%	20.2%
MEDICAL	\$ 10,000.00	\$ 340.00	\$ 2,061.90	\$ 7,938.10	\$ 7,938.10		33.0%	20.6%
DENTAL	\$ 13,465.00	\$ -	\$ 495.79	\$ 12,969.21	\$ 12,969.21		33.0%	3.7%
CHILD TRAVEL	\$ 104,398.00	\$ 10,526.29	\$ 40,606.94	\$ 63,791.06	\$ 63,791.06		33.0%	38.9%
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 1,491.62	\$ 6,185.63	\$ 21,814.37	\$ 21,814.37		33.0%	22.1%
CAREER DEVELOP	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	0.0%
PARENT TRAINING	\$ 15,400.00	\$ 585.47	\$ 10,636.29	\$ 4,763.71	\$ 4,763.71		33.0%	69.1%
SPACE	\$ 57,779.00	\$ 3,381.23	\$ 19,234.09	\$ 38,544.91	\$ 38,544.91		33.0%	33.3%
DEPRECIATION	\$ 30,600.00	\$ 2,448.00	\$ 9,792.00	\$ 20,808.00	\$ 20,808.00		33.0%	32.0%
UTILITIES	\$ 58,300.00	\$ 6,606.16	\$ 14,921.58	\$ 43,378.42	\$ 43,378.42		33.0%	25.6%
TELEPHONE	\$ 34,500.00	\$ 3,333.62	\$ 11,560.89	\$ 22,939.11	\$ 22,939.11		33.0%	33.5%
OTHER	\$ 34,216.00	\$ 3,180.93	\$ 20,661.13	\$ 13,554.87	\$ 13,554.87		33.0%	60.4%
TOTAL DIRECT COSTS	\$ 4,447,267.00	\$ 354,763.49	\$ 1,408,637.70	\$ 3,038,629.30	\$ 3,038,629.30		33.0%	31.7%
ADMIN COSTS	\$ 327,663.00	\$ 51,913.32	\$ 101,317.18	\$ 226,345.82	\$ 226,345.82		33.0%	30.9%
GRAND TOTAL	\$ 4,774,930.00	\$ 406,676.81	\$ 1,509,954.88	\$ 3,264,975.12	\$ 3,264,975.12		33.0%	31.6%
IN KIND NEEDED	\$ 1,193,733.00							
IN KIND GENERATED	\$ 397,261.65							
IN KIND (SHORT)/LONG	\$ (796,471.35)							
PROCUREMENT CARD								
EXPENSE	\$ 13,609.92	3% of Total Expense. Detailed report of PCARD charges available upon request.						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD		
Total All Centers	16,193.54	1,592.89	143.04	17,929.47	-	51,326.20		

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 86.02	\$ 4,145.96	\$ 29,188.04	33.0%	12.4%
SUPPLIES						
Training Supplies	\$ 4,118.00	\$ -	\$ 543.09	\$ 3,574.91	33.0%	13.2%
OTHER						
Contracts	\$ -					
Career Development	\$ 16,527.00	\$ 2,057.18	\$ 5,041.75	\$ 11,485.25	33.0%	30.5%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 2,143.20	\$ 9,730.80	\$ 44,248.20	33.0%	18.0%
GRAND TOTAL	\$ 53,979.00	\$ 2,143.20	\$ 9,730.80	\$ 44,248.20	33.0%	18.0%
IN KIND NEEDED	\$ 13,495.00					
IN KIND GENERATED	\$ 6,757.00					
IN KIND (SHORT)/LONG	\$ (6,738.00)					

MONTHLY FINANCIAL REPORT  
 COLLEGE OF SOUTHERN IDAHO EARLY HEAD START

CATEGORY	TOTAL		CASH OUTLAY		BALANCE OF BUDGET	PROJ %	ACTUAL %
	APPROVED	TOTAL THIS MONTH	TO DATE	BALANCE			
SALARIES	\$ 542,886.00	\$ 43,273.48	\$ 167,990.41	\$ 374,895.59	\$ 374,895.59	33.0%	30.9%
BENEFITS	\$ 281,935.00	\$ 21,027.30	\$ 82,031.73	\$ 199,903.27	\$ 199,903.27	33.0%	29.1%
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -			\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 3,505.00	\$ 40.88	\$ 164.26	\$ 3,340.74	\$ 3,340.74	33.0%	4.7%
CENTER SUPPLIES	\$ 13,265.00	\$ 2,136.08	\$ 2,699.08	\$ 10,565.92	\$ 10,565.92	33.0%	20.3%
CLASSROOM SUPPLIES	\$ 10,047.00	\$ 50.40	\$ 1,725.31	\$ 8,321.69	\$ 8,321.69	33.0%	17.2%
TRAINING SUPPLIES	\$ 3,500.00	\$ 47.00	\$ 47.00	\$ 3,453.00	\$ 3,453.00	33.0%	1.3%
FOOD	\$ 2,066.00	\$ -	\$ 23.74	\$ 2,042.26	\$ 2,042.26	33.0%	1.1%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 56,940.00	\$ 4,485.00	\$ 11,008.76	\$ 45,931.24	\$ 45,931.24	33.0%	19.3%
MEDICAL	\$ 7,500.00	\$ -	\$ 245.01	\$ 7,254.99	\$ 7,254.99	33.0%	3.3%
DENTAL	\$ 5,000.00	\$ 800.00	\$ 1,104.74	\$ 3,895.26	\$ 3,895.26	33.0%	22.1%
CHILD TRAVEL	\$ 5,000.00	\$ 254.13	\$ 341.53	\$ 4,658.47	\$ 4,658.47	33.0%	6.8%
EMPLOYEE TRAVEL	\$ 4,453.00	\$ 494.53	\$ 1,403.01	\$ 3,049.99	\$ 3,049.99	33.0%	31.5%
CAREER DEVELOP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
PARENT TRAINING	\$ 12,300.00	\$ 476.16	\$ 4,703.98	\$ 7,596.02	\$ 7,596.02	33.0%	38.2%
FACILITIES/CONST.	\$ 3,400.00	\$ 55.58	\$ 796.08	\$ 2,603.92	\$ 2,603.92	33.0%	23.4%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 6,800.00	\$ 13,600.00	\$ 13,600.00	33.0%	33.3%
UTILITIES	\$ 8,400.00	\$ 856.52	\$ 1,748.64	\$ 6,651.36	\$ 6,651.36	33.0%	20.8%
TELEPHONE	\$ 4,000.00	\$ 667.38	\$ 1,761.95	\$ 2,238.05	\$ 2,238.05	33.0%	44.0%
OTHER	\$ 6,211.00	\$ 470.70	\$ 3,683.08	\$ 2,527.92	\$ 2,527.92	33.0%	59.3%
TOTAL DIRECT COSTS	\$ 990,808.00	\$ 76,835.14	\$ 288,278.31	\$ 702,529.69	\$ 702,529.69	33.0%	29.1%
ADMIN COSTS	\$ 69,100.00	\$ 10,433.09	\$ 20,624.43	\$ 48,475.57	\$ 48,475.57	33.0%	29.8%
GRAND TOTAL	\$ 1,059,908.00	\$ 87,268.23	\$ 308,902.74	\$ 751,005.26	\$ 751,005.26	33.0%	29.1%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ (126,232.48)						
IN KIND (SHORT)/LONG	\$ (391,209.48)						
USDA							
Total All Centers	Food 576.06	Non-Food 124.23	Repair/Maint -	Total for Month 700.29	Revenue Received -	YTD Expense 2,046.04	

MONTHLY FINANCIAL REPORT  
COLLEGE OF SOUTHERN IDAHO EARLY HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 13,585.00	\$ 11.40	\$ 2,323.81	\$ 11,261.19	33.0%	17.1%
SUPPLIES						
Training Supplies	\$ 1,424.00	\$ -	\$ -	\$ 1,424.00	33.0%	0.0%
OTHER						
Contracts	\$ 4,000.00	\$ -				
Career Development	\$ 7,489.00	\$ 1,202.10	\$ 1,617.10	\$ 5,871.90	33.0%	21.6%
TOTAL DIRECT COSTS	\$ 26,498.00	\$ 1,213.50	\$ 3,940.91	\$ 22,557.09	33.0%	14.9%
GRAND TOTAL	\$ 26,498.00	\$ 1,213.50	\$ 3,940.91	\$ 22,557.09	33.0%	14.9%
IN KIND NEEDED	\$ 6,625.00					
IN KIND GENERATED	\$ 1,150.00					
IN KIND (SHORT)/LONG	\$ (5,475.00)					



May 15, 2015

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

From: Mike Mason

Re: Learning Management System Proposals

In January of 2015 we published a request for proposals for a comprehensive learning management system. Six vendors responded to the request: Blackboard, Talentova, LoudCloud, Canvas by Instructure.com, Desire2Learn by Brightspace and a Moodle implementation by e-Think.

The responses were reviewed by the Learning Management System (LMS) Selection Committee, a 12 member ad-hoc committee comprising of select faculty, students and staff. This committee was co-chaired by Dr. Clark Draney and Dr. George Halsell. Also represented on the committee was Matt Ahrens, Student Body President.

In March 2015, Canvas, Desire2Learn and LoudCloud were invited to separately present to students and faculty. In late March, the LMS Selection Committee voted unanimously to recommend Canvas by Instructure as our new LMS beginning Fall 2016, though transition would take place throughout the 2015-2016 year. In April, both faculty and student senates approved the recommendation.

The fiscal year 2016 cost of \$47,000 for Blackboard is in the 2016 base budget. An additional cost of \$126,626.45 will be incurred in fiscal year 2016 to fully implement Canvas. The Canvas proposal includes \$28,647 for 24/7 support for faculty and students. This support will be evaluated after the implementation year to determine if we want to continue. The proposal is also a hosted solution which will relieve some of the work load on our current staff along with providing a more reliable system.

The cost of the Canvas hosted system will be \$118,476.83 in fiscal year 2017 and \$121,427.37 in fiscal year 2018. While this is significantly more than we are currently paying, we currently have a self-hosted system and do not have 24/7 support.

The process to select this vendor has probably been the most researched of any purchase in the history of the college.

Based upon the recommendation of the Learning Management Selection Committed, I respectfully request Board approval to enter into a three year contract with Canvass for a hosted comprehensive management system with 24/7 support.

Funding for the fiscal year 2016 purchase and implementation in the amount of \$126,626.45 is from Student Technology Funds. The Student Technology Fund has a fund balance of approximately \$500,000.

In fiscal year 2017 an additional \$71,476.63 will have to be built into the General Fund base to cover the addition cost of the Canvas LMS program.

May 15, 2015

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

From: Mike Mason

Re: Continuing Budget Resolution

Each year I ask the Board for a continuing budget resolution to allow us to operate on the previous year's budget for the months of July and August. While much of the budget work has to be completed prior to issuing salary contracts in May, there are still several outstanding issues that preclude us from setting an accurate budget. The primary issues are listed below:

1. By August 1<sup>st</sup>, we have enough of our close out for the previous year completed to make accurate projections on future expenditures.
2. We will have current projections on enrollment which will allow us to project tuition and fee revenue more accurately.
3. Enrollment numbers closer to the start of school also assist in determining staffing along with faculty and part time instructor overload projections.
4. We will not get the most current numbers from our counties for new construction dollar values until late July. We need these numbers to certify our property tax assessment. If we set the budget prior to August, we would have to open the budget up again in August for the Board to properly approve the amount we levy for property tax.

Based upon the above, I respectfully request the Board approve a continuing budget resolution for the months of July and August 2015 until our fiscal year 2016 budget is set.



May 15, 2015

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

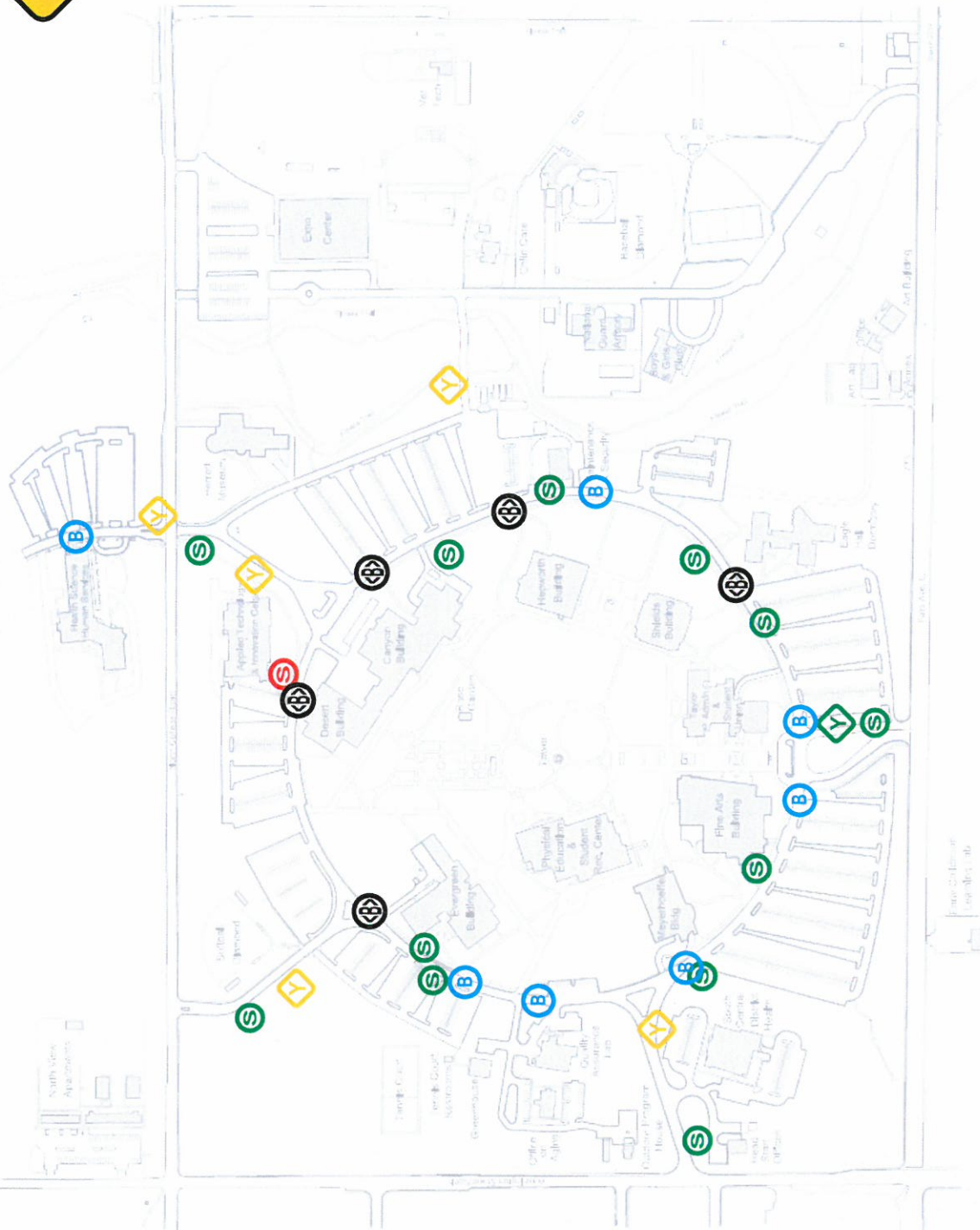
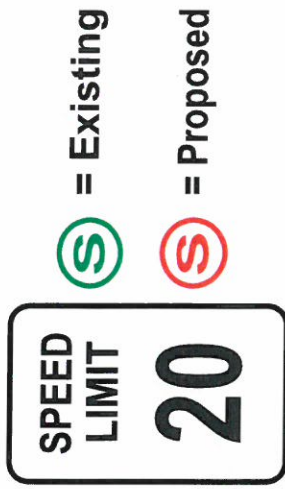
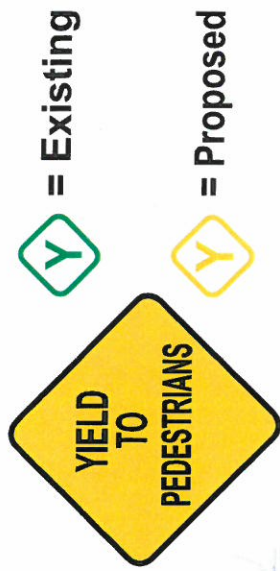
From: Mike Mason

Re: Campus Safety Proposal

The College of Southern Idaho Safety Committee is recommending that we add additional speed humps to slow down traffic at specific locations on campus. The attached sheet shows the proposed additional locations with a blue B. The five existing speed humps are shown with a black B.

We are in the process of getting pricing for the seven new speed humps. Depending upon contractor availability, the speed humps could be completed this summer as a part of our summer maintenance projects. If the design of the existing speed humps is not the preferred method for slowing traffic, we can look at speed tables, narrowing roads, rounding structures like we have by the Expo or numerous other traffic calming measures. Speed humps are likely to be the most cost effective for the desired effect.

It is not critical that a decision be made at the May Board meeting but we would like to get some direction from the Board concerning proceeding or providing alternatives to slow down traffic to improve safety.



# Proposed Speed Control Measures