



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

OCTOBER 17, 2016

EXECUTIVE SESSION

2:30 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Taylor 277

## AGENDA

### CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – SEPTEMBER 19<sup>TH</sup>, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – SEPTEMBER 19<sup>TH</sup>, 2016: (A) *Jeff Harmon*

MINUTES – SPECIAL WORK SESSION – OCTOBER 6<sup>TH</sup>, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

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

### OPEN FORUM

### UNFINISHED BUSINESS

### NEW BUSINESS

LED PARKING LOT LIGHTS BID: (A) *Mike Mason*

FY 2016 AUDIT REPORT: (A) *Dale Bunn*

FALL 2016 ENROLLMENT REPORT: (I) *Chris Bragg*

ASCSI STUDENT LEADERSHIP RETREAT: (I) *Jason Ostrowski*

### REMARKS FOR THE GOOD OF THE ORDER

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

### ADJOURNMENT

**General Fund YTD Board**

YEAR: 1617

**Statement of Revenue and Expenses**

Acct Month: 3

Tuesday, October 11, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$4,429,031.03)	(\$4,243,887.04)	(\$11,713,000.00)	(\$7,469,112.96)	63.77%
County Tuition	(\$853,755.43)	(\$872,329.15)	(\$1,632,000.00)	(\$759,670.85)	46.55%
State Funds	(\$18,696,339.08)	(\$20,086,979.42)	(\$20,648,000.00)	(\$561,020.58)	2.72%
County Property Tax	(\$167,731.29)	(\$121,296.15)	(\$6,870,400.00)	(\$6,749,103.85)	98.23%
Grant Management Fees	(\$118,544.79)	(\$85,106.33)	(\$560,000.00)	(\$474,893.67)	84.80%
Other	(\$110,980.57)	(\$177,137.50)	(\$443,600.00)	(\$266,462.50)	60.07%
Unallocated Tuition	(\$1,917,837.61)	(\$1,383,503.74)	\$0.00	\$1,383,503.74	0.00%
Departmental Revenues	(\$435,287.16)	(\$444,832.30)	(\$808,000.00)	(\$363,167.70)	44.95%

**Total Revenue** (\$26,729,506.96) (\$27,415,071.63) (\$42,675,000.00) (\$15,259,928.37) 35.76%

**Expenditures**

**Personnel**

Salaries	\$4,770,999.98	\$5,030,377.13	\$22,064,200.00	\$17,033,822.87	77.20%
Variable Fringe	\$1,001,623.68	\$1,053,216.86	\$4,513,400.00	\$3,460,183.14	76.66%
Health Insurance	\$904,311.21	\$1,081,295.81	\$4,799,800.00	\$3,718,504.19	77.47%
<b>Total Personnel</b>	<b>\$6,676,934.87</b>	<b>\$7,164,889.80</b>	<b>\$31,377,400.00</b>	<b>\$24,212,510.20</b>	<b>77.17%</b>

**Expense Catagories**

Services	\$719,660.77	\$987,805.47	\$2,955,450.00	\$1,967,770.20	66.58%
Supplies	\$184,562.35	\$326,347.64	\$1,264,750.00	\$938,402.36	74.20%
Other	\$235,572.92	\$187,906.32	\$571,000.00	\$383,093.68	67.09%
Capital	\$75,547.65	\$423,059.52	\$1,523,000.00	\$1,099,940.48	72.22%
Institutional Support	\$3,280,547.11	\$3,706,273.51	\$4,983,400.00	\$1,277,126.49	25.63%
Transfers	(\$993.34)	\$309.54	\$0.00	(\$309.54)	0.00%
<b>Total Expense Catagories</b>	<b>\$4,494,897.46</b>	<b>\$5,631,702.00</b>	<b>\$11,297,600.00</b>	<b>\$5,666,023.67</b>	<b>50.15%</b>

**Total Expenditures** \$11,171,832.33 \$12,796,591.80 \$42,675,000.00 \$29,878,533.87 70.01%

**Rev/Expense Total** (\$15,557,674.63) (\$14,618,479.83) \$0.00 \$14,618,605.50 0.00%

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

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
<b>Total</b>	<b>576</b>

**Program Options**

Center Based (PD/PY; FD/PY) Pre- K, Early Head Start -Home Based, Early Head Start Toddler Combo.

**Head Start Attendance**

September Head Start Overall Attendance	89%
September Head Start Self Transport Attendance	87%
September EHS Toddler Combo Attendance	91%

**Meals and Snacks**

Total meals served for September	6,893
Total snacks served for September	5,637

**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 28th and 29th 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 experiencing difficulty budgeting for the remainder of the year. Because of DRS, federal funding cycles, split fiscal years and the federal formula for funding allocation, the amount of funding CSI HS/EHS received for July 2016-December 2016 was drastically below would it needed to be. We continue to be frugal by holding off on hiring of new staff, frozen spending and reallocation of employee functional allocations between grants. Some additional measures may be necessary in order for us to make it to the end of the calendar year. We are currently researching the implications of potential furlough days, both fiscally and legally.

**Documents for Board review and Approval:**

- Financial Reports
- Duration Grant Approval
- Certification of Health and Safety Screening

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,076,475.00	\$ 188,925.82	\$ 353,966.20	\$ 722,508.80	67.1%
BENEFITS	\$ 704,618.00	\$ 115,815.48	\$ 196,180.59	\$ 508,437.41	72.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 25,717.00	\$ 6,842.26	\$ 15,478.70	\$ 10,238.30	39.8%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 187,462.00	\$ 28,565.28	\$ 76,919.47	\$ 110,542.53	59.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,994,272.00</b>	<b>\$ 340,148.84</b>	<b>\$ 642,544.96</b>	<b>\$ 1,351,727.04</b>	<b>67.8%</b>
ADMIN COSTS (8.228%)	\$ 144,514.00	\$ 27,424.17	\$ 47,616.14	\$ 96,897.86	67.1%
<b>GRAND TOTAL</b>	<b>\$ 2,138,786.00</b>	<b>\$ 367,573.01</b>	<b>\$ 690,161.10</b>	<b>\$ 1,448,624.90</b>	<b>67.7%</b>

IN KIND NEEDED	\$ 534,696.00
IN KIND GENERATED	\$ 5,709.79
IN KIND (SHORT)/LONG	\$ (528,986.21)

PROCUREMENT CARD EXPENSE \$ 9,435.55 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	10,839.19	25,351.13	962.72	37,153.04	37,282.51

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,431.00	\$ 1,646.24	\$ 8,693.43	\$ 6,737.57	43.7%
SUPPLIES	\$ 1,897.00	\$ -	\$ -	\$ 1,897.00	100.0%
OTHER	\$ 6,423.00	\$ 6,823.78	\$ 11,227.49	\$ (4,804.49)	-74.8%
<b>GRAND TOTAL</b>	<b>\$ 23,751.00</b>	<b>\$ 8,470.02</b>	<b>\$ 19,920.92</b>	<b>\$ 3,830.08</b>	<b>16.1%</b>

IN KIND NEEDED	\$ 5,938.00
IN KIND GENERATED	\$ 11,730.00
IN KIND (SHORT)/LONG	\$ 5,792.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 275,456.00	\$ 44,860.56	\$ 124,111.73	\$ 151,344.27	54.9%
BENEFITS	\$ 170,225.00	\$ 25,114.13	\$ 69,760.41	\$ 100,464.59	59.0%
OUT OF AREA TRAVEL		\$ 2,162.58	\$ 2,162.58	\$ (2,162.58)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 11,000.00	\$ 772.87	\$ 3,345.25	\$ 7,654.75	69.6%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 56,932.00	\$ 11,397.31	\$ 27,198.81	\$ 29,733.19	52.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 513,613.00</b>	<b>\$ 84,307.45</b>	<b>\$ 226,578.78</b>	<b>\$ 287,034.22</b>	<b>55.9%</b>
ADMIN COSTS (8.228%)	\$ 36,670.00	\$ 5,757.52	\$ 15,951.80	\$ 20,718.20	56.5%
<b>GRAND TOTAL</b>	<b>\$ 550,283.00</b>	<b>\$ 90,064.97</b>	<b>\$ 242,530.58</b>	<b>\$ 307,752.42</b>	<b>55.9%</b>
IN KIND NEEDED	\$ 137,571.00				
IN KIND GENERATED	\$ 44,305.68				
IN KIND (SHORT)/LONG	\$ (93,265.32)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 192.52	\$ 24.31	\$ 5.19	\$ 222.02	\$ 822.47

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 6,886.00	\$ (1,645.60)	\$ 3,758.39	\$ 3,127.61	45.4%
SUPPLIES	\$ 691.00	\$ -	\$ -	\$ 691.00	100.0%
OTHER	\$ 5,937.00	\$ 4,555.27	\$ 5,529.08	\$ 407.92	6.9%
<b>GRAND TOTAL</b>	<b>\$ 13,514.00</b>	<b>\$ 2,909.67</b>	<b>\$ 9,287.47</b>	<b>\$ 4,226.53</b>	<b>31.3%</b>

IN KIND NEEDED	\$ 3,379.00
IN KIND GENERATED	\$ 8,352.00
IN KIND (SHORT)/LONG	\$ 4,973.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	100.0%
OTHER					
FACILITIES/CONST.	\$ 30,000.00	\$ 2,748.03	\$ 15,249.74	\$ 14,750.26	49.2%
TOTAL DIRECT COSTS	<u>\$ 150,000.00</u>	<u>\$ 2,748.03</u>	<u>\$ 15,249.74</u>	<u>\$ 134,750.26</u>	<u>89.8%</u>
GRAND TOTAL	<u>\$ 150,000.00</u>	<u>\$ 2,748.03</u>	<u>\$ 15,249.74</u>	<u>\$ 134,750.26</u>	<u>89.8%</u>
IN KIND NEEDED	\$ 37,500.00				
IN KIND GENERATED	\$ 49,739.22				
IN KIND (SHORT)/LONG	\$ 12,239.22				



College of Southern Idaho  
Head Start/Early Head Start  
998 Washington St N  
PO Box 1238  
Twin Falls, Idaho 83303-1238  
208-736-0741



October 17, 2016

Patricia Fisher  
Grants Officer  
Administration for Children and Families  
Office of Grants Management  
701 Fifth Avenue, Suite 1600, MS-72  
Seattle, WA 98104

RE: Grant No. 10CH0164

To whom it may concern:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved the revision of the supplemental application and request for Extended Duration of Services in Head Start per ACF-PI-HS-16-02. We understand that it was mandated that all programs cut their "ask" by 33%. This application does meet the requirement.

We are excited about the direction our program is taking, and the increased opportunities it allows families in our service area. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

Jeff Harmon  
Vice President of Administration  
College of Southern Idaho  
Head Start /Early Head Start





### Certification of Health and Safety Screening

Grant Number: 10CH010422

Grantee Name: College of Southern Idaho

The signatures below attest that our agency has completed a health and safety screening of each site where children receive Head Start/Early Head Start services, consistent with the terms and conditions of the Notice of Award (NOA).

Our agency commits to maintaining compliance with local, state, and federal health and safety requirements.

Board Chair/Tribal Chair

Date

Policy Council Chair

Date

Head Start Director

Date

Early Head Start Director

Date

*[Handwritten signatures in blue ink]*

10/5/16

10/5/16



October 17, 2016

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

From: Jeffrey M. Harmon 

Re: LED Parking Lot Lights

We advertised for LED lights to be installed in the parking lots on campus, we received seven bids:

Gietzen Electric, Inc.	Buhl, Idaho	\$117,413
Heider Electric, Inc.	Twin Falls, Idaho	\$118,850
Freedom Electric, Inc.	Jerome, Idaho	\$119,575
Heglar Creek Electric, LLC	Burley, Idaho	\$123,123
Electric One West, Inc.	Twin Falls, Idaho	\$150,580
Magic Valley Electric	Jerome, Idaho	\$158,030
Wheeler Electric, Inc.	Idaho Falls, Idaho	\$216,125

Based upon the recommendation of Allen Scherbinske and Spencer Cutler, I recommend that we accept the low bid from Gietzen Electric, Inc. of Buhl, Idaho in the amount of \$117,413 to install new LED lighting in all campus parking lots.

Funding for this project is from the Idaho State Division of Public Works Project Number 17090.