



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

February 27, 2017

## 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 – JANUARY 17<sup>TH</sup>, 2017: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – JANUARY 17<sup>TH</sup>, 2017: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

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

### OPEN FORUM

### UNFINISHED BUSINESS

CSI BOARD OF TRUSTEES POLICIES AND PROCEDURES MANUAL UPDATE:

(I) *Laird Stone and Jack Nelsen*

### NEW BUSINESS

LARGE AREA MOWERS (2) BID: (A) *Jeff Harmon*

RUCKUS WIRELESS ACCESS POINTS BID: (A) *Jeff Harmon*

INTERNATIONAL STUDENT SERVICES UPDATE: (I) *Keith Quatraro*

EMERGENCY PROCEDURES INFORMATION UPDATE: (I) *Jim Munn*

LEGISLATIVE UPDATE: (I) *President Fox*

### REMARKS FOR THE GOOD OF THE ORDER

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

### ADJOURNMENT

**College of Southern Idaho Head Start/ Early Head Start  
Program Summary For January 2017**

**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**

January Head Start Overall Attendance	79%
January Head Start Self Transport Attendance	78%
January EHS Toddler Combo Attendance	78%

**Meals and Snacks**

Total meals served for January	4,521
Total snacks served for January	4,150

**Program Notes**

**Education**

Parents and staff continue to work on child goals and progress toward getting children ready for Kindergarten. The second period of the Child Observation Record, the program's ongoing assessment for children, is over on February 10th. Progress reports will be available in March on mid-year outcomes.

**Annual Self-Assessment**

Each year The College of Southern Idaho Head Start conducts an internal overview of all programs and services provided. Parents, community members, and staff conduct the assessment at each site within the program. Self-Assessment tasks may include:

- Inspecting facilities and playgrounds for safety
- Monitoring classroom activities and curriculum
- Inspecting the kitchen and food services
- Reviewing files and documents
- Monitoring bus routes and inspecting buses
- Conducting interviews of staff, parents, community partners, and governing boards

**Disabilities**

As of Monday 2/13/17

The Head start Act requires that at least 10 percent of the children enrolled in Head start are children with disabilities.

If an agency has both Early Head Start and Head Start Programs, each program should

conduct recruiting that will contribute proportionally to achieving the 10 percent enrollment level.

**Total number of children in the program: 576**

**Total number of children on IEP/IFSP: 58**

Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special ed education and related services: **43**

Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA): **15**

**Number of referrals done: 16**

Of those referred: 3 qualified for special education services

8 did not qualify for special education services

5 are still in the process of evaluation

**Documents for Board Review and Approval: Financial Reports; Annual Report**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,339,920.00	\$ 84,782.71	\$ 84,782.71	\$ 2,255,137.29	96.4%
BENEFITS	\$ 1,586,210.00	\$ 43,682.29	\$ 43,682.29	\$ 1,542,527.71	97.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 2,266.99	\$ 2,266.99	\$ 53,191.01	95.9%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 426,580.00	\$ 43,310.95	\$ 43,310.95	\$ 383,269.05	89.8%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,408,168.00</b>	<b>\$ 174,042.94</b>	<b>\$ 174,042.94</b>	<b>\$ 4,234,125.06</b>	<b>96.1%</b>
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ -	\$ -	\$ 353,800.00	100.0%
<b>GRAND TOTAL</b>	<b>\$ 4,761,968.00</b>	<b>\$ 174,042.94</b>	<b>\$ 174,042.94</b>	<b>\$ 4,587,925.06</b>	<b>96.3%</b>
IN KIND NEEDED	\$ 1,190,492.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (1,190,492.00)				
PROCUREMENT CARD EXPENSE	\$ -	0% of Total Expense. Detailed report available upon request.			
USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	<b>3,399.13</b>	<b>417.91</b>	-	<b>3,817.04</b>	<b>3,817.04</b>

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 1,019.78	\$ 1,019.78	\$ 26,320.22	96.3%
SUPPLIES	\$ 3,434.00	\$ 29.87	\$ 29.87	\$ 3,404.13	99.1%
OTHER	\$ 20,776.00	\$ 659.56	\$ 659.56	\$ 20,116.44	96.8%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 1,709.21</b>	<b>\$ 1,709.21</b>	<b>\$ 49,840.79</b>	<b>96.7%</b>
IN KIND NEEDED	\$ 12,888.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (12,888.00)				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 553,707.00	\$ 45,856.06	\$ 45,856.06	\$ 507,850.94	91.7%
BENEFITS	\$ 357,120.00	\$ 26,817.91	\$ 26,817.91	\$ 330,302.09	92.5%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 302.50	\$ 302.50	\$ 32,757.50	99.1%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,125.00	\$ 6,700.84	\$ 6,700.84	\$ 144,424.16	95.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,095,012.00</b>	<b>\$ 79,677.31</b>	<b>\$ 79,677.31</b>	<b>\$ 1,015,334.69</b>	<b>92.7%</b>
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ -	\$ -	\$ 82,885.00	100.0%
<b>GRAND TOTAL</b>	<b>\$ 1,177,897.00</b>	<b>\$ 79,677.31</b>	<b>\$ 79,677.31</b>	<b>\$ 1,098,219.69</b>	<b>93.2%</b>
IN KIND NEEDED	\$ 294,474.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (294,474.00)				

  

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total for All Centers	\$ 53.98	\$ 14.65	\$ -	\$ 68.63	\$ 137.26

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 12,650.00	\$ 431.75	\$ 431.75	\$ 12,218.25	96.6%
SUPPLIES	\$ 1,480.00	\$ 164.54	\$ 164.54	\$ 1,315.46	88.9%
OTHER	\$ 14,797.00	\$ 113.00	\$ 113.00	\$ 14,684.00	99.2%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 709.29</b>	<b>\$ 709.29</b>	<b>\$ 28,217.71</b>	<b>97.5%</b>
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (7,232.00)				

**General Fund YTD Board**

YEAR: 1617

**Statement of Revenue and Expenses**

Acct Month: 7

Wednesday, February 15, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$9,435,640.85)	(\$8,965,753.36)	(\$11,713,000.00)	(\$2,747,246.64)	23.45%
County Tuition	(\$1,521,270.31)	(\$1,714,825.76)	(\$1,632,000.00)	\$82,825.76	-5.08%
State Funds	(\$18,813,307.08)	(\$20,506,294.17)	(\$20,648,000.00)	(\$141,705.83)	0.69%
County Property Tax	(\$3,825,262.13)	(\$4,204,893.77)	(\$6,870,400.00)	(\$2,665,506.23)	38.80%
Grant Management Fees	(\$317,513.24)	(\$222,489.28)	(\$560,000.00)	(\$337,510.72)	60.27%
Other	(\$301,517.44)	(\$384,777.25)	(\$443,600.00)	(\$58,822.75)	13.26%
Unallocated Tuition	(\$1,667,211.45)	(\$1,896,237.21)	\$0.00	\$1,896,237.21	0.00%
Departmental Revenues	(\$672,000.48)	(\$628,286.33)	(\$808,000.00)	(\$179,713.67)	22.24%

**Total Revenue** (\$36,553,722.98) (\$38,523,557.13) (\$42,675,000.00) (\$4,151,442.87) 9.73%

**Expenditures**

**Personnel**

Salaries	\$11,473,876.23	\$12,125,851.38	\$22,064,200.00	\$9,938,348.62	45.04%
Variable Fringe	\$2,378,126.46	\$2,507,805.60	\$4,513,400.00	\$2,005,594.40	44.44%
Health Insurance	\$2,129,135.14	\$2,562,599.21	\$4,799,800.00	\$2,237,200.79	46.61%

**Total Personnel** \$15,981,137.83 \$17,196,256.19 \$31,377,400.00 \$14,181,143.81 45.20%

**Expense Categories**

Services	\$1,587,309.71	\$2,199,028.40	\$2,955,450.00	\$756,421.60	25.59%
Supplies	\$529,889.15	\$779,277.66	\$1,264,750.00	\$485,472.34	38.38%
Other	\$529,899.65	\$325,787.10	\$571,000.00	\$245,212.90	42.94%
Capital	\$265,705.83	\$485,539.21	\$1,523,000.00	\$1,037,460.79	68.12%
Institutional Support	\$4,054,019.72	\$4,115,672.61	\$4,983,400.00	\$867,727.39	17.41%
Transfers	\$32,226.68	(\$89,595.15)	\$0.00	\$89,595.15	0.00%

**Total Expense Categories** \$6,999,050.74 \$7,815,709.83 \$11,297,600.00 \$3,481,890.17 30.82%

**Total Expenditures** \$22,980,188.57 \$25,011,966.02 \$42,675,000.00 \$17,663,033.98 41.39%

**Rev/Expense Total** (\$13,573,534.41) (\$13,511,591.11) \$0.00 \$13,511,591.11 0.00%



# College of Southern Idaho

## Board of Trustees Policies

### BP.09 Meetings

#### .04 Rules of Order

- All meetings of the Board of Trustees will be conducted in the manner prescribed by the Idaho Code. However, should an issues concerning parliamentary procedure arise that is not addressed by Idaho Code, *Robert's Rules of Order* will be used as a guideline.
- It is expected that all attendees at the meetings will observe the commonly accepted rules of civility to provide orderly and respectful interaction in public settings.
- The chairperson has the duty to preserve order and decorum in the meeting. This includes the removal of any individual or individuals disrupting the order and decorum.

### BP.10 Code of Ethics (We are suggesting the following addition to the existing policy.)

- The Board of Trustees believes:
  1. That it derives its authority from, and is accountable to, the community and that it must always act as an advocate on behalf of the entire community, honestly debate issues that affect it, and speaks with one voice once a decision or policy is made.
  2. That its behavior, and that of its members, exemplifies the principles of ethical trusteeship.

February 27, 2017

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

From: Jeff Harmon 

Re: Large Area Mowers

We advertised for the purchase of two large area lawn mowers, a 14ft wide area rotary mower and a 72 inch front-mount rotary mower. We received one bid as follows:

RMT Equipment	Boise, Idaho	\$99,090.00
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Based on the review of the proposals by Allen Scherbinske and Spencer Cutler, I recommend that we accept the bid from RMT Equipment of Boise, Idaho in the amount of \$99,090.00.

Funding for this purchase comes from the plant facility department's capital outlay budget.



February 27, 2017

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

From: Jeff Harmon



Re: Ruckus Wireless Access Points

We advertised for the purchase of 140 indoor wireless access points and 20 outdoor wireless access points. We received two bids:

Advanced Systems Group	Denver, Colorado	\$138,420.00
White Cloud Communications	Twin Falls, Idaho	\$156,680.00

Based on the review of the proposals by Kevin Mark and Bruce Nukaya, I recommend that we accept the low bid from Advanced Systems Group of Denver, Colorado in the amount of \$138,420.00.

Funding for this comes from the newly awarded Title III grant, Student Tech Funds, and the General Fund.