

**AGENDA**

**Board of Trustees**  
Karl Kleinkopf, Chair  
Bob Keegan  
Laird Stone  
Jan Mittleider  
Jack Nelsen

**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.

- |              |  |  |
|--------------|--|--|
| <b>I.</b>    | <b>CALL TO ORDER</b>                                   | <b>Chairman Kleinkopf</b><br>3:00PM/President’s Board Room |
| <b>II.</b>   | <b>RECESS TO EXECUTIVE SESSION</b>                     | <b>Chairman Kleinkopf</b><br>President’s Board Room        |
| <b>III.</b>  | <b>RECONVENE REGULAR MEETING</b>                       | <b>Chairman Kleinkopf</b><br>4:00PM/Taylor Room #277       |
| <b>IV.</b>   | <b>APPROVAL OF MEETING AGENDA</b>                      | <b>Chairman Kleinkopf</b>                                  |
| <b>V.</b>    | <b>ACTION ITEMS</b>                                    |  |
| <b>A.</b>    | <b>Minutes</b>   | <b>Jeff Harmon</b>   |
|              | ◆ Regular Meeting – July 17, 2017                      |  |
|              | ◆ Executive Session – July 17, 2017                    |  |
|              | ◆ Special Session – August 10 & 11, 2017 (Idaho Falls) |  |
| <b>B.</b>    | <b>Treasurer’s Report</b>                              | <b>Jeff Harmon</b>   |
| <b>C.</b>    | <b>Head Start/Early Head Start Report</b>              | <b>Mancole Fedder</b>                                      |
| <b>VI.</b>   | <b>OPEN FORUM</b>                                      | <b>Chairman Kleinkopf</b>                                  |
| <b>VII.</b>  | <b>UNFINISHED BUSINESS</b>                             |  |
| <b>VIII.</b> | <b>NEW BUSINESS</b>                                    |  |
| <b>A.</b>    | <b>FY18 Budget Hearing (Action)</b>                    | <b>Jeff Harmon</b>   |
| <b>B.</b>    | <b>Dual Credit Academy (Information)</b>               | <b>Cesar Perez &amp; Kendal Nield</b>                      |
| <b>IX.</b>   | <b>REMARKS FOR THE GOOD OF THE ORDER</b>               | <b>Chairman Kleinkopf</b>                                  |
| <b>X.</b>    | <b>PRESIDENT’S REPORT</b>                              | <b>President Fox</b>                                       |
| <b>XI.</b>   | <b>ADJOURNMENT</b>                                     | <b>Chairman Kleinkopf</b>                                  |

## AGENDA

### Board of Trustees

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

### 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.

### I. CALL TO ORDER

**Chairman Kleinkopf**  
3:00PM/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)]
- ◆ Deliberate regarding an acquisition of an interest in real property [Idaho Code 74-206 (1)(c)]
- ◆ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code 74-206 (1)(f)]

### II. ADJOURNMENT

**Chairman Kleinkopf**

**General Fund YTD Board**

YEAR: 1718

**Statement of Revenue and Expenses**

Acct Month: 1

Tuesday, August 15, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$726,267.80)	(\$27,724.50)	\$0.00	\$27,724.50	0.00%
County Tuition	(\$566,429.15)	\$1,800.00	\$0.00	(\$1,800.00)	0.00%
State Funds	(\$20,070,011.42)	(\$14,481,344.72)	\$0.00	\$14,481,344.72	0.00%
County Property Tax	\$153,627.02	\$2,317,843.64	\$0.00	(\$2,317,843.64)	0.00%
Grant Management Fees	(\$2,000.00)	\$0.00	\$0.00	\$0.00	0.00%
Other	(\$29,188.84)	(\$40,165.47)	\$0.00	\$40,165.47	0.00%
Unallocated Tuition	(\$3,982,200.87)	(\$339,717.67)	\$0.00	\$339,717.67	0.00%
Departmental Revenues	(\$281,016.73)	(\$143,625.56)	\$0.00	\$143,625.56	0.00%

**Total Revenue** (\$25,503,487.79) (\$12,712,934.28) \$0.00 \$12,712,934.28 0.00%

**Expenditures**

**Personnel**

Salaries	\$1,516,942.12	\$1,588,550.67	\$0.00	(\$1,588,550.67)	0.00%
Variable Fringe	\$331,944.89	\$346,985.13	\$0.00	(\$346,985.13)	0.00%
Health Insurance	\$346,178.18	\$370,332.40	\$0.00	(\$370,332.40)	0.00%

**Total Personnel** \$2,195,065.19 \$2,305,868.20 \$0.00 (\$2,305,868.20) 0.00%

**Expense Catagories**

Services	\$469,353.71	\$432,201.90	\$0.00	(\$432,201.90)	0.00%
Supplies	\$56,441.25	\$200,635.04	\$0.00	(\$200,635.04)	0.00%
Other	\$28,612.10	\$5,934.18	\$0.00	(\$5,934.18)	0.00%
Capital	\$2,035.10	\$46,324.00	\$0.00	(\$46,324.00)	0.00%
Institutional Support	\$305,405.81	\$328,429.38	\$0.00	(\$328,429.38)	0.00%

**Total Expense Catagories** \$861,847.97 \$1,013,524.50 \$0.00 (\$1,013,524.50) 0.00%

**Total Expenditures** \$3,056,913.16 \$3,319,392.70 \$0.00 (\$3,319,392.70) 0.00%

**Rev/Expense Total** (\$22,446,574.63) (\$9,393,541.58) \$0.00 \$9,393,541.58 0.00%

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

**Enrollment**

Head Start ACF Federal Funded	*Out for Summer Break
Head Start TANF	*Out for Summer Break
Early Head Start	92
<b>Total</b>	<b>92</b>

**Program Options**

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

**Head Start Attendance**

July Head Start Overall Attendance	*Out for Summer Break
July Head Start Self Transport Attendance	*Out for Summer Break
July EHS Toddler Combo Attendance	82%

**Meals and Snacks**

Total meals served for July	208
Total snacks served for July	209

**Program Notes**

Upcoming approvals include: the FY2018 Head Start/Early Head Start grant (September board meeting), Board and Policy council joint governance training (November), Community Assessment (October board meeting). The program's first day of class will be August 17, 2017.

We are planning several capital improvements and equipment purchases which requires a request for budget modification from Region X. Projects could include: Playground and playground poured in place soft fall; TFC kitchen remodel and all associated fees; chip seal parking lots; concrete step work; HVAC system; sprinkler system. The funds are made available because of a robust savings year to date in personnel costs.

Update to Bus driver qualifications and the Post-Offer Job Employment Screening. All bus drivers have seen the assessment and to-date I have not heard of or received any negative feedback with this requirement.

**Documents for Board Review and Approval:** Financial Reports; Budget modification request

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,690,047.00	\$ 205,697.72	\$ 1,326,110.27	\$ 1,363,936.73	50.7%
BENEFITS	\$ 1,832,591.00	\$ 121,800.75	\$ 779,060.46	\$ 1,053,530.54	57.5%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ 5,179.39	\$ (5,179.39)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 63,118.00	\$ 5,498.18	\$ 52,962.51	\$ 10,155.49	16.1%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 469,953.00	\$ 18,098.43	\$ 253,741.75	\$ 216,211.25	46.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,055,709.00</b>	<b>\$ 351,095.08</b>	<b>\$ 2,417,054.38</b>	<b>\$ 2,638,654.62</b>	<b>52.2%</b>
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 29,795.42	\$ 189,785.92	\$ 177,965.08	48.4%
<b>GRAND TOTAL</b>	<b>\$ 5,423,460.00</b>	<b>\$ 380,890.50</b>	<b>\$ 2,606,840.30</b>	<b>\$ 2,816,619.70</b>	<b>51.9%</b>

IN KIND NEEDED	\$ 1,471,991.00
IN KIND GENERATED	\$ 673,310.18
IN KIND (SHORT)/LONG	\$ (798,680.82)

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	-	142.05	-	142.05	79,072.34

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 612.05	\$ 19,769.11	\$ 7,570.89	27.7%
SUPPLIES	\$ 3,434.00	\$ 425.00	\$ 610.00	\$ 2,824.00	82.2%
OTHER	\$ 20,776.00	\$ 348.81	\$ 22,336.45	\$ (1,560.45)	-7.5%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 1,385.86</b>	<b>\$ 42,715.56</b>	<b>\$ 8,834.44</b>	<b>17.1%</b>

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 9,748.00
IN KIND (SHORT)/LONG	\$ (3,140.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 561,596.00	\$ 47,648.61	\$ 329,034.59	\$ 232,561.41	41.4%
BENEFITS	\$ 367,375.00	\$ 27,684.90	\$ 193,015.94	\$ 174,359.06	47.5%
OUT OF AREA TRAVEL		\$ -	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 925.33	\$ 10,706.86	\$ 22,353.14	67.6%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 151,126.00	\$ 4,949.16	\$ 65,913.78	\$ 85,212.22	56.4%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,113,157.00</b>	<b>\$ 81,208.00</b>	<b>\$ 598,709.59</b>	<b>\$ 514,447.41</b>	<b>46.2%</b>
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,882.70	\$ 47,087.24	\$ 29,431.76	38.5%
<b>GRAND TOTAL</b>	<b>\$ 1,189,676.00</b>	<b>\$ 88,090.70</b>	<b>\$ 645,796.83</b>	<b>\$ 543,879.17</b>	<b>45.7%</b>

IN KIND NEEDED	\$ 297,419.00
IN KIND GENERATED	\$ 332,745.54
IN KIND (SHORT)/LONG	\$ 35,326.54

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ -	\$ 201.02	\$ 11.45	\$ 212.47	\$ 3,127.57

**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	\$ 6,879.80	\$ 13,716.40	\$ (1,066.40)	-8.4%
SUPPLIES	\$ 1,480.00	\$ 1,431.81	\$ 1,612.68	\$ (132.68)	-9.0%
OTHER	\$ 14,797.00	\$ 2,847.75	\$ 6,565.36	\$ 8,231.64	55.6%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 11,159.36</b>	<b>\$ 21,894.44</b>	<b>\$ 7,032.56</b>	<b>24.3%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 14,047.00
IN KIND (SHORT)/LONG	\$ 6,815.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ -	\$ -	\$ 293,300.00	100.0%
SUPPLIES	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	100.0%
OTHER			\$ -		
STAFF TRAINING	\$ 43,585.00	\$ -	\$ 22,874.04	\$ 20,710.96	47.5%
FACILITIES	\$ 48,291.00	\$ 4,225.37	\$ 4,225.37	\$ 44,065.63	91.3%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 4,225.37</u>	<u>\$ 27,099.41</u>	<u>\$ 374,076.59</u>	<u>93.2%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 4,225.37</u>	<u>\$ 27,099.41</u>	<u>\$ 374,076.59</u>	<u>93.2%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	<u>\$ (100,294.00)</u>				