

AGENDA

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

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.

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|--|---|
| I. CALL TO ORDER | Chairman Keegan
3:00PM/President’s Board Room – Taylor #112 |
| II. RECESS TO EXECUTIVE SESSION | Chairman Keegan
President’s Board Room |
| III. RECONVENE REGULAR MEETING | Chairman Keegan
4:00PM/Taylor Building, Room #276 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Keegan |
| V. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| May 21, 2018 | |
| Approval of Treasurer’s Report | Jeff Harmon |
| Approval of Head Start/Early Head Start Report | Mancole Fedder |
| VI. OPEN FORUM | Chairman Keegan |
| VII. UNFINISHED BUSINESS | |
| VIII. NEW BUSINESS | |
| Action Items | |
| 1. July 2018 Continuing Budget Resolution | Jeff Harmon |
| Information Items | |
| 1. Facility Feasibility Presentation | Dr. Schwarz & Clint Sievers |
| 2. Board Self-Evaluation Report | Bob Keegan |
| IX. REMARKS FOR THE GOOD OF THE ORDER | Chairman Keegan |
| X. PRESIDENT’S REPORT | President Fox |
| XI. ADJOURNMENT | Chairman Keegan |

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I. CALL TO ORDER

Chairman Keegan
3:00p.m./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)]

II. ADJOURNMENT

Chairman Keegan



General Fund Board Report

As of May 31, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,001,959)	(\$11,416,832)	(\$11,206,200)	\$210,632	(1.88)%
County Tuition	(\$1,967,977)	(\$1,762,750)	(\$1,698,700)	\$64,050	(3.77)%
State Funds	(\$20,556,294)	(\$21,787,379)	(\$21,472,200)	\$315,179	(1.47)%
County Property Tax	(\$4,623,074)	(\$4,825,654)	(\$7,179,900)	(\$2,354,246)	32.79%
Grant Management Fees	(\$447,238)	(\$510,356)	(\$540,000)	(\$29,644)	5.49%
Other	(\$555,740)	(\$745,308)	(\$411,000)	\$334,308	(81.34)%
Unallocated Tuition	(\$1,048,325)	(\$1,574,832)	\$0	\$1,574,832	-
Departmental Revenues	(\$862,044)	(\$729,364)	(\$715,000)	\$14,364	(2.01)%
Total Revenue	(\$41,062,651)	(\$43,352,475)	(\$43,223,000)	\$129,475	(0.30)%
Expenses					
Personnel Expense					
Salaries	\$19,471,720	\$19,950,856	\$22,387,600	\$2,436,744	10.88%
Variable Fringe	\$3,988,115	\$4,081,715	\$4,588,000	\$506,285	11.03%
Health Insurance	\$4,025,643	\$4,173,753	\$5,017,400	\$843,647	16.81%
Total Personnel Expense	\$27,485,478	\$28,206,323	\$31,993,000	\$3,786,677	11.84%
Operating Expense					
Services	\$3,227,701	\$3,397,386	\$3,446,750	\$49,364	1.43%
Supplies	\$1,150,514	\$1,544,440	\$1,641,450	\$97,010	5.91%
Other	\$466,225	\$27,451	\$0	(\$27,451)	-
Capital	\$636,881	\$443,672	\$1,020,400	\$576,728	56.52%
Institutional Support	\$4,444,294	\$4,575,128	\$5,121,400	\$546,272	10.67%
Transfers	\$0	\$33,300	\$0	(\$33,300)	-
Total Operating Expense	\$9,925,614	\$10,021,377	\$11,230,000	\$1,208,623	10.76%
Total Expense	\$37,411,092	\$38,227,700	\$43,223,000	\$4,995,300	11.56%
Rev/Expense Total	(\$3,651,559)	(\$5,124,775)	\$0	\$5,124,775	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for May 2018



Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
Total	576

Program Options

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

Head Start Attendance

May Head Start Overall Attendance	85%
May Head Start Self Transport Attendance	87%
May EHS Toddler Combo Attendance	85%
Number of IEP's/IFSP's	49

Meals and Snacks

Total meals served for May	6,174
Total snacks served for May	3,435

Program Notes

Facilities

The Appraisal has come back for the West End facility. The next steps are to write a narrative as to what the program would like to do with the building. At this point we are leaning towards selling it. The proceeds may be used to purchase property to build on, purchase existing space if found or returned to the federal government.

The Hagerman School District has informed us that the classroom space that we have occupied for the last several years is no longer available. They simply have outgrown their school and need the classroom. We are going to move those slots back to Wendell where they originated from.

Transportation

The legal sealed bid process has begun for the program vehicles and busses we are liquidating. The opening will be on June 26.

Documents for Board Review and Approval: Financial Reports, West End, Hagerman, EHS Twin Falls to Power slot movement, Merit (1.4%)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,618,170.00	\$ 215,751.48	\$ 930,969.70	\$ 1,687,200.30	64.4%
BENEFITS	\$ 1,791,666.00	\$ 123,522.37	\$ 531,865.02	\$ 1,259,800.98	70.3%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 115,205.00	\$ 3,701.44	\$ 25,199.49	\$ 90,005.51	78.1%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 496,335.00	\$ 36,989.91	\$ 186,780.07	\$ 309,554.93	62.4%
TOTAL DIRECT COSTS	\$ 5,021,376.00	\$ 379,965.20	\$ 1,674,814.28	\$ 3,346,561.72	66.6%
ADMIN COSTS (9.0%)	\$ 402,084.00	\$ 30,259.85	\$ 132,226.91	\$ 269,857.09	67.1%
GRAND TOTAL	\$ 5,423,460.00	\$ 410,225.05	\$ 1,807,041.19	\$ 3,616,418.81	66.7%

IN KIND NEEDED	\$ 1,368,752.00
IN KIND GENERATED	\$ 753,952.95
IN KIND (SHORT)/LONG	\$ (614,799.05)

PROCUREMENT CARD EXPENSE \$ 11,816.05 3% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	796.25	19,870.33	2,638.23	23,304.81	81,340.82

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 33,624.00	\$ 496.34	\$ 11,677.33	\$ 21,946.67	65.3%
SUPPLIES	\$ 2,609.00	\$ 17.21	\$ 114.31	\$ 2,494.69	95.6%
OTHER	\$ 15,317.00	\$ 443.36	\$ 9,098.59	\$ 6,218.41	40.6%
GRAND TOTAL	\$ 51,550.00	\$ 956.91	\$ 20,890.23	\$ 30,659.77	59.5%

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 5,132.00
IN KIND (SHORT)/LONG	\$ (7,756.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 579,081.00	\$ 46,006.33	\$ 235,068.01	\$ 344,012.99	59.4%
BENEFITS	\$ 375,897.00	\$ 25,857.98	\$ 131,730.26	\$ 244,166.74	65.0%
OUT OF AREA TRAVEL		\$ 225.00	\$ 225.00	\$ (225.00)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 17,562.00	\$ 466.14	\$ 2,728.34	\$ 14,833.66	84.5%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 131,188.00	\$ 11,023.25	\$ 39,276.47	\$ 91,911.53	70.1%
TOTAL DIRECT COSTS	\$ 1,103,728.00	\$ 83,578.70	\$ 409,028.08	\$ 694,699.92	62.9%
ADMIN COSTS (9.0%)	\$ 85,948.00	\$ 6,467.79	\$ 33,011.84	\$ 52,936.16	61.6%
GRAND TOTAL	\$ 1,189,676.00	\$ 90,046.49	\$ 442,039.92	\$ 747,636.08	62.8%
IN KIND NEEDED	\$ 297,419.00				
IN KIND GENERATED	\$ 174,438.86				
IN KIND (SHORT)/LONG	\$ (122,980.14)				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 23.56	\$ 1,128.26	\$ 142.21	\$ 1,294.03	\$ 3,741.89

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 13,694.00	\$ -	\$ 3,389.49	\$ 10,304.51	75.2%
SUPPLIES	\$ 2,379.00	\$ 3.36	\$ 1,440.23	\$ 938.77	39.5%
OTHER	\$ 12,854.00	\$ 720.00	\$ 2,520.00	\$ 10,334.00	80.4%
GRAND TOTAL	\$ 28,927.00	\$ 723.36	\$ 7,349.72	\$ 21,577.28	74.6%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 8,985.00
IN KIND (SHORT)/LONG	\$ 1,753.00

June 18, 2018

TO: President Fox and the College of Southern Idaho Board of Trustees
FROM: Jeff Harmon, Vice President of Finance & Administration
RE: Continuing Budget Resolution

Each year we ask the Board for a continuing budget resolution to allow us to operate on the previous year's budget for July of the next fiscal year. While much of the budget work must 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 July 1, we have pre-close out information to make projections on future expenditures;
2. We will not get the most current numbers from our counties for new construction dollar values until early July. We need those numbers to certify our property tax assessment.

Based on the above, I respectfully request the Board approve a continuing budget resolution for July 2018 until our fiscal year 2019 budget is set.