



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

July 18, 2016

EXECUTIVE SESSION
(No Executive Session)

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 – JUNE 20TH, 2016: (A) *Kristy Carpenter*

MINUTES – REGULAR MEETING – JUNE 20TH, 2016: (A) *Kristy Carpenter*

TREASURER'S REPORT: (A) *Kristy Carpenter*

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

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

SUMMER MAINTENANCE PROJECTS: (I) *Allen Scherbinske*

CSI ELECTRONIC SIGN BID UPDATE: (I) *Doug Maughan, Kim LaPray & Erin Giesler*

CSI CAMPUS ENTRIES FACELIFT: (I) *Doug Maughan, Kim LaPray & Erin Giesler*

CSI FLAG REDESIGN WITH NEW LOGO: (I) *Doug Maughan, Kim LaPray & Erin Giesler*

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JULY REGULAR BOARD OF TRUSTEES MEETING
July 18, 2016

CALL TO ORDER: 4:00 p.m. Presiding: Karl Kleinkopf

ATTENDING:

Trustees: Karl Kleinkopf, Dr. Thad Scholes, Bob Keegan and
Jan Mittleider

College Administration:

Robert Alexander, Board Attorney

Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer

Curtis Eaton, Special Assistant to the President

Employees, visitors and media - Attached List

APPROVAL OF AGENDA: The agenda was approved as written on MOTION by
Jan Mittleider. Affirmative vote was unanimous.

BOARD MINUTES: The following Board minutes as written were accepted
by the Board.

June 20, 2016 Executive Session

June 20, 2016 Regular Session

TREASURER'S REPORT: The Treasurer's report was accepted by the Board
on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board was provide the Head
Start/Early Head Start monthly fiscal and operational reports for
Head Start/Early Head Start.

OPEN FORUM:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Allen Scherbinske updated the Board on the summer maintenance projects.
2. Doug Maughan, Kim LaPray and Erin Giesler updated the Board on signage, entry facelift and flag redesign with our new logo.

REMARKS FOR THE GOOD OF THE ORDER

The President was not in attendance.

ADJOURNMENT was declared at 5:43 p.m.



Jeffrey M. Harmon,
Secretary Treasurer.

Approved: August 15, 2016



Chairman

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
July 18, 2016

Monthly Board Meeting List of Ateendees

Dr. Cindy Bond, Dean of Instruction
Jayson Lloyd, Dean of Instruction
Terry Patterson, Dean of Instruction
Kristy Carpenter, Chief Finance Officer
Dr. Heidi Campbell, Associate Dean of STEM
Eric Nielson, Director of Human Resources
Dr. Teri Fattig, Director, Library & Herrett Center
Allen Scherbinske, Interim Director of Physical Plant
Debra Wilson, Executive Director Foundation
Doug Maughan, Director of Public Information
Jim Munn, Interim Director of Public Safety
Kathy Deahl, Executive Administrative Assistant to the President
Kim LaPray, Public Information Specialist
Julie Wootton, Times News

General Fund YTD Board

YEAR: 1516

Statement of Revenue and Expenses

Acct Month: 12

Wednesday, July 13, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,899,371.67)	(\$11,615,803.40)	(\$10,543,400.00)	\$1,072,403.40	-10.17%
County Tuition	(\$1,429,237.74)	(\$1,581,569.17)	(\$1,356,000.00)	\$225,569.17	-16.63%
State Funds	(\$18,600,604.44)	(\$18,924,473.08)	(\$18,793,300.00)	\$131,173.08	-0.70%
County Property Tax	(\$6,591,210.29)	(\$4,626,188.52)	(\$6,602,700.00)	(\$1,976,511.48)	29.93%
Grant Management Fees	(\$616,176.39)	(\$535,096.21)	(\$550,000.00)	(\$14,903.79)	2.71%
Other	(\$638,449.27)	(\$470,160.14)	(\$407,600.00)	\$62,560.14	-15.35%
Unallocated Tuition	\$0.00	(\$1,372,998.29)	\$0.00	\$1,372,998.29	0.00%
Departmental Revenues	(\$836,008.97)	(\$1,012,636.25)	(\$713,100.00)	\$299,536.25	-42.00%

Total Revenue (\$39,611,058.77) (\$40,138,925.06) (\$38,966,100.00) \$1,172,825.06 -3.01%

Expenditures

Personnel

Salaries	\$20,355,194.29	\$20,386,876.97	\$20,799,200.00	\$412,323.03	1.98%
Variable Fringe	\$4,119,664.70	\$4,167,062.19	\$4,263,200.00	\$96,137.81	2.26%
Health Insurance	\$3,410,339.93	\$3,719,278.87	\$3,929,300.00	\$210,021.13	5.35%

Total Personnel \$27,885,198.92 \$28,273,218.03 \$28,991,700.00 \$718,481.97 2.48%

Expense Categories

Services	\$2,137,531.44	\$2,675,676.65	\$2,689,300.00	\$13,623.35	0.51%
Supplies	\$996,106.51	\$975,800.00	\$1,061,200.00	\$85,400.00	8.05%
Other	\$722,342.43	\$1,053,036.47	\$561,400.00	(\$491,636.47)	-87.57%
Capital	\$567,832.01	\$742,362.26	\$749,300.00	\$6,937.74	0.93%
Institutional Support	\$4,501,715.18	\$4,491,389.05	\$4,913,200.00	\$421,810.95	8.59%
Transfers	\$51,127.52	\$37,043.57	\$0.00	(\$37,043.57)	0.00%

Total Expense Categories \$8,976,655.09 \$9,975,308.00 \$9,974,400.00 (\$908.00) -0.01%

Total Expenditures \$36,861,854.01 \$38,248,526.03 \$38,966,100.00 \$717,573.97 1.84%

Rev/Expense Total (\$2,749,204.76) (\$1,890,399.03) \$0.00 \$1,890,399.03 0.00%

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

Enrollment

Head Start ACF Federal Funded	*Out for Summer Break
Head Start TANF	*Out for Summer Break
Early Head Start	82
Total	82

Program Options

Part-day/ Part-year, Home Based/School District Enhanced, Pre- K, Early Head Start - Home Based, Early Head Start Toddler Combo.

Head Start Attendance

June Head Start Overall Attendance	*Out for Summer Break
June Head Start Self Transport Attendance	*Out for Summer Break
June EHS Toddler Combo Attendance	90%

Meals and Snacks

Total meals served for June	319
Total snacks served for June	277

Program Notes

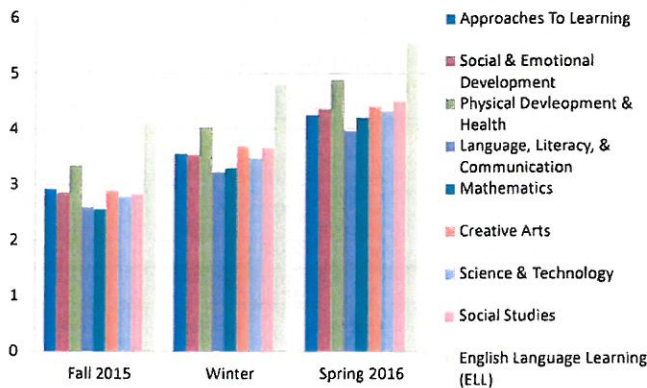
Pre-Service training for staff is August 8-12, 2016. Training will include Highscope Curriculum and challenging behaviors; CLASS observation and improvement techniques for classroom staff; health related topics; leadership and reflective supervision.

Early Head Start

Early Head Start staff are completing the program year on July 31st. They are finishing up the Program Information Report for their program. Children are being transitioned to Head Start if age and income eligible, age 3 by August. If they are not eligible they are being transitioned to child care or other options for the parent. New families will be enrolled the first week of August.

End of year COR Advantage Outcomes Report 2015-2016

**Program End of Year Summary
for Head Start Children**



Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. The anecdotes are scored on a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

Strengths – Emotions, Gross-motor skills, Phonological awareness, Number and counting, Movement, and Geography

Area of Need – Reflection, Speaking, Alphabetic knowledge and Reading

CLASS/PQA – The domain scores are: Emotional Support – 5.91, Classroom Organization – 5.45, and Instructional Support – 2.94

Area of Need – The dimensions that have the most need are Regard for Student Perspectives, Behavior Management, Instructional Learning Formats, Concept Development, Quality of Feedback and Language Modeling

**Documents for Board review and Approval:
Financial Reports**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 813,363.00	\$ 42,381.59	\$ 803,900.10	\$ 9,462.90	1.2%
BENEFITS	\$ 411,858.00	\$ 22,162.11	\$ 394,510.82	\$ 17,347.18	4.2%
OUT OF AREA TRAVEL	\$ -	\$ 7.50	\$ 7.50	\$ (7.50)	
EQUIPMENT	\$ 50,000.00	\$ 2,145.00	\$ 42,295.48	\$ 7,704.52	15.4%
SUPPLIES	\$ 43,663.00	\$ 2,726.86	\$ 30,942.15	\$ 12,720.85	29.1%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 165,625.00	\$ 12,003.57	\$ 196,191.27	\$ (30,566.27)	-18.5%
TOTAL DIRECT COSTS	\$ 1,484,509.00	\$ 81,426.63	\$ 1,467,847.32	\$ 16,661.68	1.1%
ADMIN COSTS (8.228%)	\$ 104,103.00	\$ 5,310.66	\$ 98,904.65	\$ 5,198.35	5.0%
GRAND TOTAL	\$ 1,588,612.00	\$ 86,737.29	\$ 1,566,751.97	\$ 21,860.03	1.4%
IN KIND NEEDED	\$ 397,153.00				
IN KIND GENERATED	\$ 824,741.49				
IN KIND (SHORT)/LONG	\$ 427,588.49				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 122.75	\$ 1.83	\$ 344.93	\$ 469.51	\$ 9,590.93

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 20,212.00	\$ 213.75	\$ 22,517.89	\$ (2,305.89)	-11.4%
SUPPLIES	\$ 2,149.00	\$ -	\$ 88.89	\$ 2,060.11	95.9%
OTHER	\$ 17,121.00	\$ 759.95	\$ 16,875.22	\$ 245.78	1.4%
GRAND TOTAL	\$ 39,482.00	\$ 973.70	\$ 39,482.00	\$ 0.00	0.0%

IN KIND NEEDED	\$ 9,871.00
IN KIND GENERATED	\$ 1,150.00
IN KIND (SHORT)/LONG	\$ (8,721.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,921,261.00	\$ 209,891.12	\$ 3,753,185.75	\$ 168,075.25	4.3%
BENEFITS	\$ 2,248,257.00	\$ 124,823.83	\$ 2,024,568.75	\$ 223,688.25	9.9%
OUT OF AREA TRAVEL	\$ -	\$ (101.57)	\$ 598.52	\$ (598.52)	
EQUIPMENT	\$ 68,000.00	\$ -	\$ 36,365.63	\$ 31,634.37	46.5%
SUPPLIES	\$ 102,562.00	\$ 8,572.24	\$ 160,695.86	\$ (58,133.86)	-56.7%
CONTRACTUAL FACILITIES/CONST.				\$ -	
OTHER	\$ 646,227.00	\$ 31,567.21	\$ 720,563.94	\$ (74,336.94)	-11.5%
TOTAL DIRECT COSTS	\$ 6,986,307.00	\$ 374,752.83	\$ 6,695,978.45	\$ 290,328.55	4.2%
ADMIN COSTS (8.228%)	\$ 510,715.00	\$ 27,540.35	\$ 474,306.95	\$ 36,408.05	7.1%
GRAND TOTAL	\$ 7,497,022.00	\$ 402,293.18	\$ 7,170,285.40	\$ 326,736.60	4.4%

IN KIND NEEDED	\$ 1,874,256.00
IN KIND GENERATED	\$ 2,033,003.05
IN KIND (SHORT)/LONG	\$ 158,747.05

PROCUREMENT CARD EXPENSE \$ 12,775.24 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	5,250.44	320.81	432.55	6,003.80	241,878.27

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 52,779.00	\$ 131.57	\$ 31,166.49	\$ 21,612.51	40.9%
SUPPLIES	\$ 6,424.00	\$ -	\$ 3,985.64	\$ 2,438.36	38.0%
OTHER	\$ 25,004.00	\$ -	\$ 49,054.87	\$ (24,050.87)	-96.2%
GRAND TOTAL	\$ 84,207.00	\$ 131.57	\$ 84,207.00	\$ -	0.0%

IN KIND NEEDED	\$ 21,052.00
IN KIND GENERATED	\$ 35,937.00
IN KIND (SHORT)/LONG	\$ 14,885.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
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FALLS AVE EMC SIGN

MONUMENT SIGN W/ EMC

- **BASE:** UTILIZE EXISTING BRICK BASE & POWER
- **MESSAGE CENTER:** EMC TO BE 12MM FULL COLOR RGB, APPROXIMATELY 5'X10' W/ WIRELESS COMMUNICATION
- **CABINET:** CABINET TO BE DOUBLE-FACE NON-ILLUMINATED CABINET, ALUMINUM PAINTED BLACK.
- **REVEAL** TO BE BRASS/BRASS FINISH
- **LOGO:** CSI EMBLEM TO BE 3" HALO-ILLUMINATED REVERSE CHANNEL LETTERS W/ BRASS FINISH, INT. ILLUM. W/ WHITE LED'S, MOUNTED TO CABINET W/ 1-1/2" STAND-OFFS.
- **LETTERS:** "COLLEGE OF SOUTHERN IDAHO" LETTERS TO BE NON-ILLUMINATED ROUTED BRASS (OR BRASS FINISH METAL) MOUNTED TO CABINET W/ 1/2" STAND-OFFS.

! SURVEY NEEDED

MEASUREMENTS MAY BE SUBJECT TO CHANGE BASED ON INFORMATION OBTAINED IN COMPLETE SURVEY

INSTRUCTIONS FOR BIDDING

- SIGN COMPANY TO BID SCOPE OF WORK AS DESCRIBED ABOVE, MAKING RECOMMENDATIONS ON WEIGHTS AND BRANDS OF MATERIALS USED
- BID TO INCLUDE ALL MATERIALS/LABOR CONNECTED WITH MESSAGE CENTER (NETWORKING EQUIPMENT, TRAINING, ETC.)
- BID TO INCLUDE ALL RELATED LABOR COSTS SUCH AS SURVEYING, PERMITTING, AND EXCAVATION (ROUGH ESTIMATE IS OK)
- BID TO INCLUDE ALL MATERIALS CALLED OUT IN DRAWING. IF ANY MATERIALS ARE NOT INCLUDED IN THE BID, THIS IS TO BE NOTED AT THE TIME OF BIDDING.

THIS DRAWING IS NOT TO BE REPRODUCED, SHARED OR ALTERED WITHOUT PERMISSION FROM THE COLLEGE OF SOUTHERN IDAHO PUBLIC INFORMATION OFFICE

SCALE: 1/2" = 1'

COLLEGE OF SOUTHERN IDAHO