



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

NOVEMBER 16, 2015

EXECUTIVE SESSION

3:00 P.M.

Herrett Center – Eccles Library

BOARD OF TRUSTEES MEETING

4:00 P.M.

Herrett Center – Rick Allen Room

AGENDA

CALL TO ORDER

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

BOARD REORGANIZATION: (A) *Board Members*

- *Chairman*
- *Vice-Chairman*
- *Clerk*
- *Trustee*
- *Trustee*
- *Trustee Designated as CSI Foundation Representative*
- *Trustee Designated as Head Start Representative*
- *Secretary Treasurer*

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AGENDA
CSI BOARD OF TRUSTEES MEETING
NOVEMBER 16, 2015

MINUTES – EXECUTIVE SESSION – OCTOBER 19TH, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – OCTOBER 19TH, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

HEAD START/EARLY HEAD START GRANT APPROVAL: (A) *Mancole Fedder*

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

UNFINISHED BUSINESS

NEW BUSINESS

SPOT WELDER/MIG WELDER BID: (A) *Mike Mason*

COMPUTERIZED ALIGNMENT MACHINE BID: (A) *Mike Mason*

CSI MASTER PLAN UPDATE PRESENTATION BY CTA GROUP: (A) *President Fox*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

General Fund YTD Board

YEAR: 1516

Statement of Revenue and Expenses

Acct Month: 4

Monday, November 09, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$5,021,983.89)	(\$4,776,505.26)	(\$10,543,400.00)	(\$5,766,894.74)	54.70%
County Tuition	(\$554,900.00)	(\$849,849.18)	(\$1,356,000.00)	(\$506,150.82)	37.33%
State Funds	(\$14,306,641.27)	(\$18,746,339.08)	(\$18,793,300.00)	(\$46,960.92)	0.25%
County Property Tax	(\$161,583.71)	(\$185,931.33)	(\$6,602,700.00)	(\$6,416,768.67)	97.18%
Grant Management Fees	(\$179,123.30)	(\$173,454.86)	(\$550,000.00)	(\$376,545.14)	68.46%
Other	(\$194,419.49)	(\$152,237.02)	(\$407,600.00)	(\$255,362.98)	62.65%
Unallocated Tuition	(\$851,838.72)	(\$1,490,744.32)	\$0.00	\$1,490,744.32	0.00%
Departmental Revenues	(\$379,593.67)	(\$484,713.82)	(\$713,100.00)	(\$228,386.18)	32.03%

Total Revenue (\$21,650,084.05) (\$26,859,774.87) (\$38,966,100.00) (\$12,106,325.13) 31.07%

Expenditures

Personnel

Salaries	\$6,437,943.60	\$6,572,069.67	\$20,799,200.00	\$14,227,130.33	68.40%
Variable Fringe	\$1,326,688.65	\$1,360,968.20	\$4,263,200.00	\$2,902,231.80	68.08%
Health Insurance	\$1,128,838.51	\$1,211,693.97	\$3,929,300.00	\$2,717,606.03	69.16%
Total Personnel	\$8,893,470.76	\$9,144,731.84	\$28,991,700.00	\$19,846,968.16	68.46%

Expense Catagories

Services	\$808,034.75	\$951,012.24	\$2,689,300.00	\$1,738,287.76	64.64%
Supplies	\$288,333.52	\$286,941.11	\$1,061,200.00	\$774,258.89	72.96%
Other	\$197,626.22	\$340,393.15	\$561,400.00	\$221,006.85	39.37%
Capital	\$121,011.91	\$258,089.84	\$749,300.00	\$491,210.16	65.56%
Institutional Support	\$3,768,643.56	\$3,727,679.21	\$4,913,200.00	\$1,185,520.79	24.13%
Transfers	\$13,395.50	\$32,727.86	\$0.00	(\$32,727.86)	0.00%
Total Expense Catagories	\$5,197,045.46	\$5,596,843.41	\$9,974,400.00	\$4,377,556.59	43.89%

Total Expenditures \$14,090,516.22 \$14,741,575.25 \$38,966,100.00 \$24,224,524.75 62.17%

Rev/Expense Total (\$7,559,567.83) (\$12,118,199.62) \$0.00 \$12,118,199.62 0.00%

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Governing Board, Policy Council, and Advisory Boards

Governance in Head Start is a partnership between the Grantee/Delegate Agency Governing Board, Policy Council, and Management Staff. Each of these groups has a unique and complimentary role to play in effective decision making for the College of Southern Idaho Head Start/Early Head Start program.

Governing Board

The Governing Board has the responsibility for stewardship and monitors the overall organization and operation of CSI Head Start/ Early Head Start. The Governing Board has legal, fiscal and fiduciary responsibility for administering and overseeing the program, including the safeguarding of Federal funds. The governing board ensures active, independent, informed governance and as recommended by the Office of Head Start fully participates in the planning and evaluation of the Head Start Program.

Policy Council

The Policy Council is responsible for the direction of the program including reviewing program design and operation and long and short term goals and objectives. Policy Council is comprised of parent representatives and a community representative elected from each of the eleven Head Start centers and the three Early Head Start sites. Policy Council members provide valuable feed back on recruitment, personnel policies, hiring, budget, and all services provided to children and families. Policy Council also serves another function in fostering parent leadership and empowerment. This sense of confidence is intended to allow parents to continue to take a leading role in their child's education and care well after Head Start.

Parent Committee

Each Center has a Parent Committee with elected officers. These officers conduct monthly parent meetings. At these meetings, training is provided on various child development and self sufficiency topics. Parents also plan parent/ child activities held at the center. Parent Committees also provide input and feedback for Policy Council members to better represent their centers.

Advisory Boards

Health- Health Advisory helps plan and evaluate the health services provided by the program. The committee is compromised of Head Start/ Early Head Start parents and staff from each center as well as local health professionals.

Education- Education Advisory provides guidance on the educational needs and policies within the program. This committee includes representatives from early childhood institutions, public schools, and Head Start/ Early Head Start parents.

Family Services- Family Services Advisory is actively involved in planning and reviewing services to families. Head Start/ Early Head Start parents and various professionals from the community serve on this committee.

Idaho Head Start Association (IHSA)

This is a state-wide membership organization that serves Idaho's 13 Head Start and Early Head Start programs through networking, information gathering and distribution, advocacy and the raising of public awareness and understanding. Membership meetings allow Head Start/Early Head Start directors, staff and parents to come together to share ideas and perspectives and contribute to Head Start and IHSA on a local, state and national level.

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For October 2015**

Enrollment

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
Total	669

Program Options

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

Head Start/EHS Attendance

Head Start Attendance	87%
Head Start Self-Transport Attendance	86%
EHS Toddler Combo Attendance	83%

Meals and Snacks

Total meals served for October	7074
Total snacks served for October	6956

*The College of Southern Idaho completed its CACFP review 11/2-11/4. An update on the results will be provided with the November report.

DRS GRANT ABSTRACT

The College of Southern Idaho (CSI) Head Start/Early Head Start program is requesting funds to serve a total of 562 children. Of the 562 children served, 438 children would receive Head Start services and 124 children would receive Early Head Start services. The service area would be the 9 counties identified in the RFP: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Power, and Twin Falls Counties, Idaho.

Approach

The College of Southern Idaho (CSI) Head Start/Early Head Start is committed to providing quality, comprehensive services in order to ensure school readiness and healthy development while strengthening families, within their communities, by becoming life-long learners as stated in the program's mission statement. Head Start is a community of children, families, staff and volunteers working together to enhance early learning and growth. The program's Head Start/Early Head Start staff recognizes parents as the primary educators of their children and support parent participation at all levels. All children, parents and staff have the chance to thrive in an enriched environment with a variety of opportunities to grow in self awareness, acceptance of individual differences, development of abilities and recognition of self worth.

The Comprehensive Community Assessment data is used to ensure that Head Start/Early Head Start services are distributed across rural service areas. Recruitment is an on-going process in CSI Head Start/Early Head Start. Pre-application flyers are made available to the public through community agencies, grocery stores, post offices, schools and many other places of business serving our communities. Public Service Announcements may be viewed on television, heard on the radio, read in the newspaper or seen on social networking sites. Historically, word of mouth from current or past Head Start/Early Head Start parents has been an extremely effective recruitment tool as well. From the wait list, families are contacted to schedule an appointment for completion of their full HS/EHS application. Head Start services will focus on transitioning the program's Center based classrooms to six hour days in multiple communities as well as increasing the Early Head Start slots available in the program by 42 growing CSI Early Head Start by just over 50%.

Documents for Board Review/ Approval:

- Financial Reports
- DRS Grant Proposal

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH		CASH OUTLAY		BALANCE OF BUDGET	PROJ %	ACTUAL %
		MONTH	TO DATE	TO DATE	BALANCE			
SALARIES	\$ 2,541,670.00	\$ 217,468.20	\$ 2,084,060.06	\$ 457,609.94	\$ 457,609.94	\$ 457,609.94	83.3%	82.0%
BENEFITS	\$ 1,372,617.00	\$ 114,988.58	\$ 1,107,098.28	\$ 265,518.72	\$ 265,518.72	\$ 265,518.72	83.3%	80.7%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
EQUIPMENT SUPPLIES	\$ 68,000.00	\$ -	\$ 21,317.44	\$ 46,682.56	\$ 46,682.56	\$ 46,682.56	83.3%	31.3%
OFFICE SUPPLIES	\$ 14,106.00	\$ 776.35	\$ 9,328.77	\$ 4,777.23	\$ 4,777.23	\$ 4,777.23	83.3%	66.1%
CLASSROOM SUPPLIES	\$ 15,000.00	\$ 3,220.17	\$ 24,623.12	\$ (9,623.12)	\$ (9,623.12)	\$ (9,623.12)	83.3%	164.2%
CENTER SUPPLIES	\$ 33,216.00	\$ 12,588.74	\$ 57,154.68	\$ (23,938.68)	\$ (23,938.68)	\$ (23,938.68)	83.3%	172.1%
TRAINING SUPPLIES	\$ 3,000.00	\$ 584.50	\$ 11,232.59	\$ (8,232.59)	\$ (8,232.59)	\$ (8,232.59)	83.3%	374.4%
FOOD	\$ 3,000.00	\$ -	\$ 1,819.07	\$ 1,180.93	\$ 1,180.93	\$ 1,180.93	83.3%	60.6%
CONTRACTUAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
CONTRACTS	\$ 10,000.00	\$ 143.95	\$ 5,039.88	\$ 4,960.12	\$ 4,960.12	\$ 4,960.12	83.3%	50.4%
MEDICAL	\$ 10,000.00	\$ 2,671.73	\$ 6,506.01	\$ 3,493.99	\$ 3,493.99	\$ 3,493.99	83.3%	65.1%
DENTAL	\$ 13,465.00	\$ -	\$ 4,603.88	\$ 8,861.12	\$ 8,861.12	\$ 8,861.12	83.3%	34.2%
CHILD TRAVEL	\$ 104,398.00	\$ 12,145.10	\$ 92,376.34	\$ 12,021.66	\$ 12,021.66	\$ 12,021.66	83.3%	88.5%
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 2,678.14	\$ 22,665.87	\$ 5,334.13	\$ 5,334.13	\$ 5,334.13	83.3%	80.9%
STAFF TRAINING	\$ -	\$ -	\$ 533.34	\$ (533.34)	\$ (533.34)	\$ (533.34)		0.0%
PARENT TRAINING	\$ 15,400.00	\$ 282.39	\$ 13,283.80	\$ 2,116.20	\$ 2,116.20	\$ 2,116.20	83.3%	86.3%
FACILITIES/CONST.	\$ 57,779.00	\$ 7,151.85	\$ 70,766.24	\$ (12,987.24)	\$ (12,987.24)	\$ (12,987.24)	83.3%	122.5%
DEPRECIATION	\$ 30,600.00	\$ 2,447.08	\$ 24,680.32	\$ 5,919.68	\$ 5,919.68	\$ 5,919.68	83.3%	80.7%
UTILITIES	\$ 58,300.00	\$ 5,563.63	\$ 43,065.38	\$ 15,234.62	\$ 15,234.62	\$ 15,234.62	83.3%	73.9%
TELEPHONE	\$ 34,500.00	\$ 4,122.17	\$ 33,493.25	\$ 1,006.75	\$ 1,006.75	\$ 1,006.75	83.3%	97.1%
OTHER	\$ 34,216.00	\$ 4,792.29	\$ 58,326.35	\$ (24,110.35)	\$ (24,110.35)	\$ (24,110.35)	83.3%	170.5%
TOTAL DIRECT COSTS	\$ 4,447,267.00	\$ 391,624.87	\$ 3,691,974.67	\$ 755,292.33	\$ 755,292.33	\$ 755,292.33	83.3%	83.0%
ADMIN COSTS (8.228%)	\$ 327,663.00	\$ 27,354.54	\$ 261,481.82	\$ 66,181.18	\$ 66,181.18	\$ 66,181.18	83.3%	79.8%
GRAND TOTAL	\$ 4,774,930.00	\$ 418,979.41	\$ 3,953,456.49	\$ 821,473.51	\$ 821,473.51	\$ 821,473.51	83.3%	82.8%
IN KIND NEEDED	\$ 1,193,733.00							
IN KIND GENERATED	\$ 941,758.63							
IN KIND (SHORT)/LONG	\$ (251,974.37)							
PROCUREMENT CARD EXPENSE	\$ 16,393.42	4% of Total Expense. Detailed report of PCARD charges available upon request.						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense		
Total All Centers	18,041.86	2,245.95	640.07	20,927.88	-	101,509.17		

MONTHLY FINANCIAL REPORT
 COLLEGE OF SOUTHERN IDAHO EARLY HEAD START

CATEGORY	TOTAL		CASH OUTLAY		BALANCE OF BUDGET	PROJ %	ACTUAL %
	APPROVED	TOTAL THIS MONTH	TO DATE	BALANCE			
SALARIES	\$ 536,886.00	\$ 47,223.66	\$ 442,753.60	\$ 94,132.40	\$ 94,132.40	83.3%	82.5%
BENEFITS	\$ 262,935.00	\$ 23,880.50	\$ 215,994.27	\$ 46,940.73	\$ 46,940.73	83.3%	82.1%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -		
EQUIPMENT SUPPLIES	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	83.3%	0.0%
OFFICE SUPPLIES	\$ 2,505.00	\$ 74.31	\$ 1,415.29	\$ 1,089.71	\$ 1,089.71	83.3%	56.5%
CENTER SUPPLIES	\$ 12,265.00	\$ 3,980.40	\$ 12,265.88	\$ (0.88)	\$ (0.88)	83.0%	100.0%
CLASSROOM SUPPLIES	\$ 9,047.00	\$ 268.82	\$ 4,535.71	\$ 4,511.29	\$ 4,511.29	83.3%	50.1%
TRAINING SUPPLIES	\$ 3,500.00	\$ 54.01	\$ 2,043.85	\$ 1,456.15	\$ 1,456.15	83.3%	58.4%
FOOD	\$ 1,066.00	\$ -	\$ 72.35	\$ 993.65	\$ 993.65	83.3%	6.8%
CONTRACTUAL	\$ -	\$ -	\$ 3,394.42				
OTHER	\$ -	\$ -	\$ -				
CONTRACTS	\$ 42,940.00	\$ 3,071.20	\$ 29,384.94	\$ 13,555.06	\$ 13,555.06	83.3%	68.4%
MEDICAL	\$ 2,500.00	\$ 35.28	\$ 587.70	\$ 1,912.30	\$ 1,912.30	83.3%	23.5%
DENTAL	\$ 3,000.00	\$ -	\$ 1,104.74	\$ 1,895.26	\$ 1,895.26	83.3%	36.8%
CHILD TRAVEL	\$ 5,000.00	\$ 162.21	\$ 3,806.70	\$ 1,193.30	\$ 1,193.30	83.3%	76.1%
EMPLOYEE TRAVEL	\$ 4,453.00	\$ 3,269.32	\$ 8,048.94	\$ (3,595.94)	\$ (3,595.94)	83.3%	180.8%
CAREER DEVELOP	\$ -	\$ 65.00	\$ 65.00	\$ (65.00)	\$ (65.00)		0.0%
PARENT TRAINING	\$ 12,300.00	\$ 1,294.60	\$ 12,552.49	\$ (252.49)	\$ (252.49)	83.3%	102.1%
FACILITIES/CONST.	\$ 3,400.00	\$ 683.01	\$ 5,365.59	\$ (1,965.59)	\$ (1,965.59)	83.3%	157.8%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 17,000.00	\$ 3,400.00	\$ 3,400.00	83.3%	83.3%
UTILITIES	\$ 8,400.00	\$ 820.23	\$ 5,707.65	\$ 2,692.35	\$ 2,692.35	83.3%	67.9%
TELEPHONE	\$ 4,000.00	\$ 467.86	\$ 4,647.51	\$ (647.51)	\$ (647.51)	83.3%	116.2%
OTHER	\$ 6,211.00	\$ 942.35	\$ 8,886.16	\$ (2,675.16)	\$ (2,675.16)	83.3%	143.1%
TOTAL DIRECT COSTS	\$ 990,808.00	\$ 87,992.76	\$ 779,632.79	\$ 214,569.63	\$ 214,569.63	83.3%	78.7%
ADMIN COSTS (8.228%)	\$ 69,100.00	\$ 5,850.45	\$ 54,501.18	\$ 14,598.82	\$ 14,598.82	83.3%	78.9%
GRAND TOTAL	\$ 1,059,908.00	\$ 93,843.21	\$ 834,133.97	\$ 225,774.03	\$ 229,168.45	83.3%	78.7%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ 426,519.82						
IN KIND (SHORT)/LONG	\$ 161,542.82						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	1,045.39	232.76	84.00	1,362.15	-	4,966.14	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 13,585.00	\$ 2,878.40	\$ 17,553.29	\$ (3,968.29)	83.0%	129.2%
SUPPLIES			\$ -			
Training Supplies	\$ 1,424.00		\$ -	\$ 1,406.05	83.0%	1.3%
OTHER			\$ -			
Contracts	\$ 4,000.00		\$ -		83.0%	0.0%
Staff Training	\$ 7,489.00		\$ 9,149.51	\$ (1,660.51)	83.0%	122.2%
TOTAL DIRECT COSTS	\$ 26,498.00	\$ 2,878.40	\$ 26,720.75	\$ (222.75)	83.0%	100.8%
GRAND TOTAL	\$ 26,498.00	\$ 2,878.40	\$ 26,720.75	\$ (222.75)	83.0%	100.8%
IN KIND NEEDED	\$ 6,625.00					
IN KIND GENERATED	\$ 1,150.00					
IN KIND (SHORT)/LONG	\$ (5,475.00)					



November 10, 2015

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

From: Jeffrey M. Harmon *Jeffrey M. Harmon*

Re: Computerized Alignment Machine & Accessories

We properly advertised to purchase a computerized alignment machine and accessories.

The single bid was received from:

- Myers Tire Supply Salt Lake City, Utah \$ 30,772.06

Based upon the review of the bids by Terry Patterson, David Wyett and David Rodriguez, I recommend that we accept low bid from Myers Tire Supply of Salt Lake City, Utah in the amount of \$30,772.06. The bid includes the specified equipment including shipping.

Funding for this equipment is from Idaho department of Professional Technical Education capital funds.



November 10, 2015

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

From: Jeffrey M. Harmon *Jeffrey M Harmon*

Re: Spot Welder MIG Welder Package

We properly advertised to purchase a spot welder MIG welder package.

Bids were received from:

- | | | |
|----------------------------|----------------------|--------------|
| • Norco Inc. | Twin Falls, Idaho | Partial Bid |
| • Kraft Equipment LLC | Salt Lake City, Utah | \$ 41,495.00 |
| • Auto Body Paint & Supply | Twin Falls, Idaho | \$ 33,543.85 |

Based upon the review of the bids by Terry Patterson, David Wyett and Tim Pierce, I recommend that we accept the low complete bid from Auto Body Paint & Supply from Twin Falls, Idaho in in the amount of \$ 33,543.85. The bid includes the specified equipment including shipping.

Funding for this equipment is from Idaho Department of Professional Technical Education capital funds.