



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

January 17, 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 – DECEMBER 19th, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – DECEMBER 19th, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

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

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

CSI BOARD OF TRUSTEES POLICIES AND PROCEDURES MANUAL UPDATE:

(I) *Laird Stone and Jack Nelsen*

REPORT ON NEW EDUCATION INITIATIVES AT THE HERRETT CENTER:

(I) *Dr. Teri Fattig and Laura Browarny*

LEGISLATIVE WEEK UPDATE: (I) *President Fox*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

General Fund YTD Board

YEAR: 1617

Statement of Revenue and Expenses

Acct Month: 6

Tuesday, January 10, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$4,765,232.44)	(\$4,487,953.14)	(\$11,713,000.00)	(\$7,225,046.86)	61.68%
County Tuition	(\$835,619.68)	(\$895,116.15)	(\$1,632,000.00)	(\$736,883.85)	45.15%
State Funds	(\$18,763,307.08)	(\$20,445,128.17)	(\$20,648,000.00)	(\$202,871.83)	0.98%
County Property Tax	(\$787,468.45)	(\$713,459.67)	(\$6,870,400.00)	(\$6,156,940.33)	89.62%
Grant Management Fees	(\$222,753.20)	(\$254,843.62)	(\$560,000.00)	(\$305,156.38)	54.49%
Other	(\$220,327.62)	(\$308,211.71)	(\$443,600.00)	(\$135,388.29)	30.52%
Unallocated Tuition	(\$1,261,820.68)	(\$1,204,255.62)	\$0.00	\$1,204,255.62	0.00%
Departmental Revenues	(\$550,440.19)	(\$545,668.42)	(\$808,000.00)	(\$262,331.58)	32.47%

Total Revenue	(\$27,406,969.34)	(\$28,854,636.50)	(\$42,675,000.00)	(\$13,820,363.50)	32.39%
----------------------	--------------------------	--------------------------	--------------------------	--------------------------	---------------

Expenditures

Personnel

Salaries	\$9,915,884.97	\$10,516,151.21	\$22,064,200.00	\$11,548,048.79	52.34%
Variable Fringe	\$2,048,740.97	\$2,164,073.81	\$4,513,400.00	\$2,349,326.19	52.05%
Health Insurance	\$1,825,858.03	\$2,194,458.80	\$4,799,800.00	\$2,605,341.20	54.28%
Total Personnel	\$13,790,483.97	\$14,874,683.82	\$31,377,400.00	\$16,502,716.18	52.59%

Expense Categories

Services	\$1,321,472.51	\$1,879,152.26	\$2,955,450.00	\$1,076,297.74	36.42%
Supplies	\$475,187.00	\$722,032.86	\$1,264,750.00	\$542,717.14	42.91%
Other	\$431,782.63	\$301,780.69	\$571,000.00	\$269,219.31	47.15%
Capital	\$199,187.71	\$471,124.53	\$1,523,000.00	\$1,051,875.47	69.07%
Institutional Support	\$3,885,152.26	\$3,895,013.32	\$4,983,400.00	\$1,088,386.68	21.84%
Transfers	\$32,226.68	(\$89,595.15)	\$0.00	\$89,595.15	0.00%
Total Expense Categories	\$6,345,008.79	\$7,179,508.51	\$11,297,600.00	\$4,118,091.49	36.45%

Total Expenditures	\$20,135,492.76	\$22,054,192.33	\$42,675,000.00	\$20,620,807.67	48.32%
---------------------------	------------------------	------------------------	------------------------	------------------------	---------------

Rev/Expense Total	(\$7,271,476.58)	(\$6,800,444.17)	\$0.00	\$6,800,444.17	0.00%
--------------------------	-------------------------	-------------------------	---------------	-----------------------	--------------

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

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

December Head Start Overall Attendance	77%
December Head Start Self Transport Attendance	74%
December EHS Toddler Combo Attendance	83%

Meals and Snacks

Total meals served for December	4,632
Total snacks served for December	4,305

Program Notes

Education

In-service training was completed January 9. Staff were trained on various topics to include: Facility and Staff Safety, Home Visitor Training, In-Kind Training, Performance Standards, Transportation Basics, Child Plus, Purchasing Summary Sheet, Production Sheets/Menu Revisions, and Reflective Supervision.

Training

The Idaho Head Start Association annual training and conference will be held January 31-February 2, 2017. 4-5 staff will attend to include Olivia Castro who has been selected as the IHSA's Teacher of the Year! We are extremely proud of her and excited to see her accept this award in front of her Idaho Head Start peers.

Disabilities

The program will be reaching its midpoint for the school year the week of January 13. Per performance standard, we are supposed to have 10% of our available slots enrolled by children on an IEP or IFSP. For CSI Head Start/Early Head Start that would mean we had 58 children. As of December, the program has 54. By the end of January will be able to determine how many referrals have been made to the School Districts and to the Infant and Toddler program in order to have children evaluated for potential IEP's or IFSP's. This information will be shared with the board at that point.

Documents for Board Review and Approval: Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,076,475.00	\$ 202,262.72	\$ 971,723.45	\$ 104,751.55	9.7%
BENEFITS	\$ 704,618.00	\$ 123,574.67	\$ 567,359.75	\$ 137,258.25	19.5%
OUT OF AREA TRAVEL	\$ -	\$ 699.12	\$ 1,107.61	\$ (1,107.61)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 25,717.00	\$ 10,654.64	\$ 34,471.09	\$ (8,754.09)	-34.0%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 187,462.00	\$ 24,820.05	\$ 151,925.52	\$ 35,536.48	19.0%
TOTAL DIRECT COSTS	\$ 1,994,272.00	\$ 362,011.20	\$ 1,726,587.42	\$ 267,684.58	13.4%
ADMIN COSTS (8.228%)	\$ 144,514.00	\$ 55,504.88	\$ 157,241.08	\$ (12,727.08)	-8.8%
GRAND TOTAL	\$ 2,138,786.00	\$ 417,516.08	\$ 1,883,828.50	\$ 254,957.50	11.9%
IN KIND NEEDED	\$ 534,696.00				
IN KIND GENERATED	\$ 282,571.18				
IN KIND (SHORT)/LONG	\$ (252,124.82)				
PROCUREMENT CARD EXPENSE	\$ 13,787.75	3% of Total Expense. Detailed report available upon request.			

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	14,004.51	3,558.42	960.94	18,523.87	93,321.16

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,431.00	\$ 177.37	\$ 9,743.40	\$ 5,687.60	36.9%
SUPPLIES	\$ 1,897.00	\$ -	\$ -	\$ 1,897.00	100.0%
OTHER	\$ 6,423.00	\$ 119.14	\$ 13,656.05	\$ (7,233.05)	-112.6%
GRAND TOTAL	\$ 23,751.00	\$ 296.51	\$ 23,399.45	\$ 351.55	1.5%
IN KIND NEEDED	\$ 5,938.00				
IN KIND GENERATED	\$ 12,770.00				
IN KIND (SHORT)/LONG	\$ 6,832.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 275,456.00	\$ 48,881.27	\$ 268,499.81	\$ 6,956.19	2.5%
BENEFITS	\$ 170,225.00	\$ 29,107.20	\$ 153,906.98	\$ 16,318.02	9.6%
OUT OF AREA TRAVEL		\$ 1,982.38	\$ 4,144.96	\$ (4,144.96)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 11,000.00	\$ 1,901.30	\$ 10,005.69	\$ 994.31	9.0%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 56,932.00	\$ 13,391.08	\$ 55,531.85	\$ 1,400.15	2.5%
TOTAL DIRECT COSTS	\$ 513,613.00	\$ 95,263.23	\$ 492,089.29	\$ 21,523.71	4.2%
ADMIN COSTS (8.228%)	\$ 36,670.00	\$ 12,833.78	\$ 41,172.52	\$ (4,502.52)	-12.3%
GRAND TOTAL	\$ 550,283.00	\$ 108,097.01	\$ 533,261.81	\$ 17,021.19	3.1%
IN KIND NEEDED	\$ 137,571.00				
IN KIND GENERATED	\$ 112,258.20				
IN KIND (SHORT)/LONG	\$ (25,312.80)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total for All Centers	\$ 834.32	\$ 196.74	\$ 12.73	\$ 1,043.79	\$ 2,764.43

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 6,886.00	\$ 252.03	\$ 6,129.02	\$ 756.98	11.0%
SUPPLIES	\$ 691.00	\$ -	\$ 750.00	\$ (59.00)	-8.5%
OTHER	\$ 5,937.00	\$ -	\$ 6,449.08	\$ (512.08)	-8.6%
GRAND TOTAL	\$ 13,514.00	\$ 252.03	\$ 13,328.10	\$ 185.90	1.4%

IN KIND NEEDED	\$ 3,379.00
IN KIND GENERATED	\$ 8,352.00
IN KIND (SHORT)/LONG	\$ 4,973.00

START-UP FUNDS
July 1, 2016-December 31, 2016

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO HS/EHS

December 2016

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 120,000.00	\$ -	\$ 120,890.49	\$ (890.49)	-0.7%
OTHER					
FACILITIES/CONST.	\$ 30,000.00	\$ -	\$ 16,624.74	\$ 13,375.26	44.6%
TOTAL DIRECT COSTS	<u>\$ 150,000.00</u>	<u>\$ -</u>	<u>\$ 137,515.23</u>	<u>\$ 12,484.77</u>	<u>8.3%</u>
GRAND TOTAL	<u>\$ 150,000.00</u>	<u>\$ -</u>	<u>\$ 137,515.23</u>	<u>\$ 12,484.77</u>	<u>8.3%</u>
IN KIND NEEDED	\$ 37,500.00				
IN KIND GENERATED	\$ 49,739.22				
IN KIND (SHORT)/LONG	<u>\$ 12,239.22</u>				

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 requesting the removal of the individual or individuals (including a Board member) disrupting the order and decorum.

BP.11 Ethics

Ethics

- Ethics regarding the members of the Board of Trustees rests in the area of appropriateness of action. Ethical questions arise frequently and should be dealt with based on the criteria that are best for the institution in accordance with the laws and regulations governing public officials. Trustees must have but one allegiance, that is to the institution and its mission. Representing special constituencies dilutes trust and undermines the mission of the College.
- 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 trustee members come to each meeting prepared and ready to debate issues fully and openly, vote their conscience and support the decision or policy made.
 3. That its behavior, and that of its members, exemplifies the principles of ethical trusteeship.

College of Southern Idaho

GUIDELINES FOR ADDRESSING THE BOARD DURING OPEN FORUM

The purpose of this Guideline is to assist the Board Chairperson in the implementation of Board Policy BP.09.03 Order of Business which gives the Board discretion to allow public input on items on the agenda or on any matter relevant to College business.

The Board of Trustees of the College of Southern Idaho procedures for conducting an Open Forum allowing members of the public to address the Board are as follows:

Anyone wishing to address the Board must fill out a request form and submit it to the Board Secretary prior to the Board meeting.

As noted on the request form, each speaker is limited to three (3) minutes. If there are a large number of speakers addressing the same issue or topic, the Chairperson of the Board may limit the time allocated to each speaker, ask representatives of the group to summarize their colleagues' statements, or limit the number of speakers. Total time allotted for the Open Forum will not exceed thirty (30) minutes. If necessary, the Chairperson may allot additional time at the end of the meeting.

If topic has been addressed in a recent Board meeting, the Board Chairperson may not recognize speakers wishing to comment on the topic. However, the Board Secretary will accept written comments for future distribution to the Board. Speakers may not air personnel matters, personal complaints, grievances or partisan political issues.

The following priority will be given to speakers during the Open Forum:

- i. Presentations from individuals or groups on matters scheduled for Board action or discussion on the meeting agenda;
- ii. Presentations on any matter relevant to College business from individuals or groups who have not spoken on that subject within the previous 60 days.

The Board Chairperson will call upon speakers one at a time. When a speaker is called, the speaker should come forward to the podium, and for the record state his or her name and the organization, if any, being represented. Because of the diversity of issues, at the discretion of the Board Chairperson, members of the Board do not may respond to or ask questions of the speaker during the Open Forum. Instead, ~~t~~he speaker's concerns are noted and referred to the proper resource for follow-up. The Board is informed of the outcomes of these efforts by the college resource responding to the speaker's concern.

Written comments or other material for the Board should be submitted to the Board Secretary. The material should include the submitter's name and contact information. A copy of submitted materials will be forwarded to all Board members for their review. DO NOT DISTRIBUTE ANY MATERIALS DIRECTLY TO BOARD MEMBERS. To mail comments directly to the Board, please address them to the Board Secretary at College of Southern Idaho, P. O. Box 1238, Twin Falls, ID 83303-1238.

The Board Chairperson reserves the right to set the agenda with or without the Open Forum.