



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

April 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 – MARCH 20, 2017: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – MARCH 20, 2017: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

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

OPEN FORUM

UNFINISHED BUSINESS

PURPLE HEART COLLEGE DESIGNATION PRESENTATION: (I) *President Fox & Miguel Dominic*

CSI PURCHASING AND PROCUREMENT POLICY UPDATE: (A) *Jeff Harmon*

NEW BUSINESS

CSI ELECTRONIC MESSAGE CENTERS BID: (A) *Jeff Harmon*

NEW TYPE C – CONVENTIONAL SCHOOL BUSES BID: (A) *Jeff Harmon*

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AGENDA
CSI BOARD OF TRUSTEES MEETING
APRIL 17, 2017**

DORMITORY, APARTMENT & MEAL PLAN PRICING: (A) *Dr. Michelle Schutt*

FY 18 EMPLOYEE BENEFITS - SELECT HEALTH INSURANCE: (A) *Jeff Harmon*

CSI EMPLOYEE POLICIES & PROCEDURES MANUAL UPDATE: (A) *Eric Nielsen*

FY18 CSI TRUSTEE BOARD MEETING AND BUDGET HEARING DATES: (A) *Jeff Harmon*

2017 ALTERNATIVE SPRING BREAK: (I) *Jason Ostrowski & Samra Culum*

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: 9

Monday, April 10, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,427,126.94)	(\$10,899,417.72)	(\$11,713,000.00)	(\$813,582.28)	6.95%
County Tuition	(\$1,611,227.63)	(\$1,961,228.81)	(\$1,632,000.00)	\$329,228.81	-20.17%
State Funds	(\$18,824,473.08)	(\$20,506,294.17)	(\$20,648,000.00)	(\$141,705.83)	0.69%
County Property Tax	(\$4,148,930.46)	(\$4,320,641.96)	(\$6,870,400.00)	(\$2,549,758.04)	37.11%
Grant Management Fees	(\$401,296.12)	(\$349,042.62)	(\$560,000.00)	(\$210,957.38)	37.67%
Other	(\$383,648.13)	(\$485,814.62)	(\$443,600.00)	\$42,214.62	-9.52%
Unallocated Tuition	(\$728,419.56)	(\$262,746.62)	\$0.00	\$262,746.62	0.00%
Departmental Revenues	(\$748,470.40)	(\$716,664.19)	(\$808,000.00)	(\$91,335.81)	11.30%

Total Revenue (\$37,273,592.32) (\$39,501,850.71) (\$42,675,000.00) (\$3,173,149.29) 7.44%

Expenditures

Personnel

Salaries	\$15,103,374.87	\$15,905,698.58	\$22,064,200.00	\$6,158,501.42	27.91%
Variable Fringe	\$3,096,626.44	\$3,261,721.35	\$4,513,400.00	\$1,251,678.65	27.73%
Health Insurance	\$2,747,262.49	\$3,298,341.08	\$4,799,800.00	\$1,501,458.92	31.28%
Total Personnel	\$20,947,263.80	\$22,465,761.01	\$31,377,400.00	\$8,911,638.99	28.40%

Expense Catagories

Services	\$2,012,867.79	\$2,856,105.27	\$2,955,450.00	\$99,344.73	3.36%
Supplies	\$664,182.25	\$1,011,104.03	\$1,264,750.00	\$253,645.97	20.06%
Other	\$668,465.00	\$457,904.73	\$571,000.00	\$113,095.27	19.81%
Capital	\$301,080.93	\$630,495.25	\$1,523,000.00	\$892,504.75	58.60%
Institutional Support	\$4,241,182.86	\$4,298,283.14	\$4,983,400.00	\$685,116.86	13.75%
Transfers	\$32,226.68	(\$89,400.15)	\$0.00	\$89,400.15	0.00%
Total Expense Catagories	\$7,920,005.51	\$9,164,492.27	\$11,297,600.00	\$2,133,107.73	18.88%

Total Expenditures \$28,867,269.31 \$31,630,253.28 \$42,675,000.00 \$11,044,746.72 25.88%

Rev/Expense Total (\$8,406,323.01) (\$7,871,597.43) \$0.00 \$7,871,597.43 0.00%

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

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

March Head Start Overall Attendance	84%
March Head Start Self Transport Attendance	82%
March EHS Toddler Combo Attendance	86%

Meals and Snacks

Total meals served for March	6,468
Total snacks served for March	6,343

Program Notes

As the 2014-2015 program year winds down, several important projects are underway. The annual Self-Assessment process is just about complete; specialists at Central Office are now gathering all of the data collected in their respective areas and putting it into a final report to be delivered to Policy Council and the CSI Board of Trustees. Staff will begin compiling data for the program's annual PIR report to the federal government with the final numbers set to be finalized and uploaded to HSES, the government reporting database. Also, The Community Needs Assessment questionnaires to parents and community partners have been distributed and information collection is ongoing.

Hailey Head Start Center (Update)

The written narrative will be complete and sent on or before April 30, 2017 to OHS Region X for their approval. Once that step has been taken further program planning can begin.

Documents for Board Review and Approval: Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,339,920.00	\$ 213,806.24	\$ 471,305.86	\$ 1,868,614.14	79.9%
BENEFITS	\$ 1,586,210.00	\$ 126,340.97	\$ 268,989.93	\$ 1,317,220.07	83.0%
OUT OF AREA TRAVEL	\$ -	\$ 973.94	\$ 1,407.61	\$ (1,407.61)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 15,195.87	\$ 22,960.49	\$ 32,497.51	58.6%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 426,580.00	\$ 51,960.64	\$ 133,249.33	\$ 293,330.67	68.8%
TOTAL DIRECT COSTS	\$ 4,408,168.00	\$ 408,277.66	\$ 897,913.22	\$ 3,510,254.78	79.6%
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ 31,712.81	\$ 66,780.87	\$ 287,019.13	81.1%
GRAND TOTAL	\$ 4,761,968.00	\$ 439,990.47	\$ 964,694.09	\$ 3,797,273.91	79.7%

IN KIND NEEDED	\$ 1,190,492.00
IN KIND GENERATED	\$ 292,612.99
IN KIND (SHORT)/LONG	\$ (897,879.01)

PROCUREMENT CARD EXPENSE \$ 21,099.79 5% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	15,318.54	3,223.77	206.83	18,749.14	41,929.25

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 7,180.53	\$ 13,579.16	\$ 13,760.84	50.3%
SUPPLIES	\$ 3,434.00	\$ -	\$ 56.61	\$ 3,377.39	98.4%
OTHER	\$ 20,776.00	\$ 8,169.67	\$ 17,566.21	\$ 3,209.79	15.4%
GRAND TOTAL	\$ 51,550.00	\$ 15,350.20	\$ 31,201.98	\$ 20,348.02	39.5%

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (12,888.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 553,707.00	\$ 45,595.66	\$ 136,114.41	\$ 417,592.59	75.4%
BENEFITS	\$ 357,120.00	\$ 26,499.35	\$ 79,655.52	\$ 277,464.48	77.7%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 2,112.80	\$ 5,069.17	\$ 27,990.83	84.7%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 151,125.00	\$ 8,841.48	\$ 24,452.09	\$ 126,672.91	83.8%
TOTAL DIRECT COSTS	\$ 1,095,012.00	\$ 83,049.29	\$ 245,291.19	\$ 849,720.81	77.6%
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ 12,878.64	\$ 18,528.80	\$ 64,356.20	77.6%
GRAND TOTAL	\$ 1,177,897.00	\$ 95,927.93	\$ 263,819.99	\$ 914,077.01	77.6%
IN KIND NEEDED	\$ 294,474.00				
IN KIND GENERATED	\$ 91,176.94				
IN KIND (SHORT)/LONG	\$ (203,297.06)				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total for All Centers	\$ 887.98	\$ 138.27	\$ -	\$ 1,026.25	\$ 1,616.94

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	\$ 2,274.67	\$ 3,851.64	\$ 8,798.36	69.6%
SUPPLIES	\$ 1,480.00	\$ -	\$ 169.49	\$ 1,310.51	88.5%
OTHER	\$ 14,797.00	\$ 2,267.75	\$ 3,807.61	\$ 10,989.39	74.3%
GRAND TOTAL	\$ 28,927.00	\$ 4,542.42	\$ 7,828.74	\$ 21,098.26	72.9%

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (7,232.00)

College of Southern Idaho

President's Proclamation

- WHERE AS, The College of Southern Idaho has always supported the military veteran population; and
- WHERE AS, the Purple Heart is the oldest decoration awarded today; evolving from the Badge of Military Merit created by General George Washington for the common soldier in 1782; and
- WHERE AS, the Purple Heart is awarded to any member of the United States Armed Forces that has been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and
- WHERE AS, the congressionally chartered mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly — make sure we never forget; and,
- WHERE AS, the College of Southern Idaho honors our students, faculty, and staff who have served and sacrificed for this great country and we support the heroes who have been awarded the Purple Heart; and
- WHERE AS, the College of Southern Idaho pledges to continue to support those who serve through which, together, we build strong communities;

NOW, THEREFORE, I, Dr. Jeff Fox, President of the College of Southern Idaho, do hereby proclaim it our honor to be recognized as a

"PURPLE HEART COLLEGE IN THE STATE OF IDAHO"

Declared this 17TH day of April, 2017



President Jeff Fox
College of Southern Idaho

III. Finance and Business Affairs**CSI Purchasing and Procurement Policy**

Policy number: III.005

Last revised and approved: 04.17.2017

Previously 8:04, 8.05

Effective date: 04.17.2017

Last reviewed: 04.11.2017

Purpose

To provide for oversight and responsible stewardship of CSI funds by setting forth guidelines for purchasing goods and services.

Scope

Applies to all employees of CSI who are authorized to make purchases on behalf of CSI.

Responsible party

Vice President of Finance and Administration

I. Policy statement

Efficient and cost-effective procurement of goods, services and public works construction is an important aspect of local government operations. CSI should endeavor to buy goods, services and public works construction by way of a publicly-accountable process that respects the shared goals of economy and quality. All purchases will be made within the terms of the approved institutional budget. Administrators and professional support staff who administer budgets within their department or program are responsible for and will be accountable to CSI to ensure that purchases are made within the means of their budget. This policy and its procedures define the roles and responsibilities of the departments and the Business Office as they apply to the procurement of goods and services by CSI.

II. Procedures**A. Purchasing Overview**

1. Generally, the Accounts Payable Office processes and mails checks on Wednesdays. Payment/reimbursement documentation must be submitted by Monday at noon to ensure payment by Friday. Checks will be mailed after being processed. Original itemized invoices or receipts are required. Individuals are to request reimbursement for their own expenses. All requests must be signed by at least two employees with one employee having appropriate signing authority. Incomplete requests will be returned to the signing authority for resolution. All payment/reimbursement requests should be submitted on a weekly basis.

B. Preliminary Cost Analysis

1. Prior to making a purchase the requestor shall work with the department head to research the good or service to determine the cost range of the procurement. Under CSI's procedures and state and federal guidelines for procurement, purchases are divided into dollar amount thresholds. For CSI, the following are the dollar threshold requirements:
 - a) Below \$5000, a Request for Payment or P-Card is required
 - b) \$5,000 and above, a Purchase Order is required

- c) \$10,000 to \$49,999, three Quotes and a Purchase Order are required
- d) \$50,000 and above, a Formal Sealed Bid and a Purchase Order are required

***Regardless of dollar amount, Purchase Orders are the preferred method of purchasing whenever possible and when working with federal funds.**

C. Other preliminary considerations

- 1. Is the purchase exempt from the bid/RFQ requirements? And if so, what documentation is required to authorize the exemption? Contact the Business Office
- 2. Is the purchase made with grant funds? Does the Uniform Guidance apply to the purchase? Contact the Grant Accountant in the Business Office
- 3. Is the purchase technology related (software, hardware, support, services)? Contact Information Technology Services
- 4. Is this purchase related to physical plant, facilities or furnishings? Contact Physical Plant Director
- 5. Is this purchase related to student clubs or activities? Contact the Student Affairs Office
- 6. Is the purchase allowable? Some examples of purchases that are unallowable include the following:
 - a) Alcoholic beverages, unless approved by the President
 - b) Birthday or other departmental celebration cakes, cards, or decorations, unless approved by the President (birthday/departmental celebrations are still encouraged, however, expenses must be paid from resources outside CSI dollars)
 - c) Gifts or purchases of flowers and plants that are not program related, unless approved by the President
 - d) Gifts and donations, unless approved by the VP of Finance or Controller
 - e) Traffic tickets and violations
 - f) Gift certificates/gift cards/prizes unless approved by the VP of Finance or Controller
 - g) Departmental clothing purchases unless approved by the VP of Finance or Controller

D. Purchases that Require Board Approval

- 1. All real property
- 2. Any purchase of \$100,000 and above
- 3. Capital purchases that will cause a Division to exceed their Board approved annual budget

E. Purchases under \$5,000 (Request for Payment, P-Card or Purchase Order)

- 1. Purchases valued under \$5,000 may be procured through a Request for Payment form, P-Card, or Purchase Order. The Request for Payment form and directions can be found on the Business Office website. The completed form along with original invoice or receipts should be turned into the Business Office. Procurement with a P-Card should be made in accordance with CSI's P-Card Policy. Procurement with a Purchase Order should go through the normal purchase requisition process.

F. Purchases \$5,000 and above (Purchase Order required)

1. All purchases of \$5,000 and above require an approved Purchase Order. The Purchase Requisition form that initiates the Purchase Order process can be found on the Business Office website. Purchase orders are not required under the following circumstances:
 - a) A purchase of \$5,000 and above is made on account with a vendor approved by the Business Office
 - b) A purchase of \$5,000 and above is made using the CSI Bookstore's separate PO system such as bulk textbook purchases, etc.
 - c) A purchase of \$5,000 and above for travel arrangements
 - d) A special exemption is pre-approved by the VP of Finance and Admin
2. All requests must be signed by at least two employees with one employee having appropriate signing authority.

G. Purchases Valued Between \$10,000 to \$49,999

1. Purchases (or leases) of personal property or services that are valued between \$10,000 and \$49,999 are subject to the procurement rules contained in Idaho Code. CSI is required to solicit at a minimum three quotations from vendors for the product or service that is needed. Three quotes are not required if exemption is pre-approved by the VP of Finance and Admin. Additional documentation is required under these circumstances.
2. A Request for Quotation (RFQ) should include:
 - a) A clear description of the purchase to be made so that the vendor dealing in such goods or services can understand what is to be procured
 - b) A clear description of the method by which the vendor should respond, including time and date, and person to whom the response should be directed
 - c) A minimum of five working days for the quote response
3. Each vendor should be provided identical quote specifications. The Quote Request can be in either electronic or physical format.
4. Vendor responses should:
 - a) Be in writing on the vendor's letterhead or with logo
 - b) List the vendor's company/business name, address, phone number and contact name
 - c) Respond to the quote request as to quality, quantity or service capabilities
5. Objections or questions from a vendor must be in writing and received no less than two (2) days prior to the due date of quotes.
6. Once quotes are received they should be compiled and reviewed by the Department Chair and/or Dean overseeing the purchase. The lowest responsive quote should be selected from the bid submittals. When specifications are valued or comparative performance examinations are conducted, the results of such examinations and the relative value of required specifications will be weighed as set out in the criteria of the RFQ, in determining the lowest responsive quote.
7. If CSI chooses to award a competitively bid contract involving the procurement of personal property or services to a bidder other than the apparent low bidder, CSI shall declare its reason or reasons. These reasons should be documented and should be attached to the Purchase

Requisition form. A response from a bidder that it cannot meet the requirements of a quote request is a valid response and counts as one of the three quotes. This does not mean a department can circumvent the procedures by requesting quotes from un-qualifying parties. If three quotes cannot be obtained, a description of the efforts undertaken to procure three quotes shall be documented and such documentation will be attached to the Purchase Requisition form.

8. The department requesting the bids must attach all three quotes to the Purchase Requisition form before a purchase order will be issued.

H. Purchases Valued at \$50,000 or above

1. When an expenditure or purchase is contemplated for personal property or a service that may be at \$50,000 or above, the purchase must be made pursuant to an open competitive bid (Request for Proposals, Invitation to Bid). A Request for Proposal (RFP) must be developed that provides the specifications and details of what is to be purchased. Further, as additional factors, including but not limited to location, standards, licensing, references, ability of vendor, or finances can be put into the body of the Request for Proposal. The RFP must also provide a time frame for the process and the evaluation criteria under which the vendor will be selected. Items cannot be separated as to type, such as separating chairs from desks to keep from bidding. Bid splitting is prohibited by law and can result in fines. RFP's and bids involving technology systems, equipment, and/or services must be reviewed and pre-approved by the Chief Technology Officer.
2. The RFP process takes approximately three to six weeks. The RFP document must be developed, and the RFP must be approved by the Business Office. State law also requires a legal notice be published in the official newspaper of the political subdivision. This legal notice will designate the CSI contact person. CSI posts legal notices in the Times-News. State law requires the following for the publication:
 - a) Two notices soliciting bids shall be published
 - b) The first notice shall be published at least two weeks (14 days) before the date that the bids are to be opened
 - c) The second notice shall be published the succeeding week, at least seven (7) days before the bids are to be opened
 - d) The legal notice must describe the property or service to be purchased, information for a vendor to obtain a copy of the RFP, and provide the time and date when proposals will be due
3. Vendors may obtain a copy of the RFP from the CSI contact person associated with the purchase. This designated CSI contact person's name and contact information will be included in the legal notice for the bid. Questions can be sent by e-mail as directed in the proposal. Proposals may not be withdrawn after the time and date set for the opening of the bids. The opening will be in a public location so that vendors or the public may be present at the opening. CSI generally holds the opening at the CSI Business Office at 315 Falls Ave. in Twin Falls, Idaho.
4. Once opened, an Evaluation Team will be established and approved by the Business Office. The Evaluation Team shall review all proposals, evaluating them based on the criteria set forth in the RFP. The award will be granted to the vendor who is most qualified based on the criteria.

I. EXEMPTIONS TO BID/RFQ PROCESS

1. State of Idaho Open Contract List

- a) As a political subdivision of the state of Idaho, CSI is able to purchase goods or services at the same contract prices, terms and conditions available to the State of Idaho. The state open contract (https://purchasing.idaho.gov/statewide_contracts.html) website includes a list of vendor goods or services that the state has already bid and determined to be the best overall value. Departments should first review this list before making a purchase. No matter the cost of the purchase, if a good or service is listed on the state open contract list, the purchase is exempt from the bid/RFQ process. If a purchase from the state open contracts will exceed \$50,000, the purchaser must document that the vendor was included on the state list. Documentation to substantiate the presence of the item on the state open contracts is required to be submitted with a CSI Purchase Requisition form.

2. Real Property and Leases

- a) Procurement of an interest in real property is exempt from the bid requirements under Idaho Code § 67-2803(5). CSI requires that all real property purchases be approved by the Board of Trustees

3. Joint Powers

- a) Under Idaho Code, political subdivisions may utilize contracts of state and public agencies. Many contracts contain “public agency clauses” which allow cities, counties and political subdivisions access to state agency purchase agreements. The use of such contracts enables the secondary party to the agreement to make a purchase off the primary agency without seeking bids (as bids were already achieved in the original formation of the contract). When using another agency’s contract for a purchase of goods or services the following procedures should be followed:
 - (1) Obtain written permission from the primary agency to the contract for the utilization of the contract
 - (2) Obtain a copy of the contract and have a clear understanding of the terms, including but not limited to financing and payment, duration and termination, and method of use
 - (3) Obtain names and terms for all subcontractors

4. Federal GSA Contracts

- a) CSI, as a political subdivision, may use federal government general services administration (GSA) contracts in accordance with the GSA eLibrary website. These contracts have already been bid and awarded by the federal government. The purchaser must document that the vendor was included on the federal GSA list for state and local government. Documentation to substantiate the presence of the item on the state open contracts is required to be submitted with a CSI Purchase Requisition form.

5. Emergency Purchases

- a) The policies governing purchasing procedures for the college system and its institutions shall be waived when the Vice President of Finance and Administration or other person delegated that authority, determines that an emergency requires such action. An “emergency” means when the immediate demand for supplies, materials, or services is such as to seriously hamper the operations of the institution, and in spite of all remedial action possible, would result in damage more costly than the purchase involved, if purchased through normal procedures. The nature of the emergency and

determination that the circumstances justified waiver of purchasing procedures shall be documented in writing.

- b) The Vice President of Finance and Administration will determine when an emergency exists at CSI, and when an emergency purchase is warranted. Emergency purchasing cannot be used to satisfy preferences or convenience on the part of the department, nor is it allowed for preventing funds from reverting at the end of the fiscal year, to the institution, or for any reason that seeks to circumvent regular procurement procedures.

6. Sole Source Purchases

- a) CSI, as a political subdivision, may determine that there is only one vendor (one source) to acquire personal property. A sole source item is one that has only one supplier. For example, a sole source purchase might be necessary in the follow circumstances:
 - (1) Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration.
 - (2) Where a sole source supplier's item is needed for trial use or testing
 - (3) The purchase of mass-produced movies, videos, books or other copyrighted materials
 - (4) The purchase of property that for which it is determined there is no functional equivalent
 - (5) The purchase of public utility services
 - (6) The purchase of products, merchandise or trademarked goods for resale at a political subdivision facility
 - (7) Where competitive solicitation is impractical, disadvantageous or unreasonable under the circumstances
- b) Individual CSI departments or purchasers cannot make a determination on whether a vendor is a sole source. Departments contemplating a purchase that they suspect may be a sole source must provide a memorandum documenting the research and rationale behind the request for a sole source purchase. The memorandum describing the sole source must be signed by the Vice President of Finance and Administration. Upon making the "sole source" declaration, notice of the sole source purchase must be published in the newspaper (CSI posts two consecutive weeks). A Purchase Order cannot be issued until the fourteen (14) day appeal period has expired. The appeal period begins upon first posting.

April 17, 2017

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

From: Jeff Harmon 

Re: Electronic Message Centers

We advertised for the purchase of two electronic messaging centers. One for the main entrance to campus and one for the Expo Center. We received one bid as follows:

Lytle Signs	Twin Falls, Idaho	\$165,373.00
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Based on the review of the proposals by Allen Scherbinske and Spencer Cutler, I recommend that we accept the bid from Lytle Signs of Twin Falls, Idaho in the amount of \$165,373.00. Included in this amount is \$19,340.00. This may be removed based on the decision of where to locate the sign on Falls Ave.

Funding for this purchase comes from the plant facility department and the Expo Center account.



SCHEDULE OF ALTERNATES

BASE BID: CONSTRUCT TWO SIGNS - ONE AT BIPOPO LOCATION AND ONE AT FALLS/WASHINGTON INTERSECTION.

ALTERNATE #1: CONSTRUCT SIGN AT CAMPUS ENTRANCE IN LIEU OF FALLS/WASHINGTON INTERSECTION.

Myers ■ Anderson

• Landscape Architecture
• Interior Design
• Architecture

2720 N. Myrtle Street • Boise, Idaho 83725 • Tel: (208) 333-1234
1270 N. Myrtle Street • Boise, Idaho 83725 • Tel: (208) 333-1234



PROJECT: CSI ENTRANCE ELECTRONIC MESSAGE CENTERS

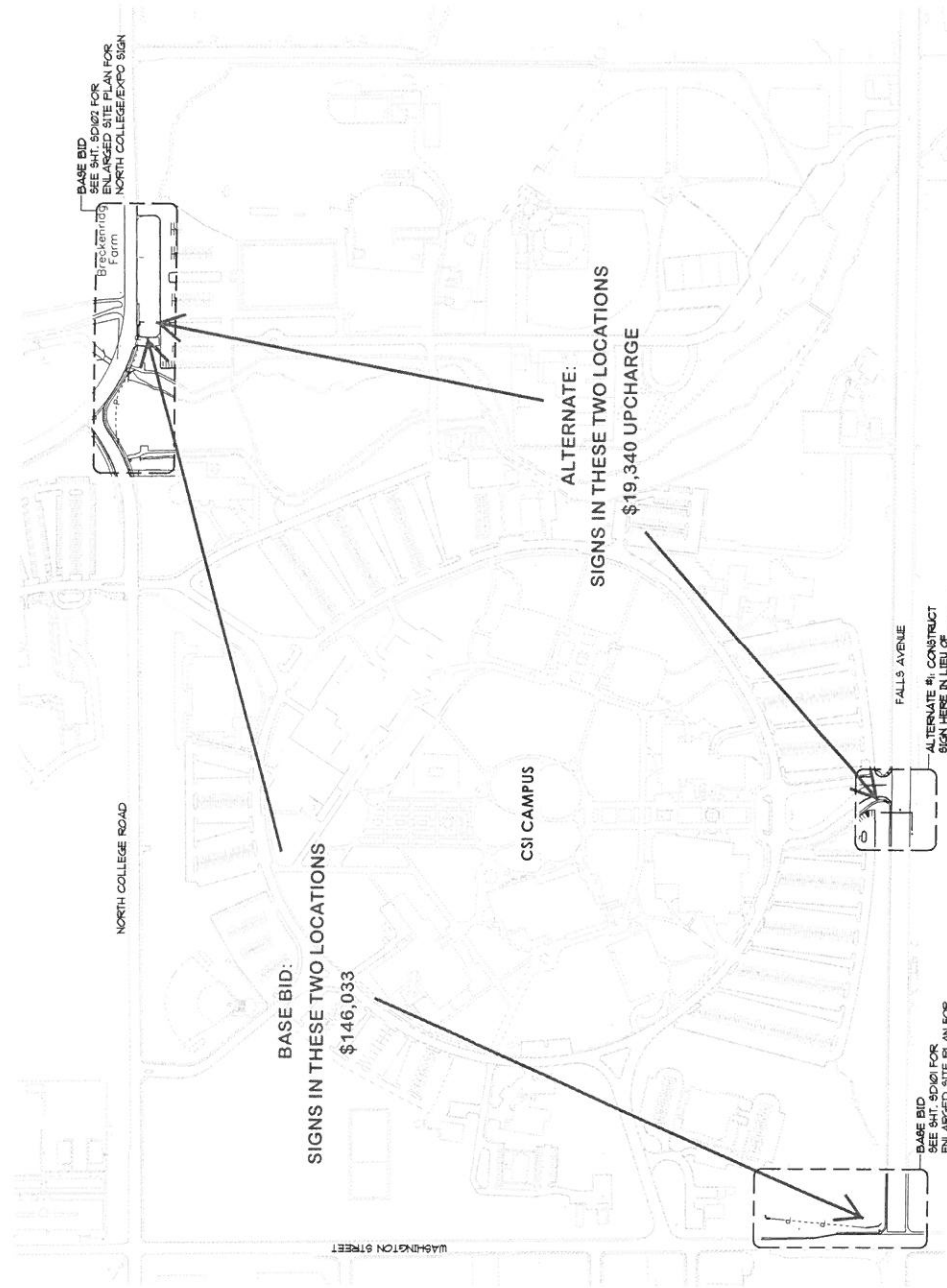
TWIN FALLS, IDAHO

SHEET TITLE: OVERALL SITE PLAN & SCHEDULE OF ALTERNATES

CONTRACTOR: RICHARD CREASON
ALL DIMENSIONS IN FEET AND INCHES

DATE: 2/16/2017
DRAWN BY: RICHARD CREASON
CHECKED BY: RICHARD CREASON
SCALE: AS SHOWN

PROJECT: SD100



OVERALL SITE PLAN
SCALE: 1:2000

April 17, 2017

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

From: Jeff Harmon 

Re: New Type C – Conventional School Buses

We advertised to purchase two type c conventional school buses for the Head Start program. One bus will be equipped with an integrated wheelchair lift. We received three bids:

Western Mountain Bus & Parts Sales	Nampa, Idaho	\$ 201,233.00
Rush Truck Centers	Twin Falls, Idaho	\$ 212,227.00
Bryson Sales & Service, Inc.	Centerville, Utah	\$ 227,650.00

Based on the review of the proposals by Jay Thurber and Mancole Fedder, I recommend that we accept the low bid from Western Mountain Bus & Parts Sales of Nampa, Idaho in the amount of \$ 201,233.00.

Funding for this bus comes from the one-time supplemental funds received by the Head Start program. The awarding of this bid is dependent on the release of the duration grant funds by the federal government.

April 11, 2017

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

From: Michelle Schutt, AVP Student Services

Re: Dormitory, Apartment and Meal Pricing

Occupancy in the dorms continues to run nearly full in the fall with declining occupancy in the spring due to students opting for off campus housing. We are recommending no change in pricing for dorm rates in the upcoming year.

Campus apartments are full with a waiting list. The decision was made last year that all campus apartments would house students only by the fall of 2017. In conducting price comparisons with like-style and amenity apartments in the community, it was noted that CSI's apartment rates were significantly under market. The DHC has voted to increase apartment rates up to 13% for the 2017-2018 school year.

Complex	2016-2017 Rates	2017-2018 Rates
Eagleview (2 bedroom)	\$780/month	\$880/month
Northview (1 bedroom)	\$420/month	\$470/month
Northview (2 bedroom)	\$520/month	\$570/month
Northview (3 bedroom)	\$600/month	\$670/month

Meal plans are recommended to increase by an average of 3.5%. It has also come to our attention that upwards of 30% of our students were running out of meals before the end of the semester. Therefore, the decision was made to eliminate the smallest meal plans and offer an additional higher tier plan.

	15-16	16-17	17-18	\$ Change	% Increase	Per Meal
100 Meals	\$910.00	\$950.00	N/A	N/A	N/A	N/A
125 Meals	\$1,010.00	\$1,050.00	N/A	N/A	N/A	N/A
150 Meals	\$1,160.00	\$1,200.00	N/A	N/A	N/A	N/A
200 Meals	\$1,325.00	\$1,350.00	\$1400	\$50.00	3.57%	\$7.00
250 Meals	\$1,520.00	\$1,545.00	\$1600	\$50.00	3.44%	\$6.08
300 Meals	N/A	N/A	\$1700	N/A	N/A	\$5.66
			Average	Increase	3.5%	

Dr. Michelle Schutt, AVP for Student Services and Jason Ostrowski, Dean of Students are moving to academic year dormitory housing contracts, turning current Eagleview apartments into quad-style, contracted for the academic year by fall of 2018, as well as a strategic housing master plan for future renovations.

April 17, 2017

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

From: Jeffrey M. Harmon 

Re: FY 18 Employee Benefits

Eric Nielson and I met with Tom Allred of Select Health and Toni Price from HUB International, our insurance broker. Based on our usage from prior years and current year to date utilization thru February 2017, we have received current insurance policy pricing for FY 2018.

By implementing suggestions from Select Health and HUB International, our plan will allow the college to offer quality, competitively priced coverage to our employees. Recommended changes are as follows:

1. Increase in-network deductible from \$750 to \$1000 per individual and \$2,250 to \$3,000 per family.
2. Increase emergency room visit deductible from \$100 to \$200.
3. Increase the cost for chiropractic office deductible from \$20 to \$25 per visit. Our proposal includes adding back pediatric chiropractic care that was removed in prior policies.

If we implement these changes, the total annual cost per policy would be \$13,100. Employee contributions are based on the number of individuals covered by the employee's policy.

With the recommended adjustment of benefits, the rate increase from Select Health is 8%. Delta Dental renewal rate reflects an increase of 14% based upon utilization and costs. The dental plan also allows carrying forward half of unused benefits up to \$250 per year. Vision and our EAP program rates remained the same as last year.

Employees have the ability to earn back \$300 annually by engaging in the CSI wellness program. With the adjustment to benefits and employees contributing 15% of the premium cost, we are able to continue to offer competitive coverage to our employees at an affordable cost.

I respectfully request that the Board authorize me to enter into contracts for fiscal year 2018 with our health insurance providers.



**College of Southern Idaho
Board of Trustees
Notice of Regular Meetings
2017-18**

The Board of Trustees for the College of Southern Idaho has established the third Monday of each month as their regular meeting date. In the event the third Monday is a holiday or conflicting with other events, the regularly scheduled meeting will be held the following Monday or rescheduled at an appropriate time.

The 2017-18 regular meeting schedule is as follows:

July 17, 2017	January 22, 2018
August 21, 2017	February 26, 2018
September 18, 2017	March 19, 2018
October 16, 2017	April 16, 2018
November 20, 2017	May 21, 2018
December 18, 2017	June 18, 2018

The fiscal year 2018 budget hearing date is set for August 21, 2017.

Information concerning specific meeting times and places may be obtained by contacting Jeff Harmon at (208)732-6210 or jharmon@csi.edu.

Jeff Harmon
Vice President of Administration

Please publish the above ad in the legal section on the following dates:

Times News:	June 29 th and July 6 th
Buhl Herald:	June 29 th and July 6 th
Northside News:	July Edition