



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

MAY 16, 2016

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – SUB 277

AGENDA

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – APRIL 18, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – APRIL 18, 2016: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – MAY 2, 2016: (A) *Jeff Harmon*

MINUTES – EXECUTIVE SESSION – MAY 2, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

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

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

TRANS IV CUTAWAY TRANSIT BUS BID: (A) *Jeff Harmon*

JULY AND AUGUST 2016 CONTINUING BUDGET RESOLUTION: (A) *Jeff Harmon*

GENERAL FUND TRANSFER: (A) *Jeff Harmon*

PAGE 2
AGENDA
CSI BOARD OF TRUSTEES
MAY 16, 2016

APPROVAL OF FY17 EMPLOYEE CONTRACTS: (A) *President Fox and Jeff Harmon*

CSI BOARD OF TRUSTEES SELF-EVALUATION: (I) *Chairman Kleinkopf*

POLICY CONSOLIDATION AND MANAGEMENT PROJECT:
(I) *Dr. Todd Schwarz, Scott Farkas and Eric Nielson*

CSI ELECTRONIC MESSAGE CENTERS PROPOSAL: (I) *Doug Maughan and Kim LaPray*

CSI EXPO ENTRANCE SIGNAGE PROPOSAL: (I) *Steve Birnie*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
May REGULAR BOARD OF TRUSTEES MEETING
May 16, 2016

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

ATTENDING:

Trustees: Karl Kleinkopf, Dr. Thad Scholes, Laird Stone,
Bob Keegan and Jan Mittleder

College Administration:

Dr. Jeff Fox, President

Robert Alexander, Board Attorney

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

Jeff Harmon, Vice President of Finance and Administration

Dr. Michelle Schutt, Associate Vice President of Student Services

Employees, visitors and media - Attached List

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

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

April 18, 2016 Executive Session

April 18, 2016 Regular Session

May 2, 2016 Executive Session

May 2, 2016 Special 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 approved the Head Start/Early Head Start monthly fiscal and operational reports for Head Start/Early Head Start as presented, and approved the supplemental application request for COLA per Program instruction ACF-PI-HS-16-03, on MOTION by Bob Keegan. Affirmative vote was unanimous.

OPEN FORUM:

None

UNFINISHED BUSINESS:

None

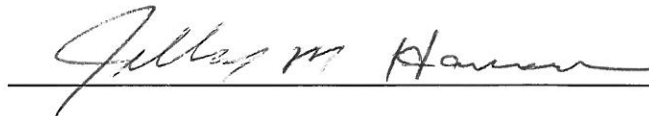
NEW BUSINESS:

1. The Board approved the purchase of two cutaway busses in the amount of \$107,750 from Intermountain Leasing, Inc. on MOTION by Laird Stone. Affirmative vote was unanimous.
2. The Board approved a continuing budget resolution for July and August of 2016 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
3. The Board approved a transfer of \$5,000,000 from the General Fund to the Plant Facilities Fund on MOTION by Laird Stone. Affirmative vote was unanimous.
4. The Board approved President Fox recommendation to give three percent raises to employees along with rank, degree, increases for changes in duties, some merit increases and market adjustments, on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

REMARKS FOR THE GOOD OF THE ORDER

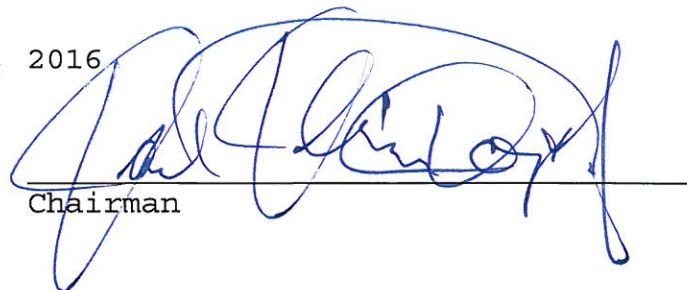
1. The President reported on his activities for the month.

ADJOURNMENT was declared at 5:01 p.m.



Jeffrey M. Harmon,
Secretary Treasurer

Approved: June 20, 2016



Chairman

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
May 16, 2016

Monthly Board Meeting List of Attendees

Terry Patterson, Dean of Instruction
Kristy Carpenter, Chief Finance Officer
Nolan Goubeaux, Associate Dean of Student Affairs
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
Mancole Fedder, Director of Head Start
Kathy Deahl, Executive Administrative Assistant to the President
Dr. Michele McFarlane, Registrar
Kim LaPray, Public Information Specialist
Scott Farkas, Faculty Representative
Tiffany Seeley-Case, Faculty Representative
Larisa Alexander, PACE Representative
Steve Birnie, Rodeo Program

General Fund YTD Board
Statement of Revenue and Expenses

YEAR: 1516

Acct Month: 10

Monday, May 09, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,265,844.88)	(\$10,392,176.91)	(\$10,543,400.00)	(\$151,223.09)	1.43%
County Tuition	(\$1,498,396.00)	(\$1,610,398.16)	(\$1,356,000.00)	\$254,398.16	-18.76%
State Funds	(\$17,608,577.27)	(\$18,874,473.08)	(\$18,793,300.00)	\$81,173.08	-0.43%
County Property Tax	(\$4,018,819.76)	(\$4,192,016.38)	(\$6,602,700.00)	(\$2,410,683.62)	36.51%
Grant Management Fees	(\$490,737.59)	(\$451,613.26)	(\$550,000.00)	(\$98,386.74)	17.89%
Other	(\$508,585.10)	(\$410,218.60)	(\$407,600.00)	\$2,618.60	-0.64%
Unallocated Tuition	(\$556,382.66)	(\$1,042,283.58)	\$0.00	\$1,042,283.58	0.00%
Departmental Revenues	(\$892,381.94)	(\$822,565.86)	(\$713,100.00)	\$109,465.86	-15.35%

Total Revenue (\$35,839,725.20) (\$37,795,745.83) (\$38,966,100.00) (\$1,170,354.17) 3.00%

Expenditures

Personnel					
Salaries	\$16,704,245.27	\$16,909,770.11	\$20,799,200.00	\$3,889,429.89	18.70%
Variable Fringe	\$3,402,923.40	\$3,457,344.39	\$4,263,200.00	\$805,855.61	18.90%
Health Insurance	\$2,835,712.72	\$3,054,487.28	\$3,929,300.00	\$874,812.72	22.26%
Total Personnel	\$22,942,881.39	\$23,421,601.78	\$28,991,700.00	\$5,570,098.22	19.21%

Expense Categories

Services	\$1,720,834.31	\$2,235,499.46	\$2,689,300.00	\$453,800.54	16.87%
Supplies	\$771,815.47	\$780,664.61	\$1,061,200.00	\$280,535.39	26.44%
Other	\$550,946.75	\$776,161.46	\$561,400.00	(\$214,761.46)	-38.25%
Capital	\$306,689.76	\$705,450.71	\$749,300.00	\$43,849.29	5.85%
Institutional Support	\$4,195,208.90	\$4,331,575.15	\$4,913,200.00	\$581,624.85	11.84%
Transfers	\$16,967.50	\$32,226.68	\$0.00	(\$32,226.68)	0.00%
Total Expense Categories	\$7,562,462.69	\$8,861,578.07	\$9,974,400.00	\$1,112,821.93	11.16%

Total Expenditures \$30,505,344.08 \$32,283,179.85 \$38,966,100.00 \$6,682,920.15 17.15%

Rev/Expense Total (\$5,334,381.12) (\$5,512,565.98) \$0.00 \$5,512,565.98 0.00%

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

Enrollment

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

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

April Head Start Overall Attendance	85%
April Head Start Self Transport Attendance	84%
April EHS Toddler Combo Attendance	78%

Meals and Snacks

Total meals served for April	6965
Total snacks served for April	6751

Program Notes

May 19th will be the last day for the Head Start program year for the Center Based classrooms and June 1st and 3rd respectively will be the last day of classes for the Combination Model classrooms. Currently, teachers and home visitors are finishing up the third and final collection of data for the Child Observation Record, an ongoing assessment of each child's learning development. Lead teachers completed a second home visit with families along with parent teacher conferences. The main topic for this home visit and conference was around transitions to kindergarten.

TANF UPDATE*

The Idaho Head Start Association will seek to re-negotiate the TANF contract for 2017/18 to serve a minimum of 160 TANF kids. All programs will receive the same cost per child of approximately \$9,000 per slot. We will allocate 12 to 13 TANF slots per program, and programs can negotiate up or down depending upon capacity.

DRS UPDATE*

The program continues to have back and forth positive communication with Region X Office of Head Start. More information will be provided as soon as it is approved to be shared by Region X OHS.

Documents for Board review and Approval:

Financial Reports
COLA (1.8%) Grant Request

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,898,012.00	\$ 200,519.60	\$ 3,335,081.60	\$ 562,930.40	14.4%
BENEFITS	\$ 2,243,194.00	\$ 111,384.77	\$ 1,789,615.76	\$ 453,578.24	20.2%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ 68,000.00	\$ -	\$ 36,365.63	\$ 31,634.37	46.5%
SUPPLIES	\$ 102,562.00	\$ 5,043.35	\$ 149,213.09	\$ (46,651.09)	-45.5%
CONTRACTUAL FACILITIES/CONST.				\$ -	
OTHER	\$ 628,737.00	\$ 37,075.89	\$ 651,130.53	\$ (22,393.53)	-3.6%
TOTAL DIRECT COSTS	\$ 6,940,505.00	\$ 354,023.61	\$ 5,961,406.61	\$ 979,098.39	14.1%
ADMIN COSTS (8.228%)	\$ 508,386.00	\$ 25,663.49	\$ 420,573.41	\$ 87,812.59	17.3%
GRAND TOTAL	\$ 7,448,891.00	\$ 379,687.10	\$ 6,381,980.02	\$ 1,066,910.98	14.3%

IN KIND NEEDED	\$ 1,862,223.00
IN KIND GENERATED	\$ 1,705,000.22
IN KIND (SHORT)/LONG	\$ (157,222.78)

PROCUREMENT CARD EXPENSE \$ 9,524.52 2% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	12,425.52	1,030.93	691.91	14,148.36	220,447.81

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 52,779.00	\$ 199.35	\$ 31,034.92	\$ 21,744.08	41.2%
SUPPLIES	\$ 6,424.00	\$ 425.00	\$ 3,985.64	\$ 2,438.36	38.0%
OTHER	\$ 25,004.00	\$ (25.00)	\$ 49,054.87	\$ (24,050.87)	-96.2%
GRAND TOTAL	\$ 84,207.00	\$ 599.35	\$ 84,075.43	\$ 131.57	0.2%

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 %
SALARIES	\$ 809,470.00	\$ 41,806.33	\$ 722,878.85	\$ 86,591.15	10.7%
BENEFITS	\$ 411,003.00	\$ 18,754.64	\$ 353,592.77	\$ 57,410.23	14.0%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ 50,000.00	\$ -	\$ 15,160.48	\$ 34,839.52	69.7%
SUPPLIES	\$ 43,663.00	\$ 1,367.85	\$ 27,751.22	\$ 15,911.78	36.4%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 161,415.00	\$ 6,397.02	\$ 176,241.74	\$ (14,826.74)	-9.2%
TOTAL DIRECT COSTS	\$ 1,475,551.00	\$ 68,325.84	\$ 1,295,625.06	\$ 179,925.94	12.2%
ADMIN COSTS (8.228%)	\$ 103,712.00	\$ 4,982.96	\$ 88,871.49	\$ 14,840.51	14.3%
GRAND TOTAL	\$ 1,579,263.00	\$ 73,308.80	\$ 1,384,496.55	\$ 194,766.45	12.3%
IN KIND NEEDED	\$ 394,816.00				
IN KIND GENERATED	\$ 649,371.52				
IN KIND (SHORT)/LONG	\$ 254,555.52				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 466.37	\$ 5.17	\$ 2.90	\$ 474.44	\$ 8,901.36

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	\$ 745.07	\$ 21,841.47	\$ (1,629.47)	-8.1%
SUPPLIES	\$ 2,149.00	\$ -	\$ 17.95	\$ 2,131.05	99.2%
OTHER	\$ 17,121.00	\$ 399.00	\$ 16,115.27	\$ 1,005.73	5.9%
GRAND TOTAL	\$ 39,482.00	\$ 1,144.07	\$ 37,974.69	\$ 1,507.31	3.8%

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

College of Southern Idaho Head Start/Early Head Start:

COLA Base Funding FY 2016

Grant No. 10CH0164

BUDGET NARRATIVE

In remaining consistent with Program Instruction ACF-PI-HS-16-03, dated April 27, 2016, CSI Head Start/Early Head Start submits the following proposal for a COLA increase of 1.8% of the amount of base funding committed to our program as of January 1, 2015.

It is understood that COLA increases are to be used to increase staff salaries and fringe benefits and pay higher operating costs. All staff employed by CSI Head Start/Early Head Start must receive a cost-of-living increase of at least 1.8% in their hourly rate of pay, subject to the provisions of Sections 653 and 640(j) of the Head Start Act. Furthermore, COLA increases should be used to permanently increase the CSI Head Start/Early Head Start salary administration plan rather than only increasing the salaries of current employees. Lastly, any funds remaining after providing the cost-of-living increase in the hourly rate of pay may be used to offset increased operating costs in other areas of the budget including rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies and equipment.

CSI Head Start will ensure all employees continue to receive the 1.8% increase in their hourly rate of pay. Our plan for making this level of compensation permanent remains consistent with the Head Start Act sections; 653 and 640(j). Additionally, adjustments have been made to our salary schedule to reflect the permanent 1.8% increase. Finally, the remaining funds from our allocation of: **PA4122 \$48,132** and **PA4125 \$9,348** will be applied to Head Start/Early Head Start increasing insurance and contractual costs. *Please see 2016 Cost of Living Adjustment Worksheets for breakouts of salary and fringe for both Head Start and Early Head Start.*

CSI Head Start/Early Head Start proposes to use the 1.8% COLA increase described in Program Instruction ACF-PI-HS-16-03 in the following manner:

1. To make permanent the increases in staff salaries and permanently adjust our salary administration plan by 1.8%.
2. To cover increased costs in contractual services and insurance coverage for facilities and participants.

NON-FEDERAL SHARE

CSI Head Start/Early Head Start anticipates the non-federal share amount to be \$12,033 for Head Start and \$2,337 for Early Head Start. *Please see Non-Federal In-Kind Sheets attached.*



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region X | 701 5th Avenue, Suite 1600, Seattle, WA 98104 | www.eclkc.ohs.acf.hhs.gov

May 3, 2016

Karl Kleinkopf, College of Southern Idaho, Board Chairman
College of Southern Idaho
P.O. Box 1238
Twin Falls, ID 83303

Re: Grant No. 10CH0164

Dear Mr. Kleinkopf:

On December 18, 2015, President Obama signed Public Law 114-113, Consolidated Appropriations Act, 2016, which contains an increase of approximately \$570 million for programs under the Head Start Act for Fiscal Year (FY) 2016. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.8 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

Program Instruction ACF-PI-HS-16-03, dated April 27, 2016, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The following table reflects the amount of the COLA available to your organization, depending on final funding decisions, for the Head Start and/or Early Head Start programs through June 30, 2016.

Common Accounting Number (CAN)	Program	COLA Amount
G104122	Head Start	\$48,132
G104125	Early Head Start	\$9,348
TOTAL		\$57,480

Submission Requirements

The supplemental application is due May 31, 2016 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2016 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

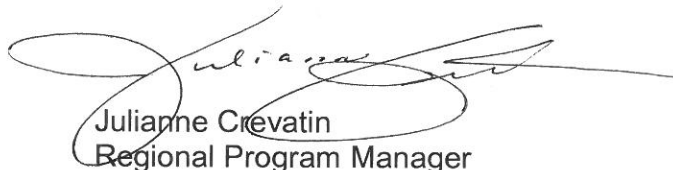
Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.8 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.8 percent COLA or differential COLA increases;
- The provision of the 1.8 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Maria Wilson, Head Start Program Specialist, at (206) 615-3648 or maria.wilson@acf.hhs.gov or Karen Code, Grants Management Specialist, at (206) 615-3687 or Karen.Code@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Julianne Crevatin
Regional Program Manager
Office of Head Start

cc: Jeff Harmon, Executive Director
Mancole Fedder, Head Start Director

Budget Justification

Head Start

The FY2016 Cost of Living Allowance (COLA) will increase the cost per child from \$8,527 to \$8,613 for Head Start services. The College of Southern Idaho (CSI) Head Start/Early Head Start ERSEA work plan mandates a 30-day turnaround on open slots to maintain funded enrollment. Hard copies of the eligibility documents for each enrolled child are kept on file at the Administrative Offices.

Personnel – There will be a COLA increase for all staff of 1.8% which amounts to **\$23,249** for the 2016 Fiscal Year. This is incorporated into the Salary Administration Plan which reflects a 1.8% adjustment to all salary levels as of January 1, 2016. The COLA increase results in fringe benefits costs amounting to **\$5,063**.

Fringe Benefits are calculated as follows:

- FICA @ 7.65%
- Unemployment Insurance @ 0.50%
- Worker's Compensation @ 1.16%
- Retirement @ 11.97%
- Group Life and Disability @ 1.1%

Part-time and temporary employees are eligible for FICA, Unemployment Insurance and Worker's Compensation only.

Other- an amount of **\$8,490** will be added to Misc. Services to cover an increase in our insurance and dues. We will be adding **\$9,000** to cover the extra costs in our Community Based Rehabilitation Specialist (CBRS) services.

Indirect Administrative Costs – The College of Southern Idaho provides fiscal and administrative indirect services for 8.228% of salaries and fringe benefits costs which amounts to **\$2,330** from the COLA. CSI has secured a federally approved indirect cost rate, which is 26.5% of salaries and fringe benefits. This is not being charged against Head Start funds at this time and results in an administrative cost advantage for CSI HS/EHS which is reflected in our Non-Federal In-Kind statement.

Early Head Start

The FY2016 Cost of Living Allowance (COLA) will increase the cost per child from \$12,926 to \$12,954 for Early Head Start services. The College of Southern Idaho (CSI) Head Start/Early Head Start ERSEA work plan mandates a 30-day turnaround on open slots to maintain funded enrollment. Hard copies of the eligibility documents for each enrolled child are kept on file at the Administrative Offices.

Personnel– There will be a COLA increase for all staff of 1.8% which amounts to **\$3,893** for the 2016 Fiscal Year. This is incorporated into the Salary Administration Plan which reflects a 1.8% adjustment to all salary levels as of January 1, 2016. The COLA increase results in fringe benefits costing **\$854**.

Fringe Benefits are calculated as follows:

- FICA @ 7.65%
- Unemployment Insurance @ 0.50%
- Worker's Compensation @ 1.16%
- Retirement @ 11.97%
- Group Life and Disability @ 1.1%

Part-time and temporary employees are eligible for FICA, Unemployment Insurance and Worker's Compensation only.

Other- an amount of **\$4,210** will be added to Misc. Services to cover an increase in our insurance and dues.

Indirect Administrative Costs– The College of Southern Idaho provides fiscal and administrative indirect services for 8.228% of salaries and fringe benefits costs which amounts to **\$391** from COLA funds. CSI has secured a federally approved indirect cost rate, which is 26.5% of salaries and fringe benefits. This is not being charged against Early Head Start funds at this time and results in an administrative cost advantage for CSI HS/EHS which is reflected in our Non-Federal In-Kind statement.

2016 COLA Funding

COLA	Head Start	Early HS	Total
1 COLA Increase for all Staff	23,249	3,893	27,142
2 COLA Fringe for All Staff	5,063	854	5,917
3 COLA CSI Indirect Cost 8.228%	2,330	391	2,721
4 COLA Increase to Other: Contracts	9,000	-	9,000
5 COLA Increase to Other: Misc. Services	8,490	4,210	12,700
TOTAL COLA =	48,132	9,348	57,480
 Grand Total Increased Funding =	48,132	9,348	57,480

COLLEGE OF SOUTHERN IDAHO HEAD START

2016 COLA Funding

		<u>COLA</u>
SALARIES		
Full-Time Staff 1.8% Increase		22,177
Part-Time Staff - 19 hrs/wk		1,072
TOTAL SALARIES		23,249
FRINGE		
FICA/Medicare	7.65%	1,779
Workmen's Comp	1.16%	270
Unemployment	0.50%	116
Group Life/Disability	1.10%	244
Retirement	11.97%	2,655
TOTAL FRINGE		5,063
CONTRACTS		
Head Start COR		
TOTAL CONTRACTS		
EMPLOYEE TRAVEL		
SUPPLIES		
Classroom Supplies		
TOTAL SUPPLIES		
OTHER		
Contracts (CBRS)		9,000
Misc. Services (insurance and dues)		8,490
TOTAL OTHER		17,490
INDIRECT COST	8.228%	2,330
GRAND TOTAL		48,132

COLLEGE OF SOUTHERN IDAHO EARLY HEAD START
2016 COLA Funding

		<u>COLA</u>
SALARIES		
Full-Time Staff 1.8% Increase		3,767
Part-Time Staff - 19 hrs/wk		126
TOTAL SALARIES		3,893
FRINGE		
FICA/Medicare	7.65%	298
Workmen's Comp	1.16%	45
Unemployment	0.50%	19
Group Life/Disability	1.10%	41
Retirement	11.97%	451
TOTAL FRINGE		855
OTHER		
Misc. Services (insurance and dues)		4,210
TOTAL OTHER		4,210
INDIRECT COST	8.23%	391
GRAND TOTAL		9,348

**COLLEGE OF SOUTHERN IDAHO HEAD START
FY2016 COLA FUNDING
NON-FEDERAL IN-KIND**

PERSONNEL

<u>NO. of VOLS</u>	<u>TYPE</u>	<u>RATE/HR</u>	<u># of HRS</u>	<u>TOTAL</u>
8	Community Classroom Aides	\$ 9.97	321 \$	3,200
16	Parent Classroom Volunteers	9.97	341	3,400
44	Parent/Child in home planned activities	14.33	220	3,153
			<u>\$</u>	<u>9,753</u>

FRINGE ON ABOVE	FICA	7.65%	746
	Unemp	.50%	49
	W/Comp	1.16%	113
	Retirement	11.97%	1,167
	Group Life & Disability	1.10%	107

TOTAL NON FEDERAL PERSONNEL	<u>\$ 11,935</u>
------------------------------------	-------------------------

NON PERSONNEL

Space for Home Visits - \$1.00 per visit	50
Discounted arts Supplies, glue, paper for Head Start program	\$ 48

TOTAL NON FEDERAL NON PERSONNEL	<u>\$ 98</u>
--	---------------------

GRAND TOTAL NON FEDERAL	<u>\$ 12,033</u>
--------------------------------	-------------------------



May 16, 2016

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

From: Jeffrey M. Harmon

Re: Cutaway Transit Busses for Trans IV

We received bids for two 2016 cutaway transit busses from the following vendors:

Intermountain Coach Leasing, Inc. - Colorado Springs, Colorado \$107,750

Davey Coach Sales Inc. – Sedalia, Colorado \$120,009

Based on the review of the bids by Tim Knight and Lynn Baird, I recommend we accept the low bid for two cutaway busses from Intermountain Coach Leasing, Inc. from Colorado Springs, Colorado in the amount of \$107,750.

These busses will replace two older busses that are over ten years old. Funding for this purchase will come from the Federal Transit Administration (FTA) and the Idaho Transportation Department (ITD). FTA funding administered by ITD, provides 80% of the purchase price for these accessible rural busses. The remaining 20% comes from Trans IV funds.

May 16, 2016

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

From: Jeff Harmon

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 the months of July and August. While much of the budget work has to 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 August 1st, we have enough of our close out for the previous year completed to make accurate projections on future expenditures.
2. We will have current projections on enrollment which will allow us to project tuition and fee revenue more accurately.
3. Enrollment numbers closer to the start of school also assist in determining staffing along with faculty and part time instructor overload projections.
4. We will not get the most current numbers from our counties for new construction dollar values until late July. We need these numbers to certify our property tax assessment. If we set the budget prior to August, we would have to open the budget up again in August for the Board to properly approve the amount we levy for property tax.

Based upon the above, I respectfully request the Board approve a continuing budget resolution for the months of July and August 2016 until our fiscal year 2017 budget is set.

May 16, 2016

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

From: Jeff Harmon

Re: General Fund Transfer

The General Fund balance is the cumulative balance of net difference between revenues and expenditures at year end. Traditionally, we have always tried to budget and spend in a manner that will add to fund balance each year. Over the years, these funds build up to a point in excess of what we need for operational reserves.

Nearly all of the expenditures in the General Fund are ongoing expenditures. The General Fund balance is onetime money. Based upon this, we are careful not to obligate the General Fund balance to ongoing expenditures.

Expenditures from the Plant Facility Fund are generally utilized for preventative maintenance, major maintenance projects, remodels, new buildings and property acquisition. Occasionally, equipment that is expected to last over a number of years is also purchased from this fund. Expenditures from the Plant Facility Fund are largely responsible for the low amount of deferred maintenance we have on the campus. Plant Facility Funds are expended more as one time funds for purchases or repairs that will last a number of years.

The College of Southern Idaho General Fund balance amounted to \$11,536,057 as of June 30, 2015. On June 15, 1981, the College of Southern Idaho Board of Trustees passed a resolution directing the college administration to maintain a fund balance of between one and one half months and two and one half months of general operating funds.

The general fund operating budget for fiscal year 2015 was \$38,086,600 which would put our target General Fund balance range at between \$4,760,800 and \$7,934,700. Based upon the expectation of again adding to the General Fund balance at the end of this year (Fy 2016), I respectfully request permission to transfer \$5,000,000 from the General Fund to the Plant Facility Fund. This will leave a minimum of \$6,536,057.05 in the General Fund balance which is adequate to meet our operational and cash flow needs.

1. Policy structure

- a. Currently policy is spread across multiple sites and documents. Institutional policy is published on the HR website and referred to as “CSI Policies and Procedures Manual” and also “Employee Policies and Procedures Manual.” There are currently 8 sections published.
 - i. General information
 - ii. Employment
 - iii. Compensation
 - iv. Benefits
 - v. Leave
 - vi. Operating Policies and Procedures
 - vii. CSI Emergency procedures manual
 - viii. Business policies
- b. Policy is also published in multiple sites and documents including but not limited to:
 - i. Student Handbook/Code of Conduct
 - ii. Emergency Procedures Manual
 - iii. Faculty Handbook
 - iv. Computer Acceptable Use Policy
 - v. CSI Catalog
- c. The *proposed* structure is not a manual, but a central CSI Institutional Policy site which can be referenced by other documents (handbooks, for example). The structure for the CSI Institutional Policy site proposed is as follows.
 - i. Governance/legal
 - ii. Human Resources
 - iii. Finance/business Affairs
 - iv. Student Affairs
 - v. Academic Affairs
 - vi. Information Technology
 - vii. Campus Safety and Security
 - viii. Campus Operations and Facilities
 - ix. Communications and Marketing

Electronic Message Board Budget Overview

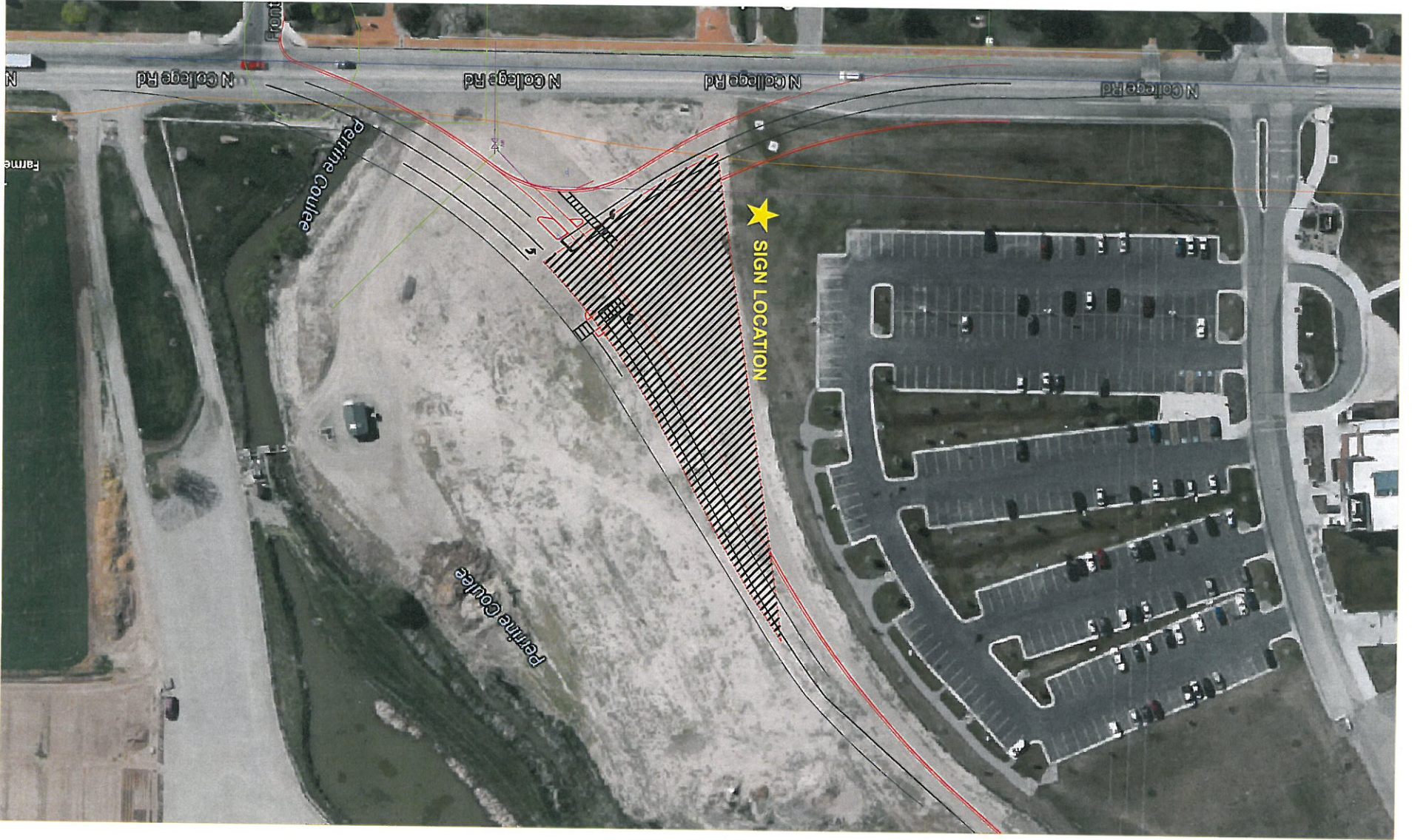
	<i>Falls</i>	<i>Cheney</i>	<i>Expo</i>
Power*	\$0	\$6,600	\$8,000
Communication*	\$1,500	\$300	\$1,000
Structure/Sign*	\$53,000	\$66,000	\$65,000
Totals For Each Sign	\$54,500	\$72,900	\$74,000

*The power to the Falls Ave. sign is adequate. The power to cheney will require a transformer, installation fee, plus a \$600 per year facility fee paid to Idaho Power. The power to the Expo can be spliced off of the power to Cheney, but will require a little more supplies and work.

*The communication for the Falls Ave. sign requires copper to be run for the update necessary to operate the sign. The communication to the Cheney sign will be more simple because we have line of site and can use wireless radios. The communication for the Expo sign requires fiber to be run.

*The Structure/Sign cost is an estimate based on prices quoted to us by two local sign companies.

Screens will be 5'x10' and 12 mm.



**Proposed Existing Retro-fitted Sign
with New EMC**



Unauthorized use, reproduction and or display shall render the infringer liable for up to \$150,000 in statutory damages, plus attorney fees and costs for each infringement under the U.S. Copyright Act (17 U.S.C. 412 & 504)



Proposed 20' and 24' Pylon Signs
with Brick Planter Base



Unauthorized use, reproduction and or display shall render the infringer liable for up to \$150,000 in statutory damages, plus attorney fees and costs for each infringement under the U.S. Copyright Act (17 U.S.C. 412 & 504)

