

AGENDA

Board of Trustees
Jan Mittleider, Chair
Laird Stone
Jack Nelsen
Anna Scholes
Scott McClure

CSI Mission Statement:
To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

Board Mission Statement:
The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

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|--------------|---|--|
| I. | CALL TO ORDER | Chairwoman Mittleider |
| | 3:00PM/Taylor Building Conference Room #276 | |
| II. | APPROVAL OF MEETING AGENDA | Chairwoman Mittleider |
| III. | SPECIAL SESSION INFORMATION | |
| | 1. Ameresco Presentation | Jeff Harmon / Ameresco Representative |
| IV. | MINUTES & BUSINESS REPORTS | |
| | Approval of Minutes | Jeff Harmon |
| | June 17 th , 2019 (Regular Meeting) | |
| | Approval of Treasurer’s Report | Jeff Harmon |
| | Approval of Head Start/Early Head Start Report | Ruby Allen |
| V. | OPEN FORUM | Chairwoman Mittleider |
| VI. | UNFINISHED BUSINESS | |
| VII. | NEW BUSINESS | |
| | Action Items | |
| | 1. FY20 Budget Hearing | Jeff Harmon |
| | 2. Canyon Building Renovation Plant Facilities Contribution | Jeff Harmon |
| | 3. Power Infrastructure Upgrades | Jeff Harmon |
| | Information Items | |
| | 1. Boys & Girls Club Addition Update | Boys & Girls Club Representative |
| | 2. Board of Trustees Self-Evaluation Report | Chairwoman Mittleider |
| | 3. Board of Trustees Policy Manual Review | Chairwoman Mittleider |
| VIII. | VICE PRESIDENT’S REPORT | Vice President Schwarz |
| IX. | REMARKS FOR THE GOOD OF THE ORDER | Chairwoman Mittleider |
| X. | ADJOURNMENT | Chairwoman Mittleider |

CALL TO ORDER: 3:00p.m.

BOARD MEETING ATTENDEES:

Trustees:

Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
Anna Scholes, Trustee
Scott McClure, Trustee

College Administration:

Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
Jeff Harmon, Vice President of Finance and Administration
Dr. Michelle Schutt, Vice President of Student Services

Employees, visitors and media:

Attached List

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

SPECIAL SESSION INFORMATION: Spencer Cutler, CSI Physical Plant Director, introduced Rob Haneline and Mark Retish from AMERESCO, a consultation service working with customers to help reduce operating expenses, upgrade and maintain facilities and increase energy reliability. They provide a software platform called AssetPlanner™. CSI maintenance engaged AMERESCO to create a database of all capital assets owned by the college. The database will help CSI strategically plan for future maintenance such as interior paint, roofing, plumbing, sidewalks, parking lots, HVAC systems, carpet, etc.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written.

June 17, 2019 – Regular Meeting

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Jack Nelsen. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal, operational reports as well as approved Head Start/Early Head Start to move forward using the \$20,000 earnest money for pre-construction services associated with building a new facility and all carry over funds to be used toward construction on the current Head Start property located at 296 Falls Avenue West in Twin Falls. MOTION by Jack Nelsen. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Jeff Harmon, Vice-President of Administration presented the proposed FY20 budget. The budget as presented, funds the college for the budget year July 1, 2019 through June 20, 2020 or FY20. The Board approved the FY20 budget of \$44, 536,000 on MOTION by Jan Mittleider. Affirmative vote was unanimous.
2. Jeff Harmon presented information regarding the Canyon building renovation and Plant Facilities Contributions. He requested approval to use Plant Facilities funds in the amount of \$603,500 to augment phase 1 of the Canyon renovation project and use \$2,289,000 of Plant Facilities funds for construction of phase 2 for a total Plant Facilities contribution of \$2,892,500. The Board approved the use of Plant Facilities funds to complete the Canyon building renovation on MOTION by Jack Nelsen. Affirmative vote was unanimous.
3. Jeff Harmon presented information regarding power infrastructure upgrades that would ensure a more stable power grid on campus. He requested approval to accept the bid from Probst Electric of Heber City, Utah in the amount of \$210,970 for boring and installing high density polyethylene (HDPE) pipe between Idaho Power structures on the southeast portion of campus and the installation of new service disconnect devices for the Shields Building and Chiller Plant with funding for the project coming from the Plant Facilities fund. The Board approved on MOTION by Scott McClure. Affirmative vote was unanimous.

Information Items

1. David Thibault, a representative from the Boys and Girls Club of Magic Valley gave an update on the Twin Falls facility expansion. They are currently waiting for approval from the Division of Public Works for a permit to begin construction. The construction of the new addition is expected to be completed in the next 12-14 months.
2. Jan Mittleider reported on the self-assessment outcome by averaging all five trustees input on each question in the assessment. The results showed the Board has a very good "health rating," and indicated there is room for improvement in a few areas as well.

- Trustees Anna Scholes and Jan Mittleider will present prospective changes to the Board of Trustees policy and procedure manual concerning board orientation and censor recommendations for approval at the August meeting.

PRESIDENT'S REPORT

REMARKS FOR THE GOOD OF THE ORDER

ADJOURNMENT DECLARED: 5:20 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: August 19, 2019



Jan Mittleider, Chairman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**

Monday, July 15, 2019 – 3:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Kim LaPray, Director of Public Information
Ginger Nukaya, Executive Administrative Assistant
Dr. Heidi Adams, Associate Dean of STEM
Kevin Mark, Chief Technology Officer
Dr. Teri Fattig, Director Library & Herrett Center
Spencer Cutler, Director of Physical Plant
Debra Wilson, Executive Director of Foundation
Suzanne McCampbell, Director of Office on Aging
Larisa Alexander, IT Service Owner/Business Operations
Andy Williams, IT Service Owner
Ed Ditlefsen, Director IT Application and Data
Tamara Harmon, Assistant Director of Foundation
Tiffany Seeley-Case, Instructional Dean

Media and Visitors

Mark Retish, AMERESCO Representative
Rob Haneline, AMERESCO Representative
David Thibault, Boys and Girls Club Representative



General Fund Board Report

As of June 30, 2019

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$11,666,829)	(\$11,643,797)	(\$11,276,000)	\$367,797	(3.26)%
County Tuition	(\$1,711,750)	(\$1,918,131)	(\$1,720,000)	\$198,131	(11.52)%
State Funds	(\$21,848,545)	(\$21,824,000)	(\$21,824,000)	\$0	0.00%
County Property Tax	(\$7,347,059)	(\$5,310,867)	(\$7,530,000)	(\$2,219,133)	29.47%
Grant Management Fees	(\$641,003)	(\$545,453)	(\$520,000)	\$25,453	(4.89)%
Other	(\$632,661)	(\$507,789)	(\$375,000)	\$132,789	(35.41)%
Unallocated Tuition	(\$345,248)	(\$929,551)	\$0	\$929,551	-
Departmental Revenues	(\$796,676)	(\$977,162)	(\$655,800)	\$321,362	(49.00)%
Total Revenue	(\$44,989,771)	(\$43,656,750)	(\$43,900,800)	(\$244,050)	0.56%
Expenses					
Personnel Expense					
Salaries	\$22,260,052	\$22,387,993	\$22,940,000	\$552,007	2.41%
Variable Fringe	\$4,515,460	\$4,525,947	\$4,923,600	\$397,653	8.08%
Health Insurance	\$4,554,534	\$4,379,802	\$4,668,600	\$288,798	6.19%
Total Personnel Expense	\$31,330,045	\$31,293,742	\$32,532,200	\$1,238,458	3.81%
Operating Expense					
Services	\$3,722,140	\$3,711,739	\$3,825,300	\$113,561	2.97%
Supplies	\$1,932,530	\$2,118,689	\$1,395,600	(\$723,089)	(51.81)%
Other	\$32,454	\$6,894	\$0	(\$6,894)	-
Capital	\$677,089	\$733,029	\$624,300	(\$108,729)	(17.42)%
Institutional Support	\$4,733,432	\$5,002,058	\$5,493,400	\$491,342	8.94%
Transfers	\$78,649	\$37,200	\$30,000	(\$7,200)	(24.00)%
Total Operating Expense	\$11,176,294	\$11,609,609	\$11,368,600	(\$241,009)	(2.12)%
Total Expense	\$42,506,340	\$42,903,351	\$43,900,800	\$997,449	2.27%
Rev/Expense Total	(\$2,483,431)	(\$753,399)	\$0	\$753,399	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for June 2019



Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
Total	561

Program Options

Center Based (PD/PY; FD/PY) Pre– K, Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance

June Head Start Overall Attendance	*Out for Summer
June Head Start Self Transport Attendance	*Out for Summer
June EHS Toddler Combo Attendance	74%
Number of IEP's/IFSP's	46

Meals and Snacks

Total meals served for June	282
Total snacks served for June	266

Program Notes

Facilities

Twin Falls – Since all viable leads to purchase an appropriate building to house two Head Start Classrooms has failed the program would like to pursue the option to build a facility on the current Twin Falls Head Start property, 296 Falls Avenue West. Attached is a letter to the Regional Grants Management Officer that we request the Board take action on. The letter outlines the move from purchase to construction, the use of approved earnest money for pre-construction fees and how the program will fund the construction project. Also attached is a footprint of the building that was built in Jerome that the program would like to duplicate in Twin Falls.

Rupert – The Facility Team will meet with Richard Creason, Principal Architect with Myers-Anderson, on Monday, July 15th to finalize plans for the Rupert remodel.

Buhl – The facility has been on the market for 79 days. The listing price was reduced to \$155,000 in hopes to stimulate new interest.

Documents for Board Review and Approval: Financial Reports, Twin Falls Facility Construction



**COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START**
998 Washington St. N.
Twin Falls, Idaho 83303-1238
(208) 736-0741



July 15, 2019

Jeff Newton
Grants Management Officer
Administration for Children and Families
Office of Grants Management
701 Fifth Avenue, Suite 1600, MS-72
Seattle, WA 98104

RE: Grant NO: 10CH010422-04-01

To Whom It May Concern,

This letter is to inform you that the College of Southern Idaho Board of Trustees approved, at the regularly scheduled Board Meeting on July 15, 2019, to forgo the purchase of the property located at 170 South Park Avenue in Twin Falls Idaho, due to low appraised property value and environmental issues. Since all viable leads to purchase an appropriate building for a Head Start Center has failed, the Board is in favor of pursuing the option to construct a facility at 296 Falls Avenue West in Twin Falls Idaho. The property located at 296 Falls Avenue West is owned by the College of Southern Idaho Head Start/Early Head Start program and was purchased with federal dollars.

The Program requested and was approved to use \$20,000 in start-up funds designated for the purchase of a facility, awarded in Grant NO: 1CH010422-04-01, to place earnest money towards the prospective building located at 170 South Park Avenue in Twin Falls. Since the purchase of the facility has failed the College of Southern Idaho Board of Trustees is in favor of the program using the \$20,000 towards fees associated with pre-construction services associated with building a new facility at 296 Falls Avenue West, Twin Falls Idaho.

The funds would be used to pay for the following pre-construction services:

- Appraisal for fair market value after proposed construction.
- Phase 1 Environmental Site Assessment
- Site topographic and boundary survey
- Development and draft of a conceptual site layout for building, parking, storm water retention and landscaping.
- Design, draft and detail site grading and drainage plans and specifications.
- Design, draft and detail site utility and municipal service connection plan and specifications.
- Process to abandon an existing well on property that is not in use.

The price to construct a new building on the property located at 296 Falls Avenue West in Twin Falls Idaho is estimated at \$1,300,000. The Head Start program plans to bridge the gap between the duration start-up funds to purchase/renovate a building, with duration operational funds not being used in 2019 and 2020 due to service not yet being provided and with 2019 funds from salaries/fringe that have not been spent due to positions not filled throughout the program year.

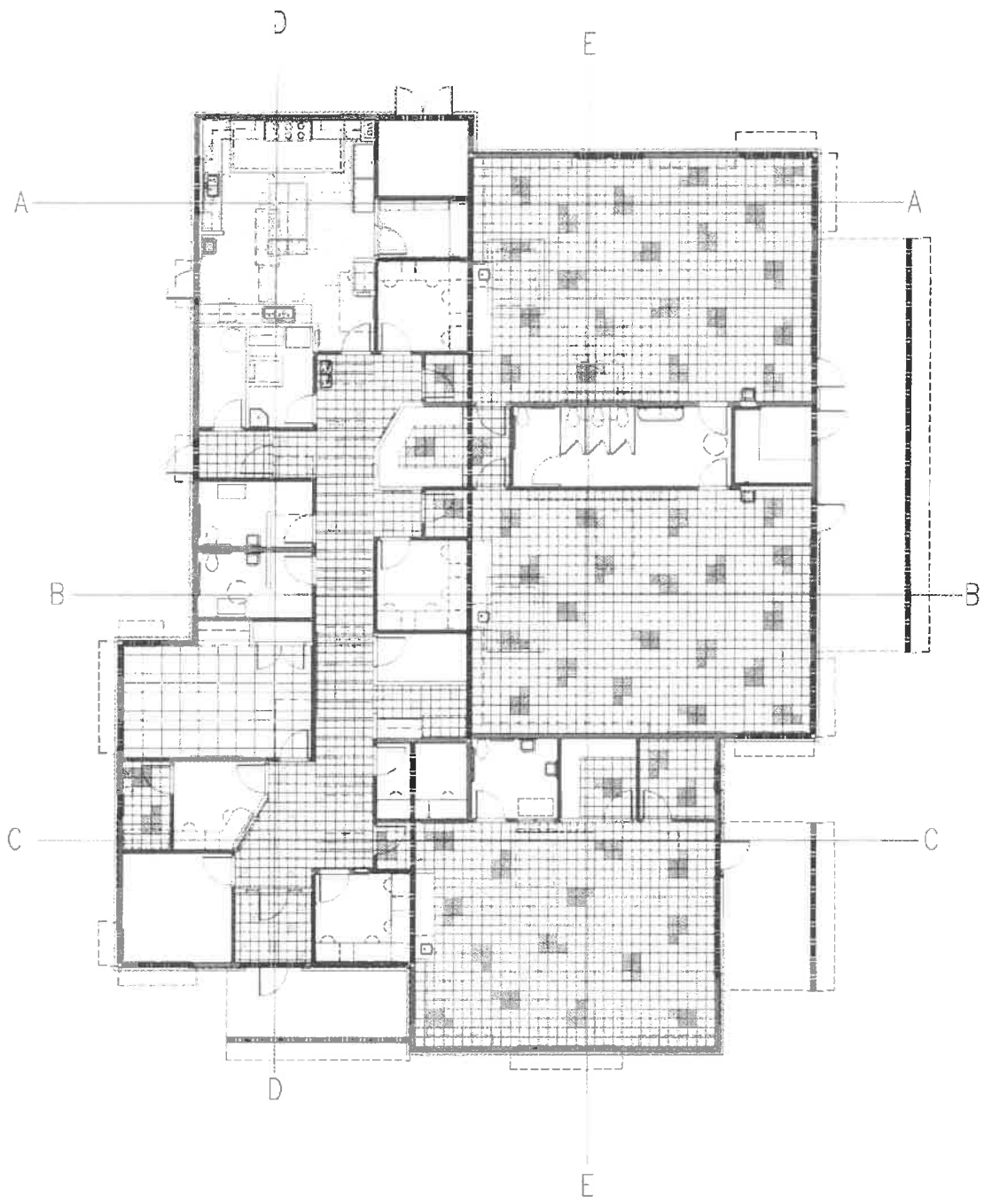
Duration start-up funds	\$885,003
2019 Duration Operation Funds salaries/fringe	\$272,600
2019 funds salaries/fringe	\$248,948
2020 Duration Operation Funds salaries/fringe	<u>\$200,000</u>
	\$1,606,587

The College of Southern Idaho Board of Trustees anticipates to approve a request to carry forward 2019 estimated funds of \$521,548 and 2020 estimated funds of \$200,000 to be used for the construction of a new facility at 296 Falls Avenue West in Twin Falls Idaho.

Sincerely,



Jeffrey M. Harmon
Vice President of Finance and Administration
College of Southern Idaho



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,960,213.00	\$ 229,514.42	\$ 1,191,909.49	\$ 1,768,303.51	59.7%
BENEFITS	\$ 2,087,485.00	\$ 124,345.27	\$ 644,706.79	\$ 1,442,778.21	69.1%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 28,000.00	\$ 942.34	\$ 6,724.54	\$ 21,275.46	76.0%
SUPPLIES	\$ 119,735.00	\$ 9,068.48	\$ 37,656.52	\$ 82,078.48	68.6%
FACILITIES/CONST.					
OTHER	\$ 498,567.00	\$ 56,257.74	\$ 229,977.91	\$ 268,589.09	53.9%
TOTAL DIRECT COSTS	\$ 5,694,000.00	\$ 420,128.25	\$ 2,110,975.25	\$ 3,583,024.75	62.9%
ADMIN COSTS (9.0%)	\$ 454,293.00	\$ 31,847.92	\$ 165,367.47	\$ 288,925.53	63.6%
GRAND TOTAL	\$ 6,148,293.00	\$ 451,976.17	\$ 2,276,342.72	\$ 3,871,950.28	63.0%
IN KIND NEEDED	\$ 1,537,073.00				
IN KIND GENERATED	\$ 775,360.65				
IN KIND (SHORT)/LONG	\$ (761,712.35)				
PROCUREMENT CARD EXPENSE	\$ -	0% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	526.56	221.14	84.04	107.40	83,715.74

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,454.00	\$ 90.00	\$ 11,815.98	\$ 25,638.02	68.5%
SUPPLIES	\$ 2,903.00	\$ -	\$ 339.54	\$ 2,563.46	88.3%
OTHER	\$ 26,217.00	\$ 1,635.00	\$ 10,603.23	\$ 15,613.77	59.6%
GRAND TOTAL	\$ 66,574.00	\$ 1,725.00	\$ 22,758.75	\$ 43,815.25	65.8%
IN KIND NEEDED	\$ 16,644.00				
IN KIND GENERATED	\$ 52,472.00				
IN KIND (SHORT)/LONG	\$ 35,828.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 761,437.00	\$ 39,806.53	\$ 298,077.31	\$ 463,359.69	60.9%
BENEFITS	\$ 446,988.00	\$ 7,280.67	\$ 140,666.91	\$ 306,321.09	68.5%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 47,773.00	\$ 8,543.54	\$ 21,060.78	\$ 26,712.22	55.9%
SUPPLIES	\$ 22,562.00	\$ 673.38	\$ 6,818.99	\$ 15,743.01	69.8%
FACILITIES/CONST.					
OTHER	\$ 69,581.00	\$ 8,637.16	\$ 37,456.02	\$ 32,124.98	46.2%
TOTAL DIRECT COSTS	\$ 1,348,341.00	\$ 64,941.28	\$ 504,080.01	\$ 844,260.99	62.6%
ADMIN COSTS (9.0%)	\$ 108,758.00	\$ 4,237.85	\$ 39,487.00	\$ 69,271.00	63.7%
GRAND TOTAL	\$ 1,457,099.00	\$ 69,179.13	\$ 543,567.01	\$ 913,531.99	62.7%
IN KIND NEEDED	\$ 371,507.00				
IN KIND GENERATED	\$ 295,814.17				
IN KIND (SHORT)/LONG	\$ (75,692.83)				
CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 83.74	\$ 640.28	\$ 29.73	\$ 753.75	\$ 5,535.63

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 15,925.00	\$ 270.07	\$ 5,611.52	\$ 10,313.48	64.8%
SUPPLIES	\$ 1,479.00	\$ -	\$ 361.02	\$ 1,117.98	75.6%
OTHER	\$ 11,523.00	\$ 2,806.07	\$ 5,427.07	\$ 6,095.93	52.9%
GRAND TOTAL	\$ 28,927.00	\$ 3,076.14	\$ 11,399.61	\$ 17,527.39	60.6%
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 2,679.00				
IN KIND (SHORT)/LONG	\$ (4,553.00)				

CATEGORY	HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 185,963.00	\$ -	\$ 16,261.00	\$ 169,702.00	91.3%
SUPPLIES	\$ 84,330.00	\$ -	\$ -	\$ 84,330.00	100.0%
FACILITIES	\$ 923,003.00	\$ -	\$ -	\$ 923,003.00	100.0%
OTHER					
FACILITIES	\$ 85,432.00	\$ -	\$ -	\$ 85,432.00	100.0%
OTHER	\$ 1,215.00	\$ -	\$ -	\$ 1,215.00	100.0%
TOTAL DIRECT COSTS	<u>\$ 1,279,943.00</u>	<u>\$ -</u>	<u>\$ 16,261.00</u>	<u>\$ 1,263,682.00</u>	<u>98.7%</u>
GRAND TOTAL	<u>\$ 1,279,943.00</u>	<u>\$ -</u>	<u>\$ 16,261.00</u>	<u>\$ 1,263,682.00</u>	<u>98.7%</u>
IN KIND NEEDED	\$ 319,986.00				
IN KIND GENERATED	<u>\$ -</u>				
IN KIND (SHORT)/LONG	\$ (319,986.00)				

CATEGORY	EARLY HEAD START				
	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 54,000.00	\$ -	\$ -	\$ 54,000.00	100.0%
SUPPLIES	\$ 32,832.00	\$ -	\$ -	\$ 32,832.00	100.0%
OTHER					
FACILITIES	\$ 73,893.00	\$ -	\$ -	\$ 73,893.00	100.0%
TRAVEL	\$ 2,125.00	\$ -	\$ 2,259.85	\$ (134.85)	-6.3%
STAFF TRAINING	\$ 925.00	\$ -	\$ 775.00	\$ 150.00	16.2%
OTHER	\$ 540.00	\$ -	\$ -	\$ 540.00	100.0%
TOTAL DIRECT COSTS	<u>\$ 164,315.00</u>	<u>\$ -</u>	<u>\$ 3,034.85</u>	<u>\$ 161,280.15</u>	<u>98.2%</u>
GRAND TOTAL	<u>\$ 164,315.00</u>	<u>\$ -</u>	<u>\$ 3,034.85</u>	<u>\$ 161,280.15</u>	<u>98.2%</u>
IN KIND NEEDED	\$ 41,079.00				
IN KIND GENERATED	<u>\$ -</u>				
IN KIND (SHORT)/LONG	\$ (41,079.00)				

**BOARD OF TRUSTEES
COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT**

DRAFT

**GENERAL FUND BUDGET
FISCAL YEAR ENDING JUNE 30, 2020**

APPROVED:

Jan Mittleider, Chairman, Board of Trustees

ATTEST:

I HEREBY CERTIFY THAT THE ATTACHED IS THE BUDGET APPROVED
BY THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES ON
July 15, 2019

Jeffrey M. Harmon, Secretary/Treasurer

REVENUE

1. TUITION AND FEES

Traditional offerings of on campus and online classes continue to decline, and dual credit enrollment continues to show gains resulting in over 50% of our students enrolled through Dual Credit delivery. Overall, we are budgeting flat enrollment for FY20. Tuition and fees for FY20 remain unchanged at \$140 per credit. Beginning in FY20 Dual Credit tuition will be reimbursed by the State of Idaho through the Idaho State Department of Education Advanced Opportunities program at a per credit rate of \$75, an increase of \$10 per credit above the amount in FY19. This increase will generate approximately \$300,000 in new revenue. Based on last year's actual tuition collections and the current projected enrollment for FY20 the budget estimate for tuition is \$11,750,000. This is an increase of \$475,000.

2. COUNTY TUITION

Out-of-district fees of \$50 per credit are paid out of liquor funds that counties receive from the state if the county is not part of a Community College Taxing District. The six counties that have established taxing districts to support community colleges now include Twin Falls, Jerome, Ada, Canyon, Kootenai and Bonneville. These counties collect property tax to support their local Community College in lieu of paying county tuition. The per credit charge to the county remains at \$50 per credit with a maximum of \$500 per semester and \$3,000 per student lifetime limit.

We are budgeting \$1,910,000 in out-of-district tuition in FY20.

3. STATE APPROPRIATION - ACADEMIC

The FY20 General Fund appropriation is \$14,426,700. This is a net 1.14% increase or \$162,700 over the prior year's appropriation and will provide partial funding of change in employee compensation increases.

4. STATE APPROPRIATION - CAREER TECHNICAL EDUCATION

The FY20 Career Technical Education (CTE) appropriation is \$7,347,000. This is a .36% increase or \$26,300 over the prior year's appropriation. Partial funding was provided for change in employee compensation, but equal reductions were made in capital funding for our CTE programs.

5. COUNTY PROPERTY TAXES

Under current legislation, we are allowed a 3% increase over the actual FY19 amount assessed plus the previous year's levy rate on new construction. In Twin Falls and Jerome counties, \$116,172,192 and \$17,530,610 of new construction was added to the tax rolls last year. This compares to the following in previous years:

	<u>Twin Falls County</u>	<u>Jerome County</u>
FY20	\$116,172,192	\$17,530,610
FY19	\$ 88,662,506	\$19,690,338
FY18	\$ 87,948,561	\$ 7,531,147
FY17	\$104,908,934	\$ 5,596,614
FY 16	\$ 58,844,382	\$18,664,039
FY 15	\$ 59,607,968	\$ 5,595,710
FY 14	\$ 47,312,183	\$ 3,881,471
FY 13	\$ 41,535,590	\$ 9,466,581
FY 12	\$ 41,152,460	\$ 8,195,222
FY 11	\$106,953,356	\$13,308,454
FY 10	\$124,060,336	\$21,282,302

Based on last year's assessments and new construction, we are budgeting to collect \$7,165,000 in property tax from Twin Falls and Jerome counties in FY20. This is a 4.78% or \$327,000 increase over last year.

6. INVENTORY PHASEOUT TAX

The formula for Inventory Tax Phaseout is complex and involves sales tax revenues and some base distributions. Based on current estimates, we are budgeting an increase of \$10,000 for a total budget for Inventory Tax Phaseout revenues to be \$678,000.

7. INTEREST ON INVESTMENTS

Interest rates earned from the Idaho Local Government Investment Pool remain stable. We are estimating we will collect \$250,000 in interest on General Fund reserves in FY20.

8. GRANT MANAGEMENT FEES

Grant management fees are based on fees we assess our outside agencies plus administrative allowances we receive from grants that allow us to charge indirect costs. These fees vary from year to year. Many of our grants do not allow for indirect cost recovery. This year, multiyear grants are winding down. We are budgeting to collect \$520,000 in FY20 for grant management and indirect cost recovery. This remains unchanged from FY19.

9. OTHER REVENUE

Other Revenue consists of program revenue, tuition loan agreement fee and late fees as well as other miscellaneous revenue. The budget remains the same as FY19. We are budgeting \$250,000 for FY20.

EXPENDITURES

1. Salaries

Employees were given a 2% salary increase plus \$550 added to FY19 base salaries. This tiered approach provided a larger percentage increase for those employees in the lower paygrades. This budget also reflects salary changes as a result of change in rank, change in duties or responsibilities, or other salary adjustments.

2. Fringe Benefits

This budget reflects the employer contribution for the health, dental and vision insurance for our employees. This is the second year we have offered the optional High Deductible Health Plan (HDHP). This plan has been well received and allows employees to personally contribute to individual Health Savings Accounts (HSA) using pretax dollars. In FY20 35% of our eligible employees have opted into the HDHP. In FY20, the college will contribute \$750 to each employees' HSA for those enrolled in the HDHP. Effective July 1, employees are able to select which insurance products they participate in. This includes Health, Dental or Vision or they may bundle and pay for the coverage that best meets their family needs. Insurance premiums increased 6.9% for FY20. The college continues to pay 85% of the coverage for our employees and pays 70% for the family on the traditional plan. For FY20 the college is paying 100% of the premium for the employee that enrolls in the High Deductible Health Plan, and the employee will pay 30% for the family coverage. All other employer and employee benefits are expected to remain the same.

3. Departmental Budget Changes

The following is an explanation of departmental changes from our FY19 budget. All budgets reflect the costs of salary and benefit increases.

- a. The Administration budget is inclusive of Administration, Business Office, Payroll, Board of Trustee and Marketing Departments and has been set at \$2,230,000. The FY20 operating budget has been reduced to \$530,000 from the FY19 budget of \$570,000, this is a \$40,000 reduction from the FY19 operating budget.
- b. The Human Resources budget has been set for FY20 at \$347,000. The operating budget remains unchanged from prior years.
- c. The Foundation Support budget includes paying for 3 full time employees to support the activities of the College of Southern Idaho Foundation, Inc. The CSI Foundation reimburses the College \$25,000 per year for the .50 FTE the Alumni Relations Coordinator. Operating cost are paid directly by the CSI Foundation.

- d. The Library budget has been set at \$811,000. The operating budget has been increased from \$180,000 to \$200,000 to allow for the increased cost associated with online resources. This is a \$20,000 increase from the FY19 operating budget.
- e. The Student Services budget has been set at \$3,034,000. The operating budget has been increased from \$300,000 to \$400,000. This is a \$100,000 increase from the FY19 operating budget.
- f. The Community Education budget remains unchanged from last year and has been set at \$100,000.
- g. The Information Technology Department budget has been set at \$3,240,000. The college is continuing its digital transformation by implementing major upgrades in system security, WEB development, wireless connectivity and hardware infrastructure. The college needs to assess our current Enterprise Resource Planning System (ERP) to build a contemporary digital environment. Most of our operations are reliant on advancing technology, we continue to enhance our systems to bring our online presence for employees and students to desired standards. The operating, capital and software budget has been increased from \$1,485,000 to \$1,525,000. This is a \$40,000 increase from the FY19 operating budget.
- h. The Institutional Effectiveness Department budget has been set at \$583,000. The FY20 operating budget has been reduced to \$68,000 from the FY19 budget of \$84,000 this is a \$16,000 reduction from the FY19 operating budget.
- i. The Physical Plant and Security Department budget has been set at \$5,388,000. We are adding two custodial positions that were previously paid from Student Union funds to the General Fund maintenance budget. With the reduction in student fees available to support student union operations we are no longer able to fund these positions with Student Union fees. The operating budget has been increased from \$1,281,000 to \$1,340,000. This is a \$59,000 increase from the FY19 operating budget.
- j. The following areas of the Institutional Support budget are impacted:
 - a. Legal and audit budget has been increased by \$2,000 for FY20.
 - b. We continue working to upgrade aging components of our campus electrical system. When Idaho Power upgrades our high voltage system, they amortize the cost and charge a facility use fee that is added to our monthly bill. To minimize the amount of work and charges incurred by Idaho Power we self-perform or contract much of the work to reduce our overall lifetime

cost. Based upon the scheduled upgrade of the infrastructure and our current estimates for utilities, we are budgeting \$1,037,000 for FY20 or an increase of \$49,000 from the FY19 Budget.

- c. Insurance costs are expected to increase by \$33,000. We allocate insurance to Eagle View, Eagle Hall, North View apartments, the Student Union, the CSI Recreation Center, Trans IV, and the STAR program.
- d. The budget for Presidential Scholarships will remain the same at \$400,000 for FY20.
- e. We continue to utilize a waiver so that we do not have to provide 20% matching funds for the Federal College Work Study program and the Supplemental Economic Opportunity Grant. The \$40,000 budget is used cover matching funds for State of Idaho Work Study.
- f. The Plant Facility Transfer will decrease by \$158,300. Our campus has infrastructure systems that are approaching forty years old and are requiring upgrades in mechanical electrical and plumbing. Many of our spaces are outdated and need to be upgraded. We use the Plant Facility Fund for major remodels and renovations to our physical plant and to augment the funding from Department of Public Works (DPW) when funds are not sufficient to fully fund each project. Based on the projected necessary upgrades to the campus, we are budgeting Plant Facilities transfer of \$1,033,000.
- g. The Innovation Grant funds of \$50,000 are utilized for one-time pilot project funds to improve education. \$13,000 is also allocated to faculty and staff development.
- h. The Small Business Development budget reflects the College's support for the Small Business Development Center (SBDC), and remains at \$63,000.
- i. The Economic Development budget reflects the College's support for Southern Idaho Economic Development (SIED) and remains at \$110,000.
- j. The athletic transfer reflects salaries paid to athletic staff except for the portion allocated for head coach academic duties. The athletic department added a new full time Athletic Operations Coordinator. This addition is a transfer from the Physical Education Department that was previously charged to the Academic budget. The athletic transfer includes the additional cost associated with the change in employee compensation, the addition of an employee and additional funds to offset declining student fees. The transfer is an increase of \$180,000

- k. Senior Program Support is to fund instructor salaries in our Over 60 and Getting Fit program. This amount is budgeted to remain the same at \$35,000.

4. Change in General Fund Full-Time Equivalent (FTE) Personnel.

Administration Payroll & Marketing: .50 FTE was added by replacing a half time accountant with a full-time accountant.

Academics: 3.34 FTE for Faculty positions have not been replaced due to decreased on campus enrollments and consolidation of positions.

Physical Plant and Security: 2.00 FTE was added by transferring two positions that were funded from Student Union funds.

SUMMARY

CSI did not receive any additional funding for our line item request for FY20. Our State of Idaho Appropriations for the current year provided an increase of \$162,700 and Career Technical Education increase \$26,300. This additional \$189,000 in new funds represent an increase of .88% above the amount received in FY19. This increase in funding will cover a portion of the increases we offered in compensation adjustment for employees.

As technology continues to be a major part of the educational process, we are investing heavily in updating our information technology infrastructure to meet the challenges and expectations of our current and future students and stakeholders. State appropriations have not covered our change in employee compensation commitment to employees, tuition and fees remain the same as FY19, health insurance increased by 6.9%, our physical plant and infrastructure continue to age, and we are experiencing more frequent system failures with obsolete equipment. FY20 will be a challenging year financially.

From a revenue and expense standpoint, enrollment management continues to be key. This will require continued analysis of the programs we offer, enhanced recruiting, retention, varied contemporary instructional modalities, course scheduling, and quality service at all levels. Efficiency in all our operational areas and completion of programs by students will be critical as we build enrollment. In FY20 we will continue to look for efficiencies and ongoing revenue sources to minimize the impact to students and meet our obligations to employees.

With no external debt and adequate fund balance, we remain financially well positioned for the challenges we are facing over the next several years. The budget as presented funds the college for the budget year July 1, 2019 through June 30, 2020 or FY20.

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE	PERCENT OF BUDGET
REVENUE					

TUITION AND FEES	11,275,000	11,750,000	4.21%	475,000	26.38%
COUNTY TUITION	1,720,000	1,910,000	11.05%	190,000	4.29%
STATE APPROPRIATION-ACADEMIC	14,264,000	14,426,700	1.14%	162,700	32.39%
STATE COLLABORATIVE CENTER	39,300	39,300	0.00%	0	0.09%
LIQUOR FUND REVENUE	200,000	200,000	0.00%	0	0.45%
STATE APPROPRIATION CTE	7,320,700	7,347,000	0.36%	26,300	16.50%
COUNTY PROPERTY TAXES	6,838,000	7,165,000	4.78%	327,000	16.09%
INVENTORY PHASEOUT TAX	668,000	678,000	1.50%	10,000	1.52%
INTEREST ON INVESTMENTS	150,000	250,000	66.67%	100,000	0.56%
GRANT MANAGEMENT FEES	520,000	520,000	0.00%	0	1.17%
OTHER REVENUE	250,000	250,000	0.00%	0	0.56%
TOTALS	43,245,000	44,536,000	2.99%	1,291,000	100.00%

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE	PERCENT OF BUDGET
EXPENDITURES					

ADMINISTRATION	2,168,000	2,230,000	2.86%	62,000	5.01%
HUMAN RESOURCES	329,000	347,000	5.47%	18,000	0.78%
FOUNDATION SUPPORT	226,000	234,000	3.54%	8,000	0.53%
LIBRARY	763,000	811,000	6.29%	48,000	1.82%
STUDENT SERVICES	2,856,000	3,034,000	6.23%	178,000	6.81%
COMMUNITY EDUCATION	100,000	100,000	0.00%	0	0.22%
INSTITUTIONAL EFFECTIVENESS	586,000	583,000	-0.51%	(3,000)	1.31%
INFORMATION TECHNOLOGY	3,170,000	3,240,000	2.21%	70,000	7.28%
PHYSICAL PLANT	5,071,000	5,388,000	6.25%	317,000	12.10%
INSTITUTIONAL SUPPORT	5,359,300	5,865,000	9.44%	505,700	13.17%
ACADEMIC INSTRUCTION	14,846,000	15,357,000	3.44%	511,000	34.48%
TECHNICAL INSTRUCTION	7,370,700	7,347,000	-0.32%	(23,700)	16.50%
TOTALS	42,845,000	44,536,000	3.95%	1,691,000	100%

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
ADMINISTRATION				

REVENUES	0	0		0
PERSONNEL	1,161,000	1,231,000	6.03%	70,000
FRINGE BENEFITS	437,000	469,000	7.32%	32,000
OPERATING EXPENSE	570,000	530,000	-7.02%	(40,000)
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	<u>2,168,000</u>	<u>2,230,000</u>	<u>2.86%</u>	<u>62,000</u>

HUMAN RESOURCES				

PERSONNEL	212,000	219,000	3.30%	7,000
FRINGE BENEFITS	77,000	88,000	14.29%	11,000
OPERATING EXPENSE	40,000	40,000	0.00%	0
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	<u>329,000</u>	<u>347,000</u>	<u>5.47%</u>	<u>18,000</u>

FOUNDATION SUPPORT				

REVENUES	(25,000)	(25,000)	100.00%	0
PERSONNEL	186,000	182,000	-2.15%	(4,000)
FRINGE BENEFITS	65,000	77,000	18.46%	12,000
OPERATING EXPENSE	-	-	0.00%	0
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	<u>226,000</u>	<u>234,000</u>	<u>3.54%</u>	<u>8,000</u>

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
LIBRARY				

REVENUES	(1,000)	(1,000)	0.00%	0
PERSONNEL	410,000	421,000	2.68%	11,000
FRINGE BENEFITS	174,000	191,000	9.77%	17,000
OPERATING EXPENSE	180,000	200,000	11.11%	20,000
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	<u>763,000</u>	<u>811,000</u>	<u>6.29%</u>	<u>48,000</u>

STUDENT SERVICES				

REVENUES	(125,000)	(125,000)	0.00%	0
PERSONNEL	1,824,000	1,876,000	2.85%	52,000
FRINGE BENEFITS	857,000	883,000	3.03%	26,000
OPERATING EXPENSE	300,000	400,000	33.33%	100,000
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	<u>2,856,000</u>	<u>3,034,000</u>	<u>6.23%</u>	<u>178,000</u>

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
COMMUNITY EDUCATION				

REVENUES	(384,000)	(391,000)	1.82%	(7,000)
PERSONNEL	123,000	127,000	3.25%	4,000
FRINGE BENEFITS	45,000	48,000	6.67%	3,000
OPERATING EXPENSE	316,000	316,000	0.00%	0
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	<u>100,000</u>	<u>100,000</u>	<u>0.00%</u>	<u>0</u>

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
INFORMATION TECHNOLOGY				

REVENUES	(25,000)	(25,000)	0.00%	0
PERSONNEL	1,205,000	1,212,000	0.58%	7,000
FRINGE BENEFITS	505,000	528,000	4.55%	23,000
OPERATING EXPENSE	975,000	1,000,000	2.56%	25,000
CAPITAL OUTLAY	10,000	25,000	150.00%	15,000
SOFTWARE	500,000	500,000	0.00%	0
TOTALS	<u>3,170,000</u>	<u>3,240,000</u>	<u>2.21%</u>	<u>70,000</u>

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
INSTITUTIONAL EFFECTIVENESS				

REVENUES			0.00%	0
PERSONNEL	355,000	356,000	0.28%	1,000
FRINGE BENEFITS	147,000	159,000	8.16%	12,000
OPERATING EXPENSE	84,000	68,000	-19.05%	(16,000)
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	<u>586,000</u>	<u>583,000</u>	<u>-0.51%</u>	<u>(3,000)</u>

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
PHYSICAL PLANT & SECURITY				

REVENUES	(96,000)	(100,000)	4.17%	(4,000)
PERSONNEL	2,527,000	2,653,000	4.99%	126,000
FRINGE BENEFITS	1,359,000	1,495,000	10.01%	136,000
OPERATING EXPENSE	965,000	1,015,000	5.18%	50,000
CAPITAL OUTLAY	316,000	325,000	2.85%	9,000
TOTALS	<u>5,071,000</u>	<u>5,388,000</u>	<u>6.25%</u>	<u>317,000</u>

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
INSTITUTIONAL SUPPORT				

TELEPHONE	80,000	80,000	0.00%	0
LEGAL & AUDIT	108,000	110,000	1.85%	2,000
UTILITIES	988,000	1,037,000	4.96%	49,000
INSURANCE	196,000	229,000	16.84%	33,000
PRESIDENTIAL SCHOLARSHIPS	400,000	400,000	0.00%	0
FINANCIAL AID CONTRIBUTION	40,000	40,000	0.00%	0
PLANT FACILITY	1,191,300	1,033,000	-13.29%	(158,300)
HERRETT MUSEUM	400,000	400,000	0.00%	0
INNOVATION GRANTS	63,000	63,000	0.00%	0
SMALL BUSINESS CENTER	63,000	63,000	0.00%	0
ECONOMIC DEVELOPMENT	110,000	110,000	0.00%	0
WELLNESS AND PACE	62,000	62,000	0.00%	0
HEADSTART	62,000	62,000	0.00%	0
WORKFORCE TRAINING	56,000	56,000	0.00%	0
AG ENDOWMENT	20,000	20,000	0.00%	0
ATHLETICS	1,735,000	1,915,000	10.37%	180,000
SENIOR PROGRAM SUPPORT	35,000	35,000	0.00%	0
CONTINGENCY	150,000	150,000	0.00%	0
TOTALS	<u>5,759,300</u>	<u>5,865,000</u>	<u>1.84%</u>	<u>105,700</u>

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
ACADEMIC INSTRUCTION				

REVENUES	(130,000)	(130,000)	0.00%	0
PERSONNEL	10,336,000	10,628,000	2.83%	292,000
FRINGE BENEFITS	3,870,000	4,083,000	5.50%	213,000
OPERATING EXPENSE	750,000	766,000	2.13%	16,000
CAPITAL OUTLAY	20,000	10,000	-50.00%	(10,000)
TOTALS	<u>14,846,000</u>	<u>15,357,000</u>	<u>3.44%</u>	<u>511,000</u>

TECHNICAL INSTRUCTION

PERSONNEL	4,541,500	4,682,000	3.09%	140,500
FRINGE BENEFITS	2,036,100	2,047,000	0.54%	10,900
OPERATING EXPENSE	489,100	525,500	7.44%	36,400
CAPITAL OUTLAY	304,000	92,500	-69.57%	(211,500)
TOTALS	<u>7,370,700</u>	<u>7,347,000</u>	<u>-0.32%</u>	<u>(23,700)</u>

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE	PERCENT OF BUDGET
REVENUES					
GENERAL REVENUES	(43,245,000)	(44,536,000)	2.99%	(1,291,000)	98.24%
REVENUE	-	-		0	0.00%
STUDENT SERVICES	(125,000)	(125,000)	0.00%	0	0.28%
LIBRARY	(1,000)	(1,000)	0.00%	0	0.00%
COMMUNITY EDUCATION	(384,000)	(391,000)	1.82%	(7,000)	0.86%
FOUNDATION SUPPORT	(25,000)	(25,000)	100.00%	0	0.06%
INSTITUTIONAL EFFECTIVENESS	(25,000)	(25,000)	0.00%	0	0.06%
PHYSICAL PLANT	(96,000)	(100,000)	4.17%	(4,000)	0.22%
ACADEMIC INSTRUCTION	(130,000)	(130,000)	0.00%	0	0.29%
	<u>(44,031,000)</u>	<u>(45,333,000)</u>	2.96%	(1,302,000)	100.00%
EXPENDITURES					
PERSONNEL	22,880,500	23,587,000	3.09%	706,500	52.03%
FRINGE BENEFITS	9,572,100	10,068,000	5.18%	495,900	22.21%
OPERATING EXPENSE	4,669,100	4,860,500	4.10%	191,400	10.72%
CAPITAL OUTLAY	650,000	452,500	-30.38%	(197,500)	1.00%
SOFTWARE	500,000	500,000	0.00%	0	1.10%
INSTITUTIONAL SUPPORT	5,759,300	5,865,000	1.84%	105,700	12.94%
TOTAL EXPENDITURES	<u>44,031,000</u>	<u>45,333,000</u>	2.96%	1,302,000	100.00%
TOTAL REVENUES	(44,031,000)	(45,333,000)	2.96%	(1,302,000)	
TOTAL EXPENDITURES	<u>44,031,000</u>	<u>45,333,000</u>	2.96%	<u>1,302,000</u>	
AMOUNT SHORT (OVER)	<u>0</u>	<u>0</u>		<u>0</u>	

July 15, 2019

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

From: Jeffrey M. Harmon 

RE: Canyon Building Renovation Plant Facilities contribution

The College of Southern Idaho was awarded \$830,000 of Permanent Building Funds to develop and renovate the Canyon Building in two phases. The project is currently in the design phase. The current total cost to design phase 1 and 2 and construct phase 1 including soft costs, is \$1,433,500. That leaves an estimated budget gap of \$603,500 for phase 1. CSI will need to contribute up to \$603,500 to supplement the budget gap to complete phase 1. We requested funds for construction of phase 2 last year which was not funded. Estimated cost for phase 2 is projected to be \$2,289,000.

I am requesting using Plant Facilities funds of \$603,500 to augment phase 1 of the Canyon Renovation project and use \$2,289,000 of Plant Facilities funds for construction of Phase 2 for a total Plant Facilities contribution of \$2,892,500. This is a project that has been anticipated and we have adequate funds in the Plant Facility to fund the renovation.

July 15, 2019

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

From: Jeffrey M. Harmon 

Re: Power Infrastructure Upgrades

To ensure a more stable power grid on campus we need to replace some Idaho Power related infrastructure. A large amount of the current infrastructure has original direct bury cabling with aged transformers that are no longer viable and no direct replacements are available. Idaho Power along with the CSI Maintenance Department is taking a proactive measure to minimize the need for emergency repairs and uncontrolled outages, which causes major disruptions on campus.

We advertised for the boring and installation of High Density Polyethylene (HDPE) pipe between Idaho Power structures on the southeast portion of campus and the installation of new service disconnect devices for the Shields Building and Chiller Plant. All bidders were required to be Idaho Power certified. There are five Idaho Power certified contractors that qualified for this project. Four contractors attended the pre-bid conference. Only one contractor was able to fit this project into their schedule. As such we received one bid as follows:

Probst Electric	Heber City, Utah	\$ 210,970.00
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Based on the review of the proposals by Theo Schut and Bradley Engineering, I recommend that we accept the bid from Probst Electric of Heber City, Utah in the amount of \$ 210,970.00.

Funding for this project is from the Plant Facility Fund.