



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

August 17, 2015

EXECUTIVE SESSION

2:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Taylor 277

AGENDA

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – JULY 20TH, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – JULY 20TH, 2015: (A) *Mike Mason*

MINUTES – SPECIAL SESSION – AUGUST 3RD, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

HEAD START/EARLY HEAD START REPORT: (A) *Mike Mason*

OPEN FORUM

UNFINISHED BUSINESS

CSI BOARD OF TRUSTEES OPEN FORUM POLICY: (A) *Chairman Kleinkopf*

NEW BUSINESS

FY16 BUDGET HEARING: (A) *Mike Mason*

CT3 EQUIPMENT BID: (A) *Mike Mason*

CSI MISSION STATEMENT UPDATE: (A) *Chris Bragg*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
EXECUTIVE SESSION
TAYLOR BUILDING PRESIDENT'S BOARDROOM
JUNE 20, 2015

CALL TO ORDER: 3:00 p.m. PRESIDING: Karl Kleinkopf

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

College Administration: Dr. Jeff Fox, President
Robert Alexander, Board Attorney
Kirtlan Naylor, College Attorney - via telephone
John M. Mason, Vice President of Administration
Curtis Eaton, Advisor to the President

Visitors: None

The Board of Trustees entered into Executive Session in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel (c) to conduct deliberations concerning real property and (f) to consider and advise its legal representatives in pending litigation or where there is a public awareness of probable litigation on MOTION by Jan Middleider. Affirmative vote was unanimous.

BOARD OF TRUSTEE ADJOURNMENT was declared at 3:49 p.m.



John M. Mason, Secretary Treasurer

APPROVED August 17, 2015

Chairman

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JULY REGULAR BOARD OF TRUSTEES MEETING
JULY 20, 2015

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

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

College Administration: Dr. Jeff Fox, President
Robert Alexander, Board Attorney
John M. Mason, Vice President of Administration
Dr. Michelle Schutt, Associate Vice President of
Student Services
Jayson Lloyd, Instructional Dean
Dr. Cindy Bond, Instructional Dean
Nolan Goubeaux, Associate Dean of Student Affairs
Eric Nielson, Director of Human Resources
Randy Dill, Physical Plant Director
Dr. Teri Fattig, Library Director and Museum
Department Chair
Doug Maughan, Public Information Director
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Cyndie Woods, Tina Standlee, Curtis Eaton,
Steve Birnie, Cesar Perez, Joel Bate, Clark Rasmussen,
Kindy Combe, Larisa Alexander, Heather Barnes, Lauren
Hildreth, Dan Guthrie, Jennifer Zimmers, Chris Bragg,
Mancole Fedder, Chris Anderson and Jim Ellington

Visitors: Al Frost and fifty three individuals listed on the
attached sheet

Faculty Representatives: R.D. Van Noy

PACE Representative: Kim Lapray

Times News: Julie Wootton, Steven Ross and Travis Quast

KMVT News: Ben Lyda

APPROVAL OF AGENDA: The agenda was accepted as written.

BOARD MINUTES: The Board minutes of the Regular Session and Executive Session of July 20, 2015 were accepted as written by the Board.

TREASURER'S REPORT: The Treasurer's report was accepted as written by the Board on MOTION by Jan Mittleider. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Thad Scholes. Affirmative vote was unanimous.

OPEN FORUM: Thirty minutes was provided for Open Forum speakers. Speakers were limited to three minutes each. Attendees who wanted to speak but were not able to due to time constraints were asked to provide written comments to the Board Secretary/Treasurer.

The following individuals addressed the Board with comments against the College of Southern Idaho Refugee Center's current operations: Russ Krause, Adrian Arp, Terry Edwards, Gordon Halverson, Heather Wathen, Sherrel Olsen, Linda Burgess and Hilber Nelson

The following individuals addressed the Board with comments in support of the College of Southern Idaho Refugee Center's current operations: Ann Martin, Ron James and Melody Lenkner

UNFINISHED BUSINESS:

1. Board Chairman Karl Kleinkopf handed out written copies of the College of Southern Idaho's Board of Trustees Self-Evaluation Report.

2. The Board accepted the sole bid of Montana School Equipment Company of Great Falls, Montana in the amount of \$237,230 for the specified upper bleacher replacement project on MOTION by Jan Mittleider. Affirmative vote was unanimous.

Funding for the project is from the Plant Facility Fund.

3. Board Chairman Karl Kleinkopf handed out copies of the Board of Trustees Self Evaluation report.

NEW BUSINESS:

1. The Board approved the low bid for the geothermal line replacement project from Brackman Excavating LLC of Twin Falls, Idaho in the amount of \$59,330 on MOTION by Bob Keegan. Karl Kleinkopf, Bob Keegan, Laird Stone and Dr. Thad Scholes voted in the affirmative and Jan Mittleder abstained. The MOTION was approved.

Funding for this project is from the Idaho State Division of Public Works through delegated project number D15-091.

2. The Board approved the sole bid of Laerdal Medical Corporation for the high fidelity patient simulator in the amount of \$45,545.62 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is from one time capital outlay funds from the Idaho State Division of Professional Education.

3. The Board approved proceeding with the design and bidding of the Expo horse barn construction project on MOTION by Bob Keegan. Affirmative vote was unanimous.

The project will be competitively bid and brought back to the Board for final bid approval. Funding for the project is from the Rodeo departments fund balance.

4. We advertised for architectural and engineering services for several campus remodel projects and did not receive any responses. The Board approved the administration finding a qualified firm or firms and negotiating the scope of work and fees for these services on MOTION by Bob Keegan. Affirmative vote was unanimous.

The architectural and engineering services will be paid for by the Plant Facility Fund.

5. The Board approved the Herrett Center Institutional Plan and Collections Management Plan on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

The Board and President Fox thanked Dr. Teri Fattig for her work on these projects.

6. Chris Bragg updated the Board on the process for the new strategic plan. The goal is to bring back the strategic plan to the Board in six months.

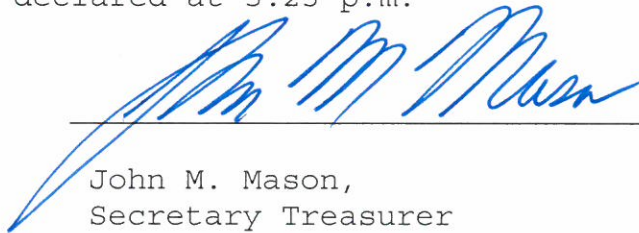
7. President Fox reviewed the Northwest Commission on Colleges and University accreditation response with the Board. Chris Bragg discussed the accommodations and recommendations provided by the Commission.

8. Chairman Kleinkopf handed out a new Open Forum Policy. The policy will be up for approval at the August 17, 2015 regular Board Meeting.

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT was declared at 5:23 p.m.



John M. Mason,
Secretary Treasurer

Approved: August 17, 2015

Chairman

**ADDITIONAL ATTENDANCE LIST FOR CSI BOARD OF TRUSTEES MEETING
JULY 20, 2015**

PRINT NAME	REQUEST TO SPEAK IN OPEN FORUM Y/N	REQUEST #	SPOKE IN OPEN FORUM
Russ Krause	Y	1	Yes
Julie Edwards			
Adrian Arp	Y	2	Yes Also left written information (Against)
Terry Edwards	Y	3	Yes
Katherine Talkington	N		
Ken Whiting	Y	7	Didn't turn his form into KD Left written information (Pro)
Tara Schroeder	Y	4	No - Spoke at Previous Meeting
Gordon Halverson	Y	5	Yes
Delmer McNary	Y	6	Yes
Mary Bello	Y		
Anne Martin	Y	8	Yes
Art Hoag	N		
Linda Upton	N		
Steve Upton	N		
Lawrence Underwood	Y	9	No - Spoke at Previous Meeting
Shari Underwood	N		
Ron James	Y	10	Yes
Ruth-Ann House	N		
Sparkie House	N		
Heather Wathen	Y	11	Yes
Harley Jo Wathen	N		
Byrd Golay	Y	12	No - Spoke at Previous Meeting
Eric Parker			
B. J. Tomberlin	N		
Scott Tomberlin	N		
John Casey	Y		
Hilber Nelson	Y	14/a	Yes Also left written information (Against)
Billee Dinges			
Tyrell Burgess	N		
Linda Bugess	Y	13	Yes
Sherrel Olsen	Y	14/b	Yes
Melody Lenkner	Y	15	Yes
Charles Lenkner	N		
Melissa Joelson	Y	16	Eligible - Out of Time
Phil Price			
Danielle Billing	Y	17	Eligible - Out of Time Left written information (Pro)
Sara Toledo	Y	18	Eligible - Out of Time Left written information (Pro)

Marie Silver	Y	19	Eligible - Out of Time
Larry Olsen			
Heather O'Donahue	Y		
Dana Morfin	Y	20	Eligible - Out of Time Left written information (Pro)
Deborah Silver	Y	21	Eligible - Out of Time
Vicky Davis	Y	22	No - Spoke at Previous Meeting
Kevin Bradshaw	N		
Kristy Hill	Y	23	Eligible - Out of Time
Robert E. Sojka	Y	24	Eligible - Out of Time Left written information (Pro)
Erika Willsey	Y	25	No - Spoke at Previous Meeting
Veronica Xander	N		
Julia Reynolds	Y	26	Eligible - Out of Time
Jim Sisson	Y	27	Eligible - Out of Time
Rocky McClymonds	Y	28	Eligible - Out of Time
Chris McIntyre	N		
Megan Hughes	Y	29	Eligible - Out of Time
Curtis Hopfenbeck	Y		

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
MAY SPECIAL BOARD OF TRUSTEES MEETING
August 3, 2015

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

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

College Administration:
Robert Alexander, Board Attorney
John M. Mason, Vice President of Administration
Eric Nielson, Director of Human Resources
Debra Wilson, Executive Director of the College of
Southern Idaho Foundation
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: None

Visitors: None

Faculty Representatives: None

PACE Representative: None

Times News: None

KMVT News: None

APPROVAL OF AGENDA: The agenda was approved on MOTION by Dr.
Thad Scholes. Affirmative vote was unanimous.

OPEN FORUM: None

New Business

1. The Board approved the sole bid of Protech Theatrical Services, Inc. of North Las Vegas, Nevada in the amount of \$127,188 for the specified stage rigging system on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

CSI Trustees
August 3, 2015
Page 2

Funding in the amount of \$124,100 for the project is from the Idaho State Division of Public Works with the balance of \$3,088 coming from the Plant Facilities Fund.

UNFINISHED BUSINESS

None

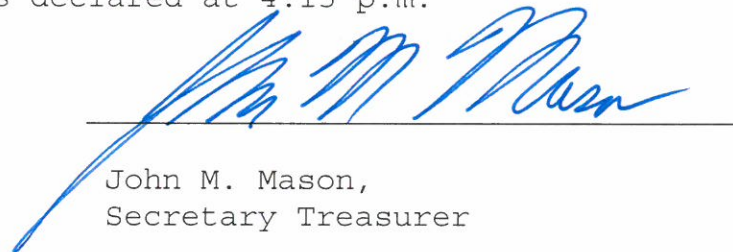
NEW BUSINESS

None

REMARKS FOR THE GOOD OF THE ORDER

None

ADJOURNMENT was declared at 4:15 p.m.



John M. Mason,
Secretary Treasurer

Approved: August 17, 2015

Chairman

General Fund YTD Board

YEAR: 1516

Statement of Revenue and Expenses

Acct Month: 1

Tuesday, August 11, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$17,438.46)	(\$25,431.00)	\$0.00	\$25,431.00	0.00%
County Tuition	\$147,200.00	(\$10,850.00)	\$0.00	\$10,850.00	0.00%
State Funds	(\$12,795,341.27)	(\$18,378,533.08)	\$0.00	\$18,378,533.08	0.00%
County Property Tax	\$150,658.62	\$160,000.35	\$0.00	(\$160,000.35)	0.00%
Grant Management Fees	(\$32,832.91)	(\$34,552.97)	\$0.00	\$34,552.97	0.00%
Other	(\$49,933.49)	(\$5,201.65)	\$0.00	\$5,201.65	0.00%
Unallocated Tuition	(\$214,953.46)	(\$618,986.03)	\$0.00	\$618,986.03	0.00%
Departmental Revenues	(\$193,636.62)	(\$298,653.98)	\$0.00	\$298,653.98	0.00%
Total Revenue	(\$13,006,277.59)	(\$19,212,208.36)	\$0.00	\$19,212,208.36	0.00%

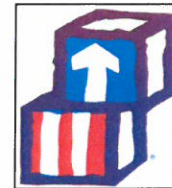
Expenditures

Personnel					
Salaries	\$1,442,397.40	\$1,440,670.73	\$0.00	(\$1,440,670.73)	0.00%
Variable Fringe	\$313,170.53	\$315,125.89	\$0.00	(\$315,125.89)	0.00%
Health Insurance	\$273,999.35	\$289,207.26	\$0.00	(\$289,207.26)	0.00%
Total Personnel	\$2,029,567.28	\$2,045,003.88	\$0.00	(\$2,045,003.88)	0.00%
Expense Categories					
Services	\$220,936.26	\$237,989.12	\$0.00	(\$237,989.12)	0.00%
Supplies	\$17,395.26	\$31,625.83	\$0.00	(\$31,625.83)	0.00%
Other	\$23,488.14	\$68,454.97	\$0.00	(\$68,454.97)	0.00%
Capital	\$8,342.36	\$54,571.01	\$0.00	(\$54,571.01)	0.00%
Institutional Support	\$24,998.13	\$106,135.31	\$0.00	(\$106,135.31)	0.00%
Total Expense Categories	\$295,160.15	\$498,776.24	\$0.00	(\$498,776.24)	0.00%
Total Expenditures	\$2,324,727.43	\$2,543,780.12	\$0.00	(\$2,543,780.12)	0.00%
Rev/Expense Total	(\$10,681,550.16)	(\$16,668,428.24)	\$0.00	\$16,668,428.24	0.00%

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START Relationship Based Competencies



Head Start is not only for children but for the entire family. Staff members who provide home visits to families play a critical role in this endeavor. Family well-being is a positive predictor of child outcomes and directly impacts children's school readiness. Research has shown that stressors such as unexpected life events and fear of an unsafe community can make it harder for families to form relationships with early childhood providers. However, when parents have adequate resources, live in safe home environments that support learning and development, and provide active and intentional learning experiences, children have better outcomes. These conditions result in children who are more likely to perform better upon entry to kindergarten and show resilience throughout childhood and adolescence.

There are nine relationship based competencies that home visitors and supervisors utilize when working with Head Start and Early Head Start families:

Positive Goal Oriented Relationships:

Engages in mutually respectful, goal-oriented partnerships to promote parent-child relationships and family well being.

Self Aware and Culturally Responsive Relationships:

Respects and responds appropriately to the culture, language, values, and family structures of each family served.

Family Well Being and Families as Learners:

Supports families' safety, health, financial stability, life goals and aspirations.

Positive Parent-Child Relationships and Families as Lifelong Educators: Enhances the parent-child relationship and supports parents' role as the first and lifelong educators of their children.

Family Connections to Peers and Community: Facilitates group networks and activities that supports families' strengths, interests, and needs.

Family Access to Community Resources:

Supports families in using community resources that enhance family well-being and children's learning and development.

Coordinated, Integrated, and Comprehensive Services :

Acts as a member Coordinated, Integrated and of a comprehensive services team so that family service activities are coordinated, and integrated throughout the program.

Data Driven Services and Continuous Improvement and the PFCE :

Collects and analyzes information to find new solutions to challenges as part of ongoing monitoring in order to continuously improve services.

Foundations for Professional Growth:

Actively Participates in opportunities for professional growth.



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



Enrollment

Early Head Start	82
Total	82 *

* Early Head Start services are provided year round including the summer months. Head Start services are suspended for the summer months and will resume again in September.

Program Options

Part-day/ Part-year, Double Sessions, Home Based/School District Enhanced, Pre- K, Early Head Start -Home Based.

Program Participation for July

EHS Toddler Combo Attendance	70%
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Meals and Snacks

Total meals served for July	111
Total snacks served for July	96

Education

Pre-Service training for staff is August 10-14, 2015. Training will include Highscope Curriculum best practices and CLASS observation and improvement techniques for classroom staff . Other trainings will include Child Plus (data base for program), USDA, and pre-trip inspection for transportation.

Parent Involvement

Recruitment of children and families for the upcoming school year is in full swing. Home visits with families begin the week of August 17th. Parents can learn more about their child’s center and the program by participating in class room active-ties, riding as a bus monitor, participating in policy council and parent committees, as well as in-kind activities. Parents are an integral part of the program and are their child’s first teacher and shape the success of the program through early childhood education and parent development.

Early Head Start

As of July 31st, 21 EHS children transitioned into HS program wide. All of those slots were filled and EHS is currently fully enrolled. EHS is welcomed one new staff to start the program year and one staff was promoted to EHS Coordinator. Staff will be in training the Week of August 10th for training.

Documents for Board Review/ Approval:

Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH		CASH OUTLAY		BALANCE OF BUDGET	PROJ %	ACTUAL %
		MONTH	TO DATE	BALANCE	OF BUDGET			
SALARIES	\$ 2,571,670.00	\$ 209,139.66	\$ 1,452,943.61	\$ 1,118,726.39	\$ 1,118,726.39	58.0%	56.5%	
BENEFITS	\$ 1,410,617.00	\$ 118,149.08	\$ 769,146.89	\$ 641,470.11	\$ 641,470.11	58.0%	54.5%	
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -			
SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -			
OFFICE SUPPLIES	\$ 14,106.00	\$ 70.80	\$ 4,119.46	\$ 9,986.54	\$ 9,986.54	58.0%	29.2%	
CLASSROOM SUPPLIES	\$ 15,000.00	\$ -	\$ 6,677.65	\$ 8,322.35	\$ 8,322.35	58.0%	44.5%	
CENTER SUPPLIES	\$ 33,216.00	\$ 43.89	\$ 33,622.43	\$ (406.43)	\$ (406.43)	58.0%	101.2%	
TRAINING SUPPLIES	\$ 3,000.00	\$ 1,084.86	\$ 8,490.49	\$ (5,490.49)	\$ (5,490.49)	58.0%	283.0%	
FOOD	\$ 3,000.00	\$ -	\$ 1,520.17	\$ 1,479.83	\$ 1,479.83	58.0%	50.7%	
CONTRACTUAL	\$ -	\$ -	\$ -	\$ -	\$ -			
OTHER	\$ -	\$ -	\$ -	\$ -	\$ -			
CONTRACTS	\$ 10,000.00	\$ -	\$ 3,602.46	\$ 6,397.54	\$ 6,397.54	58.0%	36.0%	
MEDICAL	\$ 10,000.00	\$ -	\$ 2,590.89	\$ 7,409.11	\$ 7,409.11	58.0%	25.9%	
DENTAL	\$ 13,465.00	\$ -	\$ 917.79	\$ 12,547.21	\$ 12,547.21	58.0%	6.8%	
CHILD TRAVEL	\$ 104,398.00	\$ 4,210.44	\$ 61,872.17	\$ 42,525.83	\$ 42,525.83	58.0%	59.3%	
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 1,009.44	\$ 11,954.57	\$ 16,045.43	\$ 16,045.43	58.0%	42.7%	
STAFF TRAINING	\$ -	\$ -	\$ 533.34	\$ (533.34)	\$ (533.34)	0.0%	0.0%	
PARENT TRAINING	\$ 15,400.00	\$ -	\$ 12,188.63	\$ 3,211.37	\$ 3,211.37	58.0%	79.1%	
FACILITIES/CONST.	\$ 57,779.00	\$ 563.18	\$ 27,007.53	\$ 30,771.47	\$ 30,771.47	58.0%	46.7%	
DEPRECIATION	\$ 30,600.00	\$ 2,550.00	\$ 17,442.00	\$ 13,158.00	\$ 13,158.00	58.0%	57.0%	
UTILITIES	\$ 58,300.00	\$ 3,236.53	\$ 29,746.76	\$ 28,553.24	\$ 28,553.24	58.0%	51.0%	
TELEPHONE	\$ 34,500.00	\$ 3,545.69	\$ 22,813.55	\$ 11,686.45	\$ 11,686.45	58.0%	66.1%	
OTHER	\$ 34,216.00	\$ 4,657.01	\$ 48,030.67	\$ (13,814.67)	\$ (13,814.67)	58.0%	140.4%	
TOTAL DIRECT COSTS	\$ 4,447,267.00	\$ 348,260.58	\$ 2,515,221.06	\$ 1,932,045.94	\$ 1,932,045.94	58.0%	56.6%	
ADMIN COSTS (8.228%)	\$ 327,663.00	\$ 26,929.32	\$ 154,205.84	\$ 173,457.16	\$ 173,457.16	58.0%	47.1%	
GRAND TOTAL	\$ 4,774,930.00	\$ 375,189.90	\$ 2,669,426.90	\$ 2,105,503.10	\$ 2,105,503.10	58.0%	55.9%	
IN KIND NEEDED	\$ 1,193,733.00							
IN KIND GENERATED	\$ 762,180.76							
IN KIND (SHORT)/LONG	\$ (431,552.24)							
PROCUREMENT CARD EXPENSE	\$ 9,933.55							
USDA								
Total All Centers		112.30	Repair/Maint	Total for Month	Revenue Received	YTD		
		112.30	-	112.30	-	80,581.29		

3% of Total Expense. Detailed report of PCARD charges available upon request.

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	PROJECTED	ACTUAL
	APPROVED	MONTH	TO DATE	%	%
			BALANCE		
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 8,241.46	\$ 17,139.15	\$ 16,194.85	51.4%
SUPPLIES					
Training Supplies	\$ 4,118.00		\$ 543.09	\$ 3,574.91	13.2%
OTHER					
Contracts	\$ -				
Staff Training	\$ 16,527.00	\$ 7,339.13	\$ 17,131.45	\$ (604.45)	103.7%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 15,580.59	\$ 34,813.69	\$ 19,165.31	64.5%
GRAND TOTAL	\$ 53,979.00	\$ 15,580.59	\$ 34,813.69	\$ 19,165.31	64.5%
IN KIND NEEDED	\$ 13,495.00				
IN KIND GENERATED	\$ 8,597.00				
IN KIND (SHORT)/LONG	\$ (4,898.00)				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 13,585.00	\$ 943.62	\$ 4,913.49	\$ 8,671.51	58.0%	36.2%
SUPPLIES						
Training Supplies	\$ 1,424.00	\$ -	\$ -	\$ 1,424.00	58.0%	0.0%
OTHER						
Contracts	\$ 4,000.00	\$ -				
Staff Training	\$ 7,489.00	\$ 1,493.48	\$ 4,675.22	\$ 2,813.78	58.0%	62.4%
TOTAL DIRECT COSTS	\$ 26,498.00	\$ 2,437.10	\$ 9,588.71	\$ 16,909.29	58.0%	36.2%
GRAND TOTAL	\$ 26,498.00	\$ 2,437.10	\$ 9,588.71	\$ 16,909.29	58.0%	36.2%
IN KIND NEEDED	\$ 6,625.00					
IN KIND GENERATED	\$ 1,150.00					
IN KIND (SHORT)/LONG	\$ (5,475.00)					

College of Southern Idaho

P.O. Box 1238

Twin Falls, Idaho 83303-1248

Tel (208) 732-6201 Fax (208) 732-6388

GUIDELINES FOR ADDRESSING THE BOARD DURING OPEN FORUM

The Board of Trustees of the College of Southern Idaho procedures for conducting an Open Forum allowing members of the public to address the Board. Anyone wishing to address the Board must fill out a request form and submit it to the Board Secretary at the address above at least two (2) days prior to the Board meeting. **The form is available for download at [to be determined.]**

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

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

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

- i. Presentations from individuals or groups on matters scheduled for Board action or discussion on the meeting agenda;
- ii. Presentations from individuals or groups on matters not scheduled for Board action or consideration, and who have not made presentations at the Open Forum within the previous six (6) months; and
- iii. Presentations from individuals or groups on matters not scheduled for Board action or consideration and who have made presentations at the Open Forum within the previous six (6) months.

Please submit written comments or other material for the Board to the Board Secretary. The material should include your name. A copy of your materials will be forwarded to all Board members for their review. **DO NOT DISTRIBUTE ANY MATERIALS DIRECTLY TO BOARD MEMBERS.**

The Board Chairman will call upon speakers one at a time. When you are called, please come forward, and for the record, please state your name and the organization, if any, you are representing.

Because of the diversity of issues, members of the Board do not respond to the speaker during the Open Forum. Instead, the speakers concerns are noted and referred to the proper resource for follow-up. The Board is informed of the outcomes of these efforts by the college resource responding to the speaker's concern.

To mail your comments directly to the Board, please address them to the Board Secretary at the address shown above.

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

Rev: July, 2015

COLLEGE OF SOUTHERN IDAHO

P.O. Box 1238, Twin Falls, ID 83303-1238
Phone: (208)732-6201 – FAX: (208)732-6388
Board Secretary email: mmason@csi.edu

OPEN FORUM REQUEST TO SPEAK FORM

PLEASE PRINT

TODAY'S DATE: _____

MEETING DATE: _____

NAME: _____

ADDRESS: _____

PHONE #: _____

AFFILIATION OR GROUP YOU REPRESENT (IF ANY): _____

AGENDA TOPIC YOU WISH TO ADDRESS
(THE TOPIC MUST APPEAR ON THE CURRENT BOARD AGENDA):

IF YOU HAVE WRITTEN MATERIALS FOR THE BOARD, PLEASE SUBMIT THEM WITH THIS FORM.

TIME LIMIT: EACH SPEAKER IS LIMITED TO THREE (3) MINUTES TO ADDRESS THE BOARD IN OPEN FORUM. Should a large number of speakers wish to address the board the chairman may limit the time allocated to each speaker.

Have you addressed the Board in the last six (6) months? Yes No

If yes, when and on what topic? _____

I have read the guidelines for addressing the Board, and I agree to abide by them.

Signed: _____

Date: _____

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

**GENERAL FUND BUDGET
FISCAL YEAR ENDING JUNE 30, 2016**

APPROVED:

Karl Kleinkopf, 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
AUGUST 17, 2015

John M. Mason, Secretary/Treasurer

REVENUES

1. TUITION AND FEES

Fiscal year 2015 tuition and fee revenues were less than the 2015 budget by approximately \$138,400 or 1.6%. We collected \$10,644,900 in tuition and fees in FY 2015. The increase of \$5.00 per credit to \$120 per credit is estimated to bring in an additional \$392,600. We also transferred \$1.00 per credit from the Student Association fee, \$1.00 per credit from the Student Union and \$0.20 per credit from the Student Health fee to Tuition. The total fee shift to Tuition was \$2.20 per credit which is estimated to raise approximately \$172,000.

Currently enrollment for the fall of 2015 is running approximately 10% lower than last year at this time. A significant amount of the decline is due to the following:

1. The reduction in the number of credits required for graduation.
2. The elimination of the computer literacy requirement.
3. Changes in our approach to remediation.
4. The low unemployment rate due to the local economy.

We are budgeting for a 10% enrollment decline in academic and technical programs. On the positive side we expect a 10% increase in dual credit students which should raise approximately \$100,000 along with an increase of 200 enrollments in our Idaho Falls Center which should raise about \$120,000. Based upon last year's actual collections and the current projected enrollment for FY 2016, the budget estimate for tuition and fees is \$10,543,400 as compared to the FY 2015 budget of \$10,813,300. This is a reduction of \$269,900 or 2.50% as compared to the FY 15 budget.

2. COUNTY TUITION

We budgeted \$1,380,000 and collected \$1,429,200 in FY 2015. We are estimating we will collect approximately \$1,356,000 in county tuition in FY 2016. This is based upon a 10% decrease in our out of county students. Increases in student in our Idaho Falls Center and in dual credit will help to stabilize this account.

The charge to the county for a student remains at \$50 per credit with a maximum of \$500 per semester and a \$3,000 lifetime limit.

3. STATE APPROPRIATION

Our FY 2016 appropriation has been set at \$12,391,000 which reflects the \$25,000 withheld by the Idaho State Board of Education for system wide needs and the \$102,000 reduction for the overestimation of health insurance costs during the FY 2016 appropriation process. The FY 16 appropriation is an increase of \$150,700 or 1.23% over our FY 2015 appropriation. The FY 2016 appropriation includes funding for health insurance increases, a three percent increase in salaries, a reduction of \$484,700 due to declining enrollment and funding for three student success advisors and four student transition coordinators.

4. PROFESSIONAL TECHNICAL EDUCATION APPROPRIATION

The Fy 16 total Professional Technical appropriation increased by approximately \$30,000 or .49%. The Fy 15 appropriation provided one time funds of \$375,900 for personnel, equipment and operating funds. One time funding for Fy 16 is \$210,000 which is an overall reduction of \$165,900. \$196,000 was added to the base appropriation for health insurance increases and a three percent increase in salaries.

5. COUNTY PROPERTY TAXES

Under current legislation, we are allowed a 3% increase over the actual Fy 15 amount assessed plus the previous year's levy rate on new construction. In Twin Falls and Jerome counties, \$58,844,382 and \$18,664,039 of new construction was added to the rolls last year. This compares to the following in previous years:

	Twin Falls County	Jerome County
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

We are certifying \$5,972,700 for property tax this year. This is a 4.27% or \$244,500 increase over last year.

6. INVENTORY TAX PHASEOUT

The formula for Inventory Tax Phase-out is complex and involves sales tax revenues and some base distributions. We collected \$637,300 in Fy 2015. Based upon current estimates, we are budgeting Inventory Tax Phase-out revenues to be \$630,000.

7. INTEREST INCOME

Interest rates continue to remain low. Due to the expiration of one of our longer term CD's, we are estimating interest earnings for the General Fund will be down from \$60,200 we collected in Fy 2015 by about \$10,200. We are estimating we will collect approximately \$50,000 in interest income in Fy 2016.

8. GRANT MANAGEMENT FEES

We collected approximately \$616,200 in grant management fees in Fy 2015. These fees vary from year to year based upon grants we receive that allow us to charge indirect costs. We are estimating we will collect approximately \$550,000 in Fy 2016.

9. OTHER REVENUE

Other Revenue is expected to remain the same. A significant amount of revenue in this account is from Tuition Loan Agreement fees of \$50 and \$75 late payment fees.

EXPENDITURES

1. Salaries

This budget reflects salary changes as a result of rank, a change in duties or responsibilities or where an employee's salary has been found to be inconsistent with other employees performing similar duties. Employees were also given a 3% permanent salary increase over Fy 15 compensation.

2. Fringe Benefits

The budget reflects an employer contribution for the health, dental and vision insurance premiums of \$10,240 per employee per year. This is an increase of \$840 over the initial two year contract set at \$9,400. The Fy 16 health insurance plan reflects an increase in employee deductibles from \$250 to \$500 and a \$10 increase in drug co-pays. Employee contributions are set at 15% of the actual cost of the health, dental and vision insurance plans. We continue to work with St. Luke's and Select Health to develop a comprehensive wellness program that will both improve employee health and assist in controlling health care costs.

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 fiscal year 2016 budget. We have tried to preserve a capital outlay base for replacement equipment and provide the required operating funds.

a. The Administration budget reflects the upgrading of a student service specialist position to a grants accountant and the upgrading of a grants accountant position to a controller position.

b. The Human Resources budget reflects the costs of salary and benefit increases.

c. The Foundation Support budget reflects the costs of salary and benefit increases.

d. The Library budget reflects the costs of salary and benefit increases.

e. The Student Services budget reflects the reduction of revenues of \$10,000, and the reduction of \$34,000 in expenses from the part time interpreter salary/benefit budget. Included in the budget is the addition of a Welcome Center office specialist, the addition of four transition coordinators and the addition of three student success advisors. \$15,000 was added to services and \$10,000 to supplies to cover anticipated operating costs for the new positions.

The former Advising Center Director was hired as an Associate Dean. The Advising Center Director position will not be replaced but will be covered by an advising coordinator position.

Two student service positions on one time funding were also brought on to the regular student services general fund budget.

f. The Herrett Center budget reflects the \$411,900 annual transfer which is an increase of \$1,800 when compared to Fy 2015. These funds are utilized in general operations and any excess funds revert to the Herrett Center fund balance. Based upon Fy 2015 actual revenues, Fy 2016 revenues are estimated to increase by approximately \$11,000.

g. Community Education had a deficit of \$223,000 in Fy 2015. The department continues to work to reduce this deficit. Based upon the operations of the last year and anticipated operations for Fy 2016, we are budgeting Community Education to again show a loss of \$208,300.

h. The Information Technology departmental budget reflects the moving of institutional research out of this department and the hiring of a full time Chief Technology Officer. The budget also reflects an increase in services of \$40,000 for estimated software and hardware maintenance agreement cost increases.

i. The Institutional Effectiveness department reflects the addition of an Associate Dean of Institutional Effectiveness and 1.5 FTE for institutional research which was formerly in the Information Technology department. These positions join two grant writers and an office specialist in this department.

j. The Physical Plant budget reflects the reduction of part time salary costs by \$120,000. Approximately \$100,000 in services is already budgeted to cover part time help hired through employment service companies. It reflects an increase in services of \$25,000 for deferred maintenance at our Blaine County Center and the addition of one half FTE to assist with Expo maintenance and the set up and tear down for events. We are also budgeting \$120,000 for the operational costs of our Idaho Falls Outreach Center.

k. The following areas of the Institutional Support budget were significantly impacted:

1. Legal and Audit budgeted expenses are expected to be approximately \$78,000.

2. We budgeted \$924,500 for utilities in Fy 15 and spent \$825,400. Sewer and water charges are estimated to remain stable and electricity charges are estimated to increase by about 2%. Based upon pricing changes and actual prior

year usage the utility budget for Fy 2016 has been decreased from \$924,500 to \$870,000.

3. Insurance costs are expected to increase by 6%. We will start allocating insurance to Eagle View and North View apartments in Fy 2016 in addition to Trans IV, Head Start and the STAR program which will cover the 6% increase and allow us to keep the general fund expense the same.

4. The budget for Presidential Scholarships will remain the same at \$400,000 for Fy 2016.

5. 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 budgeted is to cover matching funds for State of Idaho Work Study and to allow us some over match for work study.

5. The Plant Facility Transfer will remain the same. With the exception of \$350,000 that we had established as a base Plant Facility Fund transfer in 1994, these funds are the result of occupancy capital funds provided by the legislature over the years for new buildings.

6. 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 staff development.

7. The Small Business Development Center budget reflects an increase of \$12,000 to \$63,000. These funds are required for match for the federal grant that funds the program.

8. The Regional Economic Development budget reflects the College's support for the Southern Idaho Economic Development Organization (SIEDO).

9. The athletic transfer reflects salaries paid to athletic staff with the exception of the credit instruction portion of their duties and a contribution to operational costs. The athletic department personnel budget includes the addition of a full time Rodeo Assistant Coach and a part time Rodeo office specialist. Based upon Fy 2015 expenditures and the athletic department fund balance, the transfer of \$1,323,100 will increase by \$132,200 to cover the additional personnel, raises and benefit increases and offset part of the reduction in student fees. Student fee revenue for athletics has decreased from \$740,000 in Fy 11 to an estimated \$475,000 in Fy 16. As student fees decrease, additional funding will have to be found to maintain programs at their current levels.

10. Matching funds of \$84,400 would have been required for the JA and Kathryn Albertsons Continuous Enrollment grant. We are utilizing the three new academic success coaches as in kind match to meet this requirement.

11. 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.

1. Academic Instruction reflects budgeting for the following changes:
 1. The Academic Development Center director's position was formerly split between PTE and Academic. This position has been reorganized into an Associate Dean for Student Success and is fully funded by the academic department.
 2. The former Fine Arts/ Business Department Chair assumed full time duties as the Associate Dean of Institutional Effectiveness.
 3. A Chair of Visual, Performing and Liberal Arts was hired to replace the Accreditation Liaison Officer and Strategic Planning Coordinator who was previously covering this position.
 4. The English Department Chair was hired for the Chair of Visual, Performing and Liberal Arts department. An English professor from within the Languages and Philosophy department was selected as the new Languages and Philosophy Department Chair. The English professor position was not replaced.
 5. The Biology Department Chair was hired for the Health Sciences and Human Services Dean and a Biology professor from within the Biology department was selected as the new Biology Department Chair. The Biology professor position was not replaced.
 6. A full time Associate Dean for STEM Studies was hired from the Chemistry Department to replace the half time STEM Coordinator who also served as Education Department head. The Chemistry professor position was not replaced.
 7. The Education Department Chair was hired from the Health, Wellness and Recreation department. The Health, Wellness and Recreation position was not replaced.
 8. A psychology instructor position was eliminated. The need for the position will continue to be evaluated.
 9. Three English instructors were moved from Study Skills to the English Department.
 10. Five Math instructors were moved from Study Skills to the Math Department.
 11. The reduction of over load pay by approximately \$92,200.
 12. The addition of \$150,000 in salaries and benefits for dual credit instructional support.

13. The addition of \$50,000 in services for faculty training and support with an emphasis on dual credit.

m. Professional Technical Education experienced the shifting prior year one time funds to ongoing funds and an increase in total funds of \$30,100 or .49%. An additional \$109,700 is being provided from the institution to properly fund the program. The FY 2016 budget reflects the following:

1. The removal from the FY 15 budget of \$375,900 of one time funds.
2. A 3% increase in base salaries and benefits in the amount of \$181,900.
3. An addition to base for operating expenditures of \$45,000.
4. A one-time increase in operating funds of \$14,000 and equipment funds of \$165,000 for our advanced manufacturing program.
5. The reduction of .5 FTE of the Academic Development Center Director's position from PTE.
6. The reduction of one FTE instructor position the Law Enforcement program and the addition of a full time office specialist.
7. .5 FTE was added to fully fund an early child care position that was being funded from the federal Perkins grant.
8. .5 FTE was added to fully fund an environmental technology instructor that was being funded from the federal Perkins grant.
9. The collision repair instructor was not replaced but a full time lab aide was hired to assist the auto body instructor with the program.
10. A full time diesel technology lab aid was hired to assist with the diesel program due to the number of students in the program.
11. The hiring of a full time instructor in the fish technology program to replace part time instructors and the fish technician position.
12. A reduction of .5 FTE for an office specialist position in the ATIC building. This full time position will be funded from workforce development funds.
13. The moving of one instructional position from PTE to the Academic Business Department. The position was not replaced in PTE.
14. The charging of 70% of the Health Sciences and Human Services Dean to Professional Technical Education and 30% to Academic Instruction based upon the duties involved.
15. The addition of a new position for the Allied Health Chairperson.
16. An increase in the institutional contribution to capital outlay from \$50,000 to \$100,000.
17. The reduction of approximately \$73,900 from part time and overload pay.

We have significant capacity to grow in many professional technical education programs at little or no additional cost. Recruiting efforts are intensifying in these programs. We continue to rely on one time capital outlay funds from the state but there is no guarantee these will continue or that they will cover all of our needs.

SUMMARY

The decrease in students by 10% in Fy 2014 followed by a 7.5 % reduction in Fy 2015 and an estimated 10% in Fy 2016 is providing a significant number of challenges. Additionally, our base state appropriation was reduced by \$340,000 for Fy 2015 and \$484,700 in Fy 2016 due to declining enrollment. If the same formula is used for Fy 2017, we could lose an additional \$840,600 from our base state appropriation.

In addition to the state appropriation revenue loss, we are seeing corresponding reductions in tuition revenue while at the same time experiencing increased costs for salaries and benefits.

Our state appropriation this year provided us with four transition coordinators and three advising positions that will work directly on student recruitment, retention and success. We are also in the process of setting up a very structured model for tracking students from initial contact through registration to make sure we provide them the services they need. It will take at least a year for enrollment to be impacted by these efforts.

Fy 2017 is a major concern. We can expect to have to provide additional funds for employee health insurance, funding for one staff member coming off of one time funding, additional instructional software costs and inflationary increases. Another reduction in our state appropriation due to declining enrollment is also a very real possibility. This type of reduction, along with additional costs, will require a combination of reduced expenditures, a reallocation of resources and increases in tuition.

From a revenue and expense standpoint, enrollment management will continue to be the most important process we perform over the next year. This will require continued analysis of the programs we offer, enhanced recruiting, retention, filling classes and the offering of classes at desired times in the desired mode. Efficiency in all of our operational areas and completion of programs by students will be critical as we build enrollment.

In Fy 2016, we will continue to look for efficiencies and ongoing revenue sources in order to minimize the impact of budget reductions to students and meet our obligations to employees. We will also be taking action to reduce expenses in anticipation of an Fy 2017 revenue reduction.

With no external debt, the lowest tuition and fees in the state, manageable deferred maintenance and a significant fund balance, we remain financially well positioned for the challenges we are facing over the next several years. The budget as presented adequately funds the college for Fy 2016.

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
REVENUE				

TUITION & FEES	10,813,300	10,543,400	-2.50%	(269,900)
TUITION COUNTY	1,380,000	1,356,000	-1.74%	(24,000)
STATE APPROPRIATION-ACADEMIC	12,240,300	12,391,000	1.23%	150,700
STATE COLLABORATIVE CENTER FUND	39,300	39,300	0.00%	0
LIQUOR FUND REVENUE	200,000	200,000	0.00%	0
STATE APPROPRIATION PTE	6,132,900	6,163,000	0.49%	30,100
COUNTY PROPERTY TAXES	5,728,200	5,972,700	4.27%	244,500
INVENTORY TAX PHASEOUT	620,000	630,000	1.61%	10,000
INTEREST ON INVESTMENTS	75,000	50,000	-33.33%	(25,000)
GRANT MANAGEMENT FEES	500,000	550,000	10.00%	50,000
OTHER REVENUE	357,600	357,600	0.00%	0
TOTALS	38,086,600	38,253,000	0.44%	166,400

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
EXPENDITURES				

ADMINISTRATION	1,497,200	1,558,800	4.11%	61,600
HUMAN RESOURCES	392,200	409,800	4.49%	17,600
FOUNDATION SUPPORT	209,800	216,000	2.96%	6,200
LIBRARY	746,600	765,200	2.49%	18,600
STUDENT SERVICES	2,237,200	2,727,800	21.93%	490,600
HERRETT CENTER	410,000	411,900	0.46%	1,900
CONTINUING EDUCATION	171,900	208,300	21.18%	36,400
INSTITUTIONAL EFFECTIVENESS	156,300	415,300	165.71%	259,000
INFORMATION TECHNOLOGY	2,103,600	2,109,700	0.29%	6,100
PHYSICAL PLANT	4,598,900	4,653,600	1.19%	54,700
INSTITUTIONAL SUPPORT	4,747,400	4,767,100	0.41%	19,700
ACADEMIC INSTRUCTION	14,317,900	13,736,800	-4.06%	(581,100)
TECHNICAL INSTRUCTION	6,497,600	6,272,700	-3.46%	(224,900)
TOTALS	38,086,600	38,253,000	0.44%	166,400

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
ADMINISTRATION *****				
PERSONNEL	873,400	914,100	4.66%	40,700
FRINGE BENEFITS	316,100	337,000	6.61%	20,900
SERVICES	250,700	250,700	0.00%	0
SUPPLIES	42,000	42,000	0.00%	0
CAPITAL OUTLAY	15,000	15,000	0.00%	0
TOTALS	1,497,200	1,558,800	4.11%	61,600

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
HUMAN RESOURCES *****				
PERSONNEL	254,200	265,300	4.37%	11,100
FRINGE BENEFITS	98,000	104,500	6.63%	6,500
SERVICES	17,400	17,400	0.00%	0
SUPPLIES	19,600	19,600	0.00%	0
CAPITAL OUTLAY	3,000	3,000	0.00%	0
TOTALS	392,200	409,800	4.49%	17,600

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
FOUNDATION SUPPORT *****				
PERSONNEL	151,300	154,300	1.98%	3,000
FRINGE BENEFITS	58,500	61,700	5.47%	3,200
SERVICES			0.00%	0
SUPPLIES			0.00%	0
CAPITAL OUTLAY			0.00%	0
TOTALS	209,800	216,000	0.00%	6,200

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
LIBRARY *****				
REVENUES	(1,200)	(1,200)	0.00%	0
PERSONNEL	389,900	399,700	2.51%	9,800
FRINGE BENEFITS	153,400	162,200	5.74%	8,800
SERVICES	113,000	113,000	0.00%	0
SUPPLIES	15,600	15,600	0.00%	0
CAPITAL OUTLAY	75,900	75,900	0.00%	0
TOTALS	746,600	765,200	2.49%	18,600

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
STUDENT SERVICES *****				
REVENUE	(105,000)	(95,000)	-9.52%	10,000
PERSONNEL	1,435,200	1,703,400	18.69%	268,200
FRINGE BENEFITS	593,200	780,600	31.59%	187,400
SERVICES	199,900	214,900	7.50%	15,000
SUPPLIES	86,900	96,900	11.51%	10,000
CAPITAL OUTLAY	27,000	27,000	0.00%	0
TOTALS	2,237,200	2,727,800	21.93%	490,600

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
HERRETT CENTER *****				
REVENUES	(105,000)	(116,000)	10.48%	(11,000)
PERSONNEL	329,500	335,300	1.76%	5,800
FRINGE BENEFITS	130,800	137,900	5.43%	7,100
SERVICES	22,700	22,700	0.00%	0
SUPPLIES	23,000	23,000	0.00%	0
CAPITAL OUTLAY	9,000	9,000	0.00%	0
TOTALS	410,000	411,900	0.46%	1,900

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
COMMUNITY EDUCATION *****				
OTHER REVENUE	(440,300)	(435,000)	-1.20%	5,300
PERSONNEL	272,300	290,300	6.61%	18,000
FRINGE BENEFITS	89,700	89,800	0.11%	100
SERVICES	128,700	131,700	2.33%	3,000
SUPPLIES	9,600	9,600	0.00%	0
EQUIPMENT	2,000	2,000	0.00%	0
SPCL PROJECTS EXPENSE	109,900	119,900	9.10%	10,000
TOTALS	171,900	208,300	21.18%	36,400

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
INFORMATION TECHNOLOGY *****				
DEPARTMENTAL REVENUE	(32,000)	(32,000)	0.00%	0
PERSONNEL	1,041,900	999,500	-4.07%	(42,400)
FRINGE BENEFITS	397,200	405,700	2.14%	8,500
SERVICES	524,500	564,500	7.63%	40,000
SUPPLIES	50,000	50,000	0.00%	0
CAPITAL OUTLAY	80,000	80,000	0.00%	0
SOFTWARE & EQUIP PURCHASE	42,000	42,000	0.00%	0
TOTALS	2,103,600	2,109,700	0.29%	6,100

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
INSTITUTIONAL EFFECTIVENESS *****				
REVENUES	0		0.00%	0
PERSONNEL	91,500	280,000	206.01%	188,500
FRINGE BENEFITS	40,300	110,800	174.94%	70,500
SERVICES	14,000	14,000	0.00%	0
SUPPLIES	6,500	6,500	0.00%	0
CAPITAL OUTLAY	4,000	4,000	0.00%	0
TOTALS	156,300	415,300	165.71%	259,000

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
PHYSICAL PLANT & SECURITY *****				
DEPARTMENTAL REVENUES	(20,000)	(20,000)	0.00%	0
PERSONNEL	2,396,100	2,258,900	-5.73%	(137,200)
FRINGE BENEFITS	1,191,600	1,206,300	1.23%	14,700
SERVICES	338,800	516,000	52.30%	177,200
SUPPLIES	222,400	222,400	0.00%	0
CAPITAL OUTLAY	50,000	50,000	0.00%	0
OTHER EXPENDITURES	420,000	420,000	0.00%	0
TOTALS	4,598,900	4,653,600	1.19%	54,700

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
INSTITUTIONAL SUPPORT				

TELEPHONE	80,000	80,000	0.00%	0
LEGAL & AUDIT	78,000	78,000	0.00%	0
UTILITIES	924,500	870,000	-5.90%	(54,500)
INSURANCE	149,600	149,600	0.00%	0
PRESIDENTIAL SCHOLARSHIPS	400,000	400,000	0.00%	0
FINANCIAL AID CONTRIBUTION	40,000	40,000	0.00%	0
PLANT FACILITY TRANSFER	947,300	947,300	0.00%	0
INNOVATION GRANTS	63,000	63,000	0.00%	0
MARKETING	125,000	125,000	0.00%	0
SMALL BUSINESS CENTER	51,000	63,000	23.53%	12,000
REGIONAL ECONOMIC DEVELOPMENT	110,100	110,100	0.00%	0
WELLNESS AND PACE	62,800	62,800	0.00%	0
HEADSTART TRANSFER	62,000	62,000	0.00%	0
WORKFORCE TRAINING	56,000	56,000	0.00%	0
AG ENDOWMENT TRANSFER	20,000	20,000	0.00%	0
ATHLETICS TRANSFER	1,323,100	1,455,300	9.99%	132,200
GRANT MATCH	70,000	0	-100.00%	(70,000)
SENIOR PROGRAM SUPPORT	35,000	35,000	0.00%	0
CONTINGENCY	150,000	150,000	0.00%	0
TOTALS	4,747,400	4,767,100	0.41%	19,700

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
ACADEMIC INSTRUCTION *****				
REVENUE	(129,900)	(129,900)	0.00%	0
PERSONNEL	10,171,300	9,610,200	-5.52%	(561,100)
FRINGE BENEFITS	3,466,000	3,396,000	-2.02%	(70,000)
SERVICES	436,000	486,000	11.47%	50,000
SUPPLIES	234,100	234,100	0.00%	0
CAPITAL OUTLAY	140,400	140,400	0.00%	0
TOTALS	14,317,900	13,736,800	-4.06%	(581,100)

	BUDGET FY15	BUDGET FY16	PERCENT CHANGE	DOLLAR CHANGE
TECHNICAL INSTRUCTION *****				
PERSONNEL	4,111,700	3,923,500	-4.58%	(188,200)
FRINGE BENEFITS	1,521,500	1,537,900	1.08%	16,400
SERVICES	187,900	187,900	0.00%	0
SUPPLIES	313,400	313,400	0.00%	0
CAPITAL OUTLAY	363,100	310,000	-14.62%	(53,100)
TOTALS	6,497,600	6,272,700	-3.46%	(224,900)



August 17, 2015

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

From: Jeffrey M. Harmon 

Re: Manufacturing Technology Food Processing Equipment

We properly advertised to purchase equipment for the food manufacturing technology program. The equipment will be used in the new program supported by the grant "Trade Adjustment Assistance Community College and Career Training" (TAACCCT) grant, *Growing Idaho's Food Processing Industry*, and will target food manufacturing and processing sectors.

Low and acceptable bids were received from:

• Doughnut Fryer	Stratton Sales	Salt Lake City, Utah	\$ 8,042.12
• Bottle Washer	BS&R	Twin Falls, Idaho	\$ 5,472.00
• Food Metal Detector	Ideal Sales & Services	Molalla, Oregon	\$ 22,719.00
• Packaging System	Summit Packaging	Streetsboro, Ohio	<u>\$ 20,170.00</u>

Total of four recommended bid packages \$ 56,403.12

Based upon the review of the bids by Terry Patterson, Alan Heck, Janna Hamlett and Ben Hamlett I recommend that we accept the four bids from the above vendors in the amount of \$ 56,403.12. Each bid includes all of the specified equipment including the installation and orientation in the use of each component.

Funding for this equipment is from a grant awarded under the Trade Adjustment Assistance for Community College and Career Training program, as implemented by the U.S. Department of Labor's Employment and Training Administration to implement a Food Processing Technology program.

Proposed CSI Mission Statement Update By Chris Bragg

Current CSI Mission Statement:

The College of Southern Idaho, a comprehensive community college, provides quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities it serves. CSI prepares students to lead enriched, productive, and responsible lives in a global society.

Proposed CSI Mission Statement with edits:

The College of Southern Idaho, ~~a comprehensive community college~~, provides quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities it serves. ~~CSI prepares students to lead enriched, productive, and responsible lives in a global society.~~

Proposed CSI Mission Statement after editing:

The College of Southern Idaho provides quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities it serves.

Rationale: The intent of this change is to condense the mission statement into a more focused, measurable statement that will better guide institutional planning and will allow for a more clearly focused measurement of mission fulfillment. The phrase "a comprehensive community college" is being deleted because it only functions as a descriptive phrase and because that phrase does not have a clear universal definition. The intent is to preserve the spirit of the second sentence but to move it into a future vision statement for the college.