



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

June 20, 2016

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – SUB 277

AGENDA

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – MAY 16, 2016: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – MAY 16, 2016: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

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

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

CANYON BUILDING REMODEL BID: (A) *Jeff Harmon*

OFFICE ON AGING - HOME DELIVERED MEAL VENDER SELECTION: (A) *Jeff Harmon*

OFFICE ON AGING - NUTRITION CONTRACT VENDOR SELECTION: (A) *Jeff Harmon*

OFFICE ON AGING - TRANSPORTATION CONTRACT VENDOR SELECTION: (A) *Jeff Harmon*

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AGENDA
CSI BOARD OF TRUSTEES
JUNE 20, 2016**

2016 CSI TRUSTEE ELECTION SCHEDULE: (I) *Jeff Harmon*

CHENEY ROAD CONSTRUCTION UPDATE: (I) *Jeff Harmon & Allen Scherbinske*

TAYLOR WELCOME CENTER REMODEL UPDATE: (I) *Jeff Harmon & Allen Scherbinske*

**ON-CAMPUS AMPHITHEATER FEASIBILITY STUDY:
(I) *Todd Schwarz & Feasibility Study Committee***

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

General Fund YTD Board
Statement of Revenue and Expenses

YEAR: 1516

Acct Month: 11

Thursday, June 09, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$10,378,471.32)	(\$11,557,478.63)	(\$10,543,400.00)	\$1,014,078.63	-9.62%
County Tuition	(\$1,500,796.00)	(\$1,607,309.53)	(\$1,356,000.00)	\$251,309.53	-18.53%
State Funds	(\$18,094,099.27)	(\$18,874,473.08)	(\$18,793,300.00)	\$81,173.08	-0.43%
County Property Tax	(\$4,260,864.31)	(\$4,461,990.13)	(\$6,602,700.00)	(\$2,140,709.87)	32.42%
Grant Management Fees	(\$533,396.13)	(\$494,958.48)	(\$550,000.00)	(\$55,041.52)	10.01%
Other	(\$564,997.01)	(\$431,512.22)	(\$407,600.00)	\$23,912.22	-5.87%
Unallocated Tuition	(\$1,177,256.02)	(\$1,325,112.28)	\$0.00	\$1,325,112.28	0.00%
Departmental Revenues	(\$943,808.30)	(\$925,888.93)	(\$713,100.00)	\$212,788.93	-29.84%

Total Revenue (\$37,453,688.36) (\$39,678,723.28) (\$38,966,100.00) \$712,623.28 -1.83%

Expenditures

Personnel

Salaries	\$18,213,167.02	\$18,508,702.68	\$20,799,200.00	\$2,290,497.32	11.01%
Variable Fringe	\$3,718,185.69	\$3,792,541.78	\$4,263,200.00	\$470,658.22	11.04%
Health Insurance	\$3,118,695.31	\$3,361,388.90	\$3,929,300.00	\$567,911.10	14.45%
Total Personnel	\$25,050,048.02	\$25,662,633.36	\$28,991,700.00	\$3,329,066.64	11.48%

Expense Categories

Services	\$1,908,731.35	\$2,359,955.10	\$2,689,300.00	\$329,344.90	12.25%
Supplies	\$842,176.69	\$861,929.13	\$1,061,200.00	\$199,270.87	18.78%
Other	\$602,262.46	\$879,128.31	\$561,400.00	(\$317,728.31)	-56.60%
Capital	\$339,287.41	\$712,969.58	\$749,300.00	\$36,330.42	4.85%
Institutional Support	\$4,347,705.25	\$4,404,275.43	\$4,913,200.00	\$508,924.57	10.36%
Transfers	\$16,967.50	\$32,226.68	\$0.00	(\$32,226.68)	0.00%
Total Expense Categories	\$8,057,130.66	\$9,250,484.23	\$9,974,400.00	\$723,915.77	7.26%

Total Expenditures \$33,107,178.68 \$34,913,117.59 \$38,966,100.00 \$4,052,982.41 10.40%

Rev/Expense Total (\$4,346,509.68) (\$4,765,605.69) \$0.00 \$4,765,605.69 0.00%

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

Enrollment

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

Program Options

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

Head Start Attendance

May Head Start Overall Attendance	87%
May Head Start Self Transport Attendance	89%
May EHS Toddler Combo Attendance	76%

Meals and Snacks

Total meals served for May	5087
Total snacks served for May	4971

Program Notes

We are happy to announce that the College of Southern Idaho has received verbal confirmation that we have successfully competed for our grant and will be issued a 5 year grant. Officially, the new grant will be funded as of July 1, 2016. Our fiscal year however will remain the same, January 1- December 31. An attached chart shows the changes in funded enrollment and program options offered at each of our 11 sites.

The program is now submitting its next grant in the form of a dosage and duration request to the OHS. The federal FY2016 budget contains appropriations in the amount of \$294 million dollars for Head Start programs to extend their length of services and overall amount of hours of service for children to reach 1020 hours during the program year. Our proposal calls for 8 of our classrooms to offer this length of time. Those classrooms are located in: Twin Falls, Cassia, Orchard Valley, West End, East End and Hailey centers respectively.

We anticipate later in the summer receiving a grant RFP from the OHS for Early Head Start expansion. It is our intention to also write for these funds to expand the program's services into communities in which we currently do not serve.

As is customary, we are entering our busiest time of the year for recruitment of children and staff; it is always much appreciated when positive word of mouth helps in these efforts, please lend a hand in our efforts when and where possible.

PIR

The program has completed a draft of the HS PIR which is due in August. The final version will be presented to the board upon submission.

Documents for Board review and Approval:

- Financial Reports
- Supplemental Funds to Extend Duration of Services in HS Grant Request

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,898,012.00	\$ 208,213.03	\$ 3,543,294.63	\$ 354,717.37	9.1%
BENEFITS	\$ 2,243,194.00	\$ 110,129.16	\$ 1,899,744.92	\$ 343,449.08	15.3%
OUT OF AREA TRAVEL	\$ -	\$ 700.09	\$ 700.09	\$ (700.09)	
EQUIPMENT	\$ 68,000.00	\$ -	\$ 36,365.63	\$ 31,634.37	46.5%
SUPPLIES	\$ 102,562.00	\$ 2,910.53	\$ 152,123.62	\$ (49,561.62)	-48.3%
CONTRACTUAL				\$ -	
FACILITIES/CONST.				\$ -	
OTHER	\$ 628,737.00	\$ 37,866.20	\$ 688,996.73	\$ (60,259.73)	-9.6%
TOTAL DIRECT COSTS	\$ 6,940,505.00	\$ 359,819.01	\$ 6,321,225.62	\$ 619,279.38	8.9%
ADMIN COSTS (8.228%)	\$ 508,386.00	\$ 26,193.20	\$ 446,766.61	\$ 61,619.39	12.1%
GRAND TOTAL	\$ 7,448,891.00	\$ 386,012.21	\$ 6,767,992.23	\$ 680,898.77	9.1%

IN KIND NEEDED	\$ 1,862,223.00
IN KIND GENERATED	\$ 1,942,254.42
IN KIND (SHORT)/LONG	\$ 80,031.42

PROCUREMENT CARD EXPENSE \$ 7,923.28 2% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	14,535.10	82.12	809.44	15,426.66	235,874.47

HEAD START T/TA

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

IN KIND NEEDED	\$ 21,052.00
IN KIND GENERATED	\$ 35,937.00
IN KIND (SHORT)/LONG	\$ 14,885.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 809,470.00	\$ 38,639.66	\$ 761,518.51	\$ 47,951.49	5.9%
BENEFITS	\$ 411,003.00	\$ 18,755.94	\$ 372,348.71	\$ 38,654.29	9.4%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ 50,000.00	\$ 24,990.00	\$ 40,150.48	\$ 9,849.52	19.7%
SUPPLIES	\$ 43,663.00	\$ 464.07	\$ 28,215.29	\$ 15,447.71	35.4%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 161,415.00	\$ 7,945.96	\$ 184,187.70	\$ (22,772.70)	-14.1%
TOTAL DIRECT COSTS	\$ 1,475,551.00	\$ 90,795.63	\$ 1,386,420.69	\$ 89,130.31	6.0%
ADMIN COSTS (8.228%)	\$ 103,712.00	\$ 4,722.51	\$ 93,594.00	\$ 10,118.00	9.8%
GRAND TOTAL	\$ 1,579,263.00	\$ 95,518.14	\$ 1,480,014.69	\$ 99,248.31	6.3%
IN KIND NEEDED	\$ 394,816.00				
IN KIND GENERATED	\$ 824,741.49				
IN KIND (SHORT)/LONG	\$ 429,925.49				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 201.99	\$ 18.07	\$ -	\$ 220.06	\$ 8,646.98

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 20,212.00	\$ 462.67	\$ 22,304.14	\$ (2,092.14)	-10.4%
SUPPLIES	\$ 2,149.00	\$ 70.94	\$ 88.89	\$ 2,060.11	95.9%
OTHER	\$ 17,121.00	\$ -	\$ 16,115.27	\$ 1,005.73	5.9%
GRAND TOTAL	\$ 39,482.00	\$ 533.61	\$ 38,508.30	\$ 973.70	2.5%

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

**CSI HEAD START/EARLY HEAD START
ENROLLMENT/SERVICES BY COUNTY/CENTER 2016-2017 PROPOSED**

Blue 2015-2016
Green 2016-2017 Red Change Slots

County	Center	Part Year				Full Year			TANF Slots	ACYF Federal Funded Slots	Total Funded Slots
		Center Based 128 class days 3 1/2 hrs. 5 HV	Center Based 128 class days 3 1/2 hrs. 5 HV 3 yr. old transition classroom	Home Based 32 HV and 16 Socialization	Regular Combination 69 class days 4 hrs. 16 HV	Early Head Start 48 HV 24 socializations	Early Head Start Toddler Option 18-36 months 24 HV 96 class days 3 1/2 hrs.	Combination Program			
Blaine	Hailey	36								36	36
Cassia	Cassia (Burley)	0	20 (+20)	71	20 (-16)	10	32	13	20 (-16)	113	20 (-16)
Gooding	Hagerman	17		66 (+5)	0 (-32)			14 (-1)	86 (-27)		
	Orchard Valley (Wendell)	16 (-1)									
Jerome	Northside (Jerome)	0		18 (+18)	32	0 (-32)			34 (-15)		49
	Little Wood (Shoshone)	20		47 (-19)	0	16 (+16)		8	85	90 (+5)	90
Minidoka	Minidoka (Rupert)	20		20				13 (-1)	20	20	20
	Power (American Falls)	36		36 (+16)	36	0 (-36)		8	75	79 (+4)	79 (+4)
Twin Falls	East End (Hansen)	32		36					36	36	36
	Twin Falls	0		80					228	184 (-44)	228
West End (Buhl)	West End (Buhl)	20 (-20)		60 (-20)	0	16 (-16)		44	184 (-44)		184 (-44)
		0		18 (-18)	36	0 (-36)		22			
TOTAL		0	40 (+40)	378	0	10	172	66	642	669	669
				369 (+9)	48 (+48)	0 (-10)	0 (-172)	44 (-22)	549 (-93)	576 (-93)	576 (-93)

(560 HS) (82 EHS) 642 ACYF Federal Funded Slots + 27 TANF Slots = 669 Total Funded Slots
(457 HS) (92 EHS) 549 ACYF Federal Funded Slots + 27 TANF Slots = 576 Total Funded Slots

June 20, 2016

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

From: Jeff Harmon

Re: Canyon Building Remodel

We received 3 bids for the specified Canyon Building Remodel project. The bids are as follows:

Don Anderson Construction	\$1,009,202
Bideganeta Construction	\$1,130,000
C-2 Construction	\$1,192,400

The total budget for the project is \$1,300,000. This includes construction costs along with architect fees, 10% construction contingency, and \$50,000 for furnishings.

The bid range among bidders is fairly close indicating that they were interpreting the plans and project costs in the same manner. This gives us some confidence in the validity of the low bid.

I respectfully request that the Board, contingent upon verification of all licenses, insurance and bonding, approve the selection of the low bidder, Don Anderson Construction, as the general contractor for the Canyon Building Remodel project for the total contract amount of \$1,009,202.

Funding for this project is from the Plant Facility Fund.



June 20, 2016

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

From: Devon L. Jenks *DEVON JENKS*

Re: Home Delivered Meal Vendor Selection

We advertised for the services of a qualified vendor to provide home delivered meals to qualified clients who are not covered by existing contracts. The program is part of our College of Southern Idaho Office on Aging which administers funds provided by the Idaho Commission on Aging.

The proposed contract will help us provide meals to seniors who are not served by a local senior center. Only clients that are approved as eligible for service as determined by an eligibility assessment process that is conducted by the CSI Office on Aging will be served by the contract. The contract is for four years starting July 1, 2016. We received two bids:

Mom's Meals	Ankeny, Iowa	\$5.23/meal
Home Style Direct	Kimberly, Idaho	\$5.75/meal

Based on the review and analysis of the proposal by Suzanne McCampbell, CSI Office on Aging Director, I recommend we accept the proposal of Mom's Meals of Ankeny, Iowa in the amount of \$5.23 per meal. This amount includes all shipping and handling charges.

Funding for this contract is from grant funds for Senior Nutrition and Nutrition Health Education programs administered through the CSI Office on Aging.



June 20, 2016

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

From: Devon L. Jenks *DEVON JENKS*

Re: Nutrition Contract Vendor Selection

We advertised for the services of qualified vendors to provide congregate and home delivered meals to qualified clients. The program is part of our College of Southern Idaho Office on Aging which administers funds provided by the Idaho Commission on Aging.

The proposed contract will provide meals to seniors who fall within the service area of local senior centers. We received 16 notices of qualifications from various senior centers throughout the Magic Valley.

Ageless Senior Citizens, Inc.	Kimberly, Idaho
Blaine County Senior Connection	Hailey, Idaho
Camas County Senior Center	Fairfield, Idaho
Filer Senior Haven	Filer, Idaho
Golden Heritage Senior Center	Burley, Idaho
Golden Years Senior Center	Shoshone, Idaho
Gooding Senior Center	Gooding, Idaho
Hagerman Valley Senior Center	Hagerman, Idaho
Jerome Senior Citizen Center	Jerome, Idaho
Lorna Reeder Senior Center	Albion, Idaho
Minidoka County Senior Center	Rupert, Idaho
Oakley Valley Senior Center	Oakley, Idaho
Silver & Gold Senior Center	Eden, Idaho
Twin Falls Senior Citizen Federation	Twin Falls, Idaho
West End Senior Citizen's Center	Buhl, Idaho
Wendell Senior Center	Wendell, Idaho

Based on the review and analysis of the proposals by Suzanne McCampbell, CSI Office on Aging Director, all 16 senior centers were found to qualify and will be awarded 4 year contracts beginning on July 1, 2016.

Funding for these contracts is from grant funds for Senior Nutrition and Nutrition Health Education programs administered through the CSI Office on Aging.



June 20, 2016

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

From: Devon L. Jenks *DEVON JENKS*

Re: Transportation Contract Vendor Selection

We advertised for the services of qualified vendors to provide transportation services to eligible clients. The program is part of our College of Southern Idaho Office on Aging which administers funds provided by the Idaho Commission on Aging.

The proposed contract will provide transportation services to seniors. We received 7 notices of qualifications from various vendors throughout the Magic Valley.

Gooding Senior Center	Gooding, Idaho
Buhl Senior Center	Buhl, Idaho
Blaine County Senior Connection	Hailey, Idaho
Trans IV Buses	Twin Falls, Idaho
Living Independence Network Corporation (LINC)	Twin Falls, Idaho
Senior Corps Senior Companions Program	Twin Falls, Idaho
Interlink Volunteer Caregivers (IVC)	Twin Falls, Idaho

Based on the review and analysis of the proposals by Suzanne McCampbell, CSI Office on Aging Director, all 7 vendors were found to qualify and will be awarded 4 year contracts beginning on July 1, 2016.

Funding for these contracts is from grant funds for Senior Transportation programs administered through the CSI Office on Aging.

June 20, 2016

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

From: Jeff Harmon

Re: Trustee Election

The Trustee positions held by Thad Scholes, Jan Mittleider and Laird Stone are up for election this year. The following is general information concerning the election:

1. Our election will be held on the first Tuesday after the first Monday in November (November 8th) in conjunction with the general election. (*Sec. 34-1101, Idaho Code*)
2. Petitions for candidates must be turned in to me by 5:00 p.m. on Thursday, September 1, 2016. (*Sec. 34-47017, Idaho Code*)
3. The notice of deadline for filing a declaration of candidacy will be published by each county in the local newspaper not more than 14 nor less than 7 days prior to the filing deadline. (*Sec. 34-1405, Idaho Code*)
4. The notice of election will be published by each county not less than 12 days prior to the election and the last publication must be not less than 5 days prior to the election. (*Sec. 34-602 and 34-1406, Idaho Code*)
5. The deadline for the declaration of write in candidates is Friday, September 23, 2016. (*Sec. 34-1407, Idaho Code*)

Kristina Glascock and Michelle Emerson (Twin Falls and Jerome County Clerks) will run our election for us again this year.

Based upon the preceding information, the schedule of events concerning the election is as follows:

September 1, 2016 - Nominating Petitions due by 5:00 pm

September 23, 2016 - 5:00 pm Deadline for filing Declaration of Intent for write in candidates

November 8, 2016 - Election

If you have questions, please contact me at 208-732-6210.