AGENDA

I. CALL TO ORDER
Chairman Kleinkopf
3:00PM/President’s Board Room

II. RECESS TO EXECUTIVE SESSION
Chairman Kleinkopf
President’s Board Room

III. RECONVENE REGULAR MEETING
Chairman Kleinkopf
4:00PM/Taylor Room #277

IV. APPROVAL OF MEETING AGENDA
Chairman Kleinkopf

V. ACTION ITEMS
A. Minutes
   ◦ Regular Meeting – July 17, 2017
   ◦ Executive Session – July 17, 2017
   ◦ Special Session – August 10 & 11, 2017 (Idaho Falls)
   Jeff Harmon

B. Treasurer’s Report
   Jeff Harmon

C. Head Start/Early Head Start Report
   Mancole Fedder

VI. OPEN FORUM
Chairman Kleinkopf

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS
A. FY18 Budget Hearing (Action)
   Jeff Harmon

B. Dual Credit Academy (Information)
   Cesar Perez & Kendal Nield

IX. REMARKS FOR THE GOOD OF THE ORDER
Chairman Kleinkopf

X. PRESIDENT’S REPORT
President Fox

XI. ADJOURNMENT
Chairman Kleinkopf
AGENDA

I. CALL TO ORDER

Chairman Kleinkopf
3:00PM/President’s Board Room

A. Pursuant to Idaho Code 74-206, the Board will convene to:
   ♦ Consider personnel matters [Idaho Code 74-206(1)(a) & (b)]
   ♦ Deliberate regarding an acquisition of an interest in real property
     [Idaho Code 74-206 (1)(c)]
   ♦ Communicate with legal counsel regarding pending/imminently-likely
     litigation [Idaho Code 74-206 (1)(f)]

II. ADJOURNMENT

Chairman Kleinkopf
# General Fund YTD Board

## Statement of Revenue and Expenses

**Tuesday, August 15, 2017**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Last Year</th>
<th>This Year</th>
<th>Budget</th>
<th>Remaining Budget</th>
<th>Rem Bud%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>($726,267.80)</td>
<td>($27,724.50)</td>
<td>$0.00</td>
<td>$27,724.50</td>
<td>0.00%</td>
</tr>
<tr>
<td>County Tuition</td>
<td>($586,429.15)</td>
<td>$1,800.00</td>
<td>$0.00</td>
<td>($1,800.00)</td>
<td>0.00%</td>
</tr>
<tr>
<td>State Funds</td>
<td>($20,070,011.42)</td>
<td>($14,481,344.72)</td>
<td>$0.00</td>
<td>$14,481,344.72</td>
<td>0.00%</td>
</tr>
<tr>
<td>County Property Tax</td>
<td>$153,527.02</td>
<td>$2,317,843.64</td>
<td>$0.00</td>
<td>($2,317,843.64)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Grant Management Fees</td>
<td>($2,000.00)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other</td>
<td>($29,188.64)</td>
<td>($40,165.47)</td>
<td>$0.00</td>
<td>$40,165.47</td>
<td>0.00%</td>
</tr>
<tr>
<td>Unallocated Tuition</td>
<td>($3,982,200.67)</td>
<td>($339,717.67)</td>
<td>$0.00</td>
<td>$339,717.67</td>
<td>0.00%</td>
</tr>
<tr>
<td>Departmental Revenues</td>
<td>($281,016.73)</td>
<td>($143,625.56)</td>
<td>$0.00</td>
<td>$143,625.56</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>($25,503,487.79)</td>
<td>($12,712,934.28)</td>
<td>$0.00</td>
<td>$12,712,934.28</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$1,516,942.12</td>
<td>$1,588,550.67</td>
<td>$0.00</td>
<td>($1,588,550.67)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Variable Fringe</td>
<td>$331,944.89</td>
<td>$346,985.13</td>
<td>$0.00</td>
<td>($346,985.13)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$346,178.18</td>
<td>$370,332.40</td>
<td>$0.00</td>
<td>($370,332.40)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td>$2,195,065.19</td>
<td>$2,305,868.20</td>
<td>$0.00</td>
<td>($2,305,868.20)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

| **Expense Categories**        |           |           |              |                  |          |
| Services                      | $469,353.71  | $432,201.90 | $0.00        | ($432,201.90)    | 0.00%    |
| Supplies                      | $56,441.25   | $200,635.04 | $0.00        | ($200,635.04)    | 0.00%    |
| Other                         | $28,612.10   | $5,934.18   | $0.00        | ($5,934.18)      | 0.00%    |
| Capital                       | $2,035.10    | $46,324.00  | $0.00        | ($46,324.00)     | 0.00%    |
| Institutional Support         | $305,405.81  | $328,429.38 | $0.00        | ($328,429.38)    | 0.00%    |
| **Total Expense Categories**  | $861,847.97  | $1,013,524.50 | $0.00       | ($1,013,524.50)  | 0.00%    |

| **Total Expenditures**        | $3,056,913.16 | $3,319,392.70 | $0.00       | ($3,319,392.70)  | 0.00%    |

| **Rev/Expense Total**         | ($22,446,574.63) | ($9,393,541.58) | $0.00       | $9,393,541.58     | 0.00%    |
College of Southern Idaho Head Start/ Early Head Start  
Program Summary For July 2017  

Enrollment  
Head Start ACF Federal Funded *Out for Summer Break  
Head Start TANF *Out for Summer Break  
Early Head Start 92  
Total 92  

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

Head Start Attendance  
July Head Start Overall Attendance *Out for Summer Break  
July Head Start Self Transport Attendance *Out for Summer Break  
July EHS Toddler Combo Attendance 82%  

Meals and Snacks  
Total meals served for July 208  
Total snacks served for July 209  

Program Notes  
Upcoming approvals include: the FY2018 Head Start/Early Head Start grant (September board meeting), Board and Policy council joint governance training (November), Community Assessment (October board meeting). The program’s first day of class will be August 17, 2017.  

We are planning several capital improvements and equipment purchases which requires a request for budget modification from Region X. Projects could include: Playground and playground poured in place soft fall; TFC kitchen remodel and all associated fees; chip seal parking lots; concrete step work; HVAC system; sprinkler system. The funds are made available because of a robust savings year to date in personnel costs.  

Update to Bus driver qualifications and the Post-Offer Job Employment Screening. All bus drivers have seen the assessment and to-date I have not heard of or received any negative feedback with this requirement.  

Documents for Board Review and Approval: Financial Reports; Budget modification request
# Monthly Financial Reports

**January 1, 2017 - December 31, 2017**

## Head Start

### Category: Salaries
- Total Approved: $2,690,047.00
- Total This Month: $205,697.72
- Cash Outlay To Date: $1,326,110.27
- Balance of Budget: $1,363,936.73
- Remaining Budget %: 50.7%

### Category: Benefits
- Total Approved: $1,832,591.00
- Total This Month: $121,800.75
- Cash Outlay To Date: $779,060.46
- Balance of Budget: $1,053,530.54
- Remaining Budget %: 57.5%

### Category: Out of Area Travel
- Total Approved: $-
- Total This Month: $-
- Cash Outlay To Date: $5,179.39
- Balance of Budget: $(5,179.39)

### Category: Equipment
- Total Approved: $-
- Total This Month: $-
- Cash Outlay To Date: $-
- Balance of Budget: $-

### Category: Supplies
- Total Approved: $63,118.00
- Total This Month: $5,498.18
- Cash Outlay To Date: $52,962.51
- Balance of Budget: $10,155.49
- Remaining Budget %: 16.1%

### Category: Contractual Facilities/Const.
- Total Approved: $-
- Total This Month: $-
- Cash Outlay To Date: $-
- Balance of Budget: $-

### Category: Other
- Total Approved: $469,953.00
- Total This Month: $18,098.43
- Cash Outlay To Date: $253,741.75
- Balance of Budget: $216,211.25
- Remaining Budget %: 46.0%

### Total Direct Costs
- Total Approved: $5,055,709.00
- Total This Month: $351,095.08
- Cash Outlay To Date: $2,417,054.38
- Balance of Budget: $2,638,654.62
- Remaining Budget %: 52.2%

### Admin Costs (9.0%)
- Total Approved: $367,751.00
- Total This Month: $29,795.42
- Cash Outlay To Date: $189,785.92
- Balance of Budget: $177,965.08
- Remaining Budget %: 48.4%

### Grand Total
- Total Approved: $5,423,460.00
- Total This Month: $380,890.50
- Cash Outlay To Date: $2,606,840.30
- Balance of Budget: $2,816,619.70
- Remaining Budget %: 51.9%

### In Kind Needed
- Total Approved: $1,471,991.00

### In Kind Generated
- Total Approved: $673,310.18

### In Kind (Short)/Long
- Total Approved: $(798,680.82)

### Procurement Card Expense
- Total Approved: $-
- 0% of Total Expense. Detailed report available upon request.

### USDA

<table>
<thead>
<tr>
<th>USDA Food</th>
<th>USDA Non-Food</th>
<th>USDA Repair/Maint</th>
<th>Total for Month</th>
<th>YTD Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total All Centers</td>
<td></td>
<td></td>
<td>142.05</td>
<td>79,072.34</td>
</tr>
</tbody>
</table>

## Head Start T/TA

### Category: Out of Area Travel
- Total Approved: $27,340.00
- Total This Month: $612.05
- Cash Outlay To Date: $19,769.11
- Balance: $7,570.89
- Remaining Budget %: 27.7%

### Category: Supplies
- Total Approved: $3,434.00
- Total This Month: $425.00
- Cash Outlay To Date: $610.00
- Balance: $2,824.00
- Remaining Budget %: 82.2%

### Category: Other
- Total Approved: $20,776.00
- Total This Month: $348.81
- Cash Outlay To Date: $22,336.45
- Balance: $(1,560.45)
- Remaining Budget %: -7.5%

### Grand Total
- Total Approved: $51,550.00
- Total This Month: $1,385.86
- Cash Outlay To Date: $42,715.56
- Balance: $8,834.44
- Remaining Budget %: 17.1%

### In Kind Needed
- Total Approved: $12,888.00

### In Kind Generated
- Total Approved: $9,748.00

### In Kind (Short)/Long
- Total Approved: $(3,140.00)
### EARLY HEAD START
January 1, 2017-December 31, 2017

### MONTHLY FINANCIAL REPORTS
COLLEGE OF SOUTHERN IDAHO

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>$ 561,596.00</td>
<td>$ 47,648.61</td>
<td>$ 329,034.59</td>
<td>$ 232,561.41</td>
<td>41.4%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>$ 367,375.00</td>
<td>$ 27,684.90</td>
<td>$ 193,015.94</td>
<td>$ 174,359.06</td>
<td>47.5%</td>
</tr>
<tr>
<td>OUT OF AREA TRAVEL</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 38.42</td>
<td>$ (38.42)</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$ 33,060.00</td>
<td>$ 925.33</td>
<td>$ 10,706.86</td>
<td>$ 22,353.14</td>
<td>67.6%</td>
</tr>
<tr>
<td>CONTRACTUAL</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>FACILITIES/CONST.</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>$ 151,126.00</td>
<td>$ 4,949.16</td>
<td>$ 65,913.78</td>
<td>$ 85,212.22</td>
<td>56.4%</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td>$ 1,113,157.00</td>
<td>$ 81,208.00</td>
<td>$ 598,709.59</td>
<td>$ 514,447.41</td>
<td>46.2%</td>
</tr>
<tr>
<td>ADMIN COSTS (9.0%)</td>
<td>$ 76,519.00</td>
<td>$ 6,882.70</td>
<td>$ 47,087.24</td>
<td>$ 29,431.76</td>
<td>38.5%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$ 1,189,676.00</td>
<td>$ 88,090.70</td>
<td>$ 645,796.83</td>
<td>$ 543,879.17</td>
<td>45.7%</td>
</tr>
<tr>
<td>IN KIND NEEDED</td>
<td>$ 297,419.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IN KIND GENERATED</td>
<td>$ 332,745.54</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IN KIND (SHORT)/LONG</td>
<td>$ 35,326.54</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### USDA

<table>
<thead>
<tr>
<th>USDA</th>
<th>Repair/Maint</th>
<th>Food</th>
<th>Non-Food</th>
<th>Total for Month</th>
<th>YTD Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for All Centers</td>
<td>$ -</td>
<td>$ 201.02</td>
<td>$ 11.45</td>
<td>$ 212.47</td>
<td>$ 3,127.57</td>
</tr>
</tbody>
</table>

### EARLY HEAD START T/TA

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUT OF AREA TRAVEL</td>
<td>$ 12,650.00</td>
<td>$ 6,879.80</td>
<td>$ 13,716.40</td>
<td>(1,066.40)</td>
<td>-8.4%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$ 1,480.00</td>
<td>$ 1,431.81</td>
<td>$ 1,612.68</td>
<td>(132.68)</td>
<td>-9.0%</td>
</tr>
<tr>
<td>OTHER</td>
<td>$ 14,797.00</td>
<td>$ 2,847.75</td>
<td>$ 6,565.36</td>
<td>$ 8,231.64</td>
<td>55.6%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$ 28,927.00</td>
<td>$ 11,159.36</td>
<td>$ 21,894.44</td>
<td>$ 7,032.56</td>
<td>24.3%</td>
</tr>
</tbody>
</table>

<p>| IN KIND NEEDED      | $ 7,232.00    |                  |                     |         |                     |
| IN KIND GENERATED   | $ 14,047.00   |                  |                     |         |                     |
| IN KIND (SHORT)/LONG | $ 6,815.00  |                  |                     |         |                     |</p>
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT</td>
<td>$293,300.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$293,300.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$16,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$16,000.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>OTHER</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>STAFF TRAINING</td>
<td>$43,585.00</td>
<td>$ -</td>
<td>$22,874.04</td>
<td>$20,710.96</td>
<td>47.5%</td>
</tr>
<tr>
<td>FACILITIES</td>
<td>$48,291.00</td>
<td>$4,225.37</td>
<td>$4,225.37</td>
<td>$44,065.63</td>
<td>91.3%</td>
</tr>
<tr>
<td>TOTAL DIRECT COSTS</td>
<td>$401,176.00</td>
<td>$4,225.37</td>
<td>$27,099.41</td>
<td>$374,076.59</td>
<td>93.2%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$401,176.00</td>
<td>$4,225.37</td>
<td>$27,099.41</td>
<td>$374,076.59</td>
<td>93.2%</td>
</tr>
</tbody>
</table>

IN KIND NEEDED  $100,294.00
IN KIND GENERATED $ -
IN KIND (SHORT)/LONG $(100,294.00)