

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

MONDAY, JUNE 15, 1987
CSI BOARD ROOM
5:30 p.m.

AGENDA

MINUTES
TREASURER'S REPORT
NEW BUSINESS
OLD BUSINESS
PRESIDENT'S REPORT: Budget

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 15, 1987

CALL TO ORDER: 5:30 p.m.

PRESIDING: LeRoy Craig

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman, Bill Babcock, Robert Blastock, Dr. Thad Scholes

College Administration: Gerald R. Meyerhoeffer, President
Karl L. Black, Secretary-Treasurer
Annette Jenkins, Public Information Officer
Dr. Mike Glenn, Assistant to the President
Dr. Gerald Beck, Director Continuing Education
Dr. Orval Bradley, Vocational Dean
Bob McManaman, Director of Physical Plant
Dr. Roy Strawser, Academic Dean

Visitors: Times-News: Craig Lincoln
KMVT: Ken Rickey and Photographer
Representatives: Ralph Peters, Ron Black, Doug Jones and
Mrs. Doug Jones, Waldo Martens, Gary
Robbins, Russell Newcomb and Celia Folkinga
Senator Laird Noh

MINUTES OF MAY 18, 1987 were approved as written on MOTION by Bill Babcock.
Affirmative vote unanimous.

TREASURER'S REPORT FOR MAY 1987 was accepted upon MOTION by Dr. Lehrman.
Affirmative vote unanimous.

DISBURSEMENTS included vouchers #1 through #292 and #501 through #629 and #701 through #704 totaling \$342,315.71.

May payrolls were:	Regular	\$566,857.52
	Work Study	\$ 9,410.13

A MOTION by Dr. Scholes approved the disbursements and transfer of funds and acknowledged the May payrolls. Affirmative vote unanimous.

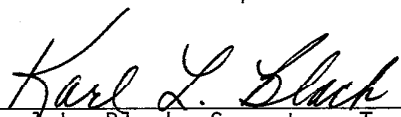
AUDIT ENGAGEMENT: Approval of the CPA firm of Schabot and Shriver for the 1987 Fiscal Year audit was approved on MOTION by Mr. Babcock. Affirmative vote unanimous.

RIGHT-OF-WAY: A request by the City to grant a right-of-way for turning lanes at Falls Avenue and Washington Street was approved on MOTION by Mr. Blastock. Affirmative vote unanimous.

Board of Trustees Meeting
June 15, 1987
Page #2

BUDGET: The 1988 Fiscal Year Budget was approved on MOTION by Dr. Scholes.
Affirmative vote unanimous.

ADJOURNMENT declared at 6:32 p.m.



Karl L. Black, Secretary-Treasurer

APPROVED JULY 20, 1987



Chairman

COLLEGE OF SOUTHERN IDAHO
 JUNIOR COLLEGE DISTRICT
 PUBLIC FUNDS REPORT FOR MAY 1987

GENERAL FUND - Idaho First National Bank

Beginning Balance, May 1, 1987		\$326,397
Funds Provided By:		
Investments	\$200,000	
Payables	44,292	
State Appropriation	160,000	
Tax Revenue	35,240	
Tuition and Fees	54,253	
Rental Income	545	
Interest Income	5,648	
Sales and Fees of Instructional Departments	3,864	
State Grants	39,704	
Federal Grants	130,080	
Private Grants	30,915	
Miscellaneous Revenue	<u>8,201</u>	
Funds Provided		\$712,742
 Funds Applied To:		
Receivables	\$ 3,669	
Payroll	566,858	
Disbursements	<u>298,200</u>	
Funds Applied		\$868,727
Total in Account, May 31, 1987		<u>\$170,412</u>

Public Fund Report
May 31, 1987
Page 2

IMPREST FUND - Twin Falls Bank & Trust

Beginning Balance		\$ 1,061.33
Deposits	+\$ 4,137.21	
Checks Issued	- 4,818.68	
Bank Balance at May 31, 1987		<u>\$ 379.86</u>

BOND & INTEREST SINKING FUND - First Security Bank

Beginning Balance		\$ 18.77
Deposits	+\$ -0-	
Checks Issued	- 6.04	
Balance, exclusive of Invested Funds at May 31, 1987		<u>\$ 12.73</u>

PLANT FACILITIES RESERVE FUND - First Security Bank

Beginning Balance		\$ 46,217.40
Deposits	+\$ 1,078.42	
Checks Issued	- -0-	
Balance, exclusive of Invested Funds at May 31, 1987		<u>\$ 47,295.82</u>

AREA IV-IOOA - Idaho First National Bank

Beginning Balance		\$ 10,521.62
Deposits	+\$80,587.65	
Checks Issued	- 73,133.22	
Bank Balance at May 31, 1987		<u>\$ 17,976.05</u>

EDPMTS FUND - Twin Falls Bank & Trust

Beginning Balance		\$(53,374.39)
Deposits: U. S. Treasury	+\$50,000.00	
Institutional Contribution	+ 3,455.76	
Pell Grant Repayment	+ 742.33	
SSIG	+ 412.33	
Checks Issued: Pell Grants	- 3,197.00	
EOG	- 210.00	
CWSP	- 17,990.29	
Fund Balance at May 31, 1987		<u>\$(20,161.26)</u>

Public Funds Report
May 31, 1987
Page 3

INVESTED FUNDS

<u>FUND</u>	<u>KIND</u>	<u>MATURITY</u>	<u>COST</u>
General Fund	TCD	06-18-87	\$200,000
General Fund	TCD	06-23-87	200,000
General Fund	TCD	06-23-87	100,000
Plant Facilities Reserve Fund	TCD	07-10-87	<u>200,000</u>
<u>TOTAL INVESTED FUNDS AT MAY 31, 1987</u>			<u>\$700,000</u>

COLLEGE OF SOUTHERN IDAHO
 JUNIOR COLLEGE DISTRICT
 NON-PUBLIC FUNDS REPORT FOR MAY 1987

CSI BOOKSTORE - Twin Falls Bank & Trust

Beginning Balance		\$108,890.88
Receipts from Sales	+\$25,904.75	
Checks Issued	- <u>28,683.70</u>	
Bank Balance at May 31, 1987		\$106,111.93
Cash on Hand (Used Book A.C., Reg., & Annex)		<u>400.00</u>
Total in Account at May 31, 1987		<u><u>\$106,511.93</u></u>

STUDENT ASSOCIATION FUND - Twin Falls Bank & Trust

Regular Account

Beginning Balance		\$ 33,496.27
Deposits	+\$ 3,928.45	
Checks Issued	- <u>3,504.05</u>	
Account Balance at May 31, 1987		\$33,920.67

Special Events-Honors Program

Beginning Balance		\$24,371.90
Deposits	+\$ 499.85	
Checks Issued	- <u>1,289.18</u>	
Account Balance at May 31, 1987		\$ <u>23,582.57</u>
Bank Balance (Student Ass'n.) at May 31, 1987		<u><u>\$ 57,503.24</u></u>

VARSIY ATHLETICS - Idaho First National Bank

Beginning Balance		\$ 46,945.98
Deposits	+\$28,901.15	
Checks Issued	- <u>62,758.00</u>	
Bank Balance at May 31, 1987		\$ 13,089.13
Cash on Hand (Bus. Off.)		<u>500.00</u>
Total in Account at May 31, 1987		<u><u>\$ 13,589.13</u></u>

DORMITORY HOUSING COMMISSION - First Interstate Bank

Beginning Balance		\$101,684.19
Deposits	+\$28,857.81	
Checks Issued	- <u>22,962.63</u>	
Bank Balance at May 31, 1987		\$107,579.37
Cash on Hand		<u>150.00</u>
Total in Account at May 31, 1987		<u><u>\$107,729.37</u></u>

CSI AGGIES - Idaho Bank & Trust

Beginning Balance		\$ 19,027.60
Deposits	+\$ 1,615.27	
Checks Issued	- <u>5,960.56</u>	
Bank Balance at May 31, 1987		\$ 14,682.31
Cash on Hand		<u>100.00</u>
Total in Account at May 31, 1987		<u><u>\$ 14,782.31</u></u>

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT

DATE May 1987

REGULAR PAYROLL SUMMARY

GROSS	<u>\$ 566,857.52</u>
FEDERAL W/H	<u>54,231.42</u>
STATE W/H	<u>17,069.32</u>
FICA	<u>40,196.32</u>
FIXED DEDUCTIONS	<u>64,581.32</u>
NET PAYROLL	<u>390,779.14</u>

WORKSTUDY PAYROLL SUMMARY

GROSS	<u>\$ 9,410.13</u>
FEDERAL W/H	<u>114.46</u>
STATE W/H	<u>4.36</u>
FIXED DEDUCTIONS	<u>477.93</u>
NET PAYROLL	<u>8,813.38</u>

Professional Center
1020 Main St.
Buhl, Idaho 83316
Phone: 543-6491

Schabot, Shriver & Co.

Certified Public Accountants

Justamere Inn Building
401 2nd St. No., Suite 202
Phone: 734-8932 Twin Falls, Idaho 83301

Members
American Institute of
Certified Public Accountants
Idaho Society of
Certified Public Accountants

May 29, 1987

Board of Directors
College of Southern Idaho
P. O. Box 1238
Twin Falls, ID 83301

Gentlemen:

This will confirm our understanding of our engagement for the examination of the financial statements of the College of Southern Idaho, including the General Fund and all related and associated funds administered by the Board for the year ending June 30, 1987.

We will examine the College's balance sheet at June 30, 1987, and the related statements of changes in fund balance, and all associated statements required to be prepared under normal fund accounting procedures for the year then ended, for the purpose of expressing an opinion on them. Our examination will be in accordance with generally accepted auditing standards and will include such auditing procedures as we consider necessary to accomplish this purpose.

These procedures will include tests of the documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables, outstanding student loan balances, and certain other assets and liabilities by correspondence with selected students, customers, creditors, legal counsel and banks.

Our testing and audit procedures will also include tests and reviews of documentary evidence to insure compliance with the various federal guidelines associated with grants or contracts administered by the College.

Although defalcations and similar irregularities may occasionally be disclosed by this type of examination, it is not designed for this purpose and should not be relied upon to disclose fraud, should any exist. We will, of course, report to you anything that appears to us during our examination to be unusual or abnormal.

We will review the College's report to the federal and state governments on all grant projects for the fiscal year ending June 30, 1987. These reports, we understand, will be prepared by you. Further, we will be available during the year to consult with you on accounting requirements associated with any federal or state grant or contract which you have been awarded during the year or to discuss contemplated changes in the College's accounting policies.

Board of Directors
College of Southern Idaho
Page 2
May 29, 1987

Our fee for this examination will be at our regular hourly rates. Invoices will be rendered monthly and are payable upon presentation. We are pleased to have this opportunity to continue to serve you.

If this letter correctly expresses your understanding, please sign the enclosed copy and return it to us.

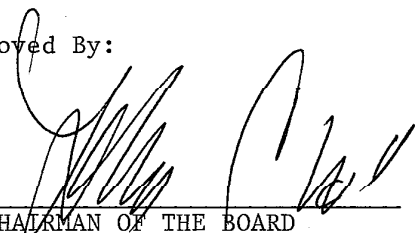
Very truly yours,



Schabot, Shriver & Co.
Certified Public Accountants

SS&CO:rb

Approved By:

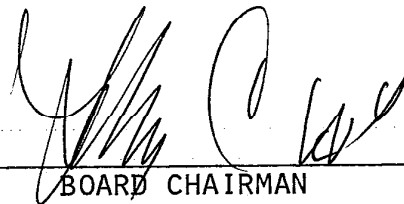


CHAIRMAN OF THE BOARD
COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES
COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT
TWIN FALLS, IDAHO

GENERAL FUND BUDGET FOR
FISCAL YEAR ENDING JUNE 30, 1988

APPROVED: _____



BOARD CHAIRMAN

REVENUE

COUNTY TUITION:

County tuition was increased from \$375 to \$425 per semester last year. That accounts for \$35,000 of the increase in county tuition. The balance is due largely to the outreach center activity which generated approximately an additional \$75,000. It is anticipated that this amount will be larger next year.

OTHER REVENUE:

Other revenue includes rental on Fine-Arts, Expo, and Gym as well as any balance in the contingency fees, etc. The amount is a little higher than we budgeted last year.

ADMINISTRATION

PERSONNEL:

We hired a part-time employee in the Business Office to help with accounts payable.

FRINGE:

Fringe benefits are affected a great deal by the make up of the department, i.e. part-time, full-time salary range, etc. One of the years we were unable to give a salary raise we decided to pay \$50 per month on an employee's dependent's health insurance. They were given the option of cash or the dependent health insurance. Because of the change in insurance carriers and the decrease in rates for dependents this year we added that figure to salaries and no longer pay it on insurance. This changed the balance between personnel and fringe benefits in many of the departments. In most departments this would have the effect of lowering fringe benefits and increasing salaries.

Fringes benefits in administration were under budgeted last year. We had budgeted for the Assistant to the President in the salary area but not in the fringe area.

LIBRARY

SUPPLIES:

An additional \$4,800 was requested by the library. They indicated that book costs had risen 14.17% and subscriptions for journals had increased 19.61% since 1985.

FRINGE:

Again due to the insurance change most departments will have the fringe benefits reduced in comparison with salaries. In other words the % of increase will not be as high. This department was over budgeted last year for fringe benefits.

MUSEUM

SALARIES:

Phyllis Morgret's salary was budgeted for in full last year, but she went on a part-time contract. Therefore we did not budget as much for salaries this year.

CONTINUING EDUCATION

SALARIES:

Budgeting in the Continuing Education Department is somewhat different than other areas. This department is run to a large extent on self funding revenues. Because of the difficulty in sorting out revenues for credit courses that are the same as on campus credit courses and also the difficulty of sorting out county revenue, we have elected to budget a figure in this area to offset some of the unidentified revenue. The increase in the budget for this department is less than the additional county revenue generated by the outreach centers.

COMPUTER CENTER

SALARIES:

We hired two replacement people and one new position in the computer center last year. The two non-degree persons were hired with the understanding, that if they worked out there would be an adjustment of their contract this year.

SERVICES AND CAPITAL OUTLAY

With expansion of the student records system on the computer it becomes necessary to store more information on line. It requires the purchase of two new disc drives, which will increase the storage capacity about 4 1/2 times. The purchase of equipment also increases the cost of maintenance contracts. We are hoping for at least three years on-line storage of student records.

RESOURCE DEVELOPMENT

Increased activity in this area requires the additional expenditures. This department will be over budget for this year.

AUDIO-TV CENTER

SALARIES:

The personnel figure for last year was corrected for the insurance change and for the 7% salary increase.

PHYSICAL PLANT

SERVICES:

Services were under budgeted last year. A transfer is being made from the other expenditure category to the services category. That is the only change other than salaries and fringe benefits.

SUSPENSE AND FIXED CHARGES

PAYROLL TAXES:

Unemployment is paid as a direct benefit employer and was a little higher than we anticipated last year.

TELEPHONE AND LEGAL & AUDIT:

\$10,000 is transferred from Legal & Audit to Telephone.