



**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**



**October 15, 2012**

**Board of Trustees Executive Session  
5:30 p.m.  
TAYLOR BUILDING – PRESIDENT’S BOARD ROOM**

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**Board of Trustees Meeting  
6:00 p.m.  
TAYLOR BUILDING SUB – ROOM 248**

**AGENDA**

**APPROVAL OF MEETING AGENDA: (A) *Dr. Thad Scholes***

**MINUTES - REGULAR MEETING OF SEPTEMBER 17, 2012: (A) *Mike Mason***

**TREASURER’S REPORT: (A) *Mike Mason***

**OPEN FORUM**

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

**HEAD START 2012 COMMUNITY WIDE STRATEGIC PLANNING AND NEEDS ASSESSMENT:  
(A) *Mike Mason***

**FY 2012 AUDIT REPORT: (A) *Raymond Ware, Ware & Associates CPA’s***

**PROGRAM REVIEW – ADMINISTRATIVE ASSISTANTS PROGRAM: (I)  
*Dr. John Miller & Lori Garnand***

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

**OLD BUSINESS**

**NEW BUSINESS**

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
OCTOBER BOARD OF TRUSTEES MEETING  
OCTOBER 15, 2012

CALL TO ORDER: 6:20 p.m. Presiding: Dr. Thad Scholes

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

College Administration: Gerald L. Beck, President  
John M. Mason, Vice President of Administration  
Robert Alexander, College Attorney  
Dr. Jeff Fox, Executive Vice President and Chief  
Academic Officer  
Dr. Mark Sugden, Instructional Dean  
Terry Patterson, Instructional Dean  
Dr. John Miller, Instructional Dean  
Dr. Ken Campbell, Dean of Institutional Research and  
Technology  
Jeff Harmon, Dean of Finance  
Scott Scholes, Dean of Student Services  
Monty Arrossa, Director of Human Resources  
Randy Dill, Physical Plant Director  
Teri Fattig, Library and Museum Director  
Doug Maughan, Public Relations Director  
Debra Wilson, Executive Director of the College of  
Southern Idaho Foundation  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Lori Garnand

Visitors: Jeremy Bridges, Raymond Ware, Scott Tverdy and Jan  
Mittleider

Faculty Representatives: Jim Woods and David Rodriguez

PACE Representatives: Erin Devlin

Times News: None

The agenda was approved on MOTION by Dr. Bob Keegan.  
Affirmative vote was unanimous.

MINUTES OF THE REGULAR SESSION OF OCTOBER 15, 2012 WERE APPROVED AS WRITTEN on MOTION by Dr. Thad Scholes.  
Affirmative vote was unanimous.

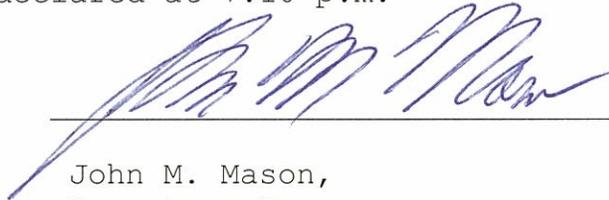
TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Bob Keegan. Affirmative vote was unanimous.

There were no speakers for Open Forum.

Board Agenda Items:

1. The Board approved the Head Start/Early Head Start monthly operational and fiscal report and the Head Start/Early Head Start 2012 Community Wide Strategic Planning and Needs Assessment on MOTION by Bob Keegan. Affirmative vote was unanimous.
2. Raymond Ware of Ware and Associates presented the fiscal year 2012 audit to the Board. The Board approved the audit on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.
3. Terry Patterson introduced Professor Lori Garnand, Department Chair for the Information Technology program. Professor Garnand presented a comprehensive review of the Administrative Assistant program to the Board. She highlighted student competencies, testing and completion rates for the program.
4. The President and Board recognized Debra Wilson for receiving a Lifetime Achievement Award from the National Resource Council at their annual meeting in Washington, D.C.
5. The President reported upon his activities for the month.

ADJOURNMENT was declared at 7:10 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: November 19, 2012



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Chairman

MONTHLY FINANCIAL REPORT  
COLLEGE OF SOUTHERN IDAHO HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,493,476.00	\$ 212,854.76	\$ 1,815,918.14	\$ 677,557.86	\$ 677,557.86	75.0%	72.8%
BENEFITS	\$ 1,406,973.00	\$ 117,528.46	\$ 1,015,521.89	\$ 391,451.11	\$ 391,451.11	75.0%	72.2%
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 21,925.00	\$ 2,368.37	\$ 11,488.89	\$ 10,436.11	\$ 10,436.11	75.0%	52.4%
CLASSROOM SUPPLIES	\$ 24,188.00	\$ 4,514.85	\$ 21,828.24	\$ 2,359.76	\$ 2,359.76	75.0%	90.2%
CENTER SUPPLIES	\$ 21,950.00	\$ 2,472.15	\$ 14,077.13	\$ 7,872.87	\$ 7,872.87	75.0%	64.1%
TRAINING SUPPLIES	\$ 7,150.00	\$ 2,545.45	\$ 8,966.73	\$ (1,816.73)	\$ (1,816.73)	75.0%	125.4%
FOOD	\$ 7,400.00	\$ 267.76	\$ 2,829.72	\$ 4,570.28	\$ 4,570.28	75.0%	38.2%
CONTRACTUAL				\$ -			
OTHER							
CONTRACTS	\$ 13,590.00	\$ 1,185.41	\$ 5,212.91	\$ 8,377.09	\$ 8,377.09	75.0%	38.4%
MEDICAL	\$ 10,200.00	\$ 1,856.01	\$ 4,618.69	\$ 5,581.31	\$ 5,581.31	75.0%	45.3%
DENTAL	\$ 13,600.00	\$ -	\$ 1,556.51	\$ 12,043.49	\$ 12,043.49	75.0%	11.4%
CHILD TRAVEL	\$ 116,300.00	\$ 5,293.02	\$ 76,147.14	\$ 40,152.86	\$ 40,152.86	75.0%	65.5%
EMPLOYEE TRAVEL	\$ 37,000.00	\$ 3,043.05	\$ 25,117.88	\$ 11,882.12	\$ 11,882.12	75.0%	67.9%
CAREER DEVELOP	\$ 2,000.00	\$ 215.17	\$ 694.91	\$ 1,305.09	\$ 1,305.09	75.0%	34.7%
PARENT TRAINING	\$ 20,490.00	\$ 358.84	\$ 3,202.69	\$ 17,287.31	\$ 17,287.31	75.0%	15.6%
SPACE	\$ 77,224.00	\$ 2,839.70	\$ 63,672.36	\$ 13,551.64	\$ 13,551.64	75.0%	82.5%
UTILITIES	\$ 54,600.00	\$ 4,132.23	\$ 38,600.22	\$ 15,999.78	\$ 15,999.78	75.0%	70.7%
TELEPHONE	\$ 31,450.00	\$ 2,825.06	\$ 27,851.82	\$ 3,598.18	\$ 3,598.18	75.0%	88.6%
OTHER	\$ 50,887.00	\$ 3,072.98	\$ 56,622.19	\$ (5,735.19)	\$ (5,735.19)	75.0%	111.3%
TOTAL DIRECT COSTS	\$ 4,410,403.00	\$ 367,373.27	\$ 3,193,928.06	\$ 1,216,474.94	\$ 1,216,474.94	75.0%	63.7%
ADMIN COSTS	\$ 282,271.00	\$ 22,672.77	\$ 167,278.40	\$ 114,992.60	\$ 114,992.60	67.0%	59.3%
GRAND TOTAL	\$ 4,692,674.00	\$ 390,046.04	\$ 3,361,206.46	\$ 1,331,467.54	\$ 1,331,467.54	75.0%	71.6%
IN KIND NEEDED	\$ 1,114,705.00						
IN KIND GENERATED	\$ 661,972.41	59% of Total Needed					
IN KIND (SHORT)/LONG	\$ (452,732.59)						
PROCUREMENT CARD EXPENSE	\$ 12,818.79	3% of Total Expense. Detailed report of PCARD charges available upon request.					
USDA	Food	Non-Food	Repair/Maint	Total for Month	Year-To-Date	USDA Revenue Received	Expense Balance
Totals	\$ 7,283.43	\$ 1,501.02	\$ 491.99	\$ 9,276.44	\$ 60,759.28	\$ (75,078.79)	(14,319.51)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 23,290.00	\$ 472.07	\$ 17,966.14	\$ 5,323.86	75.0%	77.1%
6e. SUPPLIES						
Training Supplies	\$ 16,801.00	\$ (178.94)	\$ 16,228.49	\$ 572.51	75.0%	96.6%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 10,220.00	\$ 1,996.61	\$ 14,465.61	\$ (4,245.61)	75.0%	141.5%
<b>TOTAL DIRECT COSTS</b>	\$ 50,311.00	\$ 2,289.74	\$ 48,660.24	\$ 1,650.76	75.0%	96.7%
<b>ADMIN COSTS</b>	\$ 3,021.00	\$ -	\$ 1,078.07	\$ 1,942.93	67.0%	35.7%
<b>GRAND TOTAL</b>	\$ 53,332.00	\$ 2,289.74	\$ 49,738.31	\$ 3,593.69	73.0%	93.3%
<b>IN KIND NEEDED</b>	\$ 11,275.00					
<b>IN KIND GENERATED</b>	\$ 11,275.00					
<b>IN KIND (SHORT)/LONG</b>	\$ -					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 514,291.00	\$ 40,069.81	\$ 350,255.69	\$ 164,035.31	\$ 164,035.31	75.0%	68.1%
BENEFITS	\$ 229,464.00	\$ 20,388.06	\$ 177,522.31	\$ 51,941.69	\$ 51,941.69	75.0%	77.4%
OUT OF AREA TRAVEL		\$ 76.99	\$ 163.71				
EQUIPMENT	\$ 36,592.00	\$ -	\$ 14,759.00	\$ 21,833.00	\$ 36,592.00	75.0%	40.3%
SUPPLIES							
OFFICE CONSUMABLES	\$ 4,200.00	\$ 523.56	\$ 1,535.05	\$ 2,664.95	\$ 2,664.95	75.0%	36.5%
CENTER SUPPLIES	\$ 8,830.00	\$ 1,315.52	\$ 6,057.82	\$ 2,772.18	\$ 2,772.18	75.0%	68.6%
CLASSROOM SUPPLIES	\$ 13,500.00	\$ 575.42	\$ 5,834.60	\$ 7,665.40	\$ 7,665.40	75.0%	43.2%
TRAINING SUPPLIES	\$ 9,825.00	\$ 66.29	\$ 2,355.40	\$ 7,469.60	\$ 7,469.60	75.0%	24.0%
FOOD	\$ 4,400.00	\$ -	\$ 247.74	\$ 4,152.26	\$ 4,152.26	75.0%	5.6%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 66,240.00	\$ 3,259.05	\$ 36,365.80	\$ 29,874.20	\$ 29,874.20	75.0%	54.9%
MEDICAL	\$ 16,200.00	\$ 72.00	\$ 2,932.55	\$ 13,267.45	\$ 13,267.45	75.0%	18.1%
DENTAL	\$ 12,000.00	\$ -	\$ 106.20	\$ 11,893.80	\$ 11,893.80	75.0%	0.9%
CHILD TRAVEL	\$ -						
EMPLOYEE TRAVEL	\$ 10,000.00	\$ 410.61	\$ 4,826.98	\$ 5,173.02	\$ 5,173.02	75.0%	48.3%
CAREER DEVELOP	\$ 500.00	\$ 189.31	\$ 759.19	\$ (259.19)	\$ (259.19)	75.0%	151.8%
PARENT TRAINING	\$ 2,924.00	\$ -	\$ 337.74	\$ 2,586.26	\$ 2,586.26	75.0%	11.6%
FACILITIES/CONST.	\$ 55,028.00	\$ 194.44	\$ 63,345.16	\$ (8,317.16)	\$ (8,317.16)	75.0%	115.1%
UTILITIES	\$ 8,400.00	\$ 698.50	\$ 5,362.39	\$ 3,037.61	\$ 3,037.61	75.0%	63.8%
TELEPHONE	\$ 4,400.00	\$ 422.70	\$ 3,563.91	\$ 836.09	\$ 836.09	75.0%	81.0%
OTHER	\$ 11,500.00	\$ -	\$ 4,613.27	\$ 6,886.73	\$ 6,886.73	75.0%	40.1%
TOTAL DIRECT COSTS	\$ 1,008,294.00	\$ 68,262.26	\$ 680,944.51	\$ 327,513.20	\$ 342,272.20	75.0%	67.5%
ADMIN COSTS	\$ 85,711.00	\$ 4,880.00	\$ 36,649.04	\$ 49,061.96	\$ 49,061.96	67.0%	42.8%
GRAND TOTAL	\$ 1,094,005.00	\$ 73,142.26	\$ 717,593.55	\$ 376,411.45	\$ 354,578.45	74.6%	65.6%
IN KIND NEEDED	\$ 273,501.25						
IN KIND GENERATED	\$ 314,206.13						
IN KIND (SHORT)/LONG	\$ 40,704.88	100% met					

