



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

June 17, 2013

EXECUTIVE SESSION

3:00 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

4:00 p.m.

Taylor Building – SUB 248

AGENDA

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

MINUTES – EXECUTIVE SESSION OF MAY 20, 2013: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF MAY 20, 2013: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION OF JUNE 6, 2013: (A) *Mike Mason*

MINUTES – EXECUTIVE SESSION OF JUNE 11, 2013: (A) *Mike Mason*

MINUTES – REGULAR MEETING OF JUNE 11, 2013: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

PLANETARIUM PROJECTOR SYSTEM BID: (A) *Mike Mason*

STUDENT HEALTH SERVICES BID: (A) *Mike Mason*

EMILY PETERSON NATIONAL HEAD START REPORT: (I) *Mike Mason & Emily Peterson*

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

JEROME CONSTRUCTION PROJECT FUND TRANSFER: (A) *Mike Mason*

STUDENT UNION FUND TRANSFER: (A) *Mike Mason*

GENERAL FUND TRANSFER TO PLANT FACILITIES: (A) *Mike Mason*

CONTINUING BUDGET RESOLUTION FOR JULY & AUGUST OF 2013: (A) *Mike Mason*

HIGHWAY 93 PROPERTY: (I) *Mike Mason*

SUMMER ENROLLMENT: (I) *Dr. John Miller*

PROJECTED FALL ENROLLMENT: (I) *Dr. Jeff Fox*

SUMMER MAINTENANCE PROJECTS: (I) *Randy Dill*

PRESIDENT'S REPORT: (I) *Dr. Jeff Fox*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JUNE REGULAR BOARD OF TRUSTEES MEETING
JUNE 17, 2013

CALL TO ORDER: 4:05 p.m. Presiding: Dr. Thad Scholes

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

College Administration: Dr. Jeff Fox, Executive Vice
President and Chief Academic Officer
John M. Mason, Vice President of Administration
Robert Alexander, College Attorney
Dr. Edit Szanto, Vice President of Student Services
and Planning and Development
Dr. John Miller, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Jeff Harmon, Dean of Finance
Scott Scholes, Dean of Student Services
Gail Schull, Registrar
Monty Arrossa, Director of Human Resources
Randy Dill, Physical Plant Director
Doug Maughan, Public Relations Director
Teri Fattig, Library Director and Museum Department
Chair
Debra Wilson, Executive Director of the College of
Southern Idaho Foundation
Curtis Eaton, Special Assistant to the President
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Jennifer Zimmers, Rick Greenawald

Visitors: Emily Peterson

Faculty Representatives: Jim Woods

PACE Representatives: None

Times News: None

KMVT: Joey Martin

The agenda was amended to include the interim president's
employment contract. The amended agenda was approved on
MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

MINUTES OF THE REGULAR AND EXECUTIVE SESSION OF MAY 20, 2013,
THE EXECUTIVE SESSION OF JUNE 6, 2013, THE EXECUTIVE SESSION
OF JUNE 11, 2013, AND THE SPECIAL MEETING OF JUNE 11, 2013
WERE APPROVED AS WRITTEN on MOTION by Laird Stone.
Affirmative vote was unanimous.

MINUTES OF THE SPECIAL MEETING OF APRIL 25, 2013 WERE APPROVED
AS WRITTEN on MOTION by Karl Kleinkopf. Affirmative vote was
unanimous.

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

Open Forum: There were no speakers for Open Forum.

Board Agenda Items:

1. The Board approved the employment contract for Interim
President Curtis Eaton on MOTION by Jan Mittleider.
Affirmative vote was unanimous.

2. The Board approved the sole bid of Evans and Sutherland of
Salt Lake City, Utah in the amount of \$580,000 for the
specified digital planetarium full dome projection system on
MOTION by Laird Stone. Affirmative vote was unanimous.

Funding for this purchase is split evenly between the
Plant Facility Fund and the College of Southern Idaho
Foundation.

3. The Board approved the sole bid of Physicians Immediate
Care Center of Twin Falls, Idaho for the specified medical
procedures on MOTION by Laird Stone. Affirmative vote was
unanimous.

Funding for this contract is from fees collected and
deposited into the Student Health Fee account.

4. Emily Peterson from our Head Start/Early Head Start
program spoke to the Board about her experiences as the
National Head Start parent of the year. Ms. Peterson was
commended and congratulated by the Board for her
accomplishments.

5. The Board approved the Head Start/Early Head Start monthly operational and fiscal reports on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

6. The Board approved the transfer of \$155,314.46 from the Plant Facility Fund to the Jerome Head Start Construction Fund on MOTION by Bob Keegan. Affirmative vote was unanimous.

This transfer will close out the construction project.

7. The Board approved the transfer of \$250,000 from the Student Union Fund to the New Apartment Construction Fund on MOTION by Dr. Thad Scoles. Affirmative vote was unanimous.

This transfer was prior approved by the Dormitory Housing Commission and will close out the construction project.

8. The Board approved a transfer of \$5,000,000 from the General Fund to the Plant Facilities Fund on MOTION by Jan Middleider. Affirmative vote was unanimous.

9. The Board approved the Continuing Budget Resolution for July and August of 2013 on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

10. Mike Mason reviewed the property boundaries and right of ways on the Highway 93 property with the Board. He advised the Board that it does not appear that the Interstate 84 on ramp under construction violates the right of ways. Due to the vague legal and right of way descriptions in the deed, a certified survey would be required to establish the exact property boundary. A certified survey is not planned at this time.

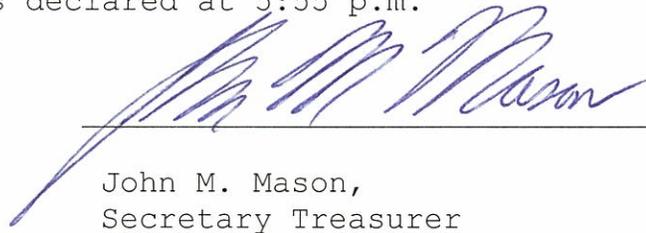
11. Dr. John Miller reported that summer school enrollment was down approximately 13.2% as compared to last year.

12. Dr. Jeff Fox reported that fall enrollment, as compared to same relative day last year, is down approximately 13%. Various reasons for the decline were discussed including the economy and changing financial aid regulations.

13. Randy Dill reported on the major maintenance projects to be completed this summer.

14. Dr. Jeff Fox, Executive Vice President, reported on his activities for the month. Most of his reported activities related to filling in for retiring President Beck.

ADJOURNMENT was declared at 5:55 p.m.



John M. Mason,
Secretary Treasurer

Approved: July 15, 2013



Chairman

General Fund YTD Board

YEAR: 1213

Statement of Revenue and Expenses

Acct Month: 11

Tuesday, June 11, 2013

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$11,386,421.68)	(\$11,183,484.31)	(\$11,414,900.00)	(\$231,415.69)	2.03%
County Tuition	(\$1,026,945.00)	(\$1,394,454.00)	(\$1,500,000.00)	(\$105,546.00)	7.04%
State Funds	(\$15,317,636.02)	(\$16,831,998.34)	(\$17,319,400.00)	(\$487,401.66)	2.81%
County Property Tax	(\$3,761,368.19)	(\$3,886,704.30)	(\$5,867,600.00)	(\$1,980,895.70)	33.76%
Grant Management Fees	(\$356,851.33)	(\$404,343.65)	(\$480,000.00)	(\$75,656.35)	15.76%
Other	(\$537,700.04)	(\$677,283.79)	(\$325,000.00)	\$352,283.79	-108.40%
Unallocated Tuition	(\$1,204,615.28)	(\$1,334,941.73)	\$0.00	\$1,334,941.73	0.00%
Departmental Revenues	(\$781,283.20)	(\$768,550.96)	(\$720,200.00)	\$48,350.96	-6.71%

Total Revenue (\$34,372,820.74) (\$36,481,761.08) (\$37,627,100.00) (\$1,145,338.92) 3.04%

Expenditures

Personnel

Salaries	\$17,973,495.13	\$18,826,187.68	\$21,144,100.00	\$2,317,912.32	10.96%
Variable Fringe	\$3,509,359.68	\$3,677,711.90	\$4,309,800.00	\$632,088.10	14.67%
Health Insurance	\$3,110,540.98	\$3,384,858.56	\$3,814,100.00	\$429,241.44	11.25%
Total Personnel	\$24,593,395.79	\$25,888,758.14	\$29,268,000.00	\$3,379,241.86	11.55%

Expense Categories

Services	\$1,660,841.56	\$1,757,192.38	\$2,096,800.00	\$339,607.62	16.20%
Supplies	\$907,067.40	\$879,985.78	\$975,700.00	\$95,714.22	9.81%
Other	\$638,464.80	\$726,977.87	\$649,300.00	(\$77,677.87)	-11.96%
Capital	\$447,110.20	\$460,838.77	\$815,900.00	\$355,061.23	43.52%
Institutional Support	\$3,402,506.06	\$3,498,346.82	\$3,791,400.00	\$293,053.18	7.73%
Transfers	\$15,041.04	\$35,886.28	\$30,000.00	(\$5,886.28)	-19.62%
Total Expense Categories	\$7,071,031.06	\$7,359,227.90	\$8,359,100.00	\$999,872.10	11.96%

Total Expenditures \$31,664,426.85 \$33,247,986.04 \$37,627,100.00 \$4,379,113.96 11.64%

Rev/Expense Total (\$2,708,393.89) (\$3,233,775.04) \$0.00 \$3,233,775.04 0.00%



June 14, 2013

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

From: Mike Mason

Re: Planetarium Projector Bid

We properly advertised for the specified digital full planetarium projection system. We received one bid for the system.

Based upon the review of the proposal by Planetarium Manager Rick Greenawald and Library and Herrett Center Director Teri Fattig, I recommend that we accept sole bid of Evans and Southernland of Salt Lake City, Utah in the amount of \$580,000. The bid includes the Digistar 5 projector system, Digistar 5 AutoAlign, Digistar 5 HD Video Input, Digistar 5 Producer and a one year maintenance contract. An optional three year maintenance contract was offered for \$45,000 but not recommended for purchase at this time.

Funding for the Herrett Center planetarium projector is funded fifty percent from the Plant Faculty Fund and fifty percent from the College of Southern Idaho Foundation.

June 10, 2013

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

From: Mike Mason

Re: Student Health Services

We properly advertised for the specified student health services as per the attached page. The services will be provided to students with the college as a secondary payer for the selected health services. The contribution provide by the college ranged from \$5.00 to \$40.00 last year during the pilot program. The exact amount per procedure is being worked out by Student Services as they try to provide the maximum services for the lowest cost to students with the available student fees.

We spoke with two vendors but received only one bid. The complexity of insurance, new health care laws, proximity to the college and special clerical requirements made this bid difficult for some vendors.

Based upon the review of the proposal by Dean of Students Scott Scholes, I recommend that we accept sole bid of Physicians Immediate Care Center of Twin Falls, Idaho in the amounts listed on the attached sheet for the specific health care services to be provided to College of Southern Idaho Students.

Funding for this contract is from dedicated funds collected from the Student Health Fee of \$1.00 per credit. The Student Health Fee raises approximately \$100,000 per year.

College of Southern Idaho
 Bid Proposal From Physicians Immediate Care Center Student Health Services
 May 29, 2013

Procedure	Procedure Cost	Visit Cost	Total cost
Strep	\$ 20.00	\$ 65.00	\$ 85.00
Mono	\$ 15.00	\$ 65.00	\$ 80.00
UA dip	\$ 5.00	\$ 65.00	\$ 70.00
UA pregnancy	\$ 18.00	\$ 65.00	\$ 83.00
HIV test	lab fee paid by student	\$ 65.00	\$ 65.00
STD	lab fee paid by student	\$ 65.00	\$ 65.00
BV quick screen	\$ 20.00	\$ 65.00	\$ 85.00
TDAP	\$ 55.00	\$ -	\$ 55.00
Trich quick screen	\$ 20.00	\$ 65.00	\$ 85.00
Venipuncture	\$ 9.00	\$ 65.00	\$ 74.00
			\$ -
I&D of abscess, simple or single	\$ 125.00	\$ -	\$ 125.00
Evacuation of Subangual hematoma	\$ 65.00	\$ -	\$ 65.00
Repair superficial wounds 2.5cm or less	\$ 165.00	\$ -	\$ 165.00
Repair superficial wounds 2.6cm to 7.5cm	\$ 175.00	\$ -	\$ 175.00
Burns follow-up	\$ 25.00	\$ -	\$ 25.00
Burn treatment initial of 1st degree	\$ 80.00	\$ -	\$ 80.00
burn treatment small area <5%	\$ 100.00	\$ -	\$ 100.00
Removal of foreign body- ear	\$ 75.00	\$ -	\$ 75.00
Removal of foreign body- vagina	\$ 95.00	\$ -	\$ 95.00

Detailed Expanded Office Visit	\$ 100.00
Expanded Office Visit	\$ 65.00
Brief Office Visit	\$ 45.00
Nursing Fee	\$ 45.00

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



2013 National Head Start Association Award Nominees

CSI Head Start/Early Head Start Centers nominated parents, staff and community agencies for the 2013-2014 National Head Start scholarships and awards. Four nominees moved forward to compete locally, with the possibility of competing for state and regional awards/scholarships.

Head Start Parent Post Secondary Scholarship Award: **Miriam Staffen, Twin Falls**

Miriam has been a parent in College of Southern Idaho Head Start/Early Head Start since 2007. As a parent, she has engaged in program and center activities consistently and sincerely for many years. All the while she has been enrolled at University of Idaho working toward her Bachelor's degree in Psychology, raising a family and volunteering in our center and program. Miriam is currently the Twin Falls Early Head Start Family Services Advisory Committee representative, Twin Falls Head Start Policy Council representative, Policy Council Vice-Chair, Idaho Head Start Board Member, Region X Head Start representative and she has conducted program self-assessment as well as served as Policy Council parent for staff job interviews. Her time and dedication to program activities is commendable and inspiring.

She has children with serious medical conditions, IFSP's and IEP's, and a husband with PTSD from experiencing combat in Iraq. These challenges have inspired her to work in partnership with programs that provide services to children and families. Miriam volunteers in the community as a parent member of Region V Infant Toddler Advisory group, also known as RECC, Regional Early Childhood Council. She spends time with her daughters girl scout troop, is co-event coordinator for our local Silver Sage Girl Scouts, she attends Head Start center parent activities and program trainings. As busy as she is with all of her commitments, she also manages to work part time for the Idaho Federation of Families for Children's Mental Health. In her part time position she plans and facilitates support groups, researches resources for families, manages a website and collaborates with local service providers. She plans to obtain a Master's Degree in Social Work. She has experienced many trials in life, which is a learning tool as well as great motivation to improve one's self and help others. I strongly believe she will do great things with her education.

Support Staff of the Year Award: **Sandy Hollenbeck**

Sandy has evolved over the years into an exceptional Food Service Manager. In 1995, began as a cook at the Twin Falls Child Care, worked as a cook at several other centers and is now a Food Service Manager in Wendell. She also contributed to the College of Southern Idaho Head Start/EHS program by assisting with the USDA duties, which helped all Food Service Managers. Sandy is the Food Service Manager for our center and her skills in food preparation, recordkeeping and knowledge of CSI Head Start/EHS protocol are exemplary. Sandy prepares tasty, nutritious meals with a great presentation. If an individual had the opportunity to observe the children, the parents and the staff enjoys her meals, they would most definitely see faces of people enjoying their food. One particular anecdote we have on a child is: "Sandy, you are the best cooker ever." The other children chimed in and agreed. Head Start parents are continually asking Sandy for recipes so they can try these at home. Sandy spends time with parents, explaining the best way to cook certain recipes. She exhibits helpfulness, kindness and compassion to all individuals she works with.

Sandy has the willingness to take on extra tasks when it involves Head Start children/parents or the community. To site a few examples of the "extra" activities Sandy has arranged: She asked her Girl Scout troop to sew literacy bags for Head Start families; she invited her son's Boy Scout troop to help serve trout at our annual Health Fair; and she continually contacts individuals in the community at local games, etc. to ask if they or anyone they know have a 3 or 4 year old child. When it was required each Head Start Center have a backup bus driver, Sandy willingly tested for her CDL and is now our backup driver. One of Sandy's most incredible attributes (not only her delicious cooking) is the fact that she always has a smile on her face and she truly loves what she does. I am very fortunate to know her as a person and to work with her on a daily basis. She brings a special light to our center, our Head Start children/families and to our team.

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For May 2013**

Enrollment

Head Start ACF Federal Funded	539
Head Start TANF	27
Early Head Start	80
Total	646

*The program does not fill open slots during the last 45 days of Head Start Services.

Program Options

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

Program Participation for May

HS Overall Attendance	85%
HS Double Session Attendance	82%
EHS Home Visit Completion Rate	94%

Meals and Snacks

Total meals served for May	4,407
Total snacks served for May	3,500

Education

The ongoing child assessment (COR) has been completed for the preschool children and the infant/toddler COR assessment period will end July 31. COR results for the 2011-2012 service year will be published in the annual program report.

Parent Involvement

This year the program is participating in the National Head Start Association scholarship and awards completion. Two individuals, selected by a nomination committee, will move forward with the possibility of competing for state/local awards, (listed on the page 1). The nominees are from Twin Falls and Orchard Valley. Over the summer months parents are encouraged to promote literacy and read to their children. The program's Summer Newsletter was recently issued and has ideas and resources for families to stay connected with throughout the summer months. The program is actively recruiting for the coming program year.

Early Head Start

Early Head Start currently has four expectant mothers enrolled in the program and 76 infants and toddlers. There are nine children that will transition out of EHS and into Head Start on July 31, 2013. The program is actively recruiting and taking applications for Expectant mothers, infants, and toddlers. In May, Early Head Start centers hosted CSI dental hygiene students at their PALS socialization in order to provide fluoride varnishes. They will be hosted again later this summer.

Documents for Board Review/ Approval:

Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,450,999.00	\$ 196,193.82	\$ 975,068.75	\$ 1,475,930.25	\$ 1,475,930.25	42.0%	39.8%
BENEFITS	\$ 1,419,536.00	\$ 109,532.55	\$ 552,575.50	\$ 866,960.50	\$ 866,960.50	42.0%	38.9%
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ 32,230.00	\$ -	\$ -	\$ 32,230.00	\$ 32,230.00	42.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 22,351.00	\$ 650.94	\$ 3,280.85	\$ 19,070.15	\$ 19,070.15	42.0%	14.7%
CLASSROOM SUPPLIES	\$ 12,800.00	\$ 975.24	\$ 4,477.30	\$ 8,322.70	\$ 8,322.70	42.0%	35.0%
CENTER SUPPLIES	\$ 35,600.00	\$ 3,175.05	\$ 13,588.75	\$ 22,011.25	\$ 22,011.25	42.0%	38.2%
TRAINING SUPPLIES	\$ 14,500.00	\$ -	\$ 10,057.58	\$ 4,442.42	\$ 4,442.42	42.0%	69.4%
FOOD	\$ 3,200.00	\$ 249.79	\$ 1,577.75	\$ 1,622.25	\$ 1,622.25	42.0%	49.3%
OTHER							
CONTRACTS	\$ 22,463.00	\$ 3,924.45	\$ 8,588.96	\$ 13,874.04	\$ 13,874.04	42.0%	38.2%
MEDICAL	\$ 10,000.00	\$ 341.98	\$ 2,277.88	\$ 7,722.12	\$ 7,722.12	42.0%	22.8%
DENTAL	\$ 10,600.00	\$ 1,329.29	\$ 9,989.49	\$ 610.51	\$ 610.51	42.0%	94.2%
CHILD TRAVEL	\$ 102,977.00	\$ 9,403.32	\$ 43,700.58	\$ 59,276.42	\$ 59,276.42	42.0%	42.4%
EMPLOYEE TRAVEL	\$ 31,680.00	\$ 3,642.66	\$ 13,015.97	\$ 18,664.03	\$ 18,664.03	42.0%	41.1%
CAREER DEVELOP	\$ 3,000.00	\$ -	\$ 1,752.75	\$ 1,247.25	\$ 1,247.25	42.0%	58.4%
PARENT TRAINING	\$ 21,590.00	\$ 394.91	\$ 8,114.16	\$ 13,475.84	\$ 13,475.84	42.0%	37.6%
SPACE	\$ 58,084.00	\$ 3,549.69	\$ 22,017.59	\$ 36,066.41	\$ 36,066.41	42.0%	37.9%
DEPRECIATION	\$ 30,600.00	\$ 2,422.50	\$ 12,112.50	\$ 18,487.50	\$ 18,487.50	42.0%	39.6%
UTILITIES	\$ 45,216.00	\$ 5,712.67	\$ 25,212.36	\$ 20,003.64	\$ 20,003.64	42.0%	55.8%
TELEPHONE	\$ 32,352.00	\$ 4,171.66	\$ 15,467.24	\$ 16,884.76	\$ 16,884.76	42.0%	47.8%
OTHER	\$ 48,146.00	\$ 4,956.84	\$ 22,936.37	\$ 25,209.63	\$ 25,209.63	42.0%	47.6%
TOTAL DIRECT COSTS	\$ 4,407,924.00	\$ 350,627.36	\$ 1,745,812.33	\$ 2,662,111.67	\$ 2,662,111.67	42.0%	47.1%
ADMIN COSTS	\$ 305,729.00	\$ 23,934.22	\$ 97,593.02	\$ 208,135.98	\$ 208,135.98	33.0%	31.9%
GRAND TOTAL	\$ 4,713,653.00	\$ 374,561.58	\$ 1,843,405.35	\$ 2,870,247.65	\$ 2,870,247.65	37.5%	39.5%
IN KIND NEEDED	\$ 1,178,413.25						
IN KIND GENERATED	\$ 204,683.12						
IN KIND (SHORT)/LONG	\$ (973,730.13)						
PROCUREMENT CARD EXPENSE	\$ 12,440.65	3% of Total Expense					
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD	
Total All Centers	14,079.82	857.26	688.33	15,625.41	(61,776.53)	69,748.36	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 36,728.00	\$ 1,670.24	\$ 15,356.05	\$ 21,371.95	42.0%	41.8%
6e. SUPPLIES						
Training Supplies	\$ 7,318.00	\$ 45.73	\$ 2,133.15	\$ 5,184.85	42.0%	29.1%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 10,115.00	\$ 997.50	\$ 3,770.00	\$ 6,345.00	42.0%	37.3%
TOTAL DIRECT COSTS	\$ 54,161.00	\$ 2,713.47	\$ 21,259.20	\$ 32,901.80	42.0%	39.3%
GRAND TOTAL	\$ 54,161.00	\$ 2,713.47	\$ 21,259.20	\$ 32,901.80	42.0%	39.3%
IN KIND NEEDED	\$ 13,540.25					
IN KIND GENERATED	\$ 19,472.50					
IN KIND (SHORT)/LONG	\$ 5,932.25					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 515,526.00	\$ 41,638.53	\$ 210,870.79	\$ 304,655.21	\$ 304,655.21	42.0%	40.9%
BENEFITS	\$ 279,134.00	\$ 20,714.19	\$ 105,293.61	\$ 173,840.39	\$ 173,840.39	42.0%	37.7%
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -			\$ -	\$ -	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 6,420.00	\$ (42.22)	\$ 474.98	\$ 5,945.02	\$ 5,945.02	42.0%	7.4%
CENTER SUPPLIES	\$ 15,006.00	\$ 420.90	\$ 1,922.30	\$ 13,083.70	\$ 13,083.70	42.0%	12.8%
CLASSROOM SUPPLIES	\$ 14,590.00	\$ 54.33	\$ 499.25	\$ 14,090.75	\$ 14,090.75	42.0%	3.4%
TRAINING SUPPLIES	\$ 2,225.00	\$ -	\$ 1,345.43	\$ 879.57	\$ 879.57	42.0%	60.5%
FOOD	\$ 2,400.00	\$ -	\$ 15.78	\$ 2,384.22	\$ 2,384.22	42.0%	0.7%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 61,730.00	\$ 3,520.73	\$ 12,248.25	\$ 49,481.75	\$ 49,481.75	42.0%	19.8%
MEDICAL	\$ 14,000.00	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	42.0%	0.0%
DENTAL	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	42.0%	0.0%
CHILD TRAVEL	\$ -						
EMPLOYEE TRAVEL	\$ 10,604.00	\$ 302.15	\$ 1,602.16	\$ 9,001.84	\$ 9,001.84	42.0%	15.1%
CAREER DEVELOP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
PARENT TRAINING	\$ 2,925.00	\$ 157.55	\$ 1,174.39	\$ 1,750.61	\$ 1,750.61	42.0%	40.2%
FACILITIES/CONST.	\$ 15,000.00	\$ 432.81	\$ 1,394.00	\$ 13,606.00	\$ 13,606.00	42.0%	9.3%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 8,500.00	\$ 11,900.00	\$ 11,900.00	42.0%	41.7%
UTILITIES	\$ 4,500.00	\$ 802.15	\$ 3,158.10	\$ 1,341.90	\$ 1,341.90	42.0%	70.2%
TELEPHONE	\$ 4,800.00	\$ 449.22	\$ 1,902.31	\$ 2,897.69	\$ 2,897.69	42.0%	39.6%
OTHER	\$ 5,661.00	\$ 55.53	\$ 309.53	\$ 5,351.47	\$ 5,351.47	42.0%	5.5%
TOTAL DIRECT COSTS	\$ 980,921.00	\$ 70,205.87	\$ 350,710.88	\$ 630,210.12	\$ 630,210.12	42.0%	35.8%
ADMIN COSTS	\$ 65,385.00	\$ 4,819.88	\$ 20,883.63	\$ 44,501.37	\$ 44,501.37	33.0%	31.9%
GRAND TOTAL	\$ 1,046,306.00	\$ 75,025.75	\$ 371,594.51	\$ 674,711.49	\$ 674,711.49	41.5%	35.5%
IN KIND NEEDED	\$ 261,576.50						
IN KIND GENERATED	\$ 133,768.06						
IN KIND (SHORT)/LONG	\$ (127,808.44)						

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 10,755.00	\$ 8,615.53	\$ 8,711.26	\$ 2,043.74	42.0%	81.0%
6e. SUPPLIES						
Training Supplies	\$ 1,084.00	\$ -	\$ 301.59	\$ 782.41	42.0%	27.8%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 14,319.00	\$ 40.13	\$ 9,339.85	\$ 4,979.15	42.0%	65.2%
TOTAL DIRECT COSTS	\$ 26,158.00	\$ 8,655.66	\$ 18,352.70	\$ 7,805.30	42.0%	70.2%
GRAND TOTAL	\$ 26,158.00	\$ 8,655.66	\$ 18,352.70	\$ 7,805.30	42.0%	70.2%
IN KIND NEEDED	\$ 6,539.50					
IN KIND GENERATED	\$ 6,539.50					
IN KIND (SHORT)/LONG	\$ -					

June 6, 2013

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Jerome Head Start Center

We have completed the Jerome Head Start construction project. Attached is a listing of revenues and expenditures associated with the project. Overall, the project went well even though we had some surprises and extra costs associated with unknown underground debris. The following is a short narrative of the fiscal issues concerning the project.

The land for the Jerome Head Start Center was purchased for \$105,979.50 from the Jerome School District in September of 2011. The design fee for LKV Architects was \$55,000 and the base construction contract was \$1,086,100. Change orders amounted to approximately \$92,000 with almost \$60,000 of that amount relating to earthwork from the buried school and \$23,000 for a playground upgrade paid for by Head Start.

The total cost of the project including all land and construction expenses was \$1,410,707.96. The Board had previously authorized \$1,200,000 for the project. With contributions from Head Start for the playground upgrade (\$23,492.50), the Jerome School District for the sidewalk project (\$29,000) and an Idaho Power refund (\$3,000), we need an additional \$155,314.46 to fully fund and close out the project.

There are funds available in the Plant Facility Fund to cover this overage. I respectfully request permission for an interfund Plant Facility Fund transfer of \$155,314.46 from the main Plant Facility Fund account to the Head Start Plant Facility Fund Construction account. This will close out the construction account.

We are currently charging Head Start \$6,600 per month (\$79,200 per year) in rent for the facility. It is a model facility for our programs and the Jerome community.

COLLEGE OF SOUTHERN IDAHO
 JEROME HEAD START BUILDING
 UPDATED: June 6, 2013

SOURCES OF FUNDING

CSI Plant Facility Fund	1,000,000.00	
CSI Plant Facility Fund	200,000.00	
Head Start funds for soft fall - Chg Order #5	23,492.50	
Jerome School District for sidewalk	29,000.00	
Idaho Power Refund	3,001.00	

TOTAL CONSTRUCTION BUDGET		\$ 1,255,493.50

ACTUAL PROJECT COSTS

Land Cost - Jerome School District	107,079.50	
Architectural Fees & Reimbursables LKV	58,903.64	
Engineering and Testing Fees - EHM	36,551.00	
Idaho Power - Electrical Service Hook Up	20,337.10	
Jerome City Permit Fees	6,926.57	
Plan Check Fees	2,506.90	
Miscellaneous Other Fees	939.93	

		\$ 233,244.64

Contractor Fees - Alpine Construction		
Base Bid	1,044,000.00	
Add Alternate #1 - Jerome SD Sidewalk	29,000.00	
Add Alternate # 2 - Skylights	11,000.00	
Add Alternate # 5 - Playground slides	2,100.00	

Total Base Construction Contract		\$ 1,086,100.00

Change Orders:

#1 Plumbing fixture change to Kohler	831.52	
#2 Change of building sign	414.00	
#3 Excavation of debris from foundation areas	43,549.30	
#4 Conflict with storm drain on Birch Street	924.00	
#5 Add 5 smoke detectors - Jerome Fire Marshal	1,299.22	
#6 New soft fall for playground-paid by Head Start	23,492.50	
#7 Wood Ramp into center play area	1,084.00	
#8 Reduce Berm in play area	2,808.00	\$ -
#9 Add additional walk mats on roof	1,596.00	
#10 Replace Motherboard in fire alarm panel	-	
#11 Replace kitchen faucet and wall mount	610.78	
#12 Remove 84 cubic yards debris from parking lot	16,254.00	
#13 Credit for Washer & Dryer	(1,500.00)	

Total Change Orders		\$ 91,363.32
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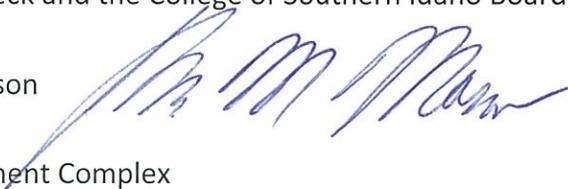
Total Project Cost		\$ 1,410,707.96
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Expenditures in Excess of Revenues		\$ (155,214.46)
		=====

June 10, 2013

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

From: Mike Mason



Re: New Apartment Complex

The new apartment complex will be completed and ready for occupancy by July 1, 2013. The total construction contract with Starr Corporation is \$6,176,961. There have been no change orders but we did incur a higher than anticipated cost from Idaho Power in the amount of \$44,273.00 for transformers and electrical service to the building. We are also purchasing our own coin operated washers and dryers for the laundry rooms rather than leasing them. The total estimated cost of the project is approximately \$6,250,000.

In order to fund the project, we transferred \$2,000,000 from the College of Southern Idaho Bookstore, \$500,000 from the Student Union Fund and \$500,000 from the Dormitory Housing Commission Fund. Additionally, we secured an internal twenty year, 5%, \$3,000,000 loan from the Plant Facility Fund. These transfers and the loan totaled \$6,000,000.

The Student Union Fund will have a fund balance or approximately \$450,000 by June 30, 2013. We requested permission from the Dormitory Housing Commission to transfer \$250,000 to the new apartment housing complex construction account. We received permission for this transfer from the Dormitory Housing Commission at their meeting on April 26, 2013.

I respectfully request permission from the Board to transfer \$250,000 from the Student Union Fund to the new apartment complex construction account.

June 10, 2013

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

From: Mike Mason

A handwritten signature in blue ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: General Fund Transfer

The General Fund balance is the cumulative balance of net difference between revenues and expenditures at year end. Traditionally, we have always tried to budget and spend in a manner that will add to fund balance each year. Over the years, these funds build up to a point in excess of what we need for operational reserves.

Nearly all of the expenditures in the General Fund are ongoing expenditures. The General Fund balance is onetime money. Based upon this, we are careful not to obligate the General Fund balance to ongoing expenditures.

Expenditures from the Plant Facility Fund are generally utilized for preventative maintenance, major maintenance projects, remodels, new buildings and property acquisition. Occasionally, equipment that is expected to last over a number of years is also purchased from this fund. Expenditures from the Plant Facility Fund are largely responsible for the low amount of deferred maintenance we have on the campus. Plant Facility Funds are expended more as one time funds for purchases or repairs that will last a number of years.

The College of Southern Idaho General Fund balance amounted to \$9,277,173.57 as of June 30, 2012. On June 15, 1981, the College of Southern Idaho Board of Trustees passed a resolution directing the college administration to maintain a fund balance of between one and one half months and two and one half month of general operating funds.

The general fund operating budget for fiscal year 2013 was \$36,906,900 would put our target General Fund balance range at between \$4,613,400 and \$7,688,900. Based upon the expectation of again adding to the General Fund balance at the end of this year (Fy 2103), I respectfully request permission to transfer \$5,000,000 from the General Fund to the Plant Facility Fund. This will leave a minimum of \$4,277,173.57 in the General Fund balance which is adequate to meet our operational and cash flow needs.

June 10, 2013

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

From: Mike Mason



Re: Continuing Budget Resolution

Each year I ask the Board for a continuing budget resolution to allow us to operate on the previous year's budget for the months of July and August. While much of the budget work has to be completed prior to issuing salary contracts in May, there are still several outstanding issues that preclude us from setting an accurate budget. The primary issues are listed below:

1. By August 1st, we have enough of our close out for the previous year completed to make accurate projections on future expenditures.
2. We will have current projections on enrollment which will allow us to project tuition and fee revenue more accurately.
3. Enrollment numbers closer to the start of school also assist in determining staffing along with faculty and part time instructor overload projections.
4. We will not get the most current numbers from our counties for new construction dollar values until late July. We need these numbers to certify our property tax assessment. If we set the budget prior to August, we would have to open the budget up again in August for the Board to properly approve the amount we levy for property tax.

Based upon the above, I respectfully request the Board approve a continuing budget resolution for the months of July and August 2013 until our fiscal year 2014 budget is set.