



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

February 23, 2015

## 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

## CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – JANUARY 20<sup>TH</sup>, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – JANUARY 20<sup>TH</sup>, 2015: (A) *Mike Mason*

MINUTES – SPECIAL WORK SESSION – FEBRUARY 12<sup>TH</sup>, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

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

## OPEN FORUM

## UNFINISHED BUSINESS

## NEW BUSINESS

STAR MOTORCYCLE BID: (A) *Mike Mason*

FY 2016 BOARD MEETING SCHEDULE AND BUDGET HEARING DATE: (A) *Mike Mason*

DENTAL HYGIENE AND PROGRAM FEES DISCUSSION: (I) *Dr. Schwarz & Mike Mason*

\$5 PER CREDIT INCREASE AND FEE SHIFT DISCUSSION: (I) *Mike Mason*

IDAHO FALLS CENTER UPDATE: (I) *Dr. Schwarz & Cindy Bond*

## REMARKS FOR THE GOOD OF THE ORDER

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

## ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
FEBRUARY REGULAR BOARD OF TRUSTEES MEETING  
FEBRUARY 23, 2015

CALL TO ORDER: 4:07 p.m. Presiding: Karl Kleinkopf

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

College Administration: Dr. Jeff Fox, President  
Robert Alexander, Board Attorney  
Dr. Todd Schwarz, Executive Vice President and Chief  
Academic Officer  
John M. Mason, Vice President of Administration  
Dr. Mark Sugden, Instructional Dean  
Dr. Cindy Bond, Instructional Dean  
Terry Patterson, Instructional Dean  
Dr. Ken Campbell, Associate Vice President of  
Institutional Effectiveness  
Jeff Harmon, Dean of Finance  
Dr. Michelle McFarlane, Registrar  
Dr. Teri Fattig, Library Director and Museum  
Department Chair  
Debra Wilson, Executive Director of the College of  
Southern Idaho Foundation  
Doug Maughan, Public Relations Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Cindy Scott, Mancole Fedder and Kim Lapray

Visitors: Shilo Hoxie

Faculty Representatives: RD Van Noy and Carrie Nutsch

PACE Representative: None

Times News: Julie Wooten

KMVT News: Ben Lyda

APPROVAL OF AGENDA: The agenda was approved on MOTION by Bob Keegan. Affirmative vote was unanimous.

BOARD MINUTES: The Board minutes of the Regular Session and Executive Session of January 20, 2015 were accepted as written by the Board. The minutes of the Special Work Session of February 12, 2015 were approved as amended to reflect the meeting location as the the Perrine Room in the Twin Falls Center for the Arts Building.

TREASURER'S REPORT: The Treasurer's report was accepted as written by the Board.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Mancole Fedder, Head Start/Early Head Start director spoke to the Board concerning the reapplication process and changes in some program options and offerings.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS

1. The Board approved the low bid of Carl's Cycle Sales of Boise, Idaho in the amount of \$67,862 for the eighteen specified motorcycles on MOTION by Jan Mittleider. Affirmative vote was unanimous.

Funding for this purchase is from a \$50,000 grant from the Idaho Department of Transportation and \$17,862 from STAR motorcycle training program operational funds.

2. The Board approved the fiscal year 2016 Board meeting schedule and the budget hearing date of August 17, 2015 on MOTION by Bob Keegan. Affirmative vote was unanimous.

4. Dr. Todd Schwarz discussed the future need for program fees for certain high cost programs with the Board. The current program under consideration for increased program fees is the dental hygiene program

5. The Board approved the administration approaching students concerning a five dollar increase in tuition and the shifting of some fees to tuition on MOTION by Jan Mittleder. Affirmative vote was unanimous.

6. Dr. Todd Schwarz and Dr. Cindy Bond gave an update on the grand opening of the new Idaho Falls Center. Center Director Josh Sakelaris was commended for his work. One hundred and seventy eight enrollments were recorded this spring for the Idaho Falls Center. Enrollments are projected to grow to five hundred by next fall.

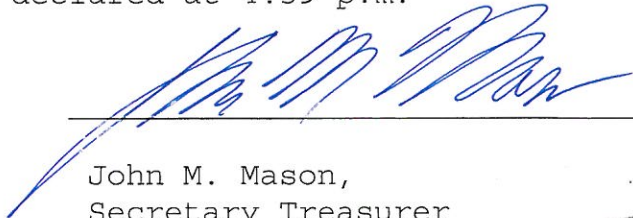
REMARKS FOR THE GOOD OF THE ORDER

1. Laird Stone and Bob Keegan agreed to serve as an audit subcommittee of the Board and to provide direction in the selection of auditors for the college.

2. Due to lack of a quorum on March 16, 2015, the Board changed the regular monthly March Board meeting date to Monday, March 23, 2015. The meeting times were changed to executive session at 1:30 pm and the regular session at 2:30 pm.

3. The President reported on his activities for the month.

ADJOURNMENT was declared at 4:59 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: March 23, 2015



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Chairman

**General Fund YTD Board**

YEAR: 1415

**Statement of Revenue and Expenses**

Acct Month: 7

Wednesday, February 11, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$9,823,919.90)	(\$9,498,019.89)	(\$10,813,300.00)	(\$1,315,280.11)	12.16%
County Tuition	(\$462,615.00)	(\$769,871.25)	(\$1,380,000.00)	(\$610,128.75)	44.21%
State Funds	(\$15,480,793.26)	(\$15,616,489.27)	(\$18,612,500.00)	(\$2,996,010.73)	16.10%
County Property Tax	(\$3,529,373.81)	(\$591,399.76)	(\$6,348,200.00)	(\$5,756,800.24)	90.68%
Grant Management Fees	(\$255,854.44)	(\$299,152.87)	(\$500,000.00)	(\$200,847.13)	40.17%
Other	(\$533,329.19)	(\$364,129.34)	(\$432,600.00)	(\$68,470.66)	15.83%
Unallocated Tuition	(\$1,288,274.68)	(\$1,400,109.21)	\$0.00	\$1,400,109.21	0.00%
Departmental Revenues	(\$593,972.16)	(\$533,642.06)	(\$728,400.00)	(\$194,757.94)	26.74%

**Total Revenue** (\$31,968,132.44) (\$29,072,813.65) (\$38,815,000.00) (\$9,742,186.35) 25.10%

**Expenditures**

**Personnel**

Salaries	\$11,884,957.49	\$11,401,628.05	\$21,188,800.00	\$9,787,171.95	46.19%
Variable Fringe	\$2,442,816.31	\$2,350,894.30	\$4,345,900.00	\$1,995,005.70	45.91%
Health Insurance	\$2,073,424.08	\$1,985,277.69	\$3,579,600.00	\$1,594,322.31	44.54%

**Total Personnel** \$16,401,197.88 \$15,737,800.04 \$29,114,300.00 \$13,376,499.96 45.94%

**Expense Catagories**

Services	\$1,197,792.36	\$1,195,952.01	\$2,445,200.00	\$1,249,247.99	51.09%
Supplies	\$512,695.78	\$548,466.45	\$1,000,100.00	\$451,633.55	45.16%
Other	\$355,942.93	\$370,732.01	\$561,400.00	\$190,667.99	33.96%
Capital	\$251,575.32	\$458,443.23	\$802,400.00	\$343,956.77	42.87%
Institutional Support	\$2,627,302.08	\$4,108,953.81	\$4,891,600.00	\$782,646.19	16.00%
Transfers	\$34,472.76	\$13,395.50	\$0.00	(\$13,395.50)	0.00%

**Total Expense Catagories** \$4,979,781.23 \$6,695,943.01 \$9,700,700.00 \$3,004,756.99 30.97%

**Total Expenditures** \$21,380,979.11 \$22,433,743.05 \$38,815,000.00 \$16,381,256.95 42.20%

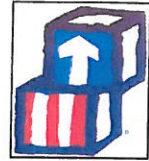
**Rev/Expense Total** (\$10,587,153.33) (\$6,639,070.60) \$0.00 \$6,639,070.60 0.00%



# PROUD TO BE PART OF THE CSI FAMILY



## COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Each year The College of Southern Idaho Head Start conducts an internal overview of all programs and services provided. Parents, community members, and staff conduct the assessment at each site within the program. Self-Assessment tasks may include:

- Inspecting facilities and playgrounds for safety
- Monitoring classroom activities and curriculum
- Inspecting the kitchen and food services
- Reviewing files and documents
- Monitoring bus routes and inspecting buses
- Conducting interviews of staff, parents, community partners, and governing boards

Self-Assessment Training was held in January and site visits will began in February and will conclude in April . Self Assessment Wrap-Up is scheduled for May and any findings will be addressed during the May Policy Council meeting.

### **Communitywide Strategic Planning and Needs Assessment (CSPNA)**

Each year The College of Southern Idaho Head Start/Early Head Start conducts a comprehensive assessment of the local communities that the program serves. The CSPNA includes demographic data, information on child development and child care programs, children with disabilities, needs of children and families both in the program and in the community, and available resources. Surveys are sent to parents, local businesses, faith based organizations, public officials, public agencies, and schools. Each survey asks participants to identify the five main strengths and challenges in their community. The data collected helps determine the ways communities are changing, so services can be shifted to meet current needs.

### **Grant Planning**

Grant planning is under way for The College of Southern Idaho's Head Start/Early Head Start re-competition grant for the Designation Renewal System. The overall focus to date has been centered around growing the EHS program, changing the Double Session option to a Center Based option at the Twin Falls center and completely doing away with the School District Enhanced/Home Based option in Twin Falls, Burley and Jerome. Two options are currently on the table for discussion related to movement of available slots within the program and the next step to complete the discussion is determining cost in salaries and benefits for the needed staffing changes related to the changes. The Leadership group will continue to meet weekly in order to put forth a plan for writing the new grant.

**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For January 2015**

**Enrollment**

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
<b>Total</b>	<b>669</b>

**Program Options**

Part-day/ Part-year, Double Sessions, Home Based/School District Enhanced, Pre- K, Early Head Start -Home Based, EHS Infant and Toddler Combo

**Head Start Attendance**

January Head Start Overall Attendance	79%
January Head Start Self Transport Attendance	77%
January EHS Home Toddler Combo	65%

**Meals and Snacks**

Total meals served for January	5,216
Total snacks served for January	5,111

**Education**

Parents and staff continue to work on child goals and progress toward getting children ready for Kindergarten. The second period of the Child Observation Record, the program's ongoing assessment for children, is over on February 13th. Progress reports will be available in March on mid-year outcomes.

**Early Head Start**

Early Head Start currently has a total of 82 participants enrolled in the program. The Minidoka Center in Rupert has 19 enrolled with 11 children in a home based model and 8 in a toddler combination model. The North Side Center in Jerome has 19 enrolled with 11 children in a home based model and 8 in a toddler combination model. The Twin Falls Center has 44 enrolled children in a home based model. The Early Head Start program works hard to link families with needed services such as medical, mental health, nutrition, and education. Along with these services, EHS families in home based options are able to attend a set number of center-based experiences we call PALS (Play and Learning Socializations). PALS are approximately 2 hours long with the purpose of supporting child development by strengthening parent -child relationships.

Brad Eslinger has taken over as EHS Deputy Director as of January 2015. The program is excited for this internal change and anticipates great things to come for EHS and Brad.

**Documents for Board Review/ Approval:**

Financial Reports



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,481,294.00	\$ 216,174.52	\$ 2,442,089.72	\$ 39,204.28	\$ 39,204.28	100.0%	98.4%
BENEFITS	\$ 1,306,497.00	\$ 107,496.06	\$ 1,286,397.39	\$ 20,099.61	\$ 20,099.61	100.0%	98.5%
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ 98,145.00	\$ 52,565.40	\$ 98,142.47	\$ 2.53	\$ 2.53	100.0%	100.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 16,741.00	\$ 683.60	\$ 17,528.28	\$ (787.28)	\$ (787.28)	100.0%	104.7%
CLASSROOM SUPPLIES	\$ 24,900.00	\$ 8,029.81	\$ 24,889.97	\$ 10.03	\$ 10.03	100.0%	100.0%
CENTER SUPPLIES	\$ 45,220.00	\$ 19,994.70	\$ 57,086.46	\$ (11,866.46)	\$ (11,866.46)	100.0%	126.2%
TRAINING SUPPLIES	\$ 14,395.00	\$ 2,145.05	\$ 14,384.73	\$ 10.27	\$ 10.27	100.0%	99.9%
FOOD	\$ 3,000.00	\$ 601.41	\$ 3,287.66	\$ (287.66)	\$ (287.66)	100.0%	109.6%
OTHER							
CONTRACTS	\$ 16,295.00	\$ 6,124.80	\$ 16,219.39	\$ 75.61	\$ 75.61	100.0%	99.5%
MEDICAL	\$ 10,800.00	\$ 5,918.50	\$ 10,821.92	\$ (21.92)	\$ (21.92)	100.0%	100.2%
DENTAL	\$ 9,500.00	\$ 51.00	\$ 9,560.56	\$ (60.56)	\$ (60.56)	100.0%	100.6%
CHILD TRAVEL	\$ 125,938.00	\$ 19,437.62	\$ 130,680.63	\$ (4,742.63)	\$ (4,742.63)	100.0%	103.8%
EMPLOYEE TRAVEL	\$ 32,000.00	\$ 2,920.18	\$ 34,195.45	\$ (2,195.45)	\$ (2,195.45)	100.0%	106.9%
CAREER DEVELOP	\$ 3,000.00	\$ 780.00	\$ 1,995.06	\$ 1,004.94	\$ 1,004.94	100.0%	66.5%
PARENT TRAINING	\$ 18,480.00	\$ 1,285.28	\$ 12,293.96	\$ 6,186.04	\$ 6,186.04	100.0%	66.5%
SPACE	\$ 63,590.00	\$ 16,599.60	\$ 63,549.11	\$ 40.89	\$ 40.89	100.0%	99.9%
DEPRECIATION	\$ 30,600.00	\$ 2,448.00	\$ 29,405.90	\$ 1,194.10	\$ 1,194.10	100.0%	96.1%
UTILITIES	\$ 61,460.00	\$ 12,474.21	\$ 66,830.86	\$ (5,370.86)	\$ (5,370.86)	100.0%	108.7%
TELEPHONE	\$ 41,475.00	\$ 6,492.56	\$ 43,596.49	\$ (2,121.49)	\$ (2,121.49)	100.0%	105.1%
OTHER	\$ 49,681.00	\$ 2,918.09	\$ 48,551.76	\$ 1,129.24	\$ 1,129.24	100.0%	97.7%
TOTAL DIRECT COSTS	\$ 4,453,011.00	\$ 485,140.39	\$ 4,411,507.77	\$ 41,503.23	\$ 41,503.23	100.0%	99.1%
ADMIN COSTS	\$ 321,919.00	\$ 23,128.67	\$ 303,946.99	\$ 17,972.01	\$ 17,972.01	100.0%	94.4%
GRAND TOTAL	\$ 4,774,930.00	\$ 508,269.06	\$ 4,715,454.76	\$ 59,475.24	\$ 59,475.24	100.0%	98.8%
IN KIND NEEDED	\$ 1,193,733.00						
IN KIND GENERATED	\$ 1,023,216.88		** Reflects 2014 COLA and Restored Sequestration Funding				
IN KIND (SHORT)/LONG	\$ (170,516.12)						
PROCUREMENT CARD							
EXPENSE	\$ 10,826.77	3% of Total Expense. Detailed report of PCARD charges available upon request.					
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	22,628.53	3,517.15	279.05	26,424.73	(151,235.59)	160,806.75	



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
SALARIES	\$ 5,495.00	\$ -	\$ 5,445.43	\$ 49.57	100.0%	99.1%
FRINGE	\$ 2,100.00	\$ -	\$ 2,042.28	\$ 57.72	100.0%	97.3%
OUT OF AREA TRAVEL	\$ 17,653.00	\$ 122.97	\$ 18,004.18	\$ (351.18)	100.0%	102.0%
SUPPLIES						
Training Supplies	\$ 5,491.00	\$ 500.00	\$ 5,826.83	\$ (335.83)	100.0%	106.1%
OTHER						
Contracts	\$ -					
Career Development	\$ 22,721.00	\$ 130.00	\$ 23,174.73	\$ (453.73)	100.0%	102.0%
TOTAL DIRECT COSTS	\$ 53,460.00	\$ 752.97	\$ 54,493.45	\$ (1,033.45)	100.0%	101.9%
TOTAL INDIRECT COSTS	\$ 701.00	-	621.30	\$ 79.70	100.0%	88.6%
GRAND TOTAL	\$ 54,161.00	\$ 752.97	\$ 55,114.75	\$ (953.75)	100.0%	101.8%
IN KIND NEEDED	\$ 13,540.25					
IN KIND GENERATED	\$ 21,503.00					
IN KIND (SHORT)/LONG	\$ 7,962.75					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 535,230.00	\$ 42,453.60	\$ 515,484.80	\$ 19,745.20	\$ 19,745.20	100.0%	96.3%
BENEFITS	\$ 266,899.00	\$ 20,592.04	\$ 255,673.96	\$ 11,225.04	\$ 11,225.04	100.0%	95.8%
OUT OF AREA TRAVEL	\$ -	\$ 1,980.92	\$ 1,980.92	\$ (1,980.92)	\$ (1,980.92)	0.0%	0.0%
EQUIPMENT	\$ 2,000.00	\$ 38,760.00	\$ 40,594.43	\$ (38,594.43)	\$ (38,594.43)	0.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 4,005.00	\$ 32.37	\$ 3,687.26	\$ 317.74	\$ 317.74	100.0%	92.1%
CENTER SUPPLIES	\$ 18,265.00	\$ 1,492.25	\$ 6,823.12	\$ 11,441.88	\$ 11,441.88	100.0%	37.4%
CLASSROOM SUPPLIES	\$ 13,047.00	\$ 691.16	\$ 3,468.83	\$ 9,578.17	\$ 9,578.17	100.0%	26.6%
TRAINING SUPPLIES	\$ 4,000.00	\$ 925.88	\$ 3,458.59	\$ 541.41	\$ 541.41	100.0%	86.5%
FOOD	\$ 2,400.00	\$ 55.55	\$ 275.99	\$ 2,124.01	\$ 2,124.01	100.0%	11.5%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 56,940.00	\$ 4,956.21	\$ 38,898.76	\$ 18,041.24	\$ 18,041.24	100.0%	68.3%
MEDICAL	\$ 7,500.00	\$ 1,661.40	\$ 2,190.25	\$ 5,309.75	\$ 5,309.75	100.0%	29.2%
DENTAL	\$ 5,000.00	\$ -	\$ 805.69	\$ 4,194.31	\$ 4,194.31	100.0%	16.1%
CHILD TRAVEL	\$ -	\$ -	\$ -				
EMPLOYEE TRAVEL	\$ 6,000.00	\$ 600.55	\$ 5,930.01	\$ 69.99	\$ 69.99	100.0%	98.8%
CAREER DEVELOP	\$ 2,773.00	\$ 125.00	\$ 741.60	\$ 2,031.40	\$ 2,031.40	100.0%	26.7%
PARENT TRAINING	\$ 10,755.00	\$ 2,083.46	\$ 12,307.76	\$ (1,552.76)	\$ (1,552.76)	100.0%	114.4%
FACILITIES/CONST.	\$ 17,500.00	\$ 2,744.60	\$ 8,083.05	\$ 9,416.95	\$ 9,416.95	100.0%	46.2%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 20,400.00	\$ -	\$ -	100.0%	100.0%
UTILITIES	\$ 8,000.00	\$ 1,477.80	\$ 8,447.41	\$ (447.41)	\$ (447.41)	100.0%	105.6%
TELEPHONE	\$ 5,200.00	\$ 738.04	\$ 5,463.58	\$ (263.58)	\$ (263.58)	100.0%	105.1%
OTHER	\$ 5,620.00	\$ 379.70	\$ 5,599.24	\$ 20.76	\$ 20.76	100.0%	99.6%
TOTAL DIRECT COSTS	\$ 991,534.00	\$ 123,450.53	\$ 940,315.25	\$ 51,218.75	\$ 51,218.75	100.0%	94.8%
ADMIN COSTS	\$ 68,374.00	\$ 5,107.79	\$ 63,342.74	\$ 5,031.26	\$ 5,031.26	100.0%	92.6%
GRAND TOTAL	\$ 1,059,908.00	\$ 128,558.32	\$ 1,003,657.99	\$ 56,250.01	\$ 56,250.01	100.0%	94.7%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ 531,990.71		** Reflects 2014 COLA and Restored Sequestration Funding				
IN KIND (SHORT)/LONG	\$ 267,013.71						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	712.76	649.51	-	1,362.27	(4,585.13)	5,770.23	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
<b>OUT OF AREA TRAVEL</b>	\$ 12,355.00	\$ 4,035.14	\$ 15,371.45	\$ (3,016.45)	100.0%	124.4%
<b>SUPPLIES</b>						
Training Supplies	\$ 1,084.00	\$ -	\$ 540.49	\$ 543.51	100.0%	49.9%
<b>OTHER</b>						
Contracts	\$ 4,000.00	\$ -				
Career Development	\$ 8,719.00	\$ 5,934.76	\$ 12,291.71	\$ (3,572.71)	100.0%	141.0%
<b>TOTAL DIRECT COSTS</b>	\$ 26,158.00	\$ 9,969.90	\$ 28,203.65	\$ (2,045.65)	100.0%	107.8%
<b>GRAND TOTAL</b>	\$ 26,158.00	\$ 9,969.90	\$ 28,203.65	\$ (2,045.65)	100.0%	107.8%
<b>IN KIND NEEDED</b>	\$ 6,539.50					
<b>IN KIND GENERATED</b>	\$ 6,252.00					
<b>IN KIND (SHORT)/LONG</b>	\$ (287.50)					

**MONTHLY FINANCIAL REPORT**  
**COLLEGE OF SOUTHERN IDAHO HEAD START**

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	BALANCE	BALANCE	PROJ	ACTUAL
	APPROVED	MONTH	TO DATE	BALANCE	OF BUDGET	%	%
SALARIES	\$ 2,571,670.00	\$ 194,024.46	\$ 194,024.46	\$ 2,377,645.54	\$ 2,377,645.54	8.0%	7.5%
BENEFITS	\$ 1,410,617.00	\$ 104,114.15	\$ 104,114.15	\$ 1,306,502.85	\$ 1,306,502.85	8.0%	7.4%
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ -		\$ -	\$ -	\$ -		
SUPPLIES							
OFFICE CONSUMABLES	\$ 14,106.00	\$ 501.05	\$ 501.05	\$ 13,604.95	\$ 13,604.95	8.0%	3.6%
CLASSROOM SUPPLIES	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	8.0%	0.0%
CENTER SUPPLIES	\$ 33,216.00	\$ 825.31	\$ 825.31	\$ 32,390.69	\$ 32,390.69	8.0%	2.5%
TRAINING SUPPLIES	\$ 3,000.00	\$ 480.00	\$ 480.00	\$ 2,520.00	\$ 2,520.00	8.0%	16.0%
FOOD	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	8.0%	0.0%
OTHER							
CONTRACTS	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	8.0%	0.0%
MEDICAL	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	8.0%	0.0%
DENTAL	\$ 13,465.00	\$ -	\$ -	\$ 13,465.00	\$ 13,465.00	8.0%	0.0%
CHILD TRAVEL	\$ 104,398.00	\$ 5,960.95	\$ 5,960.95	\$ 98,437.05	\$ 98,437.05	8.0%	5.7%
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 558.90	\$ 558.90	\$ 27,441.10	\$ 27,441.10	8.0%	2.0%
CAREER DEVELOP	\$ -			\$ -	\$ -	0.0%	0.0%
PARENT TRAINING	\$ 15,400.00	\$ 7,819.08	\$ 7,819.08	\$ 7,580.92	\$ 7,580.92	8.0%	50.8%
SPACE	\$ 57,779.00	\$ 450.12	\$ 450.12	\$ 57,328.88	\$ 57,328.88	8.0%	0.8%
DEPRECIATION	\$ 30,600.00	\$ 2,448.00	\$ 2,448.00	\$ 28,152.00	\$ 28,152.00	8.0%	8.0%
UTILITIES	\$ 58,300.00	\$ 553.00	\$ 553.00	\$ 57,747.00	\$ 57,747.00	8.0%	0.9%
TELEPHONE	\$ 34,500.00	\$ 1,341.34	\$ 1,341.34	\$ 33,158.66	\$ 33,158.66	8.0%	3.9%
OTHER	\$ 34,216.00	\$ 9,878.90	\$ 9,878.90	\$ 24,337.10	\$ 24,337.10	8.0%	28.9%
<b>TOTAL DIRECT COSTS</b>	\$ 4,447,267.00	\$ 328,955.26	\$ 328,955.26	\$ 4,118,311.74	\$ 4,118,311.74	8.0%	7.4%
ADMIN COSTS	\$ 327,663.00	\$ -	\$ -	\$ 327,663.00	\$ 327,663.00	8.0%	0.0%
<b>GRAND TOTAL</b>	\$ 4,774,930.00	\$ 328,955.26	\$ 328,955.26	\$ 4,445,974.74	\$ 4,445,974.74	8.0%	6.9%
IN KIND NEEDED	\$ 1,193,733.00						
IN KIND GENERATED	\$ -						
IN KIND (SHORT)/LONG	\$ (1,193,733.00)						
PROCUREMENT CARD EXPENSE	\$ 10,826.77	3% of Total Expense. Detailed report of PCARD charges available upon request.					
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD	
Total All Centers	5,123.66	309.36		5,433.02		5,433.02	



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 1,460.60	\$ 1,460.60	\$ 31,873.40	8.0%	4.4%
SUPPLIES						
Training Supplies	\$ 4,118.00	\$ 339.84	\$ 339.84	\$ 3,778.16	8.0%	8.3%
OTHER						
Contracts	\$ -					
Career Development	\$ 16,527.00	\$ 1,200.00	\$ 1,200.00	\$ 15,327.00	8.0%	7.3%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 3,000.44	\$ 3,000.44	\$ 50,978.56	8.0%	5.6%
GRAND TOTAL	\$ 53,979.00	\$ 3,000.44	\$ 3,000.44	\$ 50,978.56	8.0%	5.6%
IN KIND NEEDED	\$ 13,495.00					
IN KIND GENERATED	\$ -					
IN KIND (SHORT)/LONG	\$ (13,495.00)					

MONTHLY FINANCIAL REPORT  
COLLEGE OF SOUTHERN IOWA EARLY HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 552,886.00	\$ 40,551.65	\$ 40,551.65	\$ 512,334.35	\$ 512,334.35		
BENEFITS	\$ 286,935.00	\$ 20,264.35	\$ 20,264.35	\$ 266,670.65	\$ 266,670.65	8.0%	7.3%
OUT OF AREA TRAVEL	\$ -			\$ -	\$ -	8.0%	7.1%
EQUIPMENT	\$ -			\$ -	\$ -	0.0%	0.0%
SUPPLIES						0.0%	0.0%
OFFICE CONSUMABLES	\$ 3,505.00	\$ 1.06	\$ 1.06	\$ 3,503.94	\$ 3,503.94		
CENTER SUPPLIES	\$ 13,265.00	\$ 68.65	\$ 68.65	\$ 13,196.35	\$ 13,196.35	8.0%	0.0%
CLASSROOM SUPPLIES	\$ 10,047.00	\$ -	\$ -	\$ 10,047.00	\$ 10,047.00	8.0%	0.5%
TRAINING SUPPLIES	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	8.0%	0.0%
FOOD	\$ 2,066.00	\$ -	\$ -	\$ 2,066.00	\$ 2,066.00	8.0%	0.0%
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 56,940.00	\$ -	\$ -	\$ 56,940.00	\$ 56,940.00	8.0%	0.0%
MEDICAL	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	8.0%	0.0%
DENTAL	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	8.0%	0.0%
CHILD TRAVEL	\$ -						
EMPLOYEE TRAVEL	\$ 4,453.00	\$ 347.62	\$ 347.62	\$ 4,105.38	\$ 4,105.38	8.0%	7.8%
CAREER DEVELOP	\$ -	\$ -	\$ -	\$ -	\$ -	8.0%	0.0%
PARENT TRAINING	\$ 2,300.00	\$ 800.00	\$ 800.00	\$ 1,500.00	\$ 1,500.00	8.0%	34.8%
FACILITIES/CONST.	\$ 3,400.00	\$ 117.12	\$ 117.12	\$ 3,282.88	\$ 3,282.88	8.0%	3.4%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 1,700.00	\$ 18,700.00	\$ 18,700.00	8.0%	8.3%
UTILITIES	\$ 8,400.00	\$ 47.89	\$ 47.89	\$ 8,352.11	\$ 8,352.11	8.0%	0.6%
TELEPHONE	\$ 4,000.00	\$ 147.03	\$ 147.03	\$ 3,852.97	\$ 3,852.97	8.0%	3.7%
OTHER	\$ 6,211.00	\$ 2,132.65	\$ 2,132.65	\$ 4,078.35	\$ 4,078.35	8.0%	34.3%
TOTAL DIRECT COSTS	\$ 990,808.00	\$ 66,178.02	\$ 66,178.02	\$ 924,629.98	\$ 924,629.98	8.0%	6.7%
ADMIN COSTS	\$ 69,100.00	\$ -	\$ -	\$ 69,100.00	\$ 69,100.00		
GRAND TOTAL	\$ 1,059,908.00	\$ 66,178.02	\$ 66,178.02	\$ 993,729.98	\$ 993,729.98	8.0%	6.2%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ 531,990.71						
IN KIND (SHORT)/LONG	\$ 267,013.71						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	173.22	19.03	-	192.25	(4,585.13)	5,770.23	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 13,585.00	\$ 569.06	\$ 569.06	\$ 13,015.94	8.0%	4.2%
SUPPLIES						
Training Supplies	\$ 1,424.00	\$ -	\$ -	\$ 1,424.00	8.0%	0.0%
OTHER						
Contracts	\$ 4,000.00	\$ -				
Career Development	\$ 7,489.00		\$ -	\$ 7,489.00	8.0%	0.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 26,498.00</b>	<b>\$ 569.06</b>	<b>\$ 569.06</b>	<b>\$ 25,928.94</b>	<b>8.0%</b>	<b>2.1%</b>
<b>GRAND TOTAL</b>	<b>\$ 26,498.00</b>	<b>\$ 569.06</b>	<b>\$ 569.06</b>	<b>\$ 25,928.94</b>	<b>8.0%</b>	<b>2.1%</b>
<b>IN KIND NEEDED</b>	<b>\$ 6,625.00</b>					
<b>IN KIND GENERATED</b>	<b>\$ -</b>					
<b>IN KIND (SHORT)/LONG</b>	<b>\$ (6,625.00)</b>					



February 23, 2015

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

From: Jeffrey M. Harmon *Jeffrey M. Harmon*

Re: Eighteen Suzuki 250X Motorcycles

We received five bids for eighteen Suzuki 250X model year 2015 Standard Cruiser Motorcycles from the following vendors:

Carl's Cycle Sales - Boise, Idaho	\$67,862
Rexburg Motor Sports – Rexburg, Idaho	\$67,914
Let's Ride – Rupert, Idaho	\$69,120
Birds of Prey – Caldwell, Idaho	\$72,000
Action Motor Sports – Idaho Falls, Idaho	\$72,612

Based on the review of the bids by Shawn Beer, I recommend we accept the low bid for the specified motorcycles from Carl's Cycle Sales of Boise, Idaho in the amount of \$67,862.

These motorcycles are replacing eighteen older motorcycles that are approximately ten years old and are part of the scheduled ten year rotation.

Funding for this purchase will come from a grant from the Idaho Transportation Department – Office of Highway Safety, in the amount of \$50,000. The remaining balance of \$17,862 comes from capital funds designated in the Idaho STAR Motorcycle Safety Program.