

**COLLEGE OF SOUTHERN IDAHO  
JUNIOR COLLEGE DISTRICT**

**BOARD OF TRUSTEES MEETING  
FEBRUARY 24, 1992**

**CSI PRESIDENT'S BOARD ROOM  
5:30 p.m.**

**A G E M D A**

**MINUTES**

**TREASURER'S REPORT:**

Budget Schedule

Auditor Selection

Tax Anticipation Note Analysis

~~GOVERNOR'S RECOMMENDATION~~

~~HEAC Recommendation - Fiscal Impact on CSI.~~

COLLEGE OF SOUTHERN IDAHO  
JUNIOR COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
February 24, 1992

DATE OF MEETING: February 24, 1992 PRECEDENCE: In Day Order

ATTENDING: Trustees: In Day Order: Dr. Charles Lehrman

Bill Badcock, Dr. Thad Scholes and Donna Brizee

College Administration: Gerald Reynolds, President

John M. Mason, Secretary/Treasurer

Robert Alexander, College Attorney

Richard Stone, Assistant to the President

Dr. Roy Strawser, Academic Dean

Dr. Jerry Beck, Dean of Continuing Education

Dick Sterling, Physical Plant Director

Annette Jenkins, Public Information Officer

Visitors: Dr. Marv Strope, Dept Chair Physical Sciences  
Dr. Don Fuder, Dept Chair Life Sciences  
Times News: Kirk Mitchell

MINUTES OF FEBRUARY 24, 1992 MEETING OF THE BOARD OF TRUSTEES OF THE COLLEGE OF SOUTHERN IDAHO

TREASURERS REPORT: Acceptance of the Treasurer's report was

was unanimous.

The Board heard the following presentations:

1. The Board discussed the proposed budget schedule. The schedule was approved on MOTION by Dr. Chuck Lehrman. Affirmative vote was unanimous.

2. The Board discussed the need for issuance of a Revenue Anticipation Note. College attorney Bob Alexander noted that the proposed bond attorney, Mike Moore of Davis Wright Tremain Law Offices had the expertise to serve as Bond Counsel. The directive to proceed with the issuance of the Revenue Anticipation Note was approved on MOTION by Dr. Thad Scholes.

3. The Board discussed the selection of an audit firm to conduct the College audit for the years ending June 30, 1992, 1993 and 1994. The three year contract has a set price for the June 30, 1992 audit of \$23,500. The succeeding years will be negotiated.

CSI Trustees

February 24, 1992

Page 2

The contract was approved on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

PRESIDENT'S REPORT: President Jerry Meyerhoeffer reported the following:

1. A letter from Dixie Community College was received commending our athletes for their sportsmanship.
2. The Rocky Mountain Theater Association made an award to Laine Steel for his contributions to the organization.
3. A letter was received from the CSI Music Department thanking ~~the President for his contribution to the Pleasant Building~~
4. It was noted that only 1.8% of our vocational graduates are unemployed after completing their training programs.
5. President Meyerhoeffer will meet with the University of Idaho

approximately \$4.20 per square foot. Dr. Chuck Lehrman made the following MOTION: Through the lease agreement with the College of Southern Idaho, the University of Idaho will pay full operational cost for the portion of the Ag-Science Building that they are occupying. Affirmative vote was unanimous.

6. The Governor released his 1.5% holdback and the Legislature implemented a 1.1% negative supplemental for CSI.

7. The President reported on the Idaho State Board of Education meeting held in Boise. The State Board's proposal to increase

Committee has recommended a 2.4% increase for CSI's general fund

more favorable to CSI.

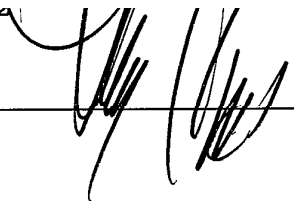
Plans for holding costs down in Fy 93 were also discussed.

9. Dr. Rick Parker, Dr. Marv Strobe and Dr. Don Puder gave the

CSI Trustees  
February 24, 1992  
Page 3

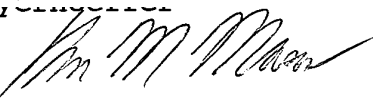
ADJOURNMENT was declared at 6:21 p.m.

  
\_\_\_\_\_  
J. M. Mason Secretary

APPROVED    MARCH 23, 1992  
  
\_\_\_\_\_  
Chairman

February 24, 1992

To: College of Southern Idaho Board of Trustees and  
~~President Reynolds~~

From: Mike Mason 

Re: Budget Hearing and Adoption Schedule

In order to meet the various requirements of legislation involving property taxes and budgeting we need to set up a schedule. The following schedule is proposed:

- February 28 - Friday - Notification of the Board of County Commissioners of the date, time and place of the public budget hearing. Must be done by March 1 (I.C. 63-2225 Section 4)
- April 5 & April 12 - Sundays - Publication of "Notice of Tax Increase" as per I.C. 63.2225 Section 1a and 1b.  
- Advertise in all four newspapers - Twin Falls, Buhl, Jerome and Kimberly - concerning budget hearing

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weeks have to announce next hearing date but do not have to re-advertise

- August 17 - Monday - Board Chairman certifies tax certification which is sent to Jerome and Twin Falls County

Business office budget schedule:

March 2 - General Fund revenue estimates firmed up including tuition and fees and state appropriation. State and Vocational appropriation could be delayed if Legislature extends into March.

March 9 - Personnel costs computed for all existing staff at current salary rates - Temporary and overload personnel costs estimated.

March 16 - Expenditures estimated at MCO for all General Fund departments - Review summary of last 3 years actual expenditures and current year to date with President and deans

March 23 - Run projected budget figures with assumptions as directed by President

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April 20 - Present budget to Board

COLLEGE OF SOUTHERN IDAHO  
 ESTIMATED FY 92 CASH FLOWS  
 FEBRUARY 22, 1992

MONTH	GEN FUND REVENUES	GEN FUND EXPENDITURES	CASH BALANCE
JULY 1, 1991 - ACTUAL			225,605
JULY - ACTUAL	2,874,203	1,058,508	2,041,300
AUGUST - ACTUAL	894,946	1,119,536	1,816,710
SEPTEMBER - ACTUAL	2,492,845	1,168,786	3,140,769
OCTOBER - ACTUAL	496,906	1,190,448	2,447,227
NOVEMBER - ACTUAL	827,000	1,020,705	1,700,774
DECEMBER - ACTUAL	2,095,000	1,115,417	2,182,004

MARCH - ESTIMATE	412,000	1,100,000	1,821,727
APRIL - ESTIMATE	298,000	1,060,000	1,059,727
MAY - ESTIMATE	386,000	1,050,000	395,727
JUNE - ESTIMATE	350,000	1,200,000	(454,273)
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	12,573,634	13,253,512	(679,878)

ESTIMATED EXPENDITURES

FY 92 REVENUE BUDGETED  
 ADD: ONE TIME MONEY  
 REVENUE NETTED OUT  
 AG SCIENCE EQUIPMENT

12,007,512  
 380,000  
 666,000  
 200,000

GENERAL FUND BUDGET

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 13,253,512

FY 92 YEAR END RECEIVABLES EST.

COUNTY PROPERTY TAXES 650,000  
 COUNTY TUITION 200,000  
 INVENTORY PHASE OUT TAX 80,000  
 VOCATIONAL EDUCATION 231,400  
 PUBLIC WORKS 200,000

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 1,361,400  
 (454,273)

ESTIMATED YEAR END FUND BALANCE

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 907,127



**M**  
& Company  
CERTIFIED PUBLIC ACCOUNTANTS

February 3, 1992

College of Southern Idaho  
Twin Falls, ID 83301

Gentlemen:

test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Our objective will be the completion of the foregoing audit and, upon report.

As you know, the financial statements are the responsibility of the management and the board of trustees who are primarily responsible for the data and information set forth therein, as well as for the evaluation of the capability and integrity of the company's personnel and the maintenance of an appropriate internal control structure, which includes adequate

management's cooperation. In addition, as required by generally accepted auditing standards, our procedures will include obtaining written representation from management concerning such

College of Southern Idaho  
Page two

Generally accepted auditing standards, also require the auditor to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement, and provide for the audit to be performed on a test basis, as described in the second paragraph of this letter. Accordingly, an audit is not a special examination designed to detect fraud, nor a guarantee of the accuracy of the financial statements and is subject to the inherent risk that errors, irregularities, or illegal acts, if they exist, might not be detected.

Our findings will be included in a formal report of the financial statements. In addition, the following supplemental information, presented for the purpose of additional analysis and not a required part of the basic financial statements, will be subjected to the audit procedures applied in the examination of

and information related to the

2. Comments as required by the various state statutes and federal regulations.

In addition, our examination will include a study and

Federal grant requirements to the extent we consider necessary to evaluate the system as required by generally accepted auditing

publications:

1. OMB Circular A-133.
2. GAO Standards for Audit of Governmental Organizations, Programs, Activities and Functions (as related to financial compliance auditing)
3. GAO Guidelines for Financial and Compliance Audits of Federally



Our fee for the audit of your financial statements will be based on the amount of time actually expended on this engagement at our standard billing rates, not to exceed \$25,500 for the June 30, 1992 year, the billing for the following two years will be determined prior to commencement of the audits on those years.

This engagement includes only those services specifically described in this letter.

As you know, circumstances may arise that will require us to do more work. Some of the more common such circumstances

If it appears that the estimated fee will be exceeded, we will bring this to your attention for your approval.

If you are in agreement with the terms of this letter, please sign one copy and return it to our files. We appreciate

Very truly yours,

McMULLEN, McPHEE & COMPANY

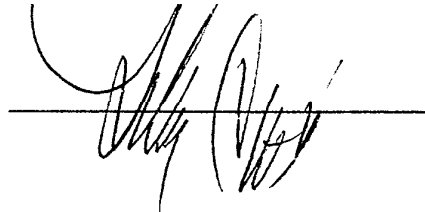
*Paul A. Nielson*

Paul R. Nielson, Partner

The foregoing letter fully describes the services required and is accepted by us

Date

2-24-92



State Board of Education  
GOVERNING POLICIES AND PROCEDURES  
SECTION: II PERSONNEL POLICIES AND PROCEDURES  
SUBSECTION E Conditions of Employment

4. Outside Employment

IMPARTIALLY AND CONDUCT BY BOARD EMPLOYEES IS ESSENTIAL

Board recognizes that employees may engage in outside

employee. However, no employee may undertake outside employment that interferes with the employee's assigned duties to the Board or the agency, school, department, or office, or which violates State or Board conflict of interest or other applicable laws, rules and policies. In all outside employment, the outside employer must be informed that the employee is acting in a private

the performance thereof.

Every employee performing consulting services or other outside employment directly related to the professional

is performed, and describing the subject, scope, compensation and time spent on such outside employment activities, to his or her departmental administrator and dean no later than February 1 for the preceding calendar year. The institution, agency, school, department, or office shall compile and submit to the Board a report of the outside employment activities of their employees no later than March 1 for the preceding calendar year.

## Out-Of-State Tuition Charges

Arizona	Yavapi CC	54.00	2,390.00	12
Colorado	Colorado Northwestern CC	100.00	1,405.00	10
	NIC	96.00	1,005.00	12
ID Average		94.75	965.00	
Montana	Dawson CC	72.25	720.00	12
	Miles CC	66.00	798.00	12
MT Average		69.13	759.00	
Nevada	Northern Nevada CC	26.00	1,500.00	7 +
	Truckee Meadows CC	26.00	1,500.00	7 +
	Western Nevada CC	26.00	1,500.00	7 +
NV Average		26.00	1,500.00	
New Mexico	San Juan CC	25.00	300.00	12
Oregon	Blue Mountain CC	62.00	744.00	15
	Treasure Valley CC	48.00	576.00	12
OR Average		55.00	660.00	
Washington	Walla Walla CC	124.90	1,249.00	12
Utah	College of Eastern Utah	111.00 *	859.00	12
	Dixie College	84.00 *	993.75	12
	Salt Lake CC	141.00	1,100.00	8
	Snow College	165.00 *	925.00	10
	Utah Valley CC		1,713.00	12
UT Average		125.25	1,118.15	
Wyoming	Casper College	53.00	616.00	12
	Central Wyoming CC	55.00	660.00	12
	Eastern Wyoming College		556.00	16 +
	Laramie County CC	43.00 *	640.00	12
	Northwest CC	54.00	1,386.00	12
	Western Wyoming CC	52.00	616.00	12
WY Average		51.40	745.67	
Overall Average		72.08	1,028.20	

\* This is an average of a graduated charge per credit.

+This means the school has an additional charge above This point.