

COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES

**AUGUST 18, 1997
PRESIDENT'S BOARD ROOM
5:30 p.m.**

AGENDA

MINUTES

TREASURER'S REPORT

BID: Refurbishment and Mechanization of Gym Bleachers

NEW BUSINESS

OLD BUSINESS

NEW BUSINESS

BUDGET

PROPERTY TAX LEVY

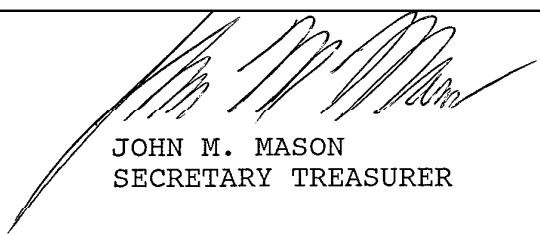
COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES

EXECUTIVE SESSION

PHYSICAL EDUCATION BUILDING
NEW GYM ADDITION CONFERENCE ROOM
315 FALLS AVENUE
TWIN FALLS, IDAHO 83301

THERE WILL BE AN EXECUTIVE SESSION HELD IN ACCORDANCE WITH
IDAHO CODE 67-2345 (b) TO CONSIDER THE EVALUATIONS OF STAFF



JOHN M. MASON
SECRETARY TREASURER

Posted in the Taylor Building west entrance and the Shields
Building south entrance.

COLLEGE OF

BUSINESS OFFICE

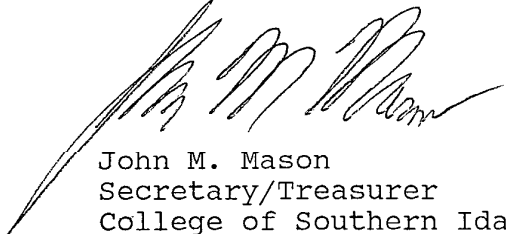
COLLEGE OF SOUTHERN IDAHO
NOTICE OF ANNUAL BUDGET HEARING
AUGUST 18, 1997

The College of Southern Idaho will hold a budget hearing for the Fiscal Year 1998 budget on Monday, August

18, 1997 at 5:30 p.m. in the Boardroom of the Taylor in Twin Falls.

The budget hearing will be held in conjunction with the regularly scheduled Board of Trustees meeting for the month of August.

Questions concerning the budget, the hearing or the regular meeting should be directed to Mike Mason at 208-733-9554 ext 2203.



John M. Mason
Secretary/Treasurer
College of Southern Idaho
Board of Trustees

Publish: Times News - August 6th and August 13th
Buhl Hearld - August 6th and August 13th
Northside News - August 6th and August 13th

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
NEW GYM ADDITION CONFERENCE ROOM
EXECUTIVE SESSION
AUGUST 18, 1997

CALL TO ORDER: 4:30 p.m. PRESIDING: LeRoy Craig

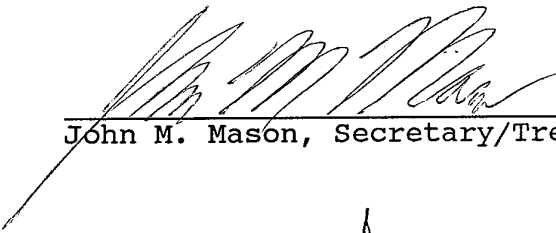
ATTENDING: Trustees: Leroy Craig, Dr. Thad Scholes, Donna
Brizee, Bill Babcock and Dr. Charles Lehrman

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Jeff Duggan, Assistant to the
President

Attorneys: Robert Alexander, College Attorney

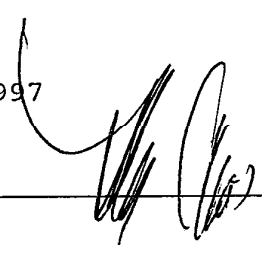
The Board of Trustees entered into Executive Session in
accordance with Idaho Code 67-2345 (b) to consider the
evaluations of staff members on MOTION by Dr. Thad Scholes.
Affirmative vote was unanimous.

ADJOURNMENT was declared at 5:20 p.m.



John M. Mason, Secretary/Treasurer

APPROVED September 15, 1997



Chairman

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 18, 1997

CALL TO ORDER: 5:30 p.m. PRESIDING: LeRoy Craig

ATTENDING: Trustees: LeRoy Craig, Dr. Thad Scholes, Dr.

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Vice President of Instruction
Dr. Joan Edwards, Vice President of Planning and
Development
Dr. Michael Glenn, Vocational Dean
Dr. John Martin, Registrar
Dr. Ken Campbell, Dean of Technology
Ron Shoppell, Director of Continuing Education

Visitors: None

Faculty Representatives: Jim Irons

MINUTES OF July 21, 1997 were approved as written on MOTION
by Dr. Charles Lehrman. Affirmative vote was unanimous.

ENCLOSURE REPORT: Acceptance of the Treasurer's report was

was unanimous.

BIDS:

1. The Board approved the sole bid of Carter Telescopic
Platforms of Ogden, Utah in the amount of \$124,430 on MOTION
by Bill Babcock. Affirmative vote was unanimous.

This project will be funded from the Plant Facility
Fund.

CSI Trustees
August 18, 1997
Page 2

2. The Board approved the low bid of CSSI of Boise, Idaho in the amount of \$55,972 for fifty six computers on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
Fund for this purchase is from various departmental budgets.

PRESIDENT'S REPORT:

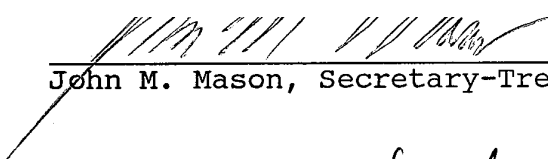
1. The President discussed the possible use of the West One Property for apprenticeship programs. He also noted that

recommendations by the administration.

2. The Board approved the fiscal year 1998 budget on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

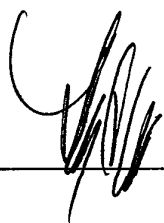
3. The Board approved the property tax levy for Twin Falls and Jerome counties on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

ADJOURNMENT was declared at 6:08 p.m.



John M. Mason, Secretary-Treasurer

APPROVED September 15, 1997



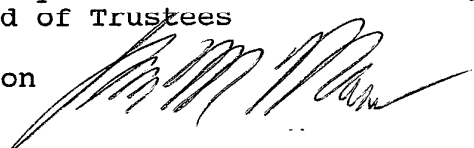
Chairman



SOUTHERN
IDAHO
BUSINESS OFFICE

August 11, 1997

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

From: Mike Mason 

Re: Bid for Refurbishment and Mechanization of Gym
Bleachers

Carter Telescopic Platforms submitted the sole bid for
the following amounts for the listed projects:

~~1. Renovation of the gymnasium floor \$ 24,300~~

3. Furnishing and installing new vinyl seat covers	17,200

Total price of all projects	\$124,430

Number 1, the renovation and power conversion, is the
~~most important. Numbers 2 and 3 are options we may wish to~~

Number 2 would bring us into compliance with existing
ADA standards. Number 3 would address the splintering
problems we are having on some of our existing wood
bleachers.

I recommend that we accept the sole bid of Carter
Telescopic Platforms of Ogden, Utah in the full amount of

~~the bid amount.~~
Funding for this project is from the Plant Facility
Fund.

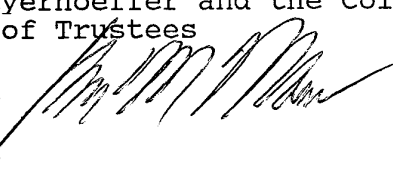
COLLEGE OF
SOUTHERN



BUSINESS OFFICE

August 14, 1997

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

From: Mike Mason 

Re: Computer Bid

~~we received eleven bids for the specified computers.~~

Based upon a review of the bids by Dr. Ken Campbell and Gary Baum, I recommend we accept the low bid of CSSI of Boise, Idaho for fifty six computers in the amount of \$55,972.00.

nine for our outreach centers, eight for the math department, one for the social sciences department, two for the records department and five for the School to Work Program.

Phase I

Venders	CSSI	Qty	System 1	System 2
Base System Price	Cyrix - \$695.00		\$695.00	\$695.00
BaseSystem (CPU Only)	Cyrix - \$505.00			
Upgrades:				
Microprocessor				
Pentium 166 MHz	AMD - \$32.00		\$32.00	\$32.00

Pentium 200 MHz MMX	AMD - \$170.00			
Additional Memory				

10 MB	\$58.00		\$58.00	\$58.00
Monitor				
15" SVGA Color	Fairview - \$55.00		\$55.00	\$55.00
17" SVGA Color	Fairview - \$230.00			
Chassis				
Mid-Size Tower	\$18.00			
Full Size Tower	\$22.00			

Peripherals

Multi-Media				
Sound Card - 16 Bit	Yamaha - \$16.00		\$16.00	\$16.00
Sound Card - 32 Bit	CL - \$68.00			
CD-ROM 12X	Cyberdrv - \$58.00		\$58.00	\$58.00
Dual Speaker System	Qkshot - \$14.00		\$14.00	\$14.00
Headphones	QkShot - \$10.00			
Modem	Zoltrix - \$48.00			
Applications (Pre-Loaded)				
MS Office 4.3 - Full	\$165.00			
MS Office 4.3 - License	\$65.00			

MS Office 4.3 - Full	\$165.00			
MS Office 4.3 - License	\$65.00		\$75.00	

10 CD	\$22.00			
-------	---------	--	--	--

Warranty (1 Year Full Business)	\$0.00			
---------------------------------	--------	--	--	--

MS Office 4.3 - License	\$65.00			
MS Office 4.3 - Full	\$165.00			

BOARD OF TRUSTEES
COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT

~~GENERAL FUND BUDGET~~

FISCAL YEAR ENDING JUNE 30, 1998

APPROVED


BOARD CHAIRMAN

ATTEST:

I HEREBY CERTIFY THE ATTACHED AS THE BUDGET APPROVED
BY THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES ON

~~JULY 10, 1997~~


JOHN M. MASON, SECRETARY / TREASURER

GENERAL FUND BUDGET NARRATIVE
JULY 1, 1997 - JUNE 30, 1998
COLLEGE OF SOUTHERN IDAHO

PAGE 1

REVENUES

1. TUITION AND FEES

Tuition and Fees are projected to increase over last year's
to \$28.00 per credit.

2. COUNTY TUITION

significantly raise or lower lev. based upon past performance,
to remain fairly constant

the base state appropriation actually decreased by \$22,400 from
\$500,000 property tax relief we received from the legislature last

4. COUNTY PROPERTY TAXES

Property taxes are estimated to decrease by approximately 6.9% or
or \$272,800 when compared to last year's budget. Under the current
legislation, we are allowed a 3% increase over the actual Fy 97 amount
assessed plus the previous year's levy rate on new construction. In
Twin Falls and Jerome Counties \$69,304,942 of new construction was
added last year

last years levy of .001572. In calculating the new levy, we applied
the 3% increase to last years dollar amount, added the levy on new

the legislature. If the property tax rate
than 3% per year, our levy rate will continue to decline.

Revenue from the Inventory Tax Phaseout is expected to remain

5. INTEREST REVENUE

Base upon our anticipated fund balance and last years earnings we
to increase by \$14,000

6. OTHER REVENUE

Other revenue by its nature is unpredictable. We are estimating
Other Revenue to remain constant.

EXPENDITURES

1. SALARIES

costs. Some rank and position adjustments were also made.

2. FRINGE BENEFITS

Budgeted health insurance increased this year by approximately

3. PERSONNEL COSTS

a. The Administration personnel costs reflect the moving of one account tech and a clerical position to the bookstore. The increase in operating expenditures of \$5,000 is to pay for recruiting up to 15 faculty and staff who are retiring next year. The increase of \$7,000 in capital outlay is to pay for multimedia equipment in the new conference rooms.

b. The Student Services budget reflects the addition of the unfilled position in advising. Services were increased by \$9,000 to pay for class schedule printing and program printing.

d. The Museum has been moved to Fund 79 to operate. The General fund will transfer \$368,800 to Fund 79 in Fy 98 to cover operational costs. The increase in personnel costs is to more accurately reflect ~~personnel salary adjustments~~. Operating expenditures were

While we are increasing prices for next year, we are cautious in raising revenue estimates. The Hale-Bopp comet had a significant impact on this years revenues and we may not be as fortunate next year.

e. The Continuing Education budget revenue reflects the increase ~~in continuing education revenue~~ based upon the number of ~~students~~. Capital outlay was increased to provide new

f. The Computer Center budget shows the addition of one full time and one part time technician that were previously charged to the Technology Department.

g. The CSI Foundation is giving the College \$22,000 to assist in the operation of the Resource Development department. The Resource Development budget shows the addition of a full time grant writer and full time director of the technology center. Capital outlay was increased to upgrade equipment in the technology center.

h. The Technology Department personnel costs reflect the moving of a full time and part time technician to the Computer Center and the moving of a telecommunications specialist from grant funding to the General Fund. Services were increased by \$46,000 which includes \$5,500 for voice mail maintenance, \$5,000 for maintenance on the donated codecs, \$5,500 for the radio station emergency broadcast signal. \$5,500 for radio station operating expenditures and \$25,000 to

project.

increases in salary.

j. Institutional Support reflects the following changes:

1. Telephone - Telephone costs are expected to rise due to more phone lines being needed as we add grade reporting and financial

lines that may be needed with voice mail.

2. Utilities are expected to increase with the Idaho Power rate increase, increases in the city water rates and a full year of operations for the gym addition.

3. The Plant Facilities Fund Transfer was reduced due to the funding requirements of other departments.

4. With the adding of the Director of the Technology Center to the Planning and Development department, we were able to reduce funding in this area.

5. Interpreter costs continue to rise as we provide quality services for handicapped students.

6. The Child Care Center increase of \$2,500 is required to replace aging supplies and equipment. We did not increase prices this year.

The departmental budget reflects the

nursing department. The supply budget was increased by \$15,000 to pay for the last installment of televised telecommunication courses. Capital outlay was increased by \$14,000 to replace aging equipment.

1. The Vocational Instruction personnel cost increases reflect additions and reallocations due to the addition of the dental, surgical and vet tech programs.

Overall, this is a maintenance of current operations budget.

increases we received through property tax are over. We will be relying more on state appropriations and tuition and fees for expenditures that fall outside of the "maintenance of current operations" category. Funding projects through grants and enterprise funds will also become more important.

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 1997 TO JUNE 30, 1998

	BUDGET FY97	BUDGET FY98	PERCENT INCREASE
REVENUE			

TUITION & FEES	2,014,000	2,207,300	9.60%
TUITION COUNTY	1,000,000	1,050,000	5.00%
STATE APPROPRIATION	1,180,000	1,180,000	0.00%
STATE APPROPRIATION VOC	3,228,600	3,355,100	3.92%
VO-ED PHYSICAL PLANT	282,300	299,900	6.23%
INVENTORY TAX PHASEOUT	410,000	410,000	0.00%
INVENTORY TAX PHASEOUT	410,000	410,000	0.00%
INTEREST ON INVESTMENT	190,000	204,000	7.37%
INTEREST ON INVESTMENT	190,000	204,000	7.37%
TOTALS	16,908,300	17,515,900	3.59%

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 1997 TO JUNE 30, 1998

	BUDGET FY97	BUDGET FY98	PERCENT INCREASE
EXPENDITURES			

ADMINISTRATION	863,900	827,300	-4.24%
HUMAN RESOURCES	77,900	82,800	6.29%
LIBRARY	482,200	487,200	1.04%
STUDENT SERVICES	897,100	957,400	6.72%
MUSEUM	338,500	368,800	8.95%
CONTINUING EDUCATION	289,600	311,300	7.49%
<hr/>			
RESOURCE DEVELOPMENT	163,100	230,000	41.02%
TECHNOLOGY DEPARTMENT	494,800	560,300	13.24%
PHYSICAL PLANT	2,327,100	2,408,500	3.50%
INSTITUTIONAL SUPPORT	1,893,500	1,740,100	-8.10%
ACADEMIC INSTRUCTION	5,669,600	5,937,600	4.73%
VOCATIONAL INSTRUCTION	3,228,600	3,355,100	3.92%
<hr/>			
<hr/>			

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 1997 TO JUNE 30, 1998

	BUDGET FY97	BUDGET FY98	PERCENT INCREASE
ADMINISTRATION *****			
PERSONNEL	556,000	527,100	-5.20%
FRINGE BENEFITS	167,500	147,800	-11.76%
SERVICES	102,500	107,500	4.88%
SUPPLIES	26,700	26,700	0.00%
CAPITAL OUTLAY	11,200	18,200	62.50%
	-----	-----	-----
TOTALS	863,900	827,300	-4.24%
	=====	=====	=====

HUMAN RESOURCES

PERSONNEL	52,600	56,100	6.65%
FRINGE BENEFITS	17,200	18,600	8.14%
SERVICES	7,500	7,500	0.00%
SUPPLIES	600	600	0.00%
	-----	-----	-----
TOTALS	77,900	82,800	6.29%
	=====	=====	=====

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 1997 TO JUNE 30, 1998

	BUDGET FY97	BUDGET FY98	PERCENT INCREASE
LIBRARY			

PERSONNEL	260,300	263,600	1.27%
FRINGE BENEFITS	88,200	89,900	1.93%
SERVICES	28,700	28,700	0.00%
SUPPLIES	11,900	11,900	0.00%
CAPITAL OUTLAY	93,100	93,100	0.00%

TOTALS	482,200	487,200	1.04%
=====			

STUDENT SERVICES			

REVENUE	(20,000)	(30,000)	50.00%
PERSONNEL	597,100	642,000	7.52%
FRINGE BENEFITS	191,300	207,700	8.57%
SERVICES	71,200	80,200	12.64%
SUPPLIES	45,500	45,500	0.00%
CAPITAL OUTLAY	12,000	12,000	0.00%

TOTALS	897,100	957,400	6.72%
=====			

JULY 1 1997 TO JUNE 30 2000

MUSEUM

REVENUES	(70,000)	(60,000)	-14.29%
PERSONNEL	274,500	287,500	4.74%
FRINGE BENEFITS	81,300	86,600	6.52%
SERVICES	27,000	27,000	0.00%
SUPPLIES	16,800	18,800	11.90%
CAPITAL OUTLAY	8,900	8,900	0.00%
<hr/>			
TOTALS	338,500	368,800	8.95%

CONTINUING EDUCATION

REVENUE	(862,900)	(885,300)	2.60%
PERSONNEL	616,400	649,400	5.35%
SERVICES	114,700	114,700	0.00%
SUPPLIES	109,200	109,200	0.00%
EQUIPMENT	2,200	11,200	409.09%
SPECIAL PROJECTS EXPENSE	13,000	13,000	0.00%
<hr/>			
TOTALS	289,600	311,300	7.49%

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 1997 TO JUNE 30, 1998

~~BUDGET~~ ~~BUDGET~~ ~~BUDGET~~
 FY97 FY98 INCREASE

COMPUTER CENTER

PERSONNEL	57,100	110,500	93.52%
FRINGE BENEFITS	18,500	32,200	74.05%
SERVICES	57,700	57,700	0.00%
SUPPLIES	18,600	18,600	0.00%
CAPITAL OUTLAY	30,500	30,500	0.00%

TOTALS .. 182,400 249,500 36.79%

RESOURCE DEVELOPMENT

REVENUES	(11,500)	(22,000)	91.30%
PERSONNEL	122,900	175,000	42.39%
FRINGE BENEFITS	38,800	54,100	39.43%
SERVICES	8,100	8,100	0.00%
SUPPLIES	3,800	3,800	0.00%
CAPITAL OUTLAY	1,000	11,000	1000.00%

TOTALS .. 163,100 230,000 41.02%

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 1997 TO JUNE 30, 1998

	BUDGET FY97	BUDGET FY98	PERCENT INCREASE
TECHNOLOGY DEPARTMENT			

WATER DEPARTMENT REVENUE	610,000	610,000	0.00%
PERSONNEL	347,900	344,200	-1.06%
FRINGE BENEFITS	118,100	116,300	-1.52%
SERVICES	29,900	75,900	153.85%
SUPPLIES	7,900	7,900	0.00%
CAPITAL OUTLAY	9,000	34,000	277.78%
	-----	-----	-----
TOTALS	494,800	560,300	13.24%
	=====	=====	=====

PHYSICAL PLANT

PERSONNEL	1,412,200	1,452,800	2.87%
FRINGE BENEFITS	546,000	580,800	6.37%
SERVICES	69,000	75,000	8.70%
SUPPLIES	101,000	101,000	0.00%
CAPITAL OUTLAY	42,300	42,300	0.00%
OTHER EXPENDITURES	156,600	156,600	0.00%
	-----	-----	-----
TOTALS	2,327,100	2,408,500	3.50%
	=====	=====	=====

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 1997 TO JUNE 30, 1998

	BUDGET FY97	BUDGET FY98	PERCENT INCREASE
INSTITUTIONAL SUPPORT			

TELEPHONE	120,000	130,000	8.33%
LEGAL & AUDIT	43,000	43,000	0.00%
UTILITIES	383,000	399,700	4.36%
INSURANCE	120,000	120,000	0.00%
HONOR SCHOLARSHIPS	76,500	84,500	10.46%
FINANCIAL AID CONTRIBUTION	156,000	156,000	0.00%
PLANT FACILITY TRANSFER	655,000	474,400	-27.57%
OFFICE ON AGING TRANSFER	14,000	14,000	0.00%
AG ENDOWMENT TRANSFER	5,000	5,000	0.00%
PLANNING INCENTIVE MONEY	75,000	55,000	-26.67%
MARKETING	25,000	25,000	0.00%
SMALL BUSINESS CENTER	45,000	45,000	0.00%
JEROME ECONOMIC DEVELOPMENT	7,000	7,000	0.00%
INTERPRETERS	45,000	55,000	22.22%
CHILD CARE CENTER	24,000	25,500	10.42%
CONTINGENCY	100,000	100,000	0.00%
TOTALS	1,893,500	1,740,100	-8.10%

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 1997 TO JUNE 30, 1998

	BUDGET FY97	BUDGET FY98	PERCENT INCREASE
ACADEMIC INSTRUCTION *****			
REVENUE	(30,000)	(30,000)	0.00%
PERSONNEL	4,028,200	4,188,200	3.97%
FRINGE BENEFITS	1,214,900	1,293,900	6.50%
SERVICES	210,100	210,100	0.00%
SUPPLIES	145,400	160,400	10.32%
CAPITAL OUTLAY	101,000	115,000	13.86%
TOTALS	5,669,600	5,937,600	4.73%

VOCATIONAL INSTRUCTION *****			
PERSONNEL	2,147,100	2,229,400	3.83%
FRINGE BENEFITS	646,500	663,300	2.60%
SERVICES	180,000	141,900	-21.17%
SUPPLIES	75,800	141,800	87.07%
CAPITAL OUTLAY	179,200	178,700	-0.28%
TOTALS	3,228,600	3,355,100	3.92%

