

AGENDA

Board of Trustees
Jan Mittlieder, Chair
Laird Stone
Jack Nelsen
Anna Scholes

I. CALL TO ORDER

Chairwoman Mittlieder

3:00PM/Taylor Building Conference Room #276

II. APPROVAL OF MEETING AGENDA

Chairwoman Mittlieder

CALL TO ORDER: 3:00p.m.

BOARD MEETING ATTENDEES:

Trustees:

- Jan Mittleider, Chairman
- Laird Stone, Vice Chairman
- Jack Nelsen, Clerk
- Anna Scholes, Trustee
- Scott McClure, Trustee

College Administration:

[REDACTED]

Jeff Harmon, Vice President of Finance and Administration

Dr. Michelle Schutt, Vice President of Student Services

HEAD START EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal, operational reports as well as approved Head Start/Early Head Start to move forward using the \$20,000 earnest money for pre-construction services associated with building a new facility and all carry over funds to be used toward construction on the current Head Start property located at 296 Falls Avenue West in Twin Falls. MOTION by Jack Nelsen. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Jeff Harmon, Vice-President of Administration presented the proposed FY20 budget. The

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

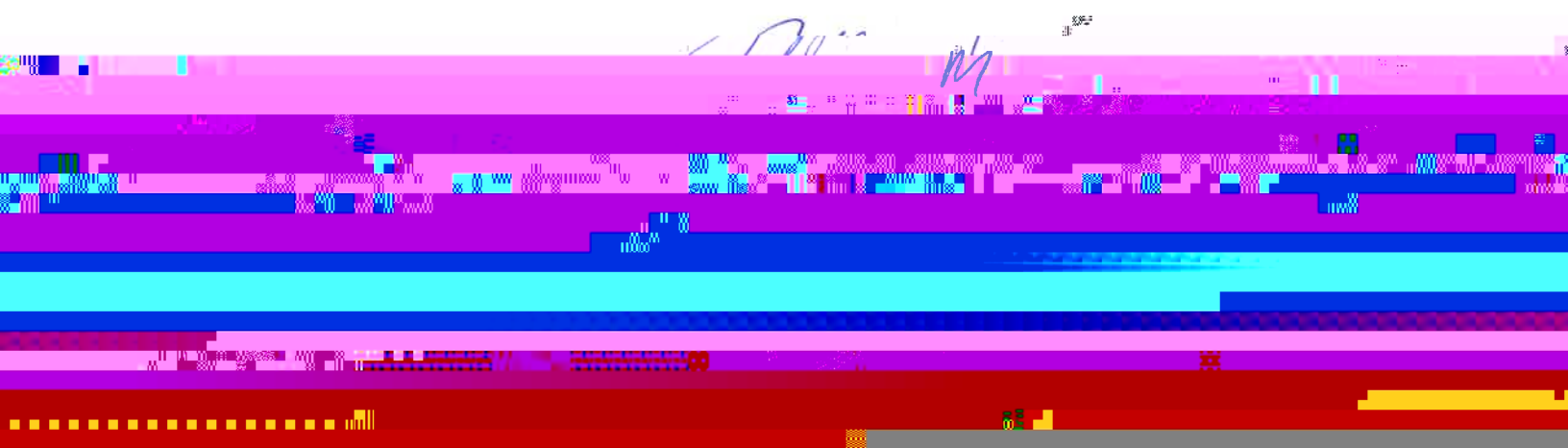
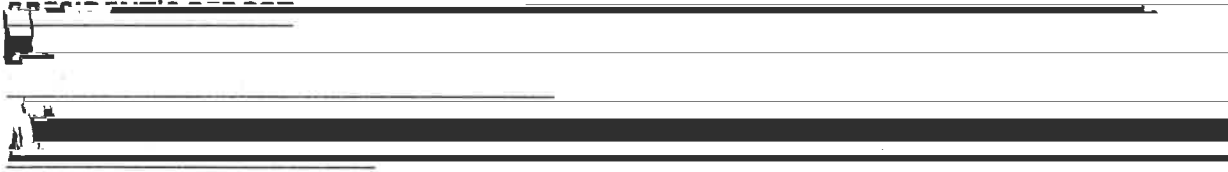
[REDACTED]

budget as presented, funds the college for the budget year July 1, 2019 through June 20, 2020 or FY20. The Board approved the FY20 budget of \$44, 536,000 on MOTION by Jan Mittleider. Affirmative vote was unanimous.

Jeff Harmon presented information regarding the Canyon building renovation and Plant Facilities Contributions. He requested approval to use Plant Facilities funds in the amount of \$602,500 to augment phase 1 of the Canyon renovation project and use \$2,280,000 of Plant

2. [REDACTED]

- Trustees Anna Scholes and Jan Mittleider will present prospective changes to the Board of Trustees policy and procedure manual concerning board orientation and censor recommendations for approval at the August meeting.



COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES

8/11/15 2:00 PM - 3:00 PM

315 Falls Ave. – Twin Falls, ID 83301

Monthl Board Meetin List of Additional Attendees

Employees

Kim LaPray, Director of Public Information

Ginger Nukaya, Executive Administrative Assistant

Dr. Heidi Adams, Associate Dean of STEM

Kevin Mark, Chief Technology Officer

Dr. Tori Fattig, Director Library & Heritage Center

College of Southern Idaho

Head Start/Early Head Start

COLLEGE OF SOUTHERN IDAHO

Program Summary for June 2019

Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
Total	561

Program Options

Center Based (DD / DV) / ED (DV) / Pre-K / Early Head Start / Home Based / Early Head Start Toddler

Combo.

Head Start Attendance

June Head Start Overall Attendance

*Out for Summer

Home Head Start Self Transport Attendance

*Out for Summer

COLLEGE OF
SOUTHERN IDAHO

**COLLEGE OF SOUTHERN IDAHO
HEAD START/ EARLY HEAD START**
998 Washington St. N.
Twin Falls, Idaho 83303-1238
(208) 736-0741



July 15, 2019

Jeff Newton
Grants Management Officer
Administration for Children and Families
Office of Grants Management

Seattle, WA 98104

RE: Grant NO: 10CH010422-04-01

To Whom It May Concern,

This letter is to inform you that the College of Southern Idaho Board of Trustees approved, at the regularly scheduled Board Meeting on July 15, 2019, to forgo the purchase of the property located at 170 South Park Avenue in Twin Falls

The price to construct a new building on the property located at 296 Falls Avenue West in Twin Falls Idaho is estimated at \$1,300,000. The Head Start program plans to bridge the gap between the duration start-up funds to purchase/renovate a building, with duration operational funds not being used in 2019 and 2020 due to service not yet being provided and with 2019 funds from salaries/fringe that have not been spent.

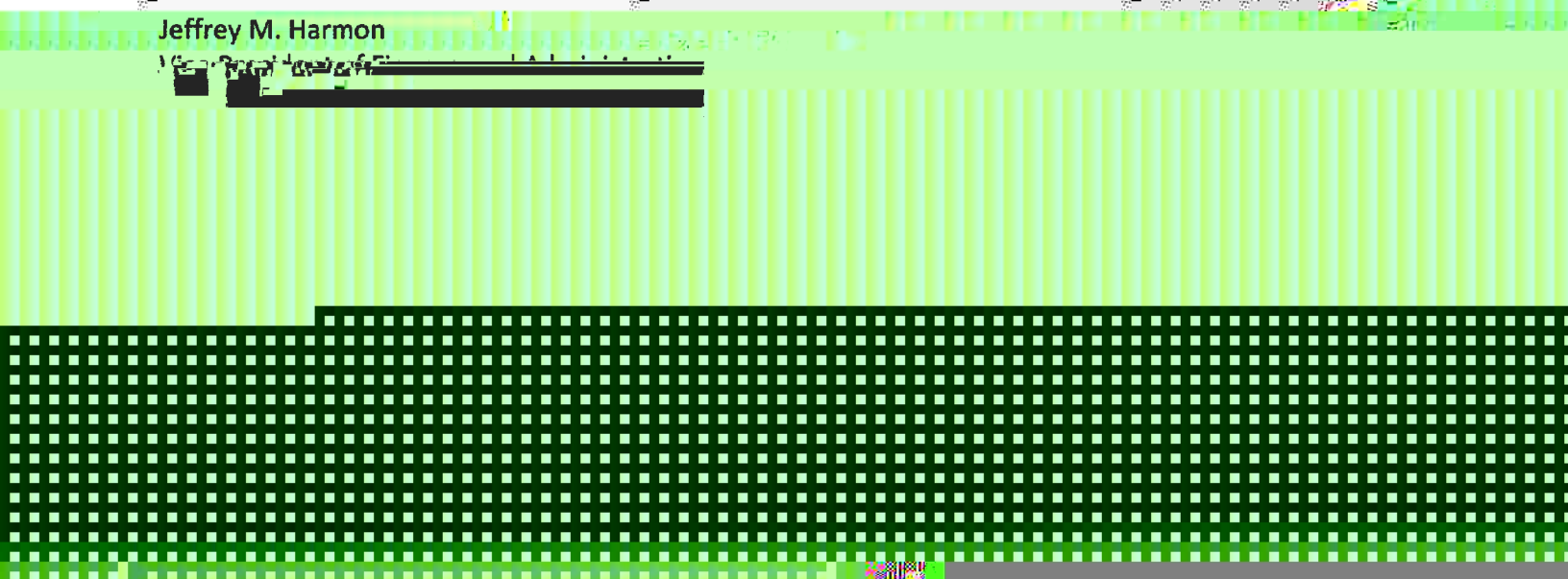
[REDACTED]

Sincerely,



Jeffrey M. Harmon

[REDACTED]



D

E



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,960,213.00	\$ 229,514.42	\$ 1,191,909.49	\$ 1,768,303.51	59.7%
BENEFITS	\$ 2,087,485.00	\$ 124,345.27	\$ 644,706.79	\$ 1,442,778.21	69.1%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 28,000.00	\$ 942.34	\$ 6,724.54	\$ 21,275.46	76.0%
SUPPLIES	\$ 119,735.00	\$ 9,068.48	\$ 37,656.52	\$ 82,078.48	68.6%
FACILITIES/CONST.					
OTHER	\$ 498,567.00	\$ 56,257.74	\$ 229,977.91	\$ 268,589.09	53.9%
TOTAL DIRECT COSTS	\$ 5,694,000.00	\$ 420,128.25	\$ 2,110,975.25	\$ 3,583,024.75	62.9%
INDIRECT COSTS (0.00%)	\$ -	\$ -	\$ -	\$ -	0.0%

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	37 454.00	\$ 90.00	\$ 11 815.98	\$ 25 638.02	68.5%
SUPPLIES	\$ 2,903.00	\$ -	\$ 339.54	\$ 2,563.46	88.3%
OTHER	\$ 26,217.00	\$ 1,635.00	\$ 10,603.23	\$ 15,613.77	59.6%
GRAND TOTAL	\$ 66,574.00	\$ 1,725.00	\$ 22,758.75	\$ 43,815.25	65.8%
IN KIND NEEDED	\$ 16,644.00				
IN KIND GENERATED	\$ 52,472.00				
IN KIND (SHORT)/LONG	\$ 35,828.00				

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 761,437.00	\$ 39,806.53	\$ 298,077.31	\$ 463,359.69	60.9%
BENEFITS	\$ 446,988.00	\$ 7,280.67	\$ 140,666.91	\$ 306,321.09	68.5%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 47,773.00	\$ 8,543.54	\$ 21,060.78	\$ 26,712.22	55.9%
SUPPLIES	\$ 22,562.00	\$ 673.38	\$ 6,818.99	\$ 15,743.01	69.8%
FACILITIES/CONST.					
OTHER	\$ 69,581.00	\$ 8,637.16	\$ 37,456.02	\$ 32,124.98	46.2%
TOTAL DIRECT COSTS	\$ 1,348,341.00	\$ 64,941.28	\$ 504,080.01	\$ 844,260.99	62.6%
ADMIN COSTS (9.0%)	\$ 108,758.00	\$ 4,237.85	\$ 39,487.00	\$ 69,271.00	63.7%
GRAND TOTAL	\$ 1,457,099.00	\$ 69,179.13	\$ 543,567.01	\$ 913,531.99	62.7%
IN KIND NEEDED	\$ 371,507.00				
IN KIND GENERATED	\$ 295,814.17				
IN KIND (SHORT)/LONG	\$ (75,692.83)				

CACFP Repair/Maint Food Non-Food Total for Month YTD Expense

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 2,679.00				
IN KIND (SHORT)/LONG	\$ (4,553.00)				

**BOARD OF TRUSTEES
COLLEGE OF SOUTHERN IDAHO**

~~CONFIDENTIAL~~

DRAFT

**GENERAL BUDGET
FISCAL YEAR ENDING JULY 30, 2020**

APPROVED:

~~Jan Miller, Chairman, Board of Trustees~~

ATTEST :

I HEREBY CERTIFY THAT THE ATTACHED IS THE BUDGET APPROVED
BY THE COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES ON
July 15, 2019

Jeffrey M. Harmon, Secretary/Treasurer

REVENUE

1. TUITION AND FEES

Traditional offerings of on campus and online classes continue to decline, and dual credit enrollment continues to show gains resulting in over 50% of our students enrolled through Dual Credit delivery. Overall, we are budgeting flat enrollment for FY20. Tuition and fees for FY20 remain unchanged at \$140 per credit. Beginning in FY20 Dual Credit

[REDACTED TABLE CONTENT]

tuition will be reimbursed by the State of Idaho through the Idaho State Department of Education. Adversed Opportunity courses at a per credit rate of \$75, an increase of \$10

[REDACTED TABLE CONTENT]

EXPENDITURES

1. Salaries

Employees were given a 2% salary increase plus \$550 added to FY19 base salaries. This tiered approach provided a larger percentage increase for those employees in the lower paygrades. This budget also reflects salary changes as a result of change in rank, change in

duties or responsibilities, or other salary adjustments.

2. Fringe Benefits

This budget reflects the employer contribution for the health, dental and vision insurance for our employees. This is the second year we have offered the optional High Deductible Health Plan (HDHP). This plan has been well received and allows employees to personally contribute to individual Health Savings Accounts (HSA) using pretax dollars. In FY20 35% of our eligible employees have opted into the HDHP. In FY20, the college will contribute \$750 to each employees' HSA for those enrolled in the HDHP. Effective July 1, employees are able to select which insurance products they participate in. This includes Health, Dental or Vision or they may bundle and pay for the coverage that best meets their family needs. Insurance premiums increased 6.9% for FY20. The college continues to pay 85% of the coverage for our employees and pays 70% for the family on the traditional plan. For FY20 the college is paying 100% of the premium for the traditional plan.

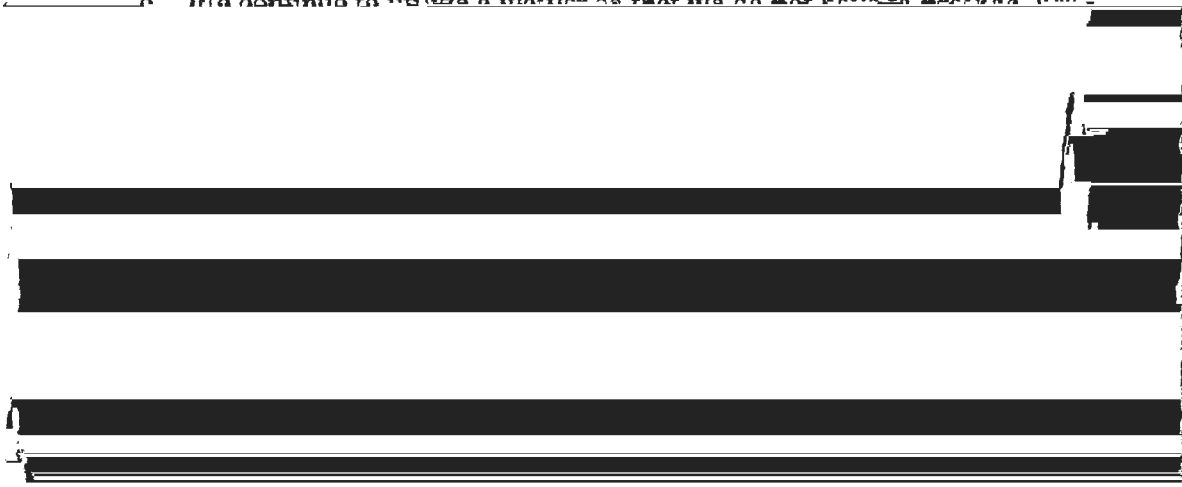
GENERAL FUND BUDGET NARRATIVE
JULY 1, 2019 TO JUNE 30, 2020

- d. The Library budget has been set at \$811,000. The operating budget has been increased from \$180,000 to \$200,000 to allow for the increased cost associated with online resources. This is a \$20,000 increase from the FY19 operating budget.
- e. The Student Services budget has been set at \$3,034,000. The operating budget has been increased from \$300,000 to \$400,000. This is a \$100,000 increase from the FY19 operating budget.
- f. The Community Education budget remains unchanged from last year and has been set at \$100,000.
- g. The Information Technology Department budget has been set at \$3,240,000. The college is continuing its digital transformation by implementing major upgrades in system security, WEB development, wireless connectivity and hardware infrastructure. The college needs to increase current Enterprise Resource

cost. Based upon the scheduled upgrade of the infrastructure and our current estimates for utilities, we are budgeting \$1,037,000 for FY20 or an increase of \$49,000 from the FY19 Budget.

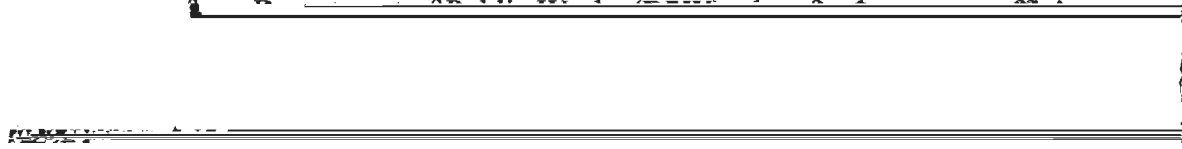
- c. Insurance costs are expected to increase by \$33,000. We allocate insurance to Eagle View, Eagle Hall, North View apartments, the Student Union, the CSI Recreation Center, Trans IV, and the STAR program.
- d. The budget for Presidential Scholarships will remain the same at \$400,000 for FY20.

e. We continue to utilize a provision that we do not have to provide 200%



matching funds for the Federal College Work Study program and the Supplemental Economic Opportunity Grant. The \$40,000 budget is used cover matching funds for State of Idaho Work Study.

- f. The Plant Facility Transfer will decrease by \$158,300. Our campus has infrastructure systems that are approaching forty years old and are requiring upgrades in mechanical electrical and plumbing. Many of our spaces are outdated and need to be upgraded. We use the Plant Facility Fund for major remodels and renovations to our physical plant and to augment the funding



k Senior Program Support is to fund instructor salaries in our Over 60 and

Getting Fit program. This amount is budgeted to remain the same at \$35,000.

4. Change in General Fund Full-Time Equivalent (FTE) Personnel.

Administration Payroll & Marketing: .50 FTE was added by replacing a half time accountant with a full-time accountant.

Academics: 3.34 FTE for Faculty positions have not been replaced due to
~~depressed enrollment and consolidation of positions~~

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE	PERCENT OF BUDGET
REVENUE					

TUITION AND FEES	11,275,000	11,750,000	4.21%	475,000	26.38%
COUNTY TUITION	1,720,000	1,910,000	11.05%	190,000	4.29%
STATE APPROPRIATION-ACADEMIC	14,264,000	14,426,700	1.14%	162,700	32.39%
STATE COLLABORATIVE CENTER	39,300	39,300	0.00%	0	0.09%
LIQUOR FUND REVENUE	200,000	200,000	0.00%	0	0.45%
<hr/>					
OTHER REVENUE	250,000	250,000	0.00%	0	
TOTALS	43,245,000	44,536,000	2.99%	1,291,000	100.00%

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE	PERCENT OF BUDGET
EXPENDITURES					

ADMINISTRATION	2,168,000	2,230,000	2.86%	62,000	5.01%
HUMAN RESOURCES	329,000	347,000	5.47%	18,000	0.78%
FOUNDATION SUPPORT	226,000	234,000	3.54%	8,000	0.53%
LIBRARY	763,000	811,000	6.29%	48,000	1.82%
STUDENT SERVICES	2,856,000	3,034,000	6.23%	178,000	6.81%
COMMUNITY EDUCATION	100,000	100,000	0.00%	0	0.22%
INSTITUTIONAL EFFECTIVENESS	586,000	583,000	-0.51%	(3,000)	1.31%
INFORMATION TECHNOLOGY	3,170,000	3,240,000	2.21%	70,000	7.28%
PHYSICAL PLANTS	5,851,000	5,888,000	0.63%	37,000	0.71%
TOTALS					



ADMINISTRATION

REVENUES	0	0		0
PERSONNEL	1,161,000	1,231,000	6.03%	70,000
FRINGE BENEFITS	437,000	469,000	7.32%	32,000
OPERATING EXPENSE	570,000	530,000	-7.02%	(40,000)
CAPITAL OUTLAY	0	0	0.00%	0

HUMAN RESOURCES

PERSONNEL	212,000	219,000	3.30%	7,000
FRINGE BENEFITS	77,000	88,000	14.29%	11,000
OPERATING EXPENSE	40,000	40,000	0.00%	0
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	329,000	347,000	5.47%	18,000

FOUNDATION SUPPORT

REVENUES	(25,000)	(25,000)	100.00%	0
PERSONNEL	186,000	182,000	-2.15%	(4,000)
FRINGE BENEFITS	65,000	77,000	18.46%	12,000
OPERATING EXPENSE	-	-	0.00%	0
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	226,000	234,000	3.54%	8,000

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
LIBRARY				

REVENUES	(1,000)	(1,000)	0.00%	0
PERSONNEL	410,000	421,000	2.68%	11,000
FRINGE BENEFITS	174,000	191,000	9.77%	17,000
OPERATING EXPENSE	180,000	200,000	11.11%	20,000
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	763,000	811,000	6.29%	48,000

STUDENT SERVICES				

REVENUES	(125,000)	(125,000)	0.00%	0
PERSONNEL	1,824,000	1,876,000	2.85%	52,000
FRINGE BENEFITS	857,000	883,000	3.03%	26,000
OPERATING EXPENSE	300,000	400,000	33.33%	100,000
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	2,856,000	2,924,000	6.22%	68,000

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
COMMUNITY EDUCATION				

REVENUES	(384,000)	(391,000)	1.82%	(7,000)
PERSONNEL	123,000	127,000	3.25%	4,000
FRINGE BENEFITS	15,000	18,000	6.67%	3,000
OPERATING EXPENSE	216,000	216,000	0.00%	0
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	(350,000)	(350,000)	0.00%	0

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
INFORMATION TECHNOLOGY				

REVENUES	(25,000)	(25,000)	0.00%	0
PERSONNEL	1,205,000	1,212,000	0.58%	7,000
FRINGE BENEFITS	505,000	528,000	4.55%	23,000
OPERATING EXPENSE	975,000	1,000,000	2.56%	25,000
CAPITAL OUTLAY	10,000	25,000	150.00%	15,000
SOFTWARE	500,000	500,000	0.00%	0
TOTALS	<u>3,170,000</u>	<u>3,240,000</u>	<u>2.21%</u>	<u>70,000</u>

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
INSTITUTIONAL EFFECTIVENESS				

REVENUES			0.00%	0
PERSONNEL	355,000	356,000	0.28%	1,000
FRINGE BENEFITS	147,000	159,000	8.16%	12,000
OPERATING EXPENSE	84,000	68,000	-19.05%	(16,000)
CAPITAL OUTLAY	0	0	0.00%	0
TOTALS	<u>586,000</u>	<u>583,000</u>	<u>-0.51%</u>	<u>(3,000)</u>

PHYSICAL PLANT & SECURITY

REVENUES	(06,000)	(100,000)	4.17%	(1,000)
[REDACTED]				
[REDACTED]				



	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
INSTITUTIONAL SUPPORT				

TELEPHONE	80,000	80,000	0.00%	0
LEGAL & AUDIT	108,000	110,000	1.85%	2,000
UTILITIES	988,000	1,037,000	4.96%	49,000
INSURANCE	196,000	229,000	16.84%	33,000
PRESIDENTIAL SCHOLARSHIPS	400,000	400,000	0.00%	0
FINANCIAL AID CONTRIBUTION	40,000	40,000	0.00%	0
PLANT FACILITY	1,191,300	1,033,000	-13.29%	(158,300)
HERRETT MUSEUM	400,000	400,000	0.00%	0
INNOVATION GRANTS	63,000	63,000	0.00%	0
SMALL BUSINESS CENTER	63,000	63,000	0.00%	0
ECONOMIC DEVELOPMENT	110,000	110,000	0.00%	0
WELLNESS AND PACE	62,000	62,000	0.00%	0
HEADSTART	62,000	62,000	0.00%	0
WORKFORCE TRAINING	56,000	56,000	0.00%	0
AG ENDOWMENT	20,000	20,000	0.00%	0
<u>ATHLETICS</u>	1,735,000	1,915,000	10.37%	180,000
SENIOR PROGRAM SUPPORT	35,000	35,000	0.00%	0
CONTINGENCY	150,000	150,000	0.00%	0
TOTALS	5,759,300	5,865,000	1.84%	105,700

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE
ACADEMIC INSTRUCTION				

REVENUES	(130,000)	(130,000)	0.00%	0
PERSONNEL	10,336,000	10,628,000	2.83%	292,000
FRINGE BENEFITS	3,870,000	4,083,000	5.50%	213,000
OPERATING EXPENSE	750,000	766,000	2.13%	16,000
CAPITAL OUTLAY	20,000	10,000	-50.00%	(10,000)
TOTALS	14,846,000	15,357,000	3.44%	511,000

TECHNICAL INSTRUCTION

PERSONNEL	4,541,500	4,682,000	2.00%	140,500
FRINGE BENEFITS	3,000,000	3,045,000	0.50%	45,000

COLLEGE OF SOUTHERN IDAHO
 GENERAL FUND BUDGET
 JULY 1, 2019 TO JUNE 30, 2020

	BUDGET FY19	BUDGET FY20	PERCENT CHANGE	DOLLAR CHANGE	PERCENT OF BUDGET
REVENUES					
GENERAL REVENUES	(43,245,000)	(44,536,000)	2.99%	(1,291,000)	98.24%
REVENUE	-	-		0	0.00%
STUDENT SERVICES	(125,000)	(125,000)	0.00%	0	0.28%
LIBRARY	(1,000)	(1,000)	0.00%	0	0.00%
COMMUNITY EDUCATION	(384,000)	(391,000)	1.82%	(7,000)	0.86%
FOUNDATION SUPPORT	(25,000)	(25,000)	100.00%	0	0.06%
INSTITUTIONAL EFFECTIVENESS	(25,000)	(25,000)	0.00%	0	0.06%
PHYSICAL PLANT	(96,000)	(100,000)	4.17%	(4,000)	0.22%

EXPENDITURES

PERSONNEL	22,880,500	23,587,000	3.09%	706,500	52.03%
FRINGE BENEFITS	9,572,100	10,068,000	5.18%	495,900	22.21%
OPERATING EXPENSE	4,669,100	4,860,500	4.10%	191,400	10.72%
CAPITAL OUTLAY	650,000	452,500	-30.38%	(197,500)	1.00%
SOFTWARE	500,000	500,000	0.00%	0	1.10%
INSTITUTIONAL SUPPORT	5,759,300	5,865,000	1.84%	105,700	12.94%
TOTAL EXPENDITURES	44,031,000	45,333,000	2.96%	1,302,000	100.00%
TOTAL REVENUES	(44,031,000)	(45,333,000)	2.96%	(1,302,000)	
TOTAL EXPENDITURES	44,031,000	45,333,000	2.96%	1,302,000	
AMOUNT SHORT (OVER)	0	0		0	

COLLEGE OF
SOUTHERN
IDAHO

July 15, 2019

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

From: Jeffrey M. Harmon *Jeffrey M*

RE: Canyon Building Renovation Plant Facilities contribution

The College of Southern Idaho was awarded \$920,000 of Basement Building Funds to develop
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

