



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

OCTOBER 19, 2015

## EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

## BOARD OF TRUSTEES MEETING

4:00 P.M.

Taylor Building – Taylor 277

# AGENDA

### CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – SEPTEMBER 19<sup>TH</sup>, 2015: (A) *Mike Mason*

MINUTES – REGULAR MEETING – SEPTEMBER 19<sup>TH</sup>, 2015: (A) *Mike Mason*

MINUTES – SPECIAL WORK SESSION – OCTOBER 16<sup>TH</sup>, 2015: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

HEAD START/EARLY HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

### OPEN FORUM

### UNFINISHED BUSINESS

### NEW BUSINESS

TRANS IV BUS BID: (A) *Mike Mason*

FY 2015 AUDIT REPORT: (A) *Dale Bunn*

STUDENT CODE OF CONDUCT UPDATE: (A) *Nolan Goubeaux*

FALL 2015 ENROLLMENT REPORT: (I) *Dr. Todd Schwarz*

### REMARKS FOR THE GOOD OF THE ORDER

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

### ADJOURNMENT

**SUPPLEMENTARY  
ATTENDANCE LIST FOR CSI BOARD OF TRUSTEES MEETING  
September 21, 2015**

<b>PRINT NAME</b>	<b>Are you requesting to speak at OPEN FORUM Y or N</b>	<b>Req #</b>
Byrd Golay	Yes	1
Traci Adams	Yes	2
Mike Tylka	Yes	3
Matineh Behnamifard	Yes	4
Jeff Ruprecht	Yes	5
Judy Ruprecht	Yes	6
Liyah Babayan	Yes	7
D. R. Fitzsimmons	Yes	8
Selma Mohammednur	Yes	9
Mohamad SkyeHook	Yes	10
Yasser Ahmad	Yes	11
Bob Sojka	Yes	12
David Whitehead	Yes	13
Melissa Joelson	Yes	14
Kasey Teske	Yes	16
Alex Joye	Yes	17
Almhbou Almboub	No	
Julie Edwards	No	
Jim Ismone	No	
Ginger Narum	No	
Yvonne Ray	No	
Kirk Johnson	No	

Earl Williamson	No	
Janie Johnson	No	
LiLi James	No	
Ron James	No	
Bob Adams	No	
Steve Upton	No	
Nijazeta Culum	No	
Susan Nielson – Refugee Center	No	
Tara McFarland – Refugee Center	No	
Benita Shah	No	
Umesh Huenell (?)	No	
Rajesh Meyer (?)	No	
Safia Ali	No	

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
OCTOBER REGULAR BOARD OF TRUSTEES MEETING  
OCTOBER 19, 2015

CALL TO ORDER: 4:00 p.m. Presiding: Karl Kleinkopf

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

College Administration: Dr. Jeff Fox, President  
Robert Alexander, Board Attorney  
John M. Mason, Vice President of Administration  
Dr. Michelle Schutt, Associate Vice President of  
Student Services  
Jayson Lloyd, Instructional Dean  
Dr. Cindy Bond, Instructional Dean  
Jeff Harmon, Dean of Finance  
Kevin Mark, Chief Technology Office  
Chris Bragg, Associate Dean of Institutional  
Effectiveness  
Nolan Goubeaux, Associate Dean of Student Affairs  
Eric Nielson, Director of Human Resources  
Randy Dill, Physical Plant Director  
Dr. Teri Fattig, Library Director and Museum  
Department Chair  
Doug Maughan, Public Information Director  
Debra Wilson, Executive Director of the College of  
Southern Idaho Foundation  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Mancole Fedder, Jennifer Zimmers, Heidi  
Campbell, Kelli Bolta, Shonna Parsons and Ginger Narum

Visitors: Dale Bunn, Tamara Satterwhite, NaTachya Mendoza,  
Judy Buck, Steve Upton and Clint Doerr

Faculty Representatives: R.D. Van Noy

PACE Representative: None

Times News: Julie Wootton

KMVT: None

APPROVAL OF AGENDA: The agenda was changed to move the Fall 2015 Enrollment Report to the first item on New Business. The agenda was approved as amended on MOTION by Laird Stone. Affirmative vote was unanimous.

BOARD MINUTES: The Board minutes of the Regular Session and Executive Session of September 19, 2015 and the Special Session of October 16, 2015 were accepted as written by the Board.

TREASURER'S REPORT: The Treasurer's report was accepted by the Board on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

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

Mancole Fedder briefed the Board concerning upcoming changes in operations that will take effect if the new grant is approved.

OPEN FORUM:

Chairman Kleinkopf stated that there would be no Open Forum at the November and December Board meetings due to room availability and other scheduled events.

Judy Buck addressed the Board in support of the College of Southern Idaho Refugee Center.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Chris Bragg presented fall of 2015 enrollment numbers to the Board. He noted that headcount was down to 7,540 or 9.4% and full time equivalent students were down to 3,702 or 5.5%. A significant amount of the headcount reduction was due to the removal of approximately 800 Over 60 and Getting Fit students. The full time equivalent student numbers were down due to the elimination of the computer literacy class requirement, the restructuring of

CSI Trustees

October 19, 2015

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developmental education and lowering the credits required for graduation from 64 to 60.

2. The Board approved the low bid of Intermountain Coach Leasing, Inc. of Colorado Springs, Colorado in the amount of \$105,540 for the two specified transit busses on MOTION by Jan Mittleider. Affirmative vote was unanimous.

Funding for this project is from a grant by the Federal Transit Authority through the Idaho Department of Transportation with a twenty per cent match from Trans IV funds.

3. Dale Bunn, CPA, of France, Basterrechea, Wagner & Bunn, Chtd. Presented the fiscal year 2015 audit to the Board. The Board approved the audit on MOTION by Bob Keegan. Affirmative vote was unanimous.

4. Nolan Goubeaux, Associate Dean of Student Affairs, presented changes to the Student Code of Conduct. The Board approved the changes, pending a reference to the yet to be approved College of Southern Idaho Open Space Policy, on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

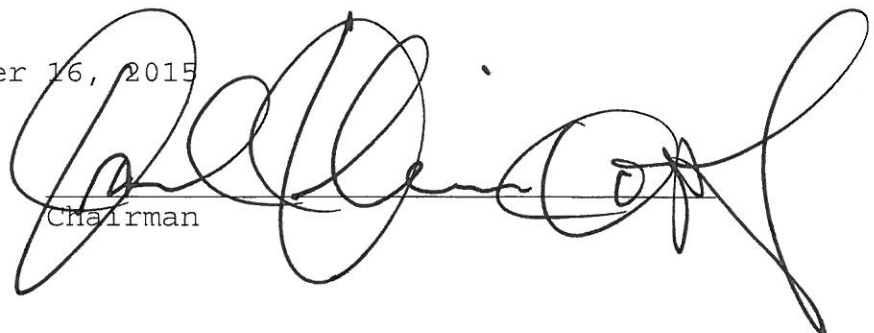
REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT was declared at 5:05 p.m.

  
\_\_\_\_\_  
John M. Mason,  
Secretary Treasurer

Approved: November 16, 2015

  
\_\_\_\_\_  
Chairman

**General Fund YTD Board**

YEAR: 1516

**Statement of Revenue and Expenses**

Acct Month: 3

Thursday, October 08, 2015

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$5,000,853.69)	(\$4,429,031.03)	(\$10,543,400.00)	(\$6,114,368.97)	57.99%
County Tuition	\$138,100.00	(\$853,755.43)	(\$1,356,000.00)	(\$502,244.57)	37.04%
State Funds	(\$13,742,985.27)	(\$18,696,339.08)	(\$18,793,300.00)	(\$96,960.92)	0.52%
County Property Tax	(\$118,365.52)	(\$167,731.29)	(\$6,602,700.00)	(\$6,434,968.71)	97.46%
Grant Management Fees	(\$102,690.25)	(\$118,544.79)	(\$550,000.00)	(\$431,455.21)	78.45%
Other	(\$134,809.02)	(\$110,980.57)	(\$407,600.00)	(\$296,619.43)	72.77%
Unallocated Tuition	(\$845,662.39)	(\$1,917,837.61)	\$0.00	\$1,917,837.61	0.00%
Departmental Revenues	(\$350,418.32)	(\$437,056.36)	(\$713,100.00)	(\$276,043.64)	38.71%

**Total Revenue** (\$20,157,684.46) (\$26,731,276.16) (\$38,966,100.00) (\$12,234,823.84) 31.40%

**Expenditures**

**Personnel**

Salaries	\$4,661,569.26	\$4,770,999.98	\$20,799,200.00	\$16,028,200.02	77.06%
Variable Fringe	\$974,984.69	\$1,001,623.68	\$4,263,200.00	\$3,261,576.32	76.51%
Health Insurance	\$841,559.75	\$904,311.21	\$3,929,300.00	\$3,024,988.79	76.99%
<b>Total Personnel</b>	<b>\$6,478,113.70</b>	<b>\$6,676,934.87</b>	<b>\$28,991,700.00</b>	<b>\$22,314,765.13</b>	<b>76.97%</b>

**Expense Categories**

Services	\$604,717.20	\$720,379.45	\$2,689,300.00	\$1,968,920.55	73.21%
Supplies	\$165,234.33	\$194,208.39	\$1,061,200.00	\$866,991.61	81.70%
Other	\$150,544.10	\$240,722.10	\$561,400.00	\$320,677.90	57.12%
Capital	\$98,645.74	\$92,668.80	\$749,300.00	\$656,631.20	87.63%
Institutional Support	\$563,502.21	\$3,280,547.11	\$4,913,200.00	\$1,632,652.89	33.23%
Transfers	\$13,395.50	(\$279.02)	\$0.00	\$279.02	0.00%
<b>Total Expense Categories</b>	<b>\$1,596,039.08</b>	<b>\$4,528,246.83</b>	<b>\$9,974,400.00</b>	<b>\$5,446,153.17</b>	<b>54.60%</b>

**Total Expenditures** \$8,074,152.78 \$11,205,181.70 \$38,966,100.00 \$27,760,918.30 71.24%

**Rev/Expense Total** (\$12,083,531.68) (\$15,526,094.46) \$0.00 \$15,526,094.46 0.00%

# PROUD TO BE PART OF THE CSI FAMILY



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



For fifty years Head Start has been the premier model for providing the whole child an opportunity for success in school and in life. Since the summer of 1965, more than 31 million children have benefitted from Head Start's comprehensive services - they have become business women and men, professors, teachers, lawyers, mayors, Members of Congress, athletes, foundation Presidents, Grammy-winning musicians, poets, and parents.

We at CSI Head Start/Early Head Start are very proud to be a part of the CSI family for almost 16 years. As a community program, we are delighted that we are one of the umbrella agencies that CSI supports and encourages. As an early childhood education program, it is advantageous to have the wealth of knowledge and early childhood academic and professional development opportunities afforded us through our partnership. A huge thank you goes out to all of you in the CSI family!

### Program Happenings

- ◆ Continuation grant for FY2016 submitted September 30
- ◆ DRS grant RFP has been released; due November 30
- ◆ Northside center parent complaint regarding Spanish speaking in the classroom
- ◆ Bus and playground purchase has been completed
- ◆ Still not fully staffed, though getting closer
- ◆ Program planning for the future includes implementation of 6hour days, no combination model, center based classrooms. Change of staffing structure and cutting of slots is a residual affect of the direction the program is going in. Early Head Start slots will increase will Head Start slots will decrease.



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

**Enrollment**

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

**Program Options**

Center Based, Part-day/ Part-year, Home Based/School District Enhanced, Pre- K, Early Head Start -Home Based, Early Head Start Toddler Combination.

**Head Start Attendance**

HS Program Wide Attendance	90%
Self Transport Attendance	89%
Toddler Combination Attendance	83%

**Meals and Snacks**

Total meals served for September	6,054
Total snacks served for September	5,979

**Education**

Classroom staff are completing anecdotal information for the first nine weeks of the program year on the COR (Child Observation Record). This establishes a baseline of the children's learning when they enter the program. The information is compiled four times for Early Head Start and three times for Head Start over the course of the program year. Children in Early Head Start are evaluated on 28 items that cover six categories: sense of self, social relations, creative representation, movement, communication and language, and exploration and early logic. Children in Head Start are evaluated in 32 items that cover six categories: initiative; social relations; creative representation; music and movement; language and literacy; and mathematics and science.

**Parent Involvement**

October is National Head Start month. Each center will be holding an open house and inviting community members to attend. Each center has conducted elections for Parent Committee and Policy Council Representatives. Policy Council Retreat will be held October 23th and 24th in Albion, Idaho. At Retreat, Policy Council Members will be trained on their roles and responsibilities and participate in fun hands-on learning activities.

**Early Head Start**

Socializations are part of the performance standards for home based programs. Socialization experiences provide families and staff members with special opportunities to support child development and learning. Socializations build on the experiences and goals that are addressed during home visits as well as attend to the needs of both children and parents. The group experience is a valuable strategy for delivering services because it provides parents with the opportunity to obtain feedback from staff members and other parents about their children's activities, strengths, and resources. The program provides two socializations per month to families. CSI HS/EHS program calls our socializations (PALS), Play and Learning Socializations to give it more of a welcoming name for parents.

**Documents for Board Review/ Approval:**

Financial Reports

MONTHLY FINANCIAL REPORT  
COLLEGE OF SOUTHERN IDAHO HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,541,670.00	\$ 212,169.50	\$ 1,866,591.86	\$ 675,078.14	\$ 675,078.14	75.0%	73.4%
BENEFITS	\$ 1,372,617.00	\$ 114,607.92	\$ 992,109.70	\$ 380,507.30	\$ 380,507.30	75.0%	72.3%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -		
EQUIPMENT	\$ 68,000.00	\$ 21,317.44	\$ 21,317.44	\$ 46,682.56	\$ 46,682.56	75.0%	31.3%
SUPPLIES		\$ -	\$ -				
OFFICE SUPPLIES	\$ 14,106.00	\$ 1,098.85	\$ 8,552.42	\$ 5,553.58	\$ 5,553.58	75.0%	60.6%
CLASSROOM SUPPLIES	\$ 15,000.00	\$ 1,763.54	\$ 21,402.95	\$ (6,402.95)	\$ (6,402.95)	75.0%	142.7%
CENTER SUPPLIES	\$ 33,216.00	\$ 6,951.51	\$ 44,565.94	\$ (11,349.94)	\$ (11,349.94)	75.0%	134.2%
TRAINING SUPPLIES	\$ 3,000.00	\$ 62.38	\$ 10,648.09	\$ (7,648.09)	\$ (7,648.09)	75.0%	354.9%
FOOD	\$ 3,000.00	\$ 298.90	\$ 1,819.07	\$ 1,180.93	\$ 1,180.93	75.0%	60.6%
CONTRACTUAL		\$ -	\$ -				
OTHER		\$ -	\$ -				
CONTRACTS	\$ 10,000.00	\$ 1,279.08	\$ 4,895.93	\$ 5,104.07	\$ 5,104.07	75.0%	49.0%
MEDICAL	\$ 10,000.00	\$ 596.60	\$ 3,834.28	\$ 6,165.72	\$ 6,165.72	75.0%	38.3%
DENTAL	\$ 13,465.00	\$ -	\$ 4,603.88	\$ 8,861.12	\$ 8,861.12	75.0%	34.2%
CHILD TRAVEL	\$ 104,398.00	\$ 3,958.64	\$ 80,231.24	\$ 24,166.76	\$ 24,166.76	75.0%	76.9%
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 3,128.53	\$ 19,987.73	\$ 8,012.27	\$ 8,012.27	75.0%	71.4%
STAFF TRAINING	\$ -	\$ -	\$ 533.34	\$ (533.34)	\$ (533.34)		0.0%
PARENT TRAINING	\$ 15,400.00	\$ 812.78	\$ 13,001.41	\$ 2,398.59	\$ 2,398.59	75.0%	84.4%
FACILITIES/CONST.	\$ 57,779.00	\$ 26,167.40	\$ 63,614.39	\$ (5,835.39)	\$ (5,835.39)	75.0%	110.1%
DEPRECIATION	\$ 30,600.00	\$ 2,447.08	\$ 22,233.24	\$ 8,366.76	\$ 8,366.76	75.0%	72.7%
UTILITIES	\$ 58,300.00	\$ 3,600.48	\$ 37,501.75	\$ 20,798.25	\$ 20,798.25	75.0%	64.3%
TELEPHONE	\$ 34,500.00	\$ 3,450.73	\$ 29,371.08	\$ 5,128.92	\$ 5,128.92	75.0%	85.1%
OTHER	\$ 34,216.00	\$ 2,813.82	\$ 53,534.06	\$ (19,318.06)	\$ (19,318.06)	75.0%	156.5%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,447,267.00</b>	<b>\$ 406,525.18</b>	<b>\$ 3,300,349.80</b>	<b>\$ 1,146,917.20</b>	<b>\$ 1,146,917.20</b>	<b>75.0%</b>	<b>74.2%</b>
ADMIN COSTS (8.228%)	\$ 327,663.00	\$ 26,887.25	\$ 208,634.17	\$ 119,028.83	\$ 119,028.83	75.0%	63.7%
<b>GRAND TOTAL</b>	<b>\$ 4,774,930.00</b>	<b>\$ 433,412.43</b>	<b>\$ 3,508,983.97</b>	<b>\$ 1,265,946.03</b>	<b>\$ 1,265,946.03</b>	<b>75.0%</b>	<b>73.5%</b>
IN KIND NEEDED	\$ 1,193,733.00						
IN KIND GENERATED	\$ 870,667.85						
IN KIND (SHORT)/LONG	\$ (323,065.15)						
PROCUREMENT CARD EXPENSE	\$ 14,447.79	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	11,577.91	4,287.29	57.58	15,922.78	-	96,504.07	

HEAD START T/TA  
 January 1, 2015 - December 31, 2015

MONTHLY FINANCIAL REPORT  
 COLLEGE OF SOUTHERN IDAHO HEAD START

MONTH: September 2015

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 81.22	\$ 20,089.55	\$ 13,244.45	75.0%	60.3%
			\$ -			
SUPPLIES			\$ -			
Training Supplies	\$ 4,118.00		\$ 669.39	\$ 3,448.61	75.0%	16.3%
			\$ -			
OTHER			\$ -			
Contracts	\$ -		\$ -			
Staff Training	\$ 16,527.00	\$ 9,124.64	\$ 33,261.45	\$ (16,734.45)	75.0%	201.3%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 9,205.86	\$ 54,020.39	\$ (41.39)	75.0%	100.1%
GRAND TOTAL	\$ 53,979.00	\$ 9,205.86	\$ 54,020.39	\$ (41.39)	75.0%	100.1%
IN KIND NEEDED	\$ 13,495.00					
IN KIND GENERATED	\$ 21,306.00					
IN KIND (SHORT)/LONG	\$ 7,811.00					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 536,886.00	\$ 46,521.24	\$ 395,529.94	\$ 141,356.06	\$ 141,356.06	75.0%	73.7%
BENEFITS	\$ 262,935.00	\$ 22,597.66	\$ 192,113.77	\$ 70,821.23	\$ 70,821.23	75.0%	73.1%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -		
EQUIPMENT	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	75.0%	0.0%
SUPPLIES		\$ -	\$ -				
OFFICE SUPPLIES	\$ 2,505.00	\$ 131.34	\$ 1,340.98	\$ 1,164.02	\$ 1,164.02	75.0%	53.5%
CENTER SUPPLIES	\$ 12,265.00	\$ 560.70	\$ 8,285.48	\$ 3,979.52	\$ 3,979.52	75.0%	67.6%
CLASSROOM SUPPLIES	\$ 9,047.00	\$ -	\$ 4,266.89	\$ 4,780.11	\$ 4,780.11	75.0%	47.2%
TRAINING SUPPLIES	\$ 3,500.00	\$ -	\$ 1,989.84	\$ 1,510.16	\$ 1,510.16	75.0%	56.9%
FOOD	\$ 1,066.00	\$ 16.73	\$ 72.35	\$ 993.65	\$ 993.65	75.0%	6.8%
CONTRACTUAL		\$ -	\$ 3,394.42				
OTHER		\$ -	\$ -				
CONTRACTS	\$ 42,940.00	\$ 4,277.52	\$ 26,313.74	\$ 16,626.26	\$ 16,626.26	75.0%	61.3%
MEDICAL	\$ 2,500.00	\$ -	\$ 552.42	\$ 1,947.58	\$ 1,947.58	75.0%	22.1%
DENTAL	\$ 3,000.00	\$ -	\$ 1,104.74	\$ 1,895.26	\$ 1,895.26	75.0%	36.8%
CHILD TRAVEL	\$ 5,000.00	\$ 453.08	\$ 3,644.49	\$ 1,355.51	\$ 1,355.51	75.0%	72.9%
EMPLOYEE TRAVEL	\$ 4,453.00	\$ 456.84	\$ 4,779.62	\$ (326.62)	\$ (326.62)	75.0%	107.3%
CAREER DEVELOP	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
PARENT TRAINING	\$ 12,300.00	\$ 277.71	\$ 11,257.89	\$ 1,042.11	\$ 1,042.11	75.0%	91.5%
FACILITIES/CONST.	\$ 3,400.00	\$ 522.32	\$ 4,682.58	\$ (1,282.58)	\$ (1,282.58)	75.0%	137.7%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 15,300.00	\$ 5,100.00	\$ 5,100.00	75.0%	75.0%
UTILITIES	\$ 8,400.00	\$ 619.34	\$ 4,887.42	\$ 3,512.58	\$ 3,512.58	75.0%	58.2%
TELEPHONE	\$ 4,000.00	\$ 452.44	\$ 4,179.65	\$ (179.65)	\$ (179.65)	75.0%	104.5%
OTHER	\$ 6,211.00	\$ 399.84	\$ 7,943.81	\$ (1,732.81)	\$ (1,732.81)	75.0%	127.9%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 990,808.00</b>	<b>\$ 78,986.76</b>	<b>\$ 691,640.03</b>	<b>\$ 302,562.39</b>	<b>\$ 302,562.39</b>	<b>75.0%</b>	<b>69.8%</b>
ADMIN COSTS (8.228%)	\$ 69,100.00	\$ 5,687.10	\$ 42,909.27	\$ 26,190.73	\$ 27,708.35	75.0%	62.1%
<b>GRAND TOTAL</b>	<b>\$ 1,059,908.00</b>	<b>\$ 84,673.86</b>	<b>\$ 734,549.30</b>	<b>\$ 325,358.70</b>	<b>\$ 330,270.74</b>	<b>75.0%</b>	<b>69.3%</b>
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ 364,746.45						
IN KIND (SHORT)/LONG	\$ 99,769.45						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	389.52	346.27	-	735.79	-	4,339.78	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 13,585.00	\$ 730.00	\$ 14,674.89	\$ (1,089.89)	75.0%	108.0%
SUPPLIES			\$ -			
Training Supplies	\$ 1,424.00		\$ 17.95	\$ 1,406.05	75.0%	1.3%
OTHER			\$ -			
Contracts	\$ 4,000.00		\$ -		75.0%	0.0%
Staff Training	\$ 7,489.00	\$ 2,816.68	\$ 9,149.51	\$ (1,660.51)	75.0%	122.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 26,498.00</b>	<b>\$ 3,546.68</b>	<b>\$ 23,842.35</b>	<b>\$ 2,655.65</b>	<b>75.0%</b>	<b>90.0%</b>
<b>GRAND TOTAL</b>	<b>\$ 26,498.00</b>	<b>\$ 3,546.68</b>	<b>\$ 23,842.35</b>	<b>\$ 2,655.65</b>	<b>75.0%</b>	<b>90.0%</b>
IN KIND NEEDED	\$ 6,625.00					
IN KIND GENERATED	\$ 1,150.00					
IN KIND (SHORT)/LONG	\$ (5,475.00)					

October 19, 2015

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

From: Jeffrey M. Harmon 

Re: Two Cutaway Transit Busses for Trans IV

We received two bids for two 2015 cutaway transit busses from the following vendors:

Intermountain Coach Leasing, Inc. - Colorado Springs, Colorado	\$105,540
Davey Coach Sales Inc. – Sedalia, Colorado	\$115,963

Based on the review of the bids by Tim Knight and Lynn Baird, I recommend we accept the low bid for the two cutaway busses from Intermountain Coach Leasing, Inc. from Colorado Springs, Colorado in the amount of \$105,540.

These busses will replace two older busses that are approximately ten years old. Funding for this purchase will come from the Federal Transit Administration (FTA) and the Idaho Transportation Department (ITD). FTA (through ITD) provides 80% of the purchase price for these accessible rural busses. The remaining 20% comes from Trans IV funds.