The Board will meet in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel; and (c) to conduct deliberations concerning real property.
COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
PRESIDENT'S BOARDROOM
EXECUTIVE SESSION
December 15, 2003

CALL TO ORDER: 4:45 p.m.      PRESIDING: LeRoy Craig

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman,
           Donna Brizee and Bill Babcock

College Administration: Gerald R. Meyerhoeffer, President
           John M. Mason, Secretary/Treasurer
           Robert Alexander, College Attorney

Visitors: None

The Board of Trustees entered into Executive Session in accordance with Idaho Code 67-2345 (b) to conduct deliberations concerning personnel and (c) to conduct deliberations concerning real property on MOTION by Bill Babcock. Affirmative vote was unanimous.

BOARD OF TRUSTEE ADJOURNMENT was declared at 5:25 p.m.

John M. Mason, Secretary/Treasurer

APPROVED January 20, 2004

Chairman
COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES

December 15, 2003

5:30 p.m.
TAYLOR BUILDING
ROOM 256

AGENDA

MINUTES: (A) Mike Mason

TREASURER’S REPORT: (A) Mike Mason

PLANT FACILITIES FUND REQUEST: (A) Mike Mason

MADRONA PROPERTY PURCHASE: (A) Mike Mason

UPDATE BOARD POLICY ON BIDDING: (A) Mike Mason

CSI EQUESTRIAN TEAM FUNDRAISER REPORT: (I) Khami Nuthak

SIEDO ANNUAL REPORT: (I) Jan Rogers

PRESIDENT’S REPORT: (I) President Meyerhoeffer

OLD BUSINESS

NEW BUSINESS

FOLLOWING THE MEETING THERE WILL BE A TOUR OF THE STUDENT UNION ADDITION
CALL TO ORDER: 5:30 p.m.  Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr. Charles Lehrman, Bill Babcock and Donna Brizee

College Administration: Gerald Meyerhoeff, President
John M. Mason, Secretary/Treasurer
Robert Alexander, College Attorney
Dr. Jerry Beck, Executive Vice President and Chief Academic Officer
Curtis Eaton, Vice President of Planning and Development
Dr. DeVere Burton, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Dr. Barbara Knudson, Dean of Human Resources
Graydon Stanley, Director of Student Information
Randy Dill, Physical Plant Director
Jeff Duggan, Assistant to the President/Athletic Director
Karen Baumert, Public Information Director
Doug Maughan, Herrett Center/Public Information Officer

CSI Employees: Kathy Deahl, Henry Jones, Jan Rogers and Sarah Harris

Visitors: Kammi Nuthak

Faculty Representative: Jim Dawson

Times News: Chad Baldwin

Tower: None

MINUTES OF THE REGULAR SESSION OF NOVEMBER 17, 2003, were approved as written on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

TREASURER’S REPORT: The Treasurer’s report was approved on MOTION by Bill Babcock. Affirmative vote was unanimous.
CSI Trustees  
December 15, 2003  
Page 2

BIDS:

1. The Board approved the purchase of the property at 522 Madrona Street in the amount of $95,000 on MOTION by Donna Brizee. Affirmative vote was unanimous. Funding for this purchase is from the Plant Facility Fund.

PRESIDENT’S REPORT:

1. The Board approved the transfer of $2,136,600 from the General Fund to the Plant Facility Fund on MOTION by Donna Brizee. Affirmative vote was unanimous.

2. The Board approved increasing the minimum bid limits for the college from $15,000 to $25,000 on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

   With the increased limit, the Board policy matches limits prescribed in Idaho Code Section 33-601. College Attorney Robert Alexander supported the change.

3. Graydon Stanley introduced Kammi Nuthak who assists the Equestrian team in fund raising activities. She reported that the Gun Show and Sportsman event held at the Exposition Center last fall raised approximately $5,000. Ms. Nuthak estimated that approximately 2,500 people attended the show and stated that there were no problems encountered associated with the event.

4. Dr. Jerry Beck introduced Jan Rogers, Executive Director of the Southern Idaho Economic Development Organization. Jan Rogers reviewed the accomplishments of the organization. These accomplishments include the recruitment of the Dell Computer call center as well as several other mid-size businesses to the region. She reviewed marketing and publication efforts of the organization over the last two years.

   The President noted that the twenty three member board included eight representatives associated with the college. He and the Board thanked Jan Rogers for the outstanding job she has done over the last two years. Jan Rogers stated that she was very proud to be affiliated with the college and the region.
5. Jim Dawson, President of the Faculty Senate, advised the Board that Julie Heithecker would be the new Faculty Senate President as of January 1, 2004. He thanked the Board and administration for their support and assistance over the last year.

The President and Board thanked Jim Dawson for his work over the last year.

6. The Board thanked the administration, faculty and staff for their work and support during the fiscal challenges of the past year.

7. The Board adjourned and toured the new student union building.

ADJOURNMENT was declared at 6:09 p.m.

John M. Mason, Secretary-Treasurer

Approved: January 20, 2004

Chairman
December 11, 2003

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

From: Mike Mason

Re: Purchase of 522 Madrona Street Property

CSI is in need of office space for two professional staff and an office specialist to perform functions concerning the evaluation of disabled area residents. The project is funded through a grant from the Idaho Department of Health and Welfare to Idaho State University. The grant allows for $20,000 per year to be paid to CSI for space rental and related costs for up to two years.

The property we would like to purchase to house this grant is just north of our Trans IV property that borders Madrona Street. The asking price for the house is $89,900 and the price for the additional lot is $10,000. The lot could be used for a construction of a four-plex. We offered $95,000 for both the house and the lot, contingent upon zoning changes and Board approval. We made a refundable deposit of $1,000 on the property that expires on Monday, December 15, 2003. We have been advised that the owner will accept this offer.

The house was built in the early 50's and is in excellent condition. It has been inspected by Bill Baker of the Inspection Company and we have his completed report on the house. There were no major issues. We utilized Bill Baker for inspection of the Northview Apartments when we purchased them and he did a good job.

The Madrona Street property can be remodeled to fit the needs of the grant for less than $10,000. Attached are an advertisement and a data sheet for the property.

The transportation link with Trans IV being so close is an added benefit for the grant since their clients are disabled and many will have transportation issues. Additionally, it may avoid some issues that could be raised if the property is sold to a person not compatible with college and Trans IV operations.

The zoning for the house and lot is residential. We would need it to be rezoned to use it for offices or for college purposes. The zoning for our Trans IV property is M1 - heavy industry. We have been advised that the best way to approach the zoning change would be to change the zoning of the Trans IV property to C-1 and include the 522 Madrona street property with it. We have been advised that there is a very good chance this would go through and that it would allow us to do what we are currently doing with the property in addition to any other college function.
The re-zoning will take approximately 3 months to complete. There is another party looking at the property. It is my recommendation that we purchase the property prior to the completion of the re-zoning. In the event the re-zoning is not approved, which I believe would be highly unlikely; we can rent the house and re-apply for the zoning change next year.

We can pay for the purchase of the house and lot from the Plant Facility Fund.
522 Madrona St

MLS #106472

$89,900

3 Bedrooms / 2 Bath
1800 Square Feet
(1584 Main / 216 Basement)
Electric Baseboard Heat

Pellet Fireplace
Auto Sprinkler System
Covered Patio
Shed

Additional lot can be purchased for $99,900

CALL

THE HESS TEAM
Walt Hess - 737-3939
Tami Gooding - 737-3940

GEM STATE REALTY, INC.

EQUAL HOUSING OPPORTUNITY

Information is deemed reliable but not guaranteed by the agent
MLS #: 106472
Status: BOM
Type: Single Family
Address: 522 Madrona Street
City: Twin Falls
ZIP: 83301
Area: TWIN FALLS
Agent: HESS, WALT - (208)410-2525; GEM STATE REALTY - (208)734-0400

General
Asking Price: $89,900
Compensation-BA: y
Compensation-5/-%: 3
Owner's-Name: Scott
Owner's-Phone: 0
Occupant's-Name: 0
Listing Date: 03/29/2003
Site Size-Dimensions: 75x134
Site Size-Sq.Ft.: 10,050
Site Size-Acres: .231
Mobile/Manufactured: n
Year Built-Year Built: 1958
Assigned High School: Twin Falls
Assigned Grade School: morningside
Assigned JR High School: O'Leary
ZONING: RES MED DENSITY
Approx Finished Sq Ft: 1800
Approx Unfinished Sq Ft: 0
Upper-Tot Sq. Ft +/:-: 0
Main-Tot Sq. Ft +/:-: 1584
Main-Bedroom: 2
Main-Master Bedroom: 1

Features
* AIR CONDITIONING
  Central Air: None
* ASSOCIATION FEE
  None
EXT. FINISH
  Wood
* FIREPLACE
  Pellet
* HEATING
  Baseboard
  Electric
* HISTRCL REGRSRY
  No
* KIT FEAT/APPLNC
  Oven Range/Built In
* LAWN SPRINKLERS
  Auto
* LOT FEATURES
  Shed
* POOL/SPA
  None
* ROOF
  Wood Shingle
* SEWER
  City
* SHOW INSTRUCTNS
  Vacant Key Box
* ACCESS
  Public
* LEVEL
  One Story Ranch
* MISC. FEATURE
  Cov. Patio/Deck
* TERMS
  Cash
  Conventional
* WATER
  City Service

Financial
Assoc. Fee: n
Local Improvement Dist.: y
Taxes: 903.30
Tax Year: 2002
Home Owner Exempt: y

Remarks
PC#298 Large, open family room, formal living room, pellet fireplace in family room, also sprinkler system.

Addendum
Listing to include adjacent lot for the price of $99,000

11/18/2003 05:23 PM
December 11, 2003

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

From: Mike Mason

Re: Board Policy on Bidding

Idaho Code 33-601 has been modified to increase the minimum amount that requires a formal bid process from $15,000 to $25,000. Our current institutional policy requires the formal bid process for any purchase that exceeds the old limit of $15,000.

Due to our extensive use of State of Idaho contracts, which do not require us to bid for purchases, the number of formal bids we do has decreases significantly over the last several years. We still end up bidding many specialty items that are not on the State contract. These bids are mostly for telecommunication and network equipment.

I would like to request that we increase our institutional bid limit to $25,000 and continue to comply with the provisions in Idaho Code 33-601. Increasing the bid limit will not relieve us of the responsibility to obtain the best possible prices available in our purchasing procedures.

A copy of Idaho Code 33-601 is attached for your review. The dollar limit is in section 2 on the third line of the second paragraph.