

**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**

**EXECUTIVE SESSION**

**December 15, 2003**

**4:45 P.M.**

**TAYLOR BUILDING  
PRESIDENT'S OFFICE  
BOARDROOM**

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

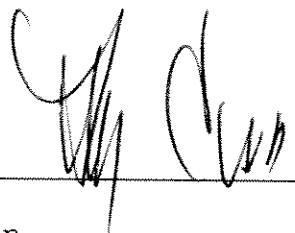
Visitors: None

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) *Kammi 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***

COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
DECEMBER 15, 2003

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 Meyerhoeffer, 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.

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.

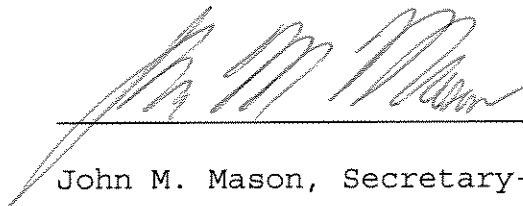
5. Jim Dawson, President of the Faculty Senate, advised the Board that Julie Heithecker would be the new Faculty Senate President as of January 1, 2004. He thanked the Board and administration for their support and assistance over the last year.

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

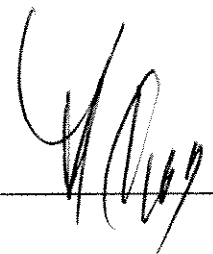
6. The Board thanked the administration, faculty and staff for their work and support during the fiscal challenges of the past year.

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

Additional lot can be purchased for \$99,900

Pellet Fireplace

Auto Sprinkler System

Covered Patio

Shed

*CALL*

**THE HESS TEAM**

**Walt Hess - 737-3939**

**Tami Gooding - 737-3940**

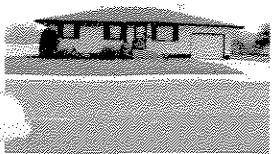


**GEM STATE REALTY, INC.**

*Information is deemed reliable but not guaranteed by the agent*



**EQUAL HOUSING  
OPPORTUNITY**



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

Class: Residential  
 Price: \$89,900  
 For Sale

LND SIZE: 10-.5  
 AGE: 31-50  
 GARG CAP: 1  
 GARG TYP: ATT  
 OCCUP BY: VAC  
 BASE: PF

**General**

Asking Price:	\$89,900	Main-Baths:	2
Compensation-BA:	y	Main-Living Room:	1
Compensation-\$/%:	3	Main-Kitchen:	1
Owner's-Name:	Scott	Main-Family Room:	1
Owner's-Phone:	0	Main-Dining Room:	1
Occupant's-Name:	0	Main-Laundry:	1
Listing Date:	03/29/2003	Basement-Total Sq Ft +/-:	216
Site Size-Dimensions:	75x134	Basement-Bedroom:	0
Site Size-Sq.Ft.:	10,050	Basement-Master Bedroom:	0
Site Size-Acres:	.231	Basement-Baths:	0
Mobile/Manufactured:	n	Basement-Living Room:	0
Year Built-Year Built:	1958	Basement-Kitchen:	0
Assigned High School:	Twin Falls	Basement-Family Room:	1
Assigned Grade School:	Morningside	Basement-Dining Room:	0
Assigned JR High School:	O'Leary	Basement-Laundry:	0
ZONING:	RES MED DENSITY	Legal:	Snyder Tract W134' of S45' Lot P
Approx Finished Sq Ft:	1800	Legal2:	W 134' of N 30' Lot E
Approx Unfinished Sq Ft:	0	Property Included:	none
Upper-Total Sq. Ft. +/-:	0	Property Excluded:	none
Main-Total Sq. Ft. +/-:	1584	Original Price:	\$92,000
Main-Bedroom:	2	DOM:	234
Main-Master Bedroom:	1		

**Features**

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

**Financial**

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

**Remarks**

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

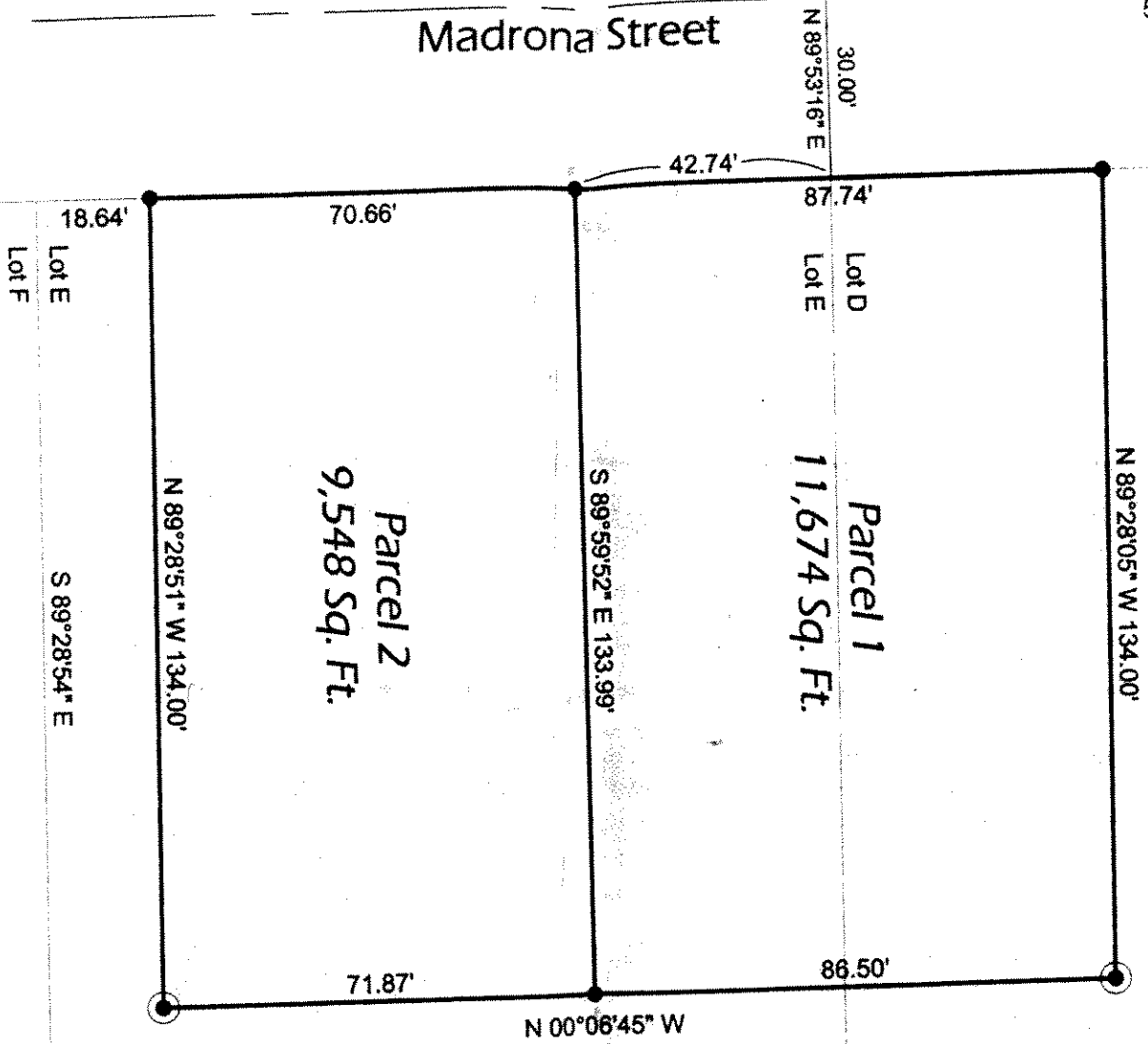
**Addendum**

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

Base Bearing - Survey Inst. #91004782  
N 00°06'45" W 1324.95'

Madrona Street

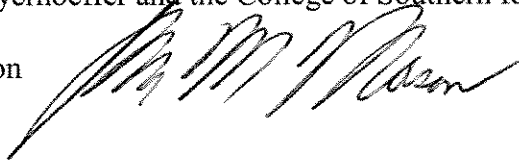
528.51'



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.