



**COLLEGE OF SOUTHERN IDAHO  
BOARD OF TRUSTEES**



**June 21, 2010**

**EXECUTIVE SESSION**

**4:30 p.m.**

**Taylor Building – President’s Board Room**

**BOARD OF TRUSTEES MEETING**

**5:30 p.m.**

**Taylor Building – SUB 248**

**AGENDA**

**APPROVAL OF MEETING AGENDA: (A) *LeRoy Craig***

**MINUTES – EXECUTIVE SESSION OF MAY 17, 2010: (A) *Mike Mason***

**MINUTES – REGULAR MEETING OF MAY 17, 2010: (A) *Mike Mason***

**TREASURER’S REPORT: (A) *Mike Mason***

**OPEN FORUM: (A) *Mike Mason***

**STAR PROGRAM MOTORCYCLE BID: (A) *Mike Mason***

**SPECIALIZED EARLY HEAD START FURNITURE BID: (A) *Mike Mason***

**HEAD START VISION SCREENING EQUIPMENT BID: (A) *Mike Mason***

**HANSEN HEAD START BUILDING EXCHANGE: (A) *Mike Mason***

**HEAD START REPORT: (I) *Mike Mason***

**FINE ARTS BUILDING MUSIC ADDITION: (A) *President Beck***

**DESERT BUILDING WELDING ADDITION: (A) *Mike Mason***

**NORTH VIEW APARTMENT PROJECT: (A) *Mike Mason***

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

**OLD BUSINESS**

**NEW BUSINESS**

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
JUNE BOARD OF TRUSTEES MEETING  
JUNE 21, 2010

CALL TO ORDER: 5:36 p.m. Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr. Charles Lehrman,  
Allan Frost and Dr. Thad Scholes

College Administration: Gerald L. Beck President  
Robert Alexander, College Attorney  
John M. Mason, Vice President of Administration  
Dr. Jeff Fox, Executive Vice President and Chief  
Academic Officer  
Dr. Edit Szanto Vice President of Student Services,  
Planning and Development  
Dr. Mark Sugden, Instructional Dean  
Dr. Todd Schwarz, Instructional Dean  
Dr. John Miller, Instructional Dean  
Dr. Ken Campbell, Dean of Technology  
Graydon Stanley, Dean of Students  
Scott Scholes, Dean of Student Services  
Jeffrey M. Harmon, Dean of Finance  
Monty Arrossa, Director of Human Resources  
Randy Dill, Physical Plant Director  
Curtis Eaton, Advisor to the President  
Doug Maughan, Public Information Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: Teri Fattig, Deb Wilson and David Dickson

Visitors: Sheree Haggan and Bob Keegan

Faculty Representative: Ryan Jund

PACE Representative: Dannette Star

Times News: Ben Botkin

The meeting agenda was approved as written on MOTION by Dr. Thad Scholes. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

MINUTES OF THE EXECUTIVE AND REGULAR SESSION OF MAY 17, 2010  
were approved on MOTION by Dr. Al Frost. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Dr. Charles Lehrman. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

BIDS:

1. The Board approved the recommendation to select the low bid of Action Motor Sports of Idaho Falls, Idaho in the amount of \$25,736.00 for the eight specified motorcycles on MOTION by Dr. Charles Lehrman. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

Funding for this purchase is from capital funds from the Idaho STAR Motorcycle Safety Program.

2. The Board approved the recommendation for the purchase of the specified Early Head Start furniture from Community Products LLC of Ulster Park, New York in the amount of \$27,099.00 on MOTION by Dr. Charles Lehrman. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

Funding for this purchase is from a grant awarded by the Department of Health and Human Services of American Recovery and Reinvestment Act of 2009 designated for Head Start.

3. The Board approved the recommendation to accept the low qualifying bid of Pedia Vision of Lake Mary, Florida in the amount of \$53,125.00 for the specified five sets of vision screening equipment on MOTION by Dr. Allan Frost. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

3. (continued) Funding for this purchase is from a grant awarded by the Department of Health and Human Services of American Recovery and Reinvestment Act of 2009 designated for Head Start.

PRESIDENT'S REPORT:

1. The Board approved the exchange of the existing Hansen Head Start facility owned by the College of Southern Idaho for the newly constructed Hansen Head Start facility owned by the City of Hansen on MOTION by Dr. Thad Scholes. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

2. The Board reviewed the Head Start financial and operational reports. Mike Mason advised the Board that matching funds were being booked on a systematic basis.

3. The administration requested permission to allocate \$650,000 from the Plant Facility Fund for the purpose of matching a \$2,000,000 donation from the College of Southern Idaho Foundation for the purpose of adding music related spaces to the Fine Arts Building. The administration also requested permission to solicit requests for proposals for a design builder for the projects.

The Board approved both requests on MOTION by Dr. Charles Lehrman. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

4. The Board approved spending up to \$456,000 from the Plant Facility Fund for adding approximately 4,200 square feet to the Desert Building for the welding program on MOTION by Dr. Allan Frost. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

5. The administration and Dormitory Housing Commission requested permission to utilize \$2,000,000 of Bookstore funds, \$500,000 of Dormitory Housing Commission funds, \$500,000 of Student Union funds and to borrow \$1,000,000 from the Plant Facility Fund on a 5% 20 year note for the purpose of construction a new apartment complex at the North View site. The administration also requested permission to solicit requests for proposals for a design builder for the project.

The Board approved both requests on MOTION by Dr. Thad Scholes. Dr. Allan Frost, Dr. Thad Scholes and Dr. Charles Lehrman voted in favor of the MOTION. Chairman LeRoy Craig does not vote unless there is a tie vote.

6. President Beck reported the following:

a. He attended an ISTEM meeting sponsored by the Idaho National Engineering Laboratory which addressed how to get more students into math and science.

b. President Beck thanked Chairman LeRoy Craig for his involvement in assisting a business considering locating in Twin Falls.

c. The President accepted a \$25,000 check from Qwest on behalf of the College of Southern Idaho Foundation. The funds are to be used for scholarships for dual credit students.

d. The President attended the President's Council where work was started on next year's legislative agenda.

e. The President attended the annual Professional and Classified Employee luncheon.

f. The President attended the annual meeting of the Region IV Development organization.

g. President Beck participated in the awarding of the Rotary Scholarship to a local student.

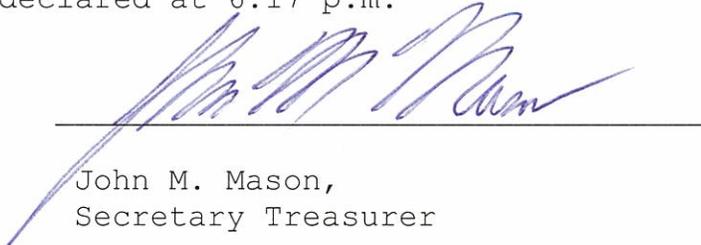
h. He attended the Idaho State Board of Education meeting in Idaho Falls.

i. President Beck attended the College National Finals Rodeo in support of our rodeo team.

7. Dr. Todd Schwarz advised the Board that President Beck had received the Professional Technical Distinguished Service Award at the annual summer conference meeting.

8. Graydon Stanley and Curtis Eaton commended Student Body President Sheree Haggan for her outstanding work with the College of Southern Idaho Foundation in organizing students to call donors and with the student association budget setting process.

ADJOURNMENT was declared at 6:17 p.m.



John M. Mason,  
Secretary Treasurer

Approved: July 19, 2010.



Chairman



June 21, 2010

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

From: Jeffrey M. Harmon 

Re: Motorcycles for STAR Program

We received five bids for eight Motorcycles for STAR Program from the following vendors:

Action Motor Sports	\$25,736.00
Easy Going Applications, Inc. DBA Let's Ride	\$28,060.40
Carl's Cycle Sales	\$29,552.00
Action Cycle 'N Sleds	\$30,496.00
Rexburg Motorsports	\$31,032.00

Based on the review of the bids by David Dickson from Idaho STAR Motorcycle Safety Program, I recommend we accept the low bid that meets the required specifications in the amount of \$25,736 for eight motorcycles from Action Motor Sports of Idaho Falls, Idaho.

These motorcycles are 2009 TU250. These new motorcycles will replace older motorcycles used during training.

Funding for this purchase is from capital funds from Idaho STAR Motorcycle Safety Program.



June 10, 2010

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

From: Mike Mason

Re: Specialized Early Head Start Furniture

We properly advertised for the specified classroom furniture for our new Early Head Start program. We had three inquiries but received only one bid.

Based upon a review of the bids by Brad Elsinger, I recommend that we accept the sole bid of Community Products LLC of Ulster Park, New York in the amount of \$27,099.00 for the specified furniture.

This furniture will be located in Early Head Start classrooms in Jerome, Rupert and Twin Falls.

Funding for this purchase is from American Recover and Reinvestment Act funds designated for Early Head Start.



June 21, 2010

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

From: Jeffrey M. Harmon 

Re: Head Start Vision Screening Equipment

We received two bids for five sets of Vision Screening Equipment from the following vendors:

Pedia Vision	\$53,125
Medical Device Depo	Does not meet Specification

Based on the review of the bids by Brad Eslinger from Head Start, I recommend we accept the bid that meets the required specifications in the amount of \$53,125 from Pedia Vision of Lake Mary, Florida.

Each of the five sets of vision screening equipment includes the vision screener, screening software, utility package, two year extended warranty and on-site training.

Funding for this purchase is from a Department of Health and Human Services grant awarded through the American Recovery and Reinvestment Act of 2009. This grant is for Head Start expansion and will operate in the Kimberly Hansen area.

June 11, 2010

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

From: Mike Mason

Re: Hansen Head Start Building Exchange

The City of Hansen, Region IV Economic Development Association and CSI Head Start have collaborated in a project to build a new Head Start classroom facility in Hansen. In addition to providing land, a road and utilities to the site, the City of Hansen utilized a block grant from the Idaho Department of Commerce in the amount of \$399,000 to help fund the project. CSI Head Start provided approximately \$150,000 of matching funds from building and right of way sales. The construction contract for the 3,800 square foot facility was \$537,100. The total value of the project, including all cash and in kind donations was approximately \$632,000.

The existing Hansen Head Start facility, located at 465 U.S. Highway 30 in Hansen was purchased in July of 2001 for \$120,000. The site consists of a remodeled gas station and small apartment which sit on approximately 1.5 acres. The excess area has been used for parking and a playground area. The facility sits close to the road on the edge Highway 30 and 3800 North which experience heavy truck traffic.

The new site sits approximately 200 yards north of Highway 30 behind the Hansen Post Office on a quiet street next to a park and bordering a subdivision on a one acre site. There is adequate area for the building, bus traffic, parking and a playground. It is an excellent site for the facility.

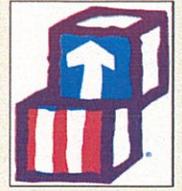
As per our agreement with the City of Hansen, upon completion of the new Hansen Head Start facility, we will exchange our existing Hansen Head Start facility on U.S. Highway 30 for the new facility.

I respectfully request authorization to proceed with this direct real estate exchange. This exchange is very beneficial to Head Start and the College of Southern Idaho.

# PROUD TO BE PART OF THE CSI FAMILY



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



### Comprehensive Community Assessment – 2010 Survey Summary

The Head Start Comprehensive Community Assessment gathers information about the changing landscape of the populations and communities we serve. Data is gathered each year through surveys and interviews of parents, partnering agencies, community members, faith-based organizations, public schools, and elected officials.

The Community Assessment includes:

- 160 community surveys
- 576 parent surveys
- 122 staff surveys

The **community** section of this assessment includes surveys from:

- Businesses
- Public Officials
- Agencies
- Faith-based Organizations
- Schools

**Head Start parents** complete a two phase survey with their Home Visitor.

**Head Start/Early Head Start employees** complete a community assessment survey based on job specific categories: Direct Service staff, Support Service staff and Management staff.

**All** surveys include community strengths and concerns. Participants are asked to rank the strengths and concerns of their particular community. The program has established a timeline of results (both strengths and concerns) for the past three years, which provides the opportunity to observe patterns or trends in the communities served by the College of Southern Idaho - Head Start/Early Head Start.

Information gathered from the community assessment forms the foundation for program planning, model changes, and possible staff structure changes as we continue to plan for the following program year.

**College of Southern Idaho Board of Trustees approval date** \_\_\_\_\_

# College of Southern Idaho Head Start/ Early Head Start Monthly Program Summary For May 2010

## Enrollment

Head Start ACYF Federal Funded	557
Head Start TANF	27
Early Head Start	67
<b>Total</b>	<b>651 *</b>

\* 9 Head Start slots are vacant due to the program being in the last 60 days of program service. Early Head Start services started May 18. Early Head Start was not fully enrolled at the end of May, but is currently fully enrolled.

## Program Options

Part-day/ Part-year, Double Sessions, School District, Pre- K, Early Head Start.

## Head Start Attendance

May Attendance 88%

## Education

Head Start children were offered a Math and Science Camp this summer. The camp is held for one week at each of the Head Start centers. While at camp, children learn concepts such as sorting, identifying patterns, comparing properties, counting, identifying materials, identifying position and direction, identifying sequence, change, and causality, and exploring natural and living things. Along with math and science principles, language and literacy are always integrated.

## Meals and Snacks

Total meals served for May	3,962
Total snacks served for May	1,537

## Parent Involvement

Families participating in Math and Science camp receive one to four home visits centered around math and science activities. Parents are encouraged to work with their children over the summer months to strengthen school readiness skills for fall.

## Early Head Start

Early Head Start is currently fully enrolled with a few families on wait lists in all three communities. The program has just finished four weeks of home visits with families and are excited to start group socializations the week of June 14<sup>th</sup>. EHS families are asking questions, seeking more information about their child, and learning about child development and developmental milestones. Teen parents seem eager to learn more about labor and delivery, how to breastfeed, and what to do when their baby cries.

## Documents for Board Review/ Approval in June:

Financial Reports  
Comprehensive Community Assessment Results

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,359,989.00	\$ 193,738.35	\$ 991,495.13	\$ 1,368,493.87	\$ 1,368,493.87	42.0%	42.0%
BENEFITS	\$ 1,361,353.00	\$ 97,886.49	\$ 511,048.98	\$ 850,304.02	\$ 850,304.02	42.0%	37.5%
OUT OF AREA TRAVEL	\$ 5,000.00	\$ -	\$ 1,770.82	\$ 3,229.18	\$ 3,229.18	35.0%	35.4%
EQUIPMENT	\$ 6,000.00	\$ -	\$ 5,901.97	\$ 98.03	\$ 98.03	100.0%	98.4%
SUPPLIES							
OFFICE CONSUMABLES	\$ 13,000.00	\$ 514.66	\$ 6,151.93	\$ 6,848.07	\$ 6,848.07	50.0%	47.3%
CENTER SUPPLIES	\$ 16,640.00	\$ 2,968.48	\$ 12,837.60	\$ 3,802.40	\$ 3,802.40	63.0%	77.1%
CLASSROOM SUPPLIES	\$ 10,000.00	\$ 1,408.68	\$ 4,475.95	\$ 5,524.05	\$ 5,524.05	63.0%	44.8%
TRAINING SUPPLIES	\$ 20,200.00	\$ 6,191.71	\$ 7,106.82	\$ 13,093.18	\$ 13,093.18	35.0%	35.2%
FOOD	\$ 11,200.00	\$ 50.13	\$ 3,972.01	\$ 7,227.99	\$ 7,227.99	50.0%	35.5%
CONTRACTUAL				\$ -	\$ -		
OTHER							
CONTRACTS	\$ 26,173.00	\$ 3,782.06	\$ 19,803.00	\$ 6,370.00	\$ 6,370.00	50.0%	75.7%
MEDICAL	\$ 15,675.00	\$ 306.86	\$ 2,072.09	\$ 13,602.91	\$ 13,602.91	30.0%	13.2%
DENTAL	\$ 39,450.00	\$ 950.00	\$ 4,562.90	\$ 34,887.10	\$ 34,887.10	30.0%	11.6%
CHILD TRAVEL	\$ 86,816.00	\$ 9,757.12	\$ 52,184.57	\$ 34,631.43	\$ 34,631.43	63.0%	60.1%
EMPLOYEE TRAVEL	\$ 46,306.00	\$ 2,776.50	\$ 13,134.79	\$ 33,171.21	\$ 33,171.21	50.0%	28.4%
CAREER DEVELOP	\$ 5,000.00	\$ 3,616.03	\$ 7,017.27	\$ (2,017.27)	\$ (2,017.27)	63.0%	140.3%
PARENT TRAINING	\$ 12,500.00	\$ 142.50	\$ 1,892.68	\$ 10,607.32	\$ 10,607.32	63.0%	15.1%
SPACE	\$ 58,800.00	\$ 7,460.86	\$ 27,874.55	\$ 30,925.45	\$ 30,925.45	42.0%	47.4%
UTILITIES	\$ 58,900.00	\$ 4,026.89	\$ 24,048.42	\$ 34,851.58	\$ 34,851.58	42.0%	40.8%
TELEPHONE	\$ 39,837.00	\$ 3,762.79	\$ 16,459.87	\$ 23,377.13	\$ 23,377.13	42.0%	41.3%
OTHER	\$ 51,670.00	\$ (207.30)	\$ 20,973.13	\$ 30,696.87	\$ 30,696.87	42.0%	40.6%
TOTAL DIRECT COSTS	\$ 4,244,509.00	\$ 339,132.81	\$ 1,734,784.48	\$ 2,509,724.52	\$ 2,509,724.52	52.5%	40.9%
ADMIN COSTS	\$ 270,926.00	\$ 20,972.53	\$ 80,512.52	\$ 190,413.48	\$ 190,413.48	33.0%	29.7%
GRAND TOTAL	\$ 4,515,435.00	\$ 360,105.34	\$ 1,815,297.00	\$ 2,700,138.00	\$ 2,700,138.00	44.8%	40.2%
IN KIND NEEDED	\$ 1,128,859.00						
IN KIND GENERATED	\$ 368,600.68						
IN KIND (SHORT)/LONG	\$ (760,258.32)						
PROCUREMENT CARD EXPENSE	\$ 12,145.11	3% of Total Expense					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 155,507.00	\$ 33,519.50	\$ 78,130.43	\$ 77,376.57	\$ 77,376.57	58.0%	50.2%
BENEFITS **	\$ 96,387.00	\$ 15,914.03	\$ 31,990.39	\$ 64,396.61	\$ 64,396.61	58.0%	33.2%
OUT OF AREA TRAVEL	\$ 16,000.00		\$ 15,817.11	\$ 182.89	\$ 182.89	100.0%	98.9%
EQUIPMENT	\$ 109,000.00		\$ 101,799.00	\$ 7,201.00	\$ 7,201.00	100.0%	93.4%
SUPPLIES							
OFFICE CONSUMABLES	\$ 1,000.00	\$ 2,098.48	\$ 2,558.40	\$ (1,558.40)	\$ (1,558.40)	58.0%	255.8%
CENTER SUPPLIES	\$ 10,036.00	\$ 389.56	\$ 2,058.32	\$ 7,977.68	\$ 7,977.68	58.0%	20.5%
CLASSROOM SUPPLIES	\$ 45,000.00	\$ 4,241.97	\$ 5,679.98	\$ 39,320.02	\$ 39,320.02	58.0%	12.6%
TRAINING SUPPLIES	\$ 10,000.00		\$ 7,547.43	\$ 2,452.57	\$ 2,452.57	75.0%	75.5%
FOOD							
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 106,185.00	\$ 1,535.84	\$ 6,050.37	\$ 100,134.63	\$ 100,134.63	50.0%	5.7%
MEDICAL		\$ 94.00	\$ 94.00				
DENTAL							
CHILD TRAVEL							
EMPLOYEE TRAVEL	\$ 2,000.00	526.26	\$ 988.14	\$ 1,011.86	\$ 1,011.86	58.0%	49.4%
CAREER DEVELOP	\$ 33,941.00	\$ 4,604.34	\$ 5,388.04	\$ 28,552.96	\$ 28,552.96	58.0%	15.9%
PARENT TRAINING							
FACILITIES/CONSTRUCTION	\$ 405,000.00		\$ 400.00	\$ 404,600.00	\$ 404,600.00	10.0%	0.1%
UTILITIES	\$ 600.00			\$ 600.00	\$ 600.00	58.0%	0.0%
TELEPHONE	\$ 1,000.00		\$ 1,004.00	\$ (4.00)	\$ -	100.0%	100.0%
OTHER	\$ 9,578.00		\$ 2,607.85	\$ 6,970.15	\$ 6,970.15	58.0%	27.2%
TOTAL DIRECT COSTS	\$ 1,001,234.00	\$ 62,923.98	\$ 262,113.46	\$ 739,214.54	\$ 739,218.54	50.4%	26.2%
ADMIN COSTS	\$ 47,296.00	\$ 3,703.56	\$ 11,721.97	\$ 35,574.03	\$ 35,574.03	50.0%	24.8%
GRAND TOTAL	\$ 1,048,530.00	\$ 66,627.54	\$ 273,835.43	\$ 774,694.57	\$ 774,698.57	67.1%	57.5%
IN KIND NEEDED	\$ 262,133.00						
IN KIND GENERATED	\$ -						
IN KIND (SHORT)/LONG	\$ (262,133.00)						

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
<b>6c. OUT OF AREA TRAVEL</b>	\$ 27,930.00	\$ ** -1556.97	\$ 5,159.25	\$ 22,770.75	33.0%	18.5%
<b>6c. SUPPLIES</b>						
Training Supplies	\$ 6,030.00	\$ -	\$ 306.56	\$ 5,723.44	10.0%	5.1%
<b>6g. OTHER</b>						
Contracts	\$ -					
Career Development	\$ 15,914.00	\$ 603.25	\$ 1,441.62	\$ 14,472.38	10.0%	9.1%
<b>TOTAL DIRECT COSTS</b>	\$ 49,874.00	\$ 603.25	\$ 6,907.43	\$ 42,966.57	17.7%	13.8%
<b>ADMIN COSTS</b>	\$ 3,182.00	\$ 109.13	\$ 511.19	\$ 2,670.81	25.0%	16.1%
<b>GRAND TOTAL</b>	\$ 53,056.00	\$ 712.38	\$ 7,418.62	\$ 45,637.38	19.5%	14.0%
<b>IN KIND NEEDED</b>	\$ 13,264.00					
<b>IN KIND GENERATED</b>	\$ 7,800.00					
<b>IN KIND (SHORT)/LONG</b>	\$ (5,464.00)					
** Credit due to refund of lodging for conference not attended						

June 14, 2010

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

From: Mike Mason

Re: Fine Arts Music Addition

The original Fine Arts building has limited space for storage, practice rooms, labs and faculty offices. In order to address these issues, an anonymous donor has offered to make a significant donation for an addition on the west side of the original Fine Arts Building. Independent of, but as a part of the overall renovation, the CSI maintenance staff will also remodel two of the classrooms on the west side of the building converting them into practice rooms and studio/office/labs.

The addition will consist of approximately 7,500 square feet of new construction. The new construction will address areas for student and CSI instrument storage, a band laboratory, back stage storage, a music library and a percussion lab.

The College of Southern Idaho Foundation has done some conceptual preliminary design work with the donor. Based upon this work, it is estimated that the College would have to contribute approximately \$650,000 to assist in paying for the new construction and pay for the cost of the classroom remodels. The balance of the project costs will be reimbursed by the College of Southern Idaho Foundation based upon actual costs incurred.

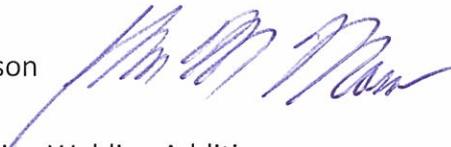
Based upon the complexity of this addition and our past experience, we would prefer to utilize the design build method of construction delivery for this project.

I respectfully request authority to spend up to \$650,000 from the Plant Facility Fund for this project and to solicit requests for proposals for a design builder. The recommendation for the selection of a design builder will be brought back to the Board for approval.

June 14, 2010

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

From: Mike Mason



Re: Desert Building Welding Addition

The welding program is at capacity with full classes running both morning and afternoon along with evening classes. This heavily utilized space does not have room for the storing of student projects or instructor offices. The instructors' offices are currently located in a space south of the welding shop, across the hall, outside of the double doors in an office accessible only from an outside door. This situation does not allow for supervision or observation of the welding lab when class is not in session.

To address both the storage issue and the office issue, we are proposing adding on to the Desert building to the North. If the full addition is funded, we would add approximately 4,200 square feet of storage space on the north side of the welding shop. The addition would have fresh air ventilation, fire sprinklers, grinding rooms and electrical outlets for a portable welder and a portable air evacuation system. It will also contain two offices for instructors that will be located in the storage area just adjacent to the welding lab. The space will be accessible from the North via a man door and 22 foot overhead door. The outside of the addition will be brick and will match the existing building architecture as closely as possible.

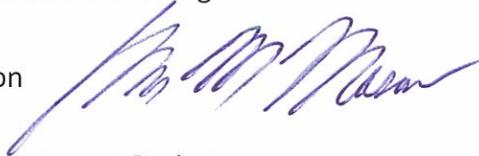
This project is being run as a design build through Starr Corporation. Rough cost estimates to date are approximately \$456,000.

I respectfully request permission to allocate up to \$456,000 of Plant Facility Funds to complete the 4,200 square foot addition to the north side of the Desert building to provide adequate space for the CSI welding program.

June 11, 2010

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

From: Mike Mason



Re: North View Apartment Project

On June 10<sup>th</sup> we met with Dormitory Housing Commission members Eldon Evans, Steve Kohntopp and Weldon Weigle concerning various financial and operation issues concerning our housing operations. During that meeting we proposed the construction a new \$4,000,000 apartment complex at the North View site.

We proposed funding the project with \$2,000,000 from the College of Southern Idaho Bookstore, \$500,000 from the Dormitory Housing Commission, \$500,000 from the Student Union Fund and borrowing \$1,000,000 from the Plant Facility Fund at a 5% interest rate on a 20 year note.

The attached sheet details some rough estimates on revenues and expenses. These will change as we fine tune apartment sizes and construction costs. We have not raised room rental rates in the dormitory or apartment rates at North View for three years. The projected revenue is based upon these existing rates which are among the lowest in the area. The rough numbers also indicate that we can pay the debt service and operational expenses with the projected rental income while at the same time providing high quality housing for students.

The Dormitory Housing Commission voted unanimously to support this concept and to allow the administration to go through the request for proposal process in the selection of a design builder. The Commission realizes that their approval is contingent upon the College of Southern Idaho Board of Trustees' approval of both the project and the funding.

This project will benefit students and advance our long term goal of becoming more of a state wide institution. It is an excellent time to build and we will receive a better return on our existing funds than we are currently earning from investments.

I respectfully request authorization to utilize \$2,000,000 in Bookstore funds, \$500,000 of Dormitory Housing Commission funds, \$500,000 from Student Union funds and borrowing \$1,000,000 from the Plant Facility fund on a 5%, 20 year note for the purpose of constructing a new apartment complex at the North View site. I also request authorization to issue a request for proposal for a design builder to complete the project.

If these requests are approved, we will start the process and develop more information concerning designs, costs and revenue projections as the project evolves. We will bring this information back to the Dormitory Housing Commission and the Board of Trustees for final approval.

College of Southern Idaho  
 New Northview Apartment Complex  
 June 10, 2010

Assumption 1: Project will cost \$4,000,000 - We will borrow \$1,000,000 from the CSI Plant Facility Fund at a 5% interest Rate - \$2,000,000 will come from the CSI Bookstore and \$1,000,000 from Dormitory and Student Union Fund Balances

Assumption 2: The project will consist of approximately 28,500 square feet at a cost of \$140 per square foot built to campus building standards

Pricing Assumptions	Apartment Square Ft	Monthly Rent	Monthly Rent	Annual Rent
Laundry Room	800			
20 1 Bedroom Apt	507	\$ 425	\$ 8,500	\$ 102,000
20 Small 2 Bedroom Apt	858	\$ 525	\$ 10,500	\$ 126,000
			-----	-----
			\$ 19,000	\$ 228,000

**Annual Estimated Rental Income & Expenses**

	85% Occupancy	90% Occupancy	95% Occupancy
Est Revenue	193,800	205,200	216,600
Vending Rev	1,800	1,900	2,000
	-----	-----	-----
Total Revenue	195,600	207,100	218,600
Operating Costs	46,600	46,600	46,600
Debt Svc	79,200	79,200	79,200
	-----	-----	-----
Total Costs	125,800	125,800	125,800
	-----	-----	-----
Net Income	69,800	81,300	92,800
ROI \$3,000,000	2.3%	2.7%	3.1%

**Estimated Annual Operating Cost Detail**

Management Allocation	20,000	
Maintenace person - Allocation	10,000	
Total Personnel Costs		30,000
Cable & Internet - \$300 month	3,600	
Water & Sewer	3,000	
Garbage	2,000	
Electricity - Common Areas & Lots	4,000	
Phone & Office Supplies	2,000	
Miscellaneous Supplies	2,000	
Total Operating Costs		16,600
		-----
Total Estimated Operation Costs		46,600

Annual Debt Service at \$1,000,000 - 5% - 20 Years	\$ 79,200
Annual Debt Service at \$4,000,000 - 4% - 20 Years	\$ 290,900