

COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES MEETING

MONDAY, JULY 18, 1983

5:30 p.m. BOARD ROOM

A G E N D A

MINUTES..... 5 Minutes
TREASURER'S REPORT..... 5 Minutes
OLD BUSINESS..... 5 Minutes
NEW BUSINESS..... 5 Minutes
PRESIDENT'S REPORT.....10 Minutes

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

July 18, 1983

CALL TO ORDER: 5:30

PRESIDING: LeRoy Craig

ATTENDING: Trustees: LeRoy Craig, Dr. Charles Lehrman, Robert Blastock, and
Dr. Thad Scholes. Absent: Bill Babcock.

College Administration: Gerald R. Meyerhoeffer, Interim President
Karl L. Black, Secretary-Treasurer
Robert Alexander, College Attorney
Annette Jenkins, Public Information Officer

Visitors: Times-News: Harriett Guthertz
Mr. and Mrs. Bondurant
Wilma Titmus

MINUTES OF JUNE 27, 1983 were approved as written on MOTION by Mr. Blastock.
Affirmative vote unanimous.

TREASURER'S REPORT for JUNE was accepted upon MOTION by Dr. Scholes. Affirmative
vote unanimous.

DISBURSEMENTS included vouchers #1 through #201 and #501 through #592 and #701
through #706 and #801 through #826 totaling \$472,046.72.

June payrolls were:	Regular	\$480,459.94
	Work Study	24,962.40

A MOTION by Dr. Lehrman approved the disbursements and transfer
of funds and acknowledged the June payrolls. Affirmative vote
unanimous.

SCHOLARSHIPS: Seventy-five scholarships totaling \$12,436 for the fall semester
and seventy-three scholarships totaling \$11,936 for the spring
semester were approved on MOTION by Dr. Lehrman.

AUDIT: A MOTION to retain the audit firm of Schabot, Peterson, and Shriver
to do the annual audit was made by Mr. Blastock. Affirmative vote
unanimous.

SURPLUS AUCTION: Karl Black distributed to the board members a list of all the
items for sale on the surplus auction to be held Friday, July 22, at
11 am in the Expo Center.

Board of Trustees Meeting
July 18, 1983
Page 2

PRESIDENT'S REPORT: We are housing and feeding on campus the all-state football teams. This is the second year we have had them here.

We received an initial contact to host the girl's state program here for next year. The final decision has not been made.

Joan Edwards and Ron Langrell have been making a study of how we might better retain students. We have invited an expert on retention of students to speak to our faculty and students at orientation for the fall semester. We have also had our counselors contact every student that was here last spring that might be a potential student for the fall semester.

Milt Smith has resigned as resource officer to accept a position in Pocatello. We will make an in-house switch to fill that position which will leave an opening in our student personnel program.

Mr. Meyerhoeffer reported that he had talked to the city on a location for the swimming pool, and he expects a proposal from them in the next few days.

The annual meeting of the ACCT will be held in Phoenix this year in October.

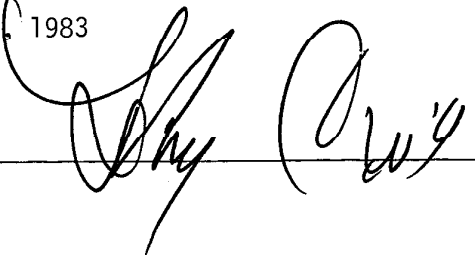
Annette Jenkins gave a demonstration on public relations to the administration this morning which should be very helpful.

ADJOURNMENT was declared at 6:02 pm.



Karl L. Black, Secretary-Treasurer

APPROVED: August 15, 1983



Chairman

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT
PUBLIC FUNDS REPORT FOR JUNE 1983

GENERAL FUND - Idaho First National Bank

Beginning Balance, June 1, 1983 \$ 179,328.00

Funds Provided By:

Receivables	\$ 23,773.00
Investments	750,000.00
State Appropriation	125,000.00
Taxes	15,767.00
Interest on Investments	13,222.00
Tuition and Fees	7,674.00
Sales and Fees of Instructional Departments	11,549.00
Rental Income	1,303.00
State Grants	40,843.00
Federal Grants	53,107.00
Private Grants	3,816.00
Miscellaneous Revenue	1,839.00

Funds Provided \$1,047,893.00

Funds Applied To:

Payables	\$ 1,322.00
Payroll	480,460.00
Disbursements	408,977.00

Funds Applied \$ 890,759.00

Total in Account, June 30, 1983 \$ 336,462.00

PUBLIC FUNDS REPORT
 JUNE 30, 1983
 PAGE 2

IMPREST FUND - Twin Falls Bank & Trust

Beginning Balance		\$ 2,298.62
Deposits	+\$ 6,861.39	
Checks Issued	- 6,010.01	
Bank Balance at June 30, 1983		<u>\$ 3,150.00</u>

CSI ENDOWMENT & EDUCATION TRUST - Twin Falls Bank & Trust

Beginning Balance		\$ 19,556.22
Deposits	+\$ 2,058.54	
Checks Issued	- 525.00	
Bank Balance at June 30, 1983		<u>\$ 21,089.76</u>

BOND AND INTEREST SINKING FUND - First Security Bank

Beginning Balance		\$ 19,761.53
Deposits	+\$ 4,448.51	
Checks Issued	- -0-	
Balance, exclusive of Invested Funds, at June 30, 1983		<u>\$24,210.04</u>

PLANT FACILITIES RESERVE FUND - First Security Bank

Beginning Balance		\$101,730.89
Deposits	+\$196,216.69	
Checks Issued	- -0-	
Balance, exclusive of Invested Funds, at June 30, 1983		<u>\$297,947.58</u>

AREA IV - IOOA - Idaho First National Bank

Beginning Balance		\$ 66,654.71
Deposits	+\$102,250.00	
Checks Issued	- 59,144.92	
Bank Balance at June 30, 1983		<u>\$109,759.79</u>

NIH FUND - Twin Falls Bank & Trust

Beginning Balance		\$ 5,197.06
Deposits: U.S. Treasury	+\$ 20,000.00	
NDSL	+ 20.00	
BEOG	+ 63.39	
SEOG	+ 20.64	
Institutional Contribution	+ 3,631.11	
Checks Voided	+ 2,494.00	
Checks Issued: SEOG	- 2,098.97	
CWSP	- 19,173.88	
Special Grants	- 3,611.85	
Fund Balance at June 30, 1983		<u>\$ 6,541.50</u>

PUBLIC FUNDS REPORT
 JUNE 30, 1983
 PAGE 3

INVESTED FUNDS

<u>FUND</u>	<u>KIND</u>	<u>MATURITY</u>	<u>COST</u>	<u>YIELD</u>
General Fund	TCD	07-18-83	\$ 200,000.00	8.87%
DHC	TCD	07-08-83	100,000.00	8.35%
DHC	TCD	09-15-83	100,000.00	9.08%
Endowment Trust	TCD	08-15-83	163,000.00	8.37%
Plant Facilities Reserve Fund	TCD	07-26-83	180,000.00	8.35%
Bond & Interest Sinking Fund	TCD	07-07-83	131,567.95	9.11%
Bond & Interest Sinking Fund	TCD	07-07-83	112,000.00	9.11%
Bond & Interest Sinking Fund	TCD	09-28-83	100,000.00	9.08%
Educational Trust	TCD	04-05-84	3,825.64	16.20%
Educational Trust	TCD	04-05-84	2,000.00	16.20%
<u>TOTAL INVESTED FUNDS AT JUNE 30, 1983</u>			<u>\$1,092,393.59</u>	

COLLEGE OF SOUTHERN IDAHO
 JUNIOR COLLEGE DISTRICT
 NON-PUBLIC FUNDS REPORT FOR JUNE 1983

CSI BOOKSTORE - Twin Falls Bank & Trust

Beginning Balance		\$ 35,125.33
Receipts from Sales	+\$31,542.71	
Checks Issued	- 10,746.14	
Bank Balance at June 30, 1983		\$ 55,921.90
Cash on Hand (Used Book A.C., P.C., Reg. & Annex)		475.00
Total in Account at June 30, 1983		\$ 56,396.90

STUDENT ASSOCIATION FUND - Twin Falls Bank & Trust

<u>Regular Account</u>		
Beginning Balance		\$ 22,307.64
Deposits	+\$ 617.72	
Checks Issued	- 2,503.23	
Account Balance at June 30, 1983		\$ 20,422.13
<u>Special Events - Honors Program</u>		
Beginning Balance		\$ 10,139.50
Deposits	+\$ 1,892.31	
Checks Issued	- 11,565.36	
Account Balance at June 30, 1983		\$ 466.45
Bank Balance (Student Ass'n.) at June 30, 1983		\$ 20,888.58

VARSITY ATHLETICS - Idaho First National Bank

Beginning Balance		\$ 2,713.41
Deposits	+\$22,905.46	
Checks Issued	- 19,315.82	
Bank Balance at June 30, 1983		\$ 6,303.05
Cash on Hand (Bus. Off.)		390.00
Total in Account at June 30, 1983		\$ 6,693.05

DORMITORY HOUSING COMMISSION - First Interstate Bank

Beginning Balance		\$ 88,402.08
Deposits	+\$13,175.19	
Checks Issued	- 73,077.45	
Bank Balance at June 30, 1983		\$ 28,499.82
Cash on Hand		825.00
Total in Account at June 30, 1983		\$ 29,324.82

CSI AGGIES - Idaho Bank & Trust

Beginning Balance		\$ 10,376.93
Deposits	+\$ 162.91	
Checks Issued	- 2,252.96	
Bank Balance at June 30, 1983		\$ 8,286.88

COLLEGE OF SOUTHERN IDAHO
JUNIOR COLLEGE DISTRICT

DATE June 1983

REGULAR PAYROLL SUMMARY

GROSS	<u>\$ 480,459.94</u>
FEDERAL W/H	<u>62,538.76</u>
STATE W/H	<u>19,577.43</u>
FICA	<u>31,577.57</u>
FIXED DEDUCTIONS	<u>61,376.43</u>
NET PAYROLL	<u>305,389.75</u>

WORKSTUDY PAYROLL SUMMARY

GROSS	<u>\$ 24,962.40</u>
FEDERAL W/H	<u>793.98</u>
STATE W/H	<u>260.23</u>
FIXED DEDUCTIONS	<u>110.55</u>
NET PAYROLL	<u>23,797.64</u>

COLLEGE of SOUTHERN IDAHO

Junior College District

P. O. Box 1238
TWIN FALLS, IDAHO 83301

College of Southern Idaho
Board of Trustees
Subject: Scholarships

The Scholarship Committee would like to submit the following named student(s) for a scholarship from the College of Southern Idaho Trust Fund for the 1983-84 school year:

LAURA MOORE CUNNINGHAM FOUNDATION

	<u>1st Sem</u>	<u>2nd Sem</u>
Alice Adams (Twin Falls)	\$ 300	\$ 300
Michelle L. Hillesland (Mt. Home)	300	300
Audrene Hogan (Hansen)	300	300
Rodney O'Gorman (Twin Falls)	300	300
Christi Anne Thornsberry (Buhl)	300	300
Cheyenne L. Turner (Buhl)	300	300

FIRST SECURITY FOUNDATION (Banking and Finance)

Lynnette Rae Anderson (Rimrock)	175	175
David Edmond Nielsen (Twin Falls)	175	175
Clair Hal Walker (Twin Falls)	175	175

CLARA & PORTER PRINGLE

Kaysie Atkinson (Twin Falls)	250	250
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J.R. SIMPLOT EMPLOYEE CHILDREN

Jana Gay Burnett (Valley)	200	200
Salli Sue Steel (Snake River)	200	200
Virginia Tarango (Valley)	200	200

TUPPERWARE CORPORATION (Jerome High School)

Tammy Blades (Jerome)	400	400
Samantha Ogden (Jerome)	400	400

Scholarships

Page 2

J. WOODSON CREED MEMORIAL (Graduate-Medicine)

Jeannette F. Lefurgey (Gooding)	250	250
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DOUG WARNER MEMORIAL NURSING

Brenda Bricker (Jerome)	75	75
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RUTH DETWEILER - DAR MEMORIAL (Political Science)

Kirk B. Willey (Meridian)	100	100
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MARY L. BROWN NURSING SCHOLARSHIP

Karla J. Noble (Jerome)	50	50
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ORE-IDA FOODS, INC. (Sophomore)

District Education, Patricia Lee Bryant (Gooding)	150	150
Biological Science, David George Clark (T.F.)	150	150

FOURTH DISTRICT I.F.W.C.

Pamela Bartlett (Twin Falls)	150	150
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MARIE J. SMITH

Salley Butts (Twin Falls)	200	200
Ruth Garrison (Twin Falls)	200	200
Kathy Human (Valley)	200	200
John Joseph Silva	100	100

BILL HEARD MEMORIAL (Pre-Vet General)

Deonne Marie Hill (Jerome)	75	75
Ty Jones (Twin Falls)	150	150
David Ehlers (Valley)	150	150
Trisha Marie Smith (Mackay)	150	150

AL BENKULA SCHOLARSHIP (Law Enforcement)

J. Tim Donahue (Mackay)	200	200
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JUNE PRATER BROWN - ALTRUSA CLUB OF MAGIC VALLEY MEMORIAL

Deborah Ann Hopwood	75	75
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E.L. BRACKETT

Barbara Jo Dohrescu (White Pine)	75	75
- Kara Leigh Nilsson (Rexburg)	75	75

PLANKEY MEMORIAL

Jana Gay Burnett (Valley)	50	50
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Scholarships

Page 3

JAMES H. SHIELDS

Susan L. Doney (Shoshone)	75	75
Denise Hardy (Valley)	75	75

PAT AND LLOYD SCHNEIDER MEMORIAL

Rodney R. Michotte (Billings West)	150	150
Leslie A. Butcher (Filer)	50	50

MAGIC VALLEY CEREBRAL PALSY COUNCIL, INC.

Sally Butts (Twin Falls)	100	100
Rexanne Jacobs (Declo)	100	100
Kent S. Lewin (Twin Falls)	100	100
Suzanne Mathieson (Twin Falls)	100	100
Mary Patricia Smales (Elko)	100	100

DARRELL SURBER MEMORIAL

Lisa Lindberg (Wells)	100	100
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UNITED OIL SCHOLARSHIP

Bernice K. B. Wetzstein (Buhl)	125	125
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KING BROADCASTING CO. (Consumer Basic Electronics)

Dennis Ray Thompson (Heyburn)	400	---
Mark Allen Drake (Twin Falls)	100	---

U.N. AND MAUREEN TERRY SCHOLARSHIP

Jerre Wane Fender (Filer)	100	100
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IDAHO PEACE OFFICERS

Karl Lee Searle (Burley)	100	100
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THE PARIS COMPANY

Angela Knapp (Twin Falls)	150	150
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GENERAL SCHOLARSHIPS

Jennifer Bosley (Montana)	100	100
Sheila Ceresola (Fernley)	100	100
Wendy Lynn Coonts (Twin Falls)	150	150
Jeanne Sue Grube (North Fremont)	100	100
Jamie Haslam (Twin Falls)	100	100
Laurie Lancaster (Jerome)	150	150
Craig M. Lewin (Twin Falls)	100	100
Paul K. Rodman (Mackay)	200	200
Joanne K. Smith (Kimberly)	100	100
Laurie Waldron (Hansen)	100	100

Scholarships

Page 4

General Scholarships (Continued)

Shelly Skaug (Jerome)	150	150
Julie M. Schoen (Mt. Home)	125	125

TWENTIETH CENTURY SCHOLARSHIP

Heidi K. Hill (Shoshone)	100	100
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HARRY AND WILLIE EATON

Aleta Bates (Jerome)	150	150
Colleen Renee Dennis (Filer)	150	150
Karen L. Fuchs (Twin Falls)	150	150
Peggy Judd (Kimberly)	150	150
Gary Paul Moser (Twin Falls)	150	150
Gary Selin (Twin Falls)	150	150
Maryann Solomon (Twin Falls)	150	150
Mary Patricia Van Wagoner (Twin Falls)	150	150

SKYVIEW-HAZELDEL NURSING

Judith Lott	368	368
Nancy Horne	668	668

DESERT GOLD COWBELLS SCHOLARSHIP

Timothy N. Zebarth (Twin Falls)	100	100
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The purpose of this trust is to provide scholarships, financial grants and/or loans to worthy College of Southern Idaho students. In the opinion of the Scholarship Committee, the above names student(s) is worthy of this scholarship.

In reference to paragraph eleven (11) of the Trust Agreement, it is understood that the power to name recipient beneficiaries under said trust shall be reserved to the Board of Trustees of the College of Southern Idaho Junior College District.

Joyce Schuler for David Perkins

David Perkins
Student Personnel Services

[Signature]

_____ Date

Board action is indicated by signature of Board Chairman.

Enc/

DP/jb

Professional Center
1020 Main Street
Buhl, Idaho 83316
Phone: 543-6491

Schabot, Peterson and Co.

Certified Public Accountants
1286 Addison Avenue, East
P. O. Box 544
Phone: 734-8932 Twin Falls, Idaho 83301

Members
American Institute of
Certified Public Accountants
Idaho Society of
Certified Public Accountants

May 27, 1983

Board of Directors
College of Southern Idaho
P.O. Box 1238
Twin Falls, Idaho 83301

Gentlemen:

This will confirm our understanding of our engagement for the examination of the financial statements of the College of Southern Idaho, including the General fund and all related and associated funds administered by the Board for the year ending June 30, 1983.

We will examine the College's balance sheet at June 30, 1983, and the related statements of changes in fund balance, and all associated statements required to be prepared under normal fund accounting procedures for the year then ended, for the purpose of expressing an opinion on them. Our examination will be in accordance with generally accepted auditing standards and will include such auditing procedures as we consider necessary to accomplish this purpose.

These procedures will include tests of the documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables, outstanding student loan balances, and certain other assets and liabilities by correspondence with selected students, customers, creditors, legal counsel and banks.

Our testing and audit procedures will also include tests and review of documentary evidence to insure compliance with the various federal guidelines associated with grants or contracts administered by the College.

Although defalcations and similar irregularities may occasionally be disclosed by this type of examination, it is not designed for this purpose and should not be relied upon to disclose fraud, should any exist. We will, of course, report to you anything that appears to us during our examination to be unusual or abnormal.

We will review the College's report to the federal and state governments on all grant projects for the fiscal year ending June 30, 1983. These reports, we understand, will be prepared by you. Further, we will be available during the year to consult with you on accounting requirements associated with any federal grant or contract which you have been awarded during the year or to discuss contemplated changes in the College's accounting policies.

Board of Directors
College of Southern Idaho

-2-

May 27, 1983

Our fee for this examination will be at our regular hourly rates. Invoices will be rendered monthly and are payable upon presentation. We are pleased to have this opportunity to continue to serve you.

If this letter correctly expresses your understanding, please sign the enclosed copy and return it to us.

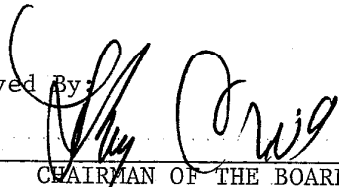
Very truly yours,

Schabot, Peterson & Co.

Schabot, Peterson & Co.
Certified Public Accountants

SP&C/egf

Approved By:



CHAIRMAN OF THE BOARD
COLLEGE OF SOUTHERN IDAHO

AUCTION INVENTORY

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>NO.</u>
17	Assorted Fiberglass Pipe	
2	Hospital Beds	
2	Full Size Springs	
2	Roll-a-way Single Bed Springs	
3	Side Rails	
1	Six Burner Hot Plate	
app) 100 rolls	Assorted Wall Paper	
1	Antique "L & W Electric" stove	
3	Half Body Manequins	
3	7-UP metal, stand up signs	
2	Short Handled Plungers	
4	Plastic Jack-o-Lanterns	
1	Plastic Toy Duck	
2	Selecta Matic Dispensers	
1	Short Cabinet/Podium	
1	Wooden Nic-Nac Sconces	
3	Wooden Army Type Trunks	
1	Small Oven Rack	
1	Box Linoleum Pieces	
2	Metal Luggage Racks	
1	Box Assorted Plastic Flowers	
1	Painted Symbol	
1	Folding Metal Desk Chair	
8	Folding metal Chairs	
1	Wooden Chair w/Vinyl Seat	
2	Metal Chair w/ Vinyl Seat and Back	
3	Wooden and Vinyl Complete Bed (twin)	
2	Metal Head Frame/Foot Frame (twin)	
2	Full size metal headframe/footframe	
app) 40 pieces	Assorted metal pipe	
app) 20 pieces	Aluminu angle	
4 pieces	Assorted metal channel	
2	Apartment twin sofa beds	
1	Complete twin wooden bed frame	
34	Twin Mattresses	
27	Twin box spirngs	
2	Twin underboard mattresses	
	Metal bedframes	
2	Wood and vinyl full size bed frames	
1	Camper shell Toyota-Regular Bed	
1	Truck wheel	
11	Truck tires	
2	Index files	
7	Assorted window screens	
1	Kodak readyprint copier	
1	Smith Corona copier	
1	Chrusler drive shaft	
1	Singer Friden Tally Computer	
1	Metal, electric typewriter table	
1	Large 10 drawer electric workbench	

(auction inventory cont.)

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>NO.</u>
2	Wooden benches	
2	Screened vents	
2	Sliding windows	
1	Screen door	
1	7 seat chair unit	
4	Wooden flip up doors	
1	Universal 20 tyewriter	
box of 36	Assorted tape reels	
1	Polaroid camera video	
2	Micro card readers	
1	Solid State turntable stereo	
1	Monroe cassette tape player/recorder	
2	Monroe scientific calculators	
2	Commodore 1121 adding machines	
1	IBM belt dictator	
6	Victor electric calculators	
4	Olympia electric adding machines	
1	Friden electric calculator/tape punch	
2	Underwood Olivette adding machine	
1	Wooden shelving unit	
1	Purple velvet settee	
2	Stuffed upholstered chairs	
1	Gold center section of sectional sofa	
6	Assorted thorw pillows	
2	Boxes sprinkler paraphenaila	
8	Plastic desk chair	
16	Plastic stack up chairs	
4	Plastic/upholstered seat and back stack up chairs	
57	black vinyl back/ upholstered seat office chairs	
1 box	Metal tubing, conduit, etc.	
1	Wooden bookshelf	
3	Glass showcases	
1	Wooden magazine rack	
2	Carpet runners	
1	Small piece sheet rock	
1	30X45 Bulletin Board	
2	Framed pictures (bullfighting (set))	
1	Wooden stationary podium	
2	Large rough wood coat rack/ counters	
3	Gray, rough wood work tables (large)	
1 piece	Desk area vinyl/rubber mat	
2	Large, rough wood, 3 tier stage drops	
1	rough wood staircase	
1	Wooden display case (gray)	
1	Natural finish, wooden office organizing	
4	Cardboard File drawers	
1	Plastic magazine display stand	
1	Wood and vinyl swivel chair	
1	roll fibergalss insulation	
20	Table tops (formica)	
5	Table bases	
206	cheeseboards	
2	children play pens	
2	Wooden buffet	

(auction inventory cont.)

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>NO.</u>
4	Flourescent light fixtures	
	Assorted carpet rolls	
4	Solar collectors w/tubing	
25	Assorted room dividers	
2	Bldg supply storage platforms on wheels	
3	15"X48" windows w/ wooden frames	
1	Steam radiator	
2	Bi-Fold doors	
3	"A" display boards	
2	Car doors	
1	Trunk lid for car	
1	Buffer brush	
2	3'X 3' metal frame windows	
4	Water radiators w/2" outlets	
1	7 HP Briggs and Stratton motor w/ gas tank	
1	Wooden ladder	
	Assorted lumber 3 X 3	
1	Assorted lumber 2 X 4	
1	Rotoriller attachment (ground working)	
4	Assorted lamp shades	
1 box	shelving brackets	
1	mechanics floor creeper	
5	Assorted sofas	
	Assorted elect. junct. boxes	
3	Television (1=color 2=black and white)	
1	Box pipe insulation	
4	Boxes assorted books	
4	Boxes pots, pans and dishes	
1	Wood cabinet	
10	Paintings	
1	10 ton house jack	
2	Iron rodeo practice horses	
3	Cummins deisel engines - A 600 - with 30KW 120 volt, 250 amp generators	
1	Lincoln A C welders. Model TM 400 60%duty cycle.	
1	Westinghouse DC welder. 220 volt 60% duty cycle.	
1	Yamaha RD 350 motorcycle.	
1	Champion outboard motor	
1	tire changer	
1	John Deere 55 combine	
1	Eversman beet thinner	

Quantity	Description
1	1969 Dodge Polara 4 door
1	1976 Datsun B210
1	1972 VW Station Wagon
1	1975 Chevrolet Vega Station Wagon
1	AMC Hornet sportabout 4 door Wagon
1	1977 Mercury Cougar Station Wagon
1	1976 Dodge Cordoba Hard top
1	1975 Volkswagen Rabbit
1	1969 Ford trailer tractor w/o trailer
1	Commercial steam cleaner
3	metric scales
2	socks of disposable beakers
56	assorted folders
5	1/2 gallon glass bottles
1	bucket
2	Rolls of wrapping paper
1	paper file
2	small stands
6	video cassettes (science films)
60	Ceramic bowls
1	Roll of plastic boots
36	Ceramic Cups