



COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

January 19, 2016

EXECUTIVE SESSION

3:00 P.M.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

3:30 P.M.

Taylor Building – SUB 248

AGENDA

CALL TO ORDER

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

MINUTES – EXECUTIVE SESSION – DECEMBER 23RD, 2015: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – DECEMBER 23RD, 2015: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

HEAD START OPERATIONAL REPORT: (A) *Jeff Harmon*

OPEN FORUM

UNFINISHED BUSINESS

NEW BUSINESS

PURCHASE OF PROPERTY AT 202 FALLS AVENUE: (A) *Jeff Harmon*

SALE OF HOUSE - 703 FIELD STREAM WAY: (A) *Jeff Harmon*

PROPOSED CHANGE TO CSI MISSION STATEMENT: (A) *Chris Bragg*

SOUTH CENTRAL IDAHO’S MANUFACTURING COMMUNITY DESIGNATION FROM THE

US ECONOMIC DEVELOPMENT ADMINISTRATION: (I) *Carleen Herring*

LEGISLATIVE WEEK UPDATE: (I) *President Fox*

REMARKS FOR THE GOOD OF THE ORDER

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

ADJOURNMENT

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
JANUARY REGULAR BOARD OF TRUSTEES MEETING
January 19, 2016

CALL TO ORDER: 3:30 p.m. Presiding: Karl Kleinkopf

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

College Administration: Dr. Jeff Fox, President
Robert Alexander, Board Attorney
Curtis Eaton, Special Advisor to the President
Dr. Todd Schwarz, Executive Vice President and Chief
Academic Officer
Jeffrey M. Harmon, Vice President of Administration
Dr. Michelle Schutt, Associate Vice President of Student
Services
Kevin Mark, Chief Technology Officer
Dr. Cindy Bond, Dean of Instruction
Jayson Lloyd, Dean of Instruction
Dr. Heidi Campbell, Associate Dean of STEM
Chris Bragg, Associate Dean of Intuitional Effectiveness
Nolan Goubeaux, Associate Dean of Student Affairs
Allen Scherbinske, Interim Physical Plant Director
Doug Maughan, Public Information Director
Eric Nielson, Director of Human Resources
Jim Munn, Director of Safety
Mancole Fedder, Director of Head Start
Dr. Teri Fattig, Director of Library & Herrett Center
Kathy Deahl, Administrative Assistant to the President

CSI Employees: None

Visitors: Carleen Herring, Region IV, Russ Krause, Ritchie Lowe,
Bethany Rasmussen and Linda Rasmussen

Faculty Representative: Scott Farkas

PACE Representative: Larisa Alexander

Times News: None

KMVT: None

CSI Trustees

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APPROVAL OF AGENDA: The agenda was approved as written on MOTION by Bob Keegan. Affirmative vote was unanimous.

BOARD MINUTES: The Board minutes of the Regular Session and Executive Session of December 23, 2015 were accepted as written by the Board.

TREASURER'S REPORT: The Treasurer's report was accepted by the Board on MOTION by Dr. Thad Scholes. 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, on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

OPEN FORUM:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. The Board approved the CSI employee manual as currently written on MOTION by Jan Mittleider. Affirmative vote was unanimous.
2. The Board approved the purchase of the property located at 202 Falls Avenue on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.
3. The Board approved the sale of the property located at 703 Field Stream Way on MOTION by Bob Keegan. Affirmative vote was unanimous.
3. The Board approved the proposed change to CSI's Mission Statement, on MOTION by Jan Mittleider. Affirmative vote was unanimous.

CSI Trustees

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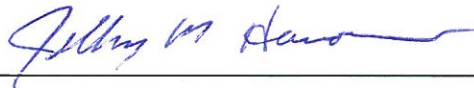
4. Carleen Herring from Region IV informed the Board that the region was named as one of twenty four areas designated as an America's Manufacturing Community by The Economic Development Administration.

5. President Fox updated the Board on Legislative week.

REMARKS FOR THE GOOD OF THE ORDER


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

ADJOURNMENT was declared at 4:31 p.m.



Jeffrey M. Harmon,
Secretary Treasurer

Approved: February 22, 2016



Chairman

General Fund YTD Board

YEAR: 1516

Statement of Revenue and Expenses

Acct Month: 6

Monday, January 11, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

Revenue

Tuition & Fees	(\$5,311,626.81)	(\$4,765,232.44)	(\$10,543,400.00)	(\$5,778,167.56)	54.80%
County Tuition	(\$756,591.25)	(\$835,619.68)	(\$1,356,000.00)	(\$520,380.32)	38.38%
State Funds	(\$15,566,379.27)	(\$18,763,307.08)	(\$18,793,300.00)	(\$29,992.92)	0.16%
County Property Tax	(\$591,399.76)	(\$787,468.45)	(\$6,602,700.00)	(\$5,815,231.55)	88.07%
Grant Management Fees	(\$275,153.91)	(\$222,753.20)	(\$550,000.00)	(\$327,246.80)	59.50%
Other	(\$273,292.85)	(\$217,725.97)	(\$407,600.00)	(\$189,874.03)	46.58%
Unallocated Tuition	(\$571,473.12)	(\$1,261,820.68)	\$0.00	\$1,261,820.68	0.00%
Departmental Revenues	(\$427,653.02)	(\$549,322.14)	(\$713,100.00)	(\$163,777.86)	22.97%

Total Revenue (\$23,773,569.99) (\$27,403,249.64) (\$38,966,100.00) (\$11,562,850.36) 29.67%

Expenditures

Personnel

Salaries	\$9,895,778.58	\$9,915,884.97	\$20,799,200.00	\$10,883,315.03	52.33%
Variable Fringe	\$2,033,864.64	\$2,048,740.97	\$4,263,200.00	\$2,214,459.03	51.94%
Health Insurance	\$1,701,252.17	\$1,825,858.03	\$3,929,300.00	\$2,103,441.97	53.53%
Total Personnel	\$13,630,895.39	\$13,790,483.97	\$28,991,700.00	\$15,201,216.03	52.43%

Expense Categories

Services	\$1,134,894.33	\$1,396,777.55	\$2,689,300.00	\$1,292,522.45	48.06%
Supplies	\$427,521.17	\$488,995.69	\$1,061,200.00	\$572,204.31	53.92%
Other	\$334,454.60	\$433,483.54	\$561,400.00	\$127,916.46	22.79%
Capital	\$187,496.31	\$367,792.53	\$749,300.00	\$381,507.47	50.92%
Institutional Support	\$3,874,198.85	\$3,885,152.26	\$4,913,200.00	\$1,028,047.74	20.92%
Transfers	\$13,395.50	\$32,226.68	\$0.00	(\$32,226.68)	0.00%
Total Expense Categories	\$5,971,960.76	\$6,604,428.25	\$9,974,400.00	\$3,369,971.75	33.79%

Total Expenditures \$19,602,856.15 \$20,394,912.22 \$38,966,100.00 \$18,571,187.78 47.66%

Rev/Expense Total (\$4,170,713.84) (\$7,008,337.42) \$0.00 \$7,008,337.42 0.00%

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	\$ 209,257.87	\$ 2,511,656.75	\$ 30,013.25	\$ 30,013.25	100.0%	98.8%
BENEFITS	\$ 1,372,617.00	\$ 114,806.57	\$ 1,339,917.70	\$ 32,699.30	\$ 32,699.30	100.0%	97.6%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -		
EQUIPMENT	\$ 68,000.00	\$ -	\$ 24,565.02	\$ 43,434.98	\$ 43,434.98	100.0%	36.1%
SUPPLIES		\$ -	\$ -				
OFFICE SUPPLIES	\$ 14,106.00	\$ 102.64	\$ 15,051.73	\$ (945.73)	\$ (945.73)	100.0%	106.7%
CLASSROOM SUPPLIES	\$ 15,000.00	\$ 851.82	\$ 28,263.87	\$ (13,263.87)	\$ (13,263.87)	100.0%	188.4%
CENTER SUPPLIES	\$ 33,216.00	\$ 2,742.41	\$ 63,780.46	\$ (30,564.46)	\$ (30,564.46)	100.0%	192.0%
TRAINING SUPPLIES	\$ 3,000.00	\$ 125.15	\$ 14,354.12	\$ (11,354.12)	\$ (11,354.12)	100.0%	478.5%
FOOD	\$ 3,000.00	\$ 845.15	\$ 2,701.65	\$ 298.35	\$ 298.35	100.0%	90.1%
CONTRACTUAL		\$ -	\$ -				
OTHER		\$ -	\$ -				
CONTRACTS	\$ 10,000.00	\$ 836.12	\$ 5,876.00	\$ 4,124.00	\$ 4,124.00	100.0%	58.8%
MEDICAL	\$ 10,000.00	\$ 1,061.00	\$ 7,610.60	\$ 2,389.40	\$ 2,389.40	100.0%	76.1%
DENTAL	\$ 13,465.00	\$ 102.00	\$ 4,807.88	\$ 8,657.12	\$ 8,657.12	100.0%	35.7%
CHILD TRAVEL	\$ 104,398.00	\$ 8,488.74	\$ 118,078.04	\$ (13,680.04)	\$ (13,680.04)	100.0%	113.1%
EMPLOYEE TRAVEL	\$ 28,000.00	\$ 1,400.79	\$ 29,295.07	\$ (1,295.07)	\$ (1,295.07)	100.0%	104.6%
STAFF TRAINING	\$ -	\$ 2,660.49	\$ 4,854.73	\$ (4,854.73)	\$ (4,854.73)		0.0%
PARENT TRAINING	\$ 15,400.00	\$ 105.56	\$ 14,742.07	\$ 657.93	\$ 657.93	100.0%	95.7%
FACILITIES/CONST.	\$ 57,779.00	\$ 967.35	\$ 74,846.49	\$ (17,067.49)	\$ (17,067.49)	100.0%	129.5%
DEPRECIATION	\$ 30,600.00	\$ 2,447.08	\$ 29,574.48	\$ 1,025.52	\$ 1,025.52	100.0%	96.6%
UTILITIES	\$ 58,300.00	\$ 6,514.42	\$ 52,408.79	\$ 5,891.21	\$ 5,891.21	100.0%	89.9%
TELEPHONE	\$ 34,500.00	\$ 2,419.22	\$ 38,940.46	\$ (4,440.46)	\$ (4,440.46)	100.0%	112.9%
OTHER	\$ 34,216.00	\$ 3,681.16	\$ 67,097.91	\$ (32,881.91)	\$ (32,881.91)	100.0%	196.1%
TOTAL DIRECT COSTS	\$ 4,447,267.00	\$ 359,415.54	\$ 4,448,423.82	\$ (1,156.82)	\$ (1,156.82)	100.0%	100.0%
ADMIN COSTS (8.228%)	\$ 327,663.00	\$ 26,664.02	\$ 315,820.86	\$ 11,842.14	\$ 11,842.14	100.0%	96.4%
GRAND TOTAL	\$ 4,774,930.00	\$ 386,079.56	\$ 4,764,244.68	\$ 10,685.32	\$ 10,685.32	100.0%	99.8%
IN KIND NEEDED	\$ 1,193,733.00						
IN KIND GENERATED	\$ 1,188,991.15						
IN KIND (SHORT)/LONG	\$ (4,741.85)						
PROCUREMENT CARD EXPENSE	\$ 7,551.38	2% of Total Expense. Detailed report of PCARD charges available upon request.					
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	17,271.35	1,450.74	1,604.35	20,326.44	-	152,436.22	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 33,334.00	\$ 266.20	\$ 18,925.15	\$ 14,408.85	100.0%	56.8%
SUPPLIES			\$ -			
Training Supplies	\$ 4,118.00		\$ 693.29	\$ 3,424.71	100.0%	16.8%
OTHER			\$ -			
Contracts	\$ -		\$ -			
Staff Training	\$ 16,527.00		\$ 34,029.29	\$ (17,502.29)	100.0%	205.9%
TOTAL DIRECT COSTS	\$ 53,979.00	\$ 266.20	\$ 53,647.73	\$ 331.27	100.0%	99.4%
GRAND TOTAL	\$ 53,979.00	\$ 266.20	\$ 53,647.73	\$ 331.27	100.0%	99.4%
IN KIND NEEDED	\$ 13,495.00					
IN KIND GENERATED	\$ 21,306.00					
IN KIND (SHORT)/LONG	\$ 7,811.00					

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO EARLY HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 536,886.00	\$ 43,859.53	\$ 538,310.70	\$ (1,424.70)	\$ (1,424.70)	100.0%	100.3%
BENEFITS	\$ 262,935.00	\$ 21,808.30	\$ 263,977.70	\$ (1,042.70)	\$ (1,042.70)	100.0%	100.4%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -		
EQUIPMENT	\$ 50,000.00	\$ -	\$ 15,160.48	\$ 34,839.52	\$ 34,839.52	100.0%	30.3%
SUPPLIES		\$ -	\$ -				
OFFICE SUPPLIES	\$ 2,505.00	\$ 18.18	\$ 2,000.72	\$ 504.28	\$ 504.28	100.0%	79.9%
CENTER SUPPLIES	\$ 12,265.00	\$ 1,133.49	\$ 13,851.36	\$ (1,586.36)	\$ (1,586.36)	100.0%	112.9%
CLASSROOM SUPPLIES	\$ 9,047.00	\$ 355.05	\$ 5,370.90	\$ 3,676.10	\$ 3,676.10	100.0%	59.4%
TRAINING SUPPLIES	\$ 3,500.00	\$ -	\$ 2,273.20	\$ 1,226.80	\$ 1,226.80	100.0%	64.9%
FOOD	\$ 1,066.00	\$ 74.77	\$ 152.44	\$ 913.56	\$ 913.56	100.0%	14.3%
CONTRACTUAL		\$ -	\$ -				
OTHER		\$ -	\$ -				
CONTRACTS	\$ 42,940.00	\$ 3,543.31	\$ 36,705.57	\$ 6,234.43	\$ 6,234.43	100.0%	85.5%
MEDICAL	\$ 2,500.00	\$ -	\$ 587.70	\$ 1,912.30	\$ 1,912.30	100.0%	23.5%
DENTAL	\$ 3,000.00	\$ -	\$ 1,104.74	\$ 1,895.26	\$ 1,895.26	100.0%	36.8%
CHILD TRAVEL	\$ 5,000.00	\$ 676.93	\$ 4,611.31	\$ 388.69	\$ 388.69	100.0%	92.2%
EMPLOYEE TRAVEL	\$ 4,453.00	\$ 1,653.30	\$ 10,242.21	\$ (5,789.21)	\$ (5,789.21)	100.0%	230.0%
CAREER DEVELOP	\$ -	\$ 1,210.89	\$ 1,923.49	\$ (1,923.49)	\$ (1,923.49)		0.0%
PARENT TRAINING	\$ 12,300.00	\$ 515.98	\$ 13,665.27	\$ (1,365.27)	\$ (1,365.27)	100.0%	111.1%
FACILITIES/CONST.	\$ 3,400.00	\$ 965.61	\$ 6,511.98	\$ (3,111.98)	\$ (3,111.98)	100.0%	191.5%
DEPRECIATION	\$ 20,400.00	\$ 1,700.00	\$ 20,400.00	\$ -	\$ -	100.0%	100.0%
UTILITIES	\$ 8,400.00	\$ 1,778.62	\$ 7,755.49	\$ 644.51	\$ 644.51	100.0%	92.3%
TELEPHONE	\$ 4,000.00	\$ 1,938.07	\$ 7,036.99	\$ (3,036.99)	\$ (3,036.99)	100.0%	175.9%
OTHER	\$ 6,211.00	\$ 2,014.96	\$ 11,742.65	\$ (5,531.65)	\$ (5,531.65)	100.0%	189.1%
TOTAL DIRECT COSTS	\$ 990,808.00	\$ 83,246.99	\$ 963,384.90	\$ 27,423.10	\$ 27,423.10	100.0%	97.2%
ADMIN COSTS (8.228%)	\$ 69,100.00	\$ 5,403.15	\$ 66,311.69	\$ 2,788.31	\$ 2,788.31	100.0%	96.0%
GRAND TOTAL	\$ 1,059,908.00	\$ 88,650.14	\$ 1,029,696.59	\$ 30,211.41	\$ 30,211.41	100.0%	97.1%
IN KIND NEEDED	\$ 264,977.00						
IN KIND GENERATED	\$ 504,836.97						
IN KIND (SHORT)/LONG	\$ 239,859.97						
USDA	Food	Non-Food	Repair/Maint	Total for Month	Revenue Received	YTD Expense	
Total All Centers	440.43	103.79	-	544.22	-	6,991.86	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
OUT OF AREA TRAVEL	\$ 13,585.00		\$ 17,330.54	\$ (3,745.54)	100.0%	127.6%
SUPPLIES			\$ -			
Training Supplies	\$ 1,424.00		\$ 17.95	\$ 1,406.05	100.0%	1.3%
OTHER			\$ -			
Contracts	\$ 4,000.00		\$ -		100.0%	0.0%
Staff Training	\$ 7,489.00		\$ 9,149.51	\$ (1,660.51)	100.0%	122.2%
TOTAL DIRECT COSTS	\$ 26,498.00	\$ -	\$ 26,498.00	\$ -	100.0%	100.0%
GRAND TOTAL	\$ 26,498.00	\$ -	\$ 26,498.00	\$ -	100.0%	100.0%
IN KIND NEEDED	\$ 6,625.00					
IN KIND GENERATED	\$ 1,150.00					
IN KIND (SHORT)/LONG	\$ (5,475.00)					

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

Enrollment

Head Start ACF Federal Funded	560
Head Start TANF	27
Early Head Start	82
Total	669

Program Options

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

Head Start Attendance

December Head Start Overall Attendance	82%
December Head Start Self Transport Attendance	81%
December EHS Home Toddler Combo	67%

Meals and Snacks

Total meals served for December	4,470
Total snacks served for December	4,375

Education

In-service training was completed Jan. 4. Staff were trained on various topics to include: Motivational Interviewing, Parent/Child Relationships and Families as Lifelong Educators, Communication Training, Child Development, CACFP changes, Hands on Bus Driving, Immunizations, Applications and Child Plus Data Base, Child Nutrition, Processing Receipts and Bills and Budgeting and Payroll (provided by the CSI Business Office staff). The second family staffing will begin this month.

Disabilities

The program will be reaching its midpoint for the school year the week of January 25. Per performance standard, we are supposed to have 10% of our available slots enrolled by children on an IEP or IFSP. For CSI Head Start/Early Head Start that would mean we had 67 children. At this point however, we currently have 41. We have 28 children that have been referred to their local school districts for testing and the program is waiting on those results. Additionally, the program has seen a number of children enrolled in the program with an IEP either drop, because they were moving or other family circumstances and/or we have also experienced children testing out of their IEP's during the program year. Both examples directly effect the program's ability to reach and maintain the percentage required. It is certainly a frustrating challenge that we continue to monitor and track.

Training

On February 9-10, 2015, the **Idaho Association for the Education of Young Children**, **Idaho Head Start Association** and **Idaho Voices for Children** are joining hands as we hold our first Early Learning Legislative Day.

We are inviting all of our members from across the state to participate in what will be a very engaging and exciting day. This is an excellent opportunity to partner with other early childhood advocates, parents and educators to show your support for quality early

learning in Idaho!

The 2 day(s) will consist of:

The Raising of America Screening (Lincoln Auditorium) Community-wide free event to raise awareness of the importance of early learning and to take action towards a better future for all children. *The Raising of America* is an ambitious documentary series that seeks to reframe the way we look at early learning.

BLOCK Fest (Idaho State Capitol Rotunda) is a research based, hands-on exhibit developed in Idaho to provide an interactive block-building experience for young children and their parents. The experience has been shown to increase parent knowledge of early development in the areas of math and science education while providing opportunities to increase social skills and literacy opportunities for young children. BLOCK Fest is active in 12 states

Early Learning Rally (Idaho State Capitol) at the Capitol. The intent is to send a message to our state legislators that high-quality early learning is a priority issue and is critical to the future of our youngest children and their families.

Presentations to the Education and Health and Welfare Committees throughout the day. Pediatricians Noreen Womack and Priscilla Salant from the McClure Center will be speaking to committee members about early brain development, learning environments in Idaho and investing in early learning.

Meet with Your Legislator! The freedom to speak to your legislator is a right and a privilege. We will be setting up meetings for each of you to speak with your district representative. These meetings will be a great opportunity for you to personally connect with your legislator and share your stories about the importance of early learning. Whether you are a parent, educator or an advocate, our legislators need to hear from their constituents.

The College of Southern Idaho Head Start/Early Head Start program will be sending staff and parents to this conference, the number TBD.

Documents for Board Review/ Approval:

Financial Reports



January 19, 2016

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

From: Jeff Harmon

Re: Purchase of the Riedesel Building

The Southern Idaho Development Center or "C" wing of the Evergreen Building was constructed in 1990 and is in need of renovation. The building is made up of approximately 9,400 square feet if the two telecommunication rooms are excluded. Prior to completing the renovation, the best educational use of this building will also be evaluated since it is located in the core of the campus.

A major issue concerning an extensive renovation is the need to relocate the existing tenants of the building for an extended period of time. The renovation will involve a new HVAC system, new windows, ceiling grid, LED lighting and floor coverings at a minimum. Due the redesign for educational spaces, interior walls may have to be removed and new ones constructed. Essentially, depending on the final design, the building may have to be totally gutted. The cost for this renovation may run as high as \$150 per square foot or \$1,500,000.

The C Wing of the Evergreen building is currently housing the College of Southern Idaho Small Business Development Center, Region IV Development, three dedicated Idaho State University classrooms, an Idaho State University double office, a College of Southern Idaho Business Department Computer Lab and an overflow classroom.

We were advised the Reidesel building located at 202 Falls Avenue is available for sale. The building has 5,064 square feet on the main floor and a 448 square foot basement for a total of 5,585 square feet. It is on a lot area of 20,730 square feet in an L shape. The original building was constructed in 1999 with an addition completed in 2002. The property is zoned R4 Professional Overlay.

The property would easily house both the College of Southern Idaho Small Business Development Center and Region IV Development. The remaining Idaho State University areas and the College of Southern Idaho computer lab would have to be reassigned to existing spaces on campus. Part of the property is also leased to Senator Crapo for 928.62 per month. When the lease renewal comes up, there may have to be some additional security measures put in place before the lease can be renewed.

Doug Volmer appraised the property and lot at approximately \$625,000. We have had the property inspected by Bill Baker and received a report of building related concerns and issues to address. Allen Scherbinske and Randy Dill have reviewed the building inspection report and found no significant issues that would cause us concern in purchasing the building. Numerous small items can be addressed, including the installation of new windows, for approximately \$15,000. Additionally, some remodel work and the finishing out of approximately 800 square feet of storage space could cost as much as \$35,000.

The owners of the property have accepted our offer of \$550,000 for the building as is. With the maintenance and remodel work, our total investment in the building will be in the \$600,000 range. Based upon our need to relocate existing on campus tenants for the renovation of the C Wing of the Evergreen Building and the Reidesel buildings suitability and proximity to campus, I respectfully request permission to purchase the Reidesel building for \$550,000 plus miscellaneous negotiated closing costs.

Funding for this purchase is from the Plant Facility Fund.



January 19, 2016

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

From: Jeffrey M. Harmon

Re: Sale of House – 703 Field Stream Way

We entered into an agreement with Irwin Realty to sell two of our residential construction program houses in November of 2014. We have an offer for the house located at 703 Field Stream Way. The 2,080 square foot house is approximately four years old. Previously the house was rented but the house has remained empty this past year.

The offer for the house is for \$210,000 which is two thousand below the appraised price. After closing costs and real estate commissions, the college will receive approximately \$192,000 to \$194,000 for the property.

Based upon the current market conditions, the appraisal dated October 22, 2014 and the comparable sales of similar houses in the area, I respectfully request permission from the Board to sell the residential construction house located at 703 Field Stream Way.

Proceeds from the sale will be deposited into the Plant Facility Fund where the original construction costs for the house were charged.

Proposed Change to CSI Mission Statement

Rationale: This is a minor wording change intended to make the language of the mission statement more inclusive by changing from third-person to first-person.

Current CSI Mission Statement:

The College of Southern Idaho provides quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities it serves.

Proposed CSI Mission Statement with edits:

~~The College of Southern Idaho~~ To provides quality educational, social, cultural, economic development, and workforce development opportunities that meet the diverse needs of the communities ~~it~~ we serves.

Proposed CSI Mission Statement after editing:

To provide quality educational, social, cultural, economic development, and workforce development opportunities that meet the diverse needs of the communities we serve.