

AGENDA

Board of Trustees
Laird Stone, Chair
Jack Nelsen
Anna Scholes
Jan Mittleider
Scott McClure

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

Board Mission Statement:
The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

- | | |
|---|--|
| I. CALL TO ORDER | Chairman Stone
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairman Stone |
| III. RECONVENE REGULAR MEETING | Chairman Stone
4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes
July 19, 2021
August 3, 2021 (Special Session) | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Information Items | |
| 1. Board of Trustees Bylaws Review and Policy Discussion | Laird Stone |
| a) Removal of individuals disrupting meetings policy | Laird Stone |
| b) Discussion related to alcohol policy adoption | President Fisher |
| 2. CSI Athletics Update | Joel Bate |
| 3. New School Year Highlights | Todd Schwarz |
| Action Items | |
| 1. Head Start/Early Head Start Report | Ruby Allen |
| 2. Axis Milling Machine Bid Approval | Jeff Harmon |
| 3. Options for June 2022 Trustees Meeting | President Fisher |
| 4. South Central District Health Construction Request | Jeff Harmon |
| 5. Property Development Proposal | President Fisher / Chris McKay |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Skyler Bollar |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

AGENDA

Board of Trustees

Laird Stone, Chairman
Jack Nelsen
Anna Scholes
Jan Mittleider
Scott McClure

CSI Mission Statement:

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

Board Mission Statement:

The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

I. CALL TO ORDER

Chairman Stone
3:00p.m./President’s Board Room

A. Pursuant to Idaho Code 74-206, the Board will convene to:

- ◆ Consider personnel matters
[Idaho Code §74-206(1)(a) & (b)]

- ◆ Deliberate regarding an acquisition of interest in real property
[Idaho Code § 74-206(1)(c)]

II. ADJOURNMENT

Chairman Stone

CALL TO ORDER: 3:00p.m.

EXECUTIVE SESSION: 3:05p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk
Jan Mittleider, Trustee
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President
Eric Nielson, Director of Human Resources
Jeff Harmon, Vice President of Finance and Administration

Other Attendees:

Kirt Naylor, Naylor and Hales Law

Pursuant to Idaho Code § 77-206 the Board agreed to convene in Executive Session to Consider:

- ◆ Consider personnel matters
[Idaho Code §74-206(1)(a) & (b)]
- ◆ Deliberate regarding an acquisition of interest in real property
[Idaho Code § 74-206(1)(c)]

Jan Mittleider moved to go into Executive Session.

The vote to do so by roll call:

- Laird Stone Aye
- Jack Nelsen Aye
- Anna Scholes Aye
- Jan Mittleider Aye
- Scott McClure Aye

The Board returned to public session at 4:00p.m.

BOARD MEETING ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk
Jan Mittleider, Trustee
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration

Employees, visitors and media:

Chris Bragg	Dr. Barry Pate
Jason Ostrowski	Kevin Mark
Kristy Carpenter	Jonathan Lord
Eric Nielson	Spencer Cutler
Kim LaPray	Ruby Allen
Ginger Nukaya	Ed Ditlefsen
Jayson Lloyd	Larisa Alexander
Tiffany Seeley-Case	Serena Jenkins-Clark
Crystal Ayers	Caleb Aoi
Joel Bate	Mikelle Magalogo
Megan Jacobsen	Tiffany Clark
Elizabeth Jones	Nolan Melinsky
Ashley Sandau	Michael Konrad
Dara Rodemack	Grayson Stone
Chris McKay	Eric Myers

APPROVAL OF AGENDA: Chairman Stone asked to amend the agenda to reflect a COVID vaccination incentive topic as an action item. The amended agenda was approved on MOTION by Trustee Scholes. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized INBRE interns Audrey Howell, Kiara Kimbell, Bailey Stonebreaker, and Julie Graff. He also recognized CSI's new faculty members.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written on MOTION by Trustee Nelsen.

July 19, 2021 – Regular Meeting

August 3, 2021 – Special Meeting

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Trustee McClure. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Information Items

1. Chairman Stone presented information that addresses an amendment to board policy indicating the removal of an "unruly" board member. If in the event the chair of the Board needed to be removed from a meeting, the chair elect would have the authority to ask for a vote to remove the chair. A formal reading of the amended policy and a vote will take place at the September meeting.
2. President Fisher presented information regarding the adoption into policy of alcohol being allowed on the CSI campus for some events. The board agreed to delay any purposeful action until the new director of the CSI Foundation can give input. A proposal will be brought back to the board at a future meeting.
3. Joel Bate, CSI Athletic Director presented an update on Athletics. He noted the athletes excelled in the classroom and in their individual sport. As of now, athletics will return back to normal with physical attendance by fans. There are no restrictions due to the pandemic.

4. Todd Schwarz, Provost gave an Academic Affairs update. He highlighted the fact that CSI is exceeding the national trend for students. CSI has seen an increase in enrollment.

Other notable items in report:

- Vet tech building is complete, and an open house will be held on Friday, September 3rd at 5:30pm.
- The Canyon building remodel is very near completion.
- Online delivery is up considerably. CSI provided technology and capabilities to students in need due to the emergency relief funding.

Action Items

1. **HEAD START/EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee Scholes. Affirmative vote was unanimous.
2. Jeff Harmon, Vice President of Finance and Administration presented a proposal to accept a bid from Haas Factory Outlet in the amount of \$158,021.90, to purchase a 5th Axis Milling Machine. He noted CSI applied for and received a postsecondary grant through Idaho Career Technical Education to aid in the purchase. The Board approved the bid from HAAS Factory Outlet in the amount of \$158,021.90 to purchase a 5th Axis Milling Machine on MOTION by Trustee Nelsen. Affirmative vote was unanimous.
3. President Fisher explained that the June 20th, 2022 Board of Trustees meeting conflicts with the new federal holiday, Juneteenth and asked the board to evaluate and identify a new date for its June 2022 meeting. Three options were presented. The Board approved for the June 2022 meeting be held on Tuesday, June 21st at the regularly scheduled time on MOTION by Chairman Stone. Affirmative vote was unanimous.
4. Eric Myers, South Central Public Health District (SCPHD) Business Operations Director, presented a request to build a 20x40 structure on the south side of the existing SCPHD building. The Board approved a 20x40 building to be constructed on the south side of the existing SCPHD building, on MOTION by Trustee McClure. Affirmative Vote was unanimous.
5. President Fisher presented the vaccine incentive program proposal which specifies that every CSI employee and students taking classes for credits, who provides evidence they are vaccinated against COVID-19 qualifies for \$100. The incentive is federally funded.


6. After Chairman Stone recused himself, President Fisher along with Chris McKay from Ironvista Development Group presented a proposal for CSI to sign a letter of intent that would allow Ironvista Development Group and CSI to begin exclusive negotiations, for a 90-day duration, regarding the lease of a portion of land that CSI currently owns. Trustee Mittleider motioned to table the proposal until further information can be gathered. Scott McClure seconded the motion. 2 in favor, 2 opposed. Motion failed. Trustee Scholes moved to approve the proposal. Vice-Chairman Nelsen seconded the motion. 1 in favor, 3 opposed. Motion failed. Chris McKay withdrew his proposal.

PRESIDENT'S REPORT: President Fisher gave his monthly report.

CSI STUDENT BODY PRESIDENT REPORT: Skyler Bollar gave his monthly report

REMARKS FOR THE GOOD OF THE ORDER: Board members gave remarks for the good of the order.

ADJOURNMENT DECLARED: 6:37 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: September 20, 2021



Laird Stone, Chairman



General Fund Board Report

As of July 31, 2021

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$14,666)	(\$756)	\$0	\$756	-
County Tuition	\$4,550	\$750	\$0	(\$750)	-
State Funds	(\$13,819,832)	(\$15,293,500)	\$0	\$15,293,500	-
County Property Tax	\$171,924	\$185,636	\$0	(\$185,636)	-
Grant Management Fees	(\$1,000)	(\$45,227)	\$0	\$45,227	-
Other	(\$2,921)	(\$8,090)	\$0	\$8,090	-
Unallocated Tuition	(\$147,174)	(\$59,032)	\$0	\$59,032	-
Departmental Revenues	(\$24,086)	(\$72,812)	\$0	\$72,812	-
Total Revenue	(\$13,833,205)	(\$15,293,031)	\$0	\$15,293,031	-
Expenses					
Personnel Expense					
Salaries	\$1,636,203	\$1,595,032	\$0	(\$1,595,032)	-
Variable Fringe	\$362,667	\$348,241	\$0	(\$348,241)	-
Health Insurance	\$363,530	\$325,339	\$0	(\$325,339)	-
Total Personnel Expense	\$2,362,400	\$2,268,612	\$0	(\$2,268,612)	-
Operating Expense					
Services & Supplies	\$673,161	\$840,945	\$0	(\$840,945)	-
Other	\$2	\$1,011	\$0	(\$1,011)	-
Capital	\$108,511	\$16,839	\$0	(\$16,839)	-
Institutional Support	\$384,965	\$315,596	\$0	(\$315,596)	-
Transfers	\$0	\$0	\$0	\$0	-
Total Operating Expense	\$1,166,640	\$1,174,390	\$0	(\$1,174,390)	-
Total Expense	\$3,529,040	\$3,443,002	\$0	(\$3,443,002)	-
Rev/Expense Total	(\$10,304,165)	(\$11,850,029)	\$0	\$11,850,029	-



College of Southern Idaho
Head Start/Early Head Start

Program Summary for July 2021
Reported at August Board Meeting



Enrollment

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start ACF Federal Funded	92
Total	561

Program Options

Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Overall Attendance * Summer Break

EHS Toddler Combo Attendance 81%

IEP/IFSP Enrollment

Over Income Enrollment

100-130% Poverty Level

Meals and Snacks

Total meals served 275

Total snacks served 282

Documents for Board Review and Approval: Board / Financial Reports

Program Notes

Office of Head Start-Region X approved the facility application to construct the addition to the new Twin Falls Center. We are very excited to move forward with the process. Renewal of the Special Use Permit will be presented to the Planning and Zoning Board on August 24th. There was no public concern from residents at the last public hearing, so I remain hopeful that this time will be the same. Once complete we can move forward with the bidding process.

All staff returned to work on August 2nd. The wellness committee planned an epic return to work celebration, it was a great way to start the week of training. The week ended with a morning on the CSI Ropes Course with follow-up. Staff evaluations are very complimentary of the training provided throughout the week.

The program was ready to start classes at capacity with regular program options. As the Delta variant is spreading through the communities we serve, we have pulled back from full enrollment to 10 children per classroom, but with regular program options. The expectation is that we will be fully enrolled by December 2020. Those classrooms that staff have been vaccinated will be at capacity by the end of September. We are not pushing anyone to be vaccinated but did provide abundant information at Pre-Service in hopes those on the fence will use the information to make an informed decision. Office of Head Start, currently, is requiring all programs to be full enrolled as of January 1, 2022.

The increase to the Salary Administration Plan has proven effective at bringing former staff back to Head Start. Also, this is the first year we did not lose staff on the first day back to work. Throughout my time with the Program, it is typical to lose at least three people after summer break. I am very excited to see this trend not repeat this year.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,304,487.00	\$ 238,397.82	\$ 1,665,492.49	\$ 1,638,994.51	49.6%
BENEFITS	\$ 2,042,950.00	\$ 137,171.37	\$ 910,807.12	\$ 1,132,142.88	55.4%
EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
CONTRACTUAL	\$ 60,000.00	\$ 373.01	\$ 7,192.12	\$ 52,807.88	88.0%
SUPPLIES	\$ 226,359.00	\$ 10,437.18	\$ 103,325.52	\$ 123,033.48	54.4%
FACILITIES/CONST.	\$ 1,185,930.00	\$ 50.00	\$ 50.00	\$ 1,185,880.00	0.0%
OTHER	\$ 783,037.00	\$ 79,935.24	\$ 413,107.31	\$ 369,929.69	47.2%
TOTAL DIRECT COSTS	\$ 7,677,763.00	\$ 466,364.62	\$ 3,099,974.56	\$ 4,577,788.44	59.6%
ADMIN COSTS (9.0%)	\$ 481,269.00	\$ 34,436.46	\$ 231,958.16	\$ 249,310.84	51.8%
GRAND TOTAL	\$ 8,159,032.00	\$ 500,801.08	\$ 3,331,932.72	\$ 4,827,099.28	59.2%
IN KIND NEEDED	\$ 1,738,907.00				
IN KIND GENERATED	\$ 1,467,256.36				
IN KIND (SHORT)/LONG	\$ (271,650.64)				
PROCUREMENT CARD EXPENSE	\$ 17,180.00	3% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	398.63	-	-	398.63	50,020.10

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 46,824.00	\$ -	\$ -	\$ 46,824.00	100.0%
SUPPLIES	\$ 3,303.00	\$ 718.01	\$ 2,540.30	\$ 762.70	23.1%
OTHER	\$ 16,447.00	\$ 14,079.45	\$ 30,341.22	\$ (13,894.22)	-84.5%
GRAND TOTAL	\$ 66,574.00	\$ 14,797.46	\$ 32,881.52	\$ 33,692.48	50.6%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 813,331.00	\$ 61,939.98	\$ 229,763.52	\$ 583,567.48	71.8%
BENEFITS	\$ 466,023.00	\$ 33,774.07	\$ 118,563.85	\$ 347,459.15	74.6%
EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
CONTRACTUAL	\$ 65,110.00	\$ 2,514.67	\$ 4,393.02	\$ 60,716.98	93.3%
SUPPLIES	\$ 37,200.00	\$ 2,814.69	\$ 20,043.40	\$ 17,156.60	46.1%
FACILITIES/CONST.	\$ -		\$ -	\$ -	#DIV/0!
OTHER	\$ 161,431.00	\$ 8,964.41	\$ 23,784.76	\$ 137,646.24	85.3%
TOTAL DIRECT COSTS	\$ 1,618,095.00	\$ 110,007.82	\$ 396,548.55	\$ 1,221,546.45	75.5%
ADMIN COSTS (9.0%)	\$ 115,142.00	\$ 8,538.04	\$ 31,430.35	\$ 83,711.65	72.7%
GRAND TOTAL	\$ 1,733,237.00	\$ 118,545.86	\$ 427,978.90	\$ 1,305,258.10	75.3%
IN KIND NEEDED	\$ 435,319.00				
IN KIND GENERATED	\$ 391,570.45				
IN KIND (SHORT)/LONG	\$ (43,748.55)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 29.83	\$ 474.16	\$ 423.04	\$ 927.03	\$ 4,426.61

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 16,176.00	\$ -	\$ -	\$ 16,176.00	100.0%
SUPPLIES	\$ 1,428.00	\$ 113.68	\$ 1,665.59	\$ (237.59)	-16.6%
OTHER	\$ 11,323.00	\$ 2,549.85	\$ 9,523.14	\$ 1,799.86	15.9%
GRAND TOTAL	\$ 28,927.00	\$ 2,663.53	\$ 11,188.73	\$ 17,738.27	61.3%

August 16, 2021

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

From: Jeffrey M. Harmon

Re: 5th Axis Milling Machine

We applied for and received a Building Idaho's Future postsecondary grant through Idaho Career Technical Education. This grant will help CSI purchase equipment that will modernize and expand our current CTE programs. As part of this grant we advertised for the purchase of a 5th axis milling machine to be used in CSI's Manufacturing Technology program. We received one bids as follows:

Haas Factory Outlet	Meridian, Idaho	\$ 158,021.90
---------------------	-----------------	---------------

Based on the review of the proposal by Jim Kellis, I recommend that we accept this bid from Haas Factory Outlet of Meridian, Idaho in the amount of \$158,021.90.

College of Southern Idaho

Board of Trustees Agenda Action Item

In June 2021, the U.S. Congress and President Biden took legislative action to add a new federal holiday. Juneteenth was established as June 19 each year.

By previous action, the Board of Trustees approved the meeting date schedule for the 2021-2022 fiscal year. As approved, the Board would be scheduled to meet on June 20, 2022 which is now designated as a holiday.

It is recommended that the Board evaluate and identify a new date for its June 2022 meeting. Three options are identified for the Board's consideration:

Option 1: June 13, 2022

This option would create an earlier meeting of the Board – one week before its normal meeting day of the month.

Option 2: June 27, 2022

This option would create a meeting on the 4th Monday of the month – one week later than the norm.

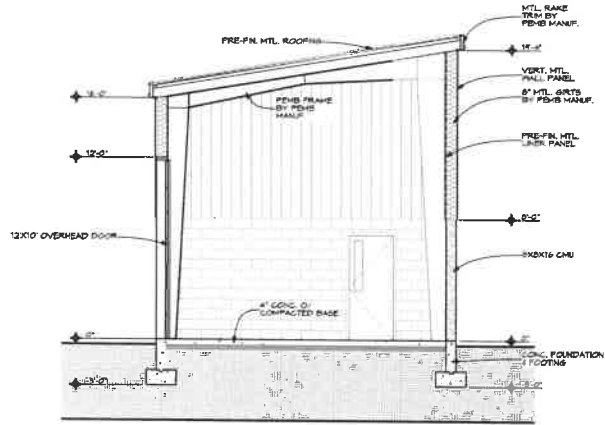
Option 3: June 21, 2022

This option would create a meeting on the Tuesday that immediately follows Juneteenth – one day later than the normal meeting would have occurred.

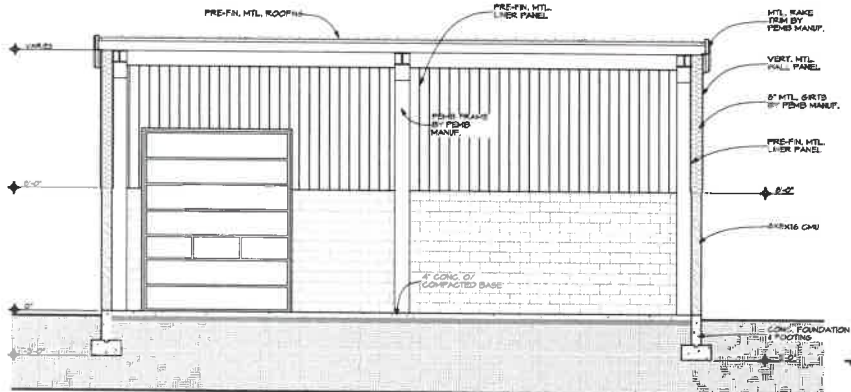
Calendar for June 2022 (United States)

Sun	Mon	Tue	June Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

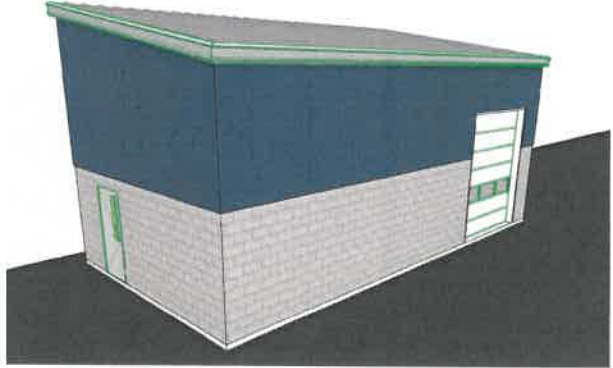




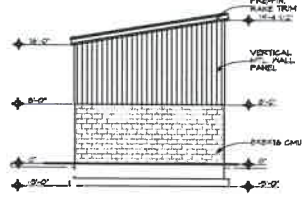
6 BUILDING SECTION
A101 SCALE: 1/4" = 1'-0"



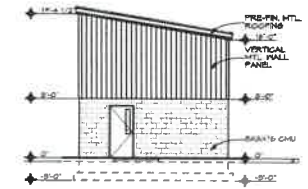
5 BUILDING SECTION
A101 SCALE: 1/4" = 1'-0"



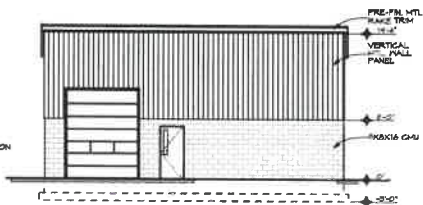
7 PERSPECTIVE
A101 SCALE: 3/32" = 1'-0"



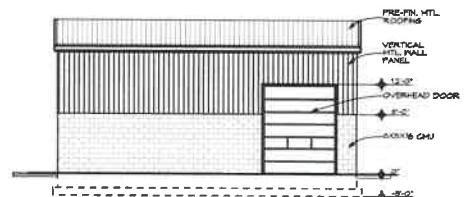
4 SOUTH ELEVATION
A101 SCALE: 1/8" = 1'-0"



3 NORTH ELEVATION
A101 SCALE: 1/8" = 1'-0"



2 EAST ELEVATION
A101 SCALE: 1/8" = 1'-0"



1 WEST ELEVATION
A101 SCALE: 1/8" = 1'-0"

Myers ■ Anderson

REVIEW SET

PROJECT: SCPHD VACCINE STORAGE

TWIN FALLS, IDAHO

REVISION

ELEVATIONS & BUILDING SECTIONS

CONTRACTOR SHALL VERIFY ALL DIMENSIONS & CONDITIONS SHOWN OR IMPLIED

DRAWING SCALE APPLIES TO 22 X 34 SHEET SIZE

REVISION DATE

DRAWN BY: M. VILGARRA

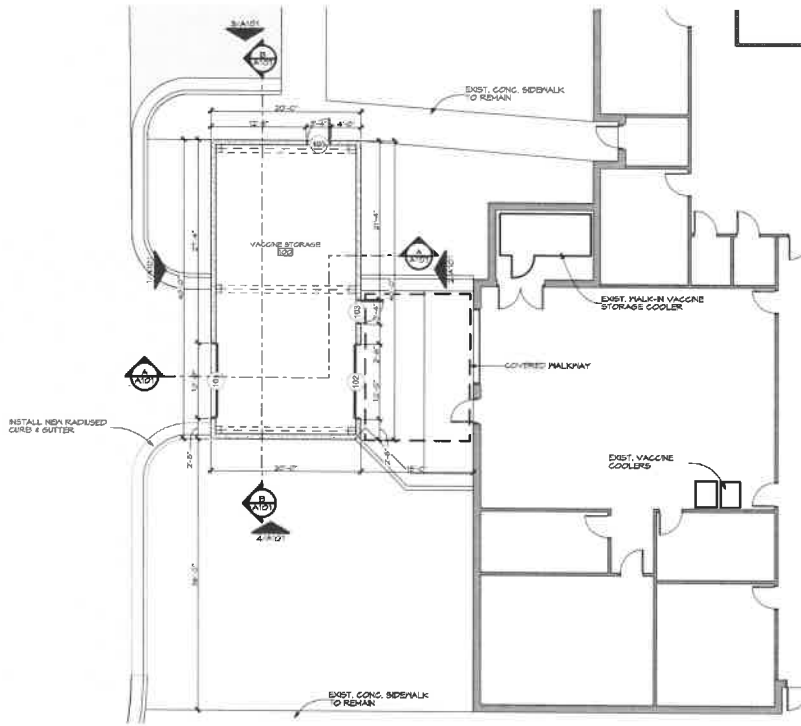
CHECKED BY: RC

FOR NUMBER: 17498-200

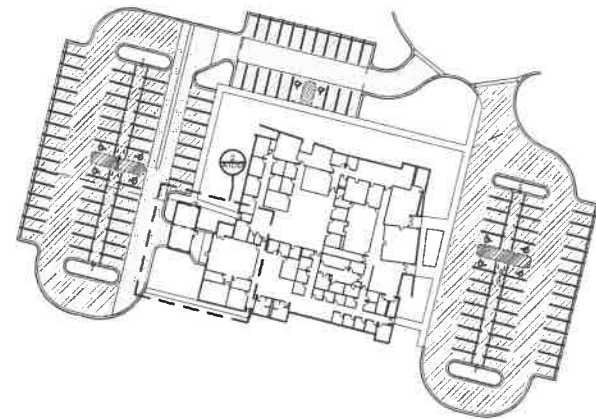
PROJECT DATE: JUNE 2021

SHEET A101

ARCHITECTURE
INTERIOR DESIGN
HISTORIC PRESERVATION
157 South Main Street • Pocatello, Idaho 83201 • Tel: 208.833.3141 • Fax: 208.833.3142
927 West Front Street, Suite 201 • Ketchikan, Alaska 99901 • Tel: (907) 229-0951



2 MAIN FLOOR PLAN
A100 SCALE: 1/8" = 1'-0"



1 KEY PLAN
A100 SCALE: 1" = 50'

Myers ■ Anderson

- ARCHITECTURE
- INTERIOR DESIGN
- HISTORIC PRESERVATION

125 South West Street • Pocatello, Idaho 83201 • Tel: 208.225.2141 • Fax: 208.225.2141
 622 South West State Street • 6th Floor • Boise, Idaho 83725 • Tel: 208.333.2624

REVIEW SET

PROJECT:

SCPHD VACCINE STORAGE

TWIN FALLS, IDAHO

SHEET TITLE:

MAIN FLOOR PLAN

CONTRACTOR SHALL VERIFY ALL DIMENSIONS & CONDITIONS SHOWN OR IMPLIED

DRAWING SCALE APPLIES TO 22" X 34" SHEET SIZE

REVISION DATE

DRAWN BY: M. VIZCARRA

CHECKED BY: RC

JOB NUMBER: 17458-200

PROJECT DATE: JUNE 2021

SHEET

A100

College of Southern Idaho
Vaccination Incentive Program Proposal

Cognizant that the COVID-19 vaccinations that are widely available in the United States are effective in combatting the virus and known variants, the College of Southern Idaho will provide a benefit for those that provide evidence that they have received the two doses for the Pfizer and Moderna vaccines, and the one dose for the Johnson & Johnson (Jansen) vaccine. The incentive program will be:

- Upon presentation of evidence that documents that the individual CSI faculty, staff or student has received the full vaccination protocol for COVID-19, the College will provide a \$100 Visa gift card, or equivalent, to the individual.
- The College will track aggregate participation numbers but will not retain copies of the vaccination record.
- For employees, the benefit has a monetary value and will be reported on the W-2.
- The College will include all full-time and part-time employees within eligibility to participate in the incentive program.
- All enrolled students are eligible to participate in the incentive.

DRAFT



MEMORANDUM

To: Chair Stone and Trustees
From: Dr. L. Dean Fisher, President
Re: Property Development Options
Date: August 10, 2021

A handwritten signature in blue ink, appearing to be 'L. Fisher', is written over the 'From' and 'Re' lines of the memorandum header.

This memo is to provide you some background information to expedite further discussions at the upcoming board meeting. As a part of the August 2021 Board of Trustees agenda materials, you'll find a Letter of Intent from Iron Vista Development Group from Provo, Utah.

Discussing the letter of intent in a public meeting rather than having an opportunity in an executive session is required under Idaho statutes. An executive session is allowed when there is the need to privately discuss the possible acquisition of property, or the sale of property. Property already owned by the College and a possible lease of that land does not meet the requirements for an executive session, since neither a purchase or sale of land is being considered. This memo will be included, along with the Letter of Intent with the minutes of the Board meeting.

The Letter of Intent simply requests a lease of land from the College with a multi-family housing project built by Iron Vista Development Group. The housing would be a market-rate housing development. The College would not be subsidizing the construction or other associated costs to the development. The proposed terms would generate out an annual payment equivalent to six percent of the value of the land (current value). At the expiration of the lease term, all capital improvements would revert to CSI.

The presentation by a representative of Iron Vista Development Group at the upcoming Board meeting will be done within a public meeting and will allow for the presentation of their proposed use of the land. The only action item available to the Board would be related to approval (or not) of an authorization to proceed with negotiations concerning land development options. Any resulting proposal would, of course, come back to the Board of Trustees in the future for their review and consideration for ratification. In short, any approval you might provide at the upcoming meeting would be to negotiate, not to execute.

Should you have any questions, please feel free to give me a call.