



DRAFT MINUTES
College of Western Idaho Board of Trustee
April 15, 2008
Boise State University West Campus Building, Room 119
Nampa, Idaho

A meeting of the Trustees for the College of Western Idaho was held April 15, 2008 at the Boise State University Campus Building in Nampa, Idaho. Chairman Jerry Hess presided.

Present:

Jerry Hess, Chairman
Mark Dunham, Vice Chairman
Mary Carol (M.C.) Niland, Secretary
Hatch Barrett
Guy Hurlbutt

Absent:

None

Trustee Work:

The meeting was called to order at 9:00 a.m. and introductions were made by Chairman Hess.

M (Niland) to adopt the agenda as presented. Motion carried unanimously.

Minutes.

M (Hurlbutt) to approve the minutes as amended Motion carried unanimously.

Chairman Hess requested that "by researching other options that allow CWI to serve the underserved," be added after "target funding" in the sixth paragraph under "4. Adult Basic Education."

Trustee Hurlbutt requested that November 2009 be corrected to November 2008 in paragraph four under "9 Discuss Election Timetables and Procedures."

Financial Report.

Cheryl Wright reported that the current balance of cash and investments is \$3,469,667.

President's Report.

President Griffin reported on the following:

- The MOU with CSI for accreditation is nearing finalization.
- Four Issues in Legislature:
 - The Liquor tax revenue to community colleges was increased from \$300,000 to \$600,000 annually.
 - The community college tuition cap was increased from \$625 to \$1,250 per semester. The maximum increase remains at 10% per year.
 - CWI will receive \$5 million for fiscal year 2009.
 - The MOU for the property and facilities transfer from the State Board of Education and BSU has been signed.

- Branding and Web site Upgrade: Shirl Boyce spoke about the work being done on branding and showed the new CWI web site.
- E-Newsletter will be distributed soon.
- Employment Contract from BSU suggesting we pay \$18,000 through year end. Trustee Hurlbutt agreed that President Griffin should try to negotiate this to 5% of the Salary and fringe.
- Datatel implementation is moving forward.
- There is a possibility of a limited fall start for lower division academic classes
- Transfer of Selland is moving along. Monthly meetings are being held with State Division of Professional Technical Education, Boise State University, College of Southern Idaho, and CWI.
- Vacation leave: President Griffin suggested that the Trustees consider transferring the liability for the accrued vacation for the Selland employees and use the release of liability for BSU as a negotiating point for the cost of the transfer of the buildings and property.
- Facilities planning & campus master plan was discussed. President Griffin clarified Brian Currin's position. Currin will manage the following:
 - Selland Move
 - Contact for master's plan
 - Aspen Creek lease and move of executive offices
 - Faculty facilities in this building
 - Custodial Services

Vice Chair Dunham asked if the BSU master plan for this campus is going to be used in the CWI planning for the Nampa campus. President Griffin explained that the initial campus plan was completed ten years ago. Two years ago a firm was hired to modify the original plan for the BSU West campus, but not much was accomplished. CWI will take that prior work into account. CWI will also be coordinating with other higher education institutions.

- Rio Salado trip has changed to April 29, returning April 30.
- State Board of Education meeting is in Moscow later this week. There is an agenda item to terminate the Selland employees at the end of fiscal year 2009.
- Strategic Planning: Staff met last Wednesday. Draft document to be sent to the Planning team. Staff recommends a change in the draft mission and vision statements. Trustee Dunham requested that the original vision, mission and statement of purposes be emailed to the trustees.
- American Association of Community Colleges conference was of great value to everyone as well as building cohesiveness within the team.
- Establishing a culture: It is important that Trustees and staff build a culture for CWI. President Griffin stated, "We are on a mission to change peoples' lives."

Adult Basic Education Funding FY 2009.

Cheryl Wright reported that the Federal and State Grants that fund the ABE programs in Selland require a match. BSU has reduced the funding to the Selland ABE program for FY 2009. In order to meet the match and replace the BSU funding the ABE program needs \$160,000. This funding need was projected on the CWI initial 2009 budget approved by the Trustees, but due to a discussion in the March Trustee meeting the VPFA thought it was valuable to bring this up for discussion in order to ensure a complete understanding of the issues. Another possible impact on the Selland ABE program is the possibility of BSU Office of Sponsored Projects assessing an 8% indirect charge, which would mean an additional short fall of \$57,316.

M (Dunham) to authorize the payment of up to \$217,316 to Selland Adult Basic Education to fund the match requirement for the Federal and State grants, plus the potential indirect charges from BSU. Motion carried unanimously.

CWI Associate Degree in Nursing Faculty.

Due to the difficulty in recruiting the required masters prepared nurses in an Associate Nursing Degree (A.D.N.) program, Victor Watson proposed that CWI take the following steps in order to be prepared to offer the A.D.N.:

- BSU covers the first year contract with faculty with a Bachelor of Science (BSN) in Nursing, who pursue a Masters Degree in Nursing (MSN).
- CWI will pick up the second year of the contract.

- CWI will have two MSN prepared faculty for regular Nursing AAS.
- State Division of Professional Technical Education pays the faculty salaries.
- Contracted MSN faculty agree to teach at CWI for two years
- If the contracted faculty default on the agreement, they must repay the cost of the waived student tuition and fees.

M (Niland) to accept the proposal as presented on the Associate Degree in Nursing.

Trustee Hurlbutt stated that the risk for CWI is that once the students have attained their master's degree they can make a lot more money working in the hospitals.

Executive Session.

M (Hess) to move to Executive Session pursuant to Idaho Code 67-2345 (1)(C), to consider acquiring an interest in real property not owned by a public agency. *Motion carried unanimously.*

M (Hess): to move out of Executive Session at 10:55 p.m. and move back into Open Session. *Motion carried unanimously.*

M (Dunham) to authorize entering into the lease for Aspen Creek property. *Motion carried unanimously.*

Brian Currin and SeAnne Sefaii discussed the need for leased property at Bank Drive, Boise to provide space for the workforce training health classes. There will be substantial cost savings in entering into a five year lease. The last forty-eight months of the five year lease the programs will be under CWI. Chairman Hess asked Attorney Rich Stover to work with Kevin Satterlee, BSU's attorney and Brian Currin on the lease. Because the workforce training classes are self-supporting there should be no financial impact to CWI.

Employee Benefits

Chairman Hess started the discussion presenting information as it relates to employment contracts and changes needed to insure flexibility in the emerging options in education. Chairman Hess stated that current research deals with a whole host of innovative educational issues that the trustees and administration need to consider. If we are to be student centered, we need greater flexibility in delivering instruction. When fixed seat time is replaced with technology delivered instruction, or a combination of both, completion rates increase. We need to remove barriers to student's success by adopting new and more flexible policies that are not a part of our present model, because we have no policies yet. It provides a rare opportunity for complete analyses that includes current trends with increased efficiencies before we adopt restrictive policies. Successful learning must also include social learning. Recent research confirms the need for social learning described in part as non-traditional models described in various research papers. CWI should be collegiate plus flexible. The model is changing. We need to become aggressive changers. As a new institution we have one chance to get it correct and we are slowly losing that option by following the traditional models. Impelling research also confirms the growing need for non-traditional facilities and campus. We are presently exploring building and campus needs with traditional campus models. One of the risks of transferring Selland as presently structured, without a diligent review, is that we are transferring only traditional teaching and learning methods, that may be necessary for now. We need expert consultants to insure we get it correct. Rand Spiwak offered to come and assist us with the development of the community college. George Copa also offered his consulting services at no charge. Chairman Hess also suggested there may be others with existing and emerging state of the art knowledge in education that could guide us. There was a brief discussion.

Janet Baxter presented information on current trends in employee benefits along with the recommendations to the Board.

M (Hurlbutt) to approve recommendation by staff as presented by Janet Baxter with the exception of health insurance, and to have staff bring back some comparisons from other companies. Motion carried.

PERSI sick leave policy.

Rich Stover explained the state statutes involving the use of accrued sick leave. When employees retire ½ of the value of the accrued sick leave may be used toward the cost of health insurance. PERSI staff interpreted the state statute to say that when employees leave state employment they forfeit sick leave. Kevin Satterlee and Rich Stover felt that the interpretation was short sighted. PERSI's interpretation is technically correct. Rich Stover went to the Governor's Office, and the Governor's Office stated that it was a fairness issue and they will issue an executive order. This will require a legislative action at the next legislative session.

Policies

This was the second reading of the following policies:

Policy 2.1 - Employment Policies:

There was discussion about the definition of benefits. Jan Baxter suggested that staff add "Benefits are defined as benefits beyond those required by law.

M (Hurlbutt) to approve with the following amendment to the policy: add "excluding duly authorized security personnel" to the end of the last sentence under "Possession of Firearms/Weapons." Motion withdrawn

M (Dunham) to approve with the following amendment to the policy: add "Unless prior approval is granted by the President of CWI or the President's designee," to the beginning of the first sentence under "Possession of Firearms/Weapons." Motion carried unanimously

Policy 2.2 – Pay and Work Hours:

M (Dunham) to approve with the following amendments to the policy: 1) strike the second sentence of the first paragraph and 2) strike "for non-faculty employees at the end of the first sentence of the second paragraph. Motion carried unanimously

Policy 2.3 – Benefits:

M (Dunham) to approve with the following amendments to the policy: 1) change the first work in the first sentence under "Vacation" for "A" to "All," and 2) strike the comma after faculty in the second sentence under "Sick Leave, and the first sentence under "Personal Leave." Motion carried unanimously

Policy 4.1 – Computer Use:

M (Dunham) to approve with the following amendments to the policy: 1) strike the word "partisan" from the thirteenth bullet and 2) add a bullet stating "Administration reserves the right and will monitor emails periodically. Motion carried unanimously

Rich Stover agreed to ask Kevin Saterlee for the Sate Attorney General's opinion on restricting state employees from emailing legislators from work email addresses.

Policy 5.2 – Travel Expenses:

M (Hurlbutt) to approve policy as drafted. Motion withdrawn

Staff was instructed to rewrite the Travel Expenses policy to specifically state what is covered in the travel policy. The question on mileage reimbursement for adjunct instructors was discussed. The Trustees requested a copy of the mileage and travel reimbursement schedule.

Policy 5.3 – Purchasing:

M (Dunham) to ask the attorney, Rich Stover, to investigate purchasing policies involving construction of buildings. Motion carried unanimously

Vice Chair Dunham suggested that Attorney Stover look at the Idaho Department of Public Works as a guide and suggested Stover call Tim Mason of DPW.

Trustee Barrett cautioned staff to build in flexibility for sole source suppliers.

Policy 5.5 – Interview Expenses:

M (Hurlbutt) to approve policy 5.5 as presented. *Motion carried unanimously*

Building and property MOU and Property Division

Trustee Hurlbutt stated that Rich Stover will be negotiating with the attorney for state board of education to finalize the Memorandum of Understanding for the buildings and property

Vice chairman Dunham stated that several meetings continue to take place behind the scenes involving the property division and finalizing the MOU.

Trustee Election

Rich Stover is continuing to work with Ada and Canyon County staff to contract for election services. Stover stated that the price would be a percentage of the cost of elections based on the percentage of space CWI would occupy on the ballot. The cost will vary based on the number of people on the ballots.

The Meridian school district had a two candidate trustee election that cost just over \$14,000. Plus the Meridian school district had a bond election that cost 21,063. These were individual elections in August and the cost included costs for a one hour training session. Meridian owns its own ballot booths and ballot cans.

The cost for the last trustee election for the Boise school district was approximately \$14,000. The City of Boise election cost \$24,000, which was held during the general election. Rich Stover projected the CWI trustee election will cost at least \$50,000.

M (Dunham) to designate five seats open for the November 2008 election. Seats 1 & 2 will be for a term of 2 years and seats 3-5 will be for four years each.

Cheryl Wright was directed to publish the amended notice of intent. Declarations will be available to be picked up from the election official, Cheryl Wright, by appointment, at the CWI office at 5500 University Way, Nampa, Idaho Room 312a or at the County Offices.

M (Dunham) to file the notice of intent immediately followed by a press release.

People can check on the Secretary of State's web page to see who is running for what seats.

Old Business

The Action Items list was reviewed.

New Business

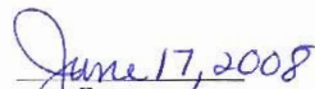
By consensus the Trustees directed staff to purchase as many URLs as possible.

Adjourn

Chairman Hess adjourned the meeting at 2:58 pm.



M.C. Niland, Secretary



Date