

**MINUTES**  
**College of Western Idaho Board of Trustee**  
**October 16, 2007**  
**Boise State University West Campus Building, Room 119**  
**Nampa, Idaho**

A meeting of the Trustees for the College of Western Idaho was held October 16, 2007 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:**

President Griffin excused. Executive Vice President Watson stood in for the President

**Trustee Work:**

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

1. Minutes.

**M (Niland): to accept the minutes with a clarification that the resolution to partner with Boise State University was for accreditation only. Motion carried unanimously**

2. Financial Report.

Cash flow reports were reviewed.

3. Agenda Change.

Due to scheduling conflicts for Mayor Joe McNeal it was decided by consensus to have Rand Spiwak present first and allow the Mayor to present as his schedule would allow.

#### 4. Rand Spiwak Presentation

Rand Spiwak, Ed.D, Executive Vice President for Daytona Beach Community College (DBCC), discussed the Trustee roles and responsibilities. Using the analogy of a ship, Dr Spiwak stated that the President is the Captain of the ship, the Trustees fill the role of navigators, the staff serves as the crew, and the students are the cargo.

The Trustees set policy, not procedure. It is important to establish policy that allows flexibility.

To get started with 21<sup>st</sup> century technology the following must be completed fairly quickly:

- a. Trustees write vision. NWCCU needs documentation of the Trustees' Vision statement as soon as possible
- b. Staff composes the strategic plan along with policies reflecting board's vision. DBCC reevaluates the Vision, Mission and Strategic Plan every 3 years
- c. KPIs need to be established to ensure the Vision, Mission and Strategic Plans are being followed.
- d. Every budget has to tie to Strategic Plan

Dr Spiwak predicted that within four to five years, one-half of the classes will be internet based. At the beginning CWI should plan for virtual classes at 25%, a hybrid combining virtual classes and traditional classes with the majority online and 25% traditional classes. All other courses will require use of internet for research, homework and exams.

The original Albertson proposal planned for \$30 million for an Advanced Technology Building.

Technological equipment should be replaced every three years in order to stay current with technology.

The Trustees agreed by consensus to have Kathy Hagler facilitate the formation of the Vision and Mission statement before the November regular meeting.

Another important role that the Trustees provide is the tie to local and state government.

Dr Spiwak offered to host the CWI Trustees and staff at DBCC. Founding Trustees will be brought in to meet with the Trustees. Three founding Presidents will be brought in to meet with President Griffin and staff. Administrative staff will have the opportunity to network with their counterparts. CWI would only have to pay airfare.

5. Joe McNeal, Mayor of Mountain Home

Legalities for county joining the community college district were discussed. Elmore County can petition the state to be in one community college districts. If the county is not interested, then the City of Mountain Home can choose to become part of the CWI community college district. Mayor McNeal's goal is to have a community college in Elmore County.

Chairman Hess appointed Trustees Niland and Dunham to be on a sub-committee to work with Mayor McNeal to research the possibilities to have Elmore County join Ada and Canyon Counties in the CWI district

6. Other Guests or Presentations

None

7. President's Report

Executive Vice President Watson presented the President's Report for President Griffin. Dr Watson reported on the following:

- a. Dr Griffin and Dr Watson were well received at last Thursday's SBOE meeting.
- b. Dr Watson is confident in the budgets to be presented later in the meeting
- c. Brian Currin has put in good work looking at ERPs
- d. Employment contracts have been signed
- e. Copy of accreditation MOU in packet. The Board needs to approve the MOU.
- f. Received sample agreements from Portland Community College and Shoreline Community College
- g. The PIO declined the position. Discussion followed on the importance of filling this key position as soon as possible.

8. Boise State Agreements & Relationships.

- a. MOU for accreditation partnership with BSU

**M (Hurlbutt): To sign memorandum as discussed.** *Motion carried unanimously*

Discussion – The MOU is narrowed to include accreditation only and allows use of other institutions to help fill other possible needs.

- b. Employment contracts

**M (Dunham): To accept and ratify the contracts.** *Motion carried unanimously*



**M (Dunham): To have legal council consider an addendum for clarification to the Employee Payroll Agreement regarding the \$3,000 mentioned in 2.4 and add a cap to the amount to be charged per year...**  
*Motion carried unanimously*

**M (Hurlbutt): To have the reference in section 3.3 that references section 2.6 corrected to 2.4.** *Motion carried unanimously*  
There is no section 2.6 in the document.

Dr Watson stated that there are a series of agreements needed between the host and hosted institutions. Sample copies have been forwarded to Kevin Satterlee, BSU Attorney. Satterlee will create documents for CWI to review.

9. Budget Approval.

**M (Dunham): To accept FY 2008 and FY2009 Budgets as presented.**  
*Motion carried unanimously*

10. Policy Generation.

- a. General Operating Policies for College  
Dr Watson stated that President Griffin & Dr Watson have complete confidence in NIC & CSI's policies and are working to take the best of both. Dr Griffin is planning to retain a consultant to help with this task.
- b. General Operating Policies for Trustees  
Dr Griffin is planning on hiring a consultant to complete this task
- c. Vision and Mission Development Process  
Chairman Hess reviewed his vision for CWI to be the leader in technology for Idaho. Staff needs to be aware of what technologies are available and how to best use those technologies to benefit students. Dr Watson offered that the Vision is what the college will be when it grows up. The Mission is what CWI offers today.

The decision was made by consensus to hire Kathy Hagler to facilitate the formation of the Vision/Mission statements. Staff will set up a work day before the November 20<sup>th</sup> regular meeting.

11. Update on assignments from last meeting.

Updated action list attached.

12. Public Official Meeting: Discussion of the proposed meeting with the public officials in the two-county region.

Trustee Dunham suggested that the Trustees host a breakfast for all of the officials in the two county region. It was decided by consensus that the breakfast would work best in conjunction with the November 20 Trustee meeting.

Trustee Dunham will work with Brian Currin to put together a power point presentation that will include the "Did You Know" video. Trustee Dunham will send a list of invitees to staff. Staff will organize the breakfast. Cheryl Wright will reschedule the regular meeting to start at 9:30 for the November regular meeting only.

13. Community Relations Report.

Trustees Barrett and Dunham gave an update on the formation of the Advisory Council. The broad based Advisory Council should be in place in January. By-laws should be ready for November regular meeting.

Some items are on hold until Public Information Officer in place.

14. Other business.

The Transition Committee, Trustees Hurlbutt and Niland, have had preliminary discussions on the need for a title review of the BSU West property. Wayne Meuleman and his senior partner, Richard Mollerup volunteered to complete a title analysis of the property.

Trustee Hurlbutt offered to find out the amount owed on the debt service bond for the BSU Academic Building.

15. Adjourn

Chairman Hess adjourned the meeting at 3:22 p.m.

  
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M.C. Niland, Secretary

  
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Date