



MINUTES
College of Western Idaho Board of Trustees
October 21, 2008
Boise State University
Engineering Technology Building Room 111

Tour of Larry Selland College of Applied Technology. Three trustees and CWI executive staff members toured the Larry Selland College facilities and programs located on the Boise State University campus. Lunch was hosted by the Culinary Arts program.

C. W. Moore Plaza, 8th Floor
Northwest Nazarene Suite, Room 8C
Boise, Idaho

A meeting of the Trustees for the College of Western Idaho was held October 21, 2008, at the Northwest Nazarene University conference room located in the C.W. Moore Plaza in Boise, Idaho. Chairman Jerry Hess presided.

Present:

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

Trustee Work.

The meeting was called to order at 1:00 p.m. by Chairman Hess.

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

Minutes

M (Dunham) to approve the minutes of the September 16th.

M (Hurlbutt) to approve the special meeting minutes as corrected.

Public Forum.

There were no requests from the audience to address the Board.

Financial Report.

Cheryl Wright reported that there is currently \$4,371 million in cash and investments. Board members agreed that the Summary Balance Sheet report and the Revenues and Expenses Distributed by Fund report were the reports needed at each meeting. Jerry Hess requested the document pages be numbered.

Trustee Niland asked for clarification of the \$312,000. Shirl Boyce explained that he was waiting for an answer from Boise State University as to whether or not they would allow their foundation to hold CWI accounts until CWI has their own foundation.

Audit RFP

Chairman Hess appointed a selection committee to review the proposals for External Audit Services. Committee members will be Trustee Niland, Cheryl Wright, and the CWI Controller.

It was agreed that language needs to be written into the final contract that would give CWI the option to renew the agreement if desired.

President's Report

- State Board of Education (SBOE) October Meeting – President Griffin requested that occupancy costs to the CWI 2010 Budget request. SBOE approved the request.
- CWI will be hosting the SBOE December meeting (12/4-5). President Griffin invited the Trustees to attend.
- Nursing Program - CWI will be offering an Associate's degree in nursing next fall.
- Teach Out - BSU will present a plan to the SBOE in December that would allow them to offer technical certificates and advanced technical certificates to those students who do not complete the required applied academic courses by June 30, 2009.
- Meeting with BSU, CSI, SBOE, and CWI –
 - Discussed progress on Nursing program, Teach Out solution, and facilities.
 - BSU has requested office space for a counselor in the CWI Student Services suite at the West Campus location
 - A plan has been agreed upon that will take care of the programs that have different start dates (between May and July).
 - BSU would like a timeline on relocating programs off BSU's main campus.
- Facilities Relocation - President Griffin and Brian Currin will be touring possible sites to relocate Selland programs. Dave Teater, the Consultant hired to create the Facilities Relocation Plan, will complete his report next week.
 - Chairman Hess asked what processes are in place to determine appropriate programs to offer/relocate. President Griffin responded that the Strategic Plan, the Learning Plan, the Facilities Relocation Plan and input from the Advisory Committee will all be utilized to make this determination.
 - Trustee Niland stated that the needs in Ada County may not match the needs to move the Selland programs.

President Griffin will send the Trustees a copy of the report as soon as it has been received.

- Land Transfer - We are waiting on documents to be signed by Economic Development Administration.
- Selland College Notice of Intents - CSI's curriculum committee approved all Selland technical programs.
- Dr. Beck, President of CSI, and Jerry Gee both believe we should start the process for Accreditation Candidacy in July – twenty items are on the list to be accomplished and we have completed 18 of them.
- Hiring of faculty – We have been recruiting faculty members and are ready to make offers to 11 full-time faculty and approximately 40 adjunct faculty. We have a very good candidate pool to select from.

- CWI has hired a Personal Enrichment Director (Barbara Case) and a Building Services Facility Coordinator (Tom Herseth).
- Micron Foundation contacted CWI to discuss possibility of partnering with CWI.
- President Griffin and Shirl Boyce attended a meeting with Mayor Bieter to update him on activities at the College.
- CWI administrative offices will be moving into the Aspen Creek office space Friday, October 24. Dennis will write a letter to Dave Ferdinand requesting tax relief on the Aspen Creek lease.
- CWI will be increasing its marketing and advertising campaign after November 4. A calendar of advertising events was been included in the Trustee packets. Focus of marketing will be on cost, classes at multiple locations, free parking, and open admissions.
- Adult Basic Education - The final report for the Selland College ABE program was included in the Trustee packets.
 - Chairman Hess expressed concern over low completion rates. President Griffin agreed that CWI will have to establish methods to improve the completion rates and other aspects of the program after it transfers to CWI in July 2009.

Albertson Proposal

Vice Chairman Dunham will write a letter, expand the appendix and present the revised proposal for approval at the November Trustee meeting. Matt Freeman, Legislative Services Office, requested a copy of the proposal.

Advisory Council Update

Paul Hiller, Advisory Council Chair, reported that the Council will be looking at the Non-Credit programs offered by Selland College. They will again compare current offerings to the needs identified by the private sector and business for workforce training and ABE. The focus will be on defining community needs.

Presidential Search

Vice Chairman Dunham worked with Kathy Hagler to fine tune the selection process. Dunham proposed that Rich Stover review the Request for Proposal and respond by the end of the week.

Since time is of the essence in conducting a search for a President, the trustees will have only a few days to respond to Rich's comments and then a special meeting via conference call will be scheduled to approve the RFP.

Sick Leave.

Trustee Hurlbutt reported that the Attorney General has concluded informally that legislation is required to allow BSU employees who transfer to CWI to convert their unused sick leave to insurance premiums upon retirement.

Trustee Hurlbutt talked to Al Winkle (PERSI) and Mike Rush (SBOE) and it was agreed that legislation should be presented at the up-coming legislative session and that PERSI will take the lead on presenting the request.

Cheryl Wright will send the draft legislation to the Trustees and Rich Stover for review.

Policies

Trustee Hurlbutt, Rich Stover and Cathy Hampton met and divided the policies into those relating to employees that might need significant review and non-employee policies that are basically housekeeping policies that could be approved.

The Board needs to determine if it wants the policies to be very detailed or more general.

Trustee Hurlbutt suggested that the Board consider implementing these policies because they have been on the table for discussion for several months.

Trustee Barrett stated that it has been his position that we do not want operating procedures as policies. We want to keep the policies to a minimum. Many of the policies presented are not needed as policies, but should be procedures set by the staff.

Trustee Dunham stated that "less is better" but he needs a better understanding of it if it is not a policy, what is it? It may help the staff to have a policy to point to if they are ever challenged.

Trustee Niland agreed that less is better, but there are certain policies where it is important to have Board action on. Those critical for the Board to approve, i.e. ordering an audit. Board policy would establish tuition and fees and critical issues and have administrative policies separate.

By consensus, the Trustees requested that the staff bring back a recommendation.

Old Business

Sally Anderson sent an email to Chairman Hess suggesting that he appoint two Trustees and the President appoint three staff members to meet and finalize the community conversations data and strategic plan.

Chairman Hess appointed himself and Guy Hurlbutt. Dennis will appoint three staff members and arrange the next meeting.

By consensus, the Trustees approved forming this group to help finalize the Strategic Plan and return the plan for Board approval.

New Business

No new business

Adjourn

Chairman Hess adjourned the meeting at 4:15 p.m.



Mark Dunham, Secretary

1-20-09
Date