



MINUTES
College of Western Idaho Board of Trustees
January 15, 2008
J.A. & Kathryn Albertson Foundation
Multi-media Room
501 Baybrook Ct
Boise, Idaho

A meeting of the Trustees for the College of Western Idaho was held December 18, 2007 at the J.A. & Kathryn Albertson Foundation, Multi-media Room, 501 Baybrook Court, Boise, 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 1:30 p.m. and introductions were made by Chairman Hess.

1. Joint Meeting North Idaho College and College of Southern Idaho – Legislative Issues.

As part of Governor Otter's initiative, there is proposed legislation that would increase the liquor tax revenue to the community colleges from \$300,000 to \$600,000. Currently CSI and NIC each receive \$150,000 annually. The new legislation would provide \$200,000 for each of the three colleges. This would be the first increase since 1982.

A second proposed legislation is a change in the student tuition cap. Sixty-two percent of CSI's student population is attends part time. CSI would prefer to charge per credit only, not have full time fees. This would be a more equitable cost for part time students. There is no tuition cap at the four year institutions. CSI President Beck would like the three institutions to hold discussions on adopting only per credit fee and not have a full time fee.

NIC President Bell stated that Washington moved to a per credit fee and in her estimation it had a negative impact on some students and on the finances of the institution. NIC is not currently supporting the per credit fee concept, but does support increasing the tuition cap.

Per President Bell, there is a direct correlation between cost of college and enrollment. An increase in fees and whether or not there is an increase in financial aid will be reflected in enrollment. With no increase in financial aid, enrollment in community colleges will decrease each time there is an increase in tuition.

Fees usually cover one-time costs and direct instruction. The tuition cap deals with the quality of instruction.

Chairman Hess suggested that the three community college Presidents and their staff identify all measurements that are identifiable to show a direct correlation between raising tuition and improving the quality of education. The three institutions should then establish a system to prove the correlation.

Per President Beck, if we admit the very highest GPA students, their ability to pass the national exam is going to be very good. But there is not a direct correlation between highest GPA and best ability as an employee. As you look at setting standards in the community college arena, you have to be very careful that you do not establish barriers for community college students. You need standards. But at a community college, you will be better served to measure functional ability rather than GPA.

Vice-chair Dunham asked what policy does NIC and CSI follow to submit proposals for new legislation and to support that legislation. Dunham stated that at present CWI does not have a policy in place to address proposals to new legislation.

NIC President establishes a legislative committee to draft new legislation to present to the Board. The Presidents of the Community Colleges discuss the issues and jointly write the legislation proposals.

President Griffin stated that he and the staff are looking forward to a collaborative effort with both NIC and CSI.

The CWI Trustees demonstrated by consensus to instruct the administration to collaborate.

M (Dunham): to not take a formal position on either piece of the new legislation. Motion carried unanimously

Vice Chair Dunham stated that he appreciates that both colleges came to the CWI Trustee meeting to discuss the proposed legislation. Dunham also stated that as a personal policy, he does not support new legislation unless he has had time to study the actual bills

2. Minutes.

M (Hurlbutt) : to approve as amended. *Motion carried unanimously.*

3. Financial Report.

Cheryl Wright reported that the current balance of cash and investments is \$4,086,427. The largest change from last month is that DATATEL has been paid the initial \$645,948.

4. Office Space Needs.

President Griffin presented a proposal from Dave Evans Contractor and Aspen Creek Business Center.

Brian Currin expounded on the need for office space and the discussions with the developer for the Aspen Creek Business Center. According to Dave Evans, the rate for class A office space in Canyon County is currently between \$17 and \$22 per square foot. If CWI entered into a contract for this office space by the first part of February the administrative staff would be able to move in August 1, 2008. The August move in date is important to the CWI timeline for hiring faculty in time to develop curriculum for the planned January offering of the General Education classes.

Currin has also been discussing a potential contract to Time-Warner for a data center. Vice Chair Dunham added that the Time-Warner agreement would be advantageous.

Chairman Hess suggested that the staff wait 30 days before signing the agreement with Dave Evans Construction. Chairman Hess asked Mr. Currin to verify if Time-Warner can supply the necessary Ethernet to the Business Park off Franklin.

M (Dunham): to authorize Chairman Hess to approve the contract for office space. *Motion carried unanimously*

The Trustees, by consensus, authorized the CWI staff to hire space from Time-Warner to house the computer hardware and related equipment.

5. President's Report.

President Griffin reported the following:

- The engineering firm OPSIS is planning to give a presentation to the Board in the near future.
- The contract with DATATEL has been signed and the initial payments made. Some of the DATATEL staff will be on sight the first two weeks of February.

- We are in the process of purchasing the hardware and are negotiating with Time-Warner to house the hardware for CWI.
- Currently recruiting/hiring a Controller; Human Resources/Payroll Manager; Director of Admissions; Director of Financial Aid; Registrar; Systems Engineer and Systems Developer.
- Several people have approached us about starting new programs. The latest has been leaders in the Hospitality Industry and in Insurance Management.

6. Procedures for Adopting Policies.

The Trustees reviewed a document prepared by staff to assist in the internal steps used to prepare policy to present to the Board.

(M) Dunham: to accept content of the document, but not the format.

(M) Dunham: to withdraw the motion

Chairman Hess instructed staff to write a formal document and involve counsel earlier in the process. The revised document should be brought before the Board at the February meeting.

7. Review and Discuss Hiring Policies

Vice-chair Dunham asked to have a discussion about the procedures that staff is following in relation to recruiting and hiring personnel and how that relates to BSU policies.

Chairman Hess stressed the importance of hiring staff that have a vision for the possibilities presented with 21st century technologies.

By consensus the Trustees agreed that anytime there is a deviation from approved the budget or policy, the Board has to approve the change. This includes line item salaries.

Per Rich Stover, Attorney, Idaho State statute requires the Board to approve hiring personnel and to fix their salaries. The Board can approve the non policy making personnel on a consent agenda. Per Stover, the President can hire staff and bring them back six months from now for approval.

The Trustees agreed by consensus for President Griffin to bring the new staff to the February meeting for Board approval.

President Griffin received an email from the BSU Provost which conflicts with the understanding of the CWI Finance Office based on meetings with the BSU Human Resources Director and other BSU HR staff. Vice Chairman Dunham voiced concern that perhaps because of the conflicting interpretations; CWI would be well served to hire a Human Resources consultant to ensure that the college is in compliance with the EOE/Affirmative action and other federal and state mandates. The Trustees agreed by consensus.

Chairman Hess appointed Vice-chair Dunham to work with President Griffin to resolve any issues with BSU on the accreditation issue in relation to hiring staff.

8. RFP for Legal Services.

The Trustees agreed by consensus to put a hold on the RFP process for legal services until after the property issues were resolved. It was decided that it would be better to have the continuity established with the current attorney.

9. Executive Session pursuant to Idaho Code 67-2345(1)(b)

M (Hess): To move into Executive Session pursuant to Section 67-2345(1)(b), Idaho Code, on January 15, 2008 at 3:00 p.m. A roll call vote was taken and the motion carried unanimously.

M (Hess): To move out of Executive Session at 3:15 p.m. and move back into Open Session. Motion carried unanimously.

M (Dunham): to change Dr Dennis Griffin's official title to President of the College of Western Idaho. Motion carried unanimously.

10. Other Business

Trustee Hurlbutt requested that staff order business cards and name tags for each of the Trustees.

The Trustees agreed by consensus to have a special meeting, if necessary, to vote on the land & building at BSU West as soon as possible.

11. Adjourn

Chairman Hess adjourned the meeting at 4:10 p.m.



M.C. Niland, Secretary



Date