



MINUTES
College of Western Idaho Board of Trustees
February 17, 2009
Hampton Inn and Suites at the Idaho Center
5750 Franklin Road, Trout Room
Nampa, Idaho

Present:

Guy Hurlbutt, Chairman
Mary (M.C.) Niland, Vice Chairman
Mark Dunham, Secretary/Treasurer
Stanley Bastian (by phone)
Tammy Ray

Absent:

None.

Call to Order.

Chairman Hurlbutt called the meeting to order at 9:00 a.m. Chairman Hurlbutt proposed the following changes to the agenda:

- In agenda item 3, "Advisory Council Update"; Paul Hiller will not be available to give an Advisory Council update.
- Move agenda item 4 "Minutes" up to agenda item 3.
- Move agenda items 8, "Executive Session pursuant to Idaho Code 67-2345(1)(a)", and 9, "Strategic Plan Implementation/Rand Spiwak's Role", up to agenda item 4.

M (Hurlbutt): to approve the agenda with the proposed changes. Motion carried unanimously.

Public Forum.

No member of the public was present.

Minutes. Cheryl Wright

Trustee Dunham requested that the reference to Rand Spiwak be consistent in all documents. On page 2, third paragraph, change the reference to Randy Spiwak to Rand Spiwak.

M (Dunham): to accept the January 20, 2009 minutes as corrected. Motion carried unanimously.

M (Dunham): to approve both January 20, 2009 Executive Session minutes as presented. Motion carried unanimously.

Trustee Ray noted that in the adjournment section in the January 27, 2009 minutes the reference to Chairman Hess should be changed to Chairman Hurlbutt.

M (Ray): to accept the January 27, 2009 Special Meeting minutes with North Idaho College Trustees as corrected. Motion carried unanimously.

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

M (Hurlbutt): to move into Executive Session pursuant to Idaho Code 67-2345(1)(a), to consider hiring a public officer, employee, staff member or individual agent. Motion carried by roll call vote at 9:16 a.m.

Chairman Hurlbutt explained that he and Trustee Bastian have had several phone calls with Rand Spiwak in which they discussed meetings that need to occur in mid-March to bring consultants to the campus to develop and implement the Comprehensive Strategic Plan. The intention is to expand beyond the Strategic Plan developed with the assistance of Hagler & Associates. Also, a committee has been working on screening applicants for the Campus Master Plan. The Trustees will select the firm for the Campus Master Plan on Monday, March 9, 2009.

Chairman Hurlbutt declared that the Executive Session was adjourned and returned to Regular Session at 10:13 a.m.

Audit Report.

Cheryl Guiddy, CPA Partner and Edward Savre, CPA of Harris & Company presented the audited financial report.

Cheryl Wright presented the Management Discussion and Analysis. Trustee Niland stated that in the first paragraph under the Highlights section, the statement referring to the appointment of the Trustees should be changed to "The State Board of Education appointed the five member Board of Trustees." The Trustees agreed by consensus that the reports need to be recalled so the correction can be made.

Trustee Bastian asked how funding holdback issues will be dealt with. Mr. Savre stated that if there is a loss of funding, the audit firm could perform an analysis to ensure adequate funding.

President Griffin stated the record should reflect the time and effort put in by the Controller's office and the VPFA's office to produce an audit report with no findings.

Chairman Hurlbutt stated that the work in this area is outstanding and thanked Marilyn Griggs and Cheryl Wright.

M (Dunham): to accept and approve as amended the audit by Harris & Company. Motion carried unanimously.

Financial Report.

Cheryl Wright presented the financial reports and stated that the cash and investments total \$9.5 million. The Trustees reviewed the budget cycle as presented.

Trustee Bastian asked if there was a component to help with funding for CWI in President Obama's stimulus package. Trustee Dunham stated there will be one-time funds for higher education, but the details have not been worked out.

President's Report. President Griffin

- Albertson Foundation reimbursement for start up costs previously spent was deposited to the General Fund.

M (Bastian): to approve the expenditures from the General Fund \$85,503 for a Web Developer. Motion carried unanimously.

Trustee Bastian suggested that the VPFA create a report to demonstrate how the \$1.97 million was spent. Trustee Dunham expressed concern that we are using 100% of the funds freed up and would like to have input from Rand Spiwak.

- House Bill - HB 18 and HB 19 approved by House and at the Senate.
- Street Names - President Griffin proposed that University Way be changed to College Way and Bronco Way become CWI Way. The Trustees approved by consensus.
- Student Services Funnel Report was presented by Dean Terry Blom.
- Instruction Report was presented by Rick Aman, AVP of Instruction.
- Ada County Facilities – President Griffin proposed that the leased facilities accommodate enough space to meet the obligation with BSU.
- Bids for building signage – Shirl Boyce, CWI Executive Director of Community Relations and Advancement, presented two bids for the signage on the main academic building. The purchase of the sign has been approved using foundation funds.

M (Dunham): to authorize the staff to proceed with the purchase and installation of the sign as presented. Motion carried unanimously.

- Google analytics – Updated report was presented.
- Performance Evaluations – President Griffin reported that performance evaluations for all employees will be completed by May 1, 2009.
- Senator Crapo toured the academic building with Chairman Hurlbutt, President Griffin and the Executive Staff.

Strategic Plan Implementation/Rand Spiwak's Role.

Chairman Hurlbutt invited the Trustees to attend the March 9, 2009 meeting to appoint a Campus Master Planner. On March 12 and 13 meetings will be held with potential consultants and Rand Spiwak. All three meeting days will be posted as Special Meetings. Trustee Ray asked for the information on the three finalist and the nine points. The Trustees also need the white paper that is going out to consultants.

Tuition, Fees, Special Course Fees - 1st Reading.

Dr. Watson presented a proposal on tuition and fees, plus special course fees, for academic year 2009-2010. Trustee Niland requested a side by side comparison of the annual cost for students with CSI, NIC, TVCC, and CWI.

Presidential Search.

Trustee Dunham introduced Marti Cizek of Cizek & Associates via the phone. Dunham spoke about having a search committee that is representative of the community we serve. Dunham also stated that Jerry Hess has agreed to Chair the Search Committee.

M (Bastian): to authorize Trustee Dunham to appoint the search committee based on the parameters set forth in Dunham's February 13 memo. Motion carried unanimously.

Trustee Dunham, along with Marti Cizek, expressed the need to accurately characterize the Position Profile which was included in the February 13, 2009 memo from Trustee Dunham.

M (Niland): to accept the Position Profile as amended. (Attached) Motion carried unanimously

Discussion was held regarding the advertisement announcement created by Cizek & Associates. Marti Cizek will work with Cathy Hampton on the ads and publishing them. Trustee Dunham will contact other community colleges regarding their benefits packages for Presidents. A general sense of the details of our compensation package will be needed in time with the placement of the advertisements. Dunham will also send a letter of appointment, including the confidentiality statement and time commitment document, to potential members of the search committee. The need for a section on the Website dedicated to the Presidential search was identified and Marti Cizek will discuss this with President Griffin. Chairman Hurlbutt thanked Trustee Dunham and Marti Cizek.

PTE Transfer Update.

Dr. Richard Ledington with State Department of Professional and Technical Education (SDPTE) presented the SBOE agenda item addressing the Notice of Intent for transferring the Region III Professional Technical Education programs to CWI. Chairman Hurlbutt expressed his appreciation for all of the work that has gone into the process of making the transfer successful.

Dr. Watson distributed a copy of the College Catalog and a copy of the class schedule and introduced Dr. Vera McCrink who presented a report on the Professional Technical Education programs currently at Selland College. Trustee Dunham asked how Dr. McCrink's report relates to Paul Hiller's earlier report. Dr. McCrink stated some of her proposed program closures agree with Mr. Hiller's report but she also stated she disagrees with some of Mr. Hiller's recommendations. Trustee Niland stated it is worth discussing the viability of continuing to offer programs for occupations that pay very low wages.

Enrollment Projections FY2010.

Dr. Watson reviewed the enrollment projections for academic year 2009-2010.

Accreditation.

Dr. Watson explained he was informed of a new process of accreditation while attending a conference in Seattle. The new process is really continuous improvement. Dr. Watson introduced Dr. Stan Brings, CWI Institutional Effectiveness Director, who gave a presentation on Institutional Accreditation through the Northwest Commission on Colleges and Universities (NCCU). Trustee Dunham asked if there are many different standards for accreditation in different areas of the country and is that something the Board needs to be aware of during the presidential search. Dr. Brings stated yes there are many differences across the country and NCCU is going through a restructuring that a potential new president would need to understand.

Policies.

M (Dunham): to approve the following policies with the changes noted:

2.02 Approval of Overtime – as presented.

2.17 Employee Reimbursement – as presented.

2.31 Mobile Communication Devices – remove the comma after “Mobile communication devices” from the last sentence.

2.33 Outside Employment & Professional Consulting – as presented.

2.34 Payroll and Payroll Deductions – as presented.

2.46 Smoking – replace “All buildings associated” with “All buildings of”.

2.47 Student Records – as presented.

2.48 Telephone Use – change the second sentence from “Employees should not” to “Employees shall not; change the last sentence from “this policy may be” to “this policy shall be.”

2.49.1 Travel Reimbursement Procedures – as presented.

2.50 Tuition & Fees Refund – as presented.

Motion carried unanimously

The following policies were tabled. Attorney Richard Stover was asked to review the policies and bring them back for another reading or recommend deletion:

- 2.04 College Property or Equipment Use Policy.
- 2.05 Compensation for Overtime.
- 2.09 Copyright Laws and Regulations.
- 2.24 Retirees Continued Health Insurance Benefits.
- 2.35 Performance Management.
- 2.36 Personnel records.
- 2.38 Professional Development Funds.
- 2.39 Professional Services Contracts.
- 2.41 Purchasing.

The Trustees agreed by consensus to delete the following policies:

- 2.40 Public Records.
- 2.40.1 Obtaining Public Records Procedures.

Old Business.

The Administration was directed to obtain Trustees’ mileage to NIC and CSI meetings, for reimbursement.

Trustee Dunham requested that some of the regular Trustee meetings be scheduled in the evening and some be scheduled in Ada County.

New Business.

No new business.

Adjourn.

Chairman Hurlbutt adjourned the meeting at 4:45 p.m.



Mark Dunham, Secretary

3-20-09
Date

**POSITION PROFILE
PRESIDENT – COLLEGE OF WESTERN IDAHO**

Position Summary

The President reports to the Board of Trustees of the College of Western Idaho and serves as the Chief Executive Officer and educational leader of the College. Working in accordance with board policies, the President is responsible for providing leadership in the development, formulation and direction of College strategic planning and governance necessary for the successful operation of the College and to ensure that the College develops to its potential consistent with its mission and vision; demonstrates a commitment to diversity; initiates college policy for consideration by the Board with input from students, faculty, staff and the community; implements College procedures associated with College approved policies; provides leadership to obtain appropriate accreditation of the College and to maintain accreditation standards; develops and submits the annual budget to the Board for approval; provides reports as required and requested by local, state and federal law; provides leadership for the development and achievement of short and long-range institutional plans and goals; fosters a climate conducive to academic excellence; develops a structure of standing and ad hoc committees; works effectively and respectfully with the elected members of the Board of Trustees; maintains full disclosure to the Board and keeps the Board continuously informed of progress and conditions of the College; prepares the agenda and support materials for all Board meetings and attends Board meetings to provide assistance in its deliberations; discharges other responsibilities and performs other duties as may be assigned by the Trustees or as required by law.

Position Responsibilities

- Provide experience and leadership in the development and implementation of a sustainable master plan and strategic plan using research-based accreditation standards and student success models; drive the budget process, resource allocation and the future development of technology and facilities planning
- Propose strategies for hiring and retaining high quality full-time faculty, staff and administrators, especially from under-represented groups; and develops the strengths of the leadership team
- Lead the College in providing a range of educational offerings that address the needs of the service community, with a focus on student-centered, academic excellence
- Provide college employees with the opportunity to successfully achieve high standards in their work by fostering a culture of teamwork and professional and leadership development

- Establish a highly visible leadership role in the community; build strategic partnerships with business and industry, educational institutions (K12, university, college and community college) and community-based organizations; become an involved member of the Treasure Valley community
- Advocate for the College at local, state and national levels
- Advance the state and region's economic growth and global competitiveness through career and occupational education and provide educational opportunities that contribute to continuous workforce improvement and increased productivity
- Provide direction to increase enrollment to sustain revenue through growth and facilitate continual efforts to meet expanding student demand through offering online certificate and degree programs and by utilizing comprehensive recruitment, marketing and retention strategies
- Lead the College of Western Idaho's capital improvement program
- Leverage financial and in-kind support for college programs and foster partnerships and grants as well as work directly with the College Foundation to assist in cultivating individuals, business and other foundation fundraising activities
- Engage personally with and show respect and appreciation for constituents at all levels; be visible, accessible and approachable on campus and in the community
- Interact with students and be sensitive to the value of student life on campus
- Support innovative teaching and learning strategies including the exploration of alternative modes of instruction delivery
- Support new workforce development programs in collaboration with local agencies

Minimum Qualifications

Master's degree from a regionally accredited higher education institution.
 Minimum of five years of progressively responsible executive leadership experience.
 Commitment to diversity

Preferred Qualifications

Earned doctorate from a regionally accredited higher education institution.
 Executive leadership experience in a higher education environment, preferably a comprehensive community college
 Teaching experience

Desired Skills and Experiences

- Significant, successful strategic planning and budget experience
- Track record of success in fundraising and developing alternative revenue streams
- Demonstrated ability to forge and maintain successful partnerships and relationships with local and regional businesses, community-based organizations, educational institution partners and other stakeholders
- Demonstrated ability to advocate successfully at the local, state and national legislative levels; evidence of memberships in appropriate state, regional and national professional and educational associations
- A strong commitment to academic excellence, student success and learning; effectiveness in supporting and/or creating and implementing best practices throughout the educational experience
- Understanding and appreciation of the role of technology in student-centered learning environments, including the development and implementation of distance learning delivery modalities

About the College of Western Idaho

The College of Western Idaho is the newest community college located in the Treasure Valley, approved by Idaho voters in 2007. Located on 100 acres with a large main campus and currently two satellite locations, it began its first semester in January 2009, with just over 1200 students enrolled for the spring term. The College of Western Idaho delivers college credit instruction, certificates and degrees through its memorandum of understanding with the College of Southern Idaho (CSI). CSI is accredited through The Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates and degrees earned at CWI appear on CSI transcripts and are transferable to four-year institutions, subject to the specific policies of those institutions. Currently 13 AA/AS degrees are offered, in addition to 30 Professional/Technical degree choices available fall 2009. CWI also provides the GED, community and workforce training, and adult basic education. The Mission of the College of Western Idaho is to develop '21st Century Learning Platforms' for students to transition to baccalaureate programs, achieve adult basic literacy, and acquire necessary skill sets for a dynamic local and global economy. The college will serve its students and communities through the use of a variety of innovative delivery systems and will offer a dynamic array of programs, courses and services.

Challenges and Opportunities

Brand New Community College – Absolutely rare upon the landscape of presidential opportunities, the College of Western Idaho presents a clean slate, start-up in a higher education environment. The assignment is available in the midst of an array of best practices models to draw from to create this College’s legacy, a ‘21st century educational culture’ and a reputation of academic excellence. All of the challenges and opportunities associated with starting a community college are in the mix. Much of the initial groundwork has been laid and a solid foundation exists, but so much is yet to be established and accomplished, from maintaining and attracting the best employee population possible, to developing and implementing a comprehensive strategic plan, to communicating the College’s mission and vision both internally and externally, to the delivery of outstanding academic programmatic offerings.

Funding – Initial College funding has been established by the Board of Trustees and approved by voters. Opportunities exist to expand the funding base for the College of Western Idaho to include seeking alternative revenue streams from private sources, grants, business partnerships and the establishment of a College Foundation. Other fundraising opportunities exist, as well. Managing increasing demand for courses, programs, services and physical space while planning for these additional funding streams is needed.

Positioning and Programs - Creating a vibrant educational force in the region and state, and achieving national recognition is expected. Establishing diverse education delivery programs and becoming a new type of comprehensive community college is part of the College’s mission. CWI will complete the transfer of Seland College (a technical two-year college within Boise State University) in its entirety, which includes programs, employees and students. CWI will achieve its own regional accreditation. As a new community college, student enrollment will increase and student retention is critical. Program development and maintaining academic excellence will be achieved through the engagement of dedicated and talented faculty.

Relationships and Partnerships - CWI will position itself to collaborate with the universities, colleges (both public and private) and community colleges in the area, in addition to creating K12 partnerships, strong workforce development and continuing education opportunities through positive relationships with business and industry. There currently exists a swell of community support, however it will be up to the College to cultivate and expand this goodwill as CWI seeks to serve its 600,000 citizens in the two most heavily populated counties in the state, balancing the needs of both. Opportunities also exist to expand the College’s reach beyond the defined two-county District.