



## **BOARD OF TRUSTEES MINUTES**

**February 16, 2010  
Aspen Creek Building  
President's Conference Room  
6056 Birch Lane  
Nampa, Idaho**

### **Present:**

Guy Hurlbutt, Chairman  
Mark Dunham, Secretary/Treasurer  
Stanley Bastian

### **Absent:**

Mary (M.C.) Niland, Vice Chairman (excused)  
Tammy Ray (excused)

### **Call to Order.**

Trustee Hurlbutt called the meeting to order at 9:00 a.m.

### **Public Input:**

Vera McCrink, Jim Dunn, Mike Lyons, Julie Wheeler, Jim Trotter, Nat Hines,  
Robert Shaver.

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

### **Consent Agenda.**

- a. Minutes.
- b. Financial Report.

**M (Dunham): to approve consent agenda as amended. Motion approved unanimously.**

### **Proposed Legislation.**

Trustee Dunham reported on legislation being proposed that would change how trustees at community colleges are elected. Representative Henderson has asked for CWI trustees to respond to the proposed legislation.

Trustees instructed President Glandon to contact Representative Henderson and indicate that the Board has discussed this topic and are looking forward to reviewing the final legislation and having an opportunity to discuss concerns about possible impacts in apportionment of additional counties to the taxing district.

President Glandon will send Rich Stover a copy of the final legislation when he receives it.

### **Finance Committee Report.**

In Trustee Ray's absence, Vice President of Finance and Administration Cheryl Wright reported that the Finance Committee did meet and have provided the attached financial summary report.

Ms. Wright indicated that CWI is in the process of preparing for an additional 1.5% holdback in the general fund as well as a potential holdback of \$503,900 in the Professional Technical Education budget. If the holdback to PTE funds becomes a permanent cut to the budget, Perkins funding could be negatively impacted.

President Glandon was instructed to generate an impact statement for the trustees stating how this potential reduction in PTE funds will impact CWI.

The Trustees will determine who on JFAC represents professional technical education, as well as the chairs of JFAC, and have conversations with them on the impact of this issue.

### **PTE Program Presentation – Electronics Program**

Dr. Vera McCrink introduced Mr. Mike Lyons, Department Chair, Jim Dunn, Program Head of the Electronics Technology program, and students Julie Wheeler, Jim Trotter, and Nate Hines.

Mr. Dunn explained that the Electronics Technician job has undergone major changes in the 1<sup>st</sup> decade of the 21<sup>st</sup> century. Technicians have moved from component level repair at a workbench to a generalist with skills enabling them to work in fields such as: Calibration, Industrial controls, Telecommunications, Manufacturing, Renewable energy, Robotics and Home automation.

**Nat Hines** – Nate graduated from the Electronics Technology program three years ago and is currently working for Patterson Dental Supply. He expressed his appreciation for the education and training he received and how it has prepared him to be successful in his career. He emphasized the importance of modifying the program curriculum to include Information Technology components.

### **President's Report.**

President Glandon reported on the following:

- PTE Program Analysis – Dr. Aman, Dr. McCrink and President Glandon are meeting with the Technical Advisory Committees of all Professional Technical programs, focusing first on programs located on the BSU campus.
- Dr. Aman and Dr. McCrink will be meeting with Dr. Linda Clark, Superintendent of the Meridian School District, regarding the possibility of relocating the Culinary Arts program to the Meridian facility.
- A potential holdback in the Professional Technical Education budget is being discussed in the legislature. As a precaution, CWI is currently evaluating how best to handle the holdback if it happens.
- Northwest Commission on Colleges and Universities (NWCCU).
  - President Glandon and other CWI administrators will be in Seattle later this week to attend the NWCCU Annual Meeting and Comprehensive Report and Visit Workshop.
  - CWI has been notified by NWCCU that we will be writing to the newly approved standards for our self study report.
  - CWI received a letter from NWCCU officially accepting the Pintail site.

- CWI received a letter of acceptance from NWCCU that now allows us to begin the self-study process.
- CCBT/MIG Consultants
  - Dr. Glandon is having conversations with MIG and CCBT concerning CWI's Master Facility Plan. He is suggesting that we reduce MIG's focus to the Nampa Campus in order to get the project started.
- Workforce Development Report.
  - President Glandon indicated that the enclosed Business Plan was a work in progress.
  - CWI is currently developing a financial plan of how to bring CWD out of deficit.

### **Tuition and Fees – 1<sup>st</sup> Reading**

President Glandon presented a draft 2010-1011 Schedule of Tuition and Fees for the board to review.

- Asked trustees to review the proposed tuition and fees in light of the recent reduction in CWI budgets and not receiving additional funding from the state for next year.
- Changing full time range of credits to 12-16 instead of 12-18. CSI is making this change and for accounting purposes we need parallel their system.
- Tuition:
  - Per Credit - Increase \$62.50 to \$68.75
  - Full-time – Increase \$750 to \$825
- Fees:
  - Per Credit – Increase \$56.50 to \$60.25
  - Full-time – Increase \$678 to \$867

Chairman Hurlbutt suggested that the board approve tuition and fees, but leave breakdown of fees to the staff.

Trustee Dunham will be out of town for the March board meeting. Since this is the meeting that the Tuition and Fees must be approved, he requested that the board meeting be rescheduled.

Chairman Hurlbutt asked President Glandon to poll the board members to determine an alternative date for the March meeting.

Trustee Bastian asked that tuition and fee comparisons from NIC, CWI and TVCC be provided at the next board meeting.

Trustee Dunham stated that the feedback he is receiving from legislators suggested that CWI look closely at our current tax levy.

### **Policies and Procedures**

- Electronic Technology Usage Policy – 2<sup>nd</sup> Reading.

**M (Bastian) Approve electronic usage policy with corrections noted. Motion approved unanimously.**

- Mobile Communication Policy Revision – 1<sup>st</sup> Reading. Purpose of amending policy is to incorporate modifications to reflect wording in the Electronic Technology Usage Policy.

- Employee Educational Benefits – 1<sup>st</sup> Reading. Intent to increase the fees charged to employees to take classes at CWI.

Trustees directed Rich Stover to develop a Public Records Policy that includes a fee schedule to cover the costs of public requests for information. Mr. Stover will have the policy ready for first reading at the March board meeting.

**Old Business:**

Request for Proposal for Legal Services.

Trustee Bastian distributed copies of a letter from Ellen Spencer listing the firms that responded to CWI's RFP, plus copies of a draft form Trustee Bastian developed to evaluate the proposals. It was agreed that a Special Executive Session would be scheduled in March to review applicants and decide which ones the board would like to interview.

- Proposal Review Committee Members include Dr. Rick Aman, Mr. Terry Blom, Ms. Pat Duncan, Ms. Ellen Spencer, and Trustee Bastian.

Truck Driving Program.

Mr. Stover informed the board that a former student of the Truck Driving Program has filed suit against the program in small claims court. Mr. Stover has been working with Mr. Ralph Dean, Program Head, to develop Mr. Dean's response. Mr. Stover stated he is hopeful that the case will be dismissed.

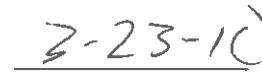
**New Business.**

None.

**Adjourn.**

Chairman Hurlbutt adjourned the meeting at 11:30 a.m.

  
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Mark Dunham, Secretary

  
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Date