



**Minutes**  
**College of Western Idaho Board of Trustees**  
**March 17, 2009**  
**1649 W. Shoreline Drive, Suite 100**  
**Boise, Idaho 83702**

**Present:**

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

**Absent:**

None

**Call to Order.**

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

**(M) Hurlbutt: to approve the agenda as presented. Motion carried unanimously.**

**Public Forum.**

No member of the public requested input to the Trustees.

**Board Training.**

Kathy Hagler of Kathy Hagler and Associates conducted Board Training.

**Minutes.**

Trustee Ray requested the following correction to the February 17th regular meeting minutes; page three, fourth bullet: remove the word "by". The corrected sentence should read "Instruction report was presented by Rick Aman, AVP of instruction."

**(M) Bastian: to accept the February 17, 2009 regular meeting minutes with the correction. Motion carried unanimously.**

Chairman Hurlbutt requested the following change to the February 17, 2009 Executive Session minutes adding the word "consultants". The sentence should read "Rand Spiwak and the Trustees discussed the consultants' proposals for the Campus Master Plan...."

**(M) Dunham: to approve the February 17, 2009 Executive Session minutes with the change. Motion carried unanimously.**

**(M) Niland: to accept the March 9, 2009 Special Meeting minutes as presented. Motion carried unanimously.**

**(M)Niland: to accept the March 9, 2009 Executive Session meeting minutes as presented.**  
*Motion carried unanimously.*

### **Financial Report.**

Cheryl Wright presented the financial reports as of February 28, 2009. Trustee Ray and Wright also presented a summary report on transfers of spending authority/budget to date, along with a proposed approval process for the Trustees to manage future budget transfers.

Chairman Hurlbutt requested that the proposal for the approval process be reviewed by the trustees with the intent to have further discussion and a formal motion in the April regular meeting.

Trustee Bastian initiated a discussion on travel reimbursement for the Trustees. Vice Chairman Niland added that reimbursement for meals should also be considered. Chairman Hurlbutt requested that the administration develop a proposed policy for reimbursement to the Trustees for consideration in the April regular meeting.

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

SBOE formally approved the NOIs for transfer of PTE to CWI. Next month the SBOE will officially approve CWI as the Region III provider of PTE.

- Inventory: Valuations Northwest, Inc. to complete the PTE inventory and valuation of the buildings in March.
- Safety & Security Plan: The plan is being developed. The trustees asked to have a copy of the plan for the April regular meeting.
- District III Superintendents: CWI hosted the annual meeting at the CWI main campus.
- Partnership with the ES Tech Corridor: Chairman Hurlbutt requested this subject be added to the April regular meeting agenda.
- Selland Transfer: President Griffin stated over 70 tasks need to be completed by the June 30 transfer date.
- Offer to Workforce Development Director: Dr. Marilyn Martin has been hired as the Director of the Center for Workforce Development.
- Selland Technical Advisory Council breakfast: President Griffin spoke of the value afforded to professional technical education by the Selland Technical Advisory Council.
- Accreditation: President Griffin reported that the Administration is meeting regularly to meet the May date to send the letter for candidacy.
- Signage: The signage for the outside of the main academic building is moving forward.
- Stimulus funds: The CWI proposal was submitted to DFM.
- House Bill 18: House Bill 18, allowing the transfer of accrued sick leave for Selland College employees, has passed into law.
- House Bill 19: House Bill 19, which addresses the property transfer, remains in the Senate Education Committee.
- Advisory Council: President Griffin proposed adding two new Advisory Council members.

**M (Dunham): to ratify Hatch Barrett and Chuck Hedemark to the CWI Advisory Council.**  
*Motion Carried unanimously.*

- Negotiations on Ada County Facility: Approval of a guarantee for the tenant improvements is being negotiated.
- Modular Buildings: President Griffin noted the detail of the estimates for the modular buildings to be used for student services and faculty offices.

**M (Bastian): to approve the modular buildings as proposed in the document dated March 3, 2009, for \$1,089,804. 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 1:20 p.m.*

**Chairman Hurlbutt declared the Executive Session adjourned and returned to Regular Session at 3:45 p.m.**

**Change in Employee Compensation.**

**M (Bastian): to not accept PTE faculty promotions as proposed. Motion carried unanimously.**

The Chairman called for a motion to address the proposed salary increases. No motion was made. Chairman Hurlbutt declared that because no motion was forthcoming the salary increases were denied.

**M (Bastian): that the budget preparation not include salary increases for faculty and staff for fiscal year 2010. Motion Carried unanimously.**

Trustee Niland stated that Dr. Vera McCrink was recognized by Boise State University's Women's Center as one of its 2008 Honorees and included in the University's publication, Women Making Herstory, as part of the celebration of National Women's History Month.

**Presidential Search Update.**

Trustee Dunham reported that the committee has been appointed and the first meeting will be this Friday. Trustee Dunham is working on salary comparisons with other community colleges in the Northwest. The Board will probably have to set a broad salary range at the April meeting. Trustee Dunham will bring further salary information to the April regular meeting. Attorney Rich Stover will check the open meeting law in relation to the Presidential Search.

**Tuition, Fees, Special Course Fees Second Reading.**

Trustee Dunham proposed a modest increase in tuition and fees, in light of the transfer of Selland. Trustees Ray and Niland opposed raising tuition and fees. Trustee Bastian indicated the proposed increase to tuition and fees was a reasonable request; something he would rather not do, but he would rather see small increases over time rather than one large increase.

**M (Dunham): to approve the increase in Tuition as outlined by the staff.**

*Motion Withdrawn.*

**M (Bastian): to approve the student life fee at .25 per credit hour.**

*Motion carried unanimously.*

**M (Bastian): to rescind the previous motion to add a student life fee of \$.25 per credit hour. Motion withdrawn.**

**M (Dunham): to move to add \$.25 per credit hour for Student Life; and \$.75 tuition increase. Motion failed.**

**M (Niland): to substitute the previous motion and reduce library fee by \$1.00 and add \$1.00 fee for student life. Motion carried unanimously.**

**M (Bastian): to accept the Special Course Fees as corrected, to eliminate mathematical errors. Motion carried unanimously.**

**Policies.**

The Chairman asked the Trustees to review the Faculty Handbook and email comments and/or concerns to Dr. Victor Watson. Dr. Watson will bring the Faculty Handbook back for a second reading in the April meeting. Dr. Watson stated part of the accreditation requirement is that the college must have a faculty handbook and must show that faculty has a part of the governance of the college.

**Old Business.**

There was an update on the Campus Master Plan process. MIG has been selected but the contract is still being negotiated.

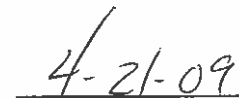
**New Business.**

Trustee Niland brought a proposal for the consideration of the addition of flight technology programs. Trustee Niland suggested inviting Aviation Consultants to the May Board meeting.

**Adjourn.**

Chairman Hurlbutt adjourned the meeting at 5:09.

  
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Mark Dunham, Secretary

  
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Date