



**Minutes
College of Western Idaho Board of Trustees
April 21, 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
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.

Board Training.

Kathy Hagler of Kathy Hagler and Associates conducted Board Training.

Public Forum.

No member of the public requested input to the Trustees.

Minutes.

(M) Niland: to accept the March 12 & 13, 2009 Special Meeting Minutes as presented. Motion carried unanimously.

(M) Niland: to accept the March 13, 2009 Executive Session Minutes as presented. Motion carried unanimously.

The Trustees requested that the March 17, 2009 Executive Session minutes be amended as follows: under "Change in Employee Compensation," change the sentence to "There was discussion of the evaluation of specific employees and their compensation."

(M) Bastian: to approve the March 17, 2009 Minutes as presented and the March 17, 2009 Executive Session Minutes as amended. Motion carried unanimously.

The Trustees requested that the March 31, 2009 Special Minutes be revised as follows: On page two, the first motion made by Trustee Niland; replace "Compensation Package" with "salary."

(M) Niland: to approve the March 31, 2009 Special Minutes as amended. Motion carried unanimously.

Financial Report.

Cheryl Wright presented the Financial Reports showing that the cash and investments total \$8.3 million.

The Trustees agreed by consensus to schedule the August 18, 2009 Regular Meeting to begin in the afternoon with a final agenda item to cover the fiscal year 2010 proposed budget in the evening. The Trustees asked Cheryl Wright to work with Richard Stover on the wording of the agenda and the notice to the counties.

President's Report.

- Association of Community College Trustees offers Board Training as a one day retreat for approximately \$5,000. This training may be required for accreditation.
- Joined Society for College and University Planning.
- Lease for Pintail has been fully executed. The following will be provided at that location: two of the largest PTE programs, several general education classes, and an intake center for Ada County. Students will be able to enroll, take assessment/ placement tests, register for classes, and apply for financial aid at that location.

Trustee Dunham asked if Sundance is doing the tenant improvements or will that go out to bid. President Griffin stated that Sundance will be handling all of the tenant improvements.

- Spoke to a group of Mayors. Most are eager to have College of Western Idaho offer classes on the west end of the valley. Two commissioners were also present. Both were excited and complimentary.
- Spoke to the Department of Labor. Director of Treasure Valley Community College, Caldwell and Director of Boise State University's Extended Studies also spoke. Everyone is positive and wants to work together.
- Selland transfer – hired Barbara Malone, Professional Project Manager, to manage the process and ensure that we meet all of the various deadlines.
- Facilities – re-evaluating the use of the Canyon County Center and Oak Park Center. Closing the Bank Drive location. There are eight College of Western Idaho locations. With the use of Pintail nearly finalized, Main Campus Academic Building, Horticulture, Boise State University Campus, Truck Driving, and Child Care facility, a facilities manager is needed as soon as possible.
- Inventory is underway and going well. Valuations Northwest is in the process of taking inventory and determining replacement value of the Main Campus Academic Building and the Canyon County Center.
- Idaho Power donated \$3,000 for scholarships and would like to purchase an easement along the front of CWI's main campus on Idaho Center Boulevard.
- Sign on Main Campus Academic Building should be up in the next week.
- Subcommittee (Shirl Boyce, Dennis Griffin, Cathy Hampton and Cheryl Wright) is working on consultant proposals. Will meet Friday for discussion with Trustees Bastian and Niland. Trustee Bastian spoke to Rand Spiwak yesterday who is dealing with family health issues. The Daytona Beach Community College President and some of the administration are looking at the proposals and would like to make a recommendation to the trustees. Trustee Bastian advised that he will receive the administration's report on

Friday, then the report from Rand Spiwak, at such time he and Trustee Niland will review and make a recommendation to the Board.

- New marketing campaign. Radio ads are running and the new billboards are up. TV ads will run later in the summer.
- History Club – time capsule Thursday, April 23rd at 5:15 p.m. The Governor will be present.
- Bring Son and Daughter to Work Day – 16 signed up. President will do orientation, faculty will be giving presentations. Should be a fun day.

Emergency Protocol Safety Plan.

Jerry Gee wrote the draft plan. Brian Currin will send final copy out via email. There will be a separate security plan. Trustees Niland and Dunham stated that the plan is very well done. Trustee Ray asked if the students will have access to the information. Brian replied that it will probably be part of student handbook. Chairman Hurlbutt told Brian that he did a good job and asked him to thank Mr. Gee.

Presidential Search Update.

Trustee Dunham read an update by Vice Chair Alex LaBeau. Trustee Dunham provided a handout for the Board to review.

Compensation:

(M) Dunham: to authorize Marti Cizek and Cizek Associates to use a salary range up to \$180,000, plus express the board's willingness to provide vehicle/mileage allowance, housing allowance, mobile communication device and usage, retirement, health insurance, life insurance equal to one year's salary, sick leave accrued at one day per month, and vacation earned at two days per month. Motion carried unanimously.

Trustee Dunham will discuss the process with Marti Cizek once the five finalists are identified.

Eagle/Star Tech Corridor.

Trustee Bastian introduced Lloyd Mahaffey, Chairman of Eagle/Star Tech Corridor, who was also welcomed by Chairman Hurlbutt. Mr. Mahaffey gave a presentation on viticulture. Trustee Niland expressed the desire to have a buy-in from the Canyon County wineries. Trustee Dunham expressed his full support. Mr. Mahaffey suggested that CWI look at Walla Walla Jr. College and their related online classes. Chairman Hurlbutt thanked Mr. Mahaffey for his presentation and stated that the Board will discuss the proposal. President Griffin suggested that CWI start this program using the Workforce Training non-credit classes and then move into credit classes as soon as the demand is large enough.

Chairman Hurlbutt asked Trustee Bastian to meet with the Mayor of Caldwell.

Policies.

Faculty Handbook:

(M) Dunham: to approve the faculty handbook as presented with the following exceptions, with the recommendation that CWI counsel provide wording for those omitted sections subject to technical corrections:

3.07.03

3.07.04

3.08

3.10.01

Motion withdrawn.

The Trustees decided by consensus to have Attorney Richard Stover and Trustee Ray revise the handbook and report back to the Board in 10 days. Chairman Hurlbutt thought the Ombudsman wording in 2.10 may not be legal.

Property Transfer Update.

Attorney Richard Stover is scheduled to meet with Kevin Satterlee next week to finalize the lease space on the Boise State University campus. The parking lot bond and the shared park and ride contract are being clarified. The draft of the Canyon County Center transfer will be discussed at the same meeting. The Canyon County Center transfer needs to be approved by the State Board Of Education in the June 2009 meeting.

Comprehensive Strategic Plan/Consultants Update.

This was covered previously. Trustees Niland and Bastian were appointed to work with Rand Spiwak and the administration to come forward with a recommendation as soon as possible.

2009 Audit.

(M) Niland: to retain Harris and Co. on condition that they provide College of Western Idaho with a new proposed contract by May 1, 2009. *Motion carried unanimously.*

Identity Theft Prevention.

Marilyn Griggs, Controller presented the program to the Board.

(M) Dunham: to adopt the Identity Theft Prevention Program as presented. *Motion carried unanimously.*

Old Business.

(M) Dunham: to approve the General Fund budget transfer policy as presented at the March Trustee meeting. *Motion carried unanimously.*

Trustee Niland reminded the Trustees that Dr. Richard Miller and the Aviation Curriculum Group are interested in presenting the idea of an aviation program at the May meeting. Shirl Boyce will contact Dr. Miller to arrange a presentation.

Adjourn.

Chairman Hurlbutt adjourned the meeting at 2:40.



Mark Dunham, Secretary

5-19-09

Date