



MINUTES
College of Western Idaho Board of Trustee
May 20, 2008
Boise State University West Campus Building, Room 119
Nampa, Idaho

A meeting of the Trustees for the College of Western Idaho was held May 20, 2008 at the Boise State University Campus Building in Nampa, Idaho. Chairman Jerry Hess presided.

Present:

Jerry Hess, Chairman
Mark Dunham, Vice Chairman
Hatch Barrett
Guy Hurlbutt

Absent:

Mary Carol (M.C.) Niland, Secretary (Excused)

Trustee Work:

The meeting was called to order at 9:00 a.m.

M (Dunham) to adopt the agenda with the following changes: delete items 10 Bank Drive Lease and 17 Strategic Planning. Motion carried unanimously.

Minutes.

The minutes for the April 15, April 21 and April 30, 2008 meetings were accepted as presented by consensus.

Financial Report.

Cheryl Wright reported that the current balance of cash and investments is \$3,072,389.

Chairman Hess appointed M.C. Niland as a finance committee member to assist the Vice President of Finance and Administration and her designees. Secretary Niland will present to the Board, as determined by Trustee Niland or at the request of other Trustees. The Trustees agreed by consensus. Following discussion on financial reporting guidelines, Chairman Hess suggested that the issues be addressed with Secretary Niland in the first finance committee meeting.

Cheryl Wright requested that the following positions be upgraded:

- Upgrade the Accountant position under the Controller to Senior Accountant. The original budgeted salary was \$39,000. The proposed budget for a Senior Accountant would be \$45,000.
- Upgrade a Technical Records Specialist position in the Student Services Area to a Senior Enrollment/Financial Aid Specialist. The original budgeted salary was \$30,000. The proposed budget for a Senior Enrollment/Financial Aid Specialist would be \$45,000.
- Combine .5 FTP Marketing position with the 1.0 FTP Administrative Manager position into a new 1 FTP Executive Assistant with a salary of \$42,500.

M (Dunham): to authorize the proposed changes in personnel. Motion carried unanimously.

Cheryl Wright proposed the following rules for general fund budget transfers be adopted by the Trustees:

- Each budget unit would be allowed to transfers up to 10% of budget between Operating Expense, Travel Expense and Capital Outlay

- The President and/or the Vice President of Finance and Administration would be able to transfer up to 10% of total budget across departments and report total transfers to the Trustees each month
- Datatel reports will distinguish between original budget and budget adjustments

M (Hurlbutt); to allow budget transfers that comply with federal and state law and allow budget transfers up to 10% without prior Board approval. Motion carried unanimously.

Wright presented an update on the progress made in establishing various benefits. Chairman Hess requested that Trustee Niland be consulted on the list of insurance companies to be included in the research conducted by the Insurance Broker listed above.

President's Report.

President Griffin reported on the following:

- The CSI Board would like to meet with the CWI Board in Twin Falls. Debbie Jensen will coordinate schedules. Chairman Hess proposed that the Trustees suggest agenda items for the meeting.
- Second letter to Selland employees.
 - Three examples were included in the Trustee packets.
- We continue to meet with BSU, SBOE, SDPTE and CSI to work out the details of the Selland transfer.
 - President Griffin Suggested that we transfer buildings to coincide with program transfers. The BSU West building would transfer January 2009 and the Canyon County Center would transfer July 2009.
- May 22nd will be the one year anniversary of the College of Western Idaho. The plan to make note of the occasion was discussed.
- The Datatel Project progress was updated
- Aspen Creek is moving ahead of schedule. The framing is nearly complete and we are choosing the colors for the carpet and wall. The projected move-in date is August 28th.
- The Advisory Council is very active in the following:
 - Strategic Planning
 - Learning more about the programs offered by Selland
 - Discussing outreach to all segments (underserved)
- The final 2009 Budget will be presented at the June Trustee meeting
- Fall Start & On-line courses
Dr. Watson recommended to the President, yesterday, that CWI not offer regular classes this fall. By waiting until spring CWI will be fully staffed and Datatel will be fully implemented. CWI will be able to advertise appropriately. CWI still has options to offer online classes this fall. President Griffin stated his shared disappointment in the inadvisability of starting at least some lower division transfer classes this fall.
- The Brand Definition Booklet was included in the Trustee handouts. CWI will have a Marketing Plan and Communication Plan to support the brand soon. RED SKY Public Relations is coordinating with Hagler & Associates to ensure continuity with the college's vision, mission and strategic plans.
- President Griffin summarized the meeting with the Albertson Foundation

MOU CSI.

M (Hurlbutt); to adopt the MOU with CSI as presented. Withdrawn

Trustee Hurlbutt reminded the Trustees that the MOU was modeled after existing MOUs from other community colleges. The MOU starts the process.

M (Dunham); to adopt the MOU with CSI with the addition of the phrase "germane to the accreditation process" to 1 (A). "Adhere to and to comply with all applicable federal and state laws, CSI Board policies germane to the accreditation process..." Motion carried unanimously.

STAR Motorcycle Safety Program

Cheryl Wright explained the funding and reporting structure of the STAR Motorcycle Safety Program. The contract with BSU has expired and BSU does not plan on renewing the contract.

Dr. Vera McCrink, Dean of Selland College, stated that the STAR program director told her that STAR did not wish to be part of the Selland transfer to CWI.

The Trustees agreed by consensus that because the STAR program has no contract with Selland it is not considered by CWI as part of the Selland College of Applied Technology programs to transfer July 1, 2009.

Selland College Transfer

Chairman Hess spoke about his concerns about transferring the Selland College, but based on a clearer understanding of the impact to the Selland Employees he has reconsidered his position. Chairman Hess stated that a letter to the Selland employees should explain that if there are barriers that act as a deterrent to CWI becoming a twenty first century institution as currently under development and as per the adopted letter approved from CWI to Selland employees at this meeting, then employment is not guaranteed

M (Barrett): to ratify all of the previous agreements and decisions by this board and as outlined in the reference letter entitled "Executive Team recommendations to the Board of Trustees on the Transfer of Selland College." Plus the letter to the Selland employees as drafted by Vice Chair Dunham. *Motion withdrawn*

M (Dunham): that the Board of Trustees formally approve the transfer of the Selland College of Applied Technology to the College of Western Idaho pursuant to previously negotiated agreements, recognizing that further decisions will have to be made regarding terms and conditions of employment. *Motion carried unanimously.*

By consensus it was agreed that there will be future policies addressing the fact that there will be no tenure and no rank.

M (Dunham): to authorize distribution of the draft letter with any changes approved by Rich Stover. *Motion carried unanimously.*

Executive Session

M (Hess) to move to Executive Session pursuant to Idaho Code 67-2345 (1)(b), To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. Motion carried unanimously by role call vote.

M (Hess): to move out of Executive Session at 11.58 p.m. and move back into Open Session. *Motion carried unanimously.*

M (Dunham): to approve salary recommendations as recommended by President Griffin along with an increase of \$10,000 for President Griffin, with the expectation that President Griffin present an evaluation process for staff at the June 17th meeting. *Motion carried unanimously.*

One Stop Student Services.

Terry Blom, Kevin Jensen and Connie Black gave a presentation on the One Stop Student Services concept. Trustee Hurlbutt asked when this will be in place. Physical locations will be available in September. The on-line service will be available in January. Chairman Hess commended the group for the vision of making the processes customer friendly.

Bank Drive Lease.

The Bank Drive Lease is being rewritten and will be presented at the June Trustee meeting

Technology Purchases.

Brian Currin recommended additional purchases from Datatel partners. The total cost will be \$205,000. Currin has sufficient funds in the IT budget.

M (Dunham): to approve the spending of \$205,000 for software, pending approval from the attorney. *Motion carried unanimously.*

Policies.

The Trustees agreed by consensus to defer the reading of the policies until the regular June meeting. Chairman Hess requested that hard copies of the Trustee Packets be delivered to the Trustees the Thursday before the regular meeting (three days).

Property and Facilities.

Rich reported that there are no issues on transferring the properties other than that both properties are encumbered because of funding from a federal EDA grant. The federal government requires written permission to convey properties. Code of Federal Regulations states that after twenty years the recipient can request to be released from the restriction to transfer property. Because the Canyon County Center encumbrance is 23 years old, Rich Stover and Kevin Satterlee are drafting a letter to request the release. There is an encumbrance on the BSU West property for the Tech Center and nine acres. Rich will propose a second

amendment to re-describe the property encumbered to that property immediately surrounding the Tech Center. The Tech Center remains with BSU.

Trustee Hurlbutt reported that the Bond Counsel will have to approve the transfer of the bond indebtedness to CWI. The Bond Council is in arbitration. Per Rich Stover, there should not be a problem in transferring the indebtedness to CWI. In a previous conversation, Milford Terrell, President of the Idaho State Board of Education, proposed to Trustee Hurlbutt that the land transfer not be finalized until after CWI has a campus master plan. Chairman Hess requested that Hurlbutt revisit that issue with Milford Terrell

Attorney Stover envisions a set closing date or alternatively, 10 days after amendment by EDA, the bonding authority will be ready to go. Stover stated that CWI may not want to assume any deeds until all of the answers are finalized. Stover also stated that he can have a document ready to go and add the legal descriptions.

Trustee Election.

Cheryl Wright reviewed the election schedule.

Old Business

Cheryl Wright reviewed Action Items List with the Trustees and staff.

New Business

Wright proposed that the Trustees approve a new position for a Senior Evaluation Specialist under the Registrar with a budgeted salary up to \$40,000.


M (Hurlbutt): to approve the new position and budgeted salary. Motion carried unanimously.

Strategic Planning.

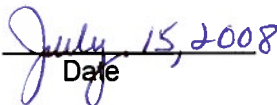
Item deleted from this meeting in a previous motion

Adjourn.

Chairman Hess adjourned the meeting at 1:59 pm.



M.C. Niland, Secretary



Date