



BOARD OF TRUSTEE HANDBOOK

Revised

February 2016

COLLEGE OF WESTERN IDAHO
6056 Birch Lane
Nampa, Idaho 83687

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INSTITUTIONAL HISTORY

At its inception in 2007, Boise was one of the last metropolitan areas in the country lacking a community college. In March of that year, the Idaho legislature appropriated \$5m as a base budget for fiscal year 2008. In May, a supermajority of voters in Canyon and Ada counties voted to form a community college district, known as the College of Western Idaho Community College District [the District]. In June, the Albertson Foundation pledged a donation of \$10m to launch the College of Western Idaho [the College]. In July, the Idaho State Board of Education appointed five community members (Jerry Hess, Hatch Barrett, Mark Dunham, Guy Hurlbutt, and Mary (M.C) Niland) to serve as the first Board of Trustees [the Board]. With the closure of the Seland College of Applied Technology at Boise State University and the transfer of its programs, personnel, and the Nampa properties to the new institution, the College officially opened its doors to students at its main campus on what had been Boise State University's West Campus and at the Canyon County Center on the Nampa-Caldwell Boulevard.

Other campuses include:

- Ada County Campus Lynx Building** – 9300 W. Overland Road, Boise, ID 83709
- Ada County Campus Mallard Building** – 9100 W. Black Eagle Drive, Boise, ID 83709
- Ada County Campus, Pintail Center** - 1360 South Eagle Flight Way, Boise, ID 83709
- Ada County Campus, Quail Court** – 1450 S. Eagle Flight Way, Boise, ID 83709
- CWI at Boise State University** - 1464 University Drive, Boise, ID 83706
- CWI Fruitland** – 129 N Whitley Drive, Fruitland, ID 83619
- CWI Horticulture** - 2444 Old Penitentiary Road, Boise, ID 83712
- Nampa Campus Academic Building** - 5500 E Opportunity Drive, Nampa, ID 83687
- Nampa Campus Administrative Building** - 6056 Birch Lane, Nampa, ID 83687
- Nampa Campus Aspen Classroom Building** – 6002 Birch Lane, Nampa, ID 83687
- Nampa Campus Micron Center for Professional Technical Education** – 5725 E Franklin Road, Nampa, ID 83687
- Nampa Campus Multipurpose Building** – 6042 Birch Lane, Nampa, ID 83687
- Nampa Campus Professional Truck Driving** - 5252 Treasure Valley Way, Nampa, ID 83687

GOVERNANCE

The College operates under an effective system of governance with clearly defined authority, roles, and responsibilities. Its decision-making structures provide for the consideration of views held by district constituents, faculty, staff, administrators, and students on matters where they have direct, reasonable interest.

To describe the structure and operating agreements for making decisions, a document called “Participatory Governance 2012” has been developed. It defines the cultures of collegiality, dialogue, inclusiveness, and evidence which constitute the underpinnings of equitable, effective practices. It also describes the collegial consultation structure on which faculty and administrators agree.

BOARD MEMBERSHIP

The Board shall consist of five members elected at large by qualified voters of the District. Any person meeting the criteria established in Idaho Code is eligible to be elected or appointed a Trustee.

TRUSTEE AUTHORITY

The Board's authority is subject to the provisions of the Constitution of the State of Idaho, Idaho Code, certain rules and regulations of the State Board of Education, its own policies and procedures, and the expressed will of the electorate.

Board members have authority only when acting as a Board that is legally in session pursuant to state and federal rules.

The Board will not be bound in any way by statements or action of any individual Board member or employee, except when such statement or action is promulgated on specific instructions by the Board.

TRUSTEE RESPONSIBILITIES

The responsibilities of the Board are outlined in the College of Western Idaho Board Governance Policies, adopted July 2015.

TRUSTEE OFFICERS

Board Officers

At the organizational meeting (the first regular meeting of the Board following the election of Trustees), the Board will conduct the election of officers.

The following term limits will apply:

- *Board Chair:* The Board Chair may be elected to serve a term of two years and may be elected for an additional two-year term provided that the same person shall not serve as Board Chair for more than four years in succession.
- *Officers:* There are no term limits for any other Board Officer.

Board Chair

The duties of the Board Chair shall be to:

- chair all Trustee meetings
- consult with the President and other Trustees in preparing agendas for Board meetings
- call special meetings as necessary
- act as the official voice of the Board when conditions warrant
- communicate with other Board members regarding their duties as necessary
- participate in orienting new Board members
- organize Board study sessions when appropriate
- represent Board at official events or ensure Board representation

- delegate duties, as needed, to other Board members

Vice Chair

The duties of the Vice Chair shall be to:

- assume the responsibilities of the Chair in the absence of the Chair
- carry out special assignments as requested by the Chair

Secretary/Treasurer

The duties of the Secretary shall be to:

- publish the agenda and post publicly according to Idaho State Statute
- cause to have minutes taken of each Board meeting and distributed in a timely manner; verify for accuracy by signature all Board minutes based upon approval of the minutes by the Board
- assist the President in correspondence on behalf of the Board of Trustees with parties external to the College as necessary

Votes of No Confidence

At any regular or special meeting of the Board, the Board Chair, upon a three/fifths (3/5) vote of no confidence, recorded in the minutes of the meeting by individual vote, shall resign his or her position as Chair provided that such vote of no confidence is properly included in the agenda of the meeting. In the event the Chair is removed from office following a vote of no confidence, he or she shall retain membership on the Board of Trustees.

TRUSTEE VACANCIES

Vacancies on the Board shall be filled by appointment by the remaining members. If less than a majority of the Board remains, appointment to fill the vacancies shall be made by the State Board of Education. Any person appointed to a vacant position shall serve until the next Trustee election, at which time that person or his or her successor shall be elected.

TRUSTEE MEETINGS

All meetings of the Board, except executive sessions, are open to the public. Pursuant to Idaho Code, the Board will meet as necessary to conduct the business of the Board at times and places necessary to fulfill the Board's duties. The President's Office of the College will provide notice of all regular meetings of the Board in advance of the meeting pursuant to the provisions of the Idaho Open Meeting Law.

Board of Trustees Special Meetings

Normally, regular meetings occur the third Tuesday of the month. The Board may hold additional meetings that may be called at any time by the President, or ordered by the Board Chair, or upon the request of three members of the Board. The President's Office of the College will provide notice of all special meetings of the Board in advance of the meeting pursuant to the provisions of the Idaho Open Meeting Law. If conditions warrant, waivers can be signed by all Board members in lieu of such a notice for a special meeting as established by Idaho Code. No business may be transacted in special meetings other than that specified on the agenda, unless the agenda is amended.

Board of Trustees Executive Sessions

An executive session of the Board may be held upon a two-thirds (2/3) majority roll call vote for the purpose(s) identified by the Idaho Open Meeting Law. No executive session may be held for the purpose of taking any final action or making any final decision.

Quorum

Three members of the Board will constitute a quorum for the transaction of business. An affirmative vote of the majority of all Board members present will be required for the passage of a motion except as otherwise provided by law, **Robert's Rules of Order**, or except as otherwise provided herein.

Rules of Decorum

Should the orderly conduct of a meeting be disrupted, the responsible parties shall be warned and asked to curtail the behavior. If order cannot be restored, the individual(s) will be removed or the meeting room cleared.

Should a speaker use profanity or other forms of offensive language, threaten violence or act violently, or raise topics scheduled for closed session, the Board Chair may rule the individual out of order and deny him/her the opportunity to speak further.

Rules of Order

All meetings of the Board will be conducted in the manner prescribed by Idaho Code. However, should an issue concerning parliamentary procedure arise that is not addressed by Idaho Code, the most current edition of **Robert's Rules of Order** will be the prevailing authority in all cases to which they are applicable and in which they are not inconsistent with other Board policy.

COMMUNICATION BY TRUSTEES

Communication among Board Members

Board members shall adhere to the Idaho Open Meeting Law in communicating among themselves.

Communication with the Public

The Board recognizes the right of the public to receive information concerning all of its actions, policies and details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all interested persons and organizations upon request through the Office of the President.

Board members shall never speak in the community as though they represent the Board in total, unless authorized by the Board to do so. They are individuals whose authority comes from their membership in the group of Board members. The President of the College is the official voice of the College. The Board and Administration welcome the input of individuals and groups interested in the College; however, the Board alone establishes educational and fiscal policy.

Communication with Employees

Board members may discuss matters with CWI staff and faculty that could appropriately be brought forward by a member of the public. Board members should refer CWI staff and faculty to appropriate administrative channels if approached individually or collectively about personnel matters.

If a direct presentation to the Board is requested, the person or group making the request shall inform the President of the substance of the communication. Such requests will be limited to matters of College policy, and in no way be construed to be a matter of grievance proceedings.

It is the policy of the Board that the faculty and staff use their respective governance structures to bring matters of interest before the Board as a whole. Concerns and suggestions should be communicated to their immediate supervisors or committee representatives and request that they be carried, if necessary, through the appropriate communication channels to the Board.

TRUSTEE EDUCATION

The Board commits itself to continual development in trusteeship and to an educational program which includes orientation of new Trustees. To that end, Trustees will foster growth and development among Trustees through the scheduling of study sessions, providing access to reading materials, and supporting conference attendance.

TRUSTEE TRAVEL

Travel is expected and encouraged among Trustees as part of their professional growth and development.

Reasonable and prudent expenses enumerated on a College expense form are reimbursed quarterly upon authorization of the Board Chair, who examines the expenditure for propriety and availability of funds. All outstanding travel claims must be processed before another request is submitted.

Purpose

The purpose is to establish uniform procedure for reimbursement of reasonable and prudent expenses incurred by Trustees on Community College business.

Expenditure Limits

- *Meals*: The College will reimburse expenditure for meals by a Trustee as a result of participation in a Board assigned activity based upon actual receipts or College established per diem rates.
- *Use of Automobile*: Mileage for business related travel by automobile will be reimbursed at a rate approved by the Board of Trustees and not to exceed the IRS publicized rate. The mileage reimbursement rate for Board travel will be approved on an annual basis. Mileage information for locations both inside and outside of Idaho will be obtained from the CWI Business Office. In addition, reimbursement will be allowed for reasonable and/or actual costs incurred by tolls and parking. Reimbursement for mileage and related expenses may not exceed second class or coach airfare for the same trip, except in extenuating circumstances.
- *Lodging*: Actual costs will be reimbursed at no more than the single room rate or the approved conference negotiated rate. Personal items such as in-room movies are not reimbursable.

- *Gratuities:* Reimbursement for gratuities shall not exceed 20% for meals. Reasonable bellhops, cab services, etc. will be allowed.
- *Spouse/Guest Expenses:* Reimbursement for the cost of conference, convention, travel or other official function expenses for a spouse/guest is not allowed unless the official function requires the spouse's/guest's attendance.
- *Business Phone Calls:* Charges for telephone calls are reimbursed if they are incurred in connection with College of Western Idaho business.
- *Other:* Actual costs for the purchase of supplies, rental of audio-visual materials, or other similar items will be reimbursed upon presentation of proper approvals and documentation. This process is limited to those items that cannot be handled through the regular purchasing process or items of an emergency nature. Equipment items must be handled through the regular purchasing process.

Outstanding Travel

All outstanding travel must be processed before another request is submitted and at least quarterly. The College will consider an advance overdue if the detailed expense report is not submitted on a timely basis. No new travel advances will be issued until prior travel expense reports are filed.

Required Approvals

All completed forms of reimbursement must be approved by the Board Chair. It is the responsibility of the authorized signer to examine the expenditure for propriety, and assure that funds have been budgeted.

ETHICS

Purpose and Intent

The Trustees embody the highest ethical standards in dealing with the community and CWI, and shall abide by all laws, regulations, and policies applicable to them in their capacity as members of the Board of Trustees (the "Board" or the "Trustees") of the College of Western Idaho ("CWI") as established in Idaho Code. Adherence to these laws and policies prohibits conflicts of interest regarding property, personnel, and politics.

Conflict of Interest Defined

Neither the Board nor any Trustee shall enter into any contract or transaction whereby any Trustee has a conflict of interest, or otherwise has a pecuniary interest, directly or indirectly, in the contract or transaction.

"Conflict of interest" means any official action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit of the person or a member of the person's household, or a business with which the person or a member of the person's household is associated, unless the pecuniary benefit arises of the following:

(a) An interest or membership in a particular business, industry, occupation or class required by law as a prerequisite to the holding by the person of the office or position

(b) Any action in the person's official capacity which would affect to the same degree a class consisting of an industry or occupation group in which the person, or a member of the person's household or business with which the person is associated, is a member or is engaged

(c) Any interest which the person has by virtue of his profession, trade or occupation where his interest would be affected to the same degree as that of a substantial group or class of others similarly engaged in the profession, trade, or occupation

(d) Any action by a public official upon any revenue measure, any appropriation measure or any measure imposing a tax, when similarly situated members of the general public are affected by the outcome of the action in a substantially similar manner and degree

Specific Application

A Trustee may not accept any reward or compensation for services rendered as a Trustee, including employment; and the Board may not enter into any contract with the spouse of any Trustee if the terms of the contract require, or will require payment or delivery of any College funds, money, or property to the spouse.

No Trustee may serve concurrently as a paid employee of the College, receive gifts in excess of the gift limitations specified by law, nor shall he or she accept honoraria for speeches or attendance at events.

BOARD MEMBER RESPONSIBILITIES

1. To seek to be fully informed about the College.
2. To support the mission of the College.
3. To speak one's mind at board meetings but to support policies and programs once established.
4. To understand that the Board's governance responsibility is policy making and not involvement in administration or the management process.
5. To communicate promptly to the President and Board Chair any significant concern.
6. To represent all the people of the district and no particular interest, community, or constituency.
7. To help enhance the public image of the College and the Board.
8. To recognize that authority resides only with the Board as a whole and not in its individual members.
9. To recognize that the President is the primary spokesperson for the College and, unless otherwise delegated, the Board Chairperson is the only other person authorized to speak for the Board.
10. To foster openness and trust among the Board, system leaders, institutions, state government, and the public.
11. To maintain a courteous respect for the opinions of one's colleagues and a proper restraint in criticism.
12. To recognize that no Board member shall make any request or demand for actions that violates the written policies, rules, and regulations of the Board or of the system.
13. To maintain the highest ethical standards and disclose and address any real or potential personal conflict of interest.

POLICY DEVELOPMENT AND APPROVAL

The Board is responsible for the establishment of policies that govern the conduct of the affairs of the College. The formulation and adoption of written policy shall constitute the basic method by which the Board shall exercise its leadership in the operation of the College. In developing and approving policies, the Board must exercise critical judgment and must be responsive to the educational needs of the community while preserving an environment of academic freedom for the administration and the staff of the College.

EVALUATION OF THE BOARD AND THE PRESIDENT

The Board is committed to assessing its own performance as a Board and that of the President's in order to identify strengths and areas which may improve.

The Board shall conduct a review of its performance and of the President's with the intention of strengthening performance, identifying and reaching consensus on goals, ensuring clear understandings of responsibilities, and clarifying expectations among Board members with the President.

The Chair will annually organize and convene a special meeting of the Board for evaluating the Board's and the President's performance.

The Board Chair shall assure the integrity of the Board's processes, serve as the overall spokesperson for the Board, and, in conjunction with other members, represent the Board in the community as required.

To that end, the Board has established the following procedure:

- The Board's self-evaluation and President's evaluation instruments shall be distributed, by the Board Secretary, to each Board member no later than March 15 of each year.
- Each Board member will complete the evaluation instruments and deliver them to the Board Secretary no later than April 15 of each year.
- The Board Secretary shall cause to be prepared a summary and/or compilation of the collective evaluations and deliver it to each Board member no later than April 30 of each year.
- An executive session of the Board shall occur no later than June 1 of each year to review the President's performance and the Board's self-evaluation. This review will include a discussion with the President.
- The evaluation results for the Board and the President will be used to identify accomplishments in the past year and goals for the following year.
- Any changes to the evaluation instruments, including goals, shall be approved at this meeting.
- The regular session minutes will reflect when the Board's and the President's evaluations are complete

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority, appropriate decorum during meetings, and respect for other members, College employees, and any other person coming before the Board for whatever reason.

ADDENDUM

[TITLE 33 EDUCATION – Chapter 21 Junior Colleges](#)

[TITLE 74 TRANSPARENT AND ETHICAL GOVERNMENT – Chapter 2 Open Meeting Law](#)

[CWI Board Performance Evaluation Template](#)

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