



College of Western Idaho Board of Trustee
February 19, 2008
Boise State University West Campus Building, Room 119
Nampa, Idaho

A meeting of the Trustees for the College of Western Idaho was held February 19, 2008 at the Boise State University Campus Building in Nampa, Idaho. Chairman Jerry Hess presided.

Present:

Jerry Hess, Chairman
Mark Dunham, Vice Chairman
Mary Carol (M.C.) Niland, Secretary
Hatch Barrett
Guy Hurlbutt

Absent:

None

Trustee Work:

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

1. Minutes
M (Dunham): to approve the minutes from the January 15, 2008 Trustee meeting. *Motion carried unanimously.*
2. Financial Report
Cheryl Wright reported that the current balance of cash and investments is \$3,869,683.
3. President's Report
President Griffin reported on the following:
 - Office space lease
Jerry Gunstream has volunteered to negotiate a lease for Executive Offices in the Aspen Creek development across Campus on CanAda. Chairman Hess requested that Mr. Gunstream finalize the details of the proposed lease agreement.

- Legislative activity
President Griffin testified to JFAC, the Senate and the House Education Committees. All were very supportive and complementary.
- BSU meeting
Vice Chairman Dunham, Trustee Barrett, President Griffin, VP Wright, Cathy Hampton and Attorney Rich Stover met with the BSU Provost and several BSU staff. The meeting clarified that BSU serves as the payroll agent for CWI and as such has no say in the hiring practices. Kevin Satterlee, BSU Attorney, will initiate contact with the State Board of Education to inquire into what steps are necessary to transfer the Selland College employees from BSU to CWI. Attorney Satterlee will also create a new payroll agreement for the eleven employees to be hired after March 30, 2008. Stacy Pearson, BSU VP of Finance agreed to not assess CWI any additional charges for the February and March new hires.
- Letter to Selland Employees
President Griffin proposed sending a letter to the current Selland College employees reassuring them that it is the intent of CWI to transition them from BSU to CWI if their current performance evaluation is at a "meet expectations" level and if the related program remains active. The letter is not a guarantee of employment. A second letter will be sent once the benefits package is finalized and approved by the Trustees. The issuance of the second letter will correspond with the Selland employees receiving a terminal contract from BSU in May 2008.

Trustee Niland requested more information on the performance evaluation process.

M (Niland): to send the letter as drafted with the exception that the last sentence in the second paragraph end after "offers." Motion failed

M (Hurlbutt): to approve the letter to the Selland Employees with the exception that the last sentence in the second paragraph read "We haven't finalized negotiations on the benefits package we will offer to CWI employees, but our intention is that it will be very similar to what BSU offers." Motion carried unanimously

- ERP Implementation Update
The team from DataTel was on site for three and a half days last week. They assured us that they can meet our deadlines as established in the DataTel contract. We have contracted with Time-Warner to house our servers. The servers will be installed within the next month.
- Advisory Council
The Advisory Council met on February 8th. Paul Hiller of the Boise Valley Economic Partnership was elected Chairman and Nampa Mayor Dale was elected Vice-Chair. There was a lot of discussion about their role in

outreach and in the strategic plan process. They want to be involved in the strategic planning process, but do not want to write the plan.

- **Strategic Plan**
President Griffin met with Kathy Hagler and Associates to streamline the process for developing the strategic plan. Sally Anderson will outline the process later in this meeting.
- **SDPTE Proposal**
The proposal from Interim SDPTE Director, Ann Stephens, to designate CWI as the Region III provider of professional Technical Education was reviewed. The proposal will be on the February 28th SBOE meeting agenda.
- **Meeting with CSI**
The following staff members were present from both institutions: Presidents, Executive Vice Presidents of Instruction and Student Services, Vice Presidents of Finance and Administration, Public Information Officers, and Financial Aid Directors. Also present were CWI's Chief Technology Officer, CSI's Student Services Director, and Ron Baker from NWCCU. The executive staffs from both institutions are interested in pursuing a partnership for accreditation. BSU is unable to support CWI for financial aid for the January 2009 students.

M (Hurlbutt): to ratify the development of an MOU with CSI to provide CWI with accreditation and financial aid services. *Motion carried unanimously*

4. Ratify Appointment of New Employees

Chairman Hess requested that the Trustees receive the salary information along with the resumes and job descriptions for all future new hires.

Trustee Hurlbutt stated that he read the resumes of each individual and is confident that each individual is a good choice for their positions. He voiced concern that as of now 12 of the 13 CWI positions have been filled with former BSU employees. Trustee Hurlbutt stated he is concerned that the college is developing a culture that is not in line with the desires of the Trustees.

Trustee Barrett referred to the Projected Personnel Timeline schedule which demonstrates that most future hires will not be BSU employees.

Trustee Dunham stated that the consistent message from the Trustees has been to reach out broadly for new hires. He also stated that even though it is difficult to have this discussion with the new employees present, the Trustees have a responsibility to the public to have the positions open to all qualified individuals.

President Griffin stated that the staff has cast the net far and wide and we have had applicants from all over the United States. We have interviewed candidates in Virginia, Arizona, and Washington to name a few. All of the new hires except one of the BSU hires are from the Selland College. Selland College operates

very similarly to a community college within the University. Dr. McCrink, Dean of Selland College, not only reports to the BSU Provost, but also reports to the Director of the State Division of Professional Technical Education.

A document listing the steps taken by the staff in recruiting, interviewing and hiring was distributed. Vice-Chairman Dunham requested more detail.

Chairman Hess encouraged the staff to hire people who have a vision for 21st century technological capabilities and to use quantifiable, measurable outcomes in the hiring process.

Secretary Niland requested a salary comparison with CSI and NIC. Secretary Niland stated that she agrees with Trustee Hurlbutt's statements and would like to see more diversity.

M (Dunham): to ratify the hiring of the additional six employees as presented by President Griffin. *Motion carried unanimously*

Vice-Chairman Dunham stated that he is very proud of the CWI staff and has received numerous positive reports from the state legislators.

5. Land and Facilities

Chairman Hess thanked Vice-Chairman Dunham and Trustee Hurlbutt for all of their work on the issue. Trustee Hurlbutt stated that the encouraging news is that we are almost in agreement, and the discouraging news is we have not come to a complete resolution. SBOE President Terrell informed Trustee Hurlbutt that there are still two unresolved minor issues. The SBOE Board and the CWI Trustees need to vote on the proposal. President Terrell would like the SBOE to vote first and have the CWI Trustees vote later the same day. The proposal will be on the February 28th SBOE meeting agenda.

Chairman Hess stated that SBOE President Terrell, and other SBOE members have been extremely helpful in this process.

Chairman Hess would like to make sure that the CWI Trustees have time to review the document and provide necessary feedback and revisions.

Trustee Hurlbutt outlined the following major agreements of the proposal to take place July 1, 2009:

- One hundred acres of the one hundred and fifty acres at BSU West, including the academic building would be deeded over to CWI.
- The other fifty acres and the Tech Center will remain the property of the State Board of Education, primarily for use by BSU.
- CWI will be given ownership of the Canyon County Center.

- The Seland College programs will transfer to CWI July 1, 2009. All programs with the exception of equipment intensive programs will transfer off the BSU main campus.
- CWI will take the current BSU master plan for the BSU West property and expand and/or revise it to meet CWI's needs.

6. Policies – First Reading

The policies were reviewed and changes suggested. Cheryl Wright will make the suggested changes and send to the Trustees, Rich Stover, the attorney and President Griffin.

The Trustees discussed the first election for the CWI Trustees. Trustee Hurlbutt stated that it seems fair to let people know the ground rules and the process for running for election to the Trustee Board as soon as possible. At this first election, two Trustees will be elected for a two year term and three Trustees will be elected for a four-year term. CWI attorney, Rich Stover, clarified that the community college elections are governed by the Elections Consolidation Law; therefore CWI is statutorily responsible for their own elections. CWI will be required to hold the elections on one of four dates. The other two community colleges hold their elections on the general election date in November.

M (Dunham): to designate the CWI Trustee elections be held on the November general election date. *Motion carried unanimously*

M (Niland): to allow the President to designate one of his staff as the election official. *Motion carried unanimously*

The Trustees agreed by consensus to authorize Rich Stover, attorney, to continue to work with Ada and Canyon Counties to enter into contracts for the counties to hold the elections for CWI.

Secretary Niland suggested that the Trustees wait until the March meeting before determining who may run for the two or the four year seats. This will give each Trustee time to decide whether or not they are interested in running for another term.

Trustee Hurlbutt requested that the staff contact the other two community colleges to determine the wording on their ballots.

Chairman Hess asked Rich Stover to work on the wording of paragraph two of the policy for "Board of Trustee Elections."

7. Other Business

- Chairman Hess requested that Adult Basic Education (ABE) be kept as an ongoing agenda item. He referred to the December presentation given by Vera McCrink, Dean of Selland College, which spoke of only 6% of the needs for ABE currently being met. Chairman Hess asked Dr. McCrink to be prepared to speak at the March Trustee meeting.

Chairman Hess asked Cheryl Wright to include the Action Items list on the agenda and in the handouts for review each month.

- Chairman Hess led a discussion on his vision for CWI to be a leader in the 21st Century Technologies for education.

Vice-chairman Dunham stated he fully supports the Chairman's vision as a far reaching goal, as long as we remain mindful of people and industries that need more traditional education opportunities.

Rio Salado College invited the CWI Trustees to visit on March 5th. The Trustees need to let President Griffin know whether or not they are interested.

- Chairman Hess stated that staff needs to determine the potential cost to transfer the Selland Programs.
- Chairman Hess stressed the importance of President Griffin collaborating with the other community colleges in purchasing efficiencies, bid processes and other areas. Vice-chairman Dunham stated that the President should be able to collaborate with whoever it makes sense to collaborate with and not be restricted to just the other two community colleges.
- House Bills 399 and 400 were reviewed.

M (Dunham: to go on record in support of House Bill #399 and House Bill #400. Motion carried unanimously

- The Trustees agreed by consensus to have President Griffin draft a letter for members of the Senate Education Committee stating that CWI Trustees have gone on record in support of House Bills 399 and 400, and the Trustees support tuition and fees of less than \$120 per credit hour regardless of the passage of these bills.
- The county property tax issue was discussed. Vice-chairman Dunham requested that President Griffin ask for the schedule that Ross Borden put together.

Chairman Hess appointed Secretary Niland and Cheryl Wright to research information on the mill levy and local property tax rates presented in the campaign.

Chairman Hess asked President Griffin to work on budget scenarios after the land and facilities proposal has been agreed upon.

8. Strategic Planning

Sally Anderson presented a revised plan for the Strategic Planning process. The Trustees agreed by consensus that Kathy Hagler and Associates should go forward with the new plan and schedule.

9. Adjourn

Chairman Hess adjourned the meeting at 1:32 p.m.



M.C. Niland, Secretary

3-18-08

Date