



MINUTES

College of Western Idaho Board of Trustees

June 17, 2008

Boise State University West Campus Building, Room 119

Nampa, Idaho

A meeting of the Trustees for the College of Western Idaho was held June 17, 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.

M (Niland) to adopt the agenda with the following changes: move the President's report to item 10 and add an Executive Session pursuant to Idaho Code 67-2345(1)(a) at item 11

Motion carried unanimously.

Minutes

Chairman Hess requested the following change in the May 20th minutes: change the second sentence to "Secretary Niland will present to the Board, as determined by Trustee Niland or at the request of other Trustees."

The minutes for the May 17th Regular Meeting and May 17th Executive Session were accepted by consensus, with the change requested by Chairman Hess.

Financial Report

Cheryl Wright reported that the current balance of cash and investments is \$2,820,700.00.

ABE Presentation

Barbara Case recommended that the Trustees give the Selland ABE authority to work with the CWI staff to develop a vision and mission statement for CWI ABE.

Trustee Niland requested that Barbara Case develop a budget for the Trustees.

President Griffin suggested that CWI hire a polling company to identify the number of people who would take advantage of the ABE services if provided.

Lloyd Longoion, an interested citizen, is involved in the Texas Community College system and in the public sector. "I see the tremendous opportunity for CWI to have an impact on the communities. Learn what they need to earn what they need (earner learners). Mr. Longonion stated that he is willing to commit time to help make the program successful at CWI."

Chairman Hess recommended that Paul Hiller take this as a component of the Advisory Council and incorporate the services of Mr. Longonion. Chairman Hess asked Paul Hiller to present a proposal to the Board for an initiative to serve the Adult Basic Education population. The Trustees agreed by consensus.

Paul Hiller stated that the Advisory Council is looking at the initial step to identify the needs in the community. The first step is the survey President Griffin mentioned. The Advisory Council plans to look to the CWI administration to put together an educational program once needs are identified. Chairman Hess suggested that the Advisory Council include input from the business community and not rely solely on the educational community.

Finance Committee Report

Trustee Niland met with President Griffin and Cheryl Wright on June 6 to discuss the scope of the newly formed Finance Committee. Trustee Niland distributed a document that outlined a proposed scope for the Finance Committee (attached).

Trustee Niland proposed that the following information be available at the August Trustee Meeting:

- Student enrollments
- Completer rates
- Job placement rates
- Enrollment trends
- Other indicators of customer satisfaction

Trustee Niland stated that proposals for health insurance will be available at the July Trustee meeting. Chairman Hess asked Trustee Niland to work with the staff to come up with a satisfactory solution.

Trustee Niland spoke to some local companies to ask if they saw the RFP for Audit services and they did not see the newspaper posting of the RFP. Trustee Niland will work with staff to have proposals for Audit services available at the July meeting.

There was discussion on the amount of money to request from the taxing district. Trustee Niland requested a three year financial projection before the Trustees arrive at and agree to an amount. It was decided this should be added as an agenda item for the July Trustee meeting.

Performance Evaluation

Janet Baxter, CWI Human Resources Director, gave a presentation on the steps taken to forming a process for employee performance evaluations. The presentation also proposed the purchase and use of an electronic system from Halogen to facilitate the process. With the system CWI staff would be able to have goals set for all current positions by October 31, 2008.

Vice Chairman Dunham stated that whatever performance evaluation system is adopted, the templates need to adapt to reflect "The CWI Way." There needs to be an evaluation process ready soon. Trustee Dunham stated that his only concern is that CWI should not be obligated to Halogen at this time.

M (Hurlbutt): to approve the purchase of the Halogen system and to approve the evaluation process as recommended by staff and the system be put in place by staff as soon as possible. *Motion failed 3 to 2*

Executive

M (Hess) to move to Executive Session pursuant to Idaho Code 67-2345(1)(a) To consider hiring a public officer, employee, staff member, or individual agent. This paragraph does not apply to filling a vacancy in an elective office; *Motion carried by roll call vote.*

M (Hess): to move out of Executive Session at 12.00 p.m. and move back into Open Session. *Motion carried unanimously.*

M (Hurlbutt): to ratify the hiring of the nine new employees and fix the salaries. *Motion carried unanimously.*

M (Niland): prior to presenting potential new hires, staff will present the job descriptions and proposed salaries for Board approval. *Motion carried unanimously.*

Timelines for CWI

Vice Chairman Dunham spoke of the need for a comprehensive list of deadlines and decision points. Trustee Dunham suggested the following entities to request each to identify important deadlines and decision points: CWI staff, BSU, SDPTE, DFM, LSO, NWCCU, SBOE, Albertson Foundation, CSI. Trustee Dunham asked staff to compile the information from all agencies into one document for the July Board meeting. The document should also identify all conflicting dates.

BSU Provost Sona Andrews presented a draft of identified critical timelines. Dr. Andrews stated that all differing timelines that CWI may have with BSU will become discussion points. Dr. Andrews highlighted some of the highly critical issues listed in the documentation.

Dr. Andrews was asked to identify the critical dates versus the suggested dates on the BSU document.

President Griffin reported that he met with Gerry Gee to spearhead the project management of all of the entities listed by Vice Chair Dunham.

Policies

The reading of the policies were postponed to the July Trustee meeting.

President's Report.

President Griffin reported on the following:

- Public relations
- Media/branding plan
- MOU with CSI
- Mountain States Association of Community Colleges
- Gunstream and Associates
- Report from Selland College
- Strategic Plan
- Datatel
- Tour of Selland
- Benefits package resolution
- Selland accrued vacation transfer - Chairman Hess authorized President Griffin to discuss this item with BSU before next month. Secretary Niland stated that she would like to postpone this discussion until all of the remaining benefits decisions are addressed in July.

M (Dunham): move that it is the intent of CWI to assume the unpaid accrued paid vacation obligation of the Selland employees who choose to transfer to CWI as a negotiating item as a quid pro quo reduction in the depreciated value of the furniture, fixtures and equipment in the BSU West academic building and in the Canyon County Center. President Griffin is charged with the negotiations with BSU. *Motion carried 4 to 1*

Secretary Niland stated that she cast a no vote due to not having enough information on exactly what is included in the BSU furniture, fixture and equipment calculations. Trustee Niland stated, "My no vote should not be interpreted that I do not value the Selland College employees."

Property and Facilities

Trustee Hurlbutt reported that the CWI Attorney, Rich Stover, has been working on the encumbrances on the two properties. Attorney Stover stated that CWI needs Economic Development Administration (EDA) approval for the transfer. Attorney Stover and BSU sent a joint letter to the Seattle EDA for the Canyon County Center. Work is also continuing on the steps necessary to release the encumbrances on the BSU West property. Until the two encumbrances have been released by the EDA, the property can not be transferred. Milford Terrell, Rich Stover and Vice-chair Dunham will walk the BSU West property next Friday.

Trustee Hurlbutt added that the other encumbrance on the property has to be released by the insurer of the bond company. The bond is owned by the Building Authority.

President Griffin proposed that in the process of assuming ownership of the Canyon County Center that a lease agreement be drafted that specifies that Boise State University agrees to continue the plant maintenance and operations. Per Trustee Dunham, originally there was discussion with BSU about a lease agreement for the Canyon County Center.

M (Dunham): to recommend Attorney Rich Stover be present at the closing of the execution of the transfer of the properties and all subsequent leases.

Motion carried unanimously.

Policies

The reading of the policies was postponed to the July Trustee meeting

Discussion of Albertson Foundation Proposal

Chairman Stephen Steele, director of the Institute for the Future at Anne Arundel Community College stated:

- “Institutions should not assume that since we can’t predict the future we should not consider it. Instead, we can use our imagination to anticipate any number of possible, probable, positive, and even preventable futures.”
- “A key aim of any futuring activity is to address in imaginative and logical ways the possible reality constructions that may act as a magnet for action,” explains Steele.
- When it comes to the future, it is far too easy to simply continue with a same-as-last-year approach—perhaps with a little extra stretch or growth, says Steele.

Phyllis Grummon, SCUP’s director of planning and education.

- “One tangible way for institutions to put a futuring activity to use is within a strategic planning context. Fifteen years ago, if you were deciding as an institution how much to spend on IT infrastructure, your response would have been different based on whether you perceived technology as becoming ubiquitous or you imagined that paper and pen would still rule. The particular future you envisioned ultimately shaped how—and how quickly—your institution moved forward with everything from wiring residence halls to training faculty to teach online courses.”

Per a request from Chairman Hess a video entitled Frontline’s “A revolution in Classroom and Social Life” was viewed.

Chairman Hess suggested a major component of the future student’s success will include the ability to quickly synthesize massive amounts of information into what is relevant to the success of the user’s intents.

Vice Chairman Dunham stated that he really appreciates The J.A. and Kathryn Albertson Foundation’s continued interest in what CWI is doing. He expressed his appreciation of the meetings at the Albertson’s Foundation and their commitment to the success of CWI. Trustee Dunham invited Lori Fisher to attend the June 17th CWI Trustee meeting, but she was unable to attend. She did respond with a June 3, 2008 letter.

M (Hurlbutt): that the Board adopt the recommendation of Trustee Dunham to write a letter to The J.A. and Kathryn Albertson Foundation to explain what CWI has accomplished to date, thank them, and request a meeting. This will be followed up by a phone call to set up a meeting. In the meantime President Griffin will contact George Copa and Rand Spiwak for consultation support as recommended by the executive team. *Motion carried unanimously*

Old Business

(M) Niland: To approve the amended MOU and addendums with CSI and approve the \$20,000 expenditure for Gerry Gee's engagement. *Motion carried unanimously.*

New Business

MC Niland requested that the Trustees consider a name change for the College of Western Idaho due to the fact that the Albertson College changed its name to the College of Idaho. Chairman Hess requested that considering a name change be placed on the July agenda in order to give the Trustees more time to consider the request.

Partnering Plan with CSI

Postponed until July.

Strategic Planning

Kathy Hagler proposed that a trustee, a Selland staff member, a CWI executive team member, and a member of the academic faculty work with Hagler & Associates on the CWI Way (creating a culture). The Trustees agreed by consensus.

The Trustees agreed by consensus that Hagler and Associates should move forward on the following: board training, board evaluations, president's evaluation

Chairman Hess noted that the Selland College staff has not been given the opportunity to participate in the strategic planning process. Kathy Hagler proposed that they be part of community focus group. The trustees agreed by consensus.

M (Dunham): to authorize staff and Hagler and Associates to move forward with the scharette as proposed and develop a budget, as soon as possible, in order to include the details of this plan in the letter to the Albertson Foundation proposal. *Motion carried unanimously.*

Vice Chairman Dunham suggested that the letter to Albertson's Foundation include the draft Strategic Plan with an explanation of the process for collecting community input.

Vice Chairman Dunham expressed his appreciation for all of the work done by Kathy Hagler and Sally Anderson and that he has great faith in their abilities. Kathy Hagler stated that the final strategic plan will be presented to the Trustees for adoption in the November Board meeting.

Adjourn.

Chairman Hess adjourned the meeting at 4:00 p.m.

Mary C. Niland

M.C. Niland, Secretary

Date