



**Minutes**  
**College of Western Idaho Board of Trustees**  
**September 15, 2009**  
**Aspen Creek Building**  
**President's Conference Room**  
**6056 Birch Lane**  
**Nampa, Idaho**

**Present:**

Guy Hurlbutt, Chairman  
Mary (M.C.) Niland, Vice Chairman  
Mark Dunham, Secretary/Treasurer  
Stanley Bastian  
Tammy Ray

**Absent:**

Mark Dunhan (Excused)

**Call to Order.**

Chairman Hurlbutt called the meeting to order at 9:00 a.m.

**M (Chairman Hurlbutt): to add to the Agenda an Executive Session pursuant to Idaho code pursuant to Idaho Code 67-2345(1)(f); to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Motion carried unanimously.**

**Public Input.**

Charles Dickinson, CWI Faculty Senate member and Joan Edwards, CWI Foundation consultant, were introduced. Ms. Edwards distributed a copy of the letter and questionnaire that she will be using to contact appropriate community members.

**Consent Agenda.**

**Minutes:**

**M (Bastian): to pull financial statement from consent agenda for further questions. Motion carried unanimously.**

**M (Bastian): to approve the Minutes as presented. Motion carried unanimously.**

## **Financial Report.**

Trustee Bastian questioned the amount of the expenses in Instruction for the month of August. Cheryl Wright, CWI Vice President for Finance and Administration, explained that the month of August is typically higher than other months due to several factors: faculty contracts begin in August; budgets for the self-supporting units have not been loaded into the reports which affect the numbers slightly; and the 2009 books have not yet been finalized and some of the expenses currently showing will be covered by 2009 funds.

President Glandon will provide a complete financial report at the October board meeting, including revenue and expense changes due to our increased fall enrollment.

**M (Bastian): to approve the Financial Report as presented. Motion carried unanimously.**

Chairman Hurlbutt asked how soon CWI would be able to take over total operation of the bookstore.

President Glandon explained that CWI will assume total control of the bookstore when CWI receives candidacy status.

Legal Counsel, Rich Stover, advised that when CWI is in a position to start the discussion of making a profit with the bookstore, the State Building Fund office needs to be involved as the Nampa Campus building is bonded and the bonding could be affected by any profit CWI makes with the Bookstore.

## **Legal Counsel RFP.**

Chairman Hurlbutt explained the process that had been followed to contract with Eberle Berlin Kading Turnbow and McKlveen, Chartered, for legal services and the intent that once a new President was hired and all of the property transferred, an RFP for Legal Counsel would be developed.

Rich Stover provided a draft RFP and volunteered to help finalize CWI's document. It was suggested that a task force be created to develop an RFP for the board to approve.

Chairman Hurlbutt appointed Trustee Bastian to Chair a task force to develop an RFP seeking Legal Counsel for CWI, for approval at the October 2009 board meeting. President Glandon was asked to be part of the taskforce and to appoint a member from his executive team.

Trustee Niland requested the task force include legal counsel for the Advancement Office in the RFP.

Chairman Hurlbutt asked that the Trustees engage in further discussion relating to the development of a policy that clearly identifies the guidelines CWI must follow regarding the RFP process.

## **President's Report.**

President Glandon reported on the following topics:

- Enrollment as of 10<sup>th</sup> day:
  - Headcount of 3,437
  - FTE = 2,462
- Nampa Campus Center Road Signage
- Budget Process with Campus
- CCBT Retreat – October 1
- CWI Way
- Employee Background Checks
- Faculty Green Team
- Forming a Foundation
- H1N1 Swine Flu
- Legislative Connections
- Planning for Spring Semester
- Policies and Procedure Manual
- Possible Library Collaborations
- Student Representatives
- Training for Faculty for Accreditation
- Programs and Services by Location
- Board Communication Mechanisms
- Training Opportunities for the Board
  - Carver Board Training
  - NWCCU Accreditation Trustee Training
  - AACT Conference
  - AACC – CRD Conference
  - NWCCU Conference
  - AACC Conference
- Reviewed CWI Steps and Timelines to Accreditation and Self-Study Support of Candidacy

## **Executive Session**

**M (Chairman Hurlbutt): to move to Executive Session pursuant to Idaho Code 67-2345(1)(f); to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Motion carried by roll call vote at 10:25 a.m.**

Chairman Hurlbutt declared the Executive Session adjourned at 10:55 a.m.

## **President's Report (Continued).**

- Albertsons Foundation Update
- Building Suggestions
  - Student Services Building
  - Advanced Technical Center
- Draft request

**Old Business.**

**Carver Model of Policy Governance** – Trustee Ray updated the board on an introductory workshop she attended in Atlanta Georgia on the Carver Model of Policy Governance. The training was outstanding – the model is very efficient and effective. She felt it important that before the board moves to adopt this model we have the approval from NWCCU that it fits their requirements.

Trustee Niland asked President Glandon his thoughts on the board developing the Carver model. President Glandon suggested using a modified version of the model. President Glandon will discuss this issue when he meets with NWCCU in the near future.

**New Business.**

Property Deeds – Rich Stover presented Chairman Hurlbutt with fully executed deeds to CWI's Nampa Center and Canyon County Center buildings and land.

CWI Signage - Trustee Niland asked that CWI look at the signage by the Canyon County Center to make sure that the colors logo used are the appropriate ones.


Trustee Ray asked if CWI was looking into having freeway signage for CWI. CWI Marketing Department is currently working on this project.

Trustee Bastian also suggested having an exit sign for the College.

**Adjourn.**

Chairman Hurlbutt adjourned the meeting at 12:15 p.m.

  
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Mark Dunham, Secretary

  
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Date