

Minutes
BOARD OF TRUSTEES MINUTES
November 17, 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 (excused at 12:15 p.m.)

Absent:

None.

Call to Order.

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

Public Input:

Vera McCrink, Dean, CWI PTE Programs; Sue Madarieta, Department Chair, CWI Business and Information Technology Programs; Don Bowers, Instructor, CWI Information Technology; Steve Rayburn, Instructor, CWI Heavy Duty Truck Technology; Cathleen Currie, Department Chair, CWI Health Programs; Denise Williams, current CWI Information Technology student.

Consent Agenda.

- a. Minutes.
- b. Financial Report.

M (Dunham): to approve consent agenda with corrections to minutes as noted. (*Motion approved unanimously.*)

Financial Report: President Glandon requested that Vice President Wright pursue agreements with other state higher education entities regarding enrollment of students who have outstanding debts.

Finance Committee Report.

Trustee Ray and Cheryl Wright, CWI Vice President Finance and Administration, reviewed the Finance Committee report with council members.

At a previous board meeting, President Glandon was asked to provide the board with a spending plan for the excess fees for Fall 2010. Vice President Wright proposed delaying this report until January in order to capture all of the necessary data.

Board members approved the format of the Finance Committee report.

Policies and Procedures.

Rich Stover stated a revised Computer Use policy will be ready for first reading at the December meeting.

Trustee Ray reported the Finance Committee has recommended the creation of a policy for the disposal of surplus CWI property. Trustee Ray will present a draft of this policy for first reading at the December meeting.

Chairman Hurlbutt stated that at the last board meeting it was suggested that the trustees discuss development of a policy for professional services contacts. President Glandon told the board that he is currently working on this policy and is working with California Collegiate Brain Trust to revise other College policies.

PTE Program Presentation. *Information Security and Digital Forensics.*

Dean McCrink introduced Sue Madarieta, Department Chair, CWI Business and Information Technology, and Don Bower, Program Head/Instructor, CWI Information Technology Program.

Mr. Bower presented an overview of the Information Security and Digital Forensics program. Denise Williams, a current Information Technology student, expressed a very high degree of satisfaction with her education at CWI.

Trustee Bastian congratulated everyone for putting this program together. Trustee Dunham expressed appreciation for having the opportunity to have the student connection and a message that he can now take into the community.

Council for Resource and Development (CRD) Conference Update.

Trustee Dunham briefed council members on the recent CRD conference that Chairman Hurlbutt, President Glandon, Dr. Joan Edwards and he attended in Washington, D.C.

NIC and CSI were both represented at the conference, which provided great networking opportunities. Proper advancement is a cycle and requires incorporation into the strategic plan. CWI needs to make the commitment to fully fund the foundation development process.

Foundation Update:

President Glandon announced the reorganization of the Institutional Advancement Office to include Development, Marketing, and Institutional Research. The organizational shift was implemented yesterday and Dr. Edwards has been asked to oversee the restructure. Mr. Shirl Boyce has been reassigned to focus on community and governmental relations, and business and economic development.

Dr. Edwards expressed appreciation for the commitment of trustees to take the time to attend the CRD training. Support and understanding of the foundation office by the trustees and internal audience is critical to the success of the College. Rapid progress has been made in identifying potential founding members. Dr. Edwards has contacted four individuals to ask them to be founding board members and she will announce their names once they have accepted the appointments.

Dr. Edwards asked the trustees to approve the Articles of Incorporation.

M (Dunham): to approve Articles of Incorporation as presented. Motion carried unanimously.

Dr. Edwards discussed the draft bylaws provided and reviewed the changes incorporated from the first draft. Trustee Dunham suggested having the Vice President for Finance and Advancement and Director of Development serve as ex-officio members on the Foundation. All trustees agreed and Chairman Hurlbutt directed Dr. Edwards to make this change.

Chairman Hurlbutt requested board members send Dr. Edwards further comments and asked that the Bylaws be brought back to December meeting for approval.

President's Report.

- All Trustees received a memory stick containing a PowerPoint presentation designed to be used for community presentations.
- Trustees will host a legislative breakfast on December 3 and invitations were mailed 11/9/09. Legislative strategies include discussion of the Permanent Building Fund, Community College Equivalent Funding, and Student Stories.
- Enrollment:
 - Total registered/admitted students for Spring 2010 is 1,972.
 - 58 new student registration events have been scheduled.
 - 35 continuing student registration events have been scheduled.
- California Collegiate Brain Trust (CCBT). Consultants continue work on development of the Educational Master Plan, which includes strategic directions and mission. Work also continues on development of Governance, Decision Making and Committee Structure Plans.
- CWI Tuition Waiver. Dr. Glandon suggested that the Board at some point discuss establishment of a limit on the number of credits than can be waived per semester by employees and/or spouses. Only two other institutions impose limitations - LCSC (limit is 6 credits per semester and 3 credits during summer) and BSU (limit is 9 credits per semester).
- Advisory Council Update. At the October Advisory Council meeting, President Glandon was asked to schedule a meeting with the Council and Trustees to discuss the role of the Council.

- The Trustees agreed to change the time of December board meeting to 1:00 pm and to dedicate the last hour of the meeting to discussions with Advisory Council members. This will be followed by a social activity.
- Trustee Niland requested an updated list of council members be sent to all trustees.
- PTE Program Analysis. President Glandon explained the process that Executive Team members are currently using to review programs located on the BSU campus.
 - Reviewing financial viability - from a business standpoint first.
 - Utilizing EMSI and placement data.
 - Programs must teach to industry standard.
 - Programs must have a viable Technical Advisory Committee.
 - Five programs identified by EMSI need to be reviewed immediately.
 - Recommendations to be made the board no later than the February meeting.
 - Target date of March 15 to notify staff of any program changes.

Trustee Niland asked President Glandon if he concurred with the recommendations made by EMSI. President Glandon stated that he did.

- Board Training. A calendar of possible training activities was reviewed.
- Iphone Demonstration. Dr. Rick Aman demonstrated possible uses of mobile computing devices. Dr. Aman stated that the concept of a virtual campus would be that a student could take all necessary courses on line and have access to all student support services on line as well.
- Meridian City Hall. Internal discussions continue on possible uses of this building. President Glandon will notify the board of recommendations from this meeting.
 - Trustee Bastian stated that CWI needs to make it a goal to have a presence in all communities – especially with general education courses. President Glandon assured the Board that they will be involved in all discussions of where programs and services should be located.

Legal Council RFP.

Trustee Bastian and Vice President Wright discussed the current draft. This draft incorporates previous concerns regarding excluding attorneys at large – the document has been reworded to eliminate exclusions. Sections have been reworded to eliminate the possibility of asking law firms to provide information they could not legally provide. Other minor wording changes were discussed and approved by board members.

M (Bastian): to move to accept the RFP as presented with modifications suggested.
Motion carried unanimously.

M (Hurlbutt): to move to Executive Session pursuant to Idaho Code 67-2345 (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; and (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.

Chairman Hurlbutt declared the Executive Session adjourned at 2:00 p.m. and returned to Regular Session.

Old Business.

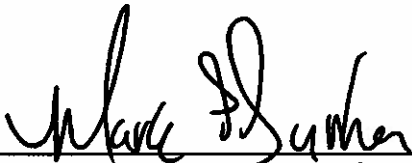
None

New Business.

Discussion about Girls and Boys Club.

Adjourn.

Chairman Hurlbutt adjourned the meeting at 2:15 p.m.



Mark Dunham, Secretary

1-8-10

Date