



BOARD OF TRUSTEES MINUTES

**January 19, 2010
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 12:30pm)

Absent:

None.

Call to Order.

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

Public Input:

Dennis Baker, K. Eugene Thurston, Jim Wrigley, Greg Newberry, Clayton Sonderegger, Terry Christensen, Vera McCrink, Cathleen Currie, Marilyn Martin, Kathleen Pollard, and Megan Brown.

Consent Agenda.

- a. Minutes.
- b. Financial Report.

M (Niland): to approve consent agenda as presented. (Motion approved unanimously.)

M (Hurlbutt): to move into Executive Session pursuant to Idaho Code 67-2345(1) (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Motion carried by roll call vote at 9:05 a.m.

Chairman Hurlbutt declared the Executive Session adjourned and returned to Regular Session at 10:30 a.m.

Introduction of Former Trustees Chair. Chairman Hurlbutt introduced Mr. Jerry Hess and asked Mr. Hess to make a few comments. Mr. Hess stated his appreciation to board members and staff for their hard work and dedication and indicated that he was watching the board minutes for specific comments concerning the Adult Basic Education program. He encouraged the board to remain focused on ABE program.

Chairman Hurlbutt thanked Mr. Hess for his insight and efforts.

Finance Committee Report.

Trustee Ray reported that the Finance Committee did not meet last month and asked CWI Vice President Finance and Administration, Ms. Cheryl Wright, to review the financial summary report developed for the trustees.

Chairman Hurlbutt asked for details concerning County Tuition payments. Trustee Bastian stated it would be useful to track this information. Ms. Wright stated that she does track this information and will provide the details to board members.

Trustee Dunham asked what was included in the Public Service category. Ms. Wright explained that grant funded programs through the Professional Technical Education and Adult Basic Education program were included in this category.

Chairman Hurlbutt asked when the scholarship funds from Boise State University will be transferred to the CWI Foundation. Dr. Joan Edwards, CWI Interim Vice President for Institutional Advancement, stated that the transfer would occur in March of this year.

Policies and Procedures

Electronic Technology Usage Policy: Rich Stover, CWI Legal Counsel, presented the Electronic Technology Usage Policy to the board for 1st reading. Mr. Stover added that recent case law has made it clear that if you give the impression to employees that use of the internet is subject to privacy, then any discipline for their misuse of the internet will give way to possible litigation. Mr. Stover indicated that the policy provided makes it extremely clear that there is no expectation of privacy and exceptions are clearly stated. The document includes a signature form that all employees would be required to sign.

Trustee Niland asked how this policy relates to the current Mobile Communication Devices policy.

Mr. Stover stated that the Mobile Communication Devices has been amended to match the new Electronic Technology Usage Policy and will be brought to the next board meeting for approval.

PTE Program Presentation. *Nursing Programs at CWI.*

Dean Vera McCrink introduced Ms. Marilyn Martin, Director, CWI Center for Workforce Development, Ms. Kathleen Pollard, Educational Program Manager for CWD Health Programs; Ms. Cathleen Currie, Department Chair for Health Programs; and Megan Brown, a current RN student.

Ms. Martin reviewed the Nurse Assistant Program.

- Facilities
 - Capacity of 16 at Oak Park & Canyon County Center & Fruitland
 - Lab setting with 4 hospital beds
- Curriculum
 - 40 hours of clinical experience required
 - Skills Assessment at end of program
 - Written Assessment – computer lab now at all locations
 - Future upgrades - Electronic study aids
- Enrollment

- 2009 – 40 classes
 - 17 at the Canyon County Center
 - 18 at Oak Park
 - 5 in Payette
- Total Students: 627
- Skills Assessment: 819
- Written Assessment: 772
- Employment Opportunities
 - Hospitals, Nursing Homes, Private homes, health care agencies, Ladder up to LPN or RN training or other CWD Health programs.
 - Typical wage: \$9.50 up to \$13.

Ms. Currie reviewed the RN Program and introduced Ms. Megan Brown, a current RN student at CWI.

- Curriculum
 - 70 credits, 4 semester
 - 36 Gen Ed Credits
 - 34 Nursing Technical Credits
 - RN program granted Candidacy status with National League for Nursing Accrediting Commission in 2009.
- Ms. Brown reported to the board that she started her college career by graduating from the CNA program at Selland College, and then enrolled in the CWI RN program. She will graduate this spring and her goal is to work in an Intensive care unit somewhere in the Treasure Valley. She plans to continue her education by completing the BSN program at BSU and then complete an Anesthesiology program. She relayed her thanks and appreciation for the quality of education that she has received while at CWI.

President's Report.

President Glandon reported on the following:

- NWCCU (Northwest Commission on Colleges and Universities) was very impressed with CWI's application and study guide that was provided.
 - Expects a letter by the end of the week saying to proceed with self study.
 - CWI will work toward completing self-study in 9 months.
 - March 2011 is the anticipated date for a site visit.
 - President of Flathead Community College in Montana was charged with reading CWI's proposal.
 - He expressed concerned about finances in relation to the growth we are experiencing.
 - January 2012 is the expected date CWI will receive candidacy.
- Enrollment is at 4,722.
- Financial/Executive Summary
 - Will be sent to CSI Board and President on a monthly basis.
- Legislative luncheon was well attended and very positive.

- Proposed Fee Waiver
 - Working with other state institutions to discuss this issue. Cheryl Wright is on a statewide committee reviewing this issue. Draft proposal of this group is 10% of tuition + \$20 with a limited number of credits.
 - Suggested that the board review current CWI tuition waiver credit limitations for our employees.
- Freeway Signage.
 - Estimated costs will be presented at February meeting.
- Foundation Update
 - Dr. Joan Edwards reported that the 501C3 has been submitted and she is in the process of soliciting foundation board members. A series of brunches with prospective candidates and President Glandon have been scheduled each Thursday, 9:00-10:30am.
 - Dr. Edwards hopes to have announcement by this Friday for a new Director of Development.
- Workforce Development Report, Legislative Report and Activity Report will be provided every month.

Special Course Fees

President Glandon presented the list of special course fees to board members for the first reading. All fees will directly support the programs indicated and accountability measures are in place to insure funds are used as proposed.

Tuition and Fees

President Glandon presented a draft 2010-1011 Schedule of Tuition and Fees for the board to review. He noted that CWI administration is not proposing to increase fees, only to restructure the tuition and fee amounts.

- Changing Full time range of credits to 12-16 instead of 12-18. CSI is making this change and for accounting purposes and we need parallel their system.
- Tuition: increase \$62.50 to \$68.75
- Enrollment Services: decrease \$4 (from \$24 to \$20)
- Library: decrease \$2 (from \$5 to \$3)
- Technology Fee: decrease \$4 (from \$19 to \$15)
- Computer Lab Fee: decrease \$5.50 (from \$7.50 to \$2)
- Student Life: eliminate (from \$1)
- Facilities: add new fee of \$1.75
- Parking & Transportation: add new fee of \$2.50
- Accreditation Fee: add new fee of \$3.00
- Strategic Reserve: add new fee of \$3.00

Old Business:

Trustees and President Glandon discussed the Master Facility plan and the dynamics involving CCBT and MIG.

The following priorities were identified:

- 1st Priority: President Glandon will ask for a written commitment from Mr. Baker as to what he is willing to donate and identify what other strings might be attached.

- 2nd Priority: President Glandon will contact Rand Spiwak and discuss his original concept of what a facilities master plan included, which was much smaller in scope than CCBT.
- 3rd Priority: Dr. Glandon will talk with CCBT and solidify plans between CCBT and MIG and send information to the trustees for input. Timing is critical.

New Business.

Trustee Dunham asked President Glandon to assign a staff member the responsibility of monitoring the legislative process very closely and provide weekly reports.

Dr. Glandon will assign Mr. Jeff Shinn to monitor the process and provide a report to the President, trustees and Advisory council weekly.

Trustee Bastian asked if Trustee Hurlbutt and he should contact Dean Cameron and explain CWI's situation. Chairman Hurlbutt agreed and asked President Glandon to develop a fact sheet that trustees could use when making contacts with legislative members.

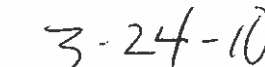
Trustee Niland congratulated President Glandon and his staff for making the Economic Development Forum possible.

Adjourn.

Chairman Hurlbutt adjourned the meeting at 2:02 p.m.



Mark Dunham, Secretary



Date