



MINUTES
College of Western Idaho Board of Trustee
March 18, 2008
Boise State University West Campus Building, Room 119
Nampa, Idaho

A meeting of the Trustees for the College of Western Idaho was held March 18, 2008 at the Boise State University Campus Building in Nampa, Idaho. Chairman Jerry Hess presided.

Present:

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

Absent:

Mark Dunham, Vice Chairman - excused

Trustee Work:

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

M (Hess) to adopt agenda as presented. *Motion carried unanimously.*

1. Minutes.

Chairman Hess requested the following be added to the Feb 29th Special Meeting minutes:

“Chairman Hess assigned Vice Chair Dunham to continue working with Trustee Hurlbutt and Attorney Stover to complete the process to define legal descriptions and recorded final property descriptions to the College of Western Idaho.”

M (Niland) to approve the minutes for February 19, 2008, February 25, 2008 and February 29, 2008 as corrected. *Motion carried unanimously.*

2. Financial Report.

Cheryl Wright reported that the current balance of cash and investments is \$3,474,222.

Projected Cost of Owning Land and Facilities

Cheryl Wright provided a high level projection of both the ongoing and one-time costs of owning the Canyon County Center and BSU West Academic Building and 100 acres of land. We will be refining these projections in the next month.

Chairman Hess had a preliminary meeting with the Albertson Foundation. Chairman Hess requested that Wright project the carry over funds that will be available at fiscal year end to ensure that we ask Albertson Foundation for real needs.

Per Trustee Hurlbutt and Chairman Hess the Albertson Foundation requested documentation for our proposed use of the \$10 million donation.

Trustee Niland stated that we do not want to rely on grant funds for on-going maintenance and operation costs. Chairman Hess explained that the projected expenses for M&O were strictly for start-up costs and we may not need to use Albertson funds for those expenses if we have enough carry forward.

Trustee Niland asked for clarification if the Albertson Foundation was holding \$7M of the \$10M for loss of revenue for BSU. Trustee Hurlbutt stated that Albertson is not restricting the use of the funds, but CWI needs to determine the BSU revenue loss and what we will do about it, if anything.

Trustee Niland asked if Albertson's Foundation would accept requests for part of the \$10M. Chairman Hess stated that the Foundation would prefer to have a few smaller requests instead of one large request.

3. *President's Report.*

President Griffin reported on the following issues:

- Legislative Issues
 - HB 399 (Tuition Cap) Passed both Senate and House – Waiting for Governor
 - HB 400 (Liquor Fund - Raise to \$600,000) Passed the House, now in 3rd reading in Senate Finance Committee
 - SCR 136 (Transfer of Land and payment of bond) Passed Senate and sent to House State Affairs for 1st reading.
 - \$5 million approved by JFAC
- CWI's web site is currently being updated and is expected to be finished by April.
- We are working on new brochures for Adult Basic Education
- CWI e-newsletter will debut within two weeks and will be issued every two weeks. The e-newsletter will be available on the website and sent to a selected list of interested parties.
- We have been coordinating with two businesses considering the area for expansion – it involves 1000 jobs. Both are manufacturing firms - fire arms and medical equipment.
- We have installed Sysix which is the hardware platform for the Datatel implementation. Next steps will be setting up equipment, testing and loading the software which will allow us to have the finance and payroll up by July 1st. This will be followed shortly with the student tracking system.

- I have spoken to various community groups, such as Nampa & Meridian Chambers/Rotary Clubs. Many great questions have been asked and in each instance there was a strong feeling of support.
- Aspen Creek – We incorporated Rich Stover's suggestions into the lease agreement and Jerry Gunstream is taking these back to the Evans Group. Good news is that the building is going up even before the final agreements are in place.

Trustee Hurlbutt asked if there is a provision for an early out of the five year lease in case we can have a building complete in less than five years.

Chairman Hess stated that we will be bound to the full five years. President Griffin stated that we are getting such a good deal from the developer that we should plan on the full five years. CWI may not be building any non-academic offices for at least five years.

- Rio Salado trip has been scheduled - dates are April 30th/May 1st. Guy, M.C., Jerry, Victor, Cheryl, Brian, myself will be going.
- Staff Visits:
 - Cheryl and Marilyn visited their counterparts at North Idaho College to gain insight into Datatel processes.
 - Victor and Jerry Gee visited Portland Community College.
- Property Tax Levy Calculations prepared by Ross Borden, Boise State University. (Handout in trustee packets).

Both Secretary Niland and Trustee Barrett expressed the importance of abiding by the tax rate used during the Community College campaign.

- State Board Approved the following items:
 - MOU to transfer land and buildings to CWI
 - Our being designated as the provider of PTE programs in Region III

Chairman Hess stated that the Trustees need to discuss what to do in honor of the Larry G. Selland name.

- Update on our progress with partnering with CSI for accreditation:
 - We've submitted a letter to Mike Rush, Executive Director, State Board of Education, requesting permission to partner with CSI.
 - Questions have arisen surrounding the transfer of Selland to CWI. We are meeting with SDPTE, BSU, CSI and Mike Rush this Thursday. Sona Andrews has asked for greater leadership from SDPTE & State Board
- Executive Staff members plan to attend the American Association of Community College Conference, April 3-8
- It was requested that Brian Currin be named Director of Facilities Planning and Operations plus Chief Technology Officer.

Chairman Hess would like to review Currin's resume before appointing him as Director of Facilities Planning and Operations.

- It was requested that the trustees confirm Janet Baxter as CWI's HR/Payroll Manager.

M (Hurlbutt) to ratify the appointment of Janet Baxter as the Human Resources Manager.

Motion carried unanimously

4. Adult Basic Education.

Vera McCrink, Dean of Selland College, and Barbara Case, Director of Adult Basic Education for Selland College, and Jac Webb, Assistant Director of Adult Basic Education for Selland College, provided a power point presentation to the Trustees about the Adult Basic Education program offered through the Selland College. Copies of the presentation plus several handouts were included in the Trustees' packets.

Of special importance to the ABE program next year is that the Federal Workforce Investment Act (WIA) – requires a 25% match. Currently ABE uses BSU appropriated funds for the match. BSU plans to use that funding through a different avenue in fiscal year 2009. The lack of match funding for next year will have a devastating impact on the current program.

Chairman Hess asked if a high school graduate can take advantage of ABE classes at no cost. Barbara Case stated that if the individual tests below a twelve grade level, they would be eligible.

Hurlbutt inquired on funding to serve the penal institutions. Case expressed that the prison receives its own funding through ABE.

Chairman Hess thanked Barbara and Jac for the very informative presentation.

The Trustees by consensus requested that the ABE staff go back and look at the procedures, policies and funding to establish a system to track Idaho ABE student information to determine other methods of serving this part of the population along with alternative funding ideas; then come back with a recommendation on how to target funding by researching other options that allow CWI to serve the underserved to better serve this segment of the population for programs and related funding. What are the barriers to serving this population in Idaho? It was suggested that this item be carried forward to the June Board meeting.

Secretary Niland cautioned CWI to be careful about making the measurement of data a priority over serving students.

5. Developmental Education.

Dr. Victor Watson discussed the difference between ABE and Developmental classes. Developmental classes sometimes have credit but not usually, a transcript is issued, there is cost to the students, and some credits may count towards a degree.

Dr. Watson also discussed the process of assessing students in order to determine the best fit for the student.

Chairman Hess introduced Mr. Lloyd Longnion. Mr. Longnion gave a short presentation on leveraging the public community college and the university system to educate people for

employment. As a citizen, he would like to contribute back to the citizens. He has looked at other ways to fund the practice of adult learning. Mr. Longnion would like to push for funding as a system for adult education. **Keva.org** is a micro funding organization that funds entrepreneurs. He feels we need to give the community the chance to invest in the community by sponsoring adult education and volunteered to help in any way he could. Chairman Hess invited Longnion to meet with the CWI staff.

6. *Building and Property MOU/Contract.*

Hurlbutt reported that we are waiting for the legislature to approve the transfer of property, and the Department of Public Works to authorize payment of the bond associated with this building. We anticipate having legislation in place within a week. SBOE President Terrell requested that CWI wait until after the bill passes to continue to put in place final agreements. Hurlbutt recommended that Stover work with the legislative attorney and that President Griffin work with Hurlbutt and Stover to ensure that everyone is in lockstep during this process.

President Griffin read Senate resolution 136. Hurlbutt will clarify wording with Senator Little.

7. *Property Division.*

Vice chairman Dunham not present.

8. *Policies.*

Second Reading of Board Policies

M (Hurlbutt) with the exception 1.4.6, we remove from the policies those that refer directly to Idaho code. By consensus the motion was withdrawn. Chairman Hess directed Attorney Stover to come back to the April Board meeting with recommendations.

First Reading of Human Resource Policies

By consensus, consolidate the benefits-related policies together with an employee handbook. Rename new policies “College Policies” to differentiate from “Board Policies” that govern the Board.

Amend Policy 6.4 - Bids – add “And comply with DPW for Public Works projects.” Add to the statement wording, i.e. Deal with as many suppliers.

9. *Discuss Election Timetables and Procedures.*

Hurlbutt – We need to decide how to determine who runs for the two year seats versus the four year seats, plus we need to provide a ballot to the two counties

Stover – has been working with both counties to be in charge of the elections. Both counties agreed that it is in everybody’s best interest for them to run the election. Wright will verify the

ballot has the correct number of nominations and send to counties. The cost will be based on the percentage of lines the college takes up on the ballots.

Stover sent sample ballots to the Trustees. Costs to consider include wages of poll workers, wages of the counters, etc. The college will be billed for its proportional share of the cost of the election. Ada and Canyon Counties prefer to have separate agreements and would like to know as soon possible the language for the ballots. Both counties are going to optical scan, which could mean a significant increase in the cost.

Stover stated that CWI needs to issue a press release on the upcoming election – filing deadline is September 1. Wright will put a Notice of Omitted Election in the papers and send a notice to the counties that we will be holding an election in November 2008.

Stover suggested that CWI contract with the counties to publish the Notice of Election in the future.

Trustees agreed to review the options and bring this item back for discussion next month. It was agreed to identify seats 1 & 2 for two years and seats 3, 4 & 5 for four years.

Chairman Hess requested that we wait another month to post the election notice. This item will be added to the April agenda. Rich Stover will contact school districts to identify costs to run election.

10. Old Business.

Reviewed and updated Action Items List.

11. New Business.

Advisory Council Meeting postponed until May

12. Strategic Planning.

Kathy Hagler was unable to attend meeting. New schedule is:


- April 9th meeting with staff
- April 21 all day meeting for Trustees and staff starts at 8:00 a.m. The Planning Team will be here from 8:00 to 10:00 only.

13. Adjourn.

Chairman Jerry Hess adjourned the meeting at 3:00.



M.C. Niland, Secretary



Date