



Minutes
College of Western Idaho
October 20, 2009
6056 Birch Lane
Nampa, Idaho

Present:

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

Absent:

None.

Call to Order.

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

Public Input.

Rick Murphee, Brown-Mackie College, Vera McCrink, Dean PTE, CWI, Cathleen Currie, Department Chair, Health Programs, CWI, and Mona Bourbonnais, Program Head, Surgical Technology Program, CWI introduced themselves to the Trustees.

M (Hurlbutt): to add to the Agenda prior to adjournment, an Executive Session pursuant to Idaho Code 67-2345(1)(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. Motion carried unanimously.

Consent Agenda.

Minutes.

Financial Report.

M (Bastian) to approve Consent Agenda as presented with changes as noted. Motion carried unanimously.

Changes requested:

1. Executive Session description needs to be modified to read, "The Board discussed litigation options relating to a specific threat to the safety and welfare of the college and/or its officers."
2. Special Minutes: Change adjourn "regular" meeting" to adjourn "special" meeting.

Financial Report.

Chairman Hurlbutt asked for a report from the state Division of Financial Management.

Cheryl Wright, VP for Finance and Administration indicated that at the last SBOE meeting the Department of Legislative Services & DFM reported the financial outlook is bleak at state level. CWI has already returned 6% of our state appropriation and we are planning on potential further reductions. President Glandon has requested that an additional 4% of CWI's allocation be moved to reserves in the event further cuts occur. So far PTE funds have not been affected by the holdback request, but we are targeting salary savings in PTE as a precaution.

Chairman Hurlbutt expressed his appreciation for the conservative financial efforts CWI is maintaining.

PTE Program Presentation - Surgical technology.

Mona Bourbonnais, Program Head of the Surgical Technology Program of CWI, presented an overview of the program. Highlights of the presentation included:

- Achieves a consistent top 10 ranking in the National Leader Program Assessment Exam Scores.
- Has been nationally accredited since 1977 by the Commission on Accreditation of Allied Health Programs.
- Job placement rates consistently 95% or higher.
- Partnerships with local hospitals are critical to the program's success.
 - Students are required to complete 140 cases prior to graduation; 30% must be in specialties such as Neurosurgery and Open Heart Surgery.
 - Donations of equipment and supplies.
- Recently added an AAS option to the program.

M.C. Niland suggested that President Glandon speak with Joe Messmer regarding plans for Mercy North.

Finance Committee Report.

Trustee Ray, Chair of the Finance Committee, reported that the committee members have been selected and they are: Tammy Ray, CWI Trustee; Jeff Shinn, CWI Budget Director; Marilyn Griggs, CWI Controller; Cheryl Wright, CWI Vice President for Finance and Administration; and Tom Beitia, Senior Vice President of Cash Management for Banner Bank. The committee will meet the 1st Tuesday of each month. Initial task will be looking at various ways and formats to report financial information back to the board, i.e. what will be most useful for board.

Trustee Dunham suggested a one page written summary of highlights.

Trustee Bastian also suggested that staff concerns be included in the highlights.

Chairman Hurlbutt indicated that the jurisdiction of finance committee includes the responsibility to assure that appropriate purchasing rules are followed.

Legal Counsel RFP.

Trustee Bastian presented the Draft RFP for legal counsel.

Trustee Ray asked if the Board had made the decision that the same legal counsel would represent both the Trustees and the College.

Chairman Hurlbutt requested CWI staff put together a pro/con list and email it to Trustees for a decision.

Trustee Dunham asked whether the Scope of work covers having legal counsel review a piece of legislation that the College could submit and/or provide for possibility of having legal counsel testify on behalf of the college.

Chairman Hurlbutt requested the following statement be added to the draft: "Prepare and review proposed legislation and advise college on proposed legislation."

Rich Stover stated page 6, 4.2.d needs to be rewritten. Community College Code and Election Law should be referenced under scope of work.

Chairman Hurlbutt requested that the committee revise the Draft RFP and bring it back in November for approval.

Comments regarding the RFP:

- It was agreed that at least 30 days after the end of advertising cycle would be allowed for responses to the RFP.
- The RFP would be advertised in both local papers as well as the Advocate (a newsletter for attorneys) to make sure every firm in Ada and Canyon County is given equal access.
- Trustee Niland suggested the proposal be written in such a manner as to allow small firms to meet bid requirements by bringing in outside consulting when necessary.
- It was agreed the clause stating the length of the contract with the firm would not be included in the RFP.
- Trustee Dunham stated the need to make sure we are consistent in our procedures for hiring professional services and would like this issue brought back in November for further discussion.

Chairman Hurlbutt issued a reminder that Idaho law mandates posting of executive session if time allows.

M (Hurlbutt): to move to Executive Session pursuant to Idaho Code 67-2345(1)(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. Motion carried by roll call vote.

Chairman Hurlbutt declared the Executive Session adjourned at 11:35 a.m. and returned to Regular Session.

Conferences for Board Members.

Chairman Hurlbutt asked President Glandon to discuss opportunities available to board members to further their education and training.

President Glandon recommended three different conferences that the Trustees consider attending:

- American Association of Community Colleges (AACC) and the Association of Community College Trustees (ACCT)
 - Annual meetings with planning/prep/workshop sessions
 - Various tracks offered.
 - 2 day educational process.
 - Go as a group each year or take turns.
 - Can be used as a yearly planning session between board and president.
- Council on Resource Development
 - There are various tracks: foundation and presidential.
 - Great networking opportunity.
- Northwest Commission on Colleges and Universities (NWCCU)
 - Annual meeting in mid-February

Chairman Hurlbutt asked President Glandon to put in place a process (a calendar of conferences) to update board members during his weekly meetings of other training opportunities as they come available.

President's Report.

- **Foundation.** Dr. Joan Edwards reported she is in the process of establishing a foundation board existing of five core members. Copies of the boards' job description, articles of incorporation and bylaws were distributed to the Trustees and reviewed. Ed Ahrens, of the law firm Ahrens and De Angeli, will be reviewing documents and his suggestions will be incorporated and documents revised and sent to the Trustees for final review.

Dr. Edwards will send a slate of possible core members to the Trustees for review and comment with the goal of identifying the initial five board members. People on the list have been nominated at least three times. The Board must approve potential members before Dr. Edwards approaches them with an offer.

Trustee Dunham suggested that Dr. Edwards speak with either Scott Christie or Matt Freeman to get clarification of oversight that SBOE has on the CWI Foundation.

- **Approval of Application for Consideration for Candidacy for Accreditation.** Dr. Eva Conrad, CCBT, updated the Trustees on the status of the Application for Consideration for Candidacy for Accreditation and asked for approval to submit the document. The Trustees must agree the College is ready to submit the application and they have reviewed all the documents and have deemed CWI to be ready to move the application forward.

M (Dunham): the board authorize submission of the Application for Consideration for Candidacy for Accreditation to NWACC. Motion approved unanimously.

- **Facilities.** CWI is investigating the possibility of moving the administrative offices from Aspen Creek to the old Meridian City Hall.

Trustee Niland advised there might be a potential political back lash from Nampa if this happens.

The Trustees agreed that the solution would be how the opportunity is announced to the public, emphasizing that the move is temporary and will benefit the students in Canyon County. Trustees encouraged Dr. Glandon to present the move to the Nampa and Caldwell Chambers of Commerce.

CWI is also investigating the use of the Idaho State School and Hospital buildings in Nampa for possible program relocation.

- **JFAC Lunch and Tour.** CWI provided JFAC members lunch and a tour of CWI facilities located on the BSU campus on October 14, 2009.
- **Albertsons Presentation.** President Glandon will be making a presentation to the Albertsons Foundation next week. Rand Spiwak and Trustees Hurlbutt and Bastian will also attend.

Old Business.

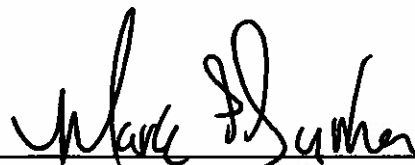
Computer Internet Policy: Rich Stover reported that there have been recent court rulings involving computer and internet usage policies that make our policy a liability. Mr. Stover will develop draft policy and bring it to the November meeting for first reading.

New Business.

Trustee Ray asked if CWI has investigated CWI license plates. Several people have asked her if we were getting them. Shirl Boyce will look into the process.

Adjourn.

Chairman Hurlbutt adjourned the meeting at 2:30 p.m.



Mark Dunham, Secretary

1-6-10

Date