



MINUTES
College of Western Idaho Board of Trustee
September 18, 2007
Boise State University West Campus Building, Room 119
Nampa, Idaho

A meeting of the Trustees for the College of Western Idaho was held September 18, 2007 at the Boise State University Campus Building in Nampa, Idaho. Chairman Jerry Hess presided.

Present:

Jerry Hess, Chairman
Mark Dunham, Vice Chairman
Mary Carol (M.C.) Niland, Secretary/Treasure
Hatch Barrett
Guy Hurlbutt

Absent:

None

Trustee Work:

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

1. Chair procedure. Roberts' Rules review.

M/S (Hess/Hurlbutt): All College of Western Idaho meetings is conducted by the intent to use the applicable Robert's Rules of Order Special Procedures.
Motion carried unanimously

Chairman Hess reviewed the Robert's Rules of Order special procedures for boards with less than twelve members

2. Agenda Change

M (Hurlbutt): To change the agenda to include a) review the three draft employment agreements for the legal firm; b) discuss President Griffin's vacation schedule. Motion carried unanimously

3. Minutes.

M (Hess): to accept the minutes for the July 30, 2007 and the August 7, 2007 Regular and Executive Sessions with the changes as noted. Motion carried unanimously

4. Attorney. Instructions on trustee meetings – waive notice of regular scheduled meetings. Guy Hurlbutt

M (Hurlbutt): To waive notice of regular scheduled meetings. Motion withdrawn

Attorney, Rich Stover provided instructions on legalities involved with trustee meetings. Trustee Dunham state that he made a motion during the July 30, 2007 meeting that covered the regular scheduled meeting notice.

5. Draft employment agreements between CWI and BSU

M (Dunham): To amend the three draft employment contracts to allow the BSU President and the Chairman of the CWI Trustee Board to appoint a designee. Motion carried unanimously

The object is to provide payroll in house as soon as possible. The short term contracts avoid a lapse in insurance coverage for the CWI staff and will help provide a seamless transition to the CWI. Chairman Hess appointed Guy Hurlbutt his designee in the negotiation process.

6. Attorney... RFP or employee search.

M (Hurlbutt): To proceed with Request for Proposals (RFP) to allow all law firms in the taxing district, who wish to be considered, to submit a proposal for providing outside council to the Board of Trustees. Motion carried unanimously

Both CSI and NIC rely on outside law firms to provide legal advice. Rich Stover, Eberle, Berlin, Kading, Turnbow & McKlveen, Chartered, offered to send Trustee Hurlbutt an RFP template.

7. President Griffin's vacation schedule

President Griffin requested that he be allowed to take vacation from October 8 through October 15, 2007. Dennis will return to work the day of the next Board meeting. There was a consensus to have Executive Vice President Victor Watson substitute for President Griffin at the October Trustee meeting.

8. RFP for general assistance

Discussed purchasing authority of the staff. The discussion was tabled until the President's report.

9. Trustee insurance

M (Dunham): To send a letter with the operating policies from the July 30, 2007 meeting to insurance companies in Ada and Canyon County offering the opportunity to bid on insuring the Trustees of all exposure. Motion carried unanimously

10. Transfer secretary/treasurer from M.C. Niland to Cheryl Wright.

M (Dunham): To retain the secretary position on the Board and delegate Treasurer to Cheryl Wright, VPFA. Motion carried unanimously

Staff will take the minutes at the meeting. Trustee Niland will review the minutes and will retain the signing authority of the office of Secretary.

11. Historian. Jerry Hess

Cathy Hampton, Special Assistant to the VPFA, was appointed historian by President Griffin.

12. Staff introductions.

President Griffin introduced the staff and presented the initial CWI organization chart. Chairman Hess welcomed the new staff. The Trustees requested an expanded organization chart.

13. Trustee approval of staff. Policy decision. Guy Hurlbutt

M (Hurlbutt): To ratify Dr. Victor Watson as Executive Vice President for Instruction and Student Services; Cheryl Wright as Vice President for Finance and Administration; Brian Currin as Chief Technology Office; Cathy Hampton as Special Assistant to the VPFA; and Debbie Jensen as Management Assistant for the President. The retention of all additional policy implementing staff will be a recommendation to the Trustees. Motion carried unanimously

The President will recommend a candidate to fill a policy implementing staff position to the Trustees for approval/disapproval.

14. Outside business and/or professional consultants.

There was discussion on the prudence of hiring a professional consultant or outside business to assist with moving forward to develop policy. There was consensus to have President Griffin hire a consultant specifically to work on operating policies for the college faculty and staff. The Trustees will develop the Vision and Mission for the college and the Trustee operating policies.

15. Schedule professional training session.

Trustee Dunham will investigate training available through the Association of Community College Trustees. This will be added to the October Agenda.

16. Delete Executive Summary form meeting.

M (Niland): To delete Executive Session from meeting. *Motion carried unanimously*

17. Chairman vision and discussion.

Chairman Hess presented data on his view of the effects of Information Technology on teaching now and in the future. He suggested the trustees consider the new emerging Information Technologies a key component of CWI for the twenty-first century. Chairman Hess indicated that the process of developing the vision and mission statements and related policies will be an ongoing agenda item into the foreseeable future.

18. President Report. Dennis Griffin

Temporary logo approved by consensus.

Temporary URL cwidaho.cc approved by consensus.

September 26th, Trustee Hurlbutt, President Griffin, Executive VP Watson, and BSU VP James Munger will be traveling to Seattle to meet with the Northwest Commission on Colleges and Universities to discuss accreditation.

19. Community relations report and discussion.

Trustees Barrett and Dunham discussed the need for a strategic, multi-faceted media plan.

Trustee Dunham spoke about traditions and image and the importance of involving students and community.

Discussed need to have a person assist in the coordination of meetings with large employers, legislators, local officials, chamber of commerce events. Trustees Dunham and Barrett to meet with President Griffin to review Public Information Officer Candidate.

Discussed formation of an Advisory Council

Trustee Dunham reported on a meeting with the Mayor of Mountain Home. It was decided by consensus to invite Mayor MacNeal to the October meeting.

Rich Stover, attorney was asked to report back on the legalities of adding other counties to the community college taxing district at the October meeting.

20. Transition report and discussion.

Trustees Hurlbutt and Niland reported on preliminary meetings involving the transition. They asked for clarification on the transition team's role in the negotiations with BSU and with the transition of the Selland College. Trustee Niland suggested that requests for proposals be sent to other institutions to find out what they can provide and the associated costs. Discussion on the positive aspects of having all of the functions provided from one institution.

Trustee Niland stated that there are two roadblocks, accreditation and property/facilities ownership. It was decided by consensus to take no action until after the Sept 26th meeting in Seattle.

21. Review of actions from meeting

Cheryl Wright will email action items to the trustees and staff.

22. Adjourn

Chairman Hess adjourned the meeting at 4:20 p.m. on September 18, 2007.



M.C. Niland, Secretary



Date