



Board of Trustees Meeting Minutes
9:00 a.m.

Nampa Campus Administrative Building
President's Conference Room
6056 Birch Lane, Nampa, Idaho

July 17, 2018

CALL TO ORDER

Chair Dunham called the meeting to order at 9:00 a.m.

ATTENDANCE

TRUSTEES:

Mark Dunham, Chair
Emily Walton, Vice Chair
Stan Bastian, Secretary/Treasurer
Mary Niland
Skip Smyser

ALSO PRESENT:

Bert Glandon, President
David Shellberg, Executive Vice President, Instruction and Student Services
Tony Meatte, Vice President, Finance and Administration
Craig Brown, Vice President, Operations
Mark Browning, Vice President, Communications and Government Relations
Steve Berenter, In-House General Counsel
Patrick Tanner, Assistant Vice President, Enrollment and Student Services
Jenn Crowder, Dean, Student Services
Stephanie Ritchie-Breach, President, Faculty Senate
Stephanie Harder, Executive Assistant and Board Liaison

VISITORS

Robert Herold, President, ASCWI
Caroline Brode, Coordinator, ASCWI
David Morgan, Student Senator
Amber Eubanks, Coordinator
David Michener, Advisor, ASCWI

Matthew Collard, Student

EXECUTIVE SESSION

PURSUANT TO IDAHO CODE

THE BOARD, PURSUANT TO IDAHO CODE § 74-206 (1) (b), AGREED TO CONVENE IN EXECUTIVE SESSION:

(b) To consider the evaluation, dismissal or disciplining of, or to complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

THE VOTE TO DO SO BY ROLL CALL:

(M/S) WALTON/NILAND MOVED PURSUANT TO IDAHO CODE § 74-206 (1) (b), AGREED TO CONVENE IN EXECUTIVE SESSION. MOTION PASSED UNANIMOUSLY.

- Chair Mark Dunham aye
- Trustee Emily Walton aye
- Trustee Stan Bastian absent at time of roll-call
- Trustee Mary Niland aye
- Trustee Skip Smyser aye

The Board returned to public session at 9:10 a.m.

No PUBLIC COMMENT

(M/S) WALTON/SMYSER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

“FOOD FOR THOUGHT” CWI FOOD PANTRY

- President Glandon thanked ASCWI President Herold and Advisor Michener for their conversation regarding the vision of ASCWI.
- President Glandon stated that the Board must decide if they want CWI to become a contracted community delivery for the Idaho Food Bank or if the Food Pantry should be handled by internal volunteer donation.
- President Glandon stated that the CWI Foundation received a Food Pantry presentation in February from the Idaho Food Bank; however, the Foundation is looking into follow-up questions.
- President Glandon stated that the CWI Foundation is totally immersed in raising funds for the Capital and levy campaigns in November, and they would not be able to focus efforts on the Food Pantry until after that time.
- Trustee Niland stated that she believes managing a Food Bank is not the mission of the CWI Foundation Board.
- Trustee Walton stated that during the February CWI Foundation Board meeting it was determined that the Foundation Board wanted to move forward with the Food Bank after the legal ramifications were considered.

- Trustee Niland suggested that CWI meet with other community colleges that have successful food drives to see how their Food Banks are operated.
- Trustee Smyser stated that he is a huge fan of the Idaho Food Bank. Trustee Smyser added that he believes the Idaho Food Bank is a wonderful organization and do a great job.
- Chair Dunham stated that he wants to make sure that the CWI Foundation Board has a clear mission and determine if the Food Bank would be considered a part of the mission.
- President Glandon stated that the agreement with Idaho Food Bank would be for the community and not just the students.
- Trustee Bastian inquired if all the community colleges have Food Banks.
- President Glandon replied that all of the community colleges in the area have Food Pantries that are operated by the colleges themselves and not supported by the Idaho Food Bank.
- President Glandon stated there could be issues of funding the Food Banks using college funds if the audience includes the community instead of being solely designated for CWI students.
- Chair Dunham stated that he appreciated the Student Government's comments and understood the dilemma; however, he would like to review the governing documents of the Foundation and ensure that all legal ramifications are addressed.
- ASCWI Student Senator Morgan requested that the Food Bank partnership decision be made prior to the 2018 Fall semester start to prevent students from going hungry.
- Chair Dunham reiterated that he needs to review the governing documents of the Foundation Board.
- Trustee Walton stated that the CWI Foundation Board understands their by-laws.
- Trustee Niland added that the Foundation Board has the responsibility to understand what they are voting on and would need to know and understand the Foundation's by-laws prior to committing to the Food Bank partnership.
- Vice President Brown stated that the Foundation Board has reviewed the proposal and had raised some concerns regarding liability which are being addressed; however, the Foundation Board has not formally approved moving forward with the Food Bank agreement.
- Trustee Bastian asked Attorney Berenter if he sees any problems with CWI proceeding with the partnership with Idaho Food Bank.
- Attorney Berenter stated that he doesn't foresee any issues and sees no legal impediments to proceeding with the Food Bank partnership; however, he added that he is new to the discussion and would need a closer look.
- Trustee Smyser suggested that the CWI student organization handle the Food Bank and form their own 501c3 corporate entity as they are passionate about it, and the Foundation Board have their own tasks and priorities to accomplish.
- Trustee Walton suggested that CWI sign a one-year agreement with the Food Bank as it would allow time for the ASCWI organization to form their own 501c3 organization to run the Food Bank.
- Chair Dunham stated that he is very concerned about the welfare of the CWI's students; however, he will need to review the by-laws and governing documents in order to come to a conclusion.

- Trustee Bastian suggested that CWI refer this issue to our in-house attorney to review and report back to the Board.
- Trustee Bastian inquired if CWI could enter a one-year contract and remove ourselves at any point in time.
- Attorney Berenter stated that he does not see any reason to not enter into a one-year term contract.
- President Glandon asked if the Food Bank would be handled with only volunteer labor.
- Dean Crowder stated that it is both volunteer and staff labor with the end goal being that volunteer efforts would solely support the Food Bank.

ACTION: CONSIDER ENTERING INTO AN AGREEMENT WITH CWI FOUNDATION TO PROVIDE FOR IDAHO FOOD BANK SUPPORT TO CWI FOOD PANTRIES.

(M/S) SMYSER/BASTIAN MOVED TO ENTER INTO AN AGREEMENT OF UP TO ONE YEAR WITH CWI FOUNDATION TO PROVIDE FOR IDAHO FOOD BANK SUPPORT TO CWI FOOD PANTRIES. MOTION PASSED UNANIMOUSLY.

- Trustee Smyser strongly advised that the Student Government explore forming their own non-profit entity to run the Food Bank for the long term.
- President Glandon stated that he would like it noted that the Food Bank initiative is voluntary and will be funded by donations; CWI will not be using state or federal funds.
- Trustee Bastian thanked the students and faculty for presenting and doing quality research.
- Chair Dunham stated that he wants to support the students.
- Chair Dunham added that he will still read through the CWI Foundation Board's governing documents but will support the motion for one year.

ASPEN CREEK PURCHASE- UPDATE TO PSA DUE DILIGENCE

- Vice President Brown updated the Board on the Aspen Creek Purchase.
- Vice President Brown stated that an inspection was done on the Aspen Creek Property and showed some corrective action needed to address defects on the property.
- The Aspen Creek seller has agreed to take care of all of the corrective work and associated costs with a 5-year warranty included.
- Vice President Brown stated that a special Board meeting might be needed in order to move forward with the COP Financing process.

BOARD COMMITTEE REPORTS

- **FINANCE COMMITTEE**
 - Trustee Bastian stated that the Finance Committee did not have a meeting last month.
 - Vice President Meatte stated that Finance will prepare a mileage form and bring to each Board meeting for the Trustees.

- Vice President Meatte presented the report of the Board's expenses.
- Trustee Niland requested that the non-travel meals item on the Board expense report be allocated as a separate line item.
- Chair Dunham inquired what the policy is for attending conferences and luncheons.
- Vice President Brown stated that CWI doesn't have a written policy. Rather the decisions depend on the event and circumstance.

- **FOUNDATION**

- Trustee Walton stated that the Foundation Board will host their Opening Doors Annual Foundation Scholarship Dinner on October 3, 2018.
- Trustee Walton requested that Executive Assistant Harder send a calendar invitation to the Board for the Opening Doors Annual Foundation Scholarship Dinner.
- Trustee Walton updated the Board regarding the Foundation Board meeting that was held on July 12, 2018.
- Trustee Bastian inquired if the Foundation Board desires to meet with all of the Chamber of Commerce Leadership in the Treasure Valley and gain support.
- Trustee Walton confirmed that it is the intent of the Foundation Board to meet with all of the Chamber of Commerce Leadership in the Treasure Valley and gain support.
- President Glandon stated that Mayor Kling is committed to endorsing CWI.
- Trustee Bastian will check into the possibility of the Eagle Chamber Commerce endorsing CWI.
- Trustee Walton reminded the Board that the Boise Hawks/CWI night will be held on July 31, 2018.

- **COMMUNITY OUTREACH**

- Trustee Niland stated that she did not have a Community Outreach report for this month; however, she has corresponded with new contacts.

- **POLICY**

- Trustee Smyser stated that he does not have a new report for Policy this month.

CHAIR'S REPORT

- Chair Dunham stated that he will forward the recent Idaho Consortium of Community Colleges (ICCC) meeting minutes to the Board.

PRESIDENT'S REPORT

- President Glandon stated that the Community College Presidents will have a Retreat in Coeur d'Alene on July 25-27, 2018.
- President Glandon discussed the President's Cabinet Planning Retreat that was held on July 10-11, 2018. A survey was distributed to all of CWI Leadership. The responses were very

informative. The survey will be put into a summarized format and will be presented to the Executive Team for review.

- President Glandon stated that there is a vacancy on the Dormitory Housing Commission that needs to be filled, and a name must be provided to the Governor's Office.
- Vice President Brown stated that the Dormitory Housing Commission relates to student fees to fund certain facilities including dormitories, and the entity is to establish parameters.
- ASCWI President Herold stated that ASCWI is in the process of surveying students regarding CWI getting a student union building.
- President Glandon requested that student housing be added to the survey to gauge interest.
- Vice President Brown reminded the Board that Food service would have to be considered if housing was provided for the students.
- Dean Crowder suggested that the ASCWI survey include asking students what style of dormitory they prefer.
- Dean Crowder added that since many CWI students are non-traditionally aged and have families, a family-style residential hall or apartments might accommodate community needs better than a traditional-style residential hall.
- Chair Dunham requested that President Glandon meet with the Department of Labor and the Department of Commerce regarding support for CWI related to the Professional Truck Driving program.
- ASCWI Senator Morgan suggested that CWI consider entering into an agreement with the Department of Corrections as a possible resource of students to the Truck Driving program.
- President Glandon stated that the opportunity will be considered.

(M/S) WALTON/SMYSER MOVED TO ADJOURN THE MEETING AT 11:21 A.M. MOTION PASSED UNANIMOUSLY.


Stanley Bastian, Secretary/Treasurer


Date Signed