



**Board of Trustees Meeting Minutes  
4:00 p.m.**

***CWI Nampa Campus Aspen Classroom Building, Room 102/104  
6002 Birch Lane, Nampa ID 83687***

***June 18, 2019***

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**CALL TO ORDER**

Trustee Smyser called the meeting to order at 4:00 p.m.

**ATTENDANCE**

**TRUSTEES:**

Skip Smyser, Chair  
Mark Dunham, Vice Chair  
Mary Niland, Secretary/Treasurer  
Molly Lentz  
Annie Hightower

**ALSO PRESENT:**

Alexis Malepeai-Rhodes, Executive Director, Institutional Effectiveness  
Ashely Smith, Communications Representative III, Communications & Marketing  
Audrey Eldridge, Director, Marketing & Communications  
Bert Glandon, President  
Brian Cuttlers, Manager III, Institutional Research  
Cathleen Currie, Dean, Health  
Christi Rood, Assistant Vice President, Economic Development  
Craig Brown, Executive Vice President, Operations  
Denise Aberle-Cannata, Provost  
Jeff Flynn, Executive Director, Facilities, Planning, & Management  
Jordan Mendoza, Research Analyst, Institutional Research,  
Kae Jensen, Dean, Math & Science  
Kelly Steely, Dean, Business, Communication, & Technology  
Kristin Clovis, Senior Budget Analyst, Business Office  
Laura von Boecklin Mulkey, Executive Director, Foundation  
Lillian Talley, Executive Director, Human Resources  
Mark Browning, Vice President, College Relations  
Morriah Marks, Executive Assistant, College Relations

Phil Varrick, Budget Manager II, Business Office  
Ryan Herring, Director, Human Resources  
Staycee Kopp, Administrative Assistant III, Instruction  
Stephanie Ritchie Breach, President, Faculty Senate  
Steve Berenter, In-House General Counsel  
Susan Fujinaga, Comptroller, Business Office  
Tony Meatte, Vice President, Finance and Administration

#### **VISITORS**

Erin Bamer, Idaho Press Tribune

#### **PUBLIC COMMENT**

- No public comments were made.

#### **CONSENT AGENDA**

**(M/S) NILAND/LENTY MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED.**

#### **STUDENT HIGHLIGHT VIDEO**

- Shared video of Associate Professor, Dusty Perkins, Biology, introducing a new commercial showcasing his students.

#### **UPDATE ON STRATEGIC PLAN**

- Executive Vice President Brown and Executive Director Malepeai-Rhodes presented an update on the Strategic Plan and explained the annual process.

Discussions:

- The Strategic Plan can be viewed anytime on the website at <https://cwi.edu/info/planning-and-reports>.
- Executive Director Malepeai-Rhodes is coordinating the Strategic Planning day in July and will present an update to the Board in August that will include an executive summary for each objective to explain how the efforts of the College are working to accomplish the objectives, and how the successes are being measured.
- The Institutional Research Department is working on a reporting dashboard to present this data in a more user-friendly format and will keep the Board updated on their progress.

- There was discussion about the annual Student Satisfaction Survey sent via Noel Levitz to all CWI students. CWI's response rate of 8-11% is near the normal response rate.

#### **CHAIR'S REPORT**

- Trustee Smyser stated we are planning Town Hall meetings to hear from the general public, faculty, staff, and students and provide them another avenue to participate in the conversations.
- Trustee Smyser stated the first Town Hall will be hosted July 16 prior to the Board meeting and the focus will be about CWI's buildings. Then in the fall, host a Town Hall to discuss eight-week courses.

#### Discussions:

- Trustee Lenty asked to send invites to various stakeholders.

#### **PRESIDENT'S REPORT**

- President Glandon stated the College will be closed on the 4<sup>th</sup> of July.
- President Glandon stated the State Board of Education (SBOE) meeting is this week in Coeur d'Alene at North Idaho College (NIC) and gave some updates related to SBOE:
  - At this meeting they are presenting a motion to change the SBOE meetings schedule so in the future only a few meetings will be out of Boise.
  - Community Colleges will no longer host SBOE meetings.
  - SBOE members are planning to attend the Idaho Community College Consortium (ICCC) meetings a couple times a year.
  - The Governor is also planning to attend ICCC meetings as well as meeting with the college Presidents throughout the year.
- The new Executive Assistant to the President, Janice McGehee, will start July 8. Janice will be supporting President Glandon and the Board of Trustees. Trustees Dunham and Lenty served on the interview committee.
- President Glandon thanked everyone for making this year's Commencement a success. Each Trustee was presented with a personalized, photo collage with pictures from this year's graduation.

#### **BOARD COMMITTEE REPORTS**

- **FOUNDATION**

- Trustee Lenty stated the Foundation is finalizing the Memorandum of Understanding (MOU) between the College and Foundation and will bring it to the Board of Trustees to review once the draft is complete.

- Trustee Lentz stated the Opening Doors Scholarship Dinner will be Wednesday, October 2, at JUMP. The Foundation is working to secure sponsors and plan the logistics of the event.
- Trustee Lentz stated the Foundation is working with David Alexander to help facilitate a strategic planning session on September 11.
- The Foundation is working with its Directors to see about a joint meeting with the Board of Trustees. Currently looking to see if we can combine sometime in the August Board of Trustees meeting.

- **COMMUNITY OUTREACH**

- Trustee Dunham reminded to Board to submit lists of all the current service groups they work with.
- Vice President Browning stated after the FY19 fiscal year closes the expenditures will be analyzed and a reporting can be done on what the College has spent for community engagement this last year.
- Vice President Browning stated the College Relations Division is currently surveying faculty and staff to find where they are involved in the community and is planning to present the findings in the July meeting.
- Trustee Dunham stated he and Vice President Browning are working to set meetings with the Board, President Glandon, and various chambers, but with summer here it is challenging to find time on everyone's calendar.

Discussions:

- Trustee Niland asked how many chambers exist. Vice President Browning stated there are numerous chambers throughout the Treasure Valley and at this time the College is going to focus on those in Ada and Canyon Counties.

- **POLICY**

- Trustee Hightower stated the Policy Committee continued to work on the Employee Complaint Policy.
- Trustee Hightower stated the Policy Committee has been working on proposed changes to the Communication Policy in the Board of Trustees Handbook that governs the Trustees communications with each other, the public, and employees. The redline version will be sent to everyone soon to review so the changes can be considered to approve at the next meeting.

- **FINANCE COMMITTEE**

- Vice President Meatte presented the May Financials and highlighted a few areas of interest.

Discussions:

- Trustee Lenty asked for more reporting related to sponsorships and entertainment in attending events in the community. Vice President Meatte responded with the challenges of coding expenses and the constant discussions on how to better enter and report that data.
- Trustee Niland stated the need to ensure we're attending events to promote the College.
- Trustee Dunham stated the community engagement reports and plan will help answer a lot of these questions as well as address a strategy for the Board.
- Trustee Smyser stated there may be a defined policy to address community engagement expenses.
- Provost Aberle-Cannata stated the Registrar's Office has been analyzing class data and working to improve scheduling to ensure fuller classes and better utilize our facilities. This shift is projected to result in significant cost savings.
- Vice President Meatte stated the Finance Committee is working to update the charter and presented questions to the Board.

Discussions:

- Trustee Niland agreed to bring a recommendation to the Board at the July meeting.

Trustee Smyser called the meeting to recess at 5:31 p.m. to allow attendees to arrive for the public budget hearing.

Trustee Smyser resumed the meeting to order at 6:00 p.m.

- Vice President Meatte stated the second reading of the FY20 Budget included minor changes that were highlighted in the presentation and asked if there were any questions. No questions were asked.
- Trustee Smyser asked for public comments. No comments were made.

**(M/S) NILAND/HIGHTOWER MOVED TO APPROVE THE PROPOSED FY20 BUDGET AS PRESENTED. MOTION CARRIED.**

**(M/S) HIGHTOWER/NILAND MOVED TO APPROVE THE PROPOSED TUITION AND FEES AS PRESENTED. MOTION CARRIED.**

**(M/S) LENTY/DUNHAM MOVED TO APPROVE THE PROPOSED CERTIFICATE OF PARTICIPATION (COP) RESOLUTION AS PRESENTED. MOTION CARRIED.**

**(M/S) HIGHTOWER/NILAND MOVED TO APPROVE THE PROPOSED CERTIFICATE OF PARTICIPATION (COP) NOTICE OF RENEWAL AS PRESENTED. MOTION CARRIED.**

Trustee Smyser adjourned the meeting at 6:07 p.m.

  
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Mary Niland, Secretary/Treasurer

  
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Date Signed