



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

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

March 21, 2017

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 (*absent*)

ALSO PRESENT:

Bert Glandon, President
Cheryl Wright, Vice President, Finance and Administration
Craig Brown, Vice President, Operations
Mark Browning, Vice President, Communications and Government Relations
Mitch Minnette, Executive Director, Foundation
Amy Vassar, Faculty Senate President
Brenda Pettinger, Assistant Vice President, Academic Affairs
Steve Berenter, Attorney, Hawley Troxell
Stephanie Harder, Executive Assistant and Board Liaison

NO VISITORS

NO PUBLIC COMMENT

EXECUTIVE SESSION:

PURSUANT TO IDAHO CODE

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

(c) To acquire an interest in real property which is not owned by a public agency;

THE VOTE TO DO SO BY ROLL CALL:

(M/S) WALTON/BASTIAN MOVED TO GO INTO EXECUTIVE SESSION. MOTION PASSED UNANIMOUSLY AT 9:02 A.M.

- Chair Dunham aye
- Trustee Emily Walton aye
- Trustee Stan Bastian aye
- Trustee Mary Niland aye
- Trustee Skip Smyser absent

The Board returned to public session at 9:57 a.m.

CONSENT AGENDA

(M/S) BASTIAN/WALTON MOVE TO APPROVE CONSENT AGENDA INCLUDING THE MEETING MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

(M/S) BASTIAN/WALTON MOVE TO APPROVE NOT EXTENDING THE CURRENT FRUITLAND LEASE LOCATED AT 127 N. WHITELY, FRUITLAND, ID. MOTION PASSED UNANIMOUSLY.

BOARD COMMITTEE REPORTS:

- **FINANCIALS**
 - Vice President Wright presented the financials to the Board.
 - Chair Dunham requested a report of the public relations budget for the past several years.
 - Trustee Bastian spoke of the initiative to implement the ability to text students regarding unpaid tuition balances prior to sending to collections. President Glandon expressed the need for a CWI app, as texting is becoming obsolete.
- **FOUNDATION**
 - Vice Chair Walton stated that the Foundation Board's next meeting is May 4, 2017.
 - The Foundation scholarship dinner will be held on October 4, 2017 at JUMP in Boise.
 - There will be a CWI Night at the March 31, 2017 Steelheads game. A portion of each ticket purchased will go to the CWI Scholarship fund.

- Executive Director Minnette stated that the Snake River Building Contractors Association has established a scholarship endowment. Executive Director Minnette recognized Foundation Member Greg Braun for his efforts in helping to establish the endowment scholarship.

- **COMMUNITY OUTREACH**

- Trustee Niland stated that she had a great conversation with CWI Assistant Professor Rob Harbaugh regarding reviewing bond/ voter data. Assistant Professor Harbaugh believes that the analysis of the data would be a beneficial class project for the fall semester.

- **POLICY**

- Trustee Bastian inquired of the administrative policy for contracts \$1.5M and over that would be brought to the Board for approval. Trustee Bastian suggested that if the Board decides to proceed with approving this administration policy, that the wording be revised in the governance policy to include the limit levels of approval. Vice President Wright stated that she would like to make a proposal to Trustee Smyser and have him present it to the Board.

SPECIAL COURSE FEES – SECOND READING

- The Board previously received the procedures used by Instructional Departments to request special course fee changes, detail on the three special course fees requested previously by Trustee Smyser, the U.S. Department of Education’s policies regarding special course fees and the Idaho State Code addressing special course fees by email from Vice President Wright. Trustee Niland asked if there were any comments or questions from any of the Trustees after the email was sent out. Vice President Wright stated that she received no responses to the email.
- Assistant Vice President Pettinger discussed the special course fees for students with the Board and addressed questions including implementation of fees for tools for some CTE programs. President Glandon added that CWI does have an opt-out option for students who already have tools. Assistant Vice President Pettinger noted that the students opting out would just need to show that they have the tools on the first day of class. Vice President Wright recommended that the Finance Committee annually review fund balances for Special Course Fees.

(M/S) BASTIAN/ NILAND MOVE TO APPROVE THE GUIDELINES FOR SPECIAL COURSE FEES AND THE SECOND READING OF THE SPECIAL COURSE FEES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

CHAIR’S REPORT

- Chair Dunham reminded the Board that the President’s evaluation and the Board self-evaluation are to be returned by April 15, 2017 to Executive Assistant Harder to compile.
- Chair Dunham requested that Vice President Wright contact Trustee Smyser to review the process for the President’s performance evaluation and the Board self-evaluation.

- The next Idaho Consortium of Community Colleges (ICCC) meeting will be held on April 5, 2017.
- Chair Dunham stated that there will be a strategic work session added to the April 11, 2017 Board meeting.
- Chair Dunham noted that Vice President Browning will be coordinating public/ community communication sessions with a target to complete by the end of June. Trustee Bastian inquired of the process for invitations to these sessions. Vice President Browning stated that there aren't any specific requirements and that the invitations would be sent to various community leaders.
- Vice President Browning distributed a handout for a discussion of the Idaho Legislature 2017 Legislative session.
- Vice President Browning stated that CWI is being asked to show support for the adult completer scholarship legislation.
- Vice President Browning explained the House Bill 2017 Tax district/disclaim forgone balance.

PRESIDENT'S REPORT:

President Glandon reviewed the following with the Trustees:

- A letter regarding being in compliance with Section 3679 has been sent to the Veterans Benefits Administration.
- Action items from the February 21, 2017 Board meeting have been completed with the exception of the budget for marketing and public relations requested by Chair Dunham. Vice President Wright will email that information to the Trustees.
- President Glandon discussed the Governor's recent Higher Education Taskforce meeting that was held on March 17, 2017. President Glandon distributed handouts from the Complete College America Project.
- President Glandon reminded the Board of upcoming calendar items:
 - The interview committee will meet on April 3, 2017 to review the applicants for the Vice President of Finance and Administration position.
 - On April 27, 2017, CWI will host an event for the Connections Project.
 - CWI Commencement will be held on May 13, 2017.
 - The All Staff Senate Breakfast will be held on May 23, 2017.
- Chair Dunham suggested that Executive Assistant Harder email a list to the Board for upcoming calendar events.
- Trustee Bastian requested a recording of the New Rules that were presented at the Governor's Higher Education Task Force Meeting on March 17, 2017. The website will be checked for a recording.

- Trustee Niland inquired if the Board would like to consider an emeritus status for former Trustee Hurlbutt. Chair Dunham added that he would also like Vice President Wright to be considered for an emeritus status.
- Vice President Wright was tasked with reviewing the current Emeritus Policy and will work with Trustee Smyser and bring the revised policy, if necessary, to the Board to review at the April 11, 2017 Board meeting. Vice President Wright stated that she will send out the current policy for Board to review.

(M/S) WALTON/NILAND MOVED TO ADJOURN THE MEETING AT 11:20 A.M. MOTION PASSED UNANIMOUSLY.


Stanley Bastian, Secretary/Treasurer


Date Signed