

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

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

January 15, 2019

CALL TO ORDER

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

ATTENDANCE

TRUSTEES:

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

ALSO PRESENT:

Bert Glandon, President
Craig Brown, Vice President, Operations
Mark Browning, Vice President, Communications and Government Relations
Tony Meatte, Vice President, Finance and Administration
Lillian Talley, Executive Director, Human Resources
John King, Interim Provost
Steve Berenter, In-House General Counsel
Patrick Tanner, Assistant Vice President, Enrollment and Student Services
Christi Rood, Assistant Vice President, Economic Development
Audrey Eldridge, Director, Marketing & Communications
Ashley Smith, Communications Representative III, Marketing and Communications
Yolanda Barnes, Assistant Professor, Business Department/ Faculty Phi Theta Kappa Advisor
Stephanie Ritchie-Breach, President, Faculty Senate
Stephanie Harder, Executive Assistant and Board Liaison
Morriah Marks, Executive Assistant, Marketing and Communications

VISITORS

Elizabeth Carter, President, Phi Theta Kappa
John Nahlen, Vice President, Phi Theta Kappa
John Russ, Manager, Idaho Department of Labor
Erin Bamer, Reporter, Idaho Press Tribune

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

- Chair Skip Smyser aye
- Trustee Mark Dunham aye
- Trustee Mary Niland aye
- Trustee Molly Lenty aye
- Trustee Annie Hightower aye

The Board returned to public session at 9:44 a.m.

Chair Smyser stated that he would like to amend the Board meeting agenda to list Special Course Fees and Health Science Building Plant Facilities Levy as action items.

(M/S) DUNHAM/HIGHTOWER MOVED TO APPROVE THE AMENDMENTS TO THE BOARD MEETING AGENDA. MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA

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

BOARD COMMITTEE REPORTS

- **FINANCE COMMITTEE**
 - Trustee Niland suggested that the Board members act as a Liaison to the Finance Committee rather than holding an official title such as Chair.
 - Chair Smyser inquired if the Board had any concern about the Finance Committee choosing a Chair outside of the Board members. The Board did not have any objections.

- Chair Smyser requested that Vice President Meatte present the ten largest contracts that CWI has along with contract amounts as part of the March Board meeting agenda.
- Vice President Meatte distributed a handout regarding state level health insurance costs to the Board.
- Vice Chair Dunham inquired of a description of the Change in Employee Compensation (CEC) Committee.
- Vice President Browning stated that the CEC Committee consists of Legislature that reviews employee compensation and recommendations based on a Governor recommended 3% merit increase to ensure compensation is adequate to remain competitive in the current marketplace.
- Vice President Meatte presented the December Financials to the Board.
- Vice Chair Dunham asked for clarification of the enrollment numbers.
- Vice President Meatte stated that CWI projected the enrollment number to be down which has been taken into consideration regarding efforts to implement a 5% budget reduction.
- Trustee Niland inquired if the enrollment numbers are recorded daily.
- Vice President Meatte stated that the enrollment numbers are recorded daily and suggested that Budget Manager Varrick present the data to the Board next month for review.

- **FOUNDATION**

- Trustee Lenty stated that the next Foundation Board meeting will be held on February 14, 2019.
- Trustee Lenty stated that the Memorandum of Understanding (MOU) between the Foundation and the College was recently revisited by the Foundation Executive Committee based upon an analysis memo provided by Hawley Troxell. Review and approval of the changes will occur at the next Full Foundation Board meeting in February and will be presented to the Trustees for review and approval at the February 19, 2019 Board meeting.
- Trustee Lenty added that the Foundation approved covering the cost of membership dues for eight students to join Phi Theta Kappa.
- Trustee Lenty stated that the Foundation Board approved renewing their contract with the financial advisor firm Ferguson-Wellman.

- **COMMUNITY OUTREACH**

- Chair Smyser stated that he appoints Trustee Dunham as the representative for the Community Outreach.

- **POLICY**

- Trustee Hightower stated that there was not a new report for policy.
- Chair Smyser inquired of the purview of the Policy Committee.
- President Glandon stated that the Board of Trustees have policies that were created to be specific to the Board, and there are also separate Administrative Operational policies and procedures that do not go to the Board of Trustees for approval.

- Chair Smyser requested that going forward all of the new or revised CWI Administrative Operational Policies and Procedures need to include Trustee Hightower to review and provide input.
- Faculty Senate President Ritchie-Breach inquired if a Board member would be able to serve as a Representative on the Faculty Senate and attend their monthly meetings.
- Chair Smyser stated that he will take the request into consideration, speak with the Board and get back to Faculty Senate President Ritchie-Breach.

ACTION ITEM: SPECIAL COURSE FEES

- Interim Provost King presented the Special Course Fees to the Board.
- Interim Provost King stated that most of the increases on the Special Course Fees are increases due to vendor cost increases and to ensure that students have the required materials at the start of classes as well as provide for the use of financial aid where appropriate.
- Trustee Dunham inquired why there were increased fees for the Nursing Program.
- Interim Provost King stated that the increased fees for the Nursing Program are due to increased testing to ensure that students are passing their certification testing.
- Trustee Lenty requested that CWI research the impact of the increased fees to better understand which students will be impacted the most and also determine if Financial Aid will assist in the additional costs.
- Interim Provost King stated that he will be able to provide a full report in the next Board meeting.
- Trustee Niland stated that she believes that the Board needs to understand Financial Aid better.
- Trustee Niland suggested that Interim Provost King work with Vice President Meatte to prepare an educational program that will assist the Board of Trustees in gaining a better understanding of Financial Aid.
- Chair Smyser stated that he would like an assurance that the Special Course Fees are the actual costs of what is being provided, and CWI will not realize any profit from the increased fees.
- Interim Provost King assured Chair Smyser that Special Course Fees are not marked up to gain profit.
- Interim Provost King added that his plan includes reducing costs and being mindful of all spending.
- President Glandon stated that the Special Course Fees are kept in specific line-item categories and cannot be used for anything other than the original purpose of the collected funds.
- The Board agreed to review a second reading of the Special Course Fees at the February Board meeting.

ACTION ITEM: HEALTH SCIENCE BUILDING PLANT FACILITIES LEVY

- President Glandon stated that he and Chair Smyser met with a few local Hospital CEOs regarding investing toward the Health Science Building.
- Chair Smyser stated that he believed the meetings were very beneficial and educational. Chair Smyser added that CWI made it clear that the hospitals are needed to take the lead in the Health Science Building initiative.
- Chair Smyser stated that CWI plans to reach out to the Idaho Medical Association and Idaho Hospital Association for support.

- Chair Smyser stated that without the full support of the medical community, he believes that CWI pursuing another levy would not be successful.
- Trustee Niland suggested that the Board read the article that the Idaho Press Tribune published this morning regarding veterans and lack of nursing beds.
- The Board agreed to carry the Health Science Building Plant Facilities Levy topic to the February Board Agenda.

JOB CORPS. PILOT PROJECT

- Assistant Vice President Rood and Idaho Department of Labor Manager Russ presented the Job Corps. Pilot Project to the Board.
- Manager Russ stated that the Job Corps. Demonstration project was created to better serve Idaho students with Idaho Colleges.
- Chair Smyser inquired what would happen with students that are not from Idaho.
- Manager Russ responded that non-Idaho students will have the option to transfer to another center or be taught out.
- Trustee Niland inquired if the local Job Corps. has any program assistance with Health Sciences programs.
- Manager Russ replied that is something that will be looked into.
- Assistant Vice President Rood explained that Job Corps. is a no-cost education and career technical training program administered by the US Department of Labor that helps young people ages 16-24 improve the quality of their lives through career technical and academic training.
- Trustee Lenty inquired about the qualifications required for students.
- Manager Russ replied that qualifiers are at-risk students who are at risk of dropping out, have dropped out or are connected to the juvenile justice system without felony offenses.
- The Board agreed they would like to do a tour of the Job Corps. facility prior to the February Board meeting.
- Assistant Vice President Rood indicated that she would work with the Department of Labor in an effort to facilitate a tour for the Board.
- Vice President Brown recommended that a letter of intent be prepared that outlines the general terms of an agreement that the Trustees could review and potentially take action.
- The Board agreed to review a letter of intent at the February Board meeting.
- Chair Smyser thanked Assistant Vice President Rood and Manager Russ and stated that the Job Corps. proposal could be an exciting opportunity for CWI.

PHI THETA KAPPA AWARDS

- Phi Theta Kappa President Carter and Vice President Nahlan presented the Phi Theta Kappa awards that CWI received to the Board.
- President Carter also updated the Board of the recent Phi Theta Kappa (PTK) activities as well as future endeavors including being able to present at the International Convention.
- President Carter stated that PTK was the first in the region to receive a five star status.

- President Carter added she was thankful to the CWI Foundation Board for funding eight students with \$50 scholarships to cover their PTK membership fee.
- President Glandon stated that PTK has over 762 Members, and CWI has over 200 students that qualified but could not afford to join PTK. President Glandon thanked the CWI Foundation Board for providing scholarships to assist students with their membership fees.
- President Glandon stated that he was invited to serve on the International Phi Theta Kappa Board and has accepted the invitation.
- President Glandon stated that the Phi Theta Kappa students have excelled and he applauds their efforts.
- President Carter invited the Board and staff to the Formal Spring Induction that will be held on Saturday, March 9, 2019 at the Nampa Civic Center.
- PTK Faculty Advisor Barnes stated that the leadership skills of the students are outstanding, and she could not be prouder.
- Chair Smyser stated he appreciated the efforts of the PTK students and thanked them on behalf of the Board.

CHAIR'S REPORT

- Chair Smyser stated that in addition to the hospital meetings, CWI has met with a group that has offered to run another plant levy campaign. The campaign would require another \$120k in funding to be raised through external parties including the hospitals.
- Chair Smyser added that CWI would have to ensure that these funds could be raised quickly to cover the campaign costs otherwise a campaign for another levy would not move forward.
- Chair Smyser stated that CWI would be looking for the Foundation to be involved to assist in collecting campaign donations where possible; however, the Foundation Board would not be viewed as the sole entity for collecting the donations for the effort.

PRESIDENT'S REPORT

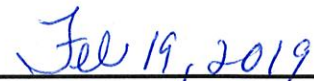
- President Glandon discussed the State Board of Education meeting that was held December 19-20, 2018. CWI hosted the event off-site at Boise State University's campus, which resulted in significant cost savings vs trying to host on site at CWI. The elimination of the State Board of Education's dinner also resulted in cost savings and received positive feedback.
- President Glandon discussed the Future of Higher Education with the Board and encouraged the Board to review it as the topic will be discussed during the February Board meeting.
- President Glandon encouraged the Board to review the following presentations: Oracle, Microsoft, and WGU.
- President Glandon reminded the Board of the following upcoming meetings:
 - There will be a CWI Budget Hearing at Joint Finance-Appropriations Committee (JFAC) on January 21, 2019 at 8:00 a.m.
 - The Senate Education Committee will be held on January 21, 2019 at 3:00 p.m.
 - The House Education Committee will be held on January 22, 2019 at 9:00 a.m.

- The next State Board of Education Board Meeting will be held on February 13-14, 2019 at Boise State University.
- There will be a Community College Luncheon held on February 18, 2019. The Phi Theta Kappa students will also be presenting at this luncheon.
- Chair Smyser stated that any Board members interested in JFAC meetings should attend.
- Trustee Lenty requested that meeting invites are coded as optional or mandatory.
- Chair Smyser welcomed Interim Provost King to CWI.

CHAIR SMYSER MOVED TO ADJOURN THE MEETING AT 12:07 P.M. MOTION PASSED UNANIMOUSLY.



Mary Niland, Secretary/Treasurer



Date Signed