



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

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

January 17, 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

ALSO PRESENT:

Bert Glandon, President
David Shellberg, Executive Vice President, Instruction & Student Services
Craig Brown, Vice President, Resource Development
Mark Browning, Vice President, Communications and Government Relations
Tony Meatte, Comptroller, Finance and Administration
Christi Rood, Executive Director, Marketing and Advancement
Mitch Minnette, Executive Director, Foundation
Doug DePriest, Director, Institutional Effectiveness
Audrey Eldridge, Director, Marketing
Zac Ricketts, Marketing Representative, Marketing
Jessica Downing, Creative Manager, Marketing
Nick Miller, Attorney, Hawley Troxell
Stephanie Harder, Executive Assistant and Board Liaison

VISITORS:

Thomas Mortell, Attorney, Hawley Troxell
Jason Ward, Chapter President, Phi Theta Kappa

Tom Thompson, Vice President of Leadership, Phi Theta Kappa
Chance Ward, Vice President, Fellowship, Phi Theta Kappa
Brittany Priddy, Vice President of Scholarship, Phi Theta Kappa
Paul Belue, Assistant Professor Mathematics and Faculty Advisor for Phi Theta Kappa

NO PUBLIC COMMENT

EXECUTIVE SESSION:

PURSUANT TO IDAHO CODE

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

- (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled;
- (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;
- (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/NILAND MOVED TO GO INTO EXECUTIVE SESSION. MOTION PASSED UNANIMOUSLY AT 9:02 A.M.

- Chair 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 9:30 a.m.

CONSENT AGENDA

(M/S) NILAND/WALTON MOVE TO APPROVE CONSENT AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

BOARD COMMITTEE REPORTS:

- **FINANCIALS**
 - Comptroller Meatte presented the financials to the Board. Trustee Smyser inquired if the snow removal charges would be included in future financial statements. Comptroller

Meatte responded that they will be included. Chair Dunham commented he was aware that Finance Committee member Chris Larsen resigned. Comptroller Meatte commented that the Finance Committee is looking for replacement.

- Comptroller Meatte stated that the contract management policy has been revised so that any contract above \$1.5 million in aggregate would have to be approved by the Board. The policy revision took into account the number of on-going multi-year contracts for maintenance of computers, etc. The Finance Committee was in support of amount and proposal to have an approval amount of anything above \$1.5 million to come to the Board. The policy was presented to the Board as an informational item only. After discussion and review of the Board's Governance Policies, it was determined that the Trustees are not required to approve this policy.
- Comptroller Meatte distributed a handout regarding the fiscal year 2018 Governor's Budget Recommendation for Community Colleges.

- **FOUNDATION**

- Vice Chair Walton thanked Executive Director Minnette for bringing her up to speed on the CWI Foundation Board.
- The Foundation Board's next quarterly meeting is February 2, 2017.
- Vice Chair Walton discussed the scholarships received for CWI. In 2015, the CWI Foundation disbursed \$332,000 in student scholarships. In 2016, \$366,000 was disbursed for student scholarships.
- Vice Chair Walton stated that the CWI Foundation Board is 95% complete for a full board. The Foundation Board just added new member Mike Pena and is working on securing a member from St. Luke's Hospital.
- Executive Director Minnette thanked CWI for their efforts. The CWI Foundation received two new endowments at the end of the year. Executive Director Minnette stated that the Foundation Board is working on filling two member vacancies.
- Chair Dunham inquired how the CWI Foundation recognizes donors for scholarships. Executive Director Minnette responded that CWI has a donor recognition plan that outlines what should be done for each donation level. CWI also strives to have feedback sent to the donor within three days. Executive Director Minnette added that some donors are individually recognized. Executive Director Minnette stated that he can email the donor recognition plan to Chair Dunham for his review. Executive Director Minnette added that he will also send out the revised bylaws that were approved by the Foundation Board.

PHI THETA KAPPA

- President Glandon acknowledged the Phi Theta Kappa program and their accomplishments. CWI is one of a few schools that have been able to achieve a five star program rating. President Glandon added that this is the third year that CWI has received a five star rating. Executive Vice President

Shellberg stated that CWI is among a small group of institutions that achieve this huge accomplishment. Executive Vice President Shellberg also commended the faculty's dedication to help this organization thrive.

- Thomas Thompson, Vice President of Leadership, presented the College Project to the Board. Vice President Thompson stated that the Phi Theta Kappa program held a voter registration day on September 27, 2016 where registration tables were set up around the campuses in order to mobilize the student voter. Over 300 students registered at this event.
- Vice President Thompson highlighted the summary of the statistics from the student survey about the general election voter registration effort and added that a full report is available to review upon request. Vice President Thompson reviewed areas of opportunity for CWI, which included the suggestion to continue voter registration drives and doing them earlier in the year. Vice President Thompson suggested that CWI have a longer period of time for marketing and advertising prior to an election day.
- President Glandon commented that it has been an absolute thrill meeting with the honor society who have gone above the normal standards. He congratulated them in advance of receiving their five star status.
- Trustee Niland questioned where the survey was done. Vice President Thompson stated that it was done post registration and in a CWID classroom where a broad range of students and backgrounds could be surveyed.
- Vice Chair Walton commended the honor society members on the enormous amount of work, materials, and effort. Vice Chair Walton also suggested the TurboVote system to help complement the work that Phi Theta Kappa is doing. The TurboVote system will send email reminders to voters. Chair Dunham said that CWI will involve Phi Theta Kappa in future Bond strategies.
- **COMMUNITY OUTREACH**
 - Trustee Niland stated the Community Outreach Committee did not meet due to the holidays and inclement weather. Trustee Niland added that she and Chair Dunham would be meeting within the next couple of weeks to devise a plan to present to the Trustees for a future strategy.

POLICY

(M/S) SMYSER/ BASTIAN MOVED TO APPROVE THE INVESTMENT POLICY AS PRESENTED.

MOTION PASSED UNANIMOUSLY.

CAPITAL PROJECT UPDATE

- Vice President Brown presented the update on the capital project.

- Chair Dunham stated that we need to regroup and organize our next steps, timing, and approach for the bond efforts and future CWI planning. Chair Dunham would like to form a small group that consists of two Trustees and two CWI Foundation members. Chair Dunham believes that 2017 will be focused on planning and laying the groundwork for future campaign efforts.
- Trustee Bastian added that CWI should identify three significant leaders in the community and establish a goal amount for campaign funds. Trustee Bastian suggested a strategic leader be selected for the next campaign, as well as mailings and hand delivery of information in order to reach every household and have a more effective campaign.
- Vice Chair Walton stated she believed that the CWI Yes Campaign, a campaign separate from the college, did not have enough funds and manpower for the recent campaign. Vice Chair Walton also stated that the most common response for the failure of bond passing was that the people did not have enough information. Trustee Bastian stated that many people said they did not understand the need for an additional building. Trustee Smyser stated he does not think there is an awareness that CWI has a large presence in Boise already. Trustee Smyser believes that because voters did not have enough information they might have misunderstood the campus plan to be about having a large physical presence in Boise rather than CWI consolidating a few buildings. Trustee Niland stated that she received feedback that voters considered the amount of the bond to be too high and would like to see the businesses we have supported with training and educational programs show support. Vice President Browning stated that he had numerous discussions with legislators and the consensus was that the price tag was too high. Vice President Browning believes that lack of information was key in the bond being unsuccessful. Trustee Niland suggested a demographic analysis be completed to understand why the bond did not pass. Trustee Bastian suggested that we wait, raise money, and then organize effectively. Trustee Smyser believes that we need a radically different approach including state funding and public and private partnerships for a successful outcome of the next campaign.
- Vice President Brown distributed a handout regarding the Park and Ride Lot Development Proposal. CWI received a proposal to collaborate with Capital City Development Corporation (CCDC) and Valley Regional Transit regarding parking issues and possible solutions for the City of Boise. Vice President Brown stated that parking is such a critical issue that the CCDC would like to have something done this fall. Vice President Brown proposed to ask CCDC for half a million dollars for parking funding. Chair Dunham recommended that Vice President Brown submit a proposal for further exploration and review parking options.

OVERVIEW OF STRATEGIC PLAN METRICS

- Vice President Brown gave an overview of the strategic plan metrics. Director DePriest presented the strategic plan metrics to the board.

SBOE STRATEGIC PLAN- FIRST READING

- Director DePriest presented the first reading of the State Board of Education Strategic Plan.

- Trustee Bastian inquired if we are coordinating the benchmarks with other community colleges. Director DePriest responded that CWI tries to align as closely as possible to the other community colleges.
- Trustee Bastian complimented Chair Dunham, President Glandon, Executive Vice President Shellberg, Vice President Brown, Director DePriest, and all that have been involved on the efforts.
- Trustee Smyser inquired when the CWI Operational Plans will be available to review. Director DePriest replied that CWI will not only come up metrics but will then develop operational plans that will be ready and implemented by July 1, 2017.
- Vice President Brown added that between now and the February Trustee meeting, staff will be loading in more benchmarks. A proposed redline version will be brought back to the Trustees to review.

PROGRAM UPDATE

- President Glandon stated that the Peri-Op program is suspended until CWI receives enough industry involvement.
- President Glandon stated that CWI is in negotiations with Dwight Johnson at the State Division of Career and Technical Education (SDCTE) in regards to reallocating the Construction Technology Program.

CHAIR'S REPORT

- Vice President Browning spoke about Joint Finance and Appropriations Committee's upcoming Education week. The meetings will start on Monday, January 23 at 8 am. Vice President Browning will send the Board of Trustees an email with the meeting details.

PRESIDENT'S REPORT:

President Glandon reviewed the following with the Trustees:

- The April 18th Board Meeting needs to be rescheduled as President Glandon will be attending the Higher Education Research & Development Institute's (HERDI) conference (April 18-20). President Glandon will work with Chair Dunham to reschedule the April 18th Board meeting.
- The Association of Community College Trustees (ACCT) Leadership Conference will be held on September 25-28 in Las Vegas.
- President Glandon thanked the Board for their timely and immediate response to the emergency special meeting on January 6, 2017. CWI removed 50% of the snow from the Micron Center roof and put drainage in place. President Glandon complimented Vice President Brown, Executive Director Flynn, and the Facilities team.

- Attorney Miller mentioned that the 24-hour notice to post a board meeting is suspended in an emergency, as with any board meeting, only three board members are needed in person or by phone to have a quorum.
- Director Eldridge introduced and commended the team that worked on the presentation for the State Board of Education meeting held in December. Creative Manager Downing used the CWI theme for the entire venue. Marketing Manager Ricketts developed an impressive presentation. Former Project Manager Coleman put a video together of the monarch butterfly project that received regional and national recognition.
- President Glandon reviewed the Governor's budget recommendation for the Community Colleges.

BOARD OF TRUSTEES' RULES & RESPONSIBILITIES

- Attorney Mortell presented the Board of Trustees' Roles & Responsibilities.
- During the presentation, Attorney Mortell stressed the importance of confidentiality, accurate record-keeping, ethics, statutes of open meeting laws, and general standards for a Board of Trustee member.
- Trustee Smyser requested follow-up on if we have to keep a record of board meeting minutes by law.
- It was discussed that if a Board member raises a conflict on an issue, the written minutes should reflect the conflict.
- Chair Dunham requested that Executive Assistant Harder forward the Idaho Ethics in Government Manual link to the Board members.
- President Glandon stated that the CWI President's office will keep at least 12 Idaho Ethics in Government manuals on hand in the office.
- It was decided that if any Board member receives a complaint, the process should be to forward the complaint to President Glandon, and President Glandon will copy the Board member in his email response.

(M/S) NILAND/WALTON MOVED TO ADJOURN THE MEETING AT 2:43 P.M. MOTION PASSED UNANIMOUSLY.


 Stanley Bastian, Secretary/Treasurer


 Date Signed