

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

***Nampa Campus Aspen Classroom Building  
Classrooms 102/104  
6002 Birch Lane, Nampa, Idaho***

***May 15, 2018***

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**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  
Tony Meatte, Vice President, Finance and Administration  
Craig Brown, Vice President, Operations  
Mark Browning, Vice President, Communications and Government Relations  
Lillian Talley, Executive Director, Human Resources  
Christi Rood, Assistant Vice President, Economic Development  
Patrick Tanner, Assistant Vice President, Enrollment and Student Services  
Audrey Eldridge, Director, Marketing and Communications  
Jessica Downing, Creative Manager, Communications and Marketing  
Stephanie Ritchie-Breach, President, Faculty Senate  
Nick Miller, Attorney, Hawley Troxell  
Stephanie Harder, Executive Assistant and Board Liaison  
Jeff Flynn, Executive Director, Facilities  
Courtney Santillan, Dean, Social Sciences and Public Affairs  
Pat Neal, Dean, Industry, Engineering and Trades  
Kae Jensen, Dean, Math and Science  
Kelly Steely, Dean, Business, Communications and Technology  
Laura Stavoe, Dean, Arts and Humanities

Susan Fujinaga, Comptroller, Business Office  
Phil Varrick, Budget Manager, Business Office  
Kristin Clovis, Senior Accountant, Business Office  
Matt Collard, CWI Student & President of Veterans' Association

**NO VISITORS**

**NO PUBLIC COMMENT**

**EXECUTIVE SESSION**

**PURSUANT TO IDAHO CODE**

**THE BOARD, PURSUANT TO IDAHO CODE § 74-206 (1) (b)(f), 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;**
- (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated;**

**THE VOTE TO DO SO BY ROLL CALL:**

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

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

The Board returned to public session at 11:46 a.m.

Chair Dunham requested that the Board unanimously consent to move the Budget item as the first agenda topic due to time constraints. The Board unanimously consented.

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

**FY19 BUDGET REVIEW- FIRST READING**

- Budget Manager Varrick presented the First Reading of the FY19 Budget to the Board.
- Vice President Brown explained the need for an IT position that is focused on System technology security. This position can identify, prevent, and monitor CWI's systems for possible security breaches.

- Chair Dunham requested a current list of the student clubs. Budget Manager Varrick stated that he will provide it to the Board.
- Chair Dunham stated that the high level of information provided in the FY19 Budget review and the opportunity to have input has very helpful to the Board.

**ACTION ITEM- PROPOSAL FOR CEC FY19 MERIT PAY INCREASES**

**(M/S) BASTIAN/WALTON MOVED TO APPROVE MOVING FORWARD WITH THE CEC FY19 MERIT PAY INCREASES PER THE FY19 PROPOSED BUDGET. MOTION PASSED UNANIMOUSLY.**

**ACTION ITEM- PROPOSAL FOR FY19 FULL TIME POSITIONS**

**(M/S) BASTIAN/WALTON MOVED TO APPROVE THE NEW FY19 FULL TIME POSITIONS PER THE FY19 PROPOSED BUDGET AND TO AUTHORIZE ADMINISTRATION TO MAKE OFFERS PRIOR TO THE SECOND READING AND FINAL APPROVAL OF THE FY19 BUDGET IN THE JUNE BOARD OF TRUSTEE MEETING. START DATES FOR THESE POSITIONS TO OCCUR ON OR AFTER JULY 1, 2018. MOTION PASSED UNANIMOUSLY.**

**BOARD COMMITTEE REPORTS**

- **FINANCE COMMITTEE**

- Chair Dunham reminded the Board that if they desire more in-depth information on the Financial reports or would like further explanations on particular items, the Board should notify Chair Dunham, Trustee Bastian, or Vice President Meatte.
- Vice President Meatte stated that Finance is open to any request or change that the Board would like to see in terms of reporting and information sharing.
- Vice President Meatte presented the April financials to the Board.

- **FOUNDATION**

- Trustee Walton stated that the Foundation Board is working to raise money for the Levy Advocacy Campaign.
- Trustee Walton requested that all potential donors be directed to Foundation Executive Director Laura Mulkey.
- Trustee Smyser requested a copy of the solicitation list for donation to the Levy Advocacy Campaign in order to provide assistance. Trustee Smyser also requested documentation of the 6,000 available positions in the healthcare field.
- Trustee Niland added that it would be helpful if the solicitation list and the documentation of the available healthcare positions would be distributed to each Board member.
- The Board decided that Vice President Brown will speak to Executive Director Mulkey and determine a member of the Foundation Board to fill the role of Officer.
- Vice President Brown informed the Board that Mary May has completed her term as Foundation President.
- Vice President Brown added that effective June 2018 Foundation Member Ed Barrett will take over the role as Foundation President, Ivan Castillo will become Vice President, and Kevin Rigenhagen will remain Treasurer.



- Vice President Brown stated that Foundation Board members will be reviewed and identified in October as the Foundation is currently focusing on the Levy Advocacy Campaign.
- Chair Dunham stated that it would be helpful if he received a list of the current Foundation Board members. Vice President Brown stated that he will send the current list to Chair Dunham.
- **COMMUNITY OUTREACH**
  - Trustee Niland stated that she did not have a report for this month; however, she would like to review the data that the Foundation Board has gathered and meet thereafter to strategize.
  - Trustee Walton stated that she would schedule a meeting with Trustee Niland and Executive Director Mulkey after Trustee Niland has reviewed the report.
- **POLICY**
  - Trustee Smyser presented the policy revisions to the Board.

**(M/S) SMYSER/ NILAND MOVED THAT THE BOARD APPROVE POLICY 5.02 AS PRESENTED. MOTION PASSED UNANIMOUSLY.**

#### **ASPEN CREEK PURCHASE- COP FINANCING UPDATE**

- Vice President Brown presented the COP Financing Update on the Aspen Creek Purchase to the Board.
- Vice President Brown informed the Board that US Bank was selected in the RFP process for CWI's Banking Services.
- Attorney Miller stated that the Board will be able to review the Aspen Creek Purchase and Sale agreement at the June Board meeting.
- Trustee Niland suggested that CWI review the tax implications for the Aspen Creek Purchase and Sale agreement.

#### **CWI EDUCATION CAMPAIGN**

- Vice President Browning discussed the CWI Education Campaign with the Board.
- The purpose of the Campaign is to educate the general public of CWI's needs.
- Vice President Browning presented the CWI difference and campus development online pages to the Board.
- Vice President Browning stated that a mailing that outlines political parameters for CWI employees will be sent shortly.

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

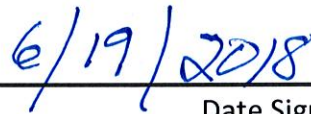
- Chair Dunham reminded the Board that the Joint Community College Board retreat will be held on June 7-8, 2018 at the Idaho Counties Risk Management Program (ICRMP) building.

**PRESIDENT'S REPORT**

- President Glandon discussed the Nampa Campus BSU property.
  - Vice President Brown stated that CWI would like to pursue an appraisal of the BSU property. The Board agreed that CWI should pursue an appraisal of the BSU property.
- President Glandon discussed the upcoming calendar events with the Board:
  - The State Board of Education Board meeting will be held in Boise, Idaho on May 16-17, 2018.
  - The Mountain States Association of Community Colleges (MSACC) Conference will be held in Salt Lake City, Utah on May 31-June 2, 2018.

**(M/S) SMYSER/WALTON MOVED TO ADJOURN THE MEETING AT 2:20 P.M. MOTION PASSED UNANIMOUSLY WITH THE EXCEPTION OF TRUSTEE BASTIAN WHO WAS ABSENT AT TIME OF THE MOTION.**

  
Stanley Bastian, Secretary/Treasurer



Date Signed