



**Board of Trustees Meeting Minutes**  
**2:00 p.m.**

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

***June 19, 2018***

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**CALL TO ORDER**

Chair Dunham called the meeting to order at 2:00 p.m.

**ATTENDANCE**

**TRUSTEES:**

Mark Dunham, Chair  
Emily Walton, Vice Chair  
Stan Bastian, Secretary/Treasurer  
Mary Niland  
Skip Smyser (*on telephone*)

**ALSO PRESENT:**

Bert Glandon, President  
David Shellberg, Executive Vice President, Instruction and Student Services  
Tony Meatte, Vice President, Finance and Administration  
Craig Brown, Vice President, Operations  
Mark Browning, Vice President, Communications and Government Relations  
Laura Mulkey, Executive Director, Foundation  
Susan Fujinaga, Comptroller, Business Office  
Jenn Crowder, Dean, Student Services  
Phil Varrick, Budget Manager, Business Office  
Kristin Clovis, Senior Accountant, Business Office  
Adam Christenson, Attorney, Hawley Troxell  
Christian Anderson, Vice President, Zions Public Finance  
Eric Heringer, Managing Director, Piper Jaffray and Company  
Stephanie Harder, Executive Assistant and Board Liaison  
Kathy Ohnsman, Executive Assistant, Foundation

**VISITORS**

Cheryl Wright, Former Vice President, Finance and Administration

**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) WALTON/BASTIAN 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 *(on telephone)*

The Board returned to public session at 5:30 p.m.

- President Glandon and the Board thanked Executive Assistant Ohnsman for all of her hard work and wished her the best in her future endeavors.

**(M/S) BASTIAN/ SMYSER MOVED TO AMEND THE CONSENT AGENDA. MOTION PASSED UNANIMOUSLY.**

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

**ACTION: CONSIDERATION OF PRESIDENT’S CONTRACT AMENDMENT**

- Attorney Christenson presented the President’s contract renewal to the Board to extend the President’s contract an additional year with the standard 3% increase.

**(M/S) WALTON/NILAND MOVED TO RENEW AND APPROVE THE PRESIDENT’S CONTRACT (AS AMENDED). MOTION PASSED UNANIMOUSLY.**

## BOARD COMMITTEE REPORTS

- **FINANCE COMMITTEE**

- Vice President Meatte presented the May financials to the Board.
- Chair Dunham stated that he would like a report of the Board expenses presented at each Board meeting.
- Vice President Meatte replied that a report of the Board expenses will be added as a recurring agenda item for review at each monthly Board meeting.

- **FOUNDATION**

- Executive Director Mulkey updated the Board on the levy campaign efforts.
- Executive Director Mulkey stated that the Foundation Board has Ed Barrett serving as President, Frank Baillargeon as Vice President, and Bill Illett as Treasurer of the CWI Yes, Inc. Campaign Board.
- Executive Director Mulkey added that the Foundation Board hired Gary Hunter as the CWI Yes Campaign Manager.
- Chair Dunham reminded the Board that all Trustees should contribute to the campaign efforts for a successful outcome.
- Executive Director Mulkey presented the proposed donor recognition levels for the Health Science building.
- The proposal suggests having tiers of recognition levels within the Health Science building.
- Executive Director Mulkey added that established giving levels can be used across CWI areas such as the Foundation publication Elevate, the annual report, the CWI website, and the Opening Doors event.
- Vice President Brown stated that the campaign is focused on high level donations, and those donations would be recognized and incorporated in the building name and recognition levels.
- Chair Dunham stated that he supported a standard format for high giving levels of donations to the college.
- Trustee Niland stated that she is impressed with the Elevate magazine and the theme of the campaign.
- Trustee Niland inquired if the donors to the levy campaign will also be added to the recognition wall.
- Executive Director Mulkey replied that the donors to the levy campaign would be added to the recognition wall.
- Trustee Walton stated that she appreciated the work and effort that has been done.
- Trustee Walton added that it is exciting to see standardization of this process.
- President Glandon stated that the Foundation has done a great job pulling the process together despite challenges.
- Trustee Niland inquired if the Board could receive a donor list on an on-going basis.
- Executive Director Mulkey stated that she will provide the list to the Board.

- Trustee Walton requested that the Board address the status of the CWI Foundation and Idaho Food Bank agreement to support the CWI food pantries.
- Dean Crowder updated the Board regarding the CWI Food Pantry Program.
- Trustee Walton requested that the Board consider moving forward with the Idaho Food Bank partnership for the CWI Food Pantry Program.
- President Glandon stated that this topic has been discussed at the Community College Summit, President Cabinet, and the Executive Team levels.
- President Glandon advised that there are complications and legal ramifications which should be considered prior to the Board approving.
- President Glandon stated that a complete report will be discussed and reviewed at the July or August Board meeting.
- President Glandon and Trustee Walton will meet to discuss the CWI Food Pantry Program and possible partnership with Idaho Food Bank.

**(M/S) BASTIAN/NILAND MOVED TO APPROVE THE CWI FOUNDATION BOARD'S HEALTH SCIENCE BUILDING PROPOSAL FOR DONOR RECOGNITION PLAN. MOTION PASSED UNANIMOUSLY.**

**PUBLIC COMMENT**

- Former Vice President of Finance and Administration, Cheryl Wright stated that she hopes the Board will approve the FY19 Budget.
- **COMMUNITY OUTREACH**
  - Trustee Niland stated that she did not have a Community Outreach report for this month.
- **POLICY**
  - Trustee Smyser stated that he is working on a process to increase the Trustees' comfort level with public requests.

**ACTION: APPROVAL OF FY19 TUITION AND FEES SCHEDULE**

**(M/S) WALTON/BASTIAN MOVED TO WAIVE THE SECOND READING AND APPROVE THE FISCAL YEAR 2019 TUITION AND FEES AS PRESENTED; RESULTING IN NO INCREASE TO THE TOTAL IN-STATE TUITION AND FEES. MOTION PASSED UNANIMOUSLY.**

- Trustee Walton stated that she is happy that the Tuition and Fees have remained unchanged.

**FISCAL YEAR 2019 BUDGET, SECOND READING**

- Vice President Meatte and Budget Manager Varrick presented the second reading of the Fiscal Year 2019 Budget to the Board.

**(M/S) NILAND/WALTON MOVED TO APPROVE THE SECOND READING OF THE FY19 BUDGET AS PRESENTED. MOTION PASSED UNANIMOUSLY.**

#### ASPEN CREEK PURCHASE

- Vice President Brown introduced the team working on the Aspen Creek property acquisition financing to the Board.
- Attorney Christenson stated that the Certificate of Participation Resolution and other related documents will be sent to the Board ahead of July Board meeting for Trustee Review.
- Approval and execution of the Resolution will be addressed on the July agenda.
- Attorney Christenson stated that the acquisition team will recommend parameters to the Board to delegate responsibilities for the bond sale to President Glandon and Vice President Meatte. This would include locking in bond interest rates.
- Vice President Anderson of Zions Public Finance added that the goal of setting parameters is to define a range based on the current market with a cushion built in for market volatility.
- The Board agreed that Chair Dunham should be designated as the official signor on behalf of the college.
- Vice President Brown stated that the completion of the property appraisal is critical and expects receipt of the appraisal in the next few days.
- Managing Director Heringer thanked the Board for the opportunity to work on this unique project.

#### CHAIR'S REPORT

- Chair Dunham discussed the recent Board College summit at the Idaho Counties Risk Management Program (ICRMP). At the meeting there was a presentation regarding Trustees and liabilities. Chair Dunham will be distributing the presentation to the Board for their review.
- Chair Dunham distributed the Trustee election timeline to the Board.

#### PRESIDENT'S REPORT

- President Glandon discussed the recent Board College Summit held at the Idaho Counties Risk Management (ICRMP) Program building.
- President Glandon found the ICRMP training beneficial and will be discussing the possibility of bringing the training on campus for the Department Heads and Deans of the College. The purpose of the training is to share information regarding risk management, compliance issues, pitfalls, and possible ways to operate differently to ensure less risk.
- Vice President Browning updated the Board on the Health Science Building Educational Campaign.
- Vice President Brown discussed the New Shoreline Urban Renewal District with the Board.

**(M/S) WALTON/NILAND MOVED TO ADJOURN THE MEETING AT 7:12 P.M. MOTION PASSED UNANIMOUSLY.**

  
Stanley Bastian, Secretary/Treasurer

  
Date Signed