

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

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

***June 20, 2017***

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**CALL TO ORDER**

Chair Dunham called the meeting to order at 8:57 a.m.

**ATTENDANCE**

**TRUSTEES:**

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

**ALSO PRESENT:**

Bert Glandon, President  
David Shellberg, Executive Vice President, Instruction and Student Services  
Cheryl Wright, Vice President, Finance and Administration  
Tony Meatte, Vice President, Finance and Administration  
Craig Brown, Vice President, Operations  
Mark Browning, Vice President, Communications and Government Relations  
Patrick Tanner, Assistant Vice President, Enrollment and Student Services  
Christi Rood, Assistant Vice President, Economic Development  
Lillian Talley, Executive Director, Human Resources  
Mitch Minnette, Executive Director, Foundation  
Luis Caloca, Director, Admission  
Dave Sorenson, Budget Manager, Budget Office  
Phil Varrick, Budget Analyst, Budget Office  
Nick Miller, 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) (a), 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;

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

**(M/S) WALTON/SMYSER MOVED TO GO INTO EXECUTIVE SESSION. MOTION PASSED UNANIMOUSLY.**

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

The Board returned to public session at 9:31 a.m.

**CONSENT AGENDA**

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

**BOARD COMMITTEE REPORTS:**

- **FINANCIALS**
  - Vice President Wright presented the May financial statements to the Board.

**(M/S) WALTON/SMYSER MOVE TO DELEGATE SIGNATURE AUTHORITY RELATED TO CWI FINANCIAL AND INVESTMENT ACCOUNTS TO VICE PRESIDENT, FINANCE AND ADMINISTRATION AND AUTHORITY FOR THE CWI PRESIDENT AND/OR VICE PRESIDENT, FINANCE AND ADMINISTRATION TO ADD AND REMOVE SIGNERS AS NEEDED DUE TO PERSONNEL CHANGES. MOTION PASSED UNANIMOUSLY.**

**PRESIDENT'S CONTRACT/ ACTION**

**(M/S) NILAND/WALTON MOVE TO APPROVE THE RESOLUTION FY2017-01. THIS RESOLUTION FINDING THAT CWI PRESIDENT SATISFACTORILY DISCHARGED REQUIRED DUTIES SUCH THAT EXTENSION OF EMPLOYMENT AGREEMENT IS PROPER AND APPROVING AMENDMENT EFFECTIVE JULY 1, 2017. MOTION PASSED UNANIMOUSLY.**

- **FOUNDATION**
  - Vice Chair Walton stated that the next Foundation Scholarship dinner will be held on October 4, 2017.

- Executive Director Minnette will provide a calendar invite to the Trustees for the event.

- **COMMUNITY OUTREACH**

- Trustee Niland stated that she did not have a report on Community Outreach and would defer to Chair Dunham as he conducted the recent CWI Listening Tours.
- Chair Dunham complimented the Marketing and IT departments on the successful coordination of the CWI Listening Tours.
- Vice President Browning distributed a handout and discussed the recent listening tour costs and breakdown.
- Chair Dunham stated that he would like a concise document drafted that captured the comments of the listening tours.
- Trustee Niland inquired what the takeaways were from the listening tours.
- Vice President Browning stated that even the people in the community that do support CWI do not have a good understanding of what CWI does.
- Chair Dunham stated that his takeaway from the listening tours was that people did not understand what the bond would be used for.
- Trustee Walton stated that the public wanted CWI to develop a plan and then come back and clarify why the bond is needed.
- Trustee Smyser stated that the general takeaway from the listening tours was that the public didn't understand the purpose of the bond.
- Trustee Niland suggested that CWI conduct listening tours during the fall when people may be more apt to attending.
- President Glandon asked the Board if they would like a schedule of events and a standardized presentation that the Board members can use for various events.
- Trustee Niland stated that she believes a consistent presentation would be useful so that the individual Board members will present the same message.
- Vice President Browning stated that the Marketing department will take the listening tour presentation and update it to have the most current information. Each Trustee will be provided a flash drive with an updated PowerPoint presentation to use for speaking engagements. Vice President Browning will also provide a game plan for follow-up meetings including legislators and superintendents.
- Trustee Niland inquired if the student population is counted twice, online and also in class.
- Vice President Brown replied that the students are not counted twice. Vice President Brown added that the online students are aligned in the category that they are in such as Academic Affairs or CTE.

- Trustee Niland stated that she has heard the public question why CWI would need a physical building when we have such a large online student population. Trustee Niland suggested that CWI be able to provide a good response to the public.
- Trustee Walton suggested that CWI share the results from the listening tour with legislators.
- **POLICY**
  - The Board reviewed the first reading of revisions to the Board Governance Policy.
  - Trustee Smyser stated that the Trustee Handbook is still under draft. A follow up meeting with legal counsel is scheduled, and it is anticipated that a draft will be provided for review at the next Board meeting.
  - The Board agreed to review a second reading of the Governance Policy at the next Board meeting.
- **Action Item- Emeritus Status Recommendation**
  - The Board did not take action but agreed to consider once the Board Governance Policy is approved.

#### **CONTINUING BUDGET RESOLUTION**

**(M/S) NILAND/WALTON MOVE TO APPROVE A CONTINUING BUDGET RESOLUTION TO ALLOW SPENDING IN JULY 2017, OR UNTIL THE TRUSTEES FORMALLY APPROVE A FISCAL YEAR 2018 BUDGET. THE MOTION PASSED UNANIMOUSLY.**

#### **FY18 BUDGET, FIRST READING**

- Vice President Meatte and Vice President Wright presented the FY18 Proposed Budget to the Board.
- Trustee Smyser stated he would like an explanation of the Online Librarian position.
- President Glandon stated that in order to be accredited, there are certain online services that CWI must offer to students.
- Executive Vice President Shellberg stated that just as the college has a Librarian on campus, CWI must offer the support of an Online Librarian to the online students.
- Trustee Smyser requested that the job description for the Online Librarian position be faxed to him.

**(M/S) NILAND/WALTON MOVE TO APPROVE THE 18 NEW POSITIONS AS OUTLINED IN THE FIRST READING OF THE FISCAL YEAR 2018 BUDGET PRESENTATION. MOTION PASSED UNANIMOUSLY.**

#### **HISPANIC INITIATIVE UPDATE**

- Assistant Vice President Tanner and Director Caloca presented the Hispanic Initiative update.
- Chair Dunham requested that the Board be notified of any Hispanic event calendar items.

## **CHAIR'S REPORT**

- Chair Dunham reminded the Board about the one-day joint Board training in Idaho Falls on August 11, 2017.
- President Glandon stated that the logistics regarding the training are still being determined.

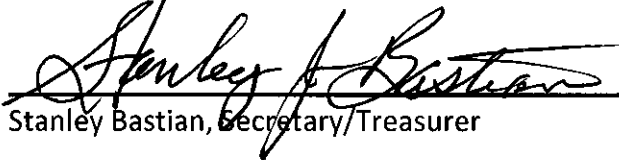
## **PRESIDENT'S REPORT:**

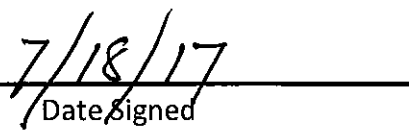
President Glandon reviewed the following with the Trustees:

- President Glandon discussed the Phi Theta Kappa Awards.
- President Glandon discussed the June 9, 2017 Higher Education Taskforce meeting and Outcomes Based Funding.
- Vice President Brown discussed the Annual Strategic Plan updates for cybersecurity.
- President Glandon discussed the Idaho Consortium of Community Colleges (ICCC) Meeting that was held on June 16, 2017.
- President Glandon notified the Board that CWI received a petition to close the college for the total eclipse on August 21, 2017. CWI was planning to decline and would release a statement to the public and a separate statement to the students and faculty members regarding the decision if the Board approved.
- Trustee Niland stated that she is against the decision to close down the college for the day and also against allowing faculty to cancel class for the event.
- Chair Dunham stated that he believes that keeping CWI open but allowing faculty to have the discretion to cancel class is the best option for the college.
- Attorney Miller suggested that an action item regarding a motion for this decision be added to the July Board meeting.
- The Board agreed to bring this topic back as an action item for the July 18, 2017 Board meeting.
- President Glandon advised that the Higher Education's President Council meeting will be held on CWI location on August 3, 2017.
- President Glandon stated that he will be a speaker at the September 19-20, 2017 WICHE LAC Annual meeting and will, therefore, need the September 19, 2017 Board meeting rescheduled. President Glandon requested the Board review their schedules for possible reschedule dates.
- President Glandon reminded the Board of upcoming calendar items:
  - The July 18, 2017 Board of Trustee meeting will be a public meeting and held 3-7 p.m.
  - The HERDI Taskforce Meeting will be held on July 24-31 in Oregon.
  - The SBOE Board meeting will be held on August 8-11, 2017 in Pocatello, Idaho.

- There will be a meeting on August 11, 2017 for the new College of Eastern Idaho.
- The Idaho Governor's Cup will be held on September 7-9, 2017 in Sun Valley, Idaho.
- The ACCT Conference will be held on September 25-28 in Las Vegas, Nevada.
- Trustee Smyser thanked Vice President Brown and his staff for walking him through the Ada County Blackeagle facilities.
- Trustee Smyser stated that he found the tour very helpful. Trustee Smyser stated that he believes there is not enough space for student interaction and that an update to the facilities would help enhance the experience especially for the younger student population.
- Chair Dunham thanked Vice President Wright for her years of service to the college and welcomed Vice President Meatte in his new role.

**(M/S) SMYSER/WALTON MOVED TO ADJOURN THE MEETING AT 1:13 P.M. MOTION PASSED UNANIMOUSLY.**

  
Stanley Bastian, Secretary/Treasurer

  
Date Signed