



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

***Nampa Administration Building***  
***President's Conference Room***  
***6056 Birch Lane, Boise, Idaho***

***October 18, 2016***

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**CALL TO ORDER**

Chair Mary Niland called the meeting to order at 9:01 a.m.

**ATTENDANCE**

**TRUSTEES:**

Mary Niland, Chair  
Guy Hurlbutt, Vice Chair  
Stan Bastian, Secretary/Treasurer  
Mark Dunham  
Emily Walton

**ALSO PRESENT:**

Bert Glandon, President  
Cheryl Wright, Vice President, Finance and Administration  
Craig Brown, Vice President, Resource Development  
Mark Browning, Vice President, Communications and Government Relations  
Amy Vassar, Faculty Senate President  
Tony Meatte, Comptroller  
Mitch Minnette, Executive Director, Foundation  
Mary Jo Hayes, Director, Financial Services  
Marc Swinney, Director, Business and Manufacturing Programs  
Whitney Hunter, Director, Health Programs  
Kristen Bjorkman, Attorney, Hawley Troxell  
Stephanie Harder, Executive Assistant and Board Liaison

**VISITORS:**

Skip Smyser  
Jody Daughtery, Partner, Eide Bailey, LLC  
Chris Blackwood, Director, PFM, Asset Management LLC

## **NO PUBLIC COMMENT**

### **AUDIT REPORT**

- Jody Daughtery of Eide Bailey, LLC presented the annual audited financial report.
- Trustee Dunham asked Ms. Daughtery if it would be helpful to compare or share reports with The Averti Solutions Management Controls Assessment. Vice President Wright agreed to forward the report to Ms. Daughtery.
- Ms. Daughtery commended the CWI Business Office and Financial Aid Office staff for the fact that there were no findings or recommendations.
- Vice President Wright added that the report was reviewed by the Finance Committee prior to the audit and there were no recommended changes.
- Trustee Hurlbutt commended Vice President Wright and the staff on the audit report. Vice President Wright thanked the Business Office staff, the Financial Aid Office staff and everyone in the college in their efforts of doing things the right way. She added that it speaks to our culture.

**(M/S) BASTIAN/HURLBUTT: MOVE TO APPROVE THE FISCAL YEAR 2016 AUDIT REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.**

### **CONSENT AGENDA**

Trustee Bastian suggested adding “and accept the course fees as presented” on the motion on page 2 of the September 20th meeting minutes.

**(M/S) BASTIAN/HURLBUTT: MOVE TO CORRECT THE SEPTEMBER 20, 2016, MINUTES TO READ “MOVE TO WAIVE THE SECOND READING OF THE SPECIAL COURSE FEES AND APPROVE AS PRESENTED”. MOTION PASSED UNANIMOUSLY.**

**(M/S) DUNHAM/WALTON: MOVE TO APPROVE THE CONSENT AGENDA WITH CORRECTION TO THE MINUTES. MOTION PASSED UNANIMOUSLY.**

### **BOARD COMMITTEE REPORTS:**

- **FINANCIALS**
  - **PFM INVESTMENT REPORT:** Director Chris Blackwood presented the PFM report
- **FOUNDATION**
  - Vice President Brown reported on the recent CWI Foundation Board dinner. He expressed gratitude to the Trustees for their commitment to the College. Vice President Brown commended Executive Director Minnette and the CWI Foundation Board for identifying gaps in the representation of community and diversity.
  - Executive Director Minnette also discussed the Foundation dinner. He said it was well represented by leadership and had many volunteers helping out. He stated that 225 people

attended and \$74,000 was raised. Executive Director Minnette added that there was 100% participation from the Foundation Board members.

- President Glandon complimented the team.
- Chair Niland mentioned the dinner was held in a great location; however, the noise factor should be considered. She added it would also be good to have the dinner held in Canyon County sometime.
- Trustee Bastian commended Mitch on his energy, organization, and attention to detail.

- **COMMUNITY OUTREACH**

- Trustee Walton reported that she has presented to various groups about CWI's strategic plan and bond. These groups have included: East Boise Rotary Club, Boise Lions Club, and Kuna Chamber of Commerce. Trustee Walton attended the Meridian Chamber of Commerce event with President Glandon. She has received very positive feedback from her presentations.
- President Glandon stated that the Facts At-A-Glance publication needs to be updated and re-published. Vice President Brown spoke about the difference in shifting to annualized student counts. CWI will be realigning to produce this report the same as the other community colleges for consistency. Vice President Mark Browning stated that reporting on an annualized basis will put CWI on a more even and comparative level with the other community colleges.

- **POLICY**

- Trustee Hurlbutt recommended that a Trustee be assigned to review and keep track of the policies to make sure the Board is following them and report on it regularly at a Board meeting.

## **WORKFORCE DEVELOPMENT REPORT**

- Directors Marc Swinney and Whitney Hunter introduced themselves and presented the Workforce Development report.
- Trustee Hurlbutt questioned why we have the Masonry Program because the enrollment numbers are low. Director Swinney responded that he is meeting with the Technical Advisory Committee and masonry business owners to help make it a sustainable program going forward.
- President Glandon stated that the Masonry Program is in collaboration with the West Ada School District and this is a test pilot program funded by the Idaho Department of Labor.
- Trustee Bastian asked if we offer a carpentry program as carpentry is in high demand. Director Swinney said no, it is not currently offered. However, CWI is meeting with the Idaho Department of Labor to discuss if there are possible apprenticeship opportunities.

**ACCREDITATION UPDATE:**

- President Glandon summarized the three-day accreditation visit. The Accreditation Committee gave CWI five assessment commendations and six recommendations. President Glandon added that it would show commitment to the process if one or two trustee members could be present at the meeting in Seattle in January.
- Trustee Hurlbutt stated that given the previous concerns stated by the NWCCU evaluators that he is surprised that fiscal sustainability was not listed as a recommendation.

**IDAHO POWER LAND EXCHANGE/ RELATED FARM LEASE:**

- Vice President Brown presented on the Idaho Power Land Exchange/ Related Farm Lease.

**(M/S) DUNHAM/ BASTIAN: MOVE TO APPROVE THE IDAHO POWER LAND EXCHANGE/ RELATED FARM LEASE. MOTION PASSED UNANIMOUSLY.**

**CHAIR'S REPORT:**

Trustee Bastian gave a brief report on the Idaho Consortium of Community Colleges (ICCC) meeting that he attended. He said most of the discussion centered around the outcomes based funding model.

**PRESIDENT'S REPORT:**

President Glandon reviewed the following with the Trustees:

- The weed and gopher issue on the CWI property has been addressed.
- President Glandon proposed that the Trustees vacate the December board meeting and move November 15<sup>th</sup> Board meeting to November 29<sup>th</sup>.
- The Holiday party will be held on November 29th from 4-6 pm.
- Vice President Mark Browning reported that the CWI Marketing staff received a gold medal award from the National Council for Marketing and Public Relations in the TV Commercial Series.
- Upcoming Calendar Items were reviewed.

**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;

