



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

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

***November 21, 2017***

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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  
Skip Smyser

**ABSENT:**

Mary Niland

**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  
Patrick Tanner, Assistant Vice President, Enrollment and Student Services  
Brenda Pettinger, Assistant Vice President, Academic Affairs  
Christi Rood, Assistant Vice President, Economic Development  
Amy Vassar, President, Faculty Senate  
Audrey Eldridge, Director, Marketing  
Nick Miller, Attorney, Hawley Troxell  
Christian Anderson, Vice President, Zions Bank  
Stephanie Harder, Executive Assistant and Board Liaison

**EXECUTIVE SESSION**

**PURSUANT TO IDAHO CODE**

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

**(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) BASTIAN/WALTON MOVED TO GO INTO EXECUTIVE SESSION. MOTION PASSED UNANIMOUSLY.**

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

The Board returned to public session at 10:52 a.m.

**AMENDMENTS TO THE AGENDA**

**(M/S) BASTIAN/WALTON MOVE TO AMEND THE SUGGESTED MOTIONS TO INCLUDE THE ITEMS DISCUSSED MADE IN THE EXECUTIVE SESSION. MOTION PASSED UNANIMOUSLY. IT WAS NOTED THAT THE AGENDA CAN BE CHANGED BECAUSE THESE ITEMS ONLY BECAME KNOWN DURING EXECUTIVE SESSION.**

**(M/S) BASTIAN/SMYSER MOVE TO AUTHORIZE ADMINISTRATION TO RENEGOTIATE THE TRUCK DRIVING LEASE TO TERMS PROPOSED BY THE LANDLORD IN A LETTER DATED NOVEMBER 17, 2017. MOTION PASSED UNANIMOUSLY**

**(M/S) BASTIAN/WALTON MOVE TO AUTHORIZE ADMINISTRATION TO NEGOTIATE A LEASE FOR THE BLACK EAGLE PLAZA BUILDING AND REPORT BACK TO THE BOARD OF TRUSTEES THE TERMS AND CONDITIONS FOR SUCH LEASE. MOTION PASSED UNANIMOUSLY.**

**CONSENT AGENDA**

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

**NO PUBLIC COMMENT**

**BOARD COMMITTEE REPORTS:**

- **FINANCE COMMITTEE**
  - **FINANCIALS**
    - Vice President Meatte stated that the Finance Committee did not have a meeting this month.
    - Vice President Meatte presented the October Financial statement to the Board.

- **RFP BANK SERVICES**

- Vice President Meatte stated that CWI's current Bank Services and Merchant Services contracts will expire in April. CWI has posted a Request for Proposal (RFP) for both services
- Vice President Meatte stated that Finance Committee Member Tom Beitia will be on the RFP Selection Committee for Merchant Services.
- The Board agreed to add Trustee Bastian to the Bank Services RFP selection Committee.

- **FOUNDATION**

- Vice Chair Walton stated that the Quarterly Full Board Foundation meeting held on November 9, 2017 was a success.
- Vice Chair Walton added that Foundation Board member Karl Keeler will be relocating to Iowa, and the Board will be looking for a replacement.
- Vice Chair Walton reminded the Board that the CWI Board of Trustee and Foundation Board's Holiday reception will be held on December 5, 2017.
- Vice Chair Walton stated that the Foundation Board welcomed Bill Ilett as a new member.
- Trustee Bastian suggested that the Board consider someone from Scentsy and Clearwater Analytics as possible companies to consider for the Foundation Board.
- The Board agreed to the recommendation to consider those possibilities.

- **COMMUNITY OUTREACH**

- No report

- **BOARD POLICY REVISION**

- Trustee Smyser presented the language change to the Board Governance Policy.

**(M/S) SMYSER/BASTIAN MOVED TO APPROVE THE LANGUAGE CHANGE/PROPOSED REVISIONS TO THE GOVERNANCE POLICIES. MOTION PASSED UNANIMOUSLY.**

- **BOARD OF TRUSTEE HANDBOOK- SECOND READING**

- Trustee Smyser presented the final draft of the Trustee Handbook to Board.
- Trustee Smyser suggested that each Board member be given a copy of the Robert Rules of Order book as it is specifically mentioned in the Trustee Handbook as a reference.
- Trustee Bastian recommended that the language on page 3 of the Trustee Handbook be revised to state that the College operates under a system of governance with clearly defined authority, roles, and responsibilities.
- Trustee Bastian recommended that on page 2 of the Trustee Handbook the term Nampa Campus be replaced with Nampa Center.
- The Board agreed to leave the wording as is (Nampa Campus).

- The Board discussed the Trustee travel reimbursement policy.
- President Glandon stated that the Administration has adopted the policy that Staff submits monthly reimbursement in order to be paid.
- Chair Dunham stated that he would like to have travel reimbursed within the quarter.
- The Board agreed that reimbursement requests should be processed within the quarter.
- The Board requested that the language be amended to address consistency regarding the quarterly timing.

**(M/S) SMYSER/ BASTIAN MOVED TO AMEND THE LANGUAGE ON PAGE 7 OF THE TRUSTEE HANDBOOK TO STATE THAT ALL OUTSTANDING TRAVEL ALL SHOULD BE PROCESSED QUARTERLY. MOTION PASSED UNANIMOUSLY.**

**(M/S) SMYSER/WALTON MOVED TO APPROVE PROPOSED CHANGES TO BUILDING AND LOCATION NAMING. MOTION PASSED UNANIMOUSLY.**

**(M/S) SMYSER/WALTON MOVED TO APPROVE THE SECOND READING OF THE BOARD OF TRUSTEE HANDBOOK WITH THE CHANGES AGREED UPON IN THE MEETING. MOTION PASSED UNANIMOUSLY.**

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

- Chair Dunham summarized the November 20, 2017 the Idaho Consortium of Community Colleges (ICCC) meeting.
- Chair Dunham stated that a brochure that highlights the four community colleges is being revised and will be distributed to the Board when completed.
- Chair Dunham stated that the Board needs to discuss security measures and processes.
- The Board discussed scheduling a ½ day Board Retreat to discuss goals, issues, and how to implement more effective communication.
- The Retreat will include all Board members and President Glandon.
- Chair Dunham would like each participant of the Board Retreat to bring a list of three goals to accomplish.
- The Board agreed to have the Board Retreat on December 5, 2017 at 8:00 a.m. on CWI campus.
- Chair Dunham suggested conducting a poll regarding funding solutions for the Health Sciences building.
- Trustee Smyser suggested adding this topic to the Retreat agenda on December 5<sup>th</sup>.
- Trustee Bastian suggested that the language is carefully considered and selected for the poll.

#### **PRESIDENT'S REPORT:**

- President Glandon stated the Boise State Faculty Senate is reviewing the retirement plan for PERSI.
- President Glandon stated that the Governor's Workforce Taskforce will be restructured.
- President Glandon discussed the Idaho Consortium of Community Colleges (ICCC) meeting that was held on November 20, 2017.
- President Glandon discussed the 15 to Finish program with the Board.

- President Glandon stated that an Idaho Counties Risk Management (ICRMP) training session will be scheduled in the next coming months.
- The four Community College Boards will meet during the JFAC week in January.
- President Glandon presented the District 7 Communicator of the Year Award to Director Eldridge.
- President Glandon discussed the discontinuances of Culinary Arts, Baking, Athletic Training, and Construction Management programs. CWI will be filing appropriate paperwork to discontinue the aforementioned programs.
- Vice President Brown and Attorney Miller discussed the Open Meeting Laws as applied to committees or panels on which trustees, though less than a quorum, are included.
- The Board agreed to discuss the Open Meeting laws as an action agenda item for the December 5, 2017 Board meeting.
- The Board viewed the Run, Hide, Fight video and discussed CWI's protocols for an emergency active shooter instance.

**CAPITAL PROJECTS WORK SESSION**

- Vice President Brown presented the Capital Projects proposed scenarios to the Board.
- Trustee Bastian believes the two-step approach would be the most effective.
- President Glandon reminded the Board that CWI received a 58% vote for the bond without a campaign and only had 60 days prior to election.
- The Board agreed that a poll should be conducted to survey the community's response.
- The Board agreed to identify two or three firms for a Campaign Manager.
- Trustee Bastian thanked Vice President Brown for his work on the Capital Projects research.

**(M/S) WALTON/BASTIAN MOVED TO ADJOURN THE MEETING AT 2:41 P.M. MOTION PASSED UNANIMOUSLY.**

  
 Stanley Bastian, Secretary/Treasurer

  
 Date Signed