



Board of Trustees Meeting Minutes
12:00 p.m.

Nampa Campus Micron Building
Conference Room 1701 A
5725 E. Franklin Road, Nampa, Idaho

November 29, 2016

CALL TO ORDER

Chair Niland called the meeting to order at 12:20 p.m.

ATTENDANCE

TRUSTEES:

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

ALSO PRESENT:

Bert Glandon, President
David Shellberg, Executive Vice President, Instruction & Student Services
Cheryl Wright, Vice President, Finance and Administration
Craig Brown, Vice President, Resource Development
Mark Browning, Vice President, Communications and Government Relations
Brenda Pettinger, Assistant Vice President, Academic Affairs
Amy Vassar, Faculty Senate President
Tony Meatte, Comptroller, Finance and Administration
Christi Rood, Executive Director, Marketing & Advancement
Mitch Minnette, Executive Director, Foundation
Marc Swinney, Director, Business and Manufacturing Programs
Doug DePriest, Director, Institutional Effectiveness
Cate Collins, Senior Research Analyst, Institutional Effectiveness
Tiffany Coleman, Project Manager, Marketing & Advancement
Nick Miller, Attorney, Hawley Troxell
Stephanie Harder, Executive Assistant and Board Liaison

VISITORS:

Christian Anderson, Vice President, Zion's Public Finance, Inc.

Teya Vitu, Staff Writer, Idaho Business Review

David Hunter, Chief Information Officer, Dynamic Campus, Inc.

Robert Wheeler, General Manager, Dynamic Campus, Inc.

NO PUBLIC COMMENT**FLAG PRESENTATION**

Director Swinney serves as Lieutenant Colonel in the Air Force. He recently served a six-month tour overseas. While there, two pilots flew missions each with a United States flag. One of those flags was presented to CWI and the Trustees in recognition of the support the College shows to the employees who serve or have served in the military. Director Swinney presented the second flag to Executive Director Christi Rood for the support she provided in his absence to Programs managed by Director Swinney and for the support shown to his family members.

SWEARING IN OF TRUSTEES/ OATHS OF OFFICE/ CERTIFICATES OF ELECTION

- Vice President Wright provided a report on the Trustee elections.
- Chair Niland thanked Trustee Hurlbutt for all his years of hard work and dedication as a founding member of the CWI Board.
- Trustee Hurlbutt vacated his position, and Trustee Smyser took a seat at the table.
- Skip Smyser, elected for Zone 1, Mary Niland, elected for Zone 2, and Mark Dunham elected for Zone 5 recited to the Oath of Office.
- Trustee Smyser stated it is a privilege to follow Trustee Hurlbutt.

TRUSTEE OFFICER ELECTIONS

(M/S) NILAND/BASTIAN MOVED TO APPROVE TRUSTEE MARK DUNHAM AS CHAIR OF THE BOARD OF TRUSTEES FOR THE COLLEGE OF WESTERN IDAHO. MOTION PASSED UNANIMOUSLY.

(M/S) BASTIAN/DUNHAM MOVED TO NOMINATE TRUSTEE WALTON AS VICE CHAIR OF THE BOARD. MOTION PASSED UNANIMOUSLY.

(M/S) DUNHAM/WALTON MOVED TO APPOINT TRUSTEE BASTIAN AS SECRETARY/ TREASURER OF THE BOARD. MOTION PASSED UNANIMOUSLY.

BREAK**TRUSTEES**

Mark Dunham, Chair

Emily Walton, Vice Chair

Stan Bastian, Secretary/Treasurer

Mary Niland

Skip Smyser

- Chair Dunham re-opened the session at 12:41 p.m.
- Chair Dunham thanked Trustee Niland for her service as Chair of the Board.
- Chair Dunham appointed trustees to the following roles:
 - Chair of Finance Committee – Secretary/Treasurer Bastian
 - Liaison for the Board Foundation-Vice Chair Walton
 - Community Relations – Trustee Niland
 - Board Policies – Trustee Smyser
 - Government Relations – Trustee Smyser

CONSENT AGENDA

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

BOARD COMMITTEE REPORTS:

- **FINANCIALS**
 - Vice President Wright presented the October Financial Statements.
 - Vice President Wright presented the Conflict of Interest Policy. It was determined that the final version of the Policy was not included. Vice President Wright requested permission to bring back the final version of the policy for discussion in the January meeting.
 - Vice President Wright pointed to Finance Committee meeting minutes as FYI only.
- **FOUNDATION**
 - Vice President Brown introduced Executive Director Minnette and gave a brief overview of the Foundation Board.
 - Executive Director Minnette thanked Chair Dunham for being a Liaison for the Foundation Board.
 - Mike Pena from Colliers has been unanimously approved as the New Foundation Board member. Mr. Pena replaced Lew Manglos on the Board.
 - Trustee Niland asked Attorney Miller if the Foundation Board could raise funds for campaigning and political purposes. Attorney Miller stated Board members could do so in their individual capacities.
- **COMMUNITY OUTREACH**
 - Trustee Walton had various community members, students, and our Student Association say they would like to be more involved in future bond efforts. She has created a list of those interested.

- Trustee Walton attended an event at the Community College Research Center in New York during November. The Center held a twenty year reunion event where Community College Professor Jill Biden, Vice President Joe Biden's spouse, spoke about the importance of community colleges to our country.
- President Glandon stated that both the Boise and Nampa Chambers said that they would like to be more active in future bond efforts.
- **POLICY**
 - Trustee Bastian stated that CWI attorney, Nick Miller and financial advisor, Chris Blackwood collaborated in reviewing and updating the Investment Policy.
 - Vice President Wright reviewed the first reading of the Investment Policy. Vice President Wright will meet with Trustee Smyser, and the policy will be brought back to the January Board meeting for a second reading.

POST-ELECTION REVIEW

- Chair Dunham reviewed the bond election. Chair Dunham, Trustee Walton, and Trustee Hurlbutt had a follow-up meeting with CWI's Campaign Manager.
- Chair Dunham mentioned that he has had several people asking about next steps. Chair Dunham stated that we need to have the new Trustee on board and then talk to our constituents and students before we can decide on what to do next.
- Attorney Miller & Vice President Anderson from Zion's Public Finance, Inc. presented the data regarding the bond and possible facility financing alternatives.
- Vice President Anderson from Zion's Public Finance, Inc. distributed a post-election bond update handout and presented on the topic.

CAPITAL PROJECTS

- Vice President Brown presented the capital projects summary.
- After speaking with different members in the community, Trustee Bastian believes that we need to provide the voters more information. Trustee Bastian also believes that our consultant resigning in the last month also negatively impacted the campaign's success.
- Chair Dunham stated we are still waiting to receive all of the data. Chair Dunham added that the campaign didn't have a lot of time or money, and the timing of our consultant dropping out and Executive Director Jennifer Couch leaving left a gap.
- Trustee Niland commented that running a bond election during a presidential year might have also had a negative impact on the campaign. Trustee Niland added that more funds might not have helped us win the election, and many voted against the bond because of their limited income.

- Trustee Bastian agreed with Trustee Niland. He believes that a better and more organized strategic approach in future efforts would have a much higher probability of success.
- Chair Dunham mentioned that there are no funds for a Campaign Manager.
- Vice President Wright distributed the election results by precinct for Ada and Canyon County.
- President Glandon recommended forming a working group of two trustees and several staff to provide a taskforce.
- Trustee Bastian commented the Board of Trustees would defer to chair Dunham's selection of trustees for the strategic working group.
- Trustee Niland requested that the data would be sent out to the Trustees as it is received instead of waiting until the next Board of Trustees meeting.

FALL ENROLLMENT REPORT

- Vice President Brown introduced Director DePriest. Director DePriest presented the Fall Enrollment Report and the Student Success Measures Report.
- Executive Vice President Shellberg mentioned that we are researching actions to increase retention rates.
- President Glandon spoke about the Newton Math program. He believes that new innovations that are coming up every day will help us in the market. President Glandon added that the biggest key to our success will be retaining our new students and getting them remediated.
- Director DePriest stated in January and February the Trustees will have an opportunity to preview the State Board of Education Report. Director DePriest also proposed that as we merge into a new accreditation cycle, we merge the documents/measures. The same measures will be presented to the Board in April as the new Strategic Plan will not take effect until fiscal year 2018. The November Board presentation will be aligned.

DYNAMIC CAMPUS, INC. ANNUAL REPORT

- Chief Information Officer David Hunter and General Manager Robert Wheeler presented the Dynamic Campus Solutions Annual Report.
- Trustee Bastian would like a comparison chart for the costs/budget of IT. Vice President Wright will work on the report.
- Chair Dunham commended Dynamic Campus for the success of the many projects completed and for the cost saving strategies.

NO CHAIR'S REPORT

PRESIDENT'S REPORT:

President Glandon reviewed the following with the Trustees:

- The Accreditation Meeting will be held in January. President Glandon & Executive Vice President Shellberg will attend the meeting in Seattle with one or two Trustees. It was determined that Chair Dunham and Vice Chair Walton will attend.
- All CWI emails will be deleted after 5 years.
- The current property tax levy rate is \$15.95 per \$100,000 of taxable value
- President Glandon discussed the potential reversal of the changes in the Fair Labor Standards Act. CWI implemented the proposed changes in July and plans to stay the course. ISU will offer CWI employees Masters and Doctorate degrees for \$5.00 per credit plus \$20.00 per semester.
- JFAC has a new format which consists of no power point presentation by the institutions.
- 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;
- (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;
- (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) NILAND/ BASTIAN MOVED TO GO INTO EXECUTIVE SESSION. MOTION APPROVED UNANIMOUSLY AT 4:05 P.M.

- Chair 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 4:30 p.m.

(M/S) WALTON/BASTIAN MOVED TO ADJOURN THE MEETING AT 4:35 P.M. MOTION PASSED UNANIMOUSLY.


Stanley Bastian, Secretary/Treasurer

1/17/17
Date Signed