



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

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

August 15, 2017

CALL TO ORDER

Chair Dunham called the meeting to order at 9:00 a.m.

ATTENDANCE

TRUSTEES:

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

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
Christi Rood, Assistant Vice President, Economic Development
Lillian Talley, Executive Director, Human Resources
Mitch Minnette, Executive Director, Foundation
Amy Vassar, President, Faculty Senate
Denise McClure, President, Averti Solutions
Nick Miller, Attorney, Hawley Troxell
Stephanie Harder, Executive Assistant and Board Liaison

NO EXECUTIVE SESSION:

CONSENT AGENDA

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

NO VISITORS

NO PUBLIC COMMENT

BOARD COMMITTEE REPORTS:

- **FINANCE COMMITTEE**

- **INTERNAL CONTROL RISK ASSESSMENT- AVERTI SOLUTIONS PRESENTATION**

- Averti President McClure presented the recommendations made in the Averti Solutions Internal Control Risk Assessment report to the Board.
 - Averti President McClure added that overall she was impressed with the college's Fixed Asset Management and believes that CWI is headed in the right direction.
 - Vice President Meatte stated that he appreciated the report as it provides a baseline and identifies the challenges that CWI will face.
 - Vice President Meatte added that the Internal Control Risk Assessment report confirmed that CWI is heading in the right direction with fixed assets and approval levels.
 - Trustee Bastian agreed that the Internal Control Risk Assessment report was very useful.
- Trustee Bastian provided an overview of the PFM Review of Investment Performance report with the Board.
 - Trustee Niland inquired which events are considered appropriate for Trustees to request reimbursement for.
 - Chair Dunham suggested that the Board use the same reimbursement forms to maintain consistency. Chair Dunham added that he believes that there should be a monthly reporting.
 - President Glandon stated that the mileage and reimbursement forms will be provided to the Trustees.
 - Vice President Meatte stated that he will send the electronic version of the reimbursement forms to the Board.
 - Trustee Niland suggested that the current reimbursement form be specifically tailored to the Board to list out the items they are eligible for reimbursement.
 - Vice President Meatte stated that he will have the Finance Department revise the form to the Board's needs.
 - Trustee Smyser stated that the draft of the Board of Trustee Handbook is very detailed and believes that any questions regarding reimbursement should be addressed in the Handbook.

- **FOUNDATION**

- Executive Director Minnette stated that the Foundation Board's quarterly meeting will be held on August 24, 2017.
- Executive Director Minnette stated that the Foundation just completed its annual financial audit. Eide Bailly LLP will present the summary report at the Foundation Board's quarterly meeting on August 24, 2017.
- Executive Director Minnette stated that the Foundation successfully secured a \$20,000 endowment for an ongoing veteran's scholarship.
- Executive Director Minnette reminded the Board that the Foundation Scholarship dinner will be held on October 4, 2017.
- Executive Director Minnette discussed the CWI Night at the Boise Hawks game. During the game, a potential student was presented with a \$1,000 scholarship.
- Chair Dunham inquired if the Foundation Board is still looking for additional members.
- Executive Director Minnette replied that the Foundation Board is looking for one additional member to replace the vacant position that Brent Olmstead left.

- **COMMUNITY OUTREACH**

- Trustee Niland stated that she will send the Board a suggestion list of organizations to invite to the fall listening tours. Trustee Niland requested that the Board review and comment on the list.
- Vice President Brown reviewed the CWI Community Representation Schedule with the Board. The schedule tracks organizations that CWI regularly interacts with.
- Trustee Bastian asked Vice President Browning what he would suggest as the best way for CWI to establish positive relationships in the community.
- Vice President Browning replied that CWI being present at many community events is important to show that CWI is genuinely interested in community engagement. .
- Trustee Niland stated that she believes the general public needs to have a better knowledge of CWI.
- Trustee Smyser suggested that Chair Dunham consider designating who the Trustee representative should be for different events.
- Trustee Smyser suggested that CWI Administration revise the Board of Trustee Handbook to include that Board members will not be reimbursed for political, religious, or service club events.
- Chair Dunham requested that Vice President Brown and Attorney Miller address the reimbursement policy revisions in the Board of Trustee Handbook.

- **POLICY**

- Trustee Smyser thanked Vice President Brown, Executive Director Talley, and Attorney Berenter for their efforts in assisting with revisions to the Board of Trustee Handbook.
- Trustee Smyser added that the language and the tone of the Handbook has been changed to reflect the Trustees role as elected officials and to more clearly reference state code.
- Trustee Smyser stated that the Handbook should include an appendix which will provide each Trustee access to the Robert Rules of Order as well as the applicable codes which are referenced in the Handbook.
- Trustee Smyser indicated that the draft of the Handbook is ready for Trustee review and that the draft should be sent to the Trustees for their review and follow up in the next Board meeting.
- The Board agreed that they would like to review both the original and the revised Board of Trustee Handbook documents.
- Vice President Brown stated that Executive Assistant Harder will email both versions of the Handbook to the Board for review.

CAPITAL PROJECT FUNDING

- Vice President Brown presented an update to the Board on the Capital Project Funding which included a review of key timing issues related to the Permanent Building Fund as well as leases.
- Attorney Miller suggested that Christian Anderson from Zion's Bank can present funding alternatives to the Board at the September meeting.
- Chair Dunham stated that he supports the scope that Vice President Brown presented.
- Chair Dunham stated that the Board needs to consider when to potentially target an upcoming bond which he believes would likely be either November 2018 or May 2019.
- Trustee Smyser stated that he feels comfortable pursuing just the Health & Sciences building only at this time.
- Chair Dunham asked Vice President Brown to bring back updated alternatives and scenarios for capital projects to the September Board meeting.

LEGAL RFP

- Chair Dunham stated that he doesn't have any concerns with Hawley Troxell but believes that CWI should issue a request for proposal (RFP), addressing the college's due diligence related to legal services.

M/S BASTIAN/ NILAND MOVED TO APPROVE CWI MOVING FORWARD TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR LEGAL SERVICES. MOTION APPROVED UNANIMOUSLY.

CHAIR'S REPORT

- Chair Dunham reviewed what was discussed in the one-day joint community college Board of Trustee and President's meeting in Idaho Falls on August 11, 2017. The meeting was the first joint meeting for the four community college's including the new College of Eastern Idaho.

- Chair Dunham stated that he doesn't believe that an attorney is needed for every Board meeting.
- Trustee Niland agreed with Chair Dunham's statement.

PRESIDENT'S REPORT:

- President Glandon discussed the July 24-31, 2017 Western HERDI Taskforce meeting.
- President Glandon discussed the August 2, 2017 Higher Education President's Council meeting.
- President Glandon discussed the August 4, 2017 Governor's Taskforce meeting.
- President Glandon reminded the Board of the upcoming calendar items:
 - The 2017 State of the College Address will be held on August 16, 2017 at the Nampa Civic Center.
 - President Glandon will be attending the Governor's Cup dinner on September 9, 2017 in Sun Valley, Idaho.
 - The September Board meeting will be held on September 18, 2017.
 - The ACCT conference will be held on September 25-28 in Las Vegas, Nevada.
 - The HERDI Fall Meeting will be held on October 2-4 in Iowa.

(M/S) NILAND/ BASTIAN MOVED TO ADJOURN THE MEETING AT 1:01 P.M. MOTION PASSED UNANIMOUSLY.


Stanley Bastian, Secretary/Treasurer


Date Signed