



Board of Trustees Regular Meeting Minutes

10:00 a.m.

Nampa Campus Administrative Building

President's Conference Room

6056 Birch Lane, Nampa, Idaho

August 16, 2016

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mary Niland called the meeting to order at 10:00 a.m. and verified that a quorum of the Board was present.

ATTENDANCE

TRUSTEES:

Mary Niland – Chair
Guy Hurlbutt – Vice Chair
Stanley Bastian – Secretary/Treasurer
Mark Dunham
Emily Walton

Also present:

Bert Glandon, President
David Shellberg, EVP Instruction and Student Services
Cheryl Wright, VP Finance and Administration
Craig Brown, VP Resource Development
Tony Meatte, Comptroller
Lillian Talley, Executive Director, Human Resources
Jennifer Couch, Executive Director Marketing & Advancement
Mitch Minnette, Executive Director, Foundation
Jeff Flynn, Executive Director Facilities Planning and Management
Aaron Whitman, Facilities Planning Manager
Stephanie Harder, Executive Assistant & Board Liaison
Nick Miller, Attorney, Hawley Troxell

Visitors

Bob Van Arnem

Alx George- Idaho Press Tribune

Christian Anderson- Zion's Public Finance, Inc.

Michael Tippetts- Zion's Public Finance, Inc.

Call for Public Comment

Bob Van Arnem stated that he appreciated the staff's response to his questions, but was interested in the Trustee's thoughts regarding the budget and the 3% increase to the property tax revenue.

Trustee Bastian noted that we are underfunded when comparing to what other colleges receive for their student population. The impact on community that CWI has is substantial and much higher than just the 3% in terms of job creation.

Trustee Dunham stated that as a new community college, we are still under funded at least \$6 million a year. Until we get the funding, we will need to take 3%. We are thoughtful about the process and ask pointed questions.

Chair Niland commented she sees a lot of low income people in the community that cannot attend college. There is a strong need for an affordable alternative.

Bob Van Arnem asked if the administrative costs could be trimmed or are there other areas that could be cut back?

Chair Niland stated that in the past, we have drastically cut down on travel, however, we still must ensure we are current with industry and network with other colleges to stay current.

Vice President Cheryl Wright stated there is a Trustee appointed Finance Committee which is made up of a Trustee as the Chair and business leaders from the community. The committee's charge is to review the financial information in detail. The national average for higher education's personnel's cost is 75-78%; CWI is in the 60% range. The College had to trim budgets two years ago by eliminating eight positions and cut professional development and travel in half.

Trustee Bastian noted one of the biggest areas of expenses is staff. We need to be competitive in the market for instructors.

Mr. Van Arnem noted, he fully supports giving quality pay to teachers but wants to know what the expansion will ultimately cost. Operating costs could be covered by supplementary levies, and what are those going to cost down the road? He's concerned about the increase of taxes over time.

Chair Niland stated that professional technical courses bring expansion of businesses to the area, and they pay a large amount of tax. We know there are other professional technical courses we would like to offer. We have that in consideration for budget as well.

Consent Agenda

The Board reviewed the consent agenda items.

Agenda-

1. Page 2 of 3: clarify the sentence about the financials to read "The Board approved that the June/Year End Financials be discussed at the August meeting."
2. Remove Christian Anderson from Zions under the visitor list.
3. Trustee Hurlbutt wanted to make sure the Board was in agreement with Board Policy 5.02 that there is not a requirement of approval from the Board to hire an Assistant Vice President. Requested change be made to reflect that on page 2.
4. Chair Niland recommended adjusting wording so that the trustees are identified by title consistently throughout the agenda.
5. Trustee Walton recommended on page 2 of 3 under the finance committee to include the Trustee who chairs the Finance Committee.

(M/S) BASTIAN/HURLBUTT: MOVE TO APPROVE THE MINUTES DATED JULY 19, 2016 WITH THE NOTED CHANGES. MOTION PASSED UNANIMOUSLY.

Finance Committee Report

- Trustee Bastian reviewed the quarterly investment report.
- Vice President Wright presented the Finance Report.
- Controller Tony Meatte presented the proposed budget revisions, which included adding the tax revenue for new construction and 2 new grant funded positions. The Trustees decided by consensus that new grant funded positions do not need to have Trustees' approval as long as those new positions are considered temporary positions. All new permanent positions need prior approval from the Trustees.

(M/S) BASTIAN/ DUNHAM: MOVE TO APPROVE THE FISCAL YEAR 2017 REVISED BUDGET AS PRESENTED. MOTION PASSED UNANIMOUSLY.

Foundation Report

Vice President Craig Brown discussed the August 4th CWI Foundation Board meeting.

- CWIF discussed scholarships are to be the main focus for campaign.
- The annual dinner will be October 5th.
- One of the auction items from last year was dinner with the Governor & the President and that occurred last Saturday. President Bert Glandon commented that dinner with the Governor went extremely well. President Glandon complimented Mitch Minnette.

Community Outreach Report

- Trustee Walton spoke of meeting with the Education Taskforce on August 19th. Additional message training was presented this morning.

- Jennifer Couch commented that there is a lot of good energy going out to the community. Faculty and staff will have more message training following the State of the College Address tomorrow, and a few more training sessions are scheduled on campus.

Chair Niland noted that Ms. Couch has put an enormous amount of work and dedication into the success of the training sessions. She will be greatly missed after she leaves for her new endeavors.

Policy Committee Report

Trustee Hurlbutt discussed the need to add a section to the Board's Governance Policies, under Fiscal Policy Section 4.01:

"The Board is responsible for the fiscal integrity of the College and ensures the efficient use of real and personal property.

(c) The Board shall approve all spending requests to be funded by reserves."

(M/S) HURLBUTT/BASTIAN: MOVE TO APPROVE THE ADDITION TO THE BOARD POLICY OF 4.01C REGARDING BOARD APPROVAL BEFORE SPENDING RESERVES. MOTION PASSED UNANIMOUSLY.

Comprehensive Strategic Planning

Vice President Brown stated that the final Comprehensive Strategic Plan was previously provided to the Trustees. Trustee Hurlbutt commended staff on the effort and noted that there was an enormous amount of work with hundreds of hours put into the effort, and it paid off.

Trustee Walton said being involved from the very beginning helped the Board understand why it is there and in place. She stated the plan will help people understand what we want to accomplish and how we plan to do it.

Trustee Bastian said the plan is a real benefit. He stated the plan is very focused, well stated and is a great roadmap for the future.

Chair Niland said it's wonderful to see the transition into the new plan and thanked the staff for continuing to involve the Board.

The Board requested an annual review on progress on the Strategic Plan.

Vice President Brown spoke to the need to still develop metrics and tie it to the Voluntary Framework of Accountability report. He reminded the Trustees about the Accreditation year one report.

Trustee Bastian commented that the staff has taken the plan from an unknown to such an advanced level demonstrates spectacular growth.

Trustee Bastian thanked Chair Niland and Trustees Hurlbutt and Dunham for their guidance and wisdom as part of the founding Trustee Board.

(M/S) DUNHAM/ BASTIAN: MOVE TO APPROVE THE COMPREHENSIVE STRATEGIC PLAN. MOTION PASSED UNANIMOUSLY.

CWI Year Seven Accreditation Report

- Executive Vice President David Shellberg stated that the accreditation year seven report is culmination of years of work. There were many people involved. Project manager Cathy Hampton will inform the Trustees and staff of visiting team members and their agenda once finalized.
- The Trustees thanked EVP Shellberg for leading the effort to bring the College to full accreditation.
- EVP Shellberg stated that it would be great if a Trustee could attend the exit interview.

Program Updates

EVP Shellberg discussed discontinuing the medical assistance certificate. He stated that it would be a disservice to the students because they are only a few credits away from obtaining an associate's degree. The students also have a teach-out option.

(M/S) TRUSTEE BASTIAN/WALTON: MOVE TO APPROVE RETIRING THE MEDICAL ASSISTANCE CERTIFICATE. MOTION PASSED UNANIMOUSLY.

Capital Projects

Vice President Brown stated that the deadline to add to the November 8th ballot is Sept. 8.

Christian Anderson, Vice President of Zion's Public Finance, Inc. presented information on financing options.

Trustees agreed by consensus with Vice President Brown's recommendation that we use the previous firms for the balance of the capital projects. (Reference I.C. § 67 2320)

Trustee Dunham stated that it is very important to him that locally based construction companies are given priority in the Request for Proposals process.

Proposed State Code Changes

Vice President Wright presented proposed changes to Title 33 Chapter 21 of Idaho State Code. The proposal eliminates the maximum allowed tuition dollar amount, but leaves in the maximum of an annual 10% increase.

The changes were approved by consensus to be discussed at the next Community College Consortium. Once approved by the Consortium, Vice President Wright will send the proposed changes as an informational item to the Division of Financial Management and to the State Board of Education.

Chair's Report

No new information to report.

President's Report

President Glandon reviewed the following with the Trustees:

- The task list from July Trustee meeting
- Update on discussions with Valley Regional Transit regarding development a Park-n-Ride at Whitewater Park Boulevard in Boise.

- Renewal of the contract with Jerry Gee to continue the work with the Community College Consortium.
- Upcoming calendar items

Executive Session

PURSUANT TO IDAHO CODE

AT 2:33 P.M. CHAIR NILAND MOVED, AND TRUSTEE BASTIAN SECONDED, THAT THE BOARD, PURSUANT TO IDAHO CODE § 74-206 (1) (b) & (c), 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:

- Chair Niland aye
- Trustee Guy Hurlbutt aye
- Trustee Mark Dunham aye
- Trustee Stan Bastian aye
- Trustee Emily Walton aye

The Board returned to public session at 2:53 p.m.

(M/S)-BASTIAN/ WALTON: MOVED TO ADJOURN AT 2:53 P.M. MOTION PASSED UNANIMOUSLY.




Stanley Bastian, Secretary/Treasurer Date Signed