



Board of Trustees Meeting Minutes
11:00 a.m.

CWI Nampa Campus Aspen Classroom Building, Room 102/104
6002 Birch Lane, Nampa ID 83687

July 16, 2019

CALL TO ORDER

Trustee Smyser called the meeting to order at 11:02 a.m.

ATTENDANCE

TRUSTEES:

Skip Smyser, Chair
Mark Dunham, Vice Chair
Mary Niland, Secretary/Treasurer
Molly Lentz
Annie Hightower

ALSO PRESENT:

Ashely Smith, Communications Representative III, Communications & Marketing
Audrey Eldridge, Director, Communications & Marketing
Cathleen Currie, Dean, Health
Christi Rood, Assistant Vice President, Economic Development
Courtney Santillan, Dean, Social Science & Public Affairs
Craig Brown, Executive Vice President, Operations
Denise Aberle-Cannata, Provost
Elaine Holmes, Associate Professor, Dental Assisting Program
Janice McGehee, Executive Assistant to the President
Justin Vance, Dean, Arts & Humanities
Kae Jensen, Dean, Math & Science
Kelly Steely, Dean, Business, Communication, & Technology
Lillian Talley, Executive Director, Human Resources
Malcolm Diamond, Assistant Professor, Welding & Metal Fabrication
Mark Browning, Vice President, College Relations
Morriah Marks, Executive Assistant, College Relations
Pat Neal, Dean, Industry, Engineering, & Trades
Patrick Tanner, Assistant Vice President, Enrollment & Student Services

Paul Belue, Assistant Professor, Math
Phil Varrick, Budget Manager II, Business Office
Ryan Herring, Director, Human Resources
Ryan Witt, Assistant Professor, English
Steve Berenter, In-House General Counsel
Tony Meatte, Vice President, Finance and Administration

VISITORS

Kate Talerico, Idaho Statesman

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

(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.

(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.

THE VOTE TO DO SO BY ROLL CALL:

(M/S) NILAND/HIGHTOWER MOVED THAT PURSUANT TO IDAHO CODE SECTION 74-206 (1) (B) AND (D), THE BOARD OF TRUSTEES GO INTO EXECUTIVE SESSION 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 AND TO CONSIDER RECORDS THAT ARE EXEMPT FROM DISCLOSURE AS PROVIDED IN CHAPTER 1, TITLE 74, IDAHO CODE.

- Chair Skip Smyser aye
- Trustee Mark Dunham aye
- Trustee Mary Niland aye
- Trustee Molly Lentz aye
- Trustee Annie Hightower aye

The Board returned to public session at 12:00 p.m.

PUBLIC COMMENT

- No public comments were made.

CONSENT AGENDA

**(M/S) LENTY/NILAND MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.
MOTION PASSED.**

HIGHLIGHT VIDEO

- Shared video highlighting Trustee Dunham.
- Trustee Dunham shared while shooting the video at the Nampa Campus Academic Building, they met two students (shown in the video) and heard their stories. One of the students shared her appreciation for the thorough curriculum of the Nursing Program and how well it's preparing her for work in the field.
- Trustee Dunham also shared his recent encounter with a CWI graduate from the Workforce Development Electrical Program that thanks the College for giving him the education to start a successful electrical company.

BOARD COMMITTEE REPORTS

- **FOUNDATION**
 - Trustee Lenty stated, the Foundation's Executive Director, Laura Mulkey, resigned from CWI and the Foundation is working through a plan for next steps in that absence.
 - Trustee Lenty reminded the Trustees the Opening Doors Scholarship Dinner is Wednesday, October 2, at JUMP.
- **COMMUNITY OUTREACH**
 - Trustee Dunham stated the Business Office is working on the end of year budget for FY2019 so the report on expenses will take some time to generate as there are more than 11,000 p-card transactions to review.
 - Vice President Browning presented a PowerPoint with the results from an employee survey asking what types of community outreach faculty and staff participates in personally (outside of religious affiliations).
- **POLICY**
 - Trustee Hightower stated the purchasing policy is currently under review and will be presented at a later meeting.

- Trustee Hightower reviewed the two proposed changes to the Board of Trustees handbook are to (1) make sure the Board Chair is aware and/or involved of all requested presentations to the Board and (2) it is clear individuals can speak to individual Trustees without fear of retaliation.

(M/S) NILAND/DUNHAM MOVED TO APPROVE THE PROPOSED CHANGES TO THE BOARD OF TRUSTEES HANDBOOK AS PRESENTED. MOTION CARRIED.

- **FINANCE COMMITTEE**

- Trustee Niland stated she and Vice President Meatte are still working on the Finance Committee and its charter and will present the proposal at a later meeting.

Discussions:

- The term charter can be changed.
- Vice President Meatte stated there are no financials this month as the year end is still being processed. There will be preliminary financials in August.
- Vice President Meatte stated there is a planning letter from Eide Bailey stating they will audit in September and then provide a report some time in October.

JOB CORPS UPDATE

- Assistant Vice President Rood stated she and Assistant Vice President Tanner traveled to Ottumwa, Iowa in June to tour Indian Hills Community College and their Job Corps facility and how it's managed.

Discussions:

- The Trustees would like to prepare a statement to clarify and educate the public that CWI is not the only entity involved in Job Corps and how we're working with the Idaho Department of Labor (IDOL) and currently finalizing a contract. Once the contract is complete, more details will be shared.

CHAIR'S REPORT

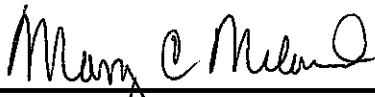
- Trustee Smyser recognized Professor Malia Collins, CWI Assistant Professor of English and Creative Writing, for her being named Idaho Writer in Resident by the Idaho Commission on the Arts.
- Trustee Smyser shared gratitude to Executive Vice President Brown (and everyone involved) for hosting the Town Hall meeting and making it a success.
- Trustee Smyser stated that policy is a need for Trustees to continue working on. The annual evaluations need revamped and Trustee Smyser appointed Trustee Hightower and Trustee Niland to lead the initiative to update and create a new process for Board's and President's annual evaluations.

- Trustee Smyser welcomed the President's new Executive Assistant, Janice McGehee, and asked her to introduce herself to the Trustees. Executive Assistant McGehee introduced herself and shared her excitement to be at the College and support the President and the Trustees.
- Trustee Smyser thanked Executive Assistant Marks for her support the last few months.

PRESIDENT'S REPORT

- Trustee Dunham shared the College has launched a mobile app.
- Director Eldridge shared more details about the mobile app that it's available now for everyone to download now and there will be campaign launch this fall to share it with more students, faculty, staff, and the community.
- Trustee Smyser stated two reminder dates on the calendar:
 1. Monday, August 12, College Address at the Nampa Civic Center
 2. Monday, August 19, First Day of Classes
- Trustee Lentz stated she and Trustee Niland attended the recent Onramp initiative and thanked everyone involved in that project.
- Chair Smyser asked for an overview and presentation on that project at an upcoming meeting

Trustee Smyser adjourned the meeting at 12:41 p.m.



Mary Niland, Secretary/Treasurer

Aug 20, 2019
Date Signed