



**Board of Trustees Meeting Minutes
2:00 p.m.**

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

October 30, 2018

CALL TO ORDER

Chair Dunham called the meeting to order at 2:00 p.m.

ATTENDANCE

TRUSTEES:

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

ALSO PRESENT:

Bert Glandon, President
Craig Brown, Vice President, Operations
Mark Browning, Vice President, Communications and Government Relations
Tony Meatte, Vice President, Finance and Administration
Laura Mulkey, Executive Director, Foundation
Susan Fujinaga, Comptroller, Business Office
MaryJo Hayes, Associate Controller, Business Office
Steve Berenter, In-House General Counsel
Patrick Tanner, Assistant Vice President, Enrollment and Student Services
Christi Rood, Assistant Vice President, Economic Development
Audrey Eldridge, Director, Marketing & Communications
Ashley Smith, Communications Representative III, Marketing and Communications
Jen Crowder, Dean, Students
Jodi Daugherty, Auditor, Eide Bailly
Stephanie Harder, Executive Assistant and Board Liaison

No VISITORS

NO PUBLIC COMMENT

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

BOARD COMMITTEE REPORTS

- **FINANCE COMMITTEE**

- Vice President Meatte presented the September Financials to the Board.
- Vice President Meatte informed the Board that the levy rate has changed.
- Chair Dunham asked Vice President Meatte for the Finance Committee members list.
- Vice President Meatte stated that the members of the Finance Committee are as follows Stan Bastian, Andy Warren, John McDevitt, Dave Gadda, Tom Beitia, and Jennifer Deroin.

FY18 AUDIT REPORT

- Auditor Daugherty from Eide Bailly presented the FY18 Audit Report to the Board.
- Trustee Smyser inquired why an Attorney letter of outstanding litigation was not included in the FY18 Audit Report.
- Auditor Daugherty replied that the pending litigations were not considered significant enough to include in the report.
- Vice President Meatte clarified that in conversations with Eide Bailly, pending litigation against the College was deemed insignificant for purposes of the audit due to CWI's insurance coverage which, absent extraordinary circumstances, should address any potential financial liability."
- Trustee Smyser suggested that this matter be investigated and combined with a written statement as documentation for the audit analysis to demonstrate the complete exposure and coverage of the college.
- Attorney Berenter stated that for purposes of the audit analysis, it may be advisable for Eide Bailly to obtain a letter from CWI's insurance counsel which addresses pending litigation against the College.
- The Board agreed to hold an Executive Session during the November Board meeting to review pending litigation activity.
- Auditor Daugherty stated that the FY18 Audit Report found a material weakness in Internal Controls over compliance of the process of student verification.
- Assistant Vice President Tanner stated that the control process has been revised and staff training has been completed to rectify the deficiency.
- President Glandon stated that there needs to be a follow-up Corrective Action Report provided to the Board by Assistant Vice President Tanner at the November Board meeting.
- Chair Dunham asked Auditor Daugherty for her thoughts on how the audit process went.
- Auditor Daugherty stated that the audit went very well this year.
- Auditor Daugherty complimented Associate Controller Hayes and her team for their work.

- Chair Dunham commended Associate Controller Hayes on the work of the financial statements and stated that the report was very comprehensive.
- Vice President Meatte also commended Comptroller Fujinaga, Associate Controller Hayes, and her team for their outstanding work on the audit.

(M/S) SMYSER/NILAND MOVED TO APPROVE THE FY18 AUDIT REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

- **FOUNDATION**

- Executive Director Mulkey thanked Trustee Walton for her hard work with the Foundation Board.
- Executive Director Mulkey updated the Board on the Opening Doors Annual Foundation Scholarship Dinner that was held on October 3, 2018.
- Executive Director Mulkey updated the Board on the CWI Yes Campaign.
- Executive Director Mulkey stated that the CWI Yes Campaign is planning a watch party for the Campaign Election results on the evening of November 6, 2018.
- President Glandon stated that CWI received endorsement from the Idaho Statesman and the Idaho Tribune regarding the Plant Facilities Levy.
- Trustee Niland expressed concern that she was hearing that some students were not going to participate in the upcoming election and asked about efforts to encourage students to vote
- Assistant Vice President Tanner provided a summary of the efforts to communicate to students about participating in the election including efforts by ASCWI.

- **COMMUNITY OUTREACH**

- Trustee Niland stated that she did not have a Community Outreach report for this month.

- **POLICY**

- Trustee Smyser stated that he did not have a new report for Policy this month.

WORKFORCE DEVELOPMENT REPORT

- Assistant Vice President Rood presented the Workforce Development Report to the Board.
- Chair Dunham asked Assistant Vice President Rood for the Workforce Development Council Board member list.
- Assistant Vice President Rood replied that she will provide the list to Chair Dunham.
- Vice President Brown complimented Assistant Vice President Rood on her significant amount of effort for the department's massive turnaround.
- President Glandon added that in addition to the significant results to date that Assistant Vice President Rood was able to erase the \$733,000 deficit related to the Division.
- President Glandon complimented Assistant Vice President Rood on her outstanding work.

CHAIR'S REPORT

- Chair Dunham updated the Board on the Provost candidate search and selection team.
- Trustee Niland inquired as to why the Vice President of Instruction position was changed to the Provost title.
- President Glandon replied that the change of title was made at the Recruiter's suggestion to attract the high caliber qualified candidates on a national level.
- President Glandon added that the job description has not changed.
- President Glandon presented the New Trustee On-Boarding Recommendation to the Board.
- President Glandon requested that the Board submit their suggestions and revisions to New Trustee On-Boarding Recommendation document prior to the November meeting.

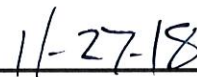
PRESIDENT'S REPORT

- Vice President Browning discussed the State Board meeting that was held in Lewiston, Idaho.
- President Glandon discussed the HERDI Fall Conference that was held in New York City.
- President Glandon stated that the Idaho Consortium of Community Colleges (ICCC) will meet on December 3, 2018.
- President Glandon reminded the Board that the Board meeting originally scheduled for November 20, 2018 was rescheduled to November 27, 2018.
- Trustee Niland requested a written report of the past year's litigation to review.
- Attorney Berenter will provide the litigation report to the Board for review.

(M/S) SMYSER/WALTON MOVED TO ADJOURN THE MEETING AT 3:31 P.M. MOTION PASSED UNANIMOUSLY.



Mark Dunham, Board Chairman



Date Signed