



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

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

February 21, 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
Cheryl Wright, Vice President, Finance and Administration
Craig Brown, Vice President, Resource Development
Mark Browning, Vice President, Communications and Government Relations
Tony Meatte, Comptroller, Finance and Administration
Mitch Minnette, Executive Director, Foundation
Doug DePriest, Director, Institutional Effectiveness
Cate Collins, Senior Research Analyst, Institutional Effectiveness
Nick Miller, Attorney, Hawley Troxell
Stephanie Harder, Executive Assistant and Board Liaison

VISITORS:

Gordon Browning, Former CWI Board of Trustee
Bob Van Arnem

NO PUBLIC COMMENT

CONSENT AGENDA

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

BOARD COMMITTEE REPORTS:

- **FINANCIALS**

- Trustee Bastian presented the Investment Performance Review from PFM Asset Management to the Board.
- Vice President Wright presented the financials and Finance committee meeting minutes.
- The Board discussed the bond campaign efforts.

- **FOUNDATION**

- Executive Director Minnette stated that the CWI Foundation had their full board meeting on February 2, 2017.
- The Foundation Board approved the annual draw for endowments per the by-laws of 4.5%.
- The scholarship committee meeting will be held on February 22, 2017 to discuss scholarships that will be awarded this year.
- The Foundation Finance and Executive Committee meeting will be held on May 4, 2017.
- The Foundation Board is working on a student emergency fund. The Foundation Board received \$5,000 from an anonymous CWI employee to start the fund. Trustee Bastian stated that he really liked the idea of a student emergency fund and thought it would be very beneficial for students that find themselves in emergency situations.

- **COMMUNITY OUTREACH**

- Trustee Niland stated that she has been conducting a listening tour regarding the failure of the bond passing. Trustee Niland passed out cards and people anonymously wrote down why they voted the way that they did. The three major reasons people gave as to why they felt the bond did not pass were they believed the bond was too high of a cost; they believe the Boise Campus was overpriced and should not have been purchased, and property tax implications. Some of the other feedback Trustee Niland received is that CWI needs more involvement in marketing to the community; there's a lack of understanding as to importance of CWI, and voters do not understand the need for an academic building and would like more detail on the cost.
- Trustee Niland met with Vice President Wright and Executive Assistant Conner to review the election data received from the Canyon County Elections Office. Assistant Professor

Harbaugh believes reviewing the election data would be a great topic for the Political Science class to analyze and present their findings to the Board.

- Trustee Smyser suggested having open conversations with community members for feedback about the bond and why they believe it was unsuccessful.
- Trustee Bastian suggested that CWI hold a forum in a local gymnasium or town hall and present to inform local community members of CWI's plans and needs, and then allow them to voice their comments and provide feedback on the recent bond election.

BOISE PUBLIC PARKING PROJECT

- Vice President Brown presented the data on the Boise Public Parking Project.
- Vice President Brown stated that some of the challenges for the parking project are that the cost is high and the fall deadline would be very challenging to execute.
- When the CCDC is ready, CWI will bring them in to present to the Board.

SBOE STRATEGIC PLAN- SECOND READING

- Director DePriest presented the second reading of the State Board of Education Strategic Plan to the Board.
- Vice President Brown reminded the Board that the handout is simply an extract of what will be presented to the State Board of Education.

(M/S) NILAND/ BASTIAN MOVED TO APPROVE THE SECOND READING OF THE STATE BOARD OF EDUCATION STRATEGIC PLAN. MOTION PASSED UNANIMOUSLY.

IDAHO- COMPLIANCE WITH 38 U.S.C. 3679(C)

- President Glandon stated that CWI received a letter from the Veterans Administration that CWI was not in compliance with the Idaho Code 38 U.S.C.3679(C). President Glandon added that CWI has been in compliance with this code, except for the fact that the Board has not approved the language in the catalog on the webpage.

(M/S) BASTIAN/SMYSER MOVED TO APPROVE CWI'S WAIVER OF TUITION AND FEES FOR STUDENT VETERANS WHO MEET THE CRITERIA SET FORTH IN SECTION 3679(C), TITLE 38 OF UNITED STATES CODE. MOTION PASSED UNANIMOUSLY.

SPECIAL COURSE FEES- FIRST READING

- Executive Vice President Shellberg explained the special course fees.
- Vice President Wright explained the Department of Education's new standards for special course fees and the opt-out category. Vice President Wright distributed a memo which gave a brief explanation and the rationale for how an institution may charge for the special course fees.

- Trustee Bastian inquired of the possibility of having intermittent finance as an institution where payments could be divided into semesters.
- Vice President Wright stated that CWI does have payment plans available, but they are not used specifically for the tools.
- Chair Dunham stated the Board would like local vendors considered for any bids for the college.
- Vice President Wright responded that CWI does consider local vendors; however, by law CWI must take the lowest bid.
- Trustee Smyser stated that he would like the data on how amounts were computed prior to approving the special course fees particularly CSSP114 on page 75, MACHINE 103 on page 76, and COM 221 on page 77 of the special course fees.
- President Glandon stated that the data will be emailed to the Board for further review within a week.
- Trustee Bastian requested a cover sheet or statement be added that states that the fees will be based on actual cost. Vice President Wright responded that Brenda Pettinger will put together a document that explains how we base fees. Vice President Wright stated that the special course fees do have some fluctuation but will never go over the maximum amount agreed.
- Executive Vice President Shellberg added that there is no taxation on any of the special course fees.

CHAIR'S REPORT

- Chair Dunham requested information about our PR budget for the past year.
- Chair Dunham mentioned a Trustee retreat will be scheduled in August. The location will be in Idaho Falls; however, the date has not been determined yet.

PRESIDENT'S REPORT:

President Glandon reviewed the following with the Trustees:

- President Glandon reviewed tax code deductions with the Board.
- The April 18th Board Meeting has been rescheduled to April 11th as President Glandon will be attending the Higher Education Research & Development Institute's (HERDI) conference (April 18-20).
- President Glandon discussed gathering the interview committee for the Vice President, Finance and Administration Position that Vice President Wright will be vacating. It was determined that two Board members would be on the interview committee.
- Vice President Brown updated the Board on the emergency declaration for snow removal. The final cost was \$64,470.

- President Glandon discussed the Cyber Security breach at the College of Southern Idaho. It was noted that CWI's Senior Specialist Robertson received the same email request but recognized that it was a phishing email and handled appropriately.
- President Glandon mentioned that Idaho State University offers tuition at a significant reduction to CWI staff.
- President Glandon stated that there are 36 people assigned to the Governor's Higher Education Task Force. The Task Force had a meeting on February 17, 2017 and should have recommendations by September of this year. The next Task Force meeting is scheduled for March 17, 2017.
- Executive Vice President Shellberg stated that CWI received official accreditation. President Glandon will send out the communication regarding the accreditation and recommendations to the Board electronically.
- Trustee Smyser commended CWI's accomplishments since the start of the college. Trustee Smyser added that CWI has a wonderful story to tell and should continue to relate it.
- President Glandon reviewed upcoming calendar items with the Board.

(M/S) BASTIAN/NILAND MOVED TO ADJOURN THE MEETING AT 11:26 A.M. MOTION PASSED UNANIMOUSLY.


Stanley Bastian, Secretary/Treasurer


Date Signed