



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

Idaho Counties Risk Management (ICRMP) Building
3rd Floor, Board Meeting
3100 S. Vista Avenue #300, Boise, Idaho

April 11, 2017

CALL TO ORDER

Chair Dunham called the meeting to order at 9:01 a.m.

ATTENDANCE

TRUSTEES:

Mark Dunham, Chair
Emily Walton, Vice Chair
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, Operations
Mark Browning, Vice President, Communications and Government Relations
Mitch Minnette, Executive Director, Foundation
Amy Vassar, Faculty Senate President
Bill Laude, Assistant Director, Institutional Research
Cate Collins, Senior Research Analyst, Institutional Research
Nick Miller, Attorney, Hawley Troxell
Stephanie Harder, Executive Assistant and Board Liaison

EXECUTIVE SESSION

PURSUANT TO IDAHO CODE

THE BOARD, PURSUANT TO IDAHO CODE § 74-206 (1) (a), AGREED TO 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;

(M/S) WALTON/BASTIAN MOVED TO GO INTO EXECUTIVE SESSION. MOTION PASSED UNANIMOUSLY AT 9:01 A.M.

VOTE BY ROLL CALL:

- Chair Dunham aye
- Trustee Emily Walton aye
- Trustee Stan Bastian aye
- Trustee Mary Niland aye
- Trustee Skip Smyser aye

The Board returned to public session at 9:13 a.m.

VISITORS

Guy Hurlbutt, Former Trustee

No PUBLIC COMMENT

CONSENT AGENDA

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

(M/S) BASTIAN/WALTON MOVE TO APPROVE THE BUDGET INCREASE IN THE AMOUNT NEEDED TO IMPLEMENT THE FISCAL YEAR 2018 FACULTY RANK PROMOTIONS THAT ARE APPROVED PER CWI POLICY. MOTION PASSED UNANIMOUSLY.

BOARD COMMITTEE REPORTS:

- **FINANCIALS**
 - Vice President Wright presented the financials to the Board.
 - The Board discussed dual credit students and the related fees.
 - President Glandon stated that dual credit students are becoming a national trend. President Glandon added that this is a situation CWI should be cognizant of and plan for the changing dynamics that will affect the community colleges.
 - Vice President Wright added that the State Board of Education will be reviewing the fees for dual credit at the next April Board meeting.

- **FOUNDATION**

- Vice Chair Walton stated that the Foundation Board's next meeting will be held on May 4, 2017.
- Executive Director Minnette stated that Greg Braun will be the representative at the CWI Commencement.
- Executive Director Minnette stated that the CWI Night at the March 31, 2017 Steelheads game was a success. Executive Director Minnette added that he attended along with President Glandon, Vice President Browning, and other CWI staff. CWI was able to award a \$1,000.00 scholarship to Caleb Gallas.

- **COMMUNITY OUTREACH**

- Trustee Niland stated that she would like clarification of the Community Outreach Committee.
- Chair Dunham requested that a meeting be scheduled with Trustee Niland, Vice President Browning, and himself to review the committee's plan and purpose.
- Vice President Browning distributed a draft listening tour scheduled and discussed the list with the Board.
- Trustee Bastian inquired how CWI will contact the community in order to get an audience for these listening tours.
- Vice President Browning responded that CWI will make every effort through all of their channels. Vice President Browning added that his department will be reaching out to CWI's strong following on social media, and its news contacts. Chair Dunham stated that he would specifically like to send letter invitations to legislators, city councilman, and county commissioners to the listening tours.
- President Glandon confirmed that the listening tour list can go out as a public service announcement to provide advance notice.
- Chair Dunham asked the Board if they should pursue the listening tour.
- The Board agreed that the listening tour should be pursued.
- President Glandon suggested that a draft presentation be distributed to the Board for approval prior to the listening tours.
- Trustee Bastian suggested doing a tour in regions throughout CWI's District.

- **POLICY**

- Trustee Smyser did not have an update on policy.

STUDENT SUCCESS MEASURES

- Vice President Brown presented an overview of the Student Success Measures report.
- Trustee Bastian inquired how CWI partners with public education.
- Executive Vice President Shellberg responded that CWI has partnerships with all of the K-12 schools. Executive Vice President Shellberg added that CWI holds evening financial aid and admission information sessions. Executive Vice President Shellberg added that CWI also attends the monthly superintendent meetings.
- Trustee Niland inquired if all high school seniors receive an acceptance letter from CWI. Executive Vice President Shellberg responded that CWI does send an acceptance letter to each senior high school student.
- Vice President Brown asked the Trustees to review the information before the May Board Meeting. There will be an agenda item in May to discuss which measures are important to the Trustees.

CHAIR'S REPORT

- Chair Dunham stated that he was hopeful that the referendum establishing the College of Eastern Idaho will pass in May.
- Chair Dunham gave the Board two dates for a possible retreat for all of Idaho's Community College Trustees:
 - If the referendum to establish College of Eastern Idaho fails to pass, the Board will meet on June 16, 2017 in Coeur d'Alene.
 - If the referendum for College of Eastern Idaho passes, the Board will meet on August 11, 2017 in Idaho Falls.
- Chair Dunham discussed credits transfers issues.
- Chair Dunham reminded the Board that the President's evaluation and the Board self-evaluations are to be returned by April 15, 2017 to Executive Assistant Harder to compile. Chair Dunham also suggested reviewing the evaluation process during a future board meeting work session to determine if the questions and format of the forms are still relevant.

EMERITUS POLICY:

- Vice President Wright stated that she reviewed and emailed the current Emeritus policy to the Board. The current policy states that the Board of Trustees have the option to grant an Emeritus Status to Executive Directors and above for staff or trustees who have served at least two terms.

(M/S) SMYSER/NILAND MOVE TO GRANT FORMER TRUSTEE GUY HURLBUTT EMERITUS STATUS. MOTION PASSED UNANIMOUSLY.

- Trustee Bastian added that it is well deserved and that Guy Hurlbutt's direction, guidance, and leadership is very much appreciated.
- Trustee Niland stated that Guy Hurlbutt has been with the college from the start and has had exemplary service to CWI and the community. Trustee Niland added that it is a pleasure for the Board to acknowledge him in this way.
- Chair Dunham agreed that it has been a pleasure to work with Guy Hurlbutt.
- President Glandon stated that he attributes a locally elected Board being on the same page due to Guy Hurlbutt's effective leadership.

(M/S) SMYSER/BASTIAN MOVE TO GRANT CHERYL WRIGHT, VPFA EMERITUS STATUS UPON HER RETIREMENT.

- Trustee Smyser stated that Vice President Wright was very helpful in walking him, as a new Board of Trustee, through all of the CWI Board processes.
- Trustee Bastian stated that Vice President Wright has established a model that is outstanding and provides great direction. Trustee Bastian added that Vice President Wright has safely invested CWI's money and created a Finance Committee. Trustee Bastian commended Vice President Wright and thanked her for her service.
- Trustee Niland added that Vice President Wright has been here since the beginning years and has significantly added to the growth and development of the College.
- President Glandon added in his 30 years of higher education experience, he has never seen a CFO keep an institution in such good order. President Glandon added that Vice President Wright has ensured that CWI has had 8-9 years of clean audits during her tenure. President Glandon thanked Vice President Wright for her service to CWI.

PRESIDENT'S REPORT:

President Glandon reviewed the following with the Trustees:

- President Glandon discussed the creation of the subtask meetings for the Governor's Higher Education Task Force.
- President Glandon discussed the recent President's Council Meeting that was held on April 4, 2017.
- President Glandon reminded the Board of upcoming calendar items:
 - CWI Commencement will be held on May 13, 2017. President Glandon invited former Trustee Guy Hurlbutt to the Commencement.
 - The All Staff Senate Breakfast will be held on May 23, 2017.
 - Chair Dunham added that that the CWI car show will be held on April 23, 2017.

STRATEGIC PLANNING RETREAT ON FACILITIES ISSUES:

- Vice President Brown reviewed the Strategic Planning Presentation with the Board.
- Trustee Bastian believes that the Student Center should be built on the Nampa Campus. Trustee Bastian added that he believes CWI needs to have campuses that are not opportunistic. This would be in consideration of the students and preventing back and forth travel between locations and ensure students arrive to classes on time. Trustee Bastian stated he believes a Student Center is necessary.
- Chair Dunham believes CWI should stay the course and build out another building on the current property that we have on the Nampa Campus. Chair Dunham added that CWI should not swap land for something else.
- Trustee Walton stated that in speaking with the community, she has learned that students don't feel like they have a campus; they feel like they just have a building they walk into for classes and leave. Trustee Walton added that students don't feel there is any space to be able to meet and build a community environment. Trustee Walton believes that CWI's students deserve a campus, and that CWI does not want its legacy to be that we continue to piece-meal space together. Trustee Walton added that she believes CWI needs a place for its students to gather and be able to connect.
- Chair Dunham stated that CWI is the Governor's legacy, and all other institutions have been given buildings from the state. Chair Dunham added that CWI needs to reaffirm the commitment to the Nampa Campus.
- Trustee Niland stated that she believes we have a commitment to build out the Nampa Campus at the current site location and this should be the priority. Trustee Niland stated that CWI needs to revisit the plans for the Health & Sciences building. Trustee Niland suggested that CWI seek bonding just for the Health & Sciences building as a possible avenue.
- Trustee Bastian believes that the property CWI owns is in a good location, easy to build on, and easily accessible. Trustee Bastian stated he believes CWI needs owned facilities in Ada County. Trustee Bastian stated his preference would be to have two campuses and keep the Nampa property we currently have.
- Trustee Smyser stated that Boise public/private partnerships would provide education opportunity as well as add retail to serve the students and the community. Trustee Smyser believes a Health & Sciences building is necessary on the CWI Nampa Campus. Trustee Smyser stated that he does not have an opinion on the Student Success Center and added that he needed to understand it better.
- Trustee Smyser stated that he believes CWI should approach the bond differently than the last effort. Trustee Smyser added that the communities need to be better informed on CWI.
- Trustee Smyser stated that he believes the Whitewater property would be a good property to build out on. Trustee Smyser added that CWI needs to build out property as it was always

the original plan. Trustee Smyser stated that he believes the community outreach should be a focused process where the Board works together.

- Trustee Smyser added that he believes the term campus might be the wrong term for the Boise location. The term campus implies a lot of space and square footage with at least 200-300 acres, many buildings, dormitories, etc., and the Boise location does not have that. Trustee Smyser would prefer to have the Nampa property referred to as a campus, and the Boise property to be referred to as a center. Trustee Smyser believes that we need a building in Boise versus a campus. Trustee Smyser added that he agrees with Trustee Walton regarding the students needing a college experience where they have a place to feel a part of and identify with; however, CWI needs state money, bonding, and public/private partnerships.
- The Board agreed that they will continue to maintain the two county location plan, one in Nampa, the other in Boise.
- Trustee Walton agrees with finding a different word to describe campus. Trustee Walton also added that CWI needs to change the name of "Student Success Center".
- Vice President Brown mentioned that CWI really does not have an adequate library environment or food service, but they both should be developed. Vice President Brown added that CWI has a lot to develop to get to a real campus feel and environment.
- Trustee Niland believes that a bond is possible for a Health & Sciences building, but the amount requested in the previous bond will continue to be unsuccessful.
- Trustee Bastian believes there may be hospitals or large corporations that might be willing to invest in CWI's buildings. Trustee Bastian suggested developing a strategic plan to ask the leaders of large corporations how much they would be willing to invest, and then go for a bond asking the community for the remaining funds.
- Trustee Bastian believes that CWI needs a comprehensive strategy that includes the CWI Foundation Board working as a team to ask for contributions.
- Trustee Niland suggested amending the Emeritus Policy's two term mandate in order to provide CWI founder Jerry Hess an Emeritus status.
- Vice President Wright stated that she would work with Trustee Smyser on amending the Emeritus policy and bring it back to the Board for approval at the May Board meeting.

(M/S) BASTIAN/WALTON MOVED TO ADJOURN THE MEETING AT 1:49 P.M. MOTION PASSED UNANIMOUSLY.


Stanley Bastian, Secretary/Treasurer


Date Signed