



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

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

January 19, 2016

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Mary Niland called the meeting to order at 9:00 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, Executive Vice President
Cheryl Wright, VP Finance and Administration
Craig Brown, VP Resource Development
Lillian Talley, Executive Director, Human Resources
Jennifer Couch, Executive Director, Marketing
Tony Meatte, Comptroller
Mary Jo Hayes, Associate Controller
Marilyn Griggs, Director, Financial Analysis
Nick Miller, Attorney, Hawley Troxell
Christian Anderson, Zions Bank
Kathy Ohnsman, Trustee Liaison

PLEDGE OF ALLEGIANCE

INTRODUCTION OF VISITORS

No visitors were present at the start of the meeting.

CALL FOR PUBLIC COMMENT

None

CONSENT AGENDA

The Board reviewed the consent agenda items.

(M/S) HURLBUTT/WALTON MOVE TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

MINUTES REVIEW

(M/S) BASTIAN/HURBLUTT MOVE TO APPROVE THE MINUTES WITH THE FOLLOWING CHANGES: MOVE THE "BOARD RESUMED TO OPEN SESSION" SO THAT IT'S BEFORE THE MOTION AND MOVE THE COMMENTS FROM TRUSTEES BASTIAN AND DUNHAM TO RIGHT AFTER THE VOTING. MOTION PASSED UNANIMOUSLY.

BOARD COMMITTEE REPORTS

Finance Committee:

Capital Budget – Cheryl presented

- Chair Niland asked for a list of names that sit on the Permanent Building Fund
Trustee Walton will find out and send the names to the Board

(M/S) BASTIAN/DUNHAM MOVE TO APPROVE THE CAPITAL BUDGET REQUEST AS PRESENTED, WITH THE UNDERSTANDING THAT ONLY THE AMOUNT NEEDED UP TO \$10,045,522 WILL BE TRANSFERRED FROM RESERVES. MOTION PASSED UNANIMOUSLY.

Quarterly Business Report – Tony presented

- Trustee Dunham asked for detail of out of county revenue
- Workforce Development – Christi Rood and team are doing a great job

Bad Debt Report – Mary Jo presented

- Trustee Bastian strongly suggested texting to contact students, making this a priority with IT and to report to the Board on a quarterly basis.

- Chair Niland would like more focus on the students that are going to 'go on', develop better relationships in every school district, and change the cultural attitude of Idaho students and families.
- Trustee Dunham suggested we meet with school counselors and stop tuition hikes.
- Trustee Hurlbutt discussed the dollar amount of bad debt and inquired what we budget. Cheryl stated that we budget 5% of the tuition and fee revenue budget as potential bad debt. Cheryl offered to find out how CWI's bad debt compares to the other Community Colleges in the state.
- The Board would like to have a separate discussion on why Idaho students don't go to college.

Financials – Cheryl presented

- Trustee Hurlbutt had a question on why the adjunct salary is significantly down. Cheryl explained that the majority of the difference was due to hiring four instructional support FTE. The four FTE were for the new Math Solutions Lab and were funded out of the previous year's adjunct pool.
- Chair Niland would like more details on how we keep adjunct instructors, why do they leave, how often do they work. We will provide more information to Chair Niland and the Board.

Foundation

- Still looking for one more Board member. We are bringing on 4 new board members next month. Target is to get to 25 total.
- Nick Miller will find out the law regarding how/when to recognize donors and let Trustee Dunham know.
- St. Alphonsus Hospital gave our Surgical Technology Program a large piece of equipment.
- Trustee Dunham has been asked to sit on a St Alphonsus Advisory Board.
- Trustee Dunham is researching if we have an advocate in the Legislature to address funding for our nursing program.

Community Outreach

- Trustee Walton is still presenting to the community and will continue to make contacts.
- Trustee Walton is still working with Brent Olmstead and trying to connect with the Hispanic community.
- Trustee Walton asked for assistance from David Shellberg for contact information to talk with someone at the Hispanic Cultural Center.
- Jennifer Couch has been working on preparing letters to donors and neighborhood associations in support of our main campus expansion.
- Trustee Dunham suggested that we draft a letter highlighting what we've been doing and have a Legislator sign it.

Policy

- David Shellberg voiced concerns regarding staff working on a new program and how/when it goes to the Board for approval.
- David is working with his Deans and Instructional Team and will come back in February with a recommendation to the Policy Committee.

- The Board Liaison (Kathy Ohnsman) will provide calendar invitations and deadlines to the Board regarding President Contract renewal dates and Board and President evaluations.
- It was suggested that the Board minutes reflect when the Board and the President evaluations are complete.
- The Board will use the same form as last year. If needed, the form will be modified at the June evaluation for the next year.
- Bring back policies 3, 8, 9 and 9.01.01 to the Board meeting in February.

The Chair thanked the Policy Committee (Trustees Bastian and Hurlbutt and Lillian Talley) for doing a great job with the policies.

(M/S) HURLBUTT/BASTIAN MOVE TO APPROVE THE ADDITIONAL 13 ITEMS UNDER THE ETHICS SECTION, IN THE HANDBOOK, AS PRESENTED. MOTION PASSED UNANIMOUSLY.

MAJOR CAPITAL PROJECT FUNDING – NICK MILLER & CHRISTIAN ANDERSON PRESENTED.

- President Glandon will meet with the two hospital CEO's and Nick Miller regarding their need for a health science building.
- Nick Miller will provide details on naming rights at the appropriate time.
- Trustee Dunham suggested that we get a contract in place for Jason Lehosit's services.
- Board agreed to target May of 2017. Nick Miller will gather more details on what this entails. Trustee Walton suggested we do a practice run with students in November of 2016.
- Trustees targeting (#1) Gen Obligation (GO) Bond.
- Board would like more information on Lease Supported by Plant Facilities Levy.
- Invite Jason Lehosit to the February Board Meeting.
- Invite Christian Anderson to the February Board Meeting.

LUNCH BREAK

SPECIAL COURSE FEES – DAVID SHELLBERG PRESENTED

(M/S) HURLBUTT/DUNHAM MOVE TO WAIVE THE FIRST READING AND APPROVE THE COURSE FEES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

David Shellberg appreciated the support from the Board and let them know that these fees go back into the programs.

STATE BOARD OF EDUCATION STRATEGIC PLAN – FIRST READING – DOUG DEPRIEST PRESENTED

- Doug answered a question from the December Board meeting regarding how many employees answered the survey.
- Doug will bring back the final version in February, it will be reviewed once again at the College Council meeting.

COMPREHENSIVE STRATEGIC PLAN – UPDATE – CRAIG BROWN PRESENTED

- We are holding Thursday, February 18th on the calendars of the Board, from 3:00 – 7:00 p.m., for an Eva Klein work session.
- Board to send comments and feedback to Craig Brown/Doug DePriest by January 29th.
- Doug/Kathy will send a link to the Trustees with the white papers.

CHAIR REPORT

- Alarming statistics on the Go-On rate. Chair Niland would like CWI to find out why that's true and work toward improving the rate.
- The airport commissioners of Boise have requested a tour of the Micron Center. Chair Niland and Kathy Ohnsman will get this scheduled. Chair Niland highly recommends that the Board/President's Cabinet meet Rebecca Huff, the Director of the Boise airport and potentially take a tour. Suggested that we have a Board meeting at the airport sometime in 2016.
- Buy Idaho is at Legislation next week – good way to network with all of the businesses.

PRESIDENT'S REPORT

- Bert gave an update on upcoming calendar events and action items from the last Board meeting.
- Reminded the Board of Education week at Legislation and all of the activities planned for next week.
- CWI Representation Schedule – consistency is key. Chair Niland would like a better presence in Caldwell, Mitch is now our Caldwell representative.

Chair Mary Niland adjourned the meeting at 3:21 p.m.


Stanley Bastian, Secretary/Treasurer

2/16/2016

Date Signed