



**Board of Trustees Meeting Minutes  
3:00 p.m.**

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

***July 18, 2017***

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**CALL TO ORDER**

Chair Dunham called the meeting to order at 3:02 p.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  
Tony Meatte, Vice President, Finance and Administration  
Craig Brown, Vice President, Operations  
Mark Browning, Vice President, Communications and Government Relations  
Patrick Tanner, Assistant Vice President, Enrollment and Student Services  
Amy Vassar, President, Faculty Senate  
Dave Sorensen, Budget Manager, Budget Office  
Phil Varrick, Budget Analyst, Budget Office  
Steve Berenter, Attorney, Hawley Troxell  
Stephanie Harder, Executive Assistant and Board Liaison

**NO EXECUTIVE SESSION:**

**CONSENT AGENDA**

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

## **BOARD COMMITTEE REPORTS:**

- **FINANCE**

- Trustee Bastian stated that the Finance Committee did not have a meeting this past month.

- **FOUNDATION**

- Vice President Brown stated that Executive Director Minnette is working on securing a veteran related endowment.
- Vice President Brown reminded the Board that the Boise Hawks CWI night will be held on July 26, 2017.
- Vice President Brown reminded the Board that the Foundation Scholarship dinner will be held on October 4, 2017.

- **COMMUNITY OUTREACH**

- Trustee Niland stated that she is putting together a list of organizations to invite to the fall listening tours.
- Trustee Niland added that she would like to conduct a separate meeting with the head of the nursing program to get their input.
- Trustee Niland requested that the Board email her with suggestions of organizations that should be added to the invitation list.
- Vice President Browning distributed a CWI Representation Schedule to the Board. The schedule tracks organizations that CWI regularly interacts with.
- Trustee Niland inquired if Trustees attending community events are also authorized to represent CWI.
- Trustee Bastian commented that he believes that Trustees are not authorized to represent any particular position of the Board at various Community events unless the Board has made a clear position on an item.
- Trustee Niland inquired if CWI has a budget policy on what the college reimburses Board members for memberships, luncheons, service clubs, etc.
- President Glandon suggested that the Board closely review the budget in an upcoming Board meeting.
- President Glandon stated that CWI needs to formalize the policy as to what CWI will pay for out of the budget and consider the limited budgetary restraints.
- President Glandon stated that the budget review will be added to the September Board meeting agenda and asked Vice President Meatte to provide a recap of prior year expenditures for that discussion.

- President Glandon suggested that CWI employ lean management and determine how to realign the budget.
- Chair Dunham stated that he would like a more consistent idea of what the Board should attend for events.
- Trustee Smyser suggested creating a policy for events as well as the budget.
- President Glandon stated that a budget and policy may be the outcome of the discussion at the September Board meeting.
- **POLICY**
  - Trustee Smyser presented the second reading of revisions to the Board Governance Policy.
  - The Board discussed the policy regarding Emeritus status.
  - President Glandon stated that CWI's process is for administration to make a recommendation to the Board, and the Board approves and makes the final decision regarding Emeritus status.
  - Trustee Bastian questioned the emergency spending approval listed on the Board governance policy.
  - Trustee Smyser responded that this would be in a non-budgeted or unexpected emergency situation such as snow removal.
- **Action Item- Board Governance Policy**
  - **(M/S) SMYSER/NILAND MOVE TO APPROVE THE BOARD GOVERNANCE POLICY REVISIONS. MOTION PASSED UNANIMOUSLY.**
- **Action Item- Total Eclipse College Statement**
  - Trustee Niland stated that in the last Board meeting, she had some concerns regarding the college's statement for the total eclipse; however, her concerns have been addressed.
  - **(M/S) NILAND/BASTIAN MOVE TO APPROVE THE TOTAL ECLIPSE COLLEGE STATEMENT. MOTION PASSED UNANIMOUSLY.**
- **Action Item- Emeritus Status Recommendation**
  - The Board discussed reaching out to the Hess and Barrett families regarding possible opportunities for Emeritus recognition. Trustee Niland suggested that she would make contact with the families.
  - **(M/S) NILAND/BASTIAN MOVE TO GRANT FOUNDER JERRY HESS EMERITUS STATUS AND POSTHUMOUSLY HATCH BARRETT. MOTION PASSED UNANIMOUSLY.**

- Action Item- Student Success Measures
  - Vice President Brown presented a recommendation to make changes to the Student Success Measures to the Board.
  - Trustee Bastian suggested that CWI look at all of the under-served populations for opportunities related to enrollment.
  - Vice President Brown responded that the Veteran population would be included in this population.
  - Trustee Smyser inquired when the Board will receive reports that highlight the progress that CWI is making towards the Hispanic initiative goal of 25% enrollment.
  - Vice President Brown responded that CWI has a team working on the data for performance measures related to the CWI Strategic Plan that will address the Hispanic initiative targets.
  - President Glandon stated that the progress on the Strategic Plan initiatives will be formatted into a report and reported to the Board on an annual basis.
  - Trustee Smyser stated that he would like to have the progress reported twice a year going forward.
  - Trustee Smyser inquired if CWI is surveying to get answers as to why students are not choosing CWI and either going to other colleges or not pursuing college altogether?
  - Assistant Vice President Tanner responded that this type of data would be difficult to obtain and survey.
  - Vice President Browning added that CWI is working on a base line survey.
  - Trustee Niland stated that she would be pleased if the progress report was broken down by age, gender, ethnicity, and location for enrollment.
  - Chair Dunham stated that he would like a report on the Strategic Plan initiatives progress twice a year.
- **(M/S) SMYSER/BASTIAN MOVE TO APPROVE THE RECOMMENDED CHANGES TO STUDENT SUCCESS MEASURES. MOTION PASSED UNANIMOUSLY.**

#### **CHAIR'S REPORT**

- Chair Dunham reminded the Board that the one-day joint Board training in Idaho Falls is scheduled for August 11, 2017.
- Chair Dunham added that the meeting might be moved to a later date in order to allow time for the College of Eastern Idaho to get situated.
- Chair Dunham discussed the recent listening tour meeting with the Meridian Chamber.
- Chair Dunham stated that he would like to meet with President Glandon and Vice President Browning to discuss next steps to the listening tours.

- Trustee Bastian requested a summary of the input received from listening tours and a report that is comprised of suggested next steps and community opinions to ensure the next election is successful.
- President Glandon stated that this report will be added to the August Board meeting agenda.

**PRESIDENT'S REPORT:**

- President Glandon stated that he will be a speaker at the September 19-20, 2017 Western Interstate Commission for Higher Education (WICHE) LAC Annual meeting and will, therefore, need the September 19, 2017 Board meeting rescheduled.
- The Board agreed to reschedule the Board meeting to September 18, 2017.

**FY18 BUDGET, SECOND READING**

- Vice President Meatte complimented the work that Budget Manager Sorensen & Budget Analyst Varrick did on the proposed budget.
- Trustee Bastian stated that he appreciated the work that has been done on the budget.
- Chair Dunham expressed his appreciation for Vice President Meatte and his staff's efforts on preparing the budget.

**(M/S) BASTIAN/NILAND MOVE TO APPROVE THE SECOND READING OF THE FY2018 BUDGET. MOTION PASSED UNANIMOUSLY.**

**(M/S) BASTIAN/ SMYSER MOVED TO ADJOURN THE MEETING AT 6:04 P.M. MOTION PASSED UNANIMOUSLY.**

  
Stanley Bastian, Secretary/Treasurer

  
Date Signed