

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

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

February 20, 2018

CALL TO ORDER

Chair Dunham called the meeting to order at 8:58 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
Tony Meatte, Vice President, Finance and Administration
Craig Brown, Vice President, Operations
Mark Browning, Vice President, Communications and Government Relations
Lillian Talley, Executive Director, Human Resources
Brenda Pettinger, Assistant Vice President, Academic Affairs
Patrick Tanner, Assistant Vice President, Enrollment and Student Services
Laura Mulkey, Executive Director, Foundation
Amy Vassar, President, Faculty Senate
Nick Miller, Attorney, Hawley Troxell
Stephanie Harder, Executive Assistant and Board Liaison

VISITORS

Phil Collaer, Attorney, AJH Law
Christian Anderson, Vice President, Zion's Public Finance

EXECUTIVE SESSION

PURSUANT TO IDAHO CODE

THE BOARD, PURSUANT TO IDAHO CODE § 74-206 (1) (f)(c), AGREED TO CONVENE IN EXECUTIVE SESSION:

- (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.**
- (c) To acquire an interest in real property which is not owned by a public agency;**

THE VOTE TO DO SO BY ROLL CALL:

(M/S) BASTIAN/WALTON MOVED PURSUANT TO IDAHO CODE § 74-206 (1) (f)(c), AGREED TO CONVENE IN EXECUTIVE SESSION. MOTION PASSED UNANIMOUSLY.

- Chair Mark Dunham aye
- Trustee Emily Walton aye
- Trustee Stan Bastian aye
- Trustee Mary Niland aye
- Trustee Skip Smyser absent at the time of roll-call

The Board returned to public session at 11:14 a.m.

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

NO PUBLIC COMMENT

CAPITAL PROJECTS

- Vice President Brown presented a Capital Projects priority and summary to the Board which included a step 1 and step 2 proposal.
- Vice President Brown recommended as a part of step 1 a proposal regarding the Health Science Building that the Board plan to pursue a plant facilities levy during the November 2018 election with an option to run the levy again in May 2019 if unsuccessful.
- Trustee Walton stated that she is certain that CWI will be able to pass the levy; however, she believes that CWI should increase the levy amount.

(M/S) SMYSER/BASTIAN MOVED FOR A SHORT BREAK TO ADDRESS A CWI CAMPUS CONCERN. MOTION PASSED UNANIMOUSLY.

- The Board returned to public session at 11:32 a.m.
- Trustee Smyser stated that he feels comfortable with the Board moving forward in pursuit of the plant facilities levy in November 2018 for \$39 million. This funding would support the balance of capital funds required above and beyond the \$10 million Permanent Building Funds for the Health

Science Building proposed by the Governor to the Legislature. The \$39 million dollars would include \$36 million for the remaining funding required for the building plus \$3 million for site infrastructure.

- The Board agreed to move forward with pursuing the \$39 million plant facilities levy in November 2018.
- The Board also agreed that CWI could reduce the requested levy amount if other funds which might be identified through a capital campaign are received prior to the required filing date for the November ballot. Attorney Miller noted that the filing date will be in September.
- Chair Dunham stated that he believes an external Campaign Manager should organize the campaign for the levy instead of the Board.
- Trustee Walton stated that the Foundation Board has considered approaching a few key Foundation Directors to help create a Campaign Committee external to the college.
- Trustee Bastian inquired if Trustee Smyser would have contacts to assist with the campaign.
- Chair Dunham suggested that Trustee Walton contact the Foundation for the campaign management and also work closely with Trustee Smyser's contacts.
- Trustee Niland stated she believes that the Community needs to see why CWI needs the levy and what in particular the money will be used for.
- Vice President Brown presented a proposed recommendation including costs for modular buildings to be located on the Nampa Campus near the existing NCAB building as a possible avenue for additional space which is critically needed.
- Trustee Bastian stated that modular buildings are well made and sturdy.
- The Board agreed that modular buildings should be considered and requested additional information about how they would look and the timing to put them into place.
- Vice President Brown presented the need to relocate the Professional Truck driving program from its current location due to the current lease expiring at the end of August and uncertainty that additional lease term beyond month to month could be negotiated due to a potential sale of the property. Vice President Brown presented a proposed recommendation including costs to relocate the Professional Truck Driving program onto the CWI campus per the Nampa Campus Master Plan.
- Vice President Brown stated that a follow up to the Capital Projects will be added to the March Board meeting agenda for further consideration.
- The Board agreed to focus on the immediate step 1 priorities as outlined by Vice President Brown which are the Health Science Building, Modular buildings, and the Professional Truck Driving program.
- The Board agreed that they would like step 2 of Capital Projects to focus on establishing the Boise campus site and leave the planning of other buildings including the library for a later date.
- Vice President Brown stated that the campaign plan will be brought back to the Board to review at the March Board meeting.
- Trustee Bastian suggested that Vice President Browning work with Chair Dunham, Trustee Smyser, and Trustee Walton on the campaign management.

SPECIAL COURSE FEES- FIRST READING

- Assistant Vice President Pettinger presented the first reading of the Special Course Fees to the Board.

(M/S) NILAND/WALTON MOVED TO APPROVE THE FIRST READING OF THE SPECIAL COURSE FEES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

(M/S) WALTON/NILAND MOVED TO WAIVE THE SECOND READING OF THE SPECIAL COURSE FEES. MOTION PASSED UNANIMOUSLY.

SODA STOP REQUEST TO OFFER BEER & WINE

- Vice President Brown presented the Soda Stop request to the Board.
- The Soda Stop, located near the CWI administration buildings, would like to apply for a beer and wine license from the City of Nampa.
- The City of Nampa would like CWI to give their consent of granting the Soda Stop's application for beer and wine license since it is in close proximity to the campus.
- Trustee Bastian stated that he is not in favor of alcohol being served near the CWI campus.

(M/S) NILAND/WALTON MOVED TO NOT OBJECT TO THE CITY OF NAMPA APPROVING THE SODA STOP'S APPLICATION FOR A BEER AND WINE LICENSE. MOTION PASSED WHILE NOTED THAT TRUSTEE BASTIAN IS NOT IN FAVOR OF THE MOTION.

LEGISLATIVE UPDATE

- Vice President Browning gave the Board a legislative update.
- Vice President Browning reminded the Board that the CWI Day at the Capitol will be held on March 6, 2018.
- Vice President Browning added that the Joint Finance Appropriations Committee will be setting the Permanent Building Fund budget on March 6, 2018.

BOARD COMMITTEE REPORTS

- **FINANCE COMMITTEE**

- Vice President Meatte presented the January financials to the Board.

- **BANKING SERVICES**

- Trustee Bastian stated that the Finance Committee received three responses to the RFP for banking services. After review the Finance Committee chose to recommend to the Board of trustees to continue services with CWI's current provider US Bank.

(M/S) BASTIAN/SMYSER MOVED TO APPROVE THE BANKING SERVICES OF US BANK. MOTION PASSED UNANIMOUSLY.

- **FOUNDATION**

- Trustee Walton noted that the Foundation recently had its Executive Finance Committee meetings on February 8th. The Foundation learned that CWI has a Student Food Pantry

started in five different CWI locations and a proposed partnership with Idaho Food Bank (IFB) was discussed.

- The proposed partnership would involve the CWI Foundation due to a requirement of the Idaho Food Bank to only work with entities that have a 501C3 status which the Foundation has but not the college. This would require the Foundation to enter into an agreement with the IFB in support of the program.
- Administration of the program would be handled by the college. As a result the Foundation would also be asked to enter into an agreement between the Foundation and the college.
- The CWI Foundation Board approved moving ahead with the partnership application with Idaho Food Bank but did not approve entering into the full agreements with the IFB and college until the Foundation Board is provided with additional assurances that address liability concerns.
- Trustee Walton also noted that with this proposal, the food pantry would serve more than just CWI's students and would also serve as an IFB outlet for the public.
- Chairman Dunham noted a concern about this proposal and whether it is in alignment with the college's role.
- Vice President Brown noted that once the liability questions have been addressed, this proposal will be brought back to both the Foundation and Board of Trustees due to the agreements required.
- Vice President Brown introduced Laura Mulkey, the new Foundation Executive Director, to the Board.
- Trustee Walton informed the Board that Hart Gilchrist resigned from the CWI Foundation Board.
- Trustee Walton added that the Foundation Board is considering forming an Advisory Board. The Foundation Board will discuss the Advisory Board concept during their May meeting.

- **COMMUNITY OUTREACH**

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

- **POLICY**

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

CHAIR'S REPORT

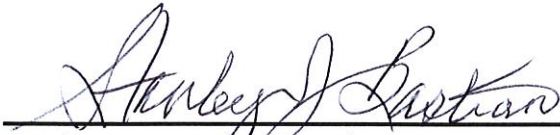
- Chair Dunham stated that the tentative date for the Joint Community College Board retreat is June 7-8, 2018 at the Idaho Counties Risk Management Program (ICRMP) building.

PRESIDENT'S REPORT

- President Glandon discussed the recent ICCC meeting with the Board.
- President Glandon discussed the State Board of Education's role in designating the dual credit fee.
- President Glandon discussed the upcoming calendar events with the Board:
 - CWI Day at the Capitol will be held on March 6, 2018.

- CWI Night at Idaho Steelheads will be held on March 30, 2018.
- The State Board of Education Board meeting will be held in Moscow, Idaho on April 18-19, 2018.
- The Higher Education Research & Development Institute (HERDI) Spring Conference will be held in Dallas, Texas on April 25-27, 2018.
- Trustee Smyser presented his list of current clients to the Board to ensure that there is no conflict of interest present.
- President Glandon stated that CWI may approach local businesses in regards to relocating the Professional Truck Driving program, which could include some of Trustee Smyser's clients. The Trustees confirmed with legal counsel Attorney Miller that there is no conflict of interest present.

(M/S) SMYSER/WALTON MOVED TO ADJOURN THE MEETING AT 1:41 P.M. MOTION PASSED UNANIMOUSLY.


Stanley Bastian, Secretary/Treasurer


Date Signed