



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

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

***March 20, 2018***

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**CALL TO ORDER**

Chair Dunham called the meeting to order at 9:00 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  
Christi Rood, Assistant Vice President, Economic Development  
Patrick Tanner, Assistant Vice President, Enrollment and Student Services  
Laura Mulkey, Executive Director, Foundation  
Amy Vassar, President, Faculty Senate  
Steve Berenter, Attorney, Hawley Troxell  
Nick Miller, Attorney, Hawley Troxell  
Stephanie Harder, Executive Assistant and Board Liaison

**VISITORS**

Christian Anderson, Vice President, Zion's Public Finance

**EXECUTIVE SESSION**

**PURSUANT TO IDAHO CODE**

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

- (b) To consider the evaluation, dismissal or disciplining of, or to complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;**
- (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) (b)(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 aye

The Board returned to public session at 10:54 a.m.

**(M/S) BASTIAN/NILAND MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY WITH THE EXCEPTION OF TRUSTEE SMYSTER AS HE WAS ABSENT AT TIME OF MOTION.**

Trustee Bastian commended Executive Assistant Harder on the succinct Board meeting minutes.

**NO PUBLIC COMMENT**

**ACTION: APPROVAL TO ENTER INTO A PURCHASE AND SALE AGREEMENT**

**(M/S) BASTIAN/NILAND MOVED TO APPROVE ENTERING INTO A PURCHASE AND SALE AGREEMENT FOR ASPEN CREEK. MOTION PASSED UNANIMOUSLY.**

**REVIEW FINANCING PLAN**

- Vice President Anderson of Zion's Public Finance presented the Financing Plan to the Board.
- Trustee Bastian stated that the Finance Committee reviewed the Financing Plan and agreed it was reasonable and appropriate to proceed.
- Chair Dunham inquired what Vice President Meatte recommends for the Financing Plan.

- Vice President Meatte recommended that CWI have ample funds in reserves for unexpected expenses.
- Trustee Smyser stated that he feels comfortable with the expected structure update located on page 3 of the Financing Plan presentation.
- Vice President Anderson reviewed the proposed tentative timeline with the Board.

#### **HEALTH SCIENCE BUILDING CAPITAL PROJECT**

- Vice President Brown distributed the Plant Levy campaign presentation and the Health Science Building Development and Funding Timeline to the Board.
- Vice President Anderson presented the Health Science Building Plant Levy structure and requirements to the Board.
- Vice President Brown stated that the Foundation Board will meet in a special Board meeting in April to discuss the campaign details such as identifying a campaign committee as well as a potential external Campaign Manager.
- President Glandon emphasized that the CWI staff will only be involved in the educational portion of this campaign, and the Foundation Board members would be leading the campaign.
- Attorney Miller and Trustee Smyser emphasized that there are no legislative limitations to what the Foundation Board can do in regards to the campaign.

#### **MALLARD BUILDING LEASE**

- Vice President Brown presented the Mallard Building Lease overview to the Board.
- The Lease extension would add an additional 6,964 square feet of leased space which is immediately adjacent to the current CWI space.
- This space is currently vacant and had been leased to Brown Mackie. Spaces include three classrooms, faculty and meeting space, as well as three lab spaces. The lab space would be used to expand the Biology and Health program space.

#### **ACTION: APPROVAL TO ENTER INTO A LEASE EXTENSION**

**(M/S) NILAND/SMYSER MOVED TO APPROVE ENTERING INTO A LEASE EXTENSION FOR THE MALLARD BUILDING. MOTION PASSED UNANIMOUSLY.**

#### **SBOE 3-YEAR PROGRAM PLAN**

- Executive Vice President Shellberg presented the SBOE 3-Year Program Plan to the Board.
- Assistant Vice President Pettinger explained that the program discontinuance was based on enrollment.

#### **BOARD COMMITTEE REPORTS**

- **FINANCE COMMITTEE**
  - Trustee Bastian stated that Finance will be using a new software program Axiom.

- Vice President Meatte stated that the new software tool should be very useful.
- Trustee Bastian noted that the Financials are included in the Trustee package and inquired if there were any questions. No questions were asked.
- **FOUNDATION**
  - Trustee Walton stated that she did not have a new report other than what was discussed during this Board 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 he did not have a report for this month.

#### **PRESIDENT'S REPORT**

- President Glandon discussed the CWI Day at the Capitol noting the positive response received for CWI's presence as well as acknowledging the efforts of Vice President Browning's staff and other CWI staff and faculty
- President Glandon discussed the Congressional Forum with U.S. Senator Mike Crapo.
- President Glandon updated the Board on the legal services Request for Proposal (RFP).
- Vice President Brown stated that the RFP is completed and posted, and the estimated time of the evaluation process and selection should be three months.
- President Glandon discussed a faculty Emeritus status request with the Board, noting that additional information and request for approval per policy would be brought back to the Board in April.
- President Glandon discussed the upcoming calendar events with the Board:
  - CWI Night at Idaho Steelheads will be held on March 30, 2018.
  - The Idaho Latino Scholarship Foundation (ISF) gala will be held in Boise, Idaho on April 7, 2018.
  - The State Board of Education Board meeting will be held in Moscow, Idaho on April 18-19, 2018.
  - The Nampa Chamber Evening of Excellence will be held in Nampa, Idaho on April 19, 2018.
  - The Phi Theta Kappa (PTK) Centennial Celebration will be held in Kansas City, Missouri on April 19-21, 2018.
- Vice President Browning gave a brief legislative update to the Board.

(M/S) WALTON/BASTIAN MOVED TO ADJOURN THE MEETING AT 12:25 P.M. MOTION PASSED UNANIMOUSLY.



Handwritten signature of Stanley Bastian in cursive script.

Stanley Bastian, Secretary/Treasurer

4-17-2018

Date Signed