



Board of Trustees Meeting Minutes

9:00 A.M.

ZOOM Video Conference
With Trustees being on Campus

September 15, 2020

CALL TO ORDER

Chair Smyser called the virtual meeting to order at 9:00 am

PLEDGE OF ALLEGIANCE

ATTENDANCE

TRUSTEES:

- **CHAIRMAN SKIP SMYSER-PRESENT/IN PERSON**
- **TRUSTEE MARY NILAND-PRESENT/IN PERSON**
- **TRUSTEE MARK DUNHAM-PRESENT/VIRTUALLY**
- **TRUSTEE ANNIE HIGHTOWER-PRESENT/VIRTUALLY**
- **TRUSTEE MOLLY LENTY-PRESENT/IN PERSON**

ALSO PRESENT:

Craig Brown, Executive Vice President, Operations

Mark Browning, Vice President, College Relations

Lillian Talley, Vice President, Human Resources

Denise Aberle-Cannata, Provost

Cheryl Wright, Interim Vice President, Finance and Administration

Andrea Fontaine, General Counsel

Judd Constantine, Multimedia Coordinator III

Morriah Marks, Executive Assistant

Janice McGehee, Executive Assistant to the President

Ashley Smith, Communications Representative III, Communications & Marketing

Kae Jensen, Dean, Math & Science

Stephanie Ritchie Breach, Faculty Senate President

Courtney Santillan, Dean of Social Science & Public Affairs

Pat Neal, Dean of Industry, Engineering & Trades

Patrick Tanner, Assistant Vice President, Enrollment & Student Services

Alexis Malepeai, Executive Director, Institutional Effectiveness

Jessica Downing, Senior Creative Manager

Cody Sprague, Graphic Designer I

Mary Jo Hayes, Comptroller

Gordon Hynes, Director, Budget

Justin Vance, Dean of Arts & Humanities

Michael Chacon, Chief Information Officer

Ryan Herring, Director, Human Resources

Brian Cuttlers, Manager III Institutional Research

AMENDMENTS TO AGENDA- NONE

CALL FOR PUBLIC COMMENT- NONE

CWI MISSION STATEMENT

Chair Smyser read the CWI Mission Statement.

The College of Western Idaho expands learning and life opportunities, encourages individual advancement, contributes to Idaho's economic growth, strengthens community prosperity, and develops leaders.

CONSENT AGENDA

**(M/S) TRUSTEES LENTY/NILAND MOVED TO APPROVE THE CONSENT AGENDA.
MOTION PASSED.**

BOARD COMMITTEE REPORTS

○ FOUNDATION

- Trustee Lenty reported the Foundation Board met on Sept. 3. Ivan Castillo Board Vice President presided. Discussions included the need for additional Foundation Board members and the upcoming Opening Doors scholarship fundraising event.
- Vice President Browning reminded the Trustees there are four non-voting members that sit on the Foundation Board from the college. They are, Trustee Lenty as the Liaison to the Board of Trustees, President Glandon, Interim Vice President of Finance Cheryl Wright and Vice President Browning. Vice President Browning also acknowledged and thanked the Foundation staff, Michael Jensen, LD Anderst, Stephanie Boren as well as Laura Swift, Accountant for the Foundation, on their hard work.
- Vice President Browning reported on the upcoming Opening Doors scholarship fundraising event happening on Oct. 7. This will be a Facebook Live event produced by Auction Frogs. There are a number of auction packages already available, and we will provide the Trustees with that list. CWI Alumni will be emceeding the event. First Interstate Bank has stepped up as a sponsor, donating \$25,000 and to date, a total of \$33,000 has been donated. We anticipate our net will be larger than in years past, as we will not have the expenses of catering and facility rental.
- Trustee Dunham asked how much is usually raised at this event. Vice President Browning responded \$50,000 - \$75,000 has been the average amount raised in past years.
- Executive Vice President Brown asked if La Dawn (LD) Anderst is available to provide to the Trustees a report on the strategic plan and goals of the Foundation. Vice President Browning stated at the last Foundation meeting it was determined they need to rethink their strategic plan. Once the Opening Doors event is complete, the Foundation will be setting their goals and working

on a strategic plan. Vice President Browning stated LD will give a strategic plan update and wrap up report of the Opening Doors event at the next meeting.

○ **COMMUNITY OUTREACH**

- Vice President Browning provided a Branding update and progress report. The project timeline, survey responses and brand elements were reviewed.
- Vice President Browning acknowledged Jessica Downing and Cody Sprague for the work they have done on the branding campaign. A phased-in rolling launch will begin spring of 2021. Once the colors and logo work are finalized, then work can begin on the actual design of the mascot in the fall of 2021. The resources expended so far have been within budget, and moving forward will depend on what funds are available.
- Trustee Lenty asked when apparel and merchandise would be made available. Apparel and merchandise should be in stock and for sale by the Fall of 2021. Trustee Lenty asked if there is any way to do a soft launch of the apparel by Fall Enrollment. Vice President Browning said if there is any way possible, they will not delay in rolling this out.
- Trustee Niland asked if more or less merchandise is being sold out of the bookstore since COVID. Interim Vice President Wright stated apparel sales are dramatically down due to limited access to the bookstore because of COVID. Trustee Niland stated this is an opportunity, when rolled out, to get a lot of publicity and support. However, there is a lot of economic hardship out there right now and even if they wanted to purchase these type of items, they might not be able to.

○ **POLICY**

- Trustee Hightower reviewed Section 9 of the Board Governance Policy. Trustee Hightower highlighted the last bullet point, noting when the Board's and the President's evaluations are complete, it needs to be reflected in the regular meeting minutes. Chairman Smyser confirmed once they are complete it will be included in the minutes.

○ **FINANCE COMMITTEE**

- Trustee Niland reported the Finance Committee has not met. Next Finance Committee meeting is in October.

FINANCIALS

- Interim Vice President Wright reviewed the financial reports as of August 31, 2020. Trustee Dunham asked if the Governor might remove some of the budget cuts for Higher Ed. Vice President Browning said there has been no discussion of this from the Governor's office. Chairman Smyser asked if there was a report for the breakout of funds from other counties. Interim Vice President Wright will email the report to the Trustees.

- General Counsel Andrea Fontaine reviewed the Declaration of Emergency which went into effect in March of this year. The Declaration allowed for making emergency expenditures outside of the formal competitive bidding process. Interim Vice President Wright provided a review of emergency expenditures to date. Trustee Hightower stated her comments at the last meeting were not to question what the college is doing, but to ensure the board is fulfilling its duty of fiscal oversight. Trustee Hightower thanked General Counsel Fontaine and Interim Vice President Wright for this report and thanked the board for approving the emergency declaration on an ongoing basis.

M/S HIGHTOWER/NILAND MOVED THAT BOARD RENEW THE DECLARATION OF EMERGENCY ADOPTED PURSUANT TO IDAHO CODE § 67-2808, DATED MARCH 20, 2020, AND THAT SUCH DECLARATION OF EMERGENCY REMAIN IN EFFECT UNTIL OCTOBER 20, 2020. I FURTHER MOVE THAT UNLESS OTHERWISE TERMINATED, MODIFIED OR EXTENDED, THE BOARD RECONSIDER THE RENEWAL OF THIS DECLARATION OF EMERGENCY AT THAT TIME AND EACH MONTH THEREAFTER. MOTION PASSED.

PROVOST REPORT

○ SPECIAL COURSE FEES SPRING 2021 – SECOND READING

- Provost Denise Aberle-Cannata reviewed the Special Course Fees Report for spring 2021. Trustee Dunham asked if there are very many students enrolled in the Elementary French classes. Dean Vance reported there are three sessions of French this semester, which is a good number of courses. There are 60 students taking the class. CWI does not offer French as a major; as not many students go on to take French II. Trustee Hightower thanked Provost Cannata for the work put into the new format. It is much easier to read.

M/S LENTY/DUNHAM MOVED TO APPROVE THE SPRING 2021 SPECIAL COURSE FEES AS PRESENTED. MOTION PASSED.

- Provost Cannata stated during the budget process, enrollment was budgeted at a -10%, as the team was unsure of what to expect with the Pandemic. Due to the efforts of every single faculty member and Enrollment and Student Services, enrollment ended up at a -2.8% down for the fall term. In addition, preliminary research indicates the attrition rate for the fall term is lower than it has ever been. She noted that this is likely attributable to the additional modalities, which CWI incorporated into the fall term.

○ FALL UPDATE

- Provost Cannata shared that Farm to Fork will be a Facebook live event held September 25 from 4:00-7:00 pm. This will be a “drive-thru” event with people ordering on-line baskets of produce with recipes to take home and prepare. Provost Cannata recognized Andrea Schumaker and her team for putting together a great event in spite of COVID and with the help of the Tower Grille. Trustee Niland asked how people will order and pay? Provost Cannata stated people will order and pay on-line thru the Facebook Live event, print out a receipt of their purchase and drive through to pick it up, allowing for social

distancing. The Marketing Department is getting the word out through all the social media platforms available. The drive-thru and pickup will take place at NCAB. Trustee Niland thanked Provost Cannata for the creativity and all of the work that goes into an event like this. Executive Assistant to the President McGehee will send out a link to the Trustees for the Farm to Fork website.

○ **Dean's Fall Update – Dr. Justin Vance, Dean of Arts & Humanities.**

- Dean Vance reviewed the HyFlex Course Model.
Benefits:
 - Ultimate in flexibility with academic integrity
 - Financially sustainable option.
- Chairman Smyser asked how are students made aware this is available? Dean Vance replied, as we move forward and solidify this as a new modality, it will be identified through the Registrar's Office, and through marketing campaigns.
- Trustee Lenty asked if the Business Office is part of those conversations to affirm from a business perspective, this is a revenue generator? Is this something you see as a selling point going forward? Also, the three new positions which were approved last month, how will they help these innovative opportunities? Dean Vance responded the Center for Teaching and Learning (CTL) is instrumental in helping faculty build face-to-face and online courses. At least two of those three new positions are already making an impact. The flexibility of the modality is a huge selling point.
- Chair Smyser asked if there is a feel for the 18-25 year olds today, do they prefer online or in-person modality? Provost Cannata stated this is dependent on the program. The CTE group are a very visual and hands on group, and prefer to be on campus, face to face.

SBOE STRATEGIC PLAN

- **FY20 PERFORMANCE MEASURES REPORT**
 - Executive Director, Institutional Effectiveness, Alexis Malepeai and Manager III Institutional Research, Brian Cuttlers reviewed the FY20 CWI Performance Measures Report that was submitted to the State Board in August. Trustee Lenty would like to see the peer comparative data. Executive Director Malepeai will email the Trustees the link to the SBOE Dashboard and the Fiscal Facts website.

CHAIRMAN'S REPORT

- Chair Smyser extended compliments to the administration and faculty for a great start to the year. He noted that Dean Vance's presentation was excellent and very educational with the intent to continue to have a Dean's report at each meeting.
- Chair Smyser noted President Glandon is not present as he has had surgery, we wish him a speedy recovery.

PRESIDENT'S REPORT

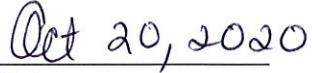
- Executive Vice President Brown gave an update in President Glandon's absence.
 - Be Safe Be Mighty Video was shared
 - Contact Tracing Protocol
 - Farm to Fork
 - Permanent Building Fund Advisory Committee (PBFAC) Meeting – Executive Vice President Brown will present to the committee on October 6, at 3:40 pm. Details will be forthcoming as to whether this will be an in-person or virtual meeting. Chairman Smyser requested the presentation information ahead of time. Executive Vice President Brown will provide a draft of his presentation to the Trustees.
 - Opening Doors Benefit Event – Virtual Format this year is being held on Wednesday, Oct. 7 from 7:00-8:00 p.m.
 - Payton Imbach was the winner of the Career Makeover. This is an on-air scholarship give-away radio promotion in partnership with Mix 106 radio station.
 - Retirees this month:
 - General Counsel, Steve Berenter
 - President's Receptionist, Judith Orwig.
 - Executive Vice President Brown confirmed, the new Associate General Counsel, James Francel will be joining CWI on October 19. Trustee Niland asked if his resume could be sent with the announcement.
 - Executive Vice President Brown stated a search firm has been secured for the Vice President of Finance position. A meeting with the interview committee and the search firm to review the candidate pool, is scheduled for Sept. 29 with tentative interview dates of Oct. 6 and Oct. 8. There is a possibility we will need a Special Board Meeting to seek Board approval of this new hire before the November meeting.

CHAIR SMYSER CALLED FOR THE MEETING TO ADJOURN.

MEETING ADJOURNED AT 10:52 A.M.



Mary Niland, Secretary



Date