



Board of Trustees Meeting Minutes

1:00 P.M.

ZOOM Virtual Meeting

February 11, 2021

CALL TO ORDER

Chair Lenty called the virtual meeting to order at 1:01 pm.

PLEDGE OF ALLEGIANCE

CWI MISSION STATEMENT - Chair Lenty read the CWI Mission Statement.

PUBLIC COMMENT- There were no public comments.

ATTENDANCE

GUESTS: NONE NOTED

TRUSTEES:

- **CHAIR MOLLY LENTY**
- **VICE-CHAIR CHERIE BUCKNER-WEBB**
- **TRUSTEE ANNIE HIGHTOWER**
- **TRUSTEE SAMANTHA GUERRERO**

ALSO PRESENT:

Bert Glandon, President

Craig Brown, Executive Vice President, Operations

Mark Browning, Vice President, College Relations

Denise Aberle-Cannata, Provost

Karl Spiecker, Vice President Finance

Andrea Fontaine, General Counsel

Judd Constantine, Multimedia Coordinator III

Ross Hosking, Videographer, College Relations

Morriah Marks, Executive Assistant, College Relations

Janice McGehee, Executive Assistant to the President

Ashley Smith, Communications Representative III, Communications & Marketing

Audrey Eldridge, Executive Director, Communications & Marketing

Cathleen Currie, Dean, Health

Kae Jensen, Dean, Math & Science

Justin Vance, Dean of Arts & Humanities

Kelly Steely, Dean, Business, Communication, & Technology

Courtney Santillan, Dean of Social Science & Public Affairs

Christi Gilchrist, AVP, Economic Development

Michael Chacon, Chief Information Officer

Michael Jensen, CWI Foundation Director of Development

Mary Jo Hayes, Comptroller

Pat Neal, Dean of Industry, Engineering & Trades
Stephanie Ritchie-Breach, Faculty Senate President
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Jennifer Colley, Interim Director Human Resources
Ryan Herring, Interim Vice President, Human Resources
Alexis Malepeai, Executive Director Institutional Effectiveness
Gloria Keulman, Administrative Assistant III
Laura Brown, Executive Administrative Assistant, Finance
Tami DeBoer, Executive Administrative Assistant, Operations
Adam Eichten, Sr. Specialist, Multimedia Tech
Kim Reed, Director, Learning Commons
La Dawn Anderst, Foundation Operations and Database Coordinator
Doug Rapley, Department of Education, Chair
Ryan Randall, Librarian, Instruction Coordinator & Faculty Outreach
Valerie Lee, Assistant Director, Tutoring Services
Danielle Persinger, Library Assistant, Specialist

AMENDMENTS TO AGENDA- There were no amendments to the agenda.

CONSENT AGENDA

(M/S) VICE-CHAIR BUCKNER-WEBB/TRUSTEE HIGHTOWER MOVED TO APPROVE THE CONSENT AGENDA. MOTION PASSED.

PRESIDENTS REPORT

- President Glandon met with the Phi Theta Kappa (PTK) leadership team this past week. The Spring Induction Ceremony will be held on March 31. A calendar invite will be sent to the Trustees once the details are finalized. There are over 2,000 students at CWI who have qualified to become a member of PTK. For the third year, this group has received their Five Star Status, which is the highest rank awarded to the chapters nationwide. Chair Lentz asked who the lead person for the PTK chapter is. President Glandon stated Michal Yadlin, Faculty-Adjunct, Humanities is the Advisor.
- Legislative Education Week was held last week. CWI participated in meetings with JFAC, House Ed and Senate Ed Committees.
- CWI is working closely with State Board of Education (SBOE), Executive Director Matt Freeman, in getting COVID-19 vaccinations for Community College and University Faculty at the same time as the K-12 group.
- Spring enrollment is down 9% for the first time in twelve years. We anticipated a 10% decrease so we are still within budget.
- The Vice President of Human Resource hiring process is moving forward. Three final candidates have been selected, and a virtual interview day is being scheduled with the Executive Operations Team (EOT), the Human Resource Department, as well as a Campus-

wide Forum. The Selection Committee will then come together and present a recommendation to the Trustees at the March meeting.

- Zions Bank Advisory Board has created a Public Asset Development Division, which will work with public entities having large **public property assets** to turn them into economic development opportunities.

HIGH PERFORMING RECOGNITION AWARDS

- Chair Lenty acknowledged Faculty of Distinction, Annie Estvold, Staff member of the month Brittney Hernandez and Student Achievement Award, Julie Wagner. A video biography was shown for each of the recipients.

BOARD COMMITTEE REPORTS

- **COLLEGE RELATIONS – VICE CHAIR BUCKNER-WEBB**
 - Vice President Browning gave a Legislative Review.
 - Education week was January 25-29. CWI reported to the House and Senate Education Committees as well as the Joint Finance Appropriations Committee (JFAC). Topics covered were, current and trending enrollment numbers, Budget review including COVID expenses, Industry Partnerships, Dual Credit and Employee Health and Retention.
 - Favorable reports coming out of all committees for Community Colleges.
 - Budget detail will be voted on March 3.
 - Enrollment Workload adjustment of \$775,000 is substantial in terms of CWI's appropriation.
 - State restoration of the one-time hold back from last fiscal year of 5%.
 - Adoption of \$200K for the nursing program.
 - Legislative Bill Tracking was reviewed.
 - Foundation Board met last Tuesday, and are on track to finish their strategic plan in June 2021.
 - Chair Lenty asked if there is any work being done regarding directed scholarships. Vice President Browning stated the directed scholarships are always a challenge. As an example, this last month a scholarship was so finitely delineated it could not be awarded. President Glandon noted the Federal Government has some regulations coming into play, which will directly affect how we move scholarships forward in the future.
- **STUDENT SUCCESS – TRUSTEE GUERRERO**
 - Chair Lenty requested a Student Success Program Report at the April meeting.
 - Trustee Guerrero reported on the following areas;
 - Job Corp Tour
 - Meeting with the Provost
 - Decrease in Latino student enrollment
 - COVID funds distribution
 - On-Line Idaho
 - Smart Classrooms

- **POLICY – TRUSTEE HIGHTOWER**

- There have been no changes in college policy. However, Chad Trisler and Andrea Fontaine are currently working on amendments to the student code of conduct.
- Trustee Hightower reviewed governance Policy #3, Instruction.
- Trustee Hightower asked Chair Lentz what the schedule is for the annual review of the five-year program plan. Executive Vice President Brown offered that a program plan is submitted annually to the State Board of Education and this topic will be on the March meeting agenda. Chair Lentz suggested this most likely, will become part of a work session due to the importance of the details.

- **FINANCE COMMITTEE – TRUSTEE BAYLON-MENDOZA**

- Vice President Spiecker provided background on the Finance Committee. This Committee, established to provide advice and recommendations with respect to creating policies and procedures, and ensuring the College had a strong financial foundation in the beginning. Because CWI has now established itself financially, is accredited, and continues to have favorable financial audits, it is not clear there is an ongoing need for the Committee. The recommendation of Trustee Baylon-Mendoza and Vice President Spiecker is for the Board of Trustees to approve dissolving the Finance Committee.

Chair Lentz asked if dissolved, how we plan to recognize those dedicated community members who have served in this capacity and to consider different ways we might be able to continue to engage the folks who have shown their commitment to CWI.

Trustee Hightower stated an amendment to the Board Governance Policy related to a change to dissolve the Finance Committee would need to be considered as an action item at the March Trustee meeting.

Vice-Chair Buckner-Webb asked how frequently the Finance Committee currently meets. President Glandon replied, in the first three or four years it was a very valuable tool to set standards and community input as to how we were managing our money. The Committee started out meeting every other month, and then went to quarterly and for a few years only met two times per year. The last Finance Committee meeting with recorded minutes was well over a year ago. We are the only Community College in the region who has a Finance Committee of this type. Vice-Chair Buckner-Webb noted a concern that the Board should be careful that it is perceived that we no longer need the community or their help and input. Vice President Spiecker agreed it is important for those members of the committee to be acknowledged, appreciated and thanked for their service.

- Vice President Spiecker reviewed a student related expense comparison of Idaho Community Colleges, as previously requested by Chair Lentz, noting the

information is interesting, but it is difficult to draw any meaningful conclusions because of inconsistencies in the expense categories between the colleges.

- Vice President Spiecker reviewed the Emergency COVID Related Expenditures Report through January 31, 2021. CWI has received approximately \$2.9 million in federal funds going back to students. CWI has received and spent a little over \$4 million dollars in COVID related grant funds.
- Monthly Financials were reviewed by Vice President Karl Spiecker. Revenue last spring was up 11% over the prior year. Enrollment in the summer was up 11% and enrollment this fall was down 2.7%. Spring enrollment is down about 9.1%. The fact we had budgeted to be down by 10% in FY21 means we are in good shape.

PROVOST REPORT

- **PROVOST** Cannata addressed Trustee Guerrero's concern about the reduction in spring Latino enrollment. A survey has been sent out to two different groups of students to help us understand what has led to the reduction.
- **SPECIAL COURSE FEES (FALL) FIRST READING**
 - Provost Denise Aberle-Cannata reviewed the Fall Special Course Fees. The second reading will be presented at the March Trustee meeting for approval.
- **SBOE DUAL CREDIT REPORT**
 - Provost Denise Aberle-Cannata opened with accolades for the Dual Credit Team lead by Executive Director, Stephen Crumrine. Highlights from the report include;
 - Dual Credit courses are overwhelmingly taken through public post - secondary institutions versus private institutions.
 - The majority of Dual Credit students seek academic and not CTE credit.
 - 94% of students taking Dual Credit courses received a C or higher.
 - Females are far more likely to take advantage of Dual Credit courses than males.
 - Females were less likely to take CTE courses, nationally, not just Idaho. CWI is focusing on trying to expose females to some non-traditional careers, such as welding which is predominantly male.
 - CWI Dual Credit students at the time of completion of high school will have completed between six and nine credits.
 - CWI will provide 64,845 unduplicated credits this term, with 11,716 unduplicated headcount.
 - CWI leads the state in the number of dual credit offerings, which is a testament to the quality of instruction.
 - Chair Lentz asked how our Dual Credit numbers compare to other institutions in the state and which High Schools do we have the strongest relationships with and what is working. Provost Cannata will have Stephen Crumrine present at a future meeting on this topic. CWI's Dual Credit structure includes Stephen and his team

being out in the schools, working with Counselors as well as CWI faculty mentoring the high school instructors.

- **SMART CLASSROOM REVIEW** – A Hyflex Video was shown highlighting the new Smart Classrooms.
 - Provost Cannata congratulated the entire IT Team on a great job updating these classrooms to Smart classrooms. There were eight classrooms completed over the winter break. There will be another six completed by the end of spring break and an additional three completed by fall, for a total of seventeen Smart classrooms.

COVID-19 UPDATE

- Ryan Herring presented a COVID-19 update.
 - Positive cases are currently trending down both for employees and students.
 - Safety protocols from the fall term are continuing into the spring term.
 - HVAC system upgrades with ionization technology is slated to be complete in February
 - CWI has extended the continuation of temporary COVID-19 Emergency Relief Measures for employees to replace expired Federal relief measures.
 - COVID-19 Vaccinations for CWI employees in the Priority Group #3 is tentatively slated to begin March or April. Ongoing conversations are occurring around moving Higher Education employees up on the priority list.

REAL PROPERTY REVIEW

- Executive Vice President Craig Brown reviewed the CWI Property Portfolio.
- CWI Foundation Board Vice President, Mike Pena of Colliers International reviewed the current market trends and the forecasted growth for the Treasure Valley. Colliers International provided extensive demographic detail reports for the Trustee's review.
- Vice Chair Buckner-Webb asked if we know what area CWI draws the most students from. Executive Vice President Brown stated at the time of the strategic plan development in 2016, the majority of CWI's students resided in Ada County. The population is beginning to gradually shift to the West. Compass does a lot of forecasting to identify where the growth patterns are going to go.
- Trustee Lenty would like to see a map overlay of the forecasting from Valley Regional Transit, Compass, and other organizations, which have established where transportation routes are being prioritized as well as locations of existing pockets of affordable housing projects and future plans.

Trustee Hightower appreciates this discussion and has been in the past a big advocate of making sure CWI has campus facilities that are accessible for the people who need them the most.

- Vice Chair Buckner-Webb said it is more important to make sure there is access to the campus and not just being near affordable housing.
- Executive Vice President Brown stated the Mallard and Horticulture leases require renewal in the next several months and a recommendation will be brought to the Board for a decision at the March meeting.

- Trustee Hightower stated while we have seen this presentation multiple times, we have yet as a board, to sit down and actually discuss the options provided to us.
- Trustee Guerrero would like more information on the Mallard and Horticulture centers as well as our other locations She is also interested in how are they serving our Community and what is the accessibility? Also, with the increase in technology and on-line learning, what does this look like for the necessity for buildings in the future?
- Chair Lentz asked Executive Vice President Brown about a technology, which could be used to take a virtual tour of CWI's different campus locations. Executive Vice President Brown stated it would be primarily an aerial view but something we can look into.
- Vice-Chair Buckner-Webb asked if certain disciplines are domiciled in the same area. Trustee Guerrero noted that it would be helpful for the Trustees to know what programs are offered at the various locations. Chair Lentz responded this is something that has transitioned over the last year with a lot of help from Provost Cannata. This would be good information for Executive Vice President Brown to include in a future update.
- Chair Lentz would like to schedule a work session before the March Board meeting.
- Trustee Hightower stated she would be amenable to have a work session with the caveat we make sure there is plenty of time built in for the Board to engage in discussion amongst ourselves to talk about what our goals are as a board.
- Chair Lentz would like to provide the new Trustees with a tour to see the locations in-person or virtually.
- Vice-Chair Buckner-Webb suggested having a summary of minutes from previous discussions on this topic to be able to read.
- Executive Vice President Brown noted that minutes of Board discussions related to Real Property would go back a number of years and recommended that discussion that is more recent and minutes would probably be more helpful to the Board.

CHAIR'S REPORT

- Chair Lentz is looking at re-structuring the board meetings going forward, by having a work session prior to the board meeting.

EXECUTIVE SESSION

(M/S) HIGHTOWER/BUCKNER-WEBB MOVED PURSUANT TO IDAHO CODE

§ 74-206 (1) (b), CONVENE IN EXECUTIVE SESSION:

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

Executive Assistant McGehee called the Roll.

Vice Chair Buckner-Webb - Aye

Trustee Baylon-Mendoza - Absent

Trustee Hightower - Aye

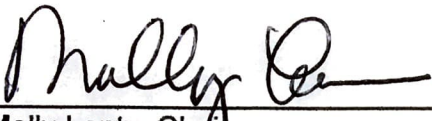
Trustee Guerrero - Aye

Motion Passed

Chair Lentz reconvened the meeting into Open Session

Chair Lentz called for the meeting to adjourn.

Meeting adjourned at 5:11 p.m.



Molly Lentz, Chair

03-12-21
Date