



Board of Trustees Meeting Minutes

Virtual Video Conference
With Trustees on Campus

November 17, 2020

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ATTENDANCE: SILENT ROLL WAS TAKEN

TRUSTEES:

- **CHAIRMAN SKIP SMYSER-PRESENT/VIRTUALLY**
- **VICE CHAIRMAN MARK DUNHAM-PRESENT/VIRTUALLY**
- **SECRETARY/TREASURER MARY NILAND- ABSENT**
- **TRUSTEE ANNIE HIGHTOWER-PRESENT/IN PERSON**
- **TRUSTEE MOLLY LENTY-PRESENT/IN PERSON**
- **TRUSTEE-ELECT SAMANTHA GUERRERO-PRESENT/IN PERSON**
- **TRUSTEE-ELECT CHERIE BUCKNER-WEBB-PRESENT/IN PERSON**
- **TRUSTEE-ELECT APRIL BAYLON-MENDOZA-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

Karl Spiecker, Vice President Finance

Andrea Fontaine, General Counsel

Judd Constantine, Multimedia Coordinator III

Morriah Marks, Executive Assistant, College Relations

Janice McGehee, Executive Assistant to the President

Ashley Smith, Communications Representative III, Communications & Marketing

Alexis Malepeai, Executive Director, Institutional Effectiveness

Brian Cuttlers, Manager III, Institutional Research and Effectiveness.

Cathleen Currie, Dean, Health

Christi Gilchrist, Assistant Vice President Economic Development

Danielle Navarre-Corisis, Analyst, Research

Fred Cave, Consultant, Entangled Solutions

Grace Fowler, Case Team Leader, Entangled Solutions

Jordan Mendoza, Sr. Research Analyst

Kae Jensen, Dean, Math & Science

Justin Vance, Dean of Arts & Humanities

Kelly Steely, Dean, Business, Communication, & Technology

Kristin Cook, Associate Professor of Mathematics
La Dawn Anderst, Foundation Operations and Database Coordinator
Leslie Quantie, Compensation Analyst
Mary Jo Hayes, Comptroller
Michael Chacon, Chief Information Officer
Michael Jensen, Foundation, Director of Development
Mitch Minnette, Nampa Chamber of Commerce
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Pat Neal, Dean of Industry, Engineering & Trades
Pedro Arredondo, Analyst, Research
Ryan Herring, Director, Human Resources
Stephanie Ritchie Breach, Faculty Senate President
Jennifer Colley, HR Business Partner
Tami DeBoer, Executive Administrative Assistant
Tea Molino, HR Business Partner

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.

PUBLIC COMMENT- NONE

AMENDMENTS TO AGENDA-NONE

CANVAS OF ELECTION

- Interim Vice President Cheryl Wright canvased the election.

ACKNOWLEDGEMENT AND RECOGNITION OF OUTGOING TRUSTEES

- Chairman Smyser and Trustee Lenty congratulated and thanked founding Trustees Mary Niland and Mark Dunham for their tireless devotion to the College of Western Idaho. They are leaving an incredible legacy, which will benefit Ada and Canyon Counties for many years to come. Trustee Dunham commented it has been an incredible experience to watch the college grow through the years, and he is very proud of the students, faculty and staff.
- Trustee Hightower acknowledged Trustee Niland as a founding Trustee, and as such was always good at pushing the Trustees to focus on the community she served and the students. Trustee Hightower appreciated Trustee Niland's warmth and her willingness to welcome new Trustees.
- Trustee Dunham recognized Chairman Smyser for his leadership dating back to the founding of the college and his position on the Finance Committee as well as his time on the board. Skip has been very insightful and generous during his time as a Trustee and the best cheerleader for the College of Western Idaho. Trustee Dunham stated Skip's friendship and mentorship over the past 35 years has meant the most to him.

SWEARING IN OF TRUSTEES/OATHS OF OFFICE/CERTIFICATES OF ELECTION

- Interim Vice President Cheryl Wright administered the swearing in of newly elected Trustees, April Baylon-Mendoza, Cherie Buckner-Webb and Samantha Guerrero.
- Chairman Skip Smyser appointed Trustee Lenty to be acting Chairperson after the break.

BREAK

TRUSTEE OFFICER ELECTIONS

- Acting Chairperson, Trustee Lenty called for nominations for the office of Chair. Trustee Hightower nominated Trustee Molly Lenty for the office of Chairperson. Trustee Lenty accepted the nomination and there were no other nominations and no opposition. Trustee Molly Lenty will serve as Chairperson effective immediately.
- Chairperson Lenty called for nominations for the office of Vice-Chair. Trustee Hightower nominated Trustee Cherie Buckner-Webb. Trustee Buckner-Webb accepted the nomination. There were no other nominations and no opposition. Trustee Cherie Buckner-Webb will serve as Vice-Chair effective immediately.
- Chairperson Lenty called for nominations for the office of Secretary-Treasurer. Trustee April Baylon-Mendoza nominated herself. There were no other nominations and no opposition. Trustee April Baylon-Mendoza will serve as the Secretary-Treasurer effective immediately.

MEETING RECESSED TO A VIRTUAL ONLY PLATFORM AND RECONVENED AT 10:30 A.M.

CONSENT AGENDA

**(M/S) TRUSTEES BUCKNER-WEBB/HIGHTOWER MOVED TO APPROVE THE CONSENT AGENDA.
MOTION PASSED.**

BOARD COMMITTEE REPORTS

- **POLICY**
 - Trustee Hightower reviewed the function of the Policy Committee, which is primarily to be a connection between the college policy and the Board. The Board is not responsible for making or reviewing any college policies. The Board is responsible for maintaining the Board Governance Policies.
 - Trustee Hightower reported last month there was one change to the Open Space policy. This change was to define what “college use” means within the Open Space Policy.
 - Trustee Hightower stated the Board Handbook is unclear on defining what the Trustee’s roles are. A proposal will be forthcoming to provide an update to the Trustee Handbook to better define the expectations of the Trustees’ roles with an opportunity to provide feedback on the proposals.
 - Trustee Hightower reviewed the Board of Trustees Governance Policy #1.
 - Trustee Hightower updated the board on the recent Inclusive Excellence Committee work being done on campus, and asked the leadership and Board to

support this work. The Committee is proposing a work group to coordinate those efforts with the Inclusive Excellence Committee and will extend an open invitation to appropriate stake-holders across campus to engage in the process.

○ **FOUNDATION**

- Vice President Browning reported on the final numbers from the 2020 Opening Doors Virtual Fundraising Event. The goal of \$75,000 was narrowly missed; however, more will be netted this year than last, due to the scaled back expenses related to being a virtual event.
- The Foundation Board met last month and the Foundation Executive Committee met for a Strategic Planning meeting.

○ **COMMUNITY OUTREACH**

Vice President Browning reported on Community Outreach events.

- Treasure Valley's Education Partnership Symposium
- Nampa Chamber of Commerce, Leadership Nampa Class – Ideas to Chew On.
- Vice President of Finance Interviews were shared virtually.

○ **FINANCE COMMITTEE**

• **FINANCIALS**

- Interim Vice President Cheryl Wright reviewed the October Financials and Dashboard. Trustee Hightower asked what Fund 81 is as noted on the Budget to Actuals page of the financial report. Interim Vice President Wright explained Fund 81 is depreciation and would not be included in the budget.
- Chairperson Lenty thanked Interim Vice President Wright for providing the Tuition Delinquency report requested last month. Chairperson Lenty asked to see a comparative report against what our peer colleges are reporting. Interim Vice President Wright stated CWI's write-offs to bad debt are much lower than what is typical in Community Colleges. Chairperson Lenty asked Interim Vice President Wright to send the Tuition Delinquency report to the new Trustees.
- Chairperson Lenty asked if there is a Finance Committee meeting currently scheduled. Interim Vice President Wright responded there is not one currently scheduled.
- Chairperson Lenty noted the December meeting will include discussion around the Finance Committee and requested Interim Vice President Wright send the Finance Committee Statement of Purpose to the Trustees for their review.
- Chairperson Lenty also requested Interim Vice President Wright convey to the Finance Committee the details of today's discussion and the Trustee's appreciation to them.

• **EMERGENCY EXPENDITURES REPORT**

- Interim Vice President Wright reviewed the Emergency Expenditures Report.
- General Counsel Andrea Fontaine reviewed the Declaration of Emergency for the benefit of the new Trustees. Trustee Hightower commented that with the rising numbers of COVID cases, it might be prudent to go ahead and extend the Declaration of Emergency to at least 75 days out.

(M/S) TRUSTEES HIGHTOWER/BUCKNER-WEBB MOVED THE BOARD RENEW ITS DECLARATION OF EMERGENCY ADOPTED PURSUANT TO IDAHO CODE § 67-2808 AND DATED MARCH 20, 2020 AND THAT SUCH DECLARATION OF EMERGENCY REMAIN IN EFFECT UNTIL JANUARY 30, 2021. I FURTHER MOVE UNLESS OTHERWISE TERMINATED, MODIFIED OR EXTENDED, THE BOARD RECONSIDER THE RENEWAL OF ITS DECLARATION OF EMERGENCY AT THE JANUARY 2021 MEETING AND EACH TWO MONTHS THEREAFTER.

- Trustee Guerrero asked if students working on their clinicals do not have adequate PPE and if under this Emergency Declaration, we are able to provide them with the PPE they need? Interim Vice President Wright stated so far, we have been able to provide these for the students.

MOTION PASSED.

EMPLOYEE ENGAGEMENT PULSE SURVEY

- Vice President Talley introduced Dr. Kyla Holcolmb with New Measures, LLC who presented the survey results.
 - CWI engagement improved significantly by 6 points over 2019.
 - CWI engagement is higher than 85% of all other institutions that New Measures supports.
 - Sixteen topics improved significantly since 2019.
 - Trustees Buckner-Webb and Hightower asked for demographic reporting breakdowns.

INSTUTIONAL EFFECTIVENESS

- Executive Director Alexis Malepeai and IR Manager III Brian Cuttlers presented the Student Success Annual Report & Fall Term Reports.
 - Executive Director Malepeai noted that Student Success performance measure reports are presented in the fall and spring to the Board of Trustees to provide an overview of the progress CWI is making towards performance measure goals identified in the following planning documents;
 1. CWI's Fiscal Year 2018-2022 Strategic Plan
 2. CWI's annual Idaho State Board of Education and Idaho Division of Financial Management's Strategic Plan
 3. The Idaho State Board of Education K-20 Education System Strategic Plan
 More information and the complete post-secondary system-wide performance measures can be found on the Idaho State Board of Education's website: <https://dashboard.boardofed.idaho.gov/Statewidedashboards.html>

PROVOST REPORT

- **GEM INNOVATOR EDUCATOR AWARD – KRISTIN COOK, ASSOCIATE PROFESSOR OF MATHEMATICS**
 - The Gem Innovator Educator Award was presented to CWI Associate Professor of Mathematics, Kristin Cook, by the State Board of Education (SBOE) on Oct. 22, 2020. A video interview of Kristen was shared.

- **INSTRUCTIONAL DEAN PROGRAM HIGHLIGHT – NURSING SIMULATION LAB**
 - Dean Cathleen Currie reported on the Nursing Simulation Lab and shared a short video showing the simulation lab, highlighting the importance of experiential learning in the nursing field. CWI has gone from a rudimentary sim lab to a state of the art, three room with OB room simulation lab. Dean Currie thanked Executive Vice President Brown and Provost Aberle-Cannata for helping to put this program in place so quickly.

 - Dean Currie addressed Trustee Guerrero’s earlier question regarding PPE and being able to provide students with the PPE needed. Dean Currie stated to date they have kept up, but going forward may be different with demand and increasing costs.


CHAIRPERSON’S REPORT

- Chairperson Lenty reminded the Trustees of the work session that will take place virtually on December 8 & 9 with the December Board of Trustees meeting directly following on the afternoon of Dec. 9.
- Chairperson Lenty conveyed a warm welcome to the new Trustees.

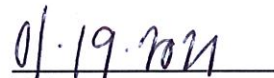
PRESIDENT’S REPORT

- Executive Vice President Brown gave the President’s Report in President Glandon’s absence and welcomed the new Trustees.
- Items reviewed were;
 - Board of Trustees Retreat and Work Session, Dec. 8 & 9
 - Powersports and Small Engine Repair Technology classes collected hundreds of pounds of trash recently on a class field trip south of Kuna.
 - Beta Sigma Pi Chapter inducted over 250 new members.
 - Veterans Day virtual ceremony and campus flag display.
 - Visiting Artist Series will welcome Bosnian automotive designer, Omer Halilhodzic, for a virtual lecture and Q & A November 20, 2020.

Chairperson Lenty adjourned the meeting at 12:30 p.m.



April Baylon-Mendoza, Secretary



Date