



Board of Trustees

Meeting Minutes

Time: 3:00 PM

Nampa Campus Academic Building Room #122

December 14, 2023

CALL TO ORDER

Chair Lenty called the regular meeting to order at 3:00 p.m.

PLEDGE OF ALLEGIANCE

GUEST INTRODUCTIONS

CWI MISSION STATEMENT

Trustee Bradshaw read the CWI Mission Statement.

THE COLLEGE OF WESTERN IDAHO IS COMMITTED TO EMPOWERING STUDENTS TO SUCCEED BY PROVIDING AFFORDABLE AND ACCESSIBLE EDUCATION TO ADVANCE THE LOCAL AND GLOBAL WORKFORCE.

CALL FOR PUBLIC COMMENT

ATTENDANCE

TRUSTEES:

- MOLLY LENTY, CHAIR
- CHERIE BUCKNER-WEBB, VICE CHAIR
- JIM REAMES, SECRETARY/TREASURER
- NICOLE BRADSHAW, TRUSTEE
- GARY SMITH, TRUSTEE

GUESTS: NONE

ALSO PRESENT:

Gordon Jones, President

Craig Brown, Executive Vice President, Operations

Ken Kline, Vice President Finance

Ryan Herring, Vice President Human Resources

Mark Arstein, Vice President of Advancement

Emily Tetz, Vice President, Marketing

Randi McDermott, Chief of Staff

Nic Miller, Vice President, Operations

Andrea Fontaine, General Counsel

Andrea Shoemaker, Agricultural Sciences, Department Chair

Ashley Smith, Government and Community Relations Director

Chad Trisler, Dean of Students

Christi Gilchrist, AVP, Economic Development
Janice McGehee, Executive Assistant to the President
Jennifer Colley, Executive Director, Human Resources
Judd Constantine, Audio Video Project Manager
Kae Jensen, Dean, Math & Science
Lauren Leonard, Administrative Assistant, President's Office
Linda Hyde, Coordinator, Scheduling
Morriah Marks, Marketing Coordinator
Tyler Brown, Assistant Vice President, Enrollment and Student Services

CONSENT AGENDA

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

PRESIDENT'S REPORT

President Gordon Jones

- Micron Apprenticeship Event celebrating National Apprenticeship Week.
 - President Jones was in Washington DC and heard from the Secretary of Education, Miguel Cardona along with legislative and educational leaders from 30 states.
- BAS Degree
 - President Jones thanked Provost Aberle-Cannata, CWI Faculty, Deans and Trustees for their work and support in putting forward a compelling proposal for the BAS Degree in Business Administration, ultimately finding favor with the State Board of Education.

President Jones also thanked the State Board of Education for supporting CWI's ability to add this degree as a pathway for students and ultimately serving our workforce.

- CWI Night at the Steelheads
 - President Jones thanked Chair Lenty and Trustee Bradshaw for leading the evening in his absence, on and off the ice.

PROVOST REPORT

Denise Aberle-Cannata, Provost

- Provost Aberle-Cannata stated CWI was awarded a grant which included the purchase of three Tesla vehicles. The Tesla purchase will enable the Auto Tech program instructors to be certified by Tesla and Rivian and to begin an Electric Vehicle Tech program.
- Agri Services donated a Massey Ferguson tractor with only 500 hours, for our Heavy Equipment program. We are ecstatic to have this and very grateful to Agri Services for this donation.
- CWI's Work Study program a year ago had 70 students participating. The Work Based Learning Center and Federal Aid departments streamlined the Work Study application process and this year we have 206 students participating. Instead of using general fund

dollars, we are now utilizing Federal Work Study dollars for these part-time employee salaries.

- Enrollment Update presented by Assistant Vice President, Enrollment and Student Services, Tyler Brown.
 - Spring Enrollment is showing continued growth for the fourth term in a row.
 - Fall Enrollment did show an increase by a few percentage points excluding Dual Credit.
 - Retention and persistence are the key to growth. Three quarters of our current enrollment for Spring is from continuing students. And, more than half of eligible students have registered early for the Spring term.
 - Admissions Express Event was held Dec. 5, 2023. This is a catch-all event to help students and their families, wherever they are in the admissions process.
 - President Jones added, this is about bringing not just a strategy, but a structure to the process. A continued theme of learning how we can do repeatable events that give people a consistent experience.
- Annual Workforce Development (WD) Report presented by Assistant Vice President, Economic Development, Christi Gilchrist
 - CWI's Workforce Development Center is one of six in the state of Idaho embedded in the Community Colleges.
 - FY23 course enrollment count duplicated was 11,543, which is an increase of 53% over FY22.
 - Enrollment areas include Manufacturing, Health and Apprenticeships
 - FY23 revenue was up 10% over FY22, as well, expenses were up 12% over FY22 as three FTEs were added. This included two Student Success Coaches and a Business Intelligence Analyst.
 - Trades Program Highlights
 - Inaugural Apprenticeship Graduation
 - Revised Trades Delivery Model (8 weeks)
 - Student Success Coaches
 - Established Commercial Tire Employee Training
 - Health Program Highlights
 - Living with Alzheimer's course established
 - Additional CareerStep courses were incorporated
 - Medical Administrative Assistant
 - Dental Assistant
 - Healthcare IT Profession
 - On the Horizon for Workforce Development
 - Forklift Training
 - Mobile Welding Trailer Proposal
 - Apprenticeship Navigator Hired
 - Connecting WD students to Work-Based Learning Center
 - CRM Implementation- increasing WD student count
 - Interfaith Sanctuary Career construction Grant (approved)
 - Support Maker Shop Woodworking/Carpentry Grant

Trustee Bradshaw congratulated AVP Gilchrist on the impressive work being done.

POLICY

Ryan Herring, Vice President Human Resources

- Board Governance Policy #5 was reviewed.

BOARD COMMITTEE REPORTS

COLLEGE RELATIONS

- **MARKETING**

Vice President, Emily Tetz

- CWI Brand Awareness Survey completed.
- Objective 1: Brand Awareness
 - Unaided Awareness up by 5%
 - Aided Awareness up by 4%
 - Overall Perception Up 8%
- Objective 2: Ad Resonation
 - 72% liked the ads and 77% thought the ads were effective.
- Next phase will be Qualitative Research.

Trustee Smith asked about the size of the sampling and what area the sampling was from? Vice President Tetz stated it was geographically proportionate from around the service area. The first survey in 2022 included general population and current students. This year's follow up survey was just general population.

Trustee Smith asked what the size of the survey was. Vice President Tetz will get back to Trustee Smith with this information.

- **GOVERNMENT RELATIONS**

Nic Miller, Vice President Office of Strategic Initiatives

- Associated Tax Payers of Idaho Conference
- Legislative Services Office new Analyst as well as Career Technical Education Director, Clay Long came to campus and toured the Micron Center.
- JFAC format will change this year and will be pushed out to February.
- Visits with Idaho's Congressional delegation continue.

- **ADVANCEMENT**

Mark Arstein, Vice President, Advancement

- Opening Doors was very successful and raised over \$221,000
- A draft MOU was included in your packets for your review. There will be no action taken today, but it is important to put this before the Trustees, and the Foundation board well in advance, in case there were any questions.
- On the Campaign front; actively moving forward with donor engagement prospects.

Chair Lentz asked what the next steps are around submitting language changes to the MOU or asking clarifying questions. Vice President Arstein said he is equipped to answer any questions

the Trustees may have in regards to the MOU. Chair Lentz reminded the Trustees to streamline all questions through the Foundation Liaison, Trustee Bradshaw.

Trustee Bradshaw asked in what order will the MOU be approved? It is important everyone is in agreement before this is put before the boards for approval. Vice President Arstein stated CWI Trustees would vote first and then it would go before the Foundation Board for final approval.

- **STUDENT SUCCESS**

Chad Trisler, Dean of Student Services

- Dean Trisler reviewed the metrics around the statewide effort to access the state of college student health.
- CWI events to help support students through finals included; coffee bus at campus locations, library stress relief events and expanded library hours, club and student led stress relieving events and hot cocoa pop ups.

Vice Chair Buckner-Webb asked if there is a plan to add a Student Health space in the future, even if it is only 2 or 3 days per week? Dean Trisler stated they are looking into inviting CWI healthcare partners to campus, whether that is a mobile clinic or providing a dedicated room for them to make health care more accessible for students.

President Jones commented there is not a actionable plan at this point in time, but it is definitely on the radar.

- **FINANCE**

Ken Kline reviewed the Treasurer's Report.

- **CAMPUS VISIONING**

- Capital Projects Update

Boise Center Review

- Current Ada County Campus (Black Eagle) lease approved
- April 2022 Campus Visioning approved
- Main & Whitewater RFP issued.
- CWI River District – Mixed-use site featuring CWI, office, residential, retail and hospitality uses
- CWI Tower – Eight story, 180,000 sq. ft. mixed use building

Term Sheet Review

- Annual Ground Lease Revenue: \$950,000
- Length of Ground Lease: 95 years
- Ground Lease Escalation clauses were reviewed
- CWI Purchase Options
 - Agree to purchase floors 2, 3 and 4
 - Option to purchase floors 5 and/or 6 at occupancy
 - Rolling 10-year option to purchase remaining floors
- Upcoming key dates to be aware of
 - December 1, 2023-City of Boise Design Review packet submitted
 - January 11, 2024 – Board of Trustee Meeting

- Boise Center Funding Request
- Master Development Agreement Review
- Black Eagle Lease Renewals – Q1 2024

Chair Lenty asked when the neighborhood feedback meeting is being held? Nic stated Ball Ventures Ahlquist (BVA) is handling the neighborhood meeting, and a date and place has not been selected.

Trustee Reames asked who is the legal counsel for these projects. Vice President Nic Miller stated Hawley Troxel is the outside counsel.

Trustee Bradshaw asked if the ground lease is setting the stage for what BVA will be paying CWI over 95 years. Vice President Miller stated this is correct

Trustee Bradshaw asked if BVA would have the ability to sell the least to someone else? Vice President Miller stated this will be outlined in the Master Development agreement. Trustee Bradshaw suggested CWI retains the ability to have a say in who buys the lease.

Trustee Bradshaw asked if we have any leverage on the tenant selection for the retail space. Vice President Miller stated CWI would probably have an opportunity to voice what we don't want, and create some guard rails.

CONSIDER TERM SHEET FOR MASTER DEVELOPMENT AGREEMENT WITH BALL VENTURES AHLQUIST.

(M/S) TRUSTEE SMITH/ VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE TERM SHEET FOR THE MASTER DEVELOPMENT AGREEMENT WITH BALL VENTURES AHLQUIST AS PRESENTED.

Trustee Bradshaw asked for clarification and consideration in the terms regarding the ability for BVA to resell the lease. Vice President Miller stated this and any other consideration the board would like to see included in the final document will be brought back for review. The board will have the opportunity to look at the final document before it is executed.

General Counsel Fontaine noted it is not uncommon for a developer to be able to assign or sell a lease. It is possible we will not have the ability to restrict them on assigning those leases. With a public private partnership we are not necessarily in control of every term that happens. But we have established a really good relationship with BVA and I'm confident we can get what we need through our relationship with them, and through the contract terms, though it may not have every restriction spelled out.

Trustee Bradshaw asked if the board will still be reviewing the Master Development Agreement before it is executed.

General Counsel Fontaine stated you may review the MDA, however in terms of delegating authority to execute, it will be to Vice President Miller. Vice President Miller stated the

intent is to bring it back before the board for review before executing the Master Development Agreement.

ROLL CALL

- Secretary Reames – Aye
- Vice Chair Buckner-Webb – Aye
- Trustee Bradshaw – Aye
- Trustee Smith – Aye
- Chair Lentz – Aye

MOTION PASSED.

CONSIDER DELEGATION OF AUTHORITY TO FINALIZE MASTER DEVELOPMENT AGREEMENT.

(M/S) TRUSTEE SMITH/ VICE CHAIR BUCKNER-WEBB MOVED TO DELEGATE AUTHORITY TO PRESIDENT JONES AND VICE PRESIDENT OF OPERATIONS, NIC MILLER, TO FINALIZE ANY TERMS OF THE MASTER DEVELOPMENT AGREEMENT WITH BALL VENTRES AHLQUIST NOT INCLUDED IN THE TERM SHEET AND TO EXECUTE THE TERM SHEET, MASTER DEVELOPMENT AGREEMENT, AND ANY OTHER ANCILLARY DOCUMENTS. MOTION PASSED.

ROLL CALL

- Secretary Reames – Aye
- Vice Chair Buckner-Webb – Aye
- Trustee Bradshaw – Aye
- Trustee Smith – Aye
- Chair Lentz – Aye

MOTION PASSED.

CHAIR’S REPORT

- Chair Lentz reported on the Steelhead’s Event last night. The suite was packed and had the correct people in the room who are passionate about CWI.
- On a sad note to share; Mary (MC) Niland’s health is not good, asking for thoughts and prayers.
- Committee Structures will continue to evolve. The intent is to have a representative from the board acting as a liaison in each area to promote good communication and support.
 - Trustee Bradshaw will continue as the Liaison to the Foundation.
 - Trustee Smith will be aligned to the Capital Campaign and Campus Visioning
- This meeting is Executive Vice President Craig Brown’s last meeting before retiring. Chair Lentz expressed her gratitude for all of Craig’s work and commitment to CWI over the years.

ADJOURNMENT

Chair Lentz adjourned the meeting at 4:35 pm.

DocuSigned by:

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Jim Reames, Secretary/Treasurer
Board of Trustees

1/12/2024 | 12:21 PM MST

Date