



Board of Trustees

Meeting Minutes

Time: 2:00 PM

ZOOM Video Conference
NADM President's Conference Room

May 12, 2022

CALL TO ORDER

Chair Lenty called the virtual meeting to order at 2:00 p.m.

PLEDGE OF ALLEGIANCE

VISITOR INTRODUCTIONS

Nic Miller, Executive Director, Venture College (College of Innovation + Design/BSU)

CWI MISSION STATEMENT

Vice Chair Buckner-Webb 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 –ABSENT
- ANNIE HIGHTOWER, TRUSTEE
- SAMANTHA GUERRERO, TRUSTEE-ABSENT

OTHER GUESTS:

- MITCH MINNETTE, CEO NAMPA CHAMBER OF COMMERCE
- CRAIG PETERSEN, STUDENT
- CODY FERGUSON, GUEST

ALSO PRESENT:

Gordon Jones, President
Denise Aberle-Cannata, Provost
Craig Brown, Executive Vice President, Operations
William Reuter, Interim Vice President Finance
Ryan Herring, Vice President Human Resources
Aaron Whitman, Facilities Planning Manager
Aaron von Lindern, Dept. Chair, Health Sciences

Andrea Fontaine, General Counsel
Ashley Smith, Representative III, Communications
Audrey Eldridge, Executive Director, Communications & Marketing
Carol Crothers, Manager II, Math Solutions Center
Chad Trisler, Dean of Students
Courtney Colby Bond, Dean, Center for Teaching & Learning
Courtney Santillan, Dean, Social Sciences & Public Affairs
Erica Compton, Director, Advising
Gabby Minor, Administrative Assistant
Gordon Hynes, Director, Budget
Heather Schoenherr, Professor, Psychology
James Francel, Associate General Counsel
Jana McCurdy, Dept. Chair, Social Sciences
Janice McGehee, Executive Assistant to the President
Jeff Flynn, Executive Director - Facilities Planning and Management
Jennifer Colley, Executive Director-Human Resources
Jessica Argyle, Representative II, Communications & Marketing
Jordan Mendoza, Sr. Research Analyst
Judd Constantine, Audio Visual Project Manager
Justin Vance, Dean, Arts & Humanities
Kae Jensen, Dean, Math
Kimberly Stephen, Librarian, User Experience
Kristi Martin, Executive Assistant to the Provost
Maia Kelley, Associate Professor, Math
Mariah Roy, ASCWI President
Mary Jo Hayes, Comptroller
Michael Chacon, Chief Information Officer
Michael Jensen, Director, Foundation
Michelle Haviland, Assistant Director, Financial Aid
Mike Maglaughlin, Sr. Analyst, Budget & Finance
Morriah Marks, Executive Assistant, College Relations
Patrick Neal, Dean, School of Industry, Engineering and Trades
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Pedro Arredondo, Jr., Research Analyst, Institutional Effectiveness
Richard Soto, Department Chair, Business
Rob Healea, IT Tech Support Specialist II
Shamika Klemetsen, Executive Assistant, Operations
Tami DeBoer, Program Manager
Valerie Lee, Assistant Director, Tutoring Services

CONSENT AGENDA

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

PRESIDENT'S REPORT

- Vice President Advancement Search Update
 - The application period has closed. June will be interview month with a decision point sometime in July.
- Introduced and welcomed Interim Vice President of Finance William (Bill) Reuter.

CONSIDER DELEGATION OF SEARCH COMMITTEE MEMBERS AND DUTIES

(M/S) VICE CHAIR BUCKNER-WEBB/TRUSTEE HIGHTOWER MOVED TO APPOINT THE PRESIDENT AS CHAIR OF THE SEARCH COMMITTEE FOR THE POSITION OF VICE PRESIDENT OF FINANCE AND, MOVED TO DELEGATE TO THE PRESIDENT THE AUTHORITY TO APPOINT MEMBERS OF THE SEARCH COMMITTEE FOR THE POSITION OF VICE PRESIDENT OF FINANCE, TO DETERMINE THE SCOPE AND TIMETABLE FOR THE SEARCH, AND TO DIRECT THE APPLICATION AND INTERVIEW PROCESS.

MOTION PASSED.

- Executive Director, Audrey Eldridge shared an inspiring “Bold Achievements” story of 2022 CWI Graduate, Craig Peterson. Craig headed up a fund-raiser, “Speak Up Ink Up” in partnership with CASA of Southwest Idaho and Level Up Tattoo, which raised \$11,000 for CASA of Southwest Idaho.

FACULTY SENATE, STAFF SENATE & ASCWI UPDATES

Faculty Senate President, Maia Kelley

- Faculty Senate leadership for spring 2022 includes President, Maia Kelley, Vice President, Malcolm Diamond and Secretary, Christina Moore.
- Membership, committees, accomplishments and faculty promotions were reviewed.
- Chair Lentz and Trustee Hightower thanked Faculty Senate President Maia Kelley for her leadership.
- Trustee Hightower congratulated the faculty who received promotions.

Staff Senate member, Rob Healea

- Staff Senate represents all full-time and part-time staff. There are 13 members from eight different departments.
- Staff Senate were involved in many successful community based initiatives as well as on-campus events that happened over the course of the school year.
- Chair Lentz expressed her appreciation of how staff is integrating community initiatives into the work being done throughout the year.

ASCWI President, Flora Koenig and ASCWI Vice President Mariah Roy

- ASCWI has advocated for students by holding monthly town halls, financial literacy panel, end of semester celebrations and talks from community organizations.

- Community Service has provided a way to connect with one another as well as be of service in the Community.
- Campus safety Initiatives this year included getting speed limits in the NCAB parking lot lowered, brighter lighting in the APIN parking lot and a crosswalk installed from NCAB to the Willow Buildings.
- Initiatives for the future are to increase student wellbeing, expand institutional and community connections, review current ASCWI Constitution and Bylaws and establish traditions.
- Chair Lenty thanked Flora and Mariah for sharing their excitement around all of the accomplishments gained this year.

BOARD COMMITTEE REPORTS

COLLEGE RELATIONS

Communications & Marketing Executive Director, Audrey Eldridge

- Currently supporting Strategic Enrollment Growth plan through Student Lifecycle Optimization. Development of a new app for enrollment, with the goal to make it easier to complete the application process.
- Mascot update; the third and final survey is open now thru May 27.
- Vice Chair Buckner-Webb thanked the team for their hard work on getting the new brand out.

Government Relations/Legislative Session Overview presented by Ashley Smith.

- May 17 is Idaho Primary day. Ashley reminded everyone to get out and vote.
- President Jones' interview on KTVB went well and will be posted on CWI's social media channels.
- President Jones will be the Key Note speaker at next week's Nampa Chamber luncheon.
- Ashley will be traveling to Washington DC next week for meetings with Idaho's Congressional Delegation.

FOUNDATION

Foundation Director, Michael Jensen.

- Right! Systems, Inc., headquartered in Lacey, Washington, with an office in Eagle has donated a \$25,000 scholarship for students in IT.
- A Legacy Scholarship is a possibility due to a CWI HVAC program graduate and now Technician at Diamond Heating and Cooling, speaking to a customer about the great things CWI is doing with their CTE programs. The Technician shared her positive experience at CWI and her story, which influenced the customer to reach out and inquire about plans to leave a Legacy Scholarship.
- The Foundation was able to help 20 students purchase caps & gowns so they could participate at commencement.

POLICY

Trustee Annie Hightower

- Trustee Hightower reviewed board Governance Policy #9.
- Due to time constraints at this meeting, an Executive Session will be held during the June Board meeting to review the Trustee Assessments, as well as set goals for President Jones.
- General Counsel, Andrea Fontaine reviewed designations in Procurement Policy.

CONSIDER DESIGNATIONS IN PROCUREMENT POLICY

(M/S) HIGHTOWER/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE CONTRACTS GROUP AS THE DEIGNEE IDENTIFIED IN CHAPTER 28, TITLE 67 OF THE IDAHO CODE AND CWI PROCUREMENT POLICY. MOTION PASSED.

FINANCE

Presented by Comptroller, Mary Jo Hayes.

- Third Quarter Financial Statements
 - Statement of Net Position
 - Liabilities & Net Position
 - Actuals by Function Reviewed
 - Budget to Actuals/Budget Remaining
- Third Quarter Investment Returns
 - Long Term Investments managed by PFM Investments
 - Short-Term Investments are managed by the Local Government Investment Pool (LGIP) in the State Treasurer’s Office
- Treasurer’s Monthly Report
- Notice of Intent to Renew Certificates of Participation (COP)

CONSIDER PROPOSED CERTIFICATE OF PARTICIPATION INTENT TO RENEW

(M/S) TRUSTEE HIGHTOWER/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE INTENT TO RENEW THE CERTIFICATE OF PARTICIPATION AS PRESENTED. MOTION PASSED.

PROVOST REPORT

Provost Aberle-Cannata reviewed the Collegis agreement.

CONSIDER APPROVAL OF COLLEGIS AGREEMENT

(M/S) TRUSTEE HIGHTOWER/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE PROPOSED PROFESSIONAL SERVICES AGREEMENT WITH COLLEGIS AS PRESENTED, AND, MOVED TO DELEGATE TO PROVOST, DENISE ABERLE-CANNATA THE AUTHORITY TO SIGN ANY AGREEMENT WITH COLLEGIS ON BEHALF OF CWI. MOTION PASSED.

PROPOSED FY23 BUDGET

Gordon Hynes, Director, Budget

- First reading of the proposed FY23 Budget

- Change in Employee Compensation (CEC)
 - Trustee Hightower asked if the \$2.1 million for CEC is coming from state funds, or is there a portion that is not covered. Interim Vice President Bill Reuter clarified the amount coming from state funds is \$1,448,000 for salaries and \$115,000 for benefits.

**CONSIDER PROPOSED CHANGE IN EMPLOYEE COMPENSATION
(M/S) TRUSTEE HIGHTOWER / VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE
PROPOSED CHANGE IN EMPLOYEE COMPENSATION AS PRESENTED. MOTION PASSED.**

CAMPUS EXPANSION – CAPITAL PROJECTS UPDATE

Executive Vice President Craig Brown

- Review of Capital Projects and Campus Expansion
- Next meeting will include a recommendation of time lines and funding sources.
- Chair Lentz acknowledged Executive Vice President Brown and thanked him for his expertise, which has been invaluable in this area.

CHAIRS REPORT

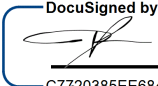
Chair Lentz

- Chair Lentz expressed her appreciation for the exceptional work being done behind the scenes on many different levels.
- Chair Lentz is looking forward to commencement in person again and celebrating CWI student achievements tomorrow evening.

ADJOURNMENT

Chair Molly Lentz adjourned the meeting at 4:04 pm

DocuSigned by:



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Jim Reames, Secretary/Treasurer
Board of Trustees

6/10/2022 | 3:50 PM MDT

Date