



Board of Trustees Meeting Minutes

9:00 A.M.

CWI Nampa Micron Education Center

Room 1701 A/B

5725 E Franklin Rd, Nampa ID 83687

November 19, 2019

CALL TO ORDER

Chair Smyser called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

ATTENDANCE

TRUSTEES:

Skip Smyser, Chair
Mark Dunham, Vice Chair
Mary Niland, Secretary
Molly Lentz, Trustee

ALSO PRESENT:

Bert Glandon, President
Craig Brown, Executive Vice President, Operations
Mark Browning, Vice President, College Relations
Lillian Talley, Vice President, Human Resources
Denise Aberle-Cannata, Provost
Tony Meatte, Vice President, Finance and Administration
Steve Berenter, General Counsel
Ashley Smith, Communications Representative III, Communications & Marketing
Audrey Eldridge, Director, Communications & Marketing
Morriah Marks, Executive Assistant, College Relations
Janice McGehee, Executive Assistant to the President
Kae Jensen, Dean, Math & Science
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Alexis Malepeai-Rhodes, Executive Director, Institutional Effectiveness
Stephanie Ritchie Breach, Faculty Senate President
Justin Vance, Dean of Arts & Humanities
Malcolm Diamond, Vice President Faculty Senate
Kelly Steely, Dean of Business Communications & IT
Courtney Santillan, Dean of Social Science & Public Affairs
Christie Cremer, Assistant Director Admissions & One Stop
Jessica Concie, One Stop Representative
La Dawn Anderst, Foundation Operations & Database Coordinator

Michael Jensen, Director of Development Foundation
Andy Diehl, Research Analyst
Pat Neal, Dean Industry, Engineering & Trade
Cathleen Currie, Dean Health
Joseph Hernandez, Student
Brian Cuttlers, Manager, Institutional Research
Maia Kelley, Assistant Professor Math
Ayana Pattison, ASCWI Treasurer
Aide Moore, Student

VISITORS:

A.J. Howard, KIVI Channel 6
Brian Myrick, Idaho Press
Erin Bamer, Idaho Press
Brian Holmes, KTVB Channel 7
Kevin Eslinger, KTVB Channel 7

PUBLIC COMMENT

- No public comments were made

CWI MISSION STATEMENT

- Chair Smyser read the CWI Mission Statement;
Mission: 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) NILAND/LENTY MOVED TO APPROVE THE CONSENT AGENDA.
MOTION PASSED.**

BOARD OF TRUSTEES HIGH PERFORMING RECOGNITION AWARDS

The Trustees provided a certificate to each of the individuals signed by the Board Chair, recognizing them for their service and accomplishments.

- **October Faculty of the Month:** Dr. Suzanne Oppenheimer. Suzanne was unable to attend. In her absence, Provost Aberle-Cannata read a statement thanking the Trustees for the award.
- **October Staff of the Month:** Jessica Concie, CWI One Stop Representative. Jessica attended the meeting and Chair Smyser presented the award to her.
- **Student Achievement Award:** Brad Dougal. Brad was unable to attend, however in his absence, a video was shown highlighting his success as a student at CWI and his career accomplishments.

NATIONAL COUNCIL FOR MARKETING & PUBLIC RELATIONS (NCMPR) AWARD

- President Glandon congratulated Vice President Mark Browning, on being selected as the NCMPR Communicator of the Year. As well, the Communications and Marketing Department collectively received three Gold Medals and three Silver Medals at the recent NCMPR Regional Meeting held in Friday Harbor, WA.

BOARD COMMITTEE REPORTS

FOUNDATION

- Trustee Lenty reviewed the Opening Doors event. The event was held at JUMP on Tuesday, Nov. 12 and was a very successful dinner. The revenue from the Scholarship Dinner is still being calculated, however, initial receipts show that there is a substantial increase over last year's net.
- There will be a joint meeting with the Foundation Board and the Board of Trustees on December 17. Vice President Mark Browning introduced La Dawn Andherst, Coordinator of Operations and Data as well as Michael Jensen, Foundation Director of Development.

COMMUNITY OUTREACH

- Vice President Browning stated that at the request of the Board, a Mascot working group was put together shortly after the September meeting with a timeline and goal to have the work done in four meetings or less, and by December 1. The group determined what the traits and attributes should be for a Mascot and brought forth 47 suggestions. The list was then pared down to six. These six made up the survey and there were 1,360 survey responses. Trustee Dunham reiterated that this survey was open to everyone.
- Trustee Dunham reported that the top three results were reviewed last week by the committee, and they are (in alphabetical order);
 - The Bighorns
 - The Horned Owls
 - The Otters
- Trustee Niland asked for the names that made up the Mascot Committee and how they were selected. Trustee Dunham and Vice President Browning shared the list. Vice President Browning stated that the Chair and Vice chair did a very nice job of making sure that the committee was from a broad spectrum of the college, industry and community.

Katie Hammond, Marketing Director
Mitch Minnette, CEO Nampa Chamber of Commerce
Ray Stark, SVP Boise Metro Chamber
Connie Miller, President/CEO Icon Credit Union
John Nordstrom CWI Faculty Senate

Blake Mimish, Staff Senate
Ashton Syed, CWI Student Vice President
Carolyn Holly, Idaho Business for Education
Jayson Ronk, Former Foundation Member, Micron
Trustee Mark Dunham, Chair Mascot Committee
Trustee Molly Lentz, Vice-Chair Mascot Committee

- Trustee Niland stated that students were sorely under-represented on the list of committee members, and is not representative of Idaho because there are no Otters in Idaho. Trustee Niland suggested that we should not move ahead on this issue without the support of students and faculty.
- Vice President Browning acknowledged and thanked Morriah Marks for all of her behind the scenes and organizational work with the Mascot Committee. Chair Smyser also thanked Trustee Dunham and Trustee Lentz on their hard work.
- Trustee Dunham also recognized Juddson Constantine and Ross Hosking for their technical help in organizing the Zoom Meetings.
- The full board will consider this item at the December Board meeting.

POLICY

- Vice President Craig Brown handed out copies of the Board Policy and reviewed Section One in Trustee Hightower's absence. Going forward, Trustee Smyser has requested that a review of the Board Policies will be a monthly agenda item and asked that the policy be sent out ahead of each meeting for the Trustees to review and identify any potential comments or recommendations for changes at the meeting. .

FINANCE COMMITTEE

- Trustee Niland stated that the Finance Committee has not met again and there is no report from them at this time.
- Vice President Meatte reported that the Governor has requested to reduce the state agencies budgets by 1% this fiscal year and 2% next fiscal year. Last year during the budget process, 10% was cut out of CWI's discretionary operations budget, so we are prepared for this. A plan on how CWI will address the reductions must be submitted to the Office of the State Board by November 27.
- Trustee Lentz requested clarification of budget years. Vice President Meatte explained that the fiscal year is from July 1 to June 30. We are currently in FY20. The 1% is for FY20 and the 2% reduction is for FY21, which is July 1, 2020 – June 30, 2021.
- Vice President Meatte shared that the Financial Reporting Dashboard format is done, but was not included in today's information. Vice President Meatte would like to go over it one-on-one with President Glandon and each of the Trustees.

- Vice President Meatte reviewed the October Financials as well as an amendment to the Budget.
- Trustee Dunham asked Vice President Meatte to define what a Certificate of Participation (COP) is. Vice President Meatte explained that a COP is the annual payment on the Aspen Campus building purchase and this payment was made in October.
- Trustee Lenty wants to make sure that we are including the Foundation as a part of CWI's budget consideration as it relates to opportunities out in the business and funding community. Trustee Lenty asked if there is a process in place currently. VP Meatte stated that his department looks at the financial big picture all the time such as, last Friday which was an all-day planning meeting with 2 hours dedicated solely to Financial Strategic Planning.
- Trustee Smyser asked that the financials be included in the board notebooks in the future.
- Vice President Meatte presented the budget revision for approval.

(M/S) LENTY/DUNHAM MOVED TO APPROVE THE FY20 BUDGET REVISION AS PRESENTED. MOTION PASSED.

INSTITUTIONAL EFFECTIVENESS -

- Student Success Measures Fall Report – *Presented by Alexis Malepeai and Brian Cuttlers*
 - Brian Cuttlers, Institutional Research Manager reviewed the Student Success Measures Fall Report. High School Readiness in English has improved. However, only 34% of high school students are prepared for College level Math. Dean Kae Jensen spoke to the Math Assessment.
 - Provost Aberle-Cannata added that there is a Pilot Project for High School level remediation. The project has been successful, but waiting on the results.
 - Trusty Lenty would like the Trustees to see a presentation that was provided to the Foundation Board about math remediation approximately 6 months ago. This was very exciting information.
 - Trustee Niland asked if there is any tracking of what school and district they come from. Brian Cuttlers said that it isn't possible for us to look at specific schools and how they are performing individually, when the vast majority of the students coming to us are unprepared. Chair Smyser would like to see the statistics on the high school readiness by school and district.
 - Trustee Lenty said that there were some elements in the first year Pilot Project for High School remediation that allowed for the opportunity to look at each students needs and get ahead of that. Have some of those elements been introduced? Provost Aberle-Cannata responded that realizing there is a deficit, a second year Pilot Program is in place and CWI has partnered with several school districts in the area to offer remediation at the high school level instead of waiting until they get here and then go thru college remediation.

- Trustee Lentz asked if it would be possible to integrate additional context such as comparisons to CWI's peers and others into future reporting.
 - Trustee Niland asked if we have current data that shows how much revenue is generated from individual programs like CTE, etc. Vice President Meatte will provide this information to Trustee Niland.
 - Trustee Lentz asked the IR team to look into the resources available in the organization RISE, formally TVEP, including current Superintendent information that could be valuable to their reports.
 - Brian Cuttlers mentioned that there is a link to a report that is published by the SBOE comparing Community Colleges and Universities' retention, remediation and graduation rates. Chair Smyser asked that Cuttlers share that link with the Trustees.
 - Trustee Lentz asked if there is a mechanism to understand why we are not retaining students. Cuttlers stated that CWI is looking to improve the student satisfaction surveys to seek additional student input into retention challenges
- Strategic Planning Day Review – *Presented by Alexis Malepeai*
- Strategic Planning Day Agenda and Time Line were reviewed. Discussion took place around the next Strategic Planning Cycle and changing from a 5 year to a 3 year plan.
 - Trustee Dunham mentioned that the Board of Trustees will ultimately decide the length of the Strategic Planning cycle, not staff. Director Malepeai acknowledged that she miss-spoke and that the information discussed at the Strategic Planning Meeting would be brought before the Board as a recommendation.
 - Trustee Dunham also confirmed with Executive Vice President Brown that during the last Strategic Planning Cycle a Consultant was hired. EVP Brown confirmed that Eva Klein & Associates was hired following an RFP process and that the overall strategic planning process took a year and a half.
 - President Glandon reiterated that the Strategic Planning discussion not only included the possibility of changing the cycle from a 5 year plan to a 3 year plan, but for it also to be a "rolling" plan that would be reviewed annually.

PROVOST REPORT - *Presented by Provost Denise Aberle-Cannata*

- Recently there were two programmatic accreditation visits for the Surgical Tech Program and the Dental Assist Program. CWI's Surgical Tech Program has received full accreditation for the next ten years. The Dental Assist Program has received accolades and we are expecting to receive a letter any day confirming the accreditation for the next seven years.
- Several teams have been working to identify the student life cycle. The life cycle will historically be able to define where the gaps are occurring. One area that will impact these rates is the introduction of Flexible Learning. For the Spring Term we will be piloting Flexible Learning in our Practical Nursing (PN) program. It will be an inverted classroom, meeting 3 days per week. The other two days students will come to campus for class. 24 students are currently enrolled.

- Trustee Niland asked how this came about. Provost Aberle-Cannata stated that this was an example of Faculty bringing the idea up through their Department Chair and to her. This was the culmination of many different departments working together.
- Trustee Niland stated that she has heard really great things from the Deans and Faculty about the job that Provost Aberle-Cannata has been doing, and she has been a great addition to CWI.
- CWI has been a recipient of Perkins Grant funding for several years. In 2020, the Federal Government will transition Perkins to what they call Perkins V. Part of the requirements of Perkins V is to develop a Local Needs Assessment (LNA) in conjunction with the state. Provost Aberle-Cannata read the purpose of the LNA. An announcement will go out through a database that has been compiled, notifying identified stakeholders and interested parties of public meetings to be held on Dec. 5 & 6 on the CWI campus. A consulting firm, MGT Consulting Group, was selected to work with CWI on the Local Needs Assessment.
- Trustee Lentz would like to get a list of who is invited to attend this Town Hall event to be able to share this with the business community. Provost Aberle-Cannata will provide the invitation to Trustee Lentz.

INSTRUCTIONAL DEAN PROGRAM HIGHLIGHT

- Pat Neal reviewed the history of the CWI Truck Driving Program and proposal to reinstate the program through a partnership approach with Sage Truck Driving.
 - Trustee Dunham asked where are the CWI trucks are right now? Dean Neal stated that some are parked by the Nampa Campus and some of the tractors are being used by the Diesel Mechanic program.
 - Trustee Dunham asked how many do we have now? Dean Neal said that we had 11 at one point, but many of those trucks were older. Some of the older tractors were donated to different programs around the valley. President Glandon mentioned that there was the issue of road worthiness.
 - Trustee Niland asked if any of these trucks were donated by Hatch Barrett and were the original tractors when it was still with BSU. Dean Neal did not think that any of the trucks owned by CWI currently are part of the original donation by Hatch Barrett. Trustee Niland said that Hatch Barrett was a founding Trustee for the college and his son Ed is now on the Foundation Board. It is important to remember those who have been an important part of our history.
 - Dean Neal noted that there are currently five good trucks right now.
 - Dean Neal is working closely with Assistant Vice President, Workforce Development Christi Rood to put a partnership together with Sage Truck Driving School. No agreement yet, they are still in talks.
 - Trustee Dunham mentioned that this program does not qualify for Financial Aid, so any financial assistance would be a Private loan. The Work Force Development Team is working with the Dept. of Labor to qualify the program in hopes of reducing the student's direct expense.

OFFICE OF GENERAL COUNSEL UPDATE - Presented by Steve Berenter, General Counsel

- General Counsel Statement of Purpose reviewed
- Organizational Structure update:
 - Office of General Counsel is being realigned under the Office of the President with the General Counsel reporting directly to the President instead of EVP of Operations. General Counsel Berenter also noted that this office will also serve the Board of Trustees
 - Following a search and interview process that included Trustee Smyser, Andrea Fontaine has been hired in the role of Associate General Counsel and will begin Dec. 2, 2019.
- Draft RFP for Legal Services reviewed. General Counsel Berenter directed the Trustees' attention to the proposed scope of services, noting that based upon the structure of the internal Office of General Counsel, external services will be significantly reduced from previous requirements.
- Trustee Lenty asked who is going to lead the on boarding of Andrea Fontaine, being mindful of a warm welcome and, knowing that this is a muscle that we need to exercise a little more? She requested an understanding of who is going to lead that and how are we getting better at this?
- President Glandon stated that this is a topic that has been addressed by HR regarding new employees. He further noted that Administration is also working on how to more effectively on-board new Trustees.
- General Counsel Berenter stated that he is committed to addressing an orientation process for Andrea that will get her up to speed as quickly as possible.

CHAIRS REPORT

- Chair Smyser and Trustee Lenty attended the ACCT Leadership Conference in San Francisco. Chair Smyser highly recommends this Conference for Trustees to attend in the future. North Idaho Community College did a great presentation.
- Chair Smyser thanked the Administrative team on their work in the development of the Board of Trustee meeting agendas.
- The High Performing Recognition Award presentations are becoming smoother. The recipients that are unable to attend will be contacted by President Glandon, and will present them with their Certificate of Recognition and expression of gratitude at a later date.
- Chair Smyser said that going forward, we will be looking at the mission of the College and the Board policies will be reviewed at each meeting.

- Chair Smyser thanked everyone for all that they do on behalf of the College and wished the Board, Faculty and Staff a Happy Thanksgiving.

PRESIDENT'S REPORT

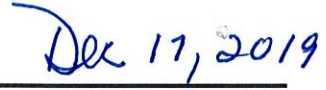
- President Glandon reviewed the following events and meetings;
 - Opening Doors Fundraiser was re-capped.
 - On-Ramp meeting with Apple to discuss additional grant opportunities
 - ICCC meeting last month. The December meeting will include the Board Chairs.
 - President's Leadership Council meeting
- Calendar reminders were reviewed.
 - Barnyard BBQ Wild West Night – Thursday Nov. 21, 2019 6:00-9:00 p.m. at Meridian Center at the Park, Sponsored by the CWI Culture and Employee Engagement Committee (CEEC).
 - Idaho Legislature kicks off Monday January 6. No need for attendance at State of the State for Trustees- just a heads up.
 - Education Week slated for Jan 20-24, 2019.
 - CWI will present to JFAC on Wednesday Jan 22. Time to be determined but it will be somewhere between 8am-10:30am.
 - Idaho Community College Day at the Capitol is March 4, Capitol Rotunda.
- Board Action Items (Review);
 - BOT Internal/External Calendaring Process is being work on.
 - We will be scheduling 1:1's for a review with Vice President Meatte regarding answering individual questions on the Reserve Funds and new Finance Dashboard.
 - Mascot recommendations and decision continues.
 - Trustee Dunham reminded the group of the upcoming Associated Taxpayers of Idaho Meeting on Dec. 4 followed by the Holiday Reception for Elected Officials. Both are at the Boise Center.

EXECUTIVE SESSION

**(M/S) TRUSTEES NILAND/DUNHAM MOVE THAT PURSUANT TO IDAHO CODE SECTION §74-206 (1) (A) TO CONSIDER HIRING A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT, WHEREIN THE RESPECTIVE QUALITIES OF INDIVIDUALS ARE TO BE EVALUATED TO FILL A PARTICULAR VACANCY OR NEED, UNLESS A VACANCY IN AN ELECTIVE OFFICE IS BEING FILLED. (B) TO CONSIDER THE EVALUATION, DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST, A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER, INDIVIDUAL AGENT OR PUBLIC SCHOOL STUDENT; (D) TO CONSIDER RECORDS THAT ARE EXEMPT FROM DISCLOSURE AS PROVIDED BY LAW; ROLL CALL VOTE.
MOTION PASSED.**

VICE CHAIR DUNHAM RECONVENED INTO OPEN SESSION AND ADJOURNED THE MEETING
AT 2:55 P.M.





Mary Niland, Secretary/Treasurer

Date Signed