



Board of Trustees

Meeting Minutes

Time: 3:00 PM

ZOOM Video Conference

Nampa Micron Education Center Rm. 139-A

December 8, 2022

CALL TO ORDER

Chair Lenty called the virtual meeting to order at 3:01 p.m.

PLEDGE OF ALLEGIANCE

VISITOR INTRODUCTIONS – NO VISITORS

CWI MISSION STATEMENT

Trustee Hightower 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 (ABSENT)**
- **JIM REAMES, SECRETARY/TREASURER**
- **ANNIE HIGHTOWER, TRUSTEE**
- **NICOLE BRADSHAW, TRUSTEE**

OTHER GUESTS:

ALSO PRESENT:

Gordon Jones, President

Denise Aberle-Cannata, Provost

Craig Brown, Executive Vice President, Operations

Ryan Herring, Vice President Human Resources

Nic Miller, Vice President Strategic

William Reuter, Interim Vice President Finance

Aaron von Lindern, Dept. Chair, Health Sciences

Aaron Whitman, Planning and Construction Dire

Alexis Malepeai, Executive Director, Institutional Effectiveness

Andrea Fontaine, General Counsel

Andrea Schumaker, Department Chair, Agricultural Sciences

Ashley Smith, Government & Community Relations Director
Billy Shanaberger, Budget Analyst, Business Office
Brett Belden, Supervisor, Tutoring Services
Christi Rood Gilchrist, AVP, Economic Development
Courtney Colby Bond, Dean, Center for Teaching & Learning
George Iliff, CWI Foundation Board Member
Gordon Hynes, Director, Budget
Greg Wilson, General Education Coordinator
Jac Webb, Director, Adult Education
Janice McGehee, Executive Assistant to the President
Jeff Flynn, Executive Director, Facilities, Planning & Management
Jenee Snyder, Director, Financial Aid
Jennifer Colley, Executive Director, Human Resources
Jessa Walker, One Stop Sr. Representative
Jessica Downing, Manger, Sr. Creative
Juddson Constantine, Audio Video Project Manager
Justin Vance, Dean, Arts & Humanities
Kae Jensen, Dean, Math
Kristi Martin, Executive Assistant to the Provost
La Dawn Anderst, CWI Foundation
Laura Bagley, Administrative Assistant III
Maia Kelley, Associate Professor, Math
Mary Jo Hayes, Comptroller
Melissa Shinn, Director, Health Programs
Michael Chacon, Chief Information Officer
Michael Jensen, Director, Foundation
Michelle Haviland, Assistant Director, Financial Aid
Miguel Olivares, Assistant Dean
Mike Maglaughlin, Sr. Analyst, Budget & Financial Reporting
Mike Pena, CWI Foundation Board President
Patrick Neal, Dean, School of Industry, Engineering and Trades
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Rachel Miller, Sign Language Interpreter
Richard Soto, Department Chair
Ross Hosking, Videographer
Ryan Gerulf, Director, Philanthropy
Shandra Le Fevre, Sr. Financial Aid Officer
Sierra Benson, Financial Aid Officer
Stephanie Boren, Administrative Assistant, CWI Foundation
Tami DeBoer, Operations Program Manager
Valerie Lee, Assistant Director, Tutoring Services

CANVAS OF ELECTION

Election Officer and Executive Vice President, Craig Brown reviewed the election results.

- Zone 1: Nicole Bradshaw was newly elected to the zone 1 open seat for the remaining two years.

- Zone 2: Molly Lentz was re-elected for a term of four years.
- Zone 3: Jim Reames was elected to fill the zone 3 open seat for the remaining two years.
- Zone 4: Annie Hightower was re-elected for a term of four years.

Official results of the elections have been posted by the Elections office and all election results are final.

ACKNOWLEDGEMENT/RECOGNITION OF RE-ELECTED AND NEW TRUSTEES

Chair Lentz welcomed and thanked Trustee Bradshaw for being on the meeting even though she had a previous family vacation planned and is out of the country.

TRUSTEE OFFICER ELECTIONS

- **Chair:** Trustee Hightower nominated Molly Lentz to retain her position as board chair. There were no other nominations and no objections.
- **Vice-Chair:** Trustee Hightower nominated Cherie Buckner-Webb to retain her position as Vice-Chair. There were no other nominations and no objections.
- **Secretary/Treasurer:** Trustee Bradshaw nominated Trustee Reames to retain his position as Secretary/Treasurer. There were no other nominations and no objections.

COMMITTEE APPOINTMENTS

Committee appointments made by Chair Lentz are as follows:

- Student Success – Vice-Chair Cherie Buckner-Webb
- Policy – Trustee Annie Hightower
- Finance – Trustee Jim Reames
- College Relations and Foundation Liaison - Trustee Nicole Bradshaw

CONSENT AGENDA

(M/S) TRUSTEE HIGHTOWER/TRUSTEE BRADSHAW MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED.

PRESIDENT'S REPORT

President Jones reported there has been many Micron activities in support of creating awareness around the trades and the expansion efforts of Micron. A proclamation by Governor Little was made for National Apprenticeship Week as well as a visit to Micron where Secretary of Labor, Martin Walsh held a town hall.

Legislative activity is ramping up at the State House and CWI will work diligently to share our message with elected officials, ultimately culminating with a presentation to the Joint Finance Appropriations Committee (JFAC).

Ken Kline has been hired as the new Vice President of Finance. Ken will come on board January 23, with Interim Vice President William Reuter staying on to help with the transition.

The first of four “CWI night at the Steelheads” is December 14. The following three dates are February 8, February 22, and March 15. \$15 general admission fee comes with a hot dog/drink and \$5 goes directly to CWI Scholarships.

- **Bold Achievements** recipient and IT Help Desk technician, Stanley Ward was recently selected as one of ten students nationally for a \$5,000 scholarship through ISACA, also known as Information Systems and Control Association. In addition to the scholarship, Ward will receive valuable resources, including networking accesses and mentorship opportunities.

CHAIR’S REPORT

Chair Lentz shared her appreciation to faculty and staff for all of the work being done and how this work is making an impact in our community. What is ahead of us is not going to be easy, but the board is very excited to work together with all of you and focus on future opportunities.

BOARD COMMITTEE REPORTS

COLLEGE RELATIONS- ASHLEY SMITH, GOVERNMENT & COMMUNITY RELATIONS DIRECTOR

Communications & Marketing

- Spring Recruitment has focused on;
 - 8 week sessions
 - Mechatronics expansion
 - Micron Partnership
 - Production of spring awareness campaign and operational work.
 - Emergency Communications Review included testing of the RAVE System. Trustee Hightower asked if CWI uses a opt in or opt out system. Director Smith stated everyone is automatically added to the rave list; however, people do have the option to opt out, similar to any SMS system with text. Trustee Hightower asked if we are currently using the system. Director Smith confirmed we have been using the RAVE system for the past five years.

GOVERNMENT RELATIONS - ASHLEY SMITH, GOVERNMENT & COMMUNITY RELATIONS DIRECTOR

Government Relations and Community Relations

- Continuing to reach out to new as well as the seasoned Legislators.
- Director Smith traveled to DC to meet with Congressional Staffers, providing updates on election results and current projects CWI is engaged in.
- CWI License Plates are available at your local DMV.
- CWI will be delivering donated food as part of the “7 Cares Idaho Shares” community event.

FOUNDATION – MICHAEL JENSEN, FOUNDATION DIRECTOR AND MIKE PENA, FOUNDATION PRESIDENT

- Year-end Thank You card is going out to donors reminding them there is still time for another donation if they need a year-end tax write off.

- New Scholarships
 - \$120,000 donation was received today. \$100,000 to an endowment and \$20,000 to restricted funds.
 - Bank of America presented an \$80K check to sponsor the multicultural CNA programs.
 - Mike Pena, Foundation President discussed the recruiting efforts in recruiting a very strong team of board members. The Foundation Board is up to 17 members.
 - The December Foundation meeting will be primarily about Strategic Planning. Ideas for future work includes;
 - Helping the CWI Trustees with fundraising for the Health Science Building.
 - Involvement in the downtown campus project.
 - Reinvigorating the Alumni Association and using this as a long-term revenue model.
 - Life estate giving program.
 - Chair Lenty thanked the Foundation for their partnership and for the value they bring to the college.
 - Foundation President Mike Pena thanked President Jones for taking the time to meet with him monthly and communicated to the Trustees that his door is always open and he welcomes communication with them at any time.
- Trustee Hightower suggested a Zamboni ride and lesson be included as an auction item at the next opening doors event, and thanked the Foundation for their hard work over the last year.

POLICY

- Trustee Hightower updated the Trustees on the new Campus Posting Policy. This policy provides guidance around campus bulletin boards and other public places where information is posted. Also, the Conflict of Interest Policy for Non-Grants related conflict has been updated. Thank you to those who worked to update this policy.
- Trustee Hightower reviewed Board Governance Policy #5. Trustee Hightower will follow up with President Jones regarding the Interim Succession plan.

FINANCE

- Comptroller Mary Jo Hayes reviewed the Treasurer's Report as of October 31, 2022.

PROVOST REPORT

Provost, Denise Aberle-Cannata reported a strong spring start to enrollment, and specific work has included targeted marketing, AI and increased discipline.

Assistant Vice President (AVP), Patrick Tanner presented the enrollment numbers. Action items to increase enrollment includes; increased AMET Cohorts (Micron Partnership), moving to a “High Touch, Concierge” approach, delivering courses to Mountain Home Air Force Base, and the “Late 8” course options.

Trustee Bradshaw asked for an explanation as to what the “Concierge” approach is, also what the “Late 8” is. AVP Tanner explained the “Concierge” approach is removing some of the roadblocks for students in a very one-on-one scenario with personal phone conversations instead of texts and emails. The “Late 8” is an offering of 8-week course options for those students who decide mid-semester to attend CWI. This ensures they do not have to wait another 16 weeks to get started. In the fall of 2023, there will be an “Early 8” and a “Late 8”.

Provost Cannata stated with the in-depth work being done with Collegis, it allows us to look at enrollment data in real time with dashboards that help predict what the next term will look like. This allows us to start building budgets and helps with targeted marketing efforts.

Chair Lentz asked if there is a way to demonstrate, for those students coming for one or two courses, where we are still helping them be successful, even if there is not a graduation rate attached to it. No need to answer today, but would like to see if this could be a reporting option in the future.

CAPITAL PROJECTS UPDATE - EXECUTIVE VICE PRESIDENT CRAIG BROWN


- **CAMPUS VISIONING & PLANNING**
 - Comprehensive Planning process conducted August 2021-April 2022.
 - Included key stakeholder input including community.
- **STRATEGIC DIRECTION FROM PROCESS**
 - Consolidate into two primary campuses in Nampa & Boise
 - Nampa Campus
 - New Health & Science Building
 - Relocate Horticulture and expand Agricultural Sciences
 - New Student Learning Center
 - Boise Campus/Center
 - Develop Main & Whitewater site as a mixed-use project with a developer partner.
 - Funding Strategies
 - State/Permanent Building Fund
 - Certificate of Participation (COP) Funding
 - CWI Development Fund
 - Donor Funds
 - Project Schedule is on track-Target Completion Summer 2025
 - ESI/Cushing Terrell selected as Design Build Team from RFQ process.
 - Contract process underway
 - Programming & Design Development – next step
 - Funding

- State/Permanent Building Fund-Received FY23 Appropriation
- COP Financing in place
- CWI Development Funds
- Donor Funds – Planning underway
- Boise Center
 - Project Schedule is on Track – Target completion is Summer of 2026
 - Funding is included in the Developer partnership process
 - Recommend identifying a Trustee for the RFP Selection Committee
Chair Lentz asked EVP Brown to share the time commitment with her and she will share with the Trustees individually, to see who has interest and time available for this important commitment.
- Nampa Campus – Student Learning Center and Phase 2 of Horticulture/AG Science
 - Project Schedule – Target completion is summer 2026
 - FY24 Capital Funding Requests submitted to Permanent Building Fund
 - Funding requests will be reviewed in upcoming Legislative Session
Trustee Bradshaw thank EVP Brown for the detailed review. EVP Brown stated, a CWI Campus Tour as well as an onboarding meeting will be scheduled in January with EVP Brown.

Trustee Hightower commented when she ran for Trustee back in 2018, a lot of what Trustee Hightower discussed with the campus community and what she wanted to see happen, was to create a campus in Nampa that truly felt like a campus. As well as to see the downtown property developed. It is very exciting to drive by the downtown property now, and see all of the planning and work going into this. Trustee Hightower stated that it makes her happy and proud to be a part of the CWI Board and thank you to President’s Cabinet and all involved for their hard work.

ADJOURNMENT

Chair Lentz adjourned the meeting at 4:26 pm



 Jim Reames, Secretary/Treasurer
 Board of Trustees

Jan 31, 2023
 Date






12_8_22 BOT Meeting Minutes_FINAL

Final Audit Report

2023-01-31

Created:	2023-01-31
By:	Janice McGehee (janicemcgehee@cw.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAANG3MSIBCOFXBfSXVCheuabQ5-g3d2alp

"12_8_22 BOT Meeting Minutes_FINAL" History

-  Document created by Janice McGehee (janicemcgehee@cw.edu)
2023-01-31 - 4:46:47 PM GMT
-  Document emailed to Jim Reames (jreames@bankfirstfed.com) for signature
2023-01-31 - 4:47:06 PM GMT
-  Email viewed by Jim Reames (jreames@bankfirstfed.com)
2023-01-31 - 4:55:55 PM GMT
-  Document e-signed by Jim Reames (jreames@bankfirstfed.com)
Signature Date: 2023-01-31 - 4:56:20 PM GMT - Time Source: server
-  Agreement completed.
2023-01-31 - 4:56:20 PM GMT