



# Board of Trustees

Meeting Minutes

Time: 3:00 PM

Nampa Campus Academic Building, Room #122

May 9, 2024

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## CALL TO ORDER

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

## PLEDGE OF ALLEGIANCE

## GUESTS

Mitch Minnette, President & CEO Nampa Chamber of Commerce

Jill Cryder, Marketing Manager Nampa Chamber of Commerce

## CWI MISSION STATEMENT

Trustee Smith 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 - NONE

## ATTENDANCE

### TRUSTEES:

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

### ALSO PRESENT:

Gordon Jones, President  
Denise Aberle-Cannata, Provost  
Ken Kline, Vice President Finance  
Ryan Herring, Chief Human Resources Officer  
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  
Audrey Eldridge, Executive Director, Marketing  
Chad Trisler, Dean of Students

Christi Gilchrist, Assistant Vice President, Workforce Development  
Courtney Boles, IT Tech Support Specialist II  
Gordon Hynes, Budget  
Judd Constantine, Audio Video Project Manager  
Janice McGehee, Executive Assistant to the President  
Jenee Snyder, Executive Director Financial Aid  
Kae Jensen, Dean, Science, Technology & Math  
Lauren Leonard, Administrative Assistant, President's Office  
Mary Jo Hayes, Comptroller  
Richard Goldsberry, IT Tech Support Specialist, Lead  
Tyler Brown, Assistant Vice President, Enrollment and Student Services

### **NAMPA CHAMBER AWARD PRESENTATION**

Mitch Minnette, President & CEO, Nampa Chamber of Commerce was joined by Jill Cryder, Chamber Marketing Director in recognizing CWI as the Nampa Chamber Member of the Year

Chair Lentz thanked President Minnette and the Chamber for their partnership over the years.

### **CONSENT AGENDA**

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

### **PRESIDENT'S REPORT**

President Gordon Jones

- Approval has been received from NWCCU for the Bachelor of Applied Science degree program. Still awaiting final approval from the US Dept. of Education.
- Last fall CWI completed the 7-year evaluation process through our accrediting body, NWCCU. The re-accreditation letter has been received.
- GradFest celebration was a remarkable success last week. President Jones thanked Dean Chad Trisler and Assistant Vice President Tyler Brown and their teams for a great celebration.
- Commencement is tomorrow night. There are over 1500 students receiving degrees, including over one hundred veterans and 40 AA degree diplomas to be given to High School students through the Dual Credit program.

### **BOARD LIAISON REPORTS**

#### **INSTRUCTION AND STUDENT SUCCESS**

Provost, Denise Aberle-Cannata

- On April 20, the Phi Theta Kappa (PTK) Officer Induction Ceremony was held.
- On May 8, 19 certificates were given to the Law Enforcement Program Graduates, ranging in age from 18-50. Fifty percent of the graduates are already employed, and the remainder have offers in their field.
- April 27-May 1, Vice President, Ken Kline, and Provost Denise Aberle-Cannata presented at the Western Association of Colleges and University Business Officers (WACUBO) Conference in Anaheim, CA. Vice President Kline and Provost Aberle-Cannata presented

on CWI's Program Prioritization Program. It was an honor to say that a Community College in Idaho had created, launched, and are currently testing a Program Prioritization Program. There were many larger prestigious institutions that were asking questions regarding this program process.

### **Enrollment Update**

Assistant Vice President Tyler Brown

- Unduplicated Headcount is up 3.6% vs one year ago.
- Attempted Credits are up 6.2% vs one year ago.
- Graduation statistics were reviewed.
  - 1798 Degree & Certificate Graduates
  - Youngest is seventeen and oldest is seventy-six.
  - Forty associate degrees awarded to Dual Credit Students
  - 594 Graduates with Honors

### **Student Success**

Dean, Chad Trisler

- Student Leadership & Club Award Recognition
- President's Writing Awards
- Connections Project Winners
- GradFest - There were 525 students and family members joining in the celebrations.

## **COLLEGE RELATIONS**

### **Marketing**

Vice President Marketing, Emily Tetz

- Vice President Tetz reviewed the fall recruiting campaign and student acquisition timelines. The General Awareness is directed towards a general CWI landing page and Engagement will focus on Program Cluster landing pages.

Chair Lentz asked if all these programs qualify as "in-demand" careers. Vice President Tetz stated that in some shape or form they feed into the in-demand careers. This page is flexible and will continue to be refined over time.

- April was Community College Month.
  - Signing of the Proclamation with Gov. Little
  - SkillsUSA Idaho Competition
  - Nagel Foundation Scholarship tops \$1M in donations
  - Bridge Signing Ceremony
  - Connections Project
  - Teens 2 Trades \$100,000 scholarship
  - Student Leadership Awards Banquet
  - New Health & Science Building topped off.
  - NWCCU approved the Bachelor of Applied Science program.

## **GOVERNMENT RELATIONS**

Vice President Operations, Nic Miller

- Vice President Miller thanked the Trustees who were able to join in the Health & Science building topping off (beam signing) event. This event was open to the CWI campus community and was a great opportunity for campus wide engagement.
- A new integrated calendar concept was reviewed. This will attempt to capture all the campus events and give staff, faculty, and board the opportunity to be involved.
- JFAC lunch and tour is scheduled for Wed., June 5.

Trustee Lenty asked when the Integrated Calendar will be operational and accessible.

Vice President Miller stated that it should be accessible this month.

Trustee Bradshaw asked if the Micron CHIP Camp is relevant for the Trustees to attend. Vice President Miller stated this is a partnership with Micron since last year. It is focused on middle school age students interested in STEM opportunities. Trustees are invited to participate as part of the kick-off activities.

## **Advancement**

Vice President Advancement, Mark Arstein

- The inaugural *Catalyst* newsletter was sent from the Advancement team on Tuesday, April 9, 2024. Vice President Arstein reviewed the analytics of the delivery. This will be key to the development of the Alumni Association.
- Opening Doors Sponsorship opportunities were included in the board packet. The goal is to have the Sponsorships in place by June.

Trustee Bradshaw stated her excitement about this opportunity to start building relationships with Alumni.

## **CAMPUS VISIONING**

### **Capital Projects Update**

Vice President, Nic Miller

- The Permanent Building Fund Advisory Committee (PBFAC) and membership was reviewed.
- FY23-FY25 Capital Projects, and Alterations/Repairs were reviewed.
- PBFAC Funding and six-year improvement plan was reviewed with the board.

Trustee Bradshaw asked when presenting our request to PBFAC, is it just a year at a time or is the 6-year plan shared with them? Vice President Miller stated CWI is required to provide a 6-year plan to PBFAC annually.

Chair Lentz acknowledged the leadership in the room and others, who laid the groundwork previously, so we are able today, to make thoughtful and informed decisions around campus planning.

### **Capital Campaign Update**

Vice President, Mark Arstein

- Vice President Arstein reviewed the working campaign goal of \$30M.
- The Advancement team will continue collaborating with Donor by Design.
- Case for Support should be finalized this month.
- Advancement now has a visioning room in the Willows. This will be a place to have great conversations and visioning sessions to create excitement and enthusiasm for CWI and the Nampa Campus projects.

Chair Lentz reminded Vice President Arstein that he and his team have the board's full support and to feel free to pull the board in on any of those conversations in the future.

### **FINANCE**

Vice President Finance, Ken Kline

- Treasurer's Monthly Report
- Notice of Intent to Renew Certificates of Participation (COP)

**CONSIDER INTENT TO RENEW CERTIFICATE OF PARTICIPATION (COP) - 2018 SERIES  
(M/S) TRUSTEE SMITH/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE INTENT  
TO RENEW THE CERTIFICATE OF PARTICIPATION 2018 SERIES AS PRESENTED.**

***MOTION PASSED.***

**CONSIDER INTENT TO RENEW CERTIFICATE OF PARTICIPATION (COP)- 2022 SERIES  
(M/S) VICE CHAIR BUCKNER-WEBB/TRUSTEE BRADSHAW MOVED TO APPROVE THE  
INTENT TO RENEW THE CERTIFICATE OF PARTICIPATION 2022 SERIES AS PRESENTED.**

***MOTION PASSED.***

### **PROPOSED FY25 BUDGET**

Vice President Finance, Ken Kline

- First Reading is primarily focused on revenue with the second reading being focused on expenses.
- Budget Structure and Sources of funds were reviewed.
  - Tuition and Fees
  - Special Course Fees (approved 3/14/23)
  - State Appropriated Funds
  - Property Taxes
  - Workforce Development Program Revenue
  - Other Revenues include interest income, sale of goods, rental fees.
- Property Tax Rate Comparison for all four Community Colleges in Idaho was shared. CWI has the third lowest levy rate out of the four Community Colleges at \$8.75/\$100,00 Assessed Value.

- In this proposed budget, the request will be for the board to approve a 3% increase in the tax levied for a total of \$11,811,740.

Trustee Bradshaw asked if there was an increase last year. Vice President Kline stated there has been a 3% increase every year, as far back as his staff could remember.

Chair Lenty asked if the other colleges are requesting the same increase and Vice President Kline stated they are all requesting a 3% increase.

- Sustainability Reserve Target calculation for FY25 was reviewed.

Trustee Bradshaw asked if this was cash being set aside and if it is ever spent. Vice President Kline stated the sustainability reserve itself would need board approval to spend those funds. Trustee Bradshaw asked what happens if this is held out every year and we do not use it. Vice President Kline stated it moves on to the next year.

- Compensation: Vice President Kline is seeking approval today from the board for the state recommended 3% CEC merit pool for all employees which would total approximately \$947,400 and have an effective date of July 1. An additional \$440,000 would be earmarked for the lower paid employee groups, especially for the student facing employees.

President Jones stated that we have a dedicated faculty and staff, and any opportunity to keep pace with the increasing cost of living should be done. The funding from the state never covers the full 3%. We have a number of individuals that are below other public sector roles, and we need to add an extra component.

Trustee Smith asked for clarification that the \$441K under development right now, is in addition to the approximate \$950,000. Chief HR Officer Herring confirmed this is in addition to the \$950,000. Trustee Smith asked how many employees this would affect on the lower end of the scale. Chief Officer, Herring stated approximately 183 individuals fall into this category.

- New Positions added will be seven.
- Key Investment areas were reviewed.
- The budget is set at \$82M. With the anticipated \$2.8M in grants, for a total budget of \$84M. This proposed budget is a 1.2% increase overall.

**CONSIDER PROPOSED CHANGE IN EMPLOYEE COMPENSATION (CEC)  
(M/S) TRUSTEE SMITH/TRUSTEE BRADSHAW MOVED TO APPROVE THE PROPOSED  
CHANGE IN EMPLOYEE COMPENSATION (CEC). MOTION CARRIED**

**CHAIR'S REPORT**

Board Chair, Molly Lenty

Trustee Lenty thanked everyone for their work on tomorrow's commencement event.

Congratulations to Vice Chair Buckner-Webb who received an Honorary Doctorate from Boise State University.

**CONSIDER EXECUTIVE SESSION**

**(M/S) TRUSTEE BRADSHAW/TRUSTEE SMITH MOVED TO CONVENE IN EXECUTIVE SESSION PURSUANT TO IDAHO CODE § 74-206(1)**

**(d) TO CONSIDER RECORDS THAT ARE EXEMPT FROM DISCLOSURE AS PROVIDED IN CHAPTER 1, TITLE 74, IDAHO CODE; AND**

**(f) TO COMMUNICATE WITH LEGAL COUNSEL FOR THE PUBLIC AGENCY TO DISCUSS THE LEGAL RAMIFICATIONS OF AND LEGAL OPTIONS FOR PENDING LITIGATION, OR CONTROVERSIES NOT YET BEING LITIGATED BUT IMMINENTLY LIKELY TO BE LITIGATED.**

**ROLL CALL**

**VICE CHAIR BUCKNER-WEBB - AYE**

**TRUSTEE BRADSHAW-AYE**

**TRUSTEE SMITH - AYE**

**CHAIR LENTY-AYE**

***MOTION PASSED.***

**ADJOURNMENT**

Chair Lenty adjourned the meeting at 5:29 PM.

DocuSigned by:



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Jim Reames, Secretary/Treasurer  
Board of Trustees

6/14/2024 | 1:41 PM MDT

Date