



Board of Trustees Meeting Minutes

9:00 A.M.

**CWI Nampa Campus Administration Building
President's Conference Room - 201B
6056 Birch Lane, Nampa ID 83687**

September 17, 2019

CALL TO ORDER

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

(M/S) HIGHTOWER/DUNHAM MOVED THAT PURSUANT TO IDAHO CODE SECTIONS 74-206 (1) (B) AND (D), THE BOARD OF TRUSTEES GO INTO EXECUTIVE SESSION TO (B) CONSIDER THE EVALUATION, DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST, A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT OR PUBLIC SCHOOL STUDENT AND (D) TO CONSIDER RECORDS THAT ARE EXEMPT FROM DISCLOSURE AS PROVIDED IN CHAPTER 1, TITLE 74, IDAHO CODE.

- | | |
|---------------------------|------------------------|
| • Chair Skip Smyser | aye |
| • Trustee Mark Dunham | aye |
| • Trustee Mary Niland | absent from meeting |
| • Trustee Annie Hightower | aye |
| • Trustee Molly Lenty | absent at time of vote |

The Board returned to public session at 10:50 AM.

ATTENDANCE

TRUSTEES:

Skip Smyser, Chair
Mark Dunham, Vice Chair
Molly Lenty-Dickson, Trustee
Annie Hightower, 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

Cathleen Currie, Dean, Health
Christi Rood, Assistant Vice President, Economic Development
Courtney Santillan, Dean, Social Science & Public Affairs
Janice McGehee, Executive Assistant to the President
Brian McClain, Assistant Professor of Chemistry
Kae Jensen, Dean, Math & Science
Kelly Steely, Dean, Business, Communication, & Technology
Morriah Marks, Executive Assistant, College Relations
Pat Neal, Dean, Industry, Engineering, & Trades
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
Jordan Mendoza, Sr. Research Analyst
Andrea Schumaker, Department Chair of Physical and Agricultural Sciences
Michael Chacon, Chief Information Officer
Brian Cuttlers, Institutional Research Manager
Sam Moore, Student Body President

VISITORS:

Erin Bamer- Idaho Press
Observer

PUBLIC COMMENT

- No public comments were made

CONSENT AGENDA

Trustee Hightower proposed an amendment to the August meeting minutes. On page 4, the first line states that I am not supportive of both scenarios A and B. After reviewing the transcript, I do not believe that accurately reflects the statements that I made. I propose that the minutes be amended to read; "*Trustee Hightower would like to see a more solid plan that addresses community support and impact of the options from internal and external audiences before proceeding.*"

(M/S) HIGHTOWER/DUNHAM MOVED TO APPROVE THE CONSENT AGENDA WITH THE ABOVE MENTIONED AMENDMENT TO THE MEETING MINUTES.

MOTION PASSED.

HIGHLIGHT VIDEOS

- Faculty Spotlight video highlighting Andrea Schumaker, Department Chair of Physical and Agricultural Sciences was shown.
 - Forty percent of students experience some form of food insecurity. The Campus Garden can help address this issue.

- Farm to Fork Dinner was a sell out with 66-seated guests, 14 volunteers and generated over \$4,000 for the Campus Garden program.
- Brian McClain, INBRE Program Presentation
 - Scholars Program; Research on Social Media Use
 - Bio-Technology Certification Process
 - Success! 13 INBRE Fellows and 35 INBRE Scholars
- Brandi Sweet, INBRE Program Student
 - Highlight of student, Brandi Sweet who participated in program

BOARD COMMITTEE REPORTS

- **FOUNDATION**
 - Trustee Lenty stated, the Foundation Board met on August 22, 2019. Vice President Browning, as interim-Director, has met individually with each Foundation Board member.
 - There is currently a search underway for a new Foundation Director of Development. The Board is hopeful that an offer will be extended by the end of the month. An Administrative Assistant position will be filled once the new Director is in place.
 - The focus for the Foundation Board right now is on the Opening Doors Fundraising Dinner on November 12. There are only three tables left. It has been requested that the Trustees RSVP to Vice President Browning regarding their attendance that night. Chairman Smyser noted that he will be out of the country and unable to attend.
 - The Foundation Board has requested to schedule a joint work session with the Board of Trustees, to take place sometime after the Opening Doors Fundraiser.
 - The next Foundation Board meeting is scheduled for Thursday, November 14.
- **COMMUNITY OUTREACH**
 - Vice President Browning reviewed examples of engagements on behalf of the college over the past 30 days that included; the Sept. 11 Memorial, Taste of Nampa, Farm to Fork Dinner and the Governor's 529 College Savings Day.
 - Website/ADA Compliance – When the website began, it was 62% ADA compliant and as of last week, it is at 98.1% ADA compliant. The website is our number one engagement tool and full accessibility is extremely important.

- **POLICY**
 - Trustee Hightower reported that there has been no move on College level policy since our last meeting.
 - Previously, Trustee Hightower was tasked with revamping the Board of Trustee Annual Self-Review and Presidents' Annual Performance Evaluation forms. A draft has been completed of the President's Annual Performance Evaluation Form and it will be sent out to the Board for their review. Also noted, a new section within the President's form is Annual Goal Setting. Questions were based on forms provided by the Association of Community College Trustees.
 - The Self Review Form has not been completed. Trustee Hightower has questions, and asked the Board for direction in exactly what the focus should be. Chairman Smyser asked the Board to submit thoughts on what this form should look like when complete.
 - Trustee Dunham asked if there are accreditation standards that have to be met? Alexis Malepeai-Rhodes, Executive Director, Institutional Effectiveness said that NWCCU is not prescriptive in what it has to be, just that a process has to be in place.

FINANCE COMMITTEE

- Trustee Dunham informed the Trustees that the current Financial Reporting Format has been in place for 10 years and depending on what the Trustees want to see, there could be a better format.
- Trustee Dunham encouraged the other Trustees to meet one on one with Vice President Meatte to learn more about the current financials and strategies and the college's philosophy about Reserves.
- Vice President Meatte noted that approximately one year ago, he approached the Finance Committee to see if they wanted any changes to the reporting format. A few tweaks were made at that time, but the Committee liked the format as it is.
- Vice President Meatte reported that the auditors are in the middle of the audit and are currently on site. Next month the Trustees will see a presentation from Eide Bailey on the audit and from there it will go to the Finance Committee.
- Vice President Meatte reviewed the current Financial Statements.
- Trustee Dunham asked how the Governor's Contingency Plan of \$1.2 Million would affect CWI? Vice President Meatte assured the Board that in the budgeting process, enough Reserves have been set aside just for this type of situation.
- President Glandon mentioned that health insurance costs to the college will increase by \$1.0 Million. He further noted that in planning meetings with the

Faculty Senate, along with the activity of the Provost's office, these situations have been anticipated, and we should be in a very secure space.

- Vice President Meatte reported that the cash has been in a LGIP Fund and \$600,000 was reported as interest income last year.
- Chairman Smyser requested that Vice President Meatte get the audit report to the Trustees as early as possible prior to the October board meeting.

INSTRUCTIONAL DEAN PROGRAM HIGHLIGHT

- Dean Kelly Steely reported on the On-Ramp Program, which is a partnership program with Boise State University and the Idaho Digital Learning Academy. The goal of this program is to deliver problem-solving skills and address community challenges through learning Apple product SWIFT Coding. CWI's role in this partnership is at the higher-level high school classes, where students can receive dual credit for coding classes. In particular, for software development courses and computer science courses.
- Wilder and Boise School Districts are involved with this program. Boise State's role is training teachers.
- Students identify a challenge within their community that they want to solve and they create an app to attempt to solve it.
- Trustee Lenty expressed her excitement on the impact this technology and these programs are already having and will have in the future.

SPECIAL COURSE FEE SCHEDULE SPRING- SECOND READING

- Provost Denise Aberle-Cannata stated that there were no changes from the last reading.

(M/S) LENTY/HIGHTOWER MOVED TO APPROVE THE PROPOSED SPECIAL COURSE FEE SCHEDULE. MOTION PASSED.

PARTICIPATORY GOVERNANCE THROUGH SELF DIRECTED TEAMS

- CIO Michael Chacon provided a high-level report on the Agile process and the Version One Tool. Over 300 people at CWI have been trained on Agile including Executives, Executive Operations Team and Managers. Agile is a framework that allows any organization to be able to take advantage of opportunities, respond to challenges and mitigate risk.
- Trustee Hightower asked what value is put on productive disagreement.

CIO Chacon answered that the framework allows for people to be heard and for respectful communication to take place. Self-directed teams hold each other accountable thru visibility and transparency.

- President Glandon reported that he has attended a couple of the Sprint Reviews and found them to be very beneficial. He noted an example where the Financial Aid Department saved over 500 hours by using the Agile process.
- Chairman Smyser asked what the timeline is to have this throughout the entire College? CIO Chacon answered, that he hopes within a couple of years it will be complete.
- Trustee Dunham asked what the Faculty's role is. CIO Chacon noted that the first step is to train the Deans, and then the Department Chairs and then identify and prioritize which Faculty have an interest to be trained next. Faculty Senate is being trained this week.
- Trustee Lenty thanked CIO Chacon for bringing energy and enthusiasm to this presentation and plan.
- Executive Director Malepeai-Rhodes explained the relationship of what CIO Chacon presented to CWI's Governance Structure and annual planning process. She noted that, housed within the Version One Tool, is the Annual Strategic Priorities, CWI Strategic Plan Objectives, as well as the Goals that are developed in the Operational Plans of the Unit, Division and Department Levels.

STATE BOARD OF EDUCATION STRATEGIC PLAN – FY19 PERFORMANCE MEASURES REPORT (PMR)

- Executive Director Malepeai-Rhodes presented the 2019 PMR. This report is submitted annually to the office of the State Board of Education.
- Brian Cuttlers, Institutional Research Manager reviewed the FY19 Performance Measures Report.
- Executive Vice President Brown further explained that part of the challenge has been having so many different reports and measures that are requested by different agencies. The State has become more prescriptive on what they want to see and what those requirements are. The goal is to get all measures closer to alignment with the state.
- Trustee Dunham mentioned a publication called "Idaho Fiscal Facts" that could be helpful. Director Malepeai-Rhodes thanked Trustee Dunham for the information.

CAMPUS PLANNING CAPITAL PROJECTS DISCUSSION

- Executive Vice President Brown reviewed the discussion that took place at the last meeting surrounding the Campus Planning Capital Projects.

- Discussion:
 - Several Board members are new, as well as several staff. Many of the people that were involved with the earlier planning are no longer in the picture.
 - A recap of questions that came up in the August meeting was shared including the critical question of, how did we get here? This points to a progression of incremental decisions that were made out of necessity, and out of trying to keep pace with incredible growth.
 - Recommendation to have a Work Session to make sure there is a clear understanding of where we have been and where we are going. Executive Vice President Brown will be building a chronology and documentation of the historical progression in a visual format.
 - Suggestion that following the Work Session, a series of follow up presentations and surveys should be completed, noting that the Board will need to help frame what the questions are and what we need to be asking.
 - A series of town hall meetings will need to be scheduled.
 - Timing is going to take us through the end of this calendar year.
 - Chairman Smyser directed Executive Vice President Brown to schedule the work session immediately following the October 15 board meeting.
 - Executive Vice president Brown shared Faculty input regarding capital projects provided through the Faculty Senate.
 - Trustee Lenty requested that as much of the historical information as possible be provided to the Board ahead of the work session meeting.

CHAIR REPORT:

- Chairman Smyser thanked President Glandon and the President's Cabinet for getting information to the Board in a timely manner, allowing the Board time to review it before the meetings.
- Trustee Smyser along with Trustee Niland will communicate with The Finance Committee to see what financial reporting format will be most beneficial to the Board.
- Chairman Smyser commented on how impressed he is with the quality of the people working for CWI, noting the need to keep encouraging Faculty and Staff and continue to be transparent so that all can understand why we are going in the direction that we are.
- Chairman Smyser said that he is getting feedback regarding the Trustees having never established a Mascot for CWI. Chairman Smyser appointed Trustee Dunham as Chair and Trustee Lenty as Vice-Chair to lead an ad-hoc committee. This committee will be charged with developing proposals for a Mascot that will be brought to the full board for approval. The committee should work with the Vice President of College Relations to form a working group that is representative of all areas of the college of both Ada and

Canyon Counties. This will ensure that the Trustees, will have the best-vetted ideas available when it comes time for Trustee consideration.

- Chairman Smyser requested the work and recommendations from the committee be complete and ready for consideration by the December meeting.
- Chairman Smyser mentioned the Executive Session and where it is on the agenda and that this will be a topic for discussion in the future.

PRESIDENTS REPORT:

- President Glandon announced that Fall Enrollment is up; 4% in Head Count and 5% in total FTE. We are in a great position with our revenue stream. Dual Credit is not included in these numbers.
- Action items from the August Board Meeting;
 - Faculty and Staff Recognition – Continuing to plan for this
 - Deans Presenting at every Board Meeting is continuing to happen
 - Conflict of Interest with the Finance Committee Members is in progress
- Town Hall Meetings – Planning in Progress
- President Glandon provided an update on the status of the new modular buildings and noted that they are being referred to as The Grove, with the modular buildings being called, The Willows 1, 2, and 3. Move-in date is scheduled to be in mid-November.
- Chairman Smyser noted that per Board Policy, any naming of buildings requires Trustee approval. He requested that this be on the October 15 agenda for Board approval.
- President Glandon advised the Trustees that recently the Nursing program has encountered challenges with the area hospital reducing the number of clinical opportunities for CWI students. He further noted that by being proactive, the Nursing faculty have been able to receive approval from the programs accrediting body to allow that 50% of the clinical programs can be moved to simulation. We are investing in a simulation lab (\$275,000) in Caldwell.

CALENDAR REMINDERS

- NWCCU Accreditation – The Examiners schedules for their on-site visit are being finalized.
- SBOE – Lewiston Oct 16 & 17
- Opening Doors Fundraiser, Nov. 12 at JUMP
- HERDI Conference Oct. 13-16, Bert will be attending and will not be present at the October 15 Board of Trustee meeting.
- ACCT Conference Oct. 16-18

- Trustee Dunham requested that Provost Cannata do an update presentation at the October 15 meeting.
- Executive Vice President Brown reported that the final agreement for the Job Corp Pilot Project has been executed with the Dept. of Labor. CWI will be moving forward with posting three positions. President Glandon added that the Dept. of Labor is meeting with the other 3 Community Colleges and this agreement will most-likely be used as a model for the other Colleges.

Trustee Smyser adjourned the meeting at 1:33 p.m.



Mary Niland, Secretary/Treasurer



Date Signed