



## Board of Trustees Meeting Minutes

8:00 A.M.

CWI Nampa Micron Education Center

Room 1701 A/B

5725 E Franklin Rd, Nampa ID 83687

October 15, 2019

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### CALL TO ORDER

Chair Smyser called the meeting to order at 8:06 a.m.

### INTRODUCTIONS

### PUBLIC COMMENT

- No public comments were made

### ATTENDANCE

### TRUSTEES:

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

### ALSO PRESENT:

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  
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  
Tyler Brown, Director Workforce Development  
Melissa Dille, Director Health Workforce Development  
Marc Swinney, Director Business & Manufacturing Programs-Workforce Development  
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

Mary Jo Hayes, Associate Controller  
Jody Daugherty, Audit Partner, Eide Bailly LLP  
Audra Stewart, Audit Manager, Eide Bailly LLP

**VISITORS:**

Scott McIntosh, Idaho Statesman

**CONSENT AGENDA**

**(M/S) DUNHAM/HIGHTOWER 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.

- **September Faculty of the Month:** Suzanne Wees, Nursing. Suzanne was unable to attend.
- **September Staff of the Month:** Alexis Malepeai, Executive Director of Institutional Effectiveness. Alexis recognized her Accreditation team and updated the Trustees on the verbal On-Site Accreditation Visit report.
- **Student Achievement Award:** Angelica Vasquez, Criminal Justice Major  
Angelica thanked the board for the opportunities at CWI and this award of Achievement. A highlight video of Angelica was shown.

**INSTRUCTIONAL DEAN PROGRAM HIGHLIGHT**

Presented by the Workforce Development Team with Christi Rood, Executive Director of Business Partnerships Workforce Development being out on assignment.

- Tyler Brown, Director Workforce Development Operations reviewed the Enrollment and Revenue numbers.
  - Trustee Niland asked why the decrease in Healthcare enrollments? The decrease is due in part to strategic decisions that included consolidating offerings to focus on core competencies. Director Dilley will be able to address this question in more detail.
- Melissa Dilley, Director Health Workforce Development
  - Trustee Niland's question of why the decrease in Healthcare enrollment was addressed by Director Dilley. There was a slight decrease in enrollment due to the closure of one program. However, the Workforce Development Leadership Team had the opportunity to look at all of the course offerings and realign those course offerings with the new areas of growth.

- Trustee Niland asked which program was closed and why? Director Dilley stated that the non- credit Medical Assisting Program was closed to focus on the for-credit side and the School of Health, which is a degree-seeking program.
  - Trustee Niland asked if the program was done away with as an option or included in other curriculum. Director Dilley confirmed this, but offered to write down any questions for Executive Director Rood to answer more completely.
  - Director Dilley reported that there was a re-launch of the on-line only Pharmacy Technician Program by collaborating with a third party education vendor called Career Step, of Lehi, Utah. The Assistance with Medications program has seen an increase in headcount with 270 enrollments for this program alone. We are also collaborating with Home Health agencies and pharmacies to provide education on the ground and in the community.
- Marc Swinney, Director Business & Manufacturing Programs-Workforce Development
    - Program Highlights include;
      - Numbers and Revenue was lower year over year due to the ending of a previous year contract for training with Idaho Air National Guard, teaching CompTIA Security+.
      - Welding had a 42% increase over previous year.
      - Five CWI employees are working at the Dept. of Corrections, managed by an operational supervisor.
      - Custom Training with Great American Snacks to teach conversational Spanish to the floor supervisors on the manufacturing floor.
      - CWI has a “We Build Idaho” Grant through the Association of General Contractors (AGC), offering a Construction Career Launch with 22 enrolled students. This takes place at the West Ada Renaissance CTE center and is an 8-week Foundational Construction Program.
      - Last year CWI Apprenticeships were awarded the Idaho CTE Exemplary Post- Secondary program award; there are now 1,700 apprentices in the HVAC, Electrical and Plumbing programs. The Program Managers making this happen are Jim Webb, Electrical, Chris Miller, HVAC and Steve Bennett, Plumbing.
      - Advanced Opportunity funds for Dual Credit have now opened up for Apprenticeship CTE programs. There are 14 students currently enrolled.
    - Three goals are in place that support CWI’s Strategic Plan. They are Stabilization, Sustainment and Growth. An operational plan is in place that has smart goals and the team is working on a content management system that is unique to Workforce Development.
    - Chair Smyser asked what is being done to recruit into the Apprenticeship Program. Director Swinney stated that the outreach includes the SW Idaho

Manufacturing Alliance Made Here! Expo where CWI will have five booths. CWI also conducts school visits and distributes fliers.

- Chair Smyser asked if any work is being done with COSSA? Director Swinney is aware of the program, but is not currently involved.
- Trustee Lentz commented that the work that this team is doing in CTE is phenomenal and thanked the group for their hard work.
- Trustee Lentz requested that Executive Director Rood follow up with her regarding CTE profitability, and how it relates from a program standpoint.
- Trustee Lentz would like a list of current Workforce Development community partners.
- Trustee Dunham commended Director Sweeney on an excellent presentation that he gave a few weeks ago to the Meridian Chamber Alliance. Trustee Dunham also commended the team on the partnership that they have grown with the AGC and what a great fit it is for the Apprenticeship Program.
- Chair Smyser thanked the Workforce Development Team for the outstanding job they are doing.

#### **NAMING OF NAMPA CAMPUS MODULAR BUILDINGS**

- Nampa Campus Willow A – NCWA
- Nampa Campus Willow B – NCWB
- Nampa Campus Willow C - NCWC

**(M/S) TRUSTEES LENTZ/HIGHTOWER MOVED TO APPROVE THE NAMING OF THE NAMPA CAMPUS MODULAR BUILDINGS AS PRESENTED.  
MOTION PASSED.**

#### **EXECUTIVE SESSION**

**(M/S) TRUSTEES HIGHTOWER/NILAND MOVE THAT PURSUANT TO IDAHO CODE SECTION §74-206 (1) (D), THE BOARD OF TRUSTEES GO INTO EXECUTIVE SESSION TO CONSIDER RECORDS THAT ARE EXEMPT FROM DISCLOSURE AS PROVIDED IN CHAPTER 1, TITLE 74, IDAHO CODE. ROLL CALL VOTE.**

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|---------------------------|-----|
| ○ Chair Skip Smyser       | aye |
| ○ Trustee Mark Dunham     | aye |
| ○ Trustee Mary Niland     | aye |
| ○ Trustee Annie Hightower | aye |
| ○ Trustee Molly Lentz     | aye |

**MOTION PASSED.**

The Board returned to public session at 9:24 a.m.

## **BOARD COMMITTEE REPORTS**

### **○ FOUNDATION**

- Trustee Lentz reminded the group that November 12 is the Opening Doors Fundraiser for the Foundation, which is being held at JUMP and is almost sold out with 24 of 25 tables sold. Trustee Lentz asked that the Trustees please confirm their attendance with VP Browning.
- VP Browning stated that the process is well underway for the hiring of the Foundation Director of Development, an Operations person and an Administrative II support position.
- Chair Smyser asked what the agenda looks like for the Opening Doors event. VP Browning stated that there would be five programs highlighted, however there will not be a student speaker this year. In addition, there will be several live auction items available to bid on.
- Next Foundation Board meeting is set for November 14, two days after the Opening Doors event.
- VP Browning mentioned that a joint meeting with both Boards will happen as soon as the Foundation Staff are in place.
- Foundation MOU should be available at the November or December Trustee meeting.
- Chair Smyser reiterated the importance of having a joint Board meeting with the Trustees and the Foundation Board and Staff. Chair Smyser asked VP Browning to work with him on getting this arranged.

### **○ COMMUNITY OUTREACH**

- VP Browning reviewed some of the outreach events happening on campus as well as in the community.
  - Healthcare Open House today at the Canyon County Center
  - Last month CWI provided space for the MADD Victim Witness Panel at the Canyon County Center.
  - CWI Hosted the IACI Fall Open House at the Nampa Micron Education Center.
- Score Big! Tailgate Scholarship partnership with BSU at Albertsons Stadium is Nov. 9. Trustee Dunham noted that there have been many tailgaters in violation of the rules lately, and to make sure CWI is in compliance.

- There have been two Mascot committee meetings and they are looking to wrap things up with one more meeting, which will allow the committee to bring forward three recommendations for the Dec. 1 deadline. Trustee Lenty said that there has been great engagement by the stakeholders in the College and Community.

- **POLICY**

- Trustee Hightower asked the Board to consider a change to the Board Governance Policy addressing sole source contracts. The presented redline changes to the policy, brings the Board Governance Policy and the Purchasing Policy in line with each other as well as in line with State Code.

**(M/S) TRUSTEES HIGHTOWER/NILAND MOVED TO APPROVE THE PROPOSED CHANGES TO THE BOARD GOVERNANCE POLICY AS PRESENTED.  
MOTION PASSED.**

- **FINANCE COMMITTEE**

- Trustee Niland handed out copies of the Finance Committee Job description Policy and asked the group to look at it again and see if there are any changes to the Policy.
- Trustee Niland noted that due to the size of the committee and frequently having a lack of a quorum, there is a need to look at adding to the size of the committee as well as the timing of when the committee meets. She asked the Trustees to please put forth any names of people in the community that have a financial background and would be interested in serving on this committee.
- Tony Meatte, VP of Finance and Administration acknowledged his team on doing a great job on the financial audit. Mary Jo Hayes and Andrea Sprengel head up this audit team and they worked hard on this report. This is the 11<sup>th</sup> year of no significant findings on the Financial Audit. Chair Smyser asked Tony to take back to the team, the Trustees gratitude for the great job that they are doing. Tony invited the Trustees to a celebratory luncheon that is taking place next week.
- VP Meatte discussed the monthly financial statements. Financials were not in the original packet due to timing of month end closing. A new dashboard format should be ready to share with the Board by next meeting. The detailed monthly Financial Statement will still be included each month with the new format.
- The FY2019 Financial Audit was reviewed by Jody Dougherty of Eide Bailley LLP. Jody commended Mary Jo and her team on having everything in order and ready for them. She noted that this team worked hard on this audit and it showed.

- Trustee Dunham asked if the Management Discussion Analysis contained in the audit report is written by Mary Jo, and if there ever is a time that the auditors disagree with this document? Jody Dougherty informed the group that the Management Discussion Analysis is written by the CWI team and is a required supplementary document that the auditors do not give an opinion on. She noted that if the auditors see anything wrong on the Analysis, it would be brought to Mary Jo's attention.
- Trustee Dunham asked VP Meatte if in the near future there will be a discussion on the reserves? VP Meatte indicated that there would be.
- Jody asked if there were any questions on the footnotes. There was none.
- Jody reviewed the Board of Trustees letter. If there was a problem with a control or compliance, this is where it would be reported. There was none.
- Letter of Federal Awards; there were no findings.
- Federal award programs –\$22 Million in Financial aid. Jody Dougherty noted that this is a very complex program to manage and to come through with no findings is a huge compliment to your Financial Aid group.
- Adult Basic education program went over the \$750,000 threshold, which makes it a “Major Program” and was audited with no major findings.

**(M/S) TRUSTEES LENTY/NILAND MOVED TO APPROVE THE ANNUAL FINANCIAL AUDIT REPORT AS PRESENTED BY EIDE BAILLY LLP.  
MOTION PASSED.**


**PROVOST REPORT**

- Provost Aberle-Cannata provided an update to the group.
- Managing Expenses, Flexible Learning, Scheduling efficiencies, Hiring faculty, managing course selections and schedules, on-going rank and promotion discussions
- Dual Credit, College and Career Readiness, Framework of Accountability
- Video of new 3-D technology.
- Chair Smyser asked Provost Aberle-Cannata what her definition of Flexible Learning is.
- Provost Aberle-Cannata stated that Flexible Learning is reaching out and providing learning opportunities, and treating our students as the customer. If you are working 8:00 a.m. – 5:00 p.m., it might be an online program, or it might be an evening or

weekend delivery. It really depends on when students can take courses and requires research and focus groups to determine what we are not addressing currently with the way we are offering courses.

- Chair Smyser asked, what the percentage of weekend and evening course offerings is currently. Provost Aberle-Cannata stated that we currently have evening courses that are face-to-face, but need more on-line or Zoom courses.
- Trustee Lenty thanked Provost Aberle-Cannata for her report and requested that in the future any information that can be provided to the Board on the business community and other institution partnerships and relationships would be helpful.
- Chair Smyser requested a Master Calendar be composed of events that are appropriate for the Trustees to attend, giving them plenty of notice to put on their individual calendars.

**(M/S) TRUSTEES DUNHAM/LENTY MOVED TO ADJOURN THE MEETING AT  
10:18 A.M.  
MOTION PASSED.**



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Mary Niland, Secretary/Treasurer

11/19/2019

Date Signed