



# Board of Trustees

## Meeting Minutes

Time: 1:00 PM

Hybrid - ZOOM Video Conference  
NADM President's Conference Room

December 9, 2021

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### CALL TO ORDER

Chair Lenty called the virtual meeting to order at 1:00 p.m.

### PLEDGE OF ALLEGIANCE

### VISITOR INTRODUCTIONS

Corey Johnson, Cushing Terrell

Charlie Deese, Cushing Terrell

**AMENDMENTS TO THE AGENDA** – There were none.

**CWI MISSION STATEMENT** – Trustee Guerrero read the CWI Mission Statement.

**PUBLIC COMMENT**- There were no public comments.

### ATTENDANCE

#### TRUSTEES:

- **MOLLY LENTY, CHAIR**
- **CHERIE BUCKNER-WEBB, VICE CHAIR**
- **JIM REAMES, SECRETARY/TREASURER**
- **ANNIE HIGHTOWER, TRUSTEE**
- **SAMANTHA GUERRERO, TRUSTEE**

#### ALSO PRESENT:

**Denise Aberle-Cannata, Interim President and Provost**

**Craig Brown, Executive Vice President, Operations**

**Karl Spiecker, Vice President Finance**

**Ryan Herring, Vice President Human Resources**

For a list of attendees, see attached Exhibit A.

### CONSENT AGENDA

**(M/S) TRUSTEE HIGHTOWER/TRUSTEE GUERRERO MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

**MOTION PASSED.**

## **INTERIM PRESIDENT'S REPORT**

Interim President Aberle-Cannata reviewed the following.

- The Federal COVID-19 vaccine mandate has been temporarily blocked.
- Law Enforcement Program students participated in Rake-Up Nampa.
- CWI celebrated Native American Heritage Month on campus.
- An "Educational Quest for Leading the Way Towards a Brighter Future" virtual event focused on building empathy and understanding for refugee and former refugee educational experiences.
- CWI is hosting the 13<sup>th</sup> Annual Giving Tree on campus.
- CWI Blessing Box Food Pantry Donations are in full swing.
- Nurse Pinning Ceremony is tonight for the Practical Nursing Student Program.

## **BOLD ACHIEVEMENTS**

- Executive Director Audrey Eldridge congratulated Professor of Sociology, Charles Dickinson on being presented the Gem Award for Social and Behavioral Ways of Knowing by the Idaho State Board of Education and CapEd Credit Union.

## **BOARD COMMITTEE REPORTS**

- **COLLEGE RELATIONS:** Executive Director, Audrey Eldridge reviewed the following areas.
  - Recruitment
    - Spring 22 Enrollment Campaign has been fully launched.
  - Communications
    - An offer has been extended to a Presidential candidate and will be announced later today.
    - Fall 2021 Facts at a Glance publication is at the printer and will be distributed soon.
  - Planning
    - Internal stakeholder meeting kicked off for the Mascot.
- **GOVERNMENT RELATIONS:** Communications Representative, Ashley Smith provided an update on the following;
  - Interim President Cannata and Ashley met last month with JFAC Co-Chair, Representative Youngblood.
  - Associated Tax Payers of Idaho Conference was attended by Trustees and President's Cabinet.
  - Boise and Nampa Chamber Events
  - Presidential Search Forums
  - A letter is being drafted to welcome the Legislators back in session along with some great CWI swag.

- **FOUNDATION UPDATE:  
SCHOLARSHIPS RECEIVED**

Foundation Director, Michael Jensen reviewed the most recent gifts and scholarships to the Foundation.

- Allied Business Solutions
- Dando 300 with matching gift from Micron
- Bank of America Grant– Multicultural Nursing Program
- Annual Nagel Foundation – increased the number of scholarships from 44 to 54
- Annual Brandt Foundation Presentation coming up
- Anonymous \$25,000 scholarship received

The Economic Development contact-reporting dashboard (Insightly) was presented and reviewed by Foundation Director, Jensen.

- **STUDENT SUCCESS:**

- Trustee Guerrero appreciates seeing the celebration of Native American Heritage Month on campus and the collaborations being formed in the Community.
- Assistant Vice President, Patrick Tanner reviewed the Faculty and Staff who are, or were, enrolled as students at CWI. This includes over 100 individuals, roughly 10% of our employee base.

- **POLICY:** Trustee Hightower

- There have not been any changes, however there are future amendments coming around the new benefit changes.
- Trustee Hightower will work with General Counsel Fontaine on the policy change she suggested from last month, regarding policies 2 & 3.
- Trustee Hightower reviewed Board Governance Policy #4

## **PROVOST REPORT**

Interim President and Provost, Denise Aberle-Cannata

- Assistant Vice President Christi Gilchrist presented a Workforce Development Update.
- Trustee Hightower visited the Job Corps Center recently and was very impressed with the operation. This is a great program, and encourage the other Trustees to arrange a tour with Director, John Russ.

## **REVISED TRUSTEE ZONES**

Executive Vice President Brown provided a link to an interactive map, which the board had previously requested for a deeper look at the Trustee Zones. Executive Vice President Brown recommended to the board to not to make changes, and to leave the zones as they currently are.

- Vice Chair Buckner Webb asked if there are any penalties, CWI could incur for providing this information late? Executive Vice President Brown said as far as he knows, there is not.

- Trustee Hightower said the statute states, if the Board is seeking to redefine the boundaries of Trustee zones, CWI would need to provide the information to the SBOE. Based on the information Executive Vice President Brown has provided today, and if the Board makes the decision to keep the existing boundaries, would we need to provide the information to SBOE? Executive Vice President Brown stated no, we would not. However, out of courtesy to Matt Freeman, a memo would be drafted to let him know the Board of Trustees has taken action to keep the zones as they currently are.
- Chair Lenty and Executive Vice President Brown thanked Bryan Krouse for his help and work on the Trustee Zone maps.
- See attached Appendix B for Executive Vice President Brown's last minute communication, which was not included in the Trustee meeting information packet.

**(M/S) TRUSTEE HIGHTOWER /VICE CHAIR BUCKNER-WEBB MOVED TO KEEP THE EXISTING TRUSTEE ZONE BOUNDARIES AS IS.**

**ROLL CALL VOTE:**

- CHAIR LENTY- AYE
- VICE CHAIR BUCKNER-WEBB - AYE
- SECRETARY REAMES - AYE
- TRUSTEE HIGHTOWER - AYE
- TRUSTEE GUERRERO - AYE

**MOTION PASSED.**

**IT SECURITY UPDATE**

Chief Information Officer, Michael Chacon, Executive Director, IT Operations, Kim Channprasert and Sr. IT Security Analyst, Mike Wilson provided information on the latest data breaches, phishing scams and ransomware, and the campaigns launched by CWI to keep employees aware and educated on what to look for.

**CHAIR'S REPORT**

Chair Lenty thanked the Presidential Search Committee for their time and hard work around the Presidential Search. As well as Marketing and Communications Team supporting the four days of on-campus Presidential interviews. Great job everyone!

**WORK SESSION**

**Campus Development Visioning & Planning Survey Update**

- Charlie Deese and Corey Johnson of Cushing Terrell reviewed the Survey Results.
  - Participation: More than 1,269 responses
  - Typical Time Spent: 5 minutes and 11 seconds
  - Most Skipped question was #9: "If you'd like to receive updates on the CWI Planning and Visioning process/and or campus communications via the CWI Newsroom, please include your contact information below."
- Secretary Reames thanked Cushing Terrell for this wealth of information.
- Trustee Hightower asked for further interpretation around Questions 5 and 6 responses, which seem to be contradictory. Corey stated when looking at the top three, we are more concerned if there is anything we did not have on our radar that pops into the top

three. Charlie mentioned the need to consider how healthcare education is delivered, primarily through hands-on learning in lab spaces, so it does not necessarily conflict there. Executive Vice President Brown added, a review of the survey will be done which will help to validate what we were thinking internally around defining our priorities or if there are contradictions.

- Executive Vice President Brown reviewed the Visioning Time Line and the Space Needs Assumptions.
- Chair Lenty thanked Executive Vice President Brown, Charlie Deese and Corey Johnson of Cushing Terrell for all of their hard work.

#### **EXECUTIVE SESSION**

**(M/S) VICE CHAIR BUCKNER-WEBB/SECRETARY REAMES MOVED PURSUANT TO IDAHO CODE § 74-206 (1) (a), CONVENE IN EXECUTIVE SESSION: (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.**

#### **ROLL CALL VOTE:**

- CHAIR LENTY- AYE
- VICE CHAIR BUCKNER-WEBB - AYE
- SECRETARY REAMES - AYE
- TRUSTEE HIGHTOWER - AYE
- TRUSTEE GUERRERO - AYE

#### **MOTION PASSED**

#### **PRESIDENTIAL SEARCH UPDATE**

Chair Molly Lenty

#### **CONSIDER PRESIDENTIAL CANDIDATE RECOMMENDATION**

**(M/S)VICE CHAIR BUCKNER-WEBB/SECRETARY REAMES MOVED TO EXTEND AN OFFER OF EMPLOYMENT FOR THE POSITION OF PRESIDENT OF THE COLLEGE OF WESTERN IDAHO TO GORDON JONES.**

#### **ROLL CALL VOTE:**

- TRUSTEE GUERRERO - AYE
- TRUSTEE HIGHTOWER - AYE
- SECRETARY REAMES - AYE
- VICE CHAIR BUCKNER-WEBB - AYE
- CHAIR LENTY- AYE

#### **MOTION PASSED**

**(M/S)TRUSTEE HIGHTOWER/TRUSTEE GUERRERO MOVED TO AUTHORIZE HUMAN RESOURCES AND THE OFFICE OF GENERAL COUNSEL TO ACT ON BEHALF OF THE BOARD TO FORMALIZE THE TERMS OF AN EMPLOYMENT AGREEMENT WITH GORDON JONES.**

**ROLL CALL VOTE:**

- TRUSTEE GUERRERO - AYE
- TRUSTEE HIGHTOWER - AYE
- SECRETARY REAMES - AYE
- VICE CHAIR BUCKNER-WEBB - AYE
- CHAIR LENTY- AYE

**MOTION PASSED**

**(M/S) VICE CHAIR BUCKNER-WEBB/SECRETARY REAMES MOVED TO AUTHORIZE CHAIR LENTY TO APPROVE AND SIGN AN EMPLOYMENT AGREEMENT WITH GORDON JONES ON BEHALF OF THE BOARD OF TRUSTEES.**

**ROLL CALL VOTE:**

- TRUSTEE GUERRERO - AYE
- TRUSTEE HIGHTOWER - AYE
- SECRETARY REAMES - AYE
- VICE CHAIR BUCKNER-WEBB - AYE
- CHAIR LENTY- AYE

**MOTION PASSED**

Chair Lenty adjourned the meeting at 5:13 p.m.

DocuSigned by:



C7720383EE684A4...

Jim Reames, Secretary/Treasurer  
Board of Trustees

1/26/2022 | 7:13 AM MST

Date

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Appendix A

Meeting Attendees:

Aaron von Lindern, Dept. Chair, Health Sciences  
Aaron Whitman, Facilities Planning Manager, Facilities Admin  
Abby Lee (Guest)  
Abby Wolford, Assistant Professor, English  
Adrian San Miguel, Faculty - Adjunct, Music  
Alexis Malepeai, Executive Director, Institutional Effectiveness  
Alice Baldazo, Coordinator, Financial Aid  
Alix (Guest)  
Amanda Logan, Executive Assistant, College of Eastern Idaho (Guest)  
Amanda Tillemans, Program Lead, Department of Nursing  
Amy Christopherson (Guest)  
Amy Vassar, Associate Professor, Spanish  
Andrea (Guest)  
Andrea Fontaine, In-House General Counsel, Operations  
Andrea Schumaker, Department Chair, Agriculture Sciences  
Andy Diehl, Research Analyst, Instructional Effectiveness  
Ann Marie Kelso (Guest)  
Anne McMurry (Guest)  
Ashley Smith, Representative III, Communications  
Aubrey Plew, Assistant Director - Job Corps, Workforce Development Admin  
Audrey Eldridge, Executive Director, Communications & Marketing  
B. (Guest)  
Balenda Snow, Instructor, Nursing Associates of Science Program  
Becca Savransky (Guest)  
Ben Hamlet (Guest)  
Betsy Russell (Guest)  
Blake Mimish, Advisor - Student Success, Student Advising & Success  
Brandi T. (Guest)  
Brenda Fisher, Department Chair, Department Visual & Performing Arts  
Brent Hart, Department Chair, Department of Modern Languages  
Brett Belden, Supervisor, Tutoring Services  
Brian Cuttlers, Manager III, Institutional Research  
Brian Dunaway, Manager III – Facilities, Facilities Admin  
Brian Fariss, Senior Institutional Program Manager, Program Management Office  
Brian Lee (Guest)  
Bruce (Guest)  
Bryan Krouse, Assistant Professor, Geography  
Cami Johnson, Manager II – Accounting, Business Office  
Candace Boesiger (Guest)  
Carolina Zamudio (Guest)  
Cathleen Currie, Dean, Health

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Cathy Carson, Associate Professor, Math  
Cathy Yasuda (Guest)  
CCH (Guest)  
Chad Trisler, Dean of Students, E&SS Administration  
Charles Dickinson, Professor, Sociology  
Charlie Deese (Guest)  
Cheryl Rose, Coordinator - Student Disability Services, Student Affairs  
Chris Bragg (Guest)  
Chris Harper (Guest)  
Christi Gilchrist, Assistant Vice President, Economic Development  
Christian Purvis-Aldrich, Professor, English  
Christina Moore, Assistant Professor, Biology  
Clark Draney (Guest)  
Corey Johnson (Guest)  
Courtney Santillan, Dean, Social Science & Public Affair  
CWI ASL Interpreter  
Dan (Guest)  
Danielle Navarre-Corisis, Analyst – Research, Institutional Effectiveness  
Dean Fisher, President College of Southern Idaho (Guest)  
Debbie (Guest)  
Debbie Bonde, Faculty – Adjunct, Humanities  
Derrick Fink (Guest)  
Dick Merriman, Summit Solutions (Guest)  
Don Bowers, Associate Professor, Cybersecurity  
Dr. Benjamin Merrill (Guest)  
Dr. Tina Polishchuk, Idaho Dept. of Labor, Job Corps (Guest)  
Dsek (Guest)  
Ed Ditlefsen (Guest)  
Emily Thomas, Academic Advisor - Dual Credit, Dual Credit Program  
Evin (Guest)  
Gabby Minor, Administrative Assistant I, President's Office  
Gina Roper (Guest)  
Ginger Nukaya, Executive Administrative Assistant, North Idaho College (Guest)  
Gloria Keulman, Administrative Assistant III, Social Sciences & Public Affair  
Gordon Hynes, Director – Budget, Budget Office  
Greg Wilson, General Education Coordinator, Connection with Ideas  
Heather Grayson, Director, Student Support Services  
Heather Schoenherr, Professor, Psychology  
Heidi Nash, Assistant Director, Adult Education  
Holly Paquette, Assistant Professor, Biology  
Ida Elmasian, Administrative Assistant III, Workforce Development Admin  
Jac Webb, Director - Basic Skills, Adult Education  
Jaime Tigue, Faculty – Adjunct, Health Sciences



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James (Guest)

James Kellis (Guest)

Jana McCurdy, Department Chair, Department of Social Sciences

Janice McGehee, CWI Executive Assistant to the President, President's Office

Jeanie Gerwig, Accountant – Sr, Business Office

Jean-Louise Zancanella, Assistant Director - Library Services, Library

Jeff Flynn, Executive Director - Facilities Planning and Management, Facilities Admin

Jenee Snyder, Director, Financial Aid

Jennifer Mimish, Assistant Professor, Nursing Association of Science Program

Jennifer Pope, Analyst, Quality & Contract Compliance, Business Office

Jenny Wokersien, Associate Professor, Software Development Program

Jessa Walker, One Stop Sr Representative, Admissions & One Stop

Jessica Chapple, Advisor - Student Success, Student Advising & Success

Jessica Concie, Coordinator – Transition, Deal Credit Program

Jessica Downing, Manager - Sr. Creative, Communications & Marketing

JF (Guest)

J Gillen's iPhone (Guest)

Jim Ellington (Guest)

Jo (Guest)

Jodi (Guest)

Joel Gladd, Instructor, English

John Russ, Director, Work Based Learning Center

Jolie Hultner, Instructor, Nursing Association of Science Program

Jordan Mendoza, Sr. Research Analyst, Institutional Effectiveness

Joy Palmer, Department Chair, English

Juanita Manzo, Project Manager III - Academic Affairs, Instruction Administration

Judd Constantine, Audio Visual Project Manager, User Services

Julia Kaufmann, Accountant – Sr, Business Office

Justin Vance, Dean, Arts & Humanities

Justyne Jones, Supervisor, Tutoring Services

Kae Jensen, Dean, Math & Science

Karen Jones (Guest)

Katie Driever, Budget Analyst, Business Office

Kelly Steely, Dean, Business, Communications & Technology

Ken Manship, Assistant Professor, Math

Kennedy Cachola, One Stop Representative I, Admissions & One Stop

Kevin Melkonian, Sr. Specialist - Student Accounts, Accounts Receivable

Kevin Platts, Director - Public Safety Programs, Department of Public Safety

Kim Bettencourt, Assistant Director, Admissions & One Stop

Kim Channpraseut, Executive Director - IT Operations, Enterprise Application Service

Kim Reed, Director, Learning Commons

Kimber Russell, Faculty – Adjunct, Business

Kimberly (Guest)

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Kris Monroe, Coordinator - Sponsor Billing, Accounts Receivable  
Kristi Martin, Executive Assistant to the Provost, Instruction Administration  
La Dawn Anderst, Foundation Operations & Database Coordinator, Foundation  
Larisa Alexander (Guest)  
Laura Bagley, Administrative Assistant III, Workforce Development Admin  
Laura Brown, Executive Administrative Assistant, Finance  
Lena's iPhone (Guest)  
Liz Fleshman, Supervisor, Tutoring Services  
Liza Long, Department Chair, Arts & Humanities  
Luis Caloca, Dean, Admissions & One Stop  
Lynda Cavallo, Sr. Specialist, Payroll  
Lynne Tucker, Assistant Professor, English  
Madeline Jewell, Supervisor - Tutoring Services  
Maia Kelley, Associate Professor, Math  
Marc Swinney, Director - Business & Manufacturing Programs, Workforce Development Admin  
Mark Westcott, Director, User Services  
Mark Wasden (Guest)  
Mary Jo Hayes, Comptroller, Business Office  
Mauren (Guest)  
Melissa Shinn, Director - Health Programs, Workforce Development Admin  
Michael Chacon, Chief Information Officer, Information Technology  
Michael Freyman, Project Manager III - Finance & Administration, Business Office  
Michael Jensen, Director, Foundation  
Michael M. (Guest)  
Michaela Lange, Administrative Assistant I, Workforce Development Admin  
Michal Yadlin, Honors Program Coordination, Humanities  
Michele McFarlane (Guest)  
Michelle Haviland, Assistant Director, Financial Aid  
Michelle Schutt (Guest)  
Michelle's iPhone (Guest)  
Miguel Olivares, Assistant Dean, Comm & Technology  
Mike Fisher, Assistant Professor, Chemistry  
Mike Lapray (Guest)  
Michael McLaughlin (Guest)  
Mike Wilson, Sr. IT Security Analyst, Enterprise Application Service  
Mitch Minnette, President Nampa Chamber of Commerce (Guest)  
MK (Guest)  
Morriah Marks, Executive Assistant, College Relations  
Nic Miller, Hawley Troxell (Guest)  
Nicole Goodlet (Guest)  
Nikki Gorrell, Associate Professor, Anthropology  
Omar Rosales, Accountant II, Business Office

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P (Guest)

Pat Neal, Dean, Industry, Engineering & Trades

Patrick Tanner, Assistant Vice President, Enrollment & Student Services

Paul Belue, Assistant Professor, Math

Paul Pyle, Administrative Assistant I, Workforce Development Admin

Polly's iPhone (Guest)

Rachel Miller, Sign Language Interpreter, Student Affairs

Randi Smith, Sr. Coordinator - Dual Credit, Dual Credit Program

Randy Guay, Instructor, Software Development Program

Reginald Jayne, Professor, History

Richard Sotto, Department Chair, Department of Business

Roger Quarles (Guest)

Ross Hosking, Videographer, College Relations

Russell Hills, Building Specialist, Building Specialties

Ryan Jund (Guest)

Ryan Randall, Librarian - Instruction Coordinator & Faculty Outreach, Library

Sandra Mahoney (Guest)

Sara Whiles (Guest)

Serena's iPhone (Guest)

Shandra Alsup, Specialist - Accounts Payable, A/P Fixed Assets

Shelley McEuen (Guest)

Shonna Parsons (Guest)

Stacy Hardy, Web Designer II, Communications & Marketing

Stacy Smith, Administrative Assistant II, Dual Credit Program

Staycee Kopp, Administrative Assistant III, Comm & Technology

Stephanie Boren, Administrative Assistant II, Foundation

Stephanie Ritchie-Breach, Associate Professor, Criminal Justice

Steve (Guest)

Susan Aydelotte, Professor, Math

Susan Kodesh, Manager II - Purchasing/Payroll/Fixed Assets, Business Office

Tami DeBoer, Executive Assistant, Operations

Ted Daniels, Web and Technology Support Specialist, E&SS Administration

Teri (Guest)

Tiffany Sealey-Case (Guest)

Todd Schwarz (Guest)

Tony Roark (Guest)

Tracy Painter, Bursar, Business Office

Troy Nickel, Faculty – Adjunct, Psychology

Tyler Brown, Director - WD Operations, Workforce Development Admin

Valerie Lee, Assistant Director, Tutoring Services

Wendi Secrist, Idaho Workforce Development Council (Guest)

Whitney (Guest)

**From:** Craig Brown  
**Sent:** Thursday, December 09, 2021 9:06 AM  
**To:** Molly Lenty; Janice McGehee  
**Cc:** Denise Aberle-Cannata; Andrea Fontaine; Karl Spiecker  
**Subject:** FW: Trustee Zones

Molly, I have spoken with Andrea Fontaine our legal counsel and she is comfortable with us sharing this e-mail exchange with the Board today for purposes of providing new and further information related to the Trustee Zone agenda topic.

Janice, Please be prepared to share this information during the meeting and note it in the minutes.

Thank you

Craig

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**From:** Craig Brown  
**Sent:** Wednesday, December 08, 2021 2:09 PM  
**To:** Molly Lenty <MollyLenty@cw.edu>  
**Cc:** Denise Aberle-Cannata (denisecannata@cw.edu) <denisecannata@cw.edu>; Karl Spiecker <karlspiecker@cw.edu>; Andrea Fontaine (andreafontaine@cw.edu) <andreafontaine@cw.edu>; Janice McGehee <janicemcgehee@cw.edu>; Bryan Krouse <bryankrouse@cw.edu>  
**Subject:** FW: Trustee Zones

Molly, as a follow up to Matt's response below to my questions, here are some elements to consider:

- The State Board approved Idaho School District and Community College Trustee Zone Equalization at their 4/5/2021 meeting. Those requirements include: "For purpose of determining "equalized" populations between trustee zones, no one trustee zone shall differ in population by more than ten percent (10%) from any other trustee zone within the school district or community college district."
- Based on the 2020 census and as previously provided to the Trustees the following is a recap of the zones and percentage of deviation from equalization. Note the methodology follows the prescribed approach from the State Board which is: 1). Determine the zone with the largest population, which is zone 2, 2). Subtract the population of each zone from the largest zone to determine the difference in population, 3). Divide the largest zone population into the other zone differences to create a percentage.
  - Zone 1 - 145,495 – (7,775) = 5.00%
  - Zone 2 – 153,270 – (0) = 0.00%
  - Zone 3 – 142,710 – (10,560) = 7.00%
  - Zone 4 – 141,496 – (11,774) = 8.00%
  - Zone 5- 143,101 – (10,169) = 7.00%
- The new census information above shows that the current trustee zones do not differ by more than 10%
- Matt has communicated that the deadline for submittal to SBOE is Friday 12/10, (the day after our Board meeting), noting that the deadline for submittal for agenda items has already passed. He notes that a special board meeting may be needed since others have missed the deadline as well.
- The State Board standards adopted last spring (4/5/21) includes the requirement that the zones require a legal description. Assuming the Board approved moving forward with new zones, legal descriptions would need to be generated which will take some time. I have a call into Nick Miller / Hawley Troxell to see if legal descriptions were generated for the current zones back in 2016? I cannot find evidence if that was the case or even a requirement.

- The current trustee zones as adopted in 2016 are aligned to voting districts. Phil McGrane, Ada County Elections Clerk has advised that voting districts will be changing due to the census. The revised districts are not yet available to allow for an overlay comparison against the Trustee Zones. I have a call into Phil McGrane to see if he can tell us when those new districts may be available.

**Based on the above, my recommendation to the Board of Trustees is to not change the trustee zones but leave them as currently defined.**

I am prepared to make that recommendation to the Board tomorrow but wanted to get your input ahead of the meeting.

I will call you later today to review.

Thanks

Craig

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**From:** Matt Freeman <[Matt.Freeman@osbe.idaho.gov](mailto:Matt.Freeman@osbe.idaho.gov)>

**Sent:** Tuesday, December 07, 2021 5:16 PM

**To:** Craig Brown <[craigbrown@cw.edu](mailto:craigbrown@cw.edu)>

**Cc:** Molly Lentz <[mollylentz@cw.edu](mailto:mollylentz@cw.edu)>; Denise Aberle-Cannata <[denisecannata@cw.edu](mailto:denisecannata@cw.edu)>; Karl Spiecker <[karlspiecker@cw.edu](mailto:karlspiecker@cw.edu)>; [pmcgrane@adacounty.id.gov](mailto:pmcgrane@adacounty.id.gov); [chris.yamamoto@canyoncounty.id.gov](mailto:chris.yamamoto@canyoncounty.id.gov); Tracie L. Bent <[Tracie.Bent@osbe.idaho.gov](mailto:Tracie.Bent@osbe.idaho.gov)>

**Subject:** RE: Trustee Zones

Craig,

The 120 day deadline for community colleges to submit their completed proposal to the State Board of Education is December 10th. (Idaho Code, 33-2104A(3) provides: "A proposal to redefine the boundaries of trustee zones of a community college district shall be initiated by its board of trustees at the first meeting following the report of the decennial census or following the electors' approval of the addition of territory pursuant to section 33-2105, Idaho Code. The board of trustees shall submit the proposal to the state board of education within one hundred twenty (120) days following the decennial census or election. The proposal shall include a legal description of each proposed trustee zone, a map of the district showing how each proposed trustee zone would appear and the approximate population each zone would have should the proposal to change the boundaries of the trustee zones become effective.") Here are the equalization parameters approved by the State Board of Education at its April 5, 2021 Board meeting: <https://boardofed.idaho.gov/resources/idaho-school-district-and-community-college-trustee-zone-equalization/>.

CWI has already missed the agenda deadline for consideration of its zones by the State Board at its December 15 meeting (in fact, only one college met the deadline). As such, we plan to hold a special Board meeting later in the month (date TBD) to take up school districts' and community colleges' trustee zones.

I don't know where CWI is in the process of redrawing its zones (complete with legal descriptions and maps) or if an overlay of new Voting District boundaries would materially changes the zones. Based on Idaho Code, the proposed zones really should be submitted to the State Board as soon as possible.

Tracie Bent is the staff lead on this decennial event, so please reach out to her and let her know what kind of timeline you are working on at this point. We'll see what we can do.

Thanks,

**Matt Freeman** | Executive Director



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208-332-1571  
[www.idaho.edu](http://www.idaho.edu)  
[www.nextsteps.idaho.gov](http://www.nextsteps.idaho.gov)

**PUBLIC RECORDS NOTICE:** Pursuant to Idaho Code § 74-101 through 74-126, this email and responses are subject to the Idaho Public Records law and may be disclosed to the public upon request, unless otherwise exempt from disclosure under the law.

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**From:** Craig Brown <[craigbrown@cw.edu](mailto:craigbrown@cw.edu)>  
**Sent:** Tuesday, December 7, 2021 2:20 PM  
**To:** Matt Freeman <[Matt.Freeman@osbe.idaho.gov](mailto:Matt.Freeman@osbe.idaho.gov)>  
**Cc:** Molly Lenty <[mollylenty@cw.edu](mailto:mollylenty@cw.edu)>; Denise Aberle-Cannata <[denisecannata@cw.edu](mailto:denisecannata@cw.edu)>; Karl Spiecker <[karlspiecker@cw.edu](mailto:karlspiecker@cw.edu)>; [pmcgrane@adacounty.id.gov](mailto:pmcgrane@adacounty.id.gov); [chris.yamamoto@canyoncounty.id.gov](mailto:chris.yamamoto@canyoncounty.id.gov)  
**Subject:** Trustee Zones

Matt; when you visited CWI with the new SBOE members, I mentioned that CWI was working with our Trustees to revise the zones based on the 2020 census.

We recently learned through Phil McGrane at the Taxpayer Association Conference that the Voting District boundaries are going to change as well, however it is our understanding that new information is not yet available.

Initially in 2016, CWI used the Voting Districts as an overlay to the Trustee Zones and it would seem appropriate that CWI would look at the precincts again as it relates to boundaries.

Our question is one of timing. It was indicated previously via a communication from you, that SBOE needed the revised Trustee Zones submitted within 120 days of the census information becoming available. That information was available in early September which would place the 120 day mark on or about the end of December.

Prior to learning of the Voting Precinct adjustments, we had planned on a final review and vote by the CWI Trustees of the Zone changes at the 12/9/21 Board meeting.

Is there any time latitude related to our submittal to you to allow for the completion of the new Voting District boundaries for purposes of consideration to the Trustee Zones?

I have taken the Liberty of copying Phil McGrane (Ada Co) and Chris Yamamoto (Canyon Co) on this communication as well so they are aware of the timing question.

I have also copied CWI Board of Trustee Chair Molly Lenty as well.

Please get back to me at your earliest convenience.

Thank you

Craig

Craig Brown  
Executive Vice President, Operations