



Board of Trustees

Meeting Minutes

Time: 3:00 PM

ZOOM Video Conference
NADM President's Conference Room

January 12, 2023

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

VISITOR INTRODUCTIONS – President Jones introduced Ken Kline as the next Vice President of Finance at CWI.

CWI MISSION STATEMENT

Secretary Jim Reames 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
- 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
Bill Reuter, Interim Vice President Finance
Ryan Herring, Vice President Human Resources
Aaron von Lindern, Dept. Chair, Health Sciences
Andrea Fontaine, General Counsel
Andrea Schumaker, Department Chair, Agricultural Sciences

Ashley Smith, Government & Community Relations Director
Audrey Eldridge, Executive Director, Communications and Marketing
Brett Belden, Supervisor, Tutoring Services
Chad Trisler, Dean of Students
Christi Rood Gilchrist, AVP, Economic Development
Courtney Colby Bond, Dean, Center for Teaching & Learning
Gordon Hynes, Director, Budget
Jac Webb, Director, Basic Skills
James Francel, Associate General Counsel
Janice McGehee, Executive Assistant to the President
Jeff Flynn, Executive Director, Facilities, Planning & Management
Jenee Snyder, Director, Financial Aid
Jennifer Colley, Executive Director, HR
Jessica Argyle, Web Content Strategist UX
Jessica Downing, Manager II, Brand Marketing
Juddson Constantine, Audio Video Project Manager
Justin Vance, Dean, Arts & Humanities
Kae Jensen, Dean, Math
Ken Kline, Vice President Finance
Kris Smerick, Dean, Social Science & Public Affairs
Kristi Martin, Executive Assistant to the Provost
La Dawn Anderst, CWI Foundation
Leroy Forsman, Law Enforcement Program Instructor
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 Pena, CWI Foundation Board President
Morriah Marks, Executive Assistant Communications & Marketing
Nic Miller, Assistant Vice President, Strategic Projects
Patrick Neal, Dean, School of Industry, Engineering and Trades
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Pedro Arredondo, Analyst, Research
Rachel Miller, ASL Interpreter
Richard Soto, Dept. Chair
Roam Yocham, Financial Aid Officer
Ross Hosking, Videographer
Ryan Gerulf, Director, Philanthropy
Shamika Klemetsen, Executive Assistant, Operations
Stephanie Boren, Administrative Assistant, CWI Foundation
Tami DeBoer, Operations Program Manager
Valerie Lee, Assistant Director, Tutoring Services

CONSENT AGENDA

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

PRESIDENT'S REPORT

- President Jones reported on the kick off to the Legislative session, which includes an emphasis on Education week in Idaho, January 23-27. With the \$80 million dollars going to higher education, a fair amount of money is being proposed for student scholarships, which can be used in pursuit of Workforce Development related degrees.

The eight University and Community College Presidents will be presenting to the Joint Finance and Appropriations Committee (JFAC), as well as the House and Senate Ed Committees. These are all opportunities to communicate the incredible value our faculty and staff bring to the 30,000 plus students at CWI.

Work continues with the Micron partnership. President Jones assured the board, while the news is reporting a 10% decline and workforce reductions at Micron, this has no bearing on the work we are doing around their factory expansion and partnership with CWI.

CWI has a tremendous story to share with our community around philanthropy and venture investments. There are wonderful people wanting to help CWI through the giving of their time, talents and donations. CWI will be kicking off a giving program called CWI Gives. This will be an opportunity for smaller size gifts to promote faculty initiatives, academic programs and student clubs.

- Bold Achievements – Executive Director of Marketing and Communications, Audrey Eldridge presented this month's Bold Achievements recognizing Student Body President, Flora Koenig. Flora, along with her counterparts from three other Idaho colleges and universities, were recognized by Governor Brad Little at the annual State of the State address. Koenig joined her peers in drafting a letter to the Idaho Legislature, urging the need for more funding and direct investments in Idaho students. During his speech, Governor Little credited the letter Koenig and her counterparts wrote to help support the launch of a new Idaho Scholarship Initiative. Flora will graduate this spring in Political Science and will transfer to Boise State to continue her education.

TRUSTEE EMERITUS STATUS RECOMMENDATION (TABLED)

Trustee Annie Hightower requested the Trustee Emeritus Status recommendation be tabled for at least one month and encouraged the Trustees and President's Cabinet to discuss with Chair Lentz if they have a recommendation for a future agenda.

Trustee Hightower asked if the HR Policy and the list of former Trustees who have been granted Emeritus Status (or not) be sent to the Trustees for further consideration.

BOARD COMMITTEE REPORTS

COLLEGE RELATIONS

AUDREY ELDRIDGE, EXECUTIVE DIRECTOR MARKETING AND COMMUNICATIONS MARKETING

- Marketing campaigns are expanding beyond just recruitment and into more general awareness campaigns as well as some upcoming integrated targeted program campaigns.
- Three micro campaigns being worked on include;
 - Mechatronics and the Micron Partnership
 - New offerings in Mtn. Home
 - 8 week late session

COMMUNICATIONS

- Website transition from a campus-visioning page to a campus development page.
- Compiling and finalizing information related to the new Strategic Plan. There will be a digital and printed format as well as a high-level summary available in the near future.

COMMUNITY ENGAGEMENT

- Feb. 8 is the next CWI Night at the Idaho Steelheads.

GOVERNMENT RELATIONS - ASHLEY SMITH, GOVERNMENT & COMMUNITY RELATIONS DIRECTOR

- Government and Community Relations
 - State of the State address was Monday, Jan. 9, 2023.
 - Boise Chamber Legislative Forum.
 - JFAC budget presentations will take place on January 26.
 - Expansion of CWI services in Elmore County.

FOUNDATION – MICHAEL JENSEN, FOUNDATION DIRECTOR

- Horizon Credit Union Scholarship
- CWI Night at the Steelheads
 - The first CWI Night at the Steelheads raised \$570 in ticket sales. There was a scholarship awarded, Zamboni rides, prizes given away, and President Jones even took students down on the ice for the puck drop.
The next CWI Night is Feb. 8, and the link to purchase group tickets is on the CWI website. This will be the second of four CWI Nights at the Steelheads games. Trustee Hightower asked if an invite can be sent to the Trustees with a link to purchase group tickets for each of the upcoming CWI Steelhead nights.
- Swing For The Green Fundraiser
 - Check presentation by Bank of Idaho for the Swing for the Green Scholarship Fundraiser event raising \$58,000.

STUDENT SUCCESS

- Case Management Program – Dean of Students, Chad Trisler
 - The Case Management Program is part of the counseling and wellness services office.
 - Currently funded through residual COVID grant funds through June 2023.
 - Last year \$125,000 was dispersed.
 - Students in need are identified through care reports and faculty and student referrals.
 - The goal of this program is to provide both stabilization funding and direct referrals to outside safety nets. This program helps students identify other modes of support with the goal of keeping them enrolled for the semester, and beyond.

Secretary Reames congratulated Dean Trisler on this successful pilot program and asked where he sees this program going in the future? Dean Trisler stated prior to the availability of the residual COVID grant funding; the budget was \$5,000 in student emergency funding through the Foundation. In the future, the Case Management Program hopes to work with the Foundation for increased funding in this area, bringing on the case manager full time and allowing for more consistent help for students.

Trustee Bradshaw asked, beside financial resources, what are the other resources needed. Dean Trisler stated outside of rent, food security and affordable childcare are big needs.

POLICY

- Board Governance Policy 6.
 - Trustee Hightower reviewed Governance Policy 6.

FINANCE

- Trustee Reames thanked Interim Vice President Finance, Bill Reuter for a job well done. Chair Lentz also thanked Bill for his time with CWI.
 - Interim Vice President Bill Reuter reviewed the Treasurer's Report as of November 30, 2022.

SUBSTITUTE TEACHER LEAVE –RYAN HERRING, VICE PRESIDENT HUMAN RESOURCES

- Eligibility
 - All benefit eligible employees with appropriate supervisor approval.
 - Local school districts
 - Must not impact workload demands (i.e. class schedules)
- Paid Leave
 - Up to 9 hours (1 hour for necessary district paperwork and 8 hours for substitute time).

- Average leave liability increase of \$271 per eligible employee.
- Duration
 - Until June 30, 2023 at which point benefit usage will be assessed.

Trustee Bradshaw asked what the overall interest is and what the maximum cost would be. Vice President Herring stated if all eligible employees participated, it would be approximately, \$130,000. The “trial period” through June 30, would be beneficial to provide a time frame in gauging the amount of interest. President Jones stated the cost suggested by Vice President Herring is not “extra” or additional money, but the cost is in providing time away.

Trustee Bradshaw asked what does the term, “local districts” cover. Vice President Herring stated the majority of CWI Staff and Faculty reside in Canyon or Ada counties. However, a request may come up as an example, for the Mountain Home School Dist., at which time this would be reviewed for consideration.

Secretary Reames asked how paid time off works for part time employees. Vice President Herring stated the employee must work over 20 hours per week to be benefit eligible, and the time off is used against the hours worked.

Trustee Hightower gave the example of working 21 hours or 40 hours (if benefit eligible), and asked, would both be allowed the full 9 hours? Vice President Herring stated yes.

Trustee Hightower asked if this is a one-time benefit. Vice President Herring stated yes, this would be a one-time benefit through June 30.

Trustee Hightower asked if this would include Charter Schools. General Counsel Andrea Fontaine stated she believed the need is the same for Charter Schools and as written, it would include Charter Schools.

Vice Chair Buckner-Webb wanted confirmation this is a one-time use only benefit.

Vice President Herring stated this is a one-time use for the remainder of the fiscal year (June 30, 2023).

Trustee Bradshaw asked for clarification as to how this does not affect the budget. Vice President Herring explained the time is a liability on the budget, the same as vacation time, but is not an additional cost.

Chair Lentz stated her excitement about this opportunity. Providing this benefit supports our employees with their passion and also allows us to provide support to our fellow educators.

Vice Chair Buckner-Webb suggested making sure this isn't perceived as a negative by the public instead of a positive.

Chair Lentz requested clarification around eligibility of Charter Schools and Districts.

Trustee Hightower questioned how many employees will actually use this benefit.

Trustee Hightower suggested this topic be tabled until next month, allowing time to get clarity around the following questions;

- Charter School eligibility
- “Local District” clarification
- Usage/numbers from the State Dept. of Human Resources for the Fall Semester.
- Get feedback from Faculty and Staff regarding interest.

PROVOST REPORT – PROVOST DENISE ABERLE-CANNATA

- Enrollment Update - presented by Assistant Vice President Patrick Tanner.
 - Targets
 - New Student Headcount
 - Continuing Student Headcount
 - Total Credit Count
 - Initiatives

Secretary Reames asked AVP Tanner to expand on the initiatives the college is doing in order to secure the high school students with continuing education credits. AVP Tanner stated, on a weekly basis the enrollment counselors are in the high schools along with the targeted marketing plans and heavy recruiting in the electronics program.

ANNUAL WORKFORCE DEVELOPMENT REPORT – ASSISTANT VICE PRESIDENT CHRISTI GILCHRIST

- Economic Development
- Workforce Development Purpose
- Headcount & Revenue Outcomes FY2022
 - Trustee Bradshaw asked about the Nursing Assist program. Why is the revenue so low even though enrollment is over 49%. AVP Gilchrist stated the cost is about \$1,000 per student, but it takes a lot more resources in terms of teachers (1:5 Teacher to student ratio), as well as the time it takes for individual skills testing.
 - Chair Lentz requested talking points on this presentation, hoping to simplify the message and highlighting the value to the community.
- Strategies
- Proactive Planning Example
- Strategies FY24

CHAIR'S REPORT

Chair Lentz appreciates the preparation by the board coming into these meetings and really asking the important questions.

ADJOURNMENT

Chair Lentz adjourned the meeting at 4:47 pm



[Jim Reames \(Feb 13, 2023 11:18 MST\)](#)

Jim Reames, Secretary/Treasurer
Board of Trustees

Feb 13, 2023

Date






1_12_23_BOT Meeting Minutes_FINAL

Final Audit Report

2023-02-13

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