



Board of Trustees Meeting Minutes

9:00 A.M.

ZOOM Video Conference
With Trustees being on Campus

July 21, 2020

CALL TO ORDER

Chair Smyser called the virtual meeting to order at 9:00 am

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA-NONE

ATTENDANCE

TRUSTEE ROLL CALL

- CHAIRMAN SKIP SMYSER-PRESENT/IN PERSON
- TRUSTEE MARY NILAND-PRESENT/IN PERSON
- TRUSTEE MARK DUNHAM-PRESENT/VIRTUALLY
- TRUSTEE ANNIE HIGHTOWER-PRESENT/VIRTUALLY
- TRUSTEE MOLLY LENTY-PRESENT/VIRTUALLY

ALSO PRESENT:

Dr. 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
Cheryl Wright, Interim Vice President, Finance and Administration
Steve Berenter, General Counsel
Andrea Fontaine, Associate General Counsel
Judd Constantine, Multimedia Coordinator III
Morriah Marks, Executive Assistant
Janice McGehee, Executive Assistant to the President
Audrey Eldridge, Director, Communications & Marketing
Kae Jensen, Dean, Math & Science
Stephanie Ritchie Breach, Faculty Senate President
Kelly Steely, Dean, Business, Communication, & Technology
Justin Vance, Dean of Arts and Humanities
Sara Beth Hoffman, Engagement Manager, Entangled Solutions
Courtney Santillan, Dean of Social Science & Public Affairs
Christi Rood Gilchrist, Assistant Vice President Economic Development
Cathleen Currie, Dean of Health
Pat Neal, Dean of Industry, Engineering & Trades

Michael Chacon, Chief Information Officer
Brittney Trimmer, IT Business Analyst
Patrick Tanner, AVP, Enrollment & Student Services

CALL FOR PUBLIC COMMENT- NONE

CWI MISSION STATEMENT

Chair Smyser read the CWI Mission Statement.

The College of Western Idaho expands learning and life opportunities, encourages individual advancement, contributes to Idaho's economic growth, strengthens community prosperity, and develops leaders.

CONSENT AGENDA

(M/S) TRUSTEES NILAND/DUNHAM MOVED TO APPROVE THE CONSENT AGENDA.

MOTION PASSED.

BOARD COMMITTEE REPORTS

- **FOUNDATION**

- Trustee Lenty reported Robert and Bettie Pilote from Sundowner, Inc. donated the use of a billboard for 2 years. This billboard is located in a prominent downtown Caldwell location.
- The Foundation provided a license plate cover in the commencement keepsake box given to all graduates at the Grab Fest.
- Vice President Browning reported there were over 700 essays needing to be read in a two-week period. The Scholarship Application Essays have been reviewed, and the Scholarships are currently being awarded.
- CWI Foundation Board Chair, Ed Barrett has resigned from the Board and elections will take place at the next Foundation board meeting, September 3, 2020.

- **COMMUNITY OUTREACH**

- Vice President Browning presented a new "Be Bold" TV spot. This reflects what will happen this fall with masks, shields and social distancing, with a secondary message of "Bold" which will transition us to the new branding message.
- The Interact survey results on the new logo and color palette are in and there were over 1300 that participated in the survey.

- **POLICY**

- Trustee Hightower noted there were no updates to CWI Administrative policy.
- Trustee Hightower stated there are a few changes to the Board Policies in the works and before the August Board of Trustees meeting, the Trustees will receive a copy of the proposed changes.

- Trustee Hightower reviewed Section 7 of the Board Governance Policy.

- **FINANCE COMMITTEE**

- Trustee Niland reported the Selection Committee has reviewed all the applications for the Vice President of Finance position and interviews are wrapping up this week.

- **FINANCIALS**

- Interim Vice President Wright stated there are no financial reports included in your packets for June due to ongoing year-end work.

- **CARES ACT GRANTS UPDATE**

- Interim Vice President Wright presented an update on the CARES Act Grants noting the following: To help manage this process, a team of seven individuals has been established, with the Principal Investigator being Jac Webb, Director, Basic Skills. The GEERS Act award has been received from the State Board of Education. In August, a revised FY21 Budget will be brought to the Board, which will include the CARES Act Grants. There are five grants totaling \$5,357,000, of which a large portion goes directly to students. To date we have used \$2,021,673.
- Trustee Niland asked what percent of the COVID-19 expenses have been covered by the Grant. Interim Vice President Wright confirmed more detail would be provided at the August meeting. COVID-19 related expenses have been charged to a specific project ID and to date a total \$341,999 or approximately 75% of these expenses have been charged to a CARES Act Grant. Trustee Niland asked for a report showing how much of the COVID-19 related expenses do not qualify for the Grants.

- **TITLE IX UPDATE**

- Associate General Counsel Andrea Fontaine reported the State Department of Education updated Title IX on May 6, 2020. There were approximately 2,033 pages of new regulations and guidelines. Highlights of those changes and additions were reviewed.
 - Chairman Smyser asked if the Board of Trustees would need to approve these changes to CWI's policies and procedures by August 14, which will be before the scheduled August 18 meeting. Associate General Counsel Fontaine stated Board approval is not needed.
 - Trustee Hightower asked what standard is being used regarding Title IX. Associate General Counsel Fontaine responded Preponderance of Evidence is being used and is consistent with CWI's other processes.

- **REVISION TO FALL 2020 SPECIAL COURSE FEES-FIRST READING**

- Provost Denise Aberle-Cannata reviewed the revisions to the Fall 2020 Special Course Fees.

- Trustee Niland asked what CWI’s process is on criminal history checks and whom do we use for those services? Provost Aberle-Cannata stated there is a national background check company used by the HR department. Several other institutions use that same resource.
- Trustee Niland asked if it is an expensive process. Provost Aberle-Cannata said we were previously paying \$10 but it has increased to \$15, depending on the area. Some have increased from \$10 to \$35 depending on the quantity and information requested.

PROVOST REPORT – COVID-19 AND FALL UPDATE

- Provost Aberle-Cannata reported due to the surge in COVID-19 positive cases in the Treasure Valley, a Plan A-1 has been added.
 - August 3 is the date CWI will reassess the plan for the fall semester.
 - July 23 is a faculty training session to ensure faculty understands what the return to campus will look like and what the expectations will be.
 - A Covid-19 “SEAL Team” has been established whose responsibility is to assess risk and make sure there are processes and procedures put into place for safety. One of the first items the SEAL Team worked on was putting together a manual, which will be provided electronically to all faculty and staff. This manual has step-by-step protocols for consistency in how situations are handled.
 - On July 31, CWI faculty, Holly Paquette, will host a COVID-19 Q & A session.
 - On July 17, a faculty meeting was held to ask how the faculty are feeling, what concerns they have, and how we can help address those concerns.
 - President Glandon complimented Provost Aberle-Cannata, the Instructional Deans, Student Services and everyone involved in this on-going, daily conversation and work.
 - Trustee Dunham asked if it is possible to supply masks to those who do not have them? Provost Aberle-Cannata stated masks will be required and our Student Service group put together a video demonstrating what this will look like. Every student will get a kit, which contains hand sanitizer and a mask. Disposable masks will be available at each building. Face shields will be available for specific faculty/situations and the hearing impaired.
 - Chairman Smyser confirmed with Provost Aberle-Cannata that this process would be available across all campus buildings regardless of location or county.

AGILE AND GOVERNANCE FRAMEWORK FOLLOW UP

- The Governance infrastructure and adoption of the Agile Business Operation Framework was reviewed.
 - Chief Information Officer (CIO), Michael Chacon stated the reason we were able to transition so quickly to remote work when COVID-19 hit, was due to the Agile Framework. CIO Chacon reminded the Trustees of the Engagement Survey conducted earlier, and many of the items on the survey were addressed in the Business Operational Framework. This Framework addresses transparency, visibility, accountability and prioritization to deliver value to the students.

- Vice President Brown updated the Trustees on how the Agile Business Operation Framework is being used for visualizing Strategic Prioritization.
- Christi Rood Gilchrist, Associate Vice President, Economic Development explained the prioritization process the Executive Operations Team uses weekly and how important this framework was to the team during the COVID-19 transition.
- Brittney Trimmer, IT Business Analyst shared her experience with the Tool and Agile Framework through the Academic Enterprise Tactical Advisory Council (AETAC) and the Institutional visibility and transparency, which the Framework provides.
- Trustee Lentz complimented CIO Chacon on the work being done to implement this Framework and how impressive it is. Trustee Lentz asked if other Institutions across the state are aware of CWI using the Agile Framework. CIO Chacon stated yes, the other Institutions are aware and training has been offered to them, however there is concern about the cultural acceptance and they are probably not going down that road yet.
- Trustee Lentz asked if we have the ability to implement some of the community facing engagements through the Version One tool? CIO Chacon said yes, this is definitely possible through creating Dashboards and Stories as well as other options.
- President Glandon noted that he is proud of this institution and the self-actualization and cultural shift which has taken place.
- Chairman Smyser thanked CIO Chacon and his team for their continued work.

GENERAL COUNSEL

- General Counsel Steve Berenter stated effective in September, it will be necessary to fill the General Counsel position due to his previously announced retirement. Administration has recommended Associate General Counsel Andrea Fontaine be appointed to the position of General Counsel. Administration is asking the Board of Trustees to authorize President Glandon to appoint Andrea Fontaine as CWI General Counsel.
- Chairman Smyser recommended the Board of Trustees give President Glandon the authority to appoint Andrea Fontaine as CWI General Counsel.

**(M/S) TRUSTEES NILAND/HIGHTOWER MOVED TO AUTHORIZE THE PRESIDENT TO APPOINT ANDREA FONTAINE AS CWI'S GENERAL COUNSEL.
MOTION PASSED.**

CHAIRMAN'S REPORT

- Chairman Smyser thanked everyone on their efforts and excellent execution of a great Commencement event which included Grab Fest.
- Reminder to the Trustees on Monday, July 27 is the meeting with Entangled Solutions for the Phase 2 update requesting the Trustees review the information, which was provided earlier by Entangled Solutions.

- Chairman Smyser noted the President's Evaluation will be an item on the August meeting agenda. He clarified that the President is to provide the Trustees with his personal goals, not the President Cabinets' goals or the goals of the Accrediting body.
- Chairman Smyser stated he continues to be amazed at the job everyone involved with CWI is doing during this very perilous time. With the positive cases of COVID-19 spiking in Canyon and Ada counties, he is very pleased CWI is taking the lead and requiring masks on campus.
- Chairman Smyser complimented President Glandon on his leadership and what has been accomplished during the COVID-19 epidemic. He further recognized on behalf of all the Trustees, the amazing effort on the part of so many.

PRESIDENT'S REPORT

President Glandon gave an update of the following events and announcements:

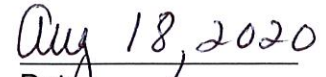
- Law Enforcement graduation was held in-person on June 30. All CDC guidelines were adhered to by utilizing an empty garage at the Nampa Police Department. Eighteen graduates attended, and each graduate was allowed three family members. One person in the graduating class did not go into law enforcement, but is going on to law school at the University of Idaho to get a law degree and one day hopes to represent police departments. This is a great success.
- The latest issue of Elevation, CWI's quarterly publication will be arriving soon. Watch your mailboxes.
- Virtual Fall 2020 College Address will be on Wednesday, August 19, 2020.
- Higher Ed Funding Committee has met recently. It is comprised of all the College Presidents, State Representatives as well as a few Senators. Two proposals were put forward including for Higher Ed to get a larger percent of the budget. The Senators were not receptive to this proposal. The Committee will continue to meet weekly until an acceptable game plan to get a new funding formula for higher education can be resolved.
- The Universities are discussing a statewide Cyber Security Bachelor's degree. The Community Colleges have met three times to discuss a 2-year Cyber Security Technical program, which we will be asking for funding.
- The Community College President's Retreat will be held virtually at the end of July.
- President Glandon asked if the communication updates he has been sending to the Trustees, have been working for them as a communication tool? Chairman Smyser responded that he has appreciated the updates. Trustee Lenty appreciates those updates, especially if there is any sense of urgency. Trustee Hightower and Trustee Niland also appreciate the updates being sent.

CHAIR SMYSER CALLED FOR THE MEETING TO ADJOURN.

MEETING ADJOURNED AT 10:50 AM



Mary Niland, Secretary



Date