



Board of Trustees Meeting Minutes

1:00 P.M.

ZOOM Virtual Meeting

March 11, 2021

CALL TO ORDER

Chair Lenty called the virtual meeting to order at 1:01 p.m.

PLEDGE OF ALLEGIANCE

VISITORS: MITCH MINNETTE, PRESIDENT, NAMPA CHAMBER OF COMMERCE
RACHEL SPACEK, IDAHO PRESS TRIBUNE

CWI MISSION STATEMENT – Trustee Hightower read the CWI Mission Statement.

PUBLIC COMMENT- There were no public comments.

ATTENDANCE

TRUSTEES:

- **CHAIR MOLLY LENTY**
- **VICE-CHAIR CHERIE BUCKNER-WEBB**
- **TRUSTEE ANNIE HIGHTOWER**
- **TRUSTEE SAMANTHA GUERRERO**

ALSO PRESENT:

Bert Glandon, President

Craig Brown, Executive Vice President, Operations

Mark Browning, Vice President, College Relations

Denise Aberle-Cannata, Provost

Karl Spiecker, Vice President Finance

Andrea Fontaine, General Counsel

Judd Constantine, Multimedia Coordinator III

Ross Hosking, Videographer, College Relations

Morriah Marks, Executive Assistant, College Relations

Janice McGehee, Executive Assistant to the President

Ashley Smith, Communications Representative III, Communications & Marketing

Zac Ricketts, Marketing Representative III

Luis Caloca, Director, Admissions

Audrey Eldridge, Executive Director, Communications & Marketing

Cathleen Currie, Dean, Health

Kae Jensen, Dean, Math & Science

Justin Vance, Dean of Arts & Humanities

Kelly Steely, Dean, Business, Communication, & Technology

Courtney Santillan, Dean of Social Science & Public Affairs

Christi Gilchrist, Assistant Vice President, Economic Development
Michael Chacon, Chief Information Officer
Michael Jensen, CWI Foundation Director of Development
Mary Jo Hayes, Comptroller
Pat Neal, Dean of Industry, Engineering & Trades
Stephanie Ritchie-Breach, Faculty Senate President
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Jennifer Colley, Interim Director Human Resources
Ryan Herring, Interim Vice President, Human Resources
Alexis Malepeai, Executive Director Institutional Effectiveness
Gloria Keulman, Administrative Assistant III
Laura Brown, Executive Administrative Assistant, Finance
Tami DeBoer, Executive Administrative Assistant, Operations
Kim Reed, Director, Learning Commons
La Dawn Anderst, Foundation Operations and Database Coordinator
Jean-Louise Zancanella, Assistant Director, Library Services
Kim Channpraseut, Executive Director, IT Operations
Aaron Whitman, Facilities Planning Manager

CONSENT AGENDA

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

PRESIDENTS REPORT

- President Glandon reported the Idaho Community Colleges are meeting with the Idaho Technology Council (ITC) regarding opportunities to put together a CODE Academy within local high schools.
- President Glandon met with President Kevin Satterlee. The Community Colleges have decided not to participate in the statewide marketing campaign proposed earlier.
- CWI has been asked to start doing research with local hospitals and the Nursing Association pertaining to a BSN program.

HIGH PERFORMING RECOGNITION AWARDS

- President Glandon acknowledged Faculty of Distinction, Greg Wilson; Staff of the Month, Cathleen Currie; and the Student Achievement Award winner, Jennifer Hernandez Gutierrez. A video biography was shown for each of the recipients.

BOARD COMMITTEE REPORTS

- **COLLEGE RELATIONS**
 - Vice President Browning gave a Legislative Review.
 - Appropriation bills for the Community Colleges came out of the Joint Finance Committee (JFAC) last week. JFAC is a 20-member committee and the vote was 19 in favor and 1 absent and excused. These will be up for consideration next week.
 - H145 could be detrimental to CWI's Electrical Apprenticeship program.

- H169 stipulates all public agencies including colleges and universities to be mandated by the legislature to do certain types of performance reporting. This Bill would take away the authority as a board to dictate what performance reporting is required.
- **RECRUITMENT, ADMISSIONS AND MARKETING (RAM)**
 - Zak Ricketts, Marketing Representative III and Luis Caloca, Director of Admissions, gave the history and development of the RAM team seven years ago, and what it has grown into today.
- **STUDENT SUCCESS – TRUSTEE GUERRERO**
 - No update
- **POLICY – TRUSTEE HIGHTOWER**
 - **NO COLLEGE POLICY CHANGES**
 - **BOARD GOVERNANCE POLICY #4**
 - Trustee Hightower reviewed Board Governance Policy #4.
- **FINANCE– VICE PRESIDENT SPIECKER**
 - **BOARD POLICY CHANGE RECOMMENDATION**
 - General Counsel Andrea Fontaine stated the process to dissolve the Finance Committee would be to make a motion to dissolve today, if this is the pleasure of the board, and at a following board meeting, approve the policy language change reflecting the decision.
 - **FINANCE COMMITTEE RECOMMENDATION**
 - Trustee Hightower stated there have been questions around the value of having a Finance Committee and the connections to the community this provides. Trustee Hightower would like more information and discussion before making a motion to dissolve the Finance Committee.
 - Trustee Lenty asked, what is the missing link we need to know and have more discussion on? Trustee Hightower stated there are questions, which Chair Lenty has asked in prior meetings, which remain outstanding, and Trustee Hightower would like to see those addressed.
 - Chair Lenty wants to ensure we are not creating a deficit as it relates to community involvement, by dissolving the Finance Committee. Possibly this is something College Relations can address.
 - Vice President Spiecker clarified when he reached out to the Finance Committee members, he was not seeking their opinion, but was alerting them to the fact there was discussion happening around the future of the Finance Committee. The feedback received was volunteered by the committee members with three of them stating they were not sure they were adding value any longer and were not surprised to hear of this discussion.
 - Trustee Guerrero stated we need to know the intention. If there is no longer a need for this committee, then Trustee Guerrero would be in favor

to dissolve it, however, there seems to be more discussion needed. Action does not need to be taken today.

- Trustee Hightower stated if we choose to dissolve the committee, we need to make sure we still have the connections to fill those roles in the community, in a meaningful way. Let's make sure if we are engaging people in the community, there is reason and purpose behind it.
- Vice President Spiecker suggested using the committee on an ad-hoc basis around some of the real estate and strategic planning opportunities in the future.
- President Glandon added Interim Vice President, Chery Wright had come to him sharing that several committee members had expressed the committee had out-lived its original purpose.
If you are considering changing the direction of the committee to a strategic planning group, you might want to look at changing the make-up of the committee members themselves, as most are from the financial community.
- Trustee Buckner-Webb suggested dissolving the Finance Committee as it presently is; and reengaging these folks by asking them where they think they could be of value or best serve CWI in other areas.
- Chair Lentz stated it is important to look at these individual committee members and the opportunity for them and others to continue to add value to the work where CWI needs it most. Chair Lentz asked the President's Cabinet how we might re-purpose and use a different lens on this committee before we formally vote to dissolve it. She requested to carry over this topic to the April Trustee meeting.
- Trustee Hightower stated as a point of discussion, if we are trying to repurpose the Finance Committee or take it in a different direction, it would not be serving the same purpose as written in the Board Governance Policy. We would still need to dissolve and re-form a different committee. There is nothing time sensitive about this issue.
- Vice President Spiecker stated the one time-sensitive aspect would be if the board wants to continue using the Finance Committee in its current structure, Vice President Spiecker will need to re-engage the people on the committee.
- CWI needs to show appreciation to the Committee members for the work they have put in, and to have this be a part of the final decision as well.
- Vice President Spiecker thought acknowledging the Finance Committee may be more personal and appropriate if we wait until COVID restrictions are lifted.

▪ **FINANCIAL REPORTING**

- Vice President Spiecker noted a spike in the Accounts Receivable on the Financial Statements for the month of January. This is primarily related to the timing of when the expenditures and revenue is booked. Once the financial aid is distributed, the receivables will go down.

DISCLOSURE OF CONFLICT OF INTEREST

- Trustee Hightower stated CWI General Counsel has been made aware of a potential conflict with the organization, Idaho Coalition Against Sexual and Domestic Violence (ICASDV), which Trustee Hightower is employed full time. The Coalition, receives most of its funding through federal sources, and is in the process of applying for a grant through the US Department of Justice, office of Violence Against Women. This is a continuation of a project that is already in place. ICASDV is asking CWI to partner on this grant by engaging the Latinx men community in the prevention of violence. Trustee Hightower will not be an employee paid under this grant, however, there is potential for a small amount of funding to come to Trustee Hightower by way of a paycheck.
- Chair Lentz asked General Counsel Andrea Fontaine to explain why it is important as a board member to disclose potential conflicts of interest. General Counsel Fontaine explained the mere fact there is a potential conflict of interest, does not mean the partnership or agreement cannot be pursued, however it does mean additional steps may need to be taken. Those steps are based on an analysis of the underlying facts and looking to the terms of what a Memorandum of Understanding or Agreement with the Coalition might entail. There is no immediate board action to be taken today.

PROVOST REPORT

- **SPECIAL COURSE FEES (FALL) SECOND READING**
 - Provost Denise Aberle-Cannata asked if the board had any additional questions regarding the Fall Special Course Fees, which were presented to the Board at the February board meeting. There have been no changes to fees since the last reading. Provost Cannata is seeking board approval for the Special Course Fees as presented for the fall term.

(M/S) TRUSTEE GUERRERO /TRUSTEE HIGHTOWER MOVED TO ADOPT THE SPECIAL COURSE FEES FOR FALL TERM 2021 AS PRESENTED IN THE SECOND READING. MOTION PASSED.

CHAIR'S REPORT

- Chair Lentz stated she has received several questions regarding the vacant Zone 3 Trustee seat. Thanks to a lot of behind the scenes work, the information has been posted on the CWI website under the Board of Trustees page. Chair Lentz noted applications will be accepted beginning today through March 25, 2021.
- Chair Lentz mentioned work has begun with Summit Search Solutions for CWI's next President. Provost Denise Aberle-Cannata and Chair Lentz will be Co-Chairing the Search Committee.

EXECUTIVE SESSION

(M/S) TRUSTEE HIGHTOWER/TRUSTEE GUERRERO 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.

Executive Assistant McGehee called the vote.

Chair Lenty.....Aye

Vice-Chair Buckner-Webb.....Aye

Trustee HightowerAye

Trustee GuerreroAye

MOTION PASSED.

OPEN SESSION

- Chair Lenty reconvened the meeting into open session.

CONSIDER VICE PRESIDENT HUMAN RESOURCE RECOMMENDATION

(M/S) TRUSTEE GUERRERO/TRUSTEE HIGHTOWER MOVED TO ADOPT THE RECOMMENDATION OF THE SEARCH COMMITTEE FOR THE POSITION OF VICE PRESIDENT OF HUMAN RESOURCES AND TO FURTHER AUTHORIZE THE COLLEGE TO EXTEND AN OFFER TO THE SELECTED CANDIDATE. MOTION PASSED.

WORK SESSION

- **Financial Review Recommendations**

- Vice President Spiecker shared his recommendation to move away from monthly financial reviews to quarterly reporting to the board. This would reduce the number of presentations to the board from twelve to six, including presentations for supplemental adjustments to the budget, and predictable updates throughout the year. This would better reflect what is happening financially at specific times of the year.
- Trustee Guerrero supports Vice President Spiecker's recommendation.
- Trustee Hightower agreed. By reviewing the financial statements on a quarterly basis, this would give the Trustees the right level of information needed.
- Chair Lenty stated the need to have the zone 3 vacancy filled with someone having business acumen and can fill the role of Secretary/Treasurer on the board. Chair Lenty likes to see the two-page, year-over-year financial view to see how the college is trending.
- Chair Lenty liked Vice President Spiecker's recommendation and it would allow for more opportunity on the agenda to take a deeper dive around how we are engaging the broader funding community, as well as how we are leveraging grants and resources.
- President Glandon stated Vice President Spiecker's recommendation would clearly move CWI to a more fluid business model. This reporting calendar would set us up to accomplish everything Chair Lenty just discussed, as well as making the College more agile and lean.

- **Real Property Discussion-Executive Vice President Craig Brown**

- **Mallard Lease Extension**

- Chair Lenty asked what type of tenant improvements are a part of the lease negotiation if we are talking about a three year versus a longer extension. Executive Vice President Brown stated there are not any tenant improvements being contemplated for this space.

- Current lease is 17,000 sq. ft., joint-tenant lease.
 - The last time this lease was renewed, the space was increased by 7,000 sq. ft. with some tenant improvements done at that time.
 - Mallard is one of four buildings CWI leases at the Blackeagle complex. The other three leases are the Pintail (largest building), Quail Court and Lynx. These buildings have additional lease terms already in place and will expire in June of 2024.
- Chair Lentz stated she has been vocal in the past about Blackeagle, with the chief concerns being the student experience and space constraints for faculty and staff. Overall, the space does not have the look or feel of a higher institution campus. If we know, we are going to be there for another three years, are there things that can be done with the space to positively impact the student experience. Is there an opportunity to move certain programs sooner rather than later to open up space and improve the student experience there? Executive Vice President Brown stated there is no additional space available to move programs around to make space at the Black Eagle campus. He noted that this was the reason for the recent addition of modular buildings on the Nampa campus.
 - Trustee Hightower stated she is not a fan of this space. Do we have a sense of what our students want us to do with the Whitewater property? Do students want us to stay where we are? Do students want us to seek out something pre-built? Executive Vice President Brown stated there has been heavy student involvement in past planning; however, students have not been polled lately. Trustee Hightower suggested as a board, we take some steps to gather this information.
- **Horticulture Lease**
 - Executive Vice President Brown recommended the Horticulture lease be extended another five years. This has been a favorable lease relationship with the Idaho State Historical Society and the Horticulture programs interface with the Idaho Botanical Gardens there on-site. The long-term plan is to move the program to the Nampa campus, but this will take time.
 - Chair Lentz asked from a timeline perspective, did this move to the Nampa campus get pushed out longer than originally anticipated? Is there a cost savings to move this program to our main campus? Where the program currently sits, are we limited on capacity for students to be involved? Trustee Hightower asked, if we leave the current location, will the relationships with the Idaho Historical Society, the Idaho Botanical Garden, the US Forest Service and the Bureau of Land Management, which are beneficial to the program, be lost.
 - Dean Kae Jensen responded by saying the reality of moving the Horticulture program is a time consuming process. We must have a very clear vision and timeline so all of the steps can come together. The Horticulture program is supportive of the five-year lease renewal with the commitment we very actively begin the work to be finished at the Nampa campus site at the conclusion of the lease. We are doing this now. We

have engaged with an architect to begin to re-develop the Master Plan for the Nampa Campus, as there has been change since the last plan was developed. The Horticulture program is at capacity at its current space. The move would provide room to allow more opportunities for students around the Agricultural Sciences programs.

- Dean Jensen further answered Trustee Hightower’s question, noting the great thing about the Horticulture department is the strength of our Technical Advisory Committee (TAC). Another element of the program is the internship experience. Students will still be placed in all of those various locations where they will continue to contribute and learn.
 - Trustee Guerrero asked what is preventing the Horticulture program from moving sooner to the Nampa campus. Executive Vice President Brown answered the main reason has been financial. A more definitive plan is needed so the actual costs can be known. He further noted that the move will need to be done in a phased-in approach.
 - Chair Lentz stated this would be a great opportunity at a future board meeting to highlight the Horticulture program. Knowing there is a strategic plan and the plan does include moving this program to the Nampa Campus when the time is right, Chair Lentz feels more comfortable this needs to be a five-year renewal.
 - Trustee Hightower stated she feels very good about the current site and recognizes the opportunities to do the planning now, to ensure continued growth for the Horticulture program at the Nampa Campus. Trustee Hightower likes the direction we are heading at this point.
- **Compass Planning Review**
 - Chair Lentz asked if we know when the Census report will be made available. Executive Vice President Brown is not aware of a date yet, but it should be soon.
 - Executive Vice President Brown reviewed the Compass forecast reports and the major transportation corridors in the Treasure Valley.
 - Trustee Hightower stated we have a big building and a lot of property at the Canyon County Nampa Campus, and we are set there. The purpose behind asking for this information was to help with the decision making process around an Ada County campus, and where the campus should be located. We want to make sure we are making decisions based on good access points for students.
 - Executive Vice President Brown, stated the Main and Whitewater site is, in terms of population density, close to the epicenter of where the population growth has been and is projected to grow. In referencing the 2020 CWI Facts at a Glance document, the statistics on CWI’s population is 52% from Ada County and 31% Canyon County, with 16% out of district and 1% out of state. In the future, the data shows this will shift to the West.
 - Statistical counts include 7,600 students in the Canyon County locations, 5,200 students in Ada County (Black Eagle and Horticulture). CWI has a

huge growth opportunity on the horizon by having a better campus environment and better services in Ada County.

- Chair Lentz asked Executive Vice President Brown what are the questions you need answers on from the Trustees today. Executive Vice President Brown stated moving forward, it will be very important that all of the Trustees be on the same page.
- Questions posed by Executive Vice President Brown were;
 1. Are we still focused on consolidating into two primary campuses, supported by the Canyon County Center?
 2. Is our physical presence in Ada County, primarily Boise still important? Or, should we focus all of our resources back on the Nampa campus?
 3. Should we consider re-use opportunities?
- Trustee Hightower's response;
 1. Is not a fan of having leased properties.
 2. Feels it is important to have an Ada County campus.
 3. Would like to see CWI build on the Main and Whitewater property, if the information is supported by student need.
 4. Missing data points around CWI's community input in order to be able to make a solid decision.
- Trustee Guerrero's response;
 1. Would like more information on how many students are currently enrolled in Ada County and Canyon County, and what the preference is around the Hybrid learning models.
 2. Personally feels it is important to have a presence in downtown Boise to offer a different experience and opportunity from Canyon County.
 3. Need to continue to invest in Canyon County.
- Chair Lentz response;
 1. Is not a fan of leasing property.
 2. Very strongly believes in the need for an Ada County campus.
 3. Would like to see a campus co-located where the business community can access and be a part of the campus.
 4. Not certain an Ada County site has to be the Whitewater location. Potentially look at other locations near the business corridor, which are available. Need to do due diligence to research P3 opportunities.
- Executive Vice President Brown asked Chair Lentz how serious she is about exploring other locations in the downtown area. The reason for the question is: (1.) This process would take additional time and (2.) You need to know what you are looking for, (3.) The moment a search begins, the community interest will be heightened, which is not all bad. For example, the process to find the Whitewater site took approximately 4-5 months.

- Trustee Hightower stated none of the current Trustees made the decision to purchase the Main & Whitewater site. At this time, it would be worthwhile to engage in exploring what else is available.
- Trustee Guerrero would like to see what other opportunities might be available.
- Chair Lenty would like to see a little bit of exploratory cost analysis around what is currently available and not need to be built. Also, look at current programs, which might make sense to be out at Canyon County versus being housed in Ada County and the downtown corridor.
- Executive Vice President Brown asked Chair Lenty for clarification; is your preference to own something versus leasing?
- Chair Lenty asked Vice President Spiecker for his financial perspective. Vice President Spiecker asked what is the Trustee's vision for the college? If the vision is to be nimble so you can move locations down the road, then a lease would serve you well. However, this is what has been done in the past. If you are wanting to re-establish an Ada County presence along with the Canyon County location, it would be in your best interest to own something. It is most important for you to figure out as a board what your vision is for the college and then we, as your advisory/support group come up with recommendations to achieve that. First step would be to figure out what you can afford and my recommendation would be to buy vs lease, but only if the Trustees know what the vision looks like.
- Executive Vice President Brown stated the Whitewater site has C-5 Zoning, which is the highest density zoning within the city. Trustee Lenty would like to see this kind of valuation information in the exploratory analysis to be done.
- Chair Lenty mentioned the HP Property as a consideration when looking at the different options.
- Chair Lenty stated what we have not had is shared energy around a plan, and this is what has been missing. When it is the right opportunity and the right timing, the synergy and energy is going to naturally come together.
- Trustee Hightower stated her appreciation for having this conversation. The board has never sat down and figured out how we feel as a group and how we move forward together. This has been a real miss in the past. If we continue to have these conversations, we will continue to move forward.
- Executive Vice President Brown applauded the Trustees for getting to a place of real conversation around having a long-term commitment. This conversation today has confirmed we are staying committed to a two-campus environment and the need to look at what options are available in the Boise area.
- Chair Lenty asked Vice President Browning to remind us of our new branding tag line; Vice President Browning stated we are coming off

of “Mighty”, currently “Bold” and moving to “Fearless”. Chair Lenty stated if we are to embody this branding, and if this is the culture we are trying to build, then we need to as a board and an institution, be “Bold” and be “Fearless”. The ask from Executive Vice President Brown, is to go out there, kick some tires and get some ideas percolating. To Vice President Spiecker’s point, figure out what we can afford, and help us figure out what is on the menu to select from. If we need to look at ways to bring in additional resources, then let’s do it.

- Vice President Spiecker stated the board should keep in mind that property values are increasing, so there is a sense of urgency if you want to acquire a property. It is better to do it sooner rather than later.
- Chair Lenty thanked everyone for their participation in this work session.

Chair Lenty called for the meeting to adjourn.

Meeting adjourned at 4:27 p.m.


Molly Lenty, Chairperson

5/13/21
Date