



Board of Trustees Meeting Minutes

9:00 A.M.

ZOOM Video Conference
With Trustees being on Campus

August 18, 2020

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ATTENDANCE

TRUSTEES:

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

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, General Counsel

Judd Constantine, Multimedia Coordinator III

Morriah Marks, Executive Assistant

Janice McGehee, Executive Assistant to the President

Ashley Smith, Communications Representative III, Communications & Marketing

Audrey Eldridge, Director, Communications & Marketing

Kae Jensen, Dean, Math & Science

Stephanie Ritchie Breach, Faculty Senate President

Kelly Steely, Dean, Business, Communication, & Technology

Grace Fowler, Case Team Leader, Entangled Solutions

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

Patrick Tanner, Assistant Vice President, Enrollment & Student Services

La Dawn Anderst, CWI Foundation Operations and Data Base Coordinator
Alexis Malepeai, Executive Director, Institutional Effectiveness
Courtney Santillan, Dean of Social Science & Public Affairs
Jordan Mendoza, Sr. Research Analyst, Institutional Effectiveness

AMENDMENTS TO AGENDA-NONE

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 LENTY/NILAND MOVED TO APPROVE THE CONSENT AGENDA.
MOTION PASSED.**

BOARD COMMITTEE REPORTS

- **FOUNDATION**
 - Trustee Lenty stated there was nothing new to report at this time and the next Foundation meeting will be Sept. 3, 2020.
- **COMMUNITY OUTREACH**
 - Vice President Browning reviewed the current Digital Campaign. Over the past 30 days, there have been 7 million impressions with 60,000 clicks at a cost of \$9,200 for Google and \$1,600 for Facebook and Instagram ads.
 - Trustee Lenty asked about branding. Vice President Browning stated there will be a branding update at the September meeting.
 - Trustee Dunham mentioned President Glandon participated in a speaker's forum yesterday through the Boise Metro Chamber of Commerce and it was very informative and helpful.
- **POLICY**
 - Trustee Hightower confirmed the Title IX Policy and Procedure changes were posted by the compliance date of August 14. Trustee Hightower expressed her appreciation for all of the time spent by General Counsel, Andrea Fontaine to meet this deadline.
 - Trustee Hightower reviewed Item 8, Measurement and Reporting of the Board Governance Policy.
 - Trustee Hightower reviewed the suggested changes to Section 4 and 6.

- Section 4 changes provide clarity as to the current procedures around approving budgets.
- Chairman Smyser asked for clarification of Item 4.04. Trustee Hightower responded item 4.04 is the approval of tuition and fees and has been moved for inclusion under item 4.02.
- Trustee Dunham asked for clarification on the need for Board approval for all new permanent positions as stated in Section 4.02.a.iv. Trustee Hightower clarified any new Full Time Equivalent (FTE) positions as well as any Vice President and higher positions must have Board approval. All other FTE positions are covered under Human Resources.
- Trustee Niland suggested the policy relating to the structure of the current Board Committees be revisited. Chair Smyser asked for General Counsel to look into this.
- Section 6 changes added in the provision of Non-Instructional Services, to better reflect what is currently being offered.

(M/S) TRUSTEES LENTY/DUNHAM MOVED TO AMEND BOARD GOVERNANCE POLICIES, SECTIONS 4 AND 6. MOTION PASSED.

• **FINANCE COMMITTEE**

- Trustee Niland stated there was nothing new to report from the Finance Committee.
- Interim Vice President Wright stated the Vice President Finance position search failed. A hiring firm has been retained to help broaden the search.
- Trustee Smyser asked what the timeline is for getting the position filled? Vice President Talley stated she is hoping to have a recommendation to the Board in the November Board meeting.

FINANCIALS

- Interim Vice President Wright reviewed the Financial Dashboard and Financial detail as of June 30, 2020.
- Trustee Smyser asked where on the report does the money appear when it is received from the different Counties. Interim Vice President Wright will follow up with Chairman Smyser regarding this question.

FY21 BUDGET REVISION

- Interim Vice President Wright reviewed the FY21 Budget revisions.
 - Areas of revision included Revenue, Carry Forward Amounts and Expenses.
 - Additional Personnel – 3 New FTEs (Funding available in GEERS grant through July 31, 2022.)
 1. Instructional Designer

2. Course Designer

3. Dual Credit Online Advisor

- Chairman Smyser asked for clarification on the Travel expense of \$221,865. Vice President Wright confirmed the amount in question is for regular travel expense, not related to COVID-19 and is for the entire institution and was approved by the Board in June.
- Trustee Lenty asked regarding the \$280,000 to be set aside for COVID related expenses, how will these funds be accessed? Is this something that will need to be brought before the Board of Trustees for approval each time money is needed from this fund? Interim Vice President Wright, replied it is up to the Board on how they will handle it, however it would be her preference that Board approval not be needed, as these funds are more for emergency spending of COVID expenses and not expenses covered by grants.
- Trustee Lenty clarified she is less concerned about oversight and decision-making around those dollars and much more about ease of access in knowing the purpose of what these funds are being used for. Trustee Lenty affirmed the excellent fiscal responsibility on the part of the Finance Team.
- Trustee Lenty stated that with the Board's responsibility for Fiscal oversight, a monthly report-showing month over month expenditures of the Covid set-aside fund, as the fund is drawn down would keep the Board informed. Interim Vice President Wright agreed. Reporting this out on a monthly basis would be a great idea.
- Trustee Hightower noted in the Board Governance Policy, which the Board just approved, it states under 4.02 j., the Board must approve emergency spending. Interim Vice President Wright stated back in March the Board approved a motion for emergency spending with tight parameters, which included the review by General Counsel. Andrea Fontaine, General Counsel, reminded the group that in March CWI was operating under the Declaration of a broader umbrella of emergency expenditures versus individual expenses. She noted that she would defer to the Board as to whether they want to review and approve each proposed expenditure ahead of time, which may defeat the purpose of emergency spending, or if CWI can operate under the umbrella of emergency expenditures pursuant to the Declaration of Emergency.
- Trustee Hightower asked if there is a time parameter or limit on the Declaration for expenditures. General Counsel Fontaine said unlike the Governors issued proclamation, which is renewed every 30 days; we do not have the same timeline. If at such time the Governor declares we are no longer in a state of emergency, then the Board will need to reevaluate. General Counsel Fontaine noted that a time

parameter would be something we could set and it may be prudent for the Board to do so. Trustee Hightower would suggest putting a time limit on the Declaration, which can be renewed as needed, while the pandemic continues. General Counsel Fontaine will bring this topic back for further discussion in the September meeting.

- Interim Vice President Wright will provide to the Trustees a list of what has been identified as emergency purchases.
- Trustee Niland asked if we are seeing a surge in either on-line or in-person enrollments. President Glandon stated we are at 34% on-line and 32% face to face with Hy-Flex and Synchronous making up the balance. Trustee Niland asked if the percentages are about the same as last year. Provost Cannata stated we have increased the number of on-line courses, which is what has contributed to the increase in that area. Provost Cannata will report enrollment comparisons once the numbers are in.
- Trustee Niland asked if we have a mandatory masks policy on campus. President Glandon confirmed we do require masks on campus, as well as social distancing protocols. Our number one priority is to keep our staff, faculty and students safe.

(M/S) TRUSTEES DUNHAM/NILAND MOVED TO APPROVE THE REVISED FY21 BUDGET. MOTION PASSED.

(M/S) TRUSTEES DUNHAM/LENTY MOVED TO APPROVE THE THREE NEW POSITIONS. MOTION PASSED.

REVISION TO FALL 2020 SPECIAL COURSE FEES-SECOND READING

- Provost Denise Aberle-Cannata presented the revisions to the fall 2020 Special Course Fees.

(M/S) TRUSTEES LENTY/DUNHAM MOVED TO APPROVE THE REVISIONS TO THE FALL 2020 SPECIAL COURSE FEES. MOTION PASSED.

PROVOST REPORT

- **SPECIAL COURSE FEES SPRING 2021 – FIRST READING**
 - Provost Denise Aberle-Cannata noted there are few changes (highlighted in rust on the spreadsheet) to the spring 2021 Special Course Fees. These changes are primarily related to networking and security. Other things affecting fees between now and spring could be things like background fee increases, which we experienced this fall.
 - Trustee Lenty asked if there is a review process to ensure we are doing everything possible for our students so they are not incurring unnecessary costs? Provost Cannata stated this is reviewed by the Faculty, Deans and Department Chairs. Some of the increases presented are a result of

increasing our cyber security program presence. The HEERF Grant is an example, to help students offset some of these costs.

- Trustee Lenty asked how would we be aware of which of these certificates or degrees have the least amount of offset or scholarship opportunities to the student? Provost Cannata responded this would be most significant in the IT field. Cyber Security exam requirements change every six months, so keeping students current and relevant when they graduate is difficult. In a recent meeting with the INL, the Provost was told when a student graduates after four years in Cyber Security, their knowledge base is irrelevant and INL must re-train them.
- Trustee Hightower asked if in future reporting, the change amount could be listed. Provost Cannata stated there possibly are no changes from the fall, or the course was not offered in the spring. Provost Cannata will report at the next meeting, the rust colored changes and any percentage change which occurred from 2018 to this reading.

- **COVID-19 AND FALL UPDATE**

- Provost Cannata introduced Dean Kae Jensen and Dean Pat Neal who reported on the Covid related SOP (Standard Operating Procedure) plans, which have been put into place in the Math & Science programs and the CTE programs. Chairman Smyser thanked all of the Deans for keeping the safety of our staff, faculty and students a priority.
- Trustee Hightower commented on the amount of work that has gone into the testing of these procedures and classroom policies, and it is greatly appreciated. Trustee Hightower asked if students refuse to wear a mask, is there training in place for faculty and staff to be able to talk to them about the best interest of the community? Dean Jensen stated there are multiple options to serve the student at a distance if they are uncomfortable or unable to meet this expectation. Provost Cannata referred to the CWI Be Safe, Be Mighty Guide Book, which contains examples of what should be said to a student who refuses to wear a mask.
- Trustee Lenty asked how we are checking in on Faculty and Staff regarding their personal health and well-being. Provost Cannata stated check-in sessions have been held throughout the summer. It was at one of these sessions a few weeks ago, the anxiety level became apparent; at which time we met again and provided additional options for faculty who felt uncomfortable coming back. In addition, one of our faculty, Holly Paquette is a Virologist and has been a tremendous asset providing guidance throughout the summer.
- Trustee Lenty asked if there is an Employee Assistance Program (EAP) available to all employees. President Glandon stated there is.

- Assistant Vice President Patrick Tanner stated in regards to a student not wanting to wear a mask, at One-Stop Student Services, arrangements have been made to sit outside with people, still using social distancing and engaging with them in this way. Enrollment and Student Services have held regular Town Halls over the summer, and are addressing institution wide, some of the civil rights advocacy issues as well as discussing the social, psychological and emotional awareness of our students and ourselves.
- Trustee Niland commended the work being done by the employees, staff and administration. Trustee Niland asked what happens if somebody absolutely refuses to wear a mask and has there been this type of refusal on campus? Provost Cannata stated no, there has not been, and would suggest the Be Safe, Be Mighty manual be sent to the Trustees for them to review. In a case such as this, protocols are in place as to how to deal with it. Trustee Niland stated it is easier to enforce if there is a Governor's mandate in place.
- Trustee Dunham asked if ICRMP (Idaho Counties Risk Management Program) has had any discussions with college presidents regarding COVID-19 related risk. President Glandon stated the liability issue was taken to ICRMP and they said we are on our own. Chairman Smyser asked General Counsel Berenter if the current policy has been reviewed, and what coverage we currently have. General Counsel Fontaine responded that the policy excludes epidemics or pandemics. General Counsel Berenter added there is no insurance coverage nationwide. This is not just an ICRMP issue. Therefore, in the absence of Legislative help, we are on our own.

STRATEGIC PLAN REVIEW

• ANNUAL PERFORMANCE ASSESSMENT

- Senior Research Analyst, Jordan Mendoza gave a high-level overview of the CWI Strategic Plan Performance Metrics.
 - Chairman Smyser asked what efforts are being made to increase Spanish student representation. Assistant Vice President Tanner stated two years ago, a white paper was created on a Latinx Student Services Initiative which included hiring a couple of positions and now has transformed into (pre-COVID-19) having enrollment counselors at high schools once a week, and a mentoring program training upper classmen to mentor new students who identify as Latinx. In addition, programming through the admissions office now includes outreach to parents.

• INSTITUTIONAL PRIORITIES UPDATE

- Executive Director of Institutional Effectiveness, Alexis Malepeai reviewed the FY21 Institutional Priorities and Smart Goals.
 - Trustee Lenty stated, as she is looking at the SMART goals, it is a little hard to map directly to the objectives. Executive Director Malepeai will follow up with Trustee Lenty to go further in detail to answer her questions.

- Executive Director Malepeai wrapped up with an overview of the Key Activities and Timeline for the current CWI Strategic Plan.

CHAIRMAN'S REPORT

- Chairman Smyser thanked everyone for today's meeting noting tomorrow will be an exciting day welcoming back faculty and staff for the fall semester.
- Chairman Smyser reminded the Trustees the deadline to register to run for re-election is September 1, 2020 at 5:00 p.m. Contact Interim Vice President Cheryl Wright for more information.
- Trustee Dunham announced he will not be running again for the Zone 5, CWI Board of Trustee position. It was a difficult decision, but one he feels is necessary for his health and the health of his family.
- Chairman Smyser thanked Trustee Dunham for everything he has done from the beginning of the College. This College has become something very special thanks in part to Trustee Dunham's hard work alongside several others.
- Trustee Niland stated Trustee Dunham will be missed greatly and thanked him for all of his hard work.

PRESIDENT'S REPORT

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

- President Glandon highlighted the 2020 Coca Cola Leaders of Promise Scholar, Sheila Gardom who received a \$1,000 scholarship from the Coca-Cola Company.
- The virtual 2020 College Address will be tomorrow from 9:00 – 11:00 a.m.
- CWI has launched the Be Safe, Be Mighty campaign at cwi.edu/besafe. This is your first stop for up to date information on COVID-19 related procedures and guidelines.

EXECUTIVE SESSION

**(M/S) TRUSTEES HIGHTOWER/LENTY MOVED PURSUANT TO IDAHO CODE § 74-206 (1) (b),
CONVENE IN EXECUTIVE SESSION:**

(b) To consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public-school student;

ROLL CALL:

- **CHAIR SMYSER – AYE**
- **TRUSTEE DUNHAM – AYE**
- **TRUSTEE NILAND – AYE**
- **TRUSTEE LENTY – AYE**
- **TRUSTEE HIGHTOWER – AYE**

MOTION PASSED.

CHAIR SMYSER CALLED FOR THE MEETING TO ADJOURN.

MEETING ADJOURNED AT 1:12 PM

Mary C Niland

Mary Niland, Secretary

Sept 15, 2020

Date