



## Board of Trustees Meeting Minutes

9:00 A.M.

CWI Nampa Campus Administration Building  
President's Conference Room - 201B  
6056 Birch Lane, Nampa ID 83687

August 20, 2019

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### CALL TO ORDER

Trustee Smyser called the meeting to order at 9:00 a.m.

### ATTENDANCE

#### TRUSTEES:

Skip Smyser, Chair  
Mark Dunham, Vice Chair  
Mary Niland, Secretary/Treasurer  
Molly Lentz  
Annie Hightower

#### ALSO PRESENT:

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  
Tony Meatte, Vice President, Finance and Administration  
Steve Berenter, General Counsel  
Ashely Smith, Communications Representative III, Communications & Marketing  
Audrey Eldridge, Director, Communications & Marketing  
Cathleen Currie, Dean, Health  
Christi Rood, Assistant Vice President, Economic Development  
Courtney Santillan, Dean, Social Science & Public Affairs  
Janice McGehee, Executive Assistant to the President

Kae Jensen, Dean, Math & Science  
Kelly Steely, Dean, Business, Communication, & Technology  
Morriah Marks, Executive Assistant, College Relations  
Pat Neal, Dean, Industry, Engineering, & Trades  
Patrick Tanner, Assistant Vice President, Enrollment & Student Services  
Alexis Malepeai-Rhodes, Executive Director, Institutional Effectiveness  
Stephanie R. Breach, Faculty Senate President  
Kevin Platts, Director, Public Safety Programs  
Justin Vance, Dean of Arts & Humanities  
Jeff Flynn, Executive Director, Facilities Management & Planning

Jordan Mendoza, Sr. Research Analyst

**VISITORS:**

Erin Bamer- Idaho Press

**PUBLIC COMMENT**

- No public comments were made

**CONSENT AGENDA**

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

**HIGHLIGHT VIDEO**

- Student Spotlight video highlighting Elizabeth Fox and Chelsea James and the CWI 2019 Year in Review video was shown.

**BOARD COMMITTEE REPORTS**

- **FOUNDATION**
  - Trustee Lenty stated, the Foundation has a meeting this Thursday, August 22, 2019. The Foundation Director of Development job posting is live. VP Browning has been meeting with each Director personally and all are engaged and ready to help.
  - Trustee Lenty informed the group that there is a date conflict for the Opening Doors event at JUMP on October 2. An update will be provided after the Foundation meeting this week.
- **COMMUNITY OUTREACH**
  - Vice President Browning provided a Brand Update and PowerPoint Review and advised that brand consultant, Pam Cox Otto would be providing the Trustees with a broader overview and presentation at the September meeting.
- **POLICY**
  - No update
- **FINANCE COMMITTEE**
  - Vice President Meatte reviewed the Financial Explanatory Notes for FY2019 and YTD FY2020. We should be seeing the Audit Report for FY2019 from the auditors within a couple of months. Trustee Dunham noted that he was contacted by the auditing firm with normal Audit/Trustee questions.
  - FY20 amended budget revision reviewed.

**(M/S) DUNHAM/LENTY MOVED TO APPROVE THE AMENDED FY20 BUDGET REVISION AS PRESENTED. MOTION PASSED.**

- **FINANCE COMMITTEE (CONT.)**

- The new Finance Committee Job Description was presented to the board for their review. Action to move was deferred until Trustee Niland joined the group

**SPECIAL COURSE FEE SCHEDULE SPRING-FIRST READING**

- Provost Cannata presented the first reading of fees. Long-range plan is to secure the fees for a year with the vendors so they can be reviewed annually instead of twice per year. A second reading will be included in the September meeting agenda.

**PUBLIC SAFETY PROGRAM & FACILITY PROPOSAL**

- Dean Santillan and Provost Cannata presented a PowerPoint related to a comprehensive, valley wide public safety program initiative which was brought up in the recent Town Hall meeting.
- Dean Santillan explained that industry is driving this initiative and has been talking to the Community as well as CWI regarding possible support. This could become a statewide training center similar to Law Enforcement.
- Director Platts stated that approximately 60% of students in the new Fire Technology program have secured job placement.

**NAMPA CAMPUS CAPITAL PROJECTS DISCUSSION**

- Executive Vice President Brown included the PowerPoint from the Town Hall asking for direction on how the Trustees would like to proceed with proposals to utilize the \$10 million.
- Vice President Brown noted that CWI would be making its' FY21 funding requests presentation to the Permanent Building Fund on October 1, and anticipates the committee will ask if CWI has a plan for the \$10M.
- Trustee Lenty reiterated that CWI needs to have a good understanding of what students, staff and faculty want to rally around. Having worked on both committees in the past, the missing piece in both was the lack of internal support.
- Trustee Dunham stated that he is not supportive of Scenario A, that includes taxpayer funded support and is unclear of legalities of raising student fees to pay for projects. He is in favor of keeping tuition as low as possible but needs an explanation as to why we cannot raise fees for purposes of paying for projects.

- Trustee Hightower would like to see a more solid plan that addresses community support and impact of the options from internal and external audiences before proceeding.
- Trustee Smyser noted he is not comfortable with the scenario that proposes modifications to the Micron Center. He further noted that moving Health programs into that building was not consistent with current uses and that during the Town Hall there was not as internal support as he would have liked to see.
- Vice President Brown mentioned that now that students and faculty are back, we could retest the marketplace to see if health care is still the priority and if students support consolidating services.
- Trustee Lenty suggested finding out what the students want, in order to understand what the need is, and the best utilization of space.
- Trustee Niland asked if enrollment numbers were really up and if facility space is a current and future issue? She noted that she believes the \$10M will not go away, so we need a better plan to get internal support before going out to taxpayers with another levy. Wants to see data from different precincts and analyze what happened with past levy.
- Trustee Niland noted that there was discussion in the most recent Finance Committee meeting regarding the level of the college's reserve funds and whether CWI might consider using some of these funds for capital projects.
- Vice President Meatte clarified that \$26M was just received as planned for the FY20 budget which brought up the questions about reserve funds from the Finance Committee. Vice President Meatte noted that he advised the Finance Committee that he will bring back a review of designated and obligated funds to the Committee for clarification.
- Trustee Lenty noted that she believes that money is not the issue. Consensus is more of the issue.
- Trustee Hightower asked how Health Care became the priority for the \$10M? Vice President Browning said that a recap of a listening tour a few years ago, as well as a poll that was taken, concluded that health care was a top priority.
- President Glandon suggested that based on this discussion, there needs to be a survey gathering what faculty and staff want, and that further discussion with and amongst the Trustees needs to occur at the September meeting.

## **FINANCE COMMITTEE-JOB DESCRIPTION DISCUSSION (CONT.)**

- Discussion regarding having a conflict of interest document in place for Finance Committee members to sign. Agreement that this needs to be added to the Job Description and recommendation to align to existing processes and forms used by the College and Foundation.

## **(M/S) LENTY/DUNHAM MOVED TO APPROVE THE FINANCE COMMITTEE JOB DESCRIPTION WITH THE CORRECTION OF TYPO ON PAGE 2 AND ADDITION OF CONFLICT OF INTEREST DOCUMENT NEEDING COMPLETED. MOTION PASSED.**

## **STRATEGIC PLAN REVIEW**

- Executive Director Malepeai-Rhodes and Sr. Research Analyst Mendoza reviewed the Strategic Plan- FY19 Annual Performance Assessment Report. Executive Director Malepeai- Rhodes recognized the work that Sr. Research Analyst Mendoza and the IR Team have done to take the previous Excel spreadsheet and redesign into a higher level, easier to read dashboard format.

## **INSTITUTIONAL PRIORITIES**

- Executive Director Malepeai-Rhodes shared the 2020-2021 Institutional Priorities and Unit goals, were developed by the Presidents' Cabinet (PC) and Executive Operations Team (EOT), and will establish our focus regarding initiatives and projects as well as the upcoming FY21 budget cycle, which will start in November.
- Trustee Lenty asked when the next employee survey would be going out. Vice President Talley reported that the survey is done every two years, with the next survey scheduled for October.

## **ACCREDITATION UPDATE**

- Executive Director Malepeai-Rhodes provided an update on Accreditation noting that the Northwest Commission for Colleges and Universities (NWCCU) is on three and seven-year assessment cycles. CWI is in the final stages of completing the three year mid- cycle report. This report will be submitted at the end of August, and in September there will be an on-campus visit, (Sept. 30-Oct. 1) by two NWCCU Accreditors.

## **CHAIRS REPORT**

- Trustee Smyser would like to find better ways to recognize students, faculty and staff when they do a good job and making sure everyone is informed and asked that recognition be added to future agendas
- Assistant Vice President Rood updated the group on the CTE conference where the HVAC, Electrical and Plumbing instructors, Chris Miller, Jim Webb and Steve Bennett received the 2019 Idaho Exemplary Post- Secondary award for their programs as well as being awarded CTE money to go back into their programs.

- Trustee Smyser complimented everyone on a great Fall Address. It was a great time to talk with staff and faculty and welcome everyone back to the new school year. Trustee Smyser mentioned how disappointed he was with the table of Faculty that played speech bingo during the Presidents' address, noting that he felt that it was very unprofessional and inappropriate.

#### **PRESIDENT'S REPORT**

- President Glandon discussed the well-attended and well thought out in-service program. The afternoon session was Crucial Conversations and was very well received noting that we will be working to bring that presenter back again.
- Provost Cannata and President Glandon followed up the next night with visiting almost all of the different departments and having great conversations with the Faculty.
- Assistant Vice President Rood updated the group on the Job Corps Program. Next steps with CWI is to get the MOU in place and start hiring Advisors and Case Managers. Hopeful that by October, student in-take can begin noting CWI's role ultimately will be the education provider. Dormitory piece has been challenging for Idaho State Dept. of Labor and they are working currently to establish statewide best practices and getting those in place before the residential piece occurs.
- President Glandon will be out of the office next week traveling to several meetings and the SBOE meeting. Sept. 5-13 - President Glandon would like to meet one-on-one with the Trustees and asked that they review their calendars
- President Glandon reported that Version One (Agile) is being adopted college wide. Every three weeks there is a Sprint Review to help us move forward.
- The October 2<sup>nd</sup> CWI Foundation Opening Doors Event has a conflict with another BSU event that same night and the date will likely be moving.

EXECUTIVE SESSION

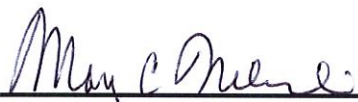
(M/S) HIGHTOWER/NILAND MOVED THAT PURSUANT TO IDAHO CODE SECTION 74-206 (1) (A) (B) AND (D), THE BOARD OF TRUSTEES GO INTO EXECUTIVE SESSION To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need; To consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent; and to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.

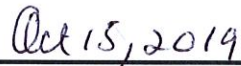
THE VOTE TO DO SO BY ROLL CALL:

- Chair Skip Smyser aye
- Trustee Mark Dunham aye
- Trustee Mary Niland aye
- Trustee Molly Lentz aye
- Trustee Annie Hightower aye

The Board returned to public session at 2:45 p.m.

Trustee Smyser adjourned the meeting at 2:46 p.m.

  
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Mary Niland, Secretary/Treasurer

  
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Date Signed