



Board of Trustees

Meeting Minutes

Time: 3:00 PM

ZOOM Video Conference
NADM President's Conference Room

October 13, 2022

CALL TO ORDER

Chair Lenty called the virtual meeting to order at 3:01 p.m.

PLEDGE OF ALLEGIANCE

VISITOR INTRODUCTIONS – NO VISITORS

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

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
Adam Christenson (Hawley Troxell)
Andrea Fontaine, General Counsel
Andrea Schumaker, Department Chair, Agricultural Sciences
Ashley Smith, Government & Community Relations Director
Audra Johnson, Eide Bailly, LLP
Audrey Eldridge, Executive Director, Communications and Marketing

Billy Shanaberger, Budget Analyst, Business Office
Christi Rood Gilchrist, AVP, Economic Development
Courtney Colby Bond, Dean, Center for Teaching & Learning
Erica Compton, Director, Advising
Gordon Hynes, Director, Budget
James Francel, Associate General Counsel
Janice McGehee, Executive Assistant to the President
Jeff Flynn, Executive Director, Facilities, Planning & Management
Jenee Snyder, Director, Financial Aid
Jessica Argyle, Web Content Strategist UX
Juddson Constantine, Audio Video Project Manager
Julia Kaufmann, Manager II, Accounting
Justin Vance, Dean, Arts & Humanities
Kae Jensen, Dean, Math
Kimberly Stephen, Librarian, User Experience
Kristi Martin, Executive Assistant to the Provost
La Dawn Anderst, CWI Foundation
Mary Jo Hayes, Comptroller
Michael Jensen, Director, Foundation
Michael Keith, Zions Public Finance
Michelle Haviland, Assistant Director, Financial Aid
Miguel Olivares, Assistant Dean
Patrick Neal, Dean, School of Industry, Engineering and Trades
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
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 Three-Year Strategic Plan and the efforts made to share the plan across campus, including a town hall with student government.

President Jones continues to share the story of growth and the need for this community to have a campus cluster in Nampa and at the Boise site. This type of congregated learning will allow for more opportunities for students to have unstructured spontaneity that comes with walking down a hall, versus getting into a car to drive between campus sites for classes.

President Jones just returned from two days at a State Board of Education meeting in Lewiston.

The Farm to Fork dinner was held on the Nampa Campus. Faculty member, Andrea Schumaker and her colleagues in the Horticulture program had the opportunity to not just have an impact today, but to have a greater impact in the future, as we look at a valley of rapid growth, food security issues and water resource management. It was a dinner, but it was an even greater story of what CWI is doing.

Bank of Idaho's Swing for the Green Golf Tournament was a huge success with CWI being the sole beneficiary of the proceeds. President Jones is very appreciative to Jeff Newgard, Bank of Idaho CEO for his support. In addition, the CWI Foundation Opening Doors fundraiser for student scholarships took place on October 5 and was very successful with the largest amount raised to date.

President Jones spoke at Tommy Ahlquist's Inspiring Excellence/Teens 2 Trades luncheon. The Teens 2 Trades program is a nonprofit looking to port students who are coming out of the k-12 arena, and who have an interest in the trades.

President Jones will be speaking at the Idaho Women's Charitable Foundation to several hundred leaders in the community looking to make the world a better place.

- **Bold Achievements** – Executive Director of Marketing and Communications, Audrey Eldridge presented the Bold Achievements report on CWI Alumnus, Chris Sinsel. Chris created and recently patented a universal sprinkler-fitting tool that is able to fit into any sprinkler head and pipe. Sinsel attributes his experience at CWI for helping him turn a life-long dream of inventing something into a reality.

CHAIR'S REPORT

Chair Lentz encouraged everyone to make a plan to vote, as well as to encourage family and friends to do the same.

Next month's meeting is tentatively being pushed to November 17 to allow a little more time after the election on November 8. Chair Lentz is aware that Vice Chair Buckner-Webb has a conflict with that proposed meeting date, so this could possibly be the last time these four Trustees are together. Chair Lentz expressed appreciation to the board for all of their hard work and the work they will continue to do in future support of the college.

TRUSTEE EMERITUS STATUS RECOMMENDATION

Trustee Annie Hightower recommended Emeritus Status for three former Trustees.

- **Mark Dunham:** Mark was a founding Trustee of CWI. He served as chair and was committed to doing what was right for the college. Mark is open about his health struggles, but proudly states that he never missed a board meeting throughout his rehabilitation.
- **Skip Smyser:** Skip was on the original campaign committee for the college and is well known in the community. Skip was incredibly reasonable and thoughtful in his decision-making. Skip gave generously of both his time and his money to the college.
- **M.C. Mary Niland:** Mary was also one of the founding trustees of the college. Mary was incredibly focused on community-based decisions and making sure that potential

students from communities which had been traditionally underserved because of socioeconomic status or geographic area, were being reached.
For these reasons, I recommend each of the former Trustees for Emeritus Status at CWI.

CONSIDER TRUSTEE EMERITUS STATUS RECOMMENDATION

(M/S) VICE CHAIR BUCKNER-WEBB/ SECRETARY JIM REAMES MOVED TO ACCEPT TRUSTEE HIGHTOWER'S NOMINATIONS FOR TRUSTEE EMERITUS STATUS FOR FORMER TRUSTEES, MARK DUNHAM, SKIP SMYSER AND MARY NILAND. MOTION PASSED.

BOARD COMMITTEE REPORTS

COLLEGE RELATIONS-AUDREY ELDRIDGE, EXECUTIVE DIRECTOR MARKETING AND COMMUNICATIONS

- Lead Generation and Admissions;
 - The 8-week Pilot session for the fall term is wrapping up. There has been a lot of energy and excitement around this program.
 - Spring registration for 16 week and 8 week terms opens in November.
 - The Practical Nursing program application period is winding down at the end of October.
- Branding;
 - Signage is up on the Main & White Water property.
 - Streamlining CWI's approach to helping preferred employers connect to students.
- Strategic Partners;
 - There is currently a large focus on website optimization with Collegis and implementing their recommendations.
 - The CWI Marketing and Communications Team is working with our branding partner Against, to ensure we are delivering the right message, to the right people, at the right time. In addition, research just concluded that will feed into the campaign development launch this spring. The new mascot is coming with an elevated brand and new campaign.

GOVERNMENT RELATIONS - ASHLEY SMITH, GOVERNMENT & COMMUNITY RELATIONS DIRECTOR

- Government Relations and Community Relations
 - President Jones and Ashley met with Mountain Home Mayor, Rich Sykes and his Economic Development team.
 - New Grants Director, Monica Huyg has joined the CWI Team.
 - Washington DC trip planned in November to meet with Congressional delegation staffers about competitive grants as well as other opportunities.
 - Vice Chair Buckner Webb asked when the start date will be for classes rolling out at the Mountain Home Air Force Base. Classes begin on the base in January 2023.
 - Campus visits and tours continue and include the Idaho State Director of Rural Development, Rudy Soto who will be visiting campus soon.
 - CWI is the official education partner of the Idaho Steel Heads Hockey Team for the 2022-2023 season.

FOUNDATION – MICHAEL JENSEN, FOUNDATION DIRECTOR

- The Foundation has added three more board members for a total of seventeen.
- The Foundation received a grant from Bank of America for \$85,000. This is a second year grant, with the funds dedicated to the multi-cultural nursing program.
- Swing for the Green is a golf tournament in partnership with Bank of Idaho. This was a very successful event with 100% of the proceeds going directly to Student Scholarships.
- Opening Doors raised \$218,000 for Student Scholarships with over 300 people in attendance. Foundation Director Jensen thanked the Trustees for their support and participation, along with all of those involved in helping to make this event successful.
- Chair Lentz thanked Director Jensen and his staff for all of their hard work to make these events successful and to keep up the great work.

POLICY

- Trustee Annie Hightower suggested if there are any founding Trustees who have *not* been granted Emeritus Status, those names should be brought to the next meeting with a recommendation for Emeritus Status and a vote.
- Trustee Hightower reviewed a new college Operations Policy (OP) 180, which is a catastrophic event policy. This policy provides guidance for a safe and efficient response to catastrophic events that may have an impact on the campus.
- Trustee Hightower reviewed Board Governance Policy #4.
- Governance Policy 7.1 revision was reviewed. This revision is to align the OP180 and Governance policy 7.1 so there is no question about who has authority to make decisions should an emergency or catastrophic situation occur. Vice Chair Buckner Webb asked if the President were to become incapacitated is there a plan. General Counsel Fontaine stated there is a succession plan in place.

CONSIDER GOVERNANCE POLICY 7.1 REVISION

(M/S) SECRETARY REAMES/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE CHANGES TO GOVERNANCE POLICY 7.1 AS PRESENTED. MOTION PASSED.

Trustee Reames congratulated Vice Chair Buckner Webb on her son Phillip Thompson receiving the Inspiring Excellence Award.

FINANCE

- Interim Vice President Bill Reuter reviewed;
Treasurer's Report as of August 31, 2022
- Fall Tuition and Fee Revenue Report
- Audra Johnson of Eide Bailly, LLP presented the FY2022 Annual Financial Audit report.

- Secretary Reames thanked the audit team from Eide Bailly, LLP as well as the CWI Team that work diligently on this audit. This is a huge undertaking annually for CWI and once again, you have proved to be exceptional. Congratulations.

CONSIDER ANNUAL FINANCIAL AUDIT REPORT

(M/S) SECRETARY REAMES/TRUSTEE HIGHTOWER MOVED TO APPROVE THE ANNUAL FINANCIAL AUDIT REPORT AS PRESENTED BY EIDE BAILLY, LLP.

ROLL CALL

- Trustee Hightower- Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz - Aye

MOTION PASSED.

- Trustee Hightower asked if approving the expenditure of carry over funds was already done in the budget process, or is that something that we will need an action item for in the future? Interim Vice President Reuter stated these funds were approved in last year’s budget process and were not spent down by the end of the year, so they are carried forward into the next fiscal year. Trustee Hightower asked if the carry forward of these funds would amend the current annual budget. General Counsel Andrea Fontaine will research further and report to Trustee Hightower. After further consideration, Trustee Hightower stated that her concerns regarding Board Governance Policy Section 4.2 are resolved at this time.

CAPITAL PROJECTS UPDATE - EXECUTIVE VICE PRESIDENT CRAIG BROWN

- Health & Science Building and Horticulture
 - Project schedule is on track.
 - Recommendation for Secretary Reames to participate in the Selection Committee.
 - COP financing is moving forward.
- CWI Boise Center (Main & Whitewater)
 - Project schedule is on track.
 - CWI Building Preliminary Programming completed in September.
 - Issuing 2-Phase RFP for Developer Partnership.
 - Recommendation for Vice Chair Buckner-Webb to participate on the RFP Selection Committee.
- Student Learning Center and Phase 2 Horticulture/Ag Science
 - FY24 Capital Funding Requests submitted and presented to the Permanent Building fund on Oct. 4, 2022
 - Funding requests will be reviewed in the next Legislative session.
- Preliminary project schedules for the Boise Center & Student Learning Center were reviewed.

COP FINANCING - INTERIM VICE PRESIDENT, FINANCE WILLIAM REUTER

- Resolution No. 2022-1 is allowing the college maximum flexibility around some of the pre-closing costs and up-front development costs, allowing the option to roll those fees into the financing if it makes sense at that time.
- Resolution No. 2022-2 is the primary COP financing approval action that is required, and it authorizes the college to issue the COPs. This Resolution also allows for the delegation of two officers, President Jones and Executive Vice President Craig Brown.
 - Trustee Hightower asked General Counsel Fontaine if she has reviewed these documents and if she has any concerns about them. General Counsel Fontaine stated that she has reviewed the resolutions and does not have any concern from a legal standpoint.

CONSIDER REIMBURSEMENT RESOLUTION NO. 2022-1

(M/S) TRUSTEE HIGHTOWER/ VICE CHAIR BUCKNER-WEBB MOVED TO ADOPT REIMBURSEMENT RESOLUTION NO. 2022-1 AS PRESENTED.

ROLL CALL

- Trustee Hightower- Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz - Aye

MOTION PASSED.

CONSIDER CERTIFICATES RESOLUTION NO. 2022-2

(M/S) TRUSTEE HIGHTOWER/SECRETARY MOVED TO ADOPT CERTIFICATES RESOLUTION NO. 2022-2 AS PRESENTED.

ROLL CALL

- Trustee Hightower- Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz - Aye

MOTION PASSED.

PROVOST REPORT – PROVOST DENISE ABERLE-CANNATA

- The CWI Speech and Debate Team competed last weekend at the Steve Hunt Classic Tournament in Oregon and made history with an unprecedented win. CWI won the Division 3 title at the tournament, and for the first time in the College's Speech and Debate team's history, they beat the entire debate field regardless of division. Provost Cannata congratulated Assistant Professor of Communications, and Director of Forensics, Luke Yeates along with Department Chair, Jim Gatfield.
- Enrollment Update - presented by Assistant Vice President Patrick Tanner.
 - January 17, 2023 will be the first day of CWI classes at the Mountain Home Air Force Base.
 - CWI has a first time course offering called the Late 8. This session will be offered for the fall and spring semester. Fall session begins October 17,

2022. The enrollment goal of 1500 credits has been met with 439 students enrolled in 1,766 credits as of Oct. 13, 2022.

CONSIDER EXECUTIVE SESSION

PURSUANT TO IDAHO CODE § 74-206(1) 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;

AND,

(f) TO COMMUNICATE WITH LEGAL COUNSEL FOR THE PUBLIC AGENCY TO DISCUSS THE LEGAL RAMIFICATIONS OF AND LEGAL OPTIONS FOR PENDING LITIGATION, OR CONTROVERSIES NOT YET BEING LITIGATED BUT IMMINENTLY LIKELY TO BE LITIGATED.

(M/S) TRUSTEE HIGHTOWER /SECRETARY REAMES MOVED TO CONVENE IN EXECUTIVE SESSION.


ROLL CALL

- Trustee Hightower- Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz - Aye

MOTION PASSED.

ADJOURNMENT

Chair Lentz adjourned the meeting at 5:13 pm


Jim Reames (Dec 14, 2022 11:47 MST)

Jim Reames, Secretary/Treasurer
Board of Trustees

12/14/2022

Date







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Final Audit Report

2022-12-14

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